

CITY OF MEDICAL LAKE
City Council Regular Meeting

6:30 PM
September 16, 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
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
Glen Horton, Parks & Recreation Director
Scott Duncan, Public Works 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 and invited local pastor Mark Hudson to open in prayer. Led the Pledge of Allegiance and conducted roll call.
 - i. Councilmember Speirs submitted a request for absence as he is attending a conference for the STA Board. Motion to approve made by Councilmember Pritchard, seconded by Councilmember Kennedy, carried 5-0. All others present in person with one vacancy.

2. AGENDA APPROVAL

- A. Add 9C Resolution 25-772 Dorsh and Kahl Service Agreement for Backup Generators.
 - i. Motion to approve with addition made by Councilmember Kennedy, seconded by Councilmember Maxwell, carried 5-0.

3. INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS –

- A. Art Kulibert, resident of Medical Lake – asked to point out that the flower baskets are too high. Angry drivers are a problem on Hwy 902 according to comments on the Medical Lake Community Page on Facebook.

4. ANNOUNCEMENTS / PROCLAMATIONS / SPECIAL PRESENTATIONS – none

5. REPORTS

- A. Public Safety
 - i. SCSO Undersheriff Lundgren – took note of Mr. Kulibert's comments on the Hwy 902 complaint. Getting ready for patrol reassignments on October 1st. Staffing additional

Lieutenant positions. 24/7 shift commander coverage. Several promotions and transfers. Lots of movement. CAD system training coming up. Working with the City of Airway Heights to facilitate the transfer of our court services from Cheney. Increase in simple assaults at twenty-one which is much higher than average. Thirteen were DSHS affiliated. Six domestic violence. Continuing to watch. Eight cases of malicious mischief, three of which were related to the DV incidents. No trends to note. Councilmember Olson asked about separating the DSHS incidents out from city incidents. They are working on it. Councilmember Pritchard asked about follow up on DV complaints. SCSO works with YWCA to provide social service connections. They also do referrals to school counselors if any kids involved.

B. Committee Reports/Council Comments

- i. Councilmember Pritchard – CDBG meeting. Point in time counts re: homeless. He will follow up on wildfire recovery fund allocation.
- ii. Councilmember Kennedy – Finance Committee - reviewed Claims, no issues. Spokane Regional Transportation Council met last week, STA has maiden voyage of double decker bus on Saturday, September 20th starting in Cheney. WA State Traffic Safety Committee proposing legislation to reduce alcohol limit from .08 to .05.
- iii. Councilmember Maxwell – no report.
- iv. Councilmember Olson – Safety Committee – Health Department conducting annual sanitary surveys for water systems. Lake aerators being serviced. Road projects update. Speed trailers down for repair. County to increase DUI patrols for here and other rural areas.
- v. Councilmember Harbolt – no report.

C. Mayor Cooper – She and Mr. Weathers met with DSHS about transfer of Waterfront Park. Another meeting scheduled. Attended 5-hour bipartisan discussion regarding criminal justice. Broadline will start build out of rural broadband. Comcast received Medical Lake award.

D. City Administrator & City Staff

- i. Sonny Weathers, City Administrator –working on drafting MOUs with local nonprofits to set standards. Met with Re*Imagine Medical Lake and will meet with Blue Waters Bluegrass Festival next. Attended state of the county meeting in Spokane. Strength of SCSO and the Real Time Crime Center was highlighted. City Council vacancy open until October 10th. Will send out a request to council for interview questions. Planning Commission meeting on September 25th. City Council Budget Retreat on October 15th at Silver Lake Camp, 10am-2pm.
- ii. Koss Ronholt, Finance Director – 2026 Budget Timeline and Hearings Schedule
 1. Shared dates for upcoming hearings, October 21st for Revenue Sources and Property Tax, November 18th for Preliminary Budget, and December 2nd for Final Budget.

6. WORKSHOPS

A. Gordon Thomas Honeywell Pre-Legislative Session Presentation

- i. Emily Shay with GTH gave a presentation. See attached. Discussion held with Council.

B. STA Route 62 Changes and Capital Improvements

- i. Presentation, see attached. Discussion held with Council.

C. Parks & Recreation Self-Assessment Report

- i. Glen Horton, Parks and Recreation Director gave a presentation. See attached. Discussion held with Council.

D. Commercial Kitchen Update

- i. Mr. Horton reviewed the process to date and provided the updated quote.

7. ACTION ITEMS

A. Consent Agenda

- i. Approve **September 2, 2025**, minutes.
 1. Motion to approve made by Councilmember Kennedy, seconded by Councilmember Olson, carried 5-0.
- ii. Approve **September 16, 2025**, Payroll Claim Warrants numbered **52920** through **52927**, and Payroll Payable Warrants numbered **30271** through **30282** in the amount of **\$183,480.97** and Claim Warrants numbered **52928** through **52978** in the amount of **\$279,321.46**
 1. Motion to approve made by Councilmember Kennedy, seconded by Councilmember Harbolt, carried 5-0.
- iii. Waiver of Entrance Conference – SAO Audit
 1. Mr. Ronholt explained the waiver and shared which audits the Washington State Auditor Office (SAO) were planning to conduct for fiscal years 2023 and 2024, including a single audit, financial audit, and accountability audit. Mr. Ronholt explained that the single audit would be conducted on the Jefferson Water Main project, ensuring compliance with federal requirements. The Financial audit is a review of the City's financial statements to ensure they are accurate and prepared in accordance with Budgeting Accounting and Reporting Standards (BARS). The accountability audit is conducted to review and test key controls in four selected areas of risk: unemployment compensation, cash receipting, utility billing, and the Open Public Meeting Act (OPMA). Mr. Ronholt explained that, considering that the field work for the audits have begun, Council could waive the entrance conference and continue on to the exit conference when the time comes.
 - a. Motion to approve waiver made by Councilmember Kennedy, seconded by Councilmember Pritchard, carried 5-0.

8. PUBLIC HEARINGS – none

9. RESOLUTIONS

- A. 25-770 Bid Award to Greenscape for Upgrade of City Irrigation Systems
 - i. Mr. Horton reviewed.
 1. Motion to approve made by Councilmember Olson, seconded by Councilmember Kennedy, carried 5-0.
- B. 25-771 Shamrock Service Agreement for FEMA Repaving Projects
 - i. Mr. Weathers reviewed.
 1. Motion to approve made by Councilmember Harbolt, seconded by Councilmember Pritchard, carried 5-0.
- C. 25-772 Dorsh and Kahl Service Agreement for Backup Generators
 - i. Mr. Weathers reviewed.
 1. Motion to approve made by Councilmember Pritchard, seconded by Councilmember Olson, carried 5-0.

10. ORDINANCES

- A. First Read Ordinance 1135 2025 Q2 Budget Amendment
 - i. Legal counsel read title onto the record.
 - ii. Mr. Ronholt reviewed.
 - iii. Motion to amend dollar figures as stated (adding taxes to the total) made by Councilmember Kennedy, seconded by Councilmember Olson, carried 5-0.

- iv. Motion to approve first read as amended made by Councilmember Kennedy, seconded by Councilmember Harbolt, carried 5-0.

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 a citizen. All Council 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 .*
- B. Art Kulibert, resident of Medical Lake – reported that his wife found a lost 3-year-old girl last week. Called crime check and three SCSO officers showed up very quickly. Commented on route information given by STA.
- C. Lahnne Henderson, resident of Medical Lake (via Zoom) – asked for clarification on audit, if it is in process now. Asked when they came and when they'll be done. Mr. Ronholt – yes, audit in process now, began in August. No completion date given but possibly by mid-October. It is done mostly remotely, only onsite twice so far.

15. CONCLUSION

- A. Motion to conclude at 8:33 pm made by Councilmember Pritchard, seconded by Councilmember Kennedy, carried 5-0.



Terri Cooper, Mayor



Koss Ronholt, Finance Director/City Clerk

10/7/25

Date

Preparing for the 2026 Legislative Session

Emily Shay
State Lobbyist



1

Presentation Overview

2026 Session
Preview

Draft 2026
Legislative Agenda

Next Steps



2

2026 Session Preview

- **60-Day Session**

- Second year of the biennium
- Political makeup similar to 2025
- All 2025 bills carry over
- Mid-biennial budget adjustments
- Forthcoming elections



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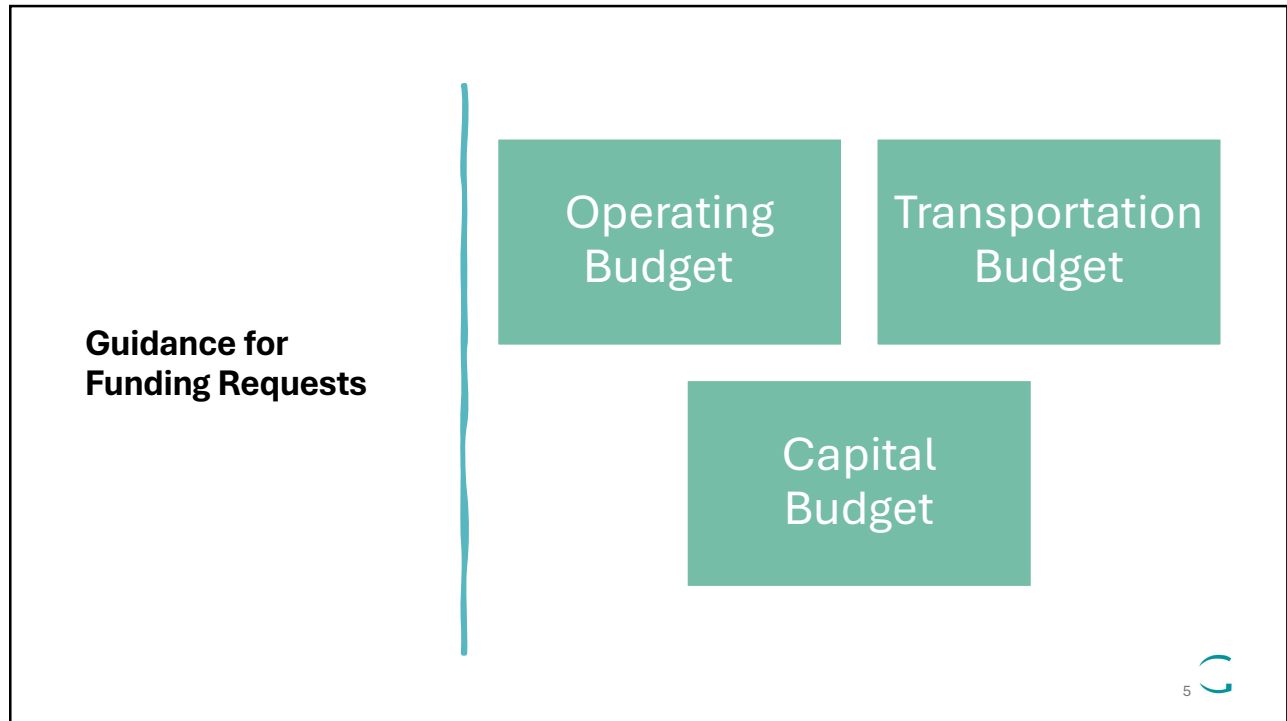
2026 Session Preview

- **Emerging Themes**

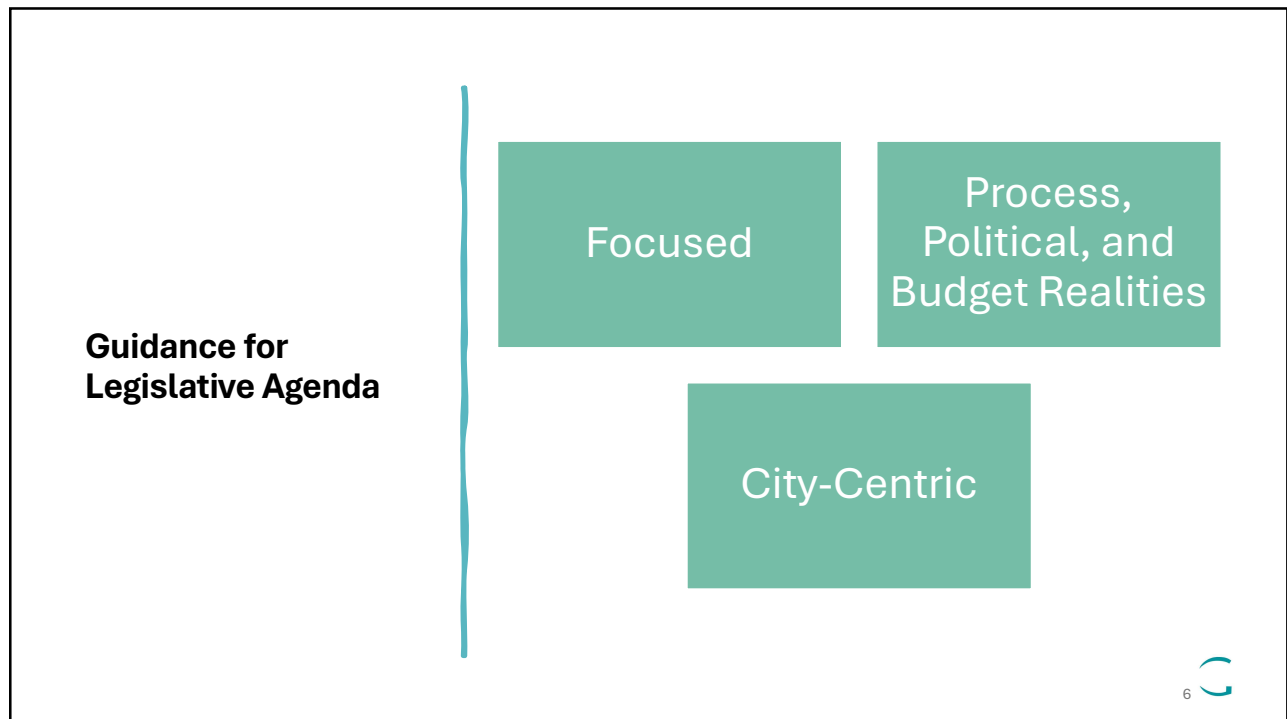
- Response to federal actions
- Ongoing budget challenges
- Continued tax policy discussions
- Multiple “trailer bill” discussions



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2026 Draft Legislative Agenda

- **Funding Requests**

- Successful in 2025
 - Acquisition of Waterfront Park = \$1.2 million

- **Relief for Disasters and Power Outages**

- Builds upon 2025 request

- **Policy Bills**

- Community Policing Program – Eastern State Hospital
 - Builds upon 2025 request

7

Additional Policy Items

- **Long-term Recovery Groups**
- **UGA Expansion**
- **Juvenile Detention Standards**
- **Presence of State Facilities**

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Association of Washington Cities

- **Tentative Top Priorities**

- Maintenance and Preservation Improvements for transportation-related needs
- Enhance Indigent Defense Standards
- Improving Housing Supply
- Preserve state shared revenues

The logo for the Association of Washington Cities (AWC) is displayed on a yellow background. It features the letters "AWC" in large, white, bold font inside a blue square. Below this, the words "ASSOCIATION OF WASHINGTON CITIES" are written in a blue, sans-serif font. A small blue and white circular icon is located at the bottom right of the logo.

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Discussion & Feedback

Emily Shay
State Lobbyist
eshay@gth-gov.com
(253) 753-5503

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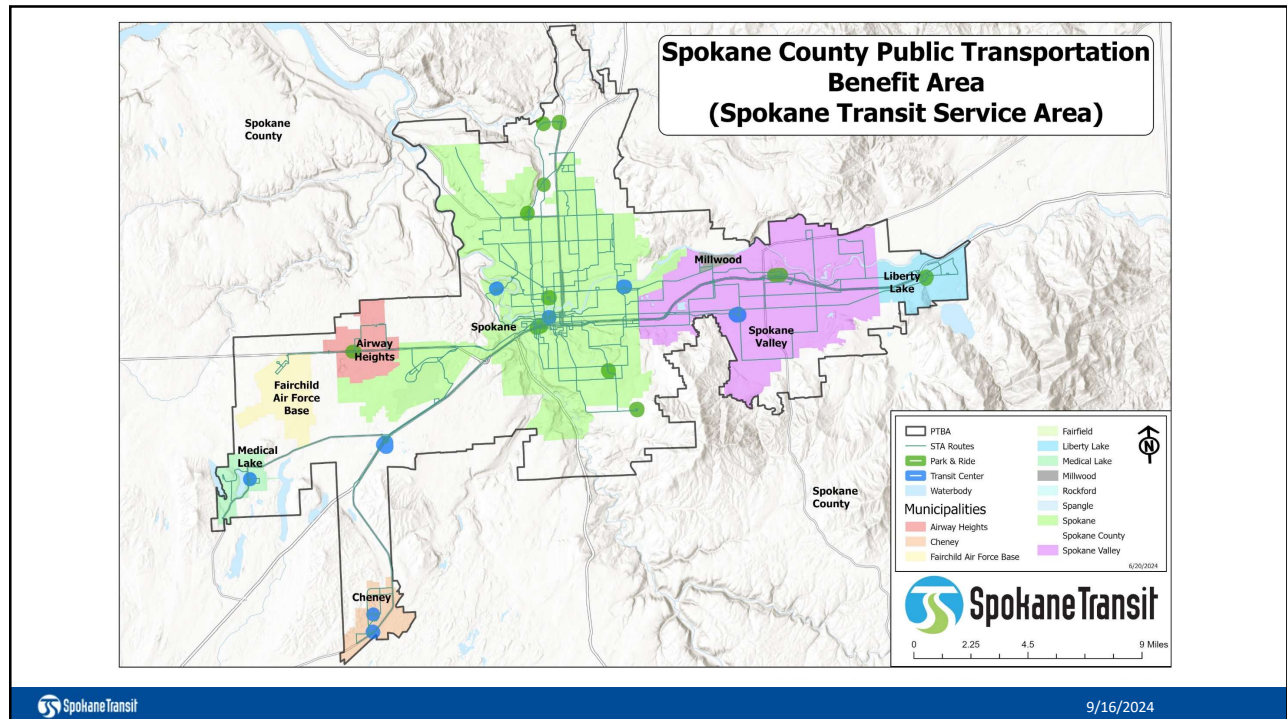


Medical Lake– STA Update on Transit Improvements

September 16, 2025

How a great city moves.™

1



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Ridership Recovery

- System ridership has surpassed 2019 levels
 - Among US transit agencies serving over 5 million annually, STA is one of seven in 2024 to exceed 2019 ridership

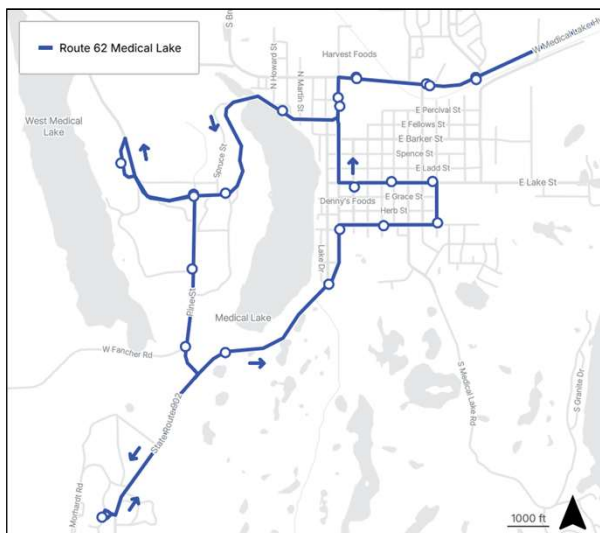
Year	Route 62 Medical Lake	STA Fixed Route Bus Network
2019	37,047	9,971,798
2020	25,884	5,817,776
2021	21,218	5,238,644
2022	24,639	6,581,876
2023	50,809	8,947,157
2024	47,062	10,166,876

STA Investments in Medical Lake

- Route 62 Simplification
- Route 62 Bus Stop Improvements

3

Route 62 Medical Lake | Route Change



- Simplified route pattern and schedule
 - Stops at or near all prior served stops
- Remains 60 min frequency
- Schedule accommodates all shifts at Eastern State Hospital
- New adjustments take effect with the September Service Change
 - Sunday September 21, 2025
 - www.spokanetransit.com/change

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Route 62 Medical Lake | Stop Improvements

Background

- Part of STA's Rural Highway Stop Improvements capital project in *STA Moving Forward*
- Existing stops along Hwy 902 do not meet STA and WSDOT standards, for safety and accessibility

General Scope of Work

- Construct eight (8) new ADA accessible bus stops
- Replace existing shelter at Medical Lake High School and surrounding bollards at new bus stop location
- Install new ADA ramps for access to existing crosswalks, where applicable

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Hwy 902 @ Graham

Westbound

- 6' x 9' new concrete pad next to existing
- Railing at back of new pad, extending onto existing slab

Existing Conditions



Illustrative Improvement



Eastbound

- 8' x 8' new concrete pad and transition panels

Existing Conditions



Illustrative Improvement



6

Hwy 902 @ Stanley

Westbound

- 9' x 10' new concrete pad with railing

Existing Conditions



Illustrative Improvement



Eastbound

- 8' x 24' new concrete pad with transition panels, sidewalk
- ADA ramps at crossings

Existing Conditions



Illustrative Improvement



Hwy 902 @ Lefevre (Harvest Foods)

Westbound

- 9' x 10' concrete pad with railing

Existing Conditions



Illustrative Improvement



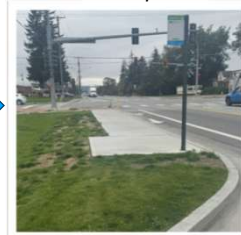
Eastbound

- 8' x 9' concrete pad with transition panels and railing
- Sidewalk improvements
- ADA ramp aligns with crossing on 902

Existing Conditions



Illustrative Improvement



Lefevre @ James

Existing Conditions



Illustrative Improvement



- 8' x 8' new concrete pad with transition panels
- Sidewalk improvements to corner of James St.
- ADA ramp at crossing

Lefevre @ Medical Lake High School

Existing Conditions



Illustrative Improvement

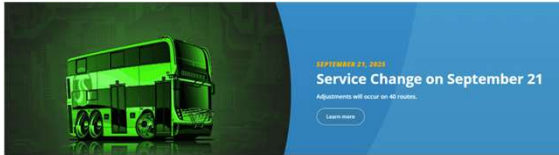


- Demolition of existing pad, bollards, and removal of shelter
- 14' x 8' new concrete pad shifted slightly north to align with pullout lane striping
- New Tolar bus shelter
- New bollards surrounding shelter and pad

Next Steps

September Service Change

- Service change information is available:
 - STA Website
 - Staff assistance at 328-RIDE
- spokanetransit.com/change



Bus Stop Improvements

- Finalize easement & lease documents
- Bid advertisement for contract
- Construction
 - Fall 2025-Spring 2026



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Questions

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OBJECTIVES AND PRIORITIES

<div style="background-color: #0056b3; color: white; padding: 10px; border-radius: 10px; text-align: center;"> Recreation Programming </div>	<ul style="list-style-type: none"> Improving the program offerings to the residents of Medical Lake. Offering high quality programs that our participants want to come back to. 	
<div style="background-color: #0056b3; color: white; padding: 10px; border-radius: 10px; text-align: center;"> Community Events </div>	<ul style="list-style-type: none"> Offer community events that compliment our nonprofit partners ongoing events. 	
<div style="background-color: #0056b3; color: white; padding: 10px; border-radius: 10px; text-align: center;"> Parks and Trails </div>	<ul style="list-style-type: none"> Maintain the natural beauty that Medical Lake has to offer. Improve our existing parks and trails. Create more recreational opportunities for our residents and visitors. 	

2
10/2/2025

2

RECENT FOCUS OF DEPARTMENT



- **Capital Improvement Projects**
 - Continuing to improve our Parks, Recreation and Trail system.
- **Expanded Programming**
 - Have added many new programs for Community Members.
 - Expanding and improving adult/ active aging adults programming.
- **Promoting Programs**
 - Working to get the word about activities, programs and events the City is offering for Medical Lake and the outlying area.
- **Safety in Parks**
 - Phoenix Security
 - Cameras coming soon!

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10/2/2025

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PROGRAMS BY THE NUMBERS

- Increased Numbers
- Improved program results
- Better Promotion of Programs
- Partnerships/ sponsorships for programs and events.

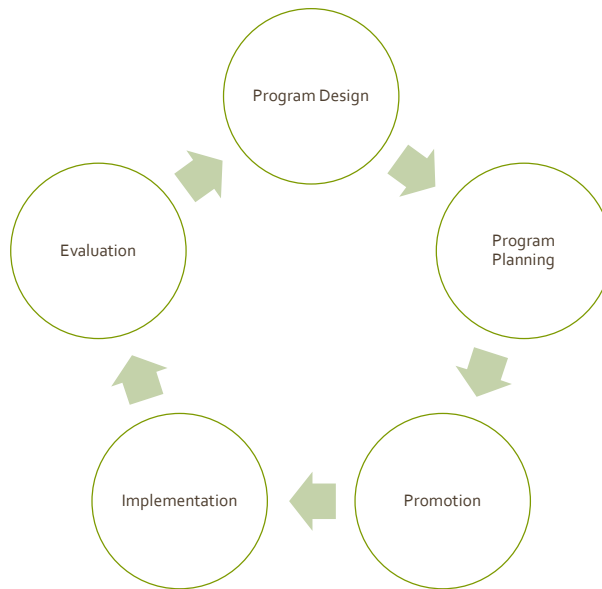


Program	2022	2024	2025
Fall Youth Sports	90	147	181
Winter Youth Sports	73	121	135
Spring Youth Sports	116	135	170
After School Program	0	12/ month x 10 month	24/ day so far....
Summer Camp	0	12 / week x 9 weeks	12.5/week
Adult Programs	0	3 Programs	17 Programs
Revenues Brought In	\$21,119	\$79,766	To Date: \$84,918

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PROGRAM DESIGN PROCESS

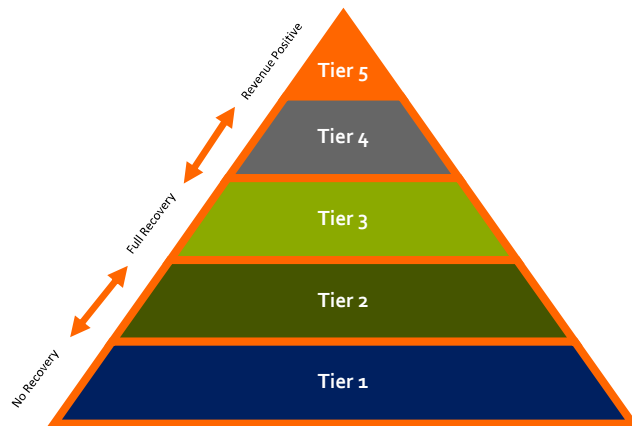


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PARKS AND RECREATION COST RECOVERY PHILOSOPHY

- **Mostly Individual Benefit (Tier 5)**
 - Adult Sports, Adult Day Trips, Resale Items
- **Considerable Individual Benefit (Tier 4)**
 - Summer Camps, Individual Classes, Facility Rentals
- **Balanced Individual / Community Benefit (Tier 3)**
 - Youth Sports, Teen Programs, Before School Program
- **Considerable Community Benefit (Tier 2)**
 - Community Garden, Safety Classes, After School Program
- **Mostly Community Benefit (Tier 1)**
 - Community Events, Parks, and Maintenance



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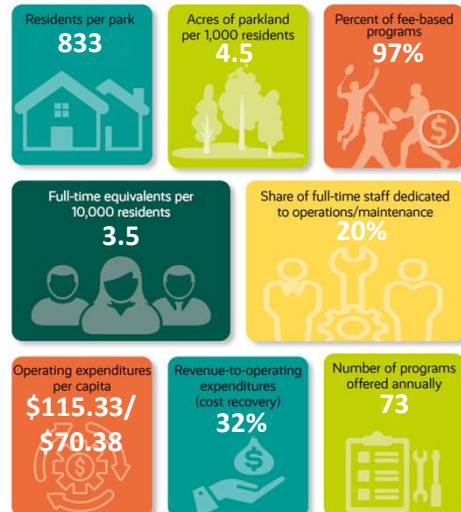
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HOW ARE WE DOING?!

2025 NRPA Agency Performance Review Key Findings



Medical Lake Comparable:



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OPERATIONAL PLANS AND CONTROLS

- Parks Master Plan
- MLSD Facilities Agreement
- Waterfront Park Acquisition
- DOC Work Crew
- Parks and Recreation Advisory Board
- Annual Budget
- Program Related Contracts
- Staff Meetings and Trainings



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STAFF REPORT SNAPSHOT

PARKS AND RECREATION

Short Range:

- Kitchen – Meeting Today –SRE Follow Up
- Door locks – Waiting for Jim updated quote
- Sprinkler System
- 2026 Budget
- Tennis-A-Thon – Donations coming in
- Banners for Poles

Long Range:

- P&R Master Plan
- Health & Wellness Activities

Issues:

- Softball League – Light Install Delay
- Delay on Benches and Tables

Successes:

- Back to School Nights