



**CITY COUNCIL REGULAR MEETING
TUESDAY, JULY 15, 2025
HELD REMOTELY & IN PERSON AT CITY HALL
124 S. LEFEVRE ST.**

- Sign up to provide Public Comment at the meeting via calling in.
- Submit Written Public Comment Before 4 pm on (July 15, 2025) - *SEE NOTE*

Please note: To better serve our community, we are now offering Live Streaming of our Council Meetings on our YouTube channel (link is provided below). This will enable citizens who wish to just view the meeting and not participate (provide comments) to do so in the comfort of their homes. Those that wish to provide input during the citizen comment periods may join the meeting as usual via the Zoom link.

- **Join the Zoom Meeting –**
<https://us06web.zoom.us/j/88936410062?pwd=TnZCAGCHZTo5RQnJM83srQcqGmleZR.1>

Meeting ID: 889 3641 0062

Passcode: 409006

One tap mobile

+12532050468,,88936410062#,,,,*409006# US

+12532158782,,88936410062#,,,,*409006# US (Tacoma)

- **Watch the Live Stream on YouTube -**
<http://www.youtube.com/@CityofMedicalLake>

WRITTEN PUBLIC COMMENTS

If you wish to provide written public comments for the council meeting, please email your comments to sweathers@medical-lake.org by 4:00 p.m. the day of the council meeting and include all the following information with your comments:

1. The Meeting Date
2. Your First and Last Name
3. If you are a Medical Lake resident
4. The Agenda Item(s) which you are speaking about

*Note – If providing written comments, the comments received will be acknowledged during the public meeting, but not read. All written comments received by 4:00 p.m. will be provided to the mayor and city council members in advance of the meeting.

Questions or Need Assistance? Please contact City Hall at 509-565-5000

- 1. CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL**
- 2. AGENDA APPROVAL**
- 3. INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS**
- 4. ANNOUNCEMENTS / PROCLAMATIONS / SPECIAL PRESENTATIONS**
 - A. Recognition of 6th District Legislators
- 5. REPORTS**
 - A. Public Safety
 - B. Committee Reports/Council Comments
 - C. Mayor
 - D. City Administrator & City Staff
 - i. Koss Ronholt, Finance Director – SOS Grant Summary Report
- 6. WORKSHOP DISCUSSION**
 - A. Social Media and Website Archiving Software
 - B. Elected Official Steering Committee ILA
- 7. ACTION ITEMS**
 - A. Consent Agenda
 - i. Approve **July 1, 2025**, minutes.
 - ii. Approve **July 15, 2025**, Payroll Claim Warrants numbered **52690** through **52697** and Payroll Payable Warrants numbered **30244** through **30256** in the amount of **\$192,476.11** and Claim Warrants numbered **52698** through **52755** in the amount of **\$564,406.14**.
- 8. PUBLIC HEARINGS – None.**
- 9. RESOLUTIONS – None.**
- 10. ORDINANCES – None.**
- 11. EXECUTIVE SESSION – None.**
- 12. EMERGENCY ORDINANCES – None.**
- 13. UPCOMING AGENDA ITEMS**
- 14. INTERESTED CITIZENS**
- 15. CONCLUSION**

City of Medical Lake Councilmember Excused Absence Request Form

Councilmember:

Don Kennedy

Meeting Type:

☒ Committee

☒ Council

Meeting Date:

7/15/25

Reason For Absence:

☐ City Business

☐ Military Orders

☐ Ill or Injured

☐ Employer Business

☐ Vacation

☒ Other (Please Describe)

My Brother-in-Law's Funeral in Boise

on 7/15/25. Since there is a 1 hour time difference I

hope to Zoom-in @ 7:30 Boise Time.

Date Requested:

7/8/25

☐ By Phone

Approved By Council/Committee Motion On: _____

Denied By Council/Committee Motion On: _____





Grant Conclusion (Non-CIP)

Performance Summary Report

PROJECT INFORMATION

Project Name: Records Room Reorganization

Department: Administrative Services

Awarding Agency: Office of the Secretary of State

Contact: Koss Ronholt

Grant Purpose: Reorganize records room to improve functionality and consistency of records retention.

FINANCIAL PERFORMANCE

Project Budget		Final Cost	Variance \$ / %	Funding Sources
\$11,441.82		\$11,504.16	\$ 62.34 / (.54%)	
Reason For Variance		More labor required than anticipated.		
City	\$62.34	Notes on Funding Sources		
Grant	\$11,441.82	Original budget: \$10,625, but awarding agency allowed 10% increase for authorized overage.		
Other	\$0.00			
Total	\$11,504.16			

SCHEDULE PERFORMANCE

Planned Completion Date	Actual Completion Date	Variance
5/31/2025	4/18/2025	43 days
Reason For Variance		Completed ahead of schedule

PROJECT REVIEW

Challenges and Resolutions:

Majority of records were stored in inconsistent (non-State Archive) boxes, did not include DANS # or adequate labeling, or had multiple types of records in one box. Underestimated amount of time required for removing, re-boxing, and properly labeling records. Plan included dealing with records in Annex, Maintenance Building, and Wastewater Treatment Plant, but funding ran out before.

Lessons Learned:

Thorough and consistent treatment of records is vital to maintaining and following State guidance. A very robust inventory system of records is in development to ensure that the work put into re-organizing the records room does not get undone.

Special thanks to Kylie Wright and Sabrina Peterson for their work on this project!

Before



After





7/15/2025 City Council Meeting

To: Mayor and City Council
From: Koss Ronholt, Finance Director
TOPIC: Social Media and Website Archival Services

Requested Action:

City staff recommends choosing Pagefreezer as the City's social media and website archival software provider.

Key Points:

Staff has researched four (4) social media and website archive software providers.

- Pagefreezer (Recommendation) – Is fully compliant with WA State regulations, very user-friendly records request functions, uses dynamic website crawling archive technology (non-screenshot), no record caps or charges or records, and includes social media alerts. Annual cost of \$5,844. Cons: quoted for (5) social media accounts, and charges may increase for added social media accounts (\$420 annually per account).
- CivicPlus – Provides WA compliant social media and website archival services, including social media alert, services up to 12 social media accounts, and user-friendly records request functions. Cons: utilizes screenshot only technology for website archival (not recommended for compliance), has record maximum of 3,500, and potential tier increase if record caps are exceeded. First year cost \$5,672.50, with continued annual cost of \$4,672.20 with 5% annual escalator.
- Sprout Social – Provides social media archival, but not website archival.
- Social News Desk - Provides social media archival, but not website archival.

Background Discussion:

City Council held a workshop on July 1, 2025 to discuss subject and provided guidance and feedback to staff for reviewing potential vendors.

Public Involvement:

None

Next Steps:

Staff will prepare a resolution for City Council to review in the upcoming meeting on August 5, 2025.



City of Medical Lake
124 S Lefevre Street
PO Box 369
Medical Lake, WA 99022-0369
509-565-5000

7/15/25 City Council Meeting

To: Mayor and City Council
From: Elisa Rodriguez, City Planner
TOPIC: Growth Management Joint Planning Interlocal Agreement (Res No. 25-760)

Requested Action:

Consider Resolution No. 25-760

Key Points:

The Board of County Commissioners (BOCC) adopted an amendment to the Growth Management Joint Planning Interlocal Agreement, amending the Steering Committee of Elected Officials' (SCEO) membership and voting structure. This added a voting member each from the Spokane Tribe of Indians and the Kalispel Tribe of Indians. Mayor Terri Cooper was a member of the SCEO subcommittee that developed the amended agreement. The new ILA requires signatures from all participating jurisdictions for ratification.

Background Discussion:

The SCEO was established by the Growth Management Act Joint Planning Interlocal Agreement in 1995 by the BOCC to assist in the development of the Countywide Planning Policies and provide other duties, including, but not limited to providing recommendations to the BOCC on the same. Medical Lake was party to that agreement, as we were for amendments in 2003 and 2008. Amended by Substitute House Bill 1717 (2021-2022), RCW 36.70A.110 requires counties to invite tribes to participate in developing countywide planning policies. The Spokane Tribe of Indians and the Kalispel Tribe of Indians accepted this invitation. The membership and voting structure were discussed at the Planning Technical Advisory Committee and recommendations were forwarded to the SCEO. The SCEO presented the amended agreement to the BOCC on April 1, 2025, wherein it was adopted.

Public Involvement:

The SCEO held a public hearing on the proposed amendment on November 13, 2024. The SCEO unanimously recommended approval.

Next Steps:

Upon adoption, the City of Medical Lake will sign the ratification document and return it to Spokane County.

THIS INTERLOCAL AGREEMENT, is entered into by and among the cities of Airway Heights, Cheney, Deer Park, Fairfield, Latah, Liberty Lake, Medical Lake, Millwood, Rockford, Spangle, Spokane Valley, Spokane, and Waverly, hereinafter sometimes jointly referred to as "Cities," the Spokane Tribe of Indians, the Kalispel Tribe of Indians, and Spokane County, sometimes hereinafter referred to as the "County," jointly, hereinafter referred to along with the Cities and Tribes as the "Parties," or "Jurisdictions."

FURTHERMORE, THIS INTERLOCAL AGREEMENT, having been finalized at the November 13, 2024 Steering Committee meeting, will replace the GMA Joint Planning Interlocal Agreement, as amended on November 19, 2008 and October 9, 2003, and originally adopted August 24, 1995 by Resolution 94-1686.

WHEREAS, pursuant to the provisions of RCW Section 36.70A.210, the legislative authority of a county that plans under the Growth Management Act (GMA) shall adopt a Countywide planning policy or policies in cooperation with the Cities and Tribes located in whole or in part within the County; and

WHEREAS, pursuant to the provisions of RCW Section 36.70A.210, counties are required to invite tribes to participate in developing countywide planning policies. Counties must develop policies for the protection of tribal cultural resources in collaboration with Tribes if they choose to participate; and

WHEREAS, the Parties realize the Countywide Planning Policies call for the continued collaboration and cooperation among the parties in their respective obligations under the Growth Management Act (GMA) to adopt comprehensive plans and development regulations implementing such plans; and

WHEREAS, pursuant to the provisions of RCW Section 36.70A.110, each county that is required or chooses to plan under the Growth Management Act (GMA) shall designate an urban growth area or areas in consultation/agreement with cities within which urban growth shall be encouraged and outside of which growth can occur only if it is not urban in nature; and

WHEREAS, pursuant to Substitute House Bill 1717 (2021-2022), and as codified in RCW 36.0A.130, local jurisdictions are required to work with federally recognized Indian tribes who choose to participate in the county or regional planning process, and by which federally recognized Indian tribes whose reservation or ceded lands lie within the county shall be invited to participate in and cooperate with the adoption process for proposed amendments to the Countywide Planning Policies; and

WHEREAS, pursuant to the provisions of chapter 39.34 RCW, two or more public agencies may enter into agreements with one another for joint or cooperative action; and

WHEREAS, pursuant to the above-cited statutory provisions, the parties hereto desire to enter into an interlocal cooperation agreement pursuant to which the parties will (1) establish a Steering Committee of elected officials and other committees to perform certain duties and

provide recommendations to the Parties in conjunction with their respective obligations under the Growth Management Act (GMA); (2) establish the responsibilities of the Steering Committee of elected officials and other committees; (3) establish a process to amend the adopted Countywide Planning Policies; (4) establish a distribution formula for grant funds received from Washington State Department of Commerce, Trade and Economic Development or its successor for growth management; and (5) provide for other matters related to the preceding items.

NOW, THEREFORE, for and in consideration of the mutual obligations hereinafter set forth, and as authorized by chapter 39.34 RCW, RCW Section 36.70A.210 and RCW Section 36.70A.110, the parties hereto do mutually agree as follows:

Section 1: PURPOSE

The parties hereto recognize that it is in the public's interest that local governments cooperate with each other and coordinate their respective obligations for planning under the Growth Management Act (GMA). The Growth Management Act (GMA) mandates that the County adopt Countywide Planning Policies in cooperation with Cities and Tribes located in whole or in part within the county.

Additionally, the Growth Management Act (GMA) mandates that the County designate urban growth areas in cooperation and consultation with Cities within the County.

The parties have entered into prior interlocal cooperation agreement(s) establishing a collaborative process for the adoption of Countywide Planning Policies and related matters. These interlocal agreement(s) terminate upon the County's adoption of Countywide Planning Policies. The parties now desire to enter into another interlocal agreement which will continue the cooperative and collaborative process in conjunction with their respective obligations under the Growth Management Act (GMA). The purpose of this interlocal agreement is to

- (1) establish a steering committee of elected officials and other committees to perform certain duties and provide recommendations to the parties in conjunction with their respective obligations under the Growth Management Act (GMA);
- (2) establish the responsibilities of the steering committee of elected officials and other committees;
- (3) establish a process to amend the adopted Countywide Planning Policies;
- (4) establish a distribution formula for grant funds received from the Washington State Department of Commerce, Trade and Economic Development or its successor for growth management; and
- (5) provide for other matters related to the preceding items.

Section 2: ESTABLISHMENT OF STEERING COMMITTEE OF

ELECTED OFFICIALS, EX-OFFICIO MEMBERS THEREOF, AND A TECHNICAL SUPPORT COMMITTEE

There is hereby established a steering committee of elected officials, hereinafter referred to as the Steering Committee, having those responsibilities set forth in Section 3 hereof. The Steering Committee shall consist of three (3) County Commissioners from the Spokane County Board of Commissioners, three (3) elected officials from the City of Spokane, two (2) elected officials from the City of Spokane Valley, one (1) elected official each from Liberty Lake, Airway Heights, Cheney, Deer Park, Medical Lake and Millwood; one (1) elected official to represent the five towns of Fairfield, Latah, Rockford, Spangle and Waverly, one (1) elected official from the Spokane Tribe of Indians, and one (1) elected official from the Kalispel Tribe of Indians..

The legislative bodies of each jurisdiction will select representatives in any manner they choose. Jurisdictions and Tribes may also appoint alternates, who must be an elected official. Alternates may vote during the absence of the regular representative.

The Steering Committee will strive for consensus on all matters; however, when a vote is required, each member shall have one vote and a majority of the voting members in attendance is required for a motion to succeed, unless otherwise specified within this interlocal agreement. In order to conduct business, a quorum must be present; a quorum will consist of a simple majority of the total Steering Committee voting membership.

The Steering Committee shall at the end of its regular meeting in June of each year, elect from among its voting members a Chair and Vice Chair, each of whom shall serve for a period of one year and thereafter until their respective successors have been elected. The Chair and Vice Chair may be removed at any time by a vote of 2/3 of the total voting membership. The Chair and Vice Chair shall be elected on a rotational basis in the following order: Spokane County, City of Spokane, City of Spokane Valley, Small Cities (under 15,000 population). The Vice Chair is intended to serve as Chair the following year. In the event of a vacancy of the Chair or Vice Chair, another Chair or Vice Chair shall be elected from that same category. In the absence of both the Chair and Vice Chair at a meeting, a Chair Pro Tern shall be selected by a majority of those members present to serve as Chair.

Subcommittees of the Steering Committee will be appointed by the Chair as needed on an ad hoc basis. Ad hoc committees are intended to serve a specific purpose for a limited amount of time.

In addition to the voting members of the Steering Committee, the Steering Committee shall also include three (3) officials as nonvoting members representing the school districts, water districts, and fire protection districts, and one (1) citizen-at-large member representing the urban growth areas of Spokane County. Nonvoting members are nominated by consensus among their peers and are then appointed by the Steering Committee. The citizen-at-large member shall be nominated by the Board of County Commissioners and appointed by the Steering Committee at the applicable June meeting for a four-year term.

A Planning Technical Advisory Committee (PTAC) is hereby established to advise and provide

support to the Steering Committee. The PTAC shall consist of the staff personnel of the Parties plus the Spokane Regional Transportation Council. A Chair for the PTAC will be selected by the PTAC on an annual basis to chair the PTAC meetings and serve as liaison to the Steering Committee. It is the intention to rotate the chair of the PTAC among jurisdictions and to share responsibilities for specific tasks among the PTAC members.

Spokane County Building and Planning Department will serve as the repository for all records of the Steering Committee and will provide administrative staff to work in conjunction with the Chair to arrange meetings, prepare agendas and minutes, advertise public hearings, and provide notice and necessary documents to the Steering Committee.

In the event that additional general purpose governmental entities are created through incorporation, they shall become represented in such number(s) as may be hereafter agreed to by the Steering Committee on the effective date of their incorporation, and their adoption of this document. In all subsequent decisions, the number of the Steering Committee members needed to reach a decision will be adjusted to account for the new member(s). However, prior decisions will not be reconsidered and re-voted. Such entities shall be entitled to a non-voting seat until the official date of incorporation. The Representatives will be selected by the legislative body in any manner it chooses.

Section 3: RESPONSIBILITIES OF STEERING COMMITTEE

The Steering Committee, as established under Section 2, will have those responsibilities as set forth in the Countywide Planning Policies adopted under RCW Section 36.70A.210. Rather than repeat those responsibilities verbatim within this section, the parties agreed to generally outline those responsibilities referencing the exact policy. It is expected that the parties, when necessary, will look to the exact language when further explanation is necessary of any responsibility set forth hereinafter. The parties further recognize that from time to time the Countywide Planning Policies may be amended as provided for in section 4 hereinafter. In instances where such amendments occur, the parties agree that the responsibilities set forth within this section shall automatically be amended, when applicable, to include such changes without the necessity of formal amendment of the agreement.

The general outline of Steering Committee responsibilities are as follows:

A. Recommendations to the Board of County Commissioners (BOCC) of Spokane County

The Steering Committee will:

1. analyze each jurisdiction's UGA amendment proposals and population allocations for recommendation to the Spokane County Board of County Commissioners.
2. oversee development of a carrying capacity study for regional capital facilities (*Promotion of Contiguous and Orderly Development and Provision of Urban Services #8*).

3. recommend allocation of population growth to jurisdictions (*Promotion of Contiguous and Orderly Development and Provision of Urban Services #9*).
4. review amendment proposals to the Countywide Planning Policies and/or UGAs (*interlocal agreement*).

B. Recommendations to all the jurisdictions

The Steering Committee will:

1. establish employment projections in cooperation with the Spokane area business community (*Urban Growth Areas #9*).
2. develop regionally consistent programs to protect natural resource lands, critical areas, and open space (*Urban Growth Areas #15*).
3. oversee the preparation of a regional utility corridor plan (*Promotion of Contiguous and Orderly Development and Provision of Urban Services #11*).
4. identify or establish siting and service delivery criteria to locate essential public facilities (*Siting of Capital Facilities of a Countywide or Statewide Nature #2*).
5. establish a process for distributing essential public facilities among jurisdictions (*Siting of Capital Facilities of a Countywide or State-wide Nature #3*).

C. Miscellaneous responsibilities

The Steering Committee will:

1. prepare a regional formula to designate and acquire public access to open space corridors (*Promotion of Contiguous and Orderly Development and Provision of Urban Services #4*).
2. pursue strategies for regional water resource management (*Promotion of Contiguous and Orderly Development and Provision of Urban Services #14*).
3. promote a proactive planning approach between Washington and Idaho to establish uniform environmental protection measures (*Economic Development #6*).

D. Official Actions

All official actions of the Steering Committee shall be reduced to writing and incorporated in the official minutes and signed by the Chair. Recommendations from the Steering Committee shall be transmitted to the Board of County Commissioners by a letter from the Chair of the Steering Committee and shall include the motion and vote of the Committee including an indication of which members supported and which did not support the motion.

E. Public Participation Guidelines

The Steering Committee will use the Public Participation Program Guidelines adopted by the Board of County Commissioners on February 24, 1998, and as amended on September 29, 1998, and July 19, 2022.

F. Regular Meeting

The Steering Committee will set a regular meeting time, date, and place on or before its July meeting of each year.

Section 4: AMENDMENTS TO THE COUNTYWIDE PLANNING POLICIES

Upon initial adoption of Countywide Planning Policies by the Board of County Commissioners of Spokane County pursuant to the provisions of RCW Section 36.70A.210, the Parties agree that such adopted Countywide Planning Policies may be amended only through the following procedures:

1. The Countywide Planning Policies may be reviewed and amendments considered, as appropriate, once every five years following the initial adoption date of the Countywide Planning Policies and each successive five-year period thereafter. Amendment proposals must be submitted for Steering Committee consideration by a voting member of the Steering Committee. Members of the general public must submit amendment proposals through a voting member of the Steering Committee. All such amendments shall be considered concurrently so the cumulative effect of each individual proposal can be ascertained.
2. The Countywide Planning Policies may be reviewed and amended more frequently than prescribed in paragraph #1 above. Such amendment proposals must be submitted for Steering Committee consideration by a voting member of the Steering Committee. Members of the general public must submit amendment proposals through a voting member of the Steering Committee. The Steering Committee must pass a motion by an affirmative vote of 2/3 of the total voting membership in order to place such an amendment proposal before the Steering Committee for review and recommendation. The Steering Committee may establish criteria to help assess the need for processing such amendments.
3. The process of amending the Countywide Planning Policies shall be consistent with the Growth Management Act (GMA) provisions for original adoption of the Countywide Planning Policies. The Steering Committee in reviewing and making recommendations on proposed amendments to the Countywide Planning Policies shall take into consideration the intent that Countywide Planning Policies are a written policy statement or statements used solely for establishing a Countywide framework from which county and city comprehensive plans are developed, amended, and adopted. As such, each jurisdiction's comprehensive plan relies upon the long term goal or vision statement of each policy. There is an expectation of policy stability which must be weighed, along with the impact to each jurisdiction's comprehensive plan, when considering an amendment to the Countywide Planning Policies.
4. The Steering Committee shall establish procedures for processing, reviewing, and

recommending amendments to the Countywide Planning Policies.

5. The Steering Committee's recommendation or action on each and every amendment proposal shall be forwarded, together with all amendment proposals to the Board of County Commissioners in order for the Board to have the benefit of considering the amendment proposal(s) concurrently so the cumulative effect of each individual proposal can be ascertained.

Section 5: TERM, AMENDMENT, OR TERMINATION OF AGREEMENT

The term of this interlocal agreement shall commence upon the County's adoption of the Countywide Planning Policies as provided for in RCW Section 36.70A.210.

This interlocal agreement may be amended or terminated by an affirmative vote of 2/3 of the total voting membership of the Steering Committee and ratified by each jurisdiction.

Section 6: FUNDING

Grant funds received from the Washington State Department of Commerce, Trade and Economic Development or its successor for Growth Management Act (GMA) responsibilities shall be distributed to the Parties pursuant to a distribution formula mutually agreed upon. Prior to the end of each fiscal year, the distribution formula will be re-evaluated. Factors included in such re-evaluation will include per capita allocation based on the annual Office of Financial Management estimate of population and the projected need for multi-jurisdictional programs requiring special skills consultants.

Section 7: GENERAL PROVISIONS

1. Upon termination of this interlocal agreement, all real or personal property acquired by any of the Parties hereto with monies which they have respectively received under Section 6 herein above, shall remain the sole property of such Parties.

2. The Clerk of the Board of County Commissioners of Spokane County, shall, as provided for in RCW Section 39.34.040, file an executed copy of this interlocal agreement with the Secretary of State and Spokane County Auditor.

3. The section headings in this interlocal agreement have been inserted solely for the purpose of convenience and ready reference. In no way do they purport to, and shall not be deemed to, define, limit or extend the scope or intent of the sections to which they appertain.

4. This interlocal agreement contains all the terms and conditions agreed upon by the Parties. No other understandings, oral or otherwise, regarding the subject matter of this interlocal agreement shall be deemed to exist or to bind any of the Parties hereto.

5. Should (1) any section or portion thereof of this interlocal agreement be held unlawful and unenforceable by any court of competent jurisdiction, and/or (2) should the Washington State Legislature adopt any legislation which is subsequently signed by the Governor affecting any sections or portions thereof within this interlocal agreement, and/or (3) should the qualified

electorate voters approve a combined City-County form of government as provided for in Amendment 58 of the Washington State Constitution, the Parties agree to immediately meet and amend this interlocal agreement as may be deemed necessary.

6. Nothing in this interlocal agreement shall affect, alter, or limit in any way a tribe's authority, jurisdiction, or any treaty or other rights it may have by virtue of its status as a sovereign Indian tribe. This interlocal agreement does not preclude any of the Parties from entering into individual Memorandums of Agreement for coordinated comprehensive planning between a jurisdiction and the Spokane Tribe of Indians or the Kalispel Tribe of Indians.

IN WITNESS WHEREOF, the City of Medical Lake ratifies amendments to the Growth Management Joint Planning Interlocal Agreement as adopted by the Steering Committee of Elected Officials on November 19, 2008, and October 9, 2003, and originally adopted August 24, 1995, by Resolution 94-1686 as of the date shown below this signature block.

CITY OF MEDICAL LAKE

Mayor Terri Cooper

Dated

**CITY OF MEDICAL LAKE
City Council Regular Meeting**

6:30 PM
July 1, 2025

MINUTES

Council Chambers
124 S. Lefevre Street

NOTE: This is not a verbatim transcript. Minutes contain only a summary of the discussion. A recording of the meeting is on file and available from City Hall.

COUNCIL AND ADMINISTRATIVE PERSONNEL PRESENT

Councilmembers

Chad Pritchard
Keli Shaffer
Lance Speirs
Bob Maxwell
Ted Olson
Tony Harbolt

Administration & Staff

Terri Cooper, Mayor
Sonny Weathers, City Administrator
Thomas Rohrer, Legal Counsel
Steve Cooper, WWTP
Koss Ronholt, Finance Director
Glen Horton, Parks & Recreation Director
Roxanne Wright, Administrative Clerk

REGULAR SESSION – 6:30 PM

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

- A. Mayor Cooper called the meeting to order at 6:30 pm, led the Pledge of Allegiance, and conducted roll call. Councilmember Kennedy was previously excused and not present while all other members were present in person.

2. AGENDA APPROVAL

- A. Motion to approve made by Councilmember Speirs, seconded by Councilmember Shaffer, carried 6-0.

3. INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS – None.

4. ANNOUNCEMENTS / PROCLAMATIONS / SPECIAL PRESENTATIONS – None.

5. REPORTS

- A. Committee Reports/Council Comments
- i. Councilmember Pritchard – HCDAC is still accepting comments regarding the appropriation of disaster recovery funds. Comment period open until July 14th. Mayor Cooper added that citizens can sign up to testify at the Spokane County Board of Commissioner Meeting. Councilmember Pritchard attended a county environmental impact meeting regarding Comprehensive Plan Renewal. Next Geo Walk will be August 6th at 5pm at Waterfront Park.
 - ii. Councilmember Shaffer – Finance Committee met and reviewed claims. No issues.
 - iii. Councilmember Speirs – STA CEO candidate, Carl Otterstrom, chosen to move forward. Will be a meet and greet on July 8th, 4-6pm at Centennial Hotel. Attended AWC Annual

Conference. Impressed with the wide selection of sessions and encouraged council to attend if possible. The conference will be held in Spokane next year.

- iv. Councilmember Maxwell – no report.
- v. Councilmember Olson – no report.
- vi. Councilmember Harbolt – no report.

B. Mayor Cooper – Attended the AWC Annual conference, very informative. Shared that there is another round open of elected officials training, if council is interested. Appointed to AWC Board of Directors and the State Emergency Council.

C. City Administrator & City Staff

- i. Sonny Weathers, City Administrator – also attended the AWC Annual Conference and learned pertinent information on many things including government use of AI and funding strategies. Conference will be June 23-26 next year in Spokane. Coney Island dock project, park closing July 7th to begin shoreline restoration and will be closed until completion. Fourth of July, LATL July 3rd featuring Soul Proprietor with fireworks to follow. City Hall closed July 4th. Community Yard Sale July 5-6th.
- ii. Elisa Rodriguez, City Planner – provided staff report on Comprehensive Plan update. Concluding Phase One (idea phase). Reviewed two surveys given to the public: Pulse of the Community and Communication Preferences. Surveys were advertised on social media, website, Founders Day and Farmers Market booths with LATL and survey flyers. 77 respondents for Pulse of the Community survey. Will send an email with survey summary. Gave overview of common comments. Communication Preferences survey had 101 responses. Generally felt that the city is heading in the right direction. Also doing “Question of the Week” on Facebook. Two grants finishing up with the end of phase one. Climate Resilience and Periodic Update grants. All money received last week. PUG will get additional money – 18 months to finish project. Updated on Land Capacity analysis. We can accommodate projected growth and are well set for providing needed housing in the region. Moving on to Phase Two will begin with steering committee meeting next week.

6. WORKSHOPS

A. Social Media Public Records Software – Mr. Ronholt shared that the city is looking into website and social media archival to ensure we are complying with public records regulations. Intention of the workshop is to gather council’s opinion on options and price ranges; as well as pursuing this year or wait until next. Mayor Cooper- software costing approximately \$2500 per year covers basic requirements. Bare bones. Software costing approximately \$5500 per year has additional benefits that would improve functionality and reduce staff time. Mr. Ronholt broke down the cost points. Councilmember Speirs shared that he attended a session at the AWC conference regarding social media retention. Spoke on benefits of software like this, expressed importance of non-screenshot website archival to be in compliance. Councilmember Olson asked if any software providers are local. Council would like Mr. Ronholt to gather quotes and demos and bring back a summary for another workshop at the July 15th meeting.

7. ACTION ITEMS

A. Consent Agenda

- i. Approve **June 17, 2025**, minutes.
 - 1. Motion to approve made by Councilmember Olson, seconded by Councilmember Harbolt, carried 6-0.
- ii. Approve **July 1, 2025**, Claim Warrants numbered **52656** through **52689** in the amount of **\$164,010.56**.
 - 1. Motion to approve made by Councilmember Shaffer, seconded by Councilmember Speirs, carried 6-0.

B. Ballot Measure “For” and “Against” Committee Appointments

- i. Mayor Cooper explained the ballot measure and committees. The outcome of the ballot measure is not binding; council is not compelled to take action based on the voting results. The for/against committees will work independently without input from the city to draft statements for the ballot pamphlet.
 1. For Committee – Lahnne Henderson and Shirley Maiké
 2. Against Committee - Nate Robinson and Don Mayfield
 - a. Motion to approve appointments made by Councilmember Harbolt, seconded by Councilmember Maxwell, carried 6-0.

8. PUBLIC HEARINGS – none

9. RESOLUTIONS – none

10. ORDINANCES – none

11. EXECUTIVE SESSION - none

12. EMERGENCY ORDINANCES - none

13. UPCOMING AGENDA ITEMS - none

14. INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS –

- A. Mayor Cooper acknowledged receipt of written comments from Medical Lake resident Tammy Roberson. Each council member received a copy. *The full comments are part of the official record on file at City Hall and can be requested in person or by sending an e- mail to records@medical-lake.org.*

15. CONCLUSION

- A. Motion to conclude at 7:20pm made by Councilmember Pritchard, seconded by Councilmember Speirs, carried 6-0.

Terri Cooper, Mayor

Koss Ronholt, Finance Director/City Clerk

Date

CITY OF MEDICAL LAKE

CLAIMS CERTIFICATION AND APPROVAL

Auditing Officer's Certification

I, the undersigned, do hereby verify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein and that the claim is a just, due, and unpaid obligation against the ***City of Medical Lake***, and that I am authorized to authenticate and certify said Claim Warrants numbered, 52698 through 52755 in the amount of \$564,406.14.

Check(s): 52599-52655	\$ 554,723.61
<u>EFT(s)</u>	<u>\$ 9,682.53</u>
Total:	\$ 564,406.14



Koss Ronholt, Finance Director

Council Approval

I, Terri Cooper, Mayor of the ***City of Medical Lake***. Approve by majority vote of the Medical Lake City Council, payments of Claim Warrants numbered, 52698 through 52755 in the amount of \$564,406.14 this 15th day of July 2025.

Terri Cooper, Mayor

Date

CITY OF MEDICAL LAKE

PAYROLL CERTIFICATION AND APPROVAL

Auditing Officer's Certification

I, the undersigned, do hereby verify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein and that the claim is a just, due, and unpaid obligation against the ***City of Medical Lake***, and that I am authorized to authenticate and certify said Payroll Claim Warrants numbered 52690 through 52697, and Payroll Payable Warrants numbered 30244 through 30256 in the amount of \$192,476.11.



Koss Ronholt, Finance Director

Council Approval

I, Terri Cooper, Mayor of the ***City of Medical Lake***. Approve by majority vote of the Medical Lake City Council, payments of Payroll Claim Warrants numbered 52690 through 52697 and the Payroll Payable Warrants numbered 30244 through 30256 in the amount of \$192,476.11 this 15th day of July 2025.

Terri Cooper, Mayor

Date