

**CITY COUNCIL MEETING
TUESDAY, MAY 19, 2020
CITY HALL
HELD REMOTELY
7:00 P.M.**

PURSUANT TO GOVERNOR INSLEE'S ORDER 20-28 DATED MARCH 24, 2020 – ALL PUBLIC MEETINGS WILL BE HELD REMOTELY. The City Council will participate via ZOOM. The public can participate via the following:

- [Sign up to provide Public Comment at the meeting via calling in](#)
- [Submit Written Public Comment Prior to 4 pm on May 19, 2020](#)
- [Join the Zoom Meeting](#)

Questions or Need Assistance? Please contact City Clerk at aswenson@libertylakewa.gov

- 1. INVOCATION**
- 2. PLEDGE OF ALLEGIANCE**
- 3. CALL TO ORDER**
- 4. ROLL CALL**
- 5. AGENDA APPROVAL**
- 6. CITIZEN COMMENTS**
- 7. MAYOR AND CITY COUNCIL REPORTS & INQUIRIES**
- 8. CITY ADMINISTRATOR REPORT**
- 9. ACTION ITEMS**
 - A. Consent Agenda**
 - i. Approve May 5, 2020 City Council Minutes
 - ii. Approve May 19, 2020 vouchers in the amount of \$556,639.53
 - B. General Business**
 - i. Authorize the Mayor to execute agreement with Continental Contractors, Inc. for the Pavillion Park Irrigation System upgrade in the amount of \$174,488.29 with a 10% contingency to be managed by staff
 - ii. Accept the donation of \$15,410 worth of Estey picture book shelving provided by the Friends of the Liberty Lake Library (FOLLML)
 - iii. Approve Task Order for Parametrix to provide On-Call City Engineer Services in an amount not to exceed \$20,000

10. RESOLUTION

Resolution No. 20-272 – Accepting the Country Vista Corridor Technical Memorandum

11. INTRODUCTION OF UPCOMING AGENDA ITEMS

12. CITIZEN COMMENTS

13. EXECUTIVE SESSIONS

- Consideration to purchase real estate
- Personnel

14. ADJOURNMENT

PUBLIC COMMENT

If you wish to provide oral public comments during the Council meeting, please register through this link: <https://us02web.zoom.us/j/82904615883?pwd=YTNwaC9wbzlxWHZ0QUVBEZSNzN2Zz09>

WRITTEN PUBLIC COMMENTS

If you wish to provide written public comments for the upcoming council meeting, please email your comments to aswenson@libertylakewa.gov by **4:00 p.m.** the day of the council meeting and include all of 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

JOIN ZOOM MEETING

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

Meeting Instructions:

To join the Zoom web meeting:

<https://us02web.zoom.us/j/82904615883?pwd=YTNwaC9wbzlxWHZ0QUVBVEZSNzN2Zz09>

Dial-in Phone Number

+1 253 215 8782 US (Tacoma)

+1 669 900 6833 US (San Jose)

Meeting ID: 829 0461 5883

Password: 420103

REPORT

Liberty Lake Municipal Library
April 2020 Report

	2020	2019
Checkouts	68	7,714
Renewals	37	1,061
ILL	0	18
Lent to CIN	11	984
eBooks/eAudio	2,223	1,443
InHouse	0	539
Freegal	412	245
Database Use	187	87
TOTAL:	2,938	12,091
Borrowed from CIN	19	1,184
Checkins	855	7,922
Computer Checkouts	0	261
Patron Visits	0	4,603
New Cards	9	97
Total Cards	7,137	7,456
Programs		
Story time	9 story time programs	565
Outreach Storytime		62
1000 Books		0
Other Children's Programming	4 children's programs	381
Teen	3 teen programs	12
Adult Programs	3 online programs	64
TOTAL:	19 online programs	1,084
Meeting Room (non-library use)	0	15
Proctoring	0	3

The Liberty Lake Library remained closed to the public in April. Librarians Jandy Humble and Joanne Percy, and Library Associate Erin Smith, offered online programs for the community including online story times, teen Tuesdays, Thursday adult crafts, and Friday children's crafts. Library staff also continued to communicate with library patrons via Facebook and over the phone.

Library staff continued working on projects like the adult fiction genre project, online trainings, library signage, and more.

Collection

Library staff completed the adult fiction genre project. During this project, staff evaluated most adult fiction items currently on the shelf for inclusion in specific genres, re-cataloged and re-processed materials, and created genre sections in the adult fiction area.

Friends of the Liberty Lake Municipal Library Update

- The Friends of the Library have cancelled the June book sale.
- Friends of the Library meetings are on hold until further notice.

Upcoming Highlights

The library will remain closed until further notice.

Online Library Events

Mondays - Toddler Story Time 10:30 am

Tuesdays – Teen Tuesdays at 3:00 pm

Wednesdays – Family Story Time at 10:30 am

Thursdays – Adult Crafts at 5:00 pm

Fridays – Pre-K Crafts at 10:30 am

Fridays – School-age Crafts at 3:00 pm

Spring Reading Challenge – ongoing

Liberty Lake Municipal Library Annual Report – 2019

Library Visits

65,892*

**Traffic data from January and February skewed due to inaccurate door tracker. It was replaced in mid-February.

Library Cards

Resident Adult: 3,777

Resident Minor: 1,201

Homebound: 16

Institutional: 50

Total Residents: 5,044

Non-resident Adult: 1,897

Non-resident Minor: 281

Total Non-resident: 2,178

Total Library Cards: 7,222

Library Collection

Physical Materials: 27,026

Digital Materials: 101,857 (does not include Freegal or CIN Overdrive)

Collection Growth

Items Added: 2,542

Items Deleted: 4,180

Annual Circulation

Materials checked out: 98,783

Loaned to CIN: 12,557

Renewals: 15,868

In House Use: 7,206

Interlibrary loan (lent to other libraries): 242

Database Usage: 1,597

Overdrive – CIN: 6,581

Overdrive – WA Anytime Library: 13,376

Freegal: 4,184

Total circulation: 160,394

Circulation by Type of Material

Physical: 134,656

Digital: 25,738

Public Computer Sessions

3,246

Annual Programs

Children: 361
YA: 26
Adult: 46
Total: 433

Program Attendance

Children: 12,408
Teens: 604
Adult: 418
Total: 13,430

Youth Summer Reading Program

Children/Teen
Registered: 967
Finished: 427

Adult

Registered: 208
Finished: 34

Library Budget

Allocated: 516,885.00

Expenses

Salaries & Benefits	\$371,091.77
Collection	\$36,973.09
Office & Operating	\$16,279.43
Utilities, Internet & Postage	\$14,139.21
Professional Services	\$13,153.36
Capital Expenses	\$11,162.41
Programming	\$9,273.22
Software/Databases/Computer Support	\$5,993.84
Dues	\$3,466.56
Training/Conferences/Fuel/Travel	\$936.86
Total Expenditures:	\$482,469.75

Revenues

Fines & Fees	\$6,377.66
Donations	\$6,261.70
Total revenues:	\$12,639.36

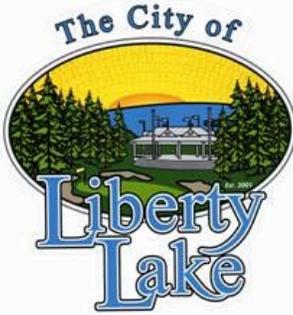
Donations Received

Friends of the Library: \$5,000
Serenity by the Lake: \$120.00
STCU: \$1,000
Other: \$141.70

2019 Library Board of Trustees

Sandi Bishop
Sharon Carvo
Lu Embrey
Mindy Howe
Tim Olsen
Tom Pauley

ACTION ITEMS



CITY COUNCIL MEETING
TUESDAY, MAY 5, 2020
HELD REMOTELY
22710 E. COUNTRY VISTA DRIVE
7:00 P.M.

Prior to the invocation, Mayor Brickner reviewed the logistics for this evening's meeting which, per Governor Inslee's Order 20-28, dated March 24, 2020, was being held remotely. Invocation then took place.

INVOCATION – Given by Mayor Brickner

PLEDGE OF ALLEGIANCE – Led by Mayor Brickner, City Council, and City Staff

CALL TO ORDER – Mayor Brickner called the meeting to order at 7:00 p.m.

ROLL CALL

City officials who physically attended the meeting were:

Mayor Brickner, Katy Allen, City Administrator, RJ Stevenson, Finance Director, Jennifer Camp, Operations & Maintenance Director, Brian Asmus, Chief of Police, Lisa Key, Director of Planning Engineering and Building, Jocelyn Redel, Library Director, Ann Swenson, City Clerk, Anita Eylar, Activities and Events, and Todd Henderson, Information Technology.

City officials who remotely attended the meeting via Zoom were:

Mayor Pro Tem Kennedy, Council Members Dunne, Folyer, Kaminskas, Kurtz, Langford, and Severs. The City Attorney also participated via Zoom.

Mayor Pro Tem Kennedy moved to excuse Councilman Dunne. Councilman Severs seconded the motion. Councilman Severs then announced he had received a message from Councilman Dunne, who said he would be joining but was a bit late.

Mayor Pro Tem Kennedy moved to amend his motion and to disregard the excusal, seconded by Councilman Langford. Motion carried unanimously. Council Member Dunne joined the meeting at 7:07 p.m.

AGENDA APPROVAL: Mayor Pro Tem Kennedy moved to amend the agenda to include an Executive Session. Council Member Severs seconded the motion, which carried unanimously.

MAYOR AND CITY COUNCIL REPORTS & INQUIRIES

Councilman Langford reported on his attendance at the Association of Washington Cities' nominating committee meeting. Plans are moving forward for holding the virtual business meeting and having members running for positions to have a phone conversation during their interview process. The board is finalizing the method of voting for all members at the general meeting, which will also take place virtually.

Mayor Brickner reported on his joint conversation with mayors from the City of Spokane Valley, City of Spokane, and Pullman, and Governor Inslee. They reported on the flatlining of the numbers in the county and discussed challenges within their communities. Mayor reported the governor is interested in regional openings of counties, beginning with less than 75,000 in population at this time. He reported to the governor that people are taking their business to Idaho, which is having a substantial impact on this region. The mayors encouraged Governor Inslee to take Spokane County into consideration to expedite reopening of Phase 2. Mayor also reported there is a June 6th start date for the Farmers Market and spoke about the social distancing efforts that will take place. The City will coordinate their booth with one elected official and one staff member. He reported on the launching of the Liberty Lake Together campaign, noting there has been a lot of good feedback from the community.

CITY ADMINISTRATOR REPORT

The City Administrator gave an update on Harvard and Henry Road. The type, size, location study has been completed for Henry Road. It is expected the State will have a bid opening for Harvard Road in mid-July. She also outlined the construction schedule for the Barker Road roundabout. She and other directors then gave updates on Coronavirus-19. She reported on the funding allocation for the Care Act and reported on phased openings for city services. She then turned the floor over to the Chief of Police, who gave a public safety update. She briefly resumed the floor and then turned it over to the Finance Director, who provided a financial update. She resumed the floor and, in conclusion, reported that all city events and programs have been cancelled through May.

WORKSHOP – 2021 – 2026 Transportation Improvement Plan

The Director of Planning & Engineering gave PowerPoint presentation on the 2021 – 2026 Transportation Improvement Plan. She reviewed the project types and the project information included in the City's 2021 – 2026 Transportation Improvement Plan (TIP). The types included new construction, preservation, enhancement, maintenance, and plan/report. She explained what is different between the TIP and the City's Capital Improvement Plan (CIP). A public hearing and first read Ordinance are scheduled for June 2nd on the proposed TIP.

ACTION ITEMS

Consent Agenda

Mayor Pro Tem Kennedy moved to approve action item 10Ai, approving the April 21, 2020 city council minutes. Council Member Kaminskas seconded the motion, which carried unanimously.

Mayor Pro Tem Kennedy moved to approve action item 10Aii, approving the May 5, 2020 vouchers in the amount of \$231,959.09. Council Member Kaminskas seconded the motion, which carried unanimously.

A/P check numbers were 29931 through 29964, totaling \$211,860.22. EFTs totaled \$20,098.87.

General Business

Mayor Pro Tem Kennedy moved to approve Ameresco's Energy Service Proposal in the amount of \$249,531 and authorize the Mayor to sign the contracts. Council Member Kaminskas seconded the motion. After considerable debate and discussion about funding, cost, timing, discretionary vs. essential purchasing, and investing in and ensuring ongoing infrastructure, Mayor called for the vote. Motion failed 1-6; Councilman Dunne in favor, all others opposed.

Mayor Pro Tem Kennedy moved to approve the Interlocal Agreement with Spokane County Regional Animal Control Protection Service (SCRAPS). Council Member Severs seconded the motion, which carried unanimously.

Mayor Pro Tem Kennedy moved to accept the anonymous donation of \$2,000 for the Liberty Lake Together Campaign expenses. Council Member Kaminskas seconded the motion, which carried unanimously.

INTRODUCTION OF UPCOMING AGENDA ITEMS

The City Administrator reviewed the upcoming agenda items for the May 19th City Council meeting.

EXECUTIVE SESSION

At 8:46 p.m., Mayor Brickner called adjournment into Executive Session for real estate for 10 minutes, as per RCW 42.30.110 to discuss real estate. At 8:56 p.m., the City Administrator announced an additional 15-minute extension. The meeting adjourned at 9:11 p.m.

ADJOURNMENT

No action was taken following the Executive Session. There being no further business, the meeting adjourned at 9:11 p.m.

These minutes were approved May 19, 2020.

Shane Brickner, Mayor
City of Liberty Lake

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

DRAFT

City of Liberty Lake

Consent Agenda for May 19, 2020
City Council Meeting

Report from the Mayor for pending claims and payment of previously-approved obligations through May 19, 2020

<u>Payee</u>	<u>Description</u>	<u>Amount</u>
	See attached check register.	
Total Vouchers through May 19, 2020		\$166,857.72
April payroll & benefits		<u>\$389,781.81</u>
	TOTAL	<u>\$556,639.53</u>

RECOMMENDATION: Approve and Authorize for Payment

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

SIGNATURES:

City Clerk

Mayor

Council Member

CHECK REGISTER

CITY OF LIBERTY LAKE

Time: 13:28:53 Date: 05/13/2020

MCAG #: 2757

05/19/2020 To: 05/19/2020

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1713	05/19/2020	Claims	3	EFT	ALLIED FIRE AND SECURITY	326.37	CH SECURITY 6/1-8/31/2020
			001 - 518 30 41 00 -		Central Services-Professional S	326.37	
1714	05/19/2020	Claims	3	EFT	BTAC ACQUISITION CORP	263.15	BOOKS
			001 - 572 20 34 06 -		Library Books & Other Materi	148.34	
			001 - 572 20 34 06 -		Library Books & Other Materi	114.81	
1715	05/19/2020	Claims	3	EFT	CALLAWAY	2,363.45	PRO SHOP ITEMS
			420 - 576 61 34 01 -		Pro Shop Merchandise	2,363.45	
1716	05/19/2020	Claims	3	EFT	LIBERTY LAKE SEWER AND WATER DISTRICT	1,600.75	UTILITIES APR 2020
			001 - 518 30 47 00 -		Central Services-Utility Servi	391.75	CITY HALL
			001 - 518 30 47 00 -		Central Services-Utility Servi	42.60	CITY HALL IRR2
			001 - 521 50 47 00 -		Law Enforcement - Utility Serv	108.12	LLPD/LLML BLDG
			410 - 542 30 47 00 -		Roadway - Utilities-Elec/Gas,V	56.80	HARVARD RD IRR21
			410 - 542 30 47 00 -		Roadway - Utilities-Elec/Gas,V	14.20	LIBERTY LAKE DR IRR1
			410 - 542 30 47 00 -		Roadway - Utilities-Elec/Gas,V	14.20	MDWD VISTAS IRR5
			410 - 542 30 47 00 -		Roadway - Utilities-Elec/Gas,V	14.20	MDWD VISTAS IRR8
			410 - 542 30 47 00 -		Roadway - Utilities-Elec/Gas,V	14.20	MISSION&MOLTER IRR15
			410 - 542 30 47 00 -		Roadway - Utilities-Elec/Gas,V	56.80	MISSION/MOLTER ROUNDABOUT IRR16
			410 - 542 30 47 00 -		Roadway - Utilities-Elec/Gas,V	14.20	MOLTER RD IRR4
			410 - 542 30 47 00 -		Roadway - Utilities-Elec/Gas,V	14.20	MDWD VISTAS IRR7
			410 - 542 30 47 00 -		Roadway - Utilities-Elec/Gas,V	14.20	MDWD VISTAS IRR6
			410 - 542 30 47 00 -		Roadway - Utilities-Elec/Gas,V	14.20	MISSION&SIGNAL IRR
			410 - 542 30 47 00 -		Roadway - Utilities-Elec/Gas,V	42.60	MDWD VISTAS 4 TR C IRR9
			410 - 542 30 47 00 -		Roadway - Utilities-Elec/Gas,V	42.60	WOODBROOK TR B IRR11
			410 - 542 30 47 00 -		Roadway - Utilities-Elec/Gas,V	14.20	LIBERTY LAKE RD IRR22
			110 - 542 30 47 01 -		Roadway - Utility Services	42.60	APPLEWAY (B) AVE IRR20
			001 - 572 50 47 00 -		Library Building Utilities-Elec/	48.58	LLPD/LLML BLDG
			420 - 576 61 47 00 -		Golf Utilities-Elec/Gas,Wtr/Sw	156.70	TRAILHEAD
			001 - 576 80 47 15 -		Ballfields Utilities-Elec/Gas,W	78.35	BALLFIELDS DRINKING FOUNTAIN/RESTROOMS 23900 E BOONE AVE
			001 - 576 80 47 25 -		Pavillion Park Utilities-Elec/Ga	78.35	PAVILLION PARK RESTOOM&SPLASH PAD
			001 - 576 80 47 35 -		Town Square Utilities-Elec/Ga	78.35	TOWN SQUARE PARK
			001 - 576 80 47 35 -		Town Square Utilities-Elec/Ga	56.80	TOWN SQUARE IRR18
			001 - 576 80 47 55 -		Rocky Hill Park Utilities-Elec/	78.35	ROCKY HILL RESTROOMS
			001 - 576 80 47 55 -		Rocky Hill Park Utilities-Elec/	56.80	ROCKY HILL PARK IRR14
			001 - 576 80 47 55 -		Rocky Hill Park Utilities-Elec/	56.80	ROCKY HILL PARK WINROCK&MISSION IRR13
1717	05/19/2020	Claims	3	EFT	LOWES	114.27	PAINT/PRIMER&ROLLERS
			001 - 518 30 31 00 -		Centralized Services Supplies	96.10	
			420 - 576 65 31 01 -		Maintenance Of Golf Course	18.17	
1718	05/19/2020	Claims	3	EFT	MASTERCARD	573.45	MATERIALS
			001 - 514 23 41 00 -		Administrative Services-Profes	-125.00	ANNUAL REPORTING IN PERSON TRNG CANCELLED
			001 - 514 23 41 00 -		Administrative Services-Profes	13.06	DROPBOX
			001 - 514 23 41 00 -		Administrative Services-Profes	1.35	ZOOM
			001 - 514 23 41 00 -		Administrative Services-Profes	15.74	WEB HOSTING
			001 - 514 23 41 00 -		Administrative Services-Profes	14.85	ZOOM
			001 - 514 23 49 01 -		Administrative Services-Dues,!	120.00	ANNUAL REPORT WEBINAR TRNG
			001 - 571 00 31 00 -		Recreation Supplies	195.89	ADOBE PRO SUBSCRIPTION ANITA EYLAR
			001 - 572 10 31 05 -		Children & Adult Prgm Suppl	10.88	SPOTIFY
			420 - 576 61 31 03 -		Maintenance Supplies	111.06	TOP DRESSER PARTS

CHECK REGISTER

CITY OF LIBERTY LAKE
MCAG #: 2757

05/19/2020 To: 05/19/2020

Time: 13:28:53 Date: 05/13/2020
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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			001 - 594 14 64 00		Finance-Furniture,Computers&	215.62	WINDOWS 10 PRO FINANCE DIR,IT TECH
1719	05/19/2020	Claims	3	EFT	SITEONE LANDSCAPE SUPPLY LLC	448.23	MATERIALS
			110 - 542 70 31 01		Roadside Supplies	121.74	IRRIG SUPPLIES
			110 - 542 90 31 00		Maint Admin & Overhead Sup	55.48	SOLENOIDS
			420 - 576 65 31 01		Maintenance Of Golf Course	215.52	GRAVEL
			001 - 576 80 31 01		Parks Supplies	55.49	SOLENOIDS
1720	05/19/2020	Claims	3	EFT	STERICYCLE INC	10.36	ON-CALL
			001 - 521 10 41 00		Law Enforcement-Professional	10.36	
1721	05/19/2020	Claims	3	EFT	WASTE MGMT OF SPOKANE	379.64	PW DUMPSTER 4/1-4/30/2020
			110 - 542 90 47 00		Maint Admin & Overhead Util	379.64	
1722	05/19/2020	Claims	3	EFT	WEX BANK-CHEVRON	2,922.53	FUEL 4/7-5/6/2020
			001 - 518 30 32 00		Central Services Fuel Consume	135.76	
			001 - 521 10 32 00		Law Enforcement Fuel Consum	2,381.76	
			110 - 542 90 32 00		Maint Admin & Overhead Fuel	37.52	
			001 - 558 50 32 00		CP&ED Fuel Consumed	88.93	
			420 - 576 61 32 00		Golf Course-Fuel Consumed	37.52	
			001 - 576 80 32 00		Parks Fuel Consumed	241.04	
1723	05/19/2020	Claims	3	EFT	XEROX CORPORATION	384.36	SERVICES 4/1-30/2020
			001 - 514 23 41 00		Administrative Services-Profes	384.36	BLACK/COLOR BILLABLE PRINTS 3/21-4/21/2020
1772	05/19/2020	Claims	3	EFT	CITY SERVICE VALCON-CREDIT CARD	1,055.07	FUEL
			110 - 542 90 32 00		Maint Admin & Overhead Fuel	1,055.07	
1724	05/19/2020	Claims	3	29967	ABADAN REPROGRAPHICS/IMAGIN G	105.24	PAVILLION PARK PLANS
			310 - 594 76 63 09		Capital Expenditures - Other Ir	105.24	
1725	05/19/2020	Claims	3	29968	ADAMS TRACTOR CO INC	25,510.38	KUBOTA RTV-X1100CWL-H UTILITY TERRAIN VEHICLE
			110 - 594 42 64 00		Capital Expenditures - Furnitur	12,755.19	
			001 - 594 76 64 01		Parks-Furniture,Computers&E	12,755.19	
1726	05/19/2020	Claims	3	29969	AVISTA UTILITIES	10,738.38	UTILITIES 3/30-4/29/2020
			001 - 518 30 47 00		Central Services-Utility Service	862.84	CITY HALL
			001 - 518 30 47 00		Central Services-Utility Service	139.67	CITY HALL-LITTLE HOUSE
			001 - 518 30 47 00		Central Services-Utility Service	189.84	PUBLIC WORKS YARD
			001 - 518 30 47 00		Central Services-Utility Service	34.57	COMMUNITY MESSAGE BOARD
			001 - 521 50 47 00		Law Enforcement - Utility Serv	1,185.01	LLML/LLPD BLDG
			110 - 542 63 47 00		Street Lighting - Utility Service	4,635.56	STREET LIGHTS
			110 - 542 63 47 00		Street Lighting - Utility Service	37.46	HARVEST AND MISSION ROUNDAABOUT LIGHTS
			110 - 542 64 47 00		Traffic Control Devices-Elec/C	89.59	MOLTER & APPLEWAY SIGNAL
			110 - 542 64 47 00		Traffic Control Devices-Elec/C	69.81	APPLEWAY & LLAKE RD SIGNAL
			110 - 542 64 47 00		Traffic Control Devices-Elec/C	63.88	LLAKE RD & CVISTA SIGNAL
			110 - 542 64 47 00		Traffic Control Devices-Elec/C	22.85	SCHOOL SPEED SIGN
			110 - 542 64 47 00		Traffic Control Devices-Elec/C	32.83	HARVARD RD ROUNDAABOUT
			110 - 542 64 47 00		Traffic Control Devices-Elec/C	20.60	APPLEWAY & MADSON TRFC LIGHT
			110 - 542 64 47 00		Traffic Control Devices-Elec/C	41.54	SIGNAL/APPLEWAY TRAFFIC SIGNAL
			110 - 542 64 47 00		Traffic Control Devices-Elec/C	23.37	MISSION/MOLTER ROUNDAABOUT
			110 - 542 70 47 00		Roadside Utilities	21.36	HARVARD & INDIANA IRRIG CLOCK
			110 - 542 70 47 00		Roadside Utilities	26.90	HARVARD RD MONUMENTS
			110 - 542 70 47 00		Roadside Utilities	20.60	1425 N LIBERTY LAKE RD SPRINKLER
			110 - 542 70 47 00		Roadside Utilities	21.24	23104 E APPLEWAY AVE SPKL IRRIG CLOCK

CHECK REGISTER

CITY OF LIBERTY LAKE

Time: 13:28:53 Date: 05/13/2020

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			110 - 542 70 47 00 -		Roadside Utilities	21.36	22427 E APPLEWAY AVE SPKL IRRIG CLOCK
			001 - 572 50 47 00 -		Library Building Utilities-Elec/	532.40	LLML/LLPD BLDG
			420 - 576 61 47 00 -		Golf Utilities-Elec/Gas,Wtr/Sw	991.73	TRAILHEAD UNIT 2
			420 - 576 61 47 00 -		Golf Utilities-Elec/Gas,Wtr/Sw	925.84	TRAILHEAD PUMP
			001 - 576 80 47 15 -		Ballfields Utilities-Elec/Gas,W	74.08	LIBERTY LAKE BALL FIELD 23820 E BOONE AVE
			001 - 576 80 47 25 -		Pavillion Park Utilities-Elec/Ga	173.09	PAVILLION PARK IRRIGATION
			001 - 576 80 47 25 -		Pavillion Park Utilities-Elec/Ga	66.46	PP PUMP @ MEADOWWOOD GC
			001 - 576 80 47 35 -		Town Square Utilities-Elec/Ga	106.50	TOWN SQ PARK LIGHTS
			001 - 576 80 47 45 -		Orchard Park Utilities-Elec/Ga	252.36	20300 E INDIANA AVE ORCHARD PARK
			001 - 576 80 47 55 -		Rocky Hill Park Utilities-Elec/	55.04	ROCK HILL PARK-IRRIGATION
1727	05/19/2020	Claims	3	29970	AW REHN & ASSOCIATES	714.82	SERVICES
			001 - 514 23 41 00 -		Administrative Services-Profes	152.00	HRA MONTHLY ADMIN FEE APRIL 2020
			502 - 517 30 29 00 -		Health Insurance Services	562.82	EMPLOYER FUNDING NOTIFICATION 4/30-5/3/2020
1728	05/19/2020	Claims	3	29971	AXON ENTERPRISE INC	17,471.92	PRO EVIDENCE.COM LICENSE YR 2 PYMT;EVIDENCE.COM UNLIMITED LICENSE YR R PYMT,TECH ASSURANCE PLAN DOCK 2 ANNUAL PYMT
			001 - 594 21 64 02 -		Law Enforcement-Furniture,Cc	17,471.92	BODY CAMERAS&VIDEO STORAGE
1729	05/19/2020	Claims	3	29972	ELEANORE BADINGER	575.00	REFUND SENIOR SEASON PASS 2020
			001 - 318 11 00 00 -		Admissions Tax	-25.24	
			420 - 347 30 00 03 -		Season Passes	-504.83	
			420 - 347 30 00 11 -		Tax Collected On Sales	-44.93	
1730	05/19/2020	Claims	3	29973	MARK BROWN	369.00	REFUND SENIOR 20 PLAY&ANNUAL CART PASS
			420 - 347 30 00 08 -		Golf Cart Trail Fees	-73.46	
			420 - 347 30 00 09 -		Promo Card Purchase/Redeem	-289.00	
			420 - 347 30 00 11 -		Tax Collected On Sales	-6.54	
1731	05/19/2020	Claims	3	29974	CENGAGE LEARNING INC/GALE	682.50	LEGALFORMS: WASHINGTON SUBSCRIPTION 4/22/2020-4/21/2021
			001 - 572 10 41 01 -		Software Maint/data Ba	682.50	
1732	05/19/2020	Claims	3	29975	CENTURYLINK	83.81	TH PHONE 5/5-6/5/2020
			420 - 576 61 42 01 -		Golf Pro Shop-Telephone,Inter	83.81	
1733	05/19/2020	Claims	3	29976	CITY SERVICE VALCON		WRONG VENDOR
1734	05/19/2020	Claims	3	29977	COEUR D ALENE PAVING INC	103.11	MATERIAL DISPOSAL
			410 - 542 40 41 00 -		Drainage-Professional Services	51.55	
			411 - 542 40 41 01 -		Drainage-Professional Services	51.56	
1735	05/19/2020	Claims	3	29978	COLLIERS INTERNATIONAL VALUATION &	3,750.00	APPRAISAL JOB FEE MEADOWWOOD LN BLDG
			001 - 513 10 41 00 -		Executive-Professional Service	3,750.00	
1736	05/19/2020	Claims	3	29979	COOPERATIVE INFORMATION NETWORK	495.59	QTR 3 COURIER FEES W/REFUND FOR MAR&APR
			001 - 572 10 41 00 -		Library-Professional Services	495.59	
1737	05/19/2020	Claims	3	29980	COUNTRY VISTA CAR WASH	245.00	49 WASHES
			001 - 521 10 48 00 -		Vehicle Maintenance	245.00	

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1738	05/19/2020	Claims	3	29981	DATAPRO SOLUTIONS INC	318.53	AOD HOSTING APR 2020
					001 - 514 23 41 00 - Administrative Services-Profes	318.53	
1739	05/19/2020	Claims	3	29982	EAST FARM FEED	113.40	GOAT HAY
					001 - 576 80 31 01 - Parks Supplies	113.40	
1740	05/19/2020	Claims	3	29983	EVERGREEN STATE TOWING	117.61	TOW '04 FORD EXPLORER
					001 - 521 10 41 00 - Law Enforcement-Professional	117.61	
1741	05/19/2020	Claims	3	29984	FREE PRESS PUBLISHING INC	77.35	LEGAL ADS
					001 - 558 50 41 00 - CP&ED-Professional Services	77.35	NOTICE OF AVAILABILITY OF SEPA CHECKLIST
1742	05/19/2020	Claims	3	29985	GREENLEAF LANDSCAPING INC	1,415.70	BACKFLOW TESTING
					110 - 542 70 41 00 - Roadside Professional Services	1,075.92	
					420 - 576 65 41 00 - Professional Services-Golf Gre	56.63	
					001 - 576 80 41 00 - Parks-Professional Services	283.15	
1743	05/19/2020	Claims	3	29986	GUS JOHNSON FORD	439.44	REPAIR PARKING BRAKE '17 FORD EXPLORER
					001 - 521 10 48 00 - Vehicle Maintenance	439.44	
1744	05/19/2020	Claims	3	29987	TODD L HENDERSON	18.99	REIMBURSE CABLE STRIPPER PLYERS,NETWORK JACK
					001 - 518 30 31 00 - Centralized Services Supplies	18.99	
1745	05/19/2020	Claims	3	29988	KPFF INC	52,834.43	SERVICES THROUGH 3/27/2020
					318 - 595 30 60 01 - Roads/Streets Const. & Other I	32,862.46	I-90 RAMP IMPROVEMENTS
					318 - 595 50 60 00 - Roads/Streets Const. & Other I	19,716.23	HARVARD BRIDGE WIDENING
					320 - 595 64 60 00 - Capital Expenditures/Expenses	255.74	APPLEWAY SIGNALS
1746	05/19/2020	Claims	3	29989	LIBERTY LAKE CHILDREN'S ACADEMY	262.50	REFUND TRAILHEAD BANQUET RM&PAVILLION PARK RESERVATIONS
					001 - 362 00 00 05 - Space And Facilities Rentals (S	-262.50	
1747	05/19/2020	Claims	3	29990	ROBERT M MOORE	101.12	UTILITY TAX REBATE 2019
					110 - 518 63 40 00 - Utility Tax Rebate-Electric	42.69	
					110 - 518 63 40 02 - Utility Tax Rebate-Garbage/So	7.36	
					110 - 518 63 40 03 - Utility Tax Rebate-Cable	39.73	
					110 - 518 63 40 04 - Utility Tax Rebate-Telephone	11.34	
1748	05/19/2020	Claims	3	29991	NATIONAL BARRICADE CO	955.95	MATERIALS
					110 - 542 64 31 00 - Traffic Control Devices Suppli	790.88	STOCK SUPPLIES
					110 - 542 64 41 00 - Traffic Control Devices-Profes	165.07	STREET SIGNS
1749	05/19/2020	Claims	3	29992	SHANNON NIELSEN	212.50	REFUND ORCHARD SHELTERS RESERVATION DUE TO COVID-19
					001 - 362 00 00 05 - Space And Facilities Rentals (S	-212.50	
1750	05/19/2020	Claims	3	29993	NORTH 40 OUTFITTERS	967.42	MATERIALS
					110 - 542 90 31 00 - Maint Admin & Overhead Sup	443.45	CHAINSAW MS 311 25"
					420 - 576 61 31 03 - Maintenance Supplies	221.71	CHAINSAW MS 311 25"
					001 - 576 80 31 01 - Parks Supplies	80.55	GOAT FEED
					001 - 576 80 31 01 - Parks Supplies	221.71	CHAINSAW MS 311 25"
1751	05/19/2020	Claims	3	29994	PELZER GOLF SUPPLIES	76.00	SPECIAL ORDER CARLSON-PUTTER
					420 - 576 61 34 01 - Pro Shop Merchandise	76.00	
1752	05/19/2020	Claims	3	29995	VICTOR PETERSON	575.00	REFUND SENIOR SEASON PASS 2020
					001 - 318 11 00 00 - Admissions Tax	-25.24	
					420 - 347 30 00 03 - Season Passes	-504.83	

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			420 - 347 30 00 11 -		Tax Collected On Sales	-44.93	
1753	05/19/2020	Claims	3	29996	PLANET TURF	158.89	MATERIALS
			420 - 576 65 31 01 -		Maintenance Of Golf Course	158.89	CUP PLUGS
1754	05/19/2020	Claims	3	29997	PROTECTION FIRST	4,639.14	PATROL RIFLE SUPRESSORS
			001 - 594 21 64 02 -		Law Enforcement-Furniture,Cc	4,639.14	
1755	05/19/2020	Claims	3	29998	PTERA INC	2,949.96	PHONE SVC 5/1-31/2020
			001 - 518 30 42 00 -		Central Services - Communicat	1,543.77	INTERNET,FIBER/CROSS CONNECT,PHONES,VOIP
			001 - 521 10 42 00 -		Law Enforcement-Telephone,In	587.65	INTERNET,VOIP,PARK CAMERA RH&BF
			110 - 542 90 42 00 -		Maint Admin & Overhead Tele	119.00	INTERNET,VOIP,CAMERA
			001 - 572 10 42 00 -		Library-Telephone,Internet,Pos	427.85	INTERNET,VOIP,PHONES
			420 - 576 61 42 01 -		Golf Pro Shop-Telephone,Inter	130.69	INTERNET,VOIP
			001 - 576 80 41 25 -		Pavillion Park-Professional Ser	10.00	PARK CAMERA
			001 - 576 80 41 35 -		Town Square-Professional Serv	10.00	PARK CAMERA
			001 - 576 80 41 45 -		Orchard Park-Professional Serv	10.00	PARK CAMERA
			001 - 576 80 42 15 -		Ballfields-Telephone,Internet,F	34.50	PARK CAMERAS/IRRIGATION
			001 - 576 80 42 45 -		Orchard Park-Telephone,Intern	42.00	PARK CAMERAS/IRRIGATION ORCHARD PARK
			001 - 576 80 42 55 -		Rocky Hill Park-Telephone,Int	34.50	PARKCAMERAS/IRRIGATION
1756	05/19/2020	Claims	3	29999	R&R PRODUCTS INC	88.02	SPRINKLER HEAD EDGER
			420 - 576 65 31 01 -		Maintenance Of Golf Course	88.02	
1757	05/19/2020	Claims	3	30000	RODDA PAINT	277.70	STRIPING SUPPLIES
			110 - 542 30 31 01 -		Roadway Striping Supplies	277.70	
1758	05/19/2020	Claims	3	30001	BRETT R SARGENT	12,398.25	STREET CLEANING APR 2020
			411 - 542 40 41 01 -		Drainage-Professional Services	6,199.12	
			410 - 542 67 41 01 -		Street Cleaning - Professional S	6,199.13	
1759	05/19/2020	Claims	3	30002	SCREEN TEK	490.05	SERVICES
			001 - 513 10 41 00 -		Executive-Professional Service	392.04	LL TOGETHER A FRAMES-PD W/ANONYMOUS DONATION
			001 - 518 30 40 00 -		COVID-19 Professional Servic	98.01	COVID-19 TH SIGNAGE
1760	05/19/2020	Claims	3	30003	SIR SPEEDY PRINTING	1,207.97	SERVICES-PD W/ANONYMOUS DONATION
			001 - 513 10 31 00 -		Executive Supplies	1,057.90	LL TOGETHER BANNER
			001 - 513 10 41 00 -		Executive-Professional Service	150.07	LL TOGETHER MAGNETS,CLINGS
1761	05/19/2020	Claims	3	30004	MIKE SPEDICK	575.00	REFUND SENIOR SEASON PASS 2020
			001 - 318 11 00 00 -		Admissions Tax	-25.24	
			420 - 347 30 00 03 -		Season Passes	-504.83	
			420 - 347 30 00 11 -		Tax Collected On Sales	-44.93	
1762	05/19/2020	Claims	3	30005	SPOKANE COUNTY ENVIRONMENTAL SERVICES	48.01	SEWER SVC FEES
			001 - 576 80 47 45 -		Orchard Park Utilities-Elec/Ga	48.01	
1763	05/19/2020	Claims	3	30006	SPOKANE COUNTY TREASURER	10,375.68	SERVICES
			001 - 519 70 40 01 -		Spokane County - Jail	9,096.98	JAIL SVCS GEIGER/COUNTY MAY
			001 - 521 10 41 00 -		Law Enforcement-Professional	86.60	TECH SVCS
			001 - 554 30 41 00 -		Animal Services	1,192.10	ANIMAL CNTRL SVCS MAR&APR 2020
1764	05/19/2020	Claims	3	30007	SPOKANE COUNTY	582.50	CTR INCENTIVE FUNDING
			001 - 513 10 41 00 -		Executive-Professional Service	582.50	
1765	05/19/2020	Claims	3	30008	SPOKANE VALLEY FIRE DEPT	681.00	SERVICES

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			001 - 558 50 40 01 - CP&ED Protective Inspection			227.00	FIRE SUPPRESSION PLAN CHECK
			001 - 558 50 40 01 - CP&ED Protective Inspection			454.00	MOLTER BLDG UPPER LEVEL TI FIRE SUPPRESSION PLAN CHECK MOLTER BLDG LOWER LEVEL TI
1766	05/19/2020	Claims	3	30009	SUN MOUNTAIN SPORTS	39.78	MICRO-PATHFINDER CART SEAT KIT
			420 - 576 61 34 01 - Pro Shop Merchandise			39.78	
1767	05/19/2020	Claims	3	30010	THE PROFESSIONAL GOLFERS ASSOC OF AMERIC	697.00	MEMBER DUES CHRIS JOHNSTON
			420 - 576 61 49 01 - Golf-Dues,Subscriptions,Mbrsl			697.00	
1768	05/19/2020	Claims	3	30011	THE SHERWIN WILLIAMS CO	595.96	SPLASH PAD PAINT/PRIMER
			001 - 576 80 31 25 - Pavillion Park Supplies			595.96	
1769	05/19/2020	Claims	3	30012	TIRE-RAMA	76.08	SERVICES
			001 - 521 10 48 00 - Vehicle Maintenance			-63.08	LOF '12 ESCAPE,2020 EXPLORER,'15 INTERCEPTOR,11pd09
			110 - 542 90 41 00 - Maint Admin & Overhead Prof			139.16	LOF '18 F-350,'05 EXPLORER,'04 LIBERTY
1770	05/19/2020	Claims	3	30013	WESTERN EQUIPMENT	687.24	BUNKER RAKE REPLACEMENT TINES
			420 - 576 61 31 03 - Maintenance Supplies			687.24	
1771	05/19/2020	Claims	3	30014	WHITLEY FUEL LLC	517.17	FUEL
			110 - 542 90 32 00 - Maint Admin & Overhead Fuel			67.23	
			420 - 576 61 32 00 - Golf Course-Fuel Consumed			367.19	
			001 - 576 80 32 00 - Parks Fuel Consumed			82.75	
						001 General Fund	68,306.32
						110 Street Fund	22,775.72
						310 REET 1 Capital Projects Fund	105.24
						318 Harvard Road Bridge Widening Fund	52,578.69
						320 Harvard Road Mitigation Fund	255.74
						410 Stormwater Utility Fund	6,577.28
						411 Aquifer Protection Fund	6,250.68
						420 Golf Operations Fund	9,445.23
						502 Medical Reimbursement (Bridge) Fund	562.82
						* Transaction Has Mixed Revenue And Expense Accounts	166,857.72
							Claims: 166,857.72

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"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."

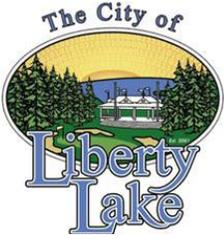
City Clerk

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.: 9Bi

BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE, WASHINGTON

SUBJECT:

Contract Authorization for Pavillion Park Irrigation Replacement

FOR THE AGENDA OF: May 19, 2020

DEPT. OF ORIGIN: Planning, Engineering & Building

EXHIBIT:

Contract with Bid Proposal Attachment
Bid Summary

DEPT. HEAD APPROVAL:

EXPENDITURE REQUIRED:	Yes
BUDGETED:	Yes

SUMMARY STATEMENT

Staff is requesting Council authorization for the award of a contract in the amount of \$174,488.29 to Continental Contractors, Inc. for the replacement of the Pavillion Park Irrigation System, with a contingency fund not to exceed \$17,448 to be managed by staff, for a total authorization of \$191,936.29. The project, which is funded through REET, was budgeted for \$265,000, and will result in significant operational efficiencies.

RECOMMENDED ACTION

1. Authorize Mayor to execute agreement with Continental Contractors, Inc. in the amount of \$174,488.29, with a 10% contingency to be managed by staff, for the replacement of the Pavillion Park Irrigation System.

AGREEMENT FOR CONSTRUCTION SERVICES

THIS AGREEMENT is made by and between the City of Liberty Lake, a code City of the State of Washington ("City") and Continental Contractors, Inc. ("Contractor"), jointly referred to as "Parties".

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

1. **Work to Be Performed.** The Contractor shall do all work and furnish all labor, tools, materials, supplies and equipment for the City of Liberty Lake PAVILLION PARK IRRIGATION REPLACEMENT PROJECT ("Work") in accordance with, and as described in the Contract Provisions and Plans for Construction of: City of Liberty PAVILLION PARK IRRIGATION REPLACEMENT PROJECT ("Contract Documents") and, 2018 Standard Specifications for Road, Bridge and Municipal Construction of the Washington State Department of Transportation which are by this reference incorporated herein and made part hereof ("Contract Documents"), and shall perform any changes in the work in accord with the Contract Documents.

The Contractor, as set forth in the Contractor's bid proposal attached hereto as Exhibit A (the "Bid Proposal"), shall assume and be responsible for the cost and expense of all Work provided in the Contract Plans and Contract Documents, except those items agreed in writing to be furnished by the City of Liberty Lake.

The Mayor or designee shall administer and be the primary contact for Contractor. Prior to commencement of work, Contractor shall contact the Mayor or designee to review the Work, schedule, and time of completion. Contractor shall receive written authorization from the City to proceed with the Work. Upon notice from the Mayor or designee, Contractor shall promptly commence Work, complete the same in a timely manner, and cure any failure in performance under this Agreement.

All Work shall be performed in conformance with the Contract Plans, Contract Documents, City and State standards and Bid Proposal. Contractor acknowledges review of the Contract Plans and Contract Documents and accepts the same. In the event of a conflict between this Agreement, the Contract Plans, Contract Documents, City and State standards or Bid Proposal, they shall be interpreted, given precedent and relied upon in the order listed herein.

2. **Term of Contract.** This Contract shall be in full force and effect upon execution of this Agreement and shall remain in effect until completion of the Work.

The City may terminate this Agreement by ten (10) days written notice to the Contractor. In the event of such termination, the City shall pay the Contractor for all Work previously authorized and satisfactorily performed prior to the termination date.

3. **Compensation.** The City agrees to pay the Contractor the sum of \$174,488.29 or such amounts as shown in the Bid Proposal.

4. **Payment.** The Contractor may elect to be paid in monthly installments upon presentation of an invoice to the City, or in a lump sum upon completion of the Work. Applications for payment shall be sent to the City Engineer at the below-stated address.

The City reserves the right to withhold payment under this Agreement if the Work is determined, in the reasonable judgment of the Mayor or designee, to be noncompliant with the Contract Plans, Contract Documents, City or State standards, or Bid Proposal.

5. **Retainage**. State law requires that a contract for a public improvement or work, other than performance of professional services, requires that the City withhold from monies earned by the Contractor during the progress of the Work, a sum not to exceed 5% of the cost of the Work ("Retainage"), as a trust fund for the protection and payment of any person, mechanic, subcontractor or material men who shall perform any labor upon the contract, including the State of Washington, with respect to taxes imposed pursuant to RCW Title 82. The Retainage is held by the City pursuant to RCW 60.28.010 with the Contractor having certain options concerning the deposit or escrow of such funds. In addition, the Contractor may elect to submit a bond for all or any portion of the Retainage. After completion of the Work, other than landscaping, the Contractor may request that the City release the Retainage and sixty (60) days thereafter, the City shall pay the Retainage provided there are no claims against the retained funds.

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

TO THE CITY:

Name: Lisa Key, Director of Planning
& Engineering
Phone Number: (509) 755-6708
Address: 22710 E. Country Vista Dr.
Liberty Lake, WA 99019

TO THE CONTRACTOR:

Name:
Phone Number:
Mobile:
Address:

7. **Applicable Laws and Standards**. The Parties, in the performance of this Agreement, agree to comply with all applicable Federal, State and local laws, and City ordinances and regulations. Contractor shall exercise best efforts, including the selection of highest quality materials, so that all Work performed shall be in compliance with current related industry standards.

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

9. **Contractor to Be Licensed, Bonded and Insured**.

A. **Licensed**. The Contractor shall be duly licensed by the State of Washington pursuant to RCW 39.06.010.

B. **Bond**. The Contractor shall obtain a bond from a surety company in an amount equal to the Agreement price for the purpose of guaranteeing the faithful performance of this contract, including paying all labors, mechanics, subcontractors and material men pursuant to RCW 39.08.010.

C. **Insurance.** Contractor shall purchase and maintain, during the term of this Agreement, a comprehensive general liability policy in the amount of \$1,000,000.00 per occurrence, with the City as an additional named insured. A copy of the certificate shall be provided to the City. Notice of cancellation of such insurance shall be given to the City by Contractor's insurer.

10. **Prevailing Wages on Public Works.** This Agreement provides for the construction of a public work and payment of prevailing wages according to Washington law. All employees, workers, laborers or mechanics shall be paid a prevailing rate of wage that is set forth in an attachment to this Agreement. The payment of prevailing wages is required by Washington law, RCW 39.12.020 and WAC 296-127-01308. A prevailing rate of wage is determined by the Industrial Statistician of the Department of Labor and Industries. RCW 39.12.015.

Before any payment may be made to Contractor, a "Statement of Intent to Pay Prevailing Wages" must be submitted to the City. Following final acceptance of the public works project, the Contractor and each subcontractor shall submit an "Affidavit of Wages Paid" before retained funds will be released to the Contractor. The affidavit must be certified by the industrial statistician of the Department of Labor and Industries. Any exemption to the above must be submitted by Contractor through an acknowledged statement.

11. **Warranty.** Unless provided otherwise in the Contract Plans or Contract Documents, Contractor warrants all work and materials performed or installed under this Agreement is free from defect or failure for a period of two years following final acceptance by the City, unless a supplier or manufacturer has a warranty for a greater period, which warranty shall be assigned to the City. In the event a defect or failure occurs in work or materials, the Contractor shall within the warranty period remedy the same at no cost or expense to the City.

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

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

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

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

16. **Arbitration.** All disputes arising under this Agreement shall be resolved through arbitration pursuant to State law. Rules for arbitration shall be those prescribed by the American Association of Arbitration. Enforcement of judgments, orders or decisions shall be pursuant to state law.

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

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

19. **Exhibits.** Exhibits attached and incorporated into this Agreement are:

Exhibit A, Bid Proposal
Contract Provisions and Plans for Construction of City of Liberty Lake –
PAVILLION PARK IRRIGATION REPLACEMENT PROJECT

IN WITNESS WHEREOF, the parties have executed this Agreement this ____ day of _____, 2020.

CITY OF LIBERTY LAKE:

CONTRACTOR:

Owner

ATTEST:

BOND NO: _____

CONTRACTOR’S PERFORMANCE AND PAYMENT BOND TO DUAL OBLIGEEES

KNOW ALL MEN BY THESE PRESENTS, that _____
(Contractor), as Principal, and _____ (Bonding
Company), as Surety, a corporation of _____,
whose principal office is located at _____
_____, are firmly bound unto the **State of Washington and the City of Liberty Lake**,
a political subdivision the State of Washington, as Obligees, to fulfill the obligations of the Principal
and the Surety under the Contract to which reference is hereafter made, in the amount of \$
_____ (including Washington State sales tax) for
payment whereof Principal and Surety bind themselves, their heirs, executors, administrators,
successors and assigns jointly and severally, firmly by these presents.

WHEREAS, Principal has by written Proposal dated _____ offered to enter
into a Contract with the City of Liberty Lake for Contract No. _____ pursuant to the terms
and conditions set forth in the Contract Documents dated _____.

NOW, THEREFORE, the condition of this obligation is such that if the Principal shall faithfully
perform all the provisions of the Contract on its part, and pay all laborers, mechanics, subcontractors
and material suppliers, and all persons who supply such person or persons or subcontractors with
provisions and supplies for the carrying on of such work, and indemnify and hold harmless the
Obligees from all loss, cost or damage which it may suffer by reason of the failure to do any of the
foregoing, then this obligation shall be null and void; otherwise it shall remain in full force and effect.

All persons who have furnished labor, materials or supplies for use in and about the work
provided for in the Contract shall have a direct right of action under this bond, to the extent and in
the manner set forth in RCW 39.08.

The said Surety for value received hereby stipulates and agrees that no change, extension
of time, alteration or addition to the terms of the Contract or to the WORK to be performed there
under or the SPECIFICATIONS accompanying the same shall in any way affect its obligation on this
BOND, and it does hereby waive notice of any such change, extension of time, alteration or addition
to the terms of the Contract or to the WORK or to the SPECIFICATIONS.

No final settlement between the OWNER and the CONTRACTOR shall abridge the right of
any beneficiary hereunder, whose claim may be unsatisfied.

SIGNED AND SEALED THIS _____ DAY OF _____ YEAR 2019.

SURETY

PRINCIPAL

Signature

Signature

Typed Name

Typed Name

Title

Title

(SEAL)

EXHIBIT A - BID PROPOSAL

BIDDERS PACKET

City of Liberty Lake PAVILLION PARK IRRIGATION REPLACEMENT PROJECT

BID PROPOSAL CHECKLIST

This Checklist and the documents listed below constitute a complete Bid Proposal. Failure to execute any of the following documents, or any addition, condition or limitation in writing to the form of the bid, not explicitly invited in the Bid Documents or Specifications may become cause for rejection of the bid as irregular.

The BIDDER shall check each respective box indicating inclusion of each signed and dated item:

- Proposal Forms
- Contractor's Administrative Information
- Bidder Qualification Statement
- Bid Deposit Surety Bond Form (Use only if submitting Bond for Bid Deposit)
- Bid Deposit Cash Bond Form
- Representations and Certifications
- Bid Question Form
- Non-Collusion Declaration

The above forms have been inserted in a sealed envelope, properly identified and delivered at the place and time described in the Notice to Contractors form.

Signature:  Date: 4/30/2020

Title: President

Company: Continental Contractors, Inc.

PROPOSAL FORM

PROJECT TITLE: **City of Liberty Lake**
PAVILLION PARK IRRIGATION REPLACEMENT PROJECT

NAME OF FIRM SUBMITTING BID:

Continental Contractors, Inc.

Each bid shall constitute an offer to the City of Liberty Lake as outlined herein and no bidder may withdraw his bid after the hour set for the bid closing except under the conditions explained in the Information to Bidders Section.

RECEIPT OF ADDENDA: Bidder acknowledges receipt of the following addenda:

Addendum No.	Date						

REJECTION: The City reserves the right to reject any or all proposals, portions or parts thereof and to waive all minor irregularities in bidding. Special attention will be directed to the qualifications of the bidders when considering awarding a contract.

TIME TO COMPLETE: The contract may commence on **September 15, 2020** and be completed by **April 30, 2021**.

There is no working day requirement. Upon notice and approval of the City the Contractor can start work any time after notice to proceed.

BID IS NOT ELIGIBLE FOR CONTRACTOR'S BOND ELECTION to withhold 50% retainage in lieu of furnishing a Contractor's Bond (Performance and Payment Bond).

FREIGHT: Bid price(s) to include all freight costs to the job site.

BID SCHEDULES:

Base Bid

The project will be awarded based upon the Base Bid schedule, if the project is awarded. A Bidder must complete the Base Bid schedule or his bid will be rejected as non-responsive.

The undersigned hereby certifies that (he/they) (has/have) personally examined the location and construction details of work as outlined on the plans and specifications for the above project and (has/have) read thoroughly and understands the plans, specifications, and contract governing the work embraced in this improvement and the method by which payment will be made for said work and hereby proposes to undertake and complete the work embraced in this improvement

in accordance with said plans, specifications, and contract in accordance with the unit prices provided below.

The Bidder, to be considered responsible, shall provide in legible figures (not words) hand written in ink or typed, a unit price (except Lump Sum items) and total for each of the items shown on the following schedule:

BASE BID					
CITY OF LIBERTY LAKE PAVILLION PARK IRRIGATION REPLACEMENT PROJECT					
ITEM #1	ITEM DESCRIPTION	UNITS	QTY.	PRICE/UNIT	TOTAL
1	IRRIGATION SYSTEM	LS	1	160,228.00	160,228.00
				Sales Tax @ 8.9%	14,260.29
				TOTAL BASE BID:	174,488.29

TOTAL BASE BID (in words): ONE HUNDRED SEVENTY FOUR THOUSAND FOUR HUNDRED EIGHTY EIGHT DOLLARS AND TWENTY NINE CENTS

PERSON / ENTITY NAME: Continental Contractors, Inc.

SIGNATURE OF BIDDER: 

CONTRACTOR'S ADMINISTRATIVE INFORMATION

1. PERSON/ENTITY

- a. Name as registered with the State of Washington: Continental Contractors, Inc.
- b. Physical Address: 6404 HWY 291, Nine Mile Falls, WA 99026
- c. Mailing Address including zip code: P.O. Box 454, Nine Mile Falls, WA 99026
- d. Remit To Address including zip code: P.O. Box 454, Nine Mile Falls, WA 99026
- e. Telephone number including area code: (509) 276-3402
- f. Fax number including area code: (509) 276-3403
- g. E-mail address for business correspondence: joe@nwlc.co
- h. Washington State Contractors License Number: CONTICI044NH
- i. Federal Tax Identification Number: 91-1710101
- j. Washington State UBI Number: 601 682 176
- k. State Industrial Account Identification Number: 869,924-01
- l. City of Liberty Lake Business License Number: 00424
(Business License not required for Bid, but will be required prior to Contract execution.)

2. INSURANCE COMPANY:

- a. Name of company: Inland Insurance
- b. Mailing Address including zip code: 9016 E. Indiana, Suite A, Spokane Valley, WA 99212
- c. Insurance Agent Name: Jim Dinneen
- d. Insurance Agent Telephone number including area code: (509) 456-2648
- e. Insurance Agent Fax number including area code: (509) 456-3432

3. BONDING COMPANY:

- a. Surety Name: Merchants Bonding Company
- b. Surety Mailing Address including zip code: 9016 E. Indiana, Suite A, Spokane Valley, WA 99212
- c. Bonding Agent Name: Charla Boadle
- d. Bonding Agent Mailing Address including zip code: 9016 E. Indiana, Suite A, Spokane Valley, WA 99212
- e. Bonding Agent Telephone number including area code: (509) 252-5296
- f. Bonding Agent Fax number including area code: (509) 456-3432

Person/Entity Name: Daniel Burgener Signature Of Bidder: 

Company: Continental Contractors, Inc. Date: 4/30/2020

BIDDER QUALIFICATION STATEMENT

The following statements of experience, personnel, equipment, and general qualifications of the Bidder are submitted with the assurance that the owner can rely on its accuracy and truthfulness. If more space is required for your answers please attach a continuation sheet(s) to the corresponding bid response page referencing the item number.

1. The company has been in business continuously from (month and year) 24 years, 5 months
2. The company has had experience comparable to that required under the proposed contract:
 - a. As a prime contractor for 24 years.
 - b. As a subcontractor for _____ years.
3. The following is a partial list of work completed that was on an order of magnitude equal to or greater in scope and complexity to that required under the proposed contract.

<u>Year</u>	<u>Owner & Person to Contact</u>	<u>Phone No.</u>	<u>Location</u>	<u>Contract Value</u>
-------------	--------------------------------------	------------------	-----------------	-----------------------

4. A list of supervisory personnel currently employed by the Bidder and available for work on the project (Construction Manager, principal foreman, superintendents and engineers) is as follows:

<u>Name</u>	<u>Title</u>	<u>Years of Experience</u>
-------------	--------------	----------------------------

5. Please attach a resume of the qualifications, previous employers, and experience of the project manager who is proposed to be assigned to the project. If a resume is not included in the bid documents the bidder agrees to furnish a resume within 24 hours of notice by the City.

6. Following is a listing of all projects the company has undertaken in the last five years, which have resulted in:

- a. Arbitration or litigation.

None

- b. Claims or violations being filed by the Federal Government or the Washington State Departments of L & I, Employment Security or Revenue.

None

- c. Liens being filed by suppliers or subcontractors.

None

Person/Entity Name: Daniel Burgener Signature Of Bidder: 

Company: Continental Contractors, Inc. Date: 4/30/2020

BIDDER QUALIFICATION STATEMENT

The following statements of experience, personnel, equipment, and general qualifications of the Bidder are submitted with the assurance that the owner can rely on its accuracy and truthfulness. If more space is required for your answers please attach a continuation sheet(s) to the corresponding bid response page referencing the item number.

- 1. The company has been in business continuously from (month and year) 24 years, 5 months
- 2. The company has had experience comparable to that required under the proposed contract:
 - a. As a prime contractor for 24 years.
 - b. As a subcontractor for _____ years.
- 3. The following is a partial list of work completed that was on an order of magnitude equal to or greater in scope and complexity to that required under the proposed contract.

<u>Year</u>	<u>Owner & Person to Contact</u>	<u>Phone No.</u>	<u>Location</u>	<u>Contract Value</u>
1996-Current	Greenstone Corporation Kevin Schneidmiller	(509) 458-5860	Liberty Lake	Various

4. A list of supervisory personnel currently employed by the Bidder and available for work on the project (Construction Manager, principal foreman, superintendents and engineers) is as follows:

<u>Name</u>	<u>Title</u>	<u>Years of Experience</u>
Joseph Chavez	Operations	20
Gabian Maten	Foreman	12

5. Please attach a resume of the qualifications, previous employers, and experience of the project manager who is proposed to be assigned to the project. If a resume is not included in the bid documents the bidder agrees to furnish a resume within 24 hours of notice by the City.

6. Following is a listing of all projects the company has undertaken in the last five years, which have resulted in:

a. Arbitration or litigation.

None

b. Claims or violations being filed by the Federal Government or the Washington State Departments of L & I, Employment Security or Revenue.

None

c. Liens being filed by suppliers or subcontractors.

None

Person/Entity Name: Daniel Burgener Signature Of Bidder: 

Company: Continental Contractors, Inc. Date: 4/30/2020

BOND NO: N/A

BID DEPOSIT SURETY BOND FORM

NAME OF PROJECT: City of Liberty Lake

PAVILLION PARK IRRIGATION REPLACEMENT PROJECT

NAME OF FIRM:

Continental Contractors, Inc.

We, Continental Contractors, Inc. as Principal (bidder), and Merchants National Bonding, Inc. as Surety, are held and firmly bound unto the CITY OF LIBERTY LAKE, a Washington State city, in the penal sum of FIVE PERCENT (5%) OF THE TOTAL AMOUNT BID, for the payment of which we jointly and severally bind ourselves, and our legal representatives and successors.

THE CONDITIONS OF THE OBLIGATION are that if the City of Liberty Lake shall make timely award to the Principal according to the terms of the bid documents; and the Principal shall, within twenty (20) days after notice of the award, exclusive of the day of notice, enter into the contract with the City of Liberty Lake and furnishes the contractor's bond (performance and payment bond) with Surety satisfactory to the City of Liberty Lake in an amount equal to one hundred percent (100%) of the amount of the bid proposed including Washington State Sales Tax then this obligation shall be null and void; otherwise if the Principal fails to enter into the contract and furnish the contractor's bond within twenty (20) days after notice of the award, exclusive of the day of notice, the amount of the bid deposit shall be forfeited to the City of Liberty Lake; but in no event will the Surety's liability exceed this bond's face amount.

SIGNED AND SEALED THIS 1st DAY OF May YEAR 2020

Merchants National Bonding, Inc.

SURETY

Charla M. Boadle

Signature

Charla M. Boadle, Attorney-In-Fact

Typed Name

Attorney-In-Fact

Title

(SEAL)

Continental Contractors, Inc.

PRINCIPAL

Daniel Burgener

Signature

Daniel Burgener

Typed Name

President

Title

MERCHANTS
BONDING COMPANY™
POWER OF ATTORNEY

Know All Persons By These Presents, that MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., both being corporations of the State of Iowa (herein collectively called the "Companies") do hereby make, constitute and appoint, individually, Charla M Boadle; James P Dinneen; John L Green; Michelle Heyn

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

This Power-of-Attorney is granted and is signed and sealed by facsimile under and by authority of the following By-Laws adopted by the Board of Directors of Merchants Bonding Company (Mutual) on April 23, 2011 and amended August 14, 2015 and adopted by the Board of Directors of Merchants National Bonding, Inc., on October 16, 2015.

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

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

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

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

In Witness Whereof, the Companies have caused this instrument to be signed and sealed this 10th day of July, 2019.



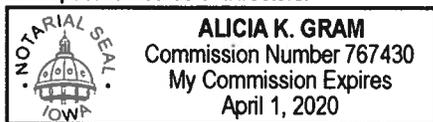
MERCHANTS BONDING COMPANY (MUTUAL)
MERCHANTS NATIONAL BONDING, INC.

By

Larry Taylor
President

STATE OF IOWA
COUNTY OF DALLAS ss.

On this this 10th day of July, 2019, before me appeared Larry Taylor, to me personally known, who being by me duly sworn did say that he is President of MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC.; and that the seals affixed to the foregoing instrument are the Corporate Seals of the Companies; and that the said instrument was signed and sealed in behalf of the Companies by authority of their respective Boards of Directors.



Alicia K. Gram

Notary Public

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

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

In Witness Whereof, I have hereunto set my hand and affixed the seal of the Companies on this 1st day of May, 2020.



William Warner Jr.
Secretary

BID DEPOSIT CASH BOND FORM

PROJECT: City of Liberty Lake
PAVILLION PARK IRRIGATION REPLACEMENT PROJECT

- Postal Money
- Cash
- Cashier's Check
- Certified Check

Amount: \$ _____

Herewith find my Bid Deposit in the form of cash as checked above in the amount indicated which is equal to FIVE PERCENT (5%) OF THE AMOUNT BID.

I, _____
as Principal, am held and firmly bound unto CITY OF LIBERTY LAKE, a Washington State City, in the penal sum of FIVE PERCENT (5%) OF THE AMOUNT OF THE BID PROPOSED in the form and amount stated above, for the payment of which I am bound.

THE CONDITIONS OF THE OBLIGATION are that if the City of Liberty Lake shall make timely award to the Principal according to the terms of the bid documents; and the Principal shall, within 20 days after notice of the award, exclusive of the day of notice, enter into the contract with the City of Liberty Lake and furnish the contractor's bond (performance and payment bond) in an amount equal to 100 percent (100%) of the amount of the bid proposed including Washington State Sales Tax then this obligation shall be null and void; otherwise if the Principal fails to enter into the contract and furnish the contractor's bond as required within 20 days after notice of the award, exclusive of the day of notice, the amount of the bid deposit shall be forfeited to the City of Liberty Lake; but in no event will the Principal's liability exceed five percent (5%) of the total amount of the bid proposed.

SIGNED, SEALED AND DATED ON _____

PRINCIPAL:

Signature

Typed Name

Title

REPRESENTATIONS AND CERTIFICATIONS

ANTI-KICKBACK No officer or employee of the City of Liberty Lake, having the power or duty to perform an official act or action related to this submittal, shall have or acquire any interest in this submittal, or have solicited, accepted or granted a present or future gift, favor, service, or other thing of value from or to any person involved in this submittal.

REPRESENTATION: In submitting this bid we represent that the bid documents have been read and understood, that the site has been visited and or that we have familiarized ourselves with the local conditions under which the work is to be performed, that by signature of this proposal we acknowledge all requirements and that we have signed all certificates contained herein.

REPRESENTATION: In submitting this bid we acknowledge the requirements and conditions applicable to bid deposits in the form of a cash bid deposit or surety bond bid deposit.

NON-COLLUSION: That the undersigned person(s), firm, association or corporation has (have) not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with the project for which this bid is submitted.

I CERTIFY that no final determination of violation of RCW 50.12.070(1)(b), 50.16.070(1)(b), or 82.32.070(1)(b) has been made by the Washington State Departments of Employment Security, Labor And Industries or Revenue respectively dated within two years of the date of the closing of this bid. I understand further that no bid may be submitted, considered or contract awarded for a public work to any person or entity that has a determination of violation of the above referenced statutes within two years from the date that a violation is finally determined and the date of this bid closing.

I CERTIFY that to the best of my knowledge the information contained in this proposal is accurate and complete and that I have the legal authority to commit this Firm to a contractual agreement. I realize the final funding for any service is based upon budget levels and the approval of the City of Liberty Lake.

I CERTIFY that by signing the signature page of this bid, I am deemed to have signed and have agreed to the provisions of this declaration.

Name: Continental Contractors, Inc.
Person/entity submitting bid (print)

Signature: 

Title: President

Date: 4/30/2020

**Bid Question Form
City of Liberty Lake
PAVILLION PARK IRRIGATION REPLACEMENT PROJECT**

In accordance with Section 1-02.4(1) General, the following form is provided for noting errors or conflicts found in the plans or specifications or for asking questions that are pertinent to bidding the contract. Submit questions by email to;

Attention: Scott Bernhard
City Engineer
City of Liberty Lake
sbernhard@libertylakewa.gov

All emails must be received by close of business 3 business days preceding the bid opening to allow the City time to respond. The Engineer will issue clarifications via addenda, distributed to questioner and all prospective bidders listed on the Plan-holder's List.

Failure to return this Declaration as part of the bid proposal package will make the bid nonresponsive and ineligible for award.

NON-COLLUSION DECLARATION

I, by signing the proposal, hereby declare, under penalty of perjury under the laws of the United States that the following statements are true and correct:

1. That the undersigned person(s), firm, association or corporation has (have) not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with the project for which this proposal is submitted.
2. **That by signing the signature page of this proposal, I am deemed to have signed and to have agreed to the provisions of this declaration.**

NOTICE TO ALL BIDDERS

To report rigging activities call:

1-800-424-9071

The U.S. Department of Transportation (USDOT) operates the above toll-free "hotline" Monday through Friday, 8:00 a.m. to 5:00 p.m., eastern time. Anyone with knowledge of possible bid rigging, bidder collusion, or other fraudulent activities should use the "hotline" to report such activities.

The "hotline" is part of USDOT's continuing effort to identify and investigate highway construction contract fraud and abuse and is operated under the direction of the USDOT Inspector General. All information will be treated confidentially and caller anonymity will be respected.

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BID OPENINGProject: Pavillion Irrigation

F.A. No.: _____

Date: May 1, 2020Time: 10:00 a.m.Location: Liberty Lake City Hall

Officiating Opening: Scott Bernhard – City Engineer, Ann Swenson – City Clerk

Contractor	Proposal Signed Y/N	Bid Submitted on Time Y/N	Addenda 1 Acknowledged Y/N	Addenda 2 Acknowledged Y/N	Bid Proposal Checklist Complete Y/N	Bid Security Included (5%) Y/N	Base Bid (Including sales tax)
Clearwater Summit Group	Y	Y	None	None	Y	Y	\$311,100 – no tax \$338,787.90 – w/tax
La Riviere, Inc.	Y	Y	None	None	Y	Y	\$446,348.43 – w/tax
Continental Contractors	Y	Y	None	None	Y	Y	\$174,488.29 – w/tax
AM Landshaper	Y	Y	None	None	Y	Y	\$368, 525.22 – w/tax
Northwest Irrigation Contractors	Y	Y	None	None	Y	Y	\$238,055.40 – w/tax
Hidden Rivers	Y	Y	None	None	Y	Y	\$313,414.20 – w/tax

BID OPENING NOTES



AGENDA ITEM NO.: 9Bii

BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE, WASHINGTON

SUBJECT:

Friends of the Liberty Lake
Library Donation

FOR THE AGENDA OF: 5/19/2020

DEPT. OF ORIGIN: Library

EXHIBIT:

A – Picture Book Shelving Schematic
B – Picture Book Shelving Image

DEPT. HEAD APPROVAL: Director

EXPENDITURE REQUIRED:	No
BUDGETED:	No

SUMMARY STATEMENT

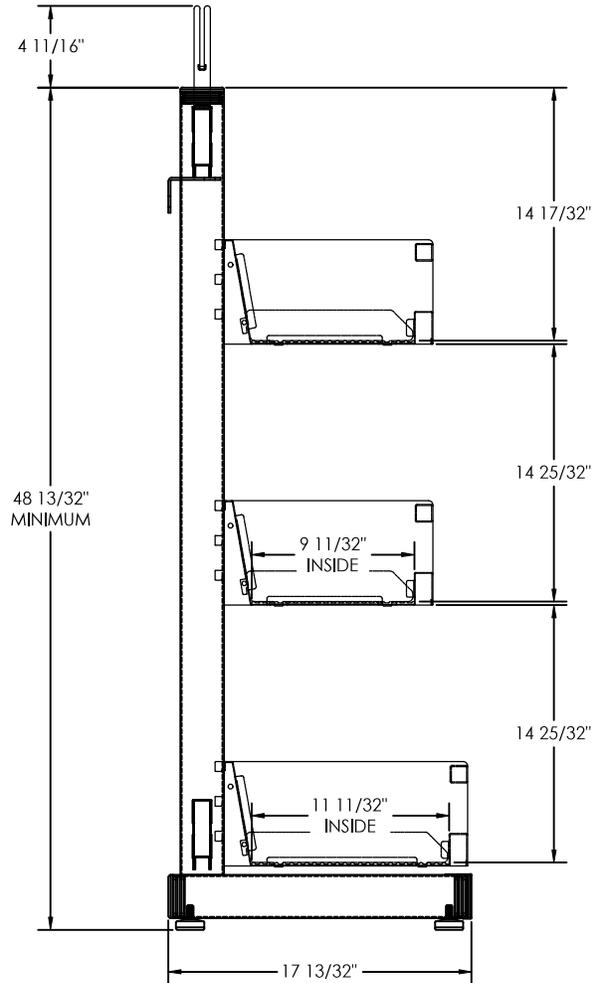
Liberty Lake Municipal Library desires to accept the donation of \$15,410 worth of Estey picture book shelving provided by the Friends of the Liberty Lake Library (FOLLML). The Friends will fund this shelving purchase at the behest of the Library Director, Jocelyn Redel. This shelving will address the ADA issue with the current Children’s Room shelving and layout that was noted in the 2019 Community Needs Assessment & Library Master Plan.

RECOMMENDED ACTION

1. Accept donation.

CONSISTS OF:
 02-EDSUPT4815
 02-DSTRUT36
 01-DKP36S
 01-SPBBRB3615S
 02-SPBBRB3613S
 02-LBRKT
 01-ASC36
 01-WCLIP

STARTER UNIT SHOWN FOR ADDER
 UNIT DEDUCT ONE UPRIGHT FORM
 CONSISTS OF.



QUANTITY = (1)



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 ON IT ARE THE PROPERTY OF TENNSCO CORP. THIS
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PICTURE BOOKS 1
36" WIDTH STANDARD
NON-STANDARD WIDTHS WILL BE NOTED IN THE CONSISTS OF

SHOWROOM	SEM
04-27-20 R1	

Exhibit B – Picture Book Shelving Image

These photos show the type of shelving, although not the exact configuration. The shelving at the library will be 3-tiered and single-sided, without wheels, and installed around the perimeter of the children’s room.





AGENDA ITEM NO.: 9Biii

BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE, WASHINGTON

SUBJECT: Parametrix Task Order for Engineering Services/Engineering Review **FOR THE AGENDA OF:** May 19, 2020

DEPT. OF ORIGIN: Planning, Engineering & Building

EXHIBIT: Task Order
*** Note: Exhibit not available at time of packet distribution*

DEPT. HEAD APPROVAL: 

EXPENDITURE REQUIRED:	Yes
BUDGETED:	See Summary Statement

SUMMARY STATEMENT

City staff are requesting City Council’s approval of the a Task Order with Parametrix in an amount not to exceed \$20,000 to provide essential City Engineering Services/ Development Engineering Reviews during the period of recruitment and hiring of a City Engineer. Parametrix has an existing on-call engineering service contract. The time needed to recruit, and on-board a City Engineer is anticipated to be a minimum of 8 to 12 weeks.

While there are adequate funds in the Planning, Engineering & Building operating budget to cover this expense, these funds were identified in our austerity budget as potential cost savings to cover a downturn in revenues. That said, the salary and benefits cost savings associated with a 2 to 3 month vacancy in the City Engineer’s position should more than cover the cost.

RECOMMENDED ACTION

1. Authorize execution of a Task Order with Parametrix in an amount not to exceed \$20,000 to provide essential City Engineering Services/Development Engineering Reviews.

TASK AUTHORIZATION No. 2020- 05

PARAMETRIX, INC.:	May 14, 2020
Office Address:	835 North Post, Spokane, WA 99201
Project Number:	_____
Project Manager:	K.J. Hanley

TASK AUTHORIZATION NAME:	City Engineering Services / Engineering Design Review
---------------------------------	--------------------------------------------------------------

CLIENT:	City of Liberty Lake
----------------	-----------------------------

SCOPE OF WORK:	Provide Interim City Engineering and Design Review Services on an on-call basis
-----------------------	----------------------------------------------------------------------------------------

SCHEDULE FOR COMPENSATION (check one):	Per Agreement
<input type="checkbox"/> Lump Sum	Lump Sum Amount: \$
<input checked="" type="checkbox"/> Negotiated Billing Rates	Estimated Compensation Amount: \$ 20,000 (Hourly Not-to-Exceed)
<input type="checkbox"/> Salary Multiplier _____	Total Compensation Amount: \$

SCHEDULE FOR WORK COMPLETION:	As Directed.
--------------------------------------	--------------

HOURLY ESTIMATE OF FEES::	See attached Fee Schedule. We anticipate K.J. Hanley, Mike Leaming, and Tom Jordan would perform the majority of the work on an hourly fee basis.
----------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------

This Task Authorization is subject to the terms of the PROFESSIONAL SERVICES TASK AUTHORIZATION AGREEMENT between the CLIENT and Parametrix, Inc. which became effective April 21, 2017

For CLIENT

By: _____
Title: Mayor, City of Liberty Lake
Date: _____

For Parametrix, Inc.

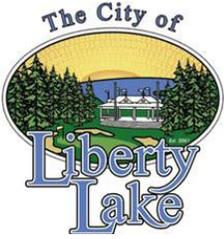
By: _____
Title: _____
Date: _____

PARAMETRIX
(Spokane and CdA Offices)
2020 MINIMUM FEE SCHEDULE (Updated May 2020)

	<u>Hourly Rate</u>
Principal/Project Manager	\$175.00
Ron Pace, PE	
Operations/Project Manager	\$155.00
KJ Hanley, PE Alex Sylvain, PE	
Senior Engineer	\$150.00
Scott Busch, PE Mike Morse, PE DeAnn Arnholtz, SE	
Mike Leaming, PE Pat Krych, PE	
Landscape Architect	\$150.00
Frank R. Ide, PLA, ASLA	
Senior Land Planner	\$150.00
Frank R. Ide, PLA, ASLA	
Survey Manager	\$140.00
Darrel Carsten, PLS	
Project Engineer III	\$120.00
Ryan Zimmerman, PE	
Designer IV	\$120.00
Doug Godfrey Clark Cosby	
Construction Manager	\$120.00
David Lukes	
Senior Surveyor	\$120.00
Jason MacLeod	
Project Engineer II	\$110.00
Tom Jordan, EIT Ben Roberg, PE	
Project Engineer I	\$100.00
Kyle Goodman, EIT	
Designer II/Construction Engineer	\$105.00
Gavin Fuhlendorf	
Survey Senior Technician	\$ 90.00
Andrea Nice	
Landscape Designer.....	\$ 90.00
Don Renish	
Field Surveyor	\$ 90.00
Dale Stenson Gawain Salassi	
Inspector	\$ 90.00
Jim Taccogna	
Administrative Assistant	\$ 65.00
Debbie Froewiss	
Survey Equipment	\$20/hr
Expert Witness	\$200/hr

*Expenses are considered extra.

RESOLUTION



AGENDA ITEM NO.: 10

BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE, WASHINGTON

SUBJECT: Resolution 20-272, Accepting
Country Vista Corridor Technical Memorandum

FOR THE AGENDA OF: May 19, 2020

DEPT. OF ORIGIN: Planning, Engineering & Building

EXHIBIT:
Resolution 20-272
Country Vista Corridor Analysis Technical Memorandum
Public Comments Received

DEPT. HEAD APPROVAL: 

EXPENDITURE REQUIRED:	No
BUDGETED:	No

SUMMARY STATEMENT

In November, City Council authorized the completion of a Network Analysis & Corridor Study to evaluate and identify needed intersection and operational improvements in City wide to address the impacts of growth as our City builds out. The scope for that project included an early Technical Memorandum to specifically address the Country Vista corridor from Appleway to Liberty Lake Road, recognizing the need for that data to feed into the Henry Road Overpass and Road way Extension design, and also recognizing that some improvements may be needed in advance of the opening of Ridgeline High School.

Staff is requesting that City Council accept this report in advance of the adoption of the full Network Analysis & Corridor Study (anticipated to come before City Council in late June or early July, given the time sensitivity of the data and recommendations contained therein.

The City received only one written comment at the time of this writing, which is attached.

RECOMMENDED ACTION

1. Vote on Resolution 20-272, Accepting the Country Vista Corridor Analysis Technical Memorandum.

**RESOLUTION NO. 20-272
CITY OF LIBERTY LAKE
SPOKANE COUNTY, WASHINGTON**

A RESOLUTION OF THE CITY OF LIBERTY LAKE ACCEPTING THE COUNTRY VISTA CORRIDOR TECHNICAL MEMORANDUM

WHEREAS, the City of Liberty Lake, Spokane County, Washington ("City") authorized Parametrix to complete a Transportation Network Analysis and Corridor Study in November of 2019 to assess traffic projections and operational needs as our City continues to grow; and

WHEREAS, the scope of that study included an early technical memorandum to specifically identify intersection and operational improvements on the Country Vista Corridor; and

WHEREAS, on March 17, 2020, preliminary results of the Country Vista Corridor Analysis were presented in workshop format to City Council; and

WHEREAS, the draft Technical Memorandum was posted on the City's web site on April 13, 2020; and

WHEREAS, on April 28, 2020, a Virtual Public Open House was held via Zoom; and

WHEREAS, the City has invited public comments on the report on the City's web site and Facebook page starting April 13, 2020 and continuing through May 12, 2020; and

WHEREAS, the recommendations of this Technical Memorandum are needed to inform intersection design for the Henry Road Overpass project in advance of the completion of the full Network Analysis and Corridor Study later this year; and

WHEREAS, the recommendations of this Technical Memorandum have been incorporated in the draft 2020-2026 Transportation Improvement Plan to allow for the implementation of operational improvements in advance of the opening of Ridgeline High School; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Liberty Lake that it hereby accepts the Country Vista Drive Corridor Analysis Technical Memorandum the report and the recommendations contained therein.

Approved by the City Council this _____ day of _____, 20____.

Mayor Shane Brickner

ATTEST:

Ann Swenson, City Clerk

APPROVED AS TO FORM:

Sean P. Boutz, City Attorney

TECHNICAL MEMORANDUM

DATE: March 31, 2020
TO: Lisa Key, City of Liberty Lake
FROM: KJ Hanley, PE, Parametrix
Charles Allen, PE, PTOE Parametrix
SUBJECT: Country Vista Drive Corridor Analysis
CC:
PROJECT NUMBER: 377-7878-004
PROJECT NAME: Liberty Lake Network Analysis Update and Country Vista Corridor Study

INTRODUCTION

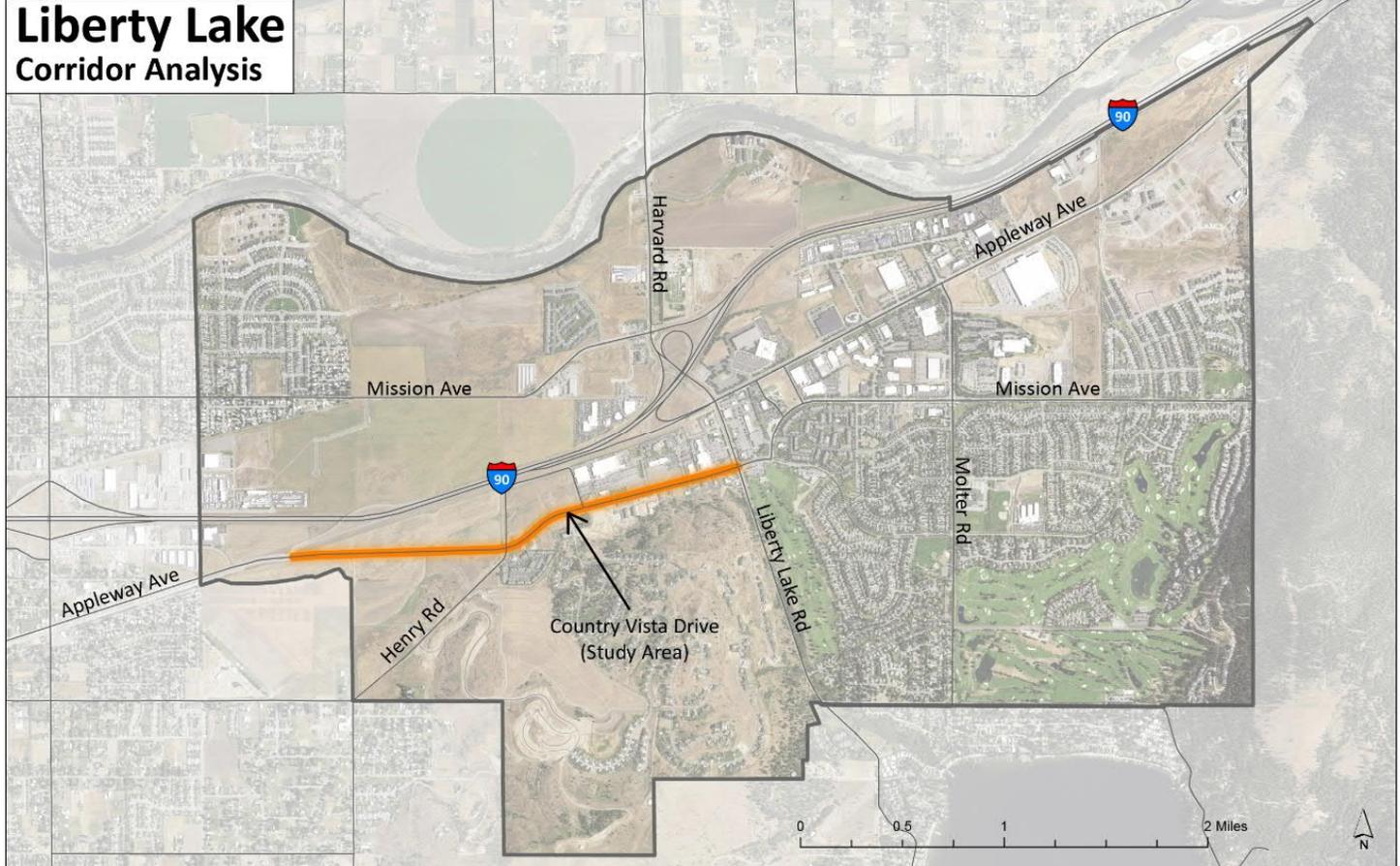
The City of Liberty Lake has requested Parametrix to conduct an update to the 2017 Network Analysis Transportation Study including a focused corridor analysis of Country Vista Drive to investigate short-term issues and improvements. The purpose of this memo is to summarize the results of the Country Vista Drive analysis. Additionally, to provide support to the ongoing design of the Henry Road bridge over I-90, long-term intersection configuration recommendations are provided for the Henry Road/Country Vista Drive intersection and the Mission Avenue/Henry Road intersection at either end of the future bridge.

Given the current and future importance of the roadway, the City desires to analyze potential improvements to accommodate vehicular, bicycle, and pedestrian traffic. Considerations include current zoning ordinances, land use classifications as found in the Comprehensive Plan, trail plans, pending and near-term developments, traffic counts and Level of Service (LOS) analysis, and projected future growth. Where intersection improvements are warranted, an analysis is also conducted to determine whether roundabouts or traffic signals are the appropriate improvement strategy. Additional recommendations for crosswalks and bicycle connections are outlined, as well as best practices in placing future transit stops. The application of these principles will help the City of Liberty Lake maintain a comfortable effective route for multiple modes of transportation and that as new development occurs, it will meet both current and future demand.

BACKGROUND

Country Vista Drive is a five-lane roadway that parallels I-90 in the City of Liberty Lake. The study area includes a 1.5 mile stretch of Country Vista Drive from the I-90 on/off ramps (also known as the Appleway flyover) on the west to the intersection with Liberty Lake Road to the east. A significant portion of the land that surrounds Country Vista Drive is currently vacant, although a high school is being constructed on the west end of the corridor. Figure 1 shows the portion of Country Vista Drive that is included in this study. The study area has a generally linear form, with a slight bend around Henry Road.

Figure 1: Study Area



Zoning

Figure 2 shows the current zoning around Country Vista Drive as of March 2020. The three zones that are adjacent to the study area include the M2 Community Center Mixed-Use District, the M3 Central Business Mixed-Use District, and the C2 Freeway Commercial District zones. Though each of these zones has specific requirements, all three are generally commercial in nature.

Most of the study area falls within the M2 Community Center Mixed-Use District zone (shown in blue on Figure 2). The M2 zone is intended to “promote the livability, stability, and improvement of the City’s community center mixed use areas” (Liberty Lake City Code, 10-2F-1). Both vertical and horizontal mixed use is permitted in this zone. This mixture of land uses is intended to “encourage walking, as an alternative to driving, and provide more employment and housing options” (Liberty Lake City Code, 10-2F-1). This zone helps connect neighborhoods and employment areas. Development in this zone should be “transit-oriented” to the greatest extent possible to reduce the reliance on the automobile and parking needs.

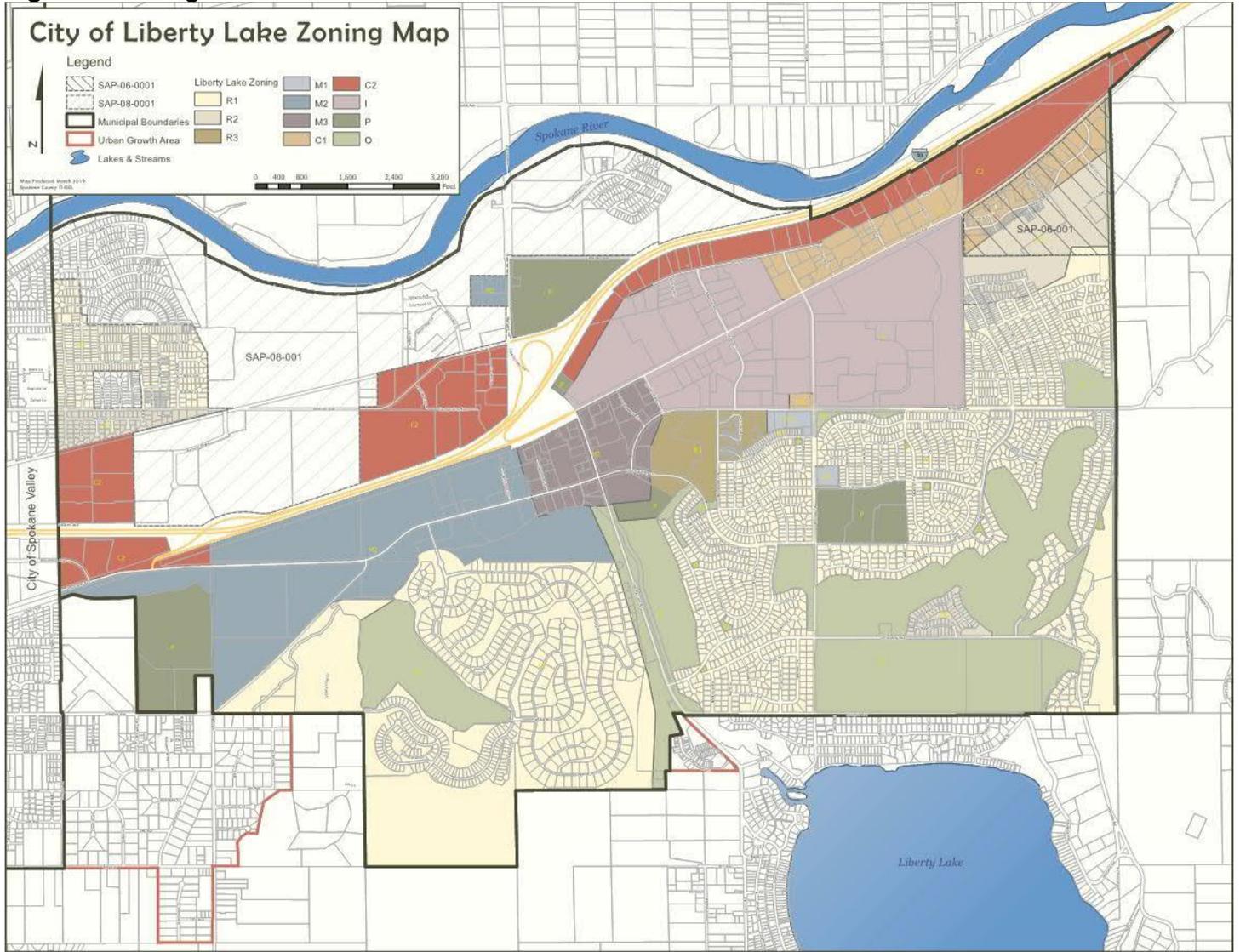
The eastern portion of the corridor falls within the M3 Central Business Mixed-Use District zone. This zone makes up the core of Liberty Lake’s central business district. The City has a goal to strengthen the M3 zone as the “heart” of the community and as the logical place for people to gather and create a business center. This zone also has the same principles as the M2 zone regarding the encouragement of walking and transit-oriented developments.

A small portion (roughly 1,000 feet) of the study area falls within the “C2 Freeway Commercial District” zone. This zone provides for a range of light manufacturing, office uses, automobile-oriented uses, and similar uses which may not be

appropriate in mixed-use zones. This small portion of C2 zone is located around the I-90 on/off ramps. While this zone allows for business services, including automobile-oriented uses, it does prevent strip commercial development on arterial and collector streets.

Overall, existing development along the corridor is compliant with current zoning. Most development is commercial in nature, with big-box, pad, and commercial strip development patterns. There is some medium-density housing south of the street at the intersection of Henry Road. Based on current zoning, Country Vista Drive has potential to become an even more vital commercial and mixed-use thoroughfare with future development.

Figure 2: Zoning



Source: City of Liberty Lake

Comprehensive Plan

In 2015 the City of Liberty Lake adopted a 20-year comprehensive plan. Comprehensive plans are meant to offer a long-range vision for decision makers to refer to as development proposals and zoning requests are considered. An important part of the comprehensive plan is the land use classification map. This map shows what land uses the city has determined to be appropriate in each area of the city. A portion of Liberty Lake’s land use classification map is shown in Figure 3. The land use classifications match the current zoning for the city, with most of the corridor designated Community Center

Mixed-Use, a portion to the east designated Central Business District Mixed-Use, and a small portion to the west designated Freeway Commercial.

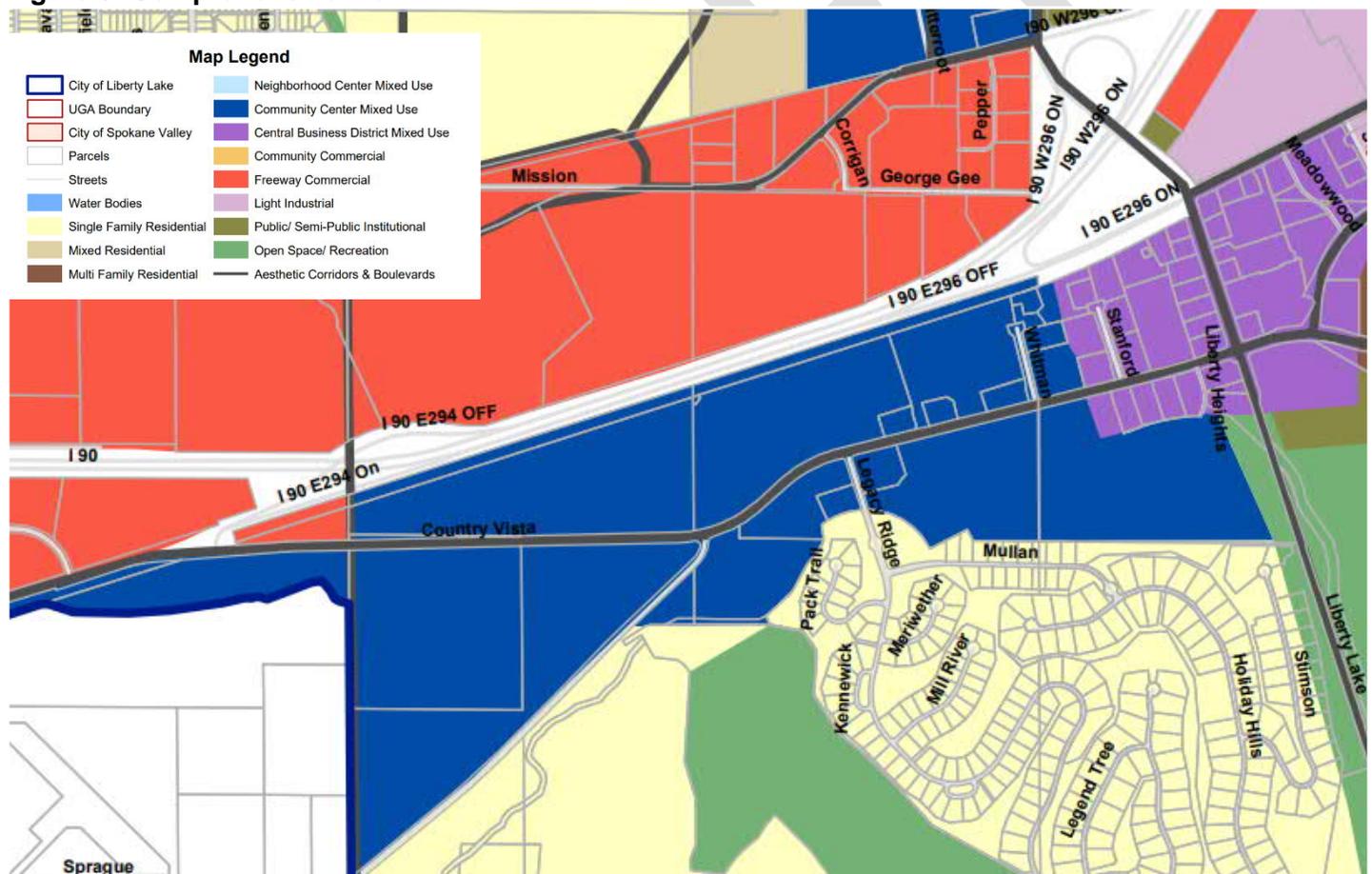
Community Centers, as described in the comprehensive plan, are “higher-intensity mixed-use areas designed to serve two or more neighborhoods. Community centers may have a mix of uses, including commercial, civic, light manufacturing or industrial, office, recreational uses, and residential when associated with the other permitted uses” (Liberty Lake Comprehensive Plan, pg. 49).

The Central Business District has more a regional focus, which is evident in its urban intensity and composition of uses within the district. It is also intended to “attract significant numbers of additional office and retail jobs as well as opportunities for new higher density housing” (Liberty Lake Comprehensive Plan, pg. 49).

The Freeway Commercial designation is meant for land uses that draw in customers from outlying areas. Specific guidelines in this area are meant to improve the aesthetics of the I-90 corridor. Residential uses are not permitted within this designation.

Overall, the community has envisioned an attractive corridor, with a mixture of uses, pedestrian-friendly design, opportunities for office and retail, and connections with surrounding neighborhoods.

Figure 3: Comprehensive Plan

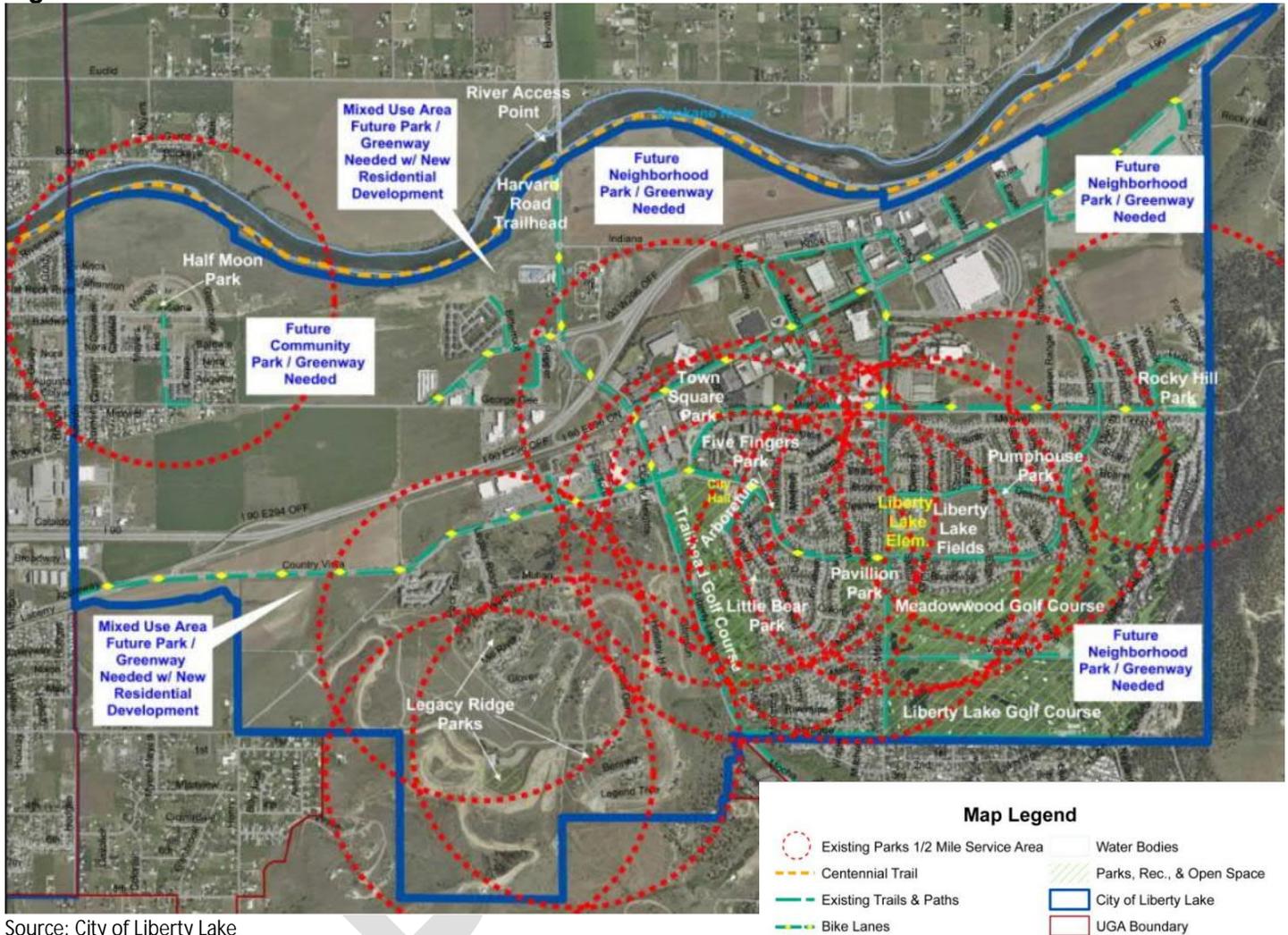


Source: City of Liberty Lake

Trails Plan

In 2015, Liberty Lake also adopted the Parks, Recreation, Open Space, and Trails Plan. This plan highlights the priority the City has placed in ensuring adequate active transportation infrastructure throughout the area. Country Vista Drive is identified in this plan as an important bicycle corridor, with bike lanes shown on both sides of the street along its entire length. This portion of the plan has already been implemented as bike lanes are currently present. Figure 4 is a map from this plan, which specially calls out the need for a future “Park/Greenway” with new residential development.

Figure 4: Trails Plan



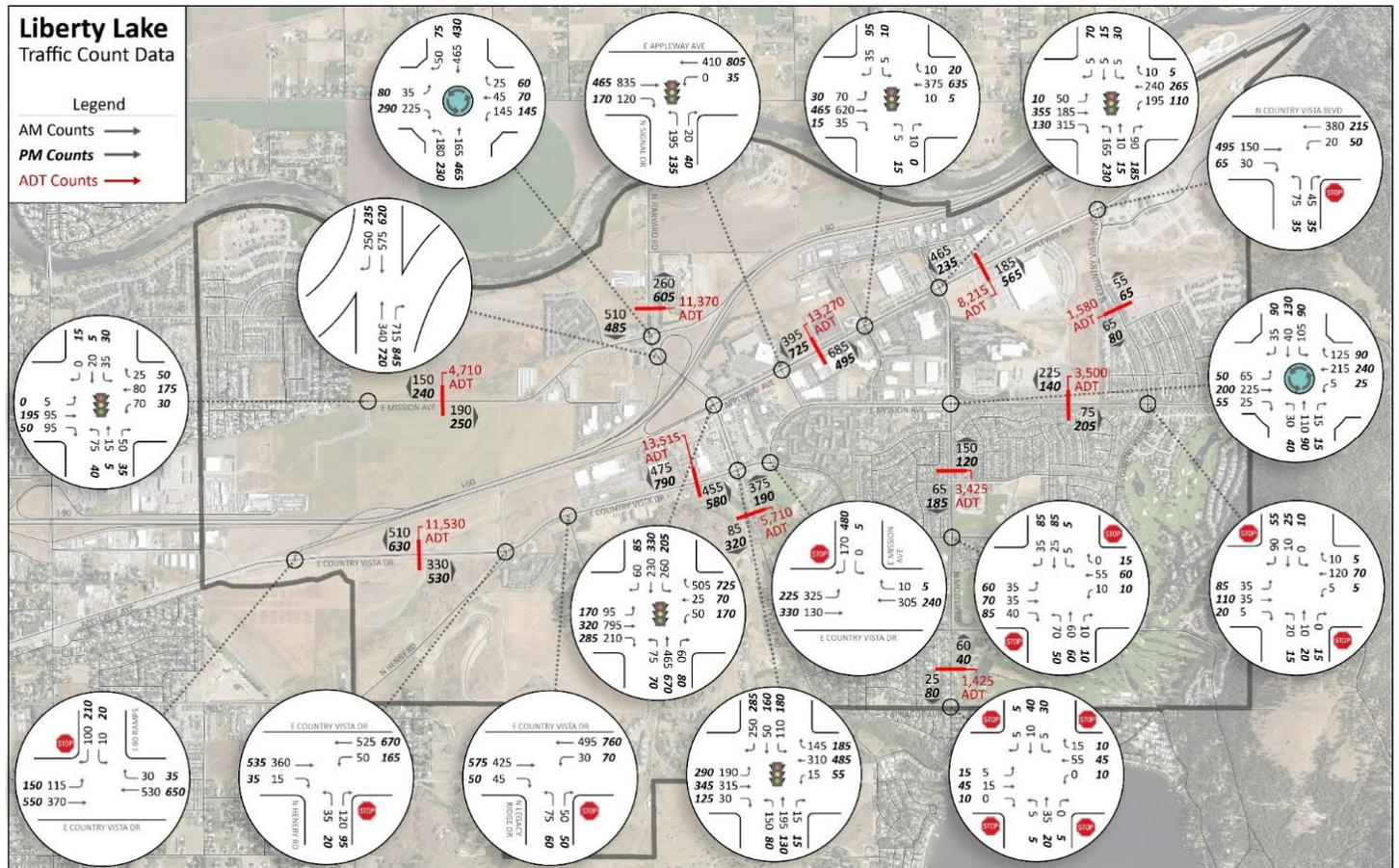
Source: City of Liberty Lake

EXISTING CONDITIONS

Traffic Counts

To help determine existing conditions, Parametrix conducted city-wide traffic counts the week of November 4, 2019 including AM and PM peak period turning movement counts at 17 intersections and 72-hour tube counts at 11 locations. Four intersections on Country Vista Drive were counted in addition to two tube count locations. Figure 5 summarizes the city-wide traffic count results. At the time of the data collection, daily traffic volumes on Country Vista Drive corridor ranged from about 11,500 to 13,500 vehicles per day with slightly higher volumes on the east end.

Figure 5: Traffic Counts

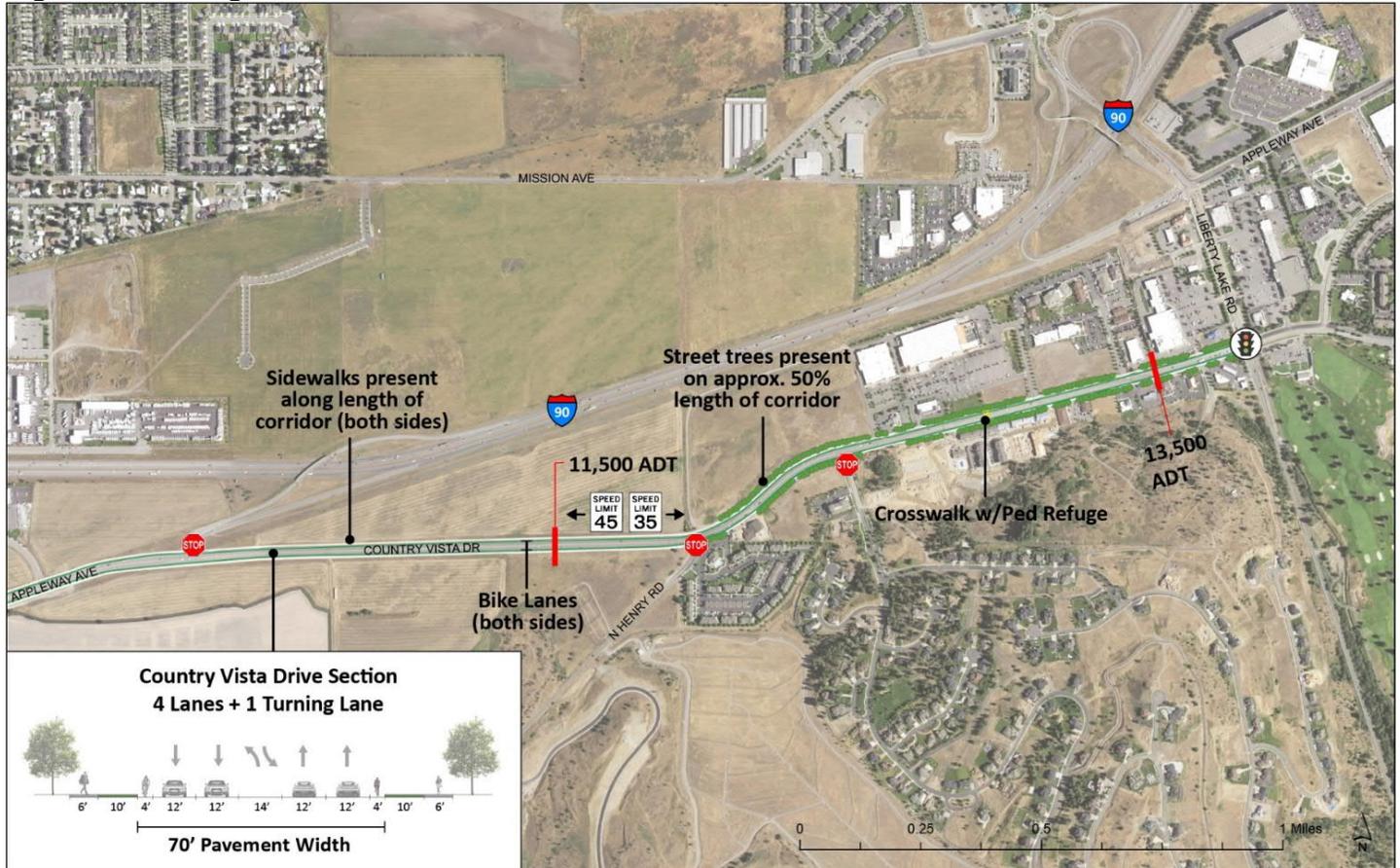


Infrastructure

The entire portion of Country Vista within the study area currently has two travel lanes in each direction, and a center turn lane. There are four-foot bike lanes on both sides of the street, a 10-foot grass buffer, six-foot sidewalks, and landscaping. Street trees are present for approximately 50 percent of the length of the study area (found on the eastern half of the corridor where most development has already occurred).

The vehicle speed limit changes at roughly the halfway point of the study area, with the western half being 45 mph, and the eastern half closer to the city center being 35 mph. Very few pedestrian crosswalks span the street, with one at the Liberty Lake Drive signalized intersection to the east, and a midblock crosswalk with a refuge island near the Home Depot (see Figure 6). Other than the signal at Liberty Lake Drive, all intersecting streets are stop-controlled for the minor streets and free-flow movements on Country Vista Drive.

Figure 6: Existing Infrastructure



FUTURE CONDITIONS

Development

There are a few pending developments that will significantly impact the future of the corridor. Most notable is the plan for a future high school at the west end of the corridor. The high school will add multiple access points and a new traffic signal to the corridor (see Figure 7). Accompanying the high school are plans for more multi-family development just to the east of the school, sharing access to Country Vista Drive with the high school. Most vacant land along the corridor is anticipated to develop as commercial use soon after the high school is in place.

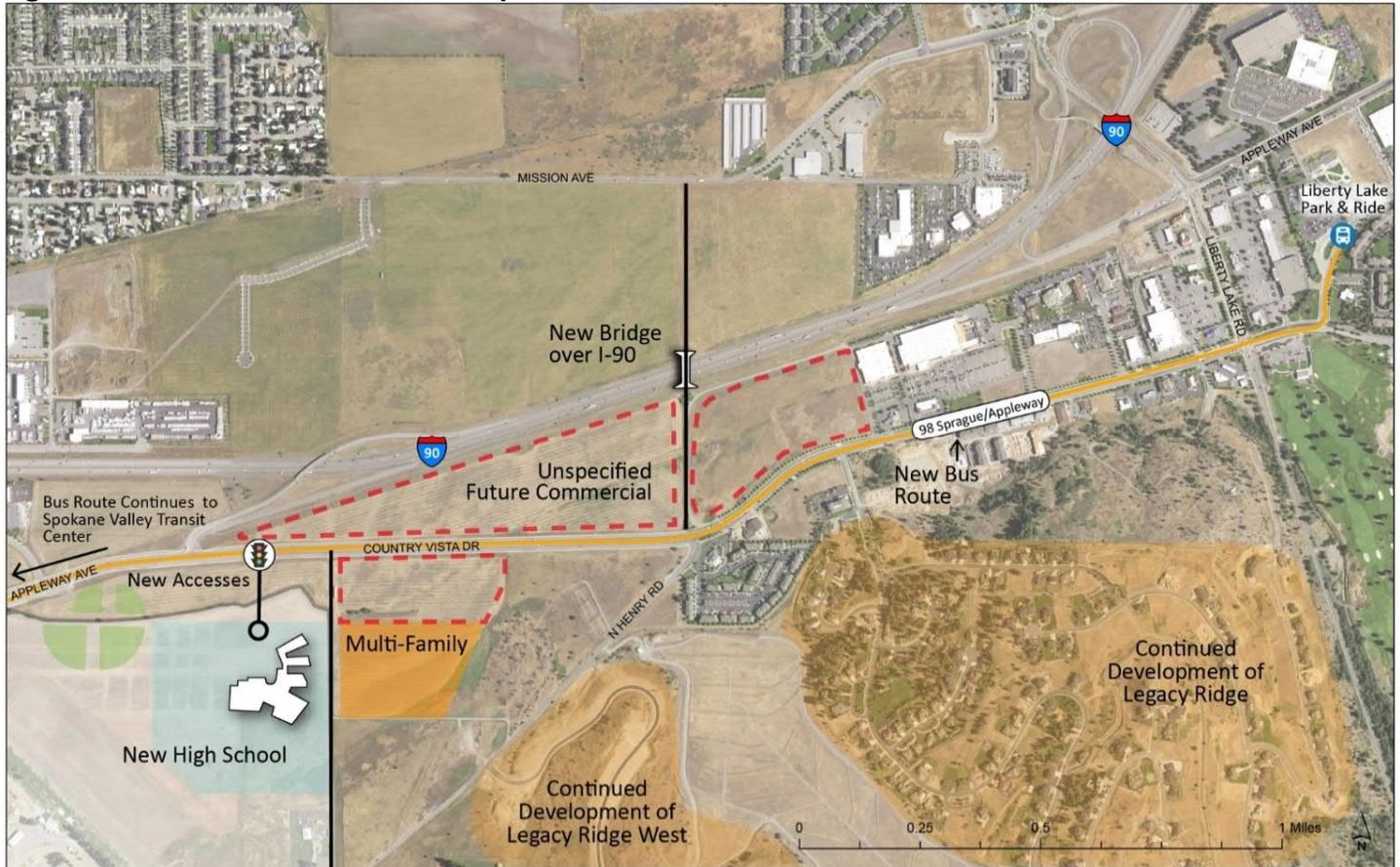
Infrastructure

A new bridge over I-90 connecting Country Vista Drive and Mission Avenue is planned at the current Henry Road alignment. The bridge will provide an alternate route for vehicles from the northern portion of the city to access the southern portion without using Liberty Lake Road (which is currently one of very few routes that crosses the freeway in the city). Designs for the bridge are underway and it is expected to be constructed within the next few years.

The Spokane Transit Authority (STA) plans to modify Route 98 which connects the Spokane Valley Transit Center to the west to the Liberty Lake Park & Ride in the city center to the east. In the vicinity of Liberty Lake, the route currently runs along Mission Avenue north of I-90. STA plans to move the route to the Country Vista Drive corridor in 2021. The realigned route will provide new transit service to the Country Vista Drive corridor.

The City of Liberty Lake plans to construct raised medians along the Country Vista Drive corridor. The raised medians will include landscaping elements and will help to control and consolidate access on the corridor. The project to add the medians is scheduled for 2024.

Figure 7: Planned Short-Term Development



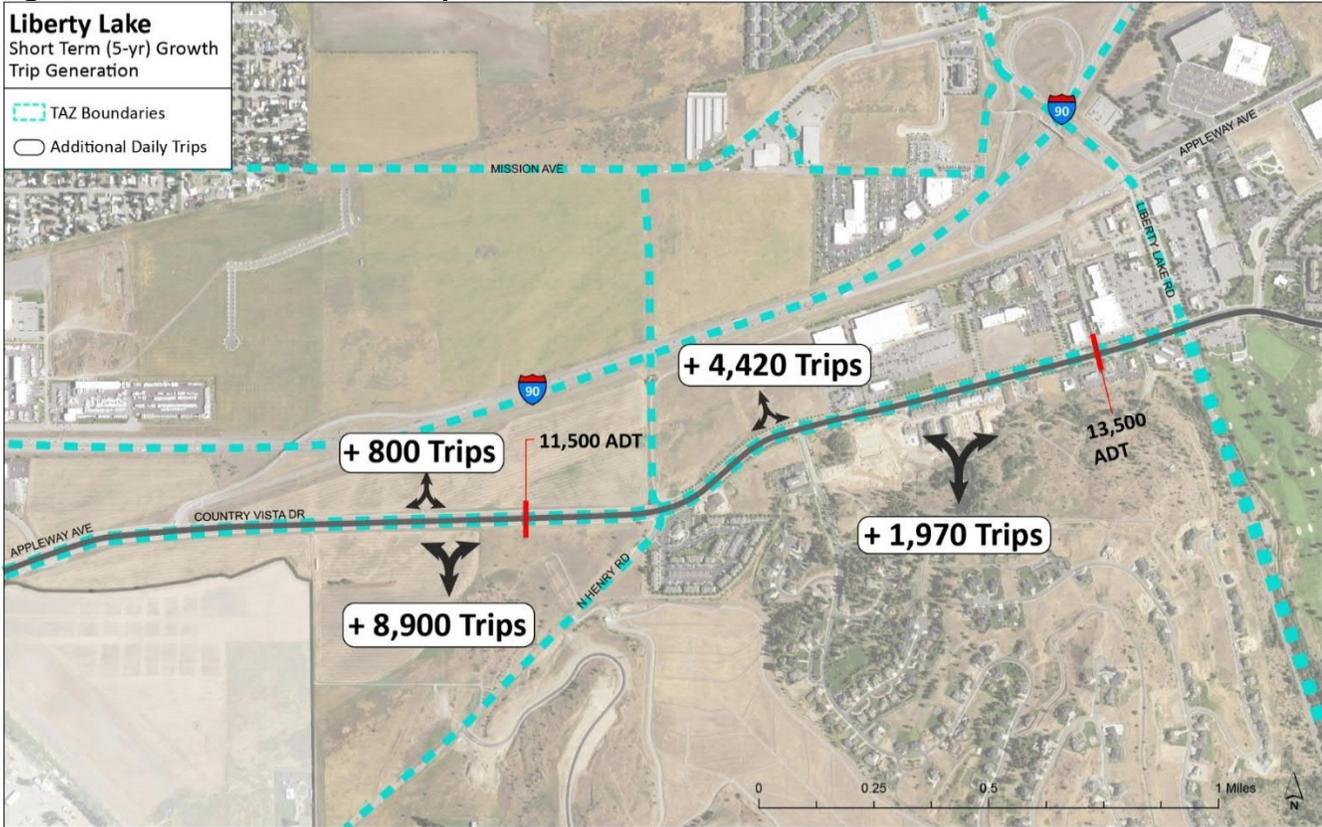
Short-term Traffic Demand

To estimate the travel demand expected from short-term growth, Parametrix worked closely with City staff to develop assumptions about pending or likely development within the next five years. Development areas were identified city-wide and included known or ongoing development such as the new high school and adjacent multi-family residential units on the Country Vista corridor. Parametrix and city staff also identified more generic land use growth assumptions for areas likely to develop but where specific plans are unclear or not available at this time.

With the assessment of short-term growth areas, Parametrix conducted a trip generation exercise to estimate the number of trips new development would incur on the roadway. The Institute of Transportation Engineers (ITE) compiles trip generation rates for various land uses in the Trip Generation 10th Edition. The trip generation rates are based on studies conducted nationwide. Parametrix selected and applied trip generation rates from ITE’s Trip Generation 10th Edition for assumed development. Figure 8 summarizes the daily trips estimated to be generated by the short-term development adjacent to the Country Vista Drive corridor.

Parametrix then distributed the peak hour trips throughout the road network based on logical origin and destination pairs, land use patterns, and existing traffic volume directional splits. Finally, combining the distributed short-term growth trips with existing traffic counts, Parametrix developed the short-term traffic demand estimate to use for intersection analysis.

Figure 8: Short-Term Growth Trip Generation



CORRIDOR RECOMMENDATIONS

Intersection Performance

Vehicular performance at intersections is often defined by the concept of intersection LOS. LOS is defined by average vehicle delay (sec/vehicle and is associated with a letter grade on a scale from A (free flowing traffic), to F (intersection failure, major delays). Typically, LOS D service flow rates are used as minimally acceptable standards for traffic operations.

- A – free flow operation
- B – reasonably unimpeded operation
- C – stable operation
- D – small increases in flow may cause substantial delay
- E – operates with significant delays
- F – operates with extremely slow speeds and/or intersection failures

Parametrix calculates LOS using Synchro, a traffic engineering software program published by Trafficware. Synchro methods are comparable with the methods and procedures of the Highway Capacity Manual (HCM) 6th Edition to calculate vehicle delay on the roadway network. Table 1 illustrates the LOS definitions for unsignalized intersections (stop-controlled or roundabout) and signalized intersections. It should be noted that Highway Capacity Manual definitions for LOS do not apply to uncontrolled movements.

Table 1: Level of Service

Level of Service	Unsignalized Intersection Average Delay (sec/veh) ¹	Signalized Intersection Average Delay (sec/veh)
A	0 - 10	0 - 10
B	10 - 15	10 - 20
C	15 - 25	20 - 35
D	25 - 35	35 - 55
E	35 - 50	55 - 80
F	> 50	> 80

1. Reported for the worst stop or yield-controlled approach
 Source: HCM 6th Edition

In coordination with City staff, two intersections were identified as potential concerns for the near future. These include the Henry Road/Country Vista Drive intersection and the Legacy Ridge Road/Country Vista Drive intersection. Both intersections are currently stop-controlled for the minor street. With existing traffic, both the Henry Road intersection and the Legacy Ridge Drive intersection operate at LOS C during the PM peak hour. When short-term growth is taken into consideration, both intersections reach LOS F.

Table 2: Intersection LOS Summary

Intersection	LOS (Avg Delay)	
	Existing	With Short-term Growth
Henry Road	C (17)	F (>50)
Legacy Ridge Drive	C (21)	F (>50)

Because both the Henry Road intersection and the Legacy Ridge Drive intersection are projected to operate at LOS F under short-term growth conditions, Parametrix further analyzed potential mitigations to convert the intersections to roundabouts or signals.

Roundabout Option

Parametrix utilized the traffic analysis program SIDRA 8 to evaluate the roundabout designs. SIDRA supports several methodologies for roundabout analysis including the SIDRA standard roundabout model as well as the roundabout methodologies contained in the HCM. For this analysis, Parametrix reports results using the SIDRA methodology which is the methodology supported by the Washington Department of Transportation.

To estimate the number of roundabout entry lanes needed for each approach of each study intersection. Parametrix examined planning-level roundabout sizing criteria from NCHRP Report 672 Roundabouts: An Informational Guide 2nd Edition published by the Transportation Research Board (TRB) to offer further context to the analysis.

Parametrix applied the roundabout sizing criteria documented in the NCHRP Report 672 to short-term PM peak hour volumes for both the Legacy Ridge Drive/Country Vista Drive and Henry Road/Country Vista Drive intersections. According to NCHRP Report 672, the number of lanes likely needed for a roundabout approach can be estimated from the sum of the entering volume and conflicting circulating volume. The higher the combined volumes, the more likely the approach requires additional lanes to function adequately (see Table 3). As shown in Figures 9 and 10, short-term PM peak hour forecast volumes reveal that all roundabout approaches exceed the combined 1,000 vehicles per hour threshold for the Henry Road intersection and for the westbound approach of the Legacy Ridge Drive intersection. Thus, both potential roundabout locations merit consideration for two entry lanes.

Because both intersections were above thresholds needing two lane approaches, both intersections were analyzed in SIDRA as two-lane roundabouts. Figures 11 and 12 show the recommended roundabout lane configuration. Table 4 summarizes the LOS results. As shown in Table 4, the Henry Road intersection is expected to operate at LOS C as a two-lane roundabout configuration with two-lane approaches eastbound and westbound on Country Vista Drive, and one-lane approaches north and south on Henry Road. The Legacy Ridge intersection is expected to operate at LOS B as a two-lane roundabout with two-lane approaches eastbound and westbound on Country Vista Drive, and a one-lane approach northbound on Legacy Ridge Drive.

Table 3: Planning-level Roundabout Sizing Criteria

Volume Range (Sum of Entering and Conflicting Volumes)	Number of Lanes Required
0 to 1,000 vehicles per hour	<ul style="list-style-type: none"> • Single-lane entry likely to be sufficient
1,000 to 1,300 vehicles per hour	<ul style="list-style-type: none"> • Two-lane entry may be needed • Single-lane may be sufficient based on more detailed analysis
1,300 to 1,800 vehicles per hour	<ul style="list-style-type: none"> • Two-lane entry likely to be sufficient
Above 1,800 vehicles per hour	<ul style="list-style-type: none"> • More than two entering lanes may be required • A more detailed capacity evaluation should be conducted to verify lane numbers and arrangements

Source: NCHRP Report 672

Figure 9: Henry Rd Roundabout Option

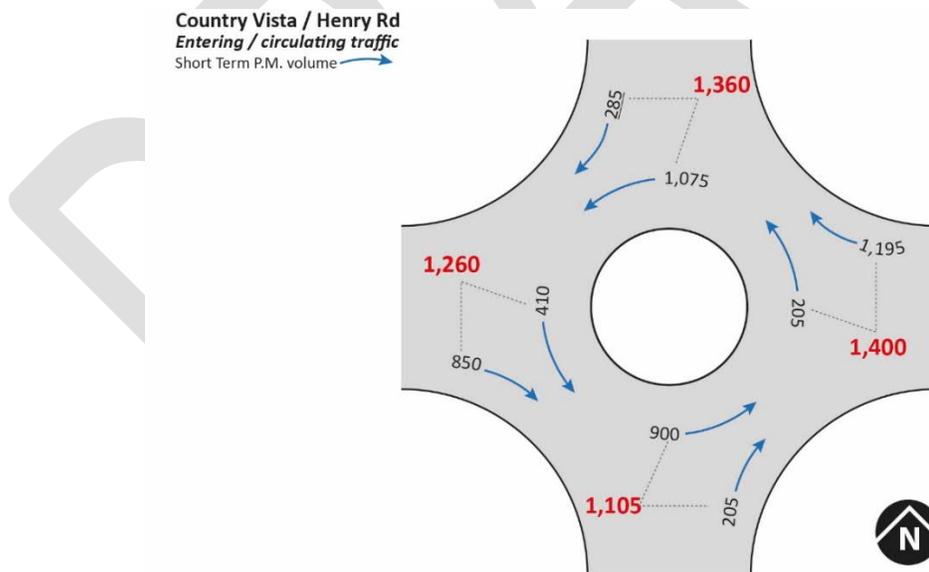


Figure 10: Legacy Ridge Drive Roundabout Option

Country Vista / Legacy Ridge Dr
 Entering / circulating traffic
 Short Term P.M. volume

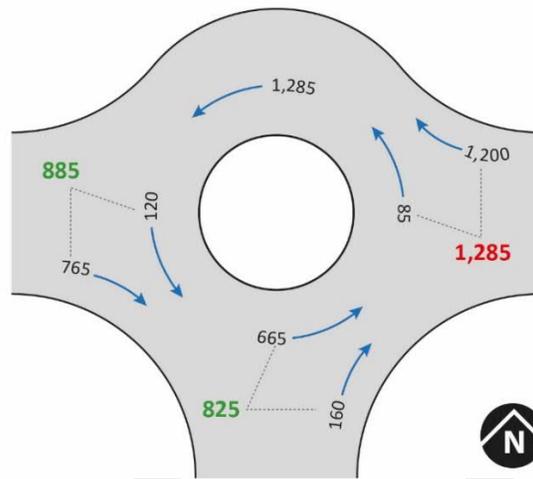


Figure 11: Two-Lane Henry Road Roundabout Option

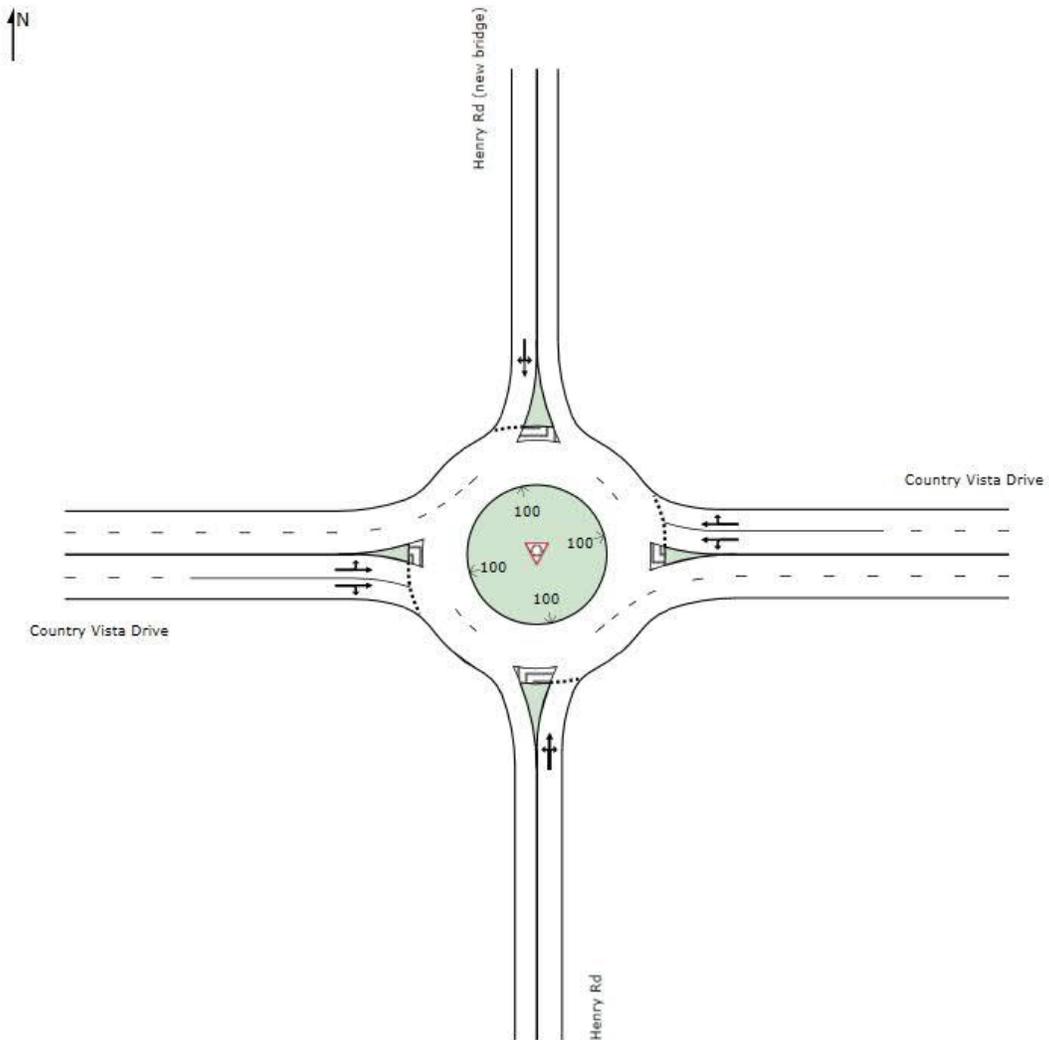


Figure 12: Two-Lane Legacy Ridge Drive Roundabout Option

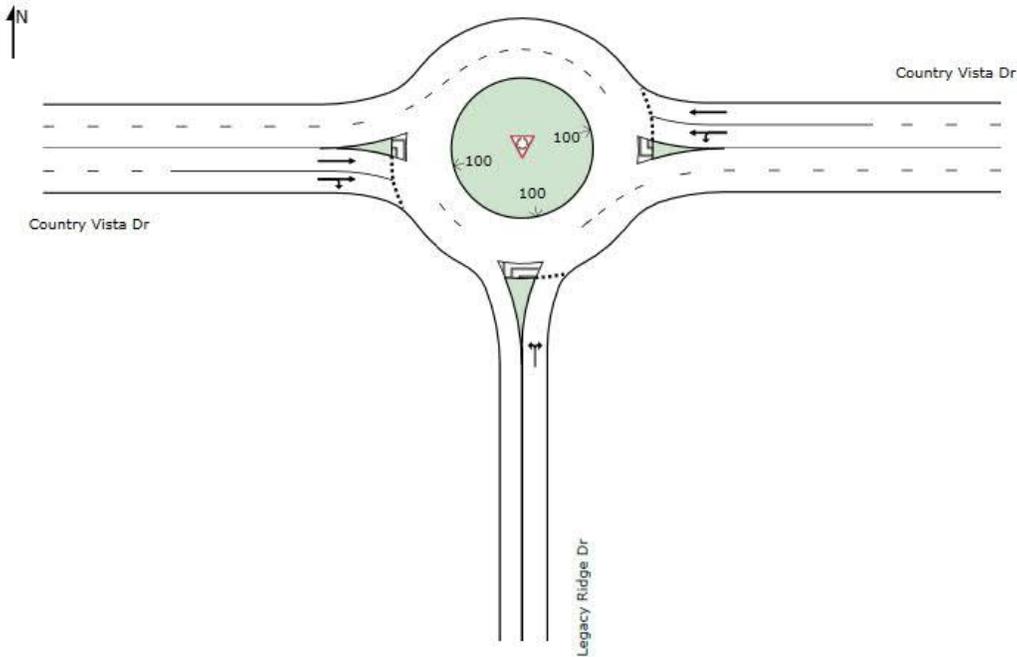


Table 4: Intersection LOS Summary with Roundabouts

Intersection	LOS (Avg Delay)		
	Existing	With Short-term Growth	
	Unsignalized	Unsignalized	Roundabout
Henry Road	C (17)	F (>50)	C (30)
Legacy Ridge Drive	C (21)	F (>50)	B (11)

Signalization Option

The Henry Road and Legacy Ridge Drive intersections were also evaluated as signalized intersections. A partial signal warrant analysis of the Legacy Ridge Drive intersection was completed to provide guidance and context for the need for a signal at Legacy Ridge Drive. Signal warrant guidelines are set forth by the Manual of Uniform Traffic Control Devices (MUTCD) which is the national standard for all traffic control devices on all public roads open to public travel. The MUTCD identifies nine signal warrants based on traffic volumes, pedestrians, school crossings, and crash history, among others. According to the MUTCD, at least one of the nine warrants must be met for a signal to be considered at a location. However, meeting one of the warrants does not in and of itself require the installation of a signal. A signal warrant is just one part of an overall engineering study of the suitability of a signal.

The Legacy Ridge Drive intersection was analyzed under Warrant 1, the eight-hour traffic volumes warrant to determine if volumes on the major street (Country Vista Drive) and minor street (Legacy Ridge Drive) exceeded the necessary thresholds for any eight hours of the day to warrant a signal at the intersection. Table 5 shows the results of Warrant 1B. While the intersection did not meet Warrant 1B under existing volumes (6 of 8 hours needed were met), the Legacy Ridge Drive intersection is projected to meet signal Warrant 1B under the Short-Term Volumes. (12 hours of 8 hours needed).

Table 5: MUTCD Signal Warrant 1B Projections for Legacy Ridge Road/Country Vista Drive

Existing Volumes		Short-term Growth Volumes	
Warrant 1B		Warrant 1B	
Major	Minor	Major	Minor
>900	>75	>900	>75
420	56	707	86
929	125	1565	190
880	118	1483	180
802	108	1351	164
779	63	1313	159
892	72	1290	105
976	79	1411	115
903	73	1306	106
1058	86	1530	125
1282	104	1855	151
1358	110	1965	160
1190	96	1721	140
669	54	967	79
6 of 8 hours met		12 of 8 hours met	

Synchro analysis was performed for the Henry Road and Legacy Ridge Drive intersections as signalized intersections. Table 6 shows the LOS and vehicle delay for each of the intersections under the Short-Term volume scenario. As seen in Table 6, both the Henry Road and Legacy Ridge Drive intersections will perform at LOS B as signalized intersections under the Short-Term growth scenario.

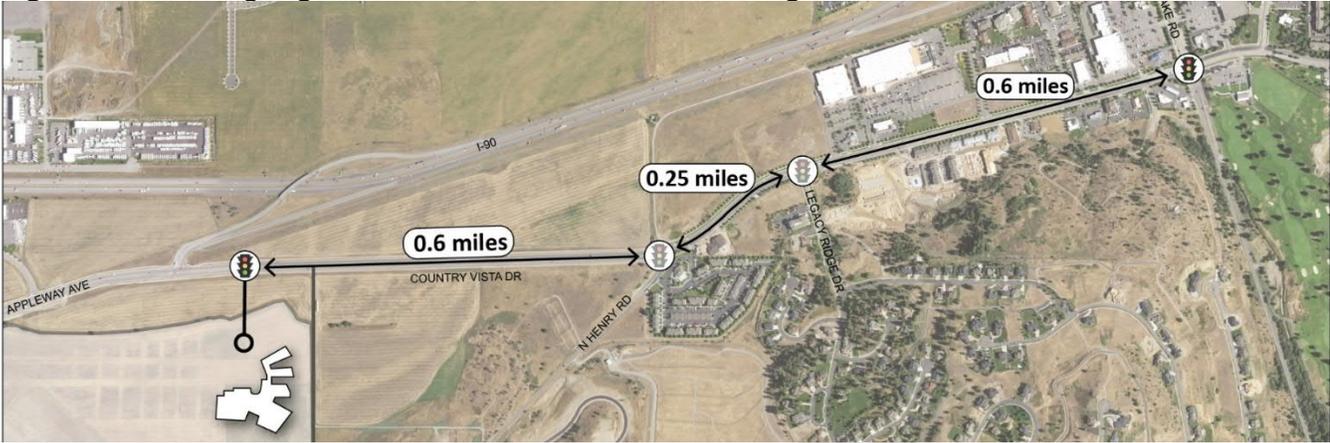
Table 6: Intersection LOS Summary with Roundabouts or Signals

Intersection	LOS (Avg Delay)			
	Existing	With Short-term Growth		
	Unsignalized	Unsignalized	Roundabout	Signalized
Henry Road	C (17)	F (>50)	C (30)	B (13)
Legacy Ridge Drive	C (21)	F (>50)	B (11)	B (17)

Intersection Recommendation

Parametrix recommends traffic signalization for both intersections. Traffic signals will be more consistent with other treatments on the corridor, namely the signal at Liberty Lake Drive and the proposed signal at the new high school entrance. Additionally, the signals will offer a more controlled experience for pedestrians and bicyclists traveling along Country Vista Drive and crossing the roadway. Roundabouts can be intimidating to pedestrians and bicyclists who are unsure if vehicles will yield as required by law and a two-lane roundabout design increases the pedestrian crossing distance without additional traffic control. Also, left-turns for bicyclist in a two-lane roundabout can be difficult due to the need to change lanes inside the circle among faster-traveling vehicles. Furthermore, there have been past concerns about dual-lane roundabouts at other locations on the corridor with number of young drivers to travel to and from the planned high school. Finally, roundabouts require a larger footprint and there are concerns about environmentally sensitive land near the intersection.

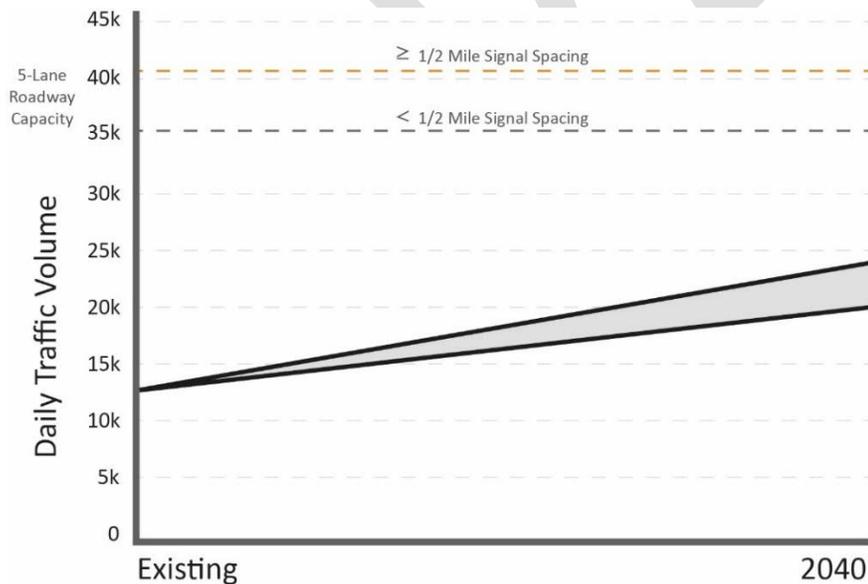
Figure 13: Existing Signals and Recommended Future Signals



Roadway Cross-section

Parametrix compared existing traffic volumes with preliminary long-term forecasts for the Country Vista Drive corridor to provide a high-level outlook on roadway cross-section needs. Figure 14 compares existing ADT, a forecasted range for 2040 ADT, and planning-level capacities for roadways with a five-lane cross-section. Signal spacing has a significant effect on roadway capacity, so capacities are presented for roadways with less than 1/2 mile signal spacing and greater than 1/2 mile signal spacing. Results illustrate that volumes are not expected to approach five-lane capacity thresholds through 2040 and the existing five-lane cross section is likely sufficient for the long term. A full long-term traffic analysis will be documented in the second phase of this study.

Figure 14: Lanes/Street Capacity



Transit

The planned realignment of Route 98 onto Country Vista Drive by STA will add a new dynamic to the corridor. STA prefers bus stops placed every ½ mile on the corridor. Parametrix recommends general ½ mile bus stop spacing with flexibility to best compliment actual development patterns as they occur. A balance between pedestrian accessibility and speed should be considered and infrastructure should be built to maximize potential ridership. Also, any future development should link building entrances to bus stops via walkways. Because STA plans to build bus shelters at stops, future development should accommodate concrete pads to fit future shelters. With proper frequency, bus stop spacing, and access to destinations, this bus route can significantly enhance the pedestrian and bike-friendly nature of the street.

Bicycle/Pedestrian Treatments

Linear Elements

Country Vista Drive already has bicycle and pedestrian amenities along the length of the street (both sides). Parametrix recommends preserving these existing amenities and to move forward with adding ped/bike amenities on the new bridge at Henry Road. As development occurs, the city should continue to extend back of sidewalk landscaping and street trees as required per city code and to preserve a walkable and aesthetically pleasing environment.

Crossings

In order to meet the established desire to have a walkable, transit-oriented corridor with connections to surrounding neighborhoods, mid-block crosswalks will be needed at various locations on the corridor. There are numerous types of mid-block crossing treatments and amenities and it is important to find the right treatment for the right location in order to maximize vehicle and pedestrian compliance. Multiple research documents indicate that in the wrong settings, marked crosswalk alone are insufficient and should not be used. Specifically, the Federal Highway Administration (FHWA) publication FHWA-HRT-04-100: Safety Effects of Marked vs Unmarked Crosswalks at Uncontrolled Locations (2005) states that marked crosswalks should not be used for the following conditions:

- Speed limit greater than 40 mph
- Four or more lanes with ADT greater than 12,000 vehicles per day (no refuge island)
- Four or more lanes with ADT greater than 15,000 vehicles per day (with a refuge island)

The Country Vista Drive corridor has portions of the roadway with a speed limit greater than 40 mph. Additionally, ADT currently exceeds 12,000 vehicles per day on the east end of the corridor and the roadway is expected to exceed 15,000 vehicles per day in the future. Thus, additional amenities beyond a marked crosswalk – even with a refuge island – is preferred.

Finding the right combination of crossing treatments is critical to making a crossing effective. Data documented in National Cooperative Highway Research Program (NCHRP) Report 562: Improving Pedestrian Safety at Signalized Crossings (2006) provides thresholds to identify appropriate pedestrian treatments based on criteria, including pedestrian volumes, road volume, road width and speed limit. NCHRP Report 562 defines four categories of treatments:

- Enhanced: High-Visibly Signs and Markings, Median Refuge Islands, In-Street Pedestrian Crossing Signs
- Active: flashing Amber Beacons, Pedestrian Crossing Flags, In-Roadway Warning Lights
- Red: Pedestrian Crosswalk Signal, Half Signal, HAWK, Pedestrian Beacon
- Signal

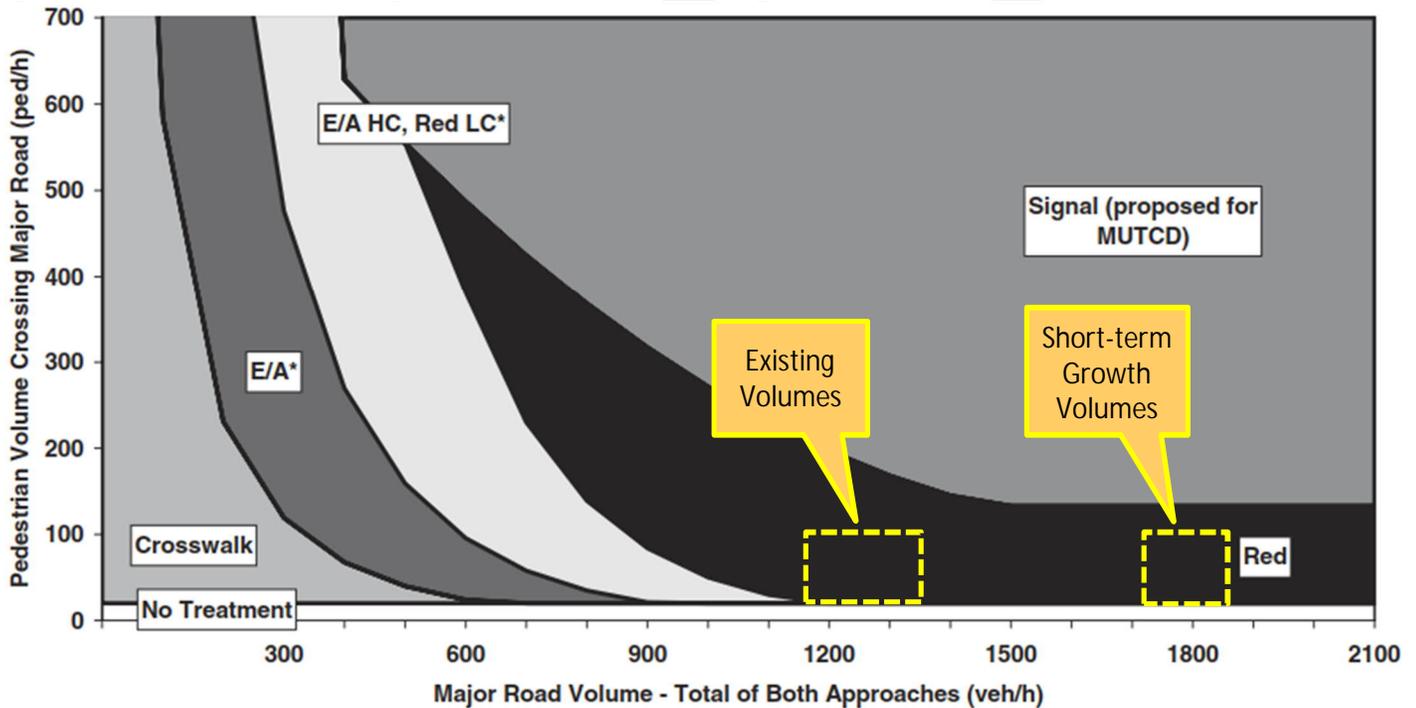
“Enhanced” treatments include devices that are active in the crossing at all times, such as static signage, and pavement markings. “Active” treatments are devices that activate a warning when pedestrians are present or crossing a street, such

as flashers or pedestrian flags. The “Red” category includes signals or beacons that display a circular red signal to motorists when activated by pedestrians. This includes HAWK, PELICAN, or TOUCAN signals. The “Signal” category includes conventional traffic signals which are administered by guidelines in the MUTCD. Finally, each category can be further sub-divided as being “HC” High Compliance, or “LC” Low Compliance.

NCHRP Report 562 provides guideline plots to aid in identifying the appropriate pedestrian treatment for various roadway scenarios. Parametrix applied the roadway and traffic parameters for the Country Vista Drive corridor to the plots best representing corridor conditions. Plots with and without a pedestrian refuge island are provided to compare the types of amenities recommended under each condition.

Figures 15 and 16 illustrate the recommendations absent a refuge island and with a refuge island, respectively. The plots are annotated by yellow boxes according to existing volumes and forecasted short-term volumes on Country Vista Drive. Because future pedestrian volumes are unknown, a peak hour pedestrian flow range of 20 to 100 crossings per hour was assumed. Figure 15 shows that without a refuge island, the conditions on Country Vista Drive are such that a “Red” category treatment is recommended. Essentially, the roadway width, speeds, and volumes dictate that a device with a red indication is critical to aid in driver and pedestrian compliance.

Figure 15: Pedestrian Amenity Guideline Plot – No Refuge Island



*E/A = Enhanced/Active, HC = High Compliance, LC = Low Compliance

Figure A-14. Guidelines Plot, 66 ft (20 m) Pavement, ≤35 mph (55 km/h), 3.5 ft/s (1.1 m/s) Walking Speed.

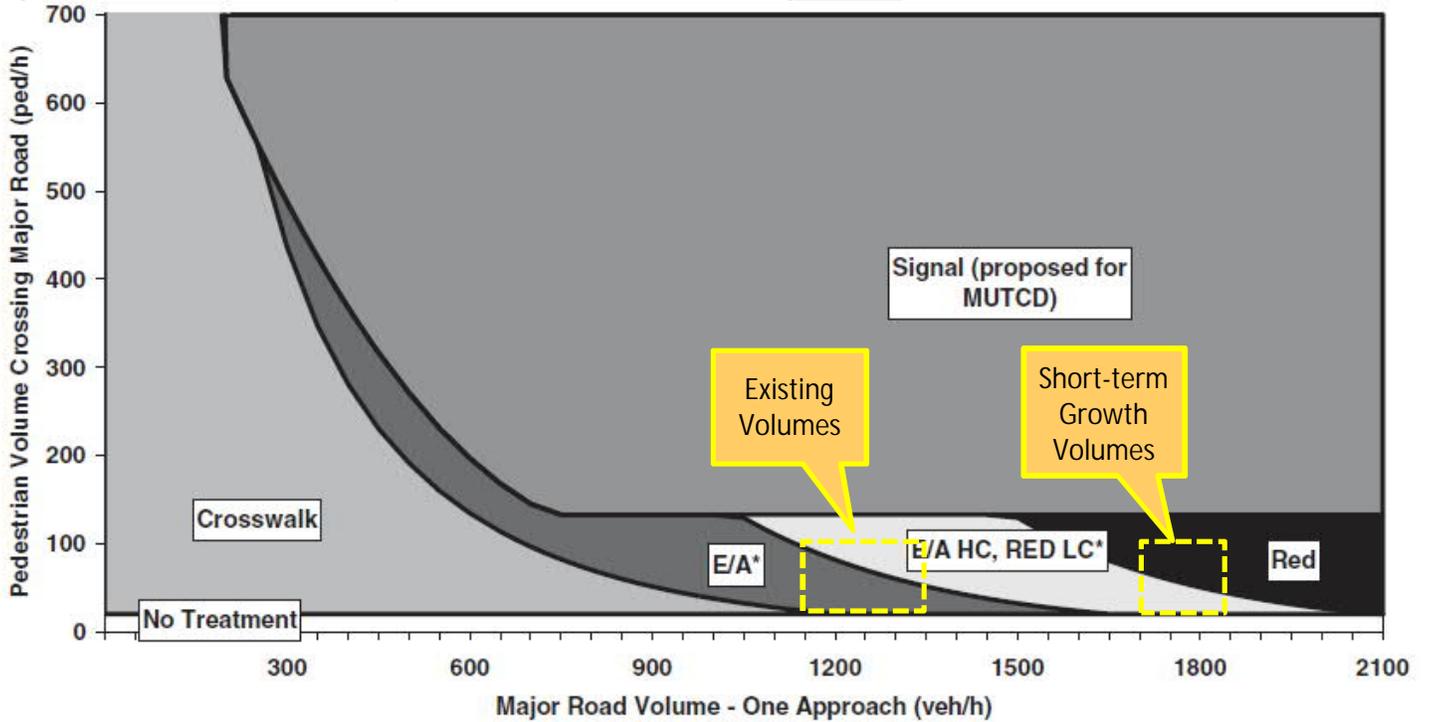
Figure 16 shows the impact of a pedestrian refuge island. With the refuge island, the crossing environment changes. Pedestrians can cross the road in two stages and enhanced/active amenities are the recommended treatment. Rapid Rectangular Flashing Beacon (RRFB) signs, such as those used for the existing crossing on Country Vista Drive (see Figure 17), fit within this amenity category.

Considering the NCHRP analysis and the configuration of the existing crossing on the east end of the corridor, it is recommended that future crossings also feature refuge islands and RRFB signs. This configuration will provide consistency for drivers and pedestrians and will be compatible with the future project to add raised medians on the corridor.

Actual locations of future pedestrian crossings are not recommended at this time since the value of a crossing is highly correlated with development patterns. As development unfolds, the City should seek to locate crossings that support pedestrian desire lines and fit the context of land use patterns. Additionally, crossings should be spaced at least 300 feet from traffic signals and other crossings.

Figure 18 summarizes the bicycle/pedestrian recommendations and general locations where future crosswalks may need to be implemented. The crosswalks should be spaced away from other signals/crossings, support pedestrian desire lines, and fit the context of actual development patterns.

Figure 16: Pedestrian Amenity Guideline Plot – With Refuge Island



*E/A = Enhanced/Active, HC = High Compliance, LC = Low Compliance

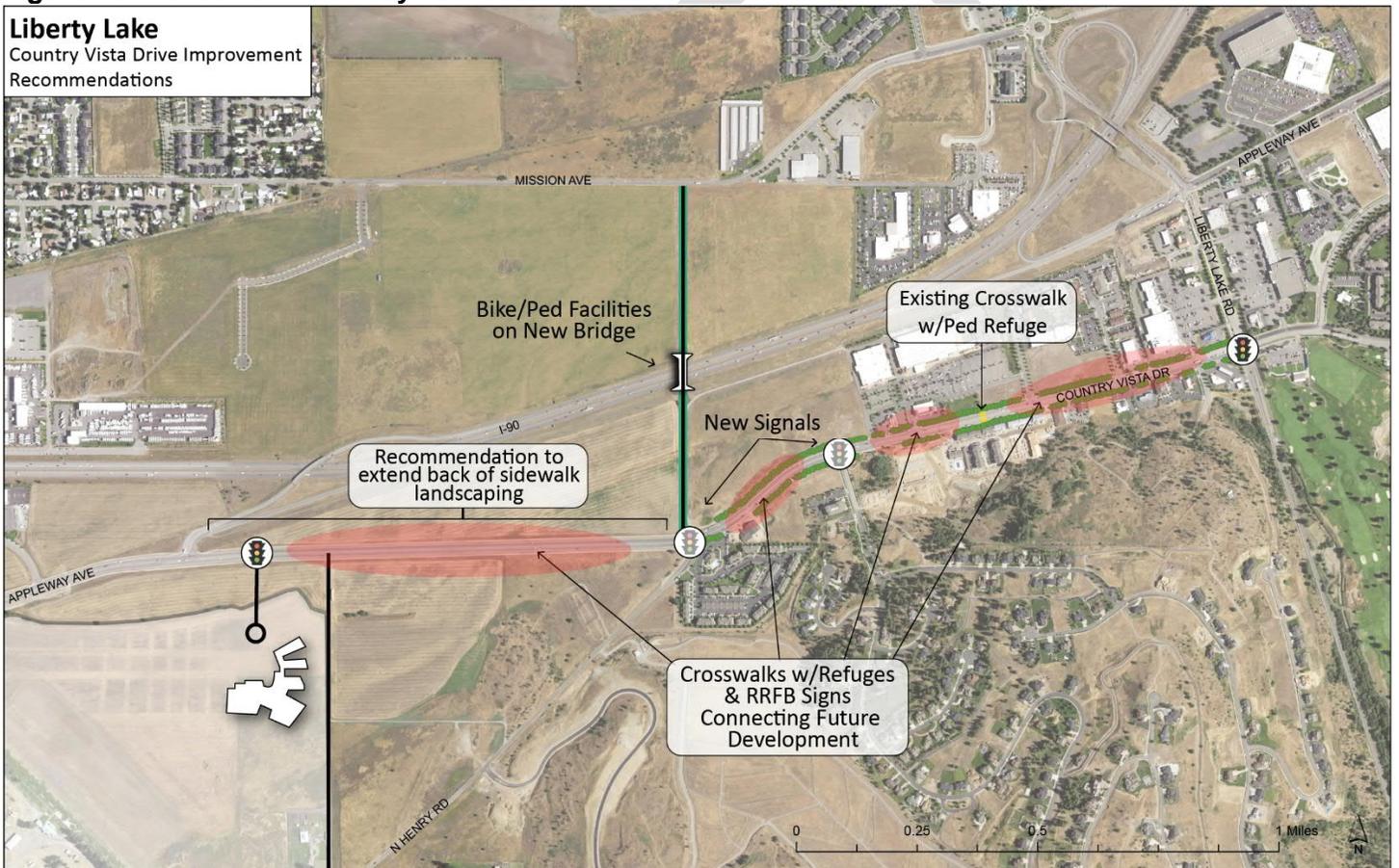
Figure A-15. Guidelines Plot, Divided Roadway with Pedestrian Refuge Island, Crossing 36 ft (11 m) Pavement, ≤35 mph (55 km/h), 3.5 ft/s (1.1 m/s) Walking Speed (Plot Assumed 50/50 Volume Split for Signal Curve).

Figure 17: Existing Pedestrian Crossing on Country Vista Drive with Refuge Island and RRFB Signs



Source: Google Street View

Figure 18: Pedestrian and Bicycle Recommendations



HENRY ROAD BRIDGE INTERSECTION RECOMMENDATIONS

To aid in the ongoing design of the Henry Road bridge over I-90, Parametrix conducted analysis of the Henry Road/Country Vista Drive and Mission Avenue/Henry Road intersections. The purpose of the analysis is to provide guidance on intersection sizing and configurations for the two major intersections at either end of the bridge.

To develop the long-term traffic forecasts, Parametrix utilized the Spokane Regional Transportation Council (SRTC) travel demand model which provides an outlook for 2040 conditions based on regional growth and transportation network assumptions. Working closely with City staff to refine model assumptions for City of Liberty Lake land uses, Parametrix generated 2040 PM peak hour turning movement forecasts for each intersection and then analyzed intersection performance for future scenarios. Full documentation of the use and refinement of the SRTC travel demand model will be provided in the long-term analysis memo.

Given the recommendation for a signalized intersection at Henry Road/Country Vista Drive to address short-term traffic growth, Parametrix carried forward the signalized intersection configuration to 2040 analysis. At Mission Avenue/Henry Road, Parametrix explored both signalized intersection and roundabout configurations. Table 7 presents the results of the analysis.

As shown in Table 7, the assumed signalized configuration for the Henry Road/Country Vista Drive would be able to accommodate 2040 traffic volumes and no further adjustments would be needed. At the Mission Avenue/Henry Road intersection, because volumes are supportive of a one-lane roundabout and because there is already a roundabout on the corridor, Parametrix recommends the roundabout configuration. Parametrix also conducted a brief sensitivity test assuming a fourth leg on the north side of the roundabout providing a connection to unspecified future residential development. Results indicate the roundabout will be able to accommodate a future fourth leg. Figures 19 and 20 illustrate the recommended configurations at both intersections.

Table 7: 2040 Intersection LOS Summary for Henry Road Bridge Intersections

Intersection	LOS (Avg Delay)		
	Signalized	Roundabout	
		3-leg	4-leg
Henry Road/Country Vista Drive	B (16)	--	--
Mission Avenue/Henry Road	A (8)	A (8)	B (12)

Figure 19: Legacy Ridge Drive/Country Vista Drive Roundabout

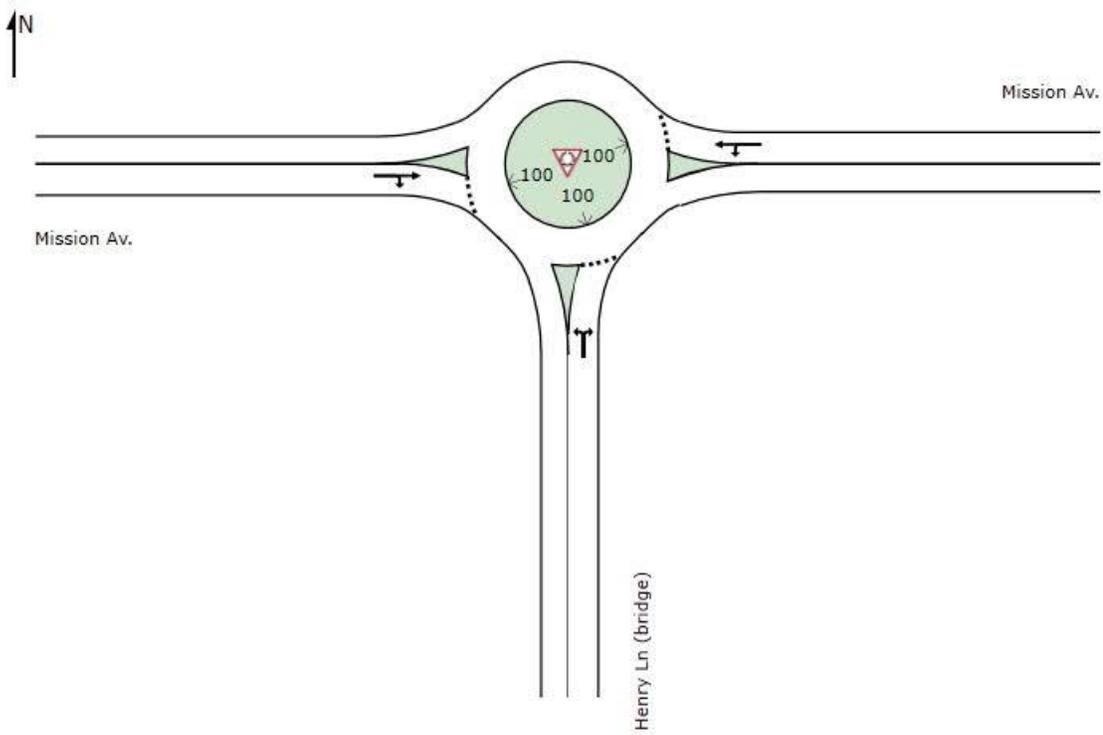
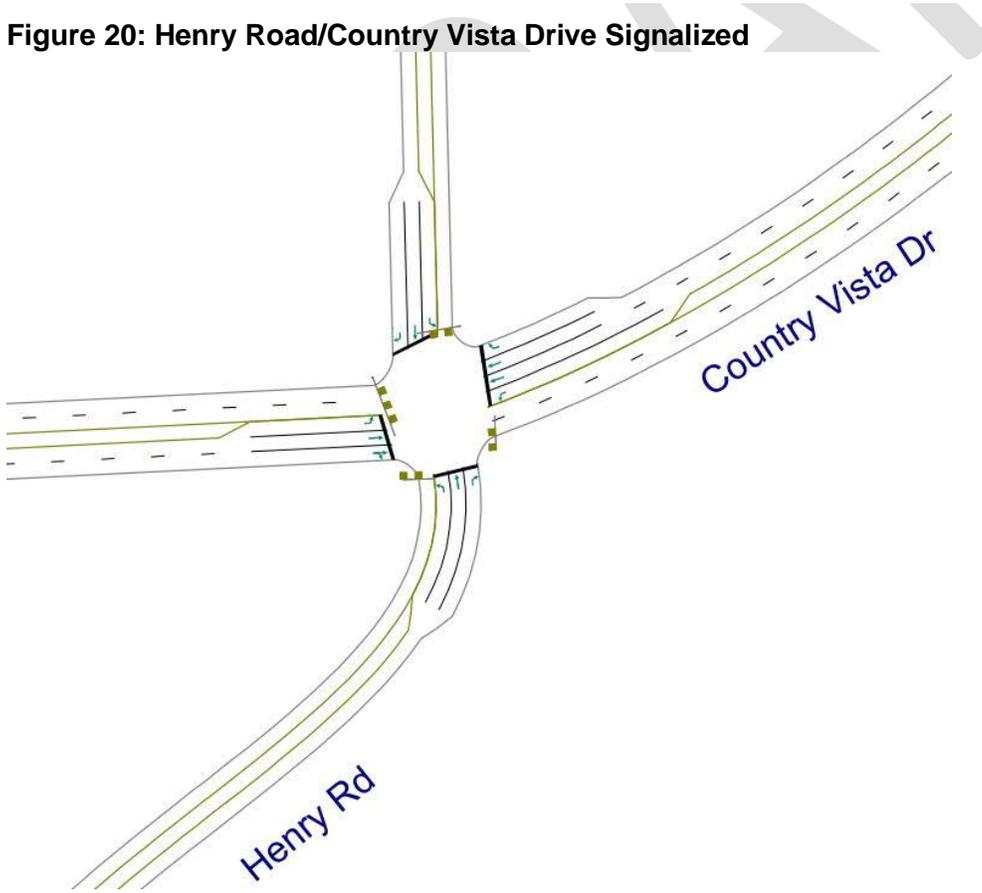


Figure 20: Henry Road/Country Vista Drive Signalized



SUMMARY/CONCLUSION

Country Vista Drive is poised to become an even more important corridor to the City in both the near- and long-term future. It's current layout and connection between I-90 and the city center solidifies this role. The City has already begun to implement some of its vision for the street by building bike lanes, separated sidewalks, landscaping, and some street trees. Still, much of the land surrounding the street is currently vacant, so as more development occurs, improvements to the street and its intersections will be warranted to accommodate increased traffic.

The City's Comprehensive Plan and current zoning ordinances identify commercial and mixed-use development along the entire length of the study area. There are also plans for a new high school with access to the street. There are preliminary plans for a new bridge that connects Country Vista Drive to Mission Avenue on the north end of town spanning I-90.

Based on this anticipated development and projected trip generation data, two intersections will reach a failing LOS under short-term growth assumptions. These include the intersections at Henry Road and at Legacy Ridge Drive. Parametrix recommends traffic signals eventually be implemented at both intersections. Roundabouts were also considered, but two-lane roundabouts would be required to handle the traffic volume and there have been past concerns about two-lane roundabouts on the Country Vista Drive corridor.

Parametrix also recommends the City continue to implement improvements to the pedestrian and bicycle network, as outlined in its plans. Due to the street width and traffic speed, new crosswalks that span the Country Vista Drive should include RRFB signals and pedestrian refuge islands. The crosswalks should be located to best support pedestrian desire lines and actual development patterns. The refuge islands will be compatible with the future plans to add landscaped medians to the corridor.

It is also recommended that when STA realigns Route 98 onto the corridor that bus stops be planned for generally every ½ mile with flexibility to support actual development patterns as they occur. Additionally, future development should accommodate walkways between buildings and bus stops and also provide concrete pads for future shelters to be constructed by the STA. Active transportation amenities should also be included on Henry Road bridge over I-90 as already planned.

A long-term review of intersections on either side of the I-90 bridge indicates the signal recommendation at the Henry Road/Country Vista Drive intersection would be sufficient to accommodate 2040 traffic volumes. Additionally, Parametrix recommends a single-lane roundabout configuration at the Mission Avenue/Henry Road intersection on the opposite side of the bridge. A single-lane roundabout is expected to be able to accommodate 2040 traffic demand and fits with the character of Mission Avenue and the existing roundabout at Mission Avenue/Harvard Road.

Lisa Key

From: Thomas Sahlberg <tomnsahl@comcast.net>
Sent: Monday, May 4, 2020 11:36 AM
To: Lisa Key
Cc: Katy Allen; Scott Bernhard; Shane Brickner; Brian Asmus
Subject: Country Vista Corridor - comment regarding Speed Limits

City Officials,

Having been involved in Corridor Projects for the City/County of Spokane and the N/S Corridor efforts as a public safety consultant in the past, I found last Tuesday's presentation by Parametrics and Planning Directory Lisa Key to be excellent; specifically in how well it was explained and the conclusions reached using metrics that were well documented, illustrated and were germane to both the present and future of our community - well done!

I hope to see Liberty Lake have a pedestrian/bike/golf cart/vehicle "Master Plan" in the near future. Part of that will include a comprehensive effort to **educate** all users of our roads, trails and sidewalks, as well as a fact-based review of the best and safest ways to **prevent** collisions. While there are a myriad of factors involved in the safe sharing of our roads, there is one undeniable truth that can be easily understood and supported, both anecdotally and factually - *The speed of vehicles MUST be regulated and reduced in order to reduce injury and death WHEN collisions occur... SPEED KILLS!*

With specific application to the **school zone** in the Henry Rd area, I know of no source that recommends a speed limit above 20mph. Labeling the remainder of the corridor the **residential/commercial congested zone** - I strongly advise a reduction of speed to no more than 30mph, and believe 25mph warrants strong consideration.

Thank you for considering this comment. I will leave you with one thought, that (in my opinion) should guide all our decisions regarding this issue;

🚦 Our goal is to move more vehicles, walkers, cyclists - **SAFER**, not faster!

Tom Sahlberg - Liberty Lake

The following graphs are included in the U.K. Nacto study, included below. Please note that in ALL CASES and for ALL AGES - increasing speeds directly correlates to a dramatic increase in pedestrian fatalities.

Figure 2.2: Risk of child pedestrian fatality calculated using logistic regression from Ashton and Mackay data compared with the Davis function

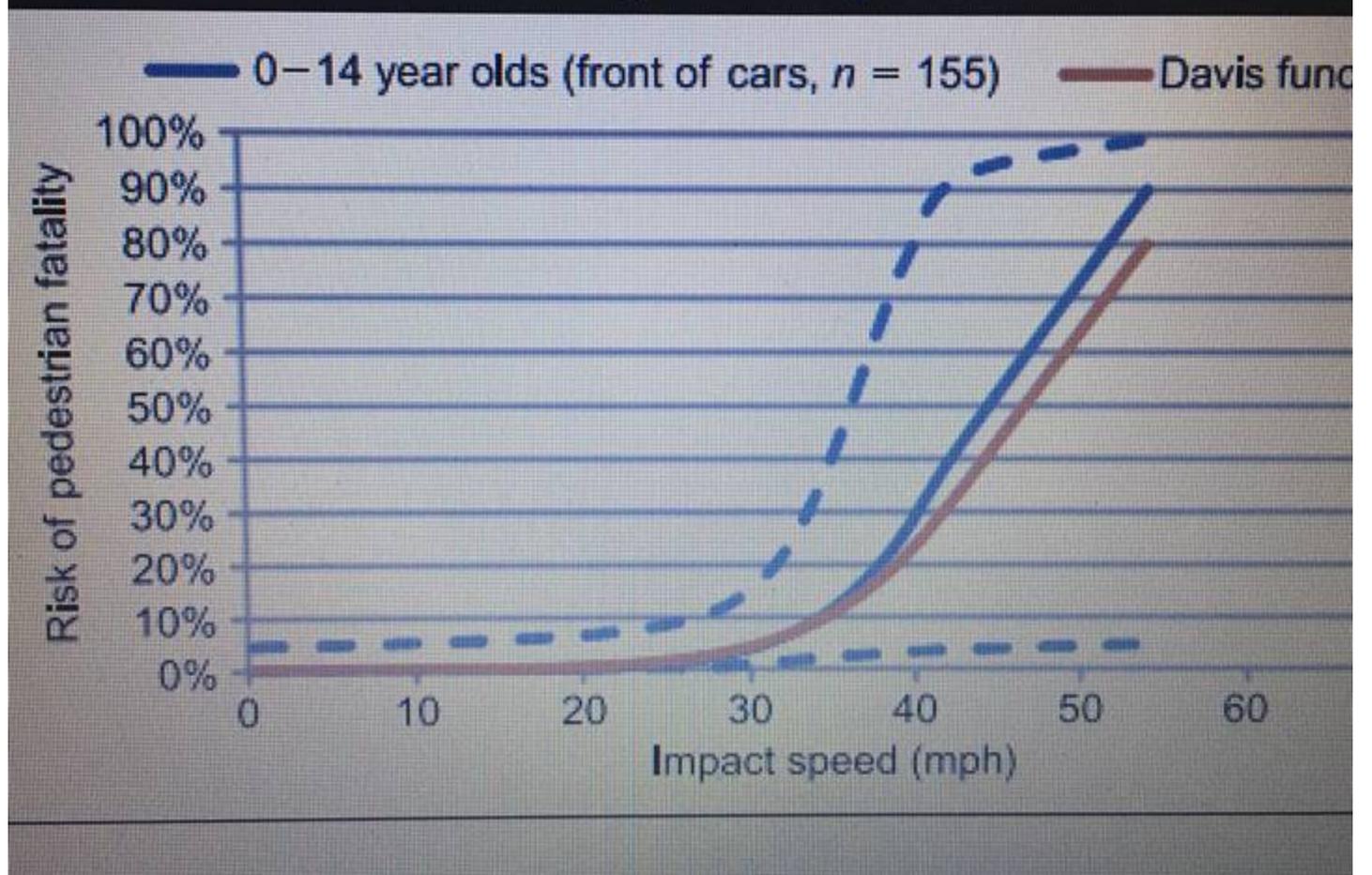


Figure 2.3: Risk of adult pedestrian fatality calculated using logistic regression from Ashton and Mackay data compared with the Davis function

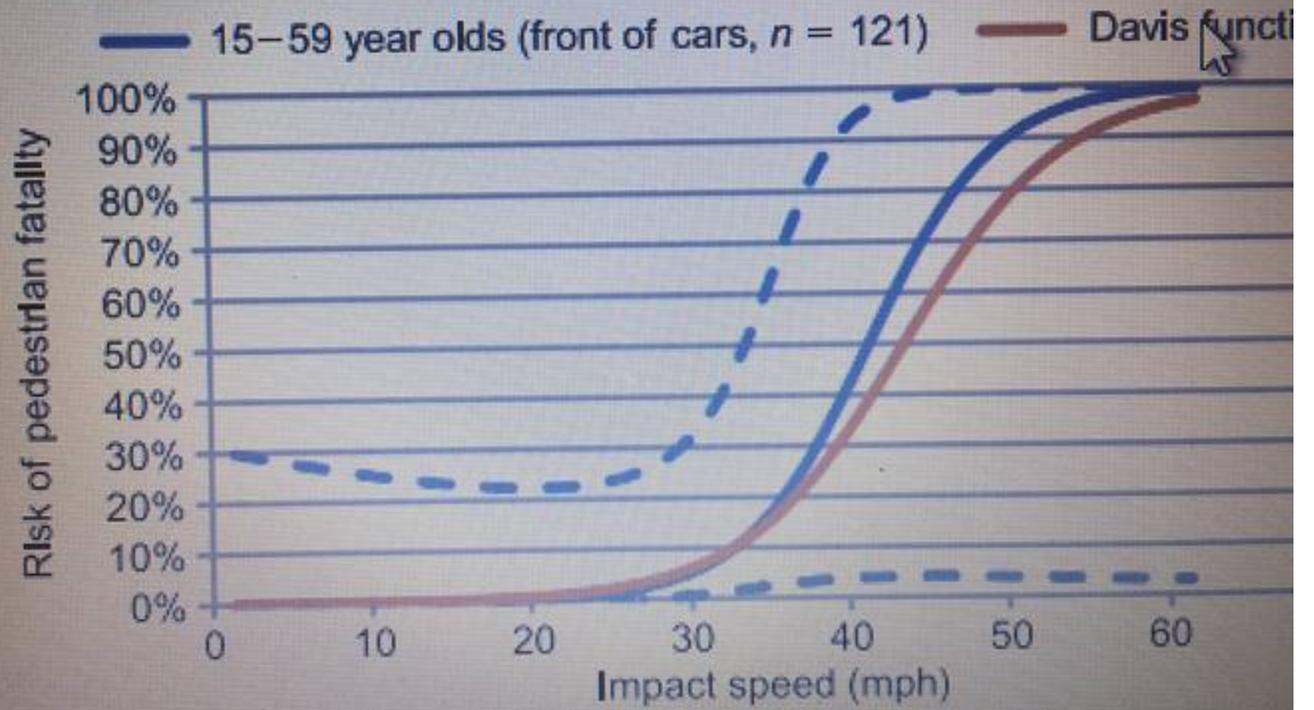
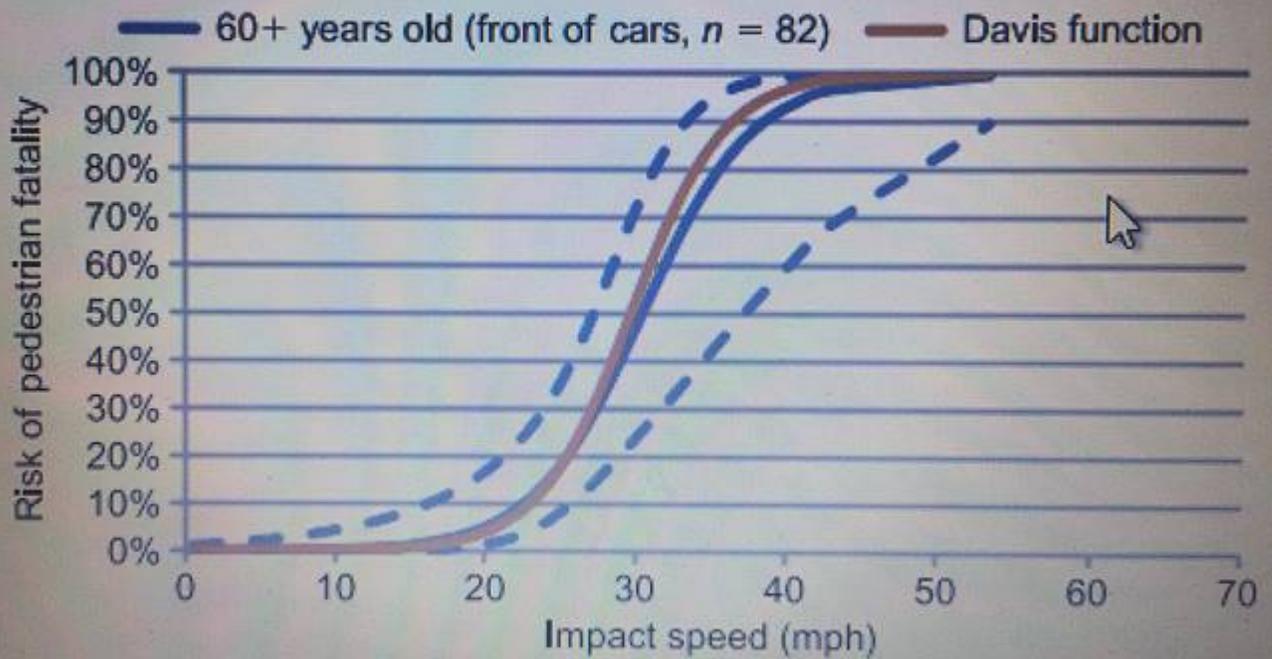
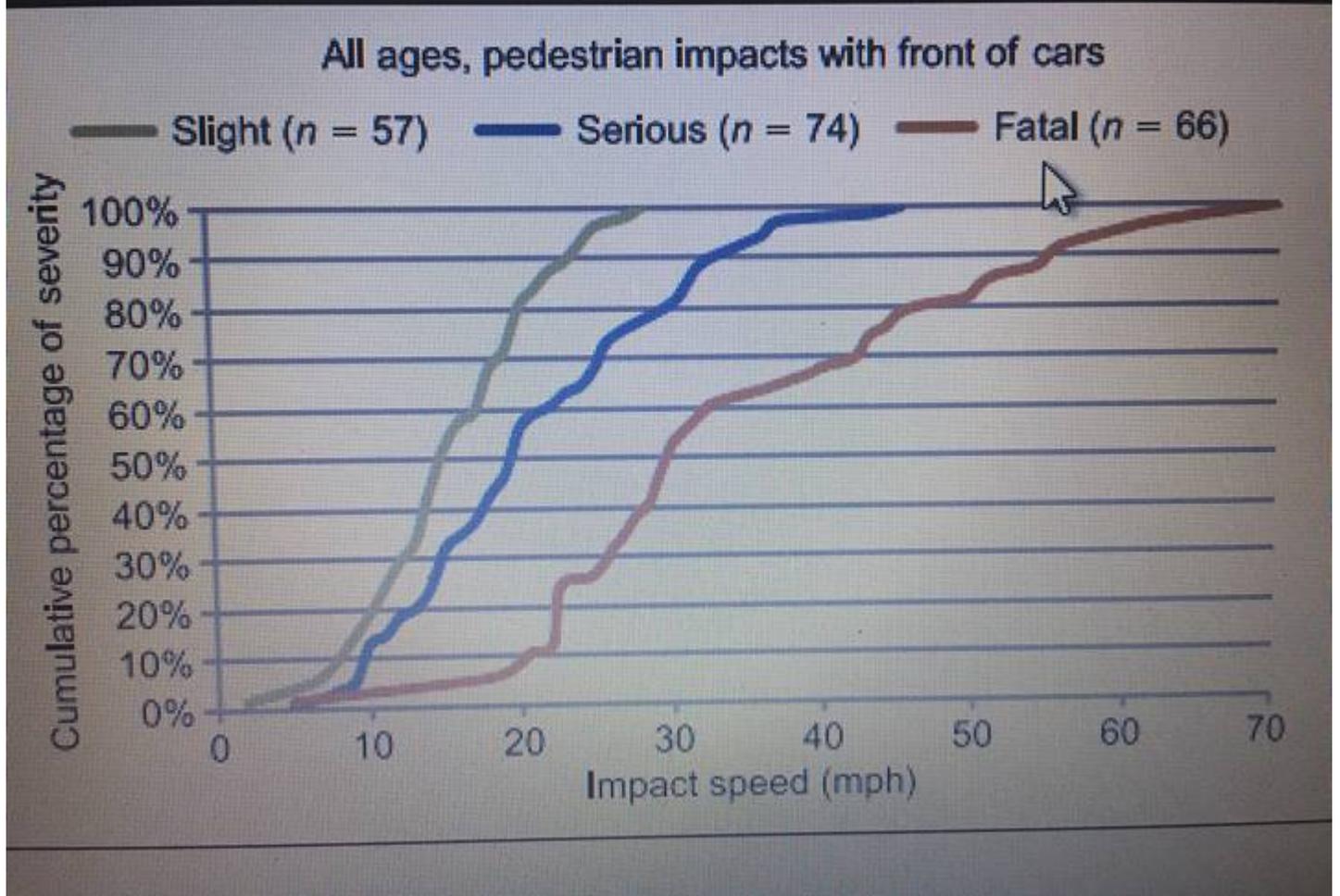


Figure 2.4: Risk of elderly pedestrian fatality calculated using logistic regression from Ashton and Mackay data compared with the Davis function



These three figures all show that the curves calculated using logistic regression are very similar to the curves calculated by Davis, particularly at lower speeds. As t

e 2.6: Cumulative impact speed for pedestrian casualties in the OTS and police fatal file dataset



For supporting documentation, I attach:

- a NHTSA review of several related studies prior to 1999. <https://one.nhtsa.gov/people/injury/research/pub/HS809012.html>
- a U.K. study on the relationship between speed and risk of fatal injury. https://nacto.org/docs/usdg/relationship_between_speed_risk_fatal_injury_pedestrians_and_car_occupants_richards.pdf
- a 2018 NHTS article regarding the alarming recent increase in pedestrian fatalities in collisions that is directly related to an increase in speed limits. <https://www.nhtsa.gov/road-safety/pedestrian-safety>
- an NSC article (recent) documenting & illustrating other non-speed related variables (i.e. - day of week, intersection v non-intersection ...) <https://injuryfacts.nsc.org/motor-vehicle/road-users/pedestrians/>

Tom Sahlberg

"If you want to go fast, go alone.
If you want to go far, go together"

