



**CITY COUNCIL MEETING  
TUESDAY, MARCH 3, 2026  
HELD REMOTELY & IN PERSON AT CITY HALL  
22710 E COUNTRY VISTA DRIVE**

Instructions for providing public comment can be found at the end of the agenda.

Questions or Need Assistance? Please contact the City Clerk at  
[rcaton@libertylakewa.gov](mailto:rcaton@libertylakewa.gov)

**6:00 P.M. REGULAR SESSION**

- 1. Invocation**
- 2. Pledge of Allegiance**
- 3. Call to Order**
- 4. Roll Call**
- 5. Agenda Approval**
- 6. Citizen Comments**
- 7. Announcements / Proclamations / Special Presentations**
  - A. National Sportsmanship Day Proclamation
  - B. Visit Spokane Quarterly Report
  - C. WM (Waste Management) 2025 Annual Report
  - D. Life Saving Award—Presented by the Liberty Lake Police Department
- 8. Reports & Inquiries**
  - A. City Council
  - B. Mayor
  - C. City Administrator
- 9. Workshop Discussions**
  - A. Public Safety Sales Tax

- B. Housing Code Preemption
- C. Council Committees

## 10. General Business – Consent Agenda

- A. Meeting Minutes  
**Recommended Action:** Approve the February 17, 2026 City Council Meeting Minutes
- B. March 3, 2026 Vouchers  
**Recommended Action:** Approve the March 3, 2026, vouchers in the amount of \$242,845.56
- C. Purchase 2017 Skyjack Scissor Lift from United Rentals  
**Recommended Action:** Authorize purchase of the 2017 Skyjack Scissor Lift from United Rentals in an amount not to exceed \$13,000.
- D. Dedication agreement for Indiana Ave improvements  
**Recommended Action:** Approve the dedication agreement.
- E. Dedication agreement for Harvard Road Trailhead Parking Improvements  
**Recommended Action:** Approve the dedication agreement.

## 11. General Business - Action Items

- A. Appointment of Andy Cho to the Lodging Tax Advisory Committee  
**Recommended Action:** Confirm the Mayor's appointment of Andy Cho to the Lodging Tax Advisory Committee.
- B. Construction Services Contract for the New City Hall — Dardan Enterprises, Inc.  
**Recommended Action:** Authorize the Mayor to sign the construction services agreement with Dardan Enterprises, Inc., for the construction of the New City Hall, in an amount not to exceed \$3,600,000.
- C. YMCA Summer Day Camp Three Year Recreation Agreement  
**Recommended Action:** Approve the three year recreation agreement with YMCA for a summer day camp at Orchard Park.
- D. Task order with SCJ Alliance to assist City staff with updates to the development code as a required component of our Comprehensive Plan periodic update.  
**Recommended Action:** Approve the task order with SCJ Alliance for support updating the development code in an amount not to exceed \$81,100.

## 12. Council Comments

13. Public Hearings / Appeals- No items currently
14. Resolutions-No items currently
15. Ordinances-No items currently
16. Emergency Ordinances-No items currently
17. Introduction of Upcoming Agenda Items
18. Citizen Comments
19. Executive Session-No items currently
20. Adjournment

### JOIN ZOOM MEETING

#### 1<sup>st</sup> meeting of the month:

To view the meeting live via Zoom Meeting, join the Zoom web meeting:

#### Meeting Instructions:

Join from a PC, Mac, iPad, iPhone or Android device:

<https://us02web.zoom.us/j/86578556158>

Or One tap mobile:

+12532050468,,86578556158# US

+12532158782,,86578556158# US (Tacoma)

Or join by phone:

Dial: +1 253 205 0468 or +1 253 215 8782

**Webinar ID: 865 7855 6158**

### PUBLIC COMMENT

If you wish to provide oral public comments during the Council meeting, you may do so in-person at City Hall or virtually via zoom. If you wish to speak in-person, please fill out a yellow Request to Speak Form. If you wish to speak via zoom, please join the zoom meeting using the meeting information above. The Mayor will invite public comments during the appropriate section of the agenda, at which time you can raise your hand, or send a request to speak to our meeting host using the chat function within the zoom

meeting.

### **WRITTEN PUBLIC COMMENTS**

If you wish to provide written public comments for the council meeting, please email your comments to [rcaton@libertylakewa.gov](mailto:rcaton@libertylakewa.gov) 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 Liberty 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.



**AGENDA ITEM NO.: 7.A.**  
**BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE,  
WASHINGTON**

**For the Agenda Of:** March 3, 2026

**Subject:** National Sportsmanship Day Proclamation

**Dept of Origin:** Executive

**Dept. Head Approval:** Mark McAvoy

**Exhibit(s):**

National Sportsmanship Day Proclamation 2026 City of Liberty Lake

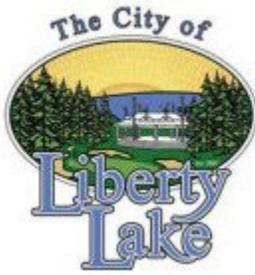
<b>Expenditure Required</b>	No
<b>Budgeted</b>	N/a
<b>City Program</b>	Legislative Governance

**Summary Statement**

National Sportsmanship Day has been celebrated on the first Tuesday of March each year since it was established in 1991. It was established by the International Sports Institute to promote good sportsmanship around the country and to set high standards for future generations of athletes. The proclamation seeks to promote good sportsmanship in Liberty Lake and beyond by encouraging fair play, impeccable etiquette, and good character. This day helps remind athletes and sports fans alike that showing good sportsmanship is equally important to performance in the arena or on the field.

**Recommended Action**

Move to approve the proclamation.



# Proclamation

City of Liberty Lake, Washington  
National Sportsmanship Day

*WHEREAS, sports and recreation play an essential role in promoting physical health, mental well-being, leadership development, and positive social connection for children, youth, and adults in our community; and*

*WHEREAS, participation in athletics provides opportunities to learn teamwork, discipline, accountability, and respect for others, both on and off the field; and*

*WHEREAS, sportsmanship—demonstrated through respect, integrity, fairness, and compassion—is essential to fostering positive athletic experiences for athletes, coaches, officials, volunteers, families, and spectators; and*

*WHEREAS, National Sportsmanship Day serves as an opportunity to recognize the importance of character, responsibility, and respectful conduct in sports at all levels of play; and*

*WHEREAS, promoting sportsmanship helps ensure that athletics remain inclusive, safe, and welcoming environments where all participants can learn, grow, and thrive; and*

*WHEREAS, a strong culture of sportsmanship contributes to community pride, strengthens relationships, and reinforces shared values that extend beyond the playing field.*

**THEREFORE, BE IT RESOLVED**

***Tuesday, March 3, 2026, as National Sportsmanship Day in Liberty Lake, Washington***

*and encourage all residents, athletes, coaches, families, schools, and community organizations to observe this day by demonstrating respect, fairness, and positive conduct in all athletic and recreational activities.*

*Dated this 3<sup>rd</sup> day of March 2026.*

---

*Cristella Kaminskas, Mayor*



**AGENDA ITEM NO.: 7.B.**  
**BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE,  
WASHINGTON**

**For the Agenda Of:** March 3, 2026

**Subject:** Visit Spokane Quarterly Report

**Dept of Origin:**

**Dept. Head Approval:** Mark McAvoy

**Exhibit(s):**

None

<b>Expenditure Required</b>	No
<b>Budgeted</b>	N/a
<b>City Program</b>	Economic Development

**Summary Statement**

Quarterly report highlighting the partnership between Visit Spokane and the City of Liberty Lake will be delivered. Specific updates from the Visit Spokane annual meeting, hosted in February 2026, will be included.

**Recommended Action**

No recommended action.



**AGENDA ITEM NO.: 7.C.**  
**BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE,  
WASHINGTON**

**For the Agenda Of:** March 3, 2026

**Subject:** WM (Waste Management) 2025 Annual Report

**Dept of Origin:** Public Works

**Dept. Head Approval:** Ben Turner

**Exhibit(s):**  
Liberty Lake Annual Report 2025

<b>Expenditure Required</b>	No
<b>Budgeted</b>	N/a
<b>City Program</b>	Solid Waste & Recycling

**Summary Statement**

The City's contract with WM stipulates that WM will provide an annual report to the City. The annual report includes information on the amount of recyclables and yard debris collected for residential and commercial customers; the amount of solid waste collected for residential and commercial customers; the number of residential and commercial customers served; and the types of educational services provided and examples of information distributed. Aspects of the annual report will be shared with the City Council by way of this presentation.

**Recommended Action**

No recommended action.

**Letter from your local Senior District Manager:**

**To Our Partners at the City of Liberty Lake,**



On behalf of WM, I want to express our sincere appreciation for the opportunity to serve the residents and businesses of Liberty Lake. Our partnership with the City is something we value deeply, and we remain committed to delivering dependable, high-quality service that reflects the needs and expectations of this community.

As your local service provider, we understand the unique challenges that come with managing a growing city’s solid waste needs. Liberty Lake continues to expand, and with that growth comes increased demand on collection routes, recycling infrastructure, and customer support. By working through the staffing hurdles of 2024 and stabilizing our workforce, we achieved substantial improvements in service reliability and customer experience for Liberty Lake residents. In addition, we strengthened our operational capacity by adding 17

new trucks to the fleet and hiring 17 new drivers and technicians, ensuring we have the team and equipment needed to support the community’s growth.

Community involvement is central to who we are. WM is not just a contractor; we are part of Liberty Lake. Our employees live here, raise their families here, and take pride in contributing to a cleaner, safer, and more sustainable community. Through local hiring, participation in community events, and ongoing education around recycling and environmental stewardship, we strive to be a partner the City can rely on both inside and outside of daily operations.

We also recognize the importance of providing value. In today’s environment, residents and businesses expect not only reliable service but also responsible pricing and long-term sustainability. WM continues to invest in modern equipment, safety technology, and regional recycling infrastructure, including the SMaRT Center to ensure Liberty Lake receives the best combination of service quality, environmental performance, and value.

We are proud of the work we do here, and we remain committed to being the best choice for Liberty Lake’s solid waste needs. Thank you for your continued trust and partnership. We look forward to supporting the City’s goals and serving this community for many years to come.

Respectfully,

Justin Comfort  
Senior District Manager



## **Liberty Lake - Annual Report 2025**

### **Table of Contents**

#### **Section 1 – Monthly / Quarterly Report Data Summary**

- 1.1 – Customer Volume
- 1.2 – Tonnage Compilations
- 1.3 – Participation Rates
- 1.4 – Recycle Composition

#### **Section 2 – Promotion, Education and Outreach**



## Section 1 – Operational Summary

### 1.1 – Customer Volumes

#### Residential

Customer Counts		2025												Grand total
Customer Type	Material	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Residential	Garbage	4,370	4,400	4,450	4,495	4,544	4,553	4,578	4,583	4,595	4,584	4,601	4,609	54,362
	Organics	1,785	1,791	1,817	1,859	1,890	1,916	1,925	1,933	1,931	1,908	1,888	1,879	22,522
	Recycle	4,298	4,327	4,378	4,423	4,468	4,478	4,501	4,509	4,520	4,510	4,527	4,533	53,472
Grand total		10,453	10,518	10,645	10,777	10,902	10,947	11,004	11,025	11,046	11,002	11,016	11,021	130,356

#### Commercial

Customer Counts		2025												Grand total
Customer Type	Material	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Commercial	Garbage	140	140	140	142	140	142	143	143	143	143	144	143	1,703
Roll Off Co...	Garbage	9	9	10	11	15	14	13	13	14	13	13	12	146
Grand total		149	149	150	153	155	156	156	156	157	156	157	155	1,849

### 1.2 – Tonnage Compilations

#### Residential

Tonnage Collected		2025												Grand total
Material	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
Recycle	59.1	49.6	57.3	57.0	60.1	85.6	53.4	50.5	55.4	55.7	56.8	75.0	715.4	
Organics	18.5	8.2	49.2	98.0	166.9	147.4	90.7	106.4	161.5	100.3	148.7	9.2	1,104.9	
Garbage	246.8	221.8	308.2	253.0	272.9	341.8	266.6	257.8	368.3	267.7	272.3	295.4	3,372.3	
Grand total		324.4	279.5	414.6	407.9	499.9	574.8	410.6	414.8	585.1	423.7	477.8	379.5	5,192.7

#### Commercial

Tonnage Collected		2025												Grand total
Material	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
Garbage	185.4	157.9	179.8	206.6	206.8	203.0	219.3	218.2	191.4	204.4	201.5	227.0	2,401.3	
Grand total		185.4	157.9	179.8	206.6	206.8	203.0	219.3	218.2	191.4	204.4	201.5	227.0	2,401.3

### 1.3 – Participation Rates

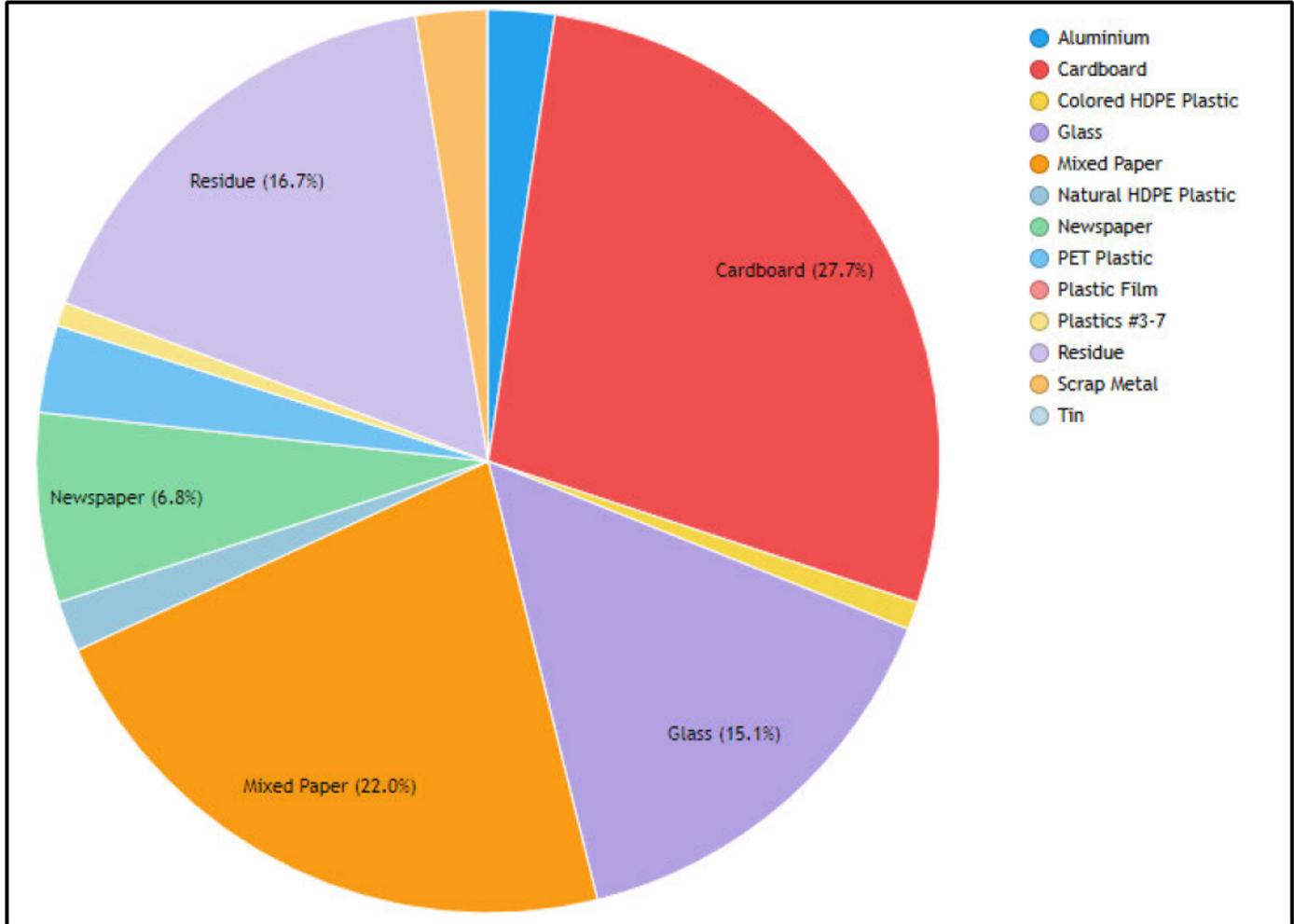
#### Residential

Residential Set Out Rate		2025											
Material	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Recycle	99.8%	99.6%	99.7%	99.5%	99.7%	99.8%	99.8%	99.8%	99.6%	99.8%	99.9%	99.9%	
Organics	99.9%	99.9%	99.8%	100.0%	99.9%	100.0%	99.9%	100.0%	99.9%	100.0%	100.0%	100.0%	
Garbage	99.9%	99.9%	99.8%	99.7%	99.9%	99.8%	99.8%	99.9%	99.8%	99.9%	99.9%	100.0%	

## Section 1 – Operational Summary [Continued]

### 1.4 – Recycle Composition

Commodity	2025												Grand total
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Colored HDPE ...	0.3	0.3	0.3	0.3	0.3	0.7	0.5	0.5	0.3	1.9	0.9	0.7	7.0
Glass	10.2	6.8	9.8	8.2	9.1	15.0	7.9	7.3	6.8	7.0	7.5	10.5	106.2
Mixed Paper	20.8	17.6	15.8	17.6	17.9	9.4	8.0	7.7	14.8	11.5	6.7	7.6	155.2
Natural HDPE P...	1.5	1.5	1.7	1.8	2.0	0.7	0.5	0.7	0.5	0.7	0.5	0.6	12.8
Newspaper	0.0	0.0	0.0	0.0	0.0	11.7	5.8	4.4	5.1	1.6	8.5	10.7	47.8
PET Plastic	1.2	0.6	0.0	0.0	0.0	4.2	3.3	2.9	3.4	1.9	1.8	2.8	22.1
Plastic Film	0.0	0.0	0.0	0.0	0.0	-	-	-	-	-	-	-	0.0
Plastics #3-7	0.4	0.4	0.5	0.4	0.5	0.2	0.3	0.0	0.7	0.0	1.2	1.5	6.0
Residue	10.3	9.7	11.4	10.5	12.1	11.5	7.6	7.5	6.6	8.8	9.7	12.0	117.7
Scrap Metal	0.8	0.8	0.8	0.9	1.0	2.7	1.6	1.6	1.9	1.6	1.7	2.4	17.8
Tin	0.0	0.0	0.0	0.0	0.0	0.0	0.2	0.0	0.0	0.0	0.3	0.0	0.4
<b>Grand total</b>	<b>58.0</b>	<b>49.0</b>	<b>54.7</b>	<b>55.3</b>	<b>58.9</b>	<b>84.9</b>	<b>53.0</b>	<b>49.7</b>	<b>55.1</b>	<b>54.6</b>	<b>56.8</b>	<b>75.0</b>	<b>704.9</b>



## **Section 2 – Promotion, Education and Outreach**

WM is grateful for our partnership with the City of Liberty Lake. Throughout 2025, our outreach team worked to equip the community with the tools and confidence to Recycle Right®, making recycling and waste reduction inclusive, accessible, and convenient. Our efforts centered on education, engagement, and building strong community connections.

This year, WM participated in nearly 10 Liberty Lake events, including the Liberty Lake Touch a Truck and events through the HUB Sports Center, adding new events to our engagement calendar for 2026. These events provided opportunities to connect directly with residents, answer questions, and share practical tips for reducing contamination and improving recycling habits.

To further support sustainability education, WM opened the newly renovated SMaRT Center for tours, offering local officials and community leaders a behind-the-scenes look at how recyclables are sorted and processed. These tours fostered transparency, built trust, and highlighted WM’s commitment to innovation and environmental stewardship.

As we look ahead to 2026, WM will continue working closely with city staff to expand outreach, improve recycling behaviors, and highlight services that benefit Liberty Lake residents. Thank you for allowing WM to serve this community and for partnering with us to create a cleaner, greener future.

### **Spokane Materials and Recycling Technology (SMaRT) Center**

In 2024, WM invested over \$18 million in upgrades to the SMaRT Center. These innovations enhanced automation and sorting technology to reduce contamination and ensure recyclables meet strict quality standards for remanufacturing. Immediately following the upgrades, a contaminated load caused a facility fire, requiring recyclables to be baled and stored until reopening.

### **2025 Highlights**

#### **Facility Tours**

This year, WM opened the SMaRT Center for tours to key partners and government and business representatives, including municipal leaders, community organizations, and industry partners. These tours provided transparency into our advanced sorting processes and reinforced WM’s commitment to recycling education.

#### **Expanded Acceptable Materials**

WM announced in November 2025 a nationwide acceptance of paper and plastic to-go cups, and locally, Liberty Lake curbside recycling now includes plastic tubs (such as dairy tubs). These changes reflect WM’s and the City’s ongoing efforts to increase recycling opportunities while maintaining quality standards.

#### **Community Engagement**

Tours and educational outreach at the SMaRT Center have strengthened relationships with key partners and demonstrated how technology investments are driving efficiency and sustainability.

## Supporting Local Businesses and Organizations

*In 2025, WM provided in-kind service, staff support and/or sponsorships to:*

### HUB Sports Center

- Unlock Your Future - WM joined other local employers from manufacturing, construction, trades, medical and first responder industries to reach over 1,500 local middle school students in-person with information about career options that do not require a traditional 4-year college degree.
- PNQ Volleyball Weekends
- All-Star Breakfast
- Crab Feed Sponsorship

### Greater Spokane Valley Chamber of Commerce

- Nonprofit Showcase: HUB Sports Center
- Golf Cart Sponsorship: Meadowood Course
- Manufacturing Connects
- Business Connections: Public Safety Awards
- Biz Awards
- Our Schools
- Annual Meeting

### City of Liberty Lake

- Touch-A-Truck Events
- Annual Community Green Clean Up
- Liberty Lake Academy SMaRT Center Tour

### WM Involvement

WM participates in conferences and collaborative efforts with these organizations to stay abreast of solid waste and sustainability initiatives that may affect or benefit the city including:

- Washington State Recycling Association
- Association of Washington Cities
- Spokane County Waste Reduction Communications Team
- The Recycling Partnership
- The WM team also collaborates with other recycling educators in municipalities adjacent to Liberty Lake to share best practices.

### Customer Resources

- Customer email: **[recycleinlandnw@wm.com](mailto:recycleinlandnw@wm.com)**
- WM of Liberty Lake website: **[www.wmnorthwest.com/libertylake](http://www.wmnorthwest.com/libertylake)**
- 2025 - 2026 Annual Service Guide updated and distributed in June 2025
- MyWM App: With My WM, customers can manage accounts and billing, request services, view pickup schedules and more, all in one place.
- CartWise App: Provides recycling, food and yard waste, and garbage information for WM customers: Provides recycling, food & yard waste, and garbage information for WM customers.

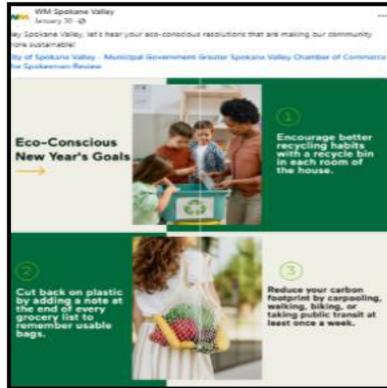
### Online and Social Media

- WM Inland Northwest and WM Spokane Valley Facebook have over 1,800 followers and growing, these platforms promote sustainability events and other local stories affecting the Liberty Lake community.
- Monthly posts provided customers with information on the new ways they can engage with WM.

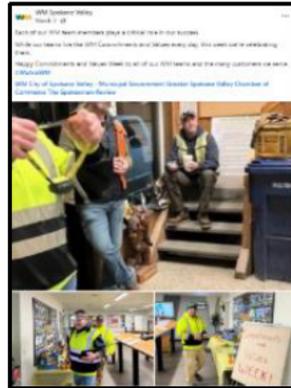
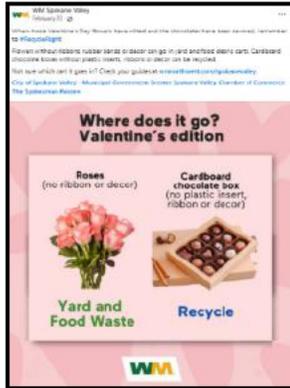
## Quarter 1

Key activities focused on annual reporting, community engagement, and organizational transition. WM presented the Annual Report to the City, providing updates on system performance, operations, and progress toward shared goals. Community support and visibility were demonstrated through sponsorship and attendance at the HUB Crab Feed Fundraiser, reinforcing ongoing investment in local nonprofit initiatives. The quarter also marked an important staffing milestone with the hiring of the Education and Outreach Program Coordinator for the region, laying the groundwork for expanded outreach, education, and engagement efforts beginning in the following quarter.

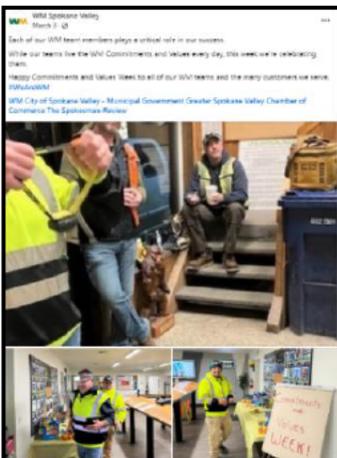
## January



## February



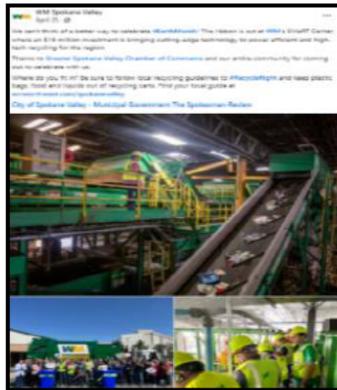
## March



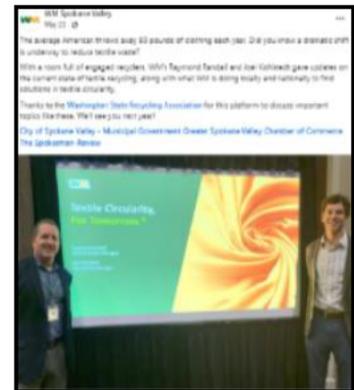
Quarter 2

Activities focused on increasing public awareness, strengthening partnerships, and advancing regional leadership in recycling and waste reduction. Key efforts included the SMaRT Center Grand Reopening, supported by ongoing coordination meetings with city staff to maintain alignment and progress. Public outreach and education were enhanced through a KXLY on-site tour and broadcast at the SMaRT Center and distribution of Recycle Right bags to the public library. Professional engagement was prioritized through attendance and sponsorship of the Washington State Recycling Association Conference, where a SMaRT Center tour was provided to Representative Suzanne Schmidt and other attendees, as well as participation in the Eastern Organics Regional Summit. Community engagement continued with involvement in Chamber of Commerce events, including Public Safety and Business Awards, and through a SMaRT Center tour for Liberty Lake City Academy participants, collectively reinforcing visibility, collaboration, and public education throughout the quarter.

April



May



June



Quarter 3

Outreach and engagement focused on high-visibility community events, civic engagement, and recycling education. Recycling outreach was delivered at Liberty Lake community events, including participation in the Liberty Lake Touch-A-Truck, and at Valleyfest, featuring a truck on site, and the distribution of over 500 Recycle Right bags. Organizational presence was strengthened through sponsorship and participation in major regional events, including the CRAVE Food Festival, Spokane Valley Chamber Golf Tournament, Dan Kleckner Golf Classic, and the HUB All-Star Breakfast. Additional civic and business engagement included attendance at the State of the City and involvement in Chamber initiatives such as the Our Schools Budget Event, collectively reinforcing community education, visibility, and long-term partnerships.

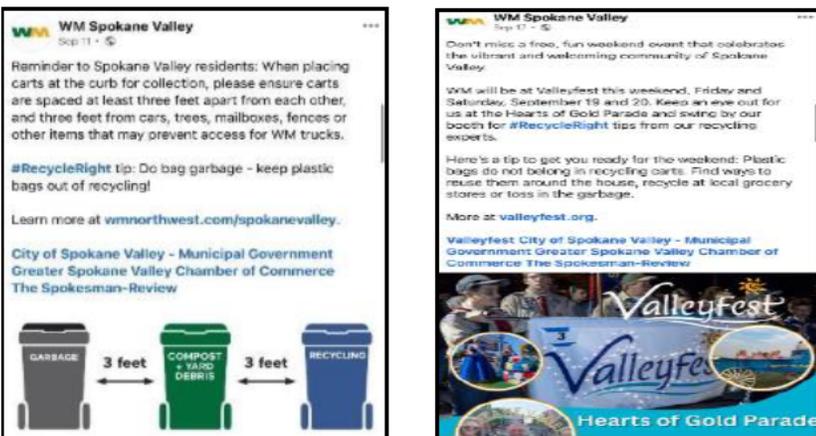
July



August



September



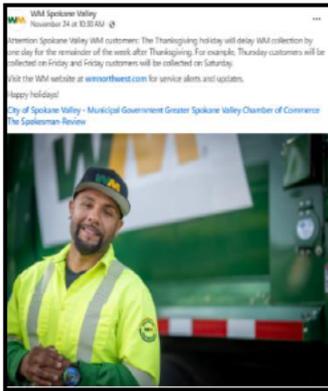
Quarter 4

Outreach prioritized education, leadership engagement, and community visibility. Efforts included participation and sponsorship of the HUB Unlock Your Future Middle School Career Fair, reaching over 1,400 students, and support of Chamber initiatives through sponsorship and attendance at the Manufacturing Matters Dinner, Annual Meeting, and Nonprofit Showcase. Government and partner engagement continued through resumed quarterly coordination meetings between Liberty Lake staff and WM, and SMaRT Center and Graham Road Landfill tours for Senator Keith Groehner, as well as a SMaRT Center tour for Senator Marcus Riccelli. Community outreach included sponsorship of the Christmas Tree Lighting Ceremony, participation in the Parade of Lights, hosting a WSRA Pre-Conference Forum viewing at the SMaRT Center, and broadcasting of a holiday waste-reduction article aired on Spokane Public Radio. Additionally, curbside acceptance expanded to include plastic cups and tubs, supported by continued investment in SMaRT Center technology, enabling efficient system adjustments to capture additional materials and advance sustainability through increased recycling recovery.

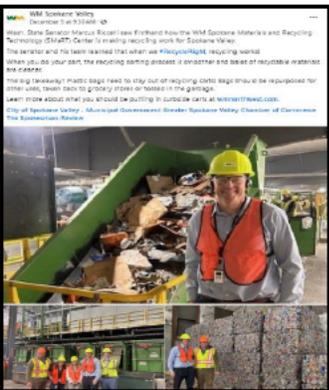
October



November



December





**AGENDA ITEM NO.: 7.D.**  
**BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE,  
WASHINGTON**

**For the Agenda Of:** March 3, 2026

**Subject:** Life Saving Award—Presented by the Liberty Lake Police Department

**Dept of Origin:** Police

**Dept. Head Approval:** Damon Simmons

**Exhibit(s):**  
Bigner Award, 2924\_001 (1)

<b>Expenditure Required</b>	N/A
<b>Budgeted</b>	N/A
<b>City Program</b>	Community Engagement

**Summary Statement**

On behalf of the City of Liberty Lake, staff at the Liberty Lake Police Department would like to present a life-saving award to Noah Bigner for his outstanding actions and life-saving efforts on 02/01/2026.

**Recommended Action**

Present award.



# Life Saving Award

*Congratulations*

**Noah Bigner**

From the  
Liberty Lake Police Department and  
the City of Liberty Lake

For your  
**Outstanding Actions and  
Lifesaving Efforts.**



City of  
Liberty Lake



## POLICE DEPARTMENT

23127 EAST MISSION AVENUE  
LIBERTY LAKE, WA 99019  
(509) 755-1140

To: Chief Simmons  
From: Sgt. Mike Bogenreif  
Date: February 1, 2026  
RE: Life Saving Award

Chief Simmons,

I am writing to formally recommend Noah W. Bigner for the Life Saving Award for his outstanding actions and lifesaving efforts during a medical emergency on January 25, 2026, at Taco Bell located at 22312 E. Appleway.

I responded to a report of a 14-year-old female who was unconscious and not breathing on the floor in the women's restroom. Upon my arrival, I observed a male employee already performing CPR on the patient. He had immediately recognized the severity of the situation and began lifesaving measures without hesitation.

Despite the high stress and chaotic nature of the incident, Mr. Bigner remained calm, focused, and deliberate in his actions. He continued providing effective chest compressions and care until the fire department personnel were ready to take over the patient's care. His quick thinking, initiative, and willingness to step in during a critical moment ensured that the patient received immediate intervention during the most crucial minutes.

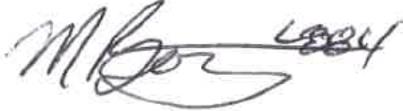
It is well understood that early CPR is often the deciding factor between life and death. Without Mr. Bigner's prompt response and decisive action, the outcome

could have been significantly worse. His actions directly contributed to giving the patient a fighting chance at survival.

Mr. Bigner demonstrated exceptional courage, composure, and selflessness. He did not wait for instructions or stand by for help. He acted. That level of responsibility and care for another person's life is exactly what this award is meant to recognize.

For these reasons, I strongly and respectfully recommend Noah W. Bigner for the Life Saving Award. His actions reflect the highest standards of character and commitment to others.

Sincerely,

A handwritten signature in black ink, appearing to read "Mike Bogenreif", with a date "4/23/14" written to the right of the signature.

Sgt. Mike Bogenreif  
Liberty Lake Police Department



**AGENDA ITEM NO.: 9.A.**  
**BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE,  
WASHINGTON**

**For the Agenda Of:** March 3, 2026

**Subject:** Public Safety Sales Tax

**Dept of Origin:** Finance and Admin Services

**Dept. Head Approval:** Kyle Dixon

**Exhibit(s):**  
PSST.1.20

<b>Expenditure Required</b>	No
<b>Budgeted</b>	N/A
<b>City Program</b>	Budget Development and Management

**Summary Statement**

Continuing discussion on maximizing city benefit of upcoming ballot measures for public safety sales tax propositions.

**Recommended Action**

Workshop discussion



# **Public Safety Sales Tax**

## **RCW 82.14.450**

**Authorizes cities and counties to submit a ballot measure to voters for a sales and use tax dedicated to criminal justice purposes**

- Counties are eligible to collect up to three-tenths of 1 percent**
- Cities are eligible to collect up to one-tenth of 1 percent**

\*Spokane County currently collects a public safety sales tax of one-tenth of 1 percent, and intends to submit a ballot measure for their remaining capacity (.2%) in 2026. Total combined tax rate between city and county cannot exceed three-tenths of 1 percent.

# Public Safety Sales Tax

## REVENUE

- Projected allocations and dollar amounts for each scenario from tax collected in Liberty Lake

CITY APPROVED (@.1%)	COUNTY APPROVED (@.2%)
85% of voter approved ballot measure ~\$720,000 to the City	60% of voter approved ballot measure ~\$1,020,000 to the County
15% of voter approved ballot measure ~\$130,000 to the County	40% of voter approved ballot measure ~\$600,000 to the City
*If both are approved, City retains \$720,000, plus \$300,000 from County's measure	



**AGENDA ITEM NO.: 9.B.**  
**BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE,  
WASHINGTON**

**For the Agenda Of:** March 3, 2026

**Subject:** Housing Code Preemption

**Dept of Origin:** Community Development    **Dept. Head Approval:** Amy Mullerleile

**Exhibit(s):**  
None

<b>Expenditure Required</b>	No
<b>Budgeted</b>	N/A
<b>City Program</b>	Long Range Planning

**Summary Statement**

RCW 35.21.990 is a state law adopted as part of Washington’s recent housing legislation. The law is intended to increase housing supply by limiting how cities regulate the creation of additional housing units within existing buildings in zones where multifamily housing is allowed.

The statute requires cities to adopt development regulations consistent with these requirements by June 30, 2026. If a city does not adopt compliant regulations by that date, the state law automatically applies and supersedes any conflicting local development regulations until the city updates its code.

The City’s periodic comprehensive plan update and associated development code amendments are due December 31, 2026. Given the six-month gap between the state’s compliance date (June 30, 2026) and the City’s scheduled update deadline (December 31, 2026), staff recommends incorporating RCW 35.21.990 compliance into the broader periodic update and development code amendment package.

Under this approach, the state statute would govern and preempt inconsistent local regulations during the interim period (July–December 2026). Staff believes this approach is more efficient and fiscally responsible, as it avoids duplicative code amendments and ensures that all related development regulation updates are

considered comprehensively as part of the City's periodic update process.

**Recommended Action**

Workshop Discussion



**AGENDA ITEM NO.: 9.C.**

**BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE,  
WASHINGTON**

**For the Agenda Of:** March 3, 2026

**Subject:** Council Committees

**Dept of Origin:**

**Dept. Head Approval:**

**Exhibit(s):**  
Resolution No. 12-156B\_section 11

<b>Expenditure Required</b>	No.
<b>Budgeted</b>	N/A
<b>City Program</b>	Legislative Governance

**Summary Statement**

Between 2001 and 2017, the City Council Rules of Procedure included a section establishing and assigning responsibilities to standing committees. Section 11 of Resolution 12-156B is attached for reference. The committees were repealed on January 16, 2018. The workshop is intended to reevaluate the committee structure, assess its pros and cons, and provide the Council with an opportunity to discuss whether it has a desire to reestablish committees generally, and/or to create committees with specific purposes and scopes.

**Recommended Action**

No action recommended

- 9.6 **Selection of Mayor [Pro Tem] Nominations:** The Mayor Pro Tem will be selected by the Council members. The term for Mayor Pro Tem shall be two (2) years from the date of election. Council members may each nominate one person for Mayor Pro Tem. Nominations require a second.

Each Council member shall be given the opportunity to submit a nomination for Mayor Pro Tem. After all nominations are made, the Mayor will call for a vote on the nominations in the order they were made. Voting will be either by voice or a recorded vote as determined by the Mayor. As soon as one nominee receives a majority vote of four ( 4) votes of the Council, that Council member will declared the Mayor Pro Tem. No votes will be taken on the remaining nominees.

- 9.7 **Removal of Mayor Pro Tem:** The Mayor Pro Tern may be removed from office upon a vote of four Council members.

## 10. PREPARATION OF AGENDA

- 10.1 **Staff Duties:** The City Clerk, under the direction of the Mayor or his or her designee, will prepare the agenda for each Council meeting setting forth a brief description of each item to be considered by the Council. The agenda prior to submission to the Council shall be reviewed by the Chair.
- 10.2 **Agenda Items:** An item to be considered by the City Council at a regular meeting may be placed on the agenda by the Mayor, a Council member, or the City Administrator.
- 10.3 **Timing of Preparation:** The agenda will be put in final form by 1:00 p.m. Friday prior to the following Tuesday evening Council meeting. Agendas will be distributed to the City Council and City Staff by 5:00 p.m. Friday. Agenda materials will be available at City Hall for the media and public on the Friday before the regular meeting. Nothing contained herein shall prevent the Mayor, Council members, or the City Administrator from adding a matter to the agenda prior to the City Council approval of the agenda according to Section 4.

## 11. COUNCIL COMMITTEES

- 11.1 **Standing Committees:** There shall be three (3) sub-committees of the Council.
- A. **Finance Committee.** This committee shall consist of the Mayor, or his or her designee, who serves as the Chair and three (3) Council members nominated by the Mayor Pro Tem and confirmed by the City Council. The Finance Committee has the responsibility to review and report its recommendations on the annual budget and such other matters that relate to the financial affairs of the City.

- B. Public Safety Committee. This committee shall consist of the Mayor, or at the Mayor's discretion, three (3) Council members with one (1) Council member nominated by the Mayor and two (2) Council members nominated by the Mayor Pro Tem with all members confirmed by the City Council. The Public Safety Committee, upon the request of the Mayor or City Council shall review, and make recommendations to the City Council on issues related to the public health, safety and welfare of the citizens of Liberty Lake including, but not limited to, considering and reviewing programs, plans and other non-personnel activities involving police and fire services as well as other public safety activities of the City.
- C. Community Development and Public Works Committee. This committee shall consist of the Mayor, or at the Mayor's discretion, three (3) Council members with one (1) Council member nominated by the Mayor and two (2) Council members nominated by the Mayor Pro Tern with all members confirmed by the City Council. The Community Development Committee shall review and recommend to the City Council matters which relate to the orderly growth and development of the City. The Public Works Committee reviews matters which relate to public works, including but not limited to, the infrastructure and public improvements owned, controlled or operated by the City.
- D. Members of the standing committees shall be appointed for a one (1) year term at the second meeting in January of each year.

## 12. SUSPENSION AND AMENDMENT OF RULES

- 12.1 **Suspension of These Rules:** Any provision of these rules may be temporarily suspended by a vote of a majority of the Council.
- 12.2 **Amendment of These Rules:** These rules may be amended or new rules adopted by a majority vote of all members of the Council, provided that the proposed amendments or new rules shall have been introduced into the record at a prior Council meeting.



**AGENDA ITEM NO.: 10.A.**  
**BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE,  
WASHINGTON**

**For the Agenda Of:** March 3, 2026

**Subject:** Meeting Minutes

**Dept of Origin:**

**Dept. Head Approval:**

**Exhibit(s):**  
February 17, 2026, Draft Meeting\_Minutes

<b>Expenditure Required</b>	
<b>Budgeted</b>	
<b>City Program</b>	

**Summary Statement**

**Recommended Action**

Approve the February 17, 2026 City Council Meeting Minutes



**CITY COUNCIL MEETING  
TUESDAY, FEBRUARY 17, 2026,  
HELD IN PERSON & REMOTELY**

**6:00 P.M. Regular Session:**

**Invocation:** Given by Mayor Kaminskas.

**Pledge of Allegiance:** Led by City Council and staff.

**Call to Order:** Mayor Kaminskas called the meeting to order at 6:01 p.m.

**Roll Call:** City officials who physically attended the meeting: Mayor Kaminskas; Councilmembers Ball, Darrow, Klingler, Kurtz, Fisher, and Mayor Pro Tem Dunne; Mark McAvoy, City Administrator; Kyle Dixon, Finance Director; Police Chief Damon Simmons; Sean Boutz, City Attorney; David Goehner, Communications Specialist; Darin Morgan, Deputy Police Chief; Shane Miller, IT Manager; and Rochelle Caton, City Clerk.

City officials who remotely attended the meeting via Zoom: Amy Mullerleile, Interim Community Development Director; Ben Turner, Public Works Director; Jennifer Camp, Parks and Recreation Director; Jandy Humble, Library Director; Michael Stevens, Recreation Coordinator; Derek Kosanke, Parks Superintendent; Dan Maus, Horticulture Division Supervisor; and Luke Michels, City Engineer.

Councilmember Kurtz made a motion to excuse Councilmember Severs. The motion was seconded by Mayor Pro Tem Dunne and passed 6–0.

**Agenda Approval:** Mayor Pro Tem Dunne made a motion to move Items 11.A and 11.B to a position before Announcements, Proclamations, and Special Presentations. The motion was seconded by Councilmember Kurtz and passed 6–0.

Mayor Pro Tem Dunne then made a motion to approve the agenda as amended. The motion was seconded by Councilmember Darrow. The Mayor called for a vote, and the motion passed 6–0.

**Citizen Comments:** Mark Saba, a city resident, made comments regarding the new City Councilmembers.

11.A Appointment of Lori Merkel to the Community Engagement Commission: Lori Merkel shared comments regarding her interest in serving on the Community Engagement Commission. Mayor Pro Tem Dunne made a motion to approve the appointment of Lori Merkel. The motion was seconded by Councilmember Darrow and passed 6–0.

11.B Appointment of Abigail Sprague to the Planning Commission: Abigail (Abby) Sprague shared comments regarding her interest in serving on the Planning Commission. Mayor Pro Tem Dunne made a motion to approve the appointment of Abigail Sprague. The motion was seconded by Councilmember Kurtz and passed 6–0.

### **Announcements / Proclamations / Special Presentations:**

2025 Year-End Financial Report: Kyle Dixon, Finance Director, provided a brief presentation on the 2025 Year-End Financial Report. Questions were asked and answered throughout.

2025 Year-End Police Department Report: Chief Simmons presented the 2025 Year-End Police Department Report. Questions were asked and answered throughout.

### **Reports & Inquiries:**

City Council: Mayor Pro Tem Dunne commented on STA double-deck buses returning to regular service. Mayor Pro Tem Dunne also commented on meeting with residents regarding trees on Sprague Avenue.

Mayor: Mayor Kaminskas provided information regarding recently attended and upcoming meetings, including, but not limited to, the Visit Spokane Annual Meeting, the GSI Regional Economic Development Forum, and the Women Lead Spring Conference at Gonzaga University.

Mayor Kaminskas also recognized an award the City received for participation in the Commute Smart Program.

City Administrator: City Administrator McAvoy updated the Council and community on upcoming events and reminders, including the House of Origin cutoff date in the Legislature, the Hazard Mitigation Plan comment period, the 2026 Community Satisfaction Survey, and the forthcoming City Council Retreat.

City Administrator McAvoy then invited Ben Turner, Public Works Director, who recognized employee Dan Maus, Horticulture Division Supervisor, for passing the Master Certified Arborist Exam. This certification is a distinguished professional accomplishment.

Finally, City Administrator McAvoy provided a legislative priority update based on current standings. Questions were asked and answered throughout. A future update will be provided as bills continue to be monitored.

Liberty Lake Sewer & Water District: No report given.

Parks & Arts Commission: Nancy Hill, Parks and Arts Commission Chair, provided a brief presentation on Parks and Arts project updates. Questions were asked and answered throughout.

Community Engagement Commission: Bill Norman and Leah Stussy, Community Engagement Commission members, provided an overview of their current scope of work and suggested revisions to Ordinance 277. Questions were asked and answered throughout. A future workshop will be scheduled to further consider revisions.

#### **Workshop Discussions:**

Transportation Resiliency Plan: Amy Mullerleile, Interim Community Development Director, introduced Beth Miller with Parametrix, who provided a presentation on the Transportation Resiliency Plan. Questions were asked and answered throughout.

New City Logo: City Administrator McAvoy introduced the item for discussion to gauge Council interest in pursuing a new logo. Mayor Kaminskas clarified that the scope of work would be a logo “refresh” rather than a “rebranding.” Discussion ensued. Consensus was reached for staff to begin the process.

**General Business – Consent Agenda:** Mayor Pro Tem Dunne made a motion to approve Consent Agenda Items 10.A, 10.B, 10.C, 10.D, 10.E, and 10.F. The motion was seconded by Councilmember Ball and passed 6–0.

**10.A** Approve the February 3, 2026, City Council Meeting Minutes

**10.B** Approve the February 17, 2026, vouchers, and January 16–31 payroll and benefits in the amount of \$731,356.98

**10.C** Approve the annual payment for the Zencity Engage subscription, services, and support in an amount not to exceed \$13,080

**10.D** Approve the Intergovernmental Agreement between Spokane County and the City of Liberty Lake regarding Commute Trip Reduction implementation

**10.E** Approve Task Order 2026-03 with Parametrix for Kramer Road Pedestrian Crossing Design in an amount not to exceed \$14,235.00

**10.F** Approve the purchase of two (2) new patrol vehicles in an amount not to exceed \$163,000.00

**General Business - Action Items:**

11.C Police Department Security Door Installation Project: Mayor Pro Tem Dunne made a motion to approve Item 11.C. The motion was seconded by Councilmember Darrow. The Mayor called for a vote, and the motion passed 6–0.

11.D Donation-Police Evidence Refrigerator: Mayor Pro Tem Dunne made a motion to approve Item 11.D. The motion was seconded by Councilmember Klingler. The Mayor called for a vote, and the motion passed 6–0.

**Council Comments:** No comments were made.

**Public Hearings / Appeals-No items currently:**

**Resolutions:**

Resolution 20-280A Adopting the Updated Network Analysis: Rochelle Caton, City Clerk, read Resolution 20-280A by title only. Mayor Pro Tem Dunne made a motion to approve the Resolution. The motion was seconded by Councilmember Fisher. There were no citizen comments. The Mayor called for a vote, and the motion passed 6–0.

**Ordinances:**

Ordinance 316 - An Ordinance of the City of Liberty Lake, WA establishing the PD Evidence Custodial Fund: Rochelle Caton, City Clerk, read Ordinance 316 by title only (second reading). Mayor Pro Tem Dunne made a motion to approve. The motion was seconded by Councilmember Ball.

No public comments were made. The Mayor called for a vote, and the motion passed 6–0

**Emergency Ordinances-No items currently:**

**Introduction of Upcoming Agenda Items:** Workshop matrix was reviewed

**Citizen Comments:** Mark Saba, a city resident, made comments regarding the city logo.

**Executive Session-No items currently:**

**Adjournment:** With there being no further business, the meeting was adjourned at 8:12. p.m.

These minutes were approved March 3, 2026.

---

Cris Kaminskas, Mayor  
City of Liberty Lake

---

These minutes were prepared by Rochelle Caton. This meeting was also recorded. Anyone who desires to listen to the recording may visit the city's website or contact the City Clerk.



**AGENDA ITEM NO.: 10.B.**  
**BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE,  
WASHINGTON**

**For the Agenda Of:** March 3, 2026

**Subject:** March 3, 2026 Vouchers

**Dept of Origin:**

**Dept. Head Approval:** Kyle Dixon

**Exhibit(s):**

Consent Agenda March 3, 2026, 03032026 Council

<b>Expenditure Required</b>	
<b>Budgeted</b>	
<b>City Program</b>	

**Summary Statement**

**Recommended Action**

Approve the March 3, 2026, vouchers in the amount of \$242,845.56

City of Liberty Lake

Consent Agenda for March 3, 2026  
City Council Meeting

Report from the Mayor for pending claims and payment of previously approved obligations through January 6, 2026

Payee	Description	Amount
	<b>See attached voucher report.</b>	
Total vouchers through March 3, 2026		
Check(s)	36029-36060	\$ 127,281.83
EFT		\$ 115,563.73
		<u>\$ 242,845.56</u>
	<b>TOTAL</b>	<u><u>\$ 242,845.56</u></u>

RECOMMENDATION: Approve and Authorize for Payment

ATTACHMENT S: All original invoices are on file with the City Treasurer.

SIGNATURES:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Council Member

# CHECK REGISTER

CITY OF LIBERTY LAKE

Time: 09:56:35 Date: 02/26/2026

03/03/2026 To: 03/03/2026

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
997	03/03/2026	Claims	3	EFT	ABDO SPOTLIGHT MAGIC WAGON	998.49	BOOKS
					001 - 572 20 34 06 - Library Books & Other Materials	998.49	BOOKS
998	03/03/2026	Claims	3	EFT	ACUSHNET COMPANY	2,370.13	MERCHANDISE
					420 - 576 61 34 01 - Pro Shop Merchandise	223.93	STAND BAG
					420 - 576 61 34 01 - Pro Shop Merchandise	2,146.20	HATS, VISORS
999	03/03/2026	Claims	3	EFT	AMAZON CAPITAL SERVICES	6,204.44	MATERIALS
					001 - 518 30 31 00 - Facility - Central Supplies	21.75	EYEGLASS CLEANING WIPES
					001 - 518 30 31 10 - Facility - Supplies_City Hall	139.62	TRASH BAGS
					001 - 521 10 31 00 - Law Enforcement Supplies	1,090.86	GLASS VIALS WITH SCREW CAPS, CLASP ENVELOPES, PAPER ROLL DISPENSER AND CUTTER, ID CARD PRINTER & COMPLETE SUPPLIES PACKAGE
					001 - 521 10 31 00 - Law Enforcement Supplies	-35.84	RETURN OF INDOOR AMERICAN FLAG
					110 - 542 30 31 00 - Roadway - Supplies_Signage	287.28	SKID STEER LOADER TUBELESS TIRE
					110 - 542 70 31 01 - Roadside - Supplies	287.28	SKID STEER LOADER TUBELESS TIRE
					110 - 542 70 31 01 - Roadside - Supplies	185.30	FOLDING KNIFE
					110 - 542 70 31 02 - Roadside - Horticulture Supplies	111.37	CHAINSAW BAR AND CARBIDE CHAIN COMBO, TREE WATERING BAGS
					110 - 542 90 31 00 - Maint Admin & Overhead - Sup	238.90	THERMAL RELIEF VALVE, FOLDING KNIFE
					110 - 542 90 31 00 - Maint Admin & Overhead - Sup	63.09	PRINTER INK REFILL BOTTLE, GEL PENS
					110 - 542 90 31 00 - Maint Admin & Overhead - Sup	134.01	WALL MOUNTED WIPER DISPENSER, HEAVY DUTY WIPES
					110 - 542 90 31 00 - Maint Admin & Overhead - Sup	10.26	PRESSURE WASHER THERMAL RELIEF VALVE
					001 - 572 10 31 00 - Library Supplies	1,168.16	TONER CARTRIDGES
					001 - 572 10 31 00 - Library Supplies	27.86	DISINFECTING CLEANING WIPES
					001 - 572 10 31 00 - Library Supplies	32.69	FLASH DRIVE
					001 - 572 10 31 05 - Children & Adult Prgrm Supplie:	49.03	STAINED GLASS ACRYLIC PAINT COMBO SET
					001 - 572 10 31 05 - Children & Adult Prgrm Supplie:	24.76	DECOUPAGE NAPKINS
					001 - 572 20 34 06 - Library Books & Other Materials	79.12	BOOKS
					001 - 572 20 34 06 - Library Books & Other Materials	33.03	BLU-RAY
					420 - 576 61 31 03 - Maintenance Supplies	201.92	ELECTRIC PELLET SMOKER GRILL
					420 - 576 61 31 04 - Facilities - Supplies_Trailhead	321.00	DESK CHAIRS
					420 - 576 65 31 01 - Maintenance Of Golf Course	19.52	EXTRUDER REPLACEMENT NOZZLE KIT, COMPRESSION SPRING
					420 - 576 65 31 01 - Maintenance Of Golf Course	17.43	3D PRINTER FILAMENT
					420 - 576 65 31 01 - Maintenance Of Golf Course	111.99	TPU FILAMENT, PLA FILAMENT
					001 - 576 80 30 01 - Parks - Horticulture Supplies	39.23	PLANT NURSERY POTS
					001 - 576 80 31 01 - Parks Supplies	152.59	DOG WASTE BAGS
					001 - 576 80 31 01 - Parks Supplies	201.91	ELECTRIC PELLET SMOKER GRILL
					001 - 576 80 31 15 - Ballfields Supplies	119.24	FLAG POLE BALL TOPPER ORNAMENT, RAKE
					001 - 594 72 64 00 - Capital Expenditures/Expenses-L	849.11	LAPTOP
					110 - 595 64 63 00 - Roads/Streets Const. & Other In	221.97	TREE WATERING BAGS
1000	03/03/2026	Claims	3	EFT	ASSOCIATION OF WA CITIES	325.80	REGISTRATIONS
					001 - 511 60 49 00 - Legislative-Dues,Subscriptions,R	162.90	DARROW, SUMMER-REGISTRATION FOR 2026 COUNCIL LEADERS EXCHANGE
					001 - 511 60 49 00 - Legislative-Dues,Subscriptions,R	162.90	DUNNE, DAN-REGISTRATION FOR 2026 COUNCIL LEADERS EXCHANGE
1001	03/03/2026	Claims	3	EFT	AW REHN & ASSOCIATES	1,945.28	SERVICES
					502 - 517 30 29 00 - Health Insurance Services	45.35	EMPLOYER FUNDING NOTIFICATION 02/17-02/22/2026
					502 - 517 30 29 00 - Health Insurance Services	1,899.93	EMPLOYER FUNDING NOTIFICATION 02/10-02/16/2026
1002	03/03/2026	Claims	3	EFT	BRIDGESTONE GOLF INC	1,383.73	MERCHANDISE

# CHECK REGISTER

CITY OF LIBERTY LAKE

Time: 09:56:35 Date: 02/26/2026

03/03/2026 To: 03/03/2026

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			420 - 576 61 34 01 - Pro Shop Merchandise			1,383.73	GOLF BALLS
1003	03/03/2026	Claims	3	EFT	CALLAWAY	4,598.08	MERCHANDISE
			420 - 576 61 31 00 - Pro Shop Supplies			1,611.80	DEMOS-GOLF CLUBS
			420 - 576 61 31 00 - Pro Shop Supplies			20.24	DEMOS-GOLF CLUBS
			420 - 576 61 34 01 - Pro Shop Merchandise			2,806.14	GOLF CLUBS
			420 - 576 61 34 01 - Pro Shop Merchandise			159.90	HATS, BEANIES
1004	03/03/2026	Claims	3	EFT	COBRA PUMA GOLF INC	1,080.93	MERCHANDISE
			420 - 576 61 34 01 - Pro Shop Merchandise			255.59	SKIRTS
			420 - 576 61 34 01 - Pro Shop Merchandise			515.71	GOLF CLUB
			420 - 576 61 34 01 - Pro Shop Merchandise			309.63	VISORS, BELTS, SOCKS
1005	03/03/2026	Claims	3	EFT	NATHANIEL A DAVISON	1,497.35	TRAVEL
			001 - 521 10 43 00 - Law Enforcement Travel-Lodging			1,497.35	MILEAGE/PER DIEM FOR TRAVEL TO WA STATE CJTC BLEEA PER-ACADEMY
1006	03/03/2026	Claims	3	EFT	HD SUPPLY FACILITIES MAINTENANCE LTD	99.45	MATERIALS
			001 - 576 80 31 55 - Rocky Hill Park Supplies			99.45	TOILET PAPER ROLL DISPENSERS
1007	03/03/2026	Claims	3	EFT	HOME DEPOT CREDIT SERVICES	1,812.94	MATERIALS
			001 - 518 30 31 00 - Facility - Central Supplies			16.28	BOTTLED WATER
			001 - 521 50 31 00 - Facility - Supplies_Public Safety			38.11	OSB SHEATHING PANELS
			110 - 542 70 31 01 - Roadside - Supplies			74.87	600 VOLT DIGITAL MULTIMETER
			110 - 542 70 31 01 - Roadside - Supplies			21.77	NOZZLE SET
			110 - 542 70 31 01 - Roadside - Supplies			70.81	PICK MATTOCK, T-HANDLE EDGER
			110 - 542 70 31 01 - Roadside - Supplies			85.56	COMPACT INVERTERS, CABLE CUTTING PLIERS, BOTTLED WATER
			110 - 542 70 31 01 - Roadside - Supplies			204.34	3-DRAWER TOOL BOX, MOUNTING PLATE
			110 - 542 90 31 00 - Maint Admin & Overhead - Sup			31.97	BOTTLED WATER
			110 - 542 90 31 00 - Maint Admin & Overhead - Sup			15.25	BRAIDED VINYL TUBE
			420 - 576 61 31 03 - Maintenance Supplies			97.45	FRIDGE/FREEZER ODOR ABSORBERS, MICROFIBER ROLLS, BURGER PRESS, HICKORY PELLETS, SCREW DRIVER DRILL BITS, GLASS CLEANER, TONGS, CAST IRON SKILLET, CAST IRON STOVETOP GRIDDLE
			420 - 576 61 31 03 - Maintenance Supplies			85.57	COMPACT INVERTERS, CABLE CUTTING PLIERS, BOTTLED WATER
			420 - 576 61 31 04 - Facilities - Supplies_Trailhead			67.38	WHEELED TRASH CAN
			420 - 576 65 31 01 - Maintenance Of Golf Course			29.87	SPRAY PAINT
			001 - 576 80 30 01 - Parks - Horticulture Supplies			51.03	FLOWER SEEDS, GROWING MIX
			001 - 576 80 31 01 - Parks Supplies			97.44	FRIDGE/FREEZER ODOR ABSORBERS, MICROFIBER ROLLS, BURGER PRESS, HICKORY PELLETS, SCREW DRIVER DRILL BITS, GLASS CLEANER, TONGS, CAST IRON SKILLET, CAST IRON STOVETOP GRIDDLE
			001 - 576 80 31 01 - Parks Supplies			39.48	BRUSH, BRUSH SOAP DISPENSER, CLEANING WIPES, CARPET AND UPHOLSTERY CLEANER, PROTECTANT WIPES
			001 - 576 80 31 01 - Parks Supplies			74.02	PAINT, PLYWOOD, PAINT ROLLER COVER WITH FRAME
			001 - 576 80 31 01 - Parks Supplies			40.58	TAPE MEASURE, PVC CEMENT
			001 - 576 80 31 01 - Parks Supplies			85.57	COMPACT INVERTERS, CABLE CUTTING PLIERS, BOTTLED WATER
			001 - 576 80 31 15 - Ballfields Supplies			4.47	POLY ROLLER
			001 - 576 80 31 25 - Pavillion Park Supplies			32.97	COMBINATION LOCK

# CHECK REGISTER

CITY OF LIBERTY LAKE

Time: 09:56:35 Date: 02/26/2026

03/03/2026 To: 03/03/2026

Page: 3

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			001 - 576 80 31 45 - Orchard Park Supplies			48.88	WASHERS, THREADLOCKER, MICROFIBER CLOTH ROLL
			001 - 576 80 31 55 - Rocky Hill Park Supplies			83.25	PLYWOOD, SPRAY PAINT, POPLAR BOARDS, WOOD GLUE, CAULK GUN, DRYWALL SCREWS, WIRE NAILS
			001 - 576 80 31 55 - Rocky Hill Park Supplies			238.17	TOTE, BASEBOARD MOULDING, PINE ROSETTE BLOCKS, CONSTRUCTION ADHESIVE, DRILL BIT, CONCRETE ANCHORS, PAINT, PAINT ROLLERS, MITER BOX WITH SAW, TAPE MEASURE, ROLLER FRAME, HINGES, DOOR PULL, BRUSHES
			001 - 576 80 31 55 - Rocky Hill Park Supplies			177.85	MICROFIBER ROLL, SPIN MOP REFILL PACK, MICROFIBER SPIN MOP WITH BUCKET SYSTEM, BATHROOM CLEANER, WALL CLEANER, PLASTIC STORAGE UNIT, TOILET CLEANER, SPRAY BOTTLES, GLASS CLEANER, BUCKET, FLOOR CLEANER
1008	03/03/2026	Claims	3	EFT	INGRAM LIBRARY SERVICES	1,611.88	BOOKS
			001 - 572 20 34 06 - Library Books & Other Materials			1,611.88	BOOKS
1009	03/03/2026	Claims	3	EFT	TYLER S JAUCH	1,497.35	TRAVEL
			001 - 521 10 43 00 - Law Enforcement Travel-Lodging			1,497.35	MILEAGE/PER DIEM FOR TRAVEL TO WA STATE CJTC BLEEA PER-ACADEMY
1010	03/03/2026	Claims	3	EFT	JILL E MAHONEY	1,497.35	TRAVEL
			001 - 521 10 43 00 - Law Enforcement Travel-Lodging			1,497.35	MILEAGE/PER DIEM FOR TRAVEL TO WA STATE CJTC BLEEA PER-ACADEMY
1011	03/03/2026	Claims	3	EFT	MIZUNO USA INC - NDC	85.50	MERCHANDISE
			420 - 576 61 34 01 - Pro Shop Merchandise			85.50	EMBROIDERY ON BAGS
1012	03/03/2026	Claims	3	EFT	NATIONAL BARRICADE CO	5,496.87	MATERIALS
			110 - 542 64 31 00 - Traffic Control Devices - Supplies			477.42	PEDESTRIAN SIGNS
			110 - 542 64 31 00 - Traffic Control Devices - Supplies			4,910.45	STREET NAME SIGNS, STOP SIGNS, SPEED LIMIT SIGNS, DRIVING INFORMATION SIGNS
			110 - 542 64 31 00 - Traffic Control Devices - Supplies			66.49	SPEED LIMIT SIGN
			001 - 576 80 31 55 - Rocky Hill Park Supplies			42.51	WARNING SIGN
1013	03/03/2026	Claims	3	EFT	NORTHWEST BUSINESS STAMP	67.90	MATERIALS
			001 - 514 23 31 00 - Administrative Services Supplies			49.90	NAME PLATES, NAME PLATE HOLDERS
			001 - 558 50 41 00 - CP&ED-Professional Services			18.00	NAME PLATE
1014	03/03/2026	Claims	3	EFT	O'REILLY AUTO PARTS	414.98	MATERIALS
			001 - 521 10 31 00 - Law Enforcement Supplies			42.72	CARGO STRAPS
			001 - 521 10 48 00 - Vehicle Maintenance			23.06	WIPER BLADES
			001 - 521 10 48 00 - Vehicle Maintenance			54.47	CAPSULE
			110 - 542 70 31 01 - Roadside - Supplies			65.28	AC C-OFF RELAY, RELAY, PRIMARY WIRES
			110 - 542 70 31 01 - Roadside - Supplies			22.40	SMART FUSES
			110 - 542 70 31 01 - Roadside - Supplies			45.92	BATTERY, PARTS TRAY, TEST LEADS, PRIMARY WIRES
			110 - 542 70 31 01 - Roadside - Supplies			69.38	PRIMARY WIRES, ATO FUSE, FUSE HOLDER
			110 - 542 70 31 01 - Roadside - Supplies			10.67	ADD-A-CIRCUIT
			110 - 542 70 31 01 - Roadside - Supplies			13.88	CONDUIT
			110 - 542 90 31 00 - Maint Admin & Overhead - Supplies			36.12	SPARK PLUGS, DRAIN PAN, LONG REACH FUNNEL
			001 - 576 80 31 01 - Parks Supplies			31.08	BATTERY, PARTS TRAY, TEST LEADS, PRIMARY WIRES
1015	03/03/2026	Claims	3	EFT	OFFICE DEPOT	100.48	MATERIALS

# CHECK REGISTER

CITY OF LIBERTY LAKE

Time: 09:56:35 Date: 02/26/2026

03/03/2026 To: 03/03/2026

Page: 4

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			001 - 558 50 31 00 - CP&ED Supplies			50.24	COPY PAPER, BINDER CLIPS, GLUE STICKS
			001 - 576 80 31 01 - Parks Supplies			50.24	COPY PAPER, BINDER CLIPS, GLUE STICKS
1016	03/03/2026	Claims	3	EFT	PARAMETRIX	19,212.50	CLIMATE RESILIENCY PLANNING
			001 - 558 60 40 01 - Professional Services Climate Re			19,212.50	SVCS THROUGH 01/30/2026-PUBLIC ENGAGEMENT STRATEGY, TRANSPORTATION RESILIENCY TECHNICAL MEMORANDUM, FINAL CLIMATE ELEMENT
1017	03/03/2026	Claims	3	EFT	PARAMETRIX	19,146.25	SERVICES
			001 - 558 50 40 03 - CP&ED Building Permits Reimbu			293.75	TASK 13 CENTENNIAL COUNTRY VISTA BSP
			001 - 558 50 41 00 - CP&ED-Professional Services			207.50	TASK 03 DESIGN REVIEW-JAKE TOWNHOMES (LUA2023-0001)
			311 - 595 30 60 10 - Capital Expenditures-Mission Av			9,045.00	TASK 3777878033 MISSION FRONTAGE IMPROVEMENTS
			312 - 595 30 60 15 - Capital Expenditures-Preservatic			1,720.00	TASK 01 PAVEMENT MASTER PLAN
			311 - 595 30 60 18 - Capital Expenditures-Mission Av			7,880.00	TASK 3777878031 MISSION OVERLAY NORTHER
1018	03/03/2026	Claims	3	EFT	PURCHASE POWER	502.25	SERVICES
			001 - 514 23 41 00 - Administrative Services-Professi			2.25	POSTAGE OVERAGE FEE
			001 - 514 23 42 00 - Administrative Services-Telepho			170.79	01/27/2026 REFILL
			001 - 521 10 42 00 - Law Enforcement-Telephone,Int			34.59	01/27/2026 REFILL
			001 - 572 10 42 00 - Library-Telephone,Internet,Post			294.62	01/27/2026 REFILL
1019	03/03/2026	Claims	3	EFT	ROSEDREW INC	178.96	MATERIALS
			001 - 572 10 31 00 - Library Supplies			178.96	DVD POLY SLEEVES, BLU-RAY DVD CASES
1020	03/03/2026	Claims	3	EFT	SHEA CARR & JEWEL INC	13,671.75	SERVICES
			331 - 518 30 41 03 - Central Services-Professional Sei			13,671.75	PARKS & REC MASTER PLAN-SVCS THROUGH 01/01-01/30/2026
1021	03/03/2026	Claims	3	EFT	SPOKANE COUNTY DIST CT	13,898.29	SERVICES
			001 - 512 52 40 00 - Contracted Court			13,898.29	JAN 2026 CONTRACTED COURT SVCS
1022	03/03/2026	Claims	3	EFT	TAYLOR MADE GOLF COMPANY INC	4,544.97	MERCHANDISE
			420 - 576 61 34 01 - Pro Shop Merchandise			3,406.17	GOLF CLUBS, CLUBS AND BAG SET
			420 - 576 61 34 01 - Pro Shop Merchandise			-413.10	RETURNED GOLF CLUBS
			420 - 576 61 34 01 - Pro Shop Merchandise			-2,833.20	RETURNED GOLF CLUBS
			420 - 576 61 34 01 - Pro Shop Merchandise			3,087.26	GOLF CLUBS
			420 - 576 61 34 01 - Pro Shop Merchandise			1,297.84	GOLF GLOVES
1023	03/03/2026	Claims	3	EFT	THE BUNKER	3,376.25	MATERIALS
			001 - 521 22 26 11 - Uniforms-Duty & Reserv			248.36	LEE, JASON- CLASS A UNIFORM
			001 - 521 22 26 11 - Uniforms-Duty & Reserv			306.35	RIPPEE, JORDAN-CLASS A UNIFORM
			001 - 521 22 26 11 - Uniforms-Duty & Reserv			277.29	OLIVAS, STEPHANIE-CLASS A UNIFORM
			001 - 521 22 26 11 - Uniforms-Duty & Reserv			130.71	LAROCCO, CODY-PROMOTION UPGRADE TO CLOTHING
			001 - 521 22 26 11 - Uniforms-Duty & Reserv			130.80	JAUCH, DAVISON, & MAHONEY-ID PANELS FOR VESTS
			001 - 521 22 26 11 - Uniforms-Duty & Reserv			31.61	LAROCCO, CODY-ID PANELS
			334 - 594 21 60 00 - Capital Expenditures Rudeen De			2,251.13	EARPIECES
1024	03/03/2026	Claims	3	EFT	TIRE-RAMA	352.02	SERVICES
			001 - 521 10 48 00 - Vehicle Maintenance			62.13	2024 FORD EXPLORER POLICE INTERCEPT-OIL CHANGE
			110 - 542 70 41 00 - Roadside - Professional Services			210.97	2022 BOBCAT UW56-FOUR NEW TIRES AND INSTALLATION OF TIRES
			001 - 576 80 41 00 - Parks-Professional Services			78.92	2003 GMC SONOMA-OIL CHANGE

# CHECK REGISTER

CITY OF LIBERTY LAKE

Time: 09:56:35 Date: 02/26/2026

03/03/2026 To: 03/03/2026

Page: 5

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1025	03/03/2026	Claims	3	EFT	WESTERN SYSTEMS	6,956.67	MATERIALS
			310 - 595 61 60 00 - Capital Expenditures/Expenses-			6,956.67	SOLAR ENGINES, LIGHT BARS WITH UNIVERSAL MOUNTS, LIGHTBAR THRU-BOLT KITS, PUSH BUTTON STATIONS, HARNESSSES
1026	03/03/2026	Claims	3	EFT	YOKES FRESH MARKET	104.75	MATERIALS
			001 - 572 10 31 05 - Children & Adult Prgrm Supplie:			67.77	KNIFE PAR QWK, NAVEL ORANGES
			001 - 572 10 31 05 - Children & Adult Prgrm Supplie:			36.98	CLASSIC MIX, MOTTS FRUIT SNACKS
1027	03/03/2026	Claims	3	EFT	ZERO FRICTION LLC	530.14	MERCHANDISE
			420 - 576 61 34 01 - Pro Shop Merchandise			530.14	GLOVES, BALLS, BOWL DISPLAY
1028	03/03/2026	Claims	3	36029	ABADAN REPROGRAPHICS/IMAGING	721.85	MATERIALS
			311 - 595 30 60 16 - Capital Expenditures-Country Vi			721.85	COUNTRY VISTA ROAD DESIGN-SCANNING OF DOCUMENTS
1029	03/03/2026	Claims	3	36030	ADIDAS AMERICA INC	1,395.11	MERCHANDISE
			420 - 576 61 34 01 - Pro Shop Merchandise			63.10	POLO
			420 - 576 61 34 01 - Pro Shop Merchandise			452.77	GOLF SHOES
			420 - 576 61 34 01 - Pro Shop Merchandise			879.24	HOODIES, JACKETS, POLOS
1030	03/03/2026	Claims	3	36031	APOLLO SHEET METAL INC	2,819.56	SERVICES
			001 - 518 30 41 10 - Facility - Professional Services_C			617.49	CH-HVAC PREVENTATIVE MAINTENANCE
			110 - 518 30 41 20 - Facility - Professional Services_P			274.95	PW-HVAC PREVENTATIVE MAINTENANCE
			001 - 521 50 41 00 - Facility - Professional Services_P			776.63	PD-HVAC PREVENTATIVE MAINTENANCE
			001 - 572 50 41 00 - Facility - Professional Services_Li			776.62	LLML-HVAC PREVENTATIVE MAINTENANCE
			420 - 576 61 41 03 - Facilities - Professional Services_			373.87	TH-HVAC MAINTENANCE
1031	03/03/2026	Claims	3	36032	ARROW CONSTRUCTION SUPPLY LLC	190.58	RENTAL
			110 - 542 90 41 00 - Maint Admin & Overhead - Prof			190.58	RENTAL OF SCARIFIER FROM 02/11-02/12/2026
1032	03/03/2026	Claims	3	36033	BCRA INC	21,210.71	SERVICES
			310 - 594 59 60 00 - Capital Expenditures - City Hall I			21,210.71	SVCS THROUGH 01/01-01/31/2026
1033	03/03/2026	Claims	3	36034	BUSHNELL OUTDOOR PRODUCTS	1,878.35	MERCHANDISE
			420 - 576 61 34 01 - Pro Shop Merchandise			1,878.35	WATCHES, GPS SPEAKERS, GPS DEVICES
1034	03/03/2026	Claims	3	36035	CIRCLE M CONSTRUCTION AND LANDSCAPE SUPP	983.41	MATERIALS
			110 - 542 70 31 01 - Roadside - Supplies			142.02	1 1/4 BASALT CHIPS
			310 - 594 18 60 00 - Capital Expenditures/Expenses-C			841.39	SHED FOUNDATION-CHEAP FILL, 5/8 BASALT CHIPS
1035	03/03/2026	Claims	3	36036	ERANGE INC	400.00	SERVICES
			420 - 576 61 41 00 - Golf Pro Shop-Professional Serv			400.00	TECHNICAL SUPPORT INCLUDING POS INTEGRATION PIN LICENSE
1036	03/03/2026	Claims	3	36037	GALLS LLC	171.80	MATERIALS
			001 - 521 22 26 11 - Uniforms-Duty & Reserv			171.80	WIDMAN, SHANE-BOOTS
1037	03/03/2026	Claims	3	36038	GRAINGER	59.73	MATERIALS
			001 - 518 30 31 10 - Facility - Supplies_City Hall			59.73	EXIT SIGN
1038	03/03/2026	Claims	3	36039	GREATER SPOKANE INC	70.92	REGISTRATION
			001 - 513 10 49 00 - Dues,Subscriptions,Mbrships,Rei			70.92	KAMINSKAS, CRIS-REGISTRATION FOR THE 2026 STATE OF THE REGION EVENT
1039	03/03/2026	Claims	3	36040	GS4 LLC	44.48	MATERIALS

# CHECK REGISTER

CITY OF LIBERTY LAKE

Time: 09:56:35 Date: 02/26/2026

03/03/2026 To: 03/03/2026

Page: 6

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			110 - 542 70 31 01 - Roadside - Supplies			18.04	THREADLOCKER, FASTENERS
			420 - 576 61 31 04 - Facilities - Supplies_Trailhead			14.68	KEYS
			420 - 576 61 31 04 - Facilities - Supplies_Trailhead			11.76	KEY RACK
1040	03/03/2026	Claims	3	36041	HALME CONSTRUCTION INC	25,308.12	AGENDA ITEM 10.D 06042024 COUNCIL
			311 - 595 30 60 06 - Capital Expenditures - Appleway			25,308.12	APPLEWAY OVERLAY SCHEDULE 1 - 100% COMPLETE, CHANGE ORDER ITEM #2 100% COMPLETE
1041	03/03/2026	Claims	3	36042	JOSEPH ELLIOT USA LLC	323.50	MERCHANDISE
			420 - 576 61 34 01 - Pro Shop Merchandise			323.50	CAPS
1042	03/03/2026	Claims	3	36043	LAW ENFORCEMENT SEMINARS LLC	445.00	SERVICES
			001 - 521 10 49 00 - Law Enforcement-Dues,Subscrip			445.00	HUHTA, CHRIS SEXUAL ASSAULT INVESTIGATION REGISTRATION
1043	03/03/2026	Claims	3	36044	MACKIN BOOK COMPANY	105.83	BOOKS
			001 - 572 20 34 06 - Library Books & Other Materials			105.83	BOOKS
1044	03/03/2026	Claims	3	36045	MCCUNES INSTRUMENTS INC	80.66	SERVICES
			001 - 518 30 41 00 - Central Services-Professional Sei			20.18	CERTIFICATION OF BACKFLOW TEST KIT
			110 - 542 70 41 00 - Roadside - Professional Services			20.16	CERTIFICATION OF BACKFLOW TEST KIT
			420 - 576 65 41 00 - Professional Services-Golf Greer			20.16	CERTIFICATION OF BACKFLOW TEST KIT
			001 - 576 80 41 00 - Parks-Professional Services			20.16	CERTIFICATION OF BACKFLOW TEST KIT
1045	03/03/2026	Claims	3	36046	MERAKAI LLC	17,829.82	AGENDA ITEM 10.C 12022025 COUNCIL
			001 - 594 21 64 02 - Law Enforcement-Furniture,Com			17,829.82	MISSION DARKNESS BLOCK LOCKER, BLOCK BOX LAB, FORENSIC CRACK CABINET, CHARGE & SHIELD FARADAY BAG
1046	03/03/2026	Claims	3	36047	NEW VISION TECHNOLOGIES LLC	2,933.85	MERCHANDISE
			420 - 576 61 34 01 - Pro Shop Merchandise			2,933.85	HATS, VISORS
1047	03/03/2026	Claims	3	36048	NORTH 40 OUTFITTERS	60.94	MATERIALS
			001 - 576 80 31 01 - Parks Supplies			60.94	BAGS OF SWEET COB
1048	03/03/2026	Claims	3	36049	PROTHMAN	3,264.95	SERVICES
			001 - 514 23 41 00 - Administrative Services-Professi			3,264.95	REIMBURSABLE EXPENSES FOR THE COMMUNITY DEVELOPMENT DIRECTOR SOURCING
1049	03/03/2026	Claims	3	36050	ROYAL BUSINESS SYSTEMS INC	825.70	SERVICES
			001 - 514 23 31 00 - Administrative Services Supplies			16.35	KYOCERA BLACK TONER
			001 - 514 23 41 00 - Administrative Services-Professi			809.35	CONTRACT OVERAGES 11/28/2025-02/27/2026
1050	03/03/2026	Claims	3	36051	SPOKANE ARTS FUND	2,386.25	SERVICES
			111 - 594 76 60 02 - Capital Outlays Public Art			2,386.25	SKYLER OBERST CONSULT HOURS, KAREN MOBLEY CONSULT HOURS
1051	03/03/2026	Claims	3	36052	SPOKANE COUNTY PARKS	20,000.00	2026 CONTRIBUTION TRAIL MAINTENANCE FUND
			001 - 576 80 41 00 - Parks-Professional Services			20,000.00	SPOKANE RIVER CENTENNIAL TRAIL INTERAGENCY COOPERATIVE AGREEMENT
1052	03/03/2026	Claims	3	36053	SPOKANE COUNTY TREASURER	9,400.52	SERVICES
			001 - 521 10 40 00 - Sheriff (EMS Agreement)			502.15	ONGOING SUPPORT FROM GAUNT, DUSTIN
			110 - 542 30 41 01 - Roadway - Professional Services			1,587.76	ROADWAY WEED CONTROL Q4 2025
			110 - 542 64 41 00 - Traffic Control Devices - Profess			6,316.29	TRAFFIC CONTROL SERVICES Q4 2025

# CHECK REGISTER

CITY OF LIBERTY LAKE

Time: 09:56:35 Date: 02/26/2026

03/03/2026 To: 03/03/2026

Page: 7

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			001 - 566 10 40 00 - Alcoholism Treatment			994.32	Q4 2025 LIQUOR EXCISE/PROFITS
1053	03/03/2026	Claims	3	36054	STORAGE SOLUTIONS LIBERTY LAKE	1,094.40	SERVICES
			001 - 514 23 41 00 - Administrative Services-Professi			547.20	RENT 03/01-03/31/26
			001 - 558 50 41 00 - CP&ED-Professional Services			547.20	RENT 03/01-03/31/26
1054	03/03/2026	Claims	3	36055	SUBTLE PATRIOT LLC	1,555.00	MERCHANDISE
			420 - 576 61 34 01 - Pro Shop Merchandise			1,555.00	GOLF STANDS, CART BAGS, CARRY BAGS
1055	03/03/2026	Claims	3	36056	SUMURI LLC	7,029.41	AGENDA ITEM 10.C 12022025 COUNCIL
			001 - 594 21 60 01 - Small_Attractive Items - Public S			7,029.41	FORENSIC ANALYSIS COMPUTER
1056	03/03/2026	Claims	3	36057	SUNRISE INC	84.32	MATERIALS
			001 - 576 80 31 15 - Ballfields Supplies			84.32	GRAVEL
1057	03/03/2026	Claims	3	36058	TURNER & TOWNSEND HEERY, LLC	3,270.60	SERVICES
			310 - 594 59 60 00 - Capital Expenditures - City Hall I			3,270.60	SVCS RENDERED THROUGH 01/05-01/30/2026
1058	03/03/2026	Claims	3	36059	WHITLEY FUEL LLC	1,296.09	FUEL
			001 - 518 30 32 00 - Central Services Fuel Consumed			90.39	UNLEADED
			001 - 518 30 32 00 - Central Services Fuel Consumed			78.10	UNLEADED
			410 - 531 00 32 00 - Storm Drainage Utilities - Fuel			27.81	UNLEADED
			410 - 531 00 32 00 - Storm Drainage Utilities - Fuel			24.03	UNLEADED
			110 - 542 70 32 00 - Roadside - Fuel			166.88	UNLEADED
			110 - 542 70 32 00 - Roadside - Fuel			144.18	UNLEADED
			001 - 558 50 32 00 - CP&ED Fuel Consumed			69.53	UNLEADED
			001 - 558 50 32 00 - CP&ED Fuel Consumed			60.08	UNLEADED
			420 - 576 61 32 00 - Golf Course-Fuel Consumed			111.25	UNLEADED
			420 - 576 61 32 00 - Golf Course-Fuel Consumed			96.12	UNLEADED
			001 - 576 80 32 00 - Parks Fuel Consumed			208.60	UNLEADED
			001 - 576 80 32 00 - Parks Fuel Consumed			180.23	UNLEADED
			001 - 576 80 32 15 - Ballfields Fuel Consumed			20.88	UNLEADED
			001 - 576 80 32 15 - Ballfields Fuel Consumed			18.01	UNLEADED
1059	03/03/2026	Claims	3	36060	YADON CONSTRUCTION SPECIALTIES INC	40.37	MATERIALS
			001 - 521 50 31 00 - Facility - Supplies_Public Safety			40.37	C15CN36 SWEEP, 18062CNB X TEK
						104,091.84	001 General Fund
						16,833.87	110 Street Fund
						2,386.25	111 Parks & Art Fund
						32,279.37	310 REET 1 Capital Projects Fund
						42,954.97	311 REET 2 Special Capital Projects Fund
						1,720.00	312 Street Capital Fund
						13,671.75	331 Municipal Facilities Fund Master Plan
						2,251.13	334 Police Capital Fund
						51.84	410 Stormwater Utility Fund
						24,659.26	420 Golf Operations Fund
						1,945.28	502 Medical Reimbursement (Bridge) Fund
						242,845.56	Claims:
						242,845.56	242,845.56

CHECK REGISTER

CITY OF LIBERTY LAKE

Time: 09:56:35 Date: 02/26/2026

03/03/2026 To: 03/03/2026

Page: 8

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
-------	------	------	--------	-------	----------	--------	------

"I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim a just, due and unpaid obligation against the City of Liberty Lake, and that I am authorized to authenticate and certify to said claim."

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Date

"I, the undersigned, do hereby certify under penalty of perjury that the claim is a just, due and unpaid obligations against the City of Liberty Lake, and that I am authorized to certify to said claim."

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Date



**AGENDA ITEM NO.: 10.C.**

**BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE,  
WASHINGTON**

**For the Agenda Of:** March 3, 2026

**Subject:** Purchase 2017 Skyjack Scissor Lift from United Rentals

**Dept of Origin:** Public Works

**Dept. Head Approval:** Ben Turner

**Exhibit(s):**  
20260217174946

<b>Expenditure Required</b>	Yes
<b>Budgeted</b>	Yes; (312) REET 2 Streets Capital Fund; (595 64 60 02) Capital Expenditures/Expenses-Equipment
<b>City Program</b>	Facility Maintenance, Parks Maintenance

**Summary Statement**

Proposed purchase of a scissor lift for use by Public Works and Parks & Recreation for daily maintenance tasks. The proposed scissor lift will replace the current telescoping lift that has reached the end of its life cycle and is no longer viable for the tasks required by City staff. A sales quote in the amount of \$12,818.40 was obtained from United Rentals for a 2017 Skyjack Scissor Lift. Purchase of this equipment was previously approved in the 2026 Capital Facilities Plan under line item ET-13.

**Recommended Action**

Authorize purchase of the 2017 Skyjack Scissor Lift from United Rentals in an amount not to exceed \$13,000.

BRANCH 280  
 204 S FANCHER RD  
 SPOKANE VALLEY WA 99212-0753  
 509-532-1235

**# 258715487**

CITY OF LIBERTY LAKE  
 22710 E COUNTRY VISTA DR  
 LIBERTY LAKE WA 99019-7592

**Office:** 509-755-6700 **Job:** 509-755-6700

Customer # : 1338361  
 Quote Date : 02/12/26  
 UR Job Loc : 22710 E COUNTRY VIST  
 UR Job # : 7  
 Customer Job ID:  
 P.O. # : TBD  
 Ordered By : BRIAN BACHMAN  
 Written By : LAURA ZAYIC  
 Salesperson : LAURA ZAYIC

CITY OF LIBERTY LAKE  
 22710 E COUNTRY VISTA DR  
 LIBERTY LAKE WA 99019-7592

**This is not an invoice  
 Please do not pay from this document**

Qty	Equipment #	Price	Amount
1	41001BLA CC: 300-4047	10500.00	10500.00
	SCISSOR LIFT 39-40' ELECTRIC 45-48"WIDE		
	Make: SKYJACK Model: SJIII4740 Serial #: 70200745		
	Model Year: 17		
	HR OUT: 442.800 HR.MTR.REPLACED AT: 7.300 TOTAL HRS: 450.100		
	AERIAL/OTHER-6MONTHS/800HRS		

**SALES ITEMS:**

Qty	Item number	Stock class	Unit	Price	Amount
1	UNITED GUARD	MCI	EA	1260.00	1260.00
	UNITED GUARD SERVICE CONTRACT				
				Sub-total:	11760.00
				Tax:	1058.40
				Total:	12818.40

ONSITE CONTACT: BRIAN BACHMAN

Note: This proposal may be withdrawn if not accepted within 30 days.

WHERE PERMITTED BY LAW, UNITED RENTALS MAY IMPOSE A SURCHARGE OF 2.0% FOR CREDIT CARD PAYMENTS ON CHARGE ACCOUNTS. THIS SURCHARGE IS NOT GREATER THAN OUR MERCHANT DISCOUNT RATE FOR CREDIT CARD TRANSACTIONS AND IS SUBJECT TO SALES TAX . THIS IS NOT A SALE AGREEMENT/INVOICE. THE ITEMS LISTED ABOVE ARE SUBJECT TO AVAILABILITY AND ACCEPTANCE OF THE TERMS AND CONDITIONS OF UNITED'S SALE AGREEMENT/INVOICE WHICH ARE AMENDED FROM TIME TO TIME AND POSTED ONLINE AT <https://www.unitedrentals.com/legal/sale-agreement> AND INCORPORATED HEREIN BY REFERENCE. A PAPER COPY OF THE SALE AGREEMENT/INVOICE TERMS IS AVAILABLE UPON REQUEST.



**AGENDA ITEM NO.: 10.D.**  
**BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE,  
WASHINGTON**

**For the Agenda Of:** March 3, 2026

**Subject:** Dedication agreement for Indiana Ave improvements

**Dept of Origin:** Finance and Admin Services      **Dept. Head Approval:** Kyle Dixon

**Exhibit(s):**  
Indiana - Street Dedication, Indiana - Bill of Sale

<b>Expenditure Required</b>	No
<b>Budgeted</b>	N/A
<b>City Program</b>	Capital Project Delivery; Records Management

**Summary Statement**

River Crossing LLC has completed street improvements to Indiana Ave between Harvard Road and the Trutina development. These improvements were identified in Resolution 12-164H adopted on April 15, 2025 as expenses eligible for TIF/LIFT reimbursement upon acceptance by the City. Total expenses were \$321,999.11. City staff have inspected the improvements, reviewed the costs, and find both to be acceptable.

**Recommended Action**

Approve the dedication agreement.

## **STREET DEDICATION AGREEMENT**

This INDIANA AVENUE STREET IMPROVEMENT DEDICATION AGREEMENT (this "Agreement") is by and between Spokane County, Washington (the "County"), River Crossing, LLC, a Washington Corporation, as the developer ("River Crossing, LLC"), and The City of Liberty Lake, Washington (the "City") pursuant to chapters 39.89 and 39.102 RCW.

### **WITNESSETH:**

WHEREAS, the County is a class A county duly organized and existing under and by virtue of the Constitution and the laws of the state of Washington (the "State");

WHEREAS, the County is authorized to create a tax increment financing area from which a portion of property taxes, defined as community revitalization financing, can be designated to finance certain public improvements, including street improvements, within the boundaries of such tax increment area pursuant to chapter 39.89 RCW (the "TIF Act");

WHEREAS, pursuant to Resolution No. 2005-1169, adopted by the Board of County Commissioners of the County (the "Board"), on December 22, 2005, the County designated a tax increment financing area known as "Spokane County Increment Area No. 2005-01" pursuant to the TIF Act (the "TIF Area");

WHEREAS, River Crossing, LLC has constructed certain street improvements within the TIF Area, a description and the location of which is attached hereto as "Exhibit B" (the "Improvements"),

WHEREAS, pursuant to Resolution No. 2005-1169, the Board authorized the County to purchase public improvements, including the Improvements, within the TIF Area, and to finance the purchase of such improvements with community revitalization financing;

WHEREAS, the City owns and maintains public streets for the benefit of public within the TIF Area;

WHEREAS, the Board desires to have the City assume ownership, control, and maintenance of the Improvements as part of the City's transportation system to provide benefits to the public;

WHEREAS, the Board deems it in the best interest of the County and its residents to use funds from community revitalization financing to pay for the Improvements so long as River Crossing, LLC dedicates the Improvements to the City, and so long as the City accepts such dedication;

WHEREAS, the County is authorized to create a revenue development area from which a portion of revenues from various taxes, defined as local infrastructure financing, and certain proceeds of State excise taxes, can be designated to finance certain public improvements, including street improvements, within such revenue development area pursuant to chapter 39.102 RCW (the "LIFT Act");

WHEREAS, the LIFT Act identifies the Spokane River District Project at Liberty Lake, located within the County, as a “demonstration project”;

WHEREAS, the Board previously determined that the demonstration project at Liberty Lake identified in the LIFT Act is the best opportunity for the State excise tax revenues to be made available for a local infrastructure financing project within the County;

WHEREAS, the Board adopted Resolution No. 07-0223 on March 20, 2007, designating a revenue development area pursuant to the LIFT Act, to be known as the “Spokane County River District Revenue Development Area at Liberty Lake” (the “Revenue Development Area”) and agreeing to act as the “sponsoring local government” thereof within the meaning of the LIFT Act;

WHEREAS, the City Council of the City of Liberty Lake (the “City Council”) adopted Resolution No. 07-103 on February 6, 2007, authorizing the city of Liberty Lake (the “City”) to be a “participating local government and participating taxing district” of the Revenue Development Area within the meaning of the LIFT Act;

WHEREAS, the City Council adopted Resolution No. 105 on April 3, 2007, and the Board adopted Resolution No. 07-0311 on April 10, 2007, authorizing the execution of a Local Infrastructure Financing Agreement, dated as of April 10, 2007, for the use of dedicated amounts of local excise tax allocation revenues and local property tax allocation revenues, in whole or in part, for local infrastructure financing authorized pursuant to the LIFT Act (the “Local Infrastructure Financing Agreement”);

WHEREAS, the Board adopted Resolution No. 07-0531 on June 19, 2007, creating and establishing the Revenue Development Area pursuant to the LIFT Act (“Resolution No. 07-0531”) and describing the boundaries thereof; describing public improvements to be made in the Revenue Development Area; stating the estimated cost of such public improvements and the portion thereof to be borne by local infrastructure financing; estimating the time during which local excise tax allocation revenue and local property tax allocation revenue are to be apportioned to pay for the costs of such public improvements; and providing the date when such apportionment of local excise tax allocation revenue and local property tax allocation revenue will commence;

WHEREAS, River Crossing, LLC has constructed certain street improvements within the Revenue Development Area, a description and the location of which is attached hereto as “Exhibit B” (the “Improvements”);

WHEREAS, the Improvements are included in the definition of “Public Improvements” approved by the Board to be financed with local infrastructure financing pursuant to Resolution No. 07-0531;

WHEREAS, the Improvements are included in the public improvements set forth in “Exhibit B” attached to the Local Infrastructure Financing Agreement, in which the City agreed that the portion of its local property tax allocation revenue and local excise tax allocation revenue generated within the Revenue Development Area that is necessary to enable the County to obtain the full amount of the tax distributions from the State each year in accordance with the LIFT Act shall be used to assist in local infrastructure financing for the public improvements set forth in such Attachment “C”;

WHEREAS, the City has approved the use of local infrastructure financing to pay the public improvement costs of the Improvements;

WHEREAS, River Crossing, LLC has submitted TIF Reimbursement Request No. 15 to the County, requesting \$96,569.73 in community revitalization financing to pay a portion of the public improvement costs of the Improvements;

WHEREAS, River Crossing, LLC has submitted LIFT Reimbursement Request No. 15 to the County, requesting \$225,329.38 in local infrastructure financing to pay a portion of the public improvement costs of the Improvements;

WHEREAS, the City owns and operates public street systems for the public benefit within the Revenue Development Area;

WHEREAS, the Board desires to have the City assume ownership, control and maintenance of the Improvements as part of the city's transportation system to provide benefits to the public;

WHEREAS, the Board adopted Resolution No. 26-\_\_\_ on \_\_\_\_\_, 2026, which deemed it in the best interest of the County and its residents to use funds from both community revitalization financing and local infrastructure financing to pay for the Improvements so long as River Crossing, LLC dedicates the Improvements to the City, and so long as the City accepts such dedication; and

WHEREAS, pursuant to Resolution No. \_\_\_\_\_, the Board approved the use of community revitalization financing to pay a portion of the public improvement costs of the Improvements and authorized the payment of \$96,569.73 of community revitalization financing to River Crossing, LLC pursuant to TIF Reimbursement Request No. 15, and authorized the execution of this Agreement;

WHEREAS, pursuant to Resolution No. \_\_\_\_\_, the Board approved the use of local infrastructure financing to pay a portion of the public improvement costs of the Improvements and authorized the payment of \$225,329.38 of local infrastructure financing to River Crossing, LLC pursuant to LIFT Reimbursement Request No. 15 and authorized the execution of this Agreement;

NOW, THEREFORE, each of the County, River Crossing, LLC and the City mutually agree as follows:

*Section 1.* The County agrees to reimburse River Crossing, LLC \$321,899.11 as the cost of constructing, acquiring and installing the Improvements. The County shall use both community revitalization financing funds collected in the TIF Area and local infrastructure financing funds collected in the Revenue Development Area to pay for the Improvements. The County shall make the reimbursement using \$96,569.73 of community revitalization financing and \$225,329.38 of local infrastructure financing.

*Section 2.* River Crossing, LLC hereby agrees to dedicate the Improvements to the City to be used to provide transportation benefits to the public. Such dedication shall be evidenced by a bill of sale, the form of which is attached hereto as Attachment “B”. River Crossing, LLC covenants that the Improvements meet all state, local, and City construction specifications.

*Section 3.* The City hereby: (A) agrees to accept the dedicated Improvements; (B) agrees to maintain the Improvements; and (C) agrees to use the Improvements to provide transportation benefits to the public. Such acceptance is conditioned upon the Improvements meeting all state, local and City construction specifications.

*Section 4.* This Agreement contains all the terms and conditions agreed upon by the County, River Crossing, LLC and the City with respect to the subject matter hereof. No other understanding, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind the County, River Crossing, LLC or the City hereto, other than those imposed by this Agreement or operation of law.

*Section 5.* This Agreement may be executed in any number of counterparts, each of which, when so executed and delivered, shall be an original, but such counterparts shall together constitute one Agreement.

*Section 6.* This Agreement will be effective only when signed by the County, River Crossing, LLC and the City.

*[Signature page follows]*

IN WITNESS WHEREOF, the County, River Crossing, LLC and City of Liberty Lake, Washington have each executed this Agreement on the date opposite their signature blocks with the effective date being the date of the last signature.

DATED: \_\_\_\_\_

SPOKANE COUNTY, WASHINGTON

\_\_\_\_\_  
Mary Kuney, Chair

\_\_\_\_\_  
Josh Kerns, Vice Chair

\_\_\_\_\_  
Al French Commissioner

ATTEST:

\_\_\_\_\_  
Chris Jordan, Commissioner

\_\_\_\_\_  
Ginna Vasquez, Clerk of the Board  
of County Commissioners

\_\_\_\_\_  
Amber Waldref, Commissioner

( S E A L )

DATED: \_\_\_\_\_

River Crossing, LLC  
a Washington Corporation

By: \_\_\_\_\_

Title: Manager

DATED: \_\_\_\_\_

City of Liberty Lake, Washington

\_\_\_\_\_  
Chris Kaminskis, Mayor

AFTER RECORDING RETURN TO:  
CITY OF LIBERTY LAKE  
22710 E. Country Vista Dr.  
Liberty Lake, WA 99019

Document: Bill of Sale

Grantor: River Crossing, LLC

Grantee: City of Liberty Lake

Abbreviated Legal Description: Generally described as: A PORTION OF THE NORTHWEST QUARTER OF SECTION 10, TOWNSHIP 25 NORTH, RANGE 45 EAST W.M., INDIANA AVENUE, RIGHT-OF-WAY LOCATED IN THE CITY OF LIBERTY LAKE, SPOKANE COUNTY, WASHINGTON.

Parcel Number: Non Assigned

**BILL OF SALE**  
**Street Improvements**  
**Attachment "B"**

KNOW ALL MEN by these presents that River Crossing, LLC, a Washington limited liability company, hereinafter referred to as Grantor, for and in consideration of the provisions of water service by Grantee and in fulfillment, hereby grants, bargains, sells, conveys and delivers unto the Grantee, City of Liberty Lake ("the City") the following personal and real property of the Grantor used in providing street service within the public right-of-way and easements together with all franchises, permits, and consents relating thereto, to wit: all pavement, curbs, sidewalks, irrigation, landscaping and other equipment comprising the street system installed by the Grantor and located within the Indiana Avenue public right-of-way.

FURTHER, Grantor warrants unconditionally and without limitation that the street system shall be free of defects in materials or workmanship for a period of one (1) year from the date of the City's acceptance of this Bill of Sale. The Grantor agrees to repair, replace and reconstruct any portion of the street system found to be defective by the City. Grantor further warrants that the street system transferred free and clear of all adverse claims, liens, and encumbrances and that Grantor has clear title to and the right to convey the said street system to Grantee. Grantor further warrants, for itself and its successors and assigns, that it will defend and indemnify the Grantee with respect to the warranties of ownership of the street system.





**AGENDA ITEM NO.: 10.E.**

**BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE,  
WASHINGTON**

**For the Agenda Of:** March 3, 2026

**Subject:** Dedication agreement for Harvard Road Trailhead Parking Improvements

**Dept of Origin:** Finance and Admin Services      **Dept. Head Approval:** Kyle Dixon

**Exhibit(s):**  
Trailhead Parking - Dedication Agreement, Trailhead Parking - Bill of Sale

<b>Expenditure Required</b>	No
<b>Budgeted</b>	N/A
<b>City Program</b>	Capital Project Delivery; Records Management

**Summary Statement**

River Crossing LLC has completed improvements to the Harvard Road Trailhead facilities. These improvements were identified in Resolution 12-164H adopted on April 15, 2025, as expenses eligible for TIF/LIFT reimbursement upon acceptance by the City. Total expense was \$697,817.38. City staff have inspected the improvements, reviewed the costs, and find both to be acceptable.

**Recommended Action**

Approve the dedication agreement.

## **TRAILHEAD PARKING LOT DEDICATION AGREEMENT**

This TRAILHEAD PARKING LOT IMPROVEMENT DEDICATION AGREEMENT (this "Agreement") is by and between Spokane County, Washington (the "County"), River Crossing, LLC, a Washington Corporation, as the developer ("River Crossing, LLC"), and The City of Liberty Lake, Washington (the "City") pursuant to chapters 39.89 and 39.102 RCW.

### **WITNESSETH:**

WHEREAS, the County is a class A county duly organized and existing under and by virtue of the Constitution and the laws of the state of Washington (the "State");

WHEREAS, the County is authorized to create a tax increment financing area from which a portion of property taxes, defined as community revitalization financing, can be designated to finance certain public improvements, including parking lot improvements, within the boundaries of such tax increment area pursuant to chapter 39.89 RCW (the "TIF Act");

WHEREAS, pursuant to Resolution No. 2005-1169, adopted by the Board of County Commissioners of the County (the "Board"), on December 22, 2005, the County designated a tax increment financing area known as "Spokane County Increment Area No. 2005-01" pursuant to the TIF Act (the "TIF Area");

WHEREAS, River Crossing, LLC has constructed certain parking lot improvements within the TIF Area, a description and the location of which is attached hereto as Exhibit "A" (the "Improvements");

WHEREAS, pursuant to Resolution No. 2005-1169, the Board authorized the County to purchase public improvements, including the Improvements, within the TIF Area, and to finance the purchase of such improvements with community revitalization financing;

WHEREAS, the City owns and maintains public parking lots and associated amenities for the benefit of public within the TIF Area;

WHEREAS, the Board desires to have the City assume ownership, control, and maintenance of the Improvements as part of the City's transportation system to provide benefits to the public;

WHEREAS, the Board deems it in the best interest of the County and its residents to use funds from community revitalization financing to pay for the Improvements so long as River Crossing, LLC dedicates the Improvements to the City, and so long as the City accepts such dedication;

WHEREAS, the County is authorized to create a revenue development area from which a portion of revenues from various taxes, defined as local infrastructure financing, and certain proceeds of State excise taxes, can be designated to finance certain public improvements, including parking lot improvements, within such revenue development area pursuant to chapter 39.102 RCW (the "LIFT Act");

WHEREAS, the LIFT Act identifies the Spokane River District Project at Liberty Lake, located within the County, as a “demonstration project”;

WHEREAS, the Board previously determined that the demonstration project at Liberty Lake identified in the LIFT Act is the best opportunity for the State excise tax revenues to be made available for a local infrastructure financing project within the County;

WHEREAS, the Board adopted Resolution No. 07-0223 on March 20, 2007, designating a revenue development area pursuant to the LIFT Act, to be known as the “Spokane County River District Revenue Development Area at Liberty Lake” (the “Revenue Development Area”) and agreeing to act as the “sponsoring local government” thereof within the meaning of the LIFT Act;

WHEREAS, the City Council of the City of Liberty Lake (the “City Council”) adopted Resolution No. 07-103 on February 6, 2007, authorizing the City of Liberty Lake (the “City”) to be a “participating local government and participating taxing district” of the Revenue Development Area within the meaning of the LIFT Act;

WHEREAS, the City Council adopted Resolution No. 105 on April 3, 2007, and the Board adopted Resolution No. 07-0311 on April 10, 2007, authorizing the execution of a Local Infrastructure Financing Agreement, dated as of April 10, 2007, for the use of dedicated amounts of local excise tax allocation revenues and local property tax allocation revenues, in whole or in part, for local infrastructure financing authorized pursuant to the LIFT Act (the “Local Infrastructure Financing Agreement”);

WHEREAS, the Board adopted Resolution No. 07-0531 on June 19, 2007, creating and establishing the Revenue Development Area pursuant to the LIFT Act (“Resolution No. 07-0531”) and describing the boundaries thereof; describing public improvements to be made in the Revenue Development Area; stating the estimated cost of such public improvements and the portion thereof to be borne by local infrastructure financing; estimating the time during which local excise tax allocation revenue and local property tax allocation revenue are to be apportioned to pay for the costs of such public improvements; and providing the date when such apportionment of local excise tax allocation revenue and local property tax allocation revenue will commence;

WHEREAS, River Crossing, LLC has constructed certain parking lot improvements within the Revenue Development Area, a description and the location of which is attached hereto as Exhibit “B” (the “Improvements”);

WHEREAS, the Improvements are included in the definition of “Public Improvements” approved by the Board to be financed with local infrastructure financing pursuant to Resolution No. 07-0531;

WHEREAS, the Improvements are included in the public improvements set forth in Exhibit “B” attached to the Local Infrastructure Financing Agreement, in which the City agreed that the portion of its local property tax allocation revenue and local excise tax allocation revenue generated within the Revenue Development Area that is necessary to enable the County to obtain the full amount of the tax distributions from the State each year in accordance with the LIFT Act shall be used to assist in local infrastructure financing for the public improvements set forth in such Attachment “C”;

WHEREAS, the City has approved the use of local infrastructure financing to pay the public improvement costs of the Improvements;

WHEREAS, River Crossing, LLC has submitted TIF Reimbursement Request No. 14 to the County, requesting \$209,345.21 in community revitalization financing to pay a portion of the public improvement costs of the Improvements;

WHEREAS, River Crossing, LLC has submitted LIFT Reimbursement Request No. 14 to the County, requesting \$488,472.17 in local infrastructure financing to pay a portion of the public improvement costs of the Improvements;

WHEREAS, the City owns and operates public street systems for the public benefit within the Revenue Development Area;

WHEREAS, the Board desires to have the City assume ownership, control and maintenance of the Improvements as part of the City's transportation system to provide benefits to the public;

WHEREAS, the Board adopted Resolution No. 26-\_\_\_ on \_\_\_\_\_, 2026, which deemed it in the best interest of the County and its residents to use funds from both community revitalization financing and local infrastructure financing to pay for the Improvements so long as River Crossing, LLC dedicates the Improvements to the City, and so long as the City accepts such dedication; and

WHEREAS, pursuant to Resolution No. \_\_\_\_\_, the Board approved the use of community revitalization financing to pay a portion of the public improvement costs of the Improvements and authorized the payment of \$209,345.21 of community revitalization financing to River Crossing, LLC pursuant to TIF Reimbursement Request No. 14, and authorized the execution of this Agreement;

WHEREAS, pursuant to Resolution No. \_\_\_\_\_, the Board approved the use of local infrastructure financing to pay a portion of the public improvement costs of the Improvements and authorized the payment of \$488,472.17 of local infrastructure financing to River Crossing, LLC pursuant to LIFT Reimbursement Request No. 14 and authorized the execution of this Agreement;

NOW, THEREFORE, each of the County, River Crossing, LLC and the City mutually agree as follows:

*Section 1.* The County agrees to reimburse River Crossing, LLC \$697,817.38 as the cost of constructing, acquiring and installing the Improvements. The County shall use both community revitalization financing funds collected in the TIF Area and local infrastructure financing funds collected in the Revenue Development Area to pay for the Improvements. The County shall make the reimbursement using \$209,345.21 of community revitalization financing and \$488,472.17 of local infrastructure financing.

*Section 2.* River Crossing, LLC hereby agrees to dedicate the Improvements to the City to be used to provide transportation benefits to the public. Such dedication shall be evidenced by a bill of sale, the form of which is attached hereto as Attachment “B”. River Crossing, LLC covenants that the Improvements meet all state, local, and City construction specifications.

*Section 3.* The City hereby: (A) agrees to accept the dedicated Improvements; (B) agrees to maintain the Improvements; and (C) agrees to use the Improvements to provide transportation benefits to the public. Such acceptance is conditioned upon the Improvements meeting all state, local and City construction specifications.

*Section 4.* This Agreement contains all the terms and conditions agreed upon by the County, River Crossing, LLC and the City with respect to the subject matter hereof. No other understanding, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind the County, River Crossing, LLC or the City hereto, other than those imposed by this Agreement or operation of law.

*Section 5.* This Agreement may be executed in any number of counterparts, each of which, when so executed and delivered, shall be an original, but such counterparts shall together constitute one Agreement.

*Section 6.* This Agreement will be effective only when signed by the County, River Crossing, LLC and the City.

*[Signature page follows]*

IN WITNESS WHEREOF, the County, River Crossing, LLC and City of Liberty Lake, Washington have each executed this Agreement on the date opposite their signature blocks with the effective date being the date of the last signature.

DATED: \_\_\_\_\_

SPOKANE COUNTY, WASHINGTON

\_\_\_\_\_  
Mary Kuney, Chair

\_\_\_\_\_  
Josh Kerns, Vice Chair

\_\_\_\_\_  
Al French Commissioner

ATTEST:

\_\_\_\_\_  
Chris Jordan, Commissioner

\_\_\_\_\_  
Ginna Vasquez, Clerk of the Board  
of County Commissioners

\_\_\_\_\_  
Amber Waldref, Commissioner

( S E A L )

DATED: \_\_\_\_\_

River Crossing, LLC  
a Washington Corporation

By: \_\_\_\_\_

Title: Manager

DATED: \_\_\_\_\_

City of Liberty Lake, Washington

\_\_\_\_\_  
Cris Kaminskis, Mayor

AFTER RECORDING RETURN TO:  
CITY OF LIBERTY LAKE  
22710 E. Country Vista Dr.  
Liberty Lake, WA 99019

Document: Bill of Sale

Grantor: River Crossing, LLC

Grantee: City of Liberty Lake

Abbreviated Legal Description: Generally described as: A Portion of the NE Quarter of Section 9 Township 25 Range 45, located in the City of Liberty Lake, County of Spokane.

Parcel Number: 55091.9221 and 55091.0301

**BILL OF SALE**  
**Parking Lot Improvements**  
**Attachment "A"**

KNOW ALL MEN by these presents that River Crossing, LLC, a Washington limited liability company, hereinafter referred to as Grantor, for and in consideration of the provisions of street service, hereby grants, bargains, sells, conveys and delivers unto the Grantee, City of Liberty Lake ("the City") the following personal and real property of the Grantor used in providing street service within the public right-of-way and easements together with all franchises, permits and consents relating thereto, to wit: all pavement, curbs, sidewalks, irrigation, landscaping, restroom facility other equipment comprising the parking lot system installed by the Grantor.

FURTHER, Grantor warrants unconditionally and without limitation that the street system shall be free of defects in materials or workmanship for a period of one year from the date of the City's acceptance of this Bill of Sale. The Grantor agrees to repair, replace and reconstruct any portion of the said parking lot system found to be defective by the City. Grantor further warrants that the street system is transferred free and clear of all adverse claims, liens and encumbrances and that Grantor has clear title to and the right to convey the said parking lot system to Grantee. Grantor further warrants, for itself and its successors and assigns, that it will defend and indemnify the Grantee with respect to the warranties of ownership of the street system.





**AGENDA ITEM NO.: 11.A.**

**BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE,  
WASHINGTON**

**For the Agenda Of:** March 3, 2026

**Subject:** Appointment of Andy Cho to the Lodging Tax Advisory Committee

**Dept of Origin:** Finance/Admin Services     **Dept. Head Approval:** Kyle Dixon

**Exhibit(s):**  
Liberty Lake Ltac App\_000048\_Redacted

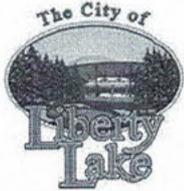
<b>Expenditure Required</b>	No.
<b>Budgeted</b>	N/A
<b>City Program</b>	Legislative Governance

**Summary Statement**

The Lodging Tax Advisory Committee reviews and recommends how Liberty Lake’s 3.3% lodging tax funds are used to support tourism promotion and the acquisition and operation of tourism-related facilities. The committee has five mayor-appointed, council-confirmed members: two from taxed businesses, at least two from funded tourism activities, and one elected city official. Andy Cho has applied to fill the currently vacant position on the committee representing The Garner Hotel.

**Recommended Action**

Confirm the Mayor's appointment of Andy Cho to the Lodging Tax Advisory Committee.



# CITY ADVISORY BOARD & COMMISSION APPLICATION

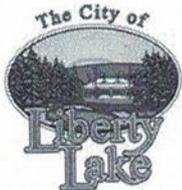
City of Liberty Lake  
22710 E Country Vista Drive, Liberty Lake, WA 99019  
Phone: (509) 755-6700

Thank you for your interest in serving on an advisory board or commission. The purpose of this form is to provide the Mayor and City Council members with some information about individuals considered for appointment. This application will be kept on file for two years. The file of completed applications is open for public inspection upon request.

Please indicate which advisory board you are interested in serving on:

- Salary Commission
- Parks & Arts Commission
- Lodging Tax Advisory Commission
- Planning Commission
- Library Board of Trustees
- Community Engagement
- Youth Commission
- Civil Service Commission
- Other

Candidate Information	
Full Name: Won Sang Cho (Andy)	Date of Application: 1/30/26
Home Address: ██████████	City, State, Zip: ████████ WA 98005
Email: ██████████	Phone: ██████████
Employed By: 3S6 Hospitality LLC	
Employer's Address: 2327 N Madson St	City, State, Zip: Liberty Lake, WA 99019
How long have you lived or worked continuously in the City of Liberty Lake? 15 month	
Are you a registered voter in the City of Liberty Lake?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Would your appointment create a conflict of interest or the appearance of a conflict of interest?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Have you ever been convicted of anything other than a minor traffic violation?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Educational Background:</b> University of Washington BA Economic	
<b>Professional Qualifications and/or Work Experience:</b> Owner of S1 Hospitality Management which owns and manages Garner- Liberty Lake, Garner - Auburn, Best Western Plus - Auburn, Sleep Inn - Kelso. Board of City of Auburn LTAC 2015- present	



## BACKGROUND/REFERENCE CHECK PERMISSION

City of Liberty Lake  
22710 E Country Vista Drive, Liberty Lake, WA 99019  
Phone: (509) 755-6700

I, the undersigned applicant, for a position as a board or commission member with the City of Liberty Lake, Washington, in consideration of the review of my application, do hereby give the City or an independent investigating agency authorization to conduct a thorough investigation of my professional and personal background, including credit, criminal, driving, and all data given on this application, on related papers, and in interviews. I authorize all individuals, schools, and firms named therein to provide any information requested about me. I understand and agree to waive any claim or cause of action relating to use of any and all information gained through this investigation or release of information, and promise to defend and hold harmless the City of Liberty Lake, Washington, its officers and employees from any claim or loss arising from such investigation and/or release of information. It is my intention that any copy of this authorization be as effective as the original.

Won Sang Cho

1/30/26

Applicant's Signature

Printed Name

Date

If selected for appointment to a commission or advisory board, an additional background check form will be required.



**AGENDA ITEM NO.: 11.B.**

**BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE,  
WASHINGTON**

**For the Agenda Of:** March 3, 2026

**Subject:** Construction Services Contract for the New City Hall — Dardan Enterprises, Inc.

**Dept of Origin:** Public Works

**Dept. Head Approval:** Ben Turner

**Exhibit(s):**  
City of Liberty Lake - City Hall Project - Dardan Enterprises, Inc

<b>Expenditure Required</b>	Yes
<b>Budgeted</b>	Yes; General Fund (001); City Hall Design and Construction (594 18 60 00) and Special Projects Fund (310) City Hall Design and Construction (594 59 60 00)
<b>City Program</b>	Capital Projects

**Summary Statement**

On February 23rd 2026, responsive bids were received for the City Hall Construction Project (PF-4) from five (5) contractors ranging from \$3,238,683 to \$4,211,000. The lowest responsible bidder was Dardan Enterprises, Inc., with a bid price of \$3,238,683, including all alternates. The construction estimate for this project was \$4,591,810 (base bid: \$4,174,1669 and ten (10) alternate bid items: \$417,641). Approval is requested for a total of \$3,600,000, which includes the bid price, inspections, and a ten percent (10%) contingency. With this approval, staff will manage the contingency.

**Recommended Action**

Authorize the Mayor to sign the construction services agreement with Dardan Enterprises, Inc., for the construction of the New City Hall, in an amount not to exceed \$3,600,000.

**SECTION 00 4100  
BID FORM**

**PART 1 - GENERAL**

**1.1 PROJECT**

City of Liberty Lake – City Hall  
23129 E Mission Ave  
Liberty Lake, WA 99019

**1.2 BID DEADLINE**

- A. February 23, 2026 at 1:00 p.m. – Base Bid and Alternates
- B. Bids will be opened and read aloud at bid closing

**1.3 SUBMIT BIDS TO**

- A. Liberty Lake City Hall  
22710 E Country Vista Dr.  
Liberty Lake, WA 99019

**1.4 BID FROM:**

Name Darin Meeks  
Title PM/SEC  
Company Dardan Enterprises, Inc  
Address 23567 W Hwy 53  
Post Falls, ID 83854  
Phone 208-773-5418  
Email darin@dardaninc.com  
Signature 

**1.5 BIDDER'S INTENT**

- A. The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an agreement with Owner in the form included in the Bid and Contract Documents to perform and furnish all Work as specified or indicated in the Contract Documents for the Bid price and within the Contract Time indicated in this Section and in accordance with the other terms and conditions of the Bid and Contract Documents.

1.6 TERMS AND CONDITIONS OF THIS BID SOLICITATION

- A. In responding to this Bid Solicitation, Bidder accepts all of the terms and conditions related to this Solicitation, including but not limited to this Section, Section 00 1113 – Advertisement For Bids, and Section 00 2113 – Instructions to Bidders. This Bid will remain subject to acceptance for 60 calendar days after the day of Bid Deadline (Closing Time) defined in the Advertisement For Bids . Bidder will sign and deliver the required number of counterparts of the Agreement with the Bonds and other documents required by the Bidding Requirements and Contract Documents within 15 days after the date of Notice of Award.

1.7 CONTRACT DOCUMENTS

- A. The following list of Contract Documents have been provided by the Owner for review by the Bidder:
  1. Owner’s Form of Agreement and General Conditions for the City Hall Project.
  2. City of Liberty Lake – City Hall Bid Set Drawings Dated 01.26.2026.
  3. City of Liberty Lake – City Hall Specifications Bid Set Dated 01.26.2026.

Specifications excluding this Section (which will be replaced by a Schedule of Values once Agreement is executed), Section 00 1113 – Advertisement For Bids, and Section 00 2113 – Instructions to Bidders, which will not be retained in the Contract Documents as they pertain solely to procurement.

1.8 BIDDER'S REPRESENTATIONS

- A. In submitting this Bid, Bidder represents, as more fully set forth in the bid solicitation, that:
  1. In submitting this bid City of Liberty Lake reserves the right to award the contract for this work in the best interest of City of Liberty Lake.
  2. Bidder has examined and carefully studied the Bid Documents, receipt of which is hereby acknowledged.
  3. By submitting a bid proposal, Bidder certifies they have visited the Site and become familiar with and is satisfied as to the general, local, and Site conditions that may affect cost, progress, performance, and furnishing of the Work.
  4. Bidder is familiar with and is satisfied as to all federal, state, and local Laws, Codes, and Regulations that may affect cost, progress, performance, and furnishing of the Work.
  5. Bidder does not consider that any additional examinations, investigations, explorations, tests, studies, or data are necessary for the determination of this Bid for performing and furnishing of the Work which relate to any aspect of the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder and safety precautions and programs incident thereto in accordance with the times, price, and other terms and conditions of the Contract Documents.

6. Bidder has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Contract Documents, and the written resolution thereof by Architect and Construction Manager through addenda is acceptable to Bidder.
7. Bidder has received and hereby acknowledges the following addenda: 01, 02

(Fill in number of each addenda received)

8. The Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performing and furnishing the Work for which this Bid is submitted.
9. This Bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm, or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization, or corporation; Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or fraudulent Bid; Bidder has not solicited or induced any person, firm, or a corporation to refrain from bidding; and Bidder has not sought by collusion to obtain for itself any advantage over any other Bidder or over Construction Manager, Engineer, or Owner.

1.9 BASE BID

- A. Having examined the Place of The Work and all matters referred to in the Instructions to Bidders and the Contract Documents prepared by BCRA Design. For the above-mentioned project, we, the undersigned, hereby offer to enter into a Contract to perform the Work for the Sum of:

Two million nine hundred twenty three thousand <sup>seven hundred eighty two</sup> dollars  
 (\$ 2,923,783 ), in lawful money of the United States of America.

- B. Trench Excavation Safety Provision: If the project shall involve any work which requires trenching exceeding a depth of 4 feet, all costs for adequate trench safety systems in compliance with Chapter 39.04.180 RCW and WAC 296-155-650 shall be included in the Base Bid and a lump sum dollar amount for the work shall be entered in the blank below. In the event that there is no cost for trench safety systems, the bidder shall still enter a value of \$0.00 to be responsive.

ONE THOUSAND DOLLAR AND 00/100 cents dollars  
 (\$ 1,000 ), in lawful money of the United States of America.

The above cost for Trench Safety is included in the Base Bid and is not an addition to the bid sum proposed.

- C. We have included the required security deposit as required by the Instruction to Bidders.

1.10 SUBCONTRACTORS:

- A. In accordance with RCW 39.30.060, in submitting its Bid to do the Work as outlined in the Contract Specifications, the undersigned hereby stipulates that, if awarded a Contract, the following subcontractors will be subcontracted to perform Work. List only one subcontractor or indicate self-performance in each box below. If the Bidder believes that there is no work for the listed subcontractor category, the Bidder should indicate "not applicable" (N/A) in the applicable box below.

Trade	Name or N/A	Due Date
HVAC	Total Energy Management	At bid submission
Electrical	Gem	At bid submission
Plumbing	GreenHat Plumbing	At bid submission
Steel Erector	Dardan	48 hours after bid deadline
Rebar Installer	Dardan	48 hours after bid deadline

1.11 CONTRACT TIMES

- A. Bidder agrees that the Work will be completed within the Time of Completion listed in Section 01 1100 – Summary of Work:
- B. The Bidder agrees, if awarded the Contract, to complete the entire project as stipulated in the Contract Documents. The Undersigned further agrees that the Owner may retain from the compensation otherwise due, liquidated damages costs incurred by the Owner in the amount of \$500 per day, for each calendar day extending beyond a time fixed for completion that the work remains not substantially completed. This sum is not to be construed in any sense as penalty, but as agreed liquidated damages which the Owner shall sustain in the case of failure of the Undersigned to complete the work at the time stipulated.

1.12 BID CONTENT

- A. The following documents should be attached to and made a condition of this Bid:
1. A tabulation of Subcontractors and other persons and organizations required to be identified in this Bid.

B. Trench Excavation Safety Provisions

1. The bid amount may contain work which requires trenching exceeding a depth of four feet, all costs for trench safety shall be included in the Base Bid and indicated below for adequate trench safety systems in compliance with Chapter 39.04 RCW, 49.17 RCW and WAC 296-155-650. Bidder must include a lump sum dollar amount in blank below (even if value is \$0.00) to be responsive.

\$ One thousand Dollars AND 00 cents (\$1,000)

- C. Bid Security: Certified check, cashier's check, or bid bond with a State Licensed Surety, in an amount not less than five (5%) percent of the total bid.

1.13 ALTERNATES

- A. Bidders shall provide separate, clearly identified prices for each Bid Alternate listed below. Bid alternates shall be **additive to the Base Bid** unless otherwise noted.

1. Bid Alternates are **non-cumulative** unless specifically stated.
2. The City of Liberty Lake reserves the right to **accept or reject any or all alternates** and to determine the final scope of work.
3. Bid Alternates shall include **all labor, materials, equipment, overhead, profit, supervision, coordination, and any incidental costs** necessary to fully complete the described scope of work.

- B. Provide bid alternates as described in specification Section 01 2200 - Bid Alternates

- C. Should any of the Alternates as described in the Contract Documents be accepted, the amount written below shall be the amount to be added to or deducted from the Base Bid. If the Bidder fails to identify whether an Alternate is an addition or deduction below, the amount will be considered an addition. (Do not include Washington State sales tax).

**BID ALTERNATE #1 - CERAMIC TILE FLOORING:**

Forty Two Thousand DOLLARS  
(\$ 42,000.00), in lawful money of the United States of America.

**BID ALTERNATE #2 – RESTROOM FLOORING:**

Five thousand DOLLARS  
(\$ 5,000.00), in lawful money of the United States of America.

**BID ALTERNATE #3 – CARPETING UPGRADE:**

Eight thousand DOLLARS  
(\$ 8,000.00), in lawful money of the United States of America.

**BID ALTERNATE #4 – RECEPTION COUNTER QUARTZ SURFACING:**

Sixteen thousand seven hundred DOLLARS  
(\$ 16,700.00 ), in lawful money of the United States of America.

**BID ALTERNATE #5 – RESTROOMS WAINSCOTS:**

Three thousand eight hundred DOLLARS  
(\$ 3,800.00 ), in lawful money of the United States of America.

**BID ALTERNATE #6 – MAIN ENTRANCE ROOF CANOPY:**

Fourteen thousand eight hundred DOLLARS  
(\$ 14,800.00 ), in lawful money of the United States of America.

**BID ALTERNATE #7 – EXTERIOR CLEANING & PAINTING:**

Eleven thousand DOLLARS  
(\$ 11,000.00 ), in lawful money of the United States of America.

**BID ALTERNATE #8 – TPO SINGLE-PLY ROOFING SYSTEM:**

Two hundred two thousand four hundred DOLLARS  
(\$ 202,400.00 ), in lawful money of the United States of America.

**BID ALTERNATE #9 – WINDOWS IN COUNCIL CHAMBERS:**

seven thousand three hundred DOLLARS  
(\$ 7,300.00 ), in lawful money of the United States of America.

**BID ALTERNATE #10 – SIDEWALK CONNECTION TO POLICE DEPARTMENT:**

three thousand nine hundred DOLLARS  
(\$ 3,900.00 ), in lawful money of the United States of America.

**1.14 COMMUNICATIONS**

A. Communications concerning this Bid shall be sent via email addressed to:

Company: Turner & Townsend Heery  
Name: Morgan Clark, Project Manager  
E-mail: [morgan.clark@turntown.com](mailto:morgan.clark@turntown.com)

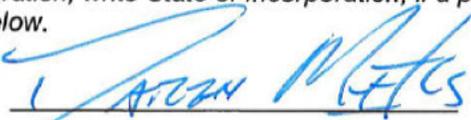
1.15 ACKNOWLEDGMENT

The undersigned acknowledges that it has read, understands, and agrees to comply with all federal and state non-discrimination laws, regulations, and policies during the performance of the Work.

The undersigned Bidder further represents and certifies, under penalty of perjury, that within the three-year period immediately preceding the Bid Date, the Bidder has not been determined by a final and binding citation and notice of assessment issued by the Department of Labor and Industries, or through a civil judgment entered by a court of limited or general jurisdiction, to have willfully violated, as defined in RCW 49.48.082, any provision of Chapter 49.46, 49.48, or 49.52 RCW.

The undersigned Bidder further represents and certifies, under penalty of perjury, that the Bidder is in compliance with the responsible bidder criteria of RCW 39.04.350(1)(g).

1.16 SIGNATURES

Legal Name of Person or Entity Submitting Bid:	<u>Dardan Enterprises, Inc, Idaho</u>		
NOTE: If Bidder is a corporation, write State of Incorporation; if a partnership, give full names and addresses of all parties below.			
Authorized Signatory:		Title:	<u>PM/SEC</u>
Printed Name:	<u>Darin Meeks</u>		
Address:	<u>23567 W Hwy 53</u>		
City:	<u>Post Falls</u>	State:	<u>ID</u>
Zip Code:	<u>83854</u>	Date:	<u>02/23/2026</u>
Telephone:	<u>208-773-5418</u>	Fax:	<u>N/A</u>
Washington Contractor's License No.:	<u>DARDAEI969LB</u>	Federal Tax ID #:	
E-mail address:	<u>darin@dardaninc.com</u>		
Washington State UBI No.:		Expiration Date:	<u>06/01/2026</u>

END OF SECTION

THE AMERICAN INSTITUTE OF ARCHITECTS

AIA Document A310

Bid Bond

KNOW ALL MEN BY THESE PRESENTS, that we

Dardan Enterprises, Inc.
23567 W. Highway 53, Post Falls, ID 83854

as Principal, hereinafter called the Principal, and
Merchants National Bonding, Inc.
P.O. Box 14498, Des Moines, IA 50306-3498

a corporation duly organized under the laws of the State of IA
as Surety, hereinafter called the Surety, are held and firmly bound unto
City of Liberty Lake
22710 E. Country Vista Drive, Liberty Lake, WA 99019

as Obligee, hereinafter called the Obligee, in the sum of
Five Percent of Amount Bid

Dollars (\$ 5% ),

for the payment of which sum well and truly to be made, the said Principal and the said Surety bind ourselves, our
heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for City of Liberty Lake - City Hall Renovation, Liberty Lake, WA

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract
with the Obligee in accordance with the terms of such bid, and give such bond or bonds as may be specified in the
bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for
the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the
Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference
not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the
Obligee may in good faith contract with another party to perform the Work covered by said bid, then this obligation
shall be null and void, otherwise to remain in full force and effect.

Signed and sealed this 18th day of February, 2026

[Signature]
(Witness)

Dardan Enterprises, Inc.
(Principal) (Seal)

By: [Signature] V.P.
Timothy K. Meeks (Title) Vice President

Merchants National Bonding, Inc.
(Surety) (Seal)

By: [Signature]
Roxana Palacios (Title) Attorney-in-Fact



[Signature]
Kristine Santamaria (Witness)

# MERCHANTS

## BONDING COMPANY™

### POWER OF ATTORNEY

Know All Persons By These Presents, that MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., both being corporations of the State of Iowa, and MERCHANTS NATIONAL INDEMNITY COMPANY, an assumed name of Merchants National Bonding, Inc., (herein collectively called the "Companies") do hereby make, constitute and appoint, individually, **Roxana Palacios**

Surety Bond #: Bid Bond  
 Principal: Dardan Enterprises, Inc.  
 Oblige: City of Liberty Lake

their true and lawful Attorney(s)-in-Fact, to sign its name as surety(ies) and to execute, seal and acknowledge any and all bonds, undertakings, contracts and other written instruments in the nature thereof, on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

This Power-of-Attorney is granted and is signed and sealed by facsimile under and by authority of the By-Laws adopted by the Board of Directors of the Companies.

"The President, Secretary, Treasurer, or any Assistant Treasurer or any Assistant Secretary or any Vice President shall have power and authority to appoint Attorneys-in-Fact, and to authorize them to execute on behalf of the Company, and attach the seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof."

"The signature of any authorized officer and the seal of the Company may be affixed by facsimile or electronic transmission to any Power of Attorney or Certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the Company, and such signature and seal when so used shall have the same force and effect as though manually fixed."

In connection with obligations in favor of the Florida Department of Transportation only, it is agreed that the power and authority hereby given to the Attorney-in-Fact includes any and all consents for the release of retained percentages and/or final estimates on engineering and construction contracts required by the State of Florida Department of Transportation. It is fully understood that consenting to the State of Florida Department of Transportation making payment of the final estimate to the Contractor and/or its assignee, shall not relieve this surety company of any of its obligations under its bond.

In connection with obligations in favor of the Kentucky Department of Highways only, it is agreed that the power and authority hereby given to the Attorney-in-Fact cannot be modified or revoked unless prior written personal notice of such intent has been given to the Commissioner - Department of Highways of the Commonwealth of Kentucky at least thirty (30) days prior to the modification or revocation.

In Witness Whereof, the Companies have caused this instrument to be signed and sealed this 18th day of February, 2026

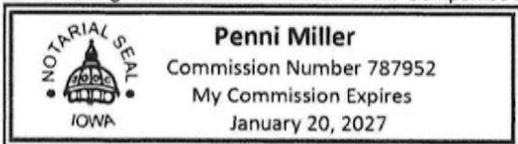


MERCHANTS BONDING COMPANY (MUTUAL)  
 MERCHANTS NATIONAL BONDING, INC.  
 MERCHANTS NATIONAL INDEMNITY COMPANY

By   
 President

STATE OF IOWA  
 COUNTY OF DALLAS ss.

On this 18th day of February, 2026, before me appeared Larry Taylor, to me personally known, who being by me duly sworn did say that he is President of MERCHANTS BONDING COMPANY (MUTUAL), MERCHANTS NATIONAL BONDING, INC., and MERCHANTS NATIONAL INDEMNITY COMPANY; and that the seals affixed to the foregoing instrument are the Corporate Seals of the Companies; and that the said instrument was signed and sealed in behalf of the Companies by authority of their respective Boards of Directors.



Notary Public

(Expiration of notary's commission does not invalidate this instrument)

I, Elisabeth Sandersfeld, Secretary of MERCHANTS BONDING COMPANY (MUTUAL), MERCHANTS NATIONAL BONDING, INC., and MERCHANTS NATIONAL INDEMNITY COMPANY do hereby certify that the above and foregoing is a true and correct copy of the POWER-OF-ATTORNEY executed by said Companies, which is still in full force and effect and has not been amended or revoked.

In Witness Whereof, I have hereunto set my hand and affixed the seal of the Companies on this 18th day of February, 2026



Secretary



**AGENDA ITEM NO.: 11.C.**  
**BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE,  
WASHINGTON**

**For the Agenda Of:** March 3, 2026

**Subject:** YMCA Summer Day Camp Three Year Recreation Agreement

**Dept of Origin:** Parks and Recreation      **Dept. Head Approval:** Jennifer Camp

**Exhibit(s):**  
Agreement for YMCA SUMMER CAMP 2026 - 2029 Unsigned

<b>Expenditure Required</b>	No
<b>Budgeted</b>	N/A
<b>City Program</b>	Recreation Programs

**Summary Statement**

The YMCA will operate a full summer day camp program at Orchard Park for the month of July. The program will provide structured and enrichment based summer care designed to support youth development through recreation, social connection, and skill building activities in an outdoor park setting. This program will be consistent with YMCA standards of safety, supervision and youth engagement.

This is a new agreement with the YMCA that allows us to better track their use of Orchard Park, ensuring we are prepared for the larger gatherings there. Also, this opens an opportunity for a summer camp that continues later in the evening to help benefit our local working parents/guardians. Our current Skyhawks summer camp at Pavillion Park ends at 3:00 pm, where the YMCA camp will conclude 6:00 pm.

**Recommended Action**

Approve the three year recreation agreement with YMCA for a summer day camp at Orchard Park.

## AGREEMENT FOR SERVICES

THIS AGREEMENT is made by and between the City of Liberty Lake, a code City of the State of Washington, hereinafter “City” and **YMCA of the Inland Northwest**, hereinafter “Service Provider”, jointly referred to as “Parties”.

IN CONSIDERATION of the terms and conditions contained herein the Parties covenant and agree as follows:

1. **Services to Be Performed.** The Service Provider will provide all labor, services, equipment, and material to satisfactorily complete the Scope of Services, example attached hereto as Exhibit “A”. Camp(s) shall be held at Orchard Park. Scheduling of such programs shall be coordinated with the City.

A. **Administration.** The Mayor or his/her designee shall administer and be the primary contact for the Service Provider. Prior to commencement of services, Service Provider shall contact the Mayor or his/her designee to review the Scope of Services, schedule, and date of completion. Upon notice from the Mayor or his/her designee, Service Provider shall commence work and perform the requested tasks in the Scope of Services or stop work and promptly cure any failure in performance under this Agreement.

B. **Representations.** The City has relied upon the qualifications of the Service Provider in entering into this Agreement. By execution of this Agreement, Service Provider represents it possesses the materials, equipment, experience, ability, skill and resources necessary to perform the services and is familiar with all current laws, rules and regulations which reasonably relate to the Scope of Services. No substitutions of personnel shall be made without the written consent of the City.

C. **Modifications.** The City may modify this Agreement and order changes in the services whenever necessary or advisable. The Service Provider will accept modifications when ordered in writing by the Mayor or his/her designee. The Service Provider shall make such revisions in the services as are necessary to correct errors or omissions appearing therein when required to do so by the City without additional compensation.

D. **Performance.** The City has expectations that the Service Provider will comply with all City stated performance standards including, but not limited to maintaining a ratio of one (1) staff person for every ten (10) participants, and no staff person shall ever be left one on one with a child. Failure to comply with this standard may result in termination of this Agreement.

2. **Term of Agreement.** This Agreement shall be in full force and effect upon execution and shall remain in effect until completion of all requirements herein, or December 31, 2027, whichever occurs first.

Either party may terminate this Agreement by providing ten (10) days written notice to the other party. In the event of such termination, the Service Provider shall pay the City

for all services previously authorized and satisfactorily performed prior to the termination date.

3. **Compensation and Payment.** The Service Provider agrees to pay the City fifteen percent (15%) of all registration fees as full compensation for everything done under this Agreement. Should the Scope of Services be adjusted to add or delete services, the Parties shall meet and negotiate a new fee for said services.

The City shall also be paid in a lump sum for all registrations received by the Service Provider with said payment received by the City no later than the completion of the Scope of Services. The Service Provider shall further provide the City with a roster of registrations identifying the basis for the payment of registration fees made to the City.

4. **Notice.** Notice shall be given in writing as follows:

<b><u>TO THE CITY:</u></b>	<b><u>TO THE SERVICE PROVIDER:</u></b>
Name: City of Liberty Lake Northwest Phone Number: (509) 995-3588 4140 Address: 22170 E. Country Vista Drive Liberty Lake, WA 99019 Mickael Stevens, Recreation Coordinator	Name: YMCA of the Inland Phone Number: 509-77-9622 ext. Address: 1126 N. Monroe St. Spokane, WA 99201 Attn: Madeline Strait

5. **Applicable Laws and Standards.** The Parties, in the performance of this Agreement, agree to comply with all applicable Federal, State, Local laws, ordinances, and regulations.

6. **Relationship of the Parties.** It is understood, agreed and declared that the Service Provider shall be an independent contractor and not the agent or employee of the City, that the City is interested in only the results to be achieved and that the right to control the particular manner, method and means in which the services are performed is solely within the discretion of the Service Provider. All employees who provide services to the City under this Agreement shall be deemed employees solely of the Service Provider. The Service Provider shall be solely responsible for the conduct and actions of all employees under this Agreement and any liability that may attach thereto.

7. **Ownership of Documents.** All drawings, plans, specifications, and other related documents prepared by the Service Provider under this Agreement are and shall be the property of the City.

8. **Records.** The City or State Auditor or any of their representatives shall have full access to and the right to examine during normal business hours all of the Service Provider's records with respect to all matters covered in this Agreement. Such representatives shall be permitted to audit, examine and make excerpts or transcripts from such records and to make

audits of all contracts, invoices, materials, payrolls and record of matters covered by this Agreement for a period of three (3) years from the date final payment is made hereunder.

9. **Insurance.** Prior to the commencement of the Scope of Services, the Service Provider shall provide the City with a Certificate of Insurance confirming liability insurance in the event of a loss, damage, or personal injury for its actions, conduct, and performance as set forth in this Agreement. Service Provider shall maintain in force during the full term of this Agreement such liability insurance policy in the amount of one million dollars (\$1,000,000) per occurrence and Abuse and Molestation insurance in the amount of one million dollars (\$1,000,000) per occurrence, which both shall be at the expense of the Service Provider. The City shall be named as additional insureds under all applicable policies.

If the Service Provider maintains higher insurance limits than the minimums shown above, the City shall be insured for the full available limits of liability maintained by the Service Provider, irrespective of whether such limits maintained by the Service Provider are greater than those required by this Agreement or whether any certificate of insurance furnished to the City evidences limits of liability lower than those maintained by the Service Provider.

The Service Provider's maintenance of insurance, its scope of coverage and limits as required herein shall also not be construed to limit the liability of the Service Provider to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

The Service Provider shall provide the City and all Additional Insureds for this work with written notice of any policy cancellations within two (2) business days of their receipt of such notice.

Failure on the part of the Service Provider to maintain the insurance as required shall constitute a material breach of this Agreement, upon which the City may, after giving five (5) business days' notice to the Service Provider to correct the breach, immediately terminate the Agreement or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Service Provider from the City.

10. **Indemnification and Hold Harmless.** Each party shall indemnify and hold the other, its officers, employees, agents, and volunteers harmless from and against any and all claims, demands, orders, decrees or judgments for injuries, death or damage to any person or property arising or resulting from any act or omission on the part of said party or its agents, employees or volunteers in the performance of this Agreement.

However, should a court of competent jurisdiction determine liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Service Provider and the City, its officers, officials, employees, and volunteers, the Service Provider's liability hereunder shall be only to the extent of the Service Provider's negligence. It is further specifically and expressly understood that the indemnification provided

herein constitutes the Service Provider's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

11. **Waiver.** No officer, employee, agent, or other individual acting on behalf of either party has the power, right or authority to waive any of the conditions or provisions of this Agreement. No waiver in one instance shall be held to be waiver of any other subsequent breach or nonperformance. All remedies afforded in this Agreement or by law, shall be taken and construed as cumulative, and in addition to every other remedy provided herein or by law. Failure of either party to enforce at any time any of the provisions of this Agreement or to require at any time performance by the other party of any provision hereof shall in no way to be construed to be a waiver of such provisions nor shall it affect the validity of this Agreement or any part thereof.

12. **Assignment and Delegation.** Neither party shall assign, transfer or delegate any or all of the responsibilities of this Agreement or the benefits received hereunder without first obtaining the written consent of the other party.

13. **Subcontracts.** Except as otherwise provided herein, the Service Provider shall not enter into subcontracts for any of the services contemplated under this Agreement without obtaining written approval from the City.

14. **Confidentiality.** Service Provider may from time to time receive information which is deemed by the City to be confidential. Service Provider shall not disclose such information without the express consent of the City or upon order of a Court of competent jurisdiction.

15. **Jurisdiction and Venue.** This Agreement is entered into in Spokane County, Washington. Venue shall be in Spokane County, State of Washington.

16. **Cost and Attorney's Fees.** In the event a lawsuit is brought with respect to this Agreement, the prevailing party shall be awarded its costs and attorney's fees in the amount to be determined by the Court as reasonable. Unless provided otherwise by statute, Service Provider's attorney fees payable by the City shall not exceed the total sum amount paid under this Agreement.

17. **Entire Agreement.** This written Agreement constitutes the entire and complete Agreement between the Parties and supersedes any prior oral or written agreements. This Agreement may not be changed, modified, or altered except in writing signed by the Parties hereto.

18. **Anti-kickback.** No officer or employee of the City, having the power or duty to perform an official act or action related to this Agreement shall have or acquire any interest in this Agreement, or have solicited, accepted, or granted a present or future gift, favor, service, or

other thing of value from any person with an interest in this Agreement.

19. **Business License.** Service Provider shall, prior to performance of any services under this Agreement conducted inside City limits, apply for and obtain a City business license, as applicable (please contact the Washington State Department of Licensing at (360) 664-1400 or online at [www.dol.wa.gov](http://www.dol.wa.gov)).

20. **Criminal Background Check.** The Service Provider shall conduct a thorough investigation of its employee's professional and personal background, including credit, criminal, and driving, as applicable to the terms and conditions of this Agreement. The Service Provider shall be responsible for the cost of any such background check. Upon request, the Service Provider shall provide the City with any such investigation.

The Service Provider understands and agrees to waive any claim or cause of action against the City relating to the use of any and all information gained through the investigation, or release of information therefrom, and promise to defend and hold harmless the City of Liberty Lake, its officers and employees from any claim or loss arising from such investigation and/or release of information.

IN WITNESS WHEREOF, the Parties have executed this Agreement this \_\_\_\_\_ day of March, 2026.

CITY OF LIBERTY LAKE:

SERVICE PROVIDER:

\_\_\_\_\_  
Cris Kaminskas, Mayor

\_\_\_\_\_  
By: Madeline Strait, Associate Youth  
Development Executive

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Rochelle Caton, City Clerk

\_\_\_\_\_  
Sean P. Boutz, City Attorney

**Exhibit "A"**  
**SCOPE OF SERVICE**

# Scope of Service

YMCA Summer Day Camp at Orchard Park  
Liberty Lake Parks

## 1. Program Overview

The YMCA will operate a **Full-Day Summer Day Camp Program** at Orchard Park for the month of July. The program will provide structured, enrichment-based summer care designed to support youth development through recreation, social connection, and skill-building activities in an outdoor park setting.

This program will be consistent with YMCA standards of safety, supervision, and youth engagement.

## 2. Program Dates & Hours

### Dates of Operation:

All weeks in July (4 total weeks)

- Week 1: July 1–5 (Fourth of July week)
- Weeks 2–4: Remaining full weeks of July

### Hours of Operation:

Monday–Friday

7:00 AM – 6:00 PM (Full Day Program)

Camp operates similarly to other YMCA full-day summer day camp programs.

## 3. Participants

- **Projected Enrollment:** Approximately 60 youth per week
- **Age Range:** 5–12 years old
- **Grade Eligibility:** Youth entering 1st through 7th grade

Campers will be grouped appropriately by age to ensure developmental suitability of activities and supervision ratios.

## 4. Staffing

- **Total Staff:** Approximately 15 seasonal staff members
- Staff will include:
  - Site leadership
  - Lead counselors
  - Counselors
  - Support staff as needed

All YMCA staff will:

- Complete background checks
- Receive required YMCA training
- Be trained in emergency procedures
- Maintain appropriate supervision ratios
- Operate under YMCA policies and procedures

## 5. Program Type & Activities

This will be a **full-day summer recreation camp**, offering structured and supervised activities including:

- Large group games
- Sports and recreation
- Cooperative team-building activities
- Arts & crafts
- Nature-based exploration
- Themed weekly activities
- Social-emotional learning opportunities
- Free play and structured play rotations
- Field trips transported to and from by YMCA bus drivers

## 6. Registration Structure & Fees

**Registration Type:** Weekly enrollment

### **Week of July 4 (Holiday Week Pricing)**

- \$170 – YMCA Members
- \$180 – Community Participants

### **All Other July Weeks**

- \$290 – YMCA Members
- \$300 – Community Participants

Financial assistance may be available for qualifying families in alignment with YMCA scholarship policies.

## 7. Program Capacity & Use of Space

- Maximum enrollment: Approximately 60 youth per week
- The YMCA will utilize Orchard Park facilities and open space for recreational programming.
- The YMCA will ensure:
  - Daily setup and breakdown as needed
  - Safe and respectful use of park facilities
  - Clean-up of program areas at the conclusion of each day

## 8. Safety & Compliance

The YMCA will:

- Maintain required staff-to-child ratios
- Follow health and safety protocols
- Have first aid supplies and emergency plans onsite
- Ensure trained staff are present at all times program is operating
- Maintain incident documentation procedures



**AGENDA ITEM NO.: 11.D.**

**BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE,  
WASHINGTON**

**For the Agenda Of:** March 3, 2026

**Subject:** Task order with SCJ Alliance to assist City staff with updates to the development code as a required component of our Comprehensive Plan periodic update.

**Dept of Origin:** Community Development    **Dept. Head Approval:** Amy Mullerleile

**Exhibit(s):**  
SCJ\_Alliance\_-\_Task\_Order\_No.\_7

<b>Expenditure Required</b>	Yes
<b>Budgeted</b>	No
<b>City Program</b>	Long Range Planning

**Summary Statement**

The City is currently in the process of completing its Growth Management Act (GMA) comprehensive plan periodic update, which includes required amendments to the City’s development regulations. Following the unexpected departure of the Director of Community Development, the department is operating with limited staffing capacity during a critical phase of this work.

To ensure timely completion of required updates and maintain compliance with state law, staff is requesting authorization to utilize our on-call planning consultant to assist with preparation of the necessary development code amendments.

Although this expense was not anticipated, and therefore not specifically budgeted, sufficient funding is available within the department’s current budget due to salary savings and other underutilized line items.

**Recommended Action**

Approve the task order with SCJ Alliance for support updating the development code in an amount not to exceed \$81,100.



**TASK ORDER NO. 07  
FOR THE PROFESSIONAL SERVICES AGREEMENT  
BETWEEN**

**Firm:** Shea, Carr & Jewell, Inc (dba SCJ Alliance) ("SCJ")  
**Address:** 108 N. Washington St. Spokane, WA 99201  
**Telephone:** 509-835-3770  
**Fax:** 360-352-1509

and

**Client:** City of Liberty Lake ("Client")  
**Address:** 22710 E Country Vista Dr. Liberty Lake, WA 99019  
**Telephone:** 509-755-6732  
**Email:** amullerleile@libertylakewa.gov

The terms and provisions of the Professional Services Agreement apply herein unless otherwise specifically revised.

**Date:** February 25, 2026  
**Project Name:** City of Liberty Lake On-Call Services  
**Project No.:** 24-000540

**Task Order Description and/or Scope of Work:**

Provide continuous support to the City in updating its development code, as defined in the attached scope of work

**Schedule for Work Completion:**

As Directed.

**Fee Schedule:**

<input type="checkbox"/>	Lump Sum	Lump Sum Amount:	\$
<input checked="" type="checkbox"/>	Time and Materials*	Estimated Fee:	\$ 81,100 (Not-to-Exceed**)
<input type="checkbox"/>	Salary Multiplier	Total Fee:	\$

\*10% Markup for materials and sub-consultant fees.

\*\*Hourly Estimate of Fees: See attached Hourly Rate Schedule.

**Approved By:**

**SCJ Alliance**

**City of Liberty Lake**

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



## Scope of Work

# Development Code Update Task Order

### - Liberty Lake On-call Planning -

**Prepared For:** Amy Mullerleile, Interim Community Development Director, City of Liberty Lake

**Prepared By:** Shareefa Abdulsalam, AICP, Project Manager

**Date Prepared:** February 16, 2026

### Purpose and Understanding

This scope of work is for SCJ Alliance (SCJ) to provide support to the City of Liberty Lake in updating its development code. The City is in the process of updating its comprehensive plan and, as part of this effort, is seeking to update its development code to comply with state requirements, align with the comprehensive plan's goals, and be more responsive to current code-related issues in the City.

This scope of work outlines the anticipated workload and costs for our proposed work plan. We value open and transparent partnerships with our clients, and this includes clearly communicating the expected scope and budget for our services.

**The proposed fee for this scope of work is \$81,100 on a Time-and-Materials (T&M) basis. The fee estimate is valid for three (3) months from the date of this scope of work.**

The budget presented here reflects our current understanding of this effort. We understand that budget adjustments may be necessary for certain tasks as we move deeper into the planning process.

The tasks outlined in this scope of work will be billed under a new **Phase 7** within the existing agreement between the City of Liberty Lake and SCJ for on-call services (**SCJ project No. 24-000540**).

### Scope of Work

This scope of work is divided into three tasks.

#### Task 1: Review and Audit Existing Development Code

For this task, SCJ will:

- Review existing development code, including the landscape code.
- Review the completed GMA checklist to identify code updates needed for compliance with State requirements.
- Outline the updates needed in the following areas:
  - Middle Housing
  - Accessory dwelling units

- Permanent supportive housing
- Assisted living
- Adaptive re-use
- Landscape code/tree schedule
- Climate Element alignment
- River District Specific Area Plan (see Assumptions)

#### **Task 1 Deliverables:**

- Memo of up to five (5) pages outlining areas for code updates

#### **Assumptions:**

- The City will provide one (1) round of consolidated comments on the memo for SCJ to incorporate
- The River District Specific Area Plan will be reviewed for compliance and consistency with the rest of the development code.
- The City will be the point of contact with Greenstone and responsible for communication and meeting coordination.
- Coordination with other city departments and staff (such as the City Arborist) will be conducted by the City.

#### **Budget for Task 1: Review and Audit Existing Development Code**

- The proposed fee for this task will be \$9,100 on a Time and Materials (T&M) basis.

## **Task 2: Meetings and Engagement**

For this task, SCJ will:

- Prepare for and attend virtual **biweekly client meetings** to review and discuss code updates until the end of October 2026.
- Prepare for and attend up to **eleven (11) Planning Commission meetings**, in person or virtually, to present the draft code updates, progress, and development.
- Prepare for and attend up to **four (4) City Council meetings**, in person or virtually, for public hearings and ordinance reading.

#### **Task 2 Deliverables:**

- PowerPoint slides for Planning Commission meetings
- PowerPoint slides for City Council meetings

#### **Assumptions:**

- PowerPoint slides for Planning Commission and City Council meetings will be reviewed with the Client during the biweekly client meetings

- Biweekly client meetings are 30 minutes long each, and will be attended by up to three (3) SCJ staff
- Planning Commission and City Council meetings are 2 hours long each, and will be attended by up to two (2) SCJ staff
- No formal meeting minutes will be prepared by SCJ for the meetings

#### **Budget for Task 2: Meetings and Engagement**

- The proposed fee for this task will be \$41,500 on a Time and Materials (T&M) basis.

### **Task 3: Update the Development Code**

For this task, SCJ will:

- Rewrite code sections as mutually agreed upon following completion of Task 1.
- Make revisions based on feedback from (see Task 2):
  - Client
  - Planning Commission
  - City Council
- Develop and submit a final draft to the city for final revisions.
- Incorporate final revisions and submit the Final Code to the City for adoption.

#### **Task 3 Deliverables:**

- Draft Code
- Final draft Code
- Final Code in Word and PDF

#### **Assumptions:**

- The City will coordinate any conflicting comments between the groups listed above's feedback before SCJ makes code updates.
- The City will provide up to two (2) rounds of consolidated comments from the groups listed above on the Draft Code document.
- The City will provide one (1) round of consolidated comments from the groups listed above on the Final Draft Code document.
- If coordination or formal consultation with the Department of Commerce is required as part of this process, it is assumed that the City will take the lead in initiating and managing any necessary code conferences with Commerce.

#### **Budget for Task 3: Update the Development Code**

- The proposed fee for this task will be \$30,500 on a Time and Materials (T&M) basis.

## Exclusions

Any tasks not listed above are excluded from this scope of work. Specific exclusions include the following, which may be provided, on a case-by-case basis, as additional services for an additional fee:

- Zoning Map update
- SEPA review of Development Code updates
- Adoption procedures, such as the 60-day intent to adopt via the Department of Commerce
- Formal city adoption through the Planning Commission and City Council

– End of Scope of Work –



SCJ Alliance  
Billing Rate Schedule – 2026

These rates are current as of January of 2026 and will be subject to change on a yearly basis

Classification	Hourly Billing Rate
Principal	\$220 - \$465
Senior Consultant	\$200 - \$460
Senior Project Manager	\$190 - \$350
PM3 Project Manager	\$170 - \$300
PM2 Project Manager	\$160 - \$290
PM1 Project Manager	\$150 - \$275
Senior Engineer	\$160 - \$245
E4 Engineer	\$150 - \$235
E3 Engineer	\$130 - \$185
E2 Engineer	\$120 - \$160
E1 Engineer	\$110 - \$155
Senior Landscape Architect	\$135 - \$200
L4 Landscape	\$140 - \$185
L3 Landscape	\$120 - \$165
L2 Landscape	\$110 - \$145
L1 Landscape	\$100 - \$130
Senior Planner	\$180 - \$265
P4 Planner	\$140 - \$190
P3 Planner	\$120 - \$185
P2 Planner	\$110 - \$160
P1 Planner	\$100 - \$145
Senior Technician	\$135 - \$225
T4 Technician	\$120 - \$170
T3 Technician	\$110 - \$150
T2 Technician	\$95 - \$155
T1 Technician	\$80 - \$125
Construction Inspector	\$145 - \$230
Graphic Designer	\$100 - \$185
PC 2 Project Coordinator	\$120 - \$165
PC 1 Project Coordinator	\$100 - \$155
Project Accountant	\$100 - \$200

Direct project expenses are billed at cost plus 10%