

CITY COUNCIL MEETING
TUESDAY, JULY 5, 2022
HELD REMOTELY & IN-PERSON AT CITY HALL
22710 E COUNTRY VISTA DRIVE

- [Sign up to provide public comment in-person or remotely via Zoom](#)
- [Submit written public comment prior to 4 pm on July 5, 2022 – See Note*](#)

Questions or need assistance? Please contact the City Clerk at khardy@libertylakewa.gov

6:00 P.M. COMMITTEE WORKSHOP DISCUSSION

ARPA Update and Discussion of Funding Priorities

REGULAR SESSION – 7:00 P.M.

- 1. INVOCATION**
- 2. PLEDGE OF ALLEGIANCE**
- 3. CALL TO ORDER**
- 4. ROLL CALL**
- 5. AGENDA APPROVAL**
- 6. CITIZEN COMMENTS**
- 7. ANNOUNCEMENTS / PROCLAMATIONS / SPECIAL PRESENTATIONS**
 - A. Northwest Municipal Advisors: Update on Public vs. Private Financing Options for Trailhead Improvements
- 8. REPORTS & INQUIRIES**
 - City Council
 - Mayor
 - City Administrator
 - Liberty Lake Sewer & Water District
 - Spokane Valley Fire Department
 - Parks and Arts Commission
- 9. WORKSHOP DISCUSSION**
 - A. Future of Utility Tax
- 10. GENERAL BUSINESS – Consent Agenda**
 - A. Approve the June 21, 2022 city council meeting minutes.
 - B. Approve the July 5, 2022 vouchers in the amount of \$627,792.98.
- 11. GENERAL BUSINESS – Action Items**

- A. Confirm the Mayor's appointment of Mark McAvoy to the City Administrator position.
- B. Approve and authorize the Mayor to execute the contract for the incoming City Administrator.

12. COUNCIL COMMENTS

13. PUBLIC HEARINGS / APPEALS - *No items listed*

14. RESOLUTIONS - *No items listed*

15. ORDINANCES

- A. 2nd Read – Ordinance No. 286 – Amending the City's Development Code to Allow Personal Care Services in the Light Industrial Zone as a Limited Use.

16. EMERGENCY ORDINANCES – *No items listed*

17. INTRODUCTION OF UPCOMING AGENDA ITEMS

18. CITIZEN COMMENTS

19. EXECUTIVE SESSION – *No items listed*

20. ADJOURNMENT

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/84556637756?pwd=UWEyRk0rcjlxUXNxbHlJbWZoSFpPZz09>

Dial-in Phone Number

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 845 5663 7756

Passcode: 017236

PUBLIC COMMENT

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

WRITTEN PUBLIC COMMENTS

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

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

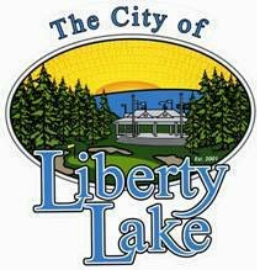
*Note – If providing written comments, the comments received will be acknowledged during the public meeting, but not read. All written comments received by 4:00 p.m. will be provided to the mayor and city councilmembers in advance of the meeting.

6:00 P.M.

WORKSHOP

DISCUSSION

MATERIAL



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

SUBJECT:
ARPA Update and Discussion of Funding
Priorities
EXHIBIT:

FOR THE AGENDA OF: July 5, 2022
DEPT OF ORIGIN: Admin, Finance & HR
DEPT HEAD APPROVAL: Kyle Dixon

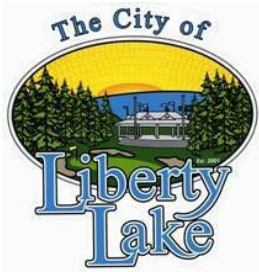
EXPENDITURE REQUIRED	false
BUDGETED	

SUMMARY STATEMENT

With the second disbursement of ARPA funds received July 5th, the City now has a total of \$2.58 million in ARPA funds. Initial eligible uses allowed for expenses to mitigate the spread of COVID-19, mitigate the negative economic impacts of the pandemic, provide premium pay for eligible workers, and invest in necessary water, sewer and broadband infrastructure. With the US Treasury's release of their Final Rule in March, eligible expenditures were substantially broadened to include use for general government services. The city has until December 31, 2024 to commit the funds, and until December 31, 2026 to expend the funds. We will review requests for funds made to date and council will discuss priorities for funds.

RECOMMENDED ACTION

**ANNOUNCEMENTS / PROCLAMATIONS /
SPECIAL PRESENTATIONS**



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

SUBJECT:
Northwest Municipal Advisors: Update on
Public vs. Private Financing Options for
Trailhead Improvements

FOR THE AGENDA OF: July 5, 2022

DEPT OF ORIGIN: Admin, Finance & HR

EXHIBIT:

DEPT HEAD APPROVAL: Kyle Dixon

EXPENDITURE REQUIRED	false
BUDGETED	N/A

SUMMARY STATEMENT

Ryan Neumeister and Scott Bauer from NWMA will provide a brief update and presentation on current market conditions for public (bond) and private (bank) financing options for Trailhead improvements.

RECOMMENDED ACTION

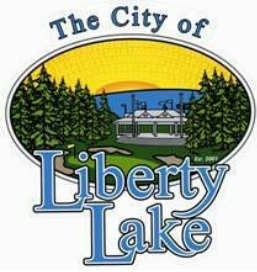
N/A

REPORTS & INQUIRIES

City Administrator's Report
July 5, 2022

- | | |
|---|------------|
| 1. Road Construction Updates | David |
| 2. Parks Update-4 th Update | Jen/Trevor |
| 3. Library Summer Reading | Jandy |
| 4. Lifesaving Award | Chief |
| 5. Flock Update | Chief |
| 6. Special Emphasis | Chief |
| 7. ILA AED's | Chief |
| 8. Events/Reminders | |
| a. Friends - Summer Soiree | July 13 |
| b. Touch A Truck | July 15 |
| c. "Vivo" – Orchard Park | July 15 |
| d. "Sing 2" – Pavillion Park | July 16 |
| e. "Harry Potter Chamber of Secrets" – Pavillion Park | July 23 |

**WORKSHOP
DISCUSSION
MATERIAL**



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

SUBJECT:
Future of Utility Tax

FOR THE AGENDA OF: July 5, 2022

EXHIBIT: None

DEPT OF ORIGIN: Admin, Finance & HR

DEPT HEAD APPROVAL: Kyle Dixon

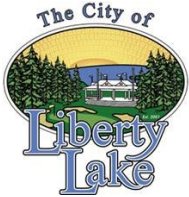
EXPENDITURE REQUIRED	No
BUDGETED	N/A

SUMMARY STATEMENT

Currently, the City taxes 3% of gross income on electric, natural and manufactured gas, telephone, garbage and cable utilities to fund street maintenance and operations. In 2011, Liberty Lake began collecting utility tax to offset lost revenues as a result of the preceding recession to avoid a reduction of city services. In 2012, the City reduced the utility tax rate from 6% to 3%. In 2013 utility tax revenues were reallocated from the General Fund to the Streets Fund. The Mayor will solicit feedback on a proposal to further reduce this rate and how the Streets Fund can be maintained with the lost revenue.

RECOMMENDED ACTION

**GENERAL BUSINESS
Consent Agenda**



CITY COUNCIL MEETING
TUESDAY, JUNE 21, 2022
HELD IN-PERSON & REMOTELY

REGULAR CITY COUNCIL MEETING SESSION

INVOCATION: Given by Councilmember Dunne.

PLEDGE OF ALLEGIANCE: Led by Mayor Pro Tem Folyer, City Council, and City Staff.

CALL TO ORDER: Mayor Pro Tem Folyer called the meeting to order at 7:00 p.m.

ROLL CALL:

City officials who physically attended the meeting: Mayor Pro Tem Folyer, Councilmembers Kurtz, Dunne, Cargill, Sahlberg and Spencer, Jen Camp, acting City Administrator, Lisa Key, Director of Planning & Engineering, Amy Mullerleile, Senior Planner, Trevor Ragan, acting Operations & Maintenance Director, Darin Morgan, Lieutenant, David Goehner, Communications Specialist, Sean Boutz, City Attorney, Todd Henderson, IT Technician and Kelsey Hardy, City Clerk.

City officials who remotely attended the meeting via Zoom: Kyle Dixon, Finance Director, David Williams, City Engineer, Trevor Slocum, Crew Lead, Jandy Humble, Library Director, Damon Simmons, Police Chief.

Councilmember Dunne moved to excuse Councilmember VanOrman. Councilmember Kurtz seconded, which carried unanimously. Mayor Kaminskas was absent due to attending the Annual AWC Conference.

AGENDA APPROVAL: Councilmember Dunne moved to approve the agenda as provided. Seconded by Councilmember Cargill. The motion carried unanimously.

CITIZEN COMMENTS: Mayor Pro Tem Folyer invited public comment. The following comments were heard:

Renee DiFronzo: a city resident, spoke regarding the urban farm structures behind her home.

Betsy Legg: a city resident, spoke regarding storage containers near Orchard Park.

Joy Moore: a city resident, spoke regarding the urban farm behind her fence.

Jaye Evans: a city resident, spoke regarding the urban farm storage in her neighborhood.

ANNOUNCEMENTS / PROCLAMATIONS / SPECIAL PRESENTATIONS:

Meg Winchester and Maureen Dodroe with Visit Spokane, along with Eric Sawyer with Spokane Sports, spoke regarding the county-wide Tourism Promotion Area. Questions asked and answered. Council directed Visit Spokane to proceed with seeking feedback from Liberty Lake hotels.

Ryan Neumeister and Scott Bauer with Northwest Municipal Advisors, along with Stacie Amasaki with Foster Garvey, presented a roadmap to financing for the Trailhead project. Questions asked and answered.

REPORTS & INQUIRIES:

City Council: Councilmember Dunne reported on the Liberty Lake Yard Sales.

Councilmember Sahlberg reported on the Friends of the Library Book Sale.

Mayor: No report at this time.

City Administrator: Jen Camp, acting City Administrator set the table for staff to provide updates. David Williams, City Engineer provided an update on city projects and Kyle Dixon, Finance Director reported on the upcoming audit for 2021. Kelsey Hardy, City Clerk provided an update on donations and Jandy Humble, Library Director provided an update on Library events and programs. Jen then reviewed upcoming events and reminders. Questions asked and answered throughout.

Community Engagement Commission: Robin Bekkedahl, CEC Chair, reported on the commission's efforts soliciting public feedback on the Trailhead project and ARPA and researching community participation software. She also reported the commission has elected a chair and vice-chair.

Liberty Lake Sewer and Water District: No report at this time.

WORKSHOP DISCUSSIONS:

Liberty Lake Rd Slip Lane: David Williams, City Engineer presented three options for timeframe and funding of the Liberty Lake Rd Slip Lane. Questions asked and answered.

Councilmember Cargill moved to go with with Option 2, using CFP funds for design this year with construction intended in 2023. Councilmember Sahlberg seconded, which carried unanimously.

GENERAL BUSINESS

Consent Agenda

Mayor Pro Tem Folyer moved to approve items 10B, the June 14, 2022 special city council meeting minutes and 10C, the June 21, 2022 vouchers in the amount of \$864,128.22. Councilmember Kurtz seconded. Following brief discussion, the motion carried unanimously.

Councilmember Sahlberg moved to amend item 10A, page 33 of the packet, second line from the bottom, to correct the name of the Mayor Pro Tem. Councilmember Kurtz seconded, which carried unanimously. Councilmember Sahlberg moved to approve the amended meeting minutes for June 7th. Councilmember Cargill seconded, which carried unanimously.

Action Items – No items at this time.

COUNCIL COMMENTS: No comments at this time.

PUBLIC HEARINGS / APPEALS:

Ordinance No. 286 – Amending the City's Development Code to Allow Personal Care Services in the Light Industrial Zone as a Limited Use

Mayor Pro Tem Folyer opened the public hearing at 8:53 p.m.

Amy Mullerleile, Senior Planner presented an overview of the proposed amendments in Ordinance No. 286 and a procedural overview.

Mayor Pro Tem Folyer invited public comments. No comments were heard at this time.

Mayor Pro Tem Folyer invited council comments. No comments were heard at this time.

The public hearing closed at 8:57 p.m.

2023-2028 Transportation Improvement Plan

Mayor Pro Tem Folyer opened the public hearing at 8:57 p.m.

Lisa Key, Director of Planning & Engineering presented an overview of the 6-year Transportation Improvement Plan. Questions asked and answered.

Mayor Pro Tem Folyer invited public comment. No comments were heard at this time.

Mayor Pro Tem Folyer invited council comments. No comments were heard at this time.

The public hearing closed at 9:07 p.m.

RESOLUTIONS:

Resolution No. 22-230: The City Clerk read, by title only, Resolution No. 22-230, "A Resolution of the City of Liberty Lake Updating the Six (6) Year Transportation Improvement Program for 2023 through 2028." Mayor Pro Tem Folyer moved to approve Resolution No. 22-230, adopting the 2023-2028 Transportation Improvement Plan. Councilmember Dunne seconded. Mayor Pro Tem Folyer invited council discussion. No discussion occurred at this time. Mayor Pro Tem Folyer then invited public comment. No comments were heard at this time. Mayor Pro Tem Folyer called for the vote which carried unanimously.

Resolution No. 22-231: The City Clerk read, by title only, Resolution No. 22-231, "A Resolution of the City Council of the City of Liberty Lake, Washington, Declaring the City's Intent to Issue Limited Tax General Obligation Bonds to Reimburse the City for Prior Expenditures." Mayor Pro Tem Folyer moved to approve Resolution No. 22-231, authorizing the city to retroactively reimburse expenses associated with the Trailhead Improvement Projects with the proceeds of the bond sale. Councilmember Sahlberg seconded. Mayor Pro Tem Folyer invited council discussion. No discussion occurred at this time. Mayor Pro Tem Folyer invited public comment. No comments were heard at this time. Mayor Pro Tem Folyer then called for the vote. Councilmembers Kurtz, Folyer, Spencer, Dunne and Sahlberg voted in favor; Councilmember Cargill voted opposed. The motion carried with a final tally of 5-1.

ORDINANCES:

1st Read: Ordinance No. 286: The City Clerk read, by title only, Ordinance No. 286, "An Ordinance of the City of Liberty Lake, Washington, Amending the City's Development Code to Allow Personal Care Services in the Light Industrial Zone as a Limited Use." Mayor Pro Tem Folyer invited discussion. No discussion was heard at this time.

EMERGENCY ORDINANCES – No items at this time.

INTRODUCTION OF UPCOMING AGENDA ITEMS: Kelsey Hardy, City Clerk, reviewed upcoming workshops and agenda items.

CITIZEN COMMENTS: Mayor Pro Tem Folyer invited public comment. No citizens commented at this time.

EXECUTIVE SESSION:

At 9:15 p.m. Mayor Pro Tem Folyer announced an executive session per RCW 42.30.110(1)(i), to discuss legal counsel representing agency matters related to enforcement actions and potential litigation. He announced the executive session would last until 9:35 p.m.

Council reconvened at 9:35 p.m.

ADJOURNMENT: With there being no further business, the meeting adjourned at 9:35 p.m.

These minutes were approved July 5th, 2022.

Cris Kaminskis, Mayor
City of Liberty Lake

Notes and Transcription by Kelsey Hardy. 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 July 5, 2022
City Council Meeting

Report from the Mayor for pending claims and payment of previously-approved obligations through July 5, 2022

<u>Payee</u>	<u>Description</u>	<u>Amount</u>
See attached voucher report.		
Total vouchers through July 5, 2022		
Checks	32651 - 32676	\$ 593,444.49
EFT		\$ 34,348.49
TOTAL		<u>\$ 627,792.98</u>

RECOMMENDATION: Approve and Authorize for Payment

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

SIGNATURES:

City Clerk

Mayor

City Council Member

CHECK REGISTER

CITY OF LIBERTY LAKE

Time: 14:31:23 Date: 06/29/2022

07/05/2022 To: 07/05/2022

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2569	07/05/2022	Claims	3	EFT	ACUSHNET COMPANY	161.21	MERCHANDISE
			420 - 576 61 34 01 - Pro Shop Merchandise			161.21	STAND BAG
2570	07/05/2022	Claims	3	EFT	AMAZON CAPITAL SERVICES	4,157.71	MATERIALS
			001 - 518 30 31 00 - Centralized Services Supplies			123.01	FACILITIES HARDWARE STOCK,IRRIG TOOL
			001 - 518 30 31 00 - Centralized Services Supplies			71.30	FACILITIES RR HARDWARE STOCK
			110 - 542 90 31 00 - Maint Admin & Overhead Suppl			148.13	WIRELESS KYBRD,STRAPS TO MOVE SHED
			110 - 542 90 31 00 - Maint Admin & Overhead Suppl			21.73	SUNSCREEN
			110 - 542 90 31 00 - Maint Admin & Overhead Suppl			169.56	GATOR TIRES
			110 - 542 90 31 00 - Maint Admin & Overhead Suppl			375.50	EMP SAFETY CLOTHES
			001 - 558 50 31 00 - CP&ED Supplies			178.07	HIVIS VESTS, HARD HATS, ANTI FATIGUE STANDING MAT
			001 - 558 50 31 00 - CP&ED Supplies			28.30	BINION,MICHELLE WORK SHIRT
			001 - 572 10 31 00 - Library Supplies			80.53	LAMINATING POUCHES,K-CUPS
			001 - 572 10 31 00 - Library Supplies			61.93	ACRYLIC HLDRS,SHELF
			001 - 572 10 31 00 - Library Supplies			225.40	BOOK TAPE
			001 - 572 10 31 05 - Children & Adult Prgm Supplie			141.10	ASSORTED POM POMS, BUBBLE CONCENTRATE, BEACH TOYS, CUPS, SHAMPOO, STORAGE BINS
			001 - 572 10 31 05 - Children & Adult Prgm Supplie			216.17	BRAIN PRESSURE BALL, WATERCOLOR PAINT, CHALK, MACRAME CORD
			001 - 572 20 34 06 - Library Books & Other Materials			44.53	BOOKS
			001 - 572 20 34 06 - Library Books & Other Materials			24.99	MORBIUS DVD
			001 - 572 20 34 06 - Library Books & Other Materials			102.49	BOOKS
			001 - 572 20 34 06 - Library Books & Other Materials			83.69	BOOKS & CANDY
			420 - 576 61 31 03 - Maintenance Supplies			21.74	SUNSCREEN
			420 - 576 61 31 03 - Maintenance Supplies			169.57	GATOR TIRES
			420 - 576 65 31 01 - Maintenance Of Golf Course			38.10	POND DYE
			420 - 576 65 31 01 - Maintenance Of Golf Course			228.58	CART TIRES
			001 - 576 80 31 01 - Parks Supplies			21.73	SUNSCREEN
			001 - 576 80 31 01 - Parks Supplies			169.57	GATOR TIRES
			001 - 576 80 31 35 - Town Square Supplies			508.14	RR REPLACEMENT LIGHTS
			001 - 576 80 31 35 - Town Square Supplies			261.34	CHAIRS FOR HAMMOND, WAYNE & MCCARY, CHRIS
			334 - 594 21 60 00 - Capital Expenditures Rudeen De			642.51	GRIND FITNESS CHAOS 4000 PWR RACK
2571	07/05/2022	Claims	3	EFT	AMERICAN LEGAL PUBLISHING CORP	1,212.95	SERVICES
			001 - 514 23 41 00 - Administrative Services-Professi			1,212.95	2022 S-2 SUPPLMENT EDITING: ORDS 33A-96A
2572	07/05/2022	Claims	3	EFT	AMERICAN SOCIETY OF COMPOSERS, AUTHORS	401.50	2022 MUSIC LICENSE
			001 - 513 10 49 00 - Dues,Subscriptions,Mbrships			195.00	01/01/2023-06/30/2023
			001 - 513 10 49 00 - Dues,Subscriptions,Mbrships			195.00	07/01/2022-12/31/2022
			001 - 513 10 49 00 - Dues,Subscriptions,Mbrships			11.50	1/1-6/30/2022
2573	07/05/2022	Claims	3	EFT	AW REHN & ASSOCIATES	63.75	SERVICES
			502 - 517 30 29 00 - Health Insurance Services			63.75	EMPLOYER FUNDING NOTIFICATION 06/20-26/2022
2574	07/05/2022	Claims	3	EFT	BTAC ACQUISITION CORP	1,472.48	BOOKS
			001 - 572 20 34 06 - Library Books & Other Materials			1,472.48	BOOKS
2575	07/05/2022	Claims	3	EFT	CALLAWAY	426.14	MERCHANDISE
			420 - 576 61 34 01 - Pro Shop Merchandise			234.54	GOLF BALLS
			420 - 576 61 34 01 - Pro Shop Merchandise			191.60	GOLF BALLS
2576	07/05/2022	Claims	3	EFT	CINTAS CORPORATION NO 3	116.14	MAT SERVICES

CHECK REGISTER

CITY OF LIBERTY LAKE

Time: 14:31:23 Date: 06/29/2022

07/05/2022 To: 07/05/2022

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			420 - 576 61 41 03 - Facilities - Professional Services			116.14	6/16,23/2022
2577	07/05/2022	Claims	3	EFT	COBRA PUMA GOLF INC	1,875.15	MERCHANDISE
			420 - 576 61 34 01 - Pro Shop Merchandise			560.50	WOMENS BOTTOMS, OUTERWEAR, SHIRTS
			420 - 576 61 34 01 - Pro Shop Merchandise			49.85	CAPS
			420 - 576 61 34 01 - Pro Shop Merchandise			1,264.80	GOLF CLUB SETS
2578	07/05/2022	Claims	3	EFT	CTC ELECTRICAL CONTRACTING INC	5,488.56	SERVICES
			337 - 594 18 62 02 - Buildings & Structures			5,488.56	LLPD EVIDENCE RM HEATER
2579	07/05/2022	Claims	3	EFT	EAST FARM FEED	110.22	MATERIALS
			001 - 576 80 31 01 - Parks Supplies			110.22	GOAT TIMOTHY, ALFALFA HAY
2580	07/05/2022	Claims	3	EFT	HOME DEPOT CREDIT SERVICES	1,496.45	MATERIALS
			001 - 518 30 31 00 - Centralized Services Supplies			99.26	CH&SHOP REPLACE GARDEN NOZZLES&CONNECTIONS
			410 - 542 40 31 00 - Drainage Supplies			48.08	CRACK FLEX, CONCRETE FIX, CAULK GUN
			110 - 542 64 31 00 - Traffic Control Devices Supplies			25.48	ROAD SIGN CLAMPS
			110 - 542 64 31 00 - Traffic Control Devices Supplies			62.94	ROAD SIGN CLAMPS
			110 - 542 90 31 00 - Maint Admin & Overhead Suppl			181.09	BOTTLED WATER, POWERADE, BAKING SODA, STEEL DR
			110 - 542 90 31 00 - Maint Admin & Overhead Suppl			12.42	BUCKETS
			110 - 542 90 31 00 - Maint Admin & Overhead Suppl			9.20	BOTTLED WATER, KEYS
			110 - 542 90 31 00 - Maint Admin & Overhead Suppl			2.84	BOTTLED WATER, TRASH CAN, SCOOP
			110 - 542 90 31 00 - Maint Admin & Overhead Suppl			223.15	SHOP SUPPLIES
			001 - 571 00 31 04 - Special Events Supplies			65.29	TOUCH A TRUCK
			001 - 571 00 31 04 - Special Events Supplies			128.36	JULY 4, BAREFOOT, TOUCH A TRUCK STORAGE BINS, TAPE, A-FRAME ADHESIVE/BLADES
			001 - 571 00 31 04 - Special Events Supplies			51.04	TOUCH A TRUCK
			420 - 576 61 31 03 - Maintenance Supplies			12.42	BUCKETS
			420 - 576 61 31 03 - Maintenance Supplies			9.21	BOTTLED WATER, KEYS
			420 - 576 65 31 01 - Maintenance Of Golf Course			44.71	BRASS HOSE W/SHUT OFF, DISINFECT WIPES
			420 - 576 65 31 01 - Maintenance Of Golf Course			163.72	IRRIG/RR SUPPLIES
			420 - 576 65 31 01 - Maintenance Of Golf Course			71.83	IRRIG SUPPLIES
			001 - 576 80 31 01 - Parks Supplies			12.42	BUCKETS
			001 - 576 80 31 01 - Parks Supplies			9.21	BOTTLED WATER, KEYS
			001 - 576 80 31 15 - Ballfields Supplies			66.91	COMBO LOCKS
			001 - 576 80 31 25 - Pavillion Park Supplies			33.63	HUSKY KEY WRENCHES
			001 - 576 80 31 35 - Town Square Supplies			131.19	LUMBER-FARMERS MKT STORAGE SHED
			001 - 576 80 31 45 - Orchard Park Supplies			32.05	PRUNER
2581	07/05/2022	Claims	3	EFT	INSIGHT DISTRIBUTING INC	641.43	MATERIALS
			110 - 542 90 31 00 - Maint Admin & Overhead Suppl			213.81	TRASH LINERS
			420 - 576 61 31 03 - Maintenance Supplies			213.81	TRASH LINERS
			001 - 576 80 31 01 - Parks Supplies			213.81	TRASH LINERS
2582	07/05/2022	Claims	3	EFT	NATIONAL BARRICADE CO	3,092.75	MATERIALS
			110 - 542 64 31 00 - Traffic Control Devices Supplies			845.06	STR SIGN POSTS
			110 - 542 64 31 00 - Traffic Control Devices Supplies			768.83	STR SIGN BASES
			001 - 571 00 41 07 - Special Events Business & Comr			1,478.86	YARD SALE BARRICADES
2583	07/05/2022	Claims	3	EFT	NORTHWEST BUSINESS STAMP	29.90	SERVICES
			001 - 521 10 41 00 - Law Enforcement-Professional S			29.90	HOWARD, RIPPEE PICTURE ID BADGES
2584	07/05/2022	Claims	3	EFT	O'REILLY AUTO PARTS	197.63	MATERIALS
			110 - 542 90 31 00 - Maint Admin & Overhead Suppl			131.75	MOWER FILTERS
			420 - 576 61 31 03 - Maintenance Supplies			65.88	MOWER FILTERS

CHECK REGISTER

CITY OF LIBERTY LAKE

Time: 14:31:23 Date: 06/29/2022

07/05/2022 To: 07/05/2022

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2585	07/05/2022	Claims	3	EFT	OFFICE DEPOT	575.70	MATERIALS
					001 - 514 23 31 00 - Administrative Services Supplies	375.36	TONER
					001 - 514 23 31 00 - Administrative Services Supplies	96.80	BLACK TONER
					001 - 558 50 31 00 - CP&ED Supplies	13.84	THERMAL POUCHES
					001 - 558 50 31 00 - CP&ED Supplies	37.94	PAPER
					001 - 576 80 31 01 - Parks Supplies	13.83	THERMAL POUCHES
					001 - 576 80 31 01 - Parks Supplies	37.93	PAPER
2586	07/05/2022	Claims	3	EFT	PARAMETRIX	7,746.03	SERVICES THROUGH 05/28/2022
					001 - 558 50 40 02 - CP&ED Plan Checking Outside S	2,990.00	HAWKSTONE 4TH ADDITION FP
					001 - 558 50 40 02 - CP&ED Plan Checking Outside S	560.00	NEIGHBORLY VENTURES BSP
					001 - 558 50 40 02 - CP&ED Plan Checking Outside S	1,255.00	TRUTINA 6TH ADDITION FP
					310 - 595 30 60 02 - Capital Expenditures Kramer Pk	2,022.28	KRAMER PKWY RD
					311 - 595 64 60 03 - Capital Expenditures-Legacy Rid	918.75	LEGACY RIDGE INTERSECTION SIGNAL
2587	07/05/2022	Claims	3	EFT	PROFORCE LAW	920.75	AMMUNITION
					001 - 521 10 31 00 - Law Enforcement Supplies	920.75	DEV 12 GA STBLZD IMPACT RND
2588	07/05/2022	Claims	3	EFT	PURCHASE POWER	255.00	REPLENISH POSTAGE
					001 - 514 23 42 00 - Administrative Services-Telepho	111.17	
					001 - 572 10 42 00 - Library-Telephone,Internet,Post	143.83	
2589	07/05/2022	Claims	3	EFT	SITEONE LANDSCAPE SUPPLY LLC	366.02	MATERIALS
					001 - 576 80 31 01 - Parks Supplies	35.23	IRRIG PARTS
					001 - 576 80 31 15 - Ballfields Supplies	282.15	IRRIG SUPPLIES
					001 - 576 80 31 45 - Orchard Park Supplies	48.64	SAND
2590	07/05/2022	Claims	3	EFT	STORAGE SOLUTIONS LIBERTY LAKE	680.40	RENTALS
					001 - 514 23 41 00 - Administrative Services-Professi	340.20	STORAGE UNITS
					001 - 558 50 41 00 - CP&ED-Professional Services	340.20	STORAGE UNITS
2591	07/05/2022	Claims	3	EFT	TAYLOR MADE GOLF COMPANY INC	16.76	MERCHANDISE
					420 - 576 61 34 01 - Pro Shop Merchandise	16.76	CAPS
2592	07/05/2022	Claims	3	EFT	TIRE-RAMA	1,206.54	SERVICES
					001 - 521 10 48 00 - Vehicle Maintenance	338.76	'15 FORD INTERCEPTOR BATTERY
					110 - 542 90 31 00 - Maint Admin & Overhead Suppl	867.78	DUMP TRUCK TRLR TIRES
2593	07/05/2022	Claims	3	EFT	WILBUR-ELLIS COMPANY LLC	843.67	MATERIALS
					420 - 576 65 31 01 - Maintenance Of Golf Course	843.67	FUNGICIDE
2620	07/05/2022	Claims	3	EFT	XEROX CORPORATION	793.65	SERVICES
					001 - 514 23 41 00 - Administrative Services-Professi	240.45	BLACK/COLOR BILLABLE PRINTS 05/21-06/21/2022
					001 - 514 23 41 00 - Administrative Services-Professi	167.20	BLACK/COLOR BILLABLE PRINTS 04/21-05/21/2022
					001 - 591 14 70 00 - Leases	193.00	LEASE 06/01-30/2022
					001 - 591 14 70 00 - Leases	193.00	LEASE 05/01-30/2022
2594	07/05/2022	Claims	3	32651	DEREK L ARNOLD	185.00	PER DIEM AIR RESCUE SYS GROUND SCH SNOHOMISH WA 06/20-22/2022
					001 - 521 10 43 00 - Law Enforcement Travel-Lodgin	185.00	
2595	07/05/2022	Claims	3	32652	ARROW CONSTRUCTION SUPPLY INC	396.46	MATERIALS
					110 - 542 30 31 00 - Roadway Supplies	238.60	COLD MIX POT HOLES
					110 - 542 30 31 00 - Roadway Supplies	143.16	COLD MIX POT HOLE REPAIR
					110 - 542 90 31 00 - Maint Admin & Overhead Suppl	14.70	MARKING PAINT

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2596	07/05/2022	Claims	3	32653	BRIAN S BACHMAN	75.00	REIMBURSEMENT
					001 - 576 80 41 00 - Parks-Professional Services	75.00	BACHMAN, BRIAN WSDA PESTICIDE TESTS
2597	07/05/2022	Claims	3	32654	SARA CHRISTENSEN	30.00	REFUND RESERVATION ROCKY HILL 6/14/2022
					001 - 362 00 00 05 - Space And Facilities Rentals (Shc	-30.00	
2598	07/05/2022	Claims	3	32655	CIRCLE M CONSTRUCTION AND LANDSCAPE SUPP	706.82	MATERIALS
					110 - 542 90 31 00 - Maint Admin & Overhead Suppl	235.61	SAND
					420 - 576 61 31 03 - Maintenance Supplies	235.61	SAND
					001 - 576 80 31 01 - Parks Supplies	235.60	SAND
2599	07/05/2022	Claims	3	32656	GARY COPENHAVER	655.00	REFUND SR SEASON PASS,GOLF CART TRAIL PASS
					001 - 318 11 00 00 - Admissions Tax	-25.24	
					420 - 347 30 00 03 - Season Passes	-504.83	
					420 - 347 30 00 08 - Golf Cart Trail Fees	-73.46	
					420 - 347 30 00 11 - Tax Collected On Sales	-51.47	
2600	07/05/2022	Claims	3	32657	BRANDON J DEPAULO	104.00	FEES
					001 - 576 80 49 01 - Parks-Registration Fees,Mbrshp	104.00	DEPAULO,BRANDON BACKFLOW ASSEMBLY TESTER CERTIFICATION EXAM
2601	07/05/2022	Claims	3	32658	DOVE PRINTING AND GRAPHICS	392.40	SERVICES
					001 - 521 10 41 00 - Law Enforcement-Professional S	392.40	CITY BOUNDARY MAPS DRY ERASE
2602	07/05/2022	Claims	3	32659	PAULA ERRET	75.00	REFUND RESERVATION ORCHARD PARK DEPOT 6/16/2022
					001 - 362 00 00 05 - Space And Facilities Rentals (Shc	-75.00	
2603	07/05/2022	Claims	3	32660	EVANS CRAVEN & LACKIE PS	6,000.00	PROF SVCS 05/25-06/22/2022
					001 - 515 41 41 00 - External Legal Services - Consult	6,000.00	
2604	07/05/2022	Claims	3	32661	GCSAA	650.00	MEMBERSHIP DUES
					420 - 576 61 49 01 - Golf-Dues,Subscriptions,Mbrshij	430.00	SOIKA,BRENDAN T
					420 - 576 61 49 01 - Golf-Dues,Subscriptions,Mbrshij	220.00	EDWARDS,RANDY J
2605	07/05/2022	Claims	3	32662	GOLF ASSOCIATES SCORECARD COMPANY	915.00	MATERIALS
					420 - 576 61 31 00 - Pro Shop Supplies	915.00	SCORECARDS
2606	07/05/2022	Claims	3	32663	GRIZZLY GLASS CENTERS INC	925.65	SERVICES
					001 - 518 30 41 00 - Central Services-Professional Se	925.65	CH WINDOW SCREEN REPLACEMENT
2607	07/05/2022	Claims	3	32664	CRISTELLA G KAMINSKAS	1,281.78	REIMBURSE BAGGAGE CHECK,RENTAL CAR,UBER,HOTEL,PER DIEM NLC CONGRESSIONAL CITY CONF WA DC
					001 - 513 10 43 00 - Executive Travel-Lodging,Meals,	1,281.78	
2608	07/05/2022	Claims	3	32665	N A DEGERSTROM INC	567,555.56	SERVICES
					001 - 558 50 40 03 - CP&ED Building Permits Reimbu	503,226.90	PRJ2021-0019
					310 - 595 30 60 02 - Capital Expenditures Kramer Pk	64,328.66	KRAMER PKWY SW OF CV TO SPRAGUE
2609	07/05/2022	Claims	3	32666	NORTH 40 OUTFITTERS	538.60	MATERIALS
					110 - 542 90 31 00 - Maint Admin & Overhead Suppl	538.60	GOAT PANELS,T POST
2610	07/05/2022	Claims	3	32667	PACIFIC GOLF & TURF LLC	1,448.84	PARTS
					110 - 542 90 31 00 - Maint Admin & Overhead Suppl	482.96	BUFFALO BLOWER PARTS
					420 - 576 61 31 03 - Maintenance Supplies	482.94	BUFFALO BLOWER PARTS
					001 - 576 80 31 01 - Parks Supplies	482.94	BUFFALO BLOWER PARTS
2611	07/05/2022	Claims	3	32668	LISA RAY	125.00	REFUND RESERVATION ORCHARD NORTH SHELTER 6/25/2022

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			001 - 362 00 00 05 - Space And Facilities Rentals (Shr			-125.00	
2612	07/05/2022	Claims	3	32669	RIVER CITY GLASS	942.01	SERVICES
			001 - 518 30 41 00 - Central Services-Professional Se			942.01	CH WINDOW REPLACEMENTS
2613	07/05/2022	Claims	3	32670	BRETT R SARGENT	8,624.34	SERVICES LESS RETAINAGE
			110 - 542 67 41 00 - Street Cleaning Professional Ser			8,624.34	STR CLNG MAY 2022
2614	07/05/2022	Claims	3	32671	SCREEN TEK	466.09	SERVICES
			110 - 542 70 41 00 - Roadside Professional Services			155.60	MOWER/CART DECALS
			420 - 576 65 41 00 - Professional Services-Golf Greer			155.36	MOWER/CART DECALS
			001 - 576 80 41 00 - Parks-Professional Services			155.13	MOWER/CART DECALS
2615	07/05/2022	Claims	3	32672	BRENDAN T SOIKA	50.00	REIMBURSEMENT
			420 - 576 61 49 01 - Golf-Dues,Subscriptions,Mbrshij			50.00	SOIKA,BRENDAN PESTICIDE LICENSE
2616	07/05/2022	Claims	3	32673	SPOKANE COUNTY TREASURER	980.36	SERVICES
			001 - 554 30 41 00 - Animal Services			980.36	ANIMAL CNTRL SVCS JULY 2022
2617	07/05/2022	Claims	3	32674	THE HOME DEPOT PRO	168.84	MATERIALS
			001 - 518 30 31 00 - Centralized Services Supplies			168.84	FACILITIES CLOROX WIPES
2618	07/05/2022	Claims	3	32675	THE SPOKESMAN REVIEW	77.74	ACCT 3385154 E-EDITION 26 WKS
			001 - 513 10 49 00 - Dues,Subscriptions,Mbrships			77.74	GOEHNER,DAVID+2 OTHER USERS
2619	07/05/2022	Claims	3	32676	TIMOTHY L THOMPSON	75.00	REIMBURSE FEE
			001 - 576 80 49 01 - Parks-Registration Fees,Mbrship			75.00	THOMPSON, TIMOTHY PESTICIDE TESTING FEE
			001 General Fund			532,190.24	
			110 Street Fund			14,492.84	
			310 REET 1 Capital Projects Fund			66,350.94	
			311 REET 2 Special Capital Projects Fund			918.75	
			334 Police Capital Fund			642.51	
			337 Building Contingency Fund			5,488.56	
			410 Stormwater Utility Fund			48.08	
			420 Golf Operations Fund			7,597.31	
			502 Medical Reimbursement (Bridge) Fund			63.75	
			* Transaction Has Mixed Revenue And Expense Accounts			627,792.98	Claims: 627,792.98

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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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

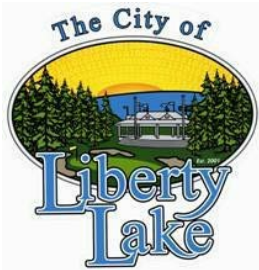
"I, the undersigned, do hereby certify under penalty of perjury that the claim is a just, due and unpaid obligations against the City of Liberty Lake, and that I am authorized to certify to said claim."

City Clerk

Date

GENERAL BUSINESS

Action Items



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

SUBJECT:
Confirmation of Mark McAvoy for City
Administrator Position
EXHIBIT: None

FOR THE AGENDA OF: July 5, 2022

DEPT OF ORIGIN: Admin, Finance & HR

DEPT HEAD APPROVAL: Mayor Kaminskas

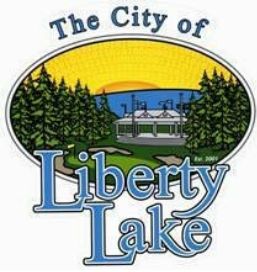
EXPENDITURE REQUIRED	false
BUDGETED	N/A

SUMMARY STATEMENT

Mayor is seeking council confirmation to proceed with appointing Mark McAvoy as the City's next Administrator.

RECOMMENDED ACTION

Confirm the Mayor's appointment of Mark McAvoy to the City Administrator position.



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

SUBJECT:
City Administrator Contract

FOR THE AGENDA OF: July 5, 2022

EXHIBIT:
Contract

DEPT OF ORIGIN: Admin, Finance & HR

DEPT HEAD APPROVAL: Mayor Kaminskas

EXPENDITURE REQUIRED	true
BUDGETED	Yes

SUMMARY STATEMENT

Upon confirmation of the new City Administrator, council will need to approve an employment contract prior to the appointee assuming office. Attorney is still reviewing contract, so council approval will be subject to his concurrent review and approval.

RECOMMENDED ACTION

Approve and authorize the Mayor to execute the contract for the new City Administrator.

CITY ADMINISTRATOR EMPLOYMENT CONTRACT

THIS AGREEMENT is made and entered into this _____ day of _____, 2022, by and between the City of Liberty Lake, a non charter code city of the State of Washington (“City” or “Employer”) and Mark McAvoy , herein after referred to as “Employee” or “Administrator”.

WHEREAS, Employer desires to employ the services of said employee as City Administrator of the City of Liberty Lake, as provided for in Ordinance No. 281 of the City of Liberty Lake; and

WHEREAS, it is the desire of the Employer to provide certain compensation and benefits and to establish conditions of employment of said Employee including inducements to continue employment; and

WHEREAS, Employer desires to establish an atmosphere which makes possible the Employee’s full productivity and at the same time ensures the Employee’s future security by establishing a clear mutual understanding as to pay and fringe benefits and providing a just and proper means for terminating the services of the Employee if that action becomes necessary or desirable;

NOW THEREFORE, in consideration of the following terms, conditions and covenants the parties agree as follows:

1. Description of Duties

Employee shall exercise best efforts to industriously and faithfully perform the duties and responsibilities of City Administrator as set forth in this Agreement, Liberty Lake Municipal Code, City Rules and Policies, all in accordance with the laws of the State of Washington. The City Administrator’s job description shall be deemed incorporated herein. Such description shall be considered a general guideline, however, since the nature of this position requires considerable personal initiative and acceptance of additional assigned responsibilities.

It is agreed and understood that Employee is exempt from the overtime provisions of the Fair Labor Standards Act and is not eligible to accrue or receive payment for overtime or compensatory time. The Employee will devote the time, skill, labor and attention to employment during the term of this agreement as may be necessary to accomplish the work. This position is considered to be full time, but the Employee is granted flexibility to determine the hours of such work.

2. Term of Agreement

The term of this Agreement shall commence on August 1st, 2022, and shall continue until terminated as provided by law, or pursuant to the provisions of this Agreement.

3. Salary

The Administrator's salary shall be \$139,150.77 annually (\$11,595.90) per month. The Mayor, through the exercise of discretion, shall base step increases upon performance and annual review. This amount may be further increased through annual review of the Employee's work during the budgetary process and by annual cost of living adjustments pursuant to the discretion of the City Council. Payment of the salary will be made in the same manner as other City employees.

4. Benefits

- (a) Insurance. The City agrees to provide the Employee with insurance policies for life, accident, dental, medical, etc. on the same basis and in the same amounts as the City provides said health and welfare benefits to other employees.
- (b) Vacation. As an inducement for Employee, at signature hereof, Employee shall be credited with 120 accrued hours of vacation leave. Beginning in the month following this Agreement, Employee shall accrue, and have credited to Employee's personal account, vacation leave at the rate of ten (10) hours per month. The Employee may only carry over 240 hours of vacation leave from December 31 of any year to January 1 of the next year. Vacation in excess of this balance not used by the end of the year shall be forfeited. Payment for unused vacation leave, upon separation from employment with the City, shall occur in accordance with the City's Personnel Policies in effect for all City employees.
- (c) Sick Leave. Employee shall be credited with 40 hours of sick leave upon signing of this Agreement. Beginning on the five month anniversary date of this Agreement, Employee shall accrue, and have credited to employee's personal account, sick leave at the rate of eight (8) hours per month. Unused sick leave, upon separation from employment with the City, shall be handled in accordance with the City's Personnel Policies in effect for all City employees.
- (d) Retirement. Employee shall be covered under the Washington Public Employees Retirement System (PERS) in accordance with State law. Payroll deduction for employee contributions is required, regardless of anticipated length of service. Employer contributions will be made in accordance with applicable State law. Employee agrees to pay as Employee's share any required retirement contribution not covered by the City as provided herein.
- (e) Deferred Compensation Plan. Employee may voluntarily contribute to a 457 Deferred Compensation Plan administered by ICMA Corporation. The City of Liberty Lake does not match any contributions to this plan.
- (f) General Expenses and Travel Reimbursement. General expenses and travel reimbursement will be in accordance with the city's financial policies for regular employees. This section will be reviewed at the end of six (6) months for possible changes

- (g) Relocation Expenses. Since relocation is required to perform the Employee's duties, the City will provide the Employee a one-time disbursement not to exceed \$10,000 to assist with relocation costs. Additional reimbursement will be authorized for one trip to explore housing accommodations, including airfare for 2 and up to 3 nights in a hotel. Reimbursement for travel will be in accordance with the City's current financial policy.

5. Professional Organizations and Memberships

- (a) Memberships, Training, and Conferences. Employer hereby agrees to budget and pay for the reasonable and professional dues and subscriptions of Employee necessary for the continuation and full participation in national, regional, state and local associations and organizations necessary and desirable for continued professional participation, growth and advancement, for the benefit of the City. Such memberships shall include the Washington City/County Management (WCCMA) and the International City Management Association (ICMA). Attendance at annual ICMA and regular WCCMA and Association of Washington Cities (AWC) conferences may be scheduled if funds are available in the annual budget for the City Administrator's Office.
- (b) Civic Club Membership. The City recognizes the desirability of representation in local civic clubs and other organizations, and the Administrator is authorized to become a member of one (1) civic club for which the City shall pay annual dues. Administrator shall report to the City on membership he has taken at City's expense.

6. Performance Review

In order for Employee to provide the highest level of service to the City, the Mayor shall review and evaluate the performance of the Employee after the first six (6) months of service, and annually thereafter, in advance of the adoption of the annual City budget. The review and evaluation shall be in accordance with criteria developed by the Mayor and reviewed by the Employee. After the performance review, the Mayor shall provide the Employee with a summary written statement of the findings relating to the evaluation and provide an adequate opportunity for the Employee to discuss the evaluation. The performance review may result in and shall be the basis for salary adjustments.

7. Other Employment/Consulting Services

Except for participating in a seminar or presenting material or information to professional, charitable, or other organizations or entities, Employee shall not accept employment or engage in consulting services with other entities, unless otherwise approved by the Mayor. Consulting services performed for business or professional organizations shall not conflict with or interfere with Employee's duties under this Agreement.

8. Termination and Severance

- (a) By the City. The parties recognize and acknowledge that Administrator is an “at will” employee and agree that the Mayor may terminate Administrator’s employment with or without cause at any time and for any reason.
- (b) Termination Pay. In the event the City elects to terminate Administrator for any reason other than “just cause”, then: Administrator shall receive up to one (1) month for every six (6) months of employment of cash payments equal to the Administrator’s monthly base salary (Termination Pay) up to a maximum of twelve (12) months’ worth of Termination Pay. Termination Pay and leave accumulation pay shall be subject to applicable federal withholding taxes. The parties agree that Termination Pay will cease upon acceptance of a comparable professional position by the terminated Administrator. It shall be the obligation of the terminated Administrator to notify the City if such employment is secured prior to the conclusion of the Termination Pay requirements of this Agreement. Further, if Employee fails to notify Employer of said employment and Employee continues to receive Termination Pay, Employee shall be required to reimburse Employer for all said Termination Pay received after beginning such employment.
- (c) Written Release. Payment of Termination Pay is expressly conditioned upon Administrator’s execution of a written release, in a form approved by the City Attorney, of all actual and potential claims against the City, its elected or appointed officers, employees, or agents, for any claims arising out of Administrator’s employment or Administrator’s termination of employment with the City. Without limitation of the forgoing, this release shall specifically include claims arising under the federal Civil Rights Act, the federal Equal Pay Act, the Washington State, local and federal laws against discrimination including, without limitation, RCW Title 49, the Americans with Disabilities Act and Age Discrimination in Employment Act.
- (d) For Just Cause. In the event the Administrator is terminated for “just cause”, then Employer’s only obligation to the Administrator is to pay all compensation and benefits accrued but unpaid at the date of termination. “Just cause” is defined and hereby limited for the purposes of this agreement to the following reasons: (1) willful neglect of duty; (2) felony or misdemeanor conviction of any crime involving moral turpitude; (3) dishonesty in the performance of job duties; or (4) improper government action as defined in RCW 42.02.020.
- (e) Termination by Administrator. In the event Administrator elects to terminate employment with the City for any reason, Administrator agrees to provide the City with no less than a thirty (30) day notice prior to the effective date of said termination of employment. If Administrator elects to terminate employment with the City within the first twelve (12) months of employment, Administrator will be required to reimburse

the City for all relocation expenses paid to the Administrator. If the Administrator elects to terminate employment with the City in months 13-24 of employment, Administrator will be required to reimburse the City for fifty percent (50%) of all relocation expenses paid to the Administrator.

9. Indemnification and Bond

The City shall defend, hold harmless and indemnify Employee against any claim, lawsuit, demand or other legal action arising out of an alleged negligent act or omission occurring in the performance of Employee's duties. The City may compromise and settle any such claim or suit and pay the amount of any settlement or judgment rendered thereon. The City shall bear the full cost of any fidelity or other bond required of the Employee under any law or ordinance.

10. General Provisions

- (a) Entire Agreement. The text herein shall constitute the entire agreement between the parties.
- (b) No Implied Waivers. Neither party shall waive any breach of any provision of this agreement except in writing, and any waiver so granted in any single instance shall not thereby be deemed to be a waiver of any preceding or succeeding breach of the same or any other provision of this Agreement.
- (c) Effective Date. This agreement shall become effective upon execution by Employee and adoption and approval by the City Council of the City of Liberty Lake.
- (d) Invalidity. If any provisions, or any portion thereof, contained in this Agreement is held unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall not be affected and shall remain in full force and effect.
- (e) Notices. Notices pursuant to this Agreement shall be deemed given as of the date of personal service or date of deposit, postage, prepaid, in the United States Postal Service addressed to the Employer at City Clerk, City of Liberty Lake, 22710 E. Country Vista Drive, Liberty Lake, WA 99019 or to the Employee at the address maintained by the Employee at the City for mailing federal tax notices.

CITY OF LIBERTY LAKE

EMPLOYEE

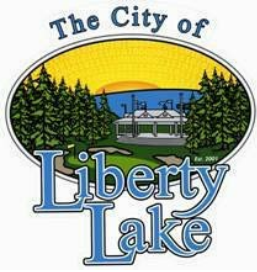
By: _____

By: _____

Cristella Kaminskas, Mayor

Mark McAvoy, City Administrator

ORDINANCES



AGENDA ITEM NO.: 15.A
**BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE,
WASHINGTON**

SUBJECT:

Second Reading of Ordinance No. 286,
Amending The City's Development Code to
Allow Personal Care Services in the Light
Industrial Zone as a Limited Use

EXHIBIT:

Ordinance 286 and Exhibit A

FOR THE AGENDA OF: July 5, 2022

DEPT OF ORIGIN: Planning, Engineering &
Building Services

DEPT HEAD APPROVAL: Lisa D. Key

EXPENDITURE REQUIRED	false
BUDGETED	N/A

SUMMARY STATEMENT

On March 7, 2022 the City received a private application to amend the development code to allow personal care services, such as barber shops, in the industrial zone as a limited use. The application was submitted as a companion application to a permitted building project currently under construction. The construction project is building designed for three tenants. The primary tenant will be a bicycle service and repair shop which is a permitted use in the industrial zone. They will also have a retail component which is allowed as a limited use in this location if it is within or abutting a permitted use. After the building permits were issued the other two tenants were identified as a Microbrewery with a tasting room and a barber shop. The microbrewery is an allowed use in the industrial zone and the tasting room is permitted because it is within a permitted use. The barber shop is an outright prohibited use in this zone. The application is to allow barbershops and other personal care services in the industrial zone as long as they are within or abutting a permitted business.

At a public hearing on May 11, 2022, the Planning Commission unanimously recommended approval of the amendment. Their Findings, Conclusions and Recommendation was ratified on June 8, 2022. City Council is holding a public hearing earlier in tonight's agenda.

1st Reading occurred at the June 21, 2022 Regular Council Meeting.

RECOMMENDED ACTION

2nd Reading of the Ordinance Title, Accept Public Comment and Vote on the Ordinance

**CITY OF LIBERTY LAKE
SPOKANE COUNTY, WASHINGTON
ORDINANCE NO. 286**

**AN ORDINANCE OF THE CITY OF LIBERTY LAKE, WASHINGTON, AMENDING
THE CITY'S DEVELOPMENT CODE TO ALLOW PERSONAL CARE SERVICES IN
THE LIGHT INDUSTRIAL ZONE AS A LIMITED USE.**

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

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

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

WHEREAS, the City has adopted a development code and zoning regulations to implement the Comprehensive Plan; and

WHEREAS, the 14 planning goals outlined in RCW 36.70A.020 and 480, guide the development and adoption of comprehensive plans and development regulations; and

WHEREAS, planning is an ongoing process, and improved data or changing circumstances require amendments to the development code from time to time; and

WHEREAS, the Planning Commission of the City of Liberty Lake has undertaken a public process to amend the zoning regulations contained in the City of Liberty Lake's development code, with said amendments allowing personal care services, such as barber shops, to locate in the "I" (Light Industrial) zone as a limited use with the intent to implement the goals and policies established in the City's Comprehensive Plan; and

WHEREAS, a complete public participation program was followed for the development of the proposed amendments to the City of Liberty Lake's development code and zoning regulations; and

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

WHEREAS, a SEPA DNS threshold determination and the adoption of an existing environmental document was issued on the proposed amendments with a fourteen (14) day public comment period; and

WHEREAS, the GMA requires proposed development regulations, including proposed amendments, be forwarded to the Washington State Department of Commerce for review and

comment prior to the final City Council adoption; and

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

WHEREAS, the City of Liberty Lake has met the GMA notice to state agency requirements in RCW 36.70A.106 for the proposed amendments to the City of Liberty Lake development code and zoning regulations; and

WHEREAS, the City Council has reviewed the Planning Commission Findings of Fact, Conclusions, and Recommendations in the matter of the proposed amendments to the City of Liberty Lake development code, and other documents in the personal care services file that were available for review.

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

Section 1. Amendments to the City of Liberty Lake’s zoning regulations contained in the City’s Development Code.

The approved amendments to the City of Liberty Lake zoning regulations are attached hereto as “Exhibit A” and incorporated herein.

Section 2. Severability.

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

Section 3. Administration and Enforcement.

- A. Administration. Planning, Engineering & Building Services shall be responsible for the administration of this Ordinance.
- B. Enforcement. Projects that are subject to the provisions of this Ordinance and do not comply with the standards of this Ordinance shall be subject to the enforcement provisions of the Liberty Lake Municipal Code and City Development Code.

Section 4. Effective Date.

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

PASSED by the City Council this _____ day of _____, 2022.

Mayor Cristella Kaminskas

ATTEST:

City Clerk, Kelsey Hardy

Approved As To Form:

City Attorney, Sean P. Boutz

Date of Publication: _____

Effective Date: _____

EXHIBIT A
PROPOSED DEVELOPMENT CODE AMENDMENTS

Proposed Amendments to City Development Code §10-2A-4, Zoning Matrix:

Comprehensive Plan Category	Implementation - Zoning District
Single Family Residential	R-1 (Single Family Residential)
Mixed Residential	R-2 (Mixed Residential)
Multi-Family Residential	R-3 (Multi-Family Residential)
Neighborhood Center	M-1 (Neighborhood Center)
Community Center	M-2 (Community Center)
Central Business District	M-3 (Central Business District)
Community Commercial	C-1 (Community Commercial)
Freeway Commercial	C-2 (Freeway Commercial)
Light Industrial	I (Light Industrial)
Public / Semi-Public Institutional	P (Public / Semi-Public Institutional)
Open Space / Recreation	O (Open Space / Recreation)
Aesthetic Corridors / Boulevards	Aesthetic Corridors / Boulevards Overlay

Types of Uses

- **Permitted Uses (P):** Permitted uses are designated in matrix (10-2A-4) with the letter “P”. These uses may occur without special action by the Hearing Body, subject to development standards of the zone in which it is located, and other applicable portions of this Code.
- **Limited Uses (L):** Limited uses are designated in matrix (10-2A-4) with the letter “L”. These uses are allowed if they comply with the development standards of the zone in which it is located, and other applicable portions of this Code, including meeting the requirements for the necessary permits or approvals. These uses include accessory uses, temporary uses, home occupations, special uses, etc.
- **Conditional Uses (CU):** Conditional uses are designated in matrix (10-2A-4) with the letters “CU”. Conditional uses are permitted to locate only after a public hearing and the decision to grant a permit (conditional use permit) imposing such performance standards as will make the use compatible with other permitted uses in the same vicinity and zone and ensure against excessive interference with other permitted uses or imposing excessive demands upon public utilities and facilities as determined by the Hearing Body. Conditional use permits require a public hearing before the Hearing Examiner.
- **Not Permitted (N):** Uses designated in matrix (10-2A-4) with the letter “N” are not permitted. All uses not specifically authorized by this Code are prohibited.
- **Use Determinations:** It is recognized that all possible uses and variations of uses cannot be reasonably listed in a use matrix. The Director may classify uses not specifically addressed in the matrix consistent with similar uses. Classifications shall also be consistent with Comprehensive Plan policies.
- **Essential Public Facilities (EPF's):** Facilities that may have statewide or regional/countywide significance are listed in the Facilities and Uses column as EPF and shall additionally be evaluated to determine applicability with the “Spokane County Regional Siting Process for Essential Public Facilities”, as amended.

Facilities and Uses	R-1	R-2	R-3	M-1	M-2	M-3	C-1	C-2	I	P	O
Agriculture (actively farmed)	N	N	N	N	L	N	N	N	N	N	N
Agricultural product / craft sales stand (Farmer's market)	N	N	N	L	L	L	L	L	L	L	L
Church / religious institution	P	P	P	P	P	P	P	P	P	N	N
Funeral home / mortuary	N	N	N	N	N	N	P	N	N	N	N
Home occupation	L	L	L	L	L	L	N	N	N	N	N
Hospital - EPF	N	N	N	N	P	N	P	P	P	N	N
Large-scale retail establishments	N	N	N	N	L	L	N	L	N	N	N
Marijuana Producer	N	N	N	N	N	N	N	N	N	N	N
Mobile sales / concessions	L	L	L	L	L	L	L	L	L	L	L
Parking structure	N	N	L	L	L	L	L	L	L	N	N
Planned unit development (PUD)	P	P	P	P	P	P	P	P	P	N	N
Public assembly	L	L	L	L	L	L	L	L	L	L	L
Seasonal & special events	L	L	L	L	L	L	L	L	L	L	L
Temporary construction / sales office	L	L	L	L	L	L	L	L	L	L	L
Tower	N	N	N	N	N	N	L	N	L	N	N
Tower, private	L	L	L	L	L	L	L	L	L	N	N
Animal related											
Animal health services / veterinarian - domestic animals	N	N	N	L	L	L	L	L	N	N	N
Animal shelter / kennel	N	N	N	N	N	N	N	N	L	L	N
Animal, wildlife rehabilitation facility	N	N	N	N	N	N	N	N	N	N	N
Dangerous animal / livestock keeping	N	N	N	N	N	N	N	N	N	N	N
Automobile, etc. oriented											
Automobile, manufactured home, recreational vehicle, trailer, & boat -sales	N	N	N	N	N	N	L	P	N	N	N
Automobile parts sales (retail)	N	N	N	N	L	L	P	P	P	N	N
Automobile parts sales (wholesale)	N	N	N	N	N	N	N	N	P	N	N
Automobile, recreational vehicle, trailer, truck, & taxi - rentals	N	N	N	N	N	N	L	P	N	N	N

Facilities and Uses	R-1	R-2	R-3	M-1	M-2	M-3	C-1	C-2	I	P	O
Automobile/truck repair or maintenance (service station)	N	N	N	N	N	N	L	L	P	N	N
Automobile impound yard	N	N	N	N	N	N	N	N	N	P	N
Automobile wrecking / recycling, junk, & salvage yards	N	N	N	N	N	N	N	N	N	N	N
Boat, recreational vehicle, & trailer - construction, repair, parts sales, & maintenance	N	N	N	N	N	N	L	L	P	N	N
Car wash (automatic or self-service)	N	N	N	N	N	N	P	P	P	N	N
Gas station / convenience store	N	N	N	N	N	L	L	L	N	N	N
Child day-care											
Family child day-care home (5 or fewer children)	P	P	P	P	P	P	N	N	N	N	N
Family child day-care home (6 to 12 children)	P	P	P	P	P	P	N	N	N	N	N
Child day-care center	CU	P	P	P	P	P	P	P	L	P	N
Child day-care center (in a church or a school)	L	P	P	P	P	P	P	P	L	L	N
Community recreation and facilities											
Athletic club / exercise facility / gym	N	N	N	P	P	P	P	P	P	N	L
Community center / hall / club	L	P	P	P	P	P	P	P	N	P	L
Golf course	N	N	N	N	N	N	N	N	N	N	P
Parks & recreation	P	P	P	P	P	P	P	P	P	P	P
Participant & spectator sports facilities	N	N	N	L	L	N	P	P	P	N	L
Recreational vehicle park / campground	N	N	N	N	N	N	N	N	N	N	N
Dining, personal services, entertainment, lodging, and retail (excluding automobile oriented)											
Adult entertainment establishment	N	N	N	N	N	N	CU	N	N	N	N
Adult retail use establishment	N	N	N	N	N	N	CU	N	N	N	N
Banks / financial institutions (without drive-thru)	N	N	N	P	P	P	P	P	P	N	N
Banks / financial institutions (with drive-thru)	N	N	N	L	L	L	P	P	P	N	N
Bed and breakfast inn	CU	CU	CU	CU	CU	CU	N	N	N	N	N
Building supply / hardware - sales (inside sales & storage)	N	N	N	P	P	P	P	P	N	N	N

Facilities and Uses	R-1	R-2	R-3	M-1	M-2	M-3	C-1	C-2	I	P	O
	N	N	N	N	N	N	N	P	P	N	N
Commercial laundromat & dry cleaning facility (without drive-thru)	N	N	N	P	P	P	P	P	N	N	N
Commercial laundromat & dry cleaning facility (with drive-thru)	N	N	N	L	L	L	P	P	N	N	N
Cultural center, library, museum	N	P	P	P	P	P	N	N	N	P	N
Espresso stand	N	N	N	N	N	N	L	N	N	N	N
General retail	N	N	N	P	P	P	P	P	L	N	L
Grocery store	N	N	N	P	P	P	P	P	N	N	N
Hotel, motel, inn	N	N	N	P	P	P	P	P	N	N	N
Landscape supply, greenhouse, or commercial nursery	N	N	N	N	P	N	P	P	P	N	N
Marijuana Retailer	N	N	N	N	N	N	N	N	N	N	N
Personal care services such as barber shops, hair and nail salons, tanning salons, etc.	N	N	N	P	P	P	P	P	NL	N	N
Pharmacy (without drive-thru)	N	N	N	P	P	P	P	P	N	N	N
Pharmacy (with drive-thru)	N	N	N	L	L	L	P	P	N	N	N
Dining, personal services, entertainment, lodging, and retail (excluding automobile oriented), continued											
Printing, reprographics, bookbinding, & graphic services	N	N	N	P	P	P	P	P	P	N	N
Restaurant, cafe, deli, or ice cream parlor (without drive-thru)	N	N	N	P	P	P	P	P	L	N	L
Restaurant, cafe, deli, or ice cream parlor (with drive-thru)	N	N	N	P	P	P	P	P	N	N	N
Sports Bar	N	N	N	N	L	L	P	P	N	N	N
Tavern / pub / liquor store	N	N	N	N	L	L	P	P	N	N	L
Theater - motion picture	N	N	N	N	P	N	N	N	N	N	N
Theater - performing arts	N	N	N	P	P	P	P	P	L	N	L
Winery / Microbrew	N	N	N	N	P	P	P	P	P	N	N
Government / civic offices and facilities											
Detention facility - EPF	N	N	N	N	N	N	N	N	N	CU	N
Maintenance / public works facility	N	N	N	N	L	L	L	L	L	P	L
Municipal Offices / Facilities	N	N	P	P	P	P	P	P	P	P	N
Post office	N	N	N	L	L	L	N	N	N	P	N
Prison / correctional facility - EPF	N	N	N	N	N	N	N	N	CU	N	N
Public transit facilities - EPF	P	P	P	P	P	P	P	P	P	P	N
Schools - public / private											
Nursery / pre-school	P	P	P	P	P	P	N	N	N	P	N

Facilities and Uses	R-1	R-2	R-3	M-1	M-2	M-3	C-1	C-2	I	P	O
Elementary school	P	P	P	P	P	N	N	N	N	P	N
Middle school / Junior High	N	P	P	P	P	N	N	N	N	P	N
High school	N	N	P	N	P	N	N	N	N	P	N
College or university - EPF	N	N	P	N	P	N	N	N	N	P	N
Specialized / vocational / trade school	N	N	P	N	P	P	N	N	P	P	N
Housing											
Accessory caretaker's residence	N	N	N	N	N	N	N	L	L	N	L
Accessory dwelling unit (ADU), attached or detached	L	L	L	L	L	L	N	N	N	N	N
Adult family home	P	P	P	P	P	P	P	P	N	N	N
Dwelling, multi-family	N	L	L	L	L	L	N	N	N	N	N
Dwelling, multi-family (greater than 30 units per net acre)	N	N	CU	N	L	N	N	N	N	N	N
Dwelling, single family	P	P	P	N	N	N	N	N	N	N	N
Dwelling, single family attached townhome	L	L	L	L	L	L	N	N	N	N	N
Dwelling, two-family duplex	N	L	L	N	N	N	N	N	N	N	N
Manufactured homes (on individual lots)	L	L	L	N	N	N	N	N	N	N	N
Manufactured home park	N	L	L	N	N	N	N	N	N	N	N
Housing, continued											
Specialty housing (independent senior, assisted living, nursing home, convalescent home, Alzheimer's facilities)	N	L	L	L	L	L	L	N	N	N	N
Zero lot line (single family courtyard home)	N	L	L	L	L	N	N	N	N	N	N
Manufacturing, equipment, and industrial production											
Concrete product manufacturing / ready mix concrete (excluding extraction / mining)	N	N	N	N	N	N	N	N	N	N	N
Construction / industrial equipment sales or rental	N	N	N	N	N	N	N	P	P	N	N
High impact uses	N	N	N	N	N	N	N	N	N	N	N
Light manufacturing & assembly	N	N	N	N	L	L	P	P	P	N	N
Light manufacturing & assembly w/ retail sales showroom	N	N	N	N	L	L	P	P	P	N	N
Lumber mill, sawmill, shingle mill, plywood mill	N	N	N	N	N	N	N	N	N	N	N
Machine shop	N	N	N	N	N	N	N	L	P	N	N
Marijuana Processor	N	N	N	N	N	N	N	N	N	N	N
Plastic injection molding	N	N	N	N	N	N	L	L	P	N	N

Facilities and Uses	R-1	R-2	R-3	M-1	M-2	M-3	C-1	C-2	I	P	O
Sandblasting / cutting	N	N	N	N	N	N	L	L	P	N	N
Tool and die making	N	N	N	N	N	N	L	L	P	N	N
Welding / sheet metal shop	N	N	N	N	N	N	L	L	P	N	N
Woodworking / cabinet manufacturing	N	N	N	N	N	N	L	L	P	N	N
Woodworking / cabinet manufacturing w/ retail sales showroom	N	N	N	N	L	N	L	L	P	N	N
General office and professional facilities											
Communications service systems	N	N	N	N	P	N	P	P	P	N	N
Office	N	CU	P	P	P	P	P	P	P	N	N
Medical equipment supply	N	N	N	N	P	N	P	P	P	N	N
Research facility / laboratory	N	N	N	N	P	N	L	L	P	N	N
Telemarketing centers / catalog & mail order houses	N	N	N	N	P	N	P	P	P	N	N
Social services											
Community residential facility (6 or fewer residents) - EPF	CU	CU	CU	N	N	N	N	N	N	N	N
Community residential facility (7 to 25 residents) - EPF	N	CU	CU	N	N	N	N	N	N	N	N
Community treatment facility (8 or fewer residents) - EPF	N	CU	CU	N	N	N	N	N	N	N	N
Community treatment facility (9 to 20 residents) - EPF	N	CU	CU	N	N	N	N	N	N	N	N
Social services, continued											
Crisis residential center (6 or fewer residents) - EPF	CU	CU	CU	N	N	N	N	N	N	CU	N
Crisis residential center (7 to 20 residents) - EPF	N	CU	CU	N	N	N	N	N	N	CU	N
Halfway house (8 or fewer residents) - EPF	N	CU	CU	N	N	N	N	N	N	N	N
Halfway house (9 to 20 residents) - EPF	N	CU	CU	N	N	N	N	N	N	N	N
Secure Community Transition Facility (SCTF, 3 or fewer residents) - EPF	N	CU	CU	N	N	N	N	N	N	N	N
Solid waste management and recycling											
Commercial composting storage / processing facility - EPF	N	N	N	N	N	N	N	N	N	CU	N
Incinerator - EPF	N	N	N	N	N	N	N	N	N	CU	N
Landfill - EPF	N	N	N	N	N	N	N	N	N	CU	N
Recycling collection center	N	N	N	N	N	N	N	N	N	CU	N
Solid waste transfer site - EPF	N	N	N	N	N	N	N	N	N	CU	N

Facilities and Uses	R-1	R-2	R-3	M-1	M-2	M-3	C-1	C-2	I	P	O
Tire salvage yard	N	N	N	N	N	N	N	N	N	N	N
Storage, freight, and wholesale facilities											
Outdoor vehicle storage	N	N	N	N	N	N	N	N	N	N	N
Self service storage facility (mini storage)	N	N	N	N	N	N	N	N	N	N	N
Warehouse & freight movement	N	N	N	N	N	N	P	P	P	N	N
Wholesaling / distribution facility	N	N	N	N	L	N	P	P	P	N	N
Utilities and facilities											
Power plant - EPF	N	N	N	N	N	N	N	N	N	CU	N
Public utility local distribution facility	CU	CU	CU	CU	CU	CU	CU	CU	CU	CU	N
Public utility transmission facility - EPF	N	N	N	N	N	N	CU	L	L	L	N
Sewage treatment plant - EPF	N	N	N	N	N	N	N	N	N	CU	N
Wireless communication antenna array	N	CU	CU	CU	CU	CU	CU	CU	CU	CU	N
Wireless communication support tower	N	N	N	N	N	N	N	N	CU	CU	N

Proposed Amendments to City Development Code §10-2J-3(C), Limited Uses in the I (Light Industrial) Zone:

10-2J-3 Limited Uses (L)

- A. Limited Uses. The land uses listed in the Zoning Matrix (Section 10-2A-4) under the I (Light Industrial) District with the letter “L” are allowed in the I zone if they comply with the development standards of the I (Light Industrial) District, and other applicable portions of this Code, including meeting the requirements for the necessary permits or approvals. These uses include accessory uses, temporary uses, home occupations, special uses, etc. Only land uses which are specifically listed in the Zoning Matrix (Section 10-2A-4), and land uses which are approved as “similar” to those in the Zoning Matrix (Section 10-2A-4), may be permitted as Limited Uses. The following standards are intended to control development scale; avoid or minimize impacts associated with traffic, parking, and design compatibility; and ensure management and maintenance of common areas, as applicable.
- B. Determination of Similar Land Use. Similar use determinations shall be made in conformance with the procedures in Article 10-4G - Administrative Interpretations.
- C. Requirements for Specific I Limited Uses.
 - 1. **Agricultural product / craft sales stand (Farmer’s market)**
 - a. Requires application for and approval of a Temporary Use Permit as outlined in Section 10-4I-1.
 - b. Displays of merchandise and vendors shall be limited to crafts, cards, plants, gardening/floral products, food, books, newspapers, and similar small items

for sale to pedestrians.

- c. A minimum aisle width of 6 feet shall be maintained between booths or displays.

2. Mobile sales / concessions

- a. Requires application for and approval of a Temporary Use Permit as outlined in Section 10-4I-1.
- b. Mobile food service establishments may be located on private property or adjacent parking in the public right-of-way as an accessory use, where a principal use has already been established.
- c. Mobile sales/concessions may be located in public right-of-way when associated with a special community event, such as Liberty Lake Yard Sale Weekend, with the approval of the adjacent property owner or business.
- d. Hours of operation for the mobile concession shall be limited to the hours of operation of the principal use associated with the subject property, except when associated with a community event, in which case the hours of operation for the mobile concession shall be limited to the hours of operation of that community event.

3. Parking structure

- a. Parking structures shall be accessed from an alley, placed underground, placed within buildings, or located behind or to the side of a building.
- b. Parking structure entrances facing a street shall be recessed behind the front elevation by a minimum of 4 feet. On corner lots, parking structure entrances shall be oriented to a side-street (i.e., away from the arterial or collector street) when vehicle access cannot be provided from an alley.

4. Public assembly

- a. Requires application for and approval of a Public Assembly Permit from the Building Official.

5. Seasonal and special events

- a. Requires application for and approval of a Temporary Use Permit as outlined in Section 10-4I-1.

6. Temporary construction / sales office

- a. Requires application for and approval of a Temporary Use Permit as outlined in Section 10-4I-1.

7. Tower

- a. The tower shall be enclosed by a 6-foot sight-obscured fence with a locking gate; however, no barbed wire or razor wire shall be permitted.
- b. The tower shall have a locking trap door or the climbing apparatus shall stop 12 feet short of the ground.
- c. The tower shall not exceed 15 feet above the maximum height of the underlying zone.
- d. The applicant shall show that the impact area (that area in all directions equal to the tower's height above grade), as designed and certified by a registered engineer, is completely on the subject property or that an easement(s) has been secured for all property in the tower's impact area. Such easement(s)

shall be recorded with the County Auditor with a statement that only the City or its successor agency can remove the easement.

- e. Before the issuance of a building permit, the applicant shall demonstrate that all applicable requirements of the Federal Communications Commission, Federal Aviation Administration and any required aviation easements can be satisfied.

8. Tower, private

- a. The applicant shall show that the impact area (that area in all directions equal to the private tower's height above grade) is completely on the subject property or that an easement(s) has been secured for all property in the tower's impact area. Such easement(s) shall be recorded with the County Auditor with a statement that only the City can remove the easement.
- b. The tower shall not exceed the maximum height of the underlying zone.
- c. The tower must be accessory to a residence on the same site.

9. Animal shelter / kennel

- a. The structure(s) housing animals shall be adequately soundproofed to meet WAC 173-60.
- b. There shall be no outside runs or areas, however an interior courtyard may be permitted if it is adequately soundproofed to meet WAC 173-60.

10. Child day-care center

- a. Any outdoor play area shall be completely enclosed to a minimum height of 6 feet with a solid wall or fence.
- b. The facility shall meet Washington State childcare licensing requirements and applicable building codes.

11. Child day-care center (in a church or a school)

- a. Any outdoor play area shall be completely enclosed with a solid wall or fully sight obscuring fence to a minimum height of 6 feet.
- b. The facility shall meet Washington State childcare licensing requirements.

12. General retail

- a. Shall only be permitted when abutting or within an existing or permitted business.

13. Personal Care Services such as barber shops, hair and nail salons, tanning salons, etc.

- a. Shall only be permitted when abutting or within an existing or permitted business.

13-14. Restaurant / cafe / deli / ice cream parlor (without drive-thru)

- a. Shall only be permitted when abutting or within an existing or permitted business.
- b. Outdoor seating shall be required.
- c. The facility shall meet Department of Health requirements and applicable building codes.

14.15. Theater (performing arts)

- a. Shall only be permitted when abutting or within an existing or permitted business.

15.16. Maintenance / public works facility

- a. All equipment shall be completely enclosed within a building or shall be completely enclosed with a solid wall or fully sight obscuring fence to a minimum height of 6 feet.

16.17. Accessory caretaker's residence

- a. The residence is an accessory use to the primary use and is limited to the duration of need associated with the custodial, maintenance or overseeing of the owner's property, building, and/or use.
- b. Construction of the primary use shall occur previous to or simultaneous with the construction of the residential unit.
- c. The caretaker's residence shall be limited in size to 1,000 square feet and shall be served with public water and sewer.

17.18. Public utility transmission facility – EPF

- a. The utility company shall secure the necessary property or right-of-way to assure for the proper construction, maintenance, and general safety of properties adjoining the public utility transmission facility.
- b. All support structures for electrical transmission lines shall have their means of access located a minimum of 16 feet above the ground and the height of the structure above ground shall not exceed 45 feet.
- c. Before issuance of a building permit, the applicant shall have complied with all applicable requirements for the siting of an essential public facility in accordance with state, regional, and local mandates. Undergrounding of all newly installed or extensively modified utilities under 55kV shall be required.

18.19. Small wireless communication facilities

- a. Siting Hierarchy.
 - i. Collocation on an existing building or existing or replacement non-wooden light poles is the preferred siting location in this zone.
 - ii. If collocation as described in the subparagraph above is demonstrated to be technically infeasible or inadequate for network objectives, collocation on an existing or replacement wooden or metal utility pole within the zoning district shall be allowed.
 - iii. If collocation as described in the subparagraph above is demonstrated to be technically infeasible or inadequate for network objectives, a wireless only pole shall be permitted.
- b. Shall only be permitted on public property or in public right-of-way with a valid Franchise Agreement in place, as required in Liberty Lake Municipal Code §8-8, which expressly addresses small wireless facilities.
- c. Must meet design standards as detailed in City Development Code §10-3F-4.

d.
§10-41-4.

Small Wireless Facility Permit is required, as detailed in City Development Code