

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

6:30 PM
September 2, 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
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
Steve Cooper, WWTP 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. All council members were present in person. Mayor Cooper noted the open council seat.

2. AGENDA APPROVAL

- A. Motion to approve made by Councilmember Kennedy, seconded by Councilmember Olson, 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 – visited Fairchild 92nd Air Refueling Wing with Councilmember Kennedy and Mayor Cooper. Enjoyed learning about the contributions of Fairchild AFB.
 - ii. Councilmember Speirs – will put in absence request for next meeting as he will be in Boston for an APTA meeting for STA. He was named chair of Finance Committee. Reviewed claims. All looks good. Mayor Cooper stated that they will need a replacement for Councilmember Shaffer's position on the Finance Committee. Councilmember Harbolt volunteered.
 - iii. Councilmember Kennedy – also spoke about the visit to Fairchild AFB. Noted that there were many local leaders in attendance from various locations. Spoke about the concern that was shared regarding the possibility of windmills being placed on land outside of Fairchild

AFB. The concern is that a fully loaded tanker would not be able to takeoff and that it would jeopardize Fairchild's main purpose. Will attend a SRTC meeting next week.

- iv. Councilmember Maxwell – none
- v. Councilmember Olson – none
- vi. Councilmember Harbolt - none

B. Mayor Cooper – Also shared about the visit to Fairchild to welcome their new commander. Shared that she was honored to be named as an honorary commander. Spoke on the windmill issue that Councilmember Kennedy brought up. There needs to be change at the legislative level that would state no windmills within 15 miles of a military airport. Executive Team Retreat will be held September 10th 10am-2pm at Silver Lake Bible Camp. Budget Retreat will be October 15th 10am-2pm at Silver Lake Bible Camp. A staff retreat is being planned as well.

C. City Administrator & City Staff

- i. Sonny Weathers, City Administrator – gave a presentation on filling open council positions. See attached. November 18th is the deadline to appoint a new member.

6. WORKSHOPS

A. Automatic License Plate Readers

- i. Mr. Weathers reviewed packet information. Discussion held. Officer Elliot with SCSO was present and answered questions from council. Mayor cooper spoke on getting to view the video at the "command center" in real time. Cameras are a deterrent. Mr. Ronholt confirmed they are budgeted for and essentially fully funded. Council agrees to bring this forward as a resolution at the next meeting.

7. ACTION ITEMS

A. Consent Agenda

- i. Approve **August 19, 2025**, minutes.

- 1. Motion to approve made by Councilmember Kennedy. Councilmember Olson noted a needed correction on page 2 of the minutes. Date should read September 2nd not September 5th.

- a. Motion to approve as amended made by Councilmember Kennedy, seconded by Councilmember Speirs, carried 4-2 with Councilmembers Harbolt and Olson abstaining due to their absence at the August 19th meeting.

- ii. Approve **September 2, 2025**, Claim Warrants numbered **52875** through **52917** in the amount of **\$298,746.55**.

- iii. Motion to approve made by Councilmember Speirs, seconded by Councilmember Kennedy, carried 6-0.

- iv. Rocketman Public Fireworks Display Permit Application for Winterfest

- 1. Motion to approve made by Councilmember Olson, seconded by Councilmember Harbolt, carried 6-0.

8. PUBLIC HEARINGS – none

9. RESOLUTIONS

A. 25-759 Financial Policy 14.102 Meals & Travel

- i. Mr. Ronholt reviewed.

- 1. Motion to approve made by Councilmember Speirs, seconded by Councilmember Olson, carried 6-0.

B. 25-766 Video Surveillance Camera Locations

- i. Mr. Weathers reviewed.

1. Motion to approved made by Councilmember Speirs, seconded by Councilmember Harbolt, carried 6-0.

C. 25-768 Bid Award to Dorsh & Kahl for Backup Power Generator

i. Mr. Weathers reviewed.

1. Motion to approve made by Councilmember Speirs, seconded by Councilmember Olson, carried 6-0.

10. ORDINANCES – none

11. EXECUTIVE SESSION - none

12. EMERGENCY ORDINANCES - none

13. UPCOMING AGENDA ITEMS - none

14. INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS – none

15. CONCLUSION



- A. Motion to conclude at 8 pm made by Councilmember Pritchard, seconded by Councilmember Harbolt, carried 6-0.



Terri Cooper, Mayor



Koss Ronholt, Finance Director/City Clerk


Date



1

RCW Requirements (42.12.070)

City Council Policies & Procedures (Updated 1/7/2025)



Advertise the position	Evaluate Candidates	Voting
<ul style="list-style-type: none">• 30 Days.• Qualifications and application available at City Hall and on City website.• The appointment will commence upon selection by City Council and will expire upon the certification of the 2027 election results in November 2027.	<ul style="list-style-type: none">• Councilmembers will individually review completed applications meeting qualifications.• Interviews will be during a regular Council meeting.	<ul style="list-style-type: none">• Councilmembers may convene into executive session to further evaluate the qualifications of candidates.• Voting will take place during open session at a regular Council meeting.

City Council Vacancy Process

2

16 Minute Interview Format


- **Opening Statement**
 - 2 minutes
- **6 Councilmember Questions**
 - 2 minutes each
- **Closing Statement**
 - 2 minutes



City Council Vacancy Process

3

Proposed Timeline



Review process requirements.

Circulate qualified applications to City Councilmembers for review @ 21 October Council Meeting.

2 September Council Meeting	11 September – 10 October	14 October	21 October Council Meeting
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Advertise vacancy application period and procedures.

Candidate interviews
Voting and selection

City Council Vacancy Process

4



Required Takeaways

- Application Questions?
- Interview Questions
 - 1 primary per Councilmember
 - 1 back-up per Councilmember



City Council Vacancy Process