

CITY OF MEDICAL LAKE
City Council Regular Meeting

6:30 PM
August 5, 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 can be accessed through the city's website www.medical-lake.org.

COUNCIL AND ADMINISTRATIVE PERSONNEL PRESENT

Councilmembers

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

Administration & Staff

Terri Cooper, Mayor
Sonny Weathers, City Administrator
Thomas Rohrer, Legal Counsel
Koss Ronholt, Finance Director
Scott Duncan, Public Works Director
Glen Horton, Parks & Recreation Director
Elisa Rodriguez, City Planner
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. All council members were present in person.
 - i. Councilmember Harbolt submitted an absence request for the August 19th meeting. Motion to approve made by Councilmember Speirs, seconded by Councilmember Kennedy, carried 7-0.

2. AGENDA APPROVAL

- A. Motion to approve agenda made by Councilmember Olson, seconded by Councilmember Kennedy, carried 7-0.

3. INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS

- A. Mayor Cooper acknowledged receipt of written comments from a citizen. All council received. *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*

4. ANNOUNCEMENTS / PROCLAMATIONS / SPECIAL PRESENTATIONS - None

5. REPORTS

- A. Committee Reports/Council Comments
 - i. Councilmember Pritchard – Geo Walk with Steve Cooper, WWTP Director, tomorrow, August 6th at 5 pm at Waterfront Park.

- ii. Councilmember Shaffer – Finance Committee met and reviewed claim warrants and the Q2 budget report.
 - iii. Councilmember Speirs – STA accepted and signed a five-year contract with Karl Otterstrom as CEO. Attended a training seminar in Kansas City for STA board members.
 - iv. Councilmember Kennedy – SRTC meeting, main topic was final approval for awards on contingency list.
 - v. Councilmember Maxwell – no report.
 - vi. Councilmember Olson – no report.
 - vii. Councilmember Harbolt – no report.
- B. Mayor Cooper – Linger at the Lake last Thursday was very enjoyable. Rooted, the Farmers Market event on Saturday, was a big success. Had great conversations with community and judged the cooking contest.
- C. City Administrator & City Staff
- i. Sonny Weathers, City Administrator – WCIA Insurance performed audit of our Public Works department showed no compliance issues this year. Linger at the Lake is averaging 1800 attendees per concert, which is more than last year. FEMA and Emergency Management provided input on the Hazard Mitigation plan. WWTP staff member, Tony Ricci, passed his Operator II test. RFP for a Utility Rate study will go out next week. Data from the study will be in place for next year's budget cycle. RFP out now for backup generator. West Plains Aquifer Protection Area being discussed with Spokane County. Will plan for them to attend the second meeting in September and give a report to council. August Planning Commission meeting was cancelled – Ms. Rodriguez will be out of town, it falls on the same night as the final Linger at the Lake concert, and there are no active land use applications to discuss. Notice will be posted, and meetings will resume as scheduled in September.
 - ii. Koss Ronholt, Finance Director – 2025 Q2 Budget Report – reviewed report from packet and discussed with Council.
 - iii. Elisa Rodriguez, City Planner – Comprehensive Plan Update – Phase 2, Concept Phase of Comprehensive Plan – Vision and Values. Steering Committee revised proposed vision statements to be talked about individually. On website now and open for comment. Public engagement – Planning Commissioners, Steering Committee members and other interested staff/council members will talk to community members to gather input. "Reporter on the Street" style interviews were done at Linger at the Lake last week. Council can sign up to help with continued outreach. Transportation consultant is currently working on background information for the update.

6. WORKSHOPS

- A. Financial Policies Update - Meals & Travel
- i. Koss Ronholt, Finance Director - Reviewed proposed policy for meals and travel that was included in the agenda packet. Currently, the city has no policy in place, State Auditors are looking for cities to have one. Took guidance from OFM (Office of Financial Management) and State Auditor when creating the policy. Discussion held and suggestions given. Will revise and bring back for another workshop.
- B. Commercial Kitchen Project Update
- i. Glen Horton, Parks and Recreation Director – gave update on project. The original budget was \$305,000 which was covered by ARPA funds. Additional costs total around \$113,000 due to unexpected construction and equipment costs. Mayor Cooper shared her vision for the kitchen to create revenue. Use as test kitchen for potential restaurants and food trucks. There is interest from food truck and restaurant owners in utilizing the kitchen to test feasibility of doing business here. Local Farmers Market interested in using the kitchen for

food tests and prep classes. Facility could also be used for disaster response to provide meals for community. Costs keep increasing the longer we wait. Discussed how to pay for the additional costs. Mayor Cooper would like to use reserves and do a budget amendment. \$64,000 of initial funds, from ARPA, have been spent. Discussed how the city would charge for different uses of the kitchen. Mr. Ronholt shared that the funds would come out of the General Fund reserves, and he anticipates having around a million dollars in reserves by the end of the year. Council would like to have a locked in cost for both equipment and labor. Mr. Horton will contact contractor to get in writing and bring forward for council approval at next meeting.

C. Parks and Recreation Vehicle/Equipment Needs Update

- i. Glen Horton, Parks and Recreation Director - Gave presentation. See attached. Requesting change in scope of Capital Improvement Project # PF-11-25-302 from purchasing a truck to instead purchasing a Kubota and boom lift. Anticipating coming in under-budgeted. Council in agreement to move forward as indicated.

D. Accessory Dwelling Unit (ADU) Legislation Review

- i. Elisa Rodriguez, City Planner – Gave a presentation on new state requirements. See attached.

7. ACTION ITEMS

A. Consent Agenda

- i. Approve **July 15, 2025**, minutes.
 1. Mayor Cooper explained that Councilmember Pritchard's request for absence from the July 15th meeting had been received and signed by her but never voted on by Council. Would like the minutes edited to reflect. Motion to approve the absence and add to the July 15th minutes made by Councilmember Harbolt, seconded by Councilmember Maxwell, carried 6-0-1 with Councilmember Pritchard abstaining.
 2. Other corrections include changing "Mr." to "Ms." Rodriguez under item 6b, fifth line down, and removing the duplicate second from Councilmember Speirs on the conclusion motion. Motion to approve minutes as amended made by Councilmember Speirs, seconded by Councilmember Shaffer, carried 7-0.
- ii. Approve **August 5, 2025**, Claim Warrants numbered **52756** through **52808** in the amount of **\$568,279.51**.
 1. Motion to approve made by Councilmember Shaffer, seconded by Councilmember Kennedy, carried 7-0.

8. PUBLIC HEARINGS – none

9. RESOLUTIONS

- A. 25-760 ILA for Steering Committee of Elected Officials
 - i. Ms. Rodriguez reviewed. Motion to approve made by Councilmember Speirs, seconded by Councilmember Kennedy, carried 6-1 with Councilmember Olson voting nay.
- B. 25-761 Pagefreezer Social Media and Website Archival Software Agreement
 - i. Mr. Ronholt reviewed. Motion to approve made by Councilmember Olson, seconded by Councilmember Shaffer, carried 7-0.
- C. 25-762 Consulting Agreement with Gordon Thomas Honeywell Government Relations
 - i. Mayor Cooper reviewed noting that the agreement is a renewal of existing agreement with no increase in cost. Motion to approve made by Councilmember Pritchard, seconded by Councilmember Speirs, carried 7-0.

10. ORDINANCES – none

11. EXECUTIVE SESSION - none

12. EMERGENCY ORDINANCES - none

13. UPCOMING AGENDA ITEMS - none

14. INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS –

- A. Lahn timer Henderson, resident of Medical Lake – regarding road repairs by her residence, asked if the city would be completing the work. Mr. Duncan, Public Works Director, confirmed that yes, the city would be taking care of finishing repairs.

15. CONCLUSION

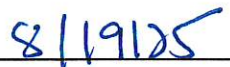
- A. Motion to conclude at 8:27 pm made by Councilmember Pritchard, seconded by Councilmember Speirs, carried 7-0.



Terri Cooper, Mayor



Koss Ronholt, Finance Director/City Clerk



Date



1






2

Tow Behind Boom Lift & New Kubota UTV


- Genie Lift - \$34,070 - \$38,447.19
 - 16 Week wait time
- Kubota UTV – Approximately \$33,000
 - Price pending on which add ons are deemed needed.

START

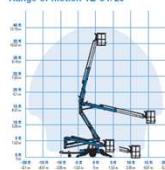



8/8/2025
3

3


What we are asking for






Range of motion T2-24/20



Range of motion T2-50



START




8/8/2025
4

4



1

WHY ARE WE TALKING ABOUT HOUSING?

To address affordable housing and the state's growing housing crisis.

2

HOUSING TYPES



3

DEFINITION

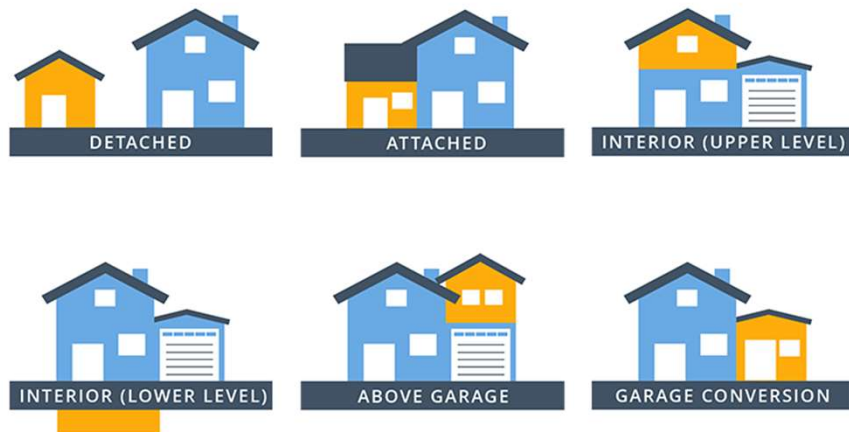
Accessory Dwelling Unit (ADU)

A dwelling unit located on the same lot as a single-family housing unit, duplex, triplex, townhome or other housing unit.

4

EXAMPLES OF ADU'S

ADUs in Yellow, main residence in Blue



5

REQUIREMENT #1

Must allow 2 units per lot.

Some exceptions for shorelines and critical areas.

6

REQUIREMENT #2

Cannot require owner occupancy.

Exception for short term rentals.

7

REQUIREMENT #3

Must allow separate sale of ADU's

Unit lot subdivisions will be discussed at a future workshop.

8

REQUIREMENT #4

Cannot require more than one parking space on a lot smaller than 6,000 square feet.

Cannot require more than two parking spaces on lots 6,000 square feet or larger

9

REQUIREMENT #5

Must allow a maximum unit size of 1,000 square feet or more.

10

REQUIREMENT #6

Must allow zero setbacks adjacent to alleys.

Must not use setbacks, building coverage, etc., to limit the possibility of an ADU.

11

REQUIREMENT #7

Must not have design standards that are more restrictive than what is required for the main residence.

12

REQUIREMENT #8

Must allow ADU's to be at least 24 feet in height.

13

REQUIREMENT #9

Impact fees must be no more than 50% of the fee of a principal unit.

14

REQUIREMENT #10

Cannot require street improvements as part of permit.

15



16

HOW MANY ADU'S CAN WE EXPECT?

According to the Spokane Business Journal, the City of Spokane has been processing approximately 30 permits a year.