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 September 1, 2020
- Join the Zoom Meeting

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

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

- Council’s discussion of next steps related to the August 18, 2020 workshop

**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. PROCLAMATION – Childhood Cancer Awareness Month
8. MAYOR AND CITY COUNCIL REPORTS & INQUIRIES
9. CITY ADMINISTRATOR REPORT
10. WORKSHOP DISCUSSION
    - City Property & City Hall
11. ACTION ITEMS
    A. Consent Agenda
        i. Approve August 18, 2020 City Council Minutes
        ii. Approve September 1, 2020 vouchers in the amount of $164,977.18
11. **ACTION ITEMS (continued)**
   B. **General Business**
      i. Accept dedication of easement for installation of Ridgeline High School traffic signal
      ii. Accept $800 donation from Stacy Julian to be used for Liberty Lake Municipal Library collection development purposes

12. **RESOLUTION**

   Resolution No. 20-279 – Approving the final plat for River Crossing East 1st addition

13. **SECOND READ ORDINANCE**

   Ordinance No. 10A – Repealing Ordinance 10

14. **INTRODUCTION OF UPCOMING AGENDA ITEMS**

15. **CITIZEN COMMENTS**

16. **EXECUTIVE SESSION** – Discuss potential litigation, per RCW 42.30.110(1)(i)

17. **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/88275998235?pwd=dllVQWxldFhwTUGrZkFvS2RlSjIzJnU9

Dial-in Phone Number
  +1 253 215 8782 US (Tacoma)
  +1 346 248 7799 US (Houston)

Meeting ID: 882 7599 8235
Passcode: 200889
WRITTEN PUBLIC COMMENTS

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

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

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

**Meeting Instructions:**

To join the Zoom web meeting:

[https://us02web.zoom.us/j/88275998235?pwd=dllVQWxIdFhwTUgrZkFvS2RjSzMUT09](https://us02web.zoom.us/j/88275998235?pwd=dllVQWxIdFhwTUgrZkFvS2RjSzMUT09)

**Dial-in Phone Number**

- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)

**Meeting ID:** 882 7599 8235

**Passcode:** 200889
PROCLAMATION
Proclamation
City of Liberty Lake, Washington
Declaring September 2020 as
Childhood Cancer Awareness Month

Whereas pediatric cancer is the leading cause of death by disease in children; and

Whereas, 1-in-285 children in the United States will be diagnosed by their 20th birthday; and

Whereas, 80 percent of childhood cancer cases are diagnosed only after the disease has metastasized and spread to other parts of the body; and

Whereas, two-thirds of childhood cancer patients will have long-lasting chronic conditions as a result of the treatment they go through; and

Whereas, there has been a twenty-four percent increase in pediatric cancer cases over the last forty years, equal to forty-three children per day or 15,780 children a year diagnosed with cancer in the United States; and

Whereas, the National Cancer Institute recognized the unique research needs of childhood cancer and increased funding to conduct this research; and

Whereas, researchers and healthcare professionals work diligently to dedicate their expertise to treat and cure children with cancer; and

Whereas, too many children are affected by this deadly disease and more must be done to raise awareness and find a cure for all childhood cancers;

Now, therefore, I, Shane Brickner, Mayor of the City of Liberty Lake do hereby proclaim that the month of September 2020, be designated as:

Childhood Cancer Awareness Month

in the City of Liberty Lake, and I encourage all people in our City to join me in this special observance.

Dated this 1st day of September 2020.

Shane Brickner, Mayor
ACTION ITEMS
COMMITTEE WORKSHOP DISCUSSION

Mayor Brickner called the committee workshop to order at 6:00 p.m. and reviewed the logistics for the workshop.

City officials who physically attended the meeting were:

Mayor Brickner, Katy Allen, City Administrator, RJ Stevenson, Finance Director, Brian Asmus, Chief of Police, 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, Severs, Folyer, Dunne, Kaminskas, and Kurtz.

After roll call, Mayor Brickner turned the floor over to Melanie Rose and Latisha Hill from Avista, who facilitated this evening’s conversation regarding the city council’s priorities based on survey results recently acquired by them. They shared a PowerPoint presentation which outlined their intentions, the work they’ve completed to date, survey results of the top three pressing issues facing the city, emerging themes, insights, questions to ponder, and recommendations. At the conclusion of the workshop, it was determined that the next step would be that Melanie and Latisha will contact the councilmembers again individually to find out their comfort level on getting an outside source to conduct further workshops on role clarity and common processes in decision making. The facilitators will subsequently provide that feedback to Mayor Brickner and the city administrator for them to convey to the full council in follow up.

REGULAR CITY COUNCIL MEETING SESSION

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 Brickner

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

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

City officials who physically attended the meeting were:

Mayor Brickner, Katy Allen, City Administrator, RJ Stevenson, Finance Director, Brian Asmus, Chief of Police, Darin Morgan, Police Sergeant, Ann Swenson, City Clerk, and Todd Henderson, Information Technology. Activities and Events Coordinator, Anita Eylar briefly attended the meeting.

City officials who remotely attended the meeting via Zoom were:

Mayor Pro Tem Kennedy, Council Members Kaminskas, Severs, Folyer, Dunne, and Kurtz.

The City Attorney, Operations and Maintenance Director, Director of Planning & Engineering, City Engineer, and Liberty Lake Municipal Library Director also attended the meeting via Zoom.

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

AGENDA APPROVAL: Mayor Pro Tem Kennedy moved to amend the agenda to add a special presentation prior to citizen comments. Council Member Kaminskas seconded the motion, which carried unanimously.

SPECIAL PRESENTATION

Mayor Brickner then announced a surprise special presentation to honor Police Chief Brian Asmus, who is retiring after 19 years of service. A video was played, showing staff and members of the community who offered their well wishes to him. Mayor Brickner then opened the floor to council members to acknowledge and recognize Chief Asmus’ years of service. At the conclusion of councilmember comments, Mayor Brickner opened the floor to receive citizen comments. A citizen comment from Dick Canfield was read into the record by the city administrator. Mayor Brickner then presented Chief Asmus with an eagle statute award and offered some words of gratitude and well wishes.

MAYOR AND CITY COUNCIL REPORTS & INQUIRIES

Councilman Dunne reported the trail by the county park near the Saltese Uplands has recently been extended onto the flats. He said it is a beautiful wandering trail, 1.5-2 miles in length, and offers a great social distancing opportunity.

Mayor Pro Tem Kennedy reported on his attendance at the Spokane Valley Chamber of Commerce’s meeting regarding the general and upcoming elections. He then
recommended bringing back two topics at the next council meeting. One was to discuss if and how the council is moving forward with city hall. The other is to look at the acreage reports for the 22 acres on the hill and the 6.5 acres at Town Square.

Council Member Kaminskas reported a citizen had reached out to her regarding a decent sized crack on the paved path near Liberty Creek Elementary. City staff will investigate that area.

Mayor Brickner reported on the attendance at the recent farmers market, noting there was a lot of engagement from citizens. He announced that the administration is looking at providing services to city staff for times of stress, making sure they have everything they need to do their jobs effectively, and being cognizant of them as individuals and the environment we are in. He spoke about his conversation with Central Valley School District’s superintendent about making resources available to aid the youth in the community during these difficult and challenging times as well.

CITY ADMINISTRATOR REPORT

The city administrator reported on the Liberty Lake Road construction currently taking place. She gave an update on the public works yard break in and then turned the floor over to the Liberty Lake Municipal Library Director, who gave a library update. The city administrator resumed the floor and gave updates on COVID, employee recruitments, and Harvard and Henry Roads. She then turned the floor over to the finance director, who gave a financial update. She resumed the floor and spoke about the Department of Ecology’s (DOE) recent notification on the plastic bag ban. DOE will be having public hearings on this issue. She concluded her report with updates about events, reservations, and programs.

WORKSHOP DISCUSSION – Police Department lighting and HVAC

Chief Asmus provided potential clarification regarding the solar panel battery backup system and the police and library building. A consultant was brought in for review and inspection of the three pieces that comprise the system. Only one bad power inverter was discovered but has been fixed. He reported that it is uncertain if all three components are working together for a battery backup for the PD and the only way to verify that would be to conduct a test by shutting down the power at the building and switching over to the battery backup. An electrician is strongly recommended to conduct this test.

He then went on to address the HVAC and lighting. Cost estimates for the rooftop repair units had been requested by the council. The city engineer recently sent out information to the council regarding this; however, staff is still awaiting additional information.
**Liberty Lake Sewer and Water District:**

The city administrator provided an update on behalf of Liberty Lake Sewer and Water District’s Commissioner Genoway, who was having technical difficulties for this meeting. She said the hydrants in Liberty Lake are being locked to ensure integrity of the system. In order to use a hydrant, a permit is necessary. The District has two major construction projects that are underway and near completion. There were also some questions he had about the CARES funding. Utilities did not receive CARES Act dollars, so the city administrator will work with finance director and follow up on the commissioner’s questions.

**ACTION ITEMS**

**Consent Agenda**

Mayor Pro Tem Kennedy moved to approve action item 10Ai, approving the August 4, 2020 city council meeting minutes. Council Member Kaminskas seconded the motion, which carried unanimously.

Mayor Pro Tem Kennedy moved to approve action item 10Aii, approving the August 18, 2020 vouchers in the amount of $556,249.03. Council Member Severs seconded the motion, which carried unanimously.

A/P check numbers were 30313 through 30351, totaling $115,151.54. EFTs totaled $25,837.55. Payroll check numbers were 30300 through 30306 totaling $12,704.46. EFTs totaled $402,555.48.

**General Business**

Mayor Pro Tem Kennedy moved to 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. Council Member Folyer seconded the motion, which carried unanimously.

Mayor Pro Tem Kennedy moved to authorize the purchase of a network firewall from Datec Incorporated for the police department and city hall in the amount of $16,598 plus shipping and sales tax. Council Member Kaminskas seconded the motion. After further discussion, Council Member Kaminskas moved to delay this item for two weeks in order for staff to get a couple more quotes. Staff then asked to have authority to move forward with the purchase after receiving more quotes to expedite the project, rather than bringing it back in two weeks.

Council Member Kaminskas amended her motion and moved to give staff the approval to move forward in spending up to and including the maximum listed in the agenda bill to purchase the firewall and software after going out to get additional competitive bids. Councilman Kurtz seconded the motion. Motion carried unanimously.
Mayor called for the vote on the original motion. Motion failed unanimously.

Mayor Pro Tem Kennedy moved to authorize the Mayor to approve Supplemental Agreement No. 1 in the amount of $16,531 for KPFF, Inc. for additional agency coordination related to the Harvard Road Bridge project. Council Member Kaminskas seconded the motion, which carried unanimously.

RESOLUTIONS

The City Clerk read, by title only, Resolution No. 20-278, adopting the qualifications for the Chief of Police.

Council Member Dunne moved to adopt Resolution No. 20-278, seconded by Council Member Severs. Motion carried unanimously.

FIRST READ ORDINANCE

The City Clerk read, by title only, Ordinance No. 10A, repealing Ordinance No. 10 establishing rules and regulations for obtaining travel authorization, advance of travel funds, and reimbursement of expenses.

SECOND 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 & rentals” and “boat, recreational vehicle & trailer – construction, repair, parts sales, & maintenance” as limited uses in the C-1 Zone.

Council Member Kaminskas moved to adopt Ordinance No. 268, seconded by Council Member Dunne. Mayor Brickner invited citizen comments. No comments were received. He then called for the vote. Motion carried unanimously.

The City Clerk read, by title only, Ordinance No. 67-C, amending Ordinance No. 67-B, passed October 2, 2018, amending business licensing regulations for the City of Liberty Lake.

Mayor Pro Tem Kennedy moved to adopt Ordinance No. 67-C, seconded by Council Member Folyer. 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 then reviewed the upcoming agenda items for the September 1st City Council meeting.
ADJOURNMENT

There being no further business, the meeting adjourned at 9:06 p.m.

These minutes were approved September 1, 2020.

________________________________________
Shane Brickner, Mayor
City of Liberty Lake

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

Consent Agenda for September 1, 2020
City Council Meeting

Report from the Mayor for pending claims and payment of previously-approved obligations through September 1, 2020

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RECOMMENDATION: Approve and Authorize for Payment

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

SIGNATURES:

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City Clerk                                  Mayor

________________________________________
Council Member
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Note: The table contains various claims and charges categorically listed under different accounts and checks, detailing various supplies and equipment purchased.
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3301 09/01/2020 Claims 3 30362 EMPLOYMENT SECURITY DEPARTMENT

3309 09/01/2020 Claims 3 30362 BRIAN K ASMUS 1,019.00 REIMB FOR POLICE FURNITURE

3302 09/01/2020 Claims 3 30363 EVERGREEN STATE TOWING

3310 09/01/2020 Claims 3 30363 AW REHN & ASSOCIATES 779.39 SERVICES

3311 09/01/2020 Claims 3 30364 EXECUTEC TECH UTAH LLC

3312 09/01/2020 Claims 3 30365 FISHERS TECHNOLOGY

3313 09/01/2020 Claims 3 30366 FREE PRESS PUBLISHING INC 525.00 CONTAINER PICKUP AT PW YARD

3314 09/01/2020 Claims 3 30366 COUNTRY VISTA CAR WASH 250.00 WASHES

3315 09/01/2020 Claims 3 30366 COUNTRY VISTA CAR WASH 250.00 WASHES
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001 General Fund 29,885.96
110 Street Fund 3,470.90
312 Street Capital Fund 32,952.56
319 Henry Rd Project From Mission To Appleway 89,340.16
420 Golf Operations Fund 6,468.82
501 Unemployment Fund 2,079.39
502 Medical Reimbursement (Bridge) Fund 779.39

Claims: 164,977.18

* Transaction Has Mixed Revenue And Expense Accounts 164,977.18
"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: Acceptance of Easement Dedication for Ridgeline HS Traffic Signal

FOR THE AGENDA OF: September 1st, 2020

DEPT. OF ORIGIN: Planning, Engineering & Building Services

EXHIBIT: Easement with Exhibits

EXHIBIT: Easement with Exhibits

EXPENDITURE REQUIRED: Not Applicable

BUDGETED: Not Applicable

SUMMARY STATEMENT

The City of Liberty Lake received a grant from the Transportation Improvement Board (TIB) to construct a new traffic signal and pedestrian crossing at the main entrance to Ridgeline High School. The adjacent property is owned by Centennial properties, and an easement is required to allow for the installation of the traffic signal and pedestrian crossing. Centennial has agreed to grant the necessary easement, at no cost to the City.

RECOMMENDED ACTION

1. Accept the dedication of an easement to allow for the installation of a traffic signal with pedestrian appurtenances at the main entrance to Ridgeline High School.
Reference No: N/A
Grantor: Centennial Properties, Inc.
Grantee: City of Liberty Lake
Abbreviated Legal Description: Portion of the NE ¼ of the SE ¼ of Section 17,
   Township 25 North, Range 45 East, Washington
   Complete Legal Description on Exhibit "A"
Tax Parcel Number(s): A portion of 55175.9050 and 55174.9192

EASEMENT FOR TRAFFIC SIGNAL

THIS EASEMENT FOR TRAFFIC SIGNAL (this "Agreement") is entered into this ____ day
of August, 2020 by and between Centennial Properties, Inc., a Washington corporation
("Grantor"), and the City of Liberty Lake, Washington, a municipal corporation ("Grantee").

   WHEREAS, Grantor is the owner of Spokane County Tax Parcel Nos. 55175.9050 and
      55174.9192, located in Spokane County, Washington (the "Grantor Properties");

   WHEREAS, Grantee is the owner of various parcels of real property located in Spokane
      County, Washington, which include Spokane County Tax Parcel No. 55176.9193, located across
      the street from Grantor Properties (the "Grantee Properties");

   WHEREAS, Grantee is in the process of developing a high school campus upon the
      Grantee Properties and needs to arrange for the construction, installation and maintenance of a
      traffic signal and all appurtenances thereto (the "Easement Improvement") partially upon the
      Grantor Properties; and

   WHEREAS, Grantor desires to provide an easement in favor of Grantee over, across,
      under and through the Grantor Properties for the purpose of construction, installation and
      maintenance of the Easement Improvement benefitting the Grantee Properties.

   NOW, THEREFORE, for and in consideration of mutual benefit and other valuable
   consideration, the parties agree as follows:

   1. Recitals. All of the recitals above are incorporated by reference as though fully
      set forth in this Agreement.
2. **Grant of Easement.** For and in consideration of the mutual benefits bestowed, the receipt and sufficiency of which is hereby acknowledged, Grantor hereby grants to Grantee the following easement rights:

2.1 **Easement Area.** The location of the easement shall be as described on Exhibit "A" and depicted on Exhibit "B", attached hereto and incorporated herein by this reference ("Easement Area").

2.2 **Easement.** Grantor hereby grants to Grantee, its contractors, agents, licensees and invitees, an exclusive, permanent easement for installation, operation and maintenance of the Easement Improvements over, across and through the Easement Area.

3. **Maintenance.** Except as otherwise provided herein, Grantee shall exclusively maintain the Easement Improvements in a manner necessary to keep the Easement Area in a safe, clean, orderly and usable manner. This includes but is not limited to, bulb replacement, response to trouble calls, and all necessary emergency and routine repairs, maintenance, improvements and replacements to the Easement Improvements including but not limited to the traffic signal, the pavement striping and markings, and related components.

4. **Representations and Warranties.**

4.1 **Representations by Grantor.** Grantor represents and warrants to Grantee that Grantor is the sole holder of fee title to the Grantor Properties, and that the execution, recordation and performance of this Agreement will not breach any obligation or result in a default under, any agreement or instrument to which Grantor is a party, or that affects the Grantor Properties, or breach or otherwise violate any court order applicable to Grantor.

4.2 **Representations by Grantee.** Grantee represents and warrants to Grantor that Grantee is the sole holder of fee title to the Grantee Properties, and that the execution, recordation and performance of this Agreement will not breach any obligation, or result in a default under, any agreement or instrument to which Grantee is a party, or that affects the Grantee Properties, or breach or otherwise violate any court order applicable to Grantee.

5. **Permits.** Grantee shall, at no cost to Grantor, obtain all necessary permits and other approvals required by any governmental entity for the Easement Improvements prior to commencing any work thereon.

6. **Covenant to Run with Land.** The easements, benefits and obligations contained herein: (i) will be deemed to be covenants that run with the Grantor Properties and the Grantee Properties; (ii) will bind every person having any fee, leasehold or other interest in any portion of the Grantor Properties and the Grantee Properties at any time or from time-to-time to the extent that such portion is affected or bound by the covenant, restriction or provisions to be performed on such portion; and (iii) will inure to the benefit of and will be binding upon the Parties, and their respective successors and assigns as to their respective properties and to the benefit of mortgagees, lessees, and sublessees under mortgages, leases, and subleases covering the Grantor
Properties or the Grantee Properties, or any portion thereof and beneficiaries and trustees under deeds of trust covering the Grantor Properties or the Grantee Properties, or any portion thereof.

7. **Not a Partnership.** By this Agreement, the parties do not, and will not, in any way or for any purpose become partners or joint venturers of each other.

8. **Indemnification of Grantor.** Grantee hereby agrees to defend, indemnify and hold Grantor harmless from and against all demands, claims, losses, damages, causes of action, or judgments, and all reasonable expenses, including attorneys' fees, incurred in investigating or resisting the same, for injury to person, loss of life, or damage to property caused by or arising out of the acts or omissions of Grantee, its agents, contractors, invitees or assigns with respect to the Easement Area, unless caused in whole or in part by the negligence or willful act or omission of Grantor or its agents, contractors, invitees or assigns.

9. **Violation.** In the event of any violation or threatened violation of any term, covenant or provision of this Agreement, a person entitled to enforce this Agreement shall first attempt to resolve such violation with the violating party informally by providing written notice of such violation, and allowing the violating party a reasonable time in which to cure the violation. In the event that such violation is not cured within a reasonable time, any person entitled to enforce this Agreement shall, in addition to all remedies available by law or in equity, have the right to enjoin such violation or threatened violation in a court of competent jurisdiction.

10. **No Waiver.** Failure to enforce any provision, restriction, covenant, remedy or condition in this Agreement will not operate as a waiver of any such provision, restriction, covenant, remedy or condition or of any other provisions, restrictions, covenants, remedies or conditions.

11. **Governing Law and Venue.** This Agreement shall be governed by the laws of the state of Washington. The parties specifically consent to jurisdiction and venue in Spokane County, Washington.

12. **Severability.** If for any reason any provision of this Agreement is determined by a tribunal of competent jurisdiction to be legally invalid or unenforceable, the validity of the remainder of the Agreement will not be affected and such provision will be deemed modified to the minimum extent necessary to make such provision consistent with applicable law, and in its modified form, such provision will then be enforceable and enforced.

13. **Attorneys' Fees.** If a suit, action or other proceeding of any nature whatsoever (including any proceeding under the U.S. Bankruptcy Code) is instituted in connection with any controversy arising out of this Agreement or to interpret or enforce any rights hereunder, the prevailing party will be entitled to recover its attorney and expert fees and expenses and all other fees and expenses actually incurred and reasonably necessary in connection therewith, as determined by the court at trial or on any appeal or review, in addition to all other amounts provided by law.

14. **Continuing Obligations.** All obligations of the parties, and by virtue of the provisions contained in this Agreement will continue, notwithstanding that a party may be
leasing, renting or selling their respective property under contract; provided, however, that no party will have any obligation for expenses or other obligations accruing after conveyance of the fee title for its respective property to another party.

15. **Lender Protection.** This Agreement and the rights, privileges, covenants, agreements, and easements hereunder, with respect to the Grantor Properties and the Grantee Properties, or any portion thereof, are and will be superior and senior to any lien or encumbrance currently or subsequently encumbering the Grantor Properties or the Grantee Properties, or any portion thereof; provided, however that no breach of this Agreement will defeat, render invalid, diminish or impair the encumbrance of any mortgage or deed of trust made in good faith and for value. The provisions of this Agreement are binding upon any person or entity (including any mortgagee or beneficiary under a deed of trust) who acquires title to the Grantor Properties or the Grantee Properties, or any portion thereof by foreclosure, trustee's sale, deed in lieu of foreclosure, or otherwise.

16. **Construction.** Wherever used herein, unless the context requires otherwise, the singular form includes the plural, the plural includes the singular, and the use of any gender includes all genders. The section headings set forth herein are for convenience and reference only and are not intended to describe, interpret, define, or otherwise affect the content, meaning or intent of this Agreement or any provision of this Agreement.

17. **Amendment of Easement.** The Parties hereto may not alter or amend this Agreement except as by a written instrument signed by all of the parties hereto.

18. **Entire Agreement.** This Agreement constitutes the entire agreement between the parties with respect to the use and maintenance of the easement described herein. By executing this Agreement, the Parties specifically intend that this Agreement will supersede all prior agreements and understandings between the parties relating to the subject matter of this Agreement. The parties acknowledge that there are not any verbal understandings or other agreements which in any way change the provisions set forth in this Agreement.

19. **Counterparts.** This Agreement may be executed in counterparts, all of which shall constitute one and the same Agreement.

It is understood and agreed that delivery of this Easement is hereby tendered and that the terms and obligations hereof shall not become binding upon the City of Liberty Lake, Washington unless and until accepted and approved hereon in writing for the City of Liberty Lake, Washington, by its authorized agent.

[Signature page follows.]
IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first above written.

GRANTOR:
CENTENNIAL PROPERTIES, INC.

By: _________________________________
Its: _________________________________

STATE OF WASHINGTON )
County of Spokane ) ss.

I certify that I know or have satisfactory evidence that ___________________ known to be the __________________ of Centennial Properties, Inc. that executed the foregoing instrument to be the voluntary act and easement of said party for the uses and purposes herein mentioned, and on oath stated he was authorized to execute the said easement.

DATE: __________________________

NOTARY PUBLIC in and for the State of Washington, residing at ________________________________
My commission expires: ________________________________

GRANTEE:
CITY OF LIBERTY LAKE

By: _________________________________
Its: Mayor

STATE OF WASHINGTON )
County of Spokane ) ss.

I certify that I know or have satisfactory evidence that Shane Brickner known to be Mayor of the City of Liberty Lake that executed the foregoing instrument to be the voluntary act and deed of said party for the uses and purposes herein mentioned, and on oath stated he was authorized to execute the said easement.

DATE: __________________________

NOTARY PUBLIC in and for the State of Washington, residing at ________________________________
My commission expires: ________________________________
EXHIBIT A
LEGAL DESCRIPTION OF
EASEMENT AREA

PORTIONS OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 17, TOWNSHIP 25 NORTH, RANGE 45 EAST, WILLAMETTE MERIDIAN, CITY OF LIBERTY LAKE, SPOKANE COUNTY, WASHINGTON, DESCRIBED AS FOLLOWS:

AN 8.00-FOOT-WIDE STRIP OF LAND, LYING NORTHERLY OF, PARALLEL AND CONTIGUOUS WITH THE FOLLOWING DESCRIBED LINE;

COMMENCING AT THE EAST QUARTER CORNER OF SAID SECTION 17, FROM WHICH THE SOUTHEAST CORNER OF SAID SECTION BEARS SOUTH 00°40'42" EAST, A DISTANCE OF 2652.51 FEET; THENCE SOUTH 00°40'42" EAST ALONG THE EAST LINE OF THE SOUTHEAST QUARTER OF SAID SECTION, A DISTANCE OF 44.75 FEET, MORE OR LESS, TO THE NORTHERLY RIGHT OF WAY LINE OF COUNTRY VISTA DRIVE; THENCE ALONG SAID NORTHERLY RIGHT OF WAY LINE FOR THE FOLLOWING TWO COURSES:

1. SOUTH 88°25'51" WEST, A DISTANCE OF 439.71 FEET, TO THE BEGINNING OF A TANGENT CURVE TO THE LEFT;

2. ALONG SAID CURVE TO THE LEFT, HAVING A RADIUS OF 2,039.00 FEET, THROUGH A CENTRAL ANGLE OF 00°20'14", SAID CURVE HAVING A CHORD THAT BEARS SOUTH 88°15'44" WEST A CHORD DISTANCE OF 12.00 FEET, FOR AN ARC LENGTH OF 12.00 FEET, TO THE POINT OF BEGINNING OF THE HEREIN DESCRIBED LINE;

THENCE CONTINUING ALONG SAID NORTHERLY RIGHT OF WAY LINE AND THE SOUTHERLY LINE OF SAID 8.00-FOOT-WIDE EASEMENT FOR THE FOLLOWING TWO COURSES:

1. CONTINUING ALONG SAID CURVE TO THE LEFT, HAVING A RADIUS OF 2,039.00 FEET, THROUGH A CENTRAL ANGLE OF 02°43'32", SAID CURVE HAVING A CHORD THAT BEARS SOUTH 86°43'51" WEST A CHORD DISTANCE OF 96.99 FEET, FOR AN ARC LENGTH OF 97.00 FEET;

2. SOUTH 85°22'05" WEST, A DISTANCE OF 57.00 FEET, TO THE TERMINUS OF SAID DESCRIBED LINE;

TOGETHER WITH A PORTION OF LAND LYING SOUTHERLY OF COUNTRY VISTA DRIVE DESCRIBED AS FOLLOWS:

COMMENCING AT THE EAST QUARTER CORNER OF SAID SECTION 17, FROM WHICH THE SOUTHEAST CORNER OF SAID SECTION BEARS SOUTH 00°40'42" EAST, A DISTANCE OF 2652.51 FEET; THENCE SOUTH 00°40'42" EAST ALONG THE EAST LINE OF THE SOUTHEAST QUARTER OF SAID SECTION, A DISTANCE OF 122.76 FEET, MORE OR LESS, TO THE SOUTHERLY RIGHT OF WAY LINE OF COUNTRY VISTA DRIVE; THENCE ALONG SAID SOUTHERLY RIGHT OF WAY LINE FOR THE FOLLOWING TWO COURSES:

1. SOUTH 88°25'51" WEST, A DISTANCE OF 438.49 FEET, TO THE BEGINNING OF A TANGENT CURVE TO THE LEFT;

2. ALONG SAID CURVE TO THE LEFT, HAVING A RADIUS OF 1,961.00 FEET, THROUGH A CENTRAL ANGLE OF 00°17'32", SAID CURVE HAVING A CHORD THAT BEARS SOUTH
88°17’05” WEST A CHORD DISTANCE OF 10.00 FEET, FOR AN ARC LENGTH OF 10.00 FEET, TO THE POINT OF BEGINNING OF THE HEREIN DESCRIBED EASEMENT AREA;

THENCE SOUTH 00°16’39” WEST, A DISTANCE OF 6.00 FEET;

THENCE SOUTH 52°30’22” WEST, A DISTANCE OF 10.50 FEET;

THENCE SOUTH 64°55’31” WEST, A DISTANCE OF 25.00 FEET;

THENCE SOUTH 00°16’39” WEST, A DISTANCE OF 5.20 FEET;

THENCE SOUTH 86°33’10” WEST, A DISTANCE OF 65.50 FEET;

THENCE NORTH 00°16’39” EAST, A DISTANCE OF 6.30 FEET;

THENCE NORTH 70°23’40” WEST, A DISTANCE OF 38.40 FEET;

THENCE NORTH 00°16’39” EAST, A DISTANCE OF 4.50 FEET, TO SAID SOUTHERLY RIGHT OF WAY LINE OF COUNTRY VISTA DRIVE;

THENCE ALONG SAID SOUTHERLY RIGHT OF WAY LINE FOR THE FOLLOWING TWO COURSES:

1. NORTH 85°22’05” EAST, A DISTANCE OF 38.00 FEET, TO THE BEGINNING OF A TANGENT CURVE TO THE RIGHT;

2. ALONG SAID CURVE TO THE RIGHT, HAVING A RADIUS OF 1,961.00 FEET, THROUGH A CENTRAL ANGLE OF 02°46’14”, SAID CURVE HAVING A CHORD THAT BEARS NORTH 86°45’12” EAST A CHORD DISTANCE OF 94.82 FEET, FOR AN ARC LENGTH OF 94.83 FEET, TO THE POINT OF BEGINNING.

SAID EASEMENT AREAS CONTAINING 3,904 SQUARE FEET OR 0.09 ACRES, MORE OR LESS.
TRAFFIC SIGNAL EASEMENTS
PORTIONS OF THE NE 1/4 OF THE SE 1/4 OF SECTION 17
TOWNSHIP 25 NORTH, RANGE 45 EAST, WILLAMETTE MERIDIAN
SPOKANE COUNTY, WASHINGTON

EXHIBIT MAP

7/27/2020
DESCRIPTION OF
TRAFFIC SIGNAL EASEMENT

PORTIONS OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 17, TOWNSHIP 25 NORTH, RANGE 45 EAST, WILLAMETTE MERIDIAN, CITY OF LIBERTY LAKE, SPOKANE COUNTY, WASHINGTON, DESCRIBED AS FOLLOWS:

AN 8.00-FOOT-WIDE STRIP OF LAND, LYING NORTHERLY OF, PARALLEL AND CONTIGUOUS WITH THE FOLLOWING DESCRIBED LINE;

COMMENCING AT THE EAST QUARTER CORNER OF SAID SECTION 17, FROM WHICH THE SOUTHEAST CORNER OF SAID SECTION BEARS SOUTH 00°40'42" EAST, A DISTANCE OF 2652.51 FEET; THENCE SOUTH 00°40'42" EAST ALONG THE EAST LINE OF THE SOUTHEAST QUARTER OF SAID SECTION, A DISTANCE OF 44.75 FEET, MORE OR LESS, TO THE NORTHERLY RIGHT OF WAY LINE OF COUNTRY VISTA DRIVE;

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1. CONTINUING ALONG SAID CURVE TO THE LEFT, HAVING A RADIUS OF 2,039.00 FEET, THROUGH A CENTRAL ANGLE OF 02°43'32", SAID CURVE HAVING A CHORD THAT BEARS SOUTH 86°43'51" WEST A CHORD DISTANCE OF 96.99 FEET, FOR AN ARC LENGTH OF 97.00 FEET;
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TOGETHER WITH A PORTION OF LAND LYING SOUTHERLY OF COUNTRY VISTA DRIVE DESCRIBED AS FOLLOWS:

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SAID EASEMENT AREAS CONTAINING 3,904 SQUARE FEET OR 0.09 ACRES, MORE OR LESS.

Prepared by Parametrix, Inc.
On: July 23, 2020
By: Jason MacLeod, LSIT
Reviewed by Darrel Carsten, PLS
TRAFFIC SIGNAL EASEMENTS
PORTIONS OF THE NE 1/4 OF THE SE 1/4 OF SECTION 17
TOWNSHIP 25 NORTH, RANGE 45 EAST, WILLAMETTE MERIDIAN
SPOKANE COUNTY, WASHINGTON

EXHIBIT MAP

7/27/2020
AGENDA ITEM NO.: 10Bi

BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE, WASHINGTON

SUBJECT: Donation from Stacy Julian

EXHIBIT: None

FOR THE AGENDA OF: 9.1.2020

DEPT. OF ORIGIN: Library

DEPT. HEAD APPROVAL: Director

EXPENDITURE REQUIRED: No

BUDGETED: No

SUMMARY STATEMENT

Liberty Lake Municipal Library desires to accept a donation from Stacy Julian in the amount of $800 to be used for collection development purposes.

RECOMMENDED ACTION

1. Accept donation.
RESOLUTION
SUBJECT:  
River Crossing East First Addition Final Plat

FOR THE AGENDA OF:  
September 1st, 2020

DEPT. OF ORIGIN:  
Planning, Engineering & Building Services

EXHIBIT:  
Resolution 20-XXX  20-279  
River Crossing East First Addition Final Plat Map

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<th>EXPENDITURE REQUIRED:</th>
<th>Not Applicable</th>
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<tr>
<td>BUDGETED:</td>
<td>Not Applicable</td>
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</tbody>
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SUMMARY STATEMENT

The Preliminary Plat of River Crossing East, consisting of 612 lots and several tracts for residential, commercial and mixed use development on 164.11 acres was approved by the Hearing Examiner on August 15, 2018. River Crossing East First Addition Final Plat has now been received and reviewed, and is ready for final plat approval. The River Crossing East Addition Final Plat is 7.06 acres in size and contains 33 Lots, 1 Tract, with a public street and private alley. All applicable conditions from the preliminary plat approval have been met or a performance guarantee has been provided and appropriate signatures / letters of acceptance have been obtained or will be obtained prior to recording. River Crossing East First Addition Final Plat is in conformance with all applicable land use controls.

RECOMMENDED ACTION

1. Approve the resolution and authorize the recordation of the Final Plat.
RESOLUTION NO. 20-279
CITY OF LIBERTY LAKE
SPOKANE COUNTY, WASHINGTON

A RESOLUTION OF THE CITY OF LIBERTY LAKE, WASHINGTON APPROVING THE FINAL PLAT OF RIVER CROSSING EAST FIRST ADDITION, LOCATED IN A PORTION OF THE SOUTHWEST QUARTER OF SECTION 9, TOWNSHIP 25N, RANGE 45 E.W.M., LIBERTY LAKE, WASHINGTON

WHEREAS, RCW 58.17 establishes the process by which land is divided and regulates the subdivision of land;

WHEREAS, The City of Liberty Lake adopted a Comprehensive Plan (September 2003, updated October 6, 2015), and a Development Code (December 2005);

WHEREAS, The Preliminary Plat of River Crossing East consisting of 612 parcels plus open space tracts and public streets and private alleys on approximately 164.11 acres was approved by the Hearing Examiner on August 15, 2018;

WHEREAS, The River Crossing East Addition Final Plat, is 7.06 acres in size and contains 33 Lots, one Tract, and a public street;

WHEREAS, All applicable conditions from the preliminary plat approval have been met or a performance guarantee has been provided;

WHEREAS, The River Crossing East First Addition Final Plat is in conformance with all applicable land use controls;

WHEREAS, Appropriate signatures and letters of acceptance have been obtained or will be obtained prior to recording; and

WHEREAS, Property taxes and all required fees will be paid prior to recording of the final plat.

THEREFORE, THE CITY COUNCIL OF THE CITY OF LIBERTY LAKE, WASHINGTON, DOES RESOLVE AS FOLLOWS:

The Final Plat of the River Crossing East First Addition, Located in a portion of the Southwest Quarter of Section 9, Township 25N, Range 45 E.W.M., Liberty Lake, Washington, more precisely described in the dedication, having met all conditions and requirements, is hereby approved.

Passed by the City Council this ____ day of September, 2020.
SECOND READ
ORDINANCE
AGENDA ITEM NO.: 12

BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE, WASHINGTON

SUBJECT: Repeal Ordinance 10 – Establish Travel Policy

FOR THE AGENDA OF: September 1, 2020

DEPT. OF ORIGIN: Administrative Services

EXHIBIT: Ordinance 10

DEPT. HEAD APPROVAL: RJ Stevenson

EXPENDITURE REQUIRED: NA
BUDGETED: NA

SUMMARY STATEMENT

Ordinance 10 was approved in 2001 that created a policy for travel. The City of Liberty Lake also adopted a financial policy in 2002 that also included policies for travel. Ordinance 10 could create a potential conflict with the financial policy and staff recommends repealing this Ordinance.

One of the areas of conflict is in section 1 of Ordinance 10 that suggests the Mayor can amend the policies from time to time. The financial policy requires any amendments to be approved by the City Council. Another area of conflict is any changes made to the financial policy related to travel updated by resolution would also require an Ordinance to amend Ordinance 10.

RECOMMENDED ACTION

1. Adopt Ordinance 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 1st day of September, 2020.

____________________________________
Mayor, Shane Brickner
ATTEST:

______________________________
City Clerk, Ann Swenson

Approved as To Form:

______________________________
City Attorney, Sean P. Boutz
CITY OF LIBERTY LAKE  
SPOKANE COUNTY, WASHINGTON  
ORDINANCE NO. 10  

AN ORDINANCE OF THE CITY OF LIBERTY LAKE, WASHINGTON, ESTABLISHING RULES AND REGULATIONS FOR OBTAINING TRAVEL AUTHORIZATION, ADVANCE OF TRAVEL FUNDS, AND REIMBURSEMENT OF EXPENSES.

WHEREAS, the City of Liberty Lake employees and public officials will incur authorized business expenses for travel, subsistence, registration, and related expenses while on City business; and

WHEREAS, the City of Liberty Lake would like to provide a reasonable and timely mechanism for the reimbursement of such necessary expenditures.

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

Section 1. Establishing Travel Policies and Procedures. The Travel Policies and Procedures for reimbursement for expenses incurred while on official city business are approved by the Mayor and City Council and are hereby adopted and set forth on the attachment, marked as “Exhibit A” as amended by the Mayor from time to time.

Section 2. Effective Date. This ordinance shall be effective on the date of incorporation.

Passed By the City Council on June 17, 2001.

Mayor, Steve Peterson

ATTEST:

Interim City Clerk, Arlene Fisher
Approved As To Form:

[Signature]
Interim City Attorney, Stan M. Schwartz

Date of Publication: 6-20-01
Effective Date: Date of Incorporation

G:\SMS\LIBLAKE\Ordinances\Ordinance10.doc
POLICY #CLL-1210, PROCEDURE FOR TRAVEL AUTHORIZATION AND REIMBURSEMENT – page 1 of 6

1. Purpose

To establish a policy and procedure related to obtaining travel authorization, advance travel funds, and reimbursing employees for expenses incurred in conduct of business of the City.

2. Policy

It is the policy of the City of Liberty Lake to reimburse City elected and appointed officials, employees, and members of boards and commissions for their reasonable expenses actually incurred in the conduct of their business for the City. Reimbursement for such necessary and reasonable expenses will be made subject to the rules herein by application and upon compliance with this policy and with Chapter 42.24, Revised Code of Washington. Such expenditures will be commensurate with the employee's normal standard of living, but is assumed and expected that expenses will be consistent with the best interests of the City and its desire to minimize travel costs.

Payment in advance for such travel expense may be made from an advanced travel fund subject to and in compliance with Provision 3.5 of this policy. An advance to the employee for approved anticipated travel expenses will not be paid when total estimated expenditures are less than $50.00.

Any normal travel time in excess of one day each way, which is brought about by the employee's choice of transportation, will be charged to the employee as vacation time. Paid time for travel shall be clearly resolved in accordance with FLSA guidelines in advance of authorizing travel.

3. Procedure

3.1 Authorization to Travel

Travel by City employees, City Administrator, Mayor, City Council, and board and commission members shall be specifically provided for in an approved budget and as provided below:

3.1.1 Specific trip authorization shall be approved on a Travel Authorization form as provided in Section 3.6.
3.1.2 Council Members - Travel and attendance is authorized for Council workshops and all annual committee workshops or task force meetings scheduled by the Association of Washington Cities, National League of Cities, or special events that may require Council attendance.

3.1.3 Board and commission members - Workshops, seminars, and conferences are normally included in budget requests.

3.1.4 Unanticipated or special travel may be approved provided such approval is received as noted on the Travel Request and Authorization form.

3.1.5 All Travel Request and Authorization forms, regardless of requiring advance travel funds, shall be submitted to the Finance Director to be made available for review upon request.

3.2 Eligible Expenditures

Generally, eligible expenditures include travel and living costs incurred by the employee while away from the City and expenses incurred within the City necessitated by City business. In the Spokane County area, necessary expenses will be reimbursed only for an employee representing the City in his/her official capacity and in the discharge of his/her duties. Such in-County expenses should first be authorized as provided for in Section 3.6 below.

3.2.1 Registration - Actual cost of registration of any employee at a meeting, conference, or convention for which he/she has received approval. Registration should be prepaid. The Finance Director is to be contacted in sufficient time to process the registration with regular accounts payable procedures. If it is not possible to prepay registration fees, receipts must be submitted for reimbursement, or accompany the credit card billing statement.

3.2.2 Transportation - Actual costs for bus travel, train travel, taxi, tolls, car rentals, parking fees and air travel are eligible, provided all air travel shall be by coach class, unless only higher cost accommodations are available. Payment for air travel shall be at actual cost from Spokane International Airport to destination and return.

Employees using a personally owned auto to travel out of town on City business will be reimbursed at the Internal Revenue Service rate and provided payment will not exceed coach class airfare to and from the same destination.
3.2.3 **Lodging** - Actual cost of hotel or motel accommodations is eligible. If a family member or guest accompanies the employee, the employee shall pay for the amount over that of a single accommodation. The single accommodation rate must be noted on the hotel/motel bill submitted.

3.2.4 **Meals** - An individual shall be deemed on travel status where the travel includes reimbursable lodging. Individuals on travel status shall be reimbursed for meal expense while on travel status at the same per diem rate as established by the IRS Publication 1542. Only if compelling business-related circumstance exists, shall meals on travel status be reimbursed at the actual cost. Per diem rates include the costs of tax and gratuity. No receipts are required for meals not exceeding per diem rates. Or an individual may use a City credit card to pay for meals, following the above limits. Any meals charged to a City credit card require a receipt.

Expenses for meals, where City business is conducted and that could reasonably occur during non-meal periods, are not eligible for reimbursement.

Meals for City Council, boards, commissions, and staff conducting formal City business during meal times are specifically authorized.

Non-travel status travel expense need not be preapproved prior to being incurred unless the individual who would normally approve such expenditures after the fact has set a policy that requires such pre-approval. Where pre-approval has not been required and the person proposing to incur the expense has any question about the legitimacy of the expense, pre-approval should be obtained. Individuals who incur non-travel status travel expense without pre-approval incur such expense at their own peril; i.e., if reimbursement or authorization of the charge on a City credit card is not approved, the expense will be the individual's personal obligation. Travel expense incurred while on travel status requires the pre-approval as set forth in Section 3.6. The act of obtaining a City credit card does not indicate preapproval of expenses.

Eligible meal expense when not on travel status requires submission of the restaurant receipt (not the receipt which can be filled out by the individual) and shall be reimbursed or charged on City credit card approved at actual cost, not to exceed the applicable per diem rate.

Individuals may be reimbursed for single non-travel status meal expense from the petty cash fund, provided proper documentation and approval is submitted.
Except for lodging where individuals share the same room or transportation conveyance (cab, rental car, etc.), each individual seeking reimbursement must incur his/her own expense and seek individual reimbursement. The only exceptions are group meals arranged for working sessions or banquets arranged by a department.

3.2.5 Laundry and Valet Service - Actual cost of laundry and/or valet service are allowable expenses when employees are required to be away from the City for more than six days at one time or the conditions under which they are required to work while away from the City create a more than normal need for such services.

3.2.6 Telephone - Charges for telephone are eligible for reimbursement if City business requires such communication. Where possible, calls should be made using the SCAN system. Employees staying outside of Spokane County on business are allowed one personal call per day at City expense. Such calls shall not exceed 10 minutes in duration. Any personal calls in excess of one per day are to be paid by the employee.

3.3 Ineligible Expenses

None of the following expenses shall be paid by the City: travel paid for by any other organization, alcoholic beverages, valet services (except as noted above), meals or lodging accommodations for family or guests, tour bus fees for sightseeing tours, mileage if traveling as a passenger in a privately owned car, trip insurance, hosting, or any other personal expenditures for entertainment or other purposes.

3.4 Documentation of Expenses

All actual expenses shall be submitted to the Finance Director (for reimbursement) on the Travel Authorization form. In the case of lodging expense, a detailed statement of charges must be submitted. Each employee is expected to submit his/her own travel expense voucher reflecting reimbursable expenses actually incurred.

If lodging accommodations are shared between two or more employees, the lodging portion of the billing for all such employees may be submitted by the employee paying the bill.

Claim of any charge which could reasonably raise a question should be accompanied by an explanation of such charge.
3.5 **Advance Travel**

Travel advances are intended for out-of-pocket expenses to be paid by the employee during authorized travel.

Travel advances are not intended for travel tickets, pre-registration fees, prepaid lodging and other such items which can normally be billed to the City or paid through the regular accounts payable system, or City credit card. Employees are expected to plan ahead for such items, as these items may not be included in advance.

The Advance Travel Fund will not be used to make reimbursements to employees.

Settlement for travel advance must be made on or before the fifth calendar day following the end of the authorized travel and will be accompanied by the unexpended portion of the travel advance.

Travel advances are considered liens against any amount owed by the City to the employee. Any amounts in default may be withheld by the City from funds owed to the employee. No advance will be made to an employee who has an advance which is in default. Any employee with a demonstrated history of advance travel defaults may be barred from receiving advance travel funds by the Mayor, City Administrator, or Department Director, as appropriate.

3.6 **Approvals**

Travel and expense reimbursement or credit card payment authorization under this policy must be signed, approved, and filed in the Finance Department on a City purchase order or a petty cash slip if under $20.00. Normally, claims for reimbursement and credit card charge receipts are to be submitted no later than 5 days after the return from travel. In the case of travel advances, receipts for expenditures and supplemental claims must be submitted within 5 days of travel. Ongoing approval responsibility for specific travel, reimbursement for expenditures and credit card charges shall be made, pursuant to normal purchase order duly verified by the claimant, and submitted for final approval as noted below:

a. If Council or other commissions or boards - approval will be made by the Mayor.

b. If the Mayor - approval will be made by the Mayor Pro Tem.
c. If the City Administrator - by the Mayor, or if the Mayor is not available, the Mayor Pro-Tem.

d. If the City Attorney - by the Mayor or City Administrator.

e. If Department Director - approval by the City Administrator.

f. If other employees - by the direct supervisor and/or department director.

4.0 References

RCW Chapter 42.24, TMC Chapter 3.36, and Substitute Senate Bill 5370.

Effective this date, June 12, 2001.

__________________________
Steve Peterson, Mayor
CITY OF LIBERTY LAKE TRAVEL AUTHORIZATION

REQUEST FOR REIMBURSEMENT

Name: ________________________________
Position: ______________________________
Phone No. ______________________________
Destination: ____________________________
Departure Date: __________ Time: _________
Return Date: __________ Time: ___________
Budget Account Number: __________________

Date: __________________
Purpose of Trip: _______________________
Registration: $ __________

METHOD OF TRAVEL

Airline __________________ (Attach Receipt)
$ __________
Private Vehicle Miles Driven____ @ $.345 per mile
(Actual fuel costs may be used in lieu of the mileage rate)
$ __________
Rental Car ________________ Attach Receipt
$ __________

Food:

No of days____ (Breakfast____) Attach Receipt
$ __________
No of days____ (Lunch______) Attach Receipt
$ __________
No of days____ (Dinner____) Attach Receipt
$ __________

Total (Maximum) __________
$ __________

Hotel (Government or Conference Rate)
$ __________

TOTAL
$ __________

ATTACH ALL ORIGINAL RECEIPTS

I hereby certify under penalty of perjury that this is a true and correct claim for necessary expenses incurred by me and that no payment has been received by me in account thereof.

Approval: ____________________________ SIGNATURE: ____________________________
Introduction of Upcoming Agenda Items
## TENTATIVE ITEMS:

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<tr>
<th>Date</th>
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<td>9/15</td>
<td>Condemnation RE: Henry Road</td>
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<td>Award bid for Public Works pickup</td>
<td>Jennifer Camp</td>
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<td>10/6</td>
<td>Award bid for traffic signal project @ Ridgeline High School</td>
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<td>11/3</td>
<td>PRESENTATION: Peter King, CEO, AWC – recognizing Mayor Brickner &amp; Mayor Pro Tem Kennedy for their achievement in getting their advanced Certificate of Municipal Leadership</td>
<td>Katy Allen</td>
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<td>TBD</td>
<td>City Council Retreat</td>
<td>City Council</td>
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<td>Approve agreement for City Attorney Services</td>
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<td>Budget Amendment RE: Police Chief</td>
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<td>Discussion of C-2 Zoning – HUB Sports Center</td>
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<td>Mental Health Crisis Facility - discussion</td>
<td>Katy Allen</td>
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<td>RESOLUTION – Adopting the Network Analysis &amp; Corridor Study</td>
<td>Katy Allen</td>
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<td></td>
<td>FIRST READ ORDINANCE – Eminent Domain RE: Henry Road</td>
<td>Lisa Key</td>
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<tr>
<td></td>
<td>Workshop – discussion on I-90 project design review</td>
<td>Katy Allen</td>
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<td></td>
<td>Workshop – revisit threshold for utility tax rebate qualification</td>
<td>RJ Stevenson</td>
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<td></td>
<td>Workshop – discussion on clarifying Parks &amp; Arts funding</td>
<td>RJ Stevenson / Jen Camp</td>
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<td></td>
<td>Continued discussion on Lime Scooters</td>
<td>Councilman Dunne</td>
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<td></td>
<td>Approve service contract for phones and internet</td>
<td>RJ Stevenson</td>
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<td></td>
<td>Approve agreement for IT services</td>
<td>RJ Stevenson</td>
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<tr>
<td></td>
<td>Mission Avenue sidewalk gap design</td>
<td>Lisa Key</td>
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<tr>
<td></td>
<td>Rescission of City’s Emergency Declaration - COVID</td>
<td>Katy Allen</td>
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