

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

6:30 PM  
December 16, 2025

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  
Don Kennedy  
Bob Maxwell  
Ted Olson  
Tony Harbolt

**Administration & Staff**

Terri Cooper, Mayor  
Sonny Weathers, City Administrator  
Thomas Rohrer, Legal Counsel (via Zoom)  
Koss Ronholt, Finance 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 6:32pm, led the Pledge of Allegiance, and conducted roll call.
  - i. Councilmember Speirs was unable to make it back from a work trip in time for the meeting and requested an absence. Motion to approve made by Councilmember Olson, seconded by Councilmember Maxwell, carried 5-0.
  - ii. Councilmembers Pritchard, Kennedy, Maxwell, Olson, and Harbolt were all present in person. Councilmember Ray-Abbott was not present.

**2. AGENDA APPROVAL**

- A. Add the November 25, 2025, Special Meeting minutes to item 9Ai. Motion to approve the addition made by Councilmember Kennedy, seconded by Councilmember Maxwell, carried 5-0.
  - i. Motion to approve agenda as amended made by Councilmember Kennedy, seconded by Councilmember Maxwell, carried 5-0.

**3. INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS – none.**

**4. ANNOUNCEMENTS / PROCLAMATIONS / SPECIAL PRESENTATIONS**

- A. Oaths of Office for Mayor Cooper and Councilmembers Harbolt, Olson, Kennedy, and Wilbur
  - i. Mr. Ronholt led the Oath of Office and swore in councilmembers.
  - ii. Mr. Ronholt led the Mayor's Oath of Office and swore in Mayor Cooper.

## 5. REPORTS

### A. Public Safety

- i. FD3 Chief Rohrbach – provided November 2025 stats, 2<sup>nd</sup> slowest month. 47 calls. Average annual calls thus far. Will be ready this evening and all week for wind event. Santa coming Thursday and Friday, can check their Facebook page for the Santa tracker. Mayor Cooper thanked FD3 for serving hot cocoa at Winterfest. Regional 911 center update, anticipate positive developments to be announced this week. Councilmember Harbolt asked about volunteer status. There has been a slight uptick in volunteers. They use an advanced model to determine areas in most need of additional volunteers.

### B. Committee Reports/Council Comments

- i. Councilmember Pritchard – HCDAC meeting, one application for emergency response funding, PFAS reports all submitted, project is complete. Thought Winterfest was a wonderful event.
  - ii. Councilmember Kennedy – SRTC meeting, TIP program 12-13 million for projects in 2026. The WSDOT target goal is zero traffic deaths and serious injuries by 2030.
  - iii. Councilmember Maxwell – General Government Committee – city crews preparing for storm tonight (wind), FEMA generators installed soon, lake levels normal. This is his last meeting as a councilmember. Thanked the community and council for the opportunity. Proud of what has been accomplished. Commented on the great city staff as well. Mayor Cooper thanked him for his service.
  - iv. Councilmember Olson – thanked Councilmember Maxwell for his service on council. Safety Committee – WWTP Headworks and SCADA updates in test phases – utilizing different scenarios. Solar array malfunction – repair in January. When functional saves \$1000 month. Repair covered under warranty. Gave TIB update and SCSO report.
  - v. Councilmember Harbolt – no report
- C. Mayor Cooper – shared that she was appointed to the committee for the PFAS taskforce. Working through criteria for navigator model. The city had the audit exit interview, no findings. Reported on the Facebook live last week with community partners for the Comprehensive Plan Periodic Update. AWC Board of Directors meeting. Elected officials training. AWC encouraging all elected officials to get their Certificate of Municipal Leadership. Broadline update. Winter Festival was a great turnout. She and her husband participated in the Holidays and Heroes event through Spokane County Sheriff. They were Santa and Mrs. Claus.
- D. City Administrator & City Staff
- i. Sonny Weathers, City Administrator – shared that so far there have been 82 views on the Facebook live event recording. Thanked Re\*Imagine Medical Lake, community partners and volunteers for their efforts in Winterfest. Working on transition of municipal court services which will be effective 1/1/26. Should transition smoothly. P&R activity guide – goal is 3 times a year. Will go to local businesses to hand out. Will also be virtual. Expressed gratitude to Councilmember Maxwell for his service on council. Wished everyone a Merry Christmas.

## 6. WORKSHOPS

### A. MOU Advancing Treatment Services

- i. Sheldon Jackson spoke on Treatment First Model – regional approach to homelessness. Treatment first, housing second. Asking Medical Lake to join with other communities in the county to join the MOU. Would be first in nation to have every city in the county to join. Sherrif Nowels spoke on homelessness and challenges with addictions and mental health issues in the county. The MOU is meant to address those with addiction and mental health issues expressly. Explained that because the treatment first protocol is an Executive Order from the President, if communities do not adopt the policy change, they can lose federal

funding. Mayor Cooper gave further explanation and information. This was something wanted across the region. Spoke on her experience in criminal justice with treatment plans. Council questions were addressed. Councilmember Kennedy asked about funding. No new funding – current funding will be used. Mr. Weathers shared that this approach would expand the ability of other treatment first agencies to help. Many are unable to receive funding that assists in offering their services under the current housing first policy. This will not affect housing opportunities for individuals or families in need that do not have mental health issues or addictions.

1. Council in agreement to bring forth at the January meeting as a Resolution to sign the MOU.

**7. EXECUTIVE SESSION - None**

**8. PUBLIC HEARING – None**

**9. ACTION ITEMS**

A. Consent Agenda

- i. Approve **December 2, 2025**, minutes and **November 25, 2025**, Special Meeting Minutes
  1. December 2<sup>nd</sup> minutes, motion to approve made by Councilmember Kennedy, seconded by Councilmember Harbolt, carried 4-0-1 with Councilmember Olson abstaining because he was not present at the meeting.
  2. November 25<sup>th</sup> minutes, motion to approve made by Councilmember Kennedy, seconded by Councilmember Harbolt, carried 4-0-1 with Councilmember Olson abstaining because he was not present at the meeting.
- ii. Approve **December 16, 2025**, Payroll Claim Warrants numbered **53229** through **53236** and Payroll Payable Warrants numbered **30302** through **30310** in the amount of **\$171,197.06** and Claim Warrants numbered **53237** through **53294** in the amount of **\$324,891.01**.
  1. Councilmember Kennedy reported that the Finance Committee had reviewed all claims and warrants, no issues.
    - a. Motion to approve made by Councilmember Kennedy, seconded by Councilmember Maxwell, carried 5-0.

**10. RESOLUTIONS - None**

**11. ORDINANCES**

A. Second Read Ordinance 1138 2026 Final Budget

- i. Legal counsel read into the record.
- ii. Mr. Ronholt available for questions. None.
- iii. Motion to approve made by Councilmember Kennedy, seconded by Councilmember Olson, carried 5-0.

B. Second Read Ordinance 1139 Q3 2025 Budget Amendment

- i. Legal counsel read into the record.
- ii. Motion to approve made by Councilmember Kennedy, seconded by Councilmember Maxwell, carried 5-0.

**12. EMERGENCY ORDINANCES – None**

**13. UPCOMING AGENDA ITEMS - None**

**14. INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS - None**

**15. CONCLUSION**

A. Motion to conclude at 7:49pm made by Councilmember Pritchard, seconded by Councilmember Kennedy, carried 5-0.

  
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Terri Cooper, Mayor

  
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Koss Ronholt, Finance Director/City Clerk

1/4/2026  
Date