



**CITY COUNCIL REGULAR MEETING  
TUESDAY, JANUARY 20, 2026  
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 (January 20, 2026) - \*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/89910228404?pwd=nbMbEhYRcK12YGb6PirB2aJ2vDALr9.1>

Meeting ID: 899 1022 8404

Passcode: 851649

One tap mobile

+12532050468,,89910228404#,,,,\*851649# US

+12532158782,,89910228404#,,,,\*851649# US (Tacoma)

Join instructions

<https://us06web.zoom.us/meetings/89910228404/invitations?signature=Elg5PWcvek04qsFFzKErp1T1483mX55SuzfewBwB3r0>

- **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](mailto: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**

**JANUARY 20, 2026 - 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. Public Safety
  - B. Committee Reports/Council Comments
  - C. Mayor
  - D. City Administrator & City Staff
    - i. Sonny Weathers, City Administrator
    - ii. Koss Ronholt, Finance Director
      1. Grant Application Report Nov-Dec 2025
      2. 2025 Q4 Budget Report
- 6. WORKSHOP DISCUSSION**
  - A. Policy 14.106 Cash Management Update
  - B. Draft Senior Planner Job Description
- 7. EXECUTIVE SESSION – None.**
- 8. PUBLIC HEARING – None.**
- 9. ACTION ITEMS**
  - A. Consent Agenda
    - i. Approve **January 6, 2026**, minutes.
    - ii. Approve **January 20, 2026**, Payroll Claim Warrants numbered **53332** through **53339** and Payroll Payable Warrants numbered **30311** through **30319** in the amount of **\$178,883.43** and Claim Warrants numbered **53340** through **53392** in the amount of **\$644,763.96**.
- 10. RESOLUTIONS**
  - A. 26-787 Service Agreement with Four Lakes Water District
  - B. 26-788 SCRAPS Interlocal Agreement
  - C. 26-789 City Council Policies & Procedures Amendment
- 11. ORDINANCES – None.**
- 12. EMERGENCY ORDINANCES – None.**
- 13. UPCOMING AGENDA ITEMS**
- 14. INTERESTED CITIZENS**
- 15. CONCLUSION**



## GRANT APPLICATION UPDATE

Period: Nov 2025 to Dec 2025



Opportunity  
Reviewed



Applications



Awarded

Period

3

0

0

Year-to-Date

3

0

0

### Grant Applications

Application	Amount	Awarding Agency	Federal or State	Status

### Definitions

**Reviewed** – Grant opportunities found for City by Grant Writer

**Application** – Grant Writer authorized to write application for grant opportunity.

**Awarded** – Application was approved by awarding agency



# Quarterly Budget Report

## User Guide

### Definitions

Expected Use	The portion (%) of budget the City expects to have spent / earned by this time of the year.
Funds	A pool of resources designated for specific activities (Fund Accounting)
Operational Funds	Funds where revenues and expenditures are continuous or recurring.
Project-Based Funds	Funds where revenues and expenditures are irregular or based on projects
Monitoring	Highlighted percentages indicate that revenues are below Expected Use or expenditures are above Expected Use by a notable amount
Better than Expected	Highlighted percentages indicate that revenues are above Expected Use or expenditures are below Expected Use by a notable amount

Funds Guide	Category	Description
General	Operational	General City administration and City Hall operations
Streets	Operational	Repair, maintenance, and snow removal of City streets and sidewalks
Streets - Restricted	Project-Based	Streets, sidewalks, and transportation infrastructure projects
Leave & Severance	Project-Based	Reserve fund for post-employment payments (leave or severance)
Contingency	Project-Based	Reserve fund for unforeseen or unbudgeted expenditures
ARPA	Project-Based	American Rescue Plan Act grant funded projects
Public Safety	Operational	Police, environmental preservation, and animal control services
Criminal Justice	Project-Based	Innovative law enforcement projects
Parks & Recreation	Operational	Recreation programming and parks facilities maintenance
Emergency Response	Project-Based	Reserve fund for emergency response and recovery
City Beautification	Project-Based	Projects that improve the appearance of the City
Tourism	Operational	Community events and economic development
Capital Improvement	Project-Based	Projects adopted in the City's Capital Improvement Plan (CIP)
Parks Improvement	Project-Based	Parks projects adopted in the City's Capital Improvement Plan (CIP)
Water	Operational	Water distribution system operations and maintenance
Water - Restricted	Project-Based	Water system infrastructure projects
Solid Waste	Operational	Garbage and recycling removal and disposal services
Wastewater	Operational	Sewer collection system and treatment plant operations and maintenance
Wastewater - Restricted	Project-Based	Sewer system and treatment plant infrastructure projects
Broadband	Operational	Internet system operations and projects
Unemployment Comp	Project-Based	Unemployment Compensation reserve fund



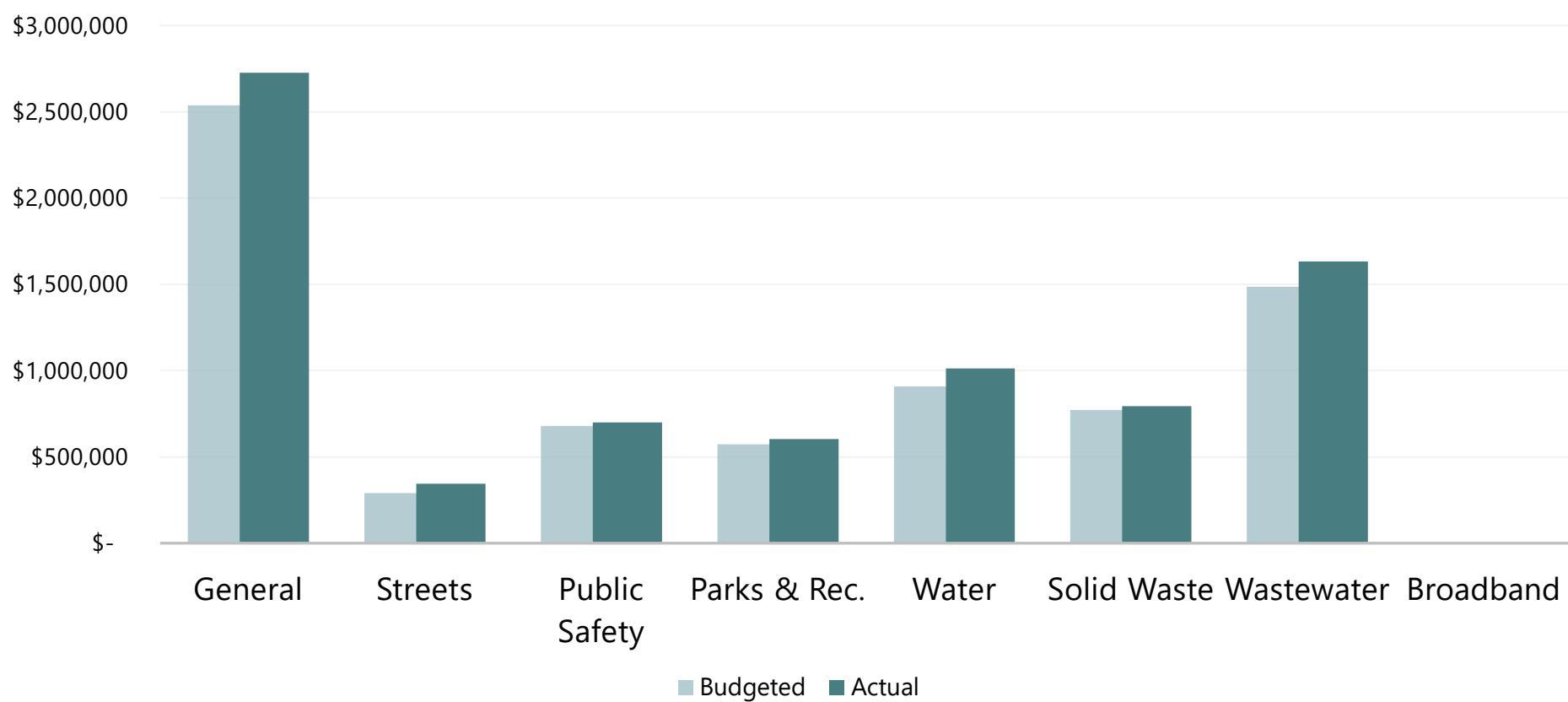
# Quarterly Budget Report

# 2025 Q4

## Revenue - Operational Funds

Expected Use: 100%

Fund	Fund Name	Budgeted	Actual	% Used	Notes
001	General	\$ 2,537,580	\$ 2,725,545	107%	
101	Streets	\$ 290,023	\$ 345,069	119%	
110	Public Safety	\$ 680,535	\$ 699,582	103%	
112	Parks & Rec.	\$ 573,800	\$ 602,856	105%	
126	Tourism	\$ 121,500	\$ 116,150	96%	
401	Water	\$ 907,550	\$ 1,013,348	112%	
407	Solid Waste	\$ 772,750	\$ 794,904	103%	
408	Wastewater	\$ 1,486,501	\$ 1,633,520	110%	
410	Broadband	\$ 4,000	\$ 2,960	74%	



\*City Beautification and Broadband revenues too small to represent on graph



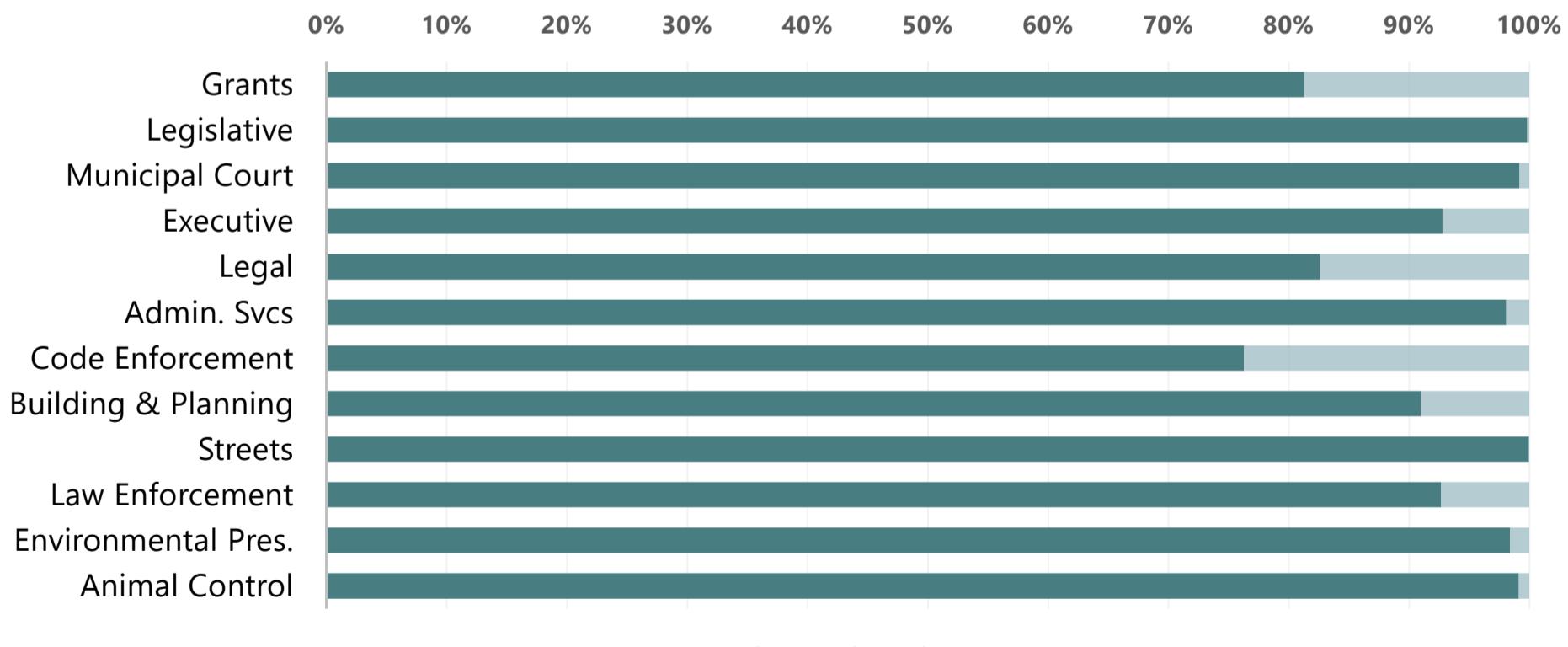
# Quarterly Budget Report

# 2025 Q4

## Expenditure - Operational Funds (pg. 1)

Expected Use: 100% 

Fund	Fund Name	Budgeted	Actual	% Used	Notes
001	General (Depts)				
001	Grants	\$ 385,578	\$ 313,376	81%	
001	Legislative	\$ 87,618	\$ 87,465	100%	
001	Municipal Court	\$ 65,500	\$ 64,958	99%	
001	Executive	\$ 300,755	\$ 279,043	93%	
001	Legal	\$ 127,800	\$ 105,540	83%	
001	Admin. Svcs	\$ 1,100,414	\$ 1,079,296	98%	Municode, HVAC, IT, Insurance
001	Code Enforcement	\$ 88,084	\$ 67,191	76%	
001	Building & Planning	\$ 259,875	\$ 236,414	91%	
101	Streets	\$ 273,597	\$ 273,452	100%	Labor, Fuel, OT, Utilities
110	Public Safety (Depts)				
110	Law Enforcement	\$ 827,398	\$ 766,553	93%	
110	Environmental Pres.	\$ 26,448	\$ 26,023	98%	
110	Animal Control	\$ 22,000	\$ 21,804	99%	



■ Actual ■ Budgeted



# Quarterly Budget Report

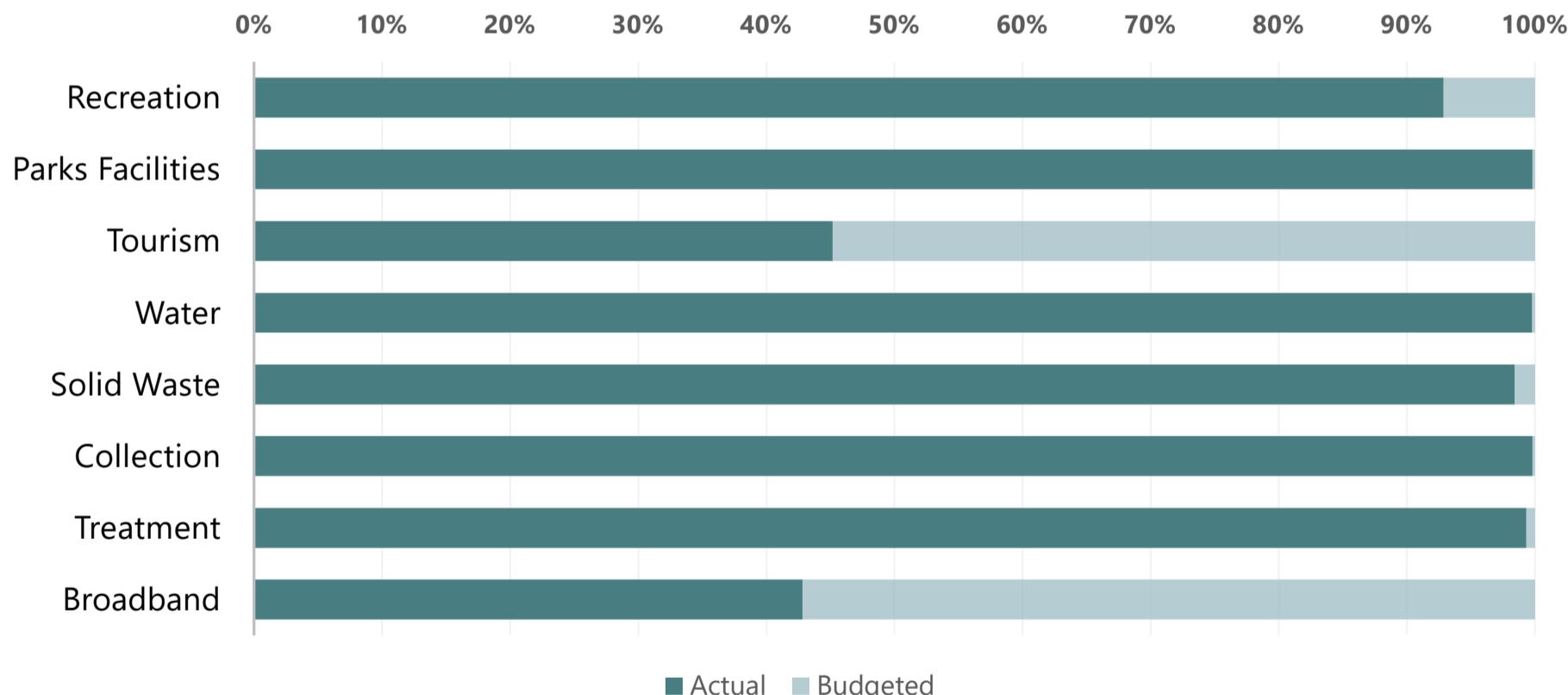
2025 Q4

## Expenditure - Operational Funds (pg. 2)



Expected Use: 100%

Fund	Fund Name	Budgeted	Actual	% Used	Notes
112	Parks & Rec. (Depts)				
112	Recreation	\$ 351,944	\$ 326,880	93%	
112	Parks Facilities	\$ 224,742	\$ 224,333	100%	
126	Tourism	\$ 120,500	\$ 54,430	45%	
401	Water	\$ 989,577	\$ 987,436	100%	
407	Solid Waste	\$ 850,888	\$ 837,597	98%	
408	Wastewater (Depts)				
408	Collection	\$ 368,888	\$ 368,236	100%	
408	Treatment	\$ 1,321,902	\$ 1,312,998	99%	Rentals, Operating Supplies
410	Broadband	\$ 104,000	\$ 44,546	43%	





# Quarterly Budget Report

# 2025 Q4

## Project-Based Funds

Fund	Fund Name	Beginning Bal.	Revenue	Expenditure	Current Bal.	Within Budget?
104	Streets - Restricted	\$ (46,459)	\$ 3,242,945	\$ 3,267,281	\$ (70,795)	Yes
105	Leave & Severance	\$ 92,895	\$ 25,464	\$ -	\$ 118,359	Yes
106	Contingency	\$ 123,809	\$ 3,037	\$ 419,800	\$ (292,954)	Yes
107	ARPA	\$ 313,019	\$ 8,839	\$ 229,698	\$ 92,160	Yes
111	Criminal Justice	\$ 31,333	\$ 8,624	\$ -	\$ 39,957	Yes
113	Emergency Response	\$ 181,502	\$ 14,179	\$ -	\$ 195,681	Yes
125	City Beautification	\$ 13,452	\$ 13,031	\$ 15,451	\$ 11,033	Yes
301	Capital Improvement	\$ 441,003	\$ 80,874	\$ 376,178	\$ 145,700	Yes
302	Parks Improvement	\$ 515,747	\$ 284,205	\$ 415,994	\$ 383,958	Yes
402	Water - Restricted	\$ 404,834	\$ 135,345	\$ 206,749	\$ 333,430	Yes
409	Wastewater - Restricted	\$ 798,175	\$ 90,921	\$ 309,267	\$ 579,829	Yes
501	Unemployment Comp.	\$ 25,310	\$ 566	\$ -	\$ 25,876	Yes

### Notes

Streets - Restricted fund (104) negative due to large Lefevre St project construction payments. Reimbursement in process at quarter end.
Contingency fund (106) negative due to FEMA road repair project. Funds will be obligated and reimbursed after project is complete.



City of Medical Lake

124 S. Lefevre St.

P.O. Box 369

Medical Lake, WA 99022-0369

1/20/2026 City Council Meeting

To: Mayor and City Council  
From: Koss Ronholt, Finance Director

**TOPIC: 14.106 Cash Management Policy – Financial Policy Update**

**Requested Action:**

Review and discussion of draft update to Cash Management Policy 14.106.

**Key Points:**

City Staff recommends updating the City's Cash Management Policy to address deficiencies identified in relation to deposit timeliness and safekeeping of cash or checks while awaiting deposit.

Sections 2.5 and 2.6 to address noted deficiencies.

Draft policy updated to be consistent with current policy formatting.

**Background Discussion:**

In 2025, the State Auditor's Office (SAO) concluded an Accountability audit of the City's internal controls and found no material deficiencies. However, in the Management Letter issued by SAO noted that the City's Cash Management Policy does not currently define expectations for timely deposits of cash and checks in accordance with RCW 43.09.240.

While reviewing the City's Cash Management policy, staff identified the need to include language addressing the safekeeping and handling of cash or checks that have been receipted in but not yet deposited at our depository institution.

**Public Involvement:**

None

**Next Steps:**

A resolution will be brought forward to update Cash Management Policy 14.106.

# City of Medical Lake

## POLICY & PROCEDURES

### Cash Management

#### Financial Policy 14.106

#### Policy Purpose

*This policy is established to implement controls, oversight, and separations of duty that will ensure good stewardship over the City's most liquid asset, cash.*

#### Objectives

- Establish revolving cash fund balances and assign custodians.
- Establish policies that set internal controls over cash, minimize opportunities misappropriation, and ensure compliance with state law.

#### Table of Contents

##### 1.0 Revolving Funds

- 1.1 Authorized Funds, Balances and Custodians
- 1.2 Custodian Responsibility

##### 2.0 Responsibility and Accountability

- 2.1 Applicability
- 2.2 Surprise Cash Audits
- 2.3 Cash Payment Verification
- 2.4 Separation of Duties
- 2.5 Deposit Timeliness
- 2.6 Safekeeping

#### Definitions

**Revolving Funds** – Petty cash, cash drawer, or other fund with a designated cash balance

**Cash Drawer** – Collect and give change for cash transactions.

**Petty Cash Drawer** – Available cash for minor purchases in which other means of payment are not accepted or readily available.

#### Revision History

Date	Action	Resolution #
June 20, 2023	Policy Adopted	23-604

## Section 1.0 – Revolving Funds

### 1.1 Authorized Funds, Balances, and Custodians

Fund	Balance	Custodian
City Hall Counter Cash Drawer (A)	\$200	Admin Clerk - UT
City Hall Window Cash Drawer (B)	\$200	Admin Clerk - FN
City Hall Petty Cash Fund	\$100	Finance Director

### 1.2 Custodian Responsibility

Each petty cash drawer and cash drawer fund shall have a named custodian responsible for its physical safekeeping and monitoring of transactions, in addition to the following type-specific responsibilities:

**1.2.1 Petty Cash Funds:** The custodian is responsible for all disbursements, reimbursements, receipts and documentation in petty cash funds.

**1.2.2 Cash Drawers:** The custodian is responsible for collecting cash payments, providing exact change for cash transactions, reconciling the drawer daily, and submitting the daily collection report to the Finance Director or designee. Other Administrative Clerks may receipt payments into a custodian's cash drawer, so long as they use their unique username to complete the transaction.

## Section 2.0 Responsibility and Accountability

### 2.1 Applicability

This policy applies to all departments that maintain a revolving fund.

### 2.2 Surprise Cash Audits

The Finance Director is responsible for initiating a quarterly Surprise Cash Audit (Attachment A) on all funds. The Surprise Cash Audit shall be completed by a staff member other than the designated custodian for the drawer or fund being audited.

### 2.3 Cash Payment Verification

In any circumstance where the remitter of a cash payment does not obtain a receipt (i.e. drop-box, mail, etc.), the employee responsible for receiving the payment will immediately open and count the received cash in front of another employee to confirm the contents. The amount of the payment, payee details, and initials of the two employees involved will be documented on the payment envelope and retained.

### 2.4 Separation of Duty

Whenever possible, the employee(s) responsible for collecting payments and submitting the daily collection report shall not also be responsible for approving the daily collection report, creating and verifying bank deposits, and reconciling bank statements. Bank statements and bank reconciliations shall be reviewed by the City Administrator and the Mayor.

### 2.5 Deposit Timeliness

In accordance with RCW 43.09.240, cash and checks received by the City must be deposited by the next business day.

**2.5.1 Extenuating Circumstances:** If conditions beyond the control (e.g., bank closures, system outages, limited staffing) prevent a next-day deposit, the Finance Director must submit a written memo to the City Administrator documenting the reason for the delay, the amount involved, and safekeeping measures used.

## 2.6 Safekeeping

Cash or checks awaiting deposit shall be stored in a locked drawer or safe with limited access.



# Surprise Cash Audit

## Administrative Services

Quarter: \_\_\_\_\_

Fund: \_\_\_\_\_ Custodian: \_\_\_\_\_

Audit Performed By: \_\_\_\_\_ Date Completed: \_\_\_\_\_

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Authorized Fund Balance:

### Count and Reconciliation

Currency	Quantity	Amount
\$100.00		
50.00		
20.00		
10.00		
5.00		
1.00		
Coin		
.10		
.50		
.25		
.10		
.05		
.01		
Counted		
Variance		

### Signatures

Custodian: \_\_\_\_\_

Auditor: \_\_\_\_\_

Director: \_\_\_\_\_



City of Medical Lake  
124 S. Lefevre St.  
P.O. Box 369  
Medical Lake, WA 99022-0369

1/20/2026 City Council Meeting

To: Mayor and City Council  
From: Sonny Weathers, City Administrator  
**TOPIC: DRAFT SENIOR PLANNER JOB DESCRIPTION**

**Requested Action:**

Provide feedback and guidance on the draft Senior Planner job description.

**Key Points:**

The American Planning Association (APA) provides seven levels of planning positions with associated job descriptions <https://planning.org/jobdescriptions/>. The duties most in line with the planning demands of the City of Medical Lake are found in the Senior Planner description. The APA website states, “The Senior Planner most often requires advanced professional planning experience of high complexity and variety.” Recent work includes a variety of complex projects including reviewing large subdivisions, revising municipal code, and updating our comprehensive plan.

**Background Discussion:**

There is no current approved job description for our City Planner. Mayor Cooper and the City Administrator have discussed at length the necessary functions and purpose of this position and feel this job description is an accurate reflection of the experience and duties required.

**Public Involvement:**

None.

**Next Steps:**

Staff will make any changes and draft a resolution for City Council consideration during the 2/3/2026 meeting.

# City of Medical Lake



## Job Description

**Job Title:** Senior Planner

**Department:** Building, Planning, and Code Enforcement

**Reports To:** City Administrator

**Effective Date:** 1/1/2026

**Pay Range:** \$28.32 - \$38.60 per hour

The Senior Planner is appointed by the Mayor and reports to the City Administrator. Work is performed under general guidance and direction and according to City policies, procedures, and various State and federal regulations.

### Major Function and Purpose

The Senior Planner performs a variety of routine and complex administrative, technical, and professional work in the current and long-range planning programs of the city related to the administration, development, and implementation of land use and related municipal codes, plans, and policies.

#### A. Essential Functions:

1. Develops short- and long-range plans; gathers, interprets, and prepares data for studies, reports, and recommendations; coordinates department activities with other departments and agencies as needed.
2. Works with and provides support to city staff.
3. Provides technical and professional advice; makes presentations to supervisors, boards, commissions, civic groups, and the general public. Provides information on land use applications, ordinances, codes, plans and related planning programs, services or regulations to architects, engineers, developers, contractors, owners, community groups and interested persons.
4. Prepares a variety of studies, reports, and related information for decision-making purposes.
5. Conducts technical research studies and prepares statistical reports and recommendations for drafting or revising local legislation and plans, projecting trends, monitoring socio-economic data, etc.

6. Assists in the development and implementation of growth management, land use, economic development, utility, housing, transportation, capital facilities, shoreline master program or other plans and codes to meet the City's needs and any inter-governmental agreements or requirements.
7. Evaluates land use proposals for conformity to established plans and ordinances; evaluates proposals' development impact as they relate to the adopted plans of the City and make recommendations.
8. Evaluates land use applications and site plans for compliance with applicable local, state, or federal laws. Monitors land use applications through the approval states and prepares reports and related data as required.
9. Provides staff support to the Planning Commission as needed and assigned. Prepares planning reports and supporting data, including recommendations on a variety of land use proposals.
10. Responsible for implementation of the State Environmental Policy Act. Reviews environmental impact statements and technical reports and recommends final action on environmental issues and mitigation measures to reduce adverse impacts of development.
11. Assists city staff in the enforcement of local ordinances and in interpreting city codes and master plans.
12. Assists in designs for parks, streetscapes, landscapes, and other municipal projects.
13. Updates a variety of maps. Prepares graphics and maps for a variety of reports, plans, grant applications, publications, or meetings.
14. Serves when assigned as a member of planning task force composed of City, County or State groups.
15. Maintains the city database of information for planning purposes.
16. Responds to local citizens inquiring about local planning and zoning regulations and ordinances.
17. Responsible for citizen participation program management, including creation and implementation of techniques to solicit public input on issues for comprehensive plan; oversee community outreach activities; liaison to community groups/ organizations; other informational tools; maintenance of data base as assigned.
18. As required, may attend meetings that may occur after work hours and/or outside of the city limits.

The job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform any other related duties, as may be lawfully required by their supervisor.

## **B. Supervisory Responsibility**

None generally. May supervise support staff, part-time, or temporary employees, interns, or volunteers as assigned.

## **C. Reporting Relationships**

Reports to the City Administrator.

## **D. Knowledge, Skills, or Abilities Desired**

While requirements may be representative of minimum levels of knowledge, skills, and abilities, to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

1. Thorough knowledge of zoning laws and comprehensive plans under the Washington State Growth Management Act, including their formation, process of adoption, and enforcement.
2. Extensive knowledge of planning programs and processes.
3. Knowledge of and effective interpretation and application of federal, state, and local policies, laws, and regulations.
4. Skilled in conflict resolution and providing excellent customer service to a broad range of participants and constituents.
5. Strong problem solving, organizational, and goal setting experience with the ability to set priorities and realistic time parameters.
6. Possess excellent written, listening, and verbal communication skills.
7. Ability to complete multiple tasks simultaneously and accommodate shifts in priorities.
8. Proficient computer skills with knowledge of spreadsheet and word processing; skills using data-based systems to maintain records and generate reports.
9. Ability to communicate effectively and establish effective relationships with elected and public officials, contractors, developers, owners, supervisors, employees, and the general public.

## **E. Special Requirements**

A valid state driver's license is required. First Aid and CPR certification is desirable.

## **F. Working Conditions**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Appropriate safety equipment, clothing, and training in its use are provided by the employer.

While performing the duties of this job, the employee primarily works in an office setting subject to frequent interruptions and occasionally works in outside weather conditions while inspecting various land use developments and construction sites. May be exposed to highly stressful situations and individuals who are irate or hostile; may be subject to long hours due to attendance at City Council and Committee meetings and other responsibilities required. Flexibility to work evening and weekend hours and occasional overnight travel to conferences and training sessions is required.

## **G. Contacts and Relationships**

The Senior Planner will have daily contact with employees of the City and with the citizens of the community, including applicants, builders, and developers. In addition, he/she will be expected to present him/herself in a manner creditable to the City in all contacts with any individual, agency, or jurisdiction.

## **H. Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms. The employee is required to walk, sit, climb or balance, stoop, kneel, stand, and talk or hear. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **I. Experience and Training**

A bachelor's degree from an accredited college or university in land use planning, urban planning, landscape architecture, public administration, or a related field.

Five years or more of municipal planning experience or demonstrated equivalent. An advanced degree may be substituted for up to one year of experience.

Grant writing experience preferred.

Any combination of experience and training that provides the desired skills, knowledge, and abilities will be considered.

Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

## **J. Selection Guidelines**

Formal application, rating of education and experience, oral interview and reference check, and job-related tests may be required.

The duties above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

*This job description does not constitute an employment agreement between the Employer and employee and is subject to change as the needs of the Employer and requirements of the job change. This job description should not be construed to imply that these requirements are the exclusive standards of the position. The duties listed above are intended only as illustrations of the various types of work that may be performed. Incumbents will follow any other instructions, and perform any other related duties, as may be lawfully required by their supervisor.*

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Signature

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Date

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

6:30 PM

**January 6, 2026**

**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](http://www.medical-lake.org).

**COUNCIL AND ADMINISTRATIVE PERSONNEL PRESENT**

**Councilmembers**

Chad Pritchard  
Lorin Ray-Abbott  
Lance Speirs  
Don Kennedy  
Heath Wilbur  
Ted Olson  
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  
Glen Horton, Parks & Recreation Director  
Dave Yuhas, Code Enforcement Officer  
Steve Cooper, WWTP Director  
Roxanne Wright, Administrative Clerk

**REGULAR SESSION – 6:30 PM**

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

A. Mayor Cooper called the meeting to order at 6:30pm, led the Pledge of Allegiance and conducted roll call. All council members were present in person.

**2. AGENDA APPROVAL**

A. Mayor Cooper requested to move item 9c to right after agenda approval.

- i. Motion to approve agenda as amended made by Councilmember Harbolt, seconded by Councilmember Speirs, carried 7-0.

B. Appointment of Jim Rowe to Planning Commission. Mayor Cooper introduced Mr. Rowe and shared some information about his qualifications.

- i. Motion to approve appointment made by Councilmember Speirs, seconded by Councilmember Kennedy, carried 7-0.

**3. INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS –**

A. Mayor Cooper acknowledged comments received from residents Lahnie Henderson and Tammy Roberson. *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](mailto:records@medical-lake.org).*

B. Lahnie Henderson, resident of Medical Lake – read her submitted comments regarding fireworks being illegally discharged on New Year's Eve.

C. Tammy Roberson, resident of Medical Lake – read some of her submitted comments regarding the illegal discharge of fireworks on New Year's Eve and icy road conditions.

**4. ANNOUNCEMENTS / PROCLAMATIONS / SPECIAL PRESENTATIONS – None.**

**5. REPORTS**

A. Committee Reports/Council Comments

- i. Councilmember Pritchard – RFPs for HCDAC programs are open and on their website. Commented on the fireworks New Year's Eve. Agreed that it was a problem.
- ii. Councilmember Ray-Abbott - none
- iii. Councilmember Speirs – nominated and voted to be chair of STA board. Will address temporary bus stops and permanent stop improvements. Also commented about fireworks being ridiculous on New Year's Eve.
- iv. Councilmember Wilbur – commented on kids holding roman candles and shooting them off on New Year's Eve. Had clean up to do as well. Suggested that next year the city could give a reminder for civic responsibility and consideration for neighbors.
- v. Councilmember Kennedy – SRTC meeting Thursday. Finance Committee reviewed claims, all good.
- vi. Councilmember Olson – none
- vii. Councilmember Harbolt – none

B. Mayor Cooper – addressed fireworks complaints, thought the same things, and wants to make a point in the future to ask for extra duty officers on New Year's Eve and provide community reminders. Doesn't remember it being this bad in years past. Will travel to Olympia this month for AWC Action days and GSI fly in, offered to councilmembers if they'd like to attend.

C. City Administrator & City Staff

- i. Sonny Weathers, City Administrator – asked Council to let him know if they would like to attend either of the Olympia trips.
- ii. Koss Ronholt, Finance Director - procurement process for security cameras has been completed. Five responsive bids, lowest well within scope. Cameras purchased and expected within four weeks.

**6. WORKSHOPS**

A. City Council Policies and Procedures Update

- i. Reviewed briefing sheet and process for update. Spoke specifically on section 8 the process for appointment of council members to open seats.

B. Periodic Update: MLMC Amendments Concerning Enforcement Language

- i. Ms. Rodriguez gave presentation, see attached. Council discussion.

C. Periodic Update: MLMC Amendments Concerning Amendment Criteria Language

- i. Ms. Rodriguez gave a presentation, see attached. Council discussion.

D. Service Agreement with Four Lakes Water District #10 Amendment

- i. Mr. Ronholt reviewed. Council discussion.

**7. EXECUTIVE SESSION - None**

**8. PUBLIC HEARING – None**

**9. ACTION ITEMS**

A. Consent Agenda

- i. Approve **December 16, 2025**, minutes.

1. Councilmember Kennedy noted a correction needed on page 2, under item 6a. Sheriff misspelled.
  - a. Motion to approve as amended made by Councilmember Kennedy, seconded by Councilmember Olson, carried 7-0.
- ii. Approve **January 6, 2026**, Claim Warrants numbered **53295** through **53330** in the amount of **\$175,292.76**.
  1. Motion to approve made by Councilmember Kennedy, seconded by Councilmember Speirs, carried 7-0.

B. Appointment of Don Kennedy as Mayor Pro Tempore for 2026

- i. Motion to approve made by Councilmember Harbolt, seconded by Councilmember Speirs, carried 7-0.

C. Regional Board/Commission/Committee Appointments

- i. Reviewed appointments and updated list. See attached. Motion to approve made by Councilmember Kennedy, seconded by Councilmember Speirs, carried 7-0.

## **10. RESOLUTIONS**

- A. 26-785 Instructor Contract with Iron Sharpens Iron Martial Arts
  - i. Motion to approve made by Councilmember Kennedy, seconded by Councilmember Pritchard, carried 7-0.
- B. 26-786 Non-Binding Memorandum of Understanding Supporting a Regional Response to Homelessness
  - i. Mr. Weathers reviewed and clarified purpose of MOU.
    1. Motion to approve made by Councilmember Kennedy, seconded by Councilmember Speirs, carried 7-0.

## **11. ORDINANCES – None**

## **12. EMERGENCY ORDINANCES – None**

## **13. UPCOMING AGENDA ITEMS - None**

## **14. INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS - none**

## **15. CONCLUSION**

- A. Motion to conclude at 8:38pm made by Councilmember Pritchard, seconded by Councilmember Speirs, carried 7-0.

---

Terri Cooper, Mayor

---

Koss Ronholt, Finance Director/City Clerk

---

Date



1

## Current Code:

Chapter 1.01 – Code Adoption

Chapter 9.01 – Penalty for Violation

Chapter 9.52 – Gross Misdemeanor &  
Misdemeanor Crimes

Title 9 – Peace, Safety, and Morals

Title 7 – Animals

2

Aspect	Civil Infraction	Misdemeanor
Is it a crime?	No	Yes
Typical penalties	Fines only (no jail)	Fines, jail ( $\leq 1$ year), probation
Record impact	No criminal record	Yes — stays on criminal record
Court process	Citation; pay or contest; no jury	Full criminal proceedings, jury right
Common examples	Speeding, parking, noise ordinance	DUI (1st offense), petty theft, assault

3

## Best Practices?

Create a singular, clear, comprehensive, objective approach to enforcement

## What are other cities doing?

Unique to each jurisdiction

## Relationship to Comp Plan?

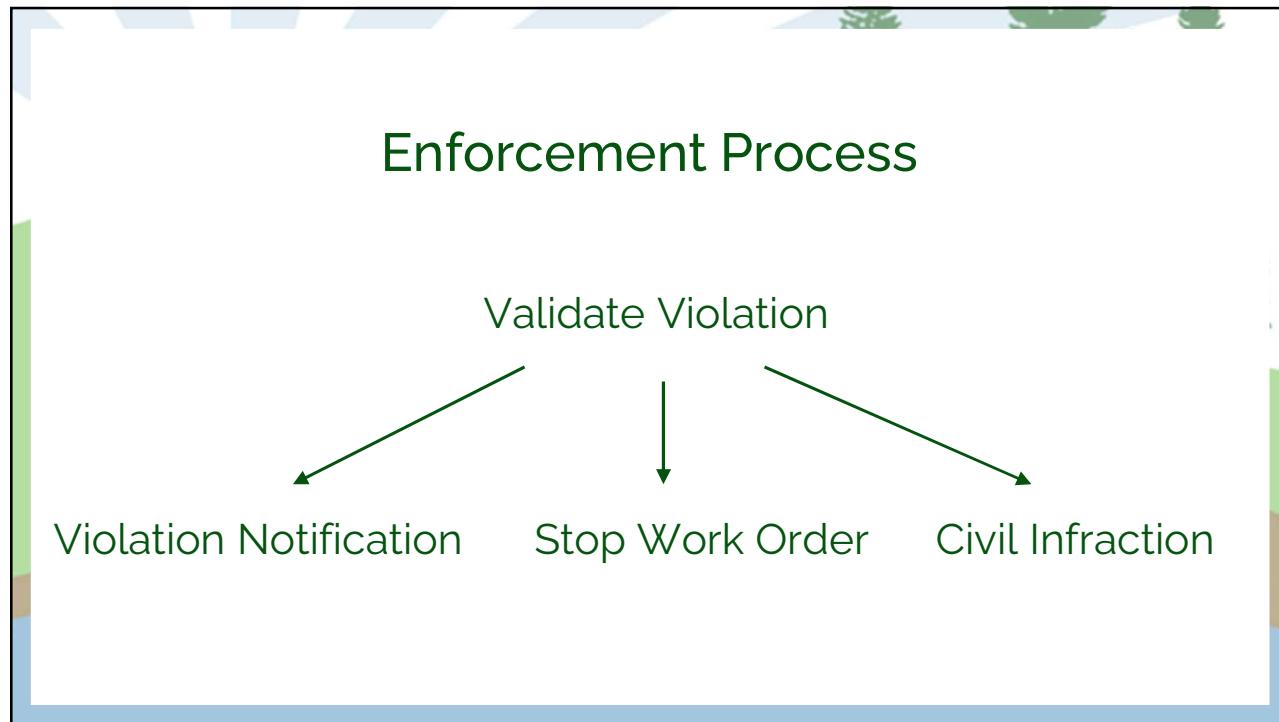
Plan → Regulations → Enforcement

## State Mandates?

Implementing the Comp Plan, includes enforcement

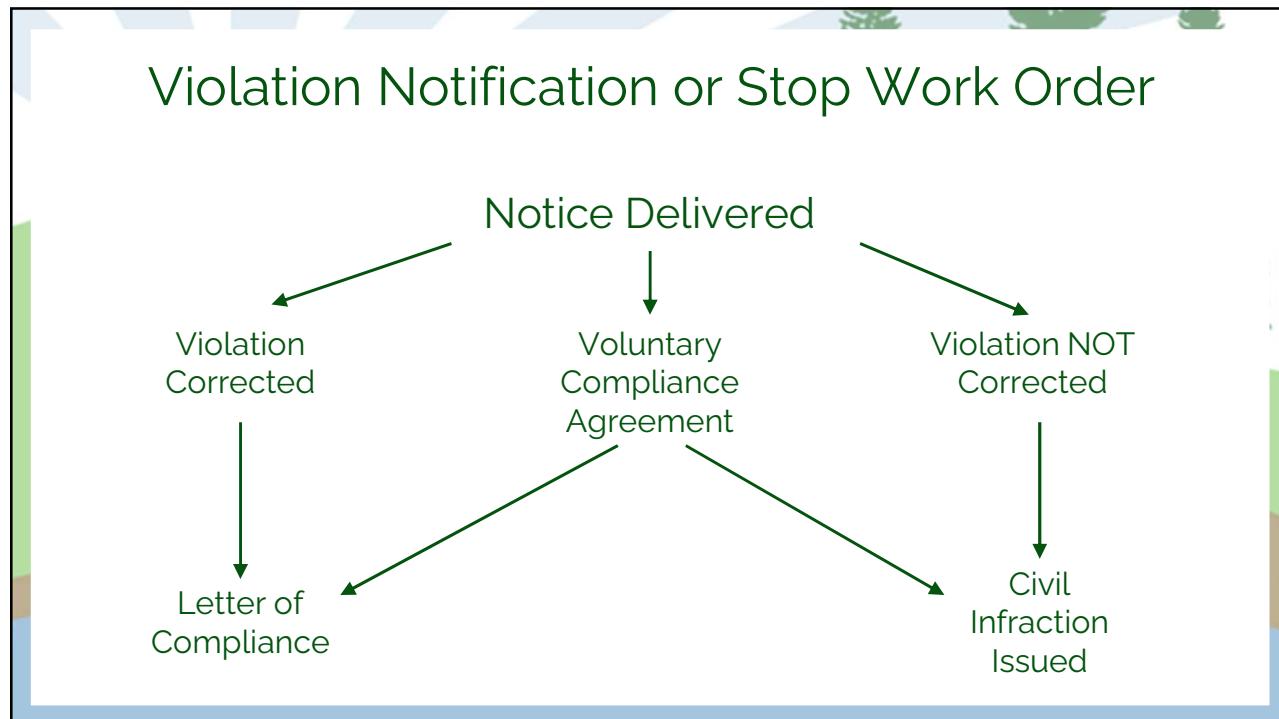
4

## Enforcement Process

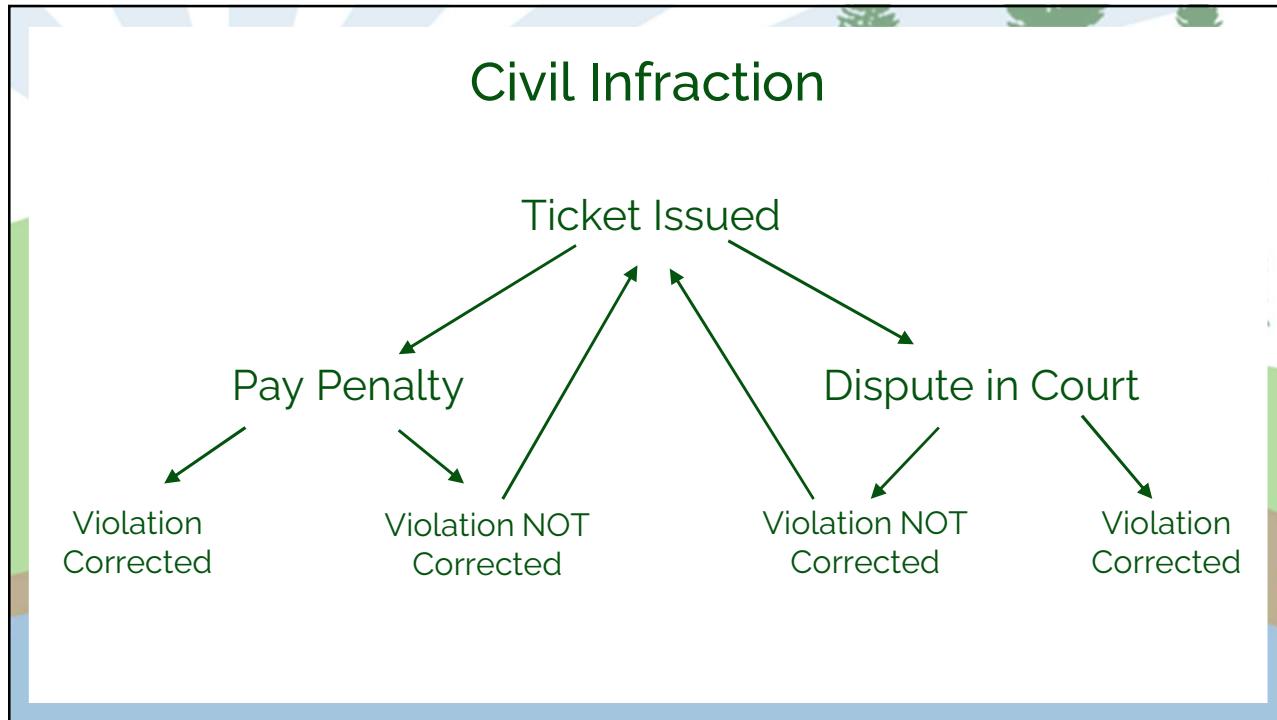


5

## Violation Notification or Stop Work Order



6



7

## Civil Infraction

Violation	Penalty
Class IV Civil Infraction	\$25
Class III Civil Infraction	\$50
Class II Civil Infraction	\$125
Class 1 Civil Infractions or Chronic Nuisance Properties	\$250

A blue callout bubble with the word 'Default' inside, pointing towards the '\$250' entry in the table.

8

## Citation Changes

Civil Infractions: from Chapter 1.01 to Chapter 1.21  
(and removal of process language)

Misdemeanors: from Chapter 1.01 to Chapter 9.52

Code Enforcement Officer to Building Official

9

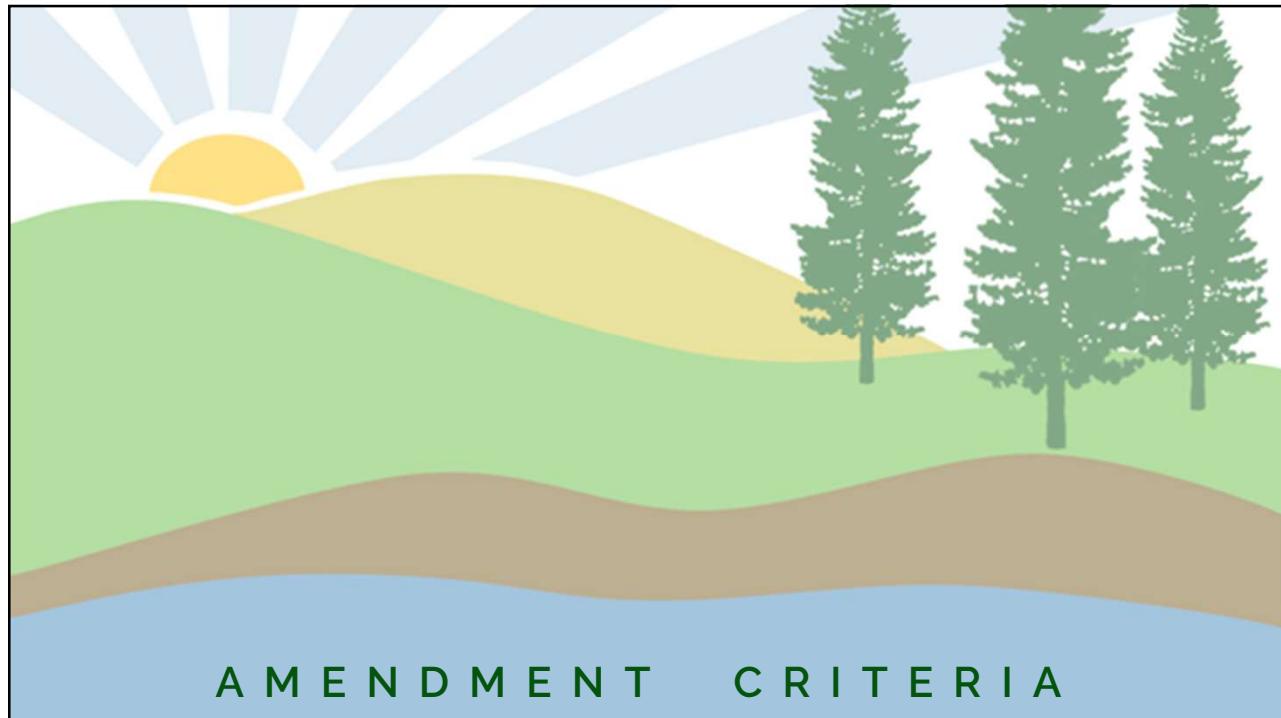
## Next Steps for City Council

Propose any changes to proposed amendments  
(this is not your last chance)

Hold a public hearing for citizen comment

Conduct first read of an ordinance

10



1

## Legislative Review

SEPA Determination

Public Notice & Comment Period

Public Hearing & Recommendation



Language Workshop with City Council

Ordinance 1<sup>st</sup> Read & Public Hearing

Ordinance 2<sup>nd</sup> Read & Vote

2

## Municipal Code

Title 15 - Subdivisions

Title 16 - Planning

Title 17 - Zoning

Title 18 – Manufactured  
Home Community

Title 19 – Land Use and  
Development

3

## Proposal

Replace

Chapter 17.42 - Amendments

Section 17.12.030 – Official Zoning Code

Section 17.12.040 – Interpretation of District Boundaries

With

Chapter 19.137 – Comprehensive Plan

Chapter 19.140 – Zoning Map Administration

Chapter 19.137 – Amendments

4

## Chapter 19.137 – Comprehensive Plan

- Purpose
- Applicability
- Ten-Year Periodic Update
- Annual Updates
- Applications
- Process
- Approval Criteria

5

## Chapter 19.140 – Zoning Map Administration

Purpose	Zoning Districts
Applicability	Interpretation
Urban Growth Area	Amendments
Maintenance	Applications
Boundaries	Process
	Approval Criteria

6

## Chapter 19.143 – Amendments

- Purpose
- Applicability
- Applications
- Process
- Approval Criteria

7

## Next Steps for City Council

Propose any changes to proposed amendments  
(this is not your last chance)

Hold a public hearing for citizen comment

Conduct first read of an ordinance

8

## CITY OF MEDICAL LAKE - 2026 COUNCIL, COMMITTEES, COMMISSIONS, BOARDS

City of Medical Lake City Council	City Staff/Consultants	City Council/Term Expiration
<b>City Council</b> <i>6:30 pm 1<sup>st</sup> &amp; 3<sup>rd</sup> Tuesdays</i>	Mayor Terri Cooper Sonny Weathers, City Administrator Koss Ronholt, Finance Director Scott Duncan, Public Works Director Steve Cooper, WWTP Director Glen Horton, Parks & Rec. Director Tom Rohrer, City Attorney	Pos. 1 Heath Wilbur 2029 Pos. 2 Ted Olson 2029 Pos. 3 Don Kennedy 2029 Pos. 4 Tony Harbolt 2029 Pos. 5 Lance Speirs 2027 Pos. 6 Lorin Ray-Abbott 2027 Pos. 7 Chad Pritchard 2027
City Council Committees	City Staff/Consultants	City Council Reps
<b>Finance Committee</b> <i>6 pm 1<sup>st</sup> &amp; 3<sup>rd</sup> Tuesdays</i>	Koss Ronholt, Finance Director Mayor Terri Cooper	Lance Speirs, Chair Don Kennedy Lorin Ray-Abbott
<b>General Government Committee</b> <i>5:30 pm 3<sup>rd</sup> Tuesday</i>	Sonny Weathers, City Administrator Scott Duncan, Public Works Director Steve Cooper, WWTP Director	Chad Pritchard Ted Olson Tony Harbolt
<b>Public Safety Committee</b> <i>6:00 pm 3<sup>rd</sup> Tuesday</i>	Undersheriff Michael Kittilstved Fire Chief Cody Rohrbach Sonny Weathers, City Administrator	Ted Olson, Chair Tony Harbolt Heath Wilbur
Citizen Advisory Boards	City Staff/Consultants	Appointees/Term Expiration
Planning Commission <i>5:30 pm 4<sup>th</sup> Thursday</i>	Elisa Rodriguez, City Planner City Attorney Sonny Weathers, City Administrator	Pos. 1 JoeDavid Veliz, Chair 2/4/31 Pos. 2 Kevin Twohig 2/4/31 Pos. 3 Jim Rowe 12/31/31 Pos. 4 Andie Mark 1/2/27 Pos. 5 Cindy Altheide 12/31/31
Parks and Recreation Advisory Board <i>5:30 pm 3<sup>rd</sup> Tuesday</i>	Glen Horton, P&R Director Sonny Weathers, City Administrator	Will Mellott 1/2029 Debi Ronholt 1/2029 Ethan Senn 1/2029 Pat Flaherty 12/2030 Diane Nichols 8/2029
Spokane County/Regional Boards and Commissions	City Staff/Councilmembers	Term Expiration if applicable
Spokane County Broadband PDA (Broadlinc)	Mayor Terri Cooper	
Spokane County Broadband Action Team (BAT)	Sonny Weathers, City Administrator	
Housing & Community Development Advisory Committee (HCDAC)	Councilmember Chad Pritchard	July 1, 2028 (3 year term)
Spokane Regional Transportation Council (SRTC)	Councilmember Don Kennedy	January 1, 2028 (3 year term)
SRTC Transportation Technical Committee (TTC)	Sonny Weathers, City Administrator	
Spokane County Growth Management Steering Committee of Elected Officials (SCEO)	Mayor Terri Cooper	
SCEO Planning Technical Advisory Committee (PTAC)	Elisa Rodriguez, Senior Planner	
Spokane Transit Authority (STA) Board of Directors	Councilmember Lance Speirs	January 1, 2027 (1 year term)
Fairchild Restoration Advisory Board	Sonny Weathers, City Administrator Councilmember Chad Pritchard	
Eastern Washington Finance Officers Association (EWFOA)	Koss Ronholt, Finance Director	
Spokane Regional Law & Justice Council	Mayor Terri Cooper	
Spokane County PFAS Task Force	Mayor Terri Cooper Councilmember Chad Pritchard	
WA State Emergency Management Council	Mayor Terri Cooper	
AWC Board of Directors	Mayor Terri Cooper	
Honorary Commander 92 <sup>nd</sup> ARW	Mayor Terri Cooper	
SCFD #3 Citizen Advisory Committee	Councilmember Tony Harbolt	

# 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 **53332** through **53339**, and Payroll Payable Warrants numbered **30311** through **30319** in the amount of **\$178,883.43**.



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 **53332** through **53339** and the Payroll Payable Warrants numbered **30311** through **30319** in the amount of **\$178,883.43** this **20<sup>th</sup>** day of **January 2026**.

---

Terri Cooper, Mayor

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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, **53340** through **53392** in the amount of **\$644,763.96**.

Check(s): 53340 - 53392	\$ 644,763.96
<u>EFT(s)</u>	\$ 0.00
Total:	\$ 644,763.96



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, **53340** through **53392** in the amount of **\$644,763.96** this **20<sup>th</sup>** day of **January 2026**.

---

Terri Cooper, Mayor

---

Date

**CITY OF MEDICAL LAKE  
SPOKANE COUNTY, WASHINGTON  
RESOLUTION NO. 26-787**

**A RESOLUTION OF THE CITY OF MEDICAL LAKE APPROVING  
AMENDMENT NO. 1 TO AN AGREEMENT FOR SERVICES BETWEEN THE  
CITY OF MEDICAL LAKE AND FOUR LAKES WATER DISTRICT NO. 10**

WHEREAS, the City of Medical Lake (“City”) entered into an agreement with Four Lakes Water District No. 10 (“FLWD”) on January 7, 2025 to provide FLWD with water operator services; and

WHEREAS, FLWD desires to modify the compensation and scope of services as set forth in Amendment No. 1 to the Agreement, which includes Exhibit “A” (Scope of Services); and

WHEREAS, the City conducted a workshop at a regular City Council meeting on January 6, 2026, to discuss the proposed modifications;

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

**Section 1. Approval of Amendment.** The City Council hereby approves Amendment No. 1 to the Agreement, substantially in the form attached hereto as Exhibit “A” to this Resolution, which Amendment includes its own Exhibit “A” (Scope of Services), and which Amendment is incorporated herein by this reference.

**Section 2. Authorization.** The Mayor is hereby authorized and directed to execute Amendment No. 1 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 Amendment No. 1 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 \_\_\_\_\_ day of \_\_\_\_\_, 2026.

---

Terri Cooper, Mayor

ATTEST:

APPROVED AS TO FORM

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Koss Ronholt, City Clerk

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Sean P. Boutz, City Attorney

**AMENDMENT NO. 1****JANUARY 2026 AMENDMENT TO AGREEMENT FOR WATER PURVEYOR  
SERVICES BETWEEN THE CITY OF MEDICAL LAKE AND FOUR LAKES WATER  
DISTRICT NO. 10**

WHEREAS, the City of Medical Lake (“City”) and the Four Lakes Water District No. 10 (“FLWD”) entered into an agreement for water purveyor services (“Agreement”) on January 7, 2025; and

WHEREAS, FLWD desires to modify the payment amount in Exhibit “A” Scope of Services; and

NOW, THEREFORE, for and in consideration of the terms and conditions herein, as set forth in the parties’ contract and amendments, the parties hereby agree as follows:

1. **Services to be Performed.** Monthly payment amount in Section C, ‘Payment’ of Exhibit “A” – Scope of Services is hereby amended from Two Thousand Five Hundred Dollars (\$2,500) to Two Thousand Seven-Hundred and Fifty Dollars (\$2,750).
2. All other terms and conditions of the parties’ contract and amendments, as applicable, shall remain in full force and effect.

CITY OF MEDICAL LAKE

FOUR LAKES WATER DISTRICT

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Terri Cooper, Mayor

ATTEST:

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Koss Ronholt, Finance Director

APPROVED AS TO FORM:

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Sean P. Boutz, City Attorney

Exhibit A

## Scope of Services

### City of Medical Lake and Four Lakes Water District No. 10

**A. Service Provision** The City of Medical Lake agrees to provide the following services to the Four Lakes Water District No. 10:

- **Water quality sampling** - Twice weekly inspections and sampling at key sites, including the collection, chain of custody, and delivery of samples to the lab.
- **Reporting and Recordkeeping** - Preparation and presentation of reports, including a Water Use Efficiency, Consumer Confidence, Water Quality Monitoring, Water Facilities Inventory, Chlorine Residual, and Water Loss.
- **Monitoring and operating the water system** - Inspect, monitor, and operate wells and boost pumps at regular intervals. Read water meters six (6) times per year, providing inspection and repair/replacement as necessary.

**B. Deliverables**

<b>Deliverable</b>	<b>Frequency</b>
Water Reports	Annually
Water Analysis	Weekly/Monthly
Meter Reads	Every 2 Months
Water System Inspections	Weekly
Water District Commissioner Meetings	Monthly
One-Call Locates	As Required

**C. Payment**

<b>Service</b>	<b>Amount</b>
Water Operator Services	\$2,750 per month
Repair & Maintenance	Cost + 10%
Operator Overtime	\$50 /hour

**CITY OF MEDICAL LAKE  
SPOKANE COUNTY, WASHINGTON  
RESOLUTION NO. 26-788**

**A RESOLUTION OF THE CITY OF MEDICAL LAKE APPROVING AN  
INTERLOCAL AGREEMENT FOR ANIMAL CARE AND CONTROL  
SERVICES IN THE CITY OF MEDICAL LAKE**

WHEREAS, Spokane County has established an Animal Control Department that maintains an Animal Care and Control facility through Spokane County Regional Animal Protection Services (“SCRAPS”), which provides animal control and enforcement pursuant to RCW 16.52.015 and RCW 16.52.011(2)(c); and

WHEREAS, pursuant to RCW 39.34, local governmental entities may jointly cooperate with each other to perform functions which each may individually perform; and

WHEREAS, the City of Medical Lake desires to employ the services of Spokane County to perform certain animal control functions within the boundaries of the City of Medical Lake pursuant to an Interlocal Agreement for Animal Care and Control Services in the City of Medical Lake (“Agreement”); and

WHEREAS, the Agreement contains the specific terms and conditions agreed upon by the parties.

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

**Section 1. Approval.** The City Council hereby approves of the Agreement between the City of Medical Lake and Spokane County, 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 be effective immediately upon passage by the City of Medical Lake City Council.

ADOPTED this \_\_\_\_\_ day of January, 2026.

---

Terri Cooper, Mayor

Attest:

---

Koss Ronholt, City Clerk

Approved as to Form:

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Sean P. Boutz, City Attorney

**INTERLOCAL AGREEMENT FOR  
ANIMAL CARE AND CONTROL SERVICES  
IN THE CITY OF MEDICAL LAKE  
(January 1, 2026 – December 31, 2030)**

**THIS AGREEMENT**, made and entered into by and between **Spokane County**, a political subdivision of the State of Washington, having offices for the transaction of business at 1116 West Broadway Avenue, Spokane, Washington 99260, hereinafter referred to as “COUNTY,” and the **City of Medical Lake**, a municipal corporation of the State of Washington, having offices for the transaction of business at P.O. Box 369, 124 S. Lefevre Street, Medical Lake, WA 99022, hereinafter referred to as “CITY,” (hereinafter individually referred to as “PARTY” and jointly referred to as the “PARTIES.”)

**W I T N E S S E T H:**

**WHEREAS**, pursuant to the provisions of RCW 36.32.120(6), the Board of County Commissioners of Spokane County, Washington has the care of County property and the management of County funds and business; and

**WHEREAS**, chapter 39.34 RCW (Interlocal Cooperation Act), authorizes counties and cities to contract with each other to perform certain functions which each may legally perform; and

**WHEREAS**, pursuant to RCW 36.32.120(7), the Board of County Commissioners of Spokane County may enact ordinances dealing with animal control within the unincorporated areas of Spokane County; and

**WHEREAS**, the **City of Medical Lake** may enact ordinances dealing with animal control within its boundaries; and

**WHEREAS**, Spokane County has established an Animal Control Department managed by an Animal Protection Director and maintains an animal Care and Control facility through Spokane County Regional Animal Protection Services (“SCRAPS”) that provides animal control and enforcement as authorized by RCW 16.52.015 and RCW 16.52.011(2)(c); and

**WHEREAS**, the **City of Medical Lake** desires to employ the services of Spokane County to perform certain animal control functions within the boundaries of the **City of Medical Lake**.

**NOW THEREFORE** for and in consideration of the mutual promises set forth hereinafter the PARTIES do mutually agree as follows:

**SECTION NO. 1: PURPOSE**

The purpose of the Agreement is to reduce to writing the PARTIES’ understanding as to the terms and conditions under which COUNTY, through its Animal Care and Control Agency “SCRAPS” will provide “Animal Control Services” to CITY within its boundaries. It is the intent of the

PARTIES that Animal Control Services to be provided by COUNTY will be consistent with the CITY's Mayor/Council form of government provided for in chapter RCW 35A.12 (non-charter) and within the statutory responsibilities of a CITY Animal Care and Control Agency and as defined by RCW 16.52.011 and in RCW 16.52.015.

For the purpose of this Agreement, Animal Control Services shall encompass the duties and functions which the SCRAPS customarily provides within the unincorporated areas of Spokane County. Said services shall include:

1. Enforcement of CITY's Animal Control Ordinance;
2. Enforcement of CITY's Inherently Dangerous Mammals/Reptiles Ordinance;
3. Enforcement of CITY's Dangerous Dog Ordinances and applicable 16.08 RCW
4. Enforcement of chapter 16.52 RCW (Prevention of Cruelty to Animals);
5. Enforcement of chapter 16.54 RCW (Abandoned Animals)

Enforcement includes those items set forth in ATTACHMENT "A" SCOPE OF SERVICES, attached hereto and incorporated by reference, as they relate to Animal Control Services which include: (1) Animal Control Services, (2) Animal Care and Control Facility Services, (3) Animal Control Ordinance/ Licenses/ Fees/ Penalties Services, (4) Citizen Complaint Process, and (5) Activity Specific Reporting Services.

COUNTY, at its discretion, may conduct surveys within CITY for unlicensed dogs and cats.

To the extent it has not already done so, the CITY shall promptly enact an ordinance or resolution that includes license, fee, penalty, enforcement, appeal, impound redemption and animal care and control facility provisions that are substantially the same as those of Title 5 Spokane County Code as now in effect or hereafter amended. The CITY shall advise the COUNTY of any CITY animal control ordinances that differ from those of the COUNTY and of any amendments to the CITY Animal Control Ordinance adopted subsequent to the effective date of this Agreement.

If a conflict arises between CITY's Animal Control Ordinance and COUNTY's Animal Control Ordinance, COUNTY's ordinance shall govern.

COUNTY shall provide CITY with a copy of Chapter 5.04 and Chapter 5.12 of the Spokane County Code and all subsequent modifications/amendments thereto. CITY shall provide COUNTY with copies of its adopted/amended Ordinances substantially identical to Chapters 5.04 and 5.12 of the Spokane County Code.

CITY shall authorize the COUNTY to act on its behalf in undertaking the following:

1. Determining the eligibility for and issuing licenses under the terms of the CITY Ordinance, subject to the conditions set forth in such laws.
2. Enforcing the terms of the City Ordinance, including the power to issue enforcement notices and orders and to deny, suspend or revoke licenses issued thereunder.
3. Conducting administrative appeals of those COUNTY licensing determinations made and enforcement actions taken on behalf of the CITY. Such appeals shall be conducted

by the CITY's Hearing Examiner or following the COUNTY's administrative appeals procedure or office on behalf of the CITY unless either the CITY or the COUNTY determines that the particular matter should be heard by the CITY.

CITY shall provide legal counsel to prosecute and defend on appeal any civil infractions, administrative hearings, and, if applicable, municipal criminal violations that are to be heard in CITY's municipal court, hearing examiner, or similar CITY adjudicative entity. Criminal violations under the Revised Code of Washington or Spokane County Code shall be referred to the Spokane County Prosecutor's Office. .

In performing the above services, COUNTY will provide such personnel, as it deems necessary as well as all vehicles and materials of any kind or nature whatsoever at no additional cost outside service fees to CITY.

Standards of performance, discipline of employees, and other matters incidental to providing such Animal Control Services to include control/supervision of personnel shall remain in COUNTY. All persons employed in the performance of Animal Control Services shall be COUNTY employees. COUNTY SCRAPS Director agrees to meet and confer with CITY with respect to staff assigned to provide Animal Control Services. Issues of discipline or performance will be specifically left to COUNTY. Nothing herein contained shall make any employee of COUNTY an employee of CITY.

## **SECTION NO. 2: DURATION**

This Agreement shall have an "effective date" of January 1, 2026 and expire on December 31, 2030 unless terminated as outlined in Section 10.

## **SECTION NO. 3: COST OF SERVICES AND PAYMENTS**

CITY shall pay COUNTY the actual costs for Animal Control Services provided under this Agreement, pursuant to the terms and conditions set forth in ATTACHMENT "B" COSTS AND PAYMENT, attached hereto and incorporated by reference.

## **SECTION NO. 4: EXTRAORDINARY COSTS**

In the event of unplanned and/or unbudgeted for and significant expenses related to the provision of Animal Control Services, CITY shall be financially responsible for the associated expenses. Unplanned for Animal Control Services that may result in the accrual of extraordinary costs may include but are not limited to the legal seizure or impound of animals necessitating extended on-site holding, offsite boarding, or non-routine veterinary care. Notice of any extraordinary costs will be given pursuant to the Section NO. 5: NOTICE.

## **SECTION NO. 5: NOTICE**

All notices or other communications given hereunder shall be deemed given on: (i) the day such notices or other communications are received when sent by personal delivery; or (ii) the third day

following the day on which the same have been mailed by first class delivery, postage prepaid addressed to the PARTIES at the address set forth below for such Party, or at such other address as the PARTIES shall from time-to-time designate by notice in writing to the other Party:

COUNTY: Spokane County Chief Executive Officer  
(or his/her authorized representative)  
1116 West Broadway Avenue  
Spokane, WA 99260

Spokane County Regional Animal Protection Service  
6815 E. Trent Avenue Spokane Valley, WA 99212  
Attention: SCRAPS Director

CITY: City of Medical Lake  
P.O. Box 369  
124 S. Lefevre Street  
Medical Lake, WA 99022

#### **SECTION NO 6: COUNTERPARTS**

This Agreement may be executed in any number of counterparts, each of which, when so executed and delivered, shall be an original, but such counterparts shall together constitute but one and the same.

#### **SECTION NO. 7: ASSIGNMENT**

No PARTY may assign in whole or in part its interest in this Agreement without the approval of all other PARTIES.

#### **SECTION NO. 8: LIABILITY**

COUNTY and CITY shall be responsible for damage to persons or property resulting from negligence on the part of itself, its employees, agents, or its officers. Neither COUNTY or CITY assumes any responsibility to the other PARTY for the consequences of any act or omission of any person, firm or corporation not party to this Agreement.

COUNTY will indemnify and hold CITY harmless from any and all loss, claim or damage including but not limited to reasonable attorney's fees, demands, losses and liabilities to or by third parties, to the extent arising from the negligent acts of omissions of COUNTY's employees, agents, and officers.

CITY will indemnify and hold COUNTY harmless from any and all loss, claims or damage, including but not limited to reasonable attorney's fees, demands, losses and liabilities to or by third parties, to the extent arising from the negligent acts and omissions of CITY's employees, agents, and officers.

## **SECTION NO. 9: RELATIONSHIP OF THE PARTIES**

The PARTIES intend that an independent contractor relationship will be created by this Agreement. No agent, employee, servant or representative of COUNTY shall be deemed to be an employee, agent, servant or representative of CITY for any purpose. Likewise, no agent, employee, servant or CITY representative shall be deemed to be an employee, agent, servant or representative of COUNTY for any purpose.

## **SECTION NO. 10: MODIFICATION/TERMINATION**

This Agreement may be modified in writing by agreement of both PARTIES.

CITY may terminate this Agreement for convenience by notifying COUNTY no later than October 1<sup>st</sup> that it intends to terminate this agreement for the following calendar year. Should CITY provide notice, the date of termination shall be December 31. Written notice may be provided by email and/or other electronic means.

COUNTY may terminate this Agreement for convenience by notifying CITY no later than October 1<sup>st</sup> that it intends to terminate this agreement for the following calendar year. Should COUNTY provide notice, the date of termination shall be December 31. Written notice may be provided by email and/or other electronic means.

Upon termination, CITY shall be obligated to pay for only those Animal Control Services rendered prior to the date of termination based upon a pro rata division of those costs Attachment "B", attached hereto and incorporated by reference.

Upon termination, at CITY's option, COUNTY shall continue to provide Animal Control Services to completion for those criminal/infraction cases filed prior to the effective date of termination, pursuant to Attachment "B", attached hereto and incorporated by reference.

## **SECTION NO. 11: PROPERTY AND EQUIPMENT**

The ownership of all property and equipment utilized by COUNTY in providing Animal Control Services shall remain with COUNTY unless specifically and mutually agreed by the PARTIES.

## **SECTION NO. 12: ALL WRITINGS CONTAINED HEREIN/BINDING EFFECT**

This Agreement contains terms and conditions agreed upon by the PARTIES. The PARTIES agree that there are no other understandings, oral or otherwise, regarding the subject matter of this Agreement. No changes or additions to this Agreement shall be valid or binding upon the PARTIES unless such change or addition is in writing, executed by the PARTIES. This Agreement shall be binding upon the PARTIES hereto, their successors and assigns.

## **SECTION NO. 13: DISPUTE RESOLUTION**

Any dispute or controversy arising out of or relating to this Agreement, or breach thereof, shall be settled by the following procedure:

- Level 1: Before entering into Level 2 or Level 3 of this Dispute Resolution Procedure (DRP), designated representatives of each Party shall enter into a series of meetings for the purpose of resolving the dispute or controversy. The Level 1 period shall begin when one Party gives written notice to the other by certified mail, personal, or electronic service. Such notice shall identify the dispute or controversy with particularity and state that the Party is commencing this Level 1 procedure to resolve the dispute. After receipt of such notice the Parties shall meet either in person or through electronic means. Should the dispute not be resolved within thirty (30) calendar days of the commencement of the Level 1 period, the dispute shall be advanced to Level 2.
- Level 2: Only after the Parties have completed Level 1 of the DRP without resolving the dispute or controversy and before entering into Level 3 of the DRP, the Parties shall enter into a mediation process. Each Party shall bear its own costs in preparing for and conducting mediation, except that the joint costs, if any, of the actual mediation proceeding shall be shared equally by the Parties. The Parties shall select a mutually agreeable mediator in Spokane County, Washington to aid the Parties in resolving the dispute or controversy. The mediator shall be a licensed attorney in the State of Washington and not be an employee or former employee of either Party. The mediation shall be held at a mutually agreeable date, time, and location. The Parties shall act in good faith as to resolving disputes through mediation.
- Level 3: Only after the completion of both Levels 1 and 2 above without a satisfactory resolution of the dispute or controversy, either party may bring suit in the courts of competent jurisdiction within Spokane County, Washington.

If any legal action or other proceeding is brought for the enforcement of this Agreement, or because of an alleged dispute, breach, default, or misrepresentation in connection with any provisions of this Agreement, the successful or prevailing party or parties shall be entitled to recover reasonable attorney's fees, court costs, and all expenses (including taxes) even if not taxable as court costs (including, without limitation, all such fees, costs, and expenses incident to appeals), incurred in that action or proceeding, in addition to any other relief to which such party or parties may be entitled.

## **SECTION NO. 14: VENUE STIPULATION**

This Agreement has been and shall be construed as having been made and delivered within the State of Washington and it is mutually understood and agreed by each Party that this Agreement shall be governed by the laws of the State of Washington both as to interpretation and performance.

Any action at law, suit in equity or judicial proceeding for the enforcement of this Agreement, or any provision hereto, shall be instituted only in court of competent jurisdiction within Spokane County, Washington.

#### **SECTION NO. 15: SEVERABILITY**

It is understood and agreed among the PARTIES that if any parts, terms or provisions of this Agreement are held by the courts to be illegal, the validity of the remaining portions or provisions shall not be affected, and the rights and obligations of the PARTIES shall not be affected regarding the remainder of the Agreement. If it should appear that any part, term or provision of this Agreement conflicts with any statutory provision of the State of Washington, then the part, term or provision thereof that may be in conflict shall be deemed inoperative and null and void insofar as it may be in conflict therewith and this Agreement shall be deemed to modify to conform to such statutory provision.

#### **SECTION NO. 16: HEADINGS**

The section headings appearing in this Agreement have been inserted solely for convenience and ready reference. In no way do they purport to, and shall not be deemed to, define, limit, or extend the scope or intent of the sections to which they pertain.

#### **SECTION NO. 17: DESIGNATION OF ADMINISTRATOR**

COUNTY appoints the COUNTY SCRAPS Director or his/her designee as its agent for the purposes of administering the terms of this Agreement. COUNTY SCRAPS Director agrees to meet with CITY on a periodic basis agreeable to both PARTIES, but no less than one time per year, to review the services being provided herein. The Animal Protection Director or his/her designee will immediately notify the CITY Mayor or his/her designee of any Animal Control emergency within CITY.

#### **SECTION NO. 18: RECORDS**

All public records prepared, owned, used or retained by COUNTY and/or SCRAPS in conjunction with providing Animal Control Services under the terms of this Agreement shall be deemed County property and shall be made available to CITY upon request by CITY Mayor. COUNTY or SCRAPS will notify CITY of any public disclosure request under chapter 42.56 RCW for copies or viewing of such records as well as COUNTY'S response thereto.

#### **SECTION NO. 19: ASSURANCE**

COUNTY represents and assures CITY that no other city will receive more favored treatment in receipt of Animal Control Services than made available to CITY for similar services.

## **SECTION NO. 20: EXECUTION AND APPROVAL**

The PARTIES warrant that the officers executing below have been duly authorized to act for and on behalf of the party for purposes of confirming this Agreement.

## **SECTION NO. 21: NO THIRD-PARTY BENEFICIARIES**

Nothing in this Agreement is intended to give, or shall give, whether directly or indirectly, any benefit or right, greater than that enjoyed by the public, to third persons.

## **SECTION NO. 22: MONTHLY AND ANNUAL REPORT**

The SCRAPS Director shall prepare a monthly and annual performance and service utilization report. The monthly and annual performance and service utilization report shall include, among other matters, performance measurements/indicators such as monthly number of pet licenses sold/issued, calls for service, emergency calls, and animal impounds.

## **SECTION NO. 23: RCW 39.34 REQUIRED CLAUSES**

- a) **PURPOSE:** See Section No. 1 above.
- b) **DURATION:** See Section No. 2 above.
- c) **ORGANIZATION OF SEPARATE ENTITY AND ITS POWERS:** No new or separate legal or administrative entity is created to administer the provisions of this Agreement.
- d) **RESPONSIBILITIES OF THE PARTIES:** See provisions above.
- e) **AGREEMENT TO BE FILED:** This Agreement shall be listed by subject on each Party's web site or other electronically retrievable public source.
- f) **FINANCING:** Each party shall be responsible for the financing of its contractual obligations under its normal budgetary process.
- g) **TERMINATION:** See Section No. 10 above.
- h) **PROPERTY UPON TERMINATION:** See Section No. 10 above.

**IN WITNESS WHEREOF**, the PARTIES have caused this Agreement to be executed on the date and year below their respective signatures.

BOARD OF COUNTY COMMISSIONERS  
OF SPOKANE COUNTY, WASHINGTON

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MARY L. KUNEY, CHAIR

---

JOSH KERNS, VICE-CHAIR

---

AL FRENCH, COMMISSIONER

---

AMBER WALDREF, COMMISSIONER

ATTEST:

---

Ginna Vasquez, Clerk of the Board

---

CHRIS JORDAN, COMMISSIONER

ATTEST:

CITY

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City Clerk

---

Terri Cooper, Mayor

Approved as to form only:

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City Attorney

## **ATTACHMENT "A" SCOPE OF SERVICES**

The COUNTY through the Spokane County Regional Animal Protection Service ("SCRAPS") will provide Animal Control Services to the CITY within the CITY's boundaries. The COUNTY shall enforce CITY animal control ordinances within the CITY's boundaries as City's contracted animal authority as authorized in RCW 16.52.015 and RCW 16.52.011(2)(c).

For the purpose of this Agreement, Animal Control Services shall include:

1. Enforcement of COUNTY's Animal Control Ordinance;
2. Enforcement of COUNTY's Inherently Dangerous Mammals/Reptiles Ordinance;
3. Enforcement COUNTY's Dangerous Dog Ordinances and applicable 16.08 RCW;
4. Enforcement of chapter 16.52 RCW (Prevention of Cruelty to Animals);
5. Enforcement of chapter 16.54 RCW (Abandoned Animals)

Animal Control Services include: (1) Animal Control Services, (2) Animal Care and Control Facility Services, (3) Animal Control Ordinance/ Licenses/ Fees/ Penalties Services, (4) Citizen Complaint Process, and (5) Activity Specific Reporting Services

### **(1) ANIMAL CONTROL SERVICES**

Animal Control Services include the operation of a customer service center, the dispatch of Animal Protection Officers in response to calls, and the handling of calls in the field by Animal Protection Officers including the collection and delivery of animals to the SCRAPS Animal Care and Control Facility.

#### A. Customer Service Center

- i. The County will operate an animal control and protection customer service center five days every week.(excluding holidays and County-designated furlough days, if applicable) for a minimum of seven and a half (7.5) hours per day (normal business hours). The County may adjust the days of the week the customer service center operates to match the operating hours of field operation service days.
- ii. The animal control customer service center will provide callers with guidance, education, options and alternative resources if appropriate for the given situation.
- iii. When the customer service center not in operation, callers will hear a recorded message stating, if they are reporting a non-emergency to either leave a voice message, submit an online message, or call back during regular business hours. In the case of an emergency, the callers will be transferred to an after-hours customer service center to file an emergency report. The customer service center will contact an Animal Protection Officer to relay incidents classified as an emergent situation.

## B. Animal Protection Officers (APO)

i. The County will divide the area receiving Animal Control Services into service areas. Animal Control service areas will be maintained by SCRAPS and subject to change based on jurisdictional needs and operational adjustments. An example of service areas will be maintained on SCRAPS website. The County shall ascertain appropriate staffing levels for service areas. City may consult with the County regarding City's needs to help County appropriately allocate APO services to the service area and help meet City's needs.

ii. The County shall make reasonable efforts for an APO to respond to high priority calls during regular APO service hours on the day such a call is received. The County shall retain full discretion as to the order in which high priority calls are responded. high priority calls include those calls that pose an emergent danger to the community, including:

- Emergent animal bite
- Emergent dangerous dog
- Emergent injured animal
- Law enforcement/fire assist calls — (Example; Owner arrested/hospitalized no person available to provide care to the animal during owner/keeper's absence.)
- Emergent animal cruelty

iii. Lower priority calls include all calls that are not high priority calls. These calls will be addressed by an APO or customer service center staff over the telephone, referral to other resources, or by dispatching an APO as necessary or available, as determined necessary and appropriate in the sole discretion of the County. Particularly in the busier seasons of the year (spring through fall), lower priority calls may only receive a telephone response from the Animal Protection Officer or customer service center. Lower priority calls are non-emergent requests for service, including but not limited to:

- Non-emergent high priority events
- Patrol request: APO requested to patrol a specific area due to possible animal control code violations,
- Dog or Cat at Large
- Stray Dog or Cat Confined
- Barking Dog
- Deceased Dog or Cat

iv. The following Animal Control Service resources will be available for dispatch into any service area as the County deems appropriate.

1. A Field Operations Manager will provide oversight of and backup for APOs.
2. Staff will be available to perform animal cruelty investigations, to respond to animal cruelty cases, and to prepare related reports (subject to vacation/sick leave/training/etc.).
3. Not less than 1 APO will be on call every day at times that are not regular APO service hours (including the days per week that are not included within regular APO service hours), to respond to high priority calls posing an extreme life and safety

danger, as determined by the County. These services are referred to as Emergency Services Examples include but are not limited to

- Emergent Injured Animal
- Emergent Aggressive Dog at Large
- Emergent Animal Bite
- Law Enforcement or Fire Department Assist (Example; Owner arrested or hospitalized no person available to provide care during owner's absence)

4. The Parties understand that rural areas of the County will generally receive a less rapid response time from APOs than urban areas.

v. Animal Protection Officers are tasked with investigating and enforcing the state and local animal control ordinances . APOs are responsible for issuing warnings, infractions, citations, and writing/executing search warrants as it pertains to enforcement of the local and state animal control ordinances. Examples of call types that animal protection officers respond to include but are not limited to the following.

- Barking Investigation
- Bite Investigation
- No Rabies Vaccination
- Cat at Large
- Dog at Large
- Dog/Cat Exhibiting Vicious Propensities
- Dog Chasing Vehicle
- Dogs Running in Pack
- Dangerous Dog Declaration
- Dangerous Dog Inspection
- Dangerous Dog Violation
- Potentially Dangerous Dog Declaration
- Potentially Dangerous Dog Violation
- Unlicensed Dog/Cat
- Illegal Kennel
- Private Kennel Inspection
- Commercial Kennel Inspection
- Public Nuisance
- Inherently Dangerous Mammals/Reptiles Inspection
- Inherently Dangerous Mammals/Reptiles Violation
- Park Patrol
- Failure to Report Hit-By-Car Animal
- Theft of Pet
- Animal Cruelty
- Animal Fighting
- Animal Neglect
- Abandoned Animal
- Illegal Tethering
- Unsafe Confinement
- Animals Unattended in Vehicle/Enclosed Space

COUNTY will recognize the following performance measures pertaining to Animal Control Services and shall attempt to monitor the following to better improve its services:

- Volume of and average response time to high priority calls.
- Volume of and average response time to low priority calls.

**(2) ANIMAL CARE AND CONTROL FACILITY SERVICES**

Facility services involve caring for and placing abandoned, stray, abused, and/or neglected dogs, cats, and sometimes other domesticated animals within capacity and capacity for care limitations utilizing Association of Shelter Veterinarian guidelines or other noted best practices at the discretion of the SCRAPS Director. The Public Service Counter at the facility will be open to the public not less than 30 hours per week and not less than 5 days per week, excluding holidays and COUNTY designated furlough days, for purposes of pet redemption, adoption, sales services and (as may be offered from time to time) animal surrenders. The Public Service Counter at the facility may be open for additional hours if practicable within available resources. Facility services include:

- Post-impound animal care includes foster placement and/or in-facility housing, daily feeding and cleaning, behavior/personality assessment (if deemed necessary), enrichment, and routine veterinary care;
- The County will maintain a volunteer/foster care function at the Facility to encourage use of volunteers working at the facility and use of foster families to provide fostering/transitional care between facility and permanent homes for adoptable animals;
- Veterinary services will be provided to only those animals in SCRAPS possession and will include animal exams, treatment and minor procedures, spay/neuter and sometimes other surgeries. Limited emergency veterinary services will be available during non-business hours, through third-party contractors, and engaged if and when the County determines necessary;
- Animal placement includes reunification with owners (redemptions), adoption into new homes, and transfer to partner animal rescue organizations;
- Animals deemed "dangerous" pursuant to the Spokane County Code are quarantined and held pending adjudication and/or compliance with legal restrictions;
- Operating policies, codes, public fee structures, and partnerships are aimed at reducing the number of animals impounded and minimizing their lengths of stay. Efforts to reduce the animals impounded include only accepting owner surrendered animals in exigent circumstances or at the SCRAPS Director's discretion.
- Operations include the maintenance of a crematorium or other means to properly dispose of deceased animals;
- The County will maintain a pet license program to comply with Spokane County Code Title 5;

The operating policy of SCRAPS will be to restrict euthanasia to only those cases which are authorized consistent with Spokane County Code Title 5. No euthanasia will be performed without the express approval of the SCRAPS Director.

**(3) ANIMAL CONTROL ORDINANCE/ LICENSES/ FEES/ PENALTIES SERVICES**

In conjunction with the enforcement of the CITY'S Animal Control Ordinance, the CITY shall adopt and keep current by appropriate legislative action an Animal Control Ordinance substantially identical to that adopted by the COUNTY as it presently exists or as it may hereinafter be modified/amended, to include all licenses/fees/penalties. This responsibility shall not be deemed a restriction upon the CITY's legislative power. The CITY may enact ordinances dealing with animal control within its boundaries. All revenues realized from licenses/fees/penalties collected shall be retained by SCRAPS.

The COUNTY shall provide the CITY with a copy of its Animal Control Ordinance presently codified in Chapter 5.04 of the Spokane County Code and all subsequent modifications/amendments thereto. The CITY shall provide the COUNTY with copies of its adopted/amended Animal Control Ordinance substantially identical to Chapter 5.04 of the Spokane County Code.

The CITY shall provide legal counsel to prosecute any citations/complaints issued by the COUNTY in providing Services in any court of lawful jurisdiction except if the enforcement constitutes a felony or is filed in the Spokane County District Court for prosecution by the Spokane County Prosecutor's Office.

The COUNTY may conduct surveys within the CITY for unlicensed dogs and cats.

In performing Animal Control Services, the COUNTY will provide all necessary personnel, vehicles, and materials.

**(4) CITIZEN SERVICE COMPLAINT PROCESS**

Any CITY concern regarding the provision of services under this Agreement may be forwarded to the Advisory Board (see "Exhibit C") for consideration at their next scheduled meeting. Failure to resolve the concern by the Advisory Board shall result in the concern being immediately forwarded to the CEO for resolution. If the CITY is not satisfied by the decision of the CEO, it may seek dispute resolution pursuant to SECTION No. 13.

**(4) ACTIVITY SPECIFIC REPORTING SERVICES**

Activity-specific statistics may be shared with CITY and include the following:

- The number of requests for service by type.
- The number of impounded animals.
- The number of emergency requests for service.

## **ATTACHMENT “B” COSTS AND PAYMENT**

### **CALCULATION OF COST**

CITY shall pay COUNTY the actual costs for Animal Control Services provided under this agreement. The cost for Animal Control Services for Fiscal Year **2026** forward under this Agreement shall be calculated as follows:

**Cost of Service = (SCRAPS Prior Month Actual Expenses x Percentage (%) of CITY Activity Study {Prior Month}) – Prior Month Licensing Revenue for CITY**

Attachment's B-1, B-2 and B-3 are attached for illustrative purposes:

CITY shall pay COUNTY based upon the Cost –of Service calculation.

### **BILLING**

COUNTY will bill CITY by the 15th of the month immediately following the month of service. The invoice to CITY will be due to the COUNTY by the 5<sup>th</sup> day of the following month.

### **CAPITAL IMPROVEMENTS**

Capital expenses will be identified and included in the budget process; proposed budget and capital for the following budget year will be provided to CITY by end of Quarter 3. Depreciation over asset useful life will be calculated; CITY will reimburse cost based on percentage of CITY Activity Study and will be included in monthly invoice.

### **METHOD OF PAYMENT**

The CITY agrees to make payment in the amount and manner stipulated herein and in amount(s) specified under CALCULATION OF COST – ATTACHMENT “B” COSTS AND PAYMENT.

A. The method of payment will be at the CITY’s sole discretion using any of the methods listed below. The annual cost submitted by the COUNTY and accepted by the CITY is inclusive of applicable payment terms, as well as any and all fees incurred by the vendor through their financial institutions in accepting any of the above referenced payment methods. No additional fees or charges to the COUNTY shall apply, unless otherwise preapproved by the COUNTY.

The method of payment options that the CITY may use, at its sole discretion, are:

1. Automated Clearing House (ACH); or
2. Electronic Payment (“E-Payment” or “ePayables”).

- B. Unless the PARTIES agree otherwise, pay requests will be numbered sequentially beginning with "Pay Request 1". If the billing cannot be identified or the charges correlated with this Agreement it shall be returned without action.
- C. Date of payment of an invoice shall be the date appearing on the warrant issued in payment of the invoice.
- D. Moneys past due may bear a finance charge as stipulated by law. The current rate is 1% per month.
- E. Identification of final invoice: In order for both Parties to close their books and records, COUNTY will clearly state "FINAL INVOICE" on the COUNTY's final/last billing to the CITY. This certifies that all services have been properly performed and all applicable charges and costs have been invoiced to the CITY.

**ATTACHMENT “B-1”**

<b>Spokane County Regional Animal Protection Services</b>						
<b>Activity Study 2024</b>						
	<b>Request For Service</b>	<b>Impounds</b>	<b>Emergency Calls</b>	<b>Trapping</b>	<b>Total</b>	<b>%</b>
<b>Spokane City</b>	<b>4038</b>	<b>2621</b>	<b>143</b>	<b>5</b>	<b>6807</b>	<b>52.22%</b>
<b>Spokane County</b>	<b>1482</b>	<b>1114</b>	<b>33</b>	<b>1</b>	<b>2630</b>	<b>20.17%</b>
<b>Spokane Valley</b>	<b>1543</b>	<b>1250</b>	<b>61</b>	<b>0</b>	<b>2854</b>	<b>21.89%</b>
<b>Airway Heights</b>	<b>58</b>	<b>92</b>	<b>10</b>	<b>0</b>	<b>160</b>	<b>1.23%</b>
<b>Cheney</b>	<b>124</b>	<b>98</b>	<b>5</b>	<b>0</b>	<b>227</b>	<b>1.74%</b>
<b>Deer Park</b>	<b>58</b>	<b>32</b>	<b>0</b>	<b>0</b>	<b>90</b>	<b>0.69%</b>
<b>Fairchild AFB</b>	<b>2</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>9</b>	<b>0.07%</b>
<b>Fairfield</b>	<b>7</b>	<b>13</b>	<b>0</b>	<b>0</b>	<b>20</b>	<b>0.15%</b>
<b>Latah</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7</b>	<b>0.05%</b>
<b>Liberty Lake</b>	<b>61</b>	<b>26</b>	<b>1</b>	<b>0</b>	<b>88</b>	<b>0.68%</b>
<b>Medical Lake</b>	<b>60</b>	<b>39</b>	<b>0</b>	<b>0</b>	<b>99</b>	<b>0.76%</b>
<b>Millwood</b>	<b>14</b>	<b>18</b>	<b>0</b>	<b>0</b>	<b>32</b>	<b>0.25%</b>
<b>Rockford</b>	<b>13</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>13</b>	<b>0.10%</b>
<b>Total</b>	<b>7467</b>	<b>5310</b>	<b>253</b>	<b>6</b>	<b>13036</b>	<b>100.00%</b>

**ATTACHMENT “B-2”**

**Actual Year To Date**

January 2024 To December 2024 (12 Months)

Fund	- 010 - GENERAL FUND
Agency	420 - Animal Control
Account	All
Department IDs	All

	<b>YTD Actual Cost</b>
S100 - Annual Operating Contingency	-
S101 - Salaries and Wages	<u>1,988,297</u>
Total S101 - Salaries and Wages	1,988,297
S102 - Employee Benefits	945,346
S103 - Supplies	453,016
S104 - Services	497,977
S105 - Governmental Transfers	-
S106 - Capital	21,735
S107 - Debt Services	<u>439,706</u>
Total Expense	<u>4,346,077</u>

**ATTACHMENT “B-3”**

**Jurisdiction Summary Report – Spokane, WA**

Activity from 1/1/24 through 12/31/24

Jurisdiction	Dog License			Cat License			Service	License Total	Replacement	Except	
	Intact	Altered	Senior	Intact	Altered	Senior					
<b>All Locations</b>											
AIRWAY HEIGHTS	14	121	34	1	60	0	0	230	2	2	
	\$5,957.00	\$742.00	\$3,388.00	\$586.00	\$28.00	\$1,080.00	\$0.00	\$5,824.00	\$10.00	\$26.00	
CHENEY	32	175	64	11	150	32	5	469	2	2	
	\$11,400.00	\$1,696.00	\$4,900.00	\$1,126.00	\$308.00	\$2,700.00	\$416.00	\$0.00	\$11,146.00	\$10.00	\$26.00
COUNTY	426	3,318	2,337	17	1,224	594	12	7,928	13	62	
	\$195,268.00	\$22,578.00	\$92,886.00	\$41,428.00	\$476.00	\$22,006.00	\$7,709.00	\$0.00	\$187,083.00	\$65.00	\$852.00
DEER PARK	5	45	74	3	14	5	0	146	0	0	
	\$3,286.00	\$265.00	\$1,260.00	\$1,332.00	\$84.00	\$252.00	\$65.00	\$0.00	\$3,258.00	\$0.00	\$0.00
FAFB	36	180	0	3	74	0	0	293	0	0	
	\$8,399.00	\$1,908.00	\$5,040.00	\$0.00	\$84.00	\$1,332.00	\$0.00	\$0.00	\$8,364.00	\$0.00	\$0.00
FAIRFIELD	1	6	6	0	1	0	0	14	2	0	
	\$362.00	\$53.00	\$168.00	\$108.00	\$0.00	\$18.00	\$0.00	\$0.00	\$347.00	\$10.00	\$0.00
LATAH	1	9	2	0	5	0	0	17	0	0	
	\$431.00	\$53.00	\$252.00	\$36.00	\$0.00	\$90.00	\$0.00	\$0.00	\$431.00	\$0.00	\$0.00
LIBERTY LAKE	20	251	139	0	120	37	0	567	0	0	
	\$13,561.00	\$1,060.00	\$7,028.00	\$2,489.00	\$0.00	\$2,160.00	\$481.00	\$0.00	\$13,218.00	\$0.00	\$0.00
MEDICAL LAKE	4	72	43	0	25	14	0	158	0	0	
	\$3,734.00	\$212.00	\$2,016.00	\$774.00	\$0.00	\$450.00	\$182.00	\$0.00	\$3,634.00	\$0.00	\$0.00
MILLWOOD	5	43	29	0	21	14	0	112	1	0	
	\$2,607.00	\$265.00	\$1,204.00	\$522.00	\$0.00	\$378.00	\$182.00	\$0.00	\$2,551.00	\$5.00	\$0.00
OTHER	6	22	3	0	19	0	0	50	0	0	
	\$1,330.00	\$318.00	\$616.00	\$54.00	\$0.00	\$342.00	\$0.00	\$0.00	\$1,330.00	\$0.00	\$0.00
ROCKFORD	2	5	2	0	2	0	0	11	0	0	
	\$318.00	\$106.00	\$140.00	\$36.00	\$0.00	\$36.00	\$0.00	\$0.00	\$318.00	\$0.00	\$0.00
SPOKANE	832	5,735	3,392	40	2,752	1,329	42	14,122	27	82	
	\$343,530.00	\$44,096.00	\$160,580.00	\$60,385.00	\$1,120.00	\$49,523.00	\$17,277.00	\$0.00	\$332,981.00	\$135.00	\$1,030.00
SPOKANE VALLEY	361	2,504	1,499	22	1,303	553	18	6,260	9	41	
	\$150,857.00	\$19,133.00	\$70,094.00	\$26,598.00	\$616.00	\$23,454.00	\$7,163.00	\$0.00	\$147,058.00	\$45.00	\$465.00
STEVENS	0	1	0	0	0	0	0	1	0	0	
	\$28.00	\$0.00	\$28.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28.00	\$0.00	\$0.00	
UNKNOWN	2	1	1	0	0	0	0	4	0	0	
	\$152.00	\$106.00	\$28.00	\$18.00	\$0.00	\$0.00	\$0.00	\$152.00	\$0.00	\$0.00	
<i>Subtotal All Locations</i>	<i>1,747</i>	<i>12,488</i>	<i>7,625</i>	<i>97</i>	<i>5,770</i>	<i>2,578</i>	<i>77</i>	<i>30,382</i>	<i>56</i>	<i>189</i>	
	<i>\$92,591.00</i>	<i>\$349,628.00</i>	<i>\$135,492.00</i>	<i>\$2,716.00</i>	<i>\$103,821.00</i>	<i>\$33,475.00</i>	<i>\$0.00</i>	<i>\$717,723.00</i>	<i>\$280.00</i>	<i>\$2,399.00</i>	

## **Attachment “C” SCRAPS ADVISORY BOARD**

### **Meetings**

- Meet: Quarterly
- Location: 6815 E. Trent Ave. Spokane Valley WA 99212
- Time: TBD

### **Member Specifications**

- Current Members:
- Term:

### **Details:**

The SCRAPS Advisory Board will consist of seven (7) members. The seven members shall consist of two individuals representing Spokane County, two individuals from each of the two largest municipal ILA holders, and one representative for the remaining cities and towns that contract for animal control services with the County. The Board of County Commissioners shall select two members by vote. County shall identify the two largest municipal ILA holders by population. These municipalities shall each select two members for the advisory board. The remaining municipalities shall consult to nominate a member for the advisory board. If the municipalities cannot select a single individual, they shall propose candidates to the advisory board to select a member from amongst the group of candidates.

Appointments shall be for 2-year terms, from July 1 of the first year of appointment, through June 30 of the second year of appointment. The years shall consist of 12 calendar months each, for a total of 24 months. Service on the board is voluntary. Members of the SCRAPS Advisory Board serve as representatives of the people in Spokane County and the municipal jurisdictions within the county. Members should have an understanding of the role and purpose of animal control agencies and should strive to improve their knowledge of animal control best practices and ethics.

### **Purpose**

The purpose of Spokane County Regional Animal Protection Service (SCRAPS) Advisory Board is to provide current knowledge, critical thinking, and analysis to increase business efficiency, communication, best practices and high-quality animal control and protection service to the citizens of Spokane County.

## **Duties**

Review response protocols and recommending potential changes to further the goal of supporting the most appropriate use of Animal Control Service resources countywide. The County will in good faith consider such recommendations but reserves the right to make final decisions on response protocols. The County will make no changes to its procedures that are inconsistent with the terms of Attachment A. Board members who miss more than two scheduled meetings in a row be removed from the Board following a vote of the majority of the Board's members.

**CITY OF MEDICAL LAKE  
SPOKANE COUNTY, WASHINGTON  
RESOLUTION NO. 26-789**

**A RESOLUTION OF THE CITY OF MEDICAL LAKE, WASHINGTON ADOPTING  
AMENDED CITY COUNCIL POLICIES AND PROCEDURES**

WHEREAS, pursuant to RCW 35A.12.120, the Medical Lake City Council is required to adopt rules which relate to City Council procedures, order of business, conduct of City Council meetings, and such other matters properly related thereto; and

WHEREAS, on January 7, 2025, the City Council determined that the Parks & Recreation Committee was no longer necessary given the establishment of the Parks & Recreation Advisory Board; and

WHEREAS, the City Council has also determined that it would be in the best interests of the City Council to amend the Medical Lake City Council Policies and Procedures (“Policies and Procedures”) to a) dissolve the Parks & Recreation Committee and remove such Committee from the Policies and Procedures; and b) update the review of and selection process for filling vacancies that occur on the City Council; and

WHEREAS, the Medical Lake City Council has reviewed the amended Policies and Procedures as contained in Exhibit A and finds them to be acceptable and appropriate.

NOW, THEREFORE, be it Resolved by the City Council of the City of Medical Lake, Washington as follows:

**1. Policies and Procedures.**

The City Council hereby adopts the amended Policies and Procedures set forth in Exhibit A under the Mayor/Council form of government. For decisions of order, the City shall be governed by the most recent edition of Robert’s Rules of Order.

**2. Best Efforts.**

These Policies and Procedures are designed to assist in the orderly conduct of City Council business. Failure of the City Council to adhere to the Policies and Procedures shall not result in any liability to the City, its officers, its agents and employees nor shall the same result in any invalidation of City Council action.

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

ADOPTED this \_\_\_\_ day of January, 2026.

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Mayor Terri Cooper

Attest:

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Koss Ronholt, City Clerk

Approved as to Form:

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Sean P. Boutz, City Attorney

## **EXHIBIT A**

### **Section 8.3 Interview Process**

All qualified candidates who submit an application by the deadline will be ~~interviewed by the council during a regular or special Council meeting open to the public~~ reviewed by the Council during an executive session at the next regular or special Council meeting open to the public to discuss the qualifications of all candidates. Immediately following the executive session, Council shall meet in public session to select up to three (3) candidates to be invited to participate in an interview. The order of the interviews will be determined by drawing names. In order to make the interviews fair, applicants will be asked to remain outside the Council Chambers while other applicants are being interviewed. Applicants will be asked to answer questions submitted to them in advance of the interview and questions posed by each Council member during the interview process. The Council members will ask the same questions of each candidate. Each candidate will then be allowed two (2) minutes for closing comments. Comments and responses about other applicants will not be allowed.

### **Section 9.2 List of Council Committees**

The following Council Committees have been created by the Mayor for purposes of giving Council the opportunity to learn services and operating issues in depth for the development of policy and budgets, for providing information for good decision making, and to develop the expertise in the organization to share with other Council members. The following Council Committees may change from time to time to meet the needs of the City.

- (1) Finance
- (2) Public Safety
- (3) General Government
- ~~(4) Parks and Recreation~~