CITY COUNCIL MEETING
TUESDAY, APRIL 14, 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

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. Spokane Conservation District
   - B. Proclamation- Arbor Day
   - C. Volunteer Recognition
8. **Reports & Inquiries**
   - A. City Council
   - B. Mayor
   - C. City Administrator
   - D. Community Engagement Commission
9. **Workshop Discussions**
   - A. 20-Year Capital Facilities Plan

B. Ordinance 142 repeal

C. Memorandum of Understanding (MOU) between the cities of Liberty Lake, Airway Heights, Millwood, Medical Lake, and Cheney

10. General Business – Consent Agenda

A. Meeting Minutes
Recommended Action: Approve the March 17, 2026, City Council Meeting Minutes.

B. April 14, 2026 Vouchers
Recommended Action: Approve the March 14, 2026, vouchers and the March 1-15 payroll and benefits in an amount not to exceed $1,126,507.48.

C. Special Inspection Services Contract with GeoProfessional Innovation for the New City Hall Project
Recommended Action: Authorize the Mayor to sign contract with GeoProfessional Innovation for Special Inspection Services for the New City Hall Construction in an amount not to exceed $10,343.

D. Construction Services Contract for Trash Enclosure at Ballfields Parking Lot
Recommended Action: Authorize the Mayor to sign a contruction services contract with Washington Masonry to build a trash enclosure at the Ballfields parking lot in an amount not to exceed $30,000.

E. Turner & Townsend Heery Project Management Services Agreement Extension
Recommended Action: Move to approve and authorize the mayor to sign the PMSA extension with Turner Townsend & Heery for project management services.

F. Construction Services contract with KB Markings LLC to re-stripe Madsen Road north of Appleway Avenue
Recommended Action: Authorize Mayor to sign contract with KB Markings LLC to restripe Madsen Road in an amount not to exceed $9,100.

G. Annual maintenance fee for Bitco and Permittrax Software
Recommended Action: Approve invoice in an amount not to exceed $16,786.00

H. Project Management Services Task Order with Turner & Townsend Heery for the Parks and Recreation Facility Project
Recommended Action: Authorize Mayor to sign agreement with Turner & Townsend Heery for Project Management Services for the Parks and Recreation Facility in an amount not to exceed $81,785.88.

11. General Business - Action Items

A. Donation - LL Historical Society Pavillion Park Sign
Recommended Action: Accept and approve the donation from LL Historical Society in the amount of $9,500 for a historical sign at Pavillion park.

12. Council Comments

13. Public Hearings / Appeals-No items currently

14. Resolutions

A. Resolution No. 12-156H, City Council Rules of Procedure

15. Ordinances

A. Ordinance 142A - An Ordinance of the City of Liberty Lake, Washington, Repealing Ordinance 142 Adopting Regulations for Special Events

16. Emergency Ordinances-No items currently

17. Introduction of Upcoming Agenda Items

18. Citizen Comments

19. Executive Session

A. Executive Session per RCW 42.30.110(1)(g) Evaluation of the qualifications of an applicant for public employment.

20. Adjournment

JOIN ZOOM MEETING

1st 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 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.B.

BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE, WASHINGTON

For the Agenda Of: April 14, 2026

Subject: Proclamation- Arbor Day

Dept of Origin: **Dept. Head Approval:** Mark McAvoy

Exhibit(s):
Arbor Day Proclamation (1)

Expenditure Required	No.
Budgeted	
City Program	Legislative Governance

Summary Statement

Recommended Action

Move to approve the proclamation.

TREE CITY USA®
An Arbor Day Foundation Program

★★★ OFFICIAL PROCLAMATION ★★★

WHEREAS in 1872, the Nebraska Board of Agriculture established a special day to be set aside for the planting of trees, ***and***

this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, ***and***

Arbor Day is now observed throughout the nation and the world, ***and***

trees can be a solution to combating climate change by reducing the erosion of our precious topsoil by wind and water, cutting heating and cooling costs, moderating the temperature, cleaning the air, producing life-giving oxygen, and providing habitat for wildlife, ***and***

trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood products, ***and***

trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, ***and***

trees — wherever they are planted — are a source of joy and spiritual renewal.

NOW, THEREFORE, I, Cris Kaminskas, Mayor of the City of Liberty Lake, do hereby proclaim _____ as **ARBOR DAY** In the City of Liberty Lake, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, ***and***

FURTHER, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

DATED THIS _____day of _____, 2026

Mayor _____

Arbor Day Foundation®

AGENDA ITEM NO.: 9.A.

BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE, WASHINGTON

For the Agenda Of: April 14, 2026

Subject: 20-Year Capital Facilities Plan

Dept of Origin: **Dept. Head Approval:** Ben Turner

Exhibit(s):
20yr CFP Brief_2026_FINAL

Expenditure Required	No
Budgeted	N/A
City Program	Capital Projects / Long-Range Planning

Summary Statement

Council discussion and feedback regarding the proposed 20-year Capital Facilities Plan associated with the Comprehensive Master Plan. The proposed 20-year plan was created by a working group made up of city staff, residents from the various city commissions, as well as other ad hoc members of the community.

Recommended Action

No action recommended at this time.



20 YEAR CAPITAL FACILITIES PLAN OVERVIEW 2027-2046

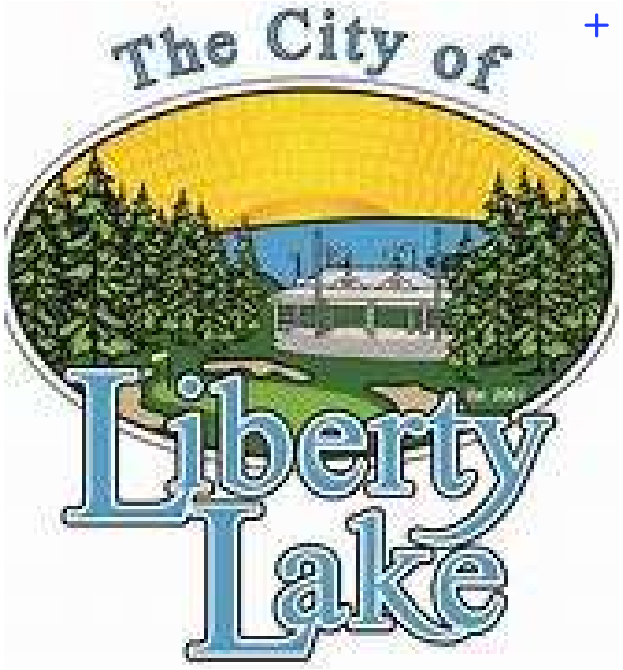
14 April 2026

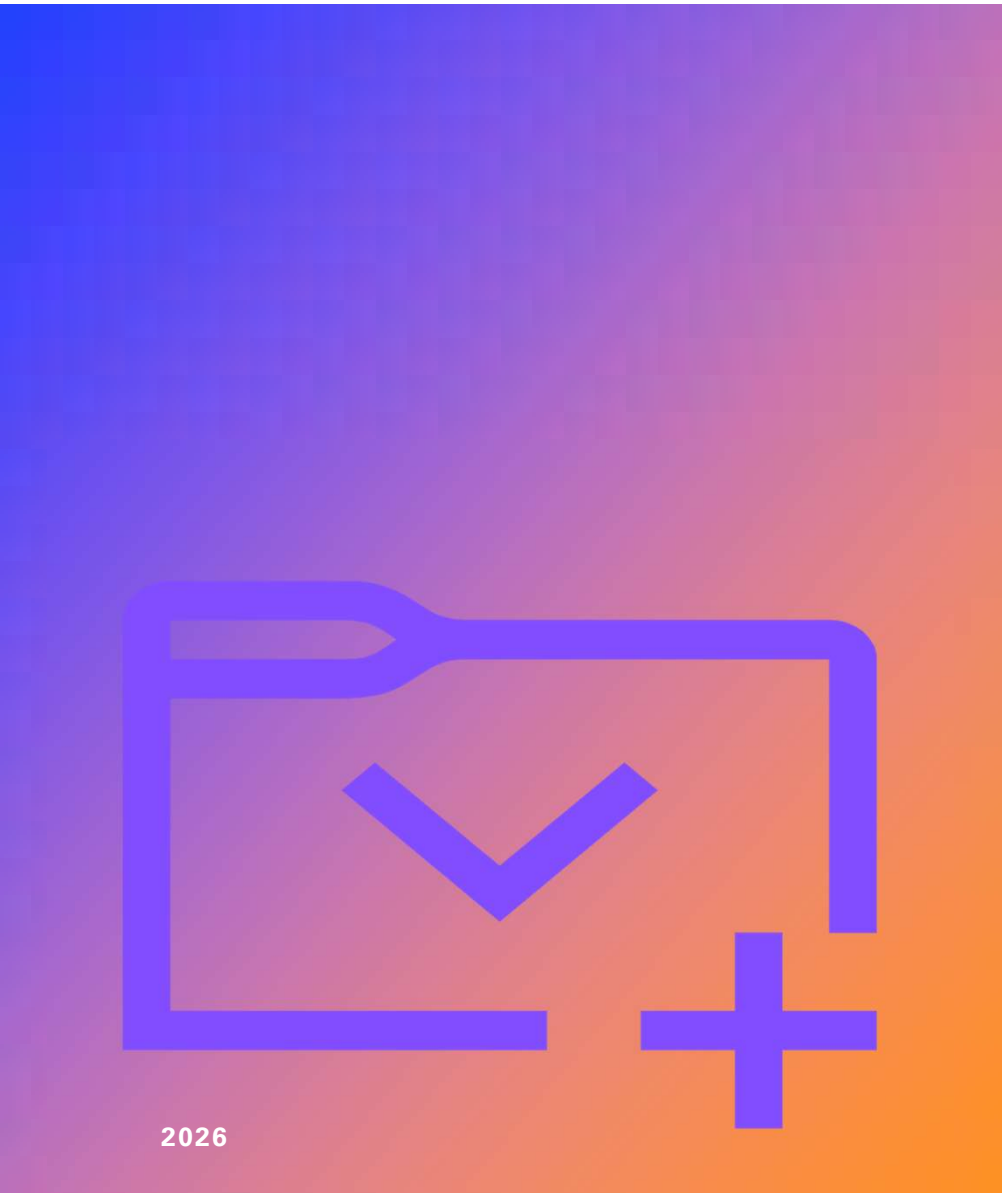




Purpose

- Recommend a citywide vision
- Maximize public benefit
- Ensure delivered projects maintain a good state of repair with sufficient resources
- Assess fiscal capacity and long-term financial considerations based on asset life-cycle data
- Understand the true cost of constructing and maintaining city assets
- Align with Strategic Plan (Goal 4)
  - Planned facilities keep pace with expected growth
  - Infrastructure is preserved in good condition
  - Comprehensive planning engagement is growing each year





2026

Definition

A capital facility project is the purchase, new construction or significant, long-term improvements to existing facilities that are part of public infrastructure (e.g., buildings, parks, roads). A capital project usually has a useful life exceeding 13 years and typically requires the involvement of an architect and/or engineer.

- Dept of Commerce

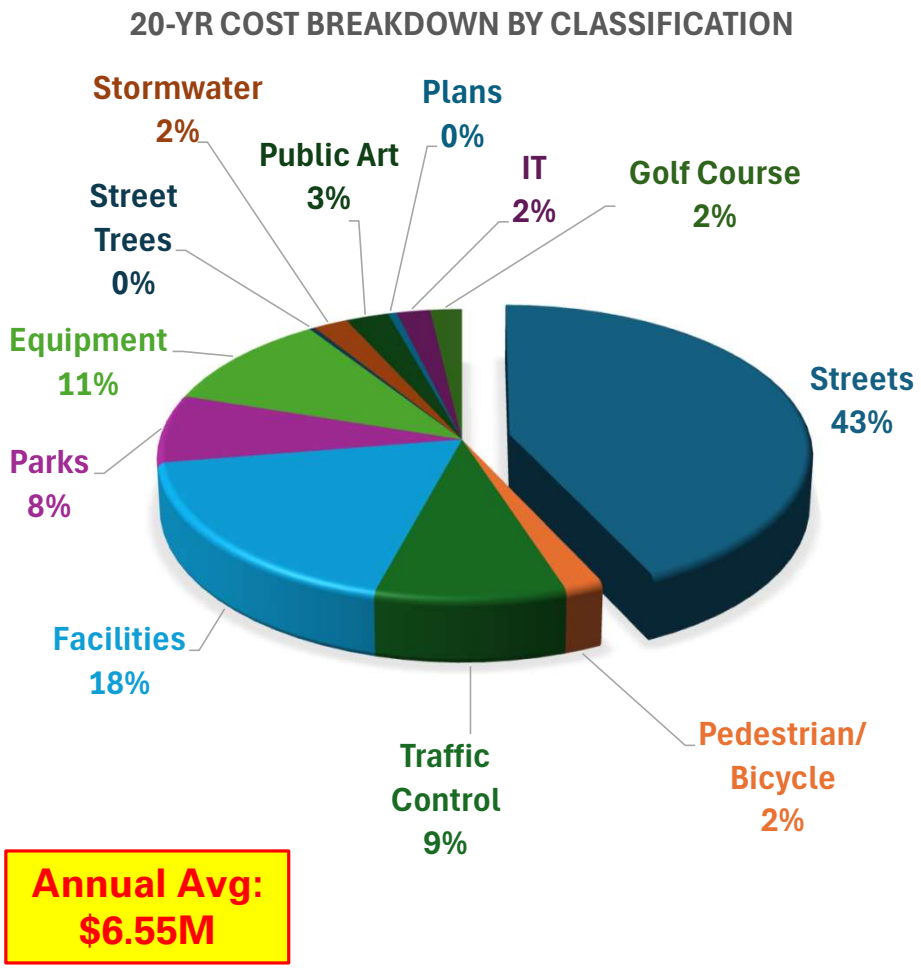
CFP Steering Group Members



Capital Classifications

Rank	Classification	20yr Total
1	Streets*	$56,618,926
2	Pedestrian/Bicycle*	$2,500,000
3	Traffic Control*	$12,296,314
4	Facilities*	$23,951,450
5	Parks*	$9,985,391
6	Equipment	$14,093,000
7	Street Trees	$425,000
8	Stormwater*	$2,684,869
9	Public Art	$3,343,500
10	Plans	$674,000
11	Information Technology	$2,596,500
12	Golf Course	$2,462,476
	Grand Total	****$131,631,426**

* Condition/LOS Data Included
** 2026$

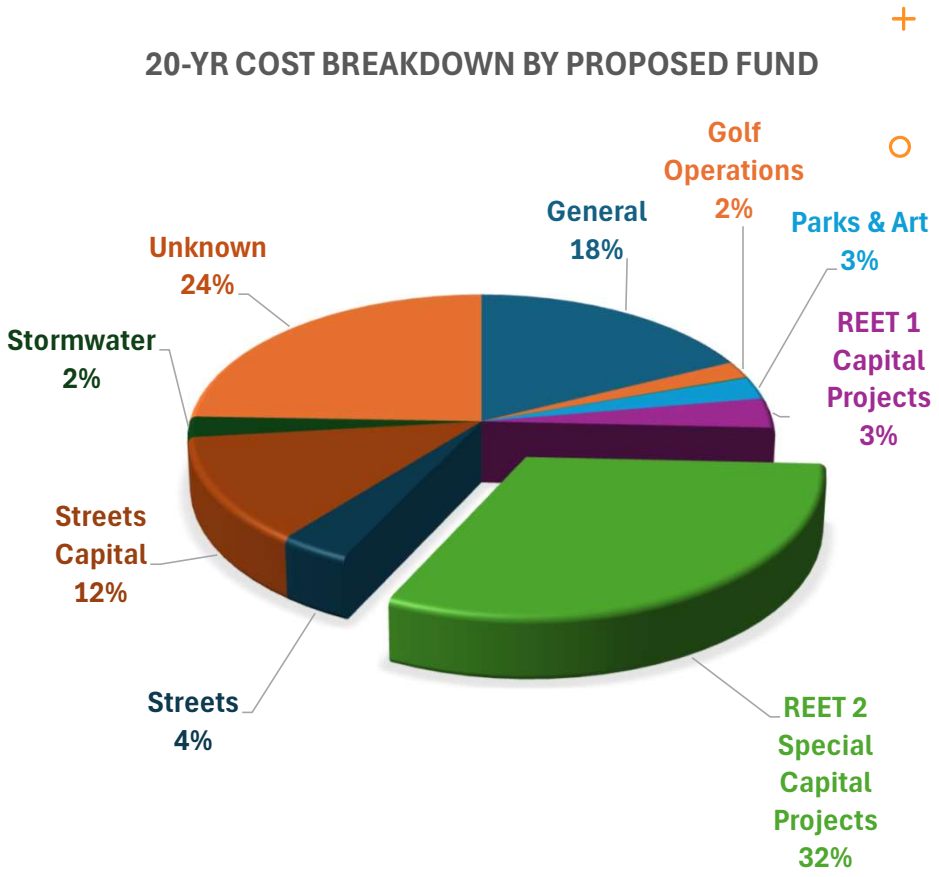


Annual Avg: $6.55M

Fund Classifications

Fund	20yr Total
General	$22,137,341
Golf Operations	$2,555,758
Harvard Rd Mitigation	$135,000
Parks & Art	$3,343,500
REET 1 Capital Projects	$4,485,000
REET 2 Special Capital Projects	$41,193,809
Streets	$4,708,930
Streets Capital	$17,942,699
Stormwater	$3,109,869
Unknown*	$32,019,520
Grand Total	****$131,136,426**

* Projected Growth Projects
** 2026$





Streets

55 lane miles
Pavement Condition Index (PCI): 77/100
20yr Estimated Cost: $56.6M

Fund Sources:
Streets(110); REET 2(311); Streets Capital(312)

- **Major Projects**
  - E Country Vista Dr ($4.1M) 2028-30*
  - N Molter Rd ($4.4M) 2028-30*
  - E Sprague Ave ($3.7M) 2029-31*
  - E Mission Ave ($1.0M) 2030
  - E Appleway Ave ($4.4M) 2032
  - E Country Vista Dr ($2.7M) 2033-36*
  - N Harvard Rd ($2.5M) 2034
  - E Mission Ave(South) ($1.5M) 2035
  - E Mission Ave ($2.2M) 2038



* Phased Projects





Pedestrian/ Bicycles

74 Miles of Sidewalks, Trails, Pathways
Sidewalk Condition Index (SCI): 86/100
20yr Estimated Cost: $2.5M

Fund Sources:
Streets(110); REET 1(310); UNK

- **Major Projects**
  - ADA Compliance Upgrades
  - Ped Crossing Upgrades/Maintenance
  - Bike Lane Updates
  - Multi-Modal path improvements

- **Unknown Funding Options**
  - Residential Sidewalk Repairs

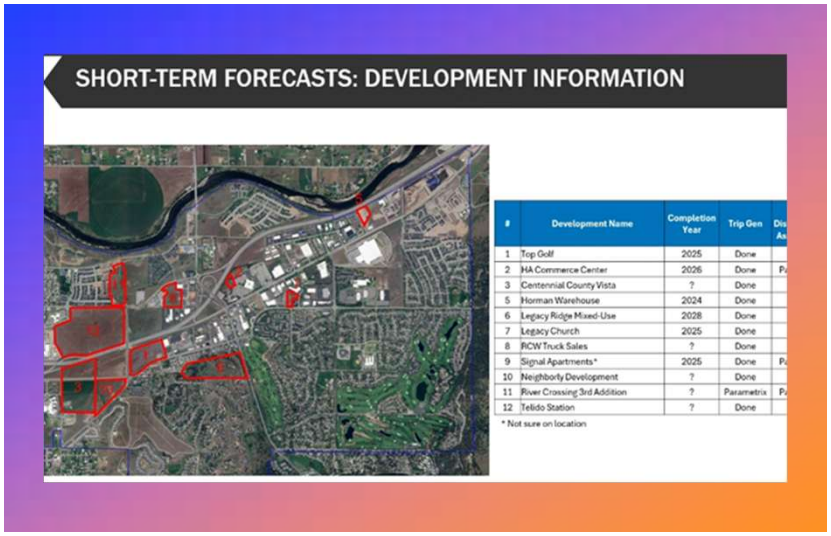


Traffic Control

(9) Signalized Intersections
(5) Roundabouts
20yr Estimated Cost: $12.3M

Fund Sources:
General (001); Streets(110); REET 2 (311); UNK

- **Major Projects**
  - Harvard/Wellington ($1.4M)
    - New Signal
  - Liberty Lake/Country Vista ($0.9M)
    - Southbound turn lane upgrade
  - Mission/Signal ($1.5M)
    - New Signal
  - I-90/Country Vista ($2.8M)
    - Roundabout
  - Mission/Harvard ($2.1M)
    - Expand to 2-lane Roundabout
  - Liberty Lake/Appleway ($1.2M)
    - Southbound turn lane upgrade
  - Traffic Cameras ($0.6M)
    - Various Signalized Intersections







Facilities

(8) Facilities on (4) Sites
Facility Footprint: 62,930 SF
Site Footprint: 8.4 Acres
20yr Estimated Cost: $23.9M

Fund Sources:
General(001); REET 1(310); UNK

- **Major Projects**
  - Parks and Recreation Facility ($1.2M)
    - New Footprint: ~7,500 SF
  - Library Replacement ($14.0M)
    - New Footprint: ~16,000-19,000 SF
  - Police Dept Expansion ($2.0M)
    - New Footprint: ~9,000 SF
  - Capital Improvements to existing buildings



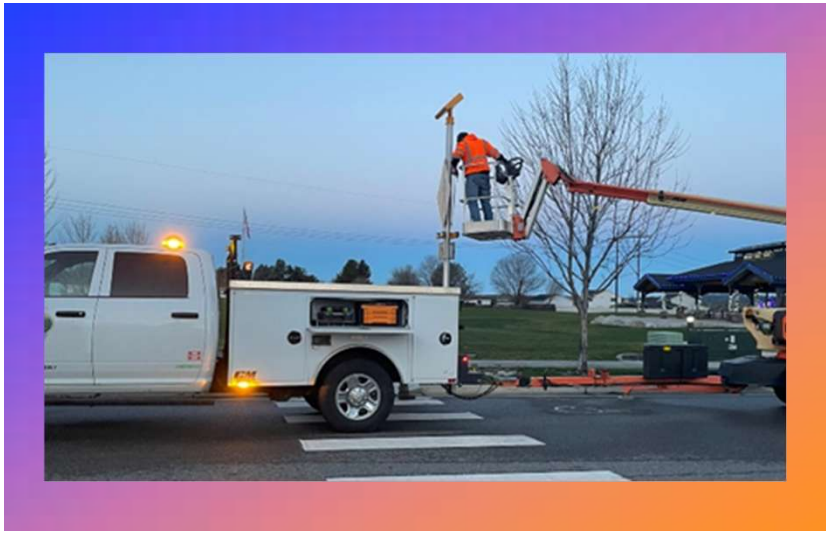


Parks

(3) Parks: Pavilion, Rocky Hill, Orchard
(1) Arboretum: Nature's Place
190 Acres of Public Recreation Space
20yr Estimated Cost: $10M

Fund Sources:
General(001); UNK

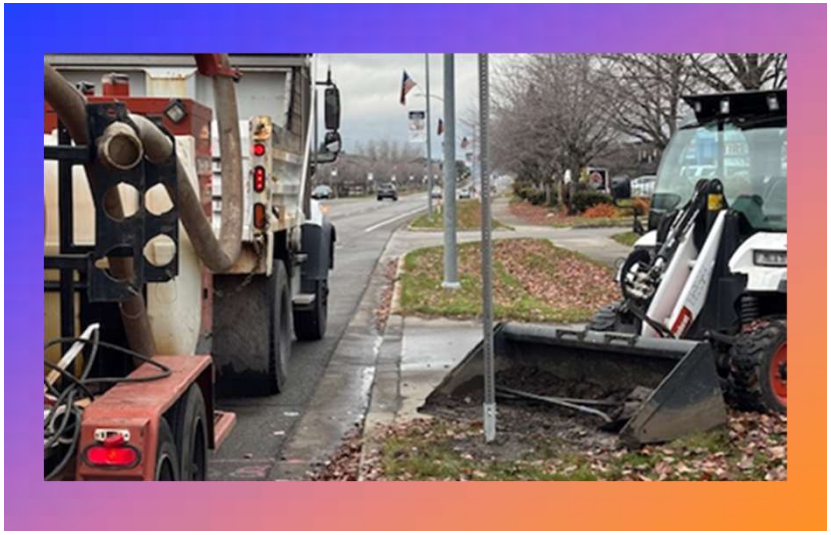
- **Major Projects**
  - Play Structure Replacement
  - Facility Component Replacement
  - Parking Lot Resurfacing
  - Tree Canopy Improvements
- **CIP Prioritization Survey Results (Top 5)**
  - Pavilion Park Playground Equipment (67%)
  - Orchard Park Playground Shade (62%)
  - Pavilion Park Splash Pad Updates (59%)
  - Orchard Park Tree Canopy Improvements (58%)
  - Pavilion Park Shade Structure (46%)
- **Other Unfunded Projects**
  - Splash Pad at Rocky Hill; Disc Golf; Dog Park
  - Town Square Park Expansion
  - Future Park (near Ridgeline)



Equipment

(146) Fleet & Equipment Assets
20yr Estimated Cost: $14.1M

Fund Sources:
General(001); Streets Capital (312); Golf Ops (420)



- **Major Projects**
  - Replacement vehicles and equipment
    - Police $7.2M
    - Public Works $4.8M
    - Parks and Recreation $1.4M
    - Golf $0.4M
    - Community Development $0.3M



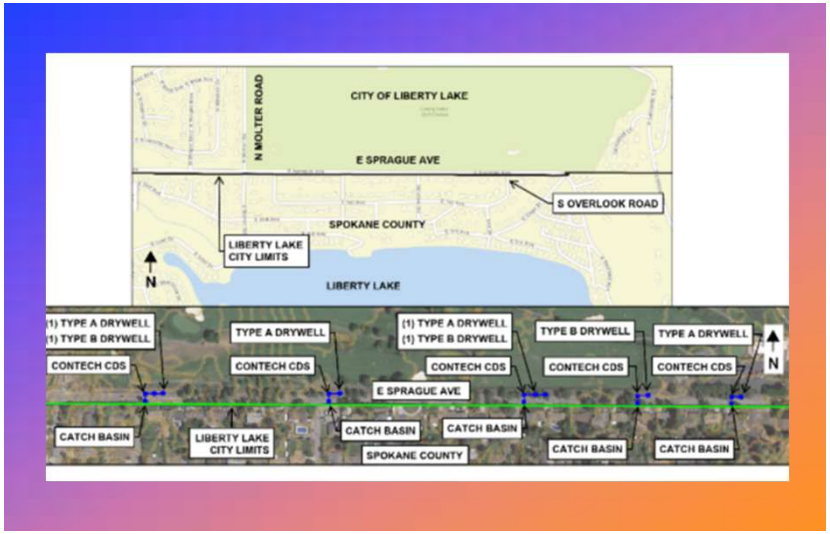


Street Trees

~10,000 Trees within city limits
(Private/Public/ROW)
20yr Estimated Cost: $0.4M

Fund Sources:
Stormwater (410)

- **Major Projects**
  - Country Vista Ave / Molter Rd (80 Total)
  - Sprague Ave (75 Total)





Stormwater

Swales, Catch Basins, Scuppers
20yr Estimated Cost: $2.7M

Fund Sources:
Stormwater (410)

- **Major Projects**
  - Sprague Ave Drainage Improvements ($1.3M)
  - E Country Vista North Swale Improvements ($0.3M)
  - City wide Sprinkler System Replacements ($20K/yr)



Public Art

City-Wide
20yr Estimated Cost: $3.34M

Fund Sources:
Parks & Art (111)

- **Major Projects**
  - Capital Art Installations
  - Non-Capital Art Installations
  - Maintenance





Info Technology

City-Wide
20yr Estimated Cost: $2.6M

Fund Sources: General (001)

- Component Replacement/Upgrades



Plans

City-Wide
20yr Estimated Cost: $0.67M

Fund Sources:
General (001); REET 1 (310); Streets Capital(312)

- Feasibility Studies (Pool, Community Center)
- Development Code Updates
- Master Plan Updates (10 yr interval)
- Pavement Scanning (5yr)
- Strategic Planning (5 yr)



Golf Course

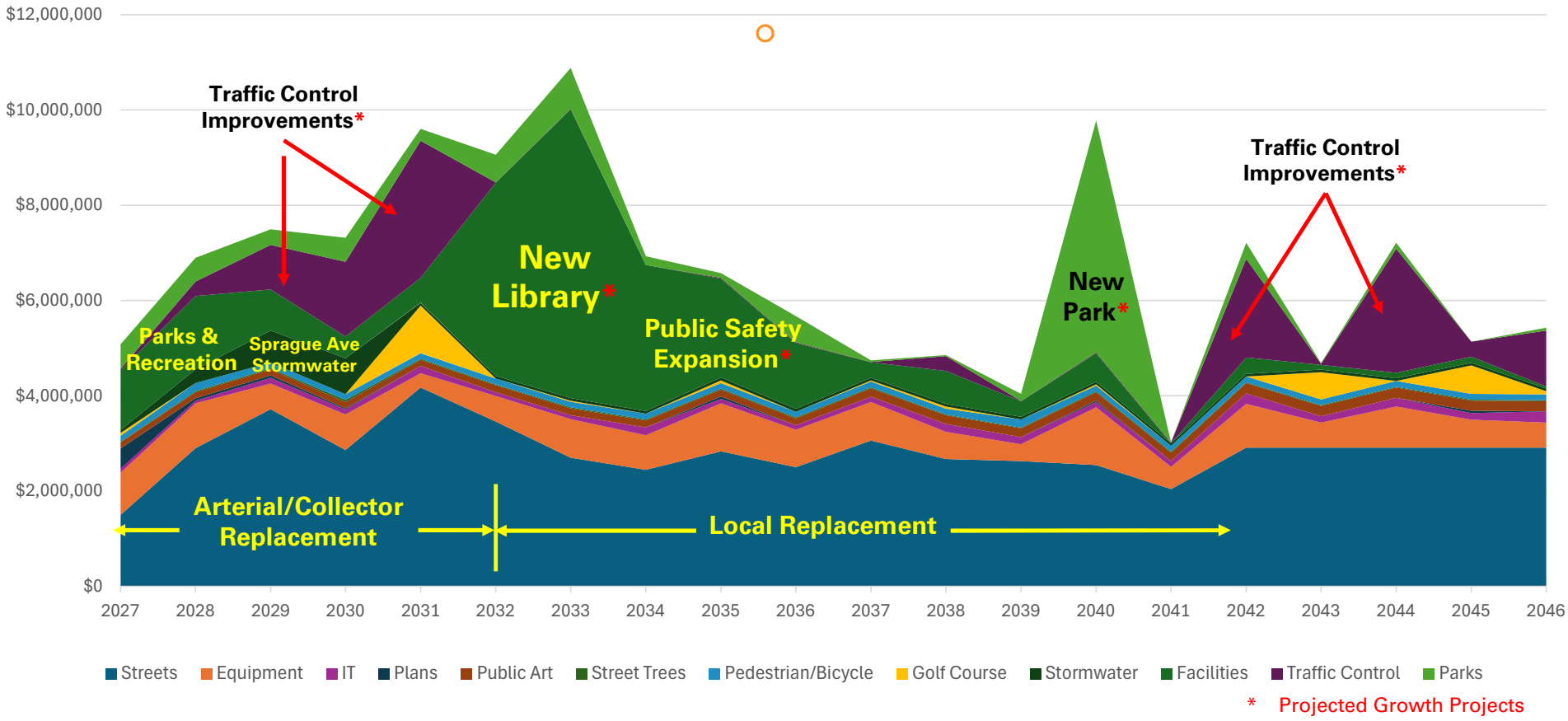
Grounds, Facilities, and Well
9 holes, 2,548 Yards, 54 Acres
20yr Estimated Cost: $2.5M

Fund Sources:
Golf Ops (420)



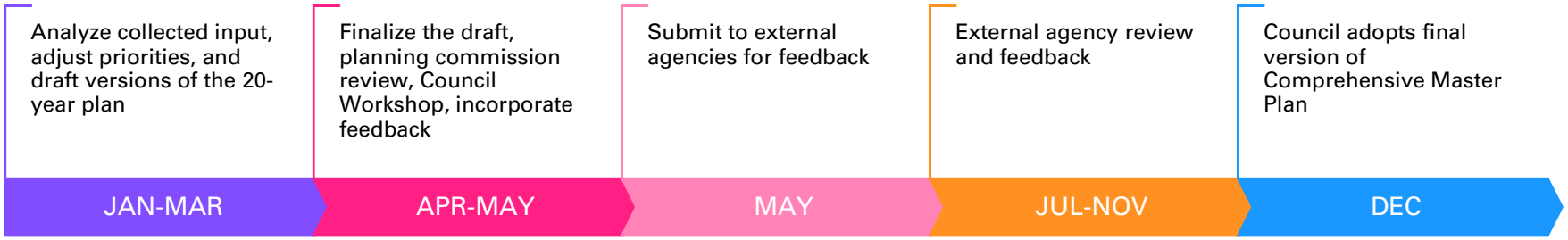
- **Major Projects**
  - Facility Component Replacement
  - Course/Driving Range Capital Improvements

Projected Cost by Classification/Year



Timeline and Next Steps

- Complete Draft CFP to Planning commission (25MAR) ✓
- Brief draft version to City Council (14APR)
- Final version to City Council (8MAY)
- Comprehensive Master Plan DRAFT Complete (11MAY)



AGENDA ITEM NO.: 9.B.

BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE, WASHINGTON

For the Agenda Of: April 14, 2026

Subject: Ordinance 142 repeal

Dept of Origin: Community Development **Dept. Head Approval:** Kyle Dixon

Exhibit(s):
Ordinance 142A, Ordinance 142, Ordinance No. 302A

Expenditure Required	No
Budgeted	N/A
City Program	Code Enforcement; Records Management

Summary Statement

In 2023, the Community Development department incorporated a 'Community Events' permit into the City's development code. Additionally, Ordinances 302 and 302A adopted in 2024 updated the community event permit process within the development code. Ordinance No. 142 (codified as Chapter 8, Title 4 in the municipal code) identifies a 'Special Event' permitting process that was replaced by the Community Events permit, but was never formally repealed. This action will clean up the inconsistencies between Ordinance No. 142 and Ordinance No. 302A.

Recommended Action

Workshop discussion

CITY OF LIBERTY LAKE,
SPOKANE COUNTY, WASHINGTON
ORDINANCE NO. 142A

AN ORDINANCE OF THE CITY OF LIBERTY LAKE, WASHINGTON, REPEALING ORDINANCE NO. 142 ADOPTING REGULATIONS FOR SPECIAL EVENTS

WHEREAS, the City of Liberty Lake staff have reviewed Ordinance No. 142 and deemed it no longer of use; and

WHEREAS, City Municipal Code Title 4 Chapter 8 as established by City of Liberty Lake Ordinance No. 142 is in conflict with current Liberty Lake Development Code 10-4I-5, Community Event Permits amended by Ordinance 302.

NOW, THEREFORE, the City Council of the City of Liberty Lake, Washington do ordain as follows:

Section 1. Repeal. City Municipal Code Title 4 Chapter 8, Special Events as established by City of Liberty Lake Ordinance No. 142 is hereby repealed in its entirety.

Section 2. Severability. If any section, sentence, clause or phrase of this Ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Ordinance.

Section 3. Effective Date. This Ordinance shall be in full force and effect five (5) days after publication of this Ordinance or a summary thereof in the official newspaper of the City as provided by law.

Passed by the City Council this _____ day of April, 2026.

_____
Cristella Kaminskas, Mayor

ATTEST:

_____
City Clerk, Rochelle Caton

Approved as to Form:

_____
City Attorney, Sean P. Boutz

Publication Date: _____

Effective Date: _____

CITY OF LIBERTY LAKE
SPOKANE COUNTY, WASHINGTON
ORDINANCE NO. 142

AN ORDINANCE OF THE CITY OF LIBERTY LAKE, SPOKANE COUNTY, WASHINGTON, ADOPTING REGULATIONS FOR SPECIAL EVENTS.

WHEREAS, it is in the interests of the City of Liberty Lake to allow community organizations and citizens to sponsor special events within the City limits; and

WHEREAS, reasonable guidelines and a permitting process are necessary to protect the public's health, safety and welfare during special events.

NOW, THEREFORE, the City Council of the City of Liberty Lake, Spokane County, Washington, do ordain as follows:

Section 1. Definitions.

A. "Applicant" is the person, firm or entity making application for a permit.

B. "City" means the City of Liberty Lake.

C. "Parade" means any march or procession consisting of people, animals, bicycles, vehicles, or combination thereof, except wedding processions and funeral processions, upon any public street or sidewalk which does not comply with adopted traffic regulations or controls.

D. "Run" means an organized procession or race consisting of people, bicycles, or other vehicular devices or combination thereof comprising fifteen (15) or more persons upon the public street or sidewalk.

E. "Public Property" means a street or other public place (i.e. park) under the control and authority of the City.

F. "Special Event" means any Use, Parade, Run, Street Dance, or other demonstration, activity or exhibition on Public Property.

G. "Street" or "Streets" means any public roadway, sidewalk, or portions thereof in the City dedicated to the public use.

H. "Street Dance" means any organized dance of five or more persons on any public street, public sidewalk or publicly owned parking lot.

I. "Use" means any activity (including sporting activities), function or event where fifteen or more people are estimated to attend the event. It is recognized that informal gatherings of people, family picnics, practices for sporting events, or groups playing or recreating together should be exempt from this ordinance. Such exemptions shall be recognized by rule and policy pursuant to Section 12 of this ordinance.

Section 2. Permit. No person shall conduct a Special Event upon Public Property unless a permit has been obtained from the Mayor or designee.

Section 3. Permit-Application-Fee. The fee for a Special Event shall be determined by Resolution of the City Council.

Section 4. Permit-Application-Contents. Applications for a Special Events permit shall state: (a) name and address of applicant; (b) date and time of event; (c) name of sponsoring person or organization; (d) probable number of participants; (e) route and/or location of the Special Event, to include starting and termination point, if applicable; (f) required access to public right of way; (g) location of assembly area; (h) copy of general liability insurance policy stating coverage; (i) security and traffic control provisions; (j) emergency medical provisions; and (k) clean up plan.

Section 5. Permit-Application-Filing. An application for a Special Event permit shall be filed with the City Clerk not less than fifteen (15) days before the date on which the event will occur. The City Clerk shall notify the Applicant in writing of approval or disapproval, no later than seven (7) days following the date of application.

Section 6. Bond Required. The City Clerk may require a cash deposit or performance bond as a guarantee that the public property will be cleaned and returned to the condition in which it was found. The amount shall not be less than $50.00 and no more than $1,000.00. The Mayor shall determine the amount of bond or deposit by considering the type of event, projected number of participants and spectators, and the sponsor's experience. For an event where clean up or other potential expenses would likely exceed $1,000.00, the Mayor shall refer the matter to the City Council for consideration.

Section 7. Insurance Required. The Applicant shall provide liability insurance with a combined single limit of one million dollars ($1,000,000.00) per occurrence. Evidence of insurance shall be filed with the application and shall name the City as an additional named insured. Depending upon the nature of the Special Event and its risk to the public and private individuals, the Mayor, in consultation with the City Attorney, may reduce the liability limits or waive this requirement.

Section 8. Permit-Issuance Standards. The City shall issue a Special Event permit unless: (a) the time, route, and size will unreasonably disrupt the movement of traffic along Streets; (b) the size or nature of the event requires supervision by a significant number of police officers that causes unreasonable expense or diversion of police duties; (c) the Applicant failed to remit all fees, documents, or bonds; or (d) the event exceeds five (5) consecutive days.

Section 9. Traffic Control. The Mayor or designee may require any reasonable and necessary traffic control. The Applicant shall be responsible for all expenses associated with traffic control. The City Clerk shall notify the applicant of any City projected traffic control expense and collect the amount before the permit is issued.

Section 10. Appeal Procedure. Upon denial of a permit by the Mayor, an applicant may appeal to the City Council by filing a written notice of the appeal within ten (10) days from the Mayor's decision. Upon such appeal, the City Council may reverse, affirm, or modify the Mayor's determination.

Section 11. Permit Revocation or Suspension. The Special Event permit issued under this Ordinance is temporary and vests no permanent rights in the Applicant; it may be immediately revoked or suspended by the Mayor if: (a) the Applicant has made a misstatement of material fact in the information supplied; (b) the Applicant has failed to fulfill a term or condition of the permit in a timely manner; (c) the Applicant requests the cancellation of the

permit or cancels the event; (d) the activity endangers or threatens persons or property, or otherwise jeopardizes the health, safety or welfare of persons or property; (e) the activity conducted is in violation of any of the terms or conditions of the Special Event permit; (f) an emergency or occurrence requires the cancellation or termination of the Special Event in order to protect the public health or safety; or (g) the Applicant fails to prepay expenses.

The City shall refund the permit fee in the event of revocation caused by an emergency or unanticipated occurrence (not the fault of the Applicant). All other refunds shall be at the discretion of the City Council.

Section 12. Rules and Policy. To implement the Special Event permit, the Mayor may develop and adopt rules, policies and forms consistent with this ordinance. All adopted rules, policies and forms shall be filed with the City Clerk.

Section 13. Violation/Penalty. A violation of this ordinance is a Class I Civil Infraction, pursuant to RCW Chapter 7.80.

Section 14. Severability. If any section, sentence, clause or phrase of this Ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Ordinance.

Section 15. Effective Date. This Ordinance shall be in full force and effect five (5) days after the date of publication of this Ordinance or a summary thereof in the official newspaper of the City.

PASSED by the City Council of the City of Liberty Lake this 18th day of October 2005.

David Crump
Mayor Pro-Tem, David Crump

ATTEST:

Arlene Fisher
Arlene Fisher, City Clerk

Approved As To Form:

Stanley M. Schwartz
Stanley M. Schwartz, City Attorney

Date of Publication: 10/19/05

Effective Date: 10/25/05

CITY OF LIBERTY LAKE
SPOKANE COUNTY, WASHINGTON
ORDINANCE NO. 302A

AN ORDINANCE OF THE CITY OF LIBERTY LAKE, WASHINGTON, AMENDING ORDINANCE 302 OF THE CITY OF LIBERTY LAKE TO INCLUDE AMENDMENTS TO CITY OF LIBERTY LAKE DEVELOPMENT CODE SECTION 10-4I-1 REGARDING TEMPORARY USES

WHEREAS, the Growth Management Act ("GMA") was established in the State of Washington in 1990 to provide a framework for land use planning and development regulation; and

WHEREAS, Spokane County and the cities within it were mandated to plan under the GMA in 1993; and

WHEREAS, the City of Liberty Lake has adopted its own comprehensive land use plan pursuant to RCW 36.70A; and

WHEREAS, the City has adopted a Development Code to implement the Comprehensive Plan; and

WHEREAS, on January 16, 2024, the City Adopted Ordinance No. 302, amending the City of Liberty Lake Municipal Code, The City of Liberty Lake Development Code, and Development Regulations Contained in the River District SAP regarding Permitting for Community Events, and Landscaping Standards in the River District SAP; and

WHEREAS, in Adopting Ordinance No. 302, City Staff inadvertently failed to attach amendments to City Development Code Section 10-4I-1 as had been addressed in public workshops and hearings before the Planning Commission and City Council, and as were contained in the Planning Commission recommendation to City Council; and

WHEREAS, a complete public participation program was followed for the proposed amendments addressed in Ordinance No. 302, including those amendments to City Development Code Section 10-4I-1 that were inadvertently excluded from Ordinance No. 302 exhibits; and

WHEREAS, all public notification requirements regarding said amendments were met and accomplished in a timely manner; and

WHEREAS, a SEPA DNS Threshold Determination and Adoption of Existing Environmental Document was issued on each of the proposed amendments with a fourteen (14) day public comment period; and

WHEREAS, the GMA requires proposed development regulations, including proposed amendments, be forwarded to the Washington State Department of Commerce ("DOC") for review and comment prior to the final City Council adoption; and

WHEREAS, all applicable state and local agencies received a copy of the proposed amendments, and were given the opportunity to comment; and

WHEREAS, the City of Liberty Lake has met the GMA notice to state agency requirements in RCW 36.70A.106 for the 2023 City Development Code Amendments and RD-SAP-08-001 Development Code Amendments; and

WHEREAS, the City Council has reviewed the Planning Commission's Recommendations on the proposed amendments to the City of Liberty Lake Development Code Amendments and RDSAP Amendments regarding Landscaping Standards, and Community Event Permits; and

WHEREAS, the City Council has reviewed the Planning Commission's Findings of Fact, Conclusions, and Recommendations, and other documents in the proposed amendments file that were available for review;

NOW, THEREFORE, the City Council of the City of Liberty Lake does ordain as follows:

Section 1. City Development Code Amendments to Section 10-4I-1 regarding Temporary Uses.

The approved City Development Code Amendments to City Development Code 10-4I-1 are appended to this Ordinance as "Exhibit A".

Section 2: Severability.

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

Section 4. Administration and Enforcement.

A. Administration. Planning, Engineering & Building Services shall be responsible for the administration of this Ordinance.

B. Enforcement. Projects that are subject to the provisions of this Ordinance and do not comply with the standards of this Ordinance shall be subject to the enforcement provisions of the Liberty Lake Municipal Code and City Development Code.

Section 5 Effective Date.

This Ordinance shall be in full force and effect five (5) days after publication of this Ordinance or a summary thereof in the official newspaper of the City as provided by law.

PASSED by the City Council this 19th day of March, 2024.

Cris Kaminskas
Mayor Cristella Kaminskas

ATTEST:

Kelsey Hardy
City Clerk, Kelsey Hardy

Approved As To Form:

City Attorney, Sean P. Boutz

Date of Publication: 3/29/2024

Effective Date: 4/3/2024

Exhibit A

Article 10-4I — Miscellaneous Permits

Sections:

10-4I-1 **Temporary Use Permits**

10-4I-2 **Home Occupation Permits**

10-4I-3 **Special Use Permits**

10-4I-4 **Small Wireless Facilities Permits**

10-4I-5 **Community Event Permits**

10-4I-1 Temporary Use Permits

Temporary uses are characterized by the non-permanent nature of the facilities/site improvements, and/or the short term or seasonal nature of the use. Temporary uses include, but are not limited to: construction trailers, leasing offices, parking lot sales, retail warehouse sales, mobile sales / concessions, and seasonal sales such as Christmas tree sales and vegetable stands. The uses listed below have specific requirements for Temporary Use Permit approval. The uses below and other uses listed in the Zoning Matrix may require a Temporary Use Permit with additional regulations or requirements identified in the Limited or Conditional Use:

A. Temporary Sales Office or Model Home. Using the Exempt project procedure under Article 10-4B, the Zoning Administrator / Designee may approve, approve with conditions, or deny an application for the use of any real property within the City as a temporary sales office, offices for the purpose of facilitating the sale of real property, or model home in any subdivision or tract of land within the City, based on the following criteria:

1. Temporary sales office:
    a. The use will be for no other purpose other than those described above; and
    b. The temporary sales office shall be located within the boundaries of the subdivision or tract of land in which the real property is to be sold; and
    c. The property to be used for a temporary sales office shall not be permanently improved for that purpose and shall be removed or the sales office use shall be discontinued upon sell-out of the subdivision or tract of land, unless the temporary sales office is located within a model house where the use shall comply with the requirements in subsection "2-c" below; and
    d. The temporary sales office may be located in the model house defined below.
2. Model house:
    a. The model house shall be located within the boundaries of the subdivision or tract of land where the real property to be sold is situated; and
    b. The model house shall be designed as a permanent structure that meets all relevant requirements of this Code; and
    c. The model house use shall be discontinued and the structure shall be converted to a saleable house, if necessary, after a period of three (3) years,

Deleted: temporary carnivals and fairs,

Deleted: <#>Seasonal and Special Events. These types of uses generally occur only once in a calendar year and for no longer a period than 90 days, unless approved for an extended period of time by the Zoning Administrator. Using the Exempt project procedure under Article 10-4B, the Zoning Administrator / Designee shall approve, approve with conditions, or deny a temporary use permit for a seasonal or special event based on findings that all of the following criteria are satisfied:¶
1. The use is permitted in the underlying zoning district and does not violate any conditions of approval for the property (e.g., prior development permit approval);¶
2. The use does not violate zoning ordinances or conditional use permits applicable to the site;¶
3. The applicant provides proof that the property-owner gave permission to use his/her property in the proposed manner;¶
4. No parking will be utilized by customers and employees of the temporary use which is needed by the property owner to meet their minimum parking requirement under Article 10-3D - Vehicle and Bicycle Parking;¶
5. The use provides adequate vision clearance, as required in Section 10-3B-2, subsection N, and shall not obstruct pedestrian access on public streets;¶
6. Ingress and egress are safe and adequate when combined with the other uses of the property; as required by Article 10-3B - Access and Circulation;¶
7. The use does not create adverse, off-site impacts such as vehicle traffic, noise, odors, vibrations, glare, or lights that affect an adjoining use in a manner which other uses allowed outright in the zone do not affect the adjoining use; and¶
8. The use is adequately served by public sewer and water, if applicable. (The applicant shall be responsible for obtaining any related permits.)¶

unless the phase in which the model house is located is less than 80% sold-out in which case, the Zoning Administrator may grant up to two, one (1) year extensions for the model house use. If the model house contains a temporary sales office, the time limits specified above for the model house shall apply.

C. Temporary Building. Using the Exempt project procedure, as governed by Article 10-4B, the Zoning Administrator / Designee may approve, approve with conditions or deny an application for a temporary trailer, storage container, or prefabricated building for use on any real commercial or industrial property within the City as a temporary commercial or industrial office or space associated with the primary use on the property, based on the following criteria:

1. The temporary trailer, storage container, or prefabricated building will be for no other purpose other than those described above;
2. The temporary trailer, storage container, or building shall be located within the boundaries of the parcel of land on which it is located;
3. The primary use on the property on which the temporary trailer, storage container, or pre-fabricated building is to be located is already developed or under construction;
4. Ingress and egress are safe and adequate when combined with the other uses of the property, as required by Article 10-3B - Access and Circulation;
5. There is adequate parking for the customers or users of the temporary use, as required by Article 10-3D - Vehicle and Bicycle Parking;
6. The use will not result in vehicular traffic congestion on streets;
7. The use will pose no hazard to pedestrians in the area of the use;
8. The use does not create adverse off-site impacts including vehicle traffic, noise, odors, vibrations, glare, or lights that affect an adjoining use in a manner which other uses allowed outright in the zone do not affect the adjoining use; and
9. The building complies with applicable building codes;
10. The use can be adequately served by public sewer and water, if applicable. (The applicant shall be responsible for obtaining any related permits); and
11. The length of time that the temporary building will be used does not exceed one (1) year, unless approved for an extended period of time by the Zoning Administrator. When a temporary building exceeds this time frame, the applicant shall be required to remove the building, or renew the temporary use permit, if an extension is so approved.

D. Mobile Sales / Concessions. Using the Exempt project procedure under Article 10-4B, the Zoning Administrator / Designee shall approve, approve with conditions, or deny a temporary use permit for a mobile food service establishment or mobile sales booth, based on the following criteria:

1. Mobile food service establishment:
    a. A truck, trailer, or cart located in a non-permanent fixed location utilized primarily for the sale of food;
    b. Only permitted on public property or within the public right-of-way when associated with a community event as defined in this Code and determined by the City, or when associated with sports league play; the City has the right to

Deleted: s

limit the number of mobile food service establishments and types of products;

c. May be permitted on private property or adjacent parking in the public right-of-way, when associated with a community event as defined in this Code and determined by the City;

d. May be permitted on private property or adjacent parking in the public right-of-way when explicitly allowed within the zoning district of the proposed location, and subject to the standards of that zoning district.

e. Mobile food service establishments associated with a community event cannot be utilized on public or private property for more than twenty one (21) consecutive days or the duration of an approved community event, unless approved for an extended period of time by the Zoning Administrator / Designee;

f. Temporary use permits for mobile food service establishments that are explicitly allowed within the zoning district shall remain in effect for a period of one year. When the permit expires, the applicant shall be required to renew the temporary use permit, or remove the mobile food service establishment.

g. A site plan must be submitted and the mobile food service establishment will only be permitted in a location approved by the City that allows for safe pedestrian, vehicular, and emergency access;

h. The mobile food service establishment shall contain at least one functional fire extinguisher;

i. The mobile food service establishment must have a trash and garbage disposal container capable of holding all trash and garbage generated by the operation of the concession. The container shall be emptied periodically as necessary in order to ensure, at all times, public access and use of the container;

j. The applicant must provide proof that the property-owner gave permission to use his/her property in the proposed manner; or, if located in adjacent parking in public right-of-way, proof of permission from the adjacent property or business owner;

k. Proper Health Department and City regulations, permits, and approvals must be obtained and complied with; and,

l. Hours of operation for the mobile concession shall be limited to the hours of operation of the principal use associated with the subject property, except when associated with a community event, in which case the hours of operation for the mobile concession shall be limited to the hours of operation of that community event.





Deleted: temporary carnival or fair, parking lot or sidewalk sale, non-profit fundraiser, or a

Deleted: special

Deleted: allowed within any one year for Seasonal and Special Events above

2. Mobile sales booth:
    a. A booth (including trailer, canopy, or display area) utilized for the sale or display of goods or services located in a non-permanent fixed location;
    b. Only permitted on public property or within the public right-of-way when associated with a community event as defined in this Code and determined by the City;
        i. The City has the right to limit the number of vendors and types of products and services.
        ii. The following products and services shall be prohibited, and on-site enforcement of the prohibition shall be conducted by the Liberty Lake Police Department:
            aa. Adult oriented merchandise or services
            bb. Drug paraphernalia
            cc. Hazardous materials
            dd. Illegal merchandise or services
            ee. Tobacco
            ff. Weapons
            gg. Similar products and services as listed above, as determined by the Zoning Administrator / designee;
    c. Only permitted on private property when associated with a community event as defined in this Code and determined by the City;
    d. Mobile sales booths cannot be utilized on public or private property for more than twenty one (21) consecutive days or the duration of an approved community event, unless approved for an extended period of time by the Zoning Administrator / Designee;
    e. A site plan must be submitted and the mobile sales booth will only be permitted in a location approved by the City that allows for safe pedestrian, vehicular, and emergency access;
    f. The applicant must provide proof that the property-owner gave permission to use his/her property in the proposed manner; and
    g. City regulations, permits, and approvals must be obtained and complied with.
3. The requirement for individual permits for mobile sales/concessions vendors within a larger community event may be waived, provided the mobile sales/concessions have been addressed in the Community Event permit application and site plan associated with that event.

Deleted: temporary carnival or fair, parking lot or sidewalk sale, non-profit fundraiser, or a

Deleted: allowed within any one year for Seasonal and Special Events above

Deleted: special

Deleted: Seasonal and Special

Deleted: , as required in paragraph A of this section.


FREE
WINDSHIELD
REPAIR

Wilson

TVS


AGENDA ITEM NO.: 9.C.

BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE, WASHINGTON

For the Agenda Of: April 14, 2026

Subject: Memorandum of Understanding (MOU) between the cities of Liberty Lake, Airway Heights, Millwood, Medical Lake, and Cheney

Dept of Origin: Executive **Dept. Head Approval:** Mark McAvoy

Exhibit(s):
STA MOU_Final_4.14.2026

Expenditure Required	No
Budgeted	N/A
City Program	Legislative Governance

Summary Statement

The Spokane Transit Authority (STA) exists to provide public transportation throughout Spokane County, including the City of Liberty Lake. According to the STA by-laws, the cities of Liberty Lake, Airway Heights, Millwood, Medical Lake, and Cheney ("the small cities") are represented by a single director on its Board of Directors. The small cities' representative rotates between the cities every two years. The MOU seeks to formalize the communications policies and expectations of the small cities and their STA Board representative as he or she acts on the cities' behalf. The workshop provides the City Council with an opportunity to discuss the merits of the proposed MOU and clarify any questions or concerns.

Recommended Action

Reach a consensus on the proposed memorandum.

MEMORANDUM OF UNDERSTANDING
By and Between
THE CITIES OF AIRWAY HEIGHTS, CHENEY, LIBERTY LAKE, MEDICAL LAKE, and MILLWOOD

This **Memorandum of Understanding ("MOU")** is made and entered into by and between the **City of Airway Heights,** whose address is 13120 W. 13th AVE, Airway Heights, Washington, ("Airway Heights"), the **City of Cheney**, whose address is 609 2nd Street, Cheney, Washington ("Cheney"), the **City of Liberty Lake**, whose address is 22710 East Country Vista Drive, Liberty Lake, Washignton ("Liberty Lake"), the **City of Medical Lake**, whose address is 124 S. Lefevre Street, Medical Lake, Washington ("Medical Lake"), and the **City of Millwood**, whose address is 9103 E. Frederick Avenue, Spokane, Washington ("Millwood"), each individually referred to as "Party", and collectively referred to as "Parties".

WHEREAS, the Spokane Transit Authority, a municipal corporation ("STA"), exists to provide public transportation throughout the County of Spokane, including each city which is Party to this MOU; and

WHEREAS, Section 2.1(a) of the STA Bylaws provide that the Parties are collectively entitled to select one (1) member of the Board of Directors of STA (said director, the "Representative Director") based on the rotation set forth in the Bylaws, who serves on behalf of the Parties for a two (2) year term; and

WHEREAS, the Parties desire to enter into this MOU to formalize the communications policies and expectations of the Parties with respect to the Representative Director so as to support each of the Parties;

NOW, THEREFORE, based on the foregoing, the parties enter into the following agreement:

1. **Definition of Action Item**. For purposes of this MOU, the scope of an "Action Item" only includes those actions taken pursuant to a vote of the STA Board of Directors, and does not include those actions taken by a committee authorized by the STA Board of Directors.

2. **Duties of Each Party.** Each Party has a duty to review any agenda and other materials to be considered by the STA Board of Directors at any meeting, and to communicate the Party's position, concerns, and comments, with respect to all Action Items to the Representative Director prior to or during a meeting of the STA Board.

3. **Duty of the Representative Director.**

   ~~a.~~ The Representative Director shall consider communications in person, via telephone, electronic mail or other electronic means, from each Party regarding the Party's position on each Action Item to be considered by the Board of Directors STA prior to or during a meeting of the Board.

   b. With respect to any Action Item of the STA Board of Directors the Representative Director shall vote for, against, or take other action only on behalf of the Consensus of the Parties with respect to said action item.

c. For purposes of this MOU, a "Consensus" constitutes the majority of the Parties who have given input.

4. **Term.** This MOU shall continue in perpetuity and not expire unless or until (i) the Parties hereto agree to amend, modify, or supplement the same by a written instrument signed by all Parties.

ELECTRONIC SIGNATURES

This MOU may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. A signed copy of this MOU or any other ancillary agreement transmitted by email or other means of electronic transmission or electronically or digitally executed shall be deemed to have the same legal effect as delivery of any original executed copy of this MOU or such other ancillary agreement for all purposes.

[*Signature Page Follows*]

The Parties affirm the individuals signing this MOU have been granted the authority to do so and by their signature affirm the Parties will comply with the terms and conditions of this MOU.

City of Airway Heights

By: Larry Bowman
Title: Chair

Date:

City of Cheney

By: Elsa Martin
Title: Mayor

Date:

City of Liberty Lake

By: Cris Kaminskas
Title: Mayor

Date:

City of Medical Lake

By: Terri Cooper
Title: Mayor

Date:

City of Millwood

By: Shawna Beese
Title: Mayor

Date:

4918-0859-7901, v. 1

AGENDA ITEM NO.: 10.A.

BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE, WASHINGTON

For the Agenda Of: April 14, 2026

Subject: Meeting Minutes

Dept of Origin: **Dept. Head Approval:**

Exhibit(s):
March 17th Meeting Minutes

Expenditure Required	
Budgeted	
City Program	

Summary Statement

Recommended Action

Approve the March 17, 2026, City Council Meeting Minutes.

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

6:00 P.M. Regular Session:

Invocation: Given by Councilmember Ball.

Pledge of Allegiance: Led by Mayor, City Council and staff.

Call to Order: Mayor Kaminskas called the meeting to order at 6:00 p.m.

Roll Call: City officials who physically attended the meeting: Mayor Kaminskas, Councilmembers Severs, Darrow, Klingler, Fisher, and Ball; Mark McAvoy, City Administrator; Kyle Dixon, Finance Director; Sean Boutz, City Attorney; Jen Camp, Parks and Recreation Director; Jandy Humble, Library Director; David Goehner, Communications Specialist; Ben Turner, Public Works Director; Shane Miller, IT Manager;

City officials who remotely attended the meeting via Zoom: Mayor Pro Tem Dunne; Luke Michaels, City Engineer; Derek Kosanke, Parks Superintendent; Stephen Reichert, Streets Crew Supervisor; Michael Stevens, Recreation Coordinator; and Amy Mullerleile, Interim Community Development Director.

Councilmember Severs made a motion to excuse Councilmember Kurtz. The motion was seconded by Councilmember Ball, passing unanimously.

Agenda Approval: Councilmember Severs moved to approve the agenda as presented, Councilmember Darrow seconded and the motion passed unanimously.

Citizen Comments: None given.

Announcements / Proclamations / Special Presentations:

Proclamation – Developmental Disabilities Awareness Month: Kyle Dixon read the Proclamation. Mayor Pro Tem Dunne moved to affirm the proclamation, seconded by Councilmember Severs and the motion carried unanimously. Mayor Kaminskas then read the remainder of the proclamation recognizing March as Developmental Disabilities Awareness Month. Deb Fink, from Building O'Hana provided additional information on how the city can support this effort.

Reports & Inquiries:

City Council: Mayor Pro Tem Dunne thanked everyone that participated in the Father/Daughter Dance.

Mayor: Mayor Kaminskas provided an update on recent and upcoming meetings, including the Girl Scouts "Sweets Before Supper" event, SRTC Board meeting, Valley Chamber Business Awards, Gonzaga Women's Lead Conference, Visit Spokane meeting, Spokane County Elected Officials meeting, and Greater Spokane "State of the Region," among others. The mayor and City Administrator McAvoy also briefly met with Congressman Michael Baumgartner at City Hall.

City Administrator: City Administrator McAvoy provided updates and reminders. He then invited Jen Camp to provide a preview of upcoming events and recreation programming. Kyle Dixon then followed to discuss an award the city received for its priority-based budgeting efforts.

Liberty Lake Sewer and Water District: Kottayam Natarajan reported on updates with permits on the well house and noted that the Liberty Lake outlet channel may not open in 2026.

Parks and Arts Commission: Katie Ferris from the Parks and Arts Commission provided an update on ongoing projects and areas of focus for the bike and pedestrian safety committee.

Library Board of Trustees: Jennifer Chase, Chair of the Library Board of Trustees, and Jandy Humble, Library Director, provided an update on first quarter activities at the library. Questions asked and answered.

Workshop Discussions:

Council Committees: Mayor and Council discussed re-establishing committees, identifying Finance, Public Safety and Community Development. Councilmembers identified their preferred committees to join.

Youth Commission: Mayor and Council discussed the merits of re-establishing the youth commission. Discussed youth interest vs. outreach efforts by the city. Commissions may have space to add youth nonvoting members to solicit youth representation. Council discussed outreach efforts, specifically engaging local high schools.

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, 10.F and 10.G. The motion was seconded by Councilmember Fisher, passing unanimously, approving the following items:

10.A March 3rd City Council Meeting Minutes

10.B March 17, 2026, Vouchers in the amount of $1,260,183.62

10.C Annual subscriptions for CivicPlus website hosting and meeting management software.

10.D Construction services to replace sprinkler lines along Molter Ave. (Phase 2)

10.E Contract with Diamond Asphalt Paving for Library parking lot repairs.

10.F Task order with Parametrix to provide topographic survey and conceptual civil engineering design services for the reconstruction of Country Vista Drive.

10.G Contract with Fulcrum Environmental Consulting, Inc. for pre-renovation hazardous building materials inspection for new city hall.

General Business - Action Items:

11.A Pavement Master Plan: Mayor Pro Tem Dunne made a motion to approve Item 11.A. The motion was seconded by Councilmember Severs and passed unanimously.

11.B USTA PNW Three Year Tennis Recreation Agreement: Mayor Pro Tem Dunne made a motion to approve Item 11.B. The motion was seconded by Councilmember Severs and passed unanimously.

11.C Library Meeting Room Policy Changes: Mayor Pro Tem Dunne made a motion to approve Item 11.C. The motion was seconded by Councilmember Severs and passed unanimously.

Council Comments: Councilmember Ball inquired about department reports. Questions asked and answered. Mayor Pro Tem Dunne commented on how residents can report vandalism at city parks.

Public Hearings / Appeals- No items currently.

Resolutions:

14.A Resolution No. 26-283, "A Resolution of the City of Liberty Lake, Washington, Approving the Final Plat of River Crossing 2020 Third Addition, Located in a Portion of the Southeast Quarter of the Southwest Quarter and a Portion of the Southwest Quarter of the Southeast Quarter and a Portion of Parcels B and C of the Binding Site Plan BSP 76-00 of Section 9, Township 25 N, Range 45 E.W.M., Liberty Lake, Washington, File PLT2020-0001C.: Kyle Dixon read the Resolution by title only. Mayor Pro Tem Dunne motioned to approve Resolution 26-283 as presented. Councilmember Severs seconded and the motion carried unanimously.

14.B Resolution 26-284. A Resolution of the City of Liberty Lake providing for submission to the qualified voters of the City a proposition for the consideration of a sales and use tax of one-tenth of one percent for the purpose of funding criminal justice services: Kyle Dixon read the Resolution by title only. Mayor Pro Tem Dunne motioned to approve Resolution 26-284 as presented. Councilmember Severs seconded. After a brief discussion, the motion carried unanimously.

Ordinances-No items currently.

Emergency Ordinances-No items currently.

Introduction of Upcoming Agenda Items: Upcoming workshop items were discussed.

Citizen Comments: Kottayam Natarajan from LLSWD provided a more detailed explanation of the Liberty Lake outlet channel for city council.

Executive Session

19.A At 7:46, Mayor and Council retreated to executive session pursuant to RCW 42.30.110(1)(c) regarding real estate matters. Mayor and Council reconvened in council chambers at 8:05.

Adjournment: With there being no further business, the meeting was adjourned at

8: 05 p.m.

These minutes were approved April 14, 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: April 14, 2026

Subject: April 14, 2026 Vouchers

Dept of Origin: **Dept. Head Approval:** Kyle Dixon

Exhibit(s):
4.14.2026, 04072026 Council-Updated

Expenditure Required	
Budgeted	
City Program	

Summary Statement

Recommended Action

Approve the March 14, 2026, vouchers and the March 1-15 payroll and benefits in an amount not to exceed $1,126,507.48.

City of Liberty Lake

Consent Agenda for April 14, 2026
City Council Meeting

Report from the Mayor for pending claims and payment of previously approved obligations through April 7, 2026

Payee	Description	Amount
	See attached voucher report.	
Total vouchers through April 7, 2026		
Check(s)	36105-36178	$ 329,299.37
EFT		$ 214,751.93
		$ 544,051.30
March 1-15, 2026 payroll and benefits		
Check(s)		
EFT		$ 582,456.18
	TOTAL	**$ 1,126,507.48**

RECOMMENDATION:	Approve and Authorize for Payment
ATTACHMENTS:	All original invoices are on file with the City Treasurer.

SIGNATURES:

City Clerk

Mayor

City Council Member

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1585	04/07/2026	Claims	3	EFT	A TO Z RENTAL	26.94	MATERIALS
		001 - 576 80 31 01 - Parks Supplies				26.94	PROPANE
1586	04/07/2026	Claims	3	EFT	ACUSHNET COMPANY	6,638.57	MERCHANDISE; MATERIALS
		420 - 576 61 31 00 - Pro Shop Supplies				609.84	GOLF CLUBS
		420 - 576 61 31 00 - Pro Shop Supplies				-609.84	RETURN OF GOLF CLUBS
		420 - 576 61 31 00 - Pro Shop Supplies				-63.20	CREDIT FOR THE SUREFIT PROGRAM
		420 - 576 61 31 00 - Pro Shop Supplies				-625.00	CREDIT FOR GT PRICE REPOSITION
		420 - 576 61 34 01 - Pro Shop Merchandise				210.00	VISORS
		420 - 576 61 34 01 - Pro Shop Merchandise				270.00	SCORECARD HOLDERS, YARDAGE BOOKS
		420 - 576 61 34 01 - Pro Shop Merchandise				-176.25	CREDIT FOR MERCHANDISE NET DOWN
		420 - 576 61 34 01 - Pro Shop Merchandise				2,469.60	GLOVES
		420 - 576 61 34 01 - Pro Shop Merchandise				2,547.67	GOLF CLUBS
		420 - 576 61 34 01 - Pro Shop Merchandise				235.20	HATS
		420 - 576 61 34 01 - Pro Shop Merchandise				402.14	GOLF CLUB
		420 - 576 61 34 01 - Pro Shop Merchandise				430.46	GOLF BALLS
		420 - 576 61 34 01 - Pro Shop Merchandise				218.22	GOLF BALLS
		420 - 576 61 34 01 - Pro Shop Merchandise				719.73	GOLF CLUBS
1587	04/07/2026	Claims	3	EFT	AMAZON CAPITAL SERVICES	13,327.89	MATERIALS
		001 - 521 10 31 00 - Law Enforcement Supplies				149.93	FACIAL TISSUES, DESK STORAGE SHELVES, ROLLING STOOL
		001 - 521 10 35 00 - Law Enforcement Small Tools &				451.55	LASER PRINTER, INK CARTRIDGES
		110 - 542 70 31 01 - Roadside - Supplies				30.88	JACKET
		110 - 542 70 31 01 - Roadside - Supplies				43.58	HOSE BENDERS, GAS CANS, REPLACEMENT CASTER PLASTIC CAPS, MOTORSPORT JUG
		110 - 542 70 31 01 - Roadside - Supplies				138.86	STRING TRIMMERS, FLASHING STROBE LIGHTS FOR VEHICLES, MULCH GLUE
		110 - 542 70 31 01 - Roadside - Supplies				65.39	WIRELESS BLUETOOTH HEADSET
		110 - 542 70 31 02 - Roadside - Horticulture Supplies				190.84	GROW LIGHTS, SEED STARTING TRAYS
		110 - 542 90 31 00 - Maint Admin & Overhead - Sup				194.05	PRESSURE WASHER PUMP
		110 - 542 90 31 00 - Maint Admin & Overhead - Sup				41.64	WIRELESS MOUSE, FILE FOLDERS, SCISSORS
		110 - 542 90 31 00 - Maint Admin & Overhead - Sup				41.40	CERAMIC FUSES
		001 - 558 50 31 00 - CP&ED Supplies				63.51	POLOS
		001 - 558 50 31 00 - CP&ED Supplies				72.30	POLO SHIRTS
		001 - 558 50 31 00 - CP&ED Supplies				-63.51	RETURN OF POLOS
		001 - 558 50 31 00 - CP&ED Supplies				52.26	USB 3.0 TO VGA ADAPTER CABLES
		001 - 558 50 31 00 - CP&ED Supplies				-72.30	RETURN OF POLOS
		001 - 571 00 31 00 - Recreational Activities Supplies				30.47	LAMINATING SHEETS
		001 - 572 10 31 00 - Library Supplies				67.46	BLACK TONER CARTRIDGE
		001 - 572 10 31 00 - Library Supplies				-7.61	RETURN OF CASH ENVELOPES
		001 - 572 10 31 00 - Library Supplies				-8.77	RETURN OF COIN ENVELOPES
		001 - 572 10 31 00 - Library Supplies				132.62	BLACK TONER CARTRIDGE, BINDER CLIPS
		001 - 572 10 31 00 - Library Supplies				19.59	ERGONOMIC MOUSE WRIST RESTS
		001 - 572 10 31 00 - Library Supplies				12.24	BATTERIES
		001 - 572 10 31 00 - Library Supplies				7.61	CASH ENVELOPES
		001 - 572 10 31 00 - Library Supplies				28.65	DESKTOP LABEL MAKER, LABEL TAPE
		001 - 572 10 31 00 - Library Supplies				112.98	THERMAL PAPER ROLLS
		001 - 572 10 31 00 - Library Supplies				78.98	LAPTOP CASE, USB-C CHARGER, USB-C TO USB-C CABLE
		001 - 572 10 31 00 - Library Supplies				250.46	BLACK TONER CARTRIDGES
		001 - 572 10 31 00 - Library Supplies				43.50	CARPET RUNNERS
		001 - 572 10 31 05 - Children & Adult Prgrm Supplies				149.82	ARTIFICIAL PLANTS, WINE CORKS
		001 - 572 10 31 05 - Children & Adult Prgrm Supplies				73.25	MESH ZIPPER POUCH, ROUND MAGNETS, COLORING POSTERS
		001 - 572 10 31 05 - Children & Adult Prgrm Supplies				50.32	SILLY PUTTY
		001 - 572 20 34 06 - Library Books & Other Materials				34.83	BLU-RAY

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		001 - 572 20 34 06 - Library Books & Other Materials				145.92	BOOKS
		001 - 572 20 34 06 - Library Books & Other Materials				50.95	BLU-RAY, DVD
		001 - 572 20 34 06 - Library Books & Other Materials				52.27	DVD, BLU-RAY
		001 - 572 20 34 06 - Library Books & Other Materials				50.87	BOOKS
		001 - 572 20 34 06 - Library Books & Other Materials				47.76	BOOKS
		420 - 576 61 31 03 - Maintenance Supplies				33.33	BANDAGES, ANTACID TABLETS, TIRE VALVE CAPS
		420 - 576 61 31 03 - Maintenance Supplies				9.83	DESK ORGANIZER
		420 - 576 61 31 03 - Maintenance Supplies				29.28	IPHONE CHARGING CABLES
		420 - 576 61 31 03 - Maintenance Supplies				30.88	JACKET
		420 - 576 61 31 03 - Maintenance Supplies				68.18	CLUTCH DRIVE SYNCHRONOUS BELTS
		420 - 576 61 31 03 - Maintenance Supplies				78.42	OIL FILTERS, FILTER ELEMENTS
		420 - 576 61 31 03 - Maintenance Supplies				63.36	MAGNETIC CALENDAR, 3-TIER DESK ORGANIZER, DESK ORGANIZERS, PENS, FELT BULLETIN BOARDS, WOOD PUSH PINS
		420 - 576 61 31 03 - Maintenance Supplies				198.88	USB-C TO USB-C CHARGING CABLES, USB-C CHARGING CABLE, CAR PHONE CHARGING CORDS, PEN HOLDER, CORD ORGANIZERS
		420 - 576 61 31 03 - Maintenance Supplies				43.59	HOSE BENDERS, GAS CANS, REPLACEMENT CASTER PLASTIC CAPS, MOTORSPORT JUG
		420 - 576 65 31 01 - Maintenance Of Golf Course				107.07	SMART BATTERY CHARGER
		420 - 576 65 31 01 - Maintenance Of Golf Course				31.61	BOX OF GIANT CHALK
		420 - 576 65 31 01 - Maintenance Of Golf Course				194.06	PRESSURE WASHER PUMP
		420 - 576 65 31 01 - Maintenance Of Golf Course				58.84	3D PRINTER PLA FILAMENT BUNDLE
		420 - 576 65 31 01 - Maintenance Of Golf Course				62.43	3D PRINTER FILAMENT
		001 - 576 80 30 01 - Parks - Horticulture Supplies				12.92	PLANT NURSERY POT
		001 - 576 80 31 01 - Parks Supplies				33.33	BANDAGES, ANTACID TABLETS, TIRE VALVE CAPS
		001 - 576 80 31 01 - Parks Supplies				9.83	DESK ORGANIZER
		001 - 576 80 31 01 - Parks Supplies				217.18	SCAG BELTS, SCAG DRIVE BELTS
		001 - 576 80 31 01 - Parks Supplies				91.84	CLUTCH DRIVE SYNCHRONOUS BELTS
		001 - 576 80 31 01 - Parks Supplies				29.28	IPHONE CHARGING CABLES
		001 - 576 80 31 01 - Parks Supplies				30.88	JACKET
		001 - 576 80 31 01 - Parks Supplies				68.17	CLUTCH DRIVE SYNCHRONOUS BELTS
		001 - 576 80 31 01 - Parks Supplies				78.42	OIL FILTERS, FILTER ELEMENTS
		001 - 576 80 31 01 - Parks Supplies				134.07	7-PIN INPUT HARNESS
		001 - 576 80 31 01 - Parks Supplies				63.37	MAGNETIC CALENDAR, 3-TIER DESK ORGANIZER, DESK ORGANIZERS, PENS, FELT BULLETIN BOARDS, WOOD PUSH PINS
		001 - 576 80 31 01 - Parks Supplies				75.14	COUNTERTOP MICROWAVE OVEN
		001 - 576 80 31 01 - Parks Supplies				198.89	USB-C TO USB-C CHARGING CABLES, USB-C CHARGING CABLE, CAR PHONE CHARGING CORDS, PEN HOLDER, CORD ORGANIZERS
		001 - 576 80 31 01 - Parks Supplies				194.06	PRESSURE WASHER PUMP
		001 - 576 80 31 01 - Parks Supplies				43.59	HOSE BENDERS, GAS CANS, REPLACEMENT CASTER PLASTIC CAPS, MOTORSPORT JUG
		001 - 576 80 31 01 - Parks Supplies				74.84	FOAM SOAP DISPENDERS AND REFILL STARTER KITS
		001 - 576 80 31 01 - Parks Supplies				92.63	OFFICE CHAIR
		001 - 576 80 31 01 - Parks Supplies				234.98	HEAVY TRAFFIC GRASS SEED
		001 - 576 80 31 01 - Parks Supplies				138.37	HAZMAT BOOTS, SAFETY GOGGLES, DISPOSABLE HAZMAT SUITS,CHEMICAL RESISTANT GLOVES
		001 - 576 80 31 55 - Rocky Hill Park Supplies				191.83	DOG WASTE TRASH CAN
		310 - 594 18 60 00 - Capital Expenditures/Expenses-(				5,553.57	VEHICLE OVERHEAD LIFT
		001 - 594 72 64 00 - Capital Expenditures/Expenses-L				1,056.45	LAPTOP COMPUTER
		110 - 595 64 63 00 - Roads/Streets Const. & Other In				869.94	LASER TRANSIT LEVELER KIT

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1588	04/07/2026	Claims	3	EFT	APOLLO SHEET METAL INC	675.26	SERVICES
		420 - 576 61 41 03 - Facilities - Professional Services_				381.50	HVAC MAINTENANCE SVCS
		420 - 576 61 41 03 - Facilities - Professional Services_				293.76	HVAC MAINTENANCE SVCS
1589	04/07/2026	Claims	3	EFT	AW REHN & ASSOCIATES	8,859.55	SERVICES
		502 - 517 30 29 00 - Health Insurance Services				1,685.30	EMPLOYER FUNDING NOTIFICATION 03/12-03/15/2026
		502 - 517 30 29 00 - Health Insurance Services				6,264.68	EMPLOYER FUNDING NOTIFICATION 03/16-03/22/2026
		502 - 517 30 29 00 - Health Insurance Services				909.57	EMPLOYER FUNDING NOTIFICATION 03/26-03/29/2026
1590	04/07/2026	Claims	3	EFT	ERIN K BESSENT	170.00	TRAVEL
		001 - 572 10 43 00 - Library Travel-Lodging,Meals,Mi				170.00	PER DIEM FOR WLA 2026 ANNUAL CONFERENCE
1591	04/07/2026	Claims	3	EFT	CALLAWAY	1,027.28	MATERIALS
		420 - 576 61 31 00 - Pro Shop Supplies				483.92	DEMO GOLF CLUB
		420 - 576 61 34 01 - Pro Shop Merchandise				264.96	GOLF CLUB
		420 - 576 61 34 01 - Pro Shop Merchandise				278.40	GOLF BALLS
1592	04/07/2026	Claims	3	EFT	CDW GOVERNMENT	5,046.06	SERVICES
		001 - 518 80 41 00 - Information Technology Services				5,046.06	ADOBE ACROBAT LICENSES
1593	04/07/2026	Claims	3	EFT	CIVICPLUS	33,604.91	SERVICES; AGENDA ITEM 10.C 03172026
		001 - 511 60 41 00 - Legislative - Professional Service				16,962.18	AGENDA & MEETING MANAGEMENT LIVE MEETING MANAGER, AGENDA & MEETING MANAGEMENT ANNUAL FEE, STORAGE
		001 - 513 10 41 00 - Executive-Professional Services				7,293.56	UNLIMITED GOV USER LICENSES FOR SVCS REQUEST AND CONSTITUENT MGMT TOOLS
		001 - 514 23 41 00 - Administrative Services-Professi				9,349.17	SL CERTIFICATE ANNUAL FEE, .GOV ANNUAL FEE RENEWAL, HOSTING AND SUPPORT, ANNUAL FEE RENEWAL
1594	04/07/2026	Claims	3	EFT	COBRA PUMA GOLF INC		AMOUNT INCORRECT ON ONE INVOICE.
1595	04/07/2026	Claims	3	EFT	DANIEL P DUNNE	545.83	TRAVEL
		001 - 511 60 43 00 - Legislative Travel-Lodging,Meals				171.23	HOTEL REIMBURSEMENT FOR AWC 2026 COUNCIL LEADERS EXCHANGE
		001 - 511 60 43 00 - Legislative Travel-Lodging,Meals				374.60	MILEAGE/PER DIEM FOR AWC 2026 COUNCIL LEADERS EXCHANGE
1596	04/07/2026	Claims	3	EFT	EVANS CRAVEN & LACKIE PS	6,000.00	SERVICES
		001 - 515 41 41 00 - External Legal Services - Consult				6,000.00	SVCS THROUGH 02/24-03/23/2026
1597	04/07/2026	Claims	3	EFT	EXECUTECH UTAH LLC	20,479.89	SERVICES
		001 - 518 80 41 00 - Information Technology Services				2,528.52	MARCH 2026 IT SVCS
		001 - 518 80 41 00 - Information Technology Services				8,978.58	ACRONIS, SOPHOS, CENTRAL EXTENDED SUPPORT FOR OLDER WINDOWS OPERATING SYSTEMS, NINJA RMM, MICROSOFT ENTRA, OFFICE 365, DUO MFA ESSENTIALS MONTHLY SUBSCRIPTION-APRIL 2026
		001 - 518 80 41 00 - Information Technology Services				8,972.79	ACRONIS, SOPHOS, CENTRAL EXTENDED SUPPORT FOR OLDER WINDOWS OPERATING SYSTEMS, NINJA RMM, MICROSOFT ENTRA, OFFICE 365, DUO MFA ESSENTIALS MONTHLY SUBSCRIPTION-MARCH 2026

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1598	04/07/2026	Claims	3	EFT	FEED CO LLC	44.29	MATERIALS
		001 - 576 80 31 01 - Parks Supplies				44.29	HAY TIMOTHY COMPRESSED, HAY ALFALFA COMPRESSED, STANDLEE GRAZLEE HONEY GOAT TREATS
1599	04/07/2026	Claims	3	EFT	FISHERS TECHNOLOGY	24.95	SERVICES
		001 - 572 10 41 00 - Library-Professional Services				24.95	CONTRACT OVERAGE 02/28-03/27/2026
1600	04/07/2026	Claims	3	EFT	GOVEXEC HOLDINGS LLC	2,000.00	SERVICES
		001 - 572 40 49 00 - Library-Trainings				2,000.00	TUITION FOR HIGH PERFORMANCE LEADERSHIP PROGRAM
1601	04/07/2026	Claims	3	EFT	HD SUPPLY FACILITIES MAINTENANCE LTD	1,110.59	MATERIALS
		001 - 572 50 31 00 - Facilities - Supplies_Library				481.74	TOILET PAPER, PAPER TOWELS
		001 - 576 80 31 25 - Pavillion Park Supplies				628.85	PAPER TOWELS, TOILET PAPER, URINAL BLOCKS
1602	04/07/2026	Claims	3	EFT	HOME DEPOT CREDIT SERVICES	3,131.63	MATERIALS
		001 - 518 30 31 00 - Facility - Central Supplies				29.36	5 GALLON WATER CONTAINERS
		001 - 518 30 31 00 - Facility - Central Supplies				19.55	BOTTLED WATER
		110 - 518 30 31 20 - Facility - Supplies_Public Works				26.13	ALUMINUM CHALK KIT
		110 - 518 30 31 20 - Facility - Supplies_Public Works				72.98	NYLON CLEANING BRUSH, GROUND ROD DRIVER
		110 - 542 70 31 01 - Roadside - Supplies				561.51	STORAGE TOTES, AIR FRESHENER REFILLS, BOTTLED WATER, 5 SHELF METAL STORAGE SHELVING UNIT
		110 - 542 70 31 01 - Roadside - Supplies				42.78	SCRAPER
		110 - 542 70 31 01 - Roadside - Supplies				12.81	STEEL SHACKLE, KEYTAGS
		110 - 542 70 31 01 - Roadside - Supplies				197.82	BOTTLED WATER, UNIVERSAL TRIMMER HEADS, BRUSH CUTTER BLADES, ODOR ABSORBER, DIAGONAL PLIERS, DRILLING HAMMER, DEADBLOW HAMMER, CLOTHS, NITRILE GLOVES, TOILET PAPER, BATTERIES, AIR SANITIZER
		110 - 542 90 31 00 - Maint Admin & Overhead - Sup				159.43	SIX TIER SHELVING UNIT
		110 - 542 90 31 00 - Maint Admin & Overhead - Sup				8.70	BUNGEE STRAPS
		110 - 542 90 31 00 - Maint Admin & Overhead - Sup				40.26	HAMMERDRILL BITS
		110 - 542 90 31 00 - Maint Admin & Overhead - Sup				91.49	DRILL BITS
		110 - 542 90 31 00 - Maint Admin & Overhead - Sup				40.44	SPRAY PAINT, ELECTRICAL TAPE
		110 - 542 90 31 00 - Maint Admin & Overhead - Sup				31.83	BATTERIES
		420 - 576 61 31 03 - Maintenance Supplies				23.39	GRINDING AND POLISHING FLAP DISCS WITH HUBS, METAL GRINDING DISC
		420 - 576 61 31 03 - Maintenance Supplies				101.01	BOTTLED WATER, PACKOUT MOUNTING PLATE, STACKER BOXES, 5 GALLON WATER CONTAINER, TOOL BAGS, MICROFIBER CLOTHS
		420 - 576 61 31 03 - Maintenance Supplies				197.82	BOTTLED WATER, UNIVERSAL TRIMMER HEADS, BRUSH CUTTER BLADES, ODOR ABSORBER, DIAGONAL PLIERS, DRILLING HAMMER, DEADBLOW HAMMER, CLOTHS, NITRILE GLOVES, TOILET PAPER, BATTERIES, AIR SANITIZER
		420 - 576 61 31 04 - Facilities - Supplies_Trailhead				7.61	SPRAY PAINT
		420 - 576 61 31 04 - Facilities - Supplies_Trailhead				49.08	REDUCING NUT & WASHER, LARGE DIAMETER TUBE CUTTER, STRAINER TAILPIECE

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		001 - 576 80 30 01 - Parks - Horticulture Supplies				63.83	POTTING MIX, WIDE MOUTH SPRAY BOTTLE, WATERING CAN, FERTILIZER
		001 - 576 80 31 01 - Parks Supplies				106.98	MOBILE JOB BOX
		001 - 576 80 31 01 - Parks Supplies				59.47	ASSORTED BUNGEE CORDS, PROOF COIL CHAIN
		001 - 576 80 31 01 - Parks Supplies				23.38	GRINDING AND POLISHING FLAP DISCS WITH HUBS, METAL GRINDING DISC
		001 - 576 80 31 01 - Parks Supplies				39.13	BOTTLED WATER, 5 GALLON WATER CONTAINER
		001 - 576 80 31 01 - Parks Supplies				46.99	PAINT, NITRILE GLOVES
		001 - 576 80 31 01 - Parks Supplies				33.68	SPRAY PAINT, SPRAY PAINT AND PRIMER, TRAY LINERS
		001 - 576 80 31 01 - Parks Supplies				100.00	BOTTLED WATER, PACKOUT MOUNTING PLATE, STACKER BOXES, 5 GALLON WATER CONTAINER, TOOL BAGS, MICROFIBER CLOTHS
		001 - 576 80 31 01 - Parks Supplies				106.87	UTILITY KNIVES, SUSPENSION MULTI-TOOLS
		001 - 576 80 31 01 - Parks Supplies				156.74	STORAGE TOTES, LATCHING BOXES
		001 - 576 80 31 01 - Parks Supplies				14.95	NITRILE DIPPED WORK GLOVES
		001 - 576 80 31 01 - Parks Supplies				197.82	BOTTLED WATER, UNIVERSAL TRIMMER HEADS, BRUSH CUTTER BLADES, ODOR ABSORBER, DIAGONAL PLIERS, DRILLING HAMMER, DEADBLOW HAMMER, CLOTHS, NITRILE GLOVES, TOILET PAPER, BATTERIES, AIR SANITIZER
		001 - 576 80 31 15 - Ballfields Supplies				44.93	SCREW EYES, UTILITY CHAIN, SPRING LINKS
		001 - 576 80 31 15 - Ballfields Supplies				52.26	TUBES FOR CONCRETE
		001 - 576 80 31 15 - Ballfields Supplies				17.42	TUBE FOR CONCRETE
		001 - 576 80 31 15 - Ballfields Supplies				26.75	PALLET CHARGE FOR CONCRETE
		001 - 576 80 31 15 - Ballfields Supplies				166.07	CONCRETE
		001 - 576 80 31 25 - Pavillion Park Supplies				19.58	PLASTI-DIP SPRAY
		001 - 576 80 31 45 - Orchard Park Supplies				41.25	WOOD - 2X10
		001 - 576 80 31 55 - Rocky Hill Park Supplies				99.53	DIMENSIONAL LUMBER, PAINT
1603	04/07/2026	Claims	3	EFT	HORIZON	3,063.59	MATERIALS
		110 - 542 70 31 01 - Roadside - Supplies				200.37	VALVE BOX STAND WITH GREEN LID, WIRELESS VALVE LINK
		110 - 542 70 31 01 - Roadside - Supplies				202.42	WIRELESS VALVE LINK
		110 - 542 70 31 01 - Roadside - Supplies				330.15	EDGER BLADES, ROUND LID
		110 - 542 70 31 01 - Roadside - Supplies				202.42	WIRELESS VALVE LINK
		001 - 576 80 31 15 - Ballfields Supplies				2,128.23	FERTILIZER
1604	04/07/2026	Claims	3	EFT	SUSANNE M HUDSON RAU	102.00	TRAVEL
		001 - 558 50 43 00 - CP&ED Travel-Lodging,Meals,M				102.00	PER DIEM FOR 2026 WSAPT SPRING CONFERENCE
1605	04/07/2026	Claims	3	EFT	INGRAM LIBRARY SERVICES	1,340.75	BOOKS
		001 - 572 20 34 06 - Library Books & Other Materials				1,340.75	BOOKS
1606	04/07/2026	Claims	3	EFT	MIKAYLA L KITTILSTVED	487.55	TRAVEL
		001 - 572 10 43 00 - Library Travel-Lodging,Meals,Mi				487.55	MILEAGE/PER DIEM FOR WLA 2026 ANNUAL CONFERENCE
1607	04/07/2026	Claims	3	EFT	JORDAN LARKIN	170.00	TRAVEL
		001 - 572 10 43 00 - Library Travel-Lodging,Meals,Mi				170.00	PER DIEM FOR WLA 2026 ANNUAL CONFERENCE
1608	04/07/2026	Claims	3	EFT	LEAF CAPITAL FUNDING LLC	376.58	SERVICES
		001 - 514 23 41 00 - Administrative Services-Professi				57.32	KYOCERA INSURANCE & TAX

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		001 - 591 14 70 00 - Leases				319.26	KYOCERA CS 6054 CI
1609	04/07/2026	Claims	3	EFT	MOBILE MODULAR	541.73	SERVICES
		110 - 518 30 41 20 - Facility - Professional Services_P				541.73	OFFICE RENTAL 03/24-04/22/2026
1610	04/07/2026	Claims	3	EFT	NATIONAL BARRICADE CO	1,910.77	MATERIALS
		110 - 542 64 31 00 - Traffic Control Devices - Supplie				327.00	BUTYL PADS
		110 - 542 64 31 00 - Traffic Control Devices - Supplie				287.76	YELLOW BOOMERANG POSTS AND BASES WITH YELLOW REFLECTIVE BANDS
		110 - 542 64 31 00 - Traffic Control Devices - Supplie				1,296.01	TYPE A BLOCKS, CROSSPIECES, UNIVERSAL CAPS
1611	04/07/2026	Claims	3	EFT	O'REILLY AUTO PARTS	861.52	MATERIALS; SERVICES
		110 - 542 70 31 01 - Roadside - Supplies				34.17	BRAIDED LOOM
		110 - 542 70 41 00 - Roadside - Professional Services				53.41	ROTOR SERVICES
		110 - 542 90 31 00 - Maint Admin & Overhead - Sup				5.27	GASKET ASM
		110 - 542 90 31 00 - Maint Admin & Overhead - Sup				39.51	EXTENSION ST
		110 - 542 90 31 00 - Maint Admin & Overhead - Sup				453.52	IMPACT WRENCH
		110 - 542 90 31 00 - Maint Admin & Overhead - Sup				80.11	HYDRAULIC OIL
		110 - 542 90 31 00 - Maint Admin & Overhead - Sup				68.23	BRAKE CLEANER, MINI TORCH
		001 - 576 80 31 01 - Parks Supplies				127.30	BATTERY FOR WATERCART
1612	04/07/2026	Claims	3	EFT	OFFICE DEPOT	144.28	MATERIALS
		001 - 558 50 31 00 - CP&ED Supplies				48.44	COPY PAPER, BINDER CLIPS
		001 - 558 50 31 00 - CP&ED Supplies				23.71	WHITEBOARDS
		001 - 576 80 31 01 - Parks Supplies				48.44	COPY PAPER, BINDER CLIPS
		001 - 576 80 31 01 - Parks Supplies				23.69	WHITEBOARDS
1613	04/07/2026	Claims	3	EFT	OXARC	644.02	MATERIALS
		001 - 518 30 31 00 - Facility - Central Supplies				546.20	WELDING SCREENS, HEAVY DUTY BLANKETS
		110 - 542 70 31 01 - Roadside - Supplies				32.60	ACETYLENE
		420 - 576 61 31 03 - Maintenance Supplies				32.61	ACETYLENE
		001 - 576 80 31 01 - Parks Supplies				32.61	ACETYLENE
1614	04/07/2026	Claims	3	EFT	PARAMETRIX	15,407.50	CLIMATE RESILIENCY PLANNING
		001 - 558 60 40 01 - Professional Services Climate Re				15,407.50	SVCS THROUGH 02/27/2026-PUBLIC ENGAGEMENT STRATEGY, TRANSPORTATION RESILIENCY TECHNICAL MEMORANDUM, FINAL CLIMATE ELEMENT
1615	04/07/2026	Claims	3	EFT	PARAMETRIX	26,710.06	SERVICES
		001 - 558 50 40 03 - CP&ED Building Permits Reimbu				1,507.50	TASK 08 LIBERTY LAUNCH ACADEMY FIELDHOUSE ADDITION
		001 - 558 50 40 04 - CP&ED Cost Recovery All Other				557.50	TASK 12 RIVER CROSSING 2020 3RD ADD. FINAL PLAT
		001 - 558 50 40 04 - CP&ED Cost Recovery All Other				1,512.50	TASK 14 RIVER CROSSING EAST TOWN CENTER 2ND ADDITION
		001 - 558 50 40 04 - CP&ED Cost Recovery All Other				1,352.50	TASK 02 STA PARK & RIDE
		001 - 558 60 40 00 - Professional Services PCPU				7,577.50	TASK 3777878027-SUBTASK 03 DOCUMENTATION, PRESENTATION, MEETINGS
		311 - 595 30 60 10 - Capital Expenditures-Mission Av				14,202.56	TASK 3777878033-SUBTASK 01 SURVEY/RESEARCH/KICK-OFF MEETING, SUBTASK 02 PRELIMINARY DESIGN, SUBTASK BUD-BUDINGER & ASSOCIATES (SUB)
1616	04/07/2026	Claims	3	EFT	PURCHASE POWER	517.30	SERVICES
		001 - 514 23 41 00 - Administrative Services-Professi				17.30	FINANCE & POSTAGE OVERAGE FEE
		001 - 514 23 42 00 - Administrative Services-Telepho				216.50	03/04/2026 REFILL

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		001 - 521 10 42 00 - Law Enforcement-Telephone,Int				33.80	03/04/2026 REFILL
		001 - 572 10 42 00 - Library-Telephone,Internet,Post				249.70	03/04/2026 REFILL
1617	04/07/2026	Claims	3	EFT	SBRK FINANCE HOLDINGS INC	1,000.00	SERVICES
		001 - 514 23 49 01 - Administrative Services-Dues,Su				1,000.00	ANNUAL REPORT TRAINING
1618	04/07/2026	Claims	3	EFT	SHARP SHOOTING INDOOR RANGE	11,062.57	MATERIALS
		001 - 521 10 35 00 - Law Enforcement Small Tools &				5,498.64	9MM LUGER AMMUNITION
		001 - 521 10 35 00 - Law Enforcement Small Tools &				545.41	BROWNING M193 5.56MM 55GR 100CT
		001 - 594 21 60 01 - Small_Attractive Items - Public S				5,018.52	FEDERAL XM193 5 56MM 55GR 1000CT, GLOBAL 5.56MM FMJ 62GR 900CT AMMO CANS
1619	04/07/2026	Claims	3	EFT	SHEA CARR & JEWEL INC	23,387.25	SERVICES
		331 - 518 30 41 03 - Central Services-Professional Se				17,190.50	SVCS THROUGH 01/31-02/27/2026
		310 - 595 61 60 00 - Capital Expenditures/Expenses-S				6,196.75	SVCS THROUGH 01/31-02/27/2026
1620	04/07/2026	Claims	3	EFT	SIR SPEEDY PRINTING	129.71	MATERIALS
		420 - 576 61 31 00 - Pro Shop Supplies				129.71	BUSINESS CARDS FOR NACKE, TODD
1621	04/07/2026	Claims	3	EFT	SITEONE LANDSCAPE SUPPLY LLC	2,483.87	MATERIALS
		110 - 542 70 31 01 - Roadside - Supplies				337.05	WITTKOPF TURF BUILDER SOIL BULK
		110 - 542 70 31 01 - Roadside - Supplies				168.53	WITTKOPF TURF BUILDER SOIL BULK
		110 - 542 70 31 01 - Roadside - Supplies				168.53	WITTKOPF TURF BUILDER SOIL BULK
		420 - 576 65 31 01 - Maintenance Of Golf Course				101.12	TURF BUILDER SOIL BULK
		110 - 595 64 63 00 - Roads/Streets Const. & Other In				1,147.05	BULK ROUND RIVER ROCK, WOVEN WEED BARRIER FABRIC, BULK BASALT CHIP GRAVEL
		110 - 595 64 63 00 - Roads/Streets Const. & Other In				561.59	BULK BASALT CHIP GRAVEL, WOVEN WEED BARRIER FABRIC
1622	04/07/2026	Claims	3	EFT	SPOKANE COUNTY DIST CT	5,529.24	SERVICES
		001 - 512 52 40 00 - Contracted Court				5,529.24	FEB 2026 CONTRACTED COURT SVCS
1623	04/07/2026	Claims	3	EFT	MICKAEL L STEVENS	170.00	TRAVEL
		001 - 571 80 43 00 - Recreational Activities-Loding, M				170.00	PER DIEM FOR WFEA 2026 SPRING CONFERENCE
1624	04/07/2026	Claims	3	EFT	STONEWAY ELECTRIC SUPPLY CO	477.53	MATERIALS
		001 - 518 30 31 00 - Facility - Central Supplies				34.54	GROUND ROD DRIVER
		001 - 576 80 31 55 - Rocky Hill Park Supplies				442.99	ADJUSTABLE LED LIGHTS
1625	04/07/2026	Claims	3	EFT	TAYLOR MADE GOLF COMPANY INC	1,487.06	MERCHANDISE
		420 - 576 61 34 01 - Pro Shop Merchandise				852.29	HATS
		420 - 576 61 34 01 - Pro Shop Merchandise				55.76	HATS
		420 - 576 61 34 01 - Pro Shop Merchandise				287.29	HATS
		420 - 576 61 34 01 - Pro Shop Merchandise				122.22	GOLF BALLS
		420 - 576 61 34 01 - Pro Shop Merchandise				169.50	GOLF BALLS
1626	04/07/2026	Claims	3	EFT	THE BUNKER	5,625.33	MATERIALS
		001 - 521 22 26 11 - Uniforms-Duty & Reserv				4,118.02	JAUCH, TYLER-NEW HIRE EQUIPMENT AND ATTIRE
		001 - 521 22 26 11 - Uniforms-Duty & Reserv				1,507.31	MAHONEY, JILL-VEST
1627	04/07/2026	Claims	3	EFT	TIRE-RAMA	3,006.63	SERVICES
		001 - 521 10 48 00 - Vehicle Maintenance				62.05	2013 FORD TAURUS POLICE INTERCEPTOR-OIL CHANGE

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		001 - 521 10 48 00 - Vehicle Maintenance				661.34	2015 FORD POLICE INTERCEPTOR UTILITY-DIAGNOSTIC TEST AND LABOR, REPLACED EVAP CANISTER
		001 - 521 10 48 00 - Vehicle Maintenance				62.05	2020 FORD POLICE INTERCEPTOR UTILITY-OIL CHANGE
		001 - 521 10 48 00 - Vehicle Maintenance				67.69	2023 DODGE DURANGO PURSUIT/ENFORCER-OIL CHANGE
		001 - 521 10 48 00 - Vehicle Maintenance				62.05	2022 RAM 1500 CLASSIC-OIL CHANGE
		001 - 521 10 48 00 - Vehicle Maintenance				1,604.53	2022 DODGE CHARGER-OIL CHAGNE, DIAGNOSTIC TEST AND LABOR, REPLACED WATER PUMP, THERMOSTAT BELT TENSIONER, IDLER PULLEY, SERPENTINE BELT, COOLANT SERVICES
		001 - 521 10 48 00 - Vehicle Maintenance				402.00	2008 CHEVROLET TAHOE K1500-OIL CHANGE, REPLACED BATTERY
		001 - 558 50 41 00 - CP&ED-Professional Services				60.67	2023 GMC TERRAIN SLE-WIPER BLADES
		001 - 558 50 41 00 - CP&ED-Professional Services				24.25	2023 GMC TERRAIN SLE-REAR WIPER BLADE
1628	04/07/2026	Claims	3	EFT	TOWN TALK MFG CO INC	344.03	MERCHANDISE
		420 - 576 61 34 01 - Pro Shop Merchandise				344.03	VISORS
1629	04/07/2026	Claims	3	EFT	WESTERN STATES EQUIPMENT COMPANY	42.01	MATERIALS
		110 - 542 90 31 00 - Maint Admin & Overhead - Sup				42.01	ELC ADVANCED COOLANT FLUID
1630	04/07/2026	Claims	3	EFT	WILBUR-ELLIS COMPANY LLC	3,482.74	MATERIALS
		110 - 542 70 31 01 - Roadside - Supplies				3,482.74	16-0-9 WITH SURGE BLH SGN 150
1733	04/07/2026	Claims	3	EFT	COBRA PUMA GOLF INC	1,838.37	MERCHANDISE
		420 - 576 61 34 01 - Pro Shop Merchandise				857.13	HOODIES, QUARTER ZIP JACKETS, POLOS
		420 - 576 61 34 01 - Pro Shop Merchandise				981.24	QUARTER ZIP JACKETS, SHIRTS, JACKETS, POLOS
1631	04/07/2026	Claims	3	36105	ABADAN REPROGRAPHICS/IMAGING	7,002.28	MATERIALS
		310 - 594 59 60 00 - Capital Expenditures - City Hall I				7,002.28	CITY HALL PRINTS FOR CONSTRUCTION
1632	04/07/2026	Claims	3	36106	ADAMS TRACTOR CO INC	28,300.60	AGENDA ITEM 10.E 01062026 COUNCIL
		312 - 595 64 60 02 - Capital Expenditures/Expenses-E				28,300.60	KUBOTA 50 IN MOWER 4WD TRACTOR W/FODABLE ROPS
1633	04/07/2026	Claims	3	36107	ADIDAS AMERICA INC	147.18	MERCHANDISE
		420 - 576 61 34 01 - Pro Shop Merchandise				147.18	POLOS
1634	04/07/2026	Claims	3	36108	ADP SCREENING & SELECTION SERVICES INC	419.00	SERVICES
		001 - 514 23 41 00 - Administrative Services-Professi				419.00	SOLICITOR LICENSE BACKGROUND CHECKS 03/01-03/28/2026
1635	04/07/2026	Claims	3	36109	ALFWEAR INC	1,985.93	MERCHANDISE
		420 - 576 61 34 01 - Pro Shop Merchandise				1,752.02	HATS, SHORTS, POLOS, BUTTON-UP SHIRTS, HOODIES, SKORTS, JACKETS
		420 - 576 61 34 01 - Pro Shop Merchandise				233.91	HOODY, VISORS, HATS
1636	04/07/2026	Claims	3	36110	ALLIED FIRE AND SECURITY	5,606.97	SERVICES
		001 - 594 18 62 00 - Central Services - Buildings & St				2,547.88	LLPD-SVCS FOR EVIDENCE ROOM SECURITY SYSTEM
		001 - 594 18 62 00 - Central Services - Buildings & St				3,059.09	LLPD-CAMERA SVCS
1637	04/07/2026	Claims	3	36111	AMBITEC INC	12,949.20	AGENDA ITEM 11.F 02032026 COUNCIL

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		334 - 594 21 60 00 - Capital Expenditures Rudeen De				12,949.20	TACTICAL HELMETS
1638	04/07/2026	Claims	3	36112	ANTHEM SPORTS LLC	3,672.75	MATERIALS
		001 - 576 80 31 15 - Ballfields Supplies				3,672.75	BLEACHERS
1639	04/07/2026	Claims	3	36113	ARIZONA SOLAR SOLUTIONS INC. DBA SUNTRIA	115.00	REFUND PERMIT BLD2026-0023
		001 - 345 83 00 00 - Plan Checking				-115.00	
1640	04/07/2026	Claims	3	36114	BCRA INC	19,336.75	SERVICES
		310 - 594 59 60 00 - Capital Expenditures - City Hall I				19,336.75	SVCS THROUGH 02/01-02/28/2026
1641	04/07/2026	Claims	3	36115	CIRCLE M CONSTRUCTION AND LANDSCAPE SUPP	1,622.74	MATERIALS
		001 - 576 80 31 55 - Rocky Hill Park Supplies				1,622.74	ENGINEERED PLAYGROUND CHIPS
1642	04/07/2026	Claims	3	36116	CITY OF LIBERTY LAKE	25.00	PERMIT
		310 - 594 59 60 00 - Capital Expenditures - City Hall I				25.00	CITY HALL PERMIT FEES
1643	04/07/2026	Claims	3	36117	CITY OF LIBERTY LAKE	65.00	PERMIT
		001 - 571 00 41 05 - Special Events Professional Servi				65.00	ROCK GARDEN DEDICATION
1644	04/07/2026	Claims	3	36118	CITY OF LIBERTY LAKE	65.00	PERMIT
		111 - 576 80 41 11 - Parks & Arts-Professional Servic				65.00	COMMUNITY BIKE RIDE PERMIT
1645	04/07/2026	Claims	3	36119	CITY OF SPOKANE	2,300.00	SERVICES
		001 - 521 10 41 00 - Law Enforcement-Professional S				2,300.00	2026 SPD RANGE USE
1646	04/07/2026	Claims	3	36120	COEUR CLIMBING LLC	104.00	SERVICES
		001 - 571 00 41 00 - Recreational Activities Professio				104.00	MAR 2026-CLIMBING PROGRAM INSTRUCTOR FEES FOR 03/13, 03/20, AND 03/27/2026
1647	04/07/2026	Claims	3	36121	COOKED AS A GOAT LLC	1,141.00	MERCHANDISE
		420 - 576 61 34 01 - Pro Shop Merchandise				1,141.00	POLOS, HATS, BEANIES, HOODIES, TEE SHIRTS
1648	04/07/2026	Claims	3	36122	DEMCO	231.32	MATERIALS
		001 - 572 10 31 00 - Library Supplies				134.48	ADJUSTABLE PAPERFOLDS, LIQUID PLASTIC ADHESIVE, CLIP-ON BOOK SUPPORTS
		001 - 572 10 31 00 - Library Supplies				96.84	ANGLED SLATWALL BOOK HOLDERS
1649	04/07/2026	Claims	3	36123	DOOLEY ENTERPRISES INC	2,236.89	MATERIALS
		001 - 594 21 60 01 - Small_Attractive Items - Public S				2,236.89	9MM AMMUNITION
1650	04/07/2026	Claims	3	36124	DUNDEE CONCRETE & LANDSCAPING LLC	20,710.00	AGENDA ITEM 10.D 08192025 COUNCIL
		420 - 594 76 62 00 - Golf-Buildings & Structures				20,710.00	INSTALLATION OF NEW BUILDING OVER GOLF BALL DISPENSER
1651	04/07/2026	Claims	3	36125	EMERGENCY RESPONDERS HEALTH CENTER LLC	10,500.00	SERVICES
		001 - 521 10 41 00 - Law Enforcement-Professional S				4,500.00	POWERS, BOWMAN, MCKAY ANNUAL EXAM
		001 - 521 10 41 00 - Law Enforcement-Professional S				1,500.00	RIPPEE ANNUAL EXAM
		001 - 521 10 41 00 - Law Enforcement-Professional S				4,500.00	ARNOLD, HOWARD, OLIVAS ANNUAL EXAM
1652	04/07/2026	Claims	3	36126	GALLS LLC	936.20	MATERIALS; MATERIALS
		001 - 521 22 26 11 - Uniforms-Duty & Reserv				880.61	MAHONEY, JILL-JUMPSUIT WITH ALTERATIONS
		001 - 521 22 26 11 - Uniforms-Duty & Reserv				14.17	TIE BAR
		001 - 521 22 26 11 - Uniforms-Duty & Reserv				32.72	NAMEPLATE
		001 - 521 22 26 11 - Uniforms-Duty & Reserv				8.70	ALTERATIONS TO ADD CHEVRONS

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1653	04/07/2026	Claims	3	36127	GORDON TRUCK CENTERS INC	4,994.15	SERVICES
		110 - 542 66 41 00 - Snow And Ice Control - Professi				4,994.15	2018 FREIGHTLINER-INSPECTIONS, ASSESSMENTS, GENERAL ENGINE REPAIRS, INSTALLED NEW WATER SEPARATOR AND FITTINGS
1654	04/07/2026	Claims	3	36128	GOVERNMENT FINANCE OFFICERS ASSOCIATION	75.00	REGISTRATION
		001 - 514 23 49 01 - Administrative Services-Dues,Su				75.00	DIXON, KYLE ANNUAL CONFERENCE REGISTRATION
1655	04/07/2026	Claims	3	36129	GRAINGER	221.07	MATERIALS
		110 - 518 30 31 20 - Facility - Supplies_Public Works				193.55	ANCHORING ADHESIVE
		420 - 576 61 31 04 - Facilities - Supplies_Trailhead				27.52	LOCKSET CYLINDER
1656	04/07/2026	Claims	3	36130	GS4 LLC	541.59	MATERIALS
		110 - 542 66 31 00 - Snow And Ice Control - Supplies				173.53	FASTENERS
		110 - 542 90 31 00 - Maint Admin & Overhead - Sup				328.81	SAFETY SHIRT, HI VIS SWEATSHIRTS, WORK FLEECE HOODIES, SHIRT
		420 - 576 61 31 04 - Facilities - Supplies_Trailhead				39.25	FASTENERS
1657	04/07/2026	Claims	3	36131	GUNARAMA WHOLESALE INC	904.93	MATERIALS
		001 - 521 10 35 00 - Law Enforcement Small Tools &				904.93	GLOCK HOLSTERS
1658	04/07/2026	Claims	3	36132	INLAND NORTHWEST CAR CLUB COUNCIL	400.00	SERVICES
		001 - 571 00 41 05 - Special Events Professional Servi				400.00	FOUNDERS & FIREWORKS CAR SHOW AD 2026
1659	04/07/2026	Claims	3	36133	INLAND NORTHWEST PARTNERS	150.00	MEMBERSHIP
		001 - 558 70 49 00 - Econ. Dev. - Dues,memberships,				150.00	2026 PARTNERSHIP DUES
1660	04/07/2026	Claims	3	36134	KANOPY INC	127.00	SERVICES
		001 - 572 10 41 01 - Software Maint/data Ba				76.00	STREAMING VIDEOS
		001 - 572 10 41 01 - Software Maint/data Ba				51.00	STREAMING VIDEOS
1661	04/07/2026	Claims	3	36135	KIWANIS CLUB OF LIBERTY LAKE	13,172.00	2025 TPA REIMBURSEMENT
		115 - 557 30 41 00 - Tourism Prof Services				13,172.00	
1662	04/07/2026	Claims	3	36136	KUTAK ROCK LLP	3,212.00	SERVICES
		001 - 558 50 41 00 - CP&ED-Professional Services				3,212.00	LEGAL SVCS FOR SMALLFOOT APPEAL OF LUA2025-0038
1663	04/07/2026	Claims	3	36137	LEGACY HEATING AND COOLING	449.00	REFUND PERMIT BLD2026-0107
		001 - 322 10 00 00 - Building Permits				-384.00	
		001 - 341 81 00 00 - Processing/Technology Fee				-65.00	
1664	04/07/2026	Claims	3	36138	LEVELWEAR INC	1,249.13	MERCHANDISE
		420 - 576 61 34 01 - Pro Shop Merchandise				1,249.13	T-SHIRTS, SWEATSHIRTS, LONG SLEEVE SHIRTS, HOODIES
1665	04/07/2026	Claims	3	36139	LIBERTY LAKE SEWER AND WATER DISTRICT	422.70	SERVICES
		310 - 594 59 60 00 - Capital Expenditures - City Hall I				422.70	JUB ENGINEERS SERVICES 08/01/2025-01/31/2026
1666	04/07/2026	Claims	3	36140	LOCAL HIGHWAY TECHNICAL ASSISTANCE COUNC	240.00	SERVICES

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		110 - 542 90 49 00 - Maint Admin & Overehad - Regi				80.00	ROMERO, PEDRO EFFECTIVE COMMUNICATION TRAINING
		110 - 542 90 49 00 - Maint Admin & Overehad - Regi				80.00	ROMERO, PEDRO-PLANTMIX PAVING WORKMANSHIP TRAINING
		110 - 542 90 49 00 - Maint Admin & Overehad - Regi				80.00	ROMERO, PEDRO-IN-HOUSE EXPENSE TRAINING
1667	04/07/2026	Claims	3	36141	MACKIN BOOK COMPANY	92.15	BOOKS
		001 - 572 20 34 06 - Library Books & Other Materials				92.15	BOOKS
1668	04/07/2026	Claims	3	36142	MILLER MENDEL	166.77	SERVICES
		001 - 521 10 41 00 - Law Enforcement-Professional S				166.77	ESOPH ENTRY
1669	04/07/2026	Claims	3	36143	MOUNTAIN DOG SIGN COMPANY	314.04	SERVICES
		001 - 521 10 41 00 - Law Enforcement-Professional S				314.04	HALF-FOLD PAMPHLETS
1670	04/07/2026	Claims	3	36144	NATIONAL LEAGUE OF CITIES	1,805.00	MEMBERSHIP
		001 - 513 10 49 00 - Dues,Subscriptions,Mbrships,Re				1,805.00	04/01/2026-04/01/2027 DIRECT MEMBER DUES
1671	04/07/2026	Claims	3	36145	NORTH 40 OUTFITTERS	611.90	MATERIALS
		110 - 542 70 31 01 - Roadside - Supplies				46.81	FARM TANK HOSE, TEFLON TAPE
		110 - 542 90 31 00 - Maint Admin & Overhead - Sup				27.21	SPIDER NET
		110 - 542 90 31 00 - Maint Admin & Overhead - Sup				69.64	CHAINSAW FILES, CHAINS, BAR & CHAIN OIL
		001 - 576 80 30 01 - Parks - Horticulture Supplies				359.35	ORCHARD LADDER, FILING GUIDE
		001 - 576 80 31 01 - Parks Supplies				108.89	BIB
1672	04/07/2026	Claims	3	36146	OVERHEAD DOOR CORPORATION	605.10	SERVICES
		110 - 518 30 41 20 - Facility - Professional Services_P				605.10	PW-SVCS PERFORMED ON SHOP BAY DOORS
1673	04/07/2026	Claims	3	36147	PLANET TURF	327.02	MATERIALS
		110 - 542 70 31 01 - Roadside - Supplies				327.02	PLANET SPORT PLUS SEED, UNIVERSAL BLEND PURE SEED
1674	04/07/2026	Claims	3	36148	PTERA INC	2,793.00	SERVICES
		001 - 518 30 42 00 - Central Services - Communicatic				1,469.00	SVC TRADE CR,COMMERCIAL PWR,BASIC PHONE SYS,ADD'L EXT,ENTERPRISE DIA 1G
		001 - 521 10 40 00 - Sheriff (EMS Agreement)				304.00	COMMERCIAL PWR,BASIC PHONE SYS,ADD'L EXT
		110 - 542 90 42 00 - Maint Admin & Overhead - Tele				115.00	PWY SVC TRADE CR,COMMERCIAL 50/50 INTERNET
		001 - 572 10 42 00 - Library-Telephone,Internet,Posta				364.00	COMMERCIAL PWR,BASIC PHONE SYS,ADD'L EXT
		420 - 576 61 42 01 - Golf Pro Shop-Telephone,Intern				101.00	SVC TRADE CR,COMMERCIAL 50/50 INTERNET
		001 - 576 80 41 25 - Pavillion Park-Professional Servi				200.00	PP COMMERCIAL PWR;SOFTBALL FIELD COMMERCIAL PWR
		001 - 576 80 42 35 - Town Square-Telephone,Interne				85.00	TS COMMERCIAL PWR
		001 - 576 80 42 45 - Orchard Park-Telephone,Interne				85.00	ORCHARD PARK COMMERCIAL PWR,10M/5M
		001 - 576 80 42 55 - Rocky Hill Park-Telephone,Interr				70.00	RHP COMMERCIAL PWR
1675	04/07/2026	Claims	3	36149	R&R PRODUCTS INC	460.59	MATERIALS
		420 - 576 61 31 03 - Maintenance Supplies				610.59	RAKES, TROWELS, MOTOR-STARTER
		420 - 576 61 49 01 - Golf-Dues,Subscriptions,Mbrshi				-150.00	GCSAA EQUIPMENT MANAGERS REBATE
1676	04/07/2026	Claims	3	36150	RANGE SERVANT AMERICA INC	1,341.55	MATERIALS

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		420 - 576 61 31 00 - Pro Shop Supplies				1,341.55	E-RANGE KEYS, BUTYL RUBBER TEES
1677	04/07/2026	Claims	3	36151	REID HATLEY INDUSTRIES	4,000.00	MATERIALS
		420 - 576 65 41 00 - Professional Services-Golf Greer				4,000.00	TEE SIGNS
1678	04/07/2026	Claims	3	36152	ROBERT BROOKE & ASSOCIATES		INVOICE WAS PAID ALREADY VIA CREDIT CARD
1679	04/07/2026	Claims	3	36153	ROGER CLEVELAND GOLF COMPANY INC	650.04	MERCHANDISE
		420 - 576 61 34 01 - Pro Shop Merchandise				650.04	GOLF BALLS
1680	04/07/2026	Claims	3	36154	RTVISION INC	4,500.00	SUBSCRIPTION
		001 - 518 30 41 00 - Central Services-Professional Se				4,500.00	ONE OFFICE SOFTWARE SUBSCRIPTION (3 LICENSES) 05/27/2026-05/26/2027
1681	04/07/2026	Claims	3	36155	SATURDAY NIGHT INC	620.86	MATERIALS
		001 - 576 80 41 00 - Parks-Professional Services				620.86	EMBROIDERED HIVIS SHIRTS/HATS/HOODIES
1682	04/07/2026	Claims	3	36156	SENSKE LAWN & TREE CARE INC	345.54	SERVICES
		110 - 518 30 41 20 - Facility - Professional Services_P				269.24	PW-PEST CONTROL SERVICE TREATMEANT, PEST CONTROL SERVICE-INITIAL TREATMENT
		420 - 576 61 41 03 - Facilities - Professional Services_				76.30	TH-PEST CONTROL SERVICE TREATMENT
1683	04/07/2026	Claims	3	36157	SPIIO INC	1,635.00	SERVICES
		420 - 576 61 49 01 - Golf-Dues,Subscriptions,Mbrshi				1,635.00	GREENCAST CONNECT 02/27/26-02/27/27
1684	04/07/2026	Claims	3	36158	SPOKANE ARTS FUND	1,408.75	SERVICES
		111 - 594 76 60 02 - Capital Outlays Public Art				1,408.75	KAREN MOBLEY CONSULT HOURS, SKYLER OBERST CONSULT HOURS
1685	04/07/2026	Claims	3	36159	SPOKANE COUNTY PARKS	30,000.00	SERVICES
		411 - 594 42 60 05 - Capital Expense Neyland Ave St				30,000.00	2026 SAFETY PROJECT, BLACK LOCUST TREE REMOVAL
1686	04/07/2026	Claims	3	36160	SPOKANE COUNTY TREASURER	86,841.73	SERVICES
		001 - 512 52 40 00 - Contracted Court				3,527.86	CITY MISD 04/01/2025-06/30/2025
		001 - 512 52 40 00 - Contracted Court				56,007.40	CONFINEMENT PROGRAM JAIL-LIBERTY LAKE SETTLE AND ADJUST 2025
		001 - 512 52 40 00 - Contracted Court				3,347.97	JANUARY 2026 CONFINEMENT PROGRAM JAIL
		001 - 512 52 40 00 - Contracted Court				3,347.97	FEBRUARY 2026 CONFINEMENT PROGRAM JAIL
		001 - 512 52 40 00 - Contracted Court				3,347.97	MARCH 2026 CONFINEMENT PROGRAM JAIL
		001 - 521 10 40 00 - Sheriff (EMS Agreement)				14,861.09	2025 EMERGENCY MANAGEMENT
		001 - 521 10 40 00 - Sheriff (EMS Agreement)				251.07	ONGOING SUPPORT FROM GAUNT, DUSTIN
		001 - 554 30 41 00 - Animal Services				2,150.40	FEB 2026 ANIMAL CONTROL & SHELTER SVCS
1687	04/07/2026	Claims	3	36161	SPOKANE REGIONAL HEALTH DISTRICT	700.00	PERMITS
		001 - 576 80 31 25 - Pavillion Park Supplies				350.00	SPLASH PAD PERMIT
		001 - 576 80 31 45 - Orchard Park Supplies				350.00	SPLASH PAD PERMIT
1688	04/07/2026	Claims	3	36162	SPOKANE SUNSCREEN LLC	299.75	SERVICES
		001 - 521 10 41 00 - Law Enforcement-Professional S				299.75	2020 FORD EXPLORER-REMOVAL AND REPLACEMENT OF DRIVER SIDE DECALS
1689	04/07/2026	Claims	3	36163	SPRINGSHARE LLC	1,605.00	SERVICES

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		001 - 572 10 41 01 - Software Maint/data Ba				1,605.00	LIBCAL CORE APR2026 TO MAR2027
1690	04/07/2026	Claims	3	36164	STORAGE SOLUTIONS LIBERTY LAKE	1,094.40	RENTAL
		001 - 514 23 41 00 - Administrative Services-Professi				547.20	RENT 04/01-04/30/2026
		001 - 558 50 41 00 - CP&ED-Professional Services				547.20	RENT 04/01-04/30/2026
1691	04/07/2026	Claims	3	36165	STREETSCAN USA INC	21,255.00	SERVICES
		411 - 531 00 41 01 - Storm Drainage Utilities Professi				12,000.00	SOFTWARE LICENSE - ASCEND, DATA MANAGEMENT & SUPPORT - ASCEND (ANNUAL), SOFTWARE LICENSE - IMAGE VIEWER, DATA MANAGEMENT & SUPPORT - IMAGE VIEWER (ANNUAL)
		110 - 542 30 41 01 - Roadway - Professional Services				9,255.00	SOFTWARE LICENSE - ASCEND, DATA MANAGEMENT & SUPPORT - ASCEND (ANNUAL), SOFTWARE LICENSE - IMAGE VIEWER, DATA MANAGEMENT & SUPPORT - IMAGE VIEWER (ANNUAL)
1692	04/07/2026	Claims	3	36166	SUN MOUNTAIN SPORTS	830.19	MERCHANDISE
		420 - 576 61 34 01 - Pro Shop Merchandise				830.19	JACKETS, QUARTER ZIP JACKETS
1693	04/07/2026	Claims	3	36167	SWANNIES GOLF APPAREL CO	5,886.00	MERCHANDISE
		420 - 576 61 34 01 - Pro Shop Merchandise				5,886.00	HATS, HOODIES, CREWNECK SWEATSHIRTS, POLOS, T-SHIRTS, PULLOVERS, SKORTS
1694	04/07/2026	Claims	3	36168	T MOBILE USA INC	50.00	SERVICES
		001 - 521 10 41 00 - Law Enforcement-Professional S				50.00	TIME DIFFERENCE OF ARRIVAL 02/23-02/27/2026
1695	04/07/2026	Claims	3	36169	THE SPOKESMAN REVIEW	471.91	LEGAL ADS
		310 - 594 59 60 00 - Capital Expenditures - City Hall I				471.91	LEGAL ADS 02/2026
1696	04/07/2026	Claims	3	36170	TRAFFIC LOGIX CORPORATION	981.00	SERVICES
		001 - 521 10 49 00 - Law Enforcement-Dues,Subscrip				981.00	TRAFFIC CAMERA TRAILER 07/01/2026-07/01/2028
1697	04/07/2026	Claims	3	36171	TRAVIS MATHEW LLC	1,405.24	MERCHANDISE
		420 - 576 61 34 01 - Pro Shop Merchandise				1,405.24	HOODIES, HATS, POLOS, JACKETS, 1/2 ZIP JACKETS, SKORTS
1698	04/07/2026	Claims	3	36172	TURNER & TOWNSEND HEERY, LLC	5,273.33	SERVICES
		310 - 594 59 60 00 - Capital Expenditures - City Hall I				5,273.33	SVCS RENDERED THROUGH 02/02-02/27/2026
1699	04/07/2026	Claims	3	36173	WA ASSOC OF SHERIFFS/POLICE CHIEF	75.00	SERVICES
		001 - 521 10 49 00 - Law Enforcement-Dues,Subscrip				75.00	ISSAC, JEFF DUES
1700	04/07/2026	Claims	3	36174	WASHINGTON STATE FIRST AID	1,144.50	TRAININGS
		001 - 521 10 49 00 - Law Enforcement-Dues,Subscrip				1,144.50	FIRST AID CLASS RENEWAL - 26 PEOPLE
1701	04/07/2026	Claims	3	36175	WEST BONNER LIBRARY DISTRICT	130.45	MATERIALS
		001 - 572 10 31 00 - Library Supplies				130.45	LIBRARY CARDS
1702	04/07/2026	Claims	3	36176	WHITLEY FUEL LLC	2,477.76	FUEL
		001 - 518 30 32 00 - Central Services Fuel Consumed				118.11	UNLEADED
		001 - 518 30 32 00 - Central Services Fuel Consumed				110.81	UNLEADED
		001 - 518 30 32 00 - Central Services Fuel Consumed				93.19	UNLEADED
		410 - 531 00 32 00 - Storm Drainage Utilities - Fuel				36.34	UNLEADED

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		410 - 531 00 32 00 - Storm Drainage Utilities - Fuel				34.10	UNLEADED
		410 - 531 00 32 00 - Storm Drainage Utilities - Fuel				28.67	UNLEADED
		110 - 542 70 32 00 - Roadside - Fuel				218.04	UNLEADED
		110 - 542 70 32 00 - Roadside - Fuel				204.58	UNLEADED
		110 - 542 70 32 00 - Roadside - Fuel				172.04	UNLEADED
		001 - 558 50 32 00 - CP&ED Fuel Consumed				90.85	UNLEADED
		001 - 558 50 32 00 - CP&ED Fuel Consumed				85.24	UNLEADED
		001 - 558 50 32 00 - CP&ED Fuel Consumed				71.69	UNLEADED
		420 - 576 61 32 00 - Golf Course-Fuel Consumed				145.36	UNLEADED
		420 - 576 61 32 00 - Golf Course-Fuel Consumed				136.38	UNLEADED
		420 - 576 61 32 00 - Golf Course-Fuel Consumed				114.70	UNLEADED
		001 - 576 80 32 00 - Parks Fuel Consumed				272.55	UNLEADED
		001 - 576 80 32 00 - Parks Fuel Consumed				255.72	UNLEADED
		001 - 576 80 32 00 - Parks Fuel Consumed				215.06	UNLEADED
		001 - 576 80 32 15 - Ballfields Fuel Consumed				27.26	UNLEADED
		001 - 576 80 32 15 - Ballfields Fuel Consumed				25.57	UNLEADED
		001 - 576 80 32 15 - Ballfields Fuel Consumed				21.50	UNLEADED
1703	04/07/2026	Claims	3	36177	WITHERSPOON BRAJCICH MCPHEE PLLC	468.75	SERVICES
		001 - 558 50 41 00 - CP&ED-Professional Services				468.75	02/26/2026 LAND USE RELATED CONVERSATION
1704	04/07/2026	Claims	3	36178	YADON CONSTRUCTION SPECIALTIES INC	694.97	MATERIALS
		420 - 576 61 31 04 - Facilities - Supplies_Trailhead				28.37	315CN 48 (HARDWARE)
		420 - 576 61 31 04 - Facilities - Supplies_Trailhead				666.60	ADHESIVE SEAL, S44BL21, PERIMETER GASKETS, OVERLAPPING ASTRAGAL, DOOR SHOE, THRESHOLD

001 General Fund	274,877.07
110 Street Fund	30,204.66
111 Parks & Art Fund	1,473.75
115 Tourism Promotion Fund	13,172.00
310 REET 1 Capital Projects Fund	44,282.29
311 REET 2 Special Capital Projects Fund	14,202.56
312 Street Capital Fund	28,300.60
331 Municipal Facilities Fund Master Plan	17,190.50
334 Police Capital Fund	12,949.20
410 Stormwater Utility Fund	99.11
411 Aquifer Protection Fund	42,000.00
420 Golf Operations Fund	56,440.01
502 Medical Reimbursement (Bridge) Fund	8,859.55
	Claims: 544,051.30
* Transaction Has Mixed Revenue And Expense Accounts	544,051.30

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: April 14, 2026

Subject: Special Inspection Services Contract with GeoProfessional Innovation for the New City Hall Project

Dept of Origin: Public Works **Dept. Head Approval:** Ben Turner

Exhibit(s):
GeoPro - PUP26085 City of Liberty Lake - City Hall Consolidated CMT Proposal

Expenditure Required	Yes
Budgeted	Yes; REET 1 Capital Projects (310), City Hall Design and Construction (594 59 60 00)
City Program	Capital Project Delivery

Summary Statement

Special inspection and materials testing are required during construction to verify that building materials and structural components are installed in accordance with approved plans, engineering specifications, and applicable building codes. Under the proposed agreement, the consultant will provide third-party inspection and testing services throughout the construction process. These services help ensure the safety, durability, and long-term performance of the facility by independently verifying that key structural systems and construction materials meet required standards. The scope of services includes inspection, sampling, and laboratory testing related to the following construction elements:

- **Earthwork** – verification of soil conditions, compaction testing, and related field inspections to ensure proper site preparation and foundation support.
- **Reinforced Concrete** – inspection of reinforcing steel placement, concrete placement procedures, and sampling/testing of concrete materials.
- **Structural Steel** – inspection of steel fabrication and installation, including welding and bolted connections.
- **Hot-Mix Asphalt** – testing and inspection associated with asphalt paving used in parking and access areas.
- **Construction Materials Sampling and Laboratory Testing** – collection and

laboratory analysis of materials to confirm compliance with project specifications.

These services are a standard component of major public construction projects and provide the City with independent quality assurance throughout the building process. Approving this contract will allow the City to meet code requirements and support the successful construction of the new City Hall facility. The city received three bids for this scope of work, ranging from $10,343 to 21,125, with GeoProfessional Innovation being the lowest bid and the proposed awardee for this contract.

Recommended Action

Authorize the Mayor to sign contract with GeoProfessional Innovation for Special Inspection Services for the New City Hall Construction in an amount not to exceed $10,343.

GeoProfessional Innovation®

February 18, 2026
File: PUP26085

Ms. Morgan Clark
Consultant
Turner & Townsend Heery, LLC
1212 North Washington St., Suite 210
Spokane, WA 99201

RE: **Construction Services Proposal**
Material Testing & Special Inspections
City of Liberty Lake
City Hall
23129 E. Mission Avenue
Liberty Lake, Washington

Good day, Ms. Clark.

GeoProfessional Innovation Corporation (GPI) is excited to present this proposal and fee estimate to perform construction material testing (CMT) and special inspection to assist Turner & Townsend Heery, LLC (T&TH) with the renovation of a new City Hall to be located at 23129 E. Mission Avenue in Liberty Lake, Washington. This document outlines our project understanding, the scope of services, and a fee estimate.

Our proposal is based on information from the following documents:

- *Project Plans* prepared by BCRA, dated January 26, 2026
- *Project Specifications* prepared by BCRA, dated January 26, 2025
- *City of Liberty Lake Standard Plans and Specifications*
- *2021 International Building Code*

PROJECT UNDERSTANDING

We understand that the City of Liberty Lake is planning to remodel an existing building with approximately 13,865 square feet. As this is a remodel, there will be no major structural upgrades to the existing structure. The majority of the improvements will be made to the interior wall systems, along with plumbing and mechanical upgrades throughout the building. New rooftop units (RTUs) will be installed at specified locations throughout the building, requiring modifications and structural steel reinforcement to the existing trusses and roof assemblies, and then placed on a structural steel platform. The platform will be anchored to the building by either screw anchors at wall contact locations or by field welds as they sit on the trusses. High-strength bolts will be utilized to bolt the wide flange platform beams together. These modifications will utilize mostly field welds.

A section of the existing slab-on-grade will be saw cut and removed to make way for plumbing improvements located along the eastern side of the building, running through the council chambers, leading to the public restrooms in the middle of the building. Once plumbing improvements have been made, the slab subgrade will be compacted, followed by the vapor barrier and reinforced concrete. Post-installed anchors will be drilled and epoxied into the existing slab-on-grade as outlined in the project documents. In addition to the infill on the slab-on-grade, there will also be a series of wall infills along gridlines 1, 6, and A. Prior to concrete placement, rebar dowels will be epoxied into the existing wall to complete the wall system as outlined in the project plans.

Exterior improvements will include the installation of a new fire line, fire service vault, and water line that will enter the site from Mission Avenue, to the south, and cut across the parking lot and lead to the building. Once trenching has been completed and backfilled with crushed aggregate, surface restoration will occur to repair the sidewalk along Mission Avenue, as well as the parking lot on the southwestern corner of the building.

SCOPE OF SERVICES

Based on our current project understanding and the provided plans, we anticipate GPI's primary scope of services will involve material testing and inspection focused on the following construction activities:

- Earthwork
- Reinforced concrete
- Structural steel
- Hot-mix asphalt
- Construction material sampling and laboratory testing

Earthwork

GeoProfessionals will test and observe compaction efforts during slab substrate, aggregate base, and utility trench backfill. Compaction testing on the prepared subgrade and structural fill is required by the project specifications. GPI will observe subgrades to document conformance with project specifications. Our personnel will sample on-site and imported aggregates used for trench backfill and transport these samples to our laboratory for moisture density testing.

Reinforced Concrete

Prior to infill concrete placements, GPI will observe and document reinforcing steel placements. Our personnel will reference the project structural plans and specifications to review the reinforcement type, grade, size, lap splice, clear cover, cleanliness, general placement, and location. Form widths and depths will be verified for specified measurements and adherence to the project plans. We anticipate that the building foundation will be placed in a single placement event and budget for this accordingly. During concrete placement, Special Inspectors will perform concrete sampling and field testing. Our field services include testing for slump, temperature (concrete and ambient), air content, and mix design documentation (based on concrete batch ticket information), as well as casting compressive strength test cylinders.

We will cast 1 set of 4 compressive strength test samples once per day, unless noted otherwise in the project documents. Referencing ACI, we will test 1 specimen at 7 days and 3 specimens at 28 days for each set to verify compliance with design compressive strength as required by the project specifications and the IBC. If additional compressive strength specimens are required, GPI can cast them for an additional fee. GPI will notify you via telephone or electronic mail should the test results of the 7-day test achieve less than 70 percent of the specified compressive strength, or if the 28-day test results do not achieve the required compressive strength. Results of concrete compressive strength testing will be distributed via electronic mail to the distribution list established during the pre-construction meeting, unless directed otherwise.

<u>Post-Installed Anchors</u>

We understand that anchors are to be installed for the concrete infill for the slab-on-grade and the concrete panel wall openings. We also understand that there will be additional screw anchors that will be installed for the mechanical platforms. Our GeoProfessional will observe reinforcing steel or anchor bolt installation, including observing drilled hole diameter, depth, spacing, cleanliness, and preparation. We will also document adherence to the manufacturer's specification for the chemical epoxy/expansion anchors.

Structural Steel

GPI's ICC-certified Special Inspectors will observe and document structural steel erection and modification for the RTU systems, which includes field and fabrication shop welding operations, installation, and tightening of high-strength bolts during connection at the project location. We base our estimate on the fabrication shop being AISC certified and, therefore, shop inspection is not anticipated. Our field services include reviewing the contractor's welding procedure specifications (WPS) for conformance with the project documents as specified in the Statement of Special Inspections on Sheet S004. Our review and inspection include reviewing the WPS and welded connections referencing AWS D.1.1. We will also document general compliance of structural steel construction to the project requirements and applicable codes, documentation of completed welding, deviations from the approved plans, and corrective action.

GPI will observe A325 high-strength bolt installation and tightening to a snug-tight condition as dictated in the project plans unless noted otherwise. Our inspectors will document the type, size, cleanliness, and storage of the bolting assemblies. We will inspect the faying surfaces for cleanliness and firm contact with one another. Due to the bolted connections not being tightened to a pretensioned tightness, pre-installation verification testing will not be required on the bolts to be used during erection.

Hot-Mix Asphalt Testing

Senior GeoProfessionals will observe and test the hot-mix asphalt (HMA) placement for the surface restoration and parking lot patch backs from the underlying trenching that had occurred. GeoProfessionals will check asphalt for density using an uncorrelated nuclear densometer. We will perform mat density testing, randomly measure temperature during placement, and measure mat thickness. Due to the limited quantity of the asphalt being placed, we do not anticipate testing on loose-mix asphalt. If asphalt tests are requested, tests such as Rice, oil content, and gradation can be completed for an amended fee. Density testing will be performed daily using an uncorrelated nuclear densometer.

Construction Material Sampling and Laboratory Testing

Compliance testing of soil and aggregate (moisture-density relationship curve) and concrete (compressive strength) will be required during the earthwork and structural construction portions of the project. We base this proposal on subcontractors and suppliers providing copies of the appropriate material certifications and reports, and that compliance testing of other materials (reinforcing steel, structural steel, aggregate quality, cement, etc.) will not be required. Therefore, we do not include these activities or aggregate source testing in our anticipated scope of services.

TECHNICAL MANAGEMENT AND REPORTS

Daily field activity reports will be generated while our staff are on site and delivered electronically to you as Project Manager, your contractor, and any subcontractors. Reports will be reviewed, finalized, and electronically transmitted weekly to you and the project team. Upon project completion, we will compile daily field reports and test results in a final summary letter. This provides an easily accessible document to reference GPI's testing and observation results.

Items found in non-compliance with the project requirements will be brought to your immediate attention. As re-inspection items can have a serious impact on our fees, our project manager will review the daily progress reports to monitor items requiring re-inspection and the hours involved in these re-inspections. These items will be documented, and this information will be forwarded to you periodically for appropriate action and tracking. Our services will be provided at the contractor's request and coordinated through your on-site personnel. We require at least 24 hours' advance notice to accommodate your testing requests. Short-notice or overtime (weekend, holiday, before 08:00 or after 17:00) testing requests will result in additional fees and

possible schedule constraints, including missed schedule requests. Work on holidays or weekends will be billed with 8-hour minimum charges at the overtime rates established in the fee schedule. Laboratory tests requiring results within 48 hours of sampling are also subject to a laboratory rush fee of 1.5 times the base testing fee.
The testing activities detailed in this proposal are based on the anticipated project schedule and project requirements outlined herein. Variance in this testing investment may also occur due to changing construction plans and schedules, work sequencing, unanticipated conditions, weather, additional scope requests, or other factors beyond our control. This proposed scope of work does not include geotechnical engineering design or construction management services.

LIMITATIONS

GPI cannot be responsible for observation or testing if we are not notified in advance by you or your contractor. GPI does not have stop-work authority; only you, your general contractor, and the City of Liberty Lake can affect that. We will notify you immediately if we observe items that do not meet specifications, and you can take the actions deemed appropriate. GPI may not be able to accommodate short-notice requests, and we maintain no responsibility for the investment incurred to rectify missed testing and inspection to satisfy jurisdictional requirements. No warranties, express or implied, are provided as part of the scope outlined herein.

SUMMARY

With GPI's project experience, we strive to provide testing services for each project in a timely, efficient, and cost-effective manner, referencing the project's approved plans and specifications. The proposed scope of services listed herein will be performed by a dedicated and qualified team of professionals.

We propose to accomplish the scope of services outlined in the project specifications on a time and expense basis, not to exceed $10,343, without prior written approval from Turner & Townsend Heery, LLC.
We appreciate the opportunity to present this proposal to Turner & Townsend Heery and the City of Liberty Lake. GPI is looking forward to advancing our professional relationship with you on the successful completion of this renovation project. We will accomplish our scope of services referencing the terms and conditions outlined in the attached *GeoProfessional Innovation Corporation General Conditions*. To authorize the services outlined herein, please sign the attached general conditions and return a copy to GPI. If you have any questions or desire us to modify this scope to better suit your needs, please contact us.

Sincerely,
GPI

Zach Paulsen, MSI
Construction Services Manager

Travis J. Wambeke, P.E.
Principal Engineer

TJW/cr

Attachments: Fee Estimate
GeoProfessional Innovation Corporation General Conditions

GeoProfessional Innovation®

FEE SCHEDULE

City of Liberty Lake - City Hall
Libety Lake, Washington
PUP26085

	Quantity	Unit	@	Rate	Totals
Earthwork					
Geoprofessional - Density Testing	5	hours	@	$78	$390.00
Slab infill testing; estimate 1 visit at 4 to 5 hours each					
Geoprofessional - Density Testing	12	hours	@	$78	$936.00
Utility trench backfill estimate 3 visits at 4 to 5 hours each					
Moisture/Density Relationship Curve (Proctor)	2	each	@	$245	$490.00
Sieve Analysis (if requested)	0	each	@	$165	$0.00
Equipment	4	each	@	$115	$460.00
				ESTIMATED FEE:	**$2,276.00**
Reinforced Concrete					
Special Inspector - Reinforcing Steel	1	hours	@	$82	$82.00
Reinforcing steel will be observed 1 hours prior to an estimated 1 concrete placements					
Special Inspector - Concrete Testing	9	hours	@	$82	$738.00
Concrete infill; Estimate 2 visits at 4 to 5 hours each					
GeoProfessional - Concrete Testing	4	hours	@	$78	$312.00
Surface restoration; Estimate 1 visit at 4 to 5 hours each					
Geoprofessional - Cylinder P/U	12	hours	@	$78	$936.00
Estimate 3 visits at 4 hours each					
Special Inspector - Post-Installed Anchors	17	hours	@	$82	$1,394.00
Estimate 4 visits at 4 to 5 hours each					
Compressive Strength Cylinders	12	each	@	$35	$420.00
Equipment	10	each	@	$115	$1,150.00
				ESTIMATED FEE:	**$5,032.00**
Structural Steel					
Senior Special Inspector - AISC Fab Shop Inspection *(if required)*	0	hours	@	$95	$0.00
Senior Special Inspector - Structural Steel	9	hours	@	$95	$855.00
Estimate 2 visits at 4 to 5 hours each					
Skidmore	0	each	@	$450	$0.00
UT Equipment	0	each	@	$420	$0.00
Equipment	2	each	@	$115	$230.00
				ESTIMATED FEE:	**$1,085.00**
Hot-Mix Asphalt					
Senior Geoprofessional - Asphalt Density Testing	8	hours	@	$85.00	$680.00
Asphalt patch back; Estimate 1 visit at 6 to 8 hours					
Asphalt Cores thickness and density (*if requested*)	0	day	@	$55.00	$0.00
Asphalt Coring Equipment (*if requested*)	0	day	@	$450.00	$0.00
Extraction/Gradation *(if requested)*	0	each	@	$245.00	$0.00
Max Theorectical Density	1	each	@	$130.00	$130.00
Equipment	1	day	@	$115.00	$115.00
				ESTIMATED FEE:	**$925.00**
Project Administration					
Project Manager	2	hours	@	$105	$210.00
Project Administrator	5	hours	@	$73	$365.00
Laboratory Rush Fee	0	each	@	1.5x	$0.00
Overtime: Beyond 08:00 - 17:00 or Weekends/Holidays/Short-Notice	0	hours	@	$130	$0.00
Final Summary Letter	1	each	@	$450	$450.00
				ESTIMATED FEE:	**$1,025.00**
				Total Preliminary Fee Estimate:	**$10,343.00**

Proposal	PUP26085, dated January 18, 2026	Client Name	Turner & Townsend Heery, LLC	☐GEE ☒CMT ☐ENV
Project Name	City of Liberty Lake – City Hall	Project City, State	Liberty Lake, Washington	

GEOPROFESSIONAL INNOVATION CORPORATION (GPI) GENERAL CONDITIONS

SCOPE OF SERVICES. GeoProfessional Innovation Corporation (hereinafter "GPI") now being authorized to perform the scope of services detailed in the Proposal (identified above). By executing these General Conditions, Client acknowledges that it has reviewed GPI's scope of services and agrees that the scope of services is reasonable, acceptable, and agrees to pay the fees or estimated fees. The executed General Conditions serve as GPI's Notice-To-Proceed with the Proposal. These General Conditions, including the Proposal incorporated herein by reference, represents the entire agreement between GPI and Client, and may only be amended in writing and executed by both parties. GPI will notify Client prior to exceeding the total authorized fees and will not incur costs or provide services in excess of the authorized fees. Requests for additional services, scope modifications, or fee adjustments must be done in writing and are considered an amendment to these General Conditions. Client understands and agrees with GPI's proposed means and methods for data collection, analysis, and site investigation and characterization, which may or may not include the use of "state-of-the-art" technologies.

STANDARD OF CARE. GPI will perform our services using the customary care and skill employed by competent professionals performing similar services under similar circumstances in the project area at the same time, subject to any limitations or exclusions contained in our proposal for the specific scope of our services authorized under these General Conditions. GPI is not responsible for the work or services performed by others, nor are we responsible for the safety of any persons or property, other than the safety of our own employees. GPI does not warrant or guarantee our services.

CLIENT RESPONSIBILITIES. Client agrees to provide GPI with all pertinent data and documents relevant to the performance of GPI's scope of services. Such documents may include plans, specifications, schedules, addenda, change orders, approved shop orders, approved shop drawings, correspondence, memorandums, photographs, historical evaluations, or any other appropriate data associated with GPI's scope of services, even if such data is not currently known or will be revealed at a future date. GPI shall be entitled to reasonably rely on all information provided by Client or by Client's representatives, consultants, contractors, vendors, or agents in the execution of GPI's services. Client will designate a Client Representative and authorizes GPI free access to the project site, and to locations where materials are prepared and stored. Client Representative has complete authority to direct GPI in the executing the Proposal, receive and provide communication from and to GPI, modify GPI's scope of services, and authorize payment. In addition to the aforementioned responsibilities, for projects involving engineering, drilling, or environmental services, Client agrees to provide the following prior to the commencement of GPI's services: (1) a project description; (2) the property location and a description; (3) property access; and (4) the specific location of any underground utilities, structures, and known or suspected hazardous materials. GPI is not responsible for damage or repair to underground utilities or structures which were not properly identified, located, or otherwise made known to GPI prior to beginning our services.

GEOPROFESSIONAL CONTINUITY. Remediation, site abatement, mitigation, and/or construction monitoring are important aspects of any project and part of the environmental and geotechnical design process that allows confirmation of conditions observed during site exploration and to verify that conditions remain as relied on for design and that design recommendations are followed. Our agreement to perform the proposed scope of environmental and geotechnical design services is based on the understanding that GPI will be retained to perform construction monitoring as the project is constructed, remediated, abated, or mitigated. Accepting the Proposal serves as evidence that Client understands this is part of the design process, industry standard, and a contractual requirement to perform the necessary follow through construction/remediation monitoring, testing, and inspection. If GPI is not so retained or does not perform these services for any other reason, Client agrees to defend, indemnify and hold harmless GPI, its officers, affiliates, and/or assigns from any environmental or geotechnical design and/or remediation or construction related claims, losses, damages or expenses, including reasonable attorney's fees, expert fees and other costs of defense. Where design services are not proposed, GPI will not become the engineer-of-record or have any involvement in the design.

INVOICES AND PAYMENT. GPI will invoice for services in accordance with our Proposal terms. Invoices are due on receipt and will be assessed a late payment charge of 20% per annum if not paid within 30 days of the invoice date. If GPI is not paid when due, GPI may suspend or terminate all services and Client agrees to return to GPI all copies of any reports, plans, specifications or other documents prepared by GPI under these General Conditions and will not rely on these documents or use them in any fashion, nor shall the same be used as a basis for bringing suit against GPI. GPI retains all rights to claim against performance bonds, lien project property and other measures to receive payment for services rendered.

CHANGED CONDITIONS. If, after executing these General Conditions, GPI discovers conditions or circumstances not anticipated by either party, we will promptly notify Client of the changed condition. Client agrees to negotiate an appropriate modification to these General Conditions, including an appropriate modification to GPI's fees for any changed conditions. Either party may terminate these General Conditions as set forth in *Termination and Suspension* if GPI and Client cannot agree on a revised Proposal and fee.

HAZARDOUS MATERIALS. GPI is not responsible for any loss, injury, or damage to any person or personal property caused by Hazardous Materials unless released by GPI. Unless specifically outlined in the scope of services, our work does not include investigation, detection, evaluation, or assessment of Hazardous Materials. Accordingly unless specifically outlined in an Environmental Proposal, our deliverables will not include any interpretations, recommendations, findings, conclusions, or opinions regarding Hazardous Materials. Client agrees to defend, indemnify, and hold GPI harmless from any claims, liability, loss, or damage that arises from, or is alleged to arise from, or is any way related to, Hazardous Materials. "Hazardous Materials" includes, but is not limited to any toxic, noxious, poisonous, radioactive, or irritating material, chemical, or gas, and includes biological materials such as bacteria, viruses, fungi, spores and mold, and the emissions from biological materials.

CERTIFICATIONS. GPI's services are only an expression of our professional opinion based on the Proposal GPI performed for Client and are not a guarantee or warranty of any fact, condition, or result. GPI will not execute any certification.

PARTY RELATIONSHIP. GPI is an independent consultant, with our employees under our sole direction and control. GPI will have the full power, discretion, and authority to select the means, manner, and method of completing our services for individual project tasks without detail, control, or direction. GPI has the latitude to subcontract for the services of others without obtaining Client's consent where GPI deems it necessary or desirable to complete our scope of services.

NON-SOLICITATION. GPI's assets are our employees; critical to fulfilling GPI's client and project objectives. Recognizing this, Client and GPI (the Parties) agree that during the term of this contract and for a period of two (2) years after termination of this contract, for any reason, the parties shall not directly or indirectly induce, engage, encourage, or attempt to induce, encourage, or otherwise counsel, advise, ask, or offer any person who is, at the time, employed in any capacity by the other party, to leave the employ of the other party, or to accept employment with the other party, or to become an independent contractor, or to offer employment to or hire such person.

The parties agree that it would be impractical and very difficult to determine the amount of actual damages caused by a breach of this non-solicitation provision. Therefore, the parties agree that in the event it is established that there has been a violation of the non-solicitation provision, the violating party shall pay the other party, as liquidated damages, the sum of twenty-two thousand dollars ($22,000) for each breach. The parties agree that these liquidated

damages represent reasonable compensation to the other party for losses that would be incurred by it due to any such breach and that no further relief shall be granted the damaged party.

SITE DISTURBANCE. Often GPI's proposed scope of services may cause surface and subsurface disturbance. Property restoration is not included in GPI's scope of services.

INDEMNITY. Client agrees to indemnify, defend and hold GPI, its officers, employees, shareholders, and affiliates harmless from and against any claims, including all third party claims, suits, liability, damages, and expenses with respect to the properties or GPI's services under these General Conditions. Client's duty to defend will incur at the onset of a claim and requires reimbursement of all reasonable legal fees incurred in said defense through an attorney selected by GPI.

RISK ALLOCATION. GPI has a limited role in the overall project scope. Therefore, Client agrees to limit GPI's total aggregate liability to Client and all third parties who may claim through Client, arising from injuries, damages, claims, losses, expenses , including any attorney's fees or litigation expenses arising from any judgment or ruling of any kind, arising out of or relating to GPI's services under these General Conditions based on any cause or any theory of liability, including, but not limited to negligence, errors or omissions, strict liability, breach of contract, breach of warranty, and claims for indemnification or contribution, such that GPI's total aggregate liability shall not exceed the percentage share of GPI's fee as it relates to the Client's total fee, or in the case of an owner, the total project value, up to a maximum of fifty thousand dollars ($50,000). Client may negotiate a higher limit on projects that exceed this amount in total fees in exchange for an appropriate fee increase to reflect the modified risk allocation. Client and GPI agree that this provision shall apply to the indemnity obligations set forth above. Neither Client nor GPI will be liable to the other for any consequential, liquidated, punitive, or incidental damages, except as specifically provided for in these General Conditions. The Parties agree that no actions, claims, or proceedings of any kind, whether in tort, contract, or equity, arising out of GPI's services, may be brought against GPI more than 2 years after GPI's last service date in connection with this project.

SURVIVABILITY. The indemnity obligations, risk allocation, limitations of liability, and assignment requirements established under these General Conditions shall survive the expiration or termination of these General Conditions. These General Conditions extend to the Proposal and any additional services GPI performs.

NO JOINT AND SEVERAL LIABILITY. GPI shall not be jointly or severally liable for any damage of any kind or nature, including loss or damage of any kind to land or any structures or other improvements planned, designed, constructed or remodeled on the property which is the subject of these General Conditions, or for any personal injury, including death, arising out of or resulting from any structural plan, design or construction, or the remodeling of any structure placed on the property which is the subject of these General Conditions, unless and to the extent said loss or damage or injury is the exclusive direct and proximate result of GPI's sole negligence.

TERMINATION AND SUSPENSION. The Parties may terminate or suspend these General Conditions upon seven (7) days written notice delivered personally or by certified mail to the other party. In the event of termination, other than caused by a material breach of these General Conditions by GPI, Client shall pay for all of GPI's services performed through the date of termination, and for any necessary services and expenses incurred in connection with the project's termination. GPI shall not be liable to Client for any failure or delay in performance due to circumstances beyond GPI's control.

DISPUTE RESOLUTION. No action may be instituted or prosecuted in any court related to any dispute arising from or in connection with these General Conditions unless the party wishing to institute such action first demands in writing, and participates in good faith, in a non-binding facilitated mediation of the dispute. The fees and costs of the mediator shall be shared equally between the parties. The mediation shall be conducted by a mutually agreed to mediator selected by the parties from the roster of civil mediators approved by the jurisdiction's Supreme Court, or another mutually agreed upon mediator. Only after good faith efforts at mediation can a party to disagreement pursue litigation for claims relating to these General Conditions.

CONTROLLING LAW. The laws of the State in which the project occurs will govern the interpretation and enforcement of these General Conditions, and the venue for any legal dispute shall be in the county seat where the project is located.

INTEGRATION AND SEVERABILITY. The Proposal and these General Conditions reflect the entire Agreement between GPI and Client. If any portion of these General Conditions is found to be void, such portion shall be stricken and the General Conditions shall be reformed to as closely approximate the stricken portions as the law allows.

DELIVERABLE OWNERSHIP. Where and when GPI is paid in full, GPI grants Client a non-exclusive license to use the Drawings, Specifications, Reports or other documents prepared by GPI for this Project ("Deliverables"). However, the Drawings, Specifications, Reports, and other documents, including document copies are owned by GPI. GPI maintains no liability for any reuse or modification of the Deliverables by Client or anyone obtaining it through Client and such liability will be at Client's sole risk. Client agrees to defend, indemnify, and hold GPI harmless from all third party claims, demands, actions, and expenses (including reasonable attorney's fees, expert fees, and other costs of defense) arising from or in any way related to the reuse or modification of the Deliverables by Client or anyone obtaining it through Client. Recognizing this indemnity, Client agrees to disclose all of GPI's Deliverables and these General Conditions to prospective buyers such that clearly understand the associated relationship between Client and GPI as well as understand the associated risks, limitations, and considerations of GPI's design. Disclosure of any of GPI's documents does not create a right to rely on them or create any contractual relationship or a duty of care between GPI and the party that receives them.

ELECTRONIC DELIVERABLES. GPI's services are intended to help facilitate sustainability and therefore, GPI may elect to provide our deliverables in electronic formats, which may change from time to time, but at a minimum may include: portable document format (pdf), electronic mail, flash drives, presentations, or other reusable hardware devices. Client agrees to accept deliverables in an electronic format and agrees to indemnify, defend, and hold GPI harmless from any misuse, loss, or other activity that compromises the deliverable intent or any damage to Client or third party resulting from corrupt files or hardware.

ASSIGNMENT. During the term of these General Conditions and following its expiration or termination for any reason, Client shall not transfer, assign, convey, or sublet any right, claims, duty, or obligation under it, nor any other interest therein without the prior written consent of GPI.

GENERAL CONDITIONS ACCEPTANCE AND AUTHORIZATION TO PROCEED: If Client gives any form of authorization to proceed and does not object in writing to the General Conditions outlined above within 10 days, Client agrees to be bound by these terms.

Signature _____ **Title** _____

Printed _____ **Date** _____

AGENDA ITEM NO.: 10.D.

BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE, WASHINGTON

For the Agenda Of: April 14, 2026

Subject: Construction Services Contract for Trash Enclosure at Ballfields Parking Lot

Dept of Origin: Public Works **Dept. Head Approval:** Ben Turner

Exhibit(s):
Proposal-Liberty Lake Trash Enclosure, Trash Enclosure Detail

Expenditure Required	Yes
Budgeted	Yes, REET 1 Special Projects (310), PF-16: Trash Enclosure at Ballfields (594 76 63 09)
City Program	Park Maintenance

Summary Statement

This project will install a trash enclosure in accordance with City design standards at the Ballfields located between the two City elementary schools on Boone Avenue. It is included in the approved 2026 Capital Facilities Plan (CFP) under line item PF-16 (Trash Enclosures at Ballfields). Only one bid was received for this work from Washington Masonry in the amount of $27,550 despite numerous attempts to obtain multiple bids from vendors included on the state small business roster. A contingency of $2,450 is recommended under this proposed project to account for unforeseen site conditions and will be managed by City staff.

Recommended Action

Authorize the Mayor to sign a contruction services contract with Washington Masonry to build a trash enclosure at the Ballfields parking lot in an amount not to exceed $30,000.

WASHINGTON MASONRY
P.O. Box 8748. Spokane WA 99203
WA-#WASHIML822O7 ID-#RCE-48088 MT-#275636
masonrywashington@gmail.com

BID PROPOSAL

Location: 23606 E. Boone Ave.
Liberty Lake, WA 99019

Date: 3/17/2026

Building: Trash Enclosure

Proposed Work: Section 4200-Unit Masonry

1) Furnish and install 8” split face gray CMU @ Trash Enclosure
2) Furnish and install double slope CMU cap @ Top of Trash Enclosure
3) Furnish and install (7) bollards
4) Furnish and install metal gates
5) Furnish and install water repellant sealer @ CMU Trash Enclosure

Base Bid: $ 27,550.00

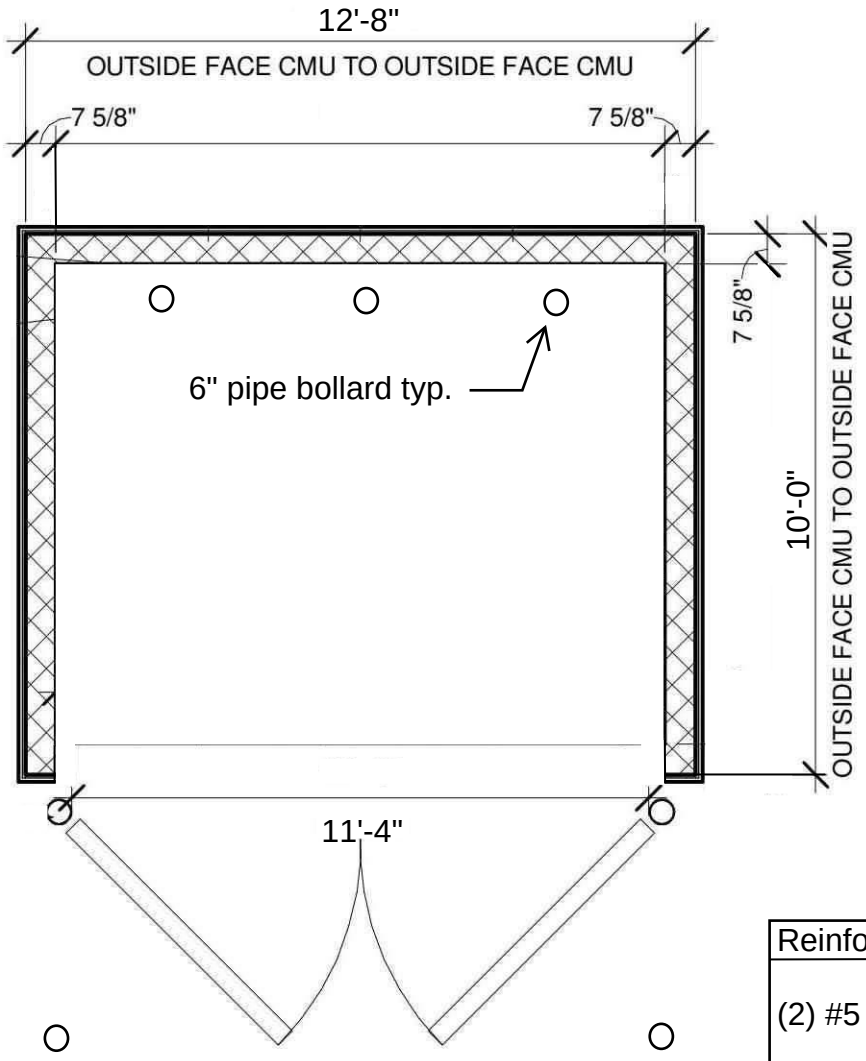
Conditions: City to provide fresh water supply

Price based on (1) mobilizations additional mobilizations $2,000 per instance
Winter Surcharge (Nov15- Feb28): 4% In addition to overall bid.

Logan Washington (509)-220-6270
Benjamin Boileau (509)-720-9831

City of Liberty Lake Refuse Enclosure

23606 E. Boone Ave. Liberty Lake, WA 99019



Reinforcement Schedule
(2) #5 @ Corners & 32" O.C Verticals
(2) #4 @ Bot. & Top & 48" O.C. Horizontals
Dowel Verticals 6" min. embed w/epoxy

AGENDA ITEM NO.: 10.E.

BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE, WASHINGTON

For the Agenda Of: April 14, 2026

Subject: Turner & Townsend Heery Project Management Services Agreement Extension

Dept of Origin: Public Works **Dept. Head Approval:** Ben Turner

Exhibit(s):
TTH - PJM Services Agreement Extension.4.14.2026(1)

Expenditure Required	No
Budgeted	N/a
City Program	Capital Project Delivery

Summary Statement

The City executed the original Project Management Services Agreement (PMSA) with Turner & Townsend Heery (Heery) on July 2, 2024, which included a termination date of April 30, 2026. The original agreement stipulates that the parties may mutually agree to renew or extend the term. The PMSA allows the City to appoint Heery to provide project management services on a task order basis, which will be applied to projects called out in the City's adopted master facilities plan. The proposed extension will reset the termination date to December 31, 2028.

Recommended Action

Move to approve and authorize the mayor to sign the PMSA extension with Turner Townsend & Heery for project management services.

Project Management Services Agreement

THIS PROJECT MANAGEMENT SERVICES AGREEMENT (this "Agreement") is made as of April _____, 2026 by and between **CITY OF LIBERTY LAKE** ("Client"), and **TURNER & TOWNSEND HEERY, LLC**, a Georgia limited liability company ("HEERY"). Client and HEERY are also referred to herein as the "Parties." In consideration of the mutual covenants and agreements contained herein and other good and valuable consideration, Client and HEERY hereby agree as follows:

1. **PROJECT MANAGEMENT SERVICES**

1.1 The initial term of this Agreement shall commence on the date of this Agreement and expire on December 31, 2028 ("Term"). The Parties may mutually agree to renew or extend the Term. Either Party may terminate this Agreement without cause by providing the other Party at least thirty (30) days' prior written notice specifying the effective date of such termination.

1.2 Client hereby appoints HEERY to provide the project management services (the "Services") for designated projects (each, a "Project") as described in work orders ("Work Orders") executed by the Parties from time to time. Work Orders shall be in the form attached hereto as Appendix "A". Each Work Order shall specify the Services, the compensation to be paid to HEERY, and any other terms and conditions relating to each Project. The terms and conditions of this Agreement shall be incorporated into all Work Orders, and shall govern the performance of the Services, in accordance with each Work Order. Should the terms of this Agreement and a Work Order conflict, the terms of this Agreement will control unless specifically modified by such Work Order.

1.3 HEERY will advise Construction Professionals (as hereinafter defined) of the target completion date established by Client in a Work Order. HEERY will use commercially reasonable efforts to complete the Project in accordance with Client's schedule but does not guaranty such schedule. The actual date of completion of a Project and HEERY's Services in connection therewith is referred to as the "Actual Completion Date".

1.4 The Parties acknowledge and agree that the Services, as they relate to the construction and design efforts of contractors, vendors, architects, engineers, consultants, design professionals and other construction personnel engaged by Client to perform work on the Project ("Construction Professionals"), will be limited to overseeing and managing the work of the Construction Professionals. HEERY will review Project documents and require such changes as are necessary so that such documents are in the name of Client, and all warranties run in favor of Client. Client acknowledges that the work product provided by Construction Professionals will be the responsibility of such persons and that HEERY does not warrant or guaranty, and will not be liable with respect to, their performance or work product. HEERY will not be liable for (i) design techniques or procedures or (ii) construction means, methods, techniques, sequences or procedures employed by any third party including Construction Professionals providing design, construction or other services in connection with the Project. All agreements with Construction Professionals shall be entered into by Client directly. In contracts with the Construction Professionals, Client will ensure that HEERY is indemnified by Construction Professionals and is included as an additional insured under the Construction Professional's liability insurance.

1.5 HEERY shall provide the Services in a good and efficient manner consistent with Client's usage and image, using the standard of care customary for professional providers of like services within the commercial real estate services industry. HEERY shall perform the Services through able, qualified and trained HEERY employees ("HEERY Employees") and, if applicable, subcontractors. HEERY shall have the exclusive right to hire, direct, discipline, compensate and terminate HEERY Employees, and shall exercise complete and exclusive control over the conduct of HEERY Employees.

2. **INSURANCE**

2.1 HEERY's Insurance. HEERY shall maintain the following insurance policies, covering the activities of HEERY under this Agreement: (a) commercial general liability of $2,000,000 combined single limit per occurrence and annual aggregate; and (b) umbrella form excess liability insurance in excess of the limits provided by the commercial general liability policy with limits of $3,000,000 per occurrence and annual aggregate. Client will be included as an additional insured under HEERY's commercial general liability policy described above to the extent of loss attributable to HEERY's negligence. HEERY's insurance will not be called upon to respond to or cover Client's negligence or willful misconduct.

2.2 Client's Insurance. Client shall maintain: (a) commercial general liability insurance with per occurrence limits of $5,000,000, which limits may be provided by any combination of primary and following form excess policies, and (b) "all risk" property insurance for each Project on a replacement value basis. HEERY shall be included as an additional insured under Client's commercial general liability policy for actions within the scope of HEERY's authority as set forth in this Agreement. All such insurance shall be primary to HEERY's liability insurance relating to this Agreement except to the extent of loss attributable to HEERY's negligence.

2.3 Mutual Waiver of Subrogation. Client and HEERY each hereby waives, for itself and its affiliates, right of recovery, and agrees that no third party shall have any right of recovery by way of subrogation, assignment or otherwise, against the other Party or its affiliates with regard to losses or claims insured against under this Agreement.

3. **INDEMNIFICATION**

3.1 Indemnification. Subject to the terms of this Agreement, each Party (as the case may be, the "Indemnifying Party") agrees to indemnify, defend and hold harmless the other Party (the "Indemnified Party") from and against all third party claims, liabilities, judgments, actions, penalties and other expenses (collectively, "Claims") asserted against or incurred by the Indemnified Party for bodily injury, personal injury or property damages to the extent such Claims are attributable to the Indemnifying Party's negligence or willful misconduct or the Indemnifying Party's failure to comply with applicable law.

3.2 Procedure. HEERY and Client shall be liable hereunder only to the extent of their respective indemnity obligations. If both Parties bear fault for a matter, each Party's liability shall be equal to the percentage determined to be due to the fault of such Party as agreed upon by the Parties or as fixed by settlement agreement or final judgment of a court or arbitration panel. Further, if either Party assumes the defense of a matter for which the other Party, but not the defending Party, is at fault (in whole or in part with any third party), the Party at fault shall either pay or reimburse the defending Party fully for all costs and expenses incurred in connection with such defense.

3.3 Limitations on Liability. Notwithstanding any provision herein to the contrary:

(a) Neither Party shall be liable for any lost or prospective profits or any other indirect, consequential, special, incidental, punitive, or other exemplary losses or damages, whether based in contract, warranty, indemnity, negligence, strict liability or other tort or otherwise, regardless of the foreseeability or the cause thereof.

(b) In no event shall HEERY incur liability under this Agreement or otherwise relating to the Services beyond the amount of fees (excluding any reimbursed amounts) received by HEERY under this Agreement during the prior 12-month period. HEERY shall not be liable for any Claim based upon or resulting from any erroneous or incomplete data provided by Client or any third party or otherwise contained in Client's databases. No representation or recommendation is or will be made by HEERY as to the legal sufficiency, legal effect, or tax or accounting consequences of any Project, transaction or documentation.

4. CONFIDENTIALITY; INTELLECTUAL PROPERTY

4.1 Confidentiality. HEERY and Client agree that any material, information or data relating to the research, development and/or business operations, strategies or ideas of a Party (the "Disclosing Party"), including, without limitation, customer information, business methodologies, plans or forecasts, that provides the Disclosing Party with a competitive advantage, that is not generally known by persons not employed by the Disclosing Party and that could not easily be determined or learned by someone outside its organization ("Confidential Information") and disclosed to the other Party (the "Receiving Party") may not be disclosed by the Receiving Party unless otherwise permitted by this Agreement. Confidential Information shall not include information (a) in the public domain, (b) disclosed with the written permission of the Disclosing Party, (c) known to the Receiving Party from a source other than the Disclosing Party without a breach hereof by the Receiving Party, or (d) independently developed by the Receiving Party without information received from the Disclosing Party. In addition the Parties may disclose Confidential Information (i) to employees who have a need to know in connection with this Agreement, (ii) in any action to enforce the provisions of this Agreement, (iii) as required by applicable law or legal process, or (iv) to accountants, attorneys, advisors and insurers who agree to or are otherwise required to maintain the information in confidence.

4.2 Intellectual Property. HEERY shall not receive any right, claim, title or interest in or to any proprietary products or intellectual property of Client. Notwithstanding any provision hereof to the contrary, all methodologies, systems, procedures, management tools, software, ideas, inventions, know-how and other intellectual capital that HEERY has developed, created or acquired prior to performing Services under this Agreement, or develops, creates or acquires during the Term or thereafter ("HEERY's Intellectual Capital") are and shall remain the sole and exclusive proprietary property of HEERY, and Client shall not have any right, claim, title or interest in or to any of HEERY's Intellectual Capital. Client shall receive no ownership of or right to any of HEERY's working papers or manuals. Performance of the Services by HEERY shall not be deemed to be a prohibition of, or interfere in any manner with HEERY's provision of similar services to third parties, provided that HEERY in so doing does not use or disclose any Confidential Information of Client.

5. CLIENT COVENANTS

Client shall furnish all information and cooperation reasonably required by HEERY in order to deliver the Services required hereunder. Client shall render all required approvals and decisions with reasonable promptness for the orderly performance of the Services. Client agrees that HEERY shall bear no liability to the extent arising out of Client's failure to comply with its obligations under this Agreement. Further, HEERY shall have no liability to the extent a Claim arises because HEERY acted or failed to act because of adherence to Client's policies, rules, regulations, agreements and/or instructions. All Client policies and instructions with which HEERY must comply shall be consistent with this Agreement and provided to HEERY in advance in writing.

6. HAZARDOUS MATERIALS; PRE-EXISTING CONDITIONS

6.1 Hazardous Materials. Client acknowledges that HEERY is not an environmental expert or consultant in the field of Hazardous Materials (as hereinafter defined). With respect to any Hazardous Materials that may be present below, on, about or otherwise affecting a Project or any property of Client, HEERY shall not be responsible for detecting, handling, removing, remediating or disposing of such Hazardous Materials, except to the extent of any Hazardous Materials brought onto the property by HEERY ("HEERY Hazardous Materials"). HEERY shall not use Hazardous Materials except in the ordinary course of providing the Services and in compliance with applicable laws. "Hazardous Materials" shall mean any hazardous material or substance which is or becomes defined as a "hazardous waste," "hazardous substance," "hazardous material," pollutant, or contaminant under any applicable law.

6.2 Other Pre-Existing Conditions and Defects. HEERY shall not be responsible for detecting or remediating (i) any pre-existing conditions at a Project site or other property of Client or (ii) any structural or latent defects or other defects in design or construction of a facility or manufacturing defects in equipment at a property, whether pre-existing or arising during the Term. Client shall indemnify, defend and hold HEERY harmless from and against all Claims asserted against or incurred by HEERY to the extent arising out of any Hazardous Materials (other than HEERY Hazardous Materials), pre-existing conditions, defects or any condition or circumstance arising initially prior to the date of this Agreement (regardless of whether such condition or circumstance continues).

7. NOTICES

All notices, waivers, approvals, consents, demands, other communications required or permitted under this Agreement shall be in writing and deemed properly given, served and received (a) if delivered by messenger, when personally delivered, (b) if mailed, on the second business day after deposit in the U.S. mail, certified or registered, postage prepaid, return receipt requested, or (c) if delivered by reputable overnight express courier, freight prepaid, the next business day after delivery to such courier; in each case addressed to the Party to be notified as follows: if to HEERY, then to HEERY, Inc., 2 Centerpointe Dr, Suite 250, Lake Oswego, OR 97035, Attn: Dennis Lawler with a required copy sent to: HEERY, Inc., 2100 McKinney Avenue, Suite 900, Dallas, Texas 75201, Attn: General Counsel – Global Advisory and Global Workplace Solutions; and if to Client, to City of Liberty Lake, 22710 E. County Vista Dr., Liberty Lake, WA 99019, Attn: Mark McAvoy; or to such other address as any Party may notify the other Party.

8. MISCELLANEOUS

8.1 Entire Agreement; Amendment; Counterparts. This Agreement contains the entire agreement and understanding of the Parties with respect to the subject matter hereof. This Agreement may not be amended or modified, nor may any term be waived, except in a writing signed by both Parties. This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument.

8.2 Assignment; Successors and Assigns. Neither Party shall assign this Agreement (other than an assignment to an affiliate or by operation of law) without the prior written consent of the other Party. Subject to the foregoing, this Agreement shall be binding upon and shall inure to the benefit of the Parties and their respective successors and permitted assigns.

8.3 Waiver. No consent or waiver by a Party to or of any breach or default, shall be deemed or construed to be a consent or waiver to or of any other breach or default under this Agreement. Failure of a Party to complain or declare the other Party in default, irrespective of how long such default continued, shall not constitute a waiver by such Party of rights and remedies hereunder.

8.4 Force Majeure. No delay or failure in performance by a Party shall constitute a default hereunder to the extent caused by Force Majeure. Unless the Force Majeure substantially frustrates performance of the Services, Force Majeure shall not operate to excuse, but only to delay, performance of the Services. If Services are delayed by reason of Force Majeure, HEERY promptly shall notify Client. Once the Force Majeure event ceases, HEERY shall resume performance of the Services as soon as possible. "Force Majeure" means any event beyond the control of the Party claiming inability to perform its obligations and which such Party is unable to prevent by the exercise of reasonable diligence, including, without limitation, the combined action of workers, fire, acts of terrorism, catastrophes, changes in laws, condemnation of property, governmental actions or delays, national emergency, epidemic, war, civil disturbance, floods, unusually severe weather conditions or other acts of God. Inability to pay or financial hardship shall not constitute Force Majeure regardless of the cause thereof and whether the reason is outside a Party's control.

8.5 Survival. Any provision of this Agreement which contemplates performance or observance subsequent to any termination or expiration of this Agreement shall survive any termination or expiration of this Agreement and continue in full force and effect including, but not limited to, Sections 3, 4, and 8.5.

8.6 Governing Law; Jury Waiver. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington without regard to conflicts of law principles. **EACH PARTY, AFTER CONSULTING (OR HAVING HAD THE OPPORTUNITY TO CONSULT) WITH COUNSEL OF ITS CHOICE, KNOWINGLY AND VOLUNTARILY, WAIVES ANY RIGHT TO TRIAL BY JURY IN THE EVENT OF LITIGATION IN ANY WAY RELATED TO, THIS AGREEMENT.**

IN WITNESS WHEREOF, the Parties have executed this Agreement effective as of the date first above written.

CITY OF LIBERTY LAKE

By:_____
Name:
Title:

TURNER & TOWNSEND HEERY, LLC

By:_____
Name: Dennis Lawler
Title: Senior Vice President

APPENDIX "A"

WORK ORDER TEMPLATE

Work Order #[___]
To
Project Management Services Agreement

Work Order Effective Date: [Insert Date]

This Work Order #[___] is attached to and forms part of the Project Management Services Agreement, dated as of , 201 , by and between ("Client") and TURNER & TOWNSEND HEERY, LLC ("HEERY") (as it may be amended, the "Agreement"). Capitalized terms used in this Work Order without definition that are defined in the Agreement shall have the meanings set forth therein.

This Work Order shall be governed by and construed in accordance with the laws described in the Agreement unless amended for this Work Order below.

☐ This Work Order shall be governed by and construed in accordance with the laws of the State of without regard to conflicts of laws principles.

1. Project Description. For purposes of this Work Order, the Project shall be as described below, which shall be the Project for purposes of this Work Order:

2. Target Completion Date and Schedule. The target completion date for the Project is , and the Schedule is as described below:

3. Specific Duties. In providing the Services, HEERY shall have the duties as defined in Exhibit 1 – Scope of Services attached hereto with respect to the Project.

4. Project Management Services Fees. As compensation for the performance of the Services in connection with the Project, Client shall make the reimbursements provided for in Section 7 below and shall pay to HEERY a fee as set forth in Exhibit 2 – Compensation for Services attached hereto. The project management fee shall be equitably adjusted if the Services extend beyond the scheduled completion date of the Project, or if the originally contemplated scope of Services is materially increased.

5. Variable Services and Fees. Client and HEERY may agree that HEERY will provide additional variable services and resources and will compensate HEERY based on actual hours spent by HEERY personnel on such services utilizing the hourly rate schedule below:

Title	Rate per Hour
Managing Director	$
Senior Director	$
Director	$
Senior Project Manager	$
Project Manager	$
Associate Project Manager	$
Senior Project Coordinator	$

Project Coordinator	$

6. Sales and Use Taxes. Client will pay any sales, use, gross receipts, value-added or other consumption based taxes with respect to any goods and services provided to Client by HEERY or any subcontractor or any goods or services procured by HEERY as Client's agent or for the benefit of Client. Client shall retain the right to contest any such taxes assessed against Client.

7. Reimbursable Items. Client shall reimburse HEERY for all costs, expenses and charges of HEERY in connection with the Services, as approved by Client individually or as included in an approved reimbursable budget, and will include the following expenses: reproduction of drawings; messenger service; conference calling service charges; overnight delivery; local travel (mileage) to the Project jobsite, consultant offices or other Project related travel, long distance travel, lodging and meals when pre-approved by Client; subcontractor fees and expenses without mark-up; parking; sales and use taxes and, if applicable, value added taxes paid on behalf of Client; freight and shipping costs paid on behalf of Client; and any specific non-recurring charges directly attributable to the Project and approved by Client.

8. Timing. All sums due to HEERY from Client under this Work Order shall be paid within thirty (30) days following receipt of an invoice from HEERY. Client's obligation to pay or reimburse HEERY as provided in this Work Order shall survive the expiration or termination hereof. All payments to HEERY hereunder shall be made in the amounts then due and without set-off. If HEERY is responsible for payment of Construction Professionals on Client's behalf, HEERY shall not be liable for making payments late or failing to make payments to Construction Professionals (i) if so directed by Client, (ii) if Client fails to provide sufficient funds to pay Construction Professionals, or (iii) if Client is in default of its payment obligations under this Agreement, and Client shall indemnify, defend and hold harmless HEERY against any and all Claims that HEERY may incur as a result thereof.

IN WITNESS WHEREOF, the Parties have executed this Work Order effective as of the date first above written.

[CLIENT]

By: DO NOT SIGN – TEMPLATE ONLY
Name:
Title:

TURNER & TOWNSEND HEERY, LLC

By: DO NOT SIGN – TEMPLATE ONLY
Name:
Title:

EXHIBIT 1

SCOPE OF SERVICES

1. Specific Duties. In providing the Services, HEERY shall have the following duties with respect to the Project:

1.1 Planning Stage

(a) Lead Construction Delivery method charette to determine best delivery method for the project.
(b) Lead Approval (if required) of alternative delivery through the Project Review Committee (PRC) process.
(c) Assist Client in the development of clear Project goals for time, cost and scope of the achievement of the Project. In conjunction with Client, develop realistic milestones and a budget for total Project costs including construction, equipment, furniture and design fees.
(d) Assist/lead in procurement of contracting and design teams pending delivery methodology selected.
(e) Recommend professional firms for selection by Client, including consultants, architects, designers and engineers (referred to herein as "Design Team"). Prepare RFP documentation, qualify the professional firms, and conduct interviews, evaluations and recommendations for selection of Design Team. A selection matrix summarizing the proposals will be assembled to identify pricing, alternatives, and other criteria for selecting the successful bidder. A formal recommendation to award a bid will be submitted to Client for approval, which recommendation will be based upon pricing, experience on similar projects, personnel assigned to the Project, level of trust, and overall ability to perform the Project. Negotiate agreement(s) with Design Team entities within predefined parameters.

1.2 Design Stage

(a) Direct and coordinate applicable Design Team, authorities, and service organizations related to the Project. Arrange and chair regular coordinating meeting.
(b) Direct and coordinate the Design Team throughout the Project in the preparation of the Project program and the design from schematic through working drawing stages. Review the design schematic periodically and give direction as required to coordinate and achieve the Project goals.
(c) Develop Project time schedules for the design stage and coordinate the activities of the Client business unit representative, Project manager and design team.
(d) Recommend the purchase and procurement of long lead time items to arrange for delivery of strategic materials in conformance with the Project schedule.
(e) Provide a summary construction schedule for inclusion with the bid documents.
(f) Receive and analyze Construction Professional proposals, make award recommendation including conducting pre-award conferences and negotiate and prepare construction contracts per Client's direction.
(g) Coordinate landlord notices and approvals.
(h) Validate scope, budget and schedule.
(i) Obtain client approvals on changes to Project parameters.
(j) Confirm capital appropriation.

1.3 Construction Procurement Stage

(a) Assist in preparation of "front end" documents including General and Special Conditions, contract formats, temporary specifications, guidelines for affirmative action programs, site specific safety plans, and special contractor supplements.
(b) Provide a construction time schedule for inclusion in the bid documents and develop for Client a cost value for each activity, based upon the schedule, for use in preparing a forecast.
(c) Recommend professional firms for selection by Client, including contractor and key sub-contractors (referred to herein as "Construction Team"). Prepare RFP documentation, qualify the professional firms, and conduct interviews, evaluations and recommendations for selection of Construction Team. A selection matrix summarizing the bids will be assembled to identify pricing, alternatives, and other criteria for selecting the successful bidder. A formal recommendation to award a bid will be submitted to Client for approval, which recommendation will be based upon pricing, experience on similar projects, personnel assigned to the Project, level of trust, and overall ability to perform the Project. Negotiate agreement(s) with Construction Team entities within predefined parameters. Implement value engineering for all aspects of design and construction with selected Construction Team prior to contract award.
(d) Upon receipt of Client's approval, award such work.

1.4 General Management and Coordination

(a) Review the work performed by the Construction Team, in conjunction with the Design Team, through to completion and require that the materials furnished and the work performed are in accordance with the drawings, specifications and contract documents.
(b) Coordinate with the Construction Team the implementation of construction information systems, Project time control schedules and resources analysis as they relate to materials, manpower and costs.
(c) Provide construction review status updates and other reports for each Project on a monthly basis.

1.5 Management of Active Construction

(a) Establish with the Construction Team on-site organization and lines of authority in order to carry out Client's overall plans in all phases of the Project on a coordinated and efficient basis.
(b) As applicable, require Construction Team to maintain an on-site record-keeping system which will be sufficient in detail to satisfy an audit by Client. Such records shall include, but shall not necessarily be limited to, daily logs, progress schedules, manpower breakdowns (daily by trade), financial reports, quantities, material list, shop drawings, and the like.
(c) Coordinate the obtaining of all legally required permits, licenses, and certificates. Coordinate through the applicable Construction Team aspects of the work with local municipal authorities, governmental agencies, and utility companies who may be involved in the Project.
(d) Coordinate through the Construction Team the work of all subcontractors until final completion and acceptance of the Project by Client. In the event that the interpretation of the meaning and intent of the contract documents becomes necessary during construction, ascertain the architect's and Client's interpretation, make recommendations as appropriate, and transmit such information on the appropriate subcontractor(s).

(e) Attend job meetings when necessary, attended by the Design Team and Construction Team and Client's representative to discuss procedures, progress, problems, scheduling and open items.
(f) Coordinate through the Construction Team testing provided by others as required by the technical sections of the specifications, and as required by the building code.
(g) Coordinate the review with the Design Team, for compliance with the contract documents, of shop drawings, materials and other items submitted by the Construction Team.
(h) Review and recommend approval, in accordance with Client's procedures, all applications for payments submitted through vendor(s) in accordance with established procedures.
(i) Receive and review change order requests from Design Team, Construction Team or from Client. Review unit prices, time and material charges and similar items. Monitor and advise upon request for changes required by field conditions and progress of the work, and obtain approval from Client and the architect.
(j) Review Construction Team scheduling system to expedite materials and equipment deliveries through the course of construction.

1.6 Move Coordination

(a) Review Client's established move criteria.
(b) Based upon the Client's move criteria, recommend professional move management consulting firms and coordinate engagement process.
(c) Conduct move vendor RFP and negotiate contract.
(d) Coordinate physical move vendor and furniture/equipment installation activities with the Construction Team, for installation and building access.
(e) Assist Client in conducting a thorough damage assessment review with move vendors, fixturing supplier and the Construction Team.
(f) Close-out move vendor and furniture / equipment installation contracts.

1.7 Post Construction

(a) At the appropriate time, coordinate the preparation of punch lists indicating the items of work remaining to be accomplished, and require that these items are completed in an expeditious manner.
(b) Assemble all guarantees, warranties, etc., as required by the contract documents and forward them to Client.
(c) Receive from the Construction Team, check and forward to Client all releases of claims required prior to issuance of final certificate of completion and final payment to the Construction Team.
(d) Expedite Construction Team preparation of "as-built" drawings of the entire Project in accordance with the terms of the specifications.
(e) After completion of Project, HEERY's project manager will monitor the expeditious follow-up and correction of all punch list items.

2. Additional Services. In conjunction with the Services, HEERY shall provide such other services as are reasonably requested by Client, subject to the Parties' mutual agreement as to the scope of, and pricing for, such other services.

EXHIBIT 2

DELETE THIS NOTE PRIOR TO EXECUTION OF INDIVIDUAL WORK ORDER. THE FOLLOWING ARE BASELINE OPTIONS OF COMPENSATION OF SERVICES, SELECT THE APPROPRIATE FEE BASIS FOR EACH WORK ORDER, COMPLETE THE PROGRESS PAYMENT SCHEDULE, AND DELETE THE UNUSED OPTIONS.

COMPENSATION FOR SERVICES

STIPULATED SUM FEE BASIS

1. Project Management Services Fees. As compensation for the performance of Services as defined in this Work Order, Client shall make the reimbursements provided for below and shall pay to HEERY a stipulated sum equal to $.

2. Progress Payments. HEERY will invoice Client on a monthly basis, in a format that is agreeable to Client, based on progress of the Services towards the Target Completion Date and Schedule defined in this Work Order. The HEERY Project Management Compensation Schedule sets forth the distribution of the fees.

CBRE Project Management Compensation Schedule				
Month #	Month/Yr	Monthly Allocation	Cumulative Amt	% of Total
1		$ -	$ -	#DIV/0!
2		$ -	$ -	#DIV/0!
3		$ -	$ -	#DIV/0!
4		$ -	$ -	#DIV/0!
5		$ -	$ -	#DIV/0!
6		$ -	$ -	#DIV/0!
7		$ -	$ -	#DIV/0!
8		$ -	$ -	#DIV/0!
9		$ -	$ -	#DIV/0!
10		$ -	$ -	#DIV/0!
11		$ -	$ -	#DIV/0!
12		$ -	$ -	#DIV/0!
Total		$ -	$ -	#DIV/0!

EXHIBIT 2

COMPENSATION FOR SERVICES

HOURLY RATE FEE BASIS

1. Project Management Services Fees. As compensation for the performance of Services as defined in this Work Order, Client shall make the reimbursements provided for below and shall pay to HEERY a fee based on an hourly basis for the whole hours expended on the Project assignment.

2. Hourly Rate Schedule. Client will compensate HEERY based on actual hours spent by HEERY personnel on such Services utilizing the hourly rate schedule below:

Title	Rate per Hour
Managing Director	US$
Senior Director	US$
Director	US$
Senior Project Manager	US$
Project Manager	US$
Associate Project Manager	US$
Senior Project Coordinator	US$
Project Coordinator	US$

3. Progress Payments. HEERY will invoice Client on a monthly basis, in a format that is agreeable to Client, based on progress of the Services per the actual hours for all HEERY personnel working on this Project. HEERY will track specific hours expended per month as well as total hours and cost based on those hours multiplied by the applicable hourly rate**.**

AGENDA ITEM NO.: 10.F.

BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE, WASHINGTON

For the Agenda Of: April 14, 2026

Subject: Construction Services contract with KB Markings LLC to re-stripe Madsen Road north of Appleway Avenue

Dept of Origin: Public Works **Dept. Head Approval:** Ben Turner

Exhibit(s):
Liberty Lake Removal and Striping

Expenditure Required	Yes
Budgeted	Yes, Streets Fund (110), Roadway-Professional Services_Striping (542 30 48 06)
City Program	Street Maintenance

Summary Statement

The current lane markings on Madsen Road between Appleway Avenue and Knox Avenue do not include on-street parking for the commercial businesses located on Madsen Road. This project will realign Madsen Road from a three-lane road without on-street parking to a two-lane road with additional on-street parking for businesses that often experience parking overflow from their off-street lots during peak business hours. An acceptable quote was obtained from KB Markings LLC in the amount of $8,100. A contingency of $1,000 is recommended for this project to account for any unforeseen site conditions not covered in the original quote. This contingency will be managed by City staff.

Recommended Action

Authorize Mayor to sign contract with KB Markings LLC to restripe Madsen Road in an amount not to exceed $9,100.

Quote

KB Markings LLC
718 N University Rd
Spokane Valley, WA 99206
509-869-4307

Date	Estimate #
3/26/2026	757

City Of Liberty Lake
22710 E Country Vista Dr.
Liberty Lake, WA 99019

KB Markings LLC
DBE Certification # D2F0028608
WBE Certification # W2F0028608
PWSBE Certification # P000028608

Project #	Project Name	Estimator	Expiration Date
	Stripe Removal Project	Ron Norman	3/25/2026

Bid Item #	Description	Qty	Unit Price	Item Total
1	Mobilization - LS		1,000.00	1,000.00
2	Stripe Removal - LS Note; this quote includes the following removal using a Ultra High Pressure Water Blasting truck. 1,624 ft of 4 inch yellow paint, (36)- 12ft/4 inch yellow stripes, (4) -8ft double turn arrows white and 260 ft x1ft(overspray) bike lane lines.		3,800.00	3,800.00
1	Striping Truck Mobilization - LS		1,000.00	1,000.00
3	Road Striping Madison St - LS		2,300.00	2,300.00

This is a quotation for goods and services listed above only. This quote excludes traffic control, staking/surveying, surface prep, permits, licenses and or fees. KB Markings LLC will not be responsible for liquidated damages or penalties due to no faultof our own. Any taxes or fees not list to this quote should be added to the quoted price.

Total $8,100.00

Acceptance Signature: _____

Date: _____

License# KBMARML787OA
info@kbmarkings.com
kbmarkings.com

AGENDA ITEM NO.: 10.G.

BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE, WASHINGTON

For the Agenda Of: April 14, 2026

Subject: Annual maintenance fee for Bitco and Permittrax Software

Dept of Origin: Community Development **Dept. Head Approval:** Kyle Dixon

Exhibit(s):
Invoice_1147_from_Bitco_Software_LLC

Expenditure Required	Yes
Budgeted	Yes; General Fund - 558.50.49.00 Dues & Subscriptions
City Program	Permitting; Land Use Actions & Land Divisions

Summary Statement

This invoice covers the annual maintenance fee for Permittrax, the City's permitting software. The maintenance fee includes the cost of hosting the permitting data in the cloud, periodic software updates, access to their support team, creating custom reports and documents, designing and creating new permit consoles, as well as data conversions and data extractions, at the City's request.

Recommended Action

Approve invoice in an amount not to exceed $16,786.00

Bitco Software LLC

+14253674016

INVOICE

BILL TO
City of Liberty Lake
22710 E Country Vista Drive
Liberty Lake, WA 99019

INVOICE # 1147
DATE 04/01/2026

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	Maintenance Annual Maintenance Fee PermitTrax	1	15,400.00	15,400.00T

Ways to pay

View and pay

SUBTOTAL	15,400.00
TAX	1,386.00
TOTAL	16,786.00
BALANCE DUE	**$16,786.00**

*** PLEASE NOTE: OUR MAILING ADDRESS HAS CHANGED ***

Please update our mailing address to:
Bitco Software
26910 92nd Ave NW STE C5-443
Stanwood, WA 98292

AGENDA ITEM NO.: 10.H.

BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE, WASHINGTON

For the Agenda Of: April 14, 2026

Subject: Project Management Services Task Order with Turner & Townsend Heery for the Parks and Recreation Facility Project

Dept of Origin: Public Works **Dept. Head Approval:** Ben Turner

Exhibit(s):
TTH - PJM Services - Task Order 4 26-04-06

Expenditure Required	Yes
Budgeted	Yes, General Fund (001); Old City Hall Renovation (594 18 62 07)
City Program	Capital Projects

Summary Statement

The proposed Parks and Recreation Facility to be located at the current City Hall was approved by City Council in 2025 as part of the Facility Master Plan and included in the 2026 CFP for execution in 2027. In order to achieve this schedule, the design services will need to commence in 2026 in order to have a construction services contract in place in early 2027 following the completion of the new City Hall on Mission Avenue. This project management services task order includes the solicitation of design services and construction contracts for the new Parks and Recreation facility as well as post construction award administrative services through the end of construction planned for the end of 2027. A proposal was received from Turner & Townsend Heery in the amount of $81,785.88. Bid savings for the construction of the new City Hall will be utilized to fund this task order.

Recommended Action

Authorize Mayor to sign agreement with Turner & Townsend Heery for Project Management Services for the Parks and Recreation Facility in an amount not to exceed $81,785.88.

APPENDIX "A"

Work Order #[_4_]
To
Project Management Services Agreement

Work Order Effective Date: April __, 2026

This Work Order #[_4_] is attached to and forms part of the Project Management Services Agreement, dated as of **June** , 2024, by and between **CITY OF LIBERTY LAKE** ("Client") and TURNER & TOWNSEND HEERY, LLC ("HEERY") (as it may be amended, the "Agreement"). Capitalized terms used in this Work Order without definition that are defined in the Agreement shall have the meanings set forth therein.

This Work Order shall be governed by and construed in accordance with the laws described in the Agreement unless amended for this Work Order below.

☒ This Work Order shall be governed by and construed in accordance with the laws of the State of Washington without regard to conflicts of laws principles.

1. Project Description. For purposes of this Work Order, the Project shall be as described below, which shall be the Project for purposes of this Work Order:

- Provide reduced construction management services from architect procurement through closeout for relocating and converting the existing City Hall into office space for the Parks Department. The scope may also include some conversion for community space.
- Assumed total project costs is approximately $600K.
- Project is assumed to be design-bid-build delivery method with bidding taking place in the Winter of 2026/2027. Construction to begin once City Hall staff is moved out of the building, with a construction completion in the fall of 2027.
- Schedule:
    - Architect procurement to begin in April/May 2026.
    - Target bid date is January of 2027 to optimize competition and bid numbers.
    - Construction to commence in winter or spring of 2027, once staff has relocated.
    - Construction shall be completed in the fall of 2027.

2. Target Completion Date and Schedule. Architect procurement assumed to begin April/May 2026. Targeted construction timeline is 2027 as referenced above.

3. Specific Duties. In providing the Services, HEERY shall have the duties as defined in Exhibit 1 – Scope of Services attached hereto with respect to the Project.

4. Project Management Services Fees. As compensation for the performance of the Services in connection with the Project, Client shall make the reimbursements provided for in Section 7 below and shall pay to HEERY a fee as set forth in Exhibit 2 – Compensation for Services attached hereto. The project management fee shall be equitably adjusted if the Services extend beyond the scheduled completion date of the Project, or if the originally contemplated scope of Services is materially increased.

5. Variable Services and Fees. Client and HEERY may agree that HEERY will provide additional variable services and resources and will compensate HEERY based on actual hours spent by HEERY personnel on such services utilizing the hourly rate noted within Exhibit 2.

6. Sales and Use Taxes. Client will pay any sales, use, gross receipts, value-added or other consumption based taxes with respect to any goods and services provided to Client by HEERY or any subcontractor or any goods or services procured by HEERY as Client's agent or for the benefit of Client. Client shall retain the right to contest any such taxes assessed against Client.

7. Reimbursable Items. Client shall reimburse HEERY for all costs, expenses and charges of HEERY in connection with the Services, as approved by Client individually or as included in an approved reimbursable budget, and will include the following expenses: reproduction of drawings; messenger service; conference calling service charges; overnight delivery; local travel (mileage) to the Project jobsite, consultant offices or other Project related travel, long distance travel, lodging and meals when pre-approved by Client; subcontractor fees and expenses without mark-up; parking; sales and use taxes and, if applicable, value added taxes paid on behalf of Client; freight and shipping costs paid on behalf of Client; and any specific non-recurring charges directly attributable to the Project and approved by Client.

8. Timing. All sums due to HEERY from Client under this Work Order shall be paid within thirty (30) days following receipt of an invoice from HEERY. Client's obligation to pay or reimburse HEERY as provided in this Work Order shall survive the expiration or termination hereof. All payments to HEERY hereunder shall be made in the amounts then due and without set-off. If HEERY is responsible for payment of Construction Professionals on Client's behalf, HEERY shall not be liable for making payments late or failing to make payments to Construction Professionals (i) if so directed by Client, (ii) if Client fails to provide sufficient funds to pay Construction Professionals, or (iii) if Client is in default of its payment obligations under this Agreement, and Client shall indemnify, defend and hold harmless HEERY against any and all Claims that HEERY may incur as a result thereof.

IN WITNESS WHEREOF, the Parties have executed this Work Order effective as of the date first above written.

CITY OF LIBERTY LAKE

By:_____
Name:
Title:

TURNER & TOWNSEND HEERY, LLC

By:_____
Name:
Title:

EXHIBIT 1

SCOPE OF SERVICES

1. Specific Duties. In providing the Services, HEERY shall have the following duties with respect to the Project:

1.1 Construction Management Services

(a) Lead the architect procurement process through the month of May 2026.

(b) Participate and advise through design phase from May through November.

(c) Participate and advise through bidding phase assumed to be January 2027.

(d) At the request of Liberty Lake, perform minimal construction management duties (Liberty Lake plans to use in-house construction management during the course of construction) from approximately February 2027 through October 2027 including:

(a) Participate in virtual construction meetings

(b) Contract coordination

(c) Pay Application Review (duties limited to verification of contract requirements; progress verification will be the duty of Liberty Lake)

(d) Overall budget development

(e) Monthly budget updates

(f) Closeout participation

(g) Warranty support

(h) Due to reduction in Construction Management duties, scope does not include regular site visits, weekly or monthly construction reports, verification of construction progress, nonconforming work, punch list participation, OFOI or OFCI coordination, or FF&E assistance

2. Additional Services. In conjunction with the Services, HEERY shall provide such other services as are reasonably requested by Client, subject to the Parties' mutual agreement as to the scope of, and pricing for, such other services.

EXHIBIT 2

COMPENSATION FOR SERVICES

HOURLY RATE FEE BASIS

1. Project Management Services Fees. As compensation for the performance of Services as defined in this Work Order, Client shall make the reimbursements provided for below and shall pay to HEERY a fee of $81,785.88 based on an hourly basis for the whole hours expended on the Project assignment.

1.1 Fee Breakdown**:**

1.1.1 Architect procurement and design management: $33,820.41

1.1.2 Bidding, Construction Management and Closeout: $37,297.75

1.1.3 15% Contingency: $10,667.72

2. Hourly Rate Schedule. Client will compensate HEERY based on actual hours spent by HEERY personnel on such Services utilizing the 2026 hourly rate schedule below. Hourly rates will increase by 3.5% annually and has been calculated in the overall fee proposal:

Title	Rate per Hour
Project Executive	US$ 267.81
Senior Project Manager	US$ 210.66
Financial Controls	US$ 144.13
Project Manager	$163.53
Admin Support	$79.83

3. Progress Payments. HEERY will invoice Client on a monthly basis, in a format that is agreeable to Client, based on progress of the Services per the actual hours for all HEERY personnel working on this Project. HEERY will track specific hours expended per month as well as total hours and cost based on those hours multiplied by the applicable hourly rate**.**

		Rate		2026													
Name	**Title**	**2026**	Mth	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**Hours**	**Cost**
			Hrs/mth	*172*	*160*	*184*	*168*	*176*	*168*	*176*	*176*	*176*	*184*	*160*	*160*		
David Beaudine	Exec	$ 267.81								1						1	$ 267.81
Jonathan Miller	SME	$ 210.66						14	14	14	14	14	14	14	14	112	$ 23,593.52
Roxann Robinson	Financial	$ 144.13											1	1	1	3	$ 432.40
Nenad Curgus	Scheduler	$ 194.03														0	$ -
Project Manager	PM	$ 163.53						6	6	6	6	6	6	6	6	48	$ 7,849.44
Kim Via	Admin	$ 79.83						2	2	2	2	2	2	2	2	16	$ 1,277.24
																0	$ -
Reimbursable Allowance								50	50	50	50	50	50	50	50		$ 400.00
																	$ 33,820.41

		Rate		2027													
Name	**Title**	**2027**	Mth	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**Hours**	**Cost**
			Hrs/mth	*172*	*160*	*184*	*168*	*176*	*168*	*176*	*176*	*176*	*184*	*160*	*160*		
David Beaudine	Exec	$ 277.18			1											1	$ 277.18
Jonathan Miller	SME	$ 218.03		12	10	5	5	5	5	5	5	5	5	4	4	70	$ 15,262.06
Roxann Robinson	Financial	$ 149.18		2	2	3	3	3	3	3	3	3	3	3	3	34	$ 5,072.05
Nenad Curgus	Scheduler	$ 200.82														0	$ -
Project Manager	PM	$ 169.25		10	14	6	6	6	6	6	6	6	6	5	5	82	$ 13,878.79
Kim Via	Admin	$ 82.62		2	2	2	2	2	2	2	2	2	2	2	2	22	$ 1,817.68
																0	$ -
Reimbursable Allowance				50	50	100	100	100	100	100	100	100	100	45	45		$ 990.00
																	$ 37,297.75
																Total:	$ 71,118.16
																Time Spent Contingency @ 15%	$ 10,667.72
																GRAND TOTAL:	**$ 81,785.88**

AGENDA ITEM NO.: 11.A.

BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE, WASHINGTON

For the Agenda Of: April 14, 2026

Subject: Donation - LL Historical Society Pavillion Park Sign

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

Exhibit(s):
LL Historical Society, APPROVED-SITE PLAN, APPROVED- REVISED-TPG1212_Pedestal (002), LL Hist. Sign Pic

Expenditure Required	No
Budgeted	N/A
City Program	Public Art

Summary Statement

This generous donation in the amount of $9,500 is from the Liberty Lake Historical Society to place a historical outlook sign in the NE corner flower bed of the Pavillion Park pavilion. The sign is meant to explain the history of the carousel mural that is painted on the restroom building and educate park users of its historical past. This project is supported by the Parks and Arts Commission.

Recommended Action

Accept and approve the donation from LL Historical Society in the amount of $9,500 for a historical sign at Pavillion park.

DONATION FORM

SECTION 1: DONOR INFORMATION

Donor(s) Name: LL Historical Society

Donor(s) Address:

1421 N Meadowwood Ln Ste 200
Liberty Lake, WA 99019

SECTION 2: DONATION CLASSIFICATION

☐ The undersigned donor(s) hereby donates to the City of Liberty Lake, Washington the amount of $_____ which said donation shall be considered accepted upon approval from the Mayor and receipt of the funds by the City.

OR

☒ The undersigned donor(s) hereby donates Pavillion Park Historical Sign with a fair market value of $ 9,500 which said donation shall be considered accepted upon approval from the Mayor and receipt of the item(s) by the City.

Please attach any receipts or documentation establishing the fair market value amount.

SECTION 3: PURPOSE OF DONATION

The City represents that it is a duly organized and existing municipal corporation of the State of Washington and that the donated funds will be used to the extent possible only for the following public purposes: *(Attach a separate statement if more space is required.)*

see mock-up

DONATION FORM

The City of Liberty Lake will make all reasonable efforts to fulfill the specific purpose(s) as outlined in the previous section for this donation. If the specified donation purposes are not feasible, substitutions for the purposes will be made. The donated funds will be managed and accounted for by the City of Liberty Lake in accordance with the Liberty Lake Municipal Code.

For IRS purposes, this agreement serves as written acknowledgment of your donation. The City of Liberty Lake did not provide you any goods or services in consideration for this donation.

SECTION 4. DONOR SIGNATURE(S)

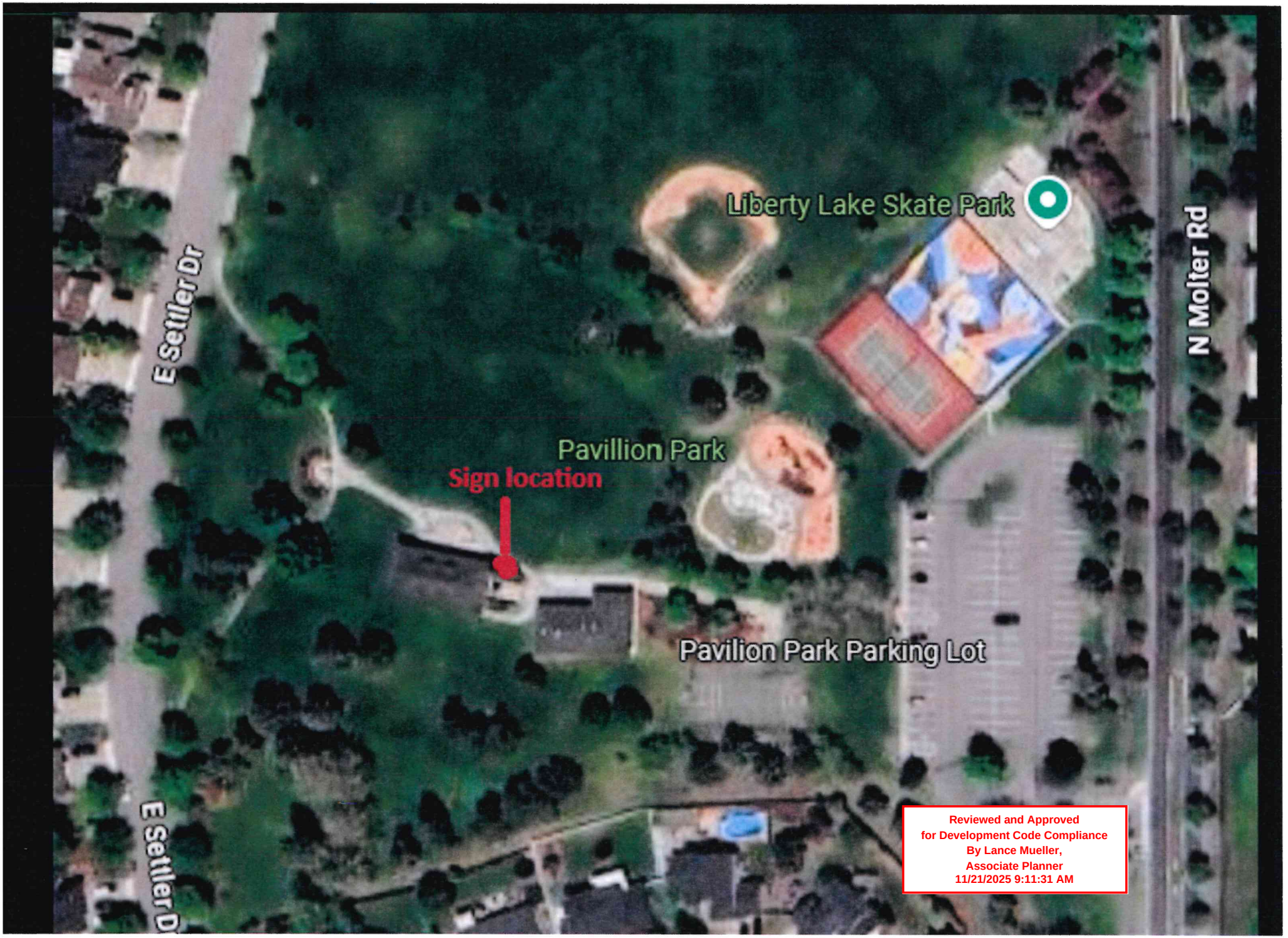
Laura Frank — Donors Signature

3/27/24 — Date

SECTION 5. MAYOR APPROVING SIGNATURE

Mayor's Signature

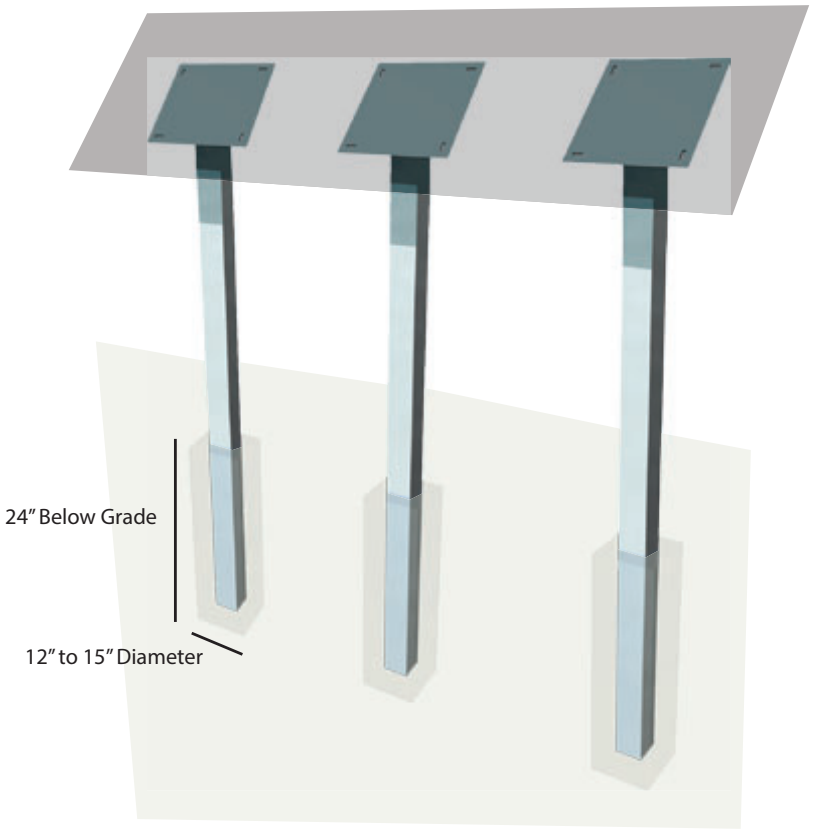
Date

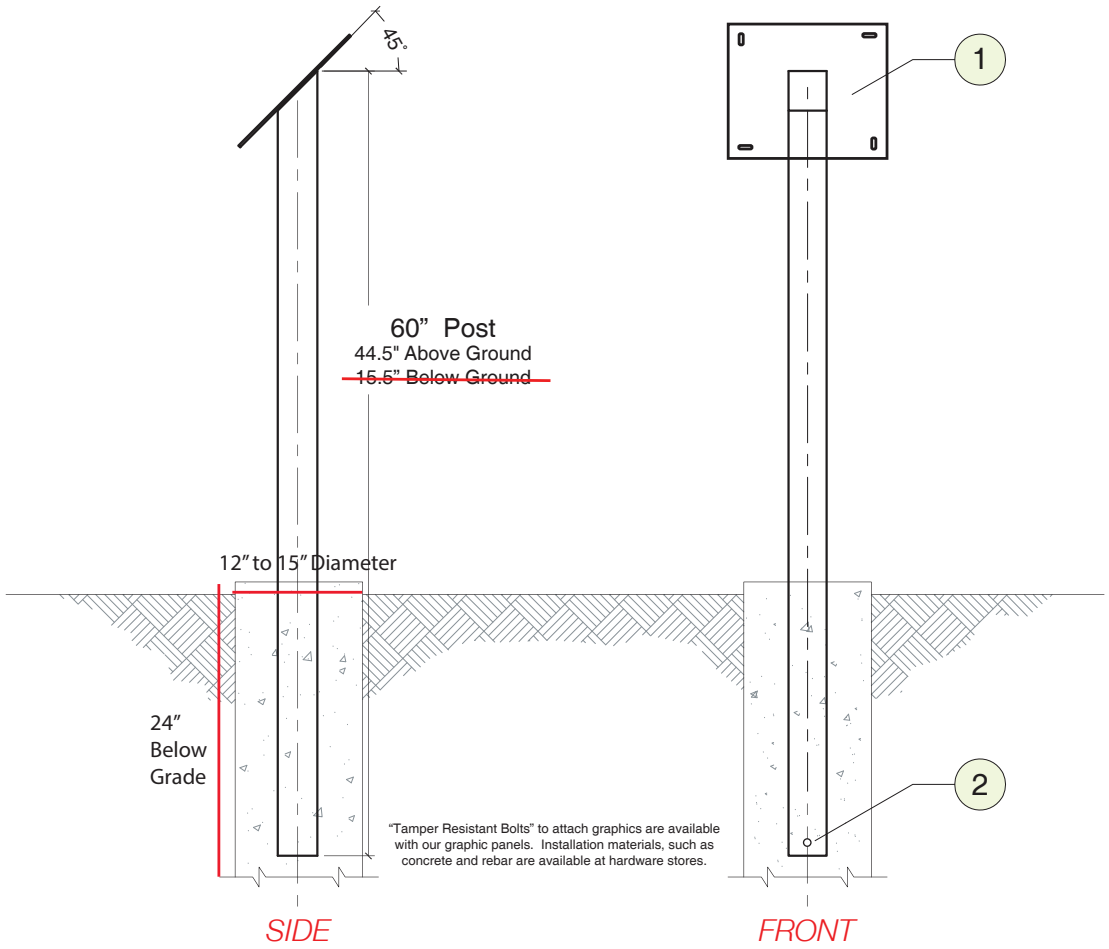

Liberty Lake Skate Park
N Molter Rd
E Settler Dr
Pavillion Park
Sign location
Pavilion Park Parking Lot
E Settler D
Reviewed and Approved
for Development Code Compliance
By Lance Mueller,
Associate Planner
11/21/2025 9:11:31 AM

TRIPLE POST PEDESTAL: In Ground

- Powder Coated Aluminum
- Custom Sizes and Colors Available

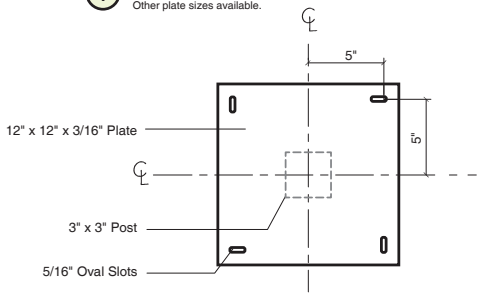
Part #: TPG1212



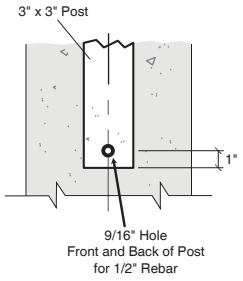


1 Mounting Plate

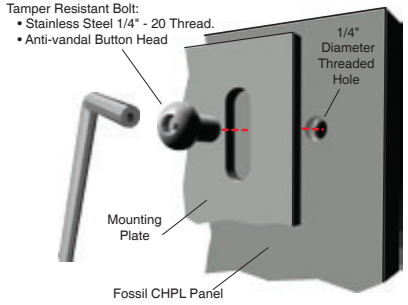
Other plate sizes available.



2 Underground Portion of Post



3 Attaching Panel to Hardware



CHRIS MCCARY
REVIEWED FOR CODE COMPLIANCE
CITY OF LIBERTY LAKE
PLANNING, ENGINEERING AND BUILDING SERVICES
11/20/2025

The Pavillion Park Story

SCAN ME

The Need for a Park

In the early 1990s the children of Liberty Lake needed a community park. Gone were the lake resorts and the playgrounds they contained. Empty lots that were once the makeshift ballfields of the neighborhoods were now scarce and fall football had not been tolerated on hole number five of Liberty Lake Golf Course for nearly two decades. The only park in the area was the Liberty Lake Regional Park at the south end of the lake – a long distance for children from most neighborhoods. Community members approached Spokane County seeking a resolution. The favored option was if land was donated its fair market value had the potential to secure state matching funds.





Land Donor

The roots of Schneidmiller Farms began in the wheatfields of the Palouse in Eastern Washington. Adding land at Liberty Lake, and the Panhandle of North Idaho they became producers of premium grass seed. The original shareholders were the adult children of Henry and Anna Schneidmiller. The family included 10 boys and 2 girls who learned the value of community in a small Whitman County town. Elmer Schneidmiller was the most well-known of the siblings at Liberty Lake, having been a resident here and active in the community since the 1950s. At the time of the donation the family farm included his sons his brothers (Alex, Manuel, Virgil, and Harvey) and their families.

Community Support

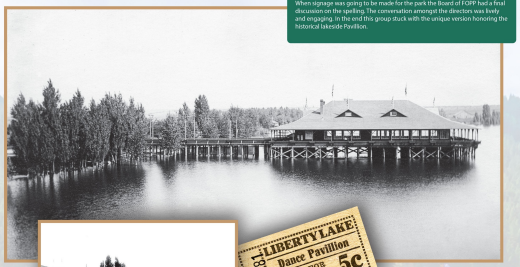
A 5-ring binder overflowing with labor pledges demonstrated the community's strong support for a park. Liberty Lake's presentation was the 64th of 65 before a weary state committee on the final day of hearings. Noticing their fatigue, the assistant park director dropped the heavy binder onto the lectern instantly capturing everyone's attention.

The Pavilion Park project was among the 20% funded. It secured a dollar-for-dollar match on the $300,000 value of the donated land.

The willingness of community members to roll up their sleeves to make this park happen made a powerful impression upon the committee.

Four more years would pass before the park was completed. Through every phase of construction, fundraising efforts, and grant navigation, the community's determination only deepened, and support continued to grow.

Pavilion Park succeeded thanks to strong collaboration between a government entity (Spokane County) and the community, including volunteers, the landowner (Schneidmiller Farms), the developer (Greenstone Corporation) and other financial supporters.





The Story of Two L's

The double L spelling of Pavillion came from this original dance ticket, printed circa 1912. During the parks construction and initial fundraising efforts journalists and others were constantly trying to correct members of FOPP on how it was spelled. Eventually many gave in adding it to their spell-check on their word processors.

When signage was going to be made for the park the Board of FOPP had a final discussion on the spelling. The conversation amongst the directors was lively and engaging. In the end this group stuck with the unique version honoring the historical lakeside Pavilion.



Liberty Lake Dance Pavillion

Waiting for copy for this section - WIP



Friends of Pavillion Park (FOPP)

Friends of Pavillion Park (FOPP) was formed in 1996 to continue the work of the Pavilion Park Association, which had begun organizing community support two and a half years earlier.

This 501(c)(3) charitable organization that operated for 24 years surprised Spokane County's acting parks director, who had never seen a grassroots organization continue after its project was completed.

The dedicated FOPP board members set aside their personal interests to focus on funding and creating the park. Once it opened, they shifted their energy into organizing vibrant cultural and entertainment events. The continued success of these events, rooted in the original FOPP Summer Festival, stands as a lasting tribute to their commitment and vision.

In 2020, after 24 years of service, FOPP passed the torch to other organizations that carried forward much of their work.

The following individuals have proudly served on the FOPP Board:





Story about Carousel

Waiting for copy for this section - WIP



Story of Greenstone

Waiting for copy/logo for this section - WIP

1992 Community looking for a playfield solution

1992 The Schneidmiller family agree to donate 14.1 acres of farmland to the county for a park

1993 Pavilion Park Association (PPA) is formed

1994 WA State approves Phase 1 application

1994 Spokane County and PPA propose a $300,000 grant made before a WA state committee to develop Pavilion Park, using the land donation as the required local match

1994 Greenstone Corporation agrees to donate site grading, sidewalks and street improvements

1994 Spokane East Rotary Club donates $10,000 for playground equipment

1995 Phase 1 construction commences in spring, completed in

1995 Community volunteers plant trees acquired through the U.S. SBA

1996 Matching funds for Phase II construction is sought

1996 Friends of Pavilion Park (FOPP) is formed

1996 Liberty Lake Community Cookbook published to aid in fundraising efforts

1997 First annual auction "A Picnic in the Park" raises approximately $50,000 with more than 350 people in attendance

1997 First annual Summer Concert Series begins

1997 WA State approves Phase II application

1997 First annual Liberty Lake Loop fun run

1997 Playground equipment installed by community volunteers

1998 Second annual auction held by FOPP and raises $80,000

1998 Phase II construction in process

1998 Comstock Foundation donates $100,000 for Phase III construction projects

1999 Architect Gary Johnson submits drawings for the stage and pavilion structure based on historical photos

1999 Grand Opening celebration and dedication of Pavilion Park

1999 First Annual Garden Tour

2000 First Annual Holiday Ball

2000 Dedication of the Marian J Schneidmiller Rose Garden

2003 City of Liberty Lake purchased Pavilion Park from Spokane County

AGENDA ITEM NO.: 14.A.

BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE, WASHINGTON

For the Agenda Of: April 14, 2026

Subject: Resolution No. 12-156H, City Council Rules of Procedure

Dept of Origin: Executive **Dept. Head Approval:** Mark McAvoy

Exhibit(s):
Resolution No. 12-156H, Rules of Procedure 12-156H

Expenditure Required	No
Budgeted	N/A
City Program	Legislative Governance

Summary Statement

Following multiple workshop sessions, the City Council reached a consensus to re-establish standing committees during the March 17 regular meeting. The Council desires to establish three standing committees for the purposes of strengthening communication between the City Council and the City staff by reviewing and examining matters of public policy and recommending policy updates to be considered by the full council. The three standing committees will focus on public health and safety; growth, development, and infrastructure; and fiscal affairs. In addition to standing committees, the amended rules will revise the order of business for regular City Council meetings to place Mayoral appointments earlier on the agenda.

Recommended Action

Move to approve Resolution No. 12-156H, amending the City Council rules of procedure.

CITY OF LIBERTY LAKE
SPOKANE COUNTY, WASHINGTON
RESOLUTION NO. 12-156H

A RESOLUTION OF THE CITY OF LIBERTY LAKE, WASHINGTON AMENDING THE CITY COUNCIL RULES OF PROCEDURE.

WHEREAS, pursuant to RCW 35A.12.120, the Liberty Lake City Council is required to adopt rules which relate to City Council procedures, order of business, conduct of City Council meetings, and such other matters properly related thereto;

AND, the Liberty Lake City Council desires to amend the Liberty Lake City Council Rules of Procedure as contained in the attached Exhibit A;

AND, the Liberty Lake City Council has reviewed the amendment to the Rules of Procedure as shown in Exhibit A and finds it to be acceptable and appropriate.

NOW, THEREFORE, be it Resolved by the City Council of the City of Liberty Lake, Washington as follows:

1. Rules of Procedure

The City Council adopts the amendments to the Rules of Procedure under the Mayor/Council form of government, as shown in Exhibit A, which are limited to Sections 2, 4, 11, and 12. For decision on point of order, the City shall be governed by the most recent edition of Roberts Rules of Order, a copy of which is maintained in the office of the Liberty Lake City Clerk.

2. Best Efforts

These Rules of Procedure are designed to assist in the orderly conduct of City Council business. Failure of the City Council to adhere to these rules shall not result in any liability to the City, its officers, its agents and employees nor shall the same result in any invalidation of City Council action.

Adopted this _____day of April, 2026.

_____
Mayor Cris Kaminskas

ATTEST:

Rochelle Caton, City Clerk

APPROVED AS TO FORM:

City Attorney, Sean P. Boutz

EXHIBIT A

LIBERTY LAKE CITY COUNCIL RULES OF PROCEDURE

Adopted by: Resolution 01-007
Amended by: Resolution 01-007A
Amended by: Resolution 04-007B
Amended by: Resolution 06-007B-1
Amended by: Resolution 12-156
Amended by: Resolution 12-156A
Amended by: Resolution 12-156B
Amended by: Resolution 12-156C
Amended by: Resolution 12-156D
Amended by: Resolution 12-156E
Amended by: Resolution 12-156F
Amended by: Resolution 12-156G
Amended by: Resolution 12-156H

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Liberty Lake City Council Rules of Procedure

Adopted by: Resolution 12-156G

These rules shall be considered the Rules of Procedure for the City of Liberty Lake City Council operating under the Mayor/Council form of government. For decisions on points of order, the City shall use the most recent Roberts Rules of Order as a guide or reference.

1. GENERAL RULES

1.1 **Meetings to Be Public:** All meetings of the Council shall be open to the public with the exception of executive sessions as defined in RCW Chapter 42.30.

1.2 **Respect and Decorum:** It is the duty of the Mayor and Council members to maintain dignity and respect for their offices, city staff, and the public. While the Council is in session, the Council members shall preserve order and decorum, and a member shall neither, by conversation or otherwise, delay or interrupt the proceedings of the Council, nor disrupt or disparage any member while speaking. Council members and the public shall adhere to the legitimate orders of the Mayor.

Any audience member who is disruptive shall be asked to leave the meeting (per RCW 42.30.050). Continued disruptions may result in a recess or adjournment (per RCW 42.30.090).

1.3 **Quorum:** Four (4) Council members shall constitute a quorum and be necessary for the transaction of business. If a quorum is not present, those in attendance will be named and they shall adjourn to a later time, but no adjournment shall be for a longer period than until the next regular meeting.

1.4 **Attendance, Excused Absences:** Election to the office of City Council means that the citizens have entrusted City Council members with significant responsibilities in the area of governance and leadership. Regular attendance at City Council meetings is essential in fulfilling those responsibilities. The following policies are intended to establish minimum acceptable criteria for City Council meeting attendance. A Council member shall forfeit his/her office by failing to attend three (3) consecutive regular meetings of the Council without being excused by the Council. RCW 35A.l3.020 and 35A.l2.060.

Members of the Council may be excused from a meeting by contacting the City Clerk, Mayor, or Mayor Pro Tem. The City Clerk, Mayor or Mayor Pro Tem shall inform the Council of the member's absence, state the reason for such absence and inquire if there is a motion to excuse the member.

The following are examples of appropriate reasons for excusing an absence: illness, family, emergency, business obligation, or other City business. If excusal is for

attendance for other city business, meeting minutes will reflect which event is being attended.

Upon passage of such motion by a majority of members present, the absent member shall be considered excused, and the appropriate notation will be made in the minutes. If the motion is not passed or the above procedure is not followed, the minutes will reflect that the absence is unexcused.

It is understood that during an emergency, it is not always possible for a Council member to notify the City Clerk, Mayor, or Mayor Pro Tem of the member's absence in advance of a meeting. If this situation occurs, a motion to excuse the absent Council member can be made at the next regularly scheduled council meeting, and the vote will be reflected in the minutes.

1.5 **Remote Attendance:** From time to time, a Council member will not be able to physically attend a Council meeting but will want to be involved in the discussion and/or decision. The procedure and guidelines for permitting a Council member to attend a Council meeting remotely are as follows:

a. The Rare Occasion – Remote attendance should be the rare exception, not the rule. Examples of situations where remote attendance would be appropriate include, but are not limited to:

- An agenda item is time sensitive, and remote attendance is needed for a quorum;
- An agenda item is of very high importance to the Council member who cannot be physically present;
- It is important for **all** Council members to be involved in a decision, but one Council member is unable to be physically present.

Examples of situations where remote attendance **would not** be appropriate include, but are not limited to:

- Quasi-judicial hearings;
- Other public hearing(s) where maps, display boards, powerpoint presentations, or similar graphic presentations are being utilized; and
- Non hearing agenda items which depend substantially on visual aids and/or graphic presentations.

1.6 **Attendance – Procedure**

a. For a Council member to attend remotely, the Council member:

- must be able to hear the discussion on the agenda item before the Council, and
- must be able to be heard by all present in the Council chambers, and
- must be able to see any documents being shared with the Council.

b. Notification - If a Council member wishes to attend a Council meeting remotely, the Council member should notify the City Clerk, Mayor, or Mayor Pro Tem of his/her intent by noon of the meeting date.

1.7 **Attendance of City Staff:** The City Administrator, City Attorney, City Clerk, or their substitute(s) shall attend all meetings of the City Council unless excused by the Mayor. The City Administrator may report and make recommendations to the City Council and, when requested, shall participate in Council discussions. The City Attorney, upon request from the Mayor or Council, shall give an opinion on legal questions. The City Clerk shall keep the minutes of the Council, record all Council votes and actions, and perform such other duties as necessary for the orderly conduct of the meeting.

1.8 **Attendance of Media at Council Meetings:** All meetings of the Council and its committees shall be open to the media except Executive Sessions. Attendance shall not interfere with the orderly conduct of the meetings.

1.9 **Journal of Proceedings:** A journal of all proceedings (minutes) of the Council shall be kept by the City Clerk and shall be entered in a book constituting the official record of the Council.

2. TYPES OF MEETINGS

2.1 **Regular Council Meetings:** The Council shall meet regularly on the first and third Tuesdays of each month beginning at 6:00 p.m. and ending at 9:00 p.m. with a possible one (1) hour extension up to 10:00 p.m. by majority vote of the Council. When a Council meeting falls on a holiday or Election Day, the Council may determine an alternate day for the meeting. The location of the meetings shall be the City of Liberty Lake City Hall unless specified otherwise by a majority vote of the Council.

2.2 **Special Meetings:** Special meetings may be called by the Mayor or any three (3) members of the Council. The City Clerk shall prepare a notice of the special meeting stating the time, place, and business to be transacted. The City Clerk shall notify each member of the Council, either by telephone, e-mail, or otherwise of the special meeting. The City Clerk shall give at least 24 hours' notice of the special meeting to each local newspaper of general circulation and to each local radio and/or television station which has filed with the Clerk a written request to be notified of special meetings. No subjects other than those specified in the notice shall be considered.

Special meetings may be called without the notice required in this section, to deal with emergencies involving injury or damage to persons or property or the likelihood of such injury or damage if the notice requirements would be impractical or increase the likelihood of such injury or damage.

2.3 **Continued and Adjourned Sessions:** Any meeting of the Council may be continued or adjourned from day to day, or for more than one day, but no adjournment shall be for a longer period than until the next regular meeting.

~~**2.4** **Workshops:** The Council may hold workshops on the first and third Tuesday of each month, prior to a regularly scheduled City Council meeting beginning at 6:00 p.m. and ending before 7:00 p.m. The Council may also hold special workshops outside of the first and third Tuesday of each month. The purpose of a workshop is to provide the Council with information surrounding impending and/or current City business. The~~

~~workshop will allow informal discussion of issues amongst the Council which may also be directed for action at a future Regular Council Meeting, or during the workshop(s), as applicable. The City Clerk, under the direction of the Mayor or designee, shall arrange a Council workshop agenda for the meeting. Attendance is strongly encouraged by all City Council members at the workshop and the meeting minutes will reflect the record of attendance.~~

~~2.5~~2.4 **Executive Sessions:** Executive sessions may be held in accordance with the provisions of RCW 42.30.110. Any request for an executive session shall be routed through the City Attorney. The Council may hold an executive session during a regular or special meeting. Before convening in executive session, the Chair shall publicly announce the purpose for excluding the public from the meeting place and the time when the executive session will be concluded. If the Council wishes to adjourn at the close of a meeting from executive session, that fact will be announced along with the estimated time for the executive session. The announced time limit for executive sessions may be extended by announcement of the Chair or designee.

Council members, Mayor, and all participants must keep confidential all oral and written information provided during executive sessions to protect the best interests of the City. Confidentiality also includes information provided to Council members outside of executive sessions when the information is considered exempt from disclosure under the then current revision of Ordinance 234, Code of Ethics for Municipal Officers.

3. CHAIR AND DUTIES

3.1 **Chair:** The Mayor, if present, shall preside as Chair at all meetings of the Council. In the absence of the Mayor, the Mayor Pro Tem shall preside. In the absence of the Mayor and Mayor Pro Tem the Council shall elect a Chair.

3.2 **Call to Order:** The meetings of the Council shall be called to order by the Mayor or in his or her absence, the Mayor Pro Tem. In the absence of both the Mayor and Mayor Pro Tem, the meeting shall be called to order by the City Clerk or Clerk's designee for the election of a temporary Chair.

3.3 **Points of Order:** The Chair with the assistance of the City Attorney shall determine all points of order, subject to the right of any member to appeal to the Council.

3.4 **Questions to Be Stated:** The Chair shall have stated all questions submitted for a vote, call the question, and announce the result.

3.5 **Substitution for Chair:** The Chair may call upon the Mayor Pro Tem or any other member to temporarily chair the meeting.

3.6 **Presiding Officer - Powers:** The Chair (with limitations imposed upon the Mayor by law) may move, second, debate and vote subject only to such limitations of debate as

are by these rules imposed on all members, and shall not be deprived of any of the rights and privileges of a Council member by reason of acting as the Chair.

4. COUNCIL ORDER OF BUSINESS AND AGENDA

4.1 **Order of Business:** The order of business for all regular meetings may include the following as applicable unless the Council, by a majority vote of the members present, suspends the rules and changes the order:

a. Invocation. By invitation.

b. Pledge of Allegiance. The Chair leads the flag salute.

c. Call to Order. The Chair calls the meeting to order.

d. Roll Call. The Chair calls the roll of the Council. Council members may make a motion to excuse absent Council members. Roll call will be taken at all meetings (regular, special and workshops).

e. Agenda Approval. The Chair or Mayor Pro Tem shall seek approval of the Agenda. Council members through motion and majority vote may add, delete or defer agenda items.

f. Citizens Comments. Pursuant to Sections 8.2 or 8.3, members of the audience may comment on any City matter.

g. Appointments. Mayoral appointments to boards, commissions, committees, and certain offices for which Council confirmation is required will involve a Motion, Second, Council Discussion, and a vote.

~~g.~~h. Announcements *I* Proclamations *I* Special Presentations. The Chair presents proclamations and requests a motion with a second for approval for each proclamation. A proclamation is an official declaration made by either the City Council or the Mayor. The City Clerk must be notified of any Proclamations or Special Presentations no later than Wednesday at 12:00 p.m. the week prior to the meeting. The duration of each presentation is limited to 15 minutes total.

~~h.~~i. Reports. The Chair and Council members report on committees, other meetings, and activities in which they have participated or those in which they will participate. Reports may be presented to Council by other agencies, boards & commissions, and City Staff.

~~i.~~j. General Business - Consent Agenda. The Chair or Mayor Pro Tem identifies the items on the consent Agenda and requests a motion with a second for approval.

The Consent Agenda contains items which are of a routine and non-controversial nature which may include, but are not limited to, the following: meeting minutes, payroll, and claims. Any item on the Consent Agenda may, at the request of any Council member, be removed and considered separately.

~~j.~~k. General Business - Action Items. The Action Items contain items such as contracts, purchases, and donations for which approval will involve a Motion, Second, Council Discussion, and a vote.

~~k.~~l. Workshop Discussions-Workshop and staff presentations on specific topics, including but not limited to, such items as proposed ordinances and resolution, public work projects, finance issues, and policy initiatives may be presented at this time. The workshop will allow informal discussion of issues amongst the Council which may also be directed for action at a future Regular Council Meeting, or during the workshop(s), as applicable.

~~l.~~m. Council Comments

~~m.~~n. Public Hearings / Appeals. The Chair will state the public hearing procedures before each public hearing. Quasi-judicial hearings require that a decision be made by the Council which may include record review of evidence considered and that specific findings be made.

~~n.~~o. Resolutions. The City Clerk shall introduce the Resolution by reading its title. A Resolution is an adoption of a City policy or decision and will involve a Motion, Second, Public Comment, Council Discussion, and Vote.

~~o.~~p. Ordinances. The City Clerk shall introduce the Ordinance by reading its title. All Ordinances shall have two (2) readings at two (2) separate meetings, unless the Council deems it expedient to suspend this rule. Amendments to an Ordinance may be made at first or second reading. Staff will provide background information during the time of a first read Ordinance. Following the second reading, approval will involve a Motion, Second, Public Comment, Council Discussion, and a roll call vote.

~~p.~~q. Emergency Ordinances. Public emergency Ordinances require a vote of a majority plus one of the whole Council membership and may be made effective upon adoption.

A public emergency Ordinance is one designed to protect public health and safety, public property, or the public peace; it may not levy taxes, grant, renew, or extend a franchise to authorize the borrowing of money.

~~q.~~r. Introduction of Upcoming Agenda Items

~~r.~~s. Citizen Comments. Pursuant to Sections 8.2 or 8.3, members of the audience may comment on any City matter.

~~s.~~t. Executive Session. An executive session may be convened (in accordance with the provisions of RCW 42.30.110) that is closed to the public and attended only by the Mayor, City Council, and invited participants such as the City Administrator, City Attorney, City staff and/or individuals authorized by the Mayor or City Council. The Council may go into executive session only for matters specifically allowable under state law. Any request for an executive session shall be routed through the City Attorney. The Mayor must state the reason for going into executive session and the estimated time for coming out of executive

session. Final action on matters considered

in executive session must take place in open session. Matters discussed in executive session are to be considered strictly confidential by all participants.

~~t.~~u. Adjournment. With no further business to come before the Council, the Mayor may move to adjourn the meeting.

4.2 **Council Agenda:** Subject to the Council's right to amend the agenda, no legislative item (Resolution or Ordinance) shall be voted on which is not on the Council agenda, except in emergency situations relating to the public's health, safety or welfare.

5. VOTING AND MOTIONS

5.1 **Voting:** Votes during Council meetings shall be conducted as follows:

a. Recorded votes occur on Ordinances and Resolutions.

b. Unless otherwise required by Statute, Ordinance or Resolution, votes shall be taken by voice except at the request of the Mayor or any Council member, a roll call vote shall be recorded by the City Clerk.

c. Each Council member shall vote on all questions and matters before the Council unless a conflict of interest or appearance of fairness disqualifies the member.

d. City Clerk will keep a record, outside of minutes, of City Council member votes for all Resolutions, Ordinances, consent agenda and action items.

5.2 **Mayor:** The Mayor shall only vote where there is a tie vote between Council members with respect to matters other than the passage of Ordinances, grants or revocation of franchise or license, or any resolution for the payment of money.

5.3 **Motions:** No motion shall be considered or debated until duly seconded and announced by the Chair. The motion shall be recorded and, if desired by any Council member, it shall be read by the City Clerk before it is debated and, by the consent of the Council, may be withdrawn at any time before action is taken on the motion.

5.4 **Disqualification:** Any Council member who is disqualified from voting on a matter shall be excused from the Council dais and shall not participate in the debate. The Council member shall state the reason for the disqualification.

5.5 **Motions to Reconsider:** A motion to reconsider must be made by a person who voted with the majority on the principal question and must be made at the same or succeeding regular meeting. No motion to reconsider an adopted quasi-judicial written decision shall be entertained after the close of the meeting at which the written findings and decision were adopted.

6. RESOLUTIONS AND ORDINANCES

6.1 **Review by City Attorney:** All Resolutions and Ordinances shall be reviewed by the City Attorney. No Ordinance or Resolution shall be prepared for presentation to the City Council unless requested by the Mayor or three (3) Council members.

6.2 **Procedure:** The City Clerk shall introduce the Resolution by reading its title. A Resolution is an adoption of a City policy or decision and will involve a Motion, Second, Public Comment, Council Discussion, and Vote. The City Clerk shall introduce the Ordinance by reading its title. All Ordinances shall have two (2) readings at two (2) separate meetings, unless the Council deems it expedient to suspend this rule. Amendments to an Ordinance may be made at a first or second reading. Staff will provide background information during the time of a first read Ordinance. Following the second reading, approval will involve a Motion, Second, Public Comment, Council Discussion, and a roll call vote.

6.3 **Format of Ordinances and Resolutions:** Resolutions and Ordinances shall be in a format determined by the City Clerk including the numerical identification. No Ordinance or Resolution shall contain more than one subject which shall be clearly stated in the title. No Resolution or Ordinance shall be amended unless the amendment sets forth each modified section in full. Resolutions and Ordinances shall be signed by the Mayor and attested to by the City Clerk. The City Attorney shall sign all Resolutions and Ordinances to approve the form.

7. PUBLIC HEARING PROCEDURES

7.1 **Sign-in:** Prior to the start of a public hearing the Chair may require that all persons wishing to speak sign in with their name, whether they are a resident of the City of Liberty Lake proper and indicate whether they wish to speak as a proponent, opponent or from a neutral position. Any person who fails to sign in shall not be permitted to speak until all those who signed in have given their testimony. The Chair may change the order of speakers so that testimony is heard in the most logical groupings (i.e., proponents, opponents, adjacent owners, etc.).

7.2 **Timing; Representation:** The City Council will take public testimony during a public hearing, the public comment period, and prior to passage of Ordinances and Resolutions. Persons appearing before the Council shall limit their comments to three (3) minutes, as kept by City Staff, displayed for public view, and enforced by the Chair. Where an organization is appearing before the City Council, it should designate a representative to speak on behalf of its members.

Written comments received for a public hearing will be acknowledged at the hearing with the commenter's name identified. Written comments will be made part of the permanent record but will not be read during the hearing.

7.3 **The Public Hearing Process:** The Chair introduces the agenda item, opens the public hearing and announces the following Rules of Order:

a. All comments by proponents, opponents or other members of the public shall be made from the podium if attending in-person, or as recognized by the meeting chair if attending remotely; any individuals making comments shall first give their full name and if they are a resident of the City of Liberty Lake proper**.** If the hearing is disrupted, preventing the normal course of City business, the Council may vote to adjourn the hearing and vote on a new location as per RCW 42.30.050 and/or RCW 42.30.090.

b. If you are disabled and require accommodation, please advise the Chair or meeting host.

c. There shall be no demonstrations (i.e., applause) during or at the conclusion of anyone's presentation.

d. These rules are intended to promote an orderly system of holding a public hearing, giving every person an opportunity to be heard ensuring that no individual is annoyed or embarrassed by exercising his/her right of speech.

e. Council members shall not reply or respond in any way to testimony provided by speakers at the public hearing, except to request specific clarification.

The Chair may call City Staff to describe the matter under consideration.

The Chair calls upon proponents, opponents, and all other individuals who wish to speak regarding the matter under consideration.

The Chair continues the public hearing to a time specific or closes the public hearing.

7.4 **Quasi Judicial Hearings:** In addition to the Rules of Order set forth in Section 7.3, the following rules should be observed during a quasi-judicial public hearing.

1. The Chair shall announce the matter for consideration and ask Council members to indicate any ex parte oral or written communications with a party, conflicts of interest, or any appearance of fairness issues. After all disclosures are made, the Chair will ask if any party to the quasi-judicial matter desires to challenge or request a Council member abstain from the decision on the matter. The challenge shall be placed on the record.

8. DUTIES AND PRIVILEGES OF CITIZENS

8.1 **Meeting Participation:** Citizens are welcome at all Council meetings and are encouraged to attend and participate. Recognition of a speaker by the Chair is a prerequisite for an orderly and effective meeting. If the meeting is disrupted, preventing the normal course of City business, the Council may vote to adjourn the meeting and vote on a new location as per RCW 42.30.050 and/or RCW 42.30.090..

8.2 **Citizen Comments:** Under agenda item “Citizens Comments", citizens may address any item they wish by completing and submitting a yellow “Request to Speak” form

or by notifying the remote meeting host. They shall first obtain recognition by the Chair who shall then allow the comments, subject to a three (3) minute limitation per speaker, or other limitations as the Chair or Council may deem necessary. The Chair and Council will receive comments without reply or discussion unless the Chair or Council request clarification. Following such comments, if action is required or has been requested, the Chair or council may place the matter on the current agenda or a future agenda or refer the matter to staff for action or investigation and a report at a future meeting.

All written comments shall be submitted to and received by the City Clerk no later than 4:00 p.m. on the date of the City Council meeting. Written comments received will be acknowledged during the meeting and the Clerk will provide written comments to the Council in advance of the meeting.

8.3 **Subjects on the Current Agenda:** Pursuant and subject to Section 8.2, any member of the public who wishes to address the Council on an item on the current agenda shall make such request to the Chair by completing and submitting a Request to Speak form or notification to the remote meeting host. Speakers shall identify whether they are a resident of the City of Liberty Lake proper.

8.4 **Manner of Addressing the Council:** All remarks shall be addressed to the Chair and not to any individual Council member. No questions shall be asked of the Council members.

8.5 **Written Communications:** Interested parties, or their authorized representatives, may address the Council by written communication in regard to any general matter concerning the City. The written communication may be submitted by direct mail, email, or by addressing the communication to the City Clerk who will distribute copies to the Council members. The communication will be entered into the record.

8.6 **Disruptive Conduct:** Any audience member who is disruptive shall be asked to leave the meeting (per RCW 42.30.050). Continued disruptions may result in a recess or adjournment (per RCW 42.30.090).

9. FILLING COUNCIL VACANCIES AND SELECTING MAYOR [PRO TEM]

9.1 **Notice of Vacancy:** If a Council vacancy occurs, the Council will follow the procedures outlined in RCW 35A.13.020. To fill the vacancy with the most qualified person available until the next general election of non-partisan municipal candidates which are held in odd-numbered years, the Council will distribute and publish a notice of the vacancy and the procedure and deadline for applying for the position.

9.2 **Application Procedure:** The Council will draw up an application form which contains relevant information. The application form will be used in conjunction with an interview of each candidate to aid the Council's selection of the new Council member.

9.3 **Interview Process:** All qualified candidates who apply by the deadline will be interviewed by the Council during a regular or special Council meeting open to the public. The order of the interviews will be determined by drawing names. To promote fairness, applicants will be asked to remain outside the Council Chambers while other applicants are being interviewed. Applicants may be asked to answer questions submitted to them in advance of the interview and questions posed by each Council member during the interview process. The Council members will ask the same questions of each candidate. Each candidate will then be allowed two (2) minutes for closing comments. Depending on the number of applicants, Council may choose to extend deliberations through the next Council meeting.

9.4 **Selection of Council Member:** The Council may recess into executive session to discuss the qualifications of all candidates. Nominations, voting and selection of a person to fill the vacancy will be conducted during an open public meeting.

9.5 **Duties of Mayor Pro Tem:** In the temporary absence of the Mayor, the Mayor Pro Tem shall perform the duties and responsibilities of the Mayor with regard to the conduct of meetings and business of the City, with the exception of the hiring and firing of City staff.

9.6 **Selection of Mayor Pro Tem:** 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 by voice or a recorded vote. As soon as one nominee receives a majority vote of four (4) votes of the Council, that Council member will be declared the Mayor Pro Tem. There will only be a vote for the Mayor Pro Tem if all City Council members are present at the meeting. Votes of all seven (7) City Council members will be recorded in the record.

9.7 **Removal of Mayor Pro Tem:** The Mayor Pro Tern may be removed from office upon a vote of four (4) 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. A link to the agenda packet will be available at the Library, and a hard copy of the agenda and packet will be available for public viewing at the front desk of City Hall. Portions of the packet may be printed for the public upon request.

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 on the City's website 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 of the City Council are established for the purposes of strengthening communication between the City Council and the City staff by reviewing and examining matters of public policy before developing policy recommendations for consideration by the full council. No council committee shall be authorized to direct city staff members or oversee city operations. Unless otherwise established or modified by a vote of the City Council, the standing committees shall be organized to focus on public health and safety; growth, development, and infrastructure; and fiscal affairs.

a. **The Public Health and Safety Committee** shall consist of the Mayor, or Mayor's designee, who serves as the Chair, and up to three (3) Council members. The committee's scope includes reviewing and recommending policy options related to matters of public health, safety, and welfare as they affect residents, workers, and visitors in Liberty Lake.

b. **The Growth, Development, and Infrastructure Committee** shall consist of the Mayor, or Mayor's designee, who serves as the Chair, and up to three (3) Council members. The committee's scope includes reviewing and recommending policy options that encourage growth, development, and infrastructure improvements to occur in a manner consistent with the city's comprehensive plan.

c. **The Fiscal Affairs Committee** shall consist of the Mayor, or Mayor's designee, who serves as the Chair, and up to three (3) Council members. The committee's scope includes reviewing and recommending policy options that encourage long-term fiscal health and sustainability in all city funds.

11.2 Members of each committee shall be appointed by the Mayor, with the input of City Council members, and confirmed by the City Council. Committee appointments shall expire upon reappointment by the Mayor, December 31 of each odd-numbered year, or the end of a Council Member's term, whichever comes first. No Council Member shall be appointed to, nor may serve on, more than two (2) committees concurrently.

~~11.~~12. SUSPENSION AND AMENDMENT OF RULES

~~11.1~~12.1 **Suspension of These Rules:** Any provision of these rules may be temporarily suspended by a vote of a majority of the Council.

~~11.2~~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.: 15.A.

BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE, WASHINGTON

For the Agenda Of: April 14, 2026

Subject: Ordinance 142A - An Ordinance of the City of Liberty Lake, Washington, Repealing Ordinance 142 Adopting Regulations for Special Events

Dept of Origin: Community Development **Dept. Head Approval:** Kyle Dixon

Exhibit(s):
Ordinance 142A

Expenditure Required	No
Budgeted	N/A
City Program	Code Enforcement; Records Management

Summary Statement

Ordinance 142A cleans up inconsistencies between the active 'Community Events' permitting process, and the dormant 'Special Events' permitting process outlined in Ordinance 142.

Recommended Action

1st read Ordinance

CITY OF LIBERTY LAKE,
SPOKANE COUNTY, WASHINGTON
ORDINANCE NO. 142A

AN ORDINANCE OF THE CITY OF LIBERTY LAKE, WASHINGTON, REPEALING ORDINANCE NO. 142 ADOPTING REGULATIONS FOR SPECIAL EVENTS

WHEREAS, the City of Liberty Lake staff have reviewed Ordinance No. 142 and deemed it no longer of use; and

WHEREAS, City Municipal Code Title 4, Chapter 8 as established by City of Liberty Lake Ordinance No. 142 is in conflict with current Liberty Lake Development Code § 10-4I-5, Community Event Permits amended by Ordinance No. 302.

NOW, THEREFORE, the City Council of the City of Liberty Lake, Washington does ordain as follows:

Section 1. Repeal. City Municipal Code Title 4, Chapter 8, Special Events as established by City of Liberty Lake Ordinance No. 142 is hereby repealed in its entirety.

Section 2. Severability. If any section, sentence, clause or phrase of this Ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Ordinance.

Section 3. Effective Date. This Ordinance shall be in full force and effect five (5) days after publication of this Ordinance or a summary thereof in the official newspaper of the City as provided by law.

Passed by the City Council this _____ day of April, 2026.

_____
Cristella Kaminskas, Mayor

ATTEST:

_____
City Clerk, Rochelle Caton

Approved as to Form:

_____
City Attorney, Sean P. Boutz

Publication Date: _____

Effective Date: _____

AGENDA ITEM NO.: 19.A.

BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE, WASHINGTON

For the Agenda Of: April 14, 2026

Subject: Executive Session per RCW 42.30.110(1)(g) Evaluation of the qualifications of an applicant for public employment.

Dept of Origin: Executive **Dept. Head Approval:** Mark McAvoy

Exhibit(s):
None

Expenditure Required	No
Budgeted	N/A
City Program	Human Resources

Summary Statement

Recommended Action

No action will be taken in executive session