



**CITY COUNCIL REGULAR MEETING
TUESDAY, NOVEMBER 4, 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 (November 4, 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/82466810640?pwd=nlieX2zUvsL8qIPGYnbH1KSRURKzUX.1>

Meeting ID: 824 6681 0640

Passcode: 243248

One tap mobile

+12532050468,,82466810640#,,,,*243248# US

+12532158782,,82466810640#,,,,*243248# US (Tacoma)

Join instructions

https://us06web.zoom.us/meetings/82466810640/invitations?signature=WUu_ZhvLaWOgRym6jbtiazBgSMnfglcLdCRL3eFswG8

- **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

NOVEMBER 4, 2025 - REGULAR SESSION

- 1. CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL**
- 2. AGENDA APPROVAL**
- 3. INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS**
- 4. ANNOUNCEMENTS / PROCLAMATIONS / SPECIAL PRESENTATIONS**
- 5. REPORTS**
 - A. Committee Reports/Council Comments
 - B. Mayor
 - C. City Administrator & City Staff
 - i. Sonny Weathers, City Administrator
- 6. WORKSHOP DISCUSSION**
 - A. City Council Vacancy Interviews
- 7. EXECUTIVE SESSION**
 - A. Discuss Qualifications of Candidates for City Council Vacancy *(RCW 42.30.110 (h) To evaluate the qualifications of a candidate for appointment to elective office. However, any interview of such candidate and final action appointing a candidate to elective office shall be in a meeting open to the public)*
 - B. Action Item
 - i. Appointment of Candidate to Vacant Council Position #6
- 8. PUBLIC HEARING – None.**
- 9. ACTION ITEMS**
 - A. Consent Agenda
 - i. Approve **October 15, 2025, Budget Retreat and October 21, 2025**, minutes.
 - ii. Approve **November 4, 2025**, Claim Warrants numbered **53090** through **53115** in the amount of **\$505,542.26**.
- 10. RESOLUTIONS**
 - A. 25-778 Security Camera and Light Pole Installation
 - B. 25-779 Grant Writing Service Agreement with Bridging Hope Consulting
 - C. 25-780 Administrative Fees 2026
 - D. 25-781 Utility Rates 2026
- 11. ORDINANCES**
 - A. First Read 1136 Property Tax Levy 2026
- 12. EMERGENCY ORDINANCES – None.**
- 13. UPCOMING AGENDA ITEMS**
- 14. INTERESTED CITIZENS**
- 15. CONCLUSION**

CITY OF MEDICAL LAKE
City Council Special Meeting – Budget Retreat

6:30 PM
October 15, 2025

MINUTES

Council Chambers
124 S. Lefevre Street

NOTE: This is not a verbatim transcript. Minutes contain only a summary of the discussion.

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
Glen Horton, Parks & Recreation Director
Koss Ronholt, Finance Director
Scott Duncan, Public Works Director (via Zoom)
Steve Cooper, WWTP Director (via Zoom)
Roxanne Wright, Administrative Clerk

SPECIAL MEETING-BUDGET RETREAT 10AM-2PM

1. WELCOME

- A. Mr. Weathers and Mayor Cooper welcomed everyone.

2. COUNCIL BUSINESS

- A. Mr. Weathers reviewed the binders for elected officials that were provided to councilmembers along with the folder with the six applications for the vacant council position. Reviewed the process of selecting applicants and asked council to review the applications prior to the October 21st council meeting and Executive Session. Asked council to consider their interview questions that will need to be submitted. Mentioned the voter pamphlet with the city's fireworks ballot measure. Mayor Cooper asked council to review the city's policies and procedures in the binder to see if there is anything they would like to update in the coming year.

3. CAPITAL IMPROVEMENT PLANNING

- A. Mr. Weathers
 - i. Explained the process of review and adoption. Highlighted some benefits/achievements from the Capital Improvement Plan over the last couple of years and what is coming in the year ahead. Reviewed process of identifying, evaluating, and selecting capital improvement projects. Reviewed the CIP project summaries.
- B. Mr. Ronholt
 - i. Reviewed the updated numbering system and budget resources for capital projects.
 - ii. Discussed stormwater mitigation objective and key results. 2026 is the planning stage.

4. BUDGET PROCESS REVIEW

- A. Mr. Ronholt gave the budget timeline and reviewed funds and proposed amendments. Reviewed property tax process and timeline.

5. FY 2026 REVENUE PROJECTIONS

- A. Department heads reviewed their requested budget increases.

6. FY 2026 SALARIES & BENEFITS REVIEW

- A. Mr. Ronholt – discussed COLA increase, departmentalization, and proposed increases for WWTP
- B. Mayor Cooper shared the proposal to change the City Planner position to Senior Planner and making it a Director position.

7. CONCLUSION

- A. Retreat concluded around 2:10pm.

Terri Cooper, Mayor

Koss Ronholt, Finance Director/City Clerk

Date

CITY OF MEDICAL LAKE
City Council Regular Meeting and Public Hearing

6:30 PM
October 21, 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
Bob Maxwell
Ted Olson
Tony Harbolt

Administration & Staff

Terri Cooper, Mayor
Sonny Weathers, City Administrator
Thomas Rohrer, Legal Counsel
Koss Ronholt, Finance Director
Roxanne Wright, Administrative Clerk
Scott Duncan, Public Works Director
Elisa Rodriguez, City Planner

REGULAR SESSION & PUBLIC HEARING – 6:30 PM

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

- A. Mayor Cooper called the meeting to order at 6:31pm, led the Pledge of Allegiance, and conducted roll call. Councilmember Kennedy is on vacation and requested an absence. Motion to approve made by Councilmember Speirs, seconded by Councilmember Olson, carried 5-0. All other members were present in person with one vacancy.

2. AGENDA APPROVAL

- A. Motion to approve made by Councilmember Speirs, seconded by Councilmember Maxwell, carried 5-0.

3. INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS –

- A. None.

4. ANNOUNCEMENTS / PROCLAMATIONS / SPECIAL PRESENTATIONS

- A. Recognition of 6th District Legislators
- i. Mayor Cooper reviewed the day, tour of fire area and discussions on infrastructure and legislative priorities. Representative Mike Volz shared that he is not running for re-election and has enjoyed working with the city. Expressed appreciation of the efforts and relationship with Mayor Cooper, Mr. Weathers and staff. Mayor expressed appreciation for all his support and work, particularly with the transfer of Waterfront Park. Mayor acknowledged Representative Holy's work in acquiring funding for police services. Mr. Weathers expressed appreciation and stated that it takes all levels of government working

together. Mayor Cooper noted that our Federal delegation was invited but with the government shutdown, they were unable to attend. Read statement from Senator Patty Murray regarding the wildfire recovery effort. Expressed her appreciation to Senator Murray for her support in the Gray Road fire recovery.

5. REPORTS

A. Public Safety

- i. SCSO Justin Lundgren – provided follow up information on the incidents that occurred in Medical Lake on September 27th. Explained that officer involved shootings have specific guidelines that must be followed. Explained the process and limit regarding what they can share as the involved agency. Shared pertinent facts of the events leading up to the shooting. Councilmember Pritchard asked about the victims of the burglary on that night; if they received any offers for counseling, etc. Officer Lundgren stated that they do offer resources to victims. Mayor Cooper shared that she spoke to the victims and confirmed that they were provided with resources.
- ii. FD3 Dustin Flock Division Chief – just wrapped up fire prevention week, enjoyed getting to go into the schools. Fire season coming to an end, burn bans lifted. Average fire season enabled them to assist other agencies. HUD grant available, targeting Gray Road/Elk fire footprint. Shared the fire department's role and response to the initial call on September 27th of a brush fire at Lake's grocery store.

B. Committee Reports/Council Comments

- i. Councilmember Pritchard – HCDAC meeting gave quantitative assessment of funding, available on their website under disaster recovery home. Expressed support of FD3 in their grant application. Promoted the PFAS presentations on November 3rd at MLHS, 6pm and November 6th at EWU, 12pm. Medical Lake results will be a large focus of the presentation.
- ii. Councilmember Speirs – STA is in their annual budget review process. Updated on upcoming programs in the next 10-year cycle. Finance Committee reviewed claims, no issues.
- iii. Councilmember Maxwell – no report.
- iv. Councilmember Olson – thanked Mayor Cooper for the opportunity to attend the Legislator Appreciation dinner; found it very informative. Public Works crews are working on pre-winter road prep. Comcast at work, then Ziply fiber coming in next. The compost bin will close on November 17th.
- v. Councilmember Harbolt – Finance Committee – his questions as a new committee member were all answered by Mr. Ronholt, who will share details later in the meeting.

C. Mayor Cooper – recently attended a meeting with the Office of the Insurance Commissioner and State Emergency Management. Very informative. They are taking a proactive approach to assess how to better respond to wildfire and other disasters. Was involved in a car accident on Hallett and Grace, car failed to yield. Realized how dangerous that road is as a route to school and talked to Public Works Director Scott Duncan about installing stop signs to improve safety.

D. City Administrator & City Staff

- i. Sonny Weathers, City Administrator – shared appreciation from staff for Council's input at the October 15th budget retreat. Fall Festival is this Saturday.
- ii. Elisa Rodriguez, City Planner – Staff Report
 1. Planning Commission currently has a vacancy that will be advertised soon. Will have another vacancy opening in January. Provided information on the Comprehensive Plan Update and gave a presentation. See attached. Encouraged council to review staff reports, watch Planning Commission and offer suggestions.

6. WORKSHOPS – None

7. PUBLIC HEARING

- A. Open Public Hearing 2026 Revenue Sources and Property Tax
 - i. Mayor Cooper opened the public hearing at 7:38pm.
- B. Koss Ronholt, Finance Director - 2026 Utility and Administrative Rates and 2026 Property Tax
 - i. Reviewed purpose and process of the public hearing and gave presentations.
 - ii. Council discussion.
- C. Public Comment
 - i. Kathy Carpenter, resident of Silver Lake community – spoke about tax assessments and Gray Fire property tax exemptions for those that lost homes. Stated that Spokane County has misplaced several exemptions that were filed. Ms. Carpenter encouraged citizens to file the exemption form #640117 again. Mayor spoke with Representative Volz’s office and will talk to County Treasurer’s office regarding this issue as well. Noted that this comment was not related to the public hearing but would be taken as a citizen comment.
 - ii. Mayor Cooper spoke about the property tax discussion at the budget retreat. Her hope is that council would opt for no increase since the city will be focused on other rate increases.
 - iii. Mayor Cooper called for public comment, none was offered.
 - iv. Mayor Cooper closed the public hearing at 8:08pm.
- D. Council Action – 2026 Property Tax Intent of Direction
 - i. Motion to opt for a 0% property tax increase for 2026 made by Councilmember Pritchard, seconded by Councilmember Olson, carried 5-0.

8. ACTION ITEMS

- A. Consent Agenda
 - i. Approve **October 7, 2025**, minutes.
 - 1. Correction to Section 6.A.i. – “Kylie” Twohig should be “Kyle”.
 - a. Motion to approve minutes as amended made by Councilmember Harbolt, seconded by Councilmember Maxwell, carried 5-0.
 - ii. Approve **October 21, 2025**, Payroll Claim Warrants numbered **53041** through **53048** and Payroll Payable Warrants numbered **30283** through **30291** in the amount of **\$186,414.91** and Claim Warrants numbered **53049** through **53089** in the amount of **\$581,727.13**.
 - 1. Motion to approve made by Councilmember Speirs, seconded by Councilmember Harbolt, carried 5-0.

9. RESOLUTIONS

- A. 25-777 2026 Capital Improvement Plan Update
 - i. Mr. Weathers reviewed. Update includes the addition of facility condition reports.
 - ii. Motion to approve made by Councilmember Speirs, seconded by Councilmember Harbolt, carried 5-0.
- B. 25-778 Security Camera and Light Pole Installation
 - i. Mr. Weathers reviewed.
 - 1. Motion to approve made by Councilmember Olson, seconded by Councilmember Maxwell, discussion regarding the cost of camera installation in the bid proposal. The cameras will be installed by SCSO, not Dorsh & Kahl. Mr. Weathers will get clarification and speak to the contractor. Councilmember Olson withdrew his motion to approve, and Councilmember Maxwell withdrew his second.

10. ORDINANCES – none

11. EXECUTIVE SESSION

- A. Review Qualifications of Vacant Council Position 6 Applications (Per RCW 42.30.110 (h) To evaluate the qualifications of a candidate for appointment to elective office. However, any interview of such candidate and final action appointing a candidate to elective office shall be in a meeting open to the public;)
 - i. Mayor Cooper stated reason for executive session, explained process and action needed after. Session will begin at 8:24pm and go until 8:44pm.
 - ii. Council, Mayor Cooper, Mr. Weathers, and legal counsel went into session at 8:24pm and the regular meeting was called back to order at 8:45pm.
- B. Nominations of top three applicants
 - i. Councilmember Pritchard motioned to nominate Patrick Flaherty, seconded by Councilmember Harbolt, carried 5-0.
 - ii. Councilmember Harbolt motioned to nominate JoeDavid Veliz, seconded by Councilmember Olson, carried 5-0.
 - iii. Councilmember Speirs motioned to nominate Lorin Ray-Abbott, seconded by Councilmember Maxwell, carried 5-0.
 - iv. Mayor Cooper explained that the three nominees will be interviewed during the November 4th council meeting.

12. EMERGENCY ORDINANCES - none

13. UPCOMING AGENDA ITEMS - none

14. INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS –

- A. Lahnne Henderson, resident of Medical Lake – asked for an update on the ongoing audit and if the final report/exit interview will be provided to the public. Mayor Cooper – results will be available on the Secretary of State’s website as well as the City’s newsletter and website. Mr. Ronholt – no updates to provide as the auditor has been on vacation the past week. Confirmed that there will be an exit interview and that results will also be shared at a council meeting as well.
- B. Tammy Roberson, resident of Medical Lake – commented on the addition of two sections to the Critical Areas Ordinance that will be done during the Comprehensive Plan Update next year.

15. CONCLUSION

- A. Motion to conclude at 8:52pm made by Councilmember Pritchard, seconded by Councilmember Speirs, carried 5-0.

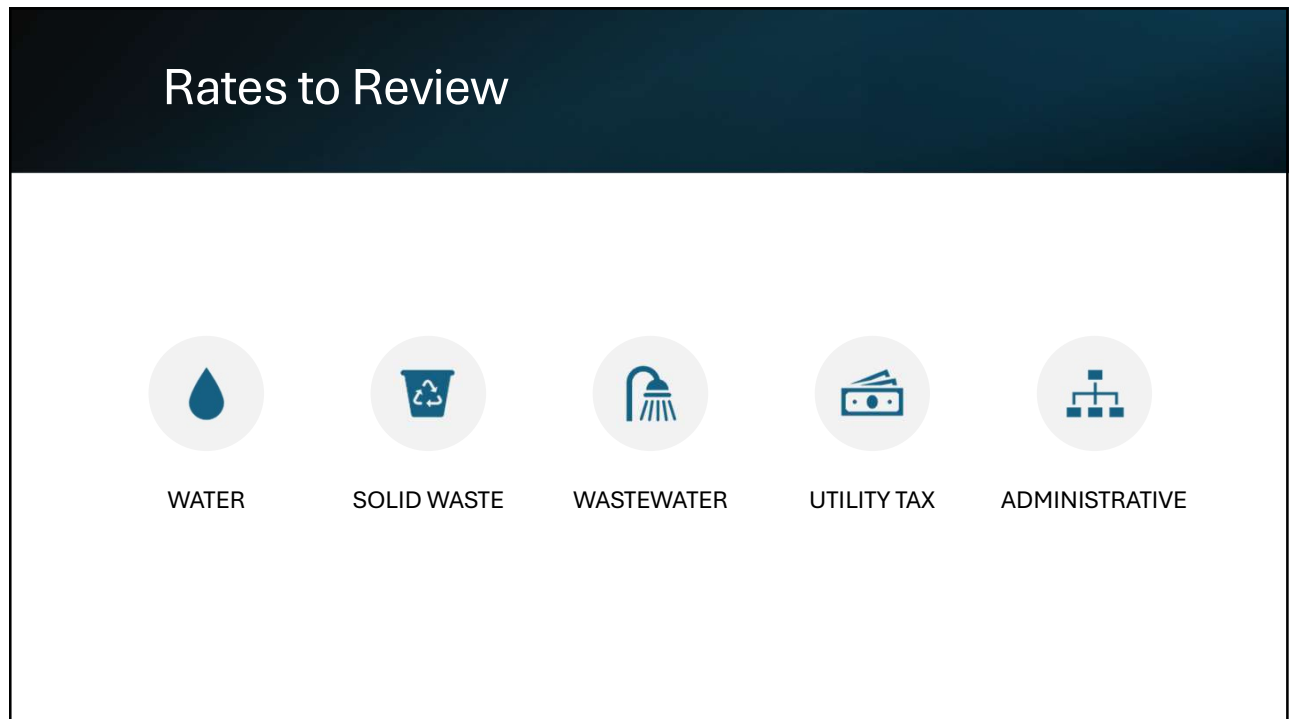
Terri Cooper, Mayor

Koss Ronholt, Finance Director/City Clerk

Date



1



2



Water



\$50,000 PER YEAR FOR
CAPITAL PROJECTS



1492 RESIDENTIAL
USERS



+\$2.79 PER MONTH

Area Rates

City	Monthly	Use Rate
Medical Lake	\$22.79	\$1.20/\$1.65
Cheney	\$12.51	\$1.76/\$3.74
Airway Heights	\$19.61	\$2.86/\$4.56
Liberty Lake	\$21.76	\$2.99
Spokane	\$19.04	\$.48/\$3.10
Deer Park	\$32.97	\$.83

Average Monthly Base Charge

\$20.00



\$22.79

3



Solid Waste

Sunshine Rate

4.91%
2025



Estimated Increase

3.20%
2025



Proposed

8.11%
2026

64 Gallon Cart – Monthly

\$35.38



\$38.09

4



Wastewater



\$84,099 ANNUAL
REVENUE DEFICIT



1421 USERS



+\$4.93 PER MONTH

Area Rates

City	Monthly
Medical Lake	\$42.00
Cheney	\$41.56
Airway Heights	\$83.33
Liberty Lake	\$80.55
Spokane	\$37.74
Deer Park	\$59.21

Average Monthly Charge

\$37.07



\$42.00

5



Utility Tax

-1% Utility Tax

Updated Utility
Tax Rate: 14%

\$26,900
customer
savings city-wide

\$376,600
estimated total
revenue

6



Utilities Summary

Monthly Charge	Average Bill	Increase (Decrease)	New Average
Water	\$22.79	\$2.79	\$22.79
Garbage	\$35.38	\$2.71	\$38.09
Sewer	\$37.07	\$4.93	\$42.00
Utility Tax	\$13.87	-1%	\$14.40
Total	\$106.32	\$10.33	\$117.28

7



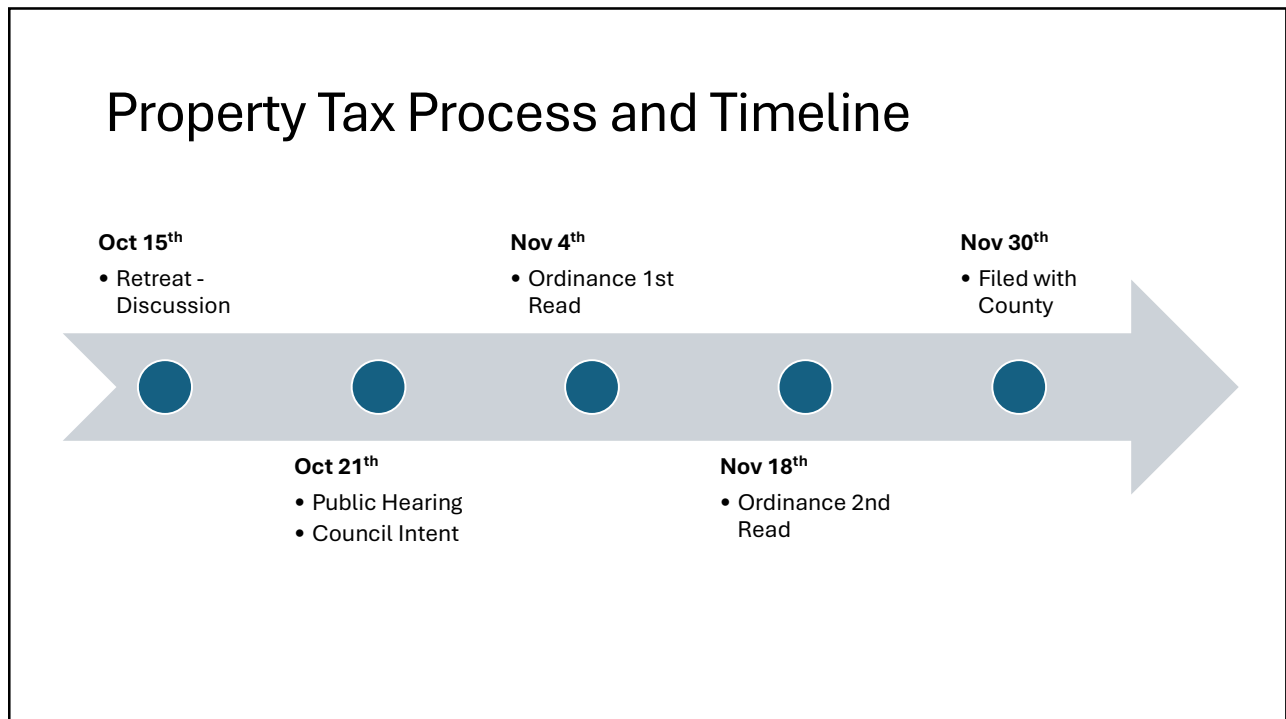
Administrative

None
proposed

8



1



2

Property Tax Comparison of Spokane County Municipalities

	City	County	State	School	Library	Fire	2025 Total
Medical Lake	1.1785	0.7347	2.2933	3.2676	0.3340	1.4905	\$9.30
Deer Park	0.7925	0.7347	2.2933	2.5763	0.3340	2.0927	\$8.82
Liberty Lake	.8851	0.7347	2.2933	3.7954	-	2.4905	\$10.20
Cheney	3.7045	0.7347	2.2933	3.9229	0.3340	-	\$10.99
Airway Heights	3.3652	0.7347	2.2933	3.9229	0.3340	-	\$10.65
Spokane Valley	0.7870	0.7347	2.2933	3.7954	0.3340	2.4905	\$10.44
Spokane	3.0220	0.7347	2.2933	3.84292			\$9.89
Millwood	1.2489	0.7347	2.2933	3.5167	0.3340	2.4905	\$10.62

Rates are per \$1,000 of assessed property value.

COMMUNITY SERVICES		✓ Law Enforcement ✓ Municipal Court ✓ Parks & Recreation ✓ Streets ✓ City Services		✓ Fire/EMS ✓ Library ✓ Regional Parks ✓ Streets ✓ County Services		Medical Lake School District ✓ Schools

3

An Explanation of Property Taxes in Medical Lake, Washington

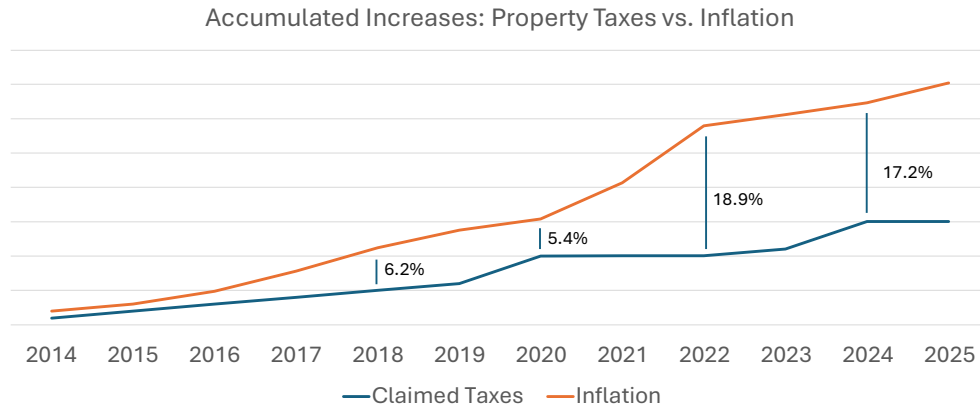
City County State School District



For every dollar of property tax collected in the City of Medical Lake, this is where the money goes.
Any City increases to property taxes only impact the City portion of taxes.

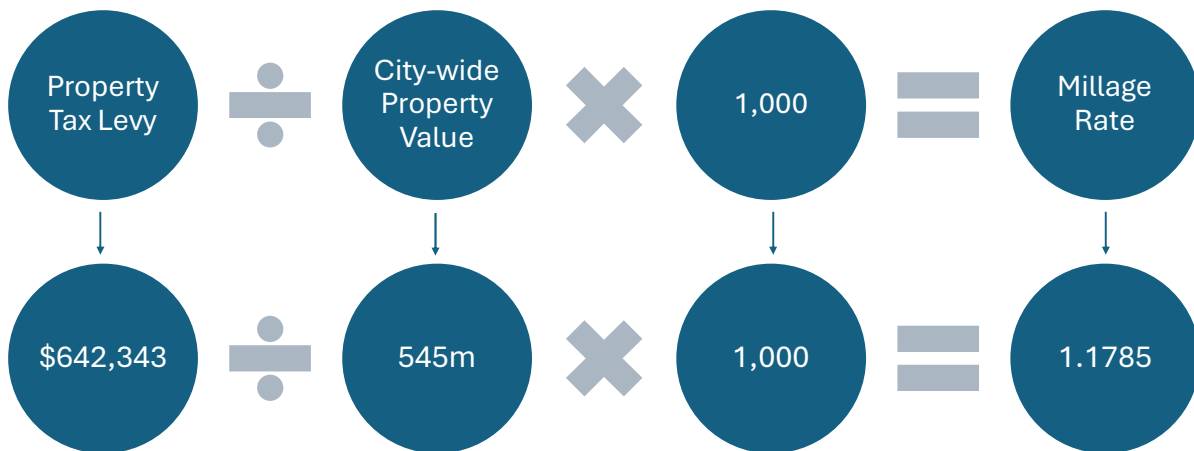
4

Property Tax levy vs. Inflation



5

Millage Rate Calculation 2025



6

Property Tax Levy Options

- 2025 Millage Rate: 1.1785
- Banked capacity: \$44,777 / 6.98% maximum increase
- \$5.7m increase over 2025 City's Assessed value (decreases millage)

Example: Citizen with \$400,000 value property

No increase		1% Increase		6.98% Increase	
Millage Rate	1.1663	Millage Rate	1.1779	Millage Rate	1.2477
Total Tax	\$466.52	Total Tax	\$471.16	Total Tax	\$499.08
Tax Increase	\$0.00	Tax Increase	\$4.64	Tax Increase	\$32.56
Total Levy	\$642,343	Total Levy	\$648,766	Total Levy	\$687,178

Based on 9/30/2025 Spokane County estimations, subject to change

7

Council Intent

- To draft property tax ordinance, staff requires **a motion to direct staff** for the 2026 property tax levy amount.
- Must be between 0% and a maximum levy of 6.98%



8

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, 53090 through 53115 in the amount of \$505,542.26.

Check(s): 53090-53115	\$ 489,995.49
<u>EFT(s)</u>	<u>\$ 15,546.77</u>
Total:	\$ 505,542.26



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, 53090 through 53115 in the amount of \$505,542.26 this 18th day of November 2025.

Terri Cooper, Mayor

Date

**CITY OF MEDICAL LAKE
SPOKANE COUNTY, WASHINGTON
RESOLUTION NO. 25-778**

**A RESOLUTION OF THE CITY OF MEDICAL LAKE APPROVING A
CONSTRUCTION CONTRACT BETWEEN THE CITY OF MEDICAL LAKE
AND DORSH & KAHL CO. FOR THE SECURITY CAMERA AND LIGHT
POLE INSTALLATION PROJECT**

WHEREAS, the City of Medical Lake (“City”) City Council previously adopted Resolution No. 25-766 on September 2, 2025, approving locations for installation of video surveillance cameras (“Project”); and

WHEREAS, City staff recommends the installation of three (3) poles and precast pole bases at the approved locations; and

WHEREAS, City Staff and Dorsh & Kahl Co. have prepared a construction contract for City Council consideration as set forth in Exhibit A (“Contract”); and

WHEREAS, City Staff recommends approval of the Contract;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MEDICAL LAKE, WASHINGTON as follows:

Section 1. Contract Approval. The City Council hereby approves the Contract for the Project as set forth in the attached Exhibit A, which is incorporated herein.

Section 2. Severability. If any section, sentence, clause, or phrase of this Resolution should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this Resolution.

Section 3. Effective Date. This Resolution shall become effective immediately upon its adoption.

ADOPTED this 4th day of November 2025.

Mayor, Terri Cooper

Attest:

Approved as to Form:

Koss Ronholt, City Clerk

City Attorney, Sean P. Boutz

Dorsh & Kahl Co.
P.O. BOX 13362
Spokane Valley WA 99213
509-990-5770
dorshkahlco@gmail.com

Bid Proposal

10/27/25

To: City of Medical Lake
124 S Lefevre St.
Medical Lake, WA. 99022

JOB: Security light installation at parks

Included: Waterfront Park: Install 1 light on existing wood poles with additional electrical outlet.
Coney Island: 140' trench install precast pole base and 1 pole with additional electrical outlet.
Pioneer Park: 50' trench install precast pole base and 1 pole with additional electrical outlet.
Shepard Field: 40' trench install precast pole base and 1 pole, 1 electrical outlet, 3 lights with
1 core drill and 1 sidewalk section.

4 state electrical permits

Price: \$26500.00

Exclusions:

Hazardous material removal
Sales tax

Sincerely,

Jim Dorsh
509-990-5770
dorshkahlco@gmail.com

**CITY OF MEDICAL LAKE
SPOKANE COUNTY, WASHINGTON
RESOLUTION NO. 25-779**

**A RESOLUTION OF THE CITY OF MEDICAL LAKE APPROVING AN
AGREEMENT FOR SERVICES WITH BRIDGING HOPE CONSULTING, LLC
AND THE CITY OF MEDICAL LAKE, WASHINGTON**

WHEREAS, the City of Medical Lake (“City”) seeks to obtain the services of a professional grant writing and fundraising business to assist the City in obtaining available grants and fundraising opportunities; and

WHEREAS, City Staff recommends outsourcing these types of services to Bridging Hope Consulting, LLC (“Service Provider”); and

WHEREAS, the City and Service Provider have set forth the terms and conditions of the parties’ agreement as contained in Exhibit A (“Agreement”).

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MEDICAL LAKE, WASHINGTON as follows:

Section 1. Approval of Agreement. The City Council hereby approves the Agreement in the form attached to this Resolution as Exhibit “A”, and by reference incorporated herein.

Section 2. Authorization. The Mayor is authorized and directed to execute the Agreement on behalf of the City in substantially the form attached as Exhibit “A”. The Mayor and Finance Director/City Clerk are each hereby authorized and directed to take such further action as may be appropriate in order to affect the purpose of this Resolution and the Agreement authorized hereby.

Section 3. Severability. If any section, sentence, clause, or phrase of this Resolution should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this Resolution.

Section 4. Effective Date. This Resolution shall become effective immediately upon its adoption.

ADOPTED this 4th day of November, 2025.

Mayor, Terri Cooper

Attest:

Approved as to Form:

Finance Director, Koss Ronholt

City Attorney, Sean P. Boutz

AGREEMENT FOR SERVICES

THIS AGREEMENT FOR SERVICES (“Agreement”) is made by and between the City of Medical Lake, a municipal corporation, (“City”) and Bridging Hope Consulting, LLC, hereinafter referred to as “Service Provider,” jointly referred to as “Parties.”

IN CONSIDERATION of the terms and conditions contained herein the Parties covenant and agree as follows:

1. **Services to be Performed.** The Service Provider will provide all labor, services, equipment, and material to satisfactorily complete the Scope of Services, which is attached hereto as “Exhibit A.” Scheduling of the Scope of Services shall be coordinated with and approved by the City prior to commencement of such services.
 - a. **Administration.** The Mayor or his/her designee, shall administer this Agreement and be the primary contact on behalf of the Service Provider. Service Provider shall commence work and perform the tasks as described in the Scope of Services.
 - b. **Representations.** The City has relied upon the qualifications of the Service Provider in entering into this Agreement. By execution of this Agreement, Service Provider represents it possesses the materials, equipment, experience, ability, skill, and resources necessary to perform the services, as described in the Scope of Services, and is familiar with all current laws, rules, and regulations which reasonably relate to the Scope of Services.
 - c. **Modifications. Amendments.** No modification or amendment to this Agreement shall be valid until the same is reduced to writing and executed with the same formalities as this Agreement. The Parties understand that the Scope of Services is a “living document” and may be amended, as mutually agreed upon by the Parties or as required by other factors.
2. **Term of Agreement.** Unless otherwise terminated as provided for herein, this Agreement shall be in full force and effect upon execution by the Parties and shall remain in effect until 12/31/2026.

Either Party may terminate this Agreement for any reason, with or without cause, by providing five (5) days written notice to the other party. In the event of such termination, the City shall pay the Service Provider for all services previously authorized and satisfactorily performed prior to the termination date.
3. **Payment.** The City agrees to pay Service Provider the sums as set forth in Exhibit A, not to exceed \$10,000, for all Scope of Services to be performed under this Agreement, or as

otherwise provided for in this Agreement, unless mutually agreed by the Parties in writing, after receipt of an invoice(s) for all completed services.

4. **Notice.** Notice shall be given in writing or electronically through email as follows:

CITY

City of Medical Lake
City Administrator
city@medical-lake.org
509-565-5000
P.O. Box 369
Medical Lake, WA 99022

SERVICE PROVIDER

Bridging Hope Consulting, LLC.
Alisandra Sims
alisandra@brindginghopeconsulting.com
509-251-6716

5. **Applicable Laws and Standards.** The Parties, in the performance of this Agreement, agree to comply with all applicable Federal, State, Local Laws, ordinances, and regulations.
6. **Relationship of the Parties.** It is understood, agreed, and declared that the Service Provider shall be an independent contractor and not the agent, employee, servant, or otherwise of the City. It is further understood, agreed, and declared that the City is interested in only the results to be achieved and that the right to control the particular manner, method and means in which the services are performed is solely within the discretion of the Service Provider. Any and all employees who provide services to the City under this Agreement shall be deemed employees solely of the Service Provider. The Service Provider shall be solely responsible for the conduct and actions of all employees under this Agreement and any liability that may attach thereto.
7. **Ownership of Documents.** All materials, documents, plans, specifications, and other related documents prepared by the Service Provider under this Agreement are and shall be the property of the City.
8. **Records.** The Parties or State Auditor and any of their respective representatives shall have full access to and the right to examine during normal business hours any and all of the Service Provider's records with respect to all matters covered in this Agreement. Such representatives shall be permitted to audit, examine and make excerpts or transcripts from such records and to make audits of all contracts, invoices, materials, payrolls and records of matters covered by this Agreement for a period of three (3) years from the date final payment is made hereunder.
9. **Insurance.** Prior to commencement of the Scope of Services, the Service Provider shall provide the City with a Certificate of Insurance confirming liability insurance in the event

of a loss, damage, or personal injury for its actions, conduct and performance as set forth in this Agreement. Service Provider shall maintain in force during the full term of this Agreement such liability insurance policy in the amount of one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) aggregate limit, which both shall be at the expense of the Service Provider.

If the Service Provider maintains higher insurance limits than the minimums shown above, the City shall be insured for the full available limits of liability maintained by the Service Provider, irrespective of whether such limits maintained by the Service Provider are greater than those required by this Agreement or whether any certificate of insurance furnished to the City evidences limits of liability lower than those maintained by the Service Provider.

The Service Provider's maintenance of insurance, its scope of coverage and limits as required herein shall also not be construed to limit the liability of the Service Provider to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

The Service Provider shall provide the City and all additional insureds for this work with written notice of any policy cancellations within ten (10) business days of their receipt of such notice.

Failure on the part of the Service Provider to maintain the insurance as required shall constitute a material breach of this Agreement, upon which the City may, after giving five (5) business days' notice to the Service Provider to correct the breach, immediately terminate the Agreement or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Service Provider from the City.

10. **Indemnification.** Each party agrees to be responsible and assume liability for its own wrongful and/or negligent acts or omissions or those of their officials, officers, agents, or employees to the fullest extent required by law, and further agree to save, indemnify, defend, and hold the other party harmless from any such liability. It is further provided that no liability shall attach to the City by reason of entering into this Agreement except as expressly provided herein.

However, should a court of competent jurisdiction determine liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Service Provider and the City, its officers, officials, employees, and volunteers, the Service Provider's liability hereunder shall be only to the extent of the Service Provider's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Service Provider's

waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

11. **Waiver.** No officer, employee, agent or other individual acting on behalf of either party has the power, right or authority to waive any of the conditions or provisions of this Agreement. No waiver in one instance shall be held to be waiver of any other subsequent breach or nonperformance. All remedies afforded in this Agreement or by law, shall be taken and construed as cumulative and in addition to every other remedy provided herein or by law. Failure of either party to enforce at any time any of the provisions of this Agreement or to require at any time performance by the other party of any provision hereof shall in no way be construed to be a waiver of such provisions nor shall it affect the validity of this Agreement or any part thereof.
12. **Assignment and Delegation.** Neither party shall assign, transfer or delegate any or all of the responsibilities of this Agreement or the benefits received hereunder without first obtaining the written consent of the other party.
13. **Subcontracts.** Except as otherwise provided herein, the Service Provider shall not enter into subcontracts for any of the services to be performed under this Agreement without obtaining express written approval from the City.
14. **Confidentiality.** Service Provider may from time to time receive information which is deemed by the City to be confidential. Service Provider shall not disclose such information without the express written consent of the City or upon order of a Court of competent jurisdiction.
15. **Governing Law; Jurisdiction and Venue.** This Agreement is entered into in Spokane County, Washington. This Agreement is to be governed by and construed in accordance with the Laws of the State of Washington. The Parties hereby agree that venue shall be in Spokane County, Washington, State of Washington.
16. **Cost and Attorney's Fees.** In the event a lawsuit is brought with respect to this Agreement, the prevailing party shall be awarded its costs and attorney's fees in the amount to be determined by the Court as reasonable. Unless provided otherwise by the statute, Service Provider's attorney fees payable by the City shall not exceed the total sum amount paid under this Agreement.
17. **Entire Agreement.** This written Agreement, together with any Exhibits hereto, constitutes the entire and complete understanding and agreement between the Parties respecting the subject matter hereof and cancels and supersedes any and all prior and contemporaneous

negotiations, correspondence, understandings and agreements between the Parties, whether oral or written, regarding such subject matter. The Parties understand and agree that this Agreement may not be changed, modified, or altered except in writing signed by the Parties hereto. No agreement or understanding varying or extending this Agreement will be binding upon either Party, unless set forth in writing which specifically refers to the Agreement that is signed by duly authorized officers or representatives of the respective Parties, and the provisions of the Agreement not specifically amended thereby will remain in full force and effect.

18. **Anti-kickback.** No officer or employee of Parties, having the power or duty to perform an official act or action related to this Agreement, shall have or acquire any interest in this Agreement, or have solicited, accepted or granted a present or future gift, favor, service or other thing of value from any person with an interest in this Agreement.
19. **Business License.** Service Provider shall, prior to performance of any work under this Agreement, apply for and obtain all business licenses necessary to operate in Spokane County, as applicable (please contact the Washington State Department of Licensing at (360) 664-1400 or online at www.dol.wa.gov for more info).
20. **Non-waiver.** Any waiver of the terms and conditions hereof must be explicitly in writing.
21. **Severability.** Should any section, or portion thereof, of this Agreement be held invalid by reason of any law, statute, or regulation existing now or in the future in any jurisdiction by any court of the competent authority or by a legally enforceable directive of any governmental body, such section or portion thereof will be validly referred so as to approximate the intent of the Parties as nearly as possible and, if unreformable, will be deemed divisible and deleted with respect to such jurisdiction, but the Agreement will not otherwise be affected.
22. **Force Majeure.** Neither Party will be held responsible for delay or failure to perform hereunder when such delay or failure is due to fire, flood, riot, epidemic, pandemic, acts of God or under the public enemy, acts of terrorism, acts of war, unusually severe weather, legal acts of public authorities, public carries, or other circumstances which cannot be forecast or provided against.
23. **Time is of the Essence.** Time is and will be of the essence for each term and provision of this Agreement.

24. **Headings.** All headings appearing in this Agreement have been inserted solely for convenience and ready reference. They do not define, limit, or extend the scope or intent of any sections to which they pertain.

25. **Criminal Background Check.** The Service Provider shall conduct a thorough investigation of its employee's professional and personal background, including credit, criminal, and driving, as applicable to the terms and conditions of this Agreement. The Service Provider shall be responsible for the cost of any such background check. Upon request, the Service Provider shall provide the City with any such investigation.

The Service Provider understands and agrees to waive any claim or cause of action relating to use of any and all information gained through this investigation or release of information and promise to defend and hold harmless the City, its officers and employees from any claim or loss arising from such investigation and/or release of information.

IN WITNESS WHEREOF, the Parties have caused their duly authorized representatives to execute this Agreement this 4th day of November 2025.

CITY OF MEDICAL LAKE

BRIDGING HOPE CONSULTING, LLC.

By: _____
Terri Cooper, Mayor

By: _____
Its: _____



Business Proposal for Grant Writing Services

Prepared for: City of Medical Lake

Prepared by: Bridging Hope Consulting, LLC

Date: September 8th, 2025

Executive Summary

Bridging Hope Consulting proposes to provide comprehensive grant writing services to the City of Medical Lake. Our services include grant research, writing, editing, and submission support to help your organization secure funding opportunities aligned with your mission and goals.

With a dedicated team of three professionals, we bring combined expertise in nonprofit management, writing, and funding strategy. Our mission is to provide high-quality, tailored grant services that increase your organization's capacity to attract funding and strengthen long-term sustainability.

Scope of Services

Our services will include:

- **Grant Research** – Identifying and evaluating funding opportunities that align with City of Medical Lake's mission and programs.
 - **Grant Writing** – Developing strong, compelling proposals tailored to each funder's guidelines.
 - **Proposal Review & Editing** – Reviewing existing drafts and strengthening narratives for clarity and impact.
 - **Submission Management** – Ensuring all required attachments, forms, and documents are complete and submitted on time.
 - **Grant Strategy Support** – Advising on a calendar of funding opportunities to maximize results.
-

Our Team

- **Alisandra Sims – Lead Grant Writer**
Alisandra is a dedicated grant writer with a growing track record of supporting nonprofit organizations in securing funding opportunities. She has assisted with the research, writing, and submission of several

successful grant applications and has developed strong skills in identifying funding sources, analyzing eligibility criteria, and crafting compelling proposals that align with funders' priorities.

With a keen eye for detail and a passion for helping organizations grow, Alisandra excels at researching opportunities and tailoring grant narratives to highlight each organization's unique mission and impact. She is committed to delivering clear, persuasive writing and ensuring all proposals meet deadlines and submission requirements.

Her fresh perspective, combined with a strong work ethic and eagerness to learn, allows her to bring both creativity and thoroughness to the grant writing process.

- **Mackenzie Elliott – Grant Writer**

Mackenzie brings expertise in grant research, writing, management, and reporting, with a proven focus on securing funding for initiatives that strengthen communities. She has extensive experience with grants from the Bureau of Justice Assistance, as well as those supporting school safety and child welfare programs.

Known for crafting compelling narratives and developing precise budgets, timelines, and progress reports, Mackenzie excels in designing proposals for collaborative, community-based initiatives. Driven by a passion for connecting bold ideas with the resources needed to bring them to life, she is committed to helping clients secure funding that sustains and expands programs making a lasting impact.

- **Greta Carlson – Grant Writer**

Greta combines a lifelong love of storytelling with a professional background in marketing and communications to craft compelling grant proposals that connect funders with meaningful projects. She supports the full grant cycle, from researching funding opportunities to drafting persuasive narratives, ensuring every submission clearly reflects the organization's mission and impact. Known for her engaging writing and collaborative approach with program teams, Greta helps secure vital resources that advance client initiatives.

Together, our team ensures every stage of the grant process is covered with expertise.

Pricing

We propose an **hourly rate of \$150/hour**, which includes:

- Full access to the expertise of all three team members.
- writing, editing, and submission services.
- Transparent tracking of hours with detailed reports.

We propose an **hourly rate of \$50/hour**, which includes:

- Researching grants that align with funding priorities.

Estimated project cost can be provided based on specific grant opportunities or scope of work discussed.

Why Choose Us

- Proven track record of supporting organizations in securing funding
 - Strong writing and research expertise across multiple industries.
 - Personalized, client-focused approach.
 - Commitment to accuracy, timeliness, and high-quality work.
 - Experience writing and helping clients receive the following grants:
 - WA State Department of Commerce
 - Department of Ecology
 - EPA
 - Department of Justice
 - Department of Transportation
-

Next Steps

If you would like to move forward, we can:

1. Finalize a contract for services.
2. Agree on the initial scope of work and estimated hours.
3. Begin researching and drafting proposals within 3 days of agreement.

We look forward to the opportunity to support the City of Medical Lake in achieving its funding goals.

**CITY OF MEDICAL LAKE
SPOKANE COUNTY, WASHINGTON
RESOLUTION NO. 25-780**

**A RESOLUTION OF THE CITY OF MEDICAL LAKE APPROVING 2026
ADMINISTRATIVE FEES AND RATES**

WHEREAS, the City of Medical Lake has, by Ordinance No. 613, enacted September 20, 1993, ordained that all administrative fees and charges for services shall be set by Council Resolution; and

WHEREAS, the City of Medical Lake held a workshop on October 21, 2025, to review current administrative rates and found that no amendments are necessary at this time; and

WHEREAS, City Staff recommends adding rates to Section 2, Title 5 for the operation of the newly constructed commercial kitchen in City Hall.

NOW, THEREFORE, BE IT RESOLVED by the City Council for the City of Medical Lake that the following fees and charges shall be assessed effective **January 1, 2026**.

Section 1. **Adoption.** The City Council hereby adopts the administrative fees and rates for 2026 in the amounts set forth in Exhibit A and by reference incorporated herein.

Section 2. **Authorization.** The Mayor and Finance/Director/City Clerk are each hereby authorized and directed to take such further action as may be appropriate in order to affect the purpose of this Resolution and administrative fees and rates approved herein.

Section 3. **Severability.** If any section, sentence, clause, or phrase of this Resolution should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this Resolution.

Section 4. **Effective Date.** This Resolution shall become effective immediately upon its adoption.

ADOPTED this 4th day of November 2025.

Mayor, Terri Cooper

Attest:

Approved as to Form:

Koss Ronholt, City Clerk

City Attorney, Sean P. Boutz

EXHIBIT A

SECTION 1. TITLE 2 – MUNICIPAL COURT FEES

1. Jail Costs: As charged by Spokane County* or Lincoln County.

**Determined by dividing the total annual cost charged to the City by the number of inmate days per designated year as set forth in the Contract between the City and Spokane County.*

**Court fees are set by Cheney City County.*

SECTION 1. TITLE 4 – LICENSES AND PERMITS

1. Dancing, Live Music or Community Singing:
- | | |
|--|---------------|
| a) Annual Fee (prorated quarterly) | \$200.00 |
| b) Single Event Fee | \$50.00 |
| 2. Fireworks | \$100.00 |
| 3. Special Events Permit | \$100.00 |
| A. Special Event Activity Fees for Participant Charged Events: | |
| 200 or less participants | \$200.00 |
| 201 – 500 participants | \$500.00 |
| 501 – 1000 participants | \$1,000.00 |
| 1001 – 2000 participants | \$2,000.00 |
| 2001 + participants | \$5,000.00 |
| Non-profit & City Partner Rate | 50% Reduction |
| 4. Business License Application Fee + WA State DOR Fee | \$30.00 |
| 5. Annual Business License Fee Renewal + WA State DOR Fee | \$30.00 |
| 6. Individual Peddler ID Card | \$10.00 |
| 7. Business License Transfer Fee + WA State DOR Fee | \$10.00 |
| 8. Business License Delinquent Fee + WA State DOR Fee | \$12.50 |

Business Licenses issued during the last quarter for a new business will be good through the next ensuing year.

SECTION 2. TITLE 5 – CITY PARK & RECREATION FEES

- | 1. GROUPS | <u>Rate</u> |
|---------------------------------|--------------------|
| Main Shelter | \$25/hr |
| Lakeside/ Pioneer Park Shelters | \$15/hr |
| Picnic Tables Areas | \$5/hr |
| Softball Field (No Prep) | \$35/game |
| Softball Field with Prep | \$50/game |
| Shepherd Field | \$50/game |
| Community Garden Larg Plots | \$30/yr |

Community Garden Small Plots	\$15/yr
City Hall Auditorium	\$25/hr
Non-profit & City Partner	50% Reduction

2. COMMERCIAL KITCHEN RATES

	<u>Rate</u>
Commissary Kitchen	\$25/hr
Memberships	\$300/mo
Storage (Non-member)	\$15.00 per day
Drop Ship Fee (Client present)	\$50.00
Drop Ship Fee (Client not present)	\$150.00
Event Space	\$100/hr
Onsite Event Host	\$50/hr
Emergency Onsite Event Host	\$150/hr
Non-profit & City Partner	50% Reduction

3. BUSINESS PARK USE

Business Clean-up/Damage/Security Deposit	\$100.00
Commercial Business Fee	\$50.00 per day

4. WATERFRONT PARK RECREATIONAL VEHICLE PARKING FEES

Self-contained recreational vehicle/motor home – per night	\$30.00
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5. RECREATION ACTIVITY FEES (Youth Sports Fee INCLUDES Sales Tax)

Recreation activity and program fees set by the Parks Advisory Board with Mayoral Approval, see Recreation Fee Schedule for current fees.

SECTION 3. TITLE 7.04.010 – ANIMAL FEES

1. ANNUAL LICENSE FEES – Per Spokane County Regional Animal Protection Service

2. ANIMAL CONTROL INFRACTIONS

The following penalties will be subject to the addition of all state assessments:

Each infraction in calendar year	\$25.00
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3. IMPOUNDMENT RELEASE CHARGES

First infraction in calendar year	\$26.00
Second infraction in calendar year	\$36.00
Third infraction in calendar year	\$56.00
Per Day Fee	\$6.00

SECTION 4. TITLE 9 – PEACE, SAFETY AND MORALS

1. CONDUCT IN PARKS

The following penalties will be subject to the addition of all state assessments:

Each infraction	\$50.00
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a. Park rule violation for failure to pay facility reservation fee, total cost is infraction penalty plus reservation fee.

SECTION 5. TITLE 11 – STREET FEES

1. PERMITS/FINES

a. Open excavation - exceeding 32 continuous hours fine per day	\$100.00
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2. RIGHT OF WAY FEES

a. Approach Fee	\$50.00
b. Non-cut Obstruction Fee	\$100.00
c. Pavement Cut Fee	\$200.00
d. Boring Fee	\$150.00
e. Traffic Control Plan Review Fee	\$50.00
f. Inspection Fee	\$100.00
g. Processing Fee	\$100.00
h. Multiple Use Over-head	\$100.00 per ¼ mile
h. Multiple Use Underground	\$500.00 per ¼ mile

SECTION 6. TITLE 14 – BUILDING AND CONSTRUCTION FEES

Solid fuel burning appliance (fireplace or freestanding)	\$30.00
Building permit fee	Current IC Fee
Plan check fee	Current IC Fee
Valuation	Current Building Standard
Plumbing permit fee (<i>Section 20.7</i>)	Current UPC Fee
Mechanical permit fee (<i>Section 304b</i>)	Current IFGC Fee
Manufactured home siting fee per section	\$150.00
Mobile home park – Creation or Expansion	\$50.00
Plus per site	\$5.00
Moved in and/or relocated structures	Fee assessed on 100% of
current building valuation	
Re-roof permits	Based on valuation of work

SECTION 7. TITLE 15, 16 & 17 – PLANNING FEES

1. SHORELINE MANAGEMENT

Shoreline Substantial Development, Variance and Conditional Use Permits

Project Valuation

\$0 – \$50,000	\$1100.00
\$50,001 and over	\$1650.00

2. STATE ENVIRONMENTAL POLICY ACT (SEPA)

SEPA Review	\$225.00
SEPA Review with concurrent review	\$150.00
Environmental Impact Statement administrative review	Actual Cost (\$500 deposit)

3. SUBDIVISIONS

Preliminary Plats/Plans

Long Plat, Short Plat, Binding Site Plan, Residence Division, Manufactured Home Community	\$1250.00 plus \$10 per lot
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Final Plats/Plans

Long Plat, Short Plat, Binding Site Plan, Residence Division, Manufactured Home Community	\$600.00 plus \$10 per lot
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Plat/Plan Amendments

Long Plat, Short Plat, Binding Site Plan, Residence Division, Manufactured Home Community	\$1000.00 plus \$8 per lot
Planned Unit Development	\$1000.00 plus \$10 per lot
Time Extension	\$250.00 plus \$10 per lot

4. APPEAL

Appeal of administrative decision to Hearing Examiner:	\$250 deposit (returned if successful)
Appeal of hearing examiner or planning commission decision:	\$200 deposit (returned if successful)

5. EXCEPTION OF FENCE LOCATION

Authorization for exception of fence location	\$35.00
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6. ZONING FEES

Boundary Line Adjustment	\$130.00
Critical Areas Permit (\$1,000 minimum, \$8,000 maximum):	\$500.00 per acre or major fraction thereof
Home Occupation	\$120.00
Lot Segregation or Merge	\$130.00
Special Use Permit	\$900.00
Street Vacation	\$130.00
Rezone	\$1500.00
Variance	\$900.00
Zoning Permit Fee	\$50.00

Any other review type	\$500.00
7. BUILDING PERMIT REVIEW	
Single-family residence or duplex	\$45.00
Plumbing Permit Administrative Fee	\$35.00
Mechanical Permit Administrative Fee	\$35.00
Addition to existing single-family residence or duplex	\$30.00
Residential detached accessory structure or addition thereto	\$30.00
Multi-family (3 + units), Commercial, Public or Institutional	\$65.00
Addition to existing Multi-family (3 + units) (Commercial, Public or Institutional structure)	\$50.00
Amending Building Permit, i.e. Site Plan, Use, Structure:	80% of fee under this schedule
Sign Permit	\$30.00
8. LANDSCAPE PLAN REVIEW	
Landscape Plan	\$45.00
Amending Landscape Plan	80% of fee under this schedule
9. COMPREHENSIVE PLAN	
Amend comprehensive plan, text or map	\$2,000.00
Development code amendment	\$2,000.00
10. IMPACT FEES	
Fire Mitigation Fee	Per Chapter 16.06 of MLMC
Parks Mitigation Fee	Per Chapter 16.07 of MLMC
School Mitigation Fee	Per Chapter 16.09 of MLMC

Fees Assessed per single family lot/house

Note: Amendments to Comp. Plan, Capital Facilities Element, Chapter 12, and amendments directed by the Planning Commission or City Council shall not be assessed a fee.

SECTION 8 – MISCELLANEOUS ADMINISTRATIVE FEES

1. Public Records Requests

The fees set forth in this section are default fees set pursuant to RCW 42.56.120. The City finds that calculating the actual cost of providing public records would be unduly burdensome given the limited staff resources and funding to dedicate to a comprehensive study to determine actual copying costs and that conducting such a study would interfere with the City's other essential agency functions.

No fee shall be charged for the inspection of Public Records.

No fee shall be charged when the request is made by a federal, state, or local agency.

No fee shall be charged for a records request that will not exceed a total cost of \$1.00.

Copies per page, public documents in-house picked up in person	\$.15 per page
Mailed copies	\$.15 per page plus postage
Public documents, outside copying required, per page	Actual Cost
Email/Electronically delivered/Scanned pages	\$.10 per Gigabyte/page scanned
Storage device	Actual cost of device

2. FRANCHISE AGREEMENT FEE	\$2,000.00
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**CITY OF MEDICAL LAKE
SPOKANE COUNTY, WASHINGTON
RESOLUTION NO. 25-781**

**A RESOLUTION OF THE CITY OF MEDICAL LAKE APPROVING 2026 UTILITY
FEES AND REFUSE COLLECTION RATES**

WHEREAS, the City of Medical Lake has, by Ordinance No. 613, enacted September 20, 1993, ordained that all utility fees and charges shall be set by Council Resolution; and

WHEREAS, the City of Medical Lake held a workshop on October 21, 2025, and discussed proposed rate changes to utility fees and refuse collection rates, as set forth in Exhibit A; and

WHEREAS, all other utility fees and refuse collection rates are set forth in Exhibit B.

NOW, THEREFORE, BE IT RESOLVED by the City Council for the City of Medical Lake that the following fees and charges shall be assessed effective **January 1, 2026**.

Section 1. **Adoption.** The City Council hereby adopts the utility fees and refuse collection rates for 2026 in the amounts set forth in Exhibits A and B and by reference incorporated herein.

Section 2. **Authorization.** The Mayor and Finance/Director/City Clerk are each hereby authorized and directed to take such further action as may be appropriate in order to affect the purpose of this Resolution and the utility fees and refuse collection rates approved herein.

Section 3. **Severability.** If any section, sentence, clause, or phrase of this Resolution should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this Resolution.

Section 4. **Effective Date.** This Resolution shall become effective immediately upon its adoption.

ADOPTED this 4th day of November 2025.

Mayor, Terri Cooper

Attest:

Approved as to Form:

Koss Ronholt, City Clerk

City Attorney, Sean P. Boutz

EXHIBIT A

Proposed Changes in Rates & Fees

This Exhibit contains only rates that are changing in 2026. For all other City rates, fees and charges, see Exhibit B.

		2025	2026
<i>Section & Title</i>	<i>Rate</i>		
Section 1. Title 5 - Refuse Collection Rates			
	Residential 20 Gallon cart	20.19	22.97
	Residential 35 Gallon cart	21.92	25.33
	Residential 64 Gallon cart	35.38	40.81
	Residential 96 Gallon cart	45.90	53.27
	Residential two 64 Gallon carts	57.64	66.87
	Residential 32 Gal and 64 Gal carts	69.83	80.70
	Residential two 96 Gallon carts	81.56	89.31
	Commercial 35 Gallon Cart	18.13	20.99
	Commercial 64 Gallon Cart	30.91	36.04
	Commercial 96 Gallon Cart	43.96	51.42
	Each additional can or bag	4.75	4.80
	1 Yard Dumpster, once weekly	102.51	118.88
	1 Yard Dumpster, twice weekly	205.01	237.78
	1.5 Yard Dumpster, once weekly	131.02	152.81
	1.5 Yard Dumpster, twice weekly	262.10	306.62
	2 Yard Dumpster, once weekly	188.97	219.22
	2 Yard Dumpster, twice weekly	377.90	438.37
	3 Yard Dumpster, once weekly	286.95	332.26
	3 Yard Dumpster, twice weekly	573.87	664.49
	4 Yard Dumpster, once weekly	325.45	379.30
	4 Yard Dumpster, twice weekly	650.92	758.63
	6 Yard Dumpster, once weekly	550.01	634.74
	6 Yard Dumpster, twice weekly	1100.08	1269.55
	8 Yard Dumpster, once weekly	722.63	829.97
	8 Yard Dumpster, twice weekly	1445.23	1659.91
Section 2. Title 12 - Water and Sewer Rates			
Water	Water Monthly Base Rate – one dwelling unit	20.00	22.79
	Water Monthly Base Rate – each additional dwelling unit	16.00	18.79

Water (Outside City)	Water Monthly Base Rate – one dwelling unit	30.00	32.79
	Water Monthly Base Rate – each additional dwelling unit	24.00	26.79
Sewer	Per dwelling unit	37.75	42.00
	Motels - per unit	37.75	42.00
	Mobile home parks - per occupied unit	37.75	42.00
	Garages & service stations without wash racks	47.36	51.61
	Garages & service stations with wash racks	58.90	63.15
	Restaurants, cafes, and taverns	72.85	77.10
	Stores & commercial offices	47.36	51.61
	Halls	47.36	51.61
	Churches	47.36	51.61
	Dry cleaning plants	47.36	51.61
	Laundries	72.85	77.10
	Public Schools - September to May - per FTE student	3.18	3.60
	Public Schools - June to August - High School & Middle School	91.35	98.66
	Public Schools - June to August - Elementary School	49.62	53.59

EXHIBIT B

SECTION 1. TITLE 5 – REFUSE COLLECTION RATES

1. RESIDENTIAL – PICKUP ONE TIME PER WEEK

20 gallon container	\$ 22.97
35 gallon container	\$25.33
64 gallon container	\$40.81
96 gallon container	\$53.27
2x 64 gallon containers	\$66.87
32 + 64 gallon containers	\$80.70
2x 96 gallon containers	\$89.31
For each additional occasional can/bag	\$4.80

2. COMMERCIAL – PICKUP ONE TIME PER WEEK

35 gallon container	\$ 20.99
64 gallon container	\$36.04
96 gallon container	\$51.42
For each additional occasional can/bag	\$4.80

COMMERCIAL – PICKUP TWO TIMES PER WEEK

35 gallon container	\$41.98
64 gallon container	\$72.08
96 gallon container	\$102.84
For each additional occasional can/bag	\$4.80

3. DUMPSTER SERVICE

For commercial service and large dumpster containers, to be furnished by the Contractor as follows:

ONE YARD DUMPSTER BIN

Pickup weekly	\$118.88
Pickup twice weekly	\$237.78

ONE AND ONE HALF YARD DUMPSTER BIN

Pickup weekly	\$152.81
Pickup twice weekly	\$306.62

TWO YARD DUMPSTER BIN

Pickup weekly	\$219.22
Pickup twice weekly	\$438.37

THREE YARD DUMPSTER BIN

Pickup weekly	\$332.26
Pickup twice weekly	\$664.49

FOUR YARD DUMPSTER BIN

Pickup weekly	\$379.30
Pickup twice weekly	\$758.63

SIX YARD DUMPSTER BIN

Pickup weekly	\$634.74
Pickup twice weekly	\$1,269.55

EIGHT YARD DUMPSTER BIN

Pickup weekly	\$829.97
Pickup twice weekly	\$1,659.91

SECTION 2. TITLE 12 – WATER AND SEWER FEES**1. INSTALLATION OF NEW WATER SERVICE LINE****Size of Meter in Inches**

Connection Charge Cost Plus
Overhead of 5% But Not Less Than:

For all Installations

1"	\$3,000.00
1 ½"	\$3,200.00
2"	\$3,500.00
3"	\$5,800.00
4"	\$7,800.00
6"	\$9,500.00

Outside the City limits shall be one hundred fifty percent (150%) of applicable rate. Shall include the water meter, box, accessories and installation.

2. CAPITAL IMPROVEMENT CHARGES FOR WATER

Per dwelling unit	\$5,000.00
All other structures per equivalent residential unit	\$5,000.00

Outside the City limits shall be one hundred fifty percent (150%) of applicable rate.

3. TESTING WATER METERS

Per meter tested	Time and Materials
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Outside the City limits shall be one hundred fifty percent (150%) of applicable rate.

4. DELINQUENT WATER BILLS

Turn back on during normal working hours	\$0.00
Turn back on at other times	\$95.00
Post delinquent notice, doorhanger	\$20.00
Late charge	\$12.00
Unauthorized turn on of water meter	\$100.00

Outside the City limits shall be one hundred fifty percent (150%) of applicable rate.

5. TEMPORARY SERVICE DEPOSIT

Deposit	\$50.00
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Outside the City limits shall be one hundred fifty percent (150%) of applicable rate.

6. WATER SHUTOFF AND TURN ON

At customer's request more than once each year:

During normal working hours	\$8.00
At other times	\$35.00

Outside the City limits shall be one hundred fifty percent (150%) of applicable rate.

7. MONTHLY WATER RATES

First dwelling unit	\$22.79
Each additional unit	\$18.79
Usage per one thousand gallons:	
0 – 15,000 gallons	\$1.20
15,001 – 30,000 gallons	\$1.30
30,001+ gallons	\$1.60

8. MONTHLY WATER RATES – OUTSIDE CITY LIMITS

First dwelling unit	\$32.79
Each additional unit	\$26.79
Usage per one thousand gallons:	
0 – 15,000 gallons	\$1.87
15,001 – 30,000 gallons	\$1.97
30,001+ gallons	\$2.07

9. BULK OR HAULED WATER

Account set-up and service charge	\$35.00
Usage per one thousand gallons	\$10.00

10. HYDRANT METER

Deposit for meter	\$650.00
Account set-up and service charge	\$29.50
Usage per one thousand gallons	\$4.90

11. NEW SEWER CONNECTION CHARGE

Connection to sewer system	\$4,000.00
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12. CAPITAL IMPROVEMENT CHARGES FOR SEWER

Per dwelling unit	\$7,000.00
All other structures per equivalent residential unit	\$7,000.00
Sewer LID #1 for property not previously assessed	\$175.00

Outside the City limits shall be one hundred fifty percent (150%) of applicable rate.

13. ILLEGAL DISCHARGE INTO SEWER

All costs of removal plus overhead of 10% but not less than \$500.00

14. SEWER USER CHARGE PER MONTH

Per each dwelling unit	\$42.00
Motels (per unit)	\$42.00
Mobile home parks per occupied lot	\$42.00
Garages and service stations without wash racks	\$51.61
Garages and service stations with wash racks	\$63.15
Restaurants, cafes and taverns	\$77.10
Stores and commercial offices	\$51.61
Halls	\$51.61
Churches	\$51.61
Dry cleaning plants	\$51.61
Laundries	\$77.10
Public Schools – September through May per full-time equivalent student	\$3.60
June, July and August:	
High School and Middle School	\$98.66
Elementary School	\$53.59

Outside the City limits shall be one hundred fifty percent (150%) of applicable rate.

15. CROSS CONNECTION ANNUAL INSPECTION FEE

Per inspection \$50.00

16. MOBILE HOME SITING NOTICE PENALTY (12.08.060)

Estimated cost of utilities owing plus \$100.00

**CITY OF MEDICAL LAKE
SPOKANE COUNTY, WASHINGTON
ORDINANCE NO. 1136**

**AN ORDINANCE OF THE CITY OF MEDICAL LAKE, WASHINGTON, LEVYING
THE REGULAR PROPERTY TAXES FOR THE CITY OF MEDICAL LAKE,
WASHINGTON IN SPOKANE COUNTY FOR THE FISCAL YEAR COMMENCING
JANUARY 1, 2026 TO PROVIDE REVENUE FOR THE PROVISIONS OF CITY
SERVICES AS SET FORTH IN THE CITY BUDGET**

WHEREAS, State law authorizes the City of Medical Lake (“City”) to levy regular property taxes upon the taxable property within the corporate limits in order to provide revenue for the 2025 current expense budget of the City;

WHEREAS, the City Council, after a public hearing and after duly considering all relevant evidence and testimony presented, has determined that the City desires a 0% increase in property tax revenue from the previous year, while receiving increases resulting from the addition of new construction and improvements to property, newly constructed wind turbines, any increase in the value of state assessed property, and any annexations that have occurred and refund made; and

WHEREAS, the City has met and considered its budget for the calendar year 2026; and

WHEREAS, the City’s actual levy amount from the previous year was \$642,343.83; and

WHEREAS, the population of the City is less than 10,000; and

WHEREAS, RCW 84.52.020 requires the City Council on or before the 30th day of November to certify budget estimates to the Clerk of the Spokane County Board of Commissioners including amounts to be raised by taxing property in the City; and

WHEREAS, the City Council pursuant to notice has held a public hearing on the proposed budget estimates for 2026 on October 21, 2025, including revenue sources which will fund the provision of services; and

WHEREAS, after due consideration of the proposed 2026 budget and the related financial requirements the City Council desires to impose an ad valorem property tax as permitted by State law.

NOW, THEREFORE, the City Council of the City of Medical Lake, Washington, do ordain as follows:

Section 1. Certification of Property Tax Levy. There shall be and is hereby levied and imposed upon real property, personal property, all new construction, utility property, and all property resulting from any annexations as defined in RCW Chapter 84.02 and 84.555.005 in the City of Medical Lake, Spokane County, Washington, a regular property tax increase over the 2025 levy of \$0.00 which is a 0% increase for the year commencing January 1, 2026, plus any additional revenue resulting from new construction and improvements to property, newly constructed wind turbines, any increase in the value of state assessed property, and any annexations that have occurred and refund made. The City of Medical Lake will bank this capacity in the event this increase is needed for subsequent years.

The regular property tax levied through this Ordinance is for the purpose of receiving revenue to make payment upon the general indebtedness of the City of Medical Lake, the general fund obligations and for the payment of services performed by or for the City during the 2026 calendar year.

Section 2. Notice to Spokane County. Pursuant to RCW 84.52.020, the City Clerk shall certify to the County Legislative Authority a true and correct copy of this Ordinance, as well as, the budget estimates adopted by the City Council in order to provide for and direct that the taxes levied herein shall be collected and paid to the City of Medical Lake at the time and in the manner provided by the laws of the State of Washington.

Section 3. Severability. If any section, sentence, clause, or phrase of this Ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this Ordinance.

PASSED by the City Council this _____ day of November 2025.

Mayor, Terri Cooper

ATTEST:

Finance Director/City Clerk Koss Ronholt

APPROVED AS TO FORM:

City Attorney, Sean P. Boutz

Date of Publication:

Effective Date:

City Medical Lake
124 S. Lefevre Street
Medical Lake, WA 99022
509-565-5000

NOTICE OF ORDINANCE PASSED BY MEDICAL LAKE CITY COUNCIL

The following is the title and summary of Ordinance No. 1136 passed by the City of Medical Lake City Council on the 18th day of November 2025.

**AN ORDINANCE OF THE CITY OF MEDICAL LAKE, WASHINGTON, LEVYING
THE REGULAR PROPERTY TAXES FOR THE CITY OF MEDICAL LAKE,
WASHINGTON IN SPOKANE COUNTY FOR THE FISCAL YEAR COMMENCING
JANUARY 1, 2026 TO PROVIDE REVENUE FOR THE PROVISIONS OF CITY
SERVICES AS SET FORTH IN THE CITY BUDGET**

Section 1. The Council hereby authorizes no increase in the regular property tax levy amount to be collected in the 2026 tax year. This is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, any increase in the value of state assessed property, any annexations that have occurred and refund made.

Section 2. Provides that the City Clerk shall certify and provide notice to Spokane County of Ordinance No. 1136 and the City of Medical Lake property taxes to be levied.

Section 3. Establishes a severability clause in the event some portion of the Ordinance is held invalid.

The full text of the Ordinance is available at the City of Medical Lake offices as identified above. A copy will be mailed to any citizen without cost upon request from the City's Clerk's office.

Koss Ronholt, Finance Director/City Clerk

Published: _____