

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