

**CITY COUNCIL MEETING  
TUESDAY, AUGUST 18, 2020  
CITY HALL  
HELD REMOTELY**

**PURSUANT TO GOVERNOR INSLEE'S ORDER 20-28.8 DATED July 31, 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 August 18, 2020](#)
- [Join the Zoom Meeting](#)

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

**COMMITTEE WORKSHOP DISCUSSION – 6:00 p.m.**

- Discuss City Council's priorities with Avista facilitators

**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. **MAYOR AND CITY COUNCIL REPORTS & INQUIRIES**
8. **CITY ADMINISTRATOR REPORT**
9. **WORKSHOP DISCUSSION**
  - Police Department lighting and HVAC discussion
10. **ACTION ITEMS**
  - A. **Consent Agenda**
    - i. Approve August 4, 2020 City Council Minutes
    - ii. Approve August 18, 2020 vouchers in the amount of \$556,249.03

**10. ACTION ITEMS (continued)**

**B. General Business**

- i. Approve adding one 2021 Ford SUV Police Interceptor, in the amount of \$55,633.34, to the previously approved 2020 order that was awarded to Gus Johnson Ford
- ii. Authorize the purchase of network firewall from Datec Incorporated for the police department and city hall in the amount of \$16,598.00 plus shipping and sales tax
- iii. Authorize the Mayor to approve Supplemental Agreement No. 1 in the amount of \$16,531 for KFPP, Inc. for additional agency coordination related to the Harvard Road Bridge project

**11. RESOLUTION**

Resolution No. 20-278 – adopting the qualifications for the Chief of Police

**12. FIRST READ ORDINANCE**

Ordinance No. 10A – Repealing Ordinance 10

**13. SECOND READ ORDINANCES**

- a. Ordinance No. 268 –Amending the City of Liberty Lake Development Code to Allow “Automobile, Manufactured Home, Recreational Vehicle, Trailer, & Boat Sales & Rentals” and “Boat, Recreational Vehicle, & Trailer - Construction, Repair, Parts Sales, & Maintenance” as Limited Uses in the C-1 Zone
- b. Ordinance No. 67C – Amending the City of Liberty Lake’s business license regulations

**14. INTRODUCTION OF UPCOMING AGENDA ITEMS**

**15. CITIZEN COMMENTS**

**16. 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/82342943073?pwd=NnEyempSTFFNajE4eE9lRjYwbnZ4Zz09>

## WRITTEN PUBLIC COMMENTS

If you wish to provide written public comments for the upcoming council meeting, please email your comments to [aswenson@libertylakewa.gov](mailto: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/82342943073?pwd=NnEyempSTFFNajE4eE9IRjYwbnZ4Zz09>

Dial-in Phone Number

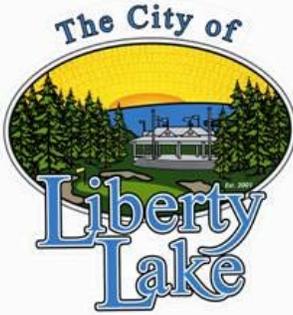
+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

**Meeting ID: 823 4294 3073**

**Password: 989320**

# **ACTION ITEMS**



**CITY COUNCIL MEETING / VIRTUAL PUBLIC HEARING**  
**TUESDAY, AUGUST 4, 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 20-28.8, dated July 31, 2020, was being held remotely. Invocation then took place.

**INVOCATION** – Given by Mayor Pro Tem Kennedy

**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, Brian Asmus, Chief of Police, Lisa Key, Director of Planning & Engineering, Ann Swenson, City Clerk, 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, and Severs. The City Attorney, Liberty Lake Municipal Library Director, Operations and Maintenance Director, City Engineer, and Street Lead also participated via Zoom.

Mayor Pro Tem Kennedy moved to excuse Council Member Langford due to a family matter. Council Member Kaminskas seconded the motion, which carried unanimously.

**AGENDA APPROVAL:** Mayor Pro Tem Kennedy moved to amend the agenda to include an action item (10Bii) for a recruitment services agreement for a police chief. Council Member Severs seconded the motion, which carried unanimously.

**MAYOR AND CITY COUNCIL REPORTS & INQUIRIES**

Councilman Folyer followed up on a May 4<sup>th</sup> city council meeting discussion regarding the rooftop unit replacement and lighting replacement at the police and library building. He asked, "Do we have someone that can manage the project, or do we need outside resources to accomplish the task?" The city administrator responded that outside help

would be needed as there is not enough expertise or resources available in-house to take on this project.

After further discussion about the next steps moving forward, Councilman Severs moved to bring back numbers for biddable purposes of replacing lighting and A/C units for the police and library building in a competitive bid fashion. Mayor Pro Tem Kennedy seconded the motion, which carried unanimously.

Councilman Dunne announced the Friends of Pavillion Park has decided to cancel the Liberty Lake Throwdown this season. He also reported on his visit with his 18-year-old son to the Spokane County Election's office and their visit with the county auditor. Councilman Dunne spoke in favor of the mail-in voting process.

### **CITY ADMINISTRATOR REPORT**

The city administrator proposed that a remote council workshop take place at 6:00 p.m. on August 18<sup>th</sup>. This would be to discuss councilmember's priorities with the Avista facilitators to provide collective feedback. After brief council discussion, it was decided to schedule the 6:00 p.m. workshop. She then turned the floor over to the chief of police, who provided public safety updates. The city administrator resumed the floor and gave updates on COVID. She then turned the floor over to the finance director, who provided a financial update. The city administrator resumed the floor and provided updates on employee recruitments, Harvard and Henry Roads, and events, reservations, and programs.

At the conclusion of the city administrator's report, Mayor Brickner reported on the local parade event supporting the Gardner family.

### **WORKSHOP DISCUSSION**

Phil Champlin, Executive Director, HUB Sports Center gave a PowerPoint presentation via Zoom regarding the HUB's property development. They are seeking to expand their services to the community. He shared the concept to provide additional parking of 100+ stalls as well as extended stay parking. He said he wanted to see if there would be any roadblocks or concerns that the council might have in what they are potentially pursuing.

The majority of the council was in support of the concepts; however, expressed concern about changing the C-2 zoning. Mr. Champlin will share the city council's concerns with the HUB's board regarding changing the zoning in C-2 to allow for overnight parking and will follow up with Mayor Brickner and the city administrator on what direction their board would like to pursue.

## **ACTION ITEMS**

### **Consent Agenda**

Mayor Pro Tem Kennedy moved to approve action item 10Ai, approving the July 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 August 4, 2020 vouchers in the amount of \$138,878.50. Council Member Kaminskas seconded the motion, which carried unanimously.

A/P check numbers were 30256 through 30299, totaling \$130,259.88. EFTs totaled \$8,618.62.

### **General Business**

Mayor Pro Tem Kennedy moved to approve the purchase of a sand salt box in the amount of \$46,936.06. Council Member Severs seconded the motion, which carried unanimously.

Mayor Pro Tem Kennedy moved to authorize the Mayor to sign the Executive Search Contract with the Washington Association of Sheriffs and Police Chiefs (WASPC) in the amount of \$5,000 for the purpose of selecting a Police Chief. Council Member Severs seconded the motion, which carried unanimously.

### **PUBLIC HEARING – Allowing recreational vehicle sales and service in the C-1 Zone**

The Director of Planning & Engineering gave an introductory PowerPoint presentation on this topic. At the conclusion of her presentation and answering some councilmember questions, Mayor Brickner opened the public hearing on allowing recreational vehicle sales and service in the C-1 Zone at 8:40 p.m. No public testimony was received. Mayor Brickner closed the public hearing at 8:41 p.m.

### **FIRST READ ORDINANCES**

The City Clerk read, by title only, Ordinance No. 268, amending the City of Liberty Lake Development Code to allow “Automobile, Manufactured Home, Recreational Vehicle, Trailer, & Boat Sales and Rentals” and “Boat, Recreational Vehicle, and Trailer – Construction, Repair, Parts, Sales, & Maintenance” as limited uses in the C-1 Zone.

The City Clerk read, by title only, Ordinance No. 67-C, amending business licensing regulations for the City of Liberty Lake.

## **SECOND READ ORDINANCE**

The City Clerk read, by title only, Ordinance No. 267, providing for the vacation of a right-of-way vacation for a portion of Harvest Parkway; severability; and establishing an effective date.

Mayor Pro Tem Kennedy moved to adopt Ordinance No. 267, seconded by Council Member Severs. Mayor Brickner invited citizen comments. No comments were received. He then called for the vote. Motion carried unanimously.

## **INTRODUCTION OF UPCOMING AGENDA ITEMS**

The City Administrator reviewed the upcoming agenda items for the August 18<sup>th</sup> City Council meeting.

## **EXECUTIVE SESSION**

As per RCW 42.30.110, at 8:55 p.m., Mayor Brickner called adjournment into Executive Session for discussion of potential litigation for 10 minutes. The meeting adjourned at 9:07 p.m.

## **ADJOURNMENT**

No action was taken following the Executive Session. There being no further business, the meeting adjourned at 9:07 p.m.

These minutes were approved August 18, 2020.

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Shane Brickner, Mayor  
City of Liberty Lake

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

City of Liberty Lake

Consent Agenda for August 18, 2020  
City Council Meeting

Report from the Mayor for pending claims and payment of previously-approved obligations through August 18, 2020

<u>Payee</u>	<u>Description</u>	<u>Amount</u>
	<b>See attached check register.</b>	
Total Vouchers through August 18, 2020		\$140,989.09
July payroll		<u>\$415,259.94</u>
	<b>TOTAL</b>	<b><u>\$556,249.03</u></b>

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  
MCAG #: 2757

08/18/2020 To: 08/18/2020

Time: 13:56:08 Date: 08/12/2020  
Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
<b>3089</b>	<b>08/18/2020</b>	<b>Claims</b>	<b>3</b>	<b>EFT</b>	<b>ACUSHNET COMPANY</b>	<b>226.82</b>	<b>SPECIAL ORDER R ROWE</b>
					420 - 576 61 34 01 - Pro Shop Merchandise	226.82	
<b>3090</b>	<b>08/18/2020</b>	<b>Claims</b>	<b>3</b>	<b>EFT</b>	<b>ALLIED FIRE AND SECURITY</b>	<b>326.37</b>	<b>CH SECURITY 9/1-11/30/2020</b>
					001 - 518 30 41 00 - Central Services-Professional S	326.37	
<b>3091</b>	<b>08/18/2020</b>	<b>Claims</b>	<b>3</b>	<b>EFT</b>	<b>BASE LINE</b>	<b>1,300.32</b>	<b>IRRIG CNTRL SVC</b>
					110 - 542 70 41 00 - Roadside Professional Services	650.19	
					001 - 576 80 41 00 - Parks-Professional Services	216.71	
					001 - 576 80 41 45 - Orchard Park-Professional Serv	216.71	
					001 - 576 80 41 55 - Rocky Hill Park-Professional S	216.71	
<b>3092</b>	<b>08/18/2020</b>	<b>Claims</b>	<b>3</b>	<b>EFT</b>	<b>BEST BUY BUSINESS ADVANTAGE ACCOUNT</b>	<b>108.89</b>	<b>PWY SECURITY CAMERAS NETGEAR EX6150 AC120</b>
					110 - 542 90 31 00 - Maint Admin & Overhead Sup	108.89	
<b>3093</b>	<b>08/18/2020</b>	<b>Claims</b>	<b>3</b>	<b>EFT</b>	<b>CENTURYLINK</b>	<b>87.24</b>	<b>TH PHONE 8/5-9/5/2020</b>
					420 - 576 61 42 01 - Golf Pro Shop-Telephone,Inter	87.24	
<b>3094</b>	<b>08/18/2020</b>	<b>Claims</b>	<b>3</b>	<b>EFT</b>	<b>CINTAS CORPORATION NO 3</b>	<b>95.30</b>	<b>MAT SVC 7/27.8/3/2020</b>
					420 - 576 61 41 03 - Facilities - Professional Service	95.30	
<b>3095</b>	<b>08/18/2020</b>	<b>Claims</b>	<b>3</b>	<b>EFT</b>	<b>CITY SERVICE VALCON-CREDIT CARD</b>	<b>807.46</b>	<b>FUEL</b>
					110 - 542 90 32 00 - Maint Admin & Overhead Fuel	807.46	
<b>3096</b>	<b>08/18/2020</b>	<b>Claims</b>	<b>3</b>	<b>EFT</b>	<b>HORIZON</b>	<b>789.70</b>	<b>SPRINKLER HEADS</b>
					110 - 542 70 31 01 - Roadside Supplies	242.81	
					110 - 542 70 31 01 - Roadside Supplies	546.89	
<b>3097</b>	<b>08/18/2020</b>	<b>Claims</b>	<b>3</b>	<b>EFT</b>	<b>LIBERTY LAKE SEWER AND WATER DISTRICT</b>	<b>6,490.62</b>	<b>UTILITIES JULY 2020</b>
					001 - 518 30 47 00 - Central Services-Utility Service	391.75	CITY HALL
					001 - 518 30 47 00 - Central Services-Utility Service	241.56	CITY HALL IRR2
					001 - 521 50 47 00 - Law Enforcement - Utility Serv	207.30	LLPD/LLML BLDG
					410 - 542 30 47 00 - Roadway - Utilities-Elec/Gas,V	1,024.29	HARVARD RD IRR21
					410 - 542 30 47 00 - Roadway - Utilities-Elec/Gas,V	401.90	LIBERTY LAKE DR IRR1
					410 - 542 30 47 00 - Roadway - Utilities-Elec/Gas,V	96.58	MDWD VISTAS IRR5
					410 - 542 30 47 00 - Roadway - Utilities-Elec/Gas,V	280.71	MDWD VISTAS IRR8
					410 - 542 30 47 00 - Roadway - Utilities-Elec/Gas,V	183.16	MISSION&MOLTER IRR15
					410 - 542 30 47 00 - Roadway - Utilities-Elec/Gas,V	183.85	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	144.86	MDWD VISTAS IRR7
					410 - 542 30 47 00 - Roadway - Utilities-Elec/Gas,V	75.75	MDWD VISTAS IRR6
					410 - 542 30 47 00 - Roadway - Utilities-Elec/Gas,V	116.74	MISSON&SIGNAL IRR
					410 - 542 30 47 00 - Roadway - Utilities-Elec/Gas,V	215.40	MDWD VISTAS 4 TR C IRR9
					410 - 542 30 47 00 - Roadway - Utilities-Elec/Gas,V	214.16	WOODBROOK TR B IRR11
					410 - 542 30 47 00 - Roadway - Utilities-Elec/Gas,V	55.82	LIBERTY LAKE RD IRR22
					110 - 542 30 47 01 - Roadway - Utility Services	94.91	APPLEWAY (B) AVE IRR20
					001 - 572 50 47 00 - Library Building Utilities-Elec/	93.13	LLPD/LLML BLDG
					420 - 576 61 47 00 - Golf Utilities-Elec/Gas,Wtr/Sw	429.57	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	78.50	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	148.70	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/	808.35	ROCKY HILL PARK IRR14

# CHECK REGISTER

CITY OF LIBERTY LAKE

Time: 13:56:08 Date: 08/12/2020

MCAG #: 2757

08/18/2020 To: 08/18/2020

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			001 - 576 80 47 55 - Rocky Hill Park Utilities-Elec/			754.38	ROCKY HILL PARK WINROCK&MISSION IRR13
<b>3098</b>	<b>08/18/2020</b>	<b>Claims</b>	<b>3</b>	<b>EFT</b>	<b>MASTERCARD</b>	<b>2,081.87</b>	<b>MATERIALS</b>
			001 - 513 10 31 00 - Executive Supplies			10.52	FRAMES LIBRARY BRD TRUSTEES CERTIFICATES
			001 - 513 10 49 00 - Dues,Subscriptions,Mbrships			100.00	GREATER SPOK VIRTUAL DC FLY IN MAYOR REGISTRATION
			001 - 514 23 41 00 - Administrative Services-Profes			13.06	DROPBOX
			001 - 514 23 41 00 - Administrative Services-Profes			400.00	RENEW .GOV DOMAIN NAME
			001 - 518 30 30 19 - COVID-19 Supplies			32.65	COVID-19 LLML STAFF GLOVES
			001 - 518 30 30 19 - COVID-19 Supplies			1,015.70	COVID-19 LL BUSINESSES REOPENING BARRICADES
			001 - 518 30 40 00 - COVID-19 Professional Servic			32.38	COVID-19 DIGITAL PORTAL MICROSOFT WINDOWS 10 PROF DIGITAL KEY-BEN/LISA LAPTOPS
			001 - 518 30 40 00 - COVID-19 Professional Servic			30.00	COVID-19 LLML LIVE OCCUPANCY MONITORING
			001 - 518 30 40 00 - COVID-19 Professional Servic			14.99	COVID-19 ZOOM COUNCIL MTGS
			001 - 518 30 40 00 - COVID-19 Professional Servic			-4.84	ZOOM SALES TAX REFUNDS
			110 - 542 90 41 00 - Maint Admin & Overhead Prof			25.00	JOB LISTING
			001 - 558 50 31 00 - CP&ED Supplies			101.20	STD SPECIFICATIONS 2020 M 41-10
			001 - 558 50 41 00 - CP&ED-Professional Services			45.40	LINKEDIN PLANNING & ENGINEERING TECH JOB VIEW
			001 - 558 50 41 00 - CP&ED-Professional Services			50.00	AWC BLD INSPECTOR JOB LISTING
			001 - 558 50 49 00 - CP&ED-Dues,Subscriptions,M			100.00	RECERTIFICATIONS
			001 - 572 10 41 00 - Library-Professional Services			39.57	GO DADDY DOMAIN .COM RENEWAL 2 YR
			420 - 576 61 31 03 - Maintenance Supplies			76.24	PARTS TANK SPRAYER
<b>3099</b>	<b>08/18/2020</b>	<b>Claims</b>	<b>3</b>	<b>EFT</b>	<b>O'REILLY AUTO PARTS</b>	<b>105.59</b>	<b>SHOP SUPPLIES</b>
			110 - 542 90 31 00 - Maint Admin & Overhead Sup			35.19	
			420 - 576 61 31 03 - Maintenance Supplies			35.21	
			001 - 576 80 31 01 - Parks Supplies			35.19	
<b>3100</b>	<b>08/18/2020</b>	<b>Claims</b>	<b>3</b>	<b>EFT</b>	<b>OFFICE DEPOT</b>	<b>132.70</b>	<b>MATERIALS</b>
			001 - 514 23 31 00 - Administrative Services Suppli			38.43	
			001 - 558 50 31 00 - CP&ED Supplies			8.33	
			001 - 558 50 31 00 - CP&ED Supplies			28.07	
			001 - 571 00 31 00 - Recreation Supplies			8.34	
			001 - 571 00 31 04 - Special Events Supplies			20.60	
			001 - 576 80 31 01 - Parks Supplies			8.33	
			001 - 576 80 31 01 - Parks Supplies			20.60	
<b>3101</b>	<b>08/18/2020</b>	<b>Claims</b>	<b>3</b>	<b>EFT</b>	<b>PURCHASE POWER</b>	<b>300.00</b>	<b>REPLENISH POSTAGE</b>
			001 - 514 23 42 00 - Administrative Services-Telepl			250.38	
			001 - 521 10 42 00 - Law Enforcement-Telephone,I			4.20	
			001 - 572 10 42 00 - Library-Telephone,Internet,Pos			45.42	
<b>3102</b>	<b>08/18/2020</b>	<b>Claims</b>	<b>3</b>	<b>EFT</b>	<b>SITEONE LANDSCAPE SUPPLY LLC</b>	<b>977.09</b>	<b>MATERIALS</b>
			110 - 542 70 31 01 - Roadside Supplies			977.09	IRRIG SUPPLIES
<b>3103</b>	<b>08/18/2020</b>	<b>Claims</b>	<b>3</b>	<b>EFT</b>	<b>STATE OF WASHINGTON</b>	<b>10,143.53</b>	<b>TH B&amp;O/SALES TAX JULY 2020</b>
			420 - 576 61 40 00 - Business & Occupation, Sales			10,143.53	
<b>3104</b>	<b>08/18/2020</b>	<b>Claims</b>	<b>3</b>	<b>EFT</b>	<b>STERICYCLE INC</b>	<b>10.36</b>	<b>ON-CALL</b>
			001 - 521 10 42 00 - Law Enforcement-Telephone,I			10.36	
<b>3105</b>	<b>08/18/2020</b>	<b>Claims</b>	<b>3</b>	<b>EFT</b>	<b>WASTE MGMT OF SPOKANE</b>	<b>380.58</b>	<b>PWY GARBAGE SVC</b>
			110 - 542 90 47 00 - Maint Admin & Overhead Util			380.58	
<b>3106</b>	<b>08/18/2020</b>	<b>Claims</b>	<b>3</b>	<b>EFT</b>	<b>WEX BANK-CHEVRON</b>	<b>2,914.36</b>	<b>FUEL 7/7-8/6/2020</b>
			001 - 518 30 30 19 - COVID-19 Supplies			53.79	COVID-19 FUEL

# CHECK REGISTER

CITY OF LIBERTY LAKE

Time: 13:56:08 Date: 08/12/2020

MCAG #: 2757

08/18/2020 To: 08/18/2020

Page: 3

Trans Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		001 - 518 30 32 00 -		Central Services Fuel Consume	60.50	
		001 - 521 10 32 00 -		Law Enforcement Fuel Consum	2,419.66	
		110 - 542 90 32 00 -		Maint Admin & Overhead Fuel	38.13	
		001 - 558 50 32 00 -		CP&ED Fuel Consumed	50.97	
		420 - 576 61 32 00 -		Golf Course-Fuel Consumed	15.15	
		001 - 576 80 32 00 -		Parks Fuel Consumed	276.16	
<b>3107</b>	<b>08/18/2020</b>	<b>Claims</b>	<b>3</b>	<b>EFT WILBUR-ELLIS COMPANY LLC</b>	<b>1,132.38</b>	<b>MATERIALS</b>
		110 - 542 70 31 01 -		Roadside Supplies	1,132.38	
<b>3108</b>	<b>08/18/2020</b>	<b>Claims</b>	<b>3</b>	<b>EFT XEROX CORPORATION</b>	<b>340.67</b>	<b>BLACK.COLOR BILLABLE PRINTS 6/21-7/21/2020</b>
		001 - 514 23 41 00 -		Administrative Services-Profes	340.67	
<b>3109</b>	<b>08/18/2020</b>	<b>Claims</b>	<b>3</b>	<b>30307 ACRANET</b>	<b>273.50</b>	<b>BACKGROUND CHECKS</b>
		001 - 513 10 41 00 -		Executive-Professional Service	135.50	COUNSELING VOLUNTEER
		001 - 518 30 40 00 -		COVID-19 Professional Servic	34.50	COVID-19 NEW HIRE
		001 - 558 50 41 00 -		CP&ED-Professional Services	34.50	
		001 - 576 80 41 00 -		Parks-Professional Services	69.00	
<b>3110</b>	<b>08/18/2020</b>	<b>Claims</b>	<b>3</b>	<b>30308 ADAMS TRACTOR CO INC</b>	<b>288.17</b>	<b>PARTS ZERO TURNS</b>
		110 - 542 70 31 01 -		Roadside Supplies	288.17	
<b>3111</b>	<b>08/18/2020</b>	<b>Claims</b>	<b>3</b>	<b>30309 ALBERTSONS/SAFEWAY</b>	<b>3.19</b>	<b>PROGRAM SUPPLIES</b>
		001 - 572 10 31 05 -		Children & Adult Prgm Suppl	3.19	
<b>3112</b>	<b>08/18/2020</b>	<b>Claims</b>	<b>3</b>	<b>30310 AMERICAN ON-SITE SERVICES</b>	<b>195.00</b>	<b>PWY PORTA POTTY</b>
		110 - 542 90 41 00 -		Maint Admin & Overhead Prof	195.00	
<b>3113</b>	<b>08/18/2020</b>	<b>Claims</b>	<b>3</b>	<b>30311 AMERICAN PUBLIC WORKS ASSOCIATION</b>	<b>1,000.00</b>	<b>MEMBERSHIP RENEWAL 10/01/2020-09/30/2021</b>
		110 - 542 90 49 00 -		Maint Admin & Overhad Reg	1,000.00	
<b>3114</b>	<b>08/18/2020</b>	<b>Claims</b>	<b>3</b>	<b>30312 AVISTA UTILITIES</b>	<b>11,895.39</b>	<b>UTILITIES THROUGH 07/29/2020</b>
		001 - 518 30 47 00 -		Central Services-Utility Servic	809.91	CITY HALL
		001 - 518 30 47 00 -		Central Services-Utility Servic	110.08	CITY HALL-LITTLE HOUSE
		001 - 518 30 47 00 -		Central Services-Utility Servic	134.11	PUBLIC WORKS YARD
		001 - 518 30 47 00 -		Central Services-Utility Servic	40.91	COMMUNITY MESSAGE BOARD
		001 - 521 50 47 00 -		Law Enforcement - Utility Serv	910.24	LLML/LLPD BLDG
		110 - 542 63 47 00 -		Street Lighting - Utility Servic	4,635.98	STREET LIGHTS
		110 - 542 63 47 00 -		Street Lighting - Utility Servic	124.92	HARVEST AND MISSION ROUNABOUT LIGHTS
		110 - 542 64 47 00 -		Traffic Control Devices-Elec/C	78.94	MOLTER & APPLEWAY SIGNAL
		110 - 542 64 47 00 -		Traffic Control Devices-Elec/C	66.21	APPLEWAY & LLAKE RD SIGNAL
		110 - 542 64 47 00 -		Traffic Control Devices-Elec/C	62.84	LLAKE RD & CVISTA SIGNAL
		110 - 542 64 47 00 -		Traffic Control Devices-Elec/C	22.84	SCHOOL SPEED SIGN
		110 - 542 64 47 00 -		Traffic Control Devices-Elec/C	30.69	HARVARD RD ROUNABOUT
		110 - 542 64 47 00 -		Traffic Control Devices-Elec/C	57.12	APPLEWAY & MADSON TRFC LIGHT
		110 - 542 64 47 00 -		Traffic Control Devices-Elec/C	42.64	SIGNAL/APPLEWAY TRAFFIC SIGNAL
		110 - 542 64 47 00 -		Traffic Control Devices-Elec/C	23.10	MISSION/MOLTER ROUNABOUT
		110 - 542 70 47 00 -		Roadside Utilities	21.48	HARVARD & INDIANA IRRIG CLOCK
		110 - 542 70 47 00 -		Roadside Utilities	28.09	HARVARD RD MONUMENTS
		110 - 542 70 47 00 -		Roadside Utilities	21.97	1425 N LIBERTY LAKE RD SPRINKLER
		110 - 542 70 47 00 -		Roadside Utilities	21.34	23104 E APPLEWAY AVE SPKL IRRIG CLOCK
		110 - 542 70 47 00 -		Roadside Utilities	21.34	22427 E APPLEWAY AVE SPKL IRRIG CLOCK
		001 - 572 50 47 00 -		Library Building Utilities-Elec/	408.95	LLML/LLPD BLDG
		420 - 576 61 47 00 -		Golf Utilities-Elec/Gas,Wtr/Sw	1,403.87	TRAILHEAD UNIT 2
		420 - 576 61 47 00 -		Golf Utilities-Elec/Gas,Wtr/Sw	1,759.01	TRAILHEAD PUMP

# CHECK REGISTER

CITY OF LIBERTY LAKE  
MCAG #: 2757

08/18/2020 To: 08/18/2020

Time: 13:56:08 Date: 08/12/2020  
Page: 4

Trans Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		001 - 576 80 47 15		Ballfields Utilities-Elec/Gas,W	105.71	LIBERTY LAKE BALL FIELD 23820 E BOONE AVE
		001 - 576 80 47 25		Pavillion Park Utilities-Elec/Ga	174.54	PAVILLION PARK IRRIGATION
		001 - 576 80 47 25		Pavillion Park Utilities-Elec/Ga	329.48	PP PUMP @ MEADOWWOOD GC
		001 - 576 80 47 35		Town Square Utilities-Elec/Ga	94.48	TOWN SQ PARK LIGHTS
		001 - 576 80 47 45		Orchard Park Utilities-Elec/Ga	299.46	20300 E INDIANA AVE ORCHARD PARK
		001 - 576 80 47 55		Rocky Hill Park Utilities-Elec/	55.14	ROCK HILL PARK-IRRIGATION
<b>3115</b>	<b>08/18/2020</b>	<b>Claims</b>	<b>3</b>	<b>30313 AW REHN &amp; ASSOCIATES</b>	<b>641.38</b>	<b>SERVICES</b>
		001 - 514 23 41 00		Administrative Services-Profes	144.00	MO ADMIN FEE JULY 2020
		502 - 517 30 29 00		Health Insurance Services	175.64	EMPLOYER FUNDING NOTIFICATION 8/4-9/2020
		502 - 517 30 29 00		Health Insurance Services	321.74	EMPLOYER FUNDING NOTIFICATION 7/27-8/2/2020
<b>3116</b>	<b>08/18/2020</b>	<b>Claims</b>	<b>3</b>	<b>30314 BTAC ACQUISITION CORP</b>	<b>2,268.53</b>	<b>BOOKS</b>
		001 - 572 20 34 06		Library Books & Other Materi	2,268.53	
<b>3117</b>	<b>08/18/2020</b>	<b>Claims</b>	<b>3</b>	<b>30315 COEUR D'ALENE PRESS</b>	<b>226.90</b>	<b>JOB LISTINGS PLANNING&amp;ENGINEERING TECH,BLDG INSPECTOR</b>
		001 - 558 50 41 00		CP&ED-Professional Services	226.90	
<b>3118</b>	<b>08/18/2020</b>	<b>Claims</b>	<b>3</b>	<b>30316 COLUMBIA FORD HYUNDAI INC</b>	<b>37,843.52</b>	<b>2020 X2B F250 SC 4X4 1FT7X2B6XLED68765</b>
		110 - 594 42 64 00		Capital Expenditures - Furnitur	12,614.51	
		420 - 594 76 64 00		Golf-Furniture,Computers&Eq	12,614.50	
		001 - 594 76 64 01		Parks-Furniture,Computers&E	12,614.51	
<b>3119</b>	<b>08/18/2020</b>	<b>Claims</b>	<b>3</b>	<b>30317 CONTROL FREEK INC</b>	<b>625.93</b>	<b>TH SVC CALL IRRIG CNTRLS 4/8/2020</b>
		420 - 576 65 41 00		Professional Services-Golf Gre	625.93	
<b>3120</b>	<b>08/18/2020</b>	<b>Claims</b>	<b>3</b>	<b>30318 COUNTRY LOCK &amp; KEY INC</b>	<b>915.82</b>	<b>SERVICES</b>
		110 - 542 90 40 00		PWY Break In Insurance Claim	301.95	PAVILLION PARK REPLACEMENT KEYS
		110 - 542 90 40 00		PWY Break In Insurance Claim	613.87	REKEY LOCKS DUE TO THEFT
<b>3121</b>	<b>08/18/2020</b>	<b>Claims</b>	<b>3</b>	<b>30319 COUNTRY VISTA CAR WASH</b>	<b>21.50</b>	<b>3 CAR WASHES</b>
		110 - 542 90 41 00		Maint Admin & Overhead Prof	21.50	
<b>3122</b>	<b>08/18/2020</b>	<b>Claims</b>	<b>3</b>	<b>30320 DATAPRO SOLUTIONS INC</b>	<b>661.57</b>	<b>SERVICES</b>
		001 - 514 23 41 00		Administrative Services-Profes	661.57	AOD HOSTING JUNE/JULY 2020
<b>3123</b>	<b>08/18/2020</b>	<b>Claims</b>	<b>3</b>	<b>30321 DESIGN SPACE MODULAR BUILDINGS PNW LP</b>	<b>372.95</b>	<b>PWY 8X40 GROUND LEVEL OFFICE RENTAL 8/18-9/17/2020</b>
		110 - 542 90 41 00		Maint Admin & Overhead Prof	31.01	
		110 - 542 90 41 00		Maint Admin & Overhead Prof	341.94	
<b>3124</b>	<b>08/18/2020</b>	<b>Claims</b>	<b>3</b>	<b>30322 EVANS CRAVEN &amp; LACKIE PS</b>	<b>5,500.00</b>	<b>PROF SVCS 06/24-07/23/2020</b>
		001 - 515 41 41 00		External Legal Services - Cons	5,500.00	
<b>3125</b>	<b>08/18/2020</b>	<b>Claims</b>	<b>3</b>	<b>30323 EXECUTECH UTAH LLC</b>	<b>418.18</b>	<b>SERVICES</b>
		001 - 518 80 41 00		Information Technology Servic	418.18	O365:M365 7/15-8/14/2020
<b>3126</b>	<b>08/18/2020</b>	<b>Claims</b>	<b>3</b>	<b>30324 FASTENAL COMPANY</b>	<b>28.05</b>	<b>SHOP SUPPLIES</b>
		110 - 542 70 31 01		Roadside Supplies	9.35	
		420 - 576 61 31 03		Maintenance Supplies	9.35	
		001 - 576 80 31 01		Parks Supplies	9.35	
<b>3127</b>	<b>08/18/2020</b>	<b>Claims</b>	<b>3</b>	<b>30325 FEDERAL SIGNAL CORP</b>	<b>190.58</b>	<b>2020 FORD F250 SAFETY LIGHTS</b>

# CHECK REGISTER

CITY OF LIBERTY LAKE

Time: 13:56:08 Date: 08/12/2020

MCAG #: 2757

08/18/2020 To: 08/18/2020

Page: 5

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			001 - 594 76 64 01 -		Parks-Furniture,Computers&E	190.58	
<b>3128</b>	<b>08/18/2020</b>	<b>Claims</b>	<b>3</b>	<b>30326</b>	<b>GREENLEAF LANDSCAPING INC</b>	<b>3,054.16</b>	<b>SERVICES</b>
			110 - 553 60 41 10 -		Weed Control Professional Ser	1,089.00	
			420 - 576 65 41 00 -		Professional Services-Golf Gre	1,965.16	TREE PRUNE
<b>3129</b>	<b>08/18/2020</b>	<b>Claims</b>	<b>3</b>	<b>30327</b>	<b>INSIGHT DISTRIBUTING INC</b>	<b>431.05</b>	<b>CAN LINERS</b>
			110 - 542 70 31 01 -		Roadside Supplies	215.52	
			001 - 576 80 31 01 -		Parks Supplies	215.53	
<b>3130</b>	<b>08/18/2020</b>	<b>Claims</b>	<b>3</b>	<b>30328</b>	<b>RUSSELL J KINNEY</b>	<b>436.14</b>	<b>SERVICES</b>
			110 - 542 90 41 00 -		Maint Admin & Overhead Prof	49.37	SHOP SUPPLIES
			420 - 576 65 41 00 -		Professional Services-Golf Gre	49.37	SHOP SUPPLIES
			001 - 576 80 41 00 -		Parks-Professional Services	49.37	SHOP SUPPLIES
			001 - 594 76 64 01 -		Parks-Furniture,Computers&E	288.03	2020 FORD F250 DECALS
<b>3131</b>	<b>08/18/2020</b>	<b>Claims</b>	<b>3</b>	<b>30329</b>	<b>LEXINGTON HOMES DRH LLC</b>	<b>3,320.52</b>	<b>PERMIT BLD2020-0081 WITHDRAWN</b>
			001 - 322 10 00 00 -		Building Permits	-2,643.00	
			001 - 322 10 00 01 -		State Bld Code Surcharge	-6.50	
			320 - 345 84 00 01 -		Interchange Work 44%	-295.25	
			320 - 345 84 00 02 -		All Other Projects 56%	-375.77	
<b>3132</b>	<b>08/18/2020</b>	<b>Claims</b>	<b>3</b>	<b>30330</b>	<b>MOUNTAIN DOG SIGN COMPANY</b>	<b>463.26</b>	<b>GOLF CART REGISTRATION DECALS</b>
			001 - 521 10 41 00 -		Law Enforcement-Professional	463.26	
<b>3133</b>	<b>08/18/2020</b>	<b>Claims</b>	<b>3</b>	<b>30331</b>	<b>NATIONAL BARRICADE CO</b>	<b>1,198.70</b>	<b>MATERIALS</b>
			110 - 542 30 31 01 -		Roadway Striping Supplies	185.13	STOCK SUPPLIES
			110 - 542 64 31 00 -		Traffic Control Devices Suppli	644.14	LLRP SUPPLIES
			110 - 542 64 31 00 -		Traffic Control Devices Suppli	369.43	STOCK SUPPLIES
<b>3134</b>	<b>08/18/2020</b>	<b>Claims</b>	<b>3</b>	<b>30332</b>	<b>ORIENTAL TRADING COMPANY</b>	<b>63.77</b>	<b>LIBRARY DIVIDERS</b>
			001 - 572 10 31 00 -		Library Supplies	63.77	
<b>3135</b>	<b>08/18/2020</b>	<b>Claims</b>	<b>3</b>	<b>30333</b>	<b>PLANET TURF</b>	<b>2,333.06</b>	<b>MATERIALS</b>
			001 - 553 60 31 00 -		Weed Control Supplies	892.98	GREENS FUNGICIDE
			420 - 576 65 31 01 -		Maintenance Of Golf Course	1,223.39	FERTILIZER
			420 - 576 65 31 01 -		Maintenance Of Golf Course	216.69	CUP CUTTER HLDR,LINER REPLACEMENT
<b>3136</b>	<b>08/18/2020</b>	<b>Claims</b>	<b>3</b>	<b>30334</b>	<b>PTERA INC</b>	<b>2,887.27</b>	<b>SERVICES AUG 2020</b>
			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	580.15	INTERNET,VOIP,PARK CAMERA RH&BF
			110 - 542 90 42 00 -		Maint Admin & Overhead Tele	109.00	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	93.00	INTERNET,VOIP
			001 - 576 80 41 25 -		Pavillion Park-Professional Ser	10.00	PARK CAMERA
			001 - 576 80 41 35 -		Town Square-Professional Ser	10.00	PARK CAMERA
			001 - 576 80 41 45 -		Orchard Park-Professional Ser	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	34.50	PARK CAMERAS/IRRIGATION ORCHARD PARK
			001 - 576 80 42 55 -		Rocky Hill Park-Telephone,Int	34.50	PARKCAMERAS/IRRIGATION
<b>3137</b>	<b>08/18/2020</b>	<b>Claims</b>	<b>3</b>	<b>30335</b>	<b>R&amp;R PRODUCTS INC</b>	<b>470.69</b>	<b>PARTS</b>
			420 - 576 61 31 03 -		Maintenance Supplies	376.93	TORO AERATOR TINE HOLDERS
			420 - 576 61 31 03 -		Maintenance Supplies	93.76	AERATOR SPRING EXTENSION

# CHECK REGISTER

CITY OF LIBERTY LAKE  
MCAG #: 2757

08/18/2020 To: 08/18/2020

Time: 13:56:08 Date: 08/12/2020  
Page: 6

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3138	08/18/2020	Claims	3	30336	RODDA PAINT	547.77	MATERIALS
					110 - 542 30 31 01 - Roadway Striping Supplies	547.77	STENCIL PAINT
3139	08/18/2020	Claims	3	30337	ROLLING ROCK EXCAVATING INC	11,933.59	NORTH FIELD IMPROVEMENTS PROJECT
					310 - 594 76 63 09 - Capital Expenditures - Other Ir	11,933.59	
3140	08/18/2020	Claims	3	30338	BRETT R SARGENT	4,980.74	STREET CLEANING JULY 2020
					411 - 542 40 41 01 - Drainage-Professional Services	2,490.37	
					410 - 542 67 41 01 - Street Cleaning - Professional S	2,490.37	
3141	08/18/2020	Claims	3	30339	SHOWCASES	21.38	SCOTCH 3M TAPE
					001 - 572 10 31 00 - Library Supplies	21.38	
3142	08/18/2020	Claims	3	30340	SIR SPEEDY PRINTING	70.79	BUSINESS CARDS MEGAN ABHOLD
					001 - 558 50 41 00 - CP&ED-Professional Services	70.79	
3143	08/18/2020	Claims	3	30341	SPOKANE COUNTY ENVIRONMENTAL SERVICES	48.01	WATER/SEWER AUG 2020
					001 - 576 80 47 45 - Orchard Park Utilities-Elec/Ga	48.01	
3144	08/18/2020	Claims	3	30342	SPOKANE COUNTY TREASURER	9,877.72	SERVICES
					001 - 519 70 40 01 - Spokane County - Jail	9,096.98	JAIL SVCS GEIGER/COUNTY AUG 2020
					001 - 566 10 40 00 - Alcoholism Treatment	780.74	Q2 LIQUOR PROFIT/EXCISE
3145	08/18/2020	Claims	3	30343	SPOKANE VALLEY FIRE DEPT	454.00	SERVICES
					001 - 558 50 40 01 - CP&ED Protective Inspection (	227.00	FIRE SUPPRESSION PLAN CHECK MOLTER BLDG
					001 - 558 50 40 01 - CP&ED Protective Inspection (	227.00	FIRE SUPPRESSION PLAN CHECK MOLTER BLD LOWER LEVEL TI
3146	08/18/2020	Claims	3	30344	THE HOME DEPOT PRO	409.78	MATERIALS
					420 - 576 61 31 04 - Facilities Supplies	342.49	PALENQUE SUPPLIES
					001 - 576 80 31 45 - Orchard Park Supplies	67.29	RR SUPPLIES
3147	08/18/2020	Claims	3	30345	THE SPOKESMAN REVIEW	414.75	JOB LISTINGS PLANNING&ENGINEERING TECH,BLDG INSPECTOR
					001 - 558 50 41 00 - CP&ED-Professional Services	414.75	
3148	08/18/2020	Claims	3	30346	THERMO KING NORTHWEST	695.17	BOBCAT REPAIR
					110 - 542 90 41 00 - Maint Admin & Overhead Prof	231.72	
					420 - 576 65 41 00 - Professional Services-Golf Gre	231.73	
					001 - 576 80 41 00 - Parks-Professional Services	231.72	
3149	08/18/2020	Claims	3	30347	TIRE-RAMA	1,053.45	SERVICES
					001 - 521 10 48 00 - Vehicle Maintenance	1,053.45	
3150	08/18/2020	Claims	3	30348	TITAN TRUCK EQUIPMENT INC	798.43	2020 FORD F250 CAB RACK,TOOLBOX
					110 - 594 42 64 00 - Capital Expenditures - Furnitur	798.43	
3151	08/18/2020	Claims	3	30349	WHITLEY FUEL LLC	1,124.71	FUEL
					110 - 542 90 32 00 - Maint Admin & Overhead Fuel	146.21	
					420 - 576 61 32 00 - Golf Course-Fuel Consumed	798.55	
					001 - 576 80 32 00 - Parks Fuel Consumed	179.95	
3152	08/18/2020	Claims	3	30350	BEN WICK	1,225.00	SPLASH ADS
					001 - 558 70 41 00 - Econ. Dev. - Advertising	1,225.00	
3153	08/18/2020	Claims	3	30351	ZW USA INC	553.17	DOG WASTE BAGS

**CHECK REGISTER**

CITY OF LIBERTY LAKE

Time: 13:56:08 Date: 08/12/2020

MCAG #: 2757

08/18/2020 To: 08/18/2020

Page: 7

Trans Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		110 - 542 90 31 00		Maint Admin & Overhead Sup	276.59	
		001 - 576 80 31 01		Parks Supplies	276.58	
					<hr/>	
		001		General Fund	56,607.52	
		110		Street Fund	30,378.63	
		310		REET 1 Capital Projects Fund	11,933.59	
		320		Harvard Road Mitigation Fund	671.02	
		410		Stormwater Utility Fund	5,497.79	
		411		Aquifer Protection Fund	2,490.37	
		420		Golf Operations Fund	32,912.79	
		502		Medical Reimbursement (Bridge) Fund	497.38	
					<hr/>	
				* Transaction Has Mixed Revenue And Expense Accounts	140,989.09	
					<hr/>	
						Claims: 140,989.09

"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."

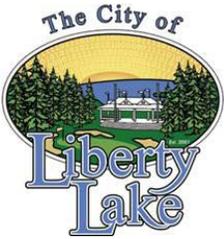
\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
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.: 10Bi

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

**SUBJECT:** Adding Additional Patrol  
Vehicle to the 2020 order

**FOR THE AGENDA OF:** August 18, 2020

**DEPT. OF ORIGIN:** Police

**EXHIBIT:**

**DEPT. HEAD APPROVAL:** Chief Brian Asmus

<b>EXPENDITURE REQUIRED:</b>	<b>YES</b>
<b>BUDGETED:</b>	<b>YES, IN PROPOSED 2021 BUDGET/OR P.D. CAPITAL BUDGET</b>

**SUMMARY STATEMENT**

Liberty Lake Police Department advertised an RFP for the purchase and equipping of two (2) 2020 Ford SUV Police Interceptor per the vehicle rotation plan. The RFP was placed on the city website and advertised in the city's legal paper. Bids were due to City Hall by end of business on January 31, 2020. The bid received is within the 2020 budgeted amount.

The request is to add one additional Ford SUV Police Interceptor to the 2020 order at the same cost that was quoted by Gus Johnson Ford. Although it will be a 2021 model year, the cost remains the same. The reason for the request is based on the time delay in receiving the vehicles from the time of order. The vehicle rotation plan calls for a replacement vehicle in 2021. The expense is included in the 2021 budget proposal. By ordering the vehicle now, the vehicle will be received earlier in 2021 and the expense would be paid from the 2021 budget. Currently vehicles that we are ordering in January are not arriving for P.D. use until October or November, resulting in 10 months in delay from time of order to time of delivery.

**Bid Summary:**

<b>Description</b>	<b>Base Price</b>	<b>Tax/License/Fees</b>	<b>Total</b>
2021 Ford SUV (Gus Johnson Ford)	\$50,992.98	\$4,640.36	\$55,633.34

**RECOMMENDED ACTION**

Staff recommendation is to have council make a motion to approve adding one 2021 Ford SUV Police Interceptor to the previously approved 2020 order that was awarded to Gus Johnson Ford. The delivery and invoice for the additional vehicle would not be received until the 2021 budget year.



AGENDA ITEM NO.: 10Bii

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

**SUBJECT:**

Purchase for Network Firewall hardware/software

**FOR THE AGENDA OF:** August 18, 2020

**DEPT. OF ORIGIN:** Administrative Services

**EXHIBIT:**

A – Vendor Quote

**DEPT. HEAD APPROVAL:** RJ Stevenson

<b>EXPENDITURE REQUIRED:</b>	<b>\$16,598.00 plus shipping and sales tax</b>
<b>BUDGETED:</b>	<b>Purchase is eligible for COVID CARES \$</b>

**SUMMARY STATEMENT**

City IT Technician (Todd Henderson) has reviewed the City network security and determined that the current Firewall hardware is at its end of useful life. The City is also having more remote access from employees and elected officials from off site locations due to COVID-19. The combination of these two events may create a security issue.

The City recommends replacing the old CISCO firewall hardware located at the Police Station with new Fortinet hardware (Quote #Q0072143 for \$14,576). This Firewall will serve as security for the main server, email server, and other network devices. The City also desires to purchase a second Firewall that will be located for just City Hall to better protect the City network. (Quote #Q0072145 for \$2,022.00) The City recommends the 3-year subscription. This price also includes 24x7 monitoring.

There is a quantity of “2” to purchase for each firewall because each firewall will have an “active” and a “passive” switch. This creates a redundancy to ensure the City Firewall is always working.

This expense would be covered under the CARES Act. The cost is related to the COVID emergency because some employees are working from home accessing the network, more employees and City officials are monitoring e-mails from offsite locations as a result of COVID-19. The cost is necessary because the current Firewall is at end of life and unable to properly protect the City. The cost is not filling a revenue shortfall and the cost was not included in the 2020 budget.

**RECOMMENDED ACTION**

1. Authorize the purchase of Network Firewall for Police Department and City Hall.



Quote Prepared for:  
 City of Liberty Lake  
 Police Station and City Hall

**Datec Inc Contact Info**

**Acct Mgr** Courtney Cook | courtney.cook@datecinc.net  
**Inside Sales** Binh Nguyen | bnguyen@datecinc.net  
**Engineer** George Wallace | george.wallace@datecinc.net

364 Upland Drive  
 Seattle, WA 98188  
 Ph 206-575-1470  
 Fax 206-575-1475

**Datec Quote#** Q0072143  
**Date:** 7/21/2020

**End User Contact:** Todd  
**Validity:** 30 Days

Part Number	Description	Qty	List	Disc	Unit Price	Ext Price
	<b>Fortinet</b>					
FG-100F-BDL-950-36	FG 100F HW PLUS 3YR 24X7 FC & SVCS FG UNIFIED UTM PROTECTION	2	\$8,260.00	12%	\$ 7,288.00	\$ 14,576.00
<b>Total</b>						<b>\$ 14,576.00</b>

PLEASE MAKE PURCHASE ORDERS OUT TO:			Notes	Shipping and taxes maybe due at the time of invoice	
Datec Inc 364 Upland Drive Tukwila, WA 98188 insidesales@datecinc.net					
				Pay to:	<a href="mailto:finance@datecinc.net">finance@datecinc.net</a>
				Fax	206-575-1475
PO #	Signature	Date	Ship to		



Quote Prepared for:  
 City of Liberty Lake  
 Police Station and City Hall

**Datec Inc Contact Info**

**Acct Mgr** Courtney Cook | courtney.cook@datecinc.net  
**Inside Sales** Binh Nguyen | bnguyen@datecinc.net  
**Engineer** George Wallace | george.wallace@datecinc.net

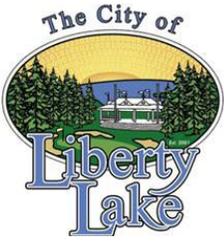
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				Fax	206-575-1475
PO #	Signature	Date	Ship to		



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

**SUBJECT:** Supplemental Agreement for Additional Engineering Services for Harvard Road Bridge Design

**FOR THE AGENDA OF:** August 18<sup>th</sup>, 2020

**DEPT. OF ORIGIN:** Planning, Eng. & Bldg. Services

**EXHIBIT:** KPFF Supplemental Agreement No. 1

**DEPT. HEAD APPROVAL:** *Olivia D Key*

<b>EXPENDITURE REQUIRED:</b>	<b>Yes</b>
<b>BUDGETED:</b>	<b>No</b>

**SUMMARY STATEMENT**

The Harvard Bridge Widening and West Bound I-90 Ramp Improvements contract was approved August 7th, 2018 for \$980,078 for engineering and design services with KPFF, Inc. On April 10th, 2020, KPFF submitted Amendment #1.

This additional funding request was to cover additional scope of work for engineering services they provided during the 30% design phase. Staff reviewed the additional design effort and recommends Council's approval of \$16,531 for additional design services provided for the Harvard Bridge Widening and West Bound I-90 Ramp Improvement Project.

If Amendment #1 is approved, the total contract amount with KPFF will be \$996,609.

**RECOMMENDED ACTION**

1. Authorize the Mayor to approve Supplemental Agreement No. 1 for \$16,531 for KPFF, Inc. for additional agency coordination work in the delivery of the Harvard Road Bridge Design.



**Washington State  
Department of Transportation**

<b>Supplemental Agreement Number</b> <u>1</u>		Organization and Address	
Original Agreement Number		KPF, Inc. 1601 5th Avenue, Ste. 1600, Seattle, WA, 98101	
<b>2017.001</b>		Phone: Harvard Bridge Widening & I-90 Ramp Improvements	
Project Number	Execution Date	Completion Date	
<b>KPFF-10041800509</b>	08/23/2018	11/01/2019	
Project Title	New Maximum Amount Payable		
Harvard Bridge Widening & I-90 Ramp Improvements	\$996,609.04		
Description of Work Contract Amendment for additional agency coordination work performed during 30% Design Phase.			

The Local Agency of the City of Liberty Lake  
desires to supplement the agreement entered in to with KPFF, Inc.  
and executed on 8/23/2018 and identified as Agreement No. \_\_\_\_\_

All provisions in the basic agreement remain in effect except as expressly modified by this supplement.  
The changes to the agreement are described as follows:

**I**

Section 1, SCOPE OF WORK, is hereby changed to read:

See Exhibit A-, Amendment #1, Scope of Work (Attached)

**II**

Section IV, TIME FOR BEGINNING AND COMPLETION, is amended to change the number of calendar days for completion of the work to read: No Change

**III**

Section V, PAYMENT, shall be amended as follows:

See Exhibit , Staff Report (Attached)  
See Exhibit, Cost Comparison Ramp Design (Attached)

as set forth in the attached Exhibit A, and by this reference made a part of this supplement.  
If you concur with this supplement and agree to the changes as stated above, please sign in the Appropriate spaces below and return to this office for final action.

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

\_\_\_\_\_  
Consultant Signature Shane Brickner, Mayor, City of Liberty Lake  
Approving Authority Signature

\_\_\_\_\_  
Date

**Exhibit "A"**  
**Summary of Payments**

	Basic Agreement	Supplement #1	Total
Direct Salary Cost	\$287,483.15	\$0.00	\$287,483.15
Overhead (Including Payroll Additives)	\$391,695.79	\$0.00	\$391,695.79
Direct Non-Salary Costs	\$216,743.81	\$0.00	\$216,743.81
Fixed Fee	\$80,495.28	\$16,531	\$97,026.28
<b>Total</b>	<b>\$980,078.04</b>	<b>\$16,531</b>	<b>\$996,609.04</b>

**April 10, 2020  
Exhibit A-1  
Scope of Work**

**HARVARD BRIDGE WIDENING & I-90 RAMP IMPROVEMENTS  
Amendment #1**

***INTRODUCTION***

The purpose of this contract amendment is to document the additional effort required to design and prepare construction documents for the Harvard Bridge Widening and I-90 Ramp Improvements project. Additional efforts are documented as follows:

***SCOPE OF WORK***

***TASK NO. 1.0 – PROJECT MANAGEMENT (KPFF)***

Additional Consultant efforts were required to address the following elements:

- Additional coordination and project management required to support WSDOT requested ramp alternative analysis.

***TASK NO. 2.0 – SURVEY (PARAMETRIX)***

Additional Consultant efforts were required to address the following elements:

- Additional survey work to support WSDOT requested ramp alternative analysis.

***TASK NO. 3.0 – GEOTECHNICAL ENGINEERING (GEOENGINEERS)***

Additional Consultant efforts were required to address the following elements:

- Additional geotechnical explorations were required to support WSDOT requested ramp alternative analysis.

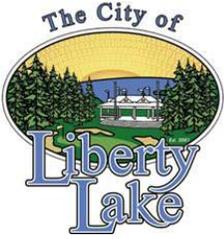
***TASK NO. 6.0 – CIVIL ENGINEERING (KPFF)***

Additional Consultant efforts were required to address the following elements:

- After the 30% submittal, WSDOT directed us to look at other ramp alternatives and justify their relevance. The evaluation of these alternatives was not discussed during preliminary meetings nor during the project kickoff meeting with WSDOT. After several rounds of refinement and analysis, a preferred alternative was selected in the summer of 2019 and the ramp plan production began, nullifying our previous 30% design effort for the ramp. This resulted in

considerable additional design work including an extra submittal not part of the original scope.

# RESOLUTION



AGENDA ITEM NO.: 11

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

**SUBJECT:**

Qualifications of Police Chief

**FOR THE AGENDA OF:** August 18, 2020

**DEPT. OF ORIGIN:** Administrative Services

**EXHIBIT:**

Resolution

Job Description

Ordinance 32

**DEPT. HEAD APPROVAL:** RJ Stevenson

<b>EXPENDITURE REQUIRED:</b>	<b>NA</b>
<b>BUDGETED:</b>	<b>NA</b>

**SUMMARY STATEMENT**

Ordinance 32 was adopted in 2001. Section 4 of the Ordinance states that qualifications of the Police Chief are approved by City Council by Resolution. In 2019, the City contracted with Associated Industries to prepare a job description for City positions that included the Police Chief; that job description is attached for consideration.

**RECOMMENDED ACTION**

1. Adopt the Resolution

**RESOLUTION NO. 20-278  
CITY OF LIBERTY LAKE  
SPOKANE COUNTY, WASHINGTON**

**A RESOLUTION OF THE CITY OF LIBERTY LAKE, SPOKANE COUNTY,  
WASHINGTON ADOPTING THE QUALIFICATIONS FOR THE CHIEF OF POLICE.**

WHEREAS, the City of Liberty Lake's current Police Chief is retiring after 19 years of service for the City;

WHEREAS, the City will perform a recruitment for a new Police Chief;

WHEREAS, Ordinance 32 states that the Mayor and City Council will confer in order to establish qualifications for the position of Police Chief;

WHEREAS, the Mayor and City Council find that the job description outlined in Exhibit A serves the best interest of the City.

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

Section 1. Job Description. The City Council adopts Exhibit A, outlining the job qualification and description for the position of Police Chief. The City Council finds that the job description will assist the City in employing an individual based on ability, education and training, or experience in order to perform the duties of Police Chief.

Section 3. Effective Date. This Resolution shall be effective immediately upon passage by the City of Liberty Lake City Council.

PASSED by the City Council this \_\_\_\_ day of August 2020.

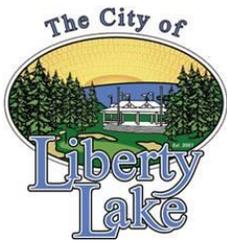
\_\_\_\_\_  
Mayor, Shane Brickner

ATTEST:

\_\_\_\_\_  
City Clerk, Ann Swenson

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney, Sean Boutz



The City of Liberty Lake, Washington  
Chief of Police

EXHIBIT A

Updated: September 19, 2019

**MISSION:**

- To serve with integrity
- To partner with residents and businesses
- To preserve quality of life, economic vitality & sense of community.

**COMMUNITY VISION:** We are a thriving and welcoming community known for our outstanding volunteers, schools, and businesses. We are proud of our abundant parks, trails, summer events, and farmers market. And we are most proud of what makes Liberty Lake truly shine – our people.

**JOB TITLE:** Chief of Police

**STATUS:** Exempt (FLSA); Salaried & Ineligible for Overtime

**DIRECT REPORTS:** Police Department staff

**REPORTS TO:** The Mayor and the City Administrator

**DEPARTMENT:** Police

**ROLE SUMMARY:** Performs responsible, professional, administrative and supervisory tasks in directing the operations and activities of the Police Department. Duties vary broadly and encompass all aspects of municipal law enforcement service, including administration, patrol, traffic control, criminal investigation, crime prevention and record keeping services. This position is supervised by the City Administrator through general consultation and review of adherence to federal, state, and local laws, policies and procedures. Supervision, direction and personnel management of department staff is required.

The following description outlines the role and its alignment with The City of Liberty Lake's Mission, Vision and Values.

These lists contain the essential job duties, functions and expectations. However, these are not necessarily all-inclusive. Employees may be required to perform other duties as assigned:

**COMPETENCIES:**

- I. Professional / Inter-Personal Communications: Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- II. English language: Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- III. Clerical: Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.
- IV. Ability to:
  - a. Effectively plan, direct, coordinate and evaluate the activities of department personnel; to effectively lead and motivate subordinates to achieve a high level of morale.
  - b. To develop modern law enforcement services to meet the needs of the City.
  - c. To reason and react calmly and quickly in emergency and life-threatening situations; to express ideas clearly and concisely orally and in writing, to groups and individuals.
  - d. To establish and maintain effective working relationships with subordinates, elected officials, and the public.
- V. Extensive knowledge of modern criminal justice and law enforcement principles, practices and techniques of police service administration, organization and management.
- VI. Extensive knowledge of the laws, regulations, codes and current practices affecting law enforcement.

- VII. Extensive knowledge of the standards by which quality police service is evaluated and the use of police record systems and their application to program evaluation.
- VIII. Expert knowledge of the principles and practices that apply to patrol, traffic control, criminal investigation, crime prevention, record keeping, communications and care and custody of persons and property; knowledge of the use and care of firearms.

## **RESPONSIBILITIES & DUTIES:**

(Note: The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position.)

- A. Develop, review, and approve for administrative consideration, departmental policies, procedures and plans; formulates, recommends, and implements departmental priorities, goals, and objectives.
- B. Confer with the City Administrator, Mayor, and City Council on administrative matters, legislation, and policies, making recommendations for action.
- C. Identify community law enforcement priorities; develop and implement programs to achieve priorities established.
- D. Assume direct command at the scene of major disturbances or special police problem situations.
- E. As Emergency Services Coordinator, plan, conduct, and direct City Emergency Services Programs in cooperation with the applicable federal, state, and local agencies.
- F. Responsible for the enforcement of federal, state and local law enforcement codes and standards.
- G. Perform traffic control, enforces traffic ordinances, performs breathalyzer test, works the radar unit, and gives tips to citizens to become safe drivers. Assist disabled motorists.
- H. Patrol the Liberty Lake City limits detecting crime and preserving peace, on foot, on a bicycle, or in a patrol car.
- I. Issue citations, make arrests, serve warrants and protection orders, arrest persons for felony and misdemeanor crimes, use handcuffs, search and secure their custody, transport them to jail, complete the report.
- J. Direct cooperative efforts with local, state, and federal law enforcement officials in the apprehension and detention of wanted persons.
- K. Develop policies and procedures to assure confidentiality, record retention and reporting requirements are met, direct the preparation and analysis of police department records and reports.
- L. Receive and investigate complaints, take action as necessary.
- M. Attend City Council meetings as required, act as technical advisor on law enforcement issues, present written or oral reports and recommendations.
- N. Develop annual training program.
- O. Represent the City and interact on City's behalf with public organizations, citizens, media, boards or commissions as required.
- P. Prepare and administer the department budget, authorizing and monitoring expenditures.
- Q. Responsible for overall supervision, direction, evaluation, training and recruitment of department personnel.
- R. As management representative, participates in union negotiations and employee grievance procedures, assures union contract compliance.
- S. The Chief of Police is expected to perform all duties and responsibilities as described, in a professional and appropriate manner that is reflective of the Mission, Vision and Values of the City of Liberty Lake. In addition to these expectations, other duties and responsibilities may be assigned.

**MINIMUM QUALIFICATIONS:**

(Note: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, certification, licensing experience, knowledge, skill and/or ability required. A combination or accumulation of applicable work-related experience and/or education may be recognized as sufficiently meeting the pre-requisites outlined below).

**Required Experience:**

- I. Minimum of five (5) years' experience as a municipal police officer
- II. Minimum of three (3) years in a supervisory position within a police organization.

**Required Credentials:**

- A. BA or BS degree in a related field.
- B. Completion of a minimum of five leadership classes.
- C. Completion of the Criminal Justice Commission Command College or be able to complete within one (1) year of hire.

**Required Expertise & Skills:**

- I. Management of Personnel Resources: Motivating, developing, and directing people as they work, identifying the best people for the job.
- II. Critical Thinking, Sound Professional Judgment and Decision Making: Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- III. Excellent Communication Skills (Written & Verbal): Communicating effectively as appropriate for the needs of the audience.
- IV. Delivers and models the highest level of external (and internal) customer service with all stakeholder interactions.
- V. Computers and Electronics: Intermediate working knowledge and skill operating technology/computer-based work programs/software commonly used within professional settings.
- VI. Time Management: Managing one's own time and the time of others.
- VII. Service Orientation: Actively looking for ways to help people.

**MENTAL & OTHER SKILLS/ABILITIES:** For an employee to succeed in this position they must have:

- A. Adaptability: ability to adapt to changes, delays or unexpected events in the work environment; ability to manage competing demands and prioritize tasks; ability to change approach or method to best fit the situation.
- B. Analytical Ability: ability to maintain focus for extended periods of time; ability to complete research projects with resourcefulness and persistence; ability to synthesize complex or diverse information; ability to use intuition and experience to complement existing data.
- C. Attendance: ability to consistently arrive and be able to work as scheduled.
- D. Computer/Technical Ability and working knowledge of:
  - a. Word Processing software
  - b. Spreadsheet software
  - c. Internet software

- E. Dependability: ability to follow instructions, both in written and verbal format; ability to respond to management direction; ability to complete tasks on time or notify the appropriate person with an alternate plan when necessary.
- F. Interpersonal Skills: ability to maintain satisfactory relationships with others, excellent customer service skills and a good overall understanding of appropriate human relations. Awareness of and sensitivity to the service population's culture and socioeconomic characteristics.
- G. Judgment: ability to make prudent and timely decisions; ability to exhibit sound and accurate judgment; ability to explain reasoning for decisions.
- H. Language Ability:
  - a. High Ability: ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; ability to write reports, business correspondence, and procedure manuals; ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- I. Mathematical Ability:
  - a. Intermediate Ability: ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; ability to apply concepts of basic algebra and geometry.
- J. Motor Coordination: the ability to coordinate eyes, hands, fingers, and feet accurately and handle precise movements.
- K. Problem Solving Ability: ability to identify and/or prevent problems before they occur; ability to formulate alternative solutions to problems when necessary; ability to transfer learning from past experiences to new experiences of similar nature.
- L. Quality Management: ability to complete duties, on time and with absolute precision, at least 95% of the time; ability to edit the accuracy and thoroughness of one's work as well as the work of others; ability to constructively apply feedback to improve performance, ability to generate ideas to improve and promote quality in work.
- M. Reasoning Ability:
  - a. High Ability: ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- N. Supervisory Skills: ability to carry out supervisory responsibilities in accordance with the Company's policies and applicable laws. Applicable supervisory responsibilities include:
  - a. interviewing, hiring, training, and coaching employees.
  - b. planning, assigning and directing work.
  - c. reviewing performance.
  - d. appraising/disciplining employees when necessary.
  - e. addressing complaints and questions and resolving problems.

**PHYSICAL DEMANDS & WORK ENVIRONMENT**

(Note: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions).

Work is performed both indoors and outdoors (even during inclement weather) and in many different settings. Work functions also require a person who can lift up to 75 lbs., must be able to work with, and around various types of equipment, vehicles and machinery. Applicant must also be able to work shift hours if required during peak seasons, including weekends. For additional working requirements or questions, please contact this position's direct supervisor.

**EEO STATEMENT**

The City of Liberty Lake is an Equal Opportunity Employer. The City of Liberty Lake does not discriminate based on race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided based on qualifications, merit, and business need.

**STATEMENT OF INTENTION AND ACKNOWLEDGEMENT:**

The above statements are intended to describe the general nature and level of work being performed by the individual assigned this position. This job description is not intended to be an exhaustive list of all responsibilities, duties and skills of the personnel in this position.

I have read and accept the duties and responsibilities as outlined. I have also been given the opportunity to discuss any questions or concerns regarding any or all the above directly with my supervisor prior to signing this document. Further, I agree to notify my supervisor immediately if I am unable to fulfill any or all the duties as outlined above.

I understand that the City of Liberty Lake reserves the right to revise or change this job description as the need arises.

I have reviewed this job description and received a copy.

Incumbent Signature: \_\_\_\_\_

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

Print name: \_\_\_\_\_

**ORDINANCE NO. 32  
CITY OF LIBERTY LAKE  
SPOKANE COUNTY, WASHINGTON**

**AN ORDINANCE OF THE CITY OF LIBERTY LAKE, WASHINGTON, CREATING  
THE OFFICE OF THE POLICE CHIEF, ESTABLISHING DUTIES AND PROVIDING  
FOR APPOINTMENT AND CONFIRMATION.**

WHEREAS, the City of Liberty Lake will incorporate on August 31, 2001;

WHEREAS, RCW 35A.12.020 requires that the City appoint a Police Chief who shall be the chief law enforcement officer; and

WHEREAS, the City desires to prescribe the authority, duties and qualifications for the Office of the Police Chief.

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

**Section 1.**     Office Created. There is created the Office of Police Chief.

**Section 2.**     Duties. The Police Chief, under the direction of the City Mayor, shall serve as the chief law enforcement officer of the City. The Police Chief and his designees shall possess investigative, arrest and incidental powers relating to the enforcement of municipal laws including criminal and traffic misdemeanors and civil infractions committed in the City. Additional duties performed include patrol, traffic and pedestrian safety, crime prevention, community relations and such other matters as necessary for the proper functioning of the City police force. The Police Chief has the authority to commission police officers for the City and may perform all acts necessary to preserve the peace and order of the City under Federal, State and City law.

**Section 3.**     Appointment - Removal. The Police Chief shall be appointed by the City Mayor with confirmation by the City Council. The Police Chief may be appointed pursuant to an interlocal agreement and serve at the discretion of the City Mayor unless otherwise provided by contract or interlocal agreement.

**Section 4.**     Qualifications. The Mayor and City Council shall confer in order to establish qualifications for the position of Police Chief with such qualifications approved by Resolution of the Council.

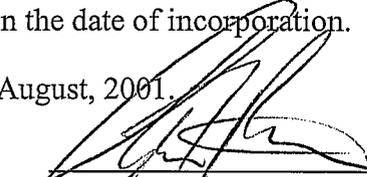
**Section 5.**     Salary. The salary for the position of Police Chief shall be set at the rate provided for in the annual budget adopted by the City Council or as provided for by interlocal agreement.

**Section 6.**     Severability. If any section, sentence, clause or phrase of this ordinance

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 7.** Effective Date. This Ordinance shall be in full force and effect five (5) days after publication of the Ordinance Summary, and on the date of incorporation.

PASSED by the City Council this 14 day of August, 2001.

  
\_\_\_\_\_  
Mayor, Steve Peterson

ATTEST:

  
\_\_\_\_\_  
Interim City Clerk, Arlene Fisher

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Interim City Attorney, Stanley M. Schwartz  
Date of Publication: 8/23/01  
Effective Date: Date of Incorporation

**FIRST READ  
ORDINANCE**

**CITY OF LIBERTY LAKE  
SPOKANE COUNTY, WASHINGTON  
ORDINANCE NO. 10A**

**AN ORDINANCE OF THE CITY OF LIBERTY LAKE,  
WASHINGTON, REPEALING ORDINANCE NO. 10 ESTABLISHING RULES AND  
REGULATIONS FOR OBTAINING TRAVEL AUTHORIZATION, ADVANCE OF  
TRAVEL FUNDS, AND REIMBURSEMENT OF EXPENSES.**

WHEREAS, the City of Liberty Lake adopted a financial policy in 2002 that addressed travel expense; and

WHEREAS, Ordinance No. 10 may create a conflict with current or future changes to the City's financial policy.

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

**Section 1.**     Repeal. Ordinance No. 10 is hereby repealed in its entirety.

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

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

Passed by the City Council this 1<sup>st</sup> day of September, 2020.

---

Mayor, Shane Brickner

**ATTEST:**

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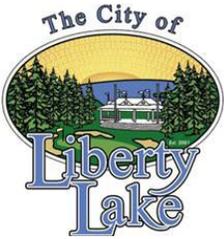
City Clerk, Ann Swenson

**Approved as To Form:**

---

City Attorney, Sean P. Boutz

**SECOND READ  
ORDINANCE**



**AGENDA ITEM NO.: 13a**

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

**SUBJECT:** 2<sup>nd</sup> Read Ordinance Amending Development Code to Allow RV Sales, Rental & Service in C-1 Zone

**FOR THE AGENDA OF:** August 18, 2020

**DEPT. OF ORIGIN:** Planning, Engineering & Building Services

**EXHIBIT:** Ordinance 268  
Recommended Code Amendment (Exhibit A)

**DEPT. HEAD APPROVAL:** *Lisa D Key*

<b>EXPENDITURE REQUIRED:</b>	<b>No</b>
<b>BUDGETED:</b>	<b>No</b>

**SUMMARY STATEMENT**

The proposed amendment is to allow “Automobile, manufactured home, recreational vehicle, trailer, & boat sales & rentals” and “Boat, recreational vehicle, & trailer - construction, repair, parts sales, & maintenance” as limited uses in the C-1 Zone. These proposed uses are allowed in the adjacent C-2 Zone. There are currently several instances of legal, non-conforming uses of this nature already located in the C-1 zone.

In order to protect nearby residential uses, such uses are proposed to be limited uses in the C-1, permitted only on sites that are at least 300 feet away from any residential zones or use.

The City of Liberty Lake Planning Commission workshopped the proposed amendment in March. A virtual public hearing was held on July 8, 2020. The Planning Commission unanimously recommended approval. City Council held a public hearing and had the first reading of the Ordinance on August 4<sup>th</sup>.

**RECOMMENDED ACTION**

1. 2nd reading of the proposed ordinance amending development regulations to allow RV Sales, Rental & Service in the C-1 Zone.
2. Accept public testimony.
3. Vote to approve, approve with modifications, or deny the ordinance.

**CITY OF LIBERTY LAKE  
SPOKANE COUNTY, WASHINGTON  
ORDINANCE NO. 268**

**AN ORDINANCE OF THE CITY OF LIBERTY LAKE, WASHINGTON, AMENDING  
THE CITY OF LIBERTY LAKE DEVELOPMENT CODE TO ALLOW  
“AUTOMOBILE, MANUFACTURED HOME, RECREATIONAL VEHICLE,  
TRAILER, & BOAT SALES & RENTALS” AND “BOAT, RECREATIONAL  
VEHICLE, & TRAILER - CONSTRUCTION, REPAIR, PARTS SALES, &  
MAINTENANCE” AS LIMITED USES IN THE C-1 ZONE**

WHEREAS, the City of Liberty Lake (“City”) promulgated development regulations that have included development regulations regarding uses allowed in the C-1 (Community Commercial) Zone, which have been amended periodically, and were most recently amended by Ordinance No. 241 in July of 2017 (“Development Regulations”); and

WHEREAS, the Development Regulations currently lists “Automobile, Manufactured Home, Recreational Vehicle, Trailer & Boat - Sales”, “Automobile, Recreational Vehicle, Trailer, Truck & Taxi - Rentals”, and “Boat, Recreational Vehicle & Trailer – Construction, Repair, Parts Sales, & Maintenance” as “Not Permitted” uses in the C-1 Zone; and

WHEREAS, there are currently several instances of legal, non-conforming uses falling into those categories already located within the C-1 zone; and

WHEREAS, the Development Regulations currently do list “Automobile, Manufactured Home, Recreational Vehicle, Trailer & Boat - Sales”, “Automobile, Recreational Vehicle, Trailer, Truck & Taxi - Rentals”, and “Boat, Recreational Vehicle & Trailer – Construction, Repair, Parts Sales, & Maintenance” as “Permitted” uses in the C-2 (Freeway Commercial) Zone directly adjacent to the C-1 Zone; and

WHEREAS, the Planning Commission found the proposed amendment to be consistent with Comprehensive Plan and warranted by a change in economic, technical and land use conditions; and

WHEREAS, a complete public engagement process was followed for the proposed amendments to the City’s Site Design Review regulations; and

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

WHEREAS, consistent with the Washington State Environmental Protection Act (SEPA), a Determination of Non-Significance (DNS) Threshold Determination and Adoption of Existing Environmental Document was issued on the proposed amendments with a fourteen (14) day public comment period; and

WHEREAS, the Washington State Growth Management Act (GMA) requires proposed

development regulations, including proposed amendments, be forwarded to the Washington State Department of Commerce ("DOC") for review and comment prior to 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 has met the GMA notice to state agency requirements in RCW 36.70A.106 for the proposed amendments to the City's Site Design Review regulations contained in City Development Code, and the River District Specific Area Plan Development Regulations; and

WHEREAS, the City Council has reviewed the Planning Commission's Findings, Conclusions, and Recommendations regarding amendments to the City's Site Design Review regulations;

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 Development Regulations.

The approved amendments to the City's Development Regulations allowing for "Automobile, Manufactured Home, Recreational Vehicle, Trailer & Boat - Sales", "Automobile, Recreational Vehicle, Trailer, Truck & Taxi - Rentals", and "Boat, Recreational Vehicle & Trailer – Construction, Repair, Parts Sales, & Maintenance" as limited uses in the C-1 Zone 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 \_\_\_\_\_, 2020.

\_\_\_\_\_  
Mayor, Shane Brickner

**ATTEST:**

\_\_\_\_\_  
City Clerk, Ann Swenson

**Approved As To Form:**

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

Date of Publication: \_\_\_\_\_

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

Exhibit A

**EXHIBIT A**  
**PROPOSED DEVELOPMENT CODE AMENDMENTS**

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

<b>Comprehensive Plan Category</b>	<b>Implementation - Zoning District</b>
Single Family Residential	<b>R-1</b> (Single Family Residential)
Mixed Residential	<b>R-2</b> (Mixed Residential)
Multi-Family Residential	<b>R-3</b> (Multi-Family Residential)
Neighborhood Center	<b>M-1</b> (Neighborhood Center)
Community Center	<b>M-2</b> (Community Center)
Central Business District	<b>M-3</b> (Central Business District)
Community Commercial	<b>C-1</b> (Community Commercial)
Freeway Commercial	<b>C-2</b> (Freeway Commercial)
Light Industrial	<b>I</b> (Light Industrial)
Public / Semi-Public Institutional	<b>P</b> (Public / Semi-Public Institutional)
Open Space / Recreation	<b>O</b> (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
<b>Animal related</b>											
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
<b>Automobile, etc. oriented</b>											
Automobile, manufactured home, recreational vehicle, trailer, & boat -sales	N	N	N	N	N	N	NL	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	NL	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	NL	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
<b>Child day-care</b>											
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
<b>Community recreation and facilities</b>											
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
<b>Dining, personal services, entertainment, lodging, and retail (excluding automobile oriented)</b>											
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	N	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
<b>Dining, personal services, entertainment, lodging, and retail (excluding automobile oriented), <i>continued</i></b>											
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
<b>Government / civic offices and facilities</b>											
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
<b>Schools - public / private</b>											
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
<b>Housing</b>											
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
<b>Housing, continued</b>											
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
<b>Manufacturing, equipment, and industrial production</b>											
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
Tire salvage yard	N	N	N	N	N	N	N	N	N	N	N
<b>Storage, freight, and wholesale facilities</b>											
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
<b>Utilities and facilities</b>											
Power plant - EPF	N	N	N	N	N	N	N	N	N	CU	N
Public utility local distribution facility	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	N						
Wireless communication support tower	N	N	N	N	N	N	N	N	CU	CU	N

**Proposed Amendments to City Development Code §10-2H-3, Limited Uses in the C-1 Zone:**

**10-2H-3 Limited Uses (L)**

- A. Limited Uses. The land uses listed in the Zoning Matrix (Section 10-2A-4) under the C-1 (Community Commercial) District with the letter “L” are allowed in the C-1 zone if they comply with the development standards of the C-1 (Community Commercial) 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 C-1 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. Only permitted during special community events such as Liberty Lake Yard Sale Weekend.

**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 of Liberty Lake Planning & Community Development Department 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 of Liberty Lake Planning & Community Development Department or its successor agency 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 health services / veterinarian - domestic animals**

- a. Treatment rooms, cages, yards, or runs are to be maintained within a

completely enclosed building. Compliance with noise standards for a commercial noise source as identified by WAC 173-60-040, shall be demonstrated by the applicant.

- b. Short term boarding of animals not currently under treatment may be permitted within the clinic building. The operation of the clinic shall be conducted in such a way as to produce no objectionable odors or noise outside its walls, or other nuisance or health hazard.
- c. Sidewalks or pathways shall be provided to connect pedestrians from the frontage street to the animal health services / veterinarian building.

**10. Automobile, manufactured home, recreational vehicle, trailer, & boat – sales**

- a. Only permitted on sites that are at least 300 feet away from any residential zones or use.

**40-11. Automobile, recreational vehicle, trailer, truck, & taxi – rentals**

- a. Only permitted on sites that are at least 300 feet away from any residential zones or use.

**44-12. Automobile / truck repair or maintenance (service station)**

- a. All vehicles being repaired or maintained 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.

**13. Boat, recreational vehicle, & trailer - construction, repair, parts sales, & maintenance**

- a. All vehicles being repaired or maintained 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.
- b. Only permitted on sites that are at least 300 feet away from any residential zones or use.

**42-14. Gas station / convenience store**

- a. Underground storage tanks and stormwater disposal shall not be located within the 1000 foot radius of a wellhead.
- b. Pump islands and other fuel dispensing tanks (e.g. propane) shall be located at least 25 feet from the right-of-way line(s).
- c. Convenience stores/gas stations shall not exceed 8 pump sites and the building footprint area shall not exceed 5,000 square feet per lot. A pump site is one dispenser which may be double sided.

**43-15. Espresso stand**

- a. The facility shall be located on a separate platted lot with a tax parcel number or shall be part of a leasable commercial strip or structure.
- b. The building shall contain an ADA accessible bathroom, as specified in the building code.

**44-16. 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.

**45-17. Specialty housing (independent senior, assisted living, nursing home, convalescent home, Alzheimer's facilities)**

- a. All specialty housing shall be duly licensed by the State of Washington, if required by the State.
- b. A minimum of one parking space shall be provided for each employee

and typical number of visitors, in accordance with Article 10-3D-3 - Parking requirements.

**~~16.18.~~ Plastic injection molding, Sandblasting / cutting, & Tool and die making**

- a. The uses shall be completely enclosed within a building.

**~~17.19.~~ Welding / sheet metal shops**

- a. Open air welding shall be prohibited

**~~18.20.~~ Woodworking / cabinet manufacturing with & without retail sales showroom**

- a. The woodworking / cabinet manufacturing use shall be completely enclosed within a building.

**~~19.21.~~ Research facility / laboratory**

- a. The research facility / laboratory use shall be completely enclosed within a building.



AGENDA ITEM NO.: 13b

BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE, WASHINGTON

**SUBJECT:**

Business License Ordinance Amendment

**FOR THE AGENDA OF:** August 18, 2020

**DEPT. OF ORIGIN:** Administrative Services

**EXHIBIT:**

Ordinance No. 67-C

**DEPT. HEAD APPROVAL:** RJ Stevenson

<b>EXPENDITURE REQUIRED:</b>	No
<b>BUDGETED:</b>	N/A

**SUMMARY STATEMENT**

The City's current business license Ordinance requires non-resident businesses that make equal to or less than \$2,000 to submit a business license registration to the City Clerk or designee. The fee for such business license registrations shall be \$0. The City would like to include businesses located within the city in this threshold exemption.

**RECOMMENDED ACTION**

Adopt Ordinance No. 67-C

**ORDINANCE NO. 67-C  
CITY OF LIBERTY LAKE  
SPOKANE COUNTY, WASHINGTON**

**AN ORDINANCE OF THE CITY OF LIBERTY LAKE, WASHINGTON, AMENDING  
ORDINANCE NO. 67-B, PASSED OCTOBER 2, 2018, AMENDING BUSINESS  
LICENSING REGULATIONS FOR THE CITY OF LIBERTY LAKE**

WHEREAS, state law authorizes cities to adopt regulations for licensing of businesses operating within their corporate boundaries; and

WHEREAS, on September 18, 2001, the Mayor and City Council established a registration system which assisted the City in identifying the precise composition of the commercial community to enhance the marketing, development and exchange of information between the City and its businesses by adopting Ordinance No. 67, regulating business licensing requirements for the City; and

WHEREAS, on July 1, 2008, the City Council passed Ordinance No. 67-A amending the City's business license regulations, revising the application procedure from in-house processing of business license applications to partnering with the Washington State Department of Licensing's Master License Service (MLS) to administer the application process; and

WHEREAS, on October 2, 2018, the City Council passed Ordinance No. 67-B amending the City's business license regulations to amend Title 4 of the City of Liberty Lake Municipal Code to conform with guidance from the Washington State Department of Revenue and to comply with the legal requirements in chapter 35.90 RCW; and

WHEREAS, the City desires to update the modification to the threshold exemption in Title 4-1-3A7 to include all business applicants, regardless of location, to be exempt from gross proceeds of sales, or gross income of the business in the City that is equal to or less than \$2,000.

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

**Section 1.** The following section of Title 4 of the City of Liberty Lake Municipal Code is amended as follows:

**4-1-3 Exemptions:**

A. The following entities and activities shall be exempt from the provisions of this chapter:

1. All governmental entities including public and private elementary, secondary and high schools;
2. Deliverers of newspapers and periodicals;
3. Deliverers to and persons soliciting orders from retail establishments for the delivery and sale of goods, wares and merchandise to retailers for resale unless located within the city;

4. Any person or organization conducting a nonprofit enterprise when the enterprise is operated without private profit, for a public, charitable, educational, literary, fraternal or religious purpose;

5. Minors engaged in babysitting;

6. The casual sale of items of personal property where the person conducting such sale is not regularly engaged in the business of selling items of personal property (for example, garage sales, service agency bake sales)

7. Threshold exemption. For purposes of the license by this chapter, any person or business whose annual value of products, gross proceeds of sales, or gross income of the business in the City is equal to or less than \$2,000 ~~and who does not maintain a place of business within the City~~, shall submit a business license registration to the City Clerk or designee. The fee for such business license registrations shall be \$0. This threshold exemption does not apply to regulatory license requirements or activities that require a specialized permit.

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

**Section 3.** Effective Date. This Ordinance shall be in full force and effect five (5) days after publication of the Ordinance Summary.

PASSED by the City Council this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Mayor, Shane Brickner

ATTEST:

\_\_\_\_\_  
City Clerk, Ann Swenson

APPROVED AS TO FORM:

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

# **Introduction of Upcoming Agenda Items**



**DRAFT CITY COUNCIL  
ADVANCED AGENDAS**

For Planning Discussion Purposes Only

**As of August 13, 2020**

Please note: This is a work in progress; items are tentative

**TENTATIVE ITEMS:**

<b>Date</b>	<b>Item</b>	<b>Point of Contact</b>
	<b>PENDING</b>	
8/25	<b>4:00 PM</b> – Virtual Open House – Network Analysis	Lisa Key
9/1	<b>6:00 PM WORKSHOP:</b> Council discussion – subject TBD	Katy Allen
	PROCLAMATION: Declaring September 2020 as Childhood Cancer Awareness Month	Mayor Brickner
	Approve easement for Ridgeline High School traffic signal	Katy Allen
	RESOLUTION: Approving the final plat for River Crossing East 1 <sup>st</sup> addition	Lisa Key
	SECOND READ ORDINANCE – Repealing Ordinance 10	RJ Stevenson
9/15	Condemnation RE: Henry Road	Lisa Key
11/3	PRESENTATION: Peter King, CEO, AWC – recognizing Mayor Brickner & Mayor Pro Tem Kennedy for their achievement in getting their Advanced Certificate of Municipal Leadership	Katy Allen
TBD	City Council Retreat	City Council
	Budget Amendment RE: Police Chief	RJ Stevenson
	Discussion of C-2 Zoning – HUB Sports Center	
	Mental Health Crisis Facility - discussion	Katy Allen
	RESOLUTION – Adopting the Network Analysis & Corridor Study	Lisa Key
	FIRST READ ORDINANCE – Eminent Domain RE: Henry Road	Lisa Key
	Workshop – discussion on I-90 project design review	Katy Allen
	Workshop – revisit threshold for utility tax rebate qualification	RJ Stevenson
	Workshop – discussion on clarifying Parks & Arts funding	RJ Stevenson / Jen Camp
	Continued discussion on Lime Scooters	Councilman Dunne
	Approve service contract for phones and internet	RJ Stevenson
	Approve agreement for IT services	RJ Stevenson
	Mission Avenue sidewalk gap design	Lisa Key
	Rescission of City’s Emergency Declaration - COVID	Katy Allen