

**CITY COUNCIL MEETING / PUBLIC HEARING  
TUESDAY, NOVEMBER 3, 2009  
CITY HALL  
22710 E. COUNTRY VISTA DRIVE  
7:00 P.M.**

**INVOCATION**

Given by Council Member Jenkins

**PLEDGE OF ALLEGIANCE**

Led by Mayor Van Orman, City Council and City Staff

**CALL TO ORDER**

Mayor Van Orman called the meeting to order at 7:03 p.m.

**ROLL CALL**

|                                 |   |
|---------------------------------|---|
| Council Member Jenkins          | Doug Smith, Director of Community Dev.      |
| Mayor Pro Tem Crump             | Ann Swenson, City Clerk                     |
| Council Member Owens            | Brian Asmus, Chief of Police                |
| Council Member Romney           | Sean Boutz, City Attorney                   |
| Council Member Schuler (absent) | Amanda Tainio, Planning & Bldg Svcs Manager |
| Council Member Olander (absent) | Pamela Mogen, Library Director              |
| Council Member Langford         | Jessica Platt, Administrative Svcs Manager  |

Mayor Pro Tem Crump moved to excuse Council Members Olander and Schuler.  
Council Member Owens seconded the motion, which carried unanimously.

**AGENDA APPROVAL**

Council Member Owens asked to amend the Agenda to remove Action Item 9c, Agreement for Services Renewal – Peplinski Excavation, Inc., and to consider it at the next meeting. Mayor Pro Tem Crump moved to approve the amended Agenda as requested, seconded by Council Member Jenkins. Motion passed unanimously.

**MAYOR AND CITY COUNCIL REPORTS**

Mayor Pro Tem Crump provided a Finance and Human Resources Committee report. During the committee meeting, they discussed upcoming items to bring forward to the Council such as potential positions, the quarterly report, the budget, and accounting software. Mayor Pro Tem Crump then reported about another H1N1-related death within Spokane County. He reminded people to remain cognizant of the pandemic and advised good precautionary techniques.

Council Member Owens reported that she received notification she has been appointed to the State Investment Board and will begin serving immediately. She explained the State Investment Board takes care of investment of monies for state retirement systems such as LEOFF, PERS, SERS, TRS, and judiciary retirement. Mayor Van Orman congratulated Council Member Owens on her new board appointment.

Mayor Van Orman took a moment to reflect on Election Day. She talked about the three City Council seats that are up for election. She commented, "We are very gifted to have the City Council that we have and together we have done very, very good things for this community." She said no matter what the outcome is of the votes, everyone has made a big difference. The Mayor reported about her attendance at the Spokane Regional Convention Visitors Bureau's annual meeting today. She said overall, in comparison with other cities such as Phoenix and Seattle, Spokane is doing very well. She announced the next Annual Economic Forecast meeting will be held November 12<sup>th</sup> from 7:30-9:30 a.m. at the Spokane Convention Center and invited Council Members to attend. She also acknowledged the Youth Commission members who were in attendance during this evening's meeting.

## **STAFF AND AGENCY REPORTS**

Liberty Lake Municipal Library: Library Director, Pamela Mogen, reported the library has been busy with three different program events for October, with a total of 400 people attending those events. Circulation statistics are 43% above what they were last year. Ms. Mogen reported the Liberty Lake Municipal Library was successful in securing \$20,000 in grant funding. The money will be used to create a jobs and career center and to provide the center with a sound system and laptops for classes. Mayor Van Orman thanked Ms. Mogen and Ms. Michelle Griffin for their hard work in the grant application process. Ms. Mogen talked about the successful Washington Association of Library Employees conference, which was chaired by Liberty Lake Municipal Library's Circulation Manager, Georgette Rogers. She reported the Friends of the Library and Liberty Lake Kiwanis were commemorated for their contributions to the new library facility. Ms. Mogen reported about November events and closures. Linda Schneider is the featured artist for November.

City Staff: Community Development Director, Doug Smith, said a lot of activities are occurring both inside and outside of City Hall. The maintenance crew has been getting ready for the winter. Mr. Smith commended the seasonal and full-time staff for weathering the recent elements to make sure that all systems are sound and properly winterized. Mr. Smith reported on indoor activities. The wayfinding process continues. The next stakeholders' meeting is scheduled December 9<sup>th</sup>. A Public Hearing is also scheduled December 9<sup>th</sup> to address a Request for Reconsideration of a condition on Bella Lago and the Hearing Examiner's recommendation will be brought before the City Council. He said third quarter reports will also be presented to the Council at next meeting. He spoke about the 2010 budget, and the Draft Capital Facilities Plan. He concluded the City Report by informing the Council that the Rocky Hill Park Phase II documents have been completed and the project is ready for bid once the 2010 budget is adopted.

Planning Commission: Planning & Building Services Manager, Amanda Tainio, reported the November 11<sup>th</sup> Planning Commission meeting has been cancelled due to Veteran's Day. She clarified that a public workshop regarding wayfinding signage was held during the October 28<sup>th</sup> Planning Commission meeting and there will be a public hearing during next Planning Commission meeting, scheduled December 9<sup>th</sup>, for the draft wayfinding signage program. Ms. Tainio said that wayfinding signage information is available under the City News section of the City's website.

Public Safety: Liberty Lake Chief of Police, Brian Asmus, reported on October highlights, which included the LLPD's participation at a youth leadership summit, active shooter training, and a relatively quiet Halloween; only one incident was reported. Chief Asmus said he will be presenting a robbery prevention training seminar for some local financial institutions and will be participating in Junior Achievement at Liberty Lake Elementary School. On a regional level, the Comprehensive Emergency Management Plan is being updated, and the LLPD has received a letter from the Washington State Patrol thanking Officer Wilkerson for his participation in the commercial vehicle emphasis patrols. Chief Asmus pointed out that black mourning bands are being worn by the officers in respect to Timothy Brenton, a Seattle police officer who was recently killed. Chief Asmus will attend funeral services for Officer Brenton to show the City of Liberty Lake's support.

Fire Department: Spokane Valley Fire Department (SVFD) Deputy Chief, Larry Rider, reported there were a total of 33 calls for the City in October. The SVFD held its first public hearing on their \$29.5 million budget last night. Bids for a rescue truck will be opened November 9<sup>th</sup>.

Liberty Lake Sewer & Water District: Commissioner Tom Agnew, said although this is busy time of year for the District in preparation for the cold weather, it has been a slow season, with few hookups for both water and sewer systems. The draft water reuse plan was recently completed. There is a decrease in the increase in delinquencies in bills. The District is awaiting receipt of its MPDES permit from the Department of Ecology in order to proceed with River TMDL improvement requirements. Mayor Van Orman asked when rate increases are expected. Mr. Agnew responded rate increases are anticipated to begin the first of the year. He explained the reasons for the need to increase rates and said the increase would be, in his educated guess, \$2.00 per month, but noted Liberty Lake's rates are still far below most rates in Spokane County. In closing, Commissioner Agnew said the annual co-sponsorship leaf clean up with the City is scheduled for November 14<sup>th</sup>.

Mayor Van Orman then introduced Mr. Mark Peters.

## **PRESENTATION**

Mr. Mark Peters, CEO, International Trade Alliance (ITA), explained ITA uses public and private funds to increase the community's presence when it relates to international trade. Mr. Peters reported Washington state is the number one dependent state on international trade in the union and that it leads the country in terms of manufacturing jobs that are directly tied to international business. He spoke about ITA's performance measures, highlights, Federal partnerships, activities such as international consultancy,

export navigation and local events, international events, and trade leadership advocacy. Mr. Peters discussed ITA's partnership with Greater Spokane Incorporated and their upcoming Spokane-Asia-Pacific trip that is scheduled for early 2010. Mr. Peters then introduced Mr. Doug Staker from Demand Energy Networks, a new Liberty Lake business. Mr. Staker said he is a former employee of Itron, who ran their international business segment. He spoke in support of ITA and said he is very pleased with what Mr. Peters and ITA have done to help Demand Energy Networks grow. In closing, Mr. Peters addressed how Liberty Lake is affected by international trade, and thanked the Mayor and Council Members for the opportunity to speak on behalf of ITA.

## **ACTION ITEMS**

**Consent Agenda:** Mayor Pro Tem Crump moved to approve the October 20, 2009 City Council Meeting Minutes, seconded by Council Member Jenkins. Motion carried unanimously. Mayor Pro Tem Crump moved to approve vouchers through November 3, 2009 in the amount of \$237,659.68, seconded by Council Member Jenkins. Motion carried unanimously. Check sequences were: 11835 through 11880. Payroll check sequences were 5801 through 5863.

**Request for Proposal – Accounting Software:** Jessica Platt, Administrative Services Manger, addressed the need for an upgraded accounting software program. Liberty Lake is one of the last cities in Washington that uses the 1980s DOS-based ASP system. Representatives from BIAS Software provided additional information about their software to the Mayor and Council Members.

Council Member Owens moved to purchase BIAS software, as recommended by staff, pay for it this year and save \$1,004.63 (5% discount), seconded by Mayor Pro Tem Crump. After discussions about purchasing the software this year vs. postponing the purchase until next year, the budget, and the needs to upgrade, Mayor Van Orman called for the vote. Council Member Owens and Mayor Pro Tem Crump voted in favor, Council Member Jenkins and Council Member Langford opposed. Council Member Romney asked more clarifying questions and after further brief discussions, Council Member Jenkins called for a division of the house and requested a hand vote. Mayor Van Orman agreed and called for the vote. Motion passed 3-2; with Council Member Owens, Council Member Romney, and Mayor Pro Tem Crump in favor, Council Member Jenkins and Council Member Langford opposed.

**Youth Commission Confirmations:** Mayor Van Orman asked the Youth Commission members to introduce themselves, which they subsequently did. Youth Commission Chairperson, Helen Yuan, talked about the Commission's recent meeting and upcoming events that are planned. Mayor Van Orman announced the list of the 2009-2010 Youth Commission members and his/her respective positions. Council Member Jenkins then moved to confirm the Youth Commission members as presented, seconded by Mayor Pro Tem Crump. Motion passed unanimously. Mayor Van Orman then conducted the Youth Commission Oath of Service for those newly-confirmed members who were present.

At 8:33 p.m., Mayor Van Orman called for a five-minute recess. The meeting reconvened at 8:41 p.m.

## **ORDINANCE – FIRST READ**

Ann Swenson, City Clerk, read Ordinance No. 179 into the record, amending the City Comprehensive Plan and City Development Code for 2009.

## **PUBLIC HEARING**

Ann Swenson, City Clerk, read Ordinance No. 180 into the record, levying the regular property taxes for the City of Liberty Lake, Washington in Spokane County for the year commencing January 1, 2010 to provide revenue for the provision of City services as set forth in the City budget.

At 8:43 p.m., Mayor Van Orman opened the public hearing regarding Liberty Lake's 2010 property tax levy. Jessica Platt, Administrative Services Manager, conducted a brief presentation on the projected revenue sources for the proposed 2010 budget. Ms. Platt affirmed the Mayor's proposed budget reflects a 0% regular property tax increase over 2009, resulting in a proposed levy rate of \$1.55 per \$1,000 assessed value. Council Member Langford asked staff to look into how streamline sales tax is affected when the final destination is on international land.

Mayor Van Orman called for public testimony. No testimony was received and Mayor Van Orman closed the public hearing at 8:57 p.m.

## **PUBLIC HEARING**

Ann Swenson, City Clerk, read Ordinance No. 181 into the record, adopting a budget for the Period of January 1, 2010 through December 31, 2010, appropriating funds and establishing salary schedules for established positions.

At 8:58 p.m., Mayor Van Orman called the public hearing to order. Discussion was then held regarding the budget.

Mayor Pro Tem Crump talked about the legislative budget. He explained that historically the City Council has never spent its entire budget and he suggested this was an area where the City could save money. Mayor Van Orman talked about the Salary Commission. Applications have been received, and will be brought forward to the City Council sometime after the first of next year. Council Member Owens requested that sufficient training funds be included in legislative budget for any new Council Members. Council Member Jenkins said, if there are no restrictions, he would like to explore diverting the \$55,000 in Open Space/General Beautification in the proposed park services budget to services. He suggested using the funds for maintenance of the common space and existing parks that the City is already responsible for rather than increasing the demand of dollars. Council Member Jenkins also requested a staff memo that identifies each individual position in the City, how much he or she was paid in 2009, and the projected salary to be paid to those individuals in 2010.

After no further discussion, Mayor Van Orman called for public testimony. No testimony was received and Mayor Van Orman closed the public hearing at 9:27 p.m.

Mayor Pro Tem Crump requested a budget breakdown of discretionary funds. He requested that the pass-through sources be removed in order to look at actuals.

## **WORKSHOP DISCUSSIONS**

Introduction to Draft 2008 – 2014 Capital Facilities Plan Update: Planning and Community Development Director, Doug Smith, introduced the Draft 2008-2014 Capital Facilities Plan Update. Director Smith said this draft is an update to the City's 2005-2006 Capital Facilities Plan. The plan identifies the capital needs within Liberty Lake over a six-year period. A full array of inventories associated with City services and facilities has been completed. Director Smith said it is important that the City's Capital Facilities Plan and Comprehensive Plan are consistent, and that this is a tool to ensure that consistency for those services that the community is obligated to provide. He emphasized that the Capital Facilities Plan is simply that; it's a plan. It provides no certainty, obligation, or mandates by having a project included within the plan to actually fund it. Director Smith asked the Council to please review the inventory. He said two additional public opportunities are scheduled regarding the Plan. In closing, Director Smith said by identifying projects in our plans, the City is in a much better position when seeking grant funding.

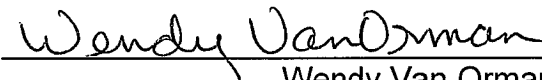
## **UNFINISHED / NEW BUSINESS**

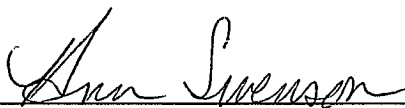
Mayor Pro Tem Crump inquired who conducts risk management assessments for the City. Director Smith responded AWC and the City's insurance company conduct risk management. There is a mandatory inspection cycle for all parks and equipment.

## **ADJOURNMENT**

The meeting adjourned at 9:40 p.m.

These minutes are approved on November 17, 2009.

  
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Wendy Van Orman, Mayor  
City of Liberty Lake

  
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*Notes and Transcription by Ann Swenson, City Clerk. This Council meeting was also audio taped. Anyone desiring to listen to the recording may contact the City Clerk.*