



**CITY COUNCIL REGULAR MEETING
TUESDAY, DECEMBER 16, 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 (December 16, 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/87509949859?pwd=xCjXb0sE4Fj0axqJtmQwHw1Q0TFJAH.1>

Meeting ID: 875 0994 9859

Passcode: 672278

One tap mobile

+12532158782,,87509949859#,,,,*672278# US (Tacoma)

+12532050468,,87509949859#,,,,*672278# US

Join instructions

https://us06web.zoom.us/join/87509949859/invitations?signature=CU_lbfaTD058fil6aqHf5rSzM5Y32Zs-umg1JUWaEag

- **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

DECEMBER 16, 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**
 - A. Oaths of Office for Mayor Cooper and Councilmembers Harbolt, Olson, Kennedy, and Wilbur.
5. **REPORTS**
 - A. Committee Reports/Council Comments
 - B. Mayor
 - C. City Administrator & City Staff
 - i. Sonny Weathers, City Administrator
6. **WORKSHOP DISCUSSION**
 - A. MOU Advancing Treatment Services
7. **EXECUTIVE SESSION** – None.
8. **PUBLIC HEARING** – None.
9. **ACTION ITEMS**
 - A. Consent Agenda
 - i. Approve **December 2, 2025**, minutes.
 - ii. Approve **December 16, 2025**, Payroll Claim Warrants numbered **53229** through **53236** and Payroll Payable Warrants numbered **30302** through **30310** in the amount of **\$171,197.06** and Claim Warrants numbered **53237** through **53294** in the amount of **\$324,891.01**.
10. **RESOLUTIONS** – None.
11. **ORDINANCES**
 - A. Second Read Ordinance 1138 2026 Final Budget
 - B. Second Read Ordinance 1139 Q3 2025 Budget Amendment
12. **EMERGENCY ORDINANCES** – None.
13. **UPCOMING AGENDA ITEMS**
14. **INTERESTED CITIZENS**
15. **CONCLUSION**



To: Mayor and City Council

From: Sonny Weathers, City Administrator

TOPIC: MOU ADVANCING TREATMENT FIRST APPROACH FOR HOMELESSNESS

Requested Action:

No action at this time, for discussion and direction.

Key Points:

The attached MOU Advancing a Treatment First Approach seeks to encourage a renewed atmosphere of collaboration and alliance in addressing homelessness and its related mental health crisis.

Background Discussion:

Medical Lake previously adopted Resolution No. 23-619 Advancing a Spokane Regional Authority for Homelessness, Affordable Housing, and Behavioral Health. Unfortunately, no such regional authority was established.

Public Involvement:

None.

Next Steps:

Consideration of adopting the Memorandum of Understanding (MOU) with regional partners to work together in support of an effective and efficient partnership with regards to a shared regional approach to homelessness.

MEMORANDUM OF UNDERSTANDING BY AND AMONG SPOKANE COUNTY,
WASHINGTON; THE CITIES OF AIRWAY HEIGHTS, CHENEY, DEER PARK, LIBERTY
LAKE, MEDICAL LAKE, MILLWOOD, SPANGLE, SPOKANE, AND SPOKANE VALLEY;
AND THE TOWNS OF FAIRFIELD, LATAH, ROCKFORD AND WAVERLY REGARDING A
SHARED RESPONSE APPROACH TO HOMELESSNESS

This Memorandum of Understanding (this “MOU”) is entered into as of _____, 2025, by and among Spokane County, Washington; the cities of Airway Heights, Cheney, Deer Park, Liberty Lake, Medical Lake, Millwood, Spangle, Spokane, and Spokane Valley; and the towns of Fairfield, Latah, Rockford and Waverly (individually a “Party” and collectively the “Parties”).

I. Purpose and Scope

The Parties intend for this MOU to encourage cooperation and provide the foundation and structure for a coordinated regional response to those experiencing chronic homelessness and its related mental health crisis. Such response is anticipated to include an enforcement and services framework to implement the revised public camping and vagrancy policies as authorized by recent judicial and federal policy changes.

This MOU does not establish or create any type of formal agreement or obligation, nor does it commit any funds of any Party. Instead, it is an agreement among the Parties to work together in such a manner to encourage an atmosphere of collaboration and alliance in support of an effective and efficient partnership to establish and maintain objectives and commitments with regards to a shared regional approach to homelessness.

Specifically, this MOU aims to:

- Adopt a regional response to the homelessness and mental health crisis that is playing out in our streets every day;
- Maintain clean, safe, and accessible public spaces throughout Spokane County;
- Enforce relevant municipal and county codes regarding unauthorized public camping, loitering, open drug use, and obstruction of public rights-of-way;
- Provide transitional housing, treatment, and other supportive services in alignment with a continuum-of-care approach that includes accountability and behavioral compliance; and
- Ensure enforcement actions are consistent, coordinated, humane, and constitutionally sound.

II. Background

1. Endemic vagrancy, disorderly behavior, sudden confrontations, and violent attacks have made our communities unsafe. It is clear that individual municipal approaches to this regional problem are not producing adequate outcomes.
2. Recent HUD and HHS policy guidance has moved away from mandating the "Housing First" model, allowing greater flexibility in supporting transitional, recovery-oriented, and behavior-based housing interventions. This greater flexibility encourages implementation of evidence based treatment, prevention, and recovery programs.
3. Recent Supreme Court rulings have created a pathway for communities that wish to prioritize accountability and promote treatment, recovery, and self-sufficiency.¹

III. Objectives

The Parties agree that the following principles shall be the foundation of any joint action:

1. **Treatment First Orientation**
 - Prioritize immediate access to behavioral health, substance use, and primary care treatment for individuals experiencing homelessness.
 - Recognize treatment as a critical step toward stability, dignity, and housing readiness.
 - Identify policies and procedures that limit open illicit drug use and eradicate urban camping, loitering, and squatting.
2. **Person-Centered Services**
 - Design and deliver services that respect the dignity, autonomy, and unique needs of each individual.
 - Ensure culturally competent and trauma-informed care.
3. **Collaboration and Coordination**
 - Coordinate across jurisdictions, service providers, and healthcare systems to reduce duplication and improve outcomes.
 - Share data and best practices to inform evidence-based decision-making.
4. **Public Health and Safety**
 - Frame homelessness response as a matter of public health and safety, balancing individual support with community well-being. Identify areas where public safety is at risk and local resources are inadequate.
 - Prioritize accountability and promote treatment, recovery, and self-sufficiency.
5. **Accountability and Transparency**
 - Track progress through measurable outcomes such as treatment engagement, reduction in unsheltered homelessness, and improved health indicators.
 - Commit to public reporting on shared goals and results.

¹ **Oregon v. Johnson**, 603 U.S.520 (2024), Docket No. 23-175, overturned **Martin v. City of Boise**, 920 F.3d 584 (9th Cir. 2018), reaffirming that local governments may regulate or prohibit sleeping in public spaces irrespective of current shelter bed availability, provided the laws are reasonable and not punitive in intent.

The Parties further agree to pursue the following collective goals:

1. Expand Treatment Access

- Support the development and funding of effective methods to address homelessness to include detoxification services, mental health crisis response, and long-term treatment programs.
- Reduce barriers to entry into treatment programs.

2. Strengthen Service Integration

- Establish formal referral pathways between shelters, outreach teams, healthcare providers, and treatment facilities.
- Coordinate discharge planning from hospitals, jails, and treatment centers to prevent returns to homelessness.

3. Resource Sharing

- Explore shared funding opportunities, regional grant applications, and pooled resources for treatment-first initiatives.
- Collaborate on workforce development to ensure adequate clinical and support staff capacity.

4. Regional Policy Alignment

- Work toward common policies and ordinances that support treatment engagement and continuity of care.

IV. Signatures

By signing below, each Party affirms its commitment to the Objectives set forth in this MOU.

CITY OF MEDICAL LAKE
City Council Regular Meeting and Public Hearing

6:30 PM
December 2, 2025

MINUTES

Council Chambers
124 S. Lefevre Street

NOTE: This is not a verbatim transcript. Minutes contain only a summary of the discussion. A recording of the meeting can be accessed through the city's website www.medical-lake.org.

COUNCIL AND ADMINISTRATIVE PERSONNEL PRESENT

Councilmembers

Chad Pritchard
Lorin Ray-Abbott
Lance Speirs
Don Kennedy
Bob Maxwell
Tony Harbolt

Administration & Staff

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

REGULAR SESSION AND PUBLIC HEARING— 6:30 PM

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

- A. Mayor Cooper called the meeting to order at 6:30pm, led the Pledge of Allegiance, and conducted roll call.
 - i. Councilmember Olson requested an absence due to illness. Motion to approve made by Councilmember Harbolt, seconded by Councilmember Maxwell, carried 6-0.

2. AGENDA APPROVAL

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

3. INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS - None

4. ANNOUNCEMENTS / PROCLAMATIONS / SPECIAL PRESENTATIONS

- A. Judge Richard Mount Oath of Office
 - i. Koss Ronholt conducted the Oath of Office for Judge Richard Mount to preside over municipal court cases for the City of Medical Lake.

5. REPORTS

- A. Committee Reports/Council Comments
 - i. Councilmember Pritchard – none.
 - ii. Councilmember Ray-Abbott – none.

- iii. Councilmember Speirs – attended the West Plains Chamber of Commerce Best of the West event. Happy to see how many Medical Lake businesses and residents were in attendance. Proud to live in the area.
 - iv. Councilmember Kennedy – none.
 - v. Councilmember Maxwell – none.
 - vi. Councilmember Harbolt – none.
- B. Mayor Cooper – also attended the Best of the West event and commented on the great representation of Medical Lake businesses and citizens. Shared that there are currently committee positions open and encouraged citizens to apply.
- C. City Administrator & City Staff
 - i. Sonny Weathers, City Administrator – shared his input on the Best of the West event as well. Provided an update on the single audit, particularly that there were no findings. The audit review/exit interview will be December 9th at 1pm, held virtually.

6. WORKSHOPS

- A. Periodic Update: MLMC Amendments concerning Amendment Criteria
 - i. Elisa Rodriguez, City Planner – gave a presentation (see attached) on amending the city’s municipal code. Encouraged council and citizens to reach out if any proposed changes do not make sense so she can address it. Wants the code to be easily understandable for anyone.

7. EXECUTIVE SESSION - None

8. PUBLIC HEARING – 2026 Final Budget

- A. Mayor Cooper opened the hearing at 7:05pm.
 - i. Legal counsel read Ordinance 1138 2026 Final Budget onto the record.
 - ii. Mr. Ronholt instructed council that the 2026 preliminary budget is now obsolete and can be replaced with the 2026 final budget documents provided. Reviewed changes, noting that there were no changes to the budget data, just additional pages to provide ease of use to the final document.
 - iii. Mayor Cooper called for public comment. None.
 - iv. Closed hearing at 7:07pm.
- B. First Read Ordinance 1138 2026 Final Budget
 - i. Motion to approve first read made by Councilmember Kennedy, seconded by Councilmember Speirs, carried 6-0.

9. ACTION ITEMS

- A. Consent Agenda
 - i. Approve **November 18, 2025**, minutes.
 - 1. Motion to approve made by Councilmember Pritchard, seconded by Councilmember Maxwell, carried 6-0.
 - ii. Approve **December 2, 2025**, Claim Warrants numbered **53178** through **53228** in the amount of **\$357,053.15**.
 - 1. Motion to approve made by Councilmember Speirs, seconded by Councilmember Kennedy, carried 6-0.
- B. Appointment of Patrick Flaherty to Parks and Recreation Advisory Board
 - i. Motion to approve made by Councilmember Pritchard, seconded by Councilmember Kennedy, carried 6-0.

10. RESOLUTIONS

- A. 25-784 2026 CTR Agreement Update
 - i. LeAnn Yamamoto with Spokane County was present on Zoom and gave a presentation on the CTR program and agreement. Council discussion. Mayor Cooper and Mr. Weathers expressed the importance of the partnership with Spokane County. Without it, the city would be required to manage the program on its own, as it is required by state law.
 - ii. Motion to approve made by Councilmember Harbolt, seconded by Councilmember Speirs, carried 5-1 with Councilmember Kennedy voting nay.

11. ORDINANCES

- A. First Read Ordinance 1139 Q3 2025 Budget Amendment
 - i. Mr. Ronholt reviewed the proposed amendments. Addressed questions about the ending balances and adjusted ending balances. Surplus is unrealized expenses from ongoing projects.
 - ii. Legal counsel read the ordinance onto the record.
 - iii. Motion to approve first read made by Councilmember Kennedy, seconded by Councilmember Harbolt, carried 6-0.

12. EMERGENCY ORDINANCES – none.

13. UPCOMING AGENDA ITEMS – none.

14. INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS – none.

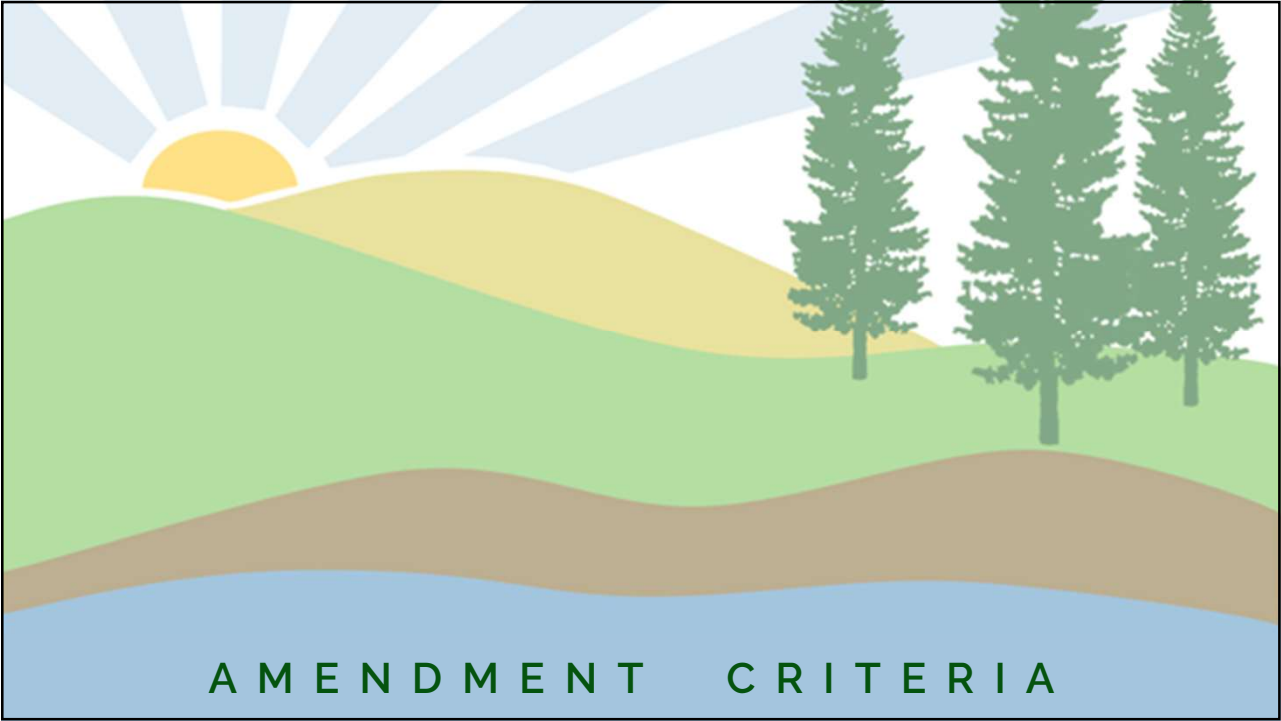
15. CONCLUSION

- A. Motion to conclude at 7:34pm made by Councilmember Pritchard, seconded by Councilmember Harbolt, carried 6-0.

Terri Cooper, Mayor

Koss Ronholt, Finance Director/City Clerk

Date



1

What is Approval Criteria?

1. Method to evaluate a proposal
2. All criteria must be met to approve
3. Must have a defensible argument

2

Current Code: Chapter 17.56 - Amendments

1. Major update in 1999 for Growth Management Act
2. One set of criteria for all amendment types
3. Type IV Process (Legislative)

3

Current Code: Chapter 17.12 – Zone Designation

1. Essential Use Classification
2. Zoning Districts
3. Official Zoning Map
4. Interpretation of District Boundaries
5. Application of Regulations

4

What are other cities doing?

Mandated by the GMA, varying level of details

Best Practices?

1. Adhere to the Growth Management Act
2. Provide clarity, predictability, transparency, and consistency

5

Amendment Types

1. Comprehensive Plan
2. Development Regulations
3. Zoning Map

6

Comprehensive Plan Amendments

1. Periodic Update (every 10 years)
2. Annual Amendments
3. Exempt Amendments

7

Comprehensive Plan Amendment Approval Criteria

1. The proposed amendment shall be consistent with the provisions of the Growth Management Act, Chapter 36.70A RCW.
2. The proposed amendment shall be consistent with the provisions of the Spokane Countywide Planning Policies.
3. The proposed amendment shall be consistent with other sections of the Comprehensive Plan, the Strategic Plan, and the Capital Facility Plan.

8

Development Regulation Amendments

1. Carry out the Comprehensive Plan
2. Respond to legislative changes
3. Improve the usability of the Municipal Code

9

Development Regulation Amendment Approval Criteria

1. The proposed amendment(s) implements the goals, objectives, and policies of the Medical Lake Comprehensive Plan.
2. The proposed amendment(s) complies with all requirements of the state's Growth Management Act, including growth boundaries, critical areas, and future housing needs.
3. The proposed amendment(s) does not conflict with the Shoreline Master Program.

10

Development Regulation Amendment Criteria, continued

- 4. The proposed amendment(s) is consistent with other adopted City plans, including, but not limited to, the Strategic Plan, Capital Facilities Plan, Water Plan, Sewer Plan, and Transportation Plan.
- 5. The proposed amendment(s) will not adversely affect the ability to provide city services in a cost-effective manner.
- 6. The proposed amendment(s) will result in long-term benefits to the community as a whole and is in the public interest.
- 7. The proposed amendment(s) will not result in adverse impacts to public infrastructure, wetlands, lakes, businesses, or residents.

11

Zoning Map Amendments

- 1. City Initiated, multiple properties
- 2. Privately Initiated, single or limited properties

12

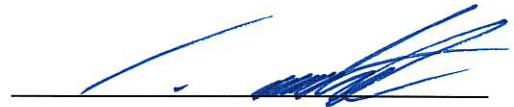
Zoning Map Amendment Approval Criteria

1. The proposed amendment is consistent with the comprehensive plan goals, policies and objectives.
2. The proposed amendment does not reduce the housing capacity or income stratification needs for the City.
3. The proposed amendment(s) will not adversely affect the ability to provide city services in a cost-effective manner.
4. The proposed amendment will result in long-term benefits to the community as a whole and is in the public interest.

CITY OF MEDICAL LAKE
PAYROLL 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 Payroll Claim Warrants numbered 53229 through 53236, and Payroll Payable Warrants numbered 30302 through 30310 in the amount of \$171,197.06.



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 Payroll Claim Warrants numbered 53229 through 53236 and the Payroll Payable Warrants numbered 30302 through 30310 in the amount of \$171,197.06 this 16th day of **December 2025**.

Terri Cooper, Mayor

Date


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, 53237 through 53294 in the amount of **\$324,891.01**.

Check(s): 53178-53228	\$ 316,020.53
<u>EFT(s)</u>	<u>\$ 8,870.48</u>
Total:	\$ 324,891.01



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, 53237 through 53294 in the amount of **\$324,891.01** this 16th day of December 2025.

Terri Cooper, Mayor

Date

**ORDINANCE NO. 1138
CITY OF MEDICAL LAKE
SPOKANE COUNTY,
WASHINGTON**

**AN ORDINANCE OF THE CITY OF MEDICAL LAKE, WASHINGTON, ADOPTING A
BUDGET FOR THE PERIOD JANUARY 1, 2026 THROUGH DECEMBER 31, 2026,
APPROPRIATING FUNDS AND ESTABLISHING SALARY SCHEDULES FOR
ESTABLISHED POSITIONS.**

WHEREAS, state law requires the Mayor to prepare a preliminary budget for the City of Medical Lake at least sixty (60) days before the beginning of the City's fiscal year beginning January 1, 2026 and ending December 31, 2026; and

WHEREAS, the Mayor, in consultation with City Staff, has prepared and placed on file with the City Clerk a preliminary budget together with an estimate of the amount of money necessary to meet the expenses of the City; and

WHEREAS, notice was posted and published on November 6, 2026, that the City Council of the City of Medical Lake would meet and receive public comment in the City Council chambers prior to the adoption of the budget; and

WHEREAS, the attached 2026 Budget of the City of Medical Lake reflects the provision of municipal services and programs that will enhance the public health, safety and welfare of the citizens; and

WHEREAS, the City Council has determined that the best interest of the City is serviced by adopting the budget set forth herein.

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

Section 1. Adoption of the Budget. The budget for the City of Medical Lake for the year 2026 is hereby adopted at the department level and as the balanced budget for the City with appropriations limited to the total estimated revenues and ending fund balance of the City. The final budget of \$11,971,856, attached hereto by this reference, is incorporated herein pursuant to RCW 35A.33.075.

Estimated resources for each separate fund of the City of Medical Lake, and aggregate expenditures and operational transfers for all such funds and departments for the year 2026 are set forth in a summary form in Exhibit A.

Section 2. Positions, Salary Schedules and Adjustments. The various positions and salary ranges for City employees are adopted in the form and amounts attached to this Ordinance as Exhibit B. The total authorized and budgeted quantity of Full Time Equivalent employees are adopted in this form and amounts attached to this Ordinance as Exhibit C. To further the efficient operation of the City, the Mayor is authorized to make transfers between individual appropriations within any one fund for the 2026 budget. The Mayor may make salary adjustments as deemed appropriate in the exercise of reasonable discretion.

Section 3. Transmittal. A complete copy of the budget, as adopted, together with a copy of this Ordinance, shall be transmitted by the City Clerk to the State Auditor and to the Association of Washington Cities as per RCW 35A.33.075.

Section 4. 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.

Section 5. Effective Date. This Ordinance shall be in full force and effect five (5) days after publication of this Ordinance or a summary thereof in the official newspaper of the City as provided by law.

PASSED by the City Council this 16th day of December 2025.

Mayor, Terri Cooper

ATTEST:

Koss Ronholt, Finance Director/
City Clerk

APPROVED AS TO FORM:

Sean P. Boutz, City Attorney

Date of Publication: December 25, 2025

Effective Date: December 30, 2025

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. 1138 passed by the City of Medical Lake City Council on the 16th day of December 2025.

AN ORDINANCE OF THE CITY OF MEDICAL LAKE, WASHINGTON, ADOPTING A BUDGET FOR THE PERIOD JANUARY 1, 2026 THROUGH DECEMBER 31, 2026, APPROPRIATING FUNDS AND ESTABLISHING SALARY SCHEDULES FOR ESTABLISHED POSITIONS

Section 1. Identifies the adoption of the 2026 annual budget for the City of Medical Lake and incorporates said budget for the respective City departments, including appropriations for City revenues and expenditures pursuant to law.

Section 2. Identifies the positions, salary schedules and adjustments for the various positions and salary ranges for City employees as set forth in the incorporated annual budget and authorizes the Mayor to make transfers between individual appropriations within any one fund for the 2026 budget. Additionally, the Mayor may make salary adjustments as deemed appropriate in the exercise of reasonable discretion.

Section 3. Establishes the requirement for the City Clerk for the City of Medical Lake to transmit a complete copy of the 2026 budget and Ordinance No. 1138 to the Washington State Auditor and Association of Washington Cities.

Section 4. Establishes a severability clause in the event some portion of the Ordinance is held invalid.

Section 5. Establishes an effective date for Ordinance No. 1138 for five (5) days after publication of the Ordinance, or a summary thereof, in the official newspaper of the City, as provided by law.

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: December 25, 2025

Exhibit A
City of Medical Lake
2026 Preliminary Budget - Summary

	Beginning Bal.	Revenues	Budget	Ending Bal.
001 General Fund	\$ 749,403	\$ 2,380,552		\$ 714,062
001 Legislative Dept.			\$ 88,553	
001 Municipal Court Dept.			61,000	
001 Executive Dept.			296,725	
001 Administrative Services Dept.			608,841	
001 Legal Dept.			100,000	
001 Code Enforcement Dept..			83,299	
001 Building & Planning Dept.			268,975	
001 Grants			90,500	
001 Transfers Out			818,000	
101 Streets Fund	143,822	320,640	273,597	190,865
104 Streets - Restricted Fund	-	1,859,737	1,859,052	685
105 Leave & Severance Fund	63,394	23,801	-	87,195
106 Contingency Fund	25,000	500	-	25,500
107 ARPA Fund	-	-	-	-
110 Public Safety Fund	324,742	730,535	761,675	293,602
111 Criminal Justice Fund	5,500	7,585	7,500	5,585
112 Recreation Fund	39,998	348,000	370,500	17,498
113 Emergency Response Fund	263,686	5,000	-	268,686
125 City Beautification Fund	4,802	14,200	12,950	6,052
126 Tourism Fund	55,000	121,600	121,000	55,600
131 Public Facilities Fund	-	239,500	187,905	51,595
132 Park Facilities Fund	-	186,050	185,412	638
133 Train Depot Fund	-	12,000	9,250	2,750
134 Kitchen Fund	-	41,250	41,250	-
135 Library Fund	-	8,200	3,353	4,847
301 Capital Improvement Fund	118,503	197,445	227,080	88,868
302 Parks Improvement Fund	423,271	5,000	150,000	278,271
401 Water Fund	502,873	912,100	1,176,300	238,673
402 Water - Restricted Fund	420,547	833,973	591,112	663,408
407 Solid Waste Fund	93,354	896,250	883,520	106,083
408 Wastewater Fund	209,947	1,597,000		123,969
408 Wastewater Collection Dept.			401,816	
408 Wastewater Treatment Dept.			1,281,162	
409 Wastewater - Restricted Fund	892,209	539,262	1,011,528	419,943
410 Broadband Fund	5,000	500	-	5,500
412 Stormwater Fund	-	-	-	-
501 Unemployment Compensation	25,000	250	-	25,250
	<u>\$ 4,366,051</u>	<u>\$ 11,280,930</u>	<u>\$ 11,971,856</u>	<u>\$ 3,675,125</u>

Notes

- 1 **Funds** with budgeted Departments are broken down by Department
- 2 Revenues and Budget totals include inter-fund transfers. See 'Summary of Operating Transfers' for details
- 3 Beginning and Ending Balances are **Estimates**

Non-union Position NU
Union Position U

Exhibit B
City of Medical Lake - 2026 Hourly & Salary Steps/Ranges
For City Employees - General Unit

Position		Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
City Administrator	NU		\$ 7,725	\$ 7,995	\$ 8,275	\$ 8,565	\$ 8,864	\$ 9,175	\$ 9,496	\$ 9,828	\$ 10,172	\$ 10,528
Finance Director	NU		\$ 6,762	\$ 6,998	\$ 7,243	\$ 7,497	\$ 7,759	\$ 8,031	\$ 8,312	\$ 8,603	\$ 8,904	\$ 9,215
Public Works Director	NU		\$ 6,762	\$ 6,998	\$ 7,243	\$ 7,497	\$ 7,759	\$ 8,031	\$ 8,312	\$ 8,603	\$ 8,904	\$ 9,215
WWTP Director	NU		\$ 6,762	\$ 6,998	\$ 7,243	\$ 7,497	\$ 7,759	\$ 8,031	\$ 8,312	\$ 8,603	\$ 8,904	\$ 9,215
Parks & Rec. Director	NU		\$ 5,698	\$ 5,897	\$ 6,103	\$ 6,317	\$ 6,538	\$ 6,767	\$ 7,004	\$ 7,249	\$ 7,503	\$ 7,765
Recreation Assistant	NU	11	\$ 18.84	\$ 19.50	\$ 20.18	\$ 20.89	\$ 21.62	\$ 22.37	\$ 23.16	\$ 23.97	\$ 24.81	\$ 25.67
Parks Maintenance	NU	12	\$ 19.29	\$ 19.97	\$ 20.67	\$ 21.39	\$ 22.14	\$ 22.91	\$ 23.72	\$ 24.55	\$ 25.41	\$ 26.30
Recreation Assistant II	NU	13	\$ 19.77	\$ 20.46	\$ 21.18	\$ 21.92	\$ 22.69	\$ 23.48	\$ 24.30	\$ 25.16	\$ 26.04	\$ 26.95
City Maintenance	U											
Administrative Clerk	U	19	\$ 23.06	\$ 23.87	\$ 24.71	\$ 25.57	\$ 26.47	\$ 27.39	\$ 28.35	\$ 29.34	\$ 30.37	\$ 31.43
Code Enforcement Officer	U											
Parks Lead	U	20	\$ 23.55	\$ 24.38	\$ 25.23	\$ 26.11	\$ 27.03	\$ 27.97	\$ 28.95	\$ 29.97	\$ 31.02	\$ 32.10
City Maintenance - Journey	U	21	\$ 24.11	\$ 24.96	\$ 25.83	\$ 26.74	\$ 27.67	\$ 28.64	\$ 29.64	\$ 30.68	\$ 31.75	\$ 32.86
Collections Specialist	U	22	\$ 24.73	\$ 25.60	\$ 26.49	\$ 27.42	\$ 28.38	\$ 29.37	\$ 30.40	\$ 31.47	\$ 32.57	\$ 33.71
Treatment Plant Operator I	U	23	\$ 25.33	\$ 26.21	\$ 27.13	\$ 28.08	\$ 29.06	\$ 30.08	\$ 31.13	\$ 32.22	\$ 33.35	\$ 34.52
Water Operator	U	24	\$ 25.95	\$ 26.85	\$ 27.79	\$ 28.77	\$ 29.77	\$ 30.82	\$ 31.89	\$ 33.01	\$ 34.17	\$ 35.36
Treatment Plant Operator II	U	25	\$ 26.62	\$ 27.56	\$ 28.52	\$ 29.52	\$ 30.55	\$ 31.62	\$ 32.73	\$ 33.87	\$ 35.06	\$ 36.28
Laboratory Lead	U											
Water Lead	U	26	\$ 27.27	\$ 28.22	\$ 29.21	\$ 30.23	\$ 31.29	\$ 32.38	\$ 33.52	\$ 34.69	\$ 35.90	\$ 37.16
Plant Operations Lead	U											
Building Inspector	U	27	\$ 27.93	\$ 28.91	\$ 29.92	\$ 30.97	\$ 32.05	\$ 33.17	\$ 34.33	\$ 35.54	\$ 36.78	\$ 38.07
Treatment Plant Operator III	U	28	\$ 28.61	\$ 29.61	\$ 30.65	\$ 31.72	\$ 32.83	\$ 33.98	\$ 35.17	\$ 36.40	\$ 37.67	\$ 38.99
Senior Planner	U											

Longevity Pay begins after 5 years of employment at \$50 per month and increases by \$50 per month for every five years thereafter

Exhibit C

City of Medical Lake

2026 Proposed Full Time Equivalent (FTE) Employees

Position	2024 Actual	2025 Budget	2026 Proposed	
City Administrator	1	1	1	
Finance Director	1	1	1	
Senior Planner	0.5	1	1	
Public Works Director	1	1	1	
Wastewater Director	1	1	1	
Parks & Rec. Director	1	1	1	
Recreation Assistant	0.3	1	1	Part-time Seasonal
Parks Maintenance	1	1	1	
Recreation Assistant II	0	0	0.6	
Code Enforcement Officer	0.6	0.6	0.6	
Administrative Clerk	4.5	6	6	
City Maintenance	7	2	2	
Parks Lead	0	0	1	
Water Operator	0	2	2	
Collections Specialist	0	2	2	
City Maintenance - Journeyman	1	1	1	
Treatment Plant Operator I	2	1	0	
Treatment Plant Operator II	2	1	2	
Water Lead	0	1	1	
Laboratory Lead	0	1	1	
Building Inspector	1	1	1	
Treatment Plant Lead	0	1	1	
	24.9	27.6	29.2	

Notes

2025 to 2026 changes: Added 1 FTE for full-time Parks Lead position for parks maintenance. Added .6 FTE for part-time Rec Assistant II for fulfillment of rec programs.

City Planner position reclassified as Senior Planner to accurately reflect responsibility and expectations of position.

**CITY OF MEDICAL LAKE
SPOKANE COUNTY, WASHINGTON
ORDINANCE NO. 1139**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MEDICAL LAKE, SPOKANE COUNTY, WASHINGTON, AMENDING ORDINANCE NO. 1132, §1 (2024) AND THE 2025 FINAL BUDGET; PROVIDING FOR THE EFFECTIVE DATE THEREOF AND OTHER MATTERS PROPERLY RELATED THERETO.

WHEREAS, state law provides for the adoption of a budget by the City Council of the City of Medical Lake (“City Council”) for the purpose of making appropriations of the total estimated revenues for each separate department and the aggregate totals for all such funds combined; and

WHEREAS, subsequent to the adoption of the annual budget, it has become necessary to make changes to certain appropriations; and

WHEREAS, the following changes could not reasonably have been anticipated or known at the time Ordinance No. 1132 was passed by the City Council on December 17, 2024; and

WHEREAS, City Council has determined that the best interest of the City is served by amending the adopted budget approved in Ordinance No. 1132.

NOW, THEREFORE, the City Council does hereby ordain as follows:

Section 1: Total appropriations reporting in Section 1 of Ordinance No. 1132 are hereby amended for expenditures from \$17,142,442 to \$18,276,170, removing budgeted ending balances and to reflect actual appropriations for 2024.

Section 2: The following funds and departments contained in the 2025 Budget are hereby amended as set forth in Exhibit A, Amendments 25.5 through 25.10, which adds appropriations for the General Fund (001), Contingency Fund (106), Water Fund (401), Solid Waste Fund (407), and Wastewater Fund (408).

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.

Section 4: Effective Date. This Ordinance shall be in full force and effect five (5) days after passage, approval and publication in accordance with law.

INTRODUCED THIS 2nd day of December 2025.

ADOPTED THIS 16th day of December 2025.

CITY OF MEDICAL LAKE,
WASHINGTON

Terri Cooper, Mayor

ATTEST:

Koss Ronholt, Finance Director/City Clerk

APPROVED TO FORM:

City Attorney, Sean P. Boutz

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. 1139 passed by the City of Medical Lake City Council on the 16th day of December 2025.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MEDICAL LAKE, SPOKANE COUNTY, WASHINGTON, AMENDING ORDINANCE NO. 1132, §1 (2024) AND THE 2025 FINAL BUDGET; PROVIDING FOR THE EFFECTIVE DATE THEREOF AND OTHER MATTERS PROPERLY RELATED THERETO.

The introductory paragraphs address the adoption of Ordinance No. 1132 providing for the City of Medical Lake's annual budget, and that certain appropriations were unknown at the time of its passage. Such appropriations now require amendment as contained therein.

Section 1: Amends the 2025 Budget to provide for expenditures totaling up to \$1,133,728 over the appropriations passed in Ordinance No. 1132, as detailed in amendments 25.5 through 25.10.

Section 2: Sets forth the particular funds and departments that are to be amended in the 2025 Budget as contained in Exhibit A.

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

Section 4: Provides for an effective date of five (5) days after publication of the Ordinance.

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: December 25, 2025

Exhibit A

City Medical Lake 2025 Budget Amendments Detail Amendments 25.5 – 25.10

Amendment 25.5: General Fund (001) Grant Department (060); Increase expenditure appropriations by \$98,078. Dept. of Ecology Groundwater Study contracted through Eastern Washington University, project will be complete by end of year.

Amendment 25.6: General Fund (001) Administrative Services Department (140); Increase expenditure appropriations by \$82,650. Medical insurance premiums, audit cost escalations including Single Audit requirements, expanded IT costs such as server migration and unbudgeted application needs (website, social media, text alerts, and email archiving), as well as HVAC-related issues

Amendment 25.7: Contingency Fund (106); Increase expenditure appropriations by \$710,000. FEMA Repaving project in Southlake Terrace and Waterfront Park parking lot. 75% reimbursable Federal and 12.5% reimbursable State.

Amendment 25.8: Water Fund (401); Increase expenditure appropriations by \$90,000. Lehn Well generator and meter repairs, Lehn Well being down caused increase in use of Spokane Intertie water purchase, and increase in electricity consumption.

Amendment 25.9: Solid Waste Fund (407); Increase expenditure appropriations by \$28,000. Contractor and tip rate increases and unbudgeted excise tax expenses.

Amendment 25.10: Wastewater Fund (408) Wastewater Treatment Department (382); Increase expenditure appropriations by \$125,000. Contractor and tip rate increases and unbudgeted excise tax expenses. Liability insurance increase, electricity consumption, capital equipment repair and maintenance, and mixer purchase.