

CITY OF MEDICAL LAKE
City Council Special Meeting – Budget Retreat

10am-2pm
October 15, 2025

MINUTES

Silver Lake Camp
10919 S Lakehurst Dr.

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
Steve Cooper, WWTP Director
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

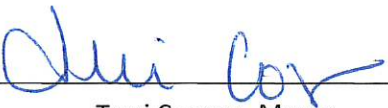
- A. Department heads reviewed their requested budget increases.

6. FY 2026 SALARIES & BENEFITS REVIEW

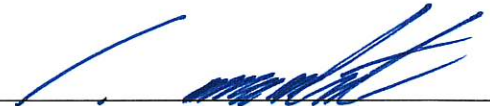
- A. Mr. Ronholt – discussed COLA increase, departmentalization, and proposed increases for WWTP
B. Mayor Cooper shared the proposal to change the City Planner position to Senior Planner and making it a Director position.

7. CONCLUSION

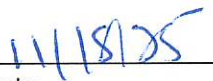
- A. Retreat concluded around 2:10pm.



Terri Cooper, Mayor



Koss Ronholt, Finance Director/City Clerk



Date