



**CITY COUNCIL REGULAR MEETING
TUESDAY, MAY 5, 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 (May 5, 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/86908477072?pwd=khpJTxBWZ2YysS2e2yaag34a5TH1Oz.1>

Meeting ID: 869 0847 7072

Passcode: 668142

One tap mobile

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Join instructions

<https://us06web.zoom.us/meetings/86908477072/invitations?signature=dsi9ud1XqsTGMEyp6cC62UG8vbAIWLdKM1bw2AWB6oU>

- **Watch the Live Stream on YouTube -**
<http://www.youtube.com/@CityofMedicalLake>

WRITTEN PUBLIC COMMENTS

If you wish to provide written public comments for the council meeting, please email your comments to sweathers@medical-lake.org by 4:00 p.m. the day of the council meeting and include all the following information with your comments:

1. The Meeting Date
2. Your First and Last Name
3. If you are a Medical Lake resident
4. The Agenda Item(s) which you are speaking about

*Note – If providing written comments, the comments received will be acknowledged during the public meeting, but not read. All written comments received by 4:00 p.m. will be provided to the mayor and city council members in advance of the meeting.

Questions or Need Assistance? Please contact City Hall at 509-565-5000

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. Committee Reports/Council Comments
 - B. Mayor
 - C. City Administrator & City Staff
 - i. Sonny Weathers, City Administrator
 - ii. Dave Yuhas, Code Enforcement Officer – Q1 Report
 - iii. Grant Application Report – April 2026 (*page 3*)
6. **WORKSHOP DISCUSSION**
 - A. Periodic Update: Comprehensive Plan Part Two (*page 5*)
 - B. Periodic Update: MLMC Amendments concerning Specialized Housing Language (*page 38*)
 - C. Periodic Update: MLMC Amendments concerning Transportation introduction (*page 42*)
 - D. Commercial Kitchen Construction Update (*page 44*)
7. **ACTION ITEMS**
 - A. Consent Agenda
 - i. Approve **April 21, 2026**, minutes. (*page 45*)
 - ii. Approve **May 5, 2026**, Claim Warrants numbered **53668** through **53711** in the amount of **\$247,239.66**. (*page 49*)
8. **PUBLIC HEARINGS** – None.
9. **EXECUTIVE SESSION** – None.
10. **RESOLUTIONS**
 - A. 26-809 Waterfront Park Property Transfer MOU (*page 50*)
 - B. 26-810 Service Agreement E&H Engineering for Water Main Improvements (*page 56*)
 - C. 26-811 Printer Lease and Service Agreement with Canon (*page 64*)
11. **ORDINANCES**
 - A. Second Read Ordinance 1146 Relating to the Sale of Kratom Products (*page 69*)
12. **EMERGENCY ORDINANCES** – None.
13. **UPCOMING AGENDA ITEMS**
14. **INTERESTED CITIZENS**
15. **CONCLUSION**



GRANTS UPDATE

Period: April 2026



Opportunity Reviewed



Applications



Awarded

Period

1

1

1

Year-to-Date

10

6

1

Grant Applications

Application	Amount	Awarding Agency	Match	Federal or State	Status
Disaster Grant	\$7.4m	Economic Development Administration		Federal	Applying
Fox Hollow Trail Project	\$15,000	WA Cities Insurance Authority	0%	State	Awarded
Coney Island Dock	\$50,000	T-Mobile	0%	Private	Applied
Fox Hollow Trail Resurfacing	\$131,000	WA Recreation & Conservation Office	30%	State	Applied
Waterfront Master Plan	\$75,000	Recreation & Conservation Office	0%	State	Not open
City Hall Public Safety Infrastructure Modernization	\$1.4m	Congressionally Directed Spending (USDA-RD/HUD-EDI)	25%	Federal	Short List

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

Active Grants

Grant	Awarded	Awarding Agency	Match	Federal or State	Progress
SLFRF (ARPA)	\$1.3m	US Dept of the Treasury	0%	Federal	99%
Lefevre St Restriping	\$639,400	Transportation Improvement Board	8%	State	62%
Groundwater Study	\$450,000	Dept of Ecology	0%	State	98%
Wastewater Improvements Engineering	\$291,000	Dept of Commerce	\$9000	State	13%
Periodic Update	\$40,625	Dept of Commerce	0%	State	75%
Backup Generators	\$798,741	FEMA	12.5%	Federal	15%
Stormwater Mitigation	\$1m	Dept of Commerce	25%	State	6%
Road Maintenance 2025	\$160,337	Transportation Improvement Board	5%	State	90%

Notes:



To: City Council
From: Elisa Rodriguez, Senior Planner
TOPIC: Periodic Update: DRAFT Comprehensive Plan, Part 2: The Place

Requested Action:

Provide feedback and guidance on the DRAFT Comprehensive Plan, Part 2: The Place

Key Points:

The draft of Part 2 of the Comprehensive Plan focuses on the physical framework that shapes how Medical Lake grows and functions and contains chapters on Land Use, Mobility, Capital Facilities, Parks, Natural Environment, and Climate Resiliency.

Similar to Part 1, each chapter is meant to give a brief history, a picture of where we are at, and what is needed for the future. There are also goals, strategies, and action items listed for each chapter that are intended to inform zoning decisions, capital improvement planning, grant pursuits, and long-term infrastructure investments.

The Climate Resiliency Chapter is derived from the Hazard Mitigation Plan adopted by City Council in 2025.

The Mobility Chapter draws from the draft Transportation Master Plan (TMP) to outline a long-term approach to improving safety, access, and connectivity for all travel modes. The TMP is currently under staff review and will be released for public review in the coming weeks.

Staff has worked to develop a document that reflects the community's desired future and provides clear policy direction. The Comprehensive Plan is intended to support informed decision-making by elected officials, appointed bodies, and staff. Council feedback and community input are encouraged and will strengthen the final Plan.

Background Discussion:

The draft of Part 1: The People, was given to the Planning Commission in February.

The City's first Comprehensive Plan was adopted in 1979. In 1997, after the adoption of the Growth Management Act, the City adopted a new Comprehensive Plan. The plan was revised in 2003, 2007, 2010, and 2019, but reads largely the same as the 1997 version.

Public Involvement:

The draft Plan is informed by and created with the information gathered in outreach activities throughout 2025 and the help of Periodic Update Steering Committee. Once the drafts of all three parts of the plan have been reviewed by the Planning Commission and the City Council, each body will hold a public hearing. In addition, language will be provided on the City website for review and comment by the public.

Next Steps:

The draft of Part 3: The Future, is scheduled to be available in June.

Part Two: The Place

Chapter 5: Land Use

This Land Use chapter is consistent with the Comprehensive Plan vision and establishes how Medical Lake will guide growth, development, and reinvestment over the 20-year planning horizon. It sets policy direction for the location, type, and intensity of land uses while ensuring consistency with the City's adopted zoning regulations, infrastructure capacity, and environmental protections.

This chapter fulfills the Growth Management Act (GMA) requirement for a land use element by identifying land use designations, establishing expectations for density and intensity, and coordinating land use with housing, transportation, capital facilities, parks, and climate resilience planning. The policies in this chapter are implemented through the City's zoning and development regulations adopted in Title 19 of the Medical Lake Municipal Code.

A Brief History of Land Use in Medical Lake

Medical Lake's land use pattern reflects its evolution from a compact lakeside community into a diverse small city serving residential, institutional, and regional functions. Early development clustered around the downtown core and the lake, with closely spaced homes, civic buildings, and local businesses connected by a walkable grid.

As the community expanded, residential neighborhoods developed outward, incorporating schools, parks, and public facilities. Over time, changes in housing demand and development practices introduced larger residential lots, separated land uses, and automobile-oriented commercial areas, particularly along SR 902.

State institutions have also played an important role in shaping Medical Lake's land use and regional identity. Eastern State Hospital, Lakeland Village, and Westlake were established on large campuses at the community's edge, reflecting historic patterns of institutional siting that prioritized separation, access to open land, and self-contained facilities. These campuses introduced significant public employment, specialized services, and long-term land holdings into the city, influencing infrastructure investments, surrounding development patterns, and regional connections. While distinct from surrounding residential neighborhoods, these institutions remain integral to Medical Lake's character and continue to shape land use considerations related to transportation, utilities, public services, and long-term planning.

Today, Medical Lake's land use pattern presents both challenges and opportunities: preserving established neighborhoods and natural amenities while allowing for housing diversity, economic vitality, and reinvestment in downtown and mixed-use areas.

Where We Are Today

Urban Growth Area and Growth Capacity

Medical Lake is a fully-planning city under the GMA, with an established Urban Growth Area (UGA) that defines where urban-level development and services are expected. The City's UGA provides sufficient land capacity to accommodate forecasted population, housing, and employment growth over the planning period through a combination of vacant land, redevelopment opportunities, and incremental infill.

Concentrating growth within the UGA supports efficient use of infrastructure, reduces pressure on environmentally sensitive lands, and aligns with countywide planning policies.

Existing Land Use Pattern

The city's existing land use pattern includes established low-density residential neighborhoods, medium-density residential areas located near downtown and commercial services, and a walkable downtown core that integrates commercial, civic, and residential uses. Mixed-use corridors accommodate a blend of residential and commercial development, while public facilities, such as schools, utilities, parks, civic buildings, and state institutional campuses including Eastern State Hospital, Lakeland Village, and Westlake, serve as important community anchors and regional employment centers. Open spaces, shoreline areas, and trail systems further define Medical Lake's character and contribute to its quality of life. While Medical Lake remains predominantly residential, demand for greater housing choice, expanded services, and more flexible development patterns continues to grow.

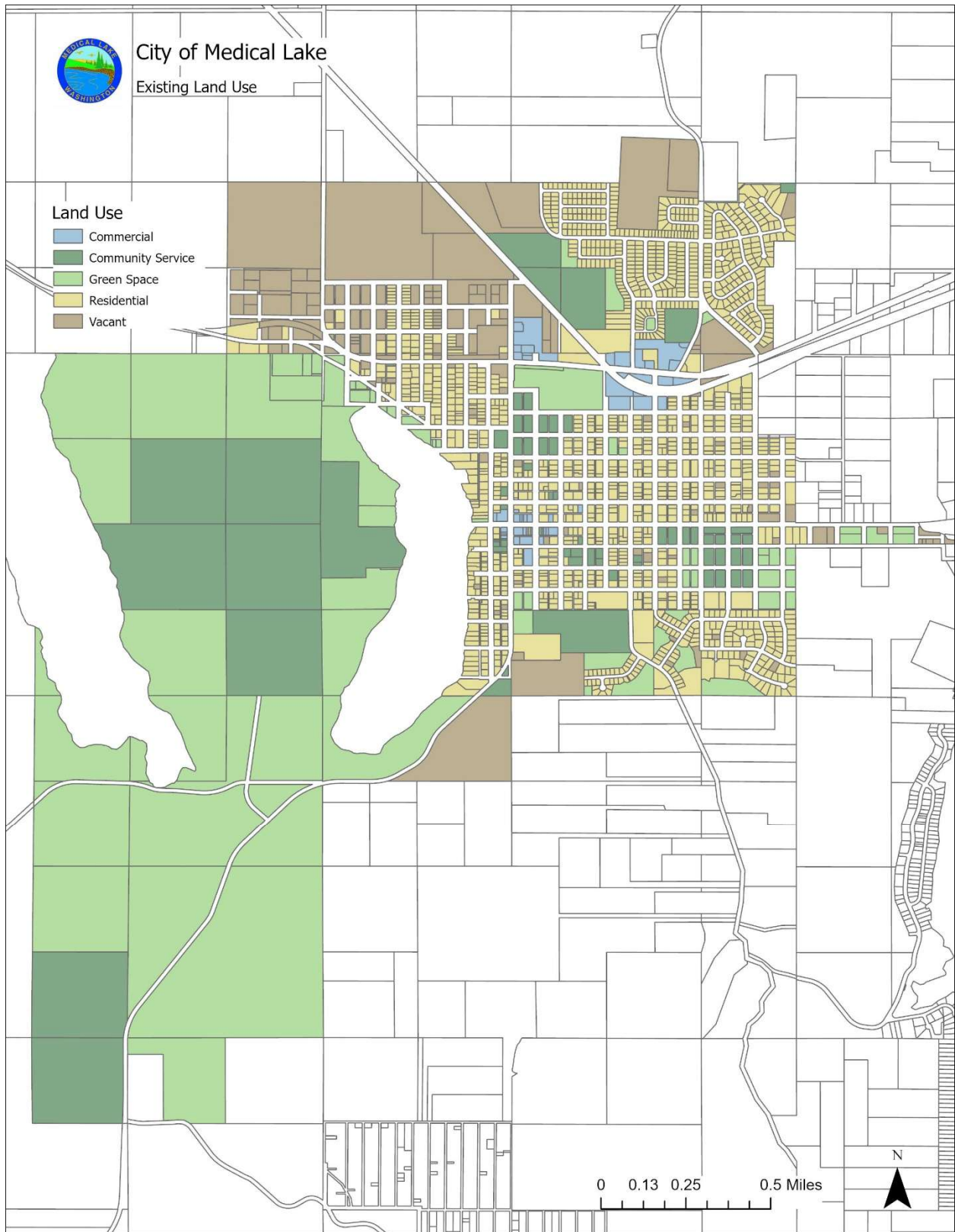


City of Medical Lake

Existing Land Use

Land Use

-  Commercial
-  Community Service
-  Green Space
-  Residential
-  Vacant



Land Use Framework and Zoning Alignment

The City's Comprehensive Plan land use framework is implemented through the zoning districts and development standards adopted in Title 19 of the Medical Lake Municipal Code. These regulations establish clear expectations for allowed uses, housing types, density, and development form.

Low-Density Residential (LDR). Intended to preserve and expand neighborhoods characterized by detached single-family housing. This designation also supports middle-income housing through accessory dwelling units, group living, and cottage housing, consistent with adopted zoning standards.

Medium-Density Residential (MDR). Intended to preserve and enhance older residential areas near commercial centers and services. This designation allows townhouses, plexes, cottage housing, and multi-dwelling developments to support housing diversity and efficient land use.

Central Business District (CBD). The CBD is intended to preserve and enhance downtown as a compact, walkable, mixed-use center. Commercial uses, housing, offices, services, and civic spaces are integrated vertically and horizontally, with pedestrian-oriented design standards.

Mixed-Use (MU). Mixed-Use areas accommodate larger-scale residential and commercial development, supporting housing, employment, services, and regional access. These areas provide flexibility for evolving land use needs while emphasizing connectivity and design quality.

Public Facilities (PF). This designation recognizes the distinct nature of public services and institutional uses, including utilities, schools, parks, civic buildings, and essential public facilities, including the State institutions.

A Vision for Medical Lake's Land Use Future

Medical Lake envisions a future where land use decisions reinforce the city's small-town identity while adapting to change. Neighborhoods remain livable and connected. Housing options serve residents at all stages of life. Downtown thrives as the heart of community life. Natural features and public spaces are protected and integrated into development. Growth is intentional, equitable, and supported by public investment.

Our Path (Goals and Strategies)

Goal A – Direct Growth to the Urban Area

Guide growth to designated urban areas to efficiently use infrastructure and protect natural resources.

Goal B – Support Housing Choice and Neighborhood Stability

Encourage a full range of housing types while ensuring compatibility with existing neighborhoods.

Goal C – Strengthen Downtown and Mixed-Use Areas

Promote walkable, mixed-use development that supports local businesses, housing, and community life.

Goal D – Preserve Community Character and Environmental Assets

Ensure development reflects Medical Lake's small-town form, lake setting, and natural landscape.

Goal E – Align Land Use With Public Investment

Coordinate land use decisions with transportation, utilities, parks, capital facilities, and climate resilience planning.

Priority Actions

Zoning Implementation and Updates

1. Update land use and development regulations to maintain consistency with the Comprehensive Plan.
2. Amend land use and development regulations as needed to comply with changes in state law.

Infill, Redevelopment, and Housing Choice

3. Identify and prioritize areas suitable for infill and redevelopment to make efficient use of land and existing infrastructure.
4. Amend zoning and development standards, where needed, to allow and support a range of housing types, including accessory dwelling units, cottage housing, townhouses, plexes, and multi-dwelling developments, in locations served by utilities and public services.

Downtown and Mixed-Use Vitality

5. Adopt and apply zoning, design, and development policies that support reinvestment in downtown and mixed-use areas.
 6. Encourage adaptive reuse and mixed-use development that integrates housing, commercial, and civic uses in walkable, pedestrian-oriented patterns.
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Chapter 6: Mobility

This Mobility chapter is consistent with the Comprehensive Plan vision, supporting housing and land use strategies for compact, connected growth, complementing the parks and recreation system, and coordinating with the City's capital facilities planning. It is based on the Medical Lake Transportation Plan, aligns with Spokane County Countywide Planning Policies, and advances West Plains collaboration to deliver safe, reliable, people-centered mobility for Medical Lake.

A Brief History of Mobility in Medical Lake

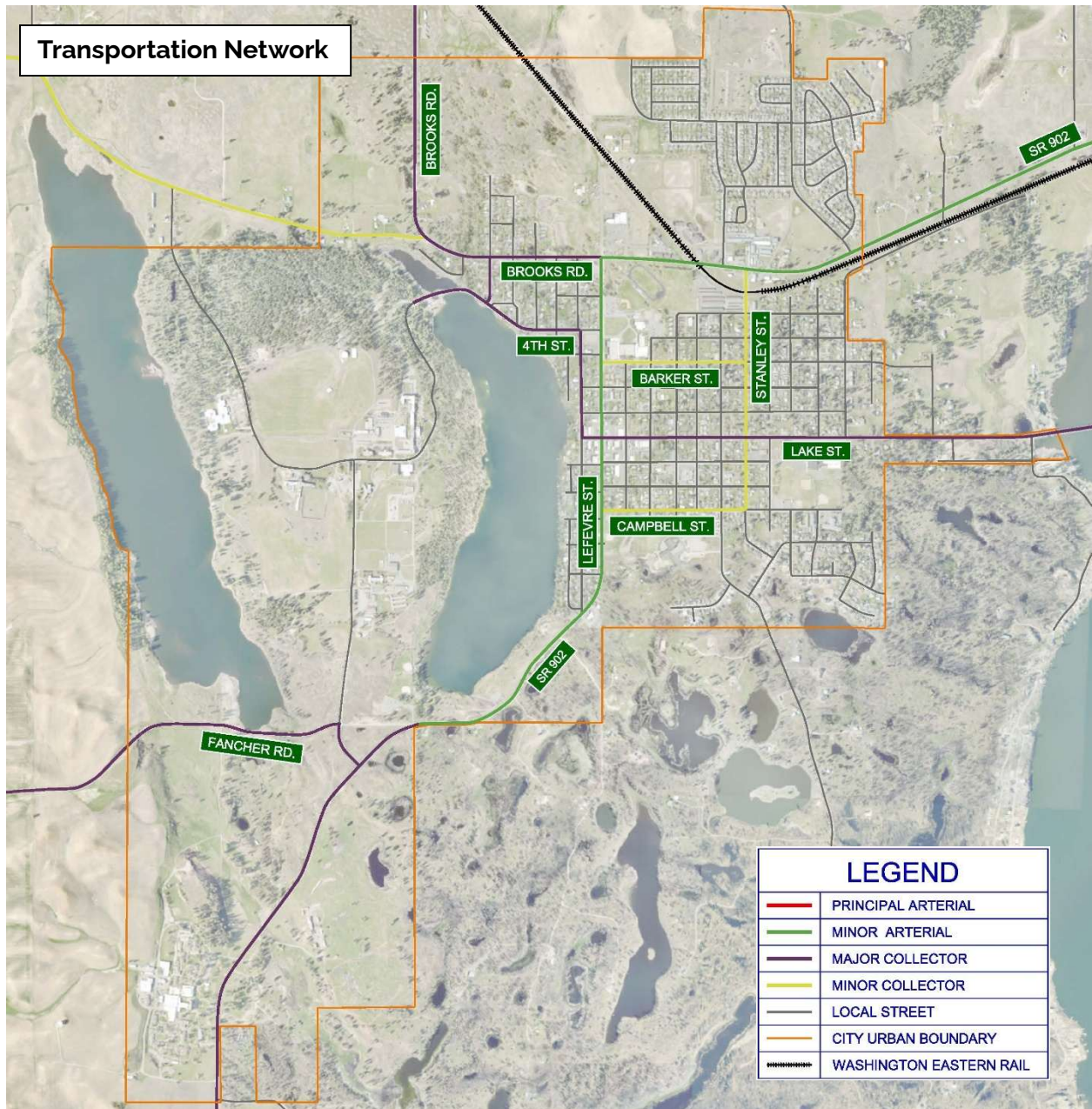
Medical Lake's transportation story began with a walkable street grid centered on the historic core and lakefront, shaped initially by rail access and later by the establishment of Fairchild Air Force Base to the north. The presence of the Base created strong and lasting regional travel demands, driving the development and improvement of north-south transportation connections between Medical Lake, Fairchild, and the broader Spokane area. As the community expanded, newer subdivisions introduced cul-de-sacs and longer blocks that reduced connectivity compared to the original grid. Today, SR 902 functions as the city's primary regional corridor, linking residents to employment, schools, services, and recreation across the West Plains, while downtown remains the everyday hub for local trips and community events.

Where We Are Today

Medical Lake's transportation needs are shaped by its small-town layout, proximity to Fairchild Air Force Base, and regional job centers. Most residents commute by car with an average one-way trip of about 20 minutes; roughly a third of trips are local and the rest connect to greater Spokane, underscoring the importance of both safe local streets and reliable regional links.

What Our Transportation Network Looks Like

The existing roadway system consists of State Route 902 (arterial), several collectors (Brooks, W 4th, Barker, Jefferson, Campbell, Stanley, and Lake), and local streets. Older neighborhoods have a complete grid of streets while newer subdivisions include cul-de-sacs and a limited number of access points, which has created connectivity issues that the City is now needing to correct. SR 902 is the primary regional connection, yet the lack of safe crossings has created a divide between old and new neighborhoods. Lefevre Street is the City's main north-south spine and leads residents and visitors to Waterfront Park.



LEGEND	
	PRINCIPAL ARTERIAL
	MINOR ARTERIAL
	MAJOR COLLECTOR
	MINOR COLLECTOR
	LOCAL STREET
	CITY URBAN BOUNDARY
	WASHINGTON EASTERN RAIL

Traffic Operations and Capacity

The City of Medical Lake establishes Transportation Level of Service (LOS) standards to guide transportation planning, capital investment, and project prioritization in a way that supports public safety, accessibility, system preservation, and consistency with the Comprehensive Plan. Rather than focusing solely on congestion or roadway expansion, the City applies a multimodal, performance-based LOS framework that emphasizes maintaining the transportation system in a state of good repair and providing safe, reliable access for all users. For streets and roadways, LOS is defined primarily through pavement condition and functional performance, with a goal of maintaining an average Pavement Condition Rating of approximately 65 or higher. Preventive maintenance, resurfacing, and targeted rehabilitation are considered LOS-supportive, while capacity expansion is deprioritized unless necessary

for safety or access. Multimodal LOS standards focus on continuous, safe, and ADA-compliant pedestrian access; connected and visible bicycle networks; and the preservation, accessibility, and connectivity of shared-use paths and trails. The City does not apply fixed vehicular LOS A–F standards systemwide, instead conducting operational analysis on a case-by-case basis to address safety, emergency access, or site-specific impacts using low-cost, context-sensitive solutions. Freight routes and rail crossings are evaluated based on safety, access, pavement durability, and land use compatibility rather than throughput alone. The Transportation Improvement Program (TIP) serves as the primary implementation tool for LOS standards, prioritizing maintenance, accessibility, safety, multimodal connectivity, and system preservation. LOS performance is monitored through pavement data, field assessments, and safety indicators. Standards may be refined over time to respond to changing conditions, funding availability, and updated guidance while remaining aligned with Comprehensive Plan goals.

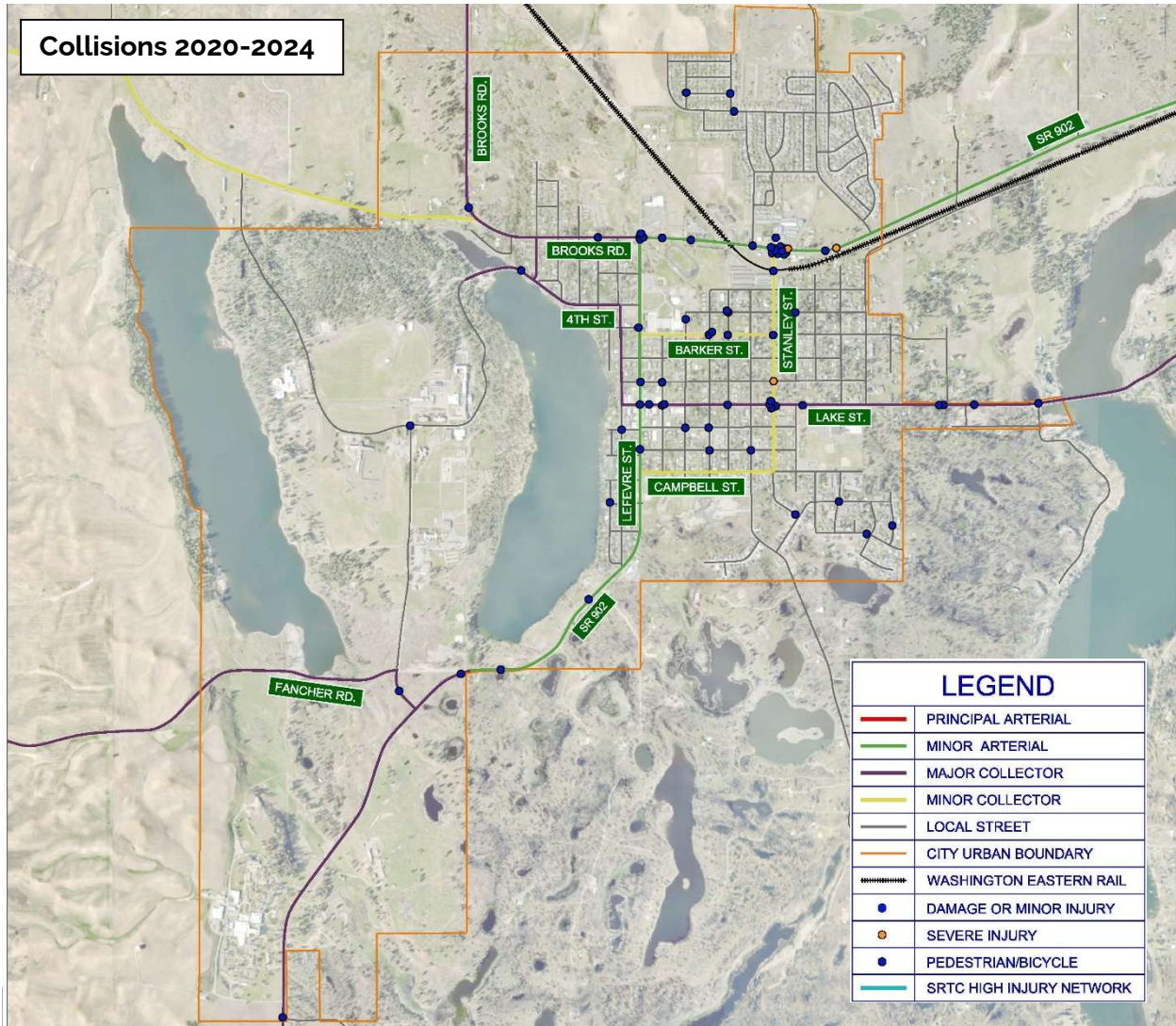
Key Safety and System Issues

Between 2020 and 2024, 83 reported collisions occurred citywide. 57% of the collisions were at the intersections of Lake & Stanley, SR 902 & North Stanley, and SR 902 & Lefevre. The TMP recommends low-cost visibility and control enhancements now and roundabouts long-term at select locations.

Community members report the greatest comfort using shared-use paths or protected/buffered facilities. Medical Lake's trails and pathways are well-loved and could be expanded. Meanwhile, sidewalks are incomplete in older areas and sometimes bicycle lanes exist on only one side of the street. Incrementally completing the pedestrian and bicycle network will provide more opportunities for safe travel throughout the City. Safe Routes to School are especially important for making student walking and bicycling safer and more direct. The City has prioritized sidewalks and bike lanes near schools. The most recent project was street improvements to Barker Street.

SR 902 is the most heavily vehicle traveled street in the City. There are public bus stops on both sides of the street, yet it has no sidewalks on the south side, no bicycle lanes, and lacks safe crossings for pedestrians. The community will benefit greatly from complete street improvements along this corridor.

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Freight and Rail

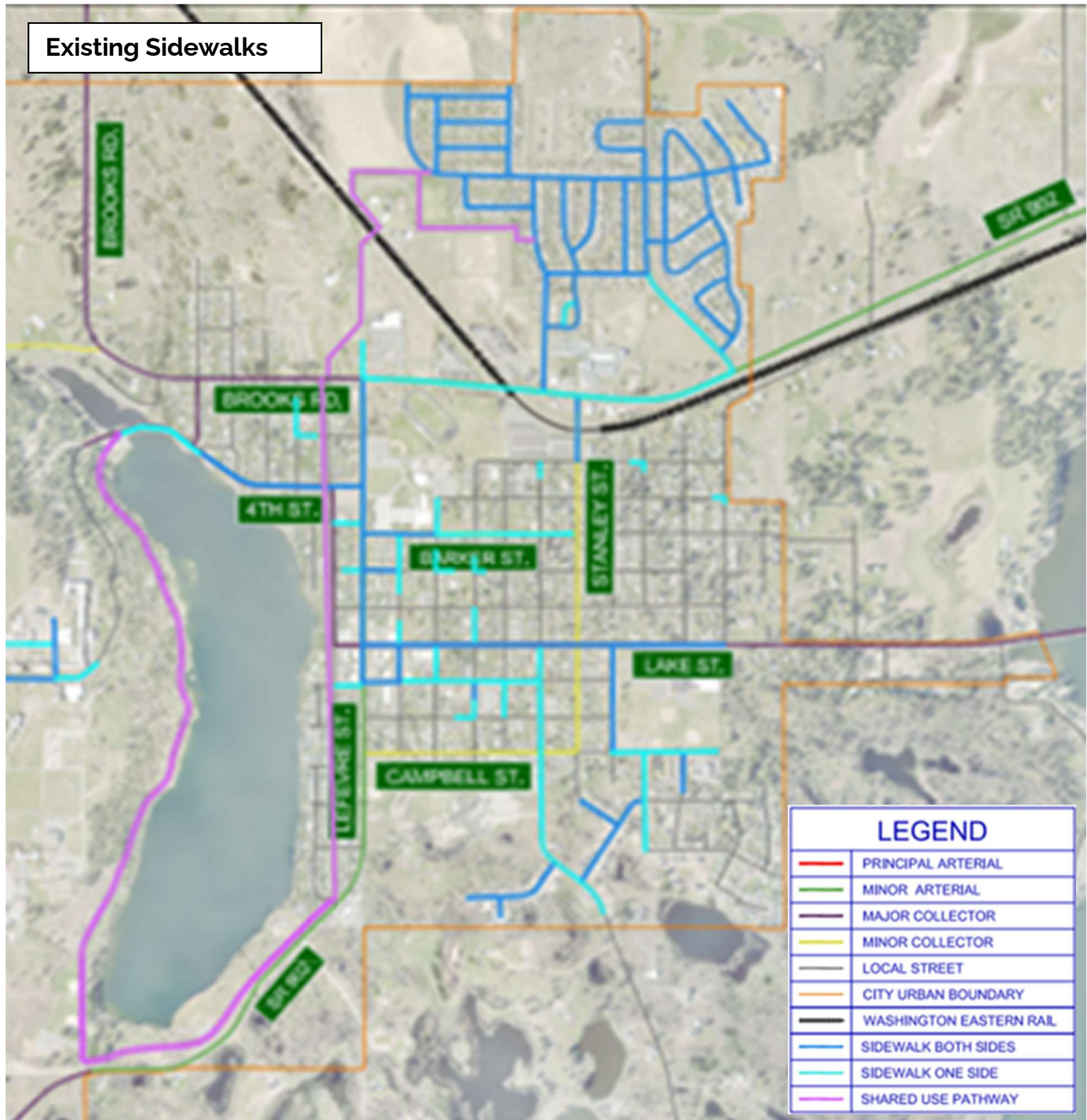
SR 902, Brooks Road, and Espanola Street support regional and local truck movements at T-3 freight levels, representing moderate freight activity that primarily supports local and regional access, rather than serving as high-volume freight corridors. The Washington Eastern Gateway rail line crosses SR 902 at grade, introducing design and safety considerations that influence roadway operations and emergency access.

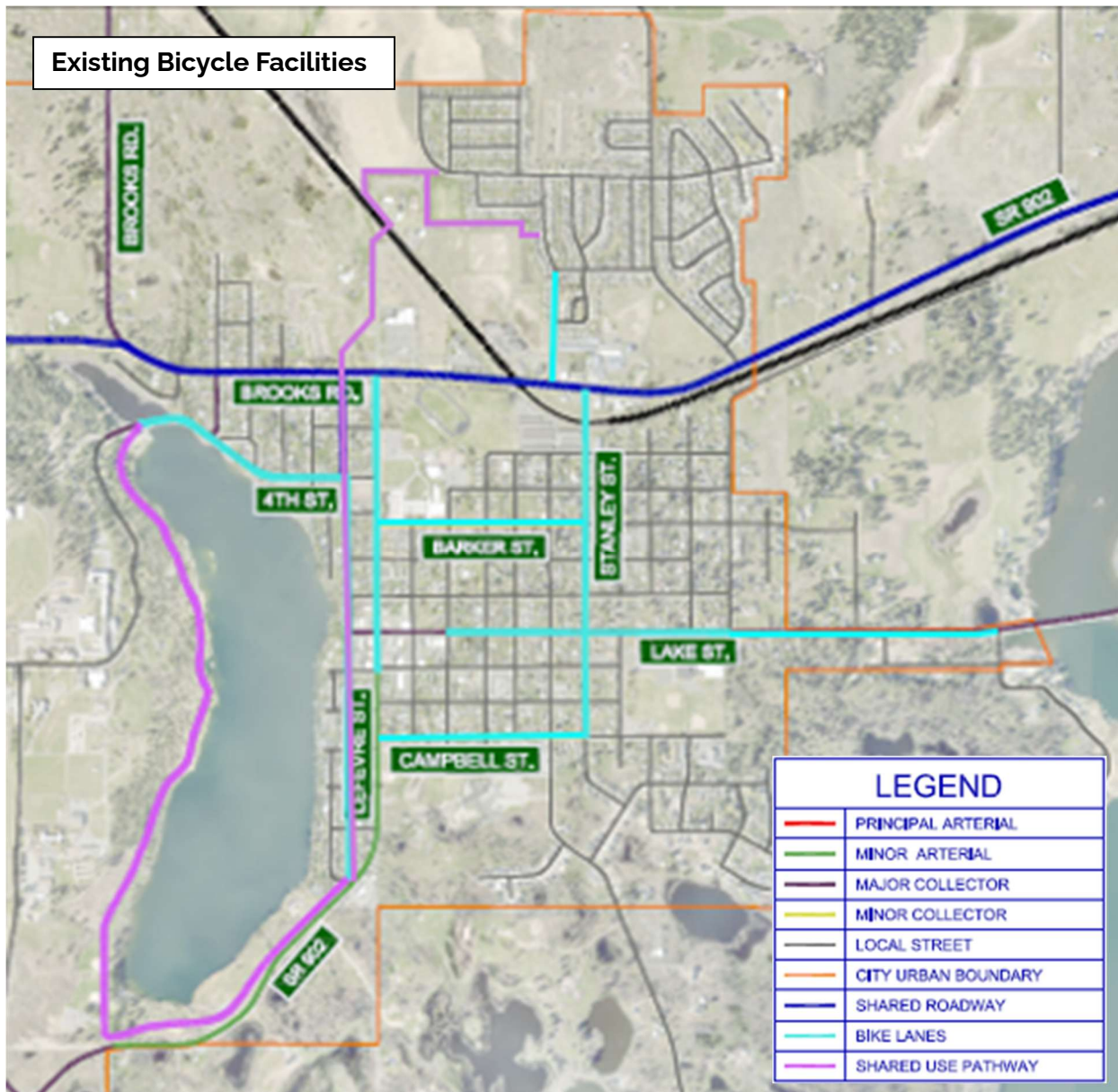
Transit Overview

Spokane Transit Authority (STA) Route 62 provides hourly service, connecting Medical Lake to the West Plains Transit Center. Opportunities exist to enhance stops, lighting, shelters, and ADA access. The TMP identifies Transit-Oriented Development opportunities near Downtown and Harvest Foods.

Active Transportation Network

Current conditions reveal limited sidewalk continuity on older streets. The existing pathway network is highly used and valued. Cycling comfort analysis shows strong public preference for shared-use paths and protected facilities. School routes lack safe sidewalk or bike network continuity.





A Vision for Medical Lake's Mobility Future

An ideal mobility future in Medical Lake is people-first: simple routes, fewer conflicts, and designs that reflect a small town where people move safely and comfortably every day. This ideal future allows kids to walk or bike to school on connected, well-lit sidewalks and paths with safe crossings at visible, predictable intersections. It allows Seniors and people with disabilities to reach parks, clinics, and shops without needing to drive. Downtown and the lakefront are easy to reach on foot and by bike, and streets feel calm, welcoming, and distinctly "Medical Lake." Transit is convenient, with upgraded stops and comfortable first/last mile access. Regional connections remain strong along SR 902, with safer intersections and crossings.

Future Traffic Forecasts (*map needed*)

Future traffic growth in Medical Lake is expected to be steady and manageable through the 2050 planning horizon, with no immediate need for major roadway capacity expansion. Traffic volumes are forecast to increase primarily due to planned residential growth and baseline regional growth. More substantial congestion is projected only past the scope of this plan, representing complete development of all existing and expanded urban growth areas, in which traffic volumes could roughly double and selected segments and intersections along SR 902 would exceed capacity thresholds. Medical Lake can prioritize multimodal, safety, and intersection improvements in the near and mid-term, while preserving right-of-way and planning tools for potential long-term capacity needs if future growth warrants them.

Intersection Needs (*map needed*)

Intersection needs in Medical Lake are primarily long-term and location-specific, with current operations generally performing well but future growth creating targeted pressure at key junctions. Near-term needs focus on low-cost safety improvements, including improved signage, visibility enhancements, pavement markings, and traffic control consistency at these locations. In the long-term, several SR 902 intersections, particularly Lefevre Street/Brooks Road, Stanley Street South, and Graham Road, are projected to have substantial delay and congestion. To address both safety and capacity over time, single-lane multimodal roundabouts are the recommended long-term solution at key intersections, offering improved safety, more efficient traffic flow, and better accommodation of pedestrians and bicyclists.

Financing Strategy

Medical Lake funds transportation improvements through a phased and grant-focused financing strategy that aligns investment with safety priorities, demonstrated need, and long-term affordability. Near-term projects are implemented through the City's six-year Transportation Improvement Program (TIP), which emphasizes low-cost safety, multimodal, and Safe Routes to School improvements that can be delivered incrementally. Safe Routes to School investments—such as sidewalks, crossings, lighting, traffic calming, and visibility improvements near schools—are prioritized for state and federal safety funding and coordinated with school district needs. Larger capital projects, including complete street corridors and intersection upgrades, are programmed through future TIP cycles and coordinated with the Capital Improvement Program. The Transportation Master Plan emphasizes leveraging state and federal grants, including Transportation Improvement Board (TIB) and WSDOT programs, to supplement limited local revenues, while preserving right-of-way and development setbacks to avoid premature roadway expansion. This approach allows the City to improve safety for students and families, advance walking and bicycling, and manage long-term transportation needs in a fiscally responsible manner.

Our Path (Goals and Strategies)

Goal A – Make it Safe.

1. Design for vulnerable users near schools, parks, downtown, and along SR 902.
2. Apply Safe-Systems and Complete Streets principles to reduce conflicts and manage speeds.
3. Target high-collision intersections with interim fixes now and roundabouts where warranted.

Goal B – Make it Connected.

1. Close sidewalk gaps on classified streets.
2. Build a citywide bicycle network emphasizing shared-use paths and buffered/protected lanes.
3. Improve wayfinding for streets and trails.
4. Complete Safe Routes to School.

Goal C – Make it Reliable.

1. Maintain LOS C on arterials/collectors, prioritizing safety and access where tradeoffs occur.
2. Coordinate with SRTC, WSDOT, Spokane County, and STA to maintain strong regional mobility.

Goal D – Support Community and the Local Economy.

1. Use street design to strengthen downtown and gateways.
2. Improve access to parks, trails, and the waterfront to support recreation and tourism.
3. Align land use and transportation to enable walkable, mixed-use places served by transit.

Goal E – Advance Health, Sustainability, and Equity.

1. Make walking, rolling, and biking safe and convenient.
2. Support EV readiness, transit access, and compact patterns that reduce emissions and enhance resilience.
3. Remove barriers for seniors, youth, and people with disabilities.

Priority Actions

Safe Crossings and School Routes.

1. Citywide program of high-visibility crosswalks, lighting, advance signage, and flashing beacons at key spots.
2. Implement Safe Routes to School upgrades on corridors that serve local schools.

A Walk-Bike Spine on SR 902 and Lefevre.

3. Deliver a complete street cross-section on SR 902 with a shared-use path and safer crossings.
4. Provide continuous sidewalks on both sides of Lefevre.

Roundabouts Where They Work Best.

5. Convert priority intersections to single-lane roundabouts over time: SR 902 and Lefevre/Brooks, SR 902 and Stanley, SR 902 and Graham, Lake and Stanley.

A Connected Neighborhood Network.

6. Close sidewalk gaps and add buffered/protected bike facilities on key collectors to tie neighborhoods to downtown, schools, parks, and transit.

Transit Stop Upgrades and Transit Oriented Design Readiness.

7. Partner with STA to add shelters, lighting, ADA connections, and bike parking.
8. Ensure downtown and the commercial areas evolve in a transit-supportive, walkable pattern as opportunities arise.

Street Design Standards and Functional Class Updates.

9. Adopt street design standards that codify Medical Lake's complete street cross-sections and intersection tools.
10. Work with WSDOT on collector reclassifications to unlock grants and set expectations for frontage improvements.

Chapter 7: Capital Facilities

The City of Medical Lake is committed to responsible stewardship of public resources and long-term investment in the facilities that make the community safe, functional, and vibrant. This Capital Facilities chapter provides a roadmap for maintaining the systems that residents rely on every day, ensuring future generations benefit from infrastructure that is modern, resilient, and aligned with community values. The result will be a strong foundation for public services, safe infrastructure, and long-term community well-being.

A Brief History of Medical Lake's Public Infrastructure

For more than a century, Medical Lake has invested in the essential public facilities that shape daily life, including safe drinking water from local wells, streets that connect neighborhoods, parks along the shoreline and throughout the city, public buildings that serve generations, and schools central to community identity. Early water and wastewater systems laid the groundwork for gradual modernization, including expanded water storage, new lift stations,

and construction of the Wastewater Treatment Plant. Over time, City Hall, the maintenance buildings, parks, and other public facilities have undergone incremental upgrades as resources allowed.

Medical Lake's more recent debt-free approach has encouraged careful planning, pay-as-you-go investments, and prudent stewardship of limited local revenues. State and federal grants have played a crucial role in extending the city's ability to deliver improvements such as street resurfacing, stormwater mitigation, and park enhancements. Together, these investments form the backbone of community life and ensure the services residents depend on remain safe, reliable, and resilient.

Where We Are Today

The Growth Management Act requires cities to inventory their capital facilities and demonstrate how they will continue to provide adequate public services as communities grow. Medical Lake maintains a wide range of facilities that support public health, mobility, recreation, education, and safety. The City's Capital Improvement Plan (CIP) and Facility Condition Reports (FCRs) provide detailed evaluations. The CIP outlines what major buildings, infrastructure, and equipment the City needs, when we will need them, and how they will be paid for. The FCR evaluates the physical state of buildings, utilities, and site infrastructure. It outlines the status of roofs, mechanical systems, electrical systems, ADA compliance, structural components, site access, and safety systems. These documents guide maintenance plans, capital budgets, and long-term investment decisions. The following summarizes current conditions and system needs.

Utility Infrastructure

Stormwater System. Stormwater infrastructure manages runoff from roofs, roadways, and other impervious surfaces, ensuring pollutants are filtered and drainage systems protect property and water quality. State law requires the city to manage and control stormwater, and FCRs identify system-wide needs related to lifecycle maintenance and targeted upgrades to support development and meet Ecology standards.

Wastewater System. Medical Lake's wastewater system collects and treats residential, commercial, and institutional effluent using lift stations, aeration structures, clarifiers, dewatering systems, and SCADA controls at the 2001 treatment facility. Ecology permits define pollutant limits and require continuous monitoring and reporting. FCR findings show roofing, HVAC, and structural components reaching the end of their useful lives.

Drinking Water System. The drinking water system includes the Lehn Road and Craig Road wells, a 1.5-million-gallon reservoir, several interties with surrounding systems, and miles of distribution pipe. Water is filtered, disinfected, and monitored to meet state quality standards. Facility assessments identify routine modernization needs related to pumps, telemetry, and distribution reliability.

Parks, Public Buildings, and Community Facilities

Medical Lake maintains City Hall, the City Hall Annex, the library, the historic Depot, multiple parks, and shoreline recreation areas. FCRs highlight the following lifecycle needs:

City Hall (last major renovation in 1978) requires substantial building system and compliance upgrades, including HVAC replacement, new windows and doors, roof improvements, and accessibility upgrades.

City Hall Annex (a repurposed Sears Catalog building) requires exterior building improvements to address aging materials and improve durability and appearance.

Maintenance Buildings require expanded and improved storage capacity to adequately support city operations and equipment needs.

Library requires exterior repainting, ADA access and egress corrections, parking lot replacement, HVAC and domestic hot water heater replacement, lighting and electrical system upgrades, fire alarm system replacement, and targeted sidewalk repairs.

Parks and waterfront areas require ongoing capital investment to maintain amenities, address deferred maintenance, and improve accessibility.

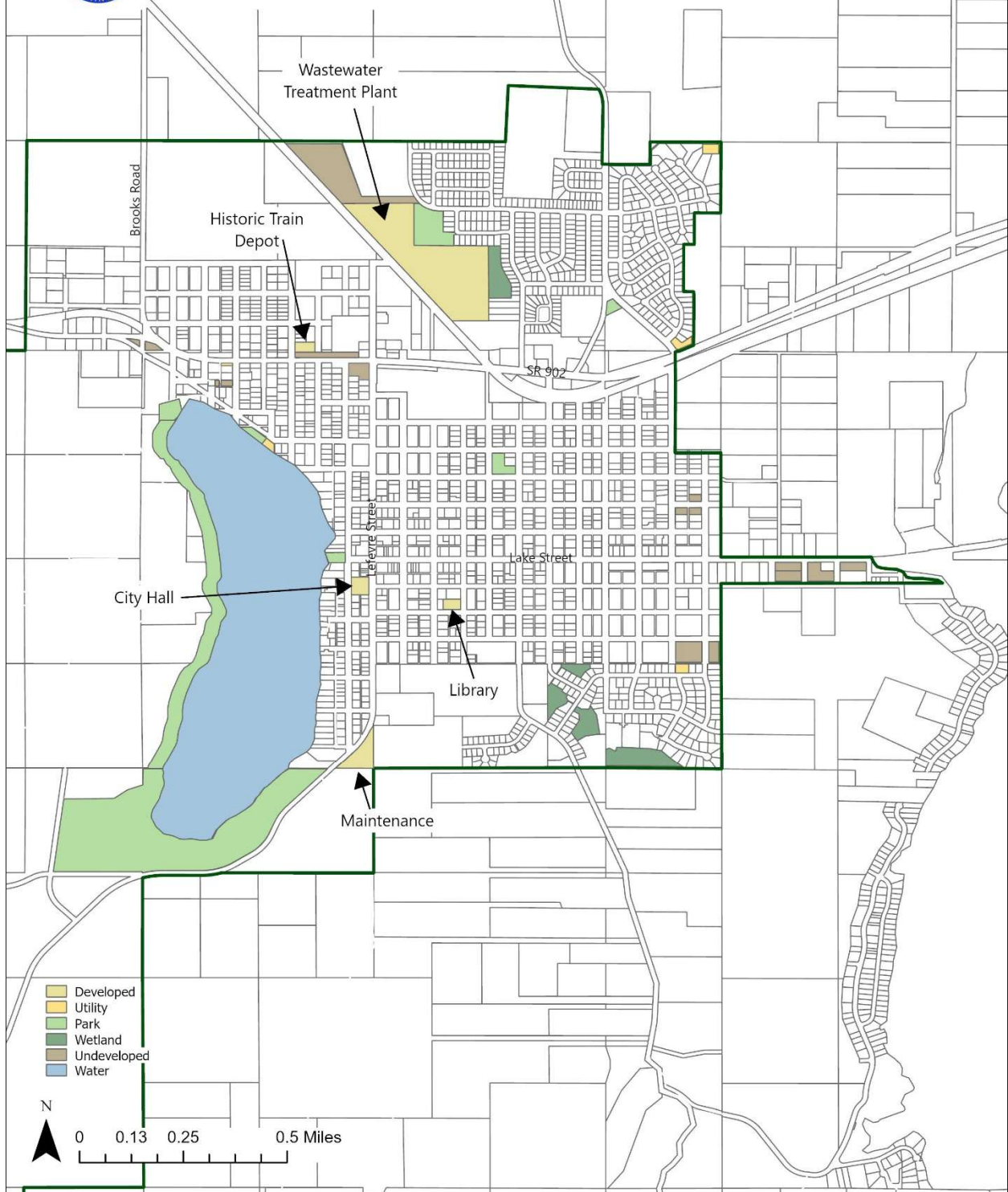
Historic Train Depot requires electrical system corrections, fire and life safety upgrades, deck and exterior repairs, plumbing and water heater replacement, and heating system upgrades.

DRAFT



City of Medical Lake

City Facilities and Properties



Transportation System

The transportation network includes SR 902, city arterials and collectors, neighborhood streets, sidewalks, the Medical Lake Trail, Fox Hollow Trail, and bicycle lanes. The annual Transportation Improvement Program (TIP) identifies planned street improvements and must remain consistent with the Comprehensive Plan. In 2024 the Transportation Improvement Board rated Medical Lake's pavement at PCR 62/100, and resurfacing over 18 miles of Medical Lakes 25 miles of roadway contributed to extending pavement life by 7–10 years. Building on recent preservation efforts, the City continues to address targeted, near-term transportation needs that support safety and long-term pavement performance. Current priorities include the Lefevre Street restriping project, which will restore effective lane delineation, improve multimodal safety, and better align roadway markings with current traffic patterns. The City is also coordinating the FEMA-funded repaving of Southlake Terrace, which will return fire-damaged infrastructure to pre-disaster condition while improving pavement quality in a key residential area. In addition, ongoing preservation and preventive maintenance efforts such as crack sealing, localized repairs, sidewalk improvements, and bicycle facility enhancements are essential to sustaining recent pavement condition gains, protecting prior investments, and gradually improving overall network performance. These projects support the City's broader goal of maintaining a safe, connected, and multimodal transportation system while efficiently extending the service life of existing infrastructure.

Public Safety Facilities

Law enforcement services are provided through an interlocal agreement with the Spokane County Sheriff's Office using a local police station for deputies and S.C.O.P.E. volunteers. Fire and EMS services are delivered by Spokane County Fire District #3, operating from Station 311 next to City Hall. Emergency management coordination and hazard preparedness rely on regional partnerships.

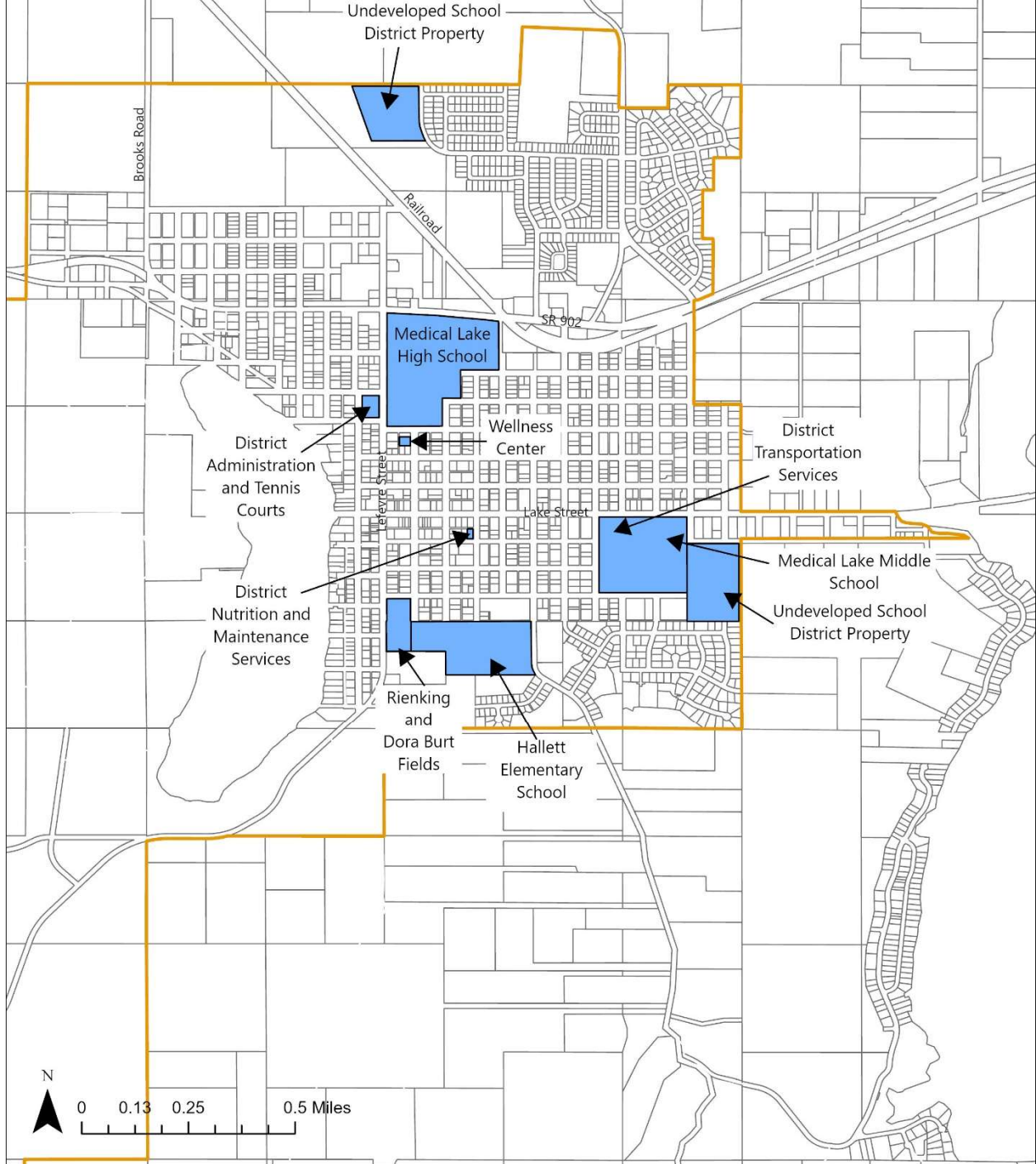
Schools

The Medical Lake School District manages its own capital planning, but the City collaborates on long-range facility planning and maintains interlocal agreements for shared use of facilities. School District facilities include Hallett Elementary School, Michael Anderson Elementary School (on Fairchild AFB), Medical Lake Middle School, Medical Lake High School, the District Administrative Office, the Wellness Center, Rienking Field, the transportation building, and maintenance/nutrition services building.



City of Medical Lake

Medical Lake School District Facilities



Fleet, Equipment, and Asset Management

The City maintains heavy equipment, generators, service vehicles, snow removal equipment, and utility machinery. The State Auditor requires asset inventories for all local governments. Routine replacement planning reduces lifecycle costs and ensures service reliability.

A Vision for Capital Facilities

Medical Lake envisions a future with modern, resilient, financially sustainable public facilities that support safe mobility, clean water, reliable utilities, beautiful parks, and high-quality public services. Capital investments will maintain equitable service levels, adapt to emerging needs, and reflect the community's commitment to stewardship and long-term well-being. Public buildings will be accessible and welcoming, utility systems reliable and efficient, streets safe for all users, and parks well-maintained centers of recreation and civic life.

Financing Strategy

Medical Lake uses a range of funding tools to support capital investments, including General Fund revenue, enterprise utility fees, real estate excise tax, grants, impact fees, and intergovernmental loans or bonds when warranted. The city's debt-free philosophy promotes careful evaluation of costs, operational impacts, and grant opportunities. The six-year CIP is adopted as part of the annual budget, providing a transparent roadmap for project delivery and financial planning.

Our Path (Goals and Strategies)

Goal A – Maintain and Upgrade Essential Infrastructure

Use lifecycle costing, regulatory compliance, and proactive asset management to guide long-term investments.

Goal B – Support Growth with Adequate Facilities

Ensure concurrency with development and coordinate with regional partners, including MLSD, Fire District #3, Spokane County, and WSDOT.

Goal C – Ensure Fiscal Responsibility

Use transparent prioritization, sustainable financing tools, and multi-year forecasts to maximize public benefit.

Goal D – Enhance Community Quality of Life

Provide accessible, attractive, and well-maintained parks, public buildings, and transportation facilities.

Goal E – Improve Resilience and Reduce Risk

Integrate hazard mitigation, redundancy, and climate-adaptive design into capital investments.

Priority Actions

Capital needs evolve with regulatory requirements, system age, community expectations, and growth patterns. For the next two decades, Medical Lake's anticipated needs include:

Utility System Needs

1. Upgrade wastewater treatment facilities to maintain compliance and improve energy efficiency.
2. Invest in drinking water storage, distribution reliability, and well system modernization.
3. Improve stormwater systems to support growth, manage runoff, and align with evolving NPDES requirements.

Transportation System Needs

4. Continue roadway pavement preservation.
5. Incrementally implement sidewalk connectivity, ADA ramp upgrades, and safe crossings.
6. Expand trail system to improve multimodal access.
7. Implement traffic calming and safety enhancements.

Parks, Facilities, and Public Safety Needs

8. Modernize the facility systems (HVAC, roofs) of City Hall, City Hall Annex, and Historic Train Depot
 9. Improve park facilities as population and recreation needs evolve.
 10. Replace equipment and fleet replacement based on lifecycle timelines.
 11. Coordinate with partner agencies on long-term Fire/EMS and law enforcement facility needs.
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Chapter 8: Parks

This Parks chapter is consistent with the Comprehensive Plan vision and reinforces Medical Lake's commitment to health, recreation, environmental stewardship, and community connection. It provides a framework for maintaining, enhancing, and expanding the City's parks, trails, waterfronts, and recreation facilities while coordinating with land use, mobility, capital facilities, and climate resilience planning. By investing strategically in public spaces and ensuring equitable access, Medical Lake can preserve its small-town character, protect cherished natural resources, and support a high quality of life for residents of all ages and abilities.

Our Story of Parks, Trails, and Community Life

Outdoor spaces have shaped the identity of Medical Lake. The healing qualities of the lake led to early gatherings along the shoreline, which also created social connections. This has continued to be true over generations. Waterfront Park not only serves Medical Lake, but provides the region with a location for gatherings large and small. Over time, the City has expanded on the natural beauty of the lake by creating a 3-mile shared path loop, a boat launch, North End Park, Peper Park, and Coney Island Park. Additional parks have been created throughout the community, including Pioneer Park, Wilcox Park, and Shepard Field. Most recently, the City purchased a historic train depot in hopes of creating another valuable community asset. All of these public spaces have served as anchors for recreation, social connection, and community pride. The City's trail system that started around the lake has expanded into neighborhoods, creating a walkable network that links people to parks, schools, and the downtown core. As a result, lake recreation, youth sports, community celebrations, and year-round trail use have become part of Medical Lake's cultural fabric.

Generations of residents have relied on these natural amenities and public places to strengthen health, foster belonging, and enjoy the healing qualities of the lake and surrounding landscape. This history of stewardship and shared space continues to guide our approach to parks and recreation today.

Where We Are Today

Medical Lake maintains a diverse system of parks, facilities, and trails that support recreation, health, and community activities. The City's park network reflects both its natural setting and its small-town character.

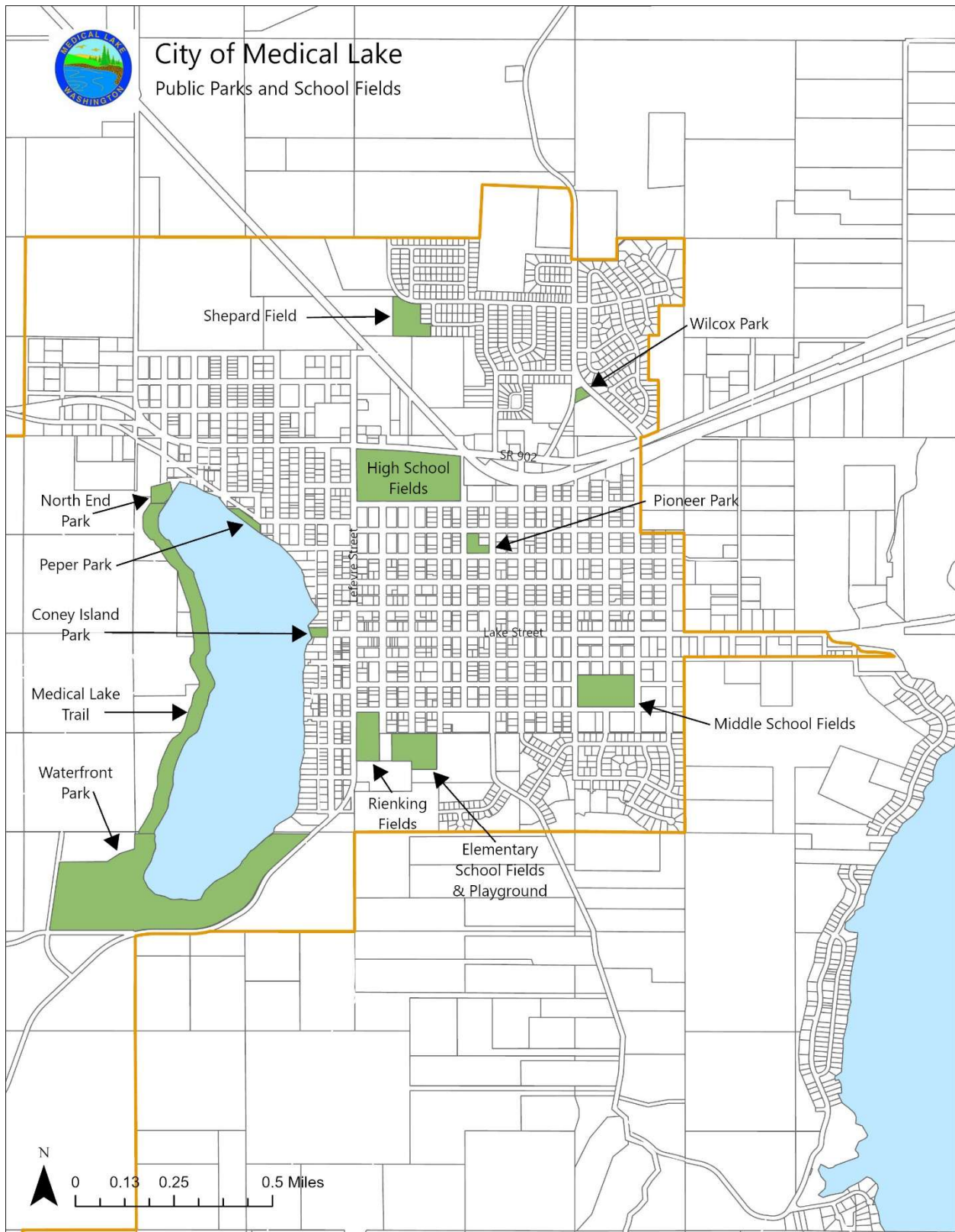
Park System Overview

The City provides a mix of waterfront parks, neighborhood green spaces, athletic fields, and natural open spaces. These parks offer playgrounds, picnic shelters, multi-use fields, shoreline access, boat launches, and community gathering areas. The Medical Lake Trail and Fox Hollow Trail form the backbone of a citywide system used for walking, running, cycling, and year-round recreation.

Parks and Public Facilities

Medical Lake's crown jewel is Waterfront Park, a major recreation destination offering shoreline access, picnic shelters, softball fields, a swimming area, a boat launch, and large multi-use spaces. Coney Island Park, a lakeside gathering area near the downtown core, is a remnant of the resorts that thrived a century ago. The city also maintains several neighborhood parks, including Pioneer Park, Wilcox Park, Shepard Field, Peper Park, and North End Park, which provide a mix of play structures, open lawns, and natural views. The Historic Train Depot and the public library serve as important venues for educational, cultural, and civic activities. Many of these facilities are heavily used but aging, with components such

as play equipment, restrooms, shelters, roofs, irrigation systems, and pathways nearing the end of their lifecycle.



Trails and Connectivity (*map needed*)

The 3-mile Medical Lake Trail encircles the lake and connects parks, neighborhoods, downtown, and schools. Sidewalk networks, bicycle lanes, and trail connections extend recreational access throughout the community, though gaps remain in key areas, particularly in growing neighborhoods and corridors.

Recreation Programs and Community Use

The City offers seasonal recreation programs, youth sports partnerships, community events, and outdoor activities centered around the lake. Shared-use agreements with the Medical Lake School District support access to fields, gyms, and courts for youth athletics and community programs.

Levels of Service and Access

Parks and trails in Medical Lake are generally accessible; however, population growth and changing recreation preferences have increased demand for updated play structures, improved waterfront amenities, additional seating, shade, restrooms, expanded year-round recreation opportunities, enhanced ADA accessibility, and more continuous trail connections with safe crossings. These evolving needs present opportunities for targeted reinvestment, system modernization, and thoughtful expansion of the parks and trails network to better serve residents of all ages and abilities.

A Vision for an Ideal Future Parks and Recreation System

Medical Lake's parks and recreation system will be a connected, inclusive, and welcoming network of parks, trails, waterfront spaces, and public facilities that enrich daily life and reflect the natural beauty of our lakes and forests.

In this ideal future every resident can walk or wheel to a park or trail from their home. The trail system is expanded, linking neighborhoods, the downtown core, schools, and natural areas. Waterfront spaces are safe, accessible, and environmentally resilient, offering balanced recreation and ecological protection. Parks and facilities are modern, well-maintained, and designed for all ages and abilities. Year-round recreation opportunities are available. Nature is protected and celebrated, with shoreline restoration, tree canopy expansion, and stewardship of wetlands and habitats. Community connection is strengthened, making parks the heart of Medical Lake's identity.

Our Path (Goals and Strategies)

Goal A – Maintain and Modernize Existing Parks and Facilities

1. Prioritize safety, ADA accessibility, and lifecycle maintenance.
2. Upgrade outdated amenities, restrooms, docks, shelters, and irrigation systems.
3. Use durable, sustainable materials and designs.

Goal B – Expand Access to Parks, Open Space, and Trails

1. Ensure walkable access to parks in all neighborhoods.
2. Expand the trail system and fill sidewalk gaps that connect homes to parks.
3. Improve crossings, wayfinding, and multimodal access to parks.

Goal C – Protect and Enhance Natural and Waterfront Areas

1. Steward the lake and shoreline through erosion control, native plantings, and water quality improvements.
2. Balance recreation with environmental protection.
3. Enhance tree canopy and green infrastructure in park areas.

Goal D – Provide Inclusive, High-Quality Recreation Opportunities

1. Support youth sports, family recreation, and intergenerational programs.
2. Strengthen partnerships with MLSD and community groups.
3. Incorporate universal design principles and accessible play areas.

Goal E – Plan for Long-Term Sustainability and Resilience

1. Integrate climate resilience into park design and maintenance.
 2. Plan for lifecycle replacement of docks, shelters, play areas, and trail segments.
 3. Pursue grants, partnerships, service clubs, and volunteer support to stretch resources.
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Priority Actions

Park Modernization

1. Replace aging play equipment and improve safety surfaces.
2. Upgrade restrooms, lighting, shelters, irrigation, and picnic areas.
3. Add benches, shade structures, and ADA-compliant access routes.

Trail and Connectivity Upgrades

4. Extend trails to new developments.
5. Improve trailheads with signage, crossings, and ADA amenities.
6. Create continuous waterfront and neighborhood connections.

Waterfront Enhancement

7. Improve docks, swimming access, and shoreline protection.
8. Add natural buffers and stormwater improvements near lakefront parks.
9. Support water-based recreation with safety and environmental protections.

Expanded Recreation Programs

10. Strengthen partnerships with MLSD for youth sports.
11. Develop seasonal programs and community events.
12. Explore indoor and shoulder-season recreation opportunities.

Maintenance and Asset Management

13. Use facility condition reports to prioritize investments.
 14. Implement proactive maintenance to extend facility life.
 15. Plan for equipment, vehicle, and small-asset replacement cycles.
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Chapter 9: Natural Environment

This Natural Environment chapter is consistent with the Comprehensive Plan vision and affirms Medical Lake's commitment to protecting the natural systems that support public health, environmental quality, and community identity. The City's lakes, wetlands, forests, shorelines, and open spaces are central to its character and quality of life, shaping recreation, neighborhood patterns, and daily experience.

This chapter provides policy guidance for balancing growth with stewardship by protecting environmentally sensitive areas, safeguarding water resources, sustaining wildlife habitat, and integrating natural features into land use and capital planning. In compliance with the Growth Management Act, it establishes a framework for identifying and conserving critical areas while allowing reasonable use of property and supporting long-term community resilience.

Our Natural Setting and History

Medical Lake is shaped by its unique West Plains landscape, defined by glacial lakes, rolling topography, seasonal wetlands, pine forests, and open grasslands. The lake itself, along with adjacent wetlands and shoreline areas, has long been a defining feature of the community, influencing settlement patterns, recreation, and cultural identity.

Historically, residents relied on these natural resources for water, agriculture, timber, and recreation. Over time, urban development brought increased demand for housing, infrastructure, and services, placing pressure on sensitive ecosystems. At the same time, community appreciation for the lake, trails, and surrounding open spaces has steadily grown, reinforcing a shared responsibility to protect natural systems for future generations.

Where We Are Today

Medical Lake's natural environment includes lakes and surface waters, most notably Medical Lake itself, as well as wetlands and riparian areas that support water quality, flood storage, and wildlife habitat. Forested and upland areas provide important habitat, shade, and scenic value, while open space and undeveloped lands contribute to overall ecological function and visual character. Together, these natural systems perform essential functions such as

groundwater recharge, stormwater infiltration, habitat connectivity, air and water filtration, and climate moderation.

In accordance with the Growth Management Act, Medical Lake identifies and protects a range of critical areas, including wetlands, critical aquifer recharge areas, frequently flooded areas, geologically hazardous areas, and fish and wildlife habitat conservation areas. These areas are regulated through development standards, buffers, and review processes designed to minimize environmental impacts while allowing appropriate and reasonable development to occur.

Natural systems in Medical Lake face increasing pressures from growth, aging infrastructure, invasive species, stormwater runoff, shoreline use, and climate-related stressors. Protection of water quality, shoreline stability, and habitat requires coordinated planning across land use, utilities, transportation, and parks.

A Vision for Medical Lake's Natural Environment

Medical Lake envisions a future where natural systems are protected, restored, and woven into the fabric of daily life. Lakes and wetlands are clean and resilient. Wildlife habitat is preserved and connected. Shorelines balance recreation with ecological protection. Neighborhoods coexist with nature through thoughtful design and stewardship. Environmental protection is not seen as separate from growth, but as essential to sustaining health, safety, and quality of life.

Our Path (Goals and Strategies)

Goal A – Protect and Restore Critical Areas

Safeguard wetlands, shorelines, aquifer recharge areas, floodplains, and habitat through science-based standards and long-term stewardship.

Goal B – Preserve Water Quality and Natural Hydrology

Reduce stormwater impacts, protect groundwater resources, and support lake health through integrated planning and infrastructure investment.

Goal C – Integrate Natural Systems Into the Built Environment

Encourage development that respects natural features, minimizes disturbance, and incorporates green infrastructure.

Goal D – Support Environmental Education and Stewardship

Foster community awareness, partnerships, and shared responsibility for protecting Medical Lake's natural assets.

Goal E – Coordinate Environmental Protection Across City Planning

Align natural environment policies with land use, parks, capital facilities, and climate resilience efforts.

Priority Actions

Critical Area Protection

1. Maintain and periodically update critical area regulations.
2. Require buffers, mitigation, and best management practices where development occurs near sensitive areas.
3. Avoid development in high-risk or environmentally constrained locations.

Stormwater and Water Resource Management

4. Expand low-impact development and green infrastructure practices.
5. Improve stormwater facilities to reduce runoff and pollutant loading.
6. Coordinate lake protection efforts with parks and shoreline planning.

Habitat and Open Space Stewardship

7. Protect and enhance wildlife habitat within parks, open spaces, and undeveloped areas.
8. Use native landscaping and invasive species management.
9. Preserve natural corridors that connect habitats across the city.

Shoreline and Lakefront Management

10. Balance public access with shoreline protection.
11. Stabilize eroding shorelines using natural and bio-engineered techniques.
12. Promote responsible recreational use of lakefront areas.

Partnerships and Education

13. Coordinate with state agencies, Spokane County, conservation groups, and community organizations.
 14. Support volunteer stewardship, education programs, and grant-funded restoration projects.
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Chapter 10: Climate Resiliency

This Climate Resiliency chapter is consistent with the Comprehensive Plan vision and guides Medical Lake's response to increasing climate-related risks while protecting public health, safety, and community assets. It integrates the City's 2025 FEMA-approved Local Hazard

Mitigation Plan with land use, capital facilities, parks, and mobility planning to ensure coordinated, forward-looking decision-making. By planning for wildfire, smoke, drought, severe weather, and flooding, this chapter establishes a practical framework for building resilience into everyday policies, infrastructure investments, and community programs so Medical Lake remains a safe, healthy, and adaptable place to live for generations to come.

Why Climate Resilience Matters in Medical Lake

For generations, life in Medical Lake has been shaped by our semi-arid West Plains landscape, our namesake lakes and wetlands, and the pine forests and grasslands at the city's edge. Those same features that make our community special, such as abundant outdoor access, a walkable small-town core, and proximity to wildlands, also influence how we experience hazards such as wildfire, smoke, drought, severe weather, and localized flooding. Recent events, including the 2023 Gray Road Fire and recurring regional droughts, underscore that these risks are intensifying and that resilience must be part of everyday decision-making.

In 2024, in response to the experience of the Gray Road Fire, the City contracted with a hazard mitigation firm to create a personalized Local Hazard Mitigation Plan (LHMP.) The LHMP provides project lists, maintenance schedules, and grant-ready action worksheets.

Where We Are Today

Medical Lake's primary climate-related hazards are wildfire and smoke, drought, severe weather (wind, snow/ice, extreme heat), and localized flooding. Landslides, earthquakes, and volcanic ashfall are lower-probability but potentially high-impact hazards.

Wildfire & smoke. Hotter, drier summers and frequent winds elevate ignition and spread risk along the wildland-urban interface. Smoke degrades air quality (PM_{2.5}, CO, NO_x, VOCs) and poses health risks, even when fires are burning far from the city. The Gray Fire (2023) burned 10,085 acres and destroyed hundreds of structures across the area, a vivid example of changing conditions.

Drought. A recurring pattern (e.g., 2015, 2019, 2021, 2023–2024) stresses groundwater, reduces lake levels, heightens wildfire potential, and affects recreation and local ecosystems.

Severe weather. High winds, snow/ice, and occasional hail cause outages, block roads, and damage trees and power lines; periodic extreme heat challenges residents without cooling.

Flooding. Typically localized during intense rain or rapid snowmelt; post-wildfire landscapes can increase debris-flow and runoff risks.

Emerging Climate Trends

Observed and projected trends for our region include hotter, drier summers; longer wildfire seasons with more smoke days; more intense storms; and greater water-supply stress as snowpack declines and melt occurs earlier. These trends amplify existing hazards and require

that we design infrastructure, landscapes, and neighborhoods with tomorrow's climate in mind.

People, Places, and Systems

People. Seniors, medically fragile residents, low-income households, people with disabilities, residents who rely on power-dependent medical devices, and those without air conditioning are more affected by smoke, heat, and outages.

Places. Areas at the wildland-urban interface are more exposed to wildfire and smoke; low-lying sites and post-fire slopes are more exposed to runoff and debris flows.

Systems & Services. Power distribution lines (wind/ice), stormwater (intense rain), and transportation corridors (SR-902, Lefevre, Brooks, Lake Streets) can be disrupted. Critical facilities, such as Eastern State Hospital, schools, public safety buildings, wells, and the wastewater facility, must remain operational during extreme events.

A Vision for a Climate-Resilient Medical Lake

Medical Lake seeks to be a place where people are safer and healthier during smoke, heat, storms, and floods; where critical services stay online; and where our lakes, wetlands, and forests buffer extremes and remain central to community life. We will grow in ways that reduce exposure to hazards, support vulnerable residents, and keep community members connected and ready. Our investments in streets, parks, utilities, and buildings will be designed for the climate we are entering, not the one we are leaving.

Funding Strategy

The City will pursue FEMA BRIC/HMGP/FMA, NOAA climate resilience opportunities, CDBG, and state programs; and will coordinate closely with SCFD #3, the Medical Lake School District, Fairchild AFB, Avista, Spokane County Emergency Management, and health and social-service partners.

Our Path (Goals and Strategies)

Goal A – Protect People and Neighborhoods

1. Reduce risk from wildfire, smoke, drought, storms, heat, and flooding; improve warnings, evacuation routes, and clean-air/cooling options.
2. Prioritize support for residents with Access and Functional Needs (AFN).

Goal B – Strengthen Infrastructure and Essential Services

1. Harden power, water, wastewater, stormwater, and communications systems; ensure emergency power at critical facilities.

2. Use nature-based features (wetlands, buffers) where they add protection and co-benefits.

Goal C – Plan Growth and Land Use for Long-Term Resilience

1. Guide development patterns away from high-risk areas.
2. Apply Firewise and climate-responsive site and building design.
3. Protect aquifer recharge and lake health.

Priority Actions

The City will use these strategies to guide capital projects, grant applications, development review, and partnerships. This chapter sets direction, while detailed project lists and costs remain in the LHMP, TIP, and CIP.

Wildfire and Smoke Resilience

1. **Create defensible space & fire-resistant design.** Update development standards for WUI areas (materials, landscaping, setbacks) and expand community Firewise education and vegetation management.
2. **Improve evacuation & communications.** Maintain route plans, signage, redundant communications, and neighborhood notification protocols.
3. **Provide cleaner indoor air.** Identify and equip public buildings that can serve as clean-air/cooling spaces during smoke/heat events.

Drought and Water Supply Resilience

4. **Protect recharge & conserve.** Strengthen aquifer recharge protections; scale water-smart ordinances; promote efficient irrigation and drought-tolerant landscaping.
5. **Plan for dry years.** Use demand management and contingency planning to prioritize essential uses and maintain lake health during prolonged drought.

Storm, Flooding, and Erosion Resilience

6. **Modernize stormwater.** Upgrade conveyance and treatment to handle intense rainfall; separate or retrofit where it reduces inflow to wastewater and improves water quality.
7. **Use natural buffers.** Restore/expand wetlands and riparian vegetation to store stormwater, filter runoff, and serve as strategic firebreaks.

Extreme Heat and Air Quality

8. **Cool people and places.** Grow tree canopy on priority streets and near schools/parks; encourage shade structures and high-albedo or shaded sidewalks; support home weatherization and HVAC upgrades for vulnerable households.
9. **Targeted outreach.** Proactive communications and check-ins with seniors, medically fragile residents, and those without cooling or transport during heat/smoke events.

Infrastructure and Utilities Resilience

10. **Keep the lights on.** Harden or underground lines where feasible; provide backup generation for critical facilities; design redundancy into water and wastewater systems.
11. **Design for tomorrow.** Apply climate-informed design standards in City projects; align the Capital Improvement Program (CIP) with hazard maps and LHMP priorities.

DRAFT



To: City Council
From: Elisa Rodriguez, Senior Planner
TOPIC: Periodic Update: MLMC amendments regarding Specialized Housing

Requested Action:

Provide feedback and guidance on potential amendments regarding specialized housing to the Medical Lake Municipal Code (MLMC).

Key Points:

The proposed amendments to the municipal code are to give the City some control over any proposals for Transitional Housing, Permanent Supportive Housing, Emergency Shelters, Emergency Housing, Outdoor Encampments, Vehicle Resident Safe Parking, Temporary Small Homes, and Affordable Housing.

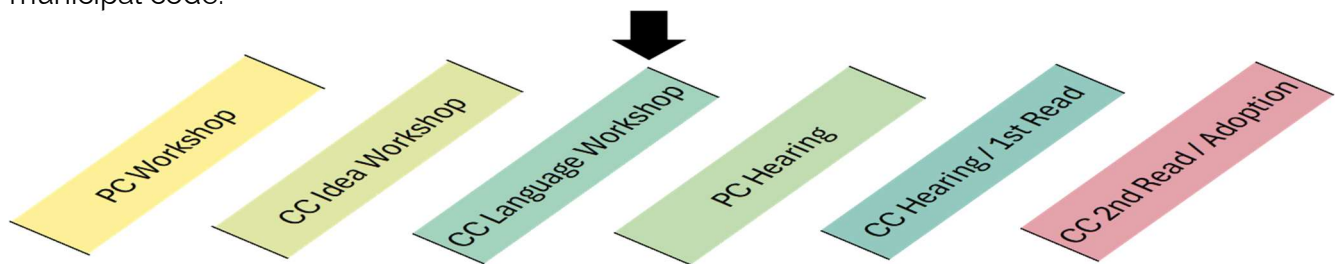
These proposed regulations are limited by House Bills 1220, 1956, and 1377. Further restrictions were adopted this year by ESHB 2266.

The City's legal counsel has reviewed and edited the proposed amendments to ensure that state statutes are being met and that the regulations are defensible.

All of these State mandates are the legislature's response to an acute shortage of affordable housing, resulting in housing insecurity and a growing number of people experiencing homelessness.

Background Discussion:

This language workshop is step three in the 6-meeting process of adopting amendments to the municipal code.



Public Involvement:

A public hearing will be held with both the Planning Commission and the City Council. In addition, language will be provided on the City website for review and comment by the public.

Next Steps:

The Planning Commission will hold a public hearing on May 28, 2026. At that meeting, the Planning Commission will be expected to make a recommendation to the City Council. A public hearing and first read for the ordinance is scheduled for the June 16, 2026 City Council meeting.

DRAFT Language for Interim and Emergency Housing

Terms Added to Definitions Chapter.

Transitional Housing. Housing and supportive services to homeless persons as defined in RCW 84.36.043.

Permanent Supportive Housing. Housing and supportive services for persons experiencing homelessness or have imminent risk of homelessness as defined in RCW 36.70A.030.

Emergency Shelter. Facilities that provide a temporary shelter for individuals or families who are currently homeless as defined in RCW 36.70A.030.

Emergency Housing. Temporary accommodations for individuals or families who are homeless or at imminent risk of becoming homeless as defined in RCW 36.70A.030.

Addition to Use Chapter

Group Living. (Add permanent supportive housing and transitional housing to group living use category)

Emergency Housing and Shelters. Emergency Housing and Shelters are facilities that provide temporary housing for individuals or families experiencing homelessness or housing instability. Accessory uses include supportive services. Emergency Housing and Shelters do not include outdoor encampments or vehicle resident safe parking as provided for in RCW 35.21.915.

Use Categories	Low-Density Residential	Medium-Density Residential	Central Business District	Mixed Use	Public Facilities
Emergency Housing and Shelters	CU	CU	Y	Y	Y

Y = Yes, allowed

CU = Allowed only if approved by a Conditional Use Review MLMC Chapter 19.790 – Conditional Use Review.

Chapter – Religious Organizations and Temporary Housing

Purpose. The purpose of this chapter is to comply with the requirements of RCW 35.21.915, pertaining to religious organizations hosting the homeless.

Applicability. This chapter applies to outdoor encampments, temporary small houses on-site, indoor overnight shelters, or vehicle resident safe parking hosted by a religious organization, as provided for in RCW 35.21.915.

Duration. A religious organization may host outdoor encampments, temporary small houses on-site, indoor overnight shelters, or vehicle resident safe parking for no more than four (4) consecutive months. There shall be a minimum of three (3) consecutive months between hosting periods.

Requirements. A religious organization that wishes to host an outdoor encampment, temporary small houses on-site, indoor overnight shelter, or vehicle resident safe parking shall complete the following:

- A. A memorandum of understanding with the City that contains, at a minimum, those criteria or items set forth in RCW 35.21.915.
- B. Host a community meeting pursuant to RCW 35.21.915.
- C. Complete sex offender checks of all the adult residents and guests.

Temporary Small Houses. Temporary Small Houses hosted by a religious organization shall meet the following requirements:

- A. The memorandum of understanding shall be renewed annually.
- B. Each small house shall be no larger than one hundred twenty (120) square feet.
- C. There shall be at least six (6) feet between small houses.
- D. Electricity shall be inspected by the Washington State Labor and Industries.
- E. Heating systems shall be inspected by the City of Medical Lake Building Official.
- F. Space heaters shall be inspected by the Fire Official.
- G. Doors and windows shall be lockable.
- H. Each small house shall have a fire extinguisher.
- I. Adequate restrooms shall be provided, including handwashing.
- J. Potable running water shall be provided.

Safe Parking. Safe Parking hosted by a religious organization shall meet the following requirements:

- A. The minimum parking spaces required for the primary use shall be retained for the primary use.
- B. Restroom access shall be provided.
- C. If recreational vehicles are hosted, proper disposal of waste shall be provided.

Indoor Overnight Shelter. The memorandum of understanding for an Indoor Overnight Shelter hosted by a religious organization shall contain provisions for fire safety pursuant to RCW 35.21.915.

Chapter – Religious Organizations and Affordable Housing Developments

Purpose. The purpose of this chapter is to comply with the requirements of RCW 36.70A.545, pertaining to bonus densities for affordable housing on properties owned or controlled by religious organizations.

Applicability. Any Affordable Housing Development, as defined by RCW 36.70A.545, that is proposed on real property owned or controlled by a religious organization shall receive a twenty (20) percent density bonus provided that:

- A. At least fifty (50) percent of the Affordable Housing Development is set aside for or occupied exclusively by low-income households, as defined by RCW 36.70A.545; or
- B. At least twenty (20) percent of the Affordable Housing Development is set aside for or occupied exclusively by very low-income households, as defined by RCW 36.70A.545.

Requirements. The Affordable Housing Development shall:

- A. Execute a lease or other binding obligation that requires the affordability requirements and other conditions contained in RCW 36.70A.545 to be maintained for at least fifty (50) years, even if the religious organization no longer owns the property.
- B. Meet all development standards of the zone.

Chapter – Emergency Housing and Shelters

Purpose. The purpose of this chapter is to comply with the requirements of RCW 35.21.683, pertaining to permanent supportive housing, transitional housing, indoor emergency housing, or indoor emergency shelters.

Applicability. This chapter applies to permanent supportive housing, transitional housing, indoor emergency housing, or indoor emergency shelters.

Requirements. Any proposed indoor emergency housing or indoor emergency shelter, shall require a written certification with all of the information described in RCW 35.21.683(5)(a) from the sponsor or managing agency prior to a certificate of occupancy.



To: City Council
From: Elisa Rodriguez, Senior Planner
TOPIC: Periodic Update: MLMC amendments regarding Transportation

Requested Action:

Provide feedback and guidance on potential amendments regarding transportation to the Medical Lake Municipal Code (MLMC).

Key Points:

SSB 6015 limits the number of parking spaces that can be required per unit for middle housing (plexes, townhouses, cottage houses). In addition, jurisdictions must allow tandem parking to meet minimum parking requirements and parking on grass block pavers. Finally, required parking cannot be required to be larger than 8 feet by 20 feet. The Medical Lake Municipal Code (MLMC) currently requires spaces to be 9 feet by 18 feet.

Parking standards are located in MLMC Chapter 17.36 – Off-Street Parking. Required parking spaces are determined by use. The chapter's list of uses is incomplete and has not been updated since 1999.

Per RCW 36.70A.070(6)(b), jurisdictions are required to address transportation concurrency with development. Concurrency is a land-use planning principle that requires public infrastructure and services to be available at the same time a new development's impacts occur. Concurrency is addressed in MLMC Chapter 16.02 – Concurrency Management. This chapter was added to the municipal code in 1998 and has not been revisited since. Concurrency is led by the level of service standards prescribed in the Comprehensive Plan.

RCW 82.70 requires a Commute Trip Reduction (CTR) ordinance to achieve reductions in the proportion of single-occupant vehicle trips. The City of Medical Lake has worked with other Spokane County jurisdictions and Commute Smart NW to create a CTR plan. The City Council adopted the Plan by resolution (#25-743) on March 18, 2025. However, MLMC Chapter 16.22 – Commute Trip Reduction Ordinance and Plan, was adopted in 2010 and needs to be revised.

MLMC Chapter 15.40 – Private Road Standards, provides the opportunity for the development of private streets as an alternative to public streets. Private streets, although open to the public for travel, are privately owned and are not maintained by the City. Private streets are typically narrower than public streets. The City has found that private streets benefit the developer at the time of construction by reducing costs, however in the long term, citizens do not benefit, being responsible for snow removal, potholes, and repaving. In addition, parking and emergency vehicle access can be impaired. For these reasons, it is recommended that this chapter be removed from the municipal code.

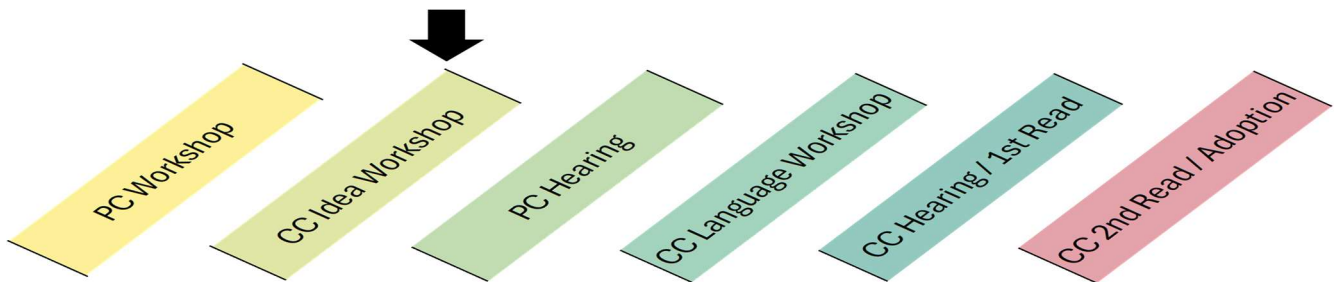
MLMC Chapter 17.34 – Planned Unit Development, in theory provides flexibility in single-family development in the R-1 zone. However, the way it is written mostly provides for density bonuses that cannot actually be implemented due to the limiting nature of the natural environment. With

wetlands and basalt, developers are not able to develop to the allowed density, let alone increase the density. Ordinance 1144 added the opportunity for Cottage Housing in the Low-Density Zone. Hopefully, this will give developers actual flexibility that can be used to develop environmentally difficult sites. For these reasons, it is recommended that this chapter be removed from the municipal code.

Background Discussion:

Determining minimum parking standards is a matter of balancing demand with cost of construction. Excessive parking requirements can price out affordable housing and discourage commercial development. Oversupplying parking encourages car ownership and driving while discouraging walking, biking, and transit use. In a City that struggles with groundwater issues, parking increases the amount of impervious surfaces, which leads to higher stormwater runoff and pollution.

The City hired a consultant to produce a Transportation Plan to reflect the values of Medical Lake and plan for the future of the community. Staff is reviewing a draft which will be made available to the public soon. This Transportation plan will inform the Comprehensive Plan.



Public Involvement:

A public hearing will be held with both the Planning Commission and the City Council. In addition, language will be provided on the City website for review and comment by the public.

Next Steps:

The Planning Commission will hold a public hearing on May 28, 2026. At that meeting, the Planning Commission will be expected to make a recommendation to the City Council.



To: Mayor and City Council
From: Sonny Weathers, City Administrator
TOPIC: COMMERCIAL KITCHEN STATUS UPDATE

Requested Action:

None. For workshop discussion and information.

Key Points:

- The Auditorium Commercial Kitchen Remodel is intended to expand the City’s ability to serve the community through meal programs, facility rentals, recreation programming, economic development, and emergency response.
- While the project experienced delays due to design refinements, prevailing wage impacts, and contractor non-performance, City staff have stabilized the project by assuming direct project management responsibilities.
- All major kitchen equipment has been purchased, and remaining work is being completed through a coordinated specialty-contractor approach.
- The project remains financially viable within the total budget authorized by Council, and remaining work is clearly defined, sequential, and manageable.
- Upon completion, the facility will function as both a day-to-day community asset and a resilience resource during disruptive events.

Background Discussion:

City Council authorized the Commercial Kitchen Remodel through the FY 2024 Capital Improvement Plan as a community investment supporting recreation, wellness, and local economic development. Following design and engineering, the City issued an RFP in November 2024 and awarded a construction contract in January 2025.

As details were refined, amendments were made to clarify equipment layouts, utility needs, and code compliance to avoid costly change orders later. During construction, additional costs tied to prevailing wage requirements and existing conditions were identified. The contractor was later declared in default due to non-performance. City staff assumed project management and shifted to a multi-contractor approach to complete the work.

Public Involvement:

None.

Next Steps:

1. Complete remaining construction and finish work under City-managed coordination.
2. Install and commission commercial kitchen equipment, including all required utility connections.
3. Obtain final building, health department, and fire/life-safety approvals.
4. Complete project closeout, including punch list resolution and final walkthrough.
5. Transition the facility to operational use and schedule an opening or ribbon-cutting once readiness is confirmed.

CITY OF MEDICAL LAKE
City Council Regular Meeting

6:30 PM
April 21, 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.

COUNCIL AND ADMINISTRATIVE PERSONNEL PRESENT

Councilmembers

Chad Pritchard
Lorin Ray-Abbott
Heath Wilbur
Don Kennedy
Tony Harbolt

Administration & Staff

Terri Cooper, Mayor
Sonny Weathers, City Administrator
Thomas Rohrer, Legal Counsel
Glen Horton, Parks & Recreation Director
Elisa Rodriguez, Senior Planner
Koss Ronholt, Finance Director
Scott Duncan, Public Works 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.
 - i. Councilmember Olson requested an absence. Motion to approve made by Councilmember Kennedy, seconded by Councilmember Wilbur, carried 5-0. Councilmember Speirs was ill and requested an absence. Motion to approve made by Councilmember Kennedy, seconded by Councilmember Harbolt, carried 5-0. All other members present in person.

2. AGENDA APPROVAL

- A. Motion to approve made by Councilmember Kennedy, seconded by Councilmember Wilbur, carried 5-0.

3. INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS - none

4. ANNOUNCEMENTS / PROCLAMATIONS / SPECIAL PRESENTATIONS

- A. Spokane Conservation District Presentation – Vicki Carter, Director gave presentation. See attached.

5. REPORTS

- A. Public Safety
 - i. SCSO Undersheriff Lundgren – crime stats holding steady. Sheriff Nowels (along with many others) filed lawsuit regarding the sheriff decertification law recently passed. Law enforcement career day is Friday May 1st at the training center – flyer provided for social media. Deputy Felix is the new deputy for Medical Lake. Very knowledgeable and should be a good fit.
 - ii. FD3 Chief Rohrbach – March call volume is within normal range for Medical Lake. Calls up 18% for entire district. Gearing up for possibly very active wildfire season. Member association is separate 501c, they handle annual fisherman's breakfast.

- B. Committee Reports/Council Comments
 - i. Councilmember Chad Pritchard – HCDAC meeting last week, still discussing \$44 million in Hazard Mitigation funding and how to distribute. Geo walk was held on Saturday, 30 people attended, most from surrounding areas, not Medical Lake.
 - ii. Councilmember Ray-Abbott – none
 - iii. Councilmember Wilbur – Public Safety – on track to finish this round of SCMP grant for May 1st. Conduit installation for generators and fiber going well. Asked staff to verify that a dedicated operator is not needed for any of the generators.
 - iv. Councilmember Kennedy – Attended the 84th annual Dolittle toast at FAFB and found it very informative. Shared some of what he learned. Also attended the Dollars for Scholars fundraiser on Saturday.
 - v. Councilmember Harbolt – General Government – Council strategic planning retreat will be in June. Roadway maintenance in process. FEMA paving project started on the 20th, hydrant flushing on the 9th, STA bus stop upgrades underway. City-wide Clean Up/Green Up day will be May 9th, 8am-noon. Will attend his second FD3 citizen advisory board meeting in Cheney on May 7th.
- C. Mayor Cooper – Updated on meetings recently attended, including the first meeting of the West Plains Domestic Violence Coalition. State Emergency board strategic planning meeting, looking at policy changes.
- D. City Administrator & City Staff
 - i. Sonny Weathers, City Administrator
 - 1. Awarded \$15,000 WCIA risk mitigation grant for Fox Hollow trail improvements. Staff conducting comprehensive utility rate study. Will hold public outreach campaign. Council will be able to review before budget season. Council strategic planning retreat in June. Will reach out for scheduling. Saturday the 25th events include spring youth sports kick off, fisherman’s breakfast with fishing tank, Slightly West of Spokane art show at the Rosarium.
 - ii. Koss Ronholt, Finance Director – Q1 Budget Report
 - 1. Reviewed report with council.

6. WORKSHOP DISCUSSION

- A. Service Agreement for Kitchen Management
 - i. Mayor Cooper explained the service agreement. Council discussion. August first is the target completion date for kitchen. Councilmember Wilbur would like to hear from Ms. Bishop in person regarding her plans for managing the kitchen. Councilmember Pritchard would like to see a schedule with a comprehensive picture of completion dates for the kitchen. Council in agreement to bring back for another workshop with the requested information.
- B. Waterfront Park Transfer MOU
 - i. Mr. Weathers reviewed. Council in agreement to bring back as a Resolution at the next meeting.
- C. Service Agreement with E & H Engineering for Water Main Improvements
 - i. Scott Duncan, Public Works Director and city engineer Tom Haggerty, reviewed the agreement. Asking for a \$48,000 budget amendment to complete the project that was approved to begin in 2027. Completing the engineering in advance of work beginning will allow for a smoother process. Council in agreement to bring forward as a Resolution at the next meeting.
- D. Periodic Update: MLMC Amendments relating to Affordable Housing Draft Language

- i. Ms. Rodriguez provided council with a replacement page 31 (see attached) and reviewed. Red lettering is language amended after the Planning Commission hearing. Purple is notes from legal counsel to shore up language. Most of these changes are mandated by the state. Explained addition of conversion language. Will be brought forward as an ordinance at the public hearing during a future meeting.

E. Parks Master Plan

- i. Glen Horton, Parks and Recreation Director reviewed the plan. Explained the need for a quick turnaround due to deadline to apply for RCO grant funds. Explained to council that this is “version 1.0” to meet the RCO grant standards, while continuing to work on a more robust master plan. Parks Advisory Board has reviewed plan and recommends approval. Councilmember Pritchard noted some typos and requested some changes. Discussion regarding ability to update this document as needed. Mr. Weathers confirmed that this “bare bones” plan is a living document that can be updated as needed.
 - 1. Resolution 26-808 Parks Master Plan
 - a. Motion to approve as is made by Councilmember Kennedy, seconded by Councilmember Harbolt, carried 4-1 with Councilmember Pritchard voting nay.

7. ACTION ITEMS

A. Consent Agenda

- i. Approve **April 7, 2026**, minutes.
 - 1. Motion to approve made by Councilmember Kennedy, seconded by Councilmember Ray-Abbott, carried 5-0.
- ii. Approve **April 21, 2026**, Payroll Claim Warrants numbered **53569** through **53576** and Payroll Payable Warrants numbered **30341** through **30350** in the amount of **\$173,410.62** and Claim Warrants numbered **53627** through **53667** in the amount of **\$165,837.42**.
 - 1. Motion to approve made by Councilmember Kennedy, seconded by Councilmember Wilbur, carried 5-0.

8. PUBLIC HEARING – None.

9. EXECUTIVE SESSION – None.

10. RESOLUTIONS

- A. 26-801 Service Agreement with Cline’s Heating and Air for Kitchen HVAC
 - i. Mr. Weathers reviewed. Motion to approve made by Councilmember Pritchard, seconded by Councilmember Kennedy, carried 5-0.
- B. 26-802 Procurement Policy 14.110 Update
 - i. Mr. Ronholt reviewed. Motion to approve made by Councilmember Harbolt, seconded by Councilmember Kennedy, carried 5-0.
- C. 26-806 Service Agreement with Allied Universal
 - i. Mr. Horton reviewed. Motion to approve made by Councilmember Pritchard, seconded by Councilmember Wilbur, carried 5-0.
- D. 26-807 STA Small Cities MOU
 - i. Mayor Cooper reviewed. Motion to approve made by Councilmember Kennedy, seconded by Councilmember Harbolt, carried 5-0.

11. ORDINANCES

- A. Second Read Ordinance 1144 Periodic Update: MLMC Amendments Concerning Zoning
 - i. Legal counsel read into record.
 - ii. Ms. Rodriguez reviewed schedule and noted that the only changes were the removal of strike-throughs.
 - iii. Motion to approve made by Councilmember Kennedy, seconded by Councilmember Wilbur, carried 5-0.

- B. First Read Ordinance 1146 Relating to the Sale of Kratom Products
 - i. Legal counsel read into record.
 - ii. Motion to approve first read made by Councilmember Pritchard, seconded by Councilmember Wilbur, carried 5-0.

12. EMERGENCY ORDINANCES – none

13. UPCOMING AGENDA ITEMS – none

14. INTERESTED CITIZENS –

- A. Lahnje Henderson, resident of Medical Lake – commented on water main project and inquired who would cover payment of any damages to property during the work.

- B. Diane Nichols, resident of Medical Lake – commented on the WCIA grant for the Fox Hollow trail. She was the resident that had brought attention to the need. Thanked Mr. Duncan and Mr. Horton for listening to her. Excited for the upgrade. Thanked council for voting to approve the Parks Master Plan. Hopeful for a grant to repave the Medical Lake Trail.

15. CONCLUSION

- A. Motion to conclude at 8:31pm made by Councilmember Pritchard, seconded by Councilmember Wilbur, carried 5-0. At this time, it was noticed that Ms. Nichols had her hand raised on Zoom to give public comment. Mayor Cooper called the meeting back to order at 8:32pm and allowed Ms. Nichols to give her comments. After comments were given, a motion to conclude at 8:38pm was made by Councilmember Pritchard, seconded by Councilmember Kennedy, and carried 5-0.

Terri Cooper, Mayor

Koss Ronholt, Finance Director/City Clerk

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, 53668 through 53711 in the amount of \$247,239.66.

Check(s): 53668 - 53711	\$ 232,488.07
<u>EFT(s)</u>	<u>\$ 14,751.59</u>
Total:	\$ 247,239.66



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, 53668 through 53711 in the amount of \$247,239.66 this 5th day of May 2026.

Terri Cooper, Mayor

Date

**CITY OF MEDICAL LAKE
SPOKANE COUNTY, WASHINGTON
RESOLUTION NO. 26-809**

**A RESOLUTION OF THE CITY OF MEDICAL LAKE IN SUPPORT OF
A MEMORANDUM OF UNDERSTANDING BETWEEN STATE OF
WASHINGTON, DEPARTMENT OF SOCIAL AND HEALTH SERVICES AND
THE CITY OF MEDICAL LAKE**

WHEREAS, the Washington State Legislature has directed the Department of Social and Health Services (“DSHS”), through SSB-5195 (Section 2017), enacted as Chapter 414, Laws of 2025, to convey certain real property, located in Spokane County, to the City of Medical Lake (“City”) for the purpose of public outdoor recreation; and

WHEREAS, DSHS owns the real property to be conveyed to the City; and

WHEREAS, the City and DSHS are agreeable to the conveyance of the real property as further identified in a Memorandum of Understanding (“MOU”), as set forth in Exhibit A; and

WHEREAS, the City must a) own and/or obtain an easement in the identified real property, and b) operate and maintain the identified real property for the purpose of public outdoor recreation in perpetuity to be conveyed said property; and

WHEREAS, the MOU sets forth the parties respective roles, responsibilities, and understandings regarding the use, transfer, or encumbrance of said property.

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 the MOU and authorizes the Mayor to execute it, as set forth in 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 May, 2026.

Terri Cooper, Mayor

Attest:

Approved as to Form:

Koss Ronholt, City Clerk

Sean P. Boutz, City Attorney

MEMORANDUM OF UNDERSTANDING
Between
State of Washington
Department of Social and Health Services
And
The City of Medical Lake

This Memorandum of Understanding (“MOU”) is entered into by and between the State of Washington, Department of Social and Health Services, Office of Capital Programs, hereinafter referred to as “DSHS,” and the City of Medical Lake, a Washington municipal corporation, hereinafter referred to as “City.”

RECITALS

WHEREAS, the Washington State Legislature has directed the DSHS through SSB-5195 (Section 2017), enacted as Chapter 414, Laws of 2025, to transfer real property, located in Spokane County, to the City for the purpose of public outdoor recreation; and

WHEREAS, DSHS owns the identified real property within the City of Medical Lake; and

WHEREAS, the City must a) own and/or obtain an easement in the identified real property, and b) operate and maintain the identified property for the purpose of public outdoor recreation in perpetuity; and

WHEREAS, DSHS and the City desire to set forth their respective roles, responsibilities, and understandings regarding the use, transfer, or encumbrance of said property.

NOW, THEREFORE, in consideration of the terms, conditions, covenants, and performance contained herein, IT IS MUTUALLY AGREED AS FOLLOWS:

1. DEFINING THE USE OF PROPERTY

The property subject to this MOU shall be used solely for public, outdoor recreation in perpetuity consistent with Section 2017 of SSB-5195 and applicable state and local laws.

2. IDENTIFY PROPERTY TO BE TRANSFERRED AND/OR GRANTED EASEMENT

The specific property, or portion thereof, to be transferred under this MOU is identified as Spokane County parcel number 1-4192.0001 and that portion of the adjacent Spokane County parcel number 0-4241.0006 that is bordered on the south by W. Fancher road and on the west by S. Pine street. The trail running the length of the western edge of Medical Lake shall be conveyed by an easement.

The specific property, or portion thereof, to be transferred or encumbered by easement under this MOU shall be identified by legal description, parcel number, and map reference in written subsequent agreements executed by both parties.

No transfer of title or grant of easement shall occur until all statutory and administrative requirements are satisfied.

3. STATEMENT OF WORK

A. DSHS RESPONSIBILITY

DSHS shall:

- i. Identify and make available property eligible for transfer or easement under SSB-5195.
- ii. Coordinate with the Washington State Department of Enterprise Services (DES) as required.

DES, acting through or in coordination with DSHS, shall:

- Review and approve real property actions as required by statute.
 - Draft and execute the documentation for the transfer and conveyance of the identified real property.
- iii. Provide property information, environmental documentation, and relevant records reasonably necessary for City evaluation.
 - iv. Ensure compliance with all applicable state laws, rules, and internal approval processes.

B. CITY OF MEDICAL LAKE RESPONSIBILITY

The City shall:

- i. Use the property in accordance with the agreed-upon public purpose.
- ii. Be responsible for all costs associated with development, maintenance, operation, and compliance unless otherwise agreed in writing.
- iii. Obtain all necessary permits, approvals, and inspections.
- iv. Comply with all applicable federal, state, and local laws and regulations.

4. TERMS AND CONDITIONS

This MOU does not convey any real property interest. Any fee transfer or easement shall be conveyed by separate written agreements approved and executed by authorized representatives of both parties. All actions shall comply with SSB-5195 and other applicable statutes.

5. PERIOD OF PERFORMANCE

This MOU shall become effective upon the date of last signature by the parties.

6. CONSIDERATION OF LAND TRANSFER AND EASEMENT

The parties acknowledge that adequate consideration for this MOU exists in the form of mutual public benefit and intergovernmental cooperation, pursuant to Washington law.

7. CONSIDERATION FOR STATEMENT OF WORK

DSHS has been appropriated \$100,000 to be used toward the costs of transferring the property, including but not limited to closing costs; surveying costs related to the division of property and boundary line adjustments; recording costs; costs related to the recording of easements; and costs associated with entering into an interagency agreement with the DES to transfer the land.

Any costs necessary to complete the property transfer above the appropriated amount set forth herein will be the responsibility of the City.

8. BILLING PROCEDURES

If applicable, DSHS shall submit invoices to the City for reimbursement of costs, on or before the 15th of each month, for the prior month's services. All expenses invoiced shall be supported with copies of invoices paid. The invoice will clearly indicate that it is for the services rendered in performance under this MOU.

The invoices shall be forwarded to:

City of Medical Lake
Attn: Sonny Weathers, City Administrator
PO BOX 369
Medical Lake, WA 99022
Email: sweathers@medical-lake.org

9. PAYMENT PROCEDURE

The City shall submit payment within thirty (30) days upon receiving receipt of DSHS's invoice. All payments are to be mailed to:

DSHS Office of Capital Programs
Attn: Fiscal Unit
1115 S Washington St.
MS: 45848
Olympia, Washington 98504-5848

10. AGREEMENT CHANGES, MODIFICATIONS, AND AMENDMENTS

This MOU may be amended only by a written document signed by authorized representatives of both parties.

11. CONTRACT MANAGEMENT

Department of Social & Health Service
Office of Capital Programs
Jeanne Rodriguez
1115 S. Washington St.
MS: 45848
Olympia, Washington 98504-5848
360-791-6862
Jeanne.rodriquez@dshs.wa.gov

City of Medical Lake
Sonny Weathers, City Administrator
124 S. Lefevre St.,
Medical Lake, WA 99022.
509-565-5050
sweathers@medical-lake.org

IN WITNESS WHEREOF, the parties have executed this Memorandum of Understanding by their duly authorized representatives.

THE CITY OF MEDICAL LAKE

DEPARTMENT OF SOCIAL & HEALTH SERVICES:

Signature

Signature

Print Name

Print Name

Title

Title

Date

Date

**CITY OF MEDICAL LAKE
SPOKANE COUNTY, WASHINGTON
RESOLUTION NO. 26-810**

**A RESOLUTION OF THE CITY OF MEDICAL LAKE APPROVING AN
AGREEMENT BETWEEN THE CITY OF MEDICAL LAKE AND E & H
ENGINEERING, INC.**

WHEREAS, the City of Medical Lake (“City”) and E & H Engineering, Inc. (“E&H”) have previously entered into a master professional services agreement dated March 21, 2023, for engineering services; and

WHEREAS, the City seeks to complete a Public Works water system improvement project on Staples St., Martin St., and Jefferson St. (collectively “Project”) in accordance with the City’s Capital Improvement Plan; and

WHEREAS, portions of the existing water system include small, irregular service lines (“spider lines”) that are in poor condition, difficult to access, and require frequent maintenance; and

WHEREAS, the parties are desirous of entering into a project-specific agreement, pursuant to the parties master professional services agreement, that sets forth the terms and conditions for E&H to perform such services for the Project (“Agreement”), which is set forth in Exhibit “A”; and

WHEREAS, the total compensation under the Agreement shall not exceed Eighty-Nine Thousand Dollars (\$89,000) without further Council approval; and

WHEREAS, City Council held a workshop to discuss the Project and Agreement on April 21, 2026.

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 and E&H 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 May 2026.

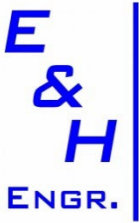
Terri Cooper, Mayor

Attest:

Approved as to Form:

Koss Ronholt, City Clerk

Sean P. Boutz, City Attorney



April 1, 2026

Mayor Cooper & City Council
c/o Sonny Weathers, City Administrator
City of Medical Lake
PO Box 369
Medical Lake, WA 99022

Re: Staples, Martin, & Jefferson Water Main Improvements
Professional Services Agreement

Dear Mayor & Council,

We ask that this letter serve as an agreement for design and construction engineering & inspection as a specific project agreement with the umbrella of the master agreement dated March 21, 2023 for water system improvements on Staples St., Martin St., and Jefferson St.

The project includes installing new 8" water mains to fill gaps on Staples St. from Brooks Rd. South to 4th St. along with transferring of 11 service connections w/ new meter assemblies to this new main on Staples St. Also included is transferring an additional 10 service connections w/ new meter assemblies to existing mains on Martin and Jefferson and abandoning all of the sporadic 2" lines that feed all of these homes from the back and side (spider lines). These spider lines are in poor condition requiring frequent repairs and are in inaccessible locations due to fencing, landscaping, yards, etc. in the back and sides of homes. This project would move all services from the respective frontage water mains and move all meter assemblies to the front of the property; several of which are currently inside homes. A vicinity map of the proposed improvements is enclosed as a reference.

An initial cost estimate sent to Scott Duncan, Public Works Director, is enclosed as a reference of probable costs for the project. The total cost is approximately \$533,000.00 without contingencies. Scott reviewed the water fund account for this project and had us break it into Phases due to cost concerns. The phasing is indicated on the enclosed map and we believe we can get design completed for the entire project with two drawing sets (for 2 phases) and construct Phase I, complete and operable, for a total project cost of approximately \$400,000.00. This would leave Phase II, extending the main North on Staples St. and transferring the remaining services for a later date when sufficient funds have been secured to complete that portion.

Deliverables (All Encompassing Project Delivery)

Design Phase

- Site survey, topographical mapping, 3D surface creation.
- Design and hydraulic modeling in City's hydraulic model. Pressure pipe network design in Civil 3D.
- Addition to water system map.

- Full and complete drawings, specifications, and details for local funds Public Works Project.
- Two drawing & specification sets Phase I & II.
- Bid Process, Bid Opening, Bidding Notification Letters, and Recommendation of Award of Contract.
- Award of Contract

Construction Phase

- Construction Administration including Submittals, Preconstruction Meeting, SPCC Plan, and TESC Plan implementation.
- Construction Observation, Inspection & Testing
- Contractor Pay Estimates
- Project Close Out & Notice of Completion of Public Works Project
- Release of Retainage
- As-Built Drawings

Design Fee Proposal

We propose to complete the Design Phase through to Award of Construction Contract for a lump sum amount of \$48,000.00. A breakdown of those lump sum costs are as follows:

-Site Survey, Topographical Mapping (Sub Consultant)	\$8,000.00
-Design & Preparation of 100% Drawings & Specs Phase I	\$20,000.00
-Design & Preparation of 100% Drawings & Specs Phase II	\$10,000.00
-Bid Process & Printing Phase I	\$5,000.00
-Bid Process & Printing Phase II	\$5,000.00
	\$48,000.00

Construction Fee Proposal

We propose to complete all construction phase services and deliverables on a time and expense basis with a not-to-exceed budget amount of \$41,000.00.

Service	Rate/Hr.
Principal Civil Engineer, P.E.	\$140.00
Design Engineer	\$115.00
Engr. Technician	\$98.00
Const. Manager/PRP	\$115.00
Inspector	\$98.00
Jr. Inspector	\$87.00

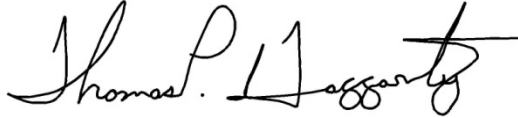
No subconsultant fees are expected in the construction phase.

Timing

It is expected that Phase I of this project will be designed and constructed this summer and Phase II will be bid when City funding is available for construction.

If you are agreeable to the this proposal, please indicate with signature below. All items appear to be in order, and we look forward to a successful project. Please contact us should questions or concerns arise.

Sincerely,



Thomas P. Haggarty, P.E.
Principal, City Engineer

Encl: Vicinity Map
Initial Estimate Letter

WHEREAS, the amount of this agreement is not to exceed \$89,000.00 without prior approval.

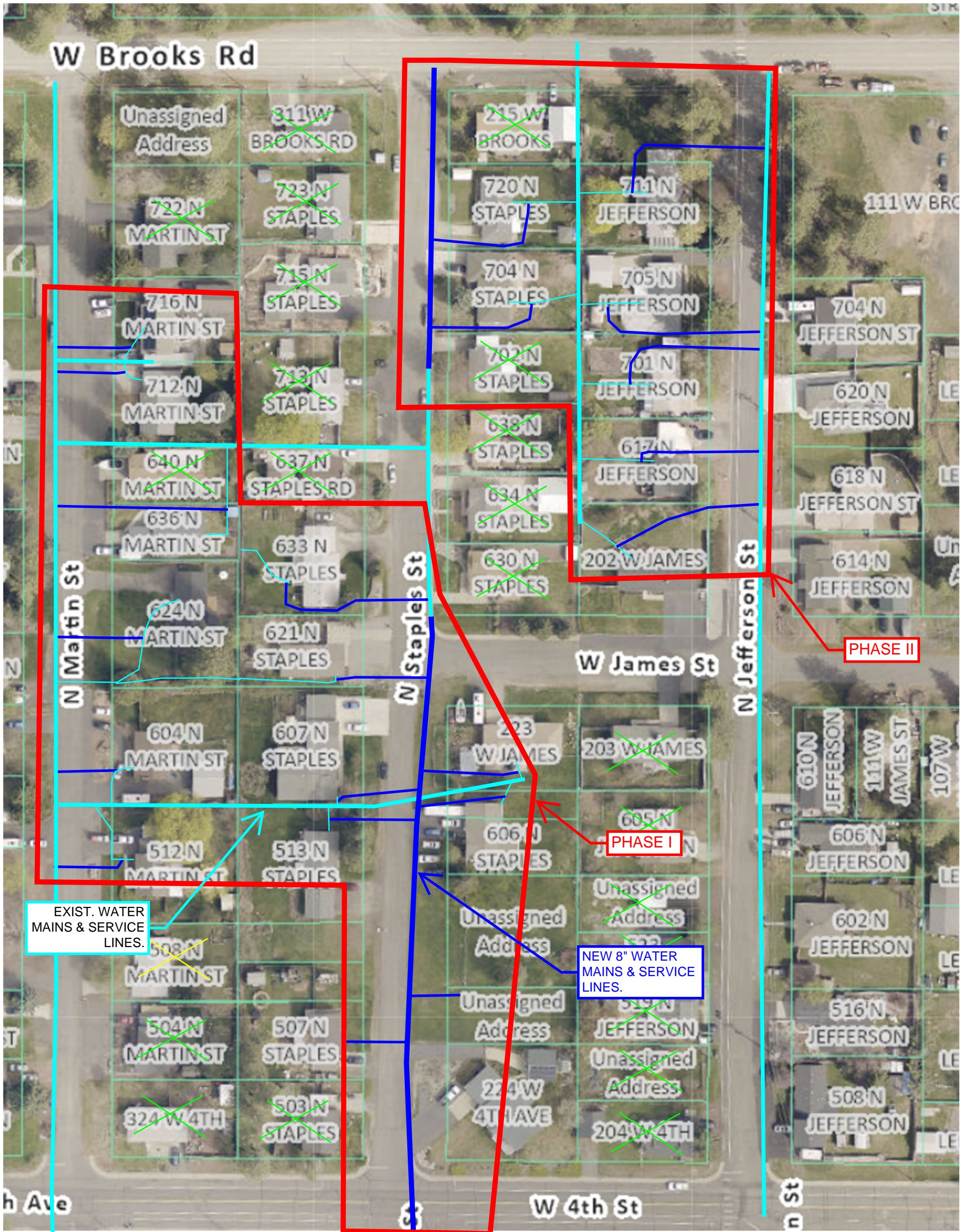
DATED this _____ day of April, 2024.

CITY OF MEDICAL LAKE

By: Terri Cooper, Mayor

ATTEST:

By: Sonny Weathers, City Administrator



CITY OF MEDICAL LAKE
 STAPLES ST. WATER IMPROVEMENTS-2026
 8" MAIN EXTENSION & SERVICE RECONNECTS
 VICINITY MAP



March 12, 2026

Scott Duncan, Public Works Director
 City of Medical Lake
 PO Box 369
 Medical Lake, WA 99022

Re: Staples St. Water Main Improvements
 Project Estimate

Dear Scott:

The following is our cost estimate for Staples St. Water Main Improvements

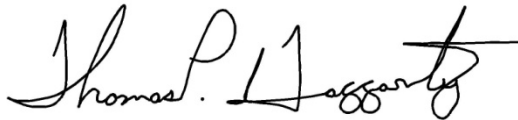
Staples St Water Main Improvements

Item No.	Description	Estimated Qty.	Unit Price	Total Amount
1	Mobilization	Lump Sum	\$ L.S.	\$50,000.00
2	Pavement Removal	740 S.Y.	\$12.00	\$8,880.00
3	Conc. Removal	50 S.Y.	\$20.00	\$1,000.00
4	6" R.S. Gate Valve & Box, In Place	2 Ea.	\$2,800.00	\$5,600.00
5	8" C-900 Pipe, In Place	810 L.F.	\$86.00	\$69,660.00
6	8" R.S. Gate Valve & Box, In Place	4 Ea.	\$3,500.00	\$14,000.00
7	Existing System Connection, Det. 4TH	Lump Sum	\$ L.S.	\$5,000.00
8	Existing System Connection, Det. FH	Lump Sum	\$ L.S.	\$2,500.00
9	Existing System Connection, Det. BR	Lump Sum	\$ L.S.	\$4,500.00
10	Existing System Connection, Det. ST	Lump Sum	\$ L.S.	\$4,000.00
11	New 1" Service Connection (Saddle, Corp & Curb Stop) Includes Reconnect	20 Ea.	\$1,500.00	\$30,000.00
12	New 1" Service Connection & Curb Stop	1 Ea.	\$1,400.00	\$1,400.00
13	1" Meter Assembly & Reconnect (IN)	6 Ea.	\$2,800.00	\$16,800.00
14	1" Meter Assembly, Reconnect & Remove Exist. (OUT)	14 Ea.	\$3,000.00	\$42,000.00
15	1" 200 psi. Poly Service Pipe, In Place	1,805 L.F.	\$25.00	\$45,125.00
16	1" Bored 200 psi. Poly Service Pipe Inside 2" Casing	225 L.F.	\$55.00	\$12,375.00
17	Trench Excavation Safety	Lump Sum	\$ L.S.	\$1,500.00
18	Conc. D'way Approach Repair (Cl. 4000 P.C.C.)	40 S.Y.	\$125.00	\$5,000.00

19	Conc. Misc./Sidewalk Repair (Cl. 3000 P.C.C.)	10 S.Y.	\$90.00	\$900.00
20	Crushed Surfacing Top Course (CSTC)	300 Ton	\$65.00	\$19,500.00
21	City Rd. HMA Repair - Cl. 3/8" PG64H-28	135 Ton	\$250.00	\$33,750.00
22	D'way HMA Repair - Commercial HMA	4 Ton	\$300.00	\$1,200.00
23	Sod Repair	3,200 S.Y.	\$6.00	\$19,200.00
24	Hydroseed Repair	Lump Sum	\$ L.S.	\$3,000.00
25	Sign, Mailbox, Landscape, Fence, Irrigation, & Surface Repairs	Lump Sum	\$ L.S.	\$10,000.00
26	Inlet Protection	3 Ea.	\$200.00	\$600.00
Subtotal: \$				\$407,490.00
Plus 8.9% Sales Tax: \$				\$36,266.61
Estimated Construction Total: \$				\$444,000.00
Plus 20% Design & Const. Engr., Insp., Testing, & Admin.: \$				\$89,000.00
Total Estimated Project Cost w/o Contingency: \$				\$533,000.00

Please contact us should you have any questions or concerns.

Sincerely,



Thomas P. Haggarty, P.E.
Project Engineer

**CITY OF MEDICAL LAKE
SPOKANE COUNTY, WASHINGTON
RESOLUTION NO. 26-811**

**A RESOLUTION OF THE CITY OF MEDICAL LAKE APPROVING A
LEASE AGREEMENT WITH CANON SOLUTIONS AMERICA, INC. FOR
MULTIFUNCTION PRINTER EQUIPMENT UTILIZING A COOPERATIVE
PURCHASING ARRANGEMENT WITH OMNIA**

WHEREAS, the City of Medical Lake (“City”) requires reliable multifunction printer copier equipment to support City Hall operations; and

WHEREAS, the City is authorized to participate in cooperative purchasing arrangements with other public agencies pursuant to RCW 39.34; and

WHEREAS, City Hall’s current printer has reached the end of its useful service; and

WHEREAS, OMNIA Partners is a cooperative purchasing organization that has competitively procured contracts available for use by public agencies nationwide; and

WHEREAS, the University of California conducted a competitive solicitation and was awarded Contract No. 2020002755 on December 16, 2020, for office equipment and related services, which is available through OMNIA Partners; and

WHEREAS, utilizing a cooperative purchasing contract allows the City to efficiently procure necessary equipment while satisfying competitive procurement requirements, in accordance with the City’s Procurement Policy 14.110, Section 4.4.3; and

WHEREAS, City staff have assessed the equipment needs of City Hall and recommends entering into a lease agreement for multifunction printer equipment with Canon Solutions America, Inc (“Canon”) for Two Hundred Fifty-Four Dollars and Fifty-Five Cents (\$254.55) per month for a term of sixty (60) months, as set forth in the attached Exhibit “A” (“Lease”).

WHEREAS, the Lease will include equipment, maintenance, and related services under the terms and pricing established in the cooperative purchasing contract.

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

Section 1. Authorization. The City Council hereby authorizes the Mayor to enter into the Lease with Canon, pursuant to University of California Contract No. 2020002755, as procured through OMNIA Partners, for the provision of multifunction printer equipment and related services.

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 become effective immediately upon its adoption.

ADOPTED this ____ day of May 2026.

Mayor, Terri Cooper

Attest:

Approved as to Form:

Koss Ronholt, City Clerk

City Attorney, Sean P. Boutz



Canon U.S.A., Inc. ("CUSA")
One Canon Park, Melville, NY 11747
(800)-613-2228

Customer: City of Medical Lake

CFS App #: 2133192

Salesperson: Sierra Love-Ensminger

Agreement #: MA75025

Transaction #: S21564592

Order Date: 04/28/26

Table with 2 main columns: Billing Information and Equipment Maintenance Information. Includes fields for Company, Address, Contact, and various maintenance and payment details.

Table with 3 columns: Item Code, Listed Items Description, and Ship To & Maintenance Billing Information. Lists various equipment items and their shipping details.

Table with 2 columns: Additional Requirements and Consumables. Lists specific requirements and consumable details like toner and meter reporting.

THIS SCHEDULE IS ENTERED INTO PURSUANT TO, AND INCORPORATES THE TERMS OF, THE MASTER SALES AND SERVICES AGREEMENT REFERENCED AS THE AGREEMENT # ABOVE ("AGREEMENT").

Table for signatures with columns: Customer Authorized Signature, Printed Name, Title, Date. Includes a section for Internal Purposes Only.



Return Schedule, Rider B of Agreement

Canon U.S.A. Inc. ("CUSA")
One Canon Park, Melville, NY 11747
(800)-613-2228

Customer: City of Medical Lake

Salesperson: Sierra Love-Ensminger

Agreement #: MA75025

Transaction #: S21564592

Order date: 4/28/2026

Customer ("You") Customer Account: Service Requested: Trade In
Company: City of Medical Lake
Address: 124 S LEFEVRE ST
City: MEDICAL LAKE County: SPOKANE
State: WA Zip: 99022 Phone: 509-565-5030
Contact name: Koss Ronholt
Email: kronholt@medical-lake.org
Alternate Contact:
Alternate Phone:

If "Buyout Reimbursement" is selected above, the following MUST be completed:

\$ _____ To be paid upon delivery / acceptance pursuant to Rider B, Section 1.

Payable to: Reason for check issuance:

If transaction includes a Lease Upgrade or Buyout the following MUST be completed:

Select one:
[] Not Applicable: No Equipment pick up required
[] CUSA will pick up the Equipment
[] Return Equipment to CFS
[] Return Equipment to CUSA Original Order Date _____
[] You will return Equipment to leasing company according to the terms and conditions of your lease agreement
[] You will retain the equipment.
Will retained equipment remain under a CUSA Maintenance Agreement?
[] No
[] Yes: SELECT ONE: under an Existing Contract [] Or New Contract []

Trade in Equipment Condition: Good Working

Equipment for Trade-In, Upgrade, or Return

If transaction includes a Lease return the following MUST be completed:

Table with 8 columns: Return code, Item Code, Description, Serial #, Equipment Location, Contact Name & Phone, Email, Alt pick up date. Row 1: TRD, HP Color LaserJet 5550n, Non Canon Equipment, JPFC64V02Q, 124 S LEFEVRE RD, MEDICAL LAKE WA 99022, Koss Ronholt (509) 565-5030, kronholt@medical-lake.org

Pick Up /Return Information:

[] Same Date as Delivery of Listed Items Specified on the Agreement
[] Other Specified Date: ____ / ____ / ____ (but no longer than 30 days after delivery of Listed Items under Agreement)

Contact Name: Phone: Email:

Hours of Operation: Number of Steps: Elevator: Loading Dock:

Special Instructions / Additional Requirements:

THIS RETURN SCHEDULE IS ENTERED INTO PURSUANT TO, AND INCORPORATES ALL OF THE TERMS OF, THE MASTER SALES AND SERVICES AGREEMENT REFERENCED AS THE AGREEMENT # ABOVE AND THE APPLICABLE RIDER(S) ("AGREEMENT"). BY YOUR SIGNATURE BELOW, YOU AGREE TO TERMS AS SPECIFIED ABOVE, SUBJECT TO THE TERMS AND CONDITIONS OF THE AGREEMENT. CUSTOMER REPRESENTS THAT EXECUTION OF THIS SCHEDULE HAS BEEN DULY AUTHORIZED. YOU REPRESENT THAT YOU ARE AUTHORIZED TO EXECUTE THIS SCHEDULE ON CUSTOMER'S BEHALF. STANDARD TERMS AND CONDITIONS INCORPORATED HEREIN ARE AVAILABLE AT MK1.USA.CANON.COM/CUSTOMERDOCUMENTS, AND SHALL APPLY TO THE EXTENT NOT MODIFIED BY THE AGREEMENT. YOU ACKNOWLEDGE RECEIPT OF A COPY OF THIS RETURN SCHEDULE.

Customer's Authorized Signature _____

Printed Name Title Date



Return Schedule, Rider B of Agreement

Canon U.S.A, Inc. ("CUSA")
One Canon Park, Melville, NY 11747
(800)-613-2228

Customer: City of Medical Lake

Salesperson: Sierra Love-Ensminger

Agreement #: MA75025

Transaction #: S21564592

Order date: 4/28/2026

Customer ("You") Customer Account: Service Requested: Trade In
Company: City of Medical Lake
Address: 124 S LEFEVRE ST
City: MEDICAL LAKE County: SPOKANE
State: WA Zip: 99022 Phone: 509-565-5030
Contact name: Koss Ronholt
Email: kronholt@medical-lake.org
Alternate Contact:
Alternate Phone:

If "Buyout Reimbursement" is selected above, the following MUST be completed:

\$ _____ To be paid upon delivery / acceptance pursuant to Rider B, Section 1.

Payable to: Reason for check issuance:

If transaction includes a Lease Upgrade or Buyout the following MUST be completed:

Select one:
[] Not Applicable: No Equipment pick up required
[] CUSA will pick up the Equipment
[] Return Equipment to CFS
[] Return Equipment to CUSA Original Order Date _____
[] You will return Equipment to leasing company according to the terms and conditions of your lease agreement
[] You will retain the equipment.
Will retained equipment remain under a CUSA Maintenance Agreement?
[] No
[] Yes: SELECT ONE: under an Existing Contract [] Or New Contract []

Trade in Equipment Condition: As Is

Equipment for Trade-In, Upgrade, or Return

If transaction includes a Lease return the following MUST be completed:

Table with 8 columns: Return code, Item Code, Description, Serial #, Equipment Location, Contact Name & Phone, Email, Alt pick up date. Row 1: TRD, Sharp MX4071, Non Canon Equipment, 03032765, 124 S LEFEVRE RD MEDICAL LAKE WA 99022, Koss Ronholt (509) 565-5030, kronholt@medical-lake.org

Pick Up /Return Information:

[] Same Date as Delivery of Listed Items Specified on the Agreement
[] Other Specified Date: ____ / ____ / ____ (but no longer than 30 days after delivery of Listed Items under Agreement)

Contact Name: Phone: Email:

Hours of Operation: Number of Steps: Elevator: Loading Dock:

Special Instructions / Additional Requirements:

THIS RETURN SCHEDULE IS ENTERED INTO PURSUANT TO, AND INCORPORATES ALL OF THE TERMS OF, THE MASTER SALES AND SERVICES AGREEMENT REFERENCED AS THE AGREEMENT # ABOVE AND THE APPLICABLE RIDER(S) ("AGREEMENT"). BY YOUR SIGNATURE BELOW, YOU AGREE TO TERMS AS SPECIFIED ABOVE, SUBJECT TO THE TERMS AND CONDITIONS OF THE AGREEMENT. CUSTOMER REPRESENTS THAT EXECUTION OF THIS SCHEDULE HAS BEEN DULY AUTHORIZED. YOU REPRESENT THAT YOU ARE AUTHORIZED TO EXECUTE THIS SCHEDULE ON CUSTOMER'S BEHALF. STANDARD TERMS AND CONDITIONS INCORPORATED HEREIN ARE AVAILABLE AT MK1.USA.CANON.COM/CUSTOMERDOCUMENTS, AND SHALL APPLY TO THE EXTENT NOT MODIFIED BY THE AGREEMENT. YOU ACKNOWLEDGE RECEIPT OF A COPY OF THIS RETURN SCHEDULE.

Customer's Authorized Signature _____

Printed Name Title Date

**CITY OF MEDICAL LAKE
SPOKANE COUNTY, WASHINGTON
ORDINANCE NO. 1146**

**AN ORDINANCE OF THE CITY OF MEDICAL LAKE, COUNTY OF SPOKANE,
STATE OF WASHINGTON, ADOPTING TITLE 9, CHAPTER 9.21 OF THE MEDICAL
LAKE MUNICIPAL CODE RELATING TO THE SALE OF KRATOM PRODUCTS.**

WHEREAS, pursuant to Article XI, Section 11 of the Washington Constitution, the City of Medical Lake (“City”) is authorized to “make and enforce within its limits all such local police, sanitary and other regulations as are not in conflict with general laws,” which include regulations necessary to protect public health, safety, and welfare; and

WHEREAS, kratom is a psychoactive substance made from the leaves of the *Mitragyna speciosa* tree; and

WHEREAS, the U.S. Drug Enforcement Agency has listed kratom as a Drug of Chemical Concern, finding that kratom consumption can produce both stimulant and opioid-like effects and can lead to dependence, addiction, and negative psychotic and physical effects; and

WHEREAS, cases of kratom-related toxicity and adverse effects have been reported, particularly when combined with other substances; and

WHEREAS, the U.S. Food and Drug Administration (“FDA”) has determined that 7-hydroxymitragynine (“7-OH”), a naturally occurring alkaloid in the kratom plant, is a dangerous substance; and

WHEREAS, the FDA has not approved any prescription or over-the-counter drug products containing kratom or its two main alkaloids, mitragynine and 7-OH; and

WHEREAS, the safety profile of kratom products is not well established and its effect on minors is largely unknown; and

WHEREAS, kratom is not federally regulated in the United States and is not subject to government-mandated safety checks, resulting in a lack of oversight and accepted safety standards for use, regulation of ingredients, purity levels, and dosage; and

WHEREAS, the State of Washington has not enacted any laws or regulations governing the sale or use of kratom; and

WHEREAS, kratom products are sold at various retail locations in the City posing a risk to the City’s residents, particularly youth and vulnerable populations; and

WHEREAS, prohibiting the sale and distribution of kratom products helps reduce the risk of accidental overdose, substance misuse, and long-term health impacts, and protects the public health, safety, and welfare of residents of the City.

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

Section 1. Purpose. The City Council finds that the sale and distribution of kratom in the City causes harm to public health, safety, and welfare and that it is in the best interest of the City to permanently prohibit the sale and distribution of kratom within the City limits.

Section 2. New Chapter. Chapter 9.21 of the Medical Lake Municipal Code (“MLMC”) is hereby adopted as follows:

Chapter 9.21

SALE AND DISTRIBUTION OF KRATOM PRODUCTS

Sections:

- 9.21.010 Purpose and Intent
- 9.21.020 Definitions.
- 9.21.030 Prohibition on Sale or Distribution of Kratom Products
- 9.21.040 Violations – Penalties

9.21.010 Purpose and Intent.

The purpose and intent of chapter 9.21 MLMC is to protect the public health and safety of City of Medical Lake residents by prohibiting access to kratom products to all individuals, to include any products containing 7-hydroxymitragynine, mitragynine, or any extract, synthetic alkaloid, or synthetically derived compound.

9.21.020 Definitions.

For the purposes of this chapter, the following words shall be defined as:

“Advertise” means any communication to one or more persons identifying that kratom products are being offered or sold by any person, cooperative, organization, or legal entity, including but not limited to physical displays of kratom products, signs located at a business; signs located in places other than at a business, including billboards; advertisements on vehicles; advertisements in paper media such as newspapers, magazines, flyers, cards, or business cards; or advertisements in electronic media such as internet websites, social media, electronic classified advertisements, cell phone applications, and television or radio advertisements.

“Distribute” means to furnish, give away, exchange, transfer, deliver or supply, whether or not for monetary gain.

“Kratom” or “Kratom Product” means any kratom analogue, food product, food ingredient, dietary ingredient, dietary supplement, or beverage that contains any part of the leaf of the plant *mitragyna speciosa*, including extracts containing natural or synthetic alkaloids mitragynine or 7-hydroxymitragynine or any synthetically derived compound of such plant and is manufactured as a powder, capsule, pill, beverage, or any other consumable form.

“Kratom retailer” means any person, cooperative, organization, or legal entity that sells kratom products or that advertises, represents, or holds itself out as selling or maintaining kratom products within the City of Medical Lake.

“Sell or “sale” means to offer, carry, stock, furnish, exchange, transfer, deliver, or supply for monetary gain.

9.21.030 Prohibition on Sale or Distribution of Kratom Products

No person, cooperative, organization, or legal entity may sell, distribute, advertise for sale or distribution, or permit to be sold any Kratom Product in the City of Medical Lake.

9.21.040 Violation - Penalty

- A. Any person, cooperative, organization, or legal entity who violates MLMC 9.21.030 shall be issued a class 1 civil infraction with a fine of \$250. Each separate sale, advertisement, or distribution of Kratom is considered an independent violation subject to the penalties listed herein. In the case of a single violation occurring over a period of multiple days, each 24-hour period the violation is committed, continued, or permitted shall be a separate and distinct violation subject to the penalties herein.

- B. Any Kratom retailer found guilty of violating MLMC 9.21.030 may have its business license revoked or denied pursuant to MLMC 4.01.200 or 4.01.300, as now or hereafter amended.

Section 3. Severability. If any section, sentence, clause or phrase of this Ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Ordinance.

Section 4. Effective Date. This Ordinance shall be in full force and effect five (5) days after publication of the Ordinance Summary.

Passed this _____ day of _____, 2026.

Terri Cooper, Mayor

ATTEST:

Koss Ronholt, City Clerk

Approved as to form:

Sean P. Boutz, City Attorney

Date of Publication: _____

Effective Date: _____