

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

6:30 PM  
January 6, 2026

Council Chambers  
124 S. Lefevre Street

**MINUTES**

**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 Lahnne 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. Lahnne 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.



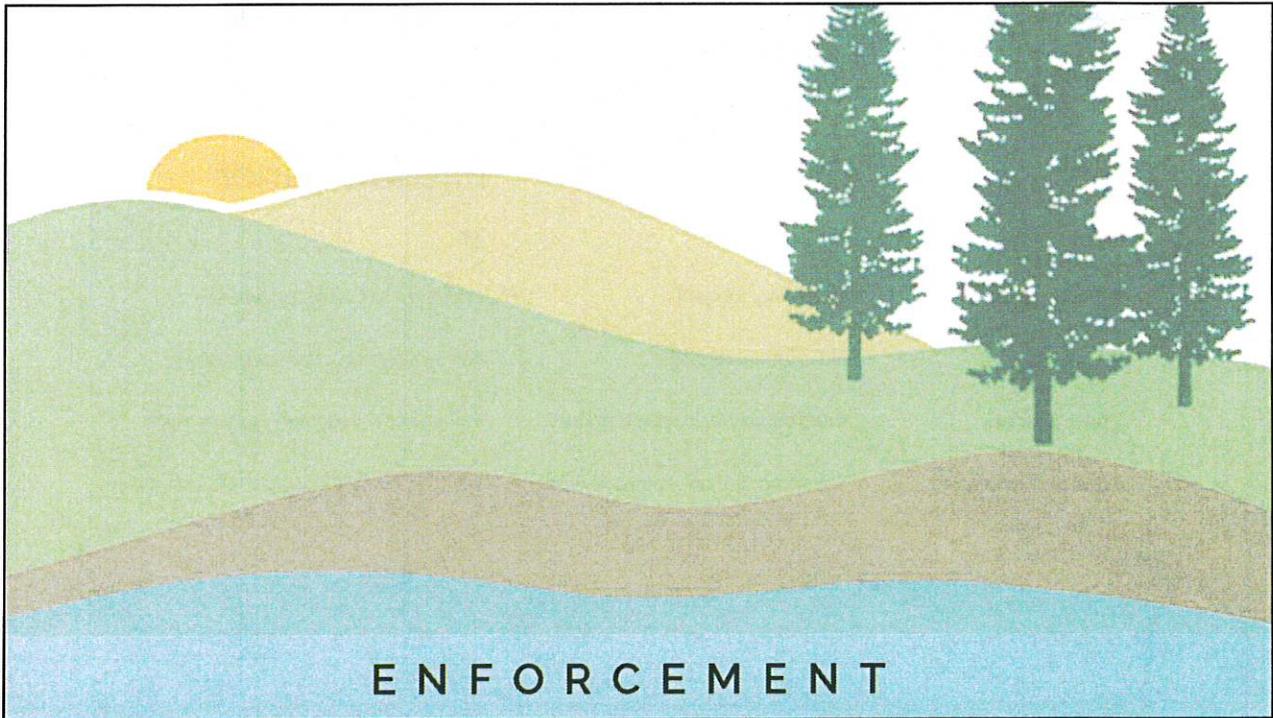
Terri Cooper, Mayor

Don Kennedy, Pro Temp



Koss Ronholt, Finance Director/City Clerk

\_\_\_\_\_  
Date



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## 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 (≤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?**

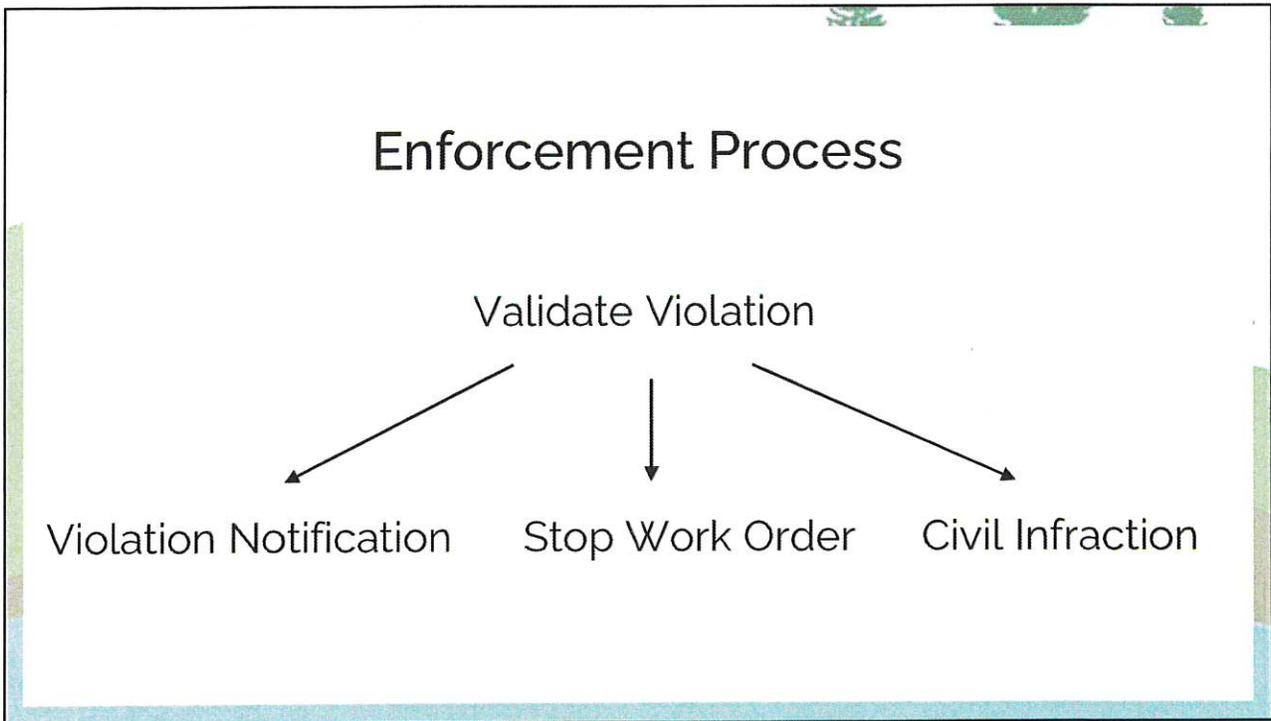
Create a singular, clear, comprehensive, objective approach to enforcement

**What are other cities doing?**  
Unique to each jurisdiction

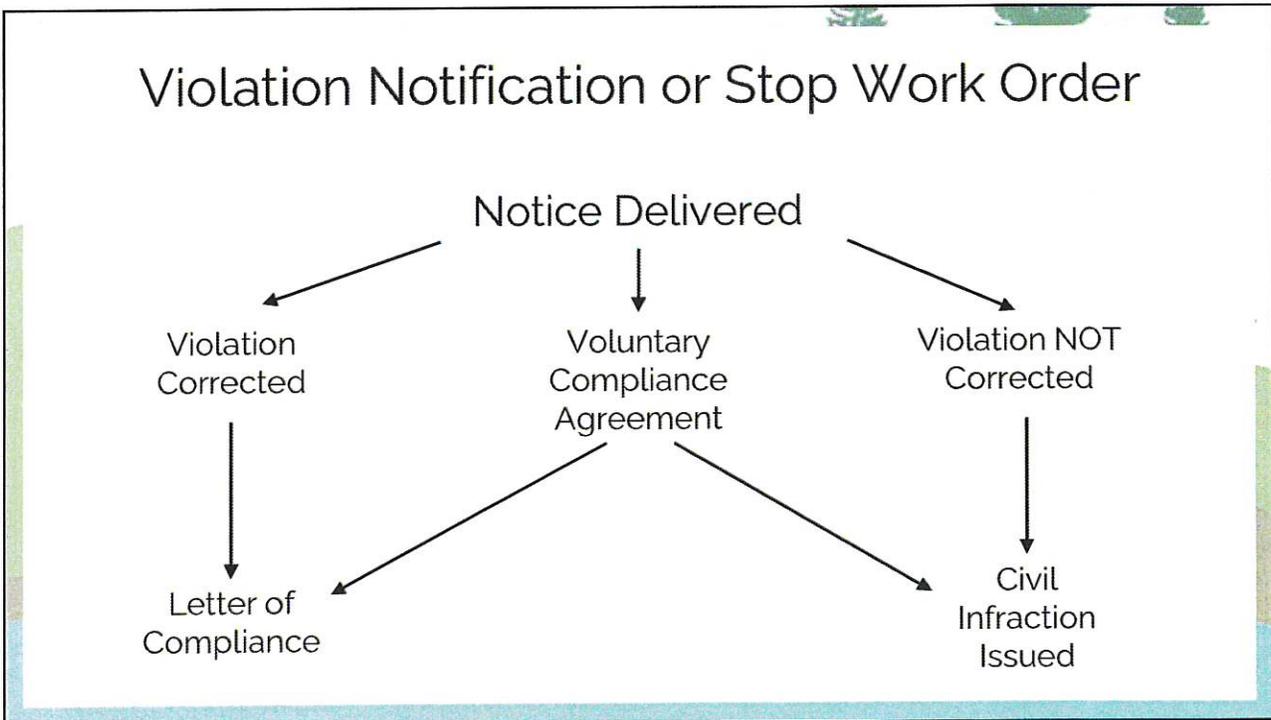
**Relationship to Comp Plan?**  
Plan → Regulations → Enforcement

**State Mandates?**  
Implementing the Comp Plan, includes enforcement

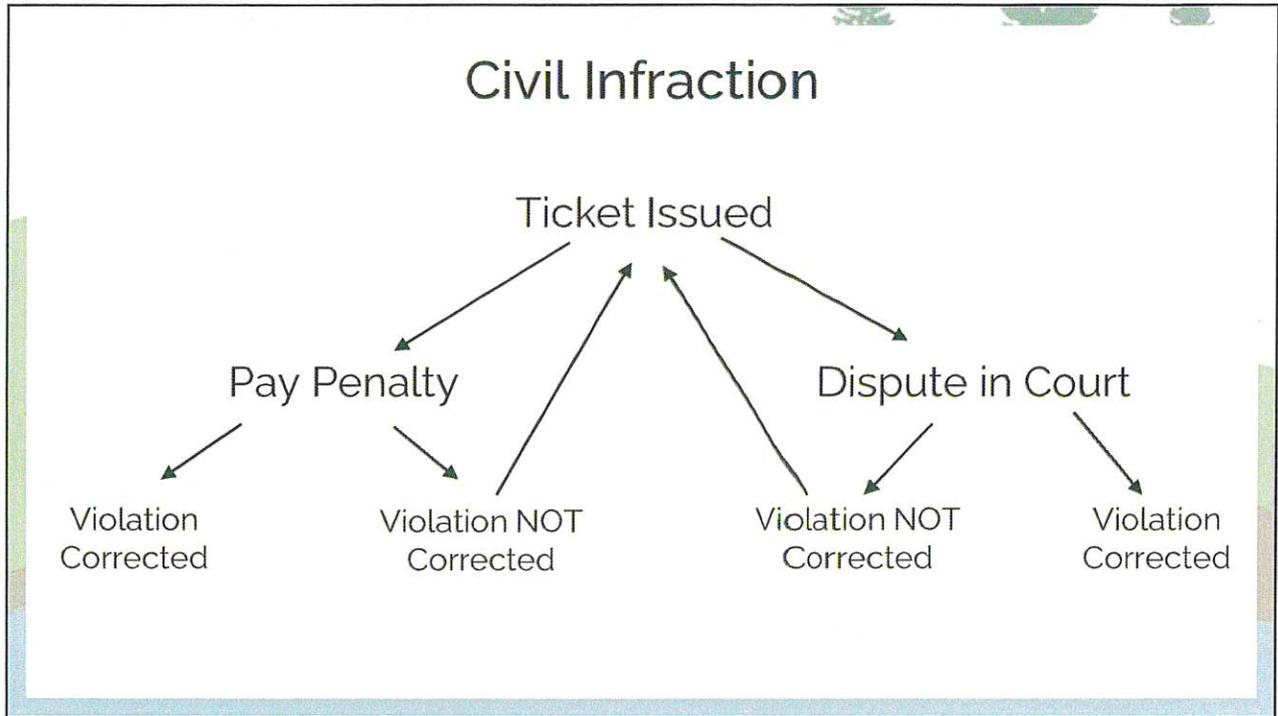
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7

### 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

Default

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## 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

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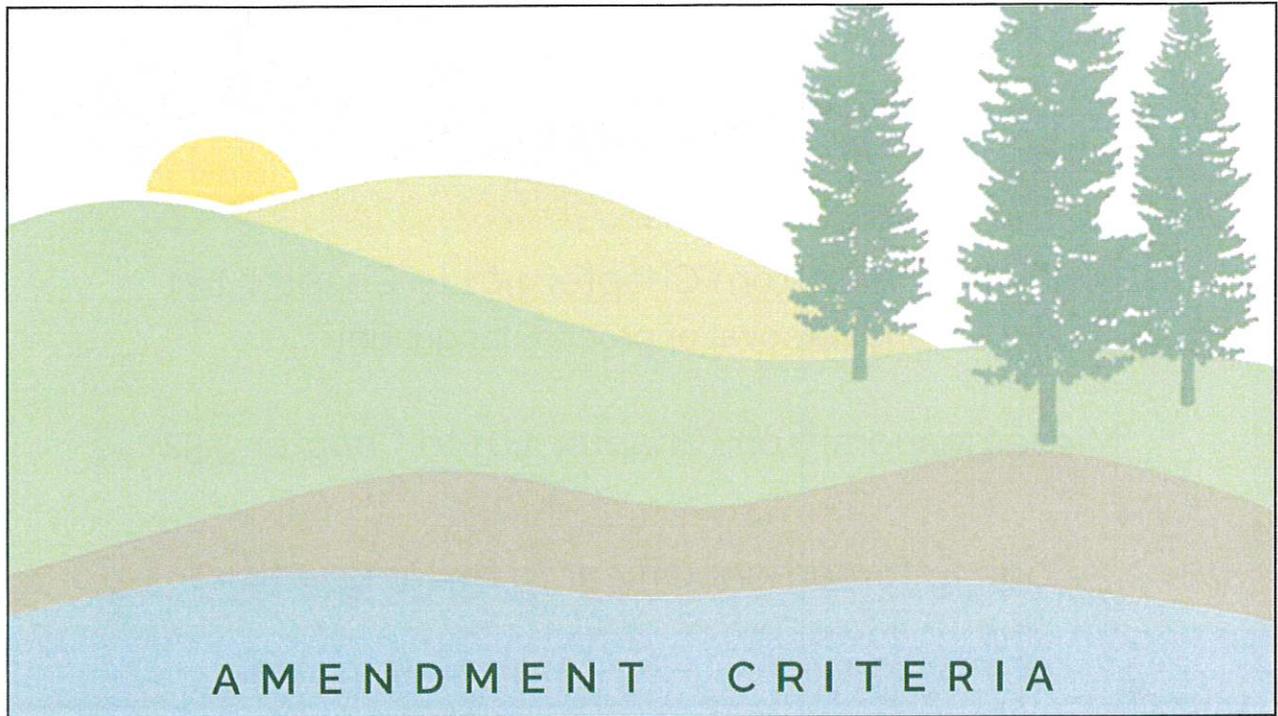
## Next Steps for City Council

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

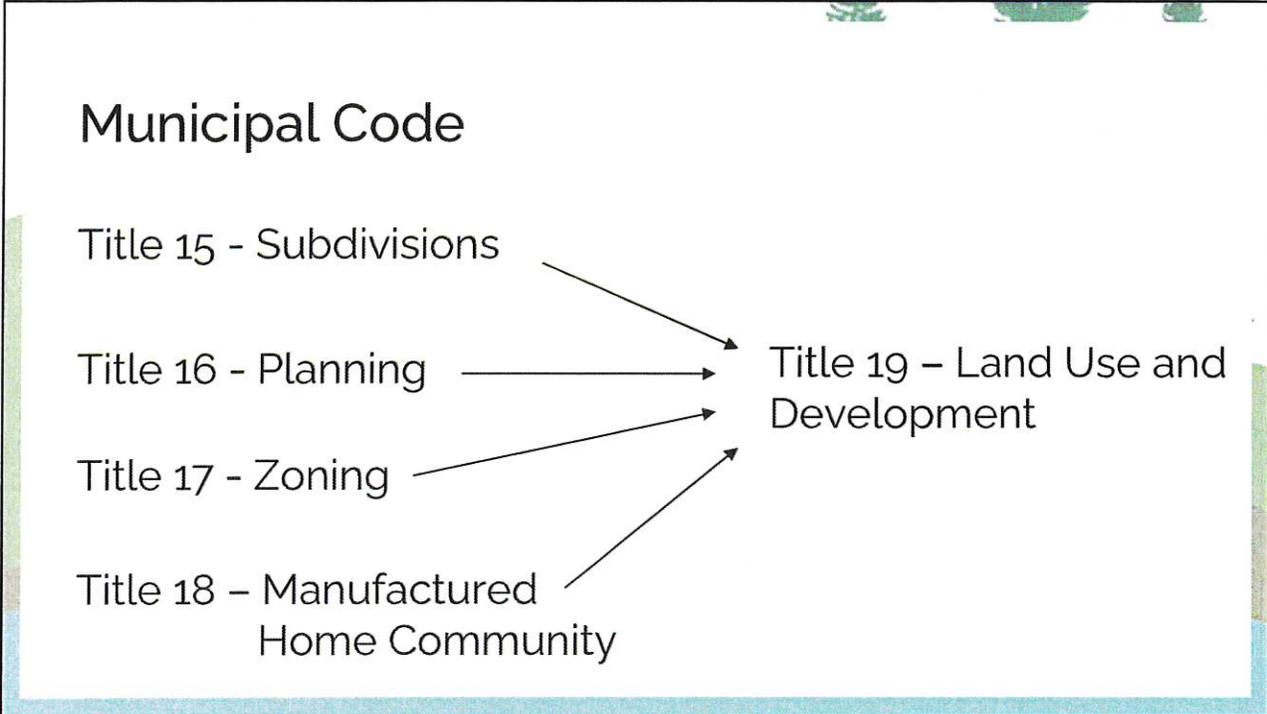


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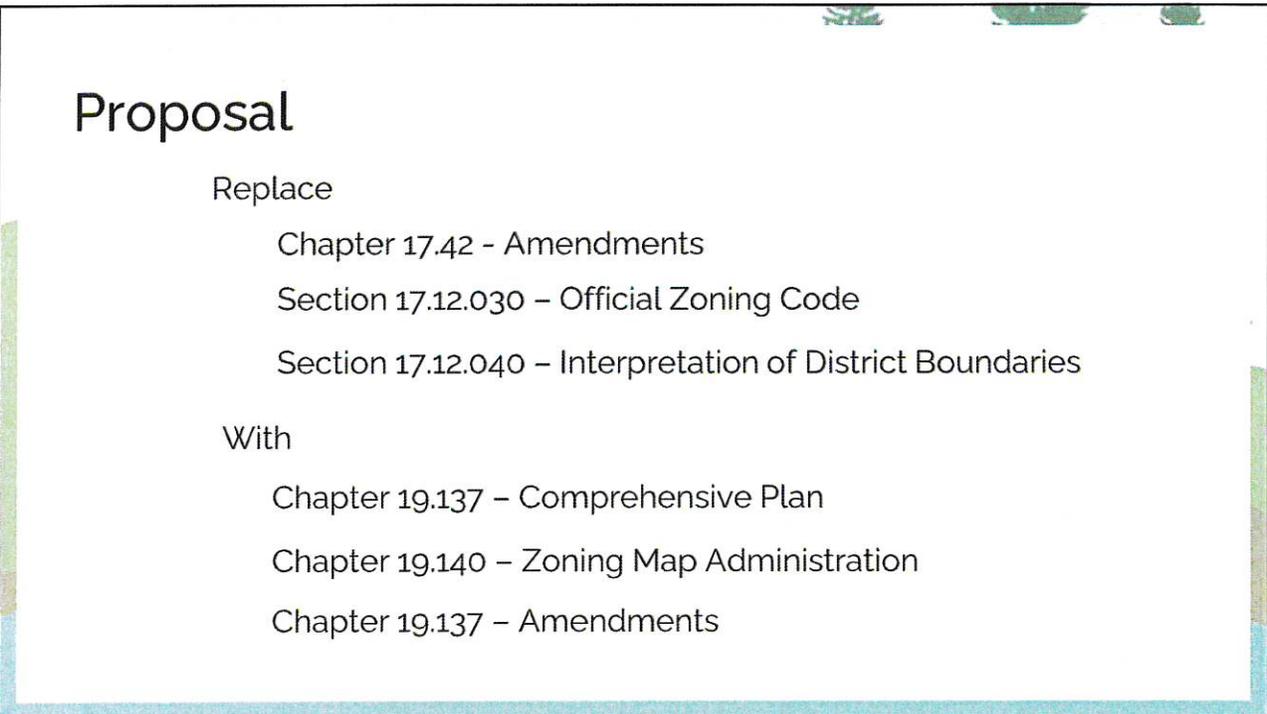
## Legislative Review

- 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



3



4

## Chapter 19.137 – Comprehensive Plan

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

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## Chapter 19.140 – Zoning Map Administration

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

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## Chapter 19.143 – Amendments

- Purpose
- Applicability
- Applications
- Process
- Approval Criteria

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## 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

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

<b>City of Medical Lake City Council</b>	<b>City Staff/Consultants</b>	<b>City Council/Term Expiration</b>
<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
<b>City Council Committees</b>	<b>City Staff/Consultants</b>	<b>City Council Reps</b>
<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
<b>Citizen Advisory Boards</b>	<b>City Staff/Consultants</b>	<b>Appointees/Term Expiration</b>
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
<b>Spokane County/Regional Boards and Commissions</b>	<b>City Staff/Councilmembers</b>	<b>Term Expiration if applicable</b>
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	