CITY COUNCIL MEETING
TUESDAY, SEPTEMBER 1, 2026
HELD REMOTELY & IN PERSON AT CITY HALL
22710 E COUNTRY VISTA DRIVE

Instructions for providing public comment can be found at the end of the agenda.

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

6:00 P.M. REGULAR SESSION

1. **Invocation**
2. **Pledge of Allegiance**
3. **Call to Order**
4. **Roll Call**
5. **Agenda Approval**
6. **Citizen Comments**
7. **Appointments**
   - A. Removal of Community Engagement Commission Member
8. **Announcements / Proclamations / Special Presentations**
   - A. Visit Spokane
9. **Reports & Inquiries**
   - A. City Council
   - B. Mayor
   - C. City Administrator
10. **Workshop Discussions**
    - A. TIF/LIFT Project Update
11. **General Business – Consent Agenda**

A. August 18, 2026, Meeting Minutes
Recommended Action: Approve the August 18, 2026, Meeting Minutes.

B. September 1, 2026, Vouchers.
Recommended Action: Approve the 9.1.2026 vouchers, 8.1-8.15 2026 payroll and benefits in the total amount of $1,356,101.18.

C. Greater Spokane Inc. (GSI) Annual Membership Dues
Recommended Action: Approve the expenditure for annual dues for Greater Spokane Inc. membership in an amount not to exceed $11,025.

12. General Business - Action Items

A. Interagency Agreement with Department of Natural Resources Correction Camp for Maintenance Services
Recommended Action: Approve the Interagency Agreement with the Washington State Department of Natural Resources and authorize the Mayor to execute the agreement on behalf of the City of Liberty Lake.

13. Council Comments

14. Public Hearings / Appeals

A. Comcast Franchise Agreement 10-Year Extension

15. Resolutions

A. Resolution 26-290, Public Records Maintenance in Conformance to RCW 42.56.070

16. Ordinances

17. Emergency Ordinances

18. Introduction of Upcoming Agenda Items

19. Citizen Comments

20. Executive Session

21. Adjournment

JOIN ZOOM MEETING

1st meeting of the month:
To view the meeting live via Zoom Meeting, join the Zoom web meeting:

Meeting Instructions:

Join from a PC, Mac, iPad, iPhone or Android device:
https://us02web.zoom.us/j/86578556158

Or One tap mobile:
+12532050468,,86578556158# US
+12532158782,,86578556158# US (Tacoma)

Or join by phone:
Dial: +1 253 205 0468 or +1 253 215 8782

Webinar ID: 865 7855 6158

PUBLIC COMMENT

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

WRITTEN PUBLIC COMMENTS

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

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

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

AGENDA ITEM NO.: 7.A.

BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE, WASHINGTON

For the Agenda Of: September 1, 2026

Subject: Removal of Community Engagement Commission Member

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

Exhibit(s):
libertylakewa-wa-1 (6)

Expenditure Required	No.
Budgeted	N/A
City Program	City Council Governance

Summary Statement

Chapter 8 of the Liberty Lake Municipal Code establishes the Community Engagement Commission and provides that a member may be removed by the Mayor, with the concurrence of the City Council, for unexcused absences from three consecutive regular meetings. Brittany Sitton, appointed to Community Engagement Commission Position #3 on December 16, 2025, has been absent without excuse from four consecutive regular meetings, meeting the ordinance's stated grounds for removal. Before bringing this matter to the Council for consideration, staff attempted to contact Ms. Sitton regarding her continued service and offered her the opportunity to resign voluntarily; however, staff received no response.

Accordingly, the Mayor has exercised the authority provided in Chapter 8 to remove Ms. Sitton from the Commission. Staff recommends that the City Council concur with and confirm the Mayor's removal, thereby creating a vacancy to be filled for the remainder of the unexpired term in the same manner as an appointment.

Recommended Action

Move to confirm the Mayor's removal of Brittany Sitton from the Community Engagement Commission.

CHAPTER 8

COMMUNITY ENGAGEMENT COMMISSION

SECTION:

3-8-1: Establishment And Purpose

3-8-2: Membership - Appointment

3-8-3: Meetings - Rules

3-8-4: Staff Support

3-8-5: Duties And Responsibilities

3-8-1: ESTABLISHMENT AND PURPOSE:

The Community Engagement Commission is hereby established and shall serve in an advisory capacity to the Mayor and City Council. The Community Engagement Commission shall act as a citizen engagement and advisory body to provide guidance, direction and input to the Mayor and City Council, which will include but is not limited to:

A. Study and submit recommendations to the Mayor and City Council regarding the best methods to actively and sustainably engage residents in coproduction-engaging citizens in the planning and implementation process- for upcoming projects, capital improvements, community initiatives, and other matters as directed by the Mayor and City Council.

1. Explore dynamic, creative, responsive, and inclusive methods that may include investment in technology to support the mission of the Community Engagement Commission:

a. Propose scope, cost, and benefit of any supplemental technology infrastructure or platform to the Mayor and City Council;

b. Identify a variety of methods that encourage residents who wish to dialogue and those who wish to provide simple input (e.g., meetings vs. polls); and

c. Establish methods for intrinsic involvement, dialogue, development of community relationships, and collaboration between the City and citizens.

2. Identify additional policies, procedures, or resolutions that the Mayor or the City Council should consider supporting and further the goal of coproduction within the City.

B. Advocate for the active engagement of all residents through a variety of methods and platforms to ensure that there is sufficient and various opportunity for citizens to meaningfully engage and offer their perspective to the Mayor and City Council.

C. Mobilize and maintain a sustainable network of community leaders who will work to solicit and gain input from local community areas that facilitates coproduction now and as the City grows and changes.

D. Ensure that the work of the Community Engagement Commission does not duplicate efforts of the City, City Staff, and other City Commissions, but rather complements and supports the overall mission and goals of the City.

E. Establish effective relationships with existing and future City Commissions to ensure that co-production is a core focus that guides citizen input. (Ord. 277, 9-7-2021)

3-8-2: MEMBERSHIP - APPOINTMENT:

A. Qualifications: Members appointed to the Community Engagement Commission must, at all times, be 1) residents of the City of Liberty Lake, or 2) operate a business within the City limits while a member of the Community Engagement Commission.

B. Appointment: Members appointed to the Community Engagement Commission shall be recommended by the Mayor to the City Council through an application process. All applications shall be submitted to the City Council for review with the list of the Mayor's recommendations for appointments. Members will be confirmed by a majority vote of at least four (4) members of the City Council. Community Engagement members shall be selected without respect to political affiliations and shall serve without compensation.

1. Number Of Members: The Community Engagement Commission shall initially consist of a minimum of five (5) and a maximum of nine (9) members. As additional areas are identified or established, additional members may be requested by

the Community Engagement Commission. Any additional members shall be appointed as set forth in this chapter.

2. The goal will be to have a balanced body of representation of the City's neighborhoods and for the Community Engagement Commission to reflect the population of the City which includes ensuring that there is representation from all generations of residents, including youth and senior citizens.

3. The Mayor may recommend appointments for members based upon the following areas:

a. North of I-90: Two (2) members (positions 1 and 6);

b. South of I-90 and west of Liberty Lake Road: Two (2) members (positions 2 and 7);

c. South of I-90, east of Liberty Lake Road and North of Mission: Two (2) members (positions 3 and 8);

d. South of I-90, east of Liberty Lake Road, and South of Mission: Two (2) members (positions 4 and 9); and

e. One (1) at large member (position 5).

In the event the Community Engagement Commission moves to seek additional members up to the maximum number of members, such additions shall be appointed based upon those areas identified herein.

C. Terms: The terms for the initial members in odd numbered positions shall be two (2) year terms and the terms for the initial member(s) in even numbered positions shall be three (3) year terms; provided that an initial members term may be less than two (2) or three (3) years depending on appointment to allow for expiring terms at the end of a calendar year. The initial members and their terms shall be proposed by the Mayor and confirmed by the City Council. All subsequent terms shall be for a three (3) year period with terms expiring on December 31. No member of the Community Engagement Commission shall be appointed to more than two (2) terms. Commissioner names, phone numbers and email contact information will be supplied to the Mayor and City Council.

D. Resignation: If a member is unable to complete their term of service, a letter of resignation shall be sent to the Mayor indicating the effective date of the resignation.

E. Removal: Members of the Community Engagement Commission may be removed by the Mayor with the concurrence of the City Council, for neglect of duty, conflict of interest, malfeasance in office, or other just cause or for unexcused absences for three (3) consecutive regular meetings. Failure to qualify as to residency shall constitute an immediate forfeiture of office. The decision of the City Council regarding membership on the Community Engagement Commission shall be final and without appeal.

F. Vacancies: Vacancies occurring other than through the expiration of terms shall be filled for the unexpired term in the same manner as for appointments.

G. Conflict Of Interest: Members of the Community Engagement Commission shall fully comply with the Code of Ethics for Municipal Officers, Chapter 42.23 RCW, Appearance of Fairness, Chapter 42.36 RCW, and such other rules and regulations as may be adopted from time to time by the City Council regulating the conduct of any person holding appointive office within the City. No elected official or City employee may be a member of the Community Engagement Commission. (Ord. 277, 9-7-2021)

3-8-3: MEETINGS - RULES:

A. Members of the Community Engagement Commission shall meet and organize by electing from the members of the Commission, a Chair and a Vice-Chair. It shall be the duty of the Chair to preside at all meetings. The Vice-Chair shall perform this duty in the absence of the Chair. If neither the Chair nor Vice-Chair is present, a member chosen by agreement of the attending members shall act as chair.

B. The term of office for the Chair and Vice-Chair shall be two (2) years and elections shall occur in the even-numbered years (e.g., 2022, 2024).

C. A majority of the Commission members shall constitute a quorum for the transaction of business, and a majority vote of those present shall be necessary to carry any proposition.

D. The Community Engagement Commission shall determine a regular meeting schedule (time, place, and frequency), as necessary, but no less frequent than one time per month. Community Engagement Commission meetings shall be conducted in an open public session and noticed in accordance with the Open Public Meetings Act, RCW 42.30.

E. The Commission shall adopt such rules and regulations as are necessary for the conduct of business and shall keep a recording of its proceedings. (Ord. 277, 9-7-2021)

3-8-4: STAFF SUPPORT:

The City Administrator, or designee, shall provide administrative staff support to the Community Engagement Commission. In addition, the Community Engagement Commission, through its Chair may request formal opinions or memorandums from the City Attorney, MRSC, or other City Staff on any pending matters. (Ord. 277, 9-7-2021)

3-8-5: DUTIES AND RESPONSIBILITIES:

In addition to those matters set forth herein, the Community Engagement Commission, as an advisory body to the Mayor and City Council, shall perform and have the following duties and responsibilities:

A. The Community Engagement Commission shall keep the Mayor, City Council, and City staff apprised of its activities and recommendations by submitting an annual written report summarizing the activities for the previous year and future work plans for the coming year. This report should be submitted to the Mayor and City Council no later than the end of August each year so any potential funding requests may be evaluated during the City's yearly budget cycle;

B. Make monthly written or oral reports to the City Council on updates to Commission goals, progress toward goals, additional needs of the Commission, and relevant information on topics of interest within the City of Liberty Lake;

C. Establish Community Engagement Commission bylaws; and

D. Perform such other duties and powers as may be conferred by City ordinance, resolution, or action of the City Council. (Ord. 277, 9-7-2021)

AGENDA ITEM NO.: 8.A.

BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE, WASHINGTON

For the Agenda Of: September 1, 2026

Subject: Visit Spokane

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

Exhibit(s):
Visit Spokane_Economic_Impact_2025 web

Expenditure Required	No.
Budgeted	N/A
City Program	

Summary Statement

Rose Noble, President & CEO of Visit Spokane will present the 2025 Economic Impact Report and current updates.

Recommended Action

No recommended action.

2025 ECONOMIC IMPACT REPORT

SPOKANE REGIONAL TOURISM



VISIT SPOKANE

TOURISM ECONOMIC IMPACT

METHODOLOGY

The evaluation of the Spokane County visitor economy begins with direct visitor spending analyzing the downstream effects of this spending on the broader economy.

10.2M
VISITORS

Visitor volume to Spokane increased 1.8% over 2024.

$1.55B
VISITOR SPENDING

Visitor spending increased 1.4% in 2025, reaching $1.55 billion. Visitors spent **$4.2 million** PER DAY on average in Spokane.

$2.44B
TOTAL ECONOMIC IMPACT

The $1.55 billion in direct visitor spending generated $894 million in indirect and induced impacts, resulting in total business sales of $2.44 billion.

Spokane County visitor spending

Amount in $ millions, 2025 percent change

	2019	2020	2021	2022	2023	2024	2025	Growth
Total visitor spending	**$1,394**	**$868**	**$1,218**	**$1,419**	**$1,475**	**$1,527**	**$1,548**	**1.4%**
Food & Beverage	$382	$260	$355	$393	$414	$429	**$441**	**2.8%**
Lodging*	$326	$202	$286	$364	$368	$376	**$376**	**0.1%**
Retail	$332	$210	$292	$305	$316	$328	**$334**	**2.0%**
Transportation**	$218	$120	$181	$239	$250	$262	**$259**	**-1.0%**
Recreation	$136	$76	$105	$117	$127	$133	**$138**	**3.4%**

* Lodging includes second home spending
** Transportation includes both ground and air transportation

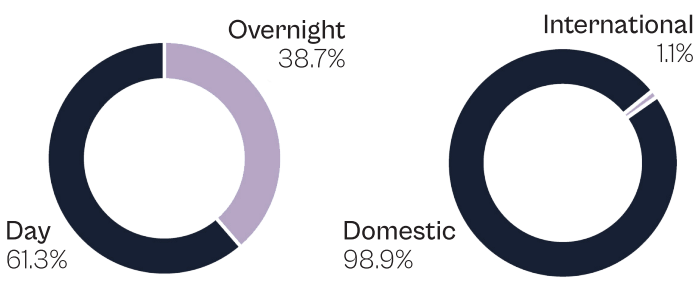
Spokane County visitor spending

Amount in $ per person

Per visitor spending	**$143**	**$139**	**$128**	**$147**	**$151**	**$152**	**$151**	**-0.4%**
Day	$89	$88	$87	$95	$98	**$99**	**$99**	**0.7%**
Overnight	$212	$208	$192	$222	$228	**$231**	**$229**	**-0.7%**

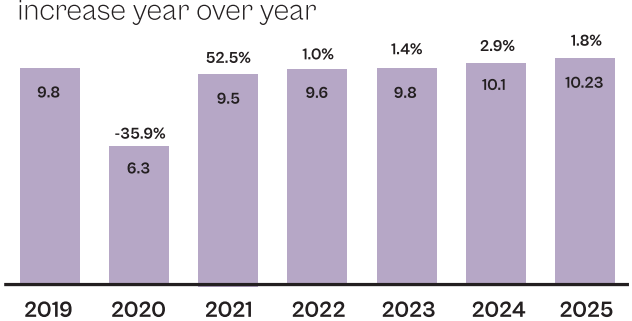
Spokane County visitation share by segment

Expressed as percentage of total visitation by market



Spokane visitor volume

Amount in millions and percent increase year over year



Visit Spokane is the official Destination Organization for the Spokane region, dedicated to sharing Spokane's story with national and international audiences. Through strategic sales, public relations, digital campaigns, and community engagement, we elevate Spokane's reputation as a premier destination for meetings, conventions, and leisure travel.

Visit Spokane proudly supports all sectors of tourism to build a vibrant and thriving community.

VISIT SPOKANE

We work directly with Tourism Economics, the global leader in tourism research and data, to secure this report. Their collaborative efforts ensure accurate and comprehensive insights into the region's tourism dynamics. Sources and full methodology available upon request.

Tourism MATTERS

ECONOMIC IMPACT BENEFIT TO SPOKANE RESIDENTS

The visitor economy is an economic pillar that supported

1-IN-19 JOBS

in Spokane in 2025.

over 17,000
TOTAL JOBS

The total number of jobs sustained by tourism including indirect and induced impact of visitor activity.

$667 M
TOTAL PERSON INCOME

This $667M is equivalent to $3,053 per resident household, regardless of any connection to the visitor economy.

Summary jobs impacts by industry (2025)

Amount in number of jobs

	Direct Jobs	Indirect Jobs	Induced Jobs	Total Jobs
Total, all industries	**12,231**	**2,600**	**2,922**	**17,754**
Food & Beverage	4,281	450	478	5,209
Lodging	4,164	0	2	4,166
Recreation and Entertainment	1,498	201	87	1,786
Retail Trade	1,252	63	348	1,663
Business Services		661	284	944
Finance, Insurance and Real Estate	78	511	347	935
Education and Health Care		21	751	772
Personal Services	322	107	235	664
Other Transport	426	109	68	603
Government		97	90	187
Communications		119	64	183
Wholesale Trade		97	79	177
Gasoline Station	101	3	31	135
Air Transport	110	2	5	117
Construction and Utilities		83	31	114
Manufacturing		65	18	83
Agriculture, Fishing, Mining		11	6	17

$242 M
STATE & LOCAL TAXES

$1,100
HOUSEHOLD TAX RELIEF

Each household in Spokane County would need to be taxed an additional $1,100 to replace the $242 million visitor-generated taxes received by state and local governments in 2025.

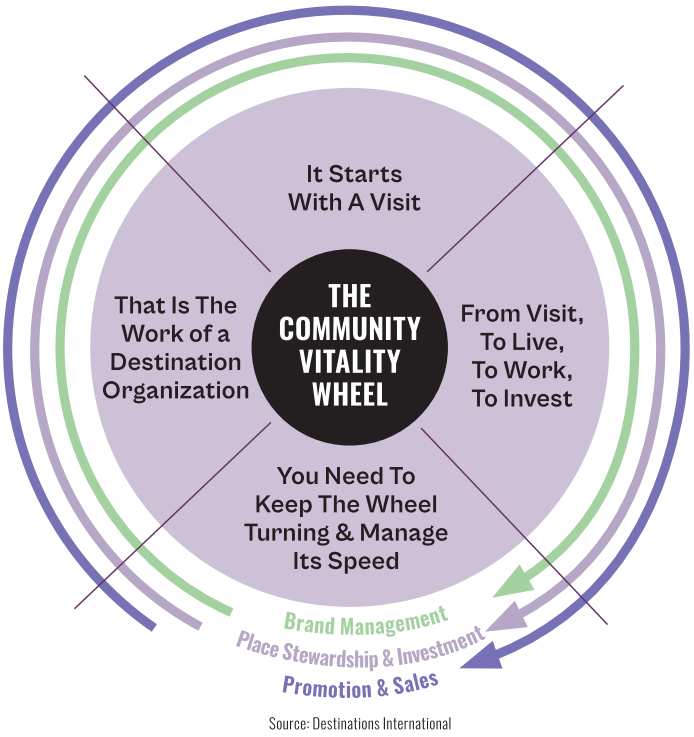
THE WORK OF A DESTINATION ORGANIZATION

1. VISIT

If you build a place where people want to visit, then you have built a place where people want to live.

2. LIVE

If you build a place where people want to live, then you have built a place where people want to work.



Source: Destinations International

4. INVEST

If you build a place where business and residents will invest, then you have built a place where people will want to visit.

3. WORK

And if you build a place where people want to work, than you have built a place where business and residents will invest.

"Tourism is not separate from economic development, it is a core part of it. Visit Spokane is a true partner in regional growth, working alongside local governments, economic development organizations, and community stakeholders to ensure that as we attract visitors, we are also supporting local businesses, and elevating quality of place for residents."

- Spokane County Commissioner Josh Kerns



"Tourism plays a vital role in Spokane County's economic strength and long-term resilience. We know tourism in Spokane drives state wide economic impact, strengthening Washington's visitor economy while generating local spending, supporting jobs, and offsetting tax burden for Spokane residents."

- State of Washington Tourism Executive Director, David Blandford



THANK YOU TO OUR 2025 BOARD OF DIRECTORS

Melissa Green
Chair
Davenport Hotels

Jody Sander
Past Chair
Five Rivers Hospitality

Matt Jensen
Treasurer
DoubleTree by Hilton
Spokane City Center

Danika Hatcher
Whitworth University

Carly Cortright
Spokane Transit Authority

Stephanie Curran
Spokane Public Facilities District

Bobby Enslow
Indaba Coffee

Ginger Ewing
Terrain Programs

Dean Feldmeier
Spokane Club

Cris Kaminskas
City of Liberty Lake

Josh Kerns
Spokane County Commissioner

Jer McGregor
Inlander

Jon Moog
Riverfront Park

Meredith Rainville
Best Western Plus City Center

August Richardson
DoubleTree by Hilton
Spokane City Center

Jeremy Tangen
Tangen Hospitality

Zack Zappone
City of Spokane, City Council

Dan Zimmerer
Ruby Hospitality

Jenae M. Ball*
Randall Danskin-Legal Council

Alisha Benson*
Greater Spokane Incorporated (GSI)

Emilie Cameron*
Downtown Spokane Partnership (DSP)

Luis Mota*
Nuestras Raices

*Ex Officio nonvoting member

AGENDA ITEM NO.: 10.A.

BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE, WASHINGTON

For the Agenda Of: September 1, 2026

Subject: TIF/LIFT Project Update

Dept of Origin: Finance/Admin Services **Dept. Head Approval:** Kyle Dixon

Exhibit(s):
None

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

Summary Statement

As part of the City's responsibility in managing the Tax Increment Financing (TIF) and Local Infrastructure Financing (LIFT) programs, City Council adopts an updated resolution identifying eligible infrastructure improvements within the TIF/LIFT boundary designed to enhance economic development. Staff will present an updated project list along with projected cash flows from 2027-2029 dedicated to these improvements. A resolution adopting the list will be presented at a future meeting.

Recommended Action

Workshop discussion.

AGENDA ITEM NO.: 11.A.

BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE, WASHINGTON

For the Agenda Of: September 1, 2026

Subject: August 18, 2026, Meeting Minutes

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

Exhibit(s):
8.18.2026 Meeting Minutes

Expenditure Required	No.
Budgeted	N/A
City Program	

Summary Statement

Recommended Action

Approve the August 18, 2026, Meeting Minutes.

CITY COUNCIL MEETING
TUESDAY, AUGUST 18, 2026,
HELD IN PERSON & REMOTELY

6:00 P.M. Regular Session:

Invocation: Given by Mayor Kaminskas.

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

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

Roll Call: City officials who physically attended the meeting: Mayor Kaminskas; Councilmembers Severs, Darrow, Fisher, Klingler, and Ball; Mark McAvoy, City Administrator; Sean Boutz, City Attorney; Kyle Dixon, Finance Director; Ben Turner, Public Works Director; Michael Vigue, IT Systems Administrator; and Deputy Chief Darin Morgan. Councilmember Severs moved to excuse the absences of Mayor Pro Tem Dunne and Councilmember Kurtz. Councilmember Klingler seconded, and the motion carried unanimously.

City officials who remotely attended the meeting via Zoom: Mikayla Kittilstved, Interim Library Director; Damon Simmons, Police Chief; David Goehner, Communications Specialist; Luke Michels, City Engineer; and Jen Camp, Parks and Recreation Director.

Agenda Approval:

Councilmember Severs moved to approve the agenda as presented. Councilmember Darrow seconded and the motion carried.

Citizen Comments: None made.

Appointments: None.

Announcements / Proclamations / Special Presentations: None.

Reports & Inquiries: None.

City Council: Councilmember Ball commented on recent activities, including a tour of the new City Hall under construction, the CFP Planning Group, the Art Committee, and a police ride-along.

Councilmember Fisher commented on the upcoming Rotary Rim-Ride cycling event in September.

Mayor: Mayor Kaminskas commented on recent meetings attended and upcoming activities.

City Administrator: City Administrator McAvoy provided reminders of upcoming events. Mark then invited Public Works Director Ben Turner to share an update on Molter Road repairs and a pending interagency agreement for labor. Mark followed up with a reminder for elected officials regarding records retention requirements for social media accounts.

Parks and Arts Commission: Nancy Hill provided an update on several projects in progress along with upcoming events through the end of the year.

Workshop Discussions:

Records Retention: City Administrator McAvoy shared records management requirements defined in RCW 42.56.070 and what other municipalities have implemented to maintain compliance. Recommendation on a path forward will be presented via resolution at a future council meeting.

Comprehensive Plan Periodic Update – Development Code Changes: Administrator McAvoy introduced Gen Dial from SCJ Alliance to share proposed changes to the development code to ensure compliance with the periodic comprehensive plan update.

General Business – Consent Agenda: Councilmember Severs made a motion to approve Items 11.A through 11.G. Councilmember Ball seconded the motion, which passed unanimously. With this action, the following items were approved:

A. August 4, 2026, Meeting Minutes

B. August 18, 2026, vouchers, July 16-31, 2026, payroll and benefits in the total amount of $798,053.94

C. Survey/Engineering Services Contract with Parametrix for Country Vista and Molter Sidewalk Improvement Project for an amount not to exceed $29,445.

D. Design Services Contract with Design West Architects for the Parks and Recreation Facility Renovation Project for an amount not to exceed $93,700.

E. Purchase of Hot Tack Kettle Skid Sprayer System for Public Works from M&M Distribution, LLC for an amount not to exceed $9,050.

F. A/V Installation Contract with CTI for New City Hall Council Chambers and Conference Rooms for an amount not to exceed $308,337.

G. Interlocal Agreement with Central Valley School District for School Resource Officer

General Business - Action Items: Councilmember Severs moved to approve the agreement. Councilmember Darrow seconded, and the motion carried unanimously.

A. Growth Management Act Periodic Update Grant for Fiscal Year 2027
Councilmember Severs moved to approve the agreement, Councilmember Darrow seconded and the motion carried unanimously.

Council Comments: Councilmember Ball inquired about the emergency ordinance passed at the last meeting and when the plan will be finalized to house RVs for families affected by the Spokane wildfires. Details will be brought back to Council at a future meeting.

Public Hearings / Appeals: None.

Resolutions: None.

Ordinances: None.

Introduction of Upcoming Agenda Items: No workshop additions were requested.

Citizen Comments: None.

Executive Session: None.

Adjournment: With there being no further business, the meeting was adjourned at 7:26 p.m.

These minutes were approved September 1, 2026.

_____

Cris Kaminskas, Mayor
City of Liberty Lake

These minutes were prepared by Rochelle Caton. This meeting was also recorded. Anyone who desires to listen to the recording may visit the city's website or contact the City Clerk.

DRAFT

AGENDA ITEM NO.: 11.B.

BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE, WASHINGTON

For the Agenda Of: September 1, 2026

Subject: September 1, 2026, Vouchers.

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

Exhibit(s):
City of Liberty Lake 9.1.2026 Vouchers, 09012026council

Expenditure Required	
Budgeted	
City Program	

Summary Statement

Recommended Action

Approve the 9.1.2026 vouchers, 8.1-8.15 2026 payroll and benefits in the total amount of $1,356,101.18.

City of Liberty Lake

Consent Agenda for September 1, 2026
City Council Meeting

Report from the Mayor for pending claims and payment of previously approved obligations through September 1, 2026.

Payee	Description	Amount
	See attached voucher report.	
Total vouchers through September 1, 2026		
	Check(s) 36565-36599	$238,970.33
	EFT	$545,034.89
		$784,005.22
August 1-15, 2026 payroll and benefits		
	EFT	$572,095.96
		$1,356,101.18

RECOMMENDATION: Approve and Authorize for Payment

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

SIGNATURES:

City Clerk

Mayor

Council Member

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
4850	09/01/2026	Claims	3	EFT	ACUSHNET COMPANY	940.77	MERCHANDISE
		420 - 576 61 34 01 - Pro Shop Merchandise				308.98	GOLF CLUB
		420 - 576 61 34 01 - Pro Shop Merchandise				82.50	STICK COVERS
		420 - 576 61 34 01 - Pro Shop Merchandise				193.90	GOLF CLUB
		420 - 576 61 34 01 - Pro Shop Merchandise				177.52	GOLF CLUB
		420 - 576 61 34 01 - Pro Shop Merchandise				177.87	GOLF CLUB
4851	09/01/2026	Claims	3	EFT	AMAZON CAPITAL SERVICES	7,033.33	MATERIALS
		001 - 514 23 31 00 - Administrative Services Supplies				736.68	TONER
		001 - 518 30 31 00 - Facility - Central Supplies				279.54	TRASH BAGS
		001 - 518 30 31 00 - Facility - Central Supplies				1,544.82	DIGITAL KEYPAD PRIVACY LOCKS
		001 - 518 30 31 10 - Facility - Supplies_City Hall				146.96	PAPER TOWELS
		001 - 521 10 31 00 - Law Enforcement Supplies				47.16	CARDSTOCK PAPER, TAPE, PERMANENT MARKERS
		001 - 521 10 31 00 - Law Enforcement Supplies				86.72	USB-A TO HDMI CABLE, DESK PAD CALENDARS
		001 - 521 10 31 00 - Law Enforcement Supplies				39.37	TV WALL MOUNT, REPLACEMENT ROTARY CUTTER BLADES
		001 - 521 10 31 00 - Law Enforcement Supplies				10.24	ROTARY CUTTER BLADES
		001 - 521 50 31 00 - Facility - Supplies_Public Safety				1,181.13	DUAL SIDED DIGITAL KEYPAD POCK
		110 - 542 70 31 01 - Roadside - Supplies				16.43	UNIVERSAL POP UP CONVERSION KIT
		110 - 542 70 31 02 - Roadside - Horticulture Supplies				44.72	GARDEN KNIVES
		110 - 542 90 31 00 - Maint Admin & Overhead - Sup				209.22	SUN GLASSES, HI VIS SAFETY SHIRTS, LONG SLEEVE SAFETY SHIRTS
		001 - 558 50 31 00 - CP&ED Supplies				93.18	ERGONOMIC KEYBOARD
		001 - 571 00 31 00 - Recreational Activities Supplies				98.07	SLEDGE HAMMER, MEASURING TAPES
		001 - 572 10 31 00 - Library Supplies				13.44	NITRILE GLOVES
		001 - 572 10 31 00 - Library Supplies				42.28	WIRELESS MOUSE
		001 - 572 10 31 00 - Library Supplies				37.71	EAR PLUGS
		001 - 572 10 31 00 - Library Supplies				27.95	OPEN-EAR WIRELESS HEADPHONES
		001 - 572 10 31 00 - Library Supplies				8.27	SPIRAL NOTEBOOK
		001 - 572 10 31 00 - Library Supplies				51.76	3 TIER ACRYLIC DISPLAY CASE
		001 - 572 10 31 00 - Library Supplies				677.62	TONER CARTRIDGES
		001 - 572 10 31 00 - Library Supplies				21.79	WIRELESS EARBUDS
		001 - 572 20 34 06 - Library Books & Other Materials				20.49	FLEXIBLE RACE TRACKS
		001 - 572 20 34 06 - Library Books & Other Materials				27.20	BLU-RAY
		420 - 576 61 31 03 - Maintenance Supplies				98.63	ELECTRIC DRUM PUMP, DRUM WRENCH, ALUMINUM BUNG WRENCH
		420 - 576 61 31 03 - Maintenance Supplies				25.50	OIL FILTERS
		420 - 576 61 31 03 - Maintenance Supplies				88.71	VACUUM, TIRE INFLATOR EXTENSION TUBES
		420 - 576 61 31 03 - Maintenance Supplies				247.83	COMPACT INFLATORS, POWER TOOL BATTERIES
		420 - 576 61 31 03 - Maintenance Supplies				7.08	LENS WIPES FOR EYEGLASSES
		420 - 576 61 31 03 - Maintenance Supplies				3.26	LOBSTER CLAW CLASPS AND KEY RINGS
		420 - 576 65 31 01 - Maintenance Of Golf Course				21.79	USB-C FAST CHARGER BLOCK
		001 - 576 80 31 01 - Parks Supplies				238.73	JUMP STARTER, CAR POWER INVERTER
		001 - 576 80 31 01 - Parks Supplies				64.18	TAIL LIGHT
		001 - 576 80 31 01 - Parks Supplies				52.65	POWER TRIM EDGER, PWER-TRIM CUTTER HEADS
		001 - 576 80 31 01 - Parks Supplies				89.35	WIRELESS CAR CHARGER, USB-C CAR CHARGERS
		001 - 576 80 31 01 - Parks Supplies				98.63	ELECTRIC DRUM PUMP, DRUM WRENCH, ALUMINUM BUNG WRENCH
		001 - 576 80 31 01 - Parks Supplies				60.14	THROTTLE AND CHOKE CABLES
		001 - 576 80 31 01 - Parks Supplies				25.50	OIL FILTERS
		001 - 576 80 31 01 - Parks Supplies				88.70	VACUUM, TIRE INFLATOR EXTENSION TUBES

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		001 - 576 80 31 01 - Parks Supplies				56.62	CAR DOOR SILL PROTECTORS, TAILGATE ASSIST
		001 - 576 80 31 01 - Parks Supplies				45.10	HOOD STRUTS
		001 - 576 80 31 01 - Parks Supplies				247.83	COMPACT INFLATORS, POWER TOOL BATTERIES
		001 - 576 80 31 01 - Parks Supplies				7.08	LENS WIPES FOR EYEGLASSES
		001 - 576 80 31 01 - Parks Supplies				3.27	LOBSTER CLAW CLASPS AND KEY RINGS
4852	09/01/2026	Claims	3	EFT	AW REHN & ASSOCIATES	503.30	SERVICES
		001 - 514 23 41 00 - Administrative Services-Professi				378.00	MONTHLY SVC FEE JULY 2026-84 PARTICIPANTS
		502 - 517 30 29 00 - Health Insurance Services				125.30	EMPLOYER FUNDING NOTIFICATION 08/12-08/16/2026
4853	09/01/2026	Claims	3	EFT	BATTERIES PLUS BULBS	123.82	MATERIALS
		001 - 518 30 31 10 - Facility - Supplies_City Hall				123.82	BATTERIES
4854	09/01/2026	Claims	3	EFT	CALLAWAY	1,616.49	MERCHANDISE
		420 - 576 61 34 01 - Pro Shop Merchandise				278.40	GOLF BALLS
		420 - 576 61 34 01 - Pro Shop Merchandise				1,051.71	GOLF CLUB
		420 - 576 61 34 01 - Pro Shop Merchandise				286.38	GOLF CLUB
4855	09/01/2026	Claims	3	EFT	DARDAN ENTERPRISES INC	454,068.55	AGENDA ITEM 11.B 03032026 COUNCIL
		001 - 594 18 62 04 - Central Services - New City Hall				454,068.55	WORK COMPLETED THROUGH 08/31/2026
4856	09/01/2026	Claims	3	EFT	GOLF CARS ETC	130.67	MATERIALS
		420 - 576 61 31 03 - Maintenance Supplies				102.41	VOLTAGE REGULATORS
		420 - 576 61 31 03 - Maintenance Supplies				28.26	KEY SWITCH, WASHER
4857	09/01/2026	Claims	3	EFT	HERC RENTALS INC	6,374.20	MATERIALS
		110 - 595 64 63 00 - Roads/Streets Const. & Other In				6,374.20	SKIDSTEER ATTACHMENT PLANER 24IN
4858	09/01/2026	Claims	3	EFT	HOME DEPOT CREDIT SERVICES	1,863.85	MATERIALS
		001 - 518 30 31 00 - Facility - Central Supplies				23.11	PADLOCK
		001 - 518 30 31 00 - Facility - Central Supplies				46.23	PADLOCKS
		001 - 518 30 31 10 - Facility - Supplies_City Hall				28.87	PAPER TOWELS
		110 - 518 30 31 20 - Facility - Supplies_Public Works				182.59	FILTERS
		001 - 521 50 31 00 - Facility - Supplies_Public Safety				206.50	GENERAL PURPOSE TARP, TWIST LINK CHAIN, STAINLESS STEEL QUICK LINKS, WEED KILLER SPRAY, BOX FAN
		001 - 521 50 31 00 - Facility - Supplies_Public Safety				30.99	JAM NUT, HEX NUT, FENDER WASHER, CARRIAGE BOLTS, FLAT WASHERS
		001 - 521 50 31 00 - Facility - Supplies_Public Safety				57.14	GLUE, DRILL BITS, ADHESIVE KIT
		001 - 521 50 31 00 - Facility - Supplies_Public Safety				64.57	WRENCH, MACHINE SCREWS
		110 - 542 30 31 01 - Roadway - Supplies_Striping				115.32	INVERTED MARKING SPRAY PAINT
		110 - 542 70 31 01 - Roadside - Supplies				123.03	ROUND VALVE BOXES, RATCHETING PVC CUTTER, PVC SAW, PEX & FLEXIBLE TUBING CUTTER
		110 - 542 70 31 01 - Roadside - Supplies				266.40	ACTIVE NOISE CANCELLING EARMUFF, CHAINSAW KIT
		110 - 542 70 31 01 - Roadside - Supplies				89.80	GLOVES, ALL PURPOSE PURPLE PRIMER HAND, RECIPROCATING SAW BLADES
		110 - 542 90 31 00 - Maint Admin & Overhead - Sup				16.32	ALL PURPOSE GLOVES
		110 - 542 90 31 00 - Maint Admin & Overhead - Sup				72.60	WORK GLOVES, BRUSH KNOT GRINDER, STRINGER BEAD WHEEL
		001 - 571 00 31 00 - Recreational Activities Supplies				16.33	TOILET PAPER
		001 - 572 50 31 00 - Facilities - Supplies_Library				70.15	VALVE BOX
		001 - 572 50 31 00 - Facilities - Supplies_Library				17.10	DIMMABLE LIGHT BULBS
		420 - 576 61 31 03 - Maintenance Supplies				13.04	BOTTLED WATER

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		420 - 576 61 31 03 - Maintenance Supplies				53.40	LASER FLASHLIGHTS, CLOTHS, TOILET PAPER, AIR FRESHENER, ODOR ABSORBER
		420 - 576 61 31 03 - Maintenance Supplies				22.42	MICROFIBER ROLLS, BOTTLED WATER
		420 - 576 61 31 03 - Maintenance Supplies				18.69	COMPACT WIRE STRIPPER, ELECTRICIAN WIRE PLIER
		420 - 576 61 31 03 - Maintenance Supplies				22.42	BOTTLED WATER, DIESEL EXHAUST FLUID
		420 - 576 61 31 04 - Facilities - Supplies_Trailhead				21.73	TAPCONS
		001 - 576 80 31 01 - Parks Supplies				13.03	BOTTLED WATER
		001 - 576 80 31 01 - Parks Supplies				47.00	DIMMABLE LIGHT BULBS, EXTRACTOR SET
		001 - 576 80 31 01 - Parks Supplies				53.40	LASER FLASHLIGHTS, CLOTHS, TOILET PAPER, AIR FRESHENER, ODOR ABSORBER
		001 - 576 80 31 01 - Parks Supplies				21.78	CANVAS DROP CLOTH
		001 - 576 80 31 01 - Parks Supplies				22.41	MICROFIBER ROLLS, BOTTLED WATER
		001 - 576 80 31 01 - Parks Supplies				18.69	COMPACT WIRE STRIPPER, ELECTRICIAN WIRE PLIER
		001 - 576 80 31 01 - Parks Supplies				22.41	BOTTLED WATER, DIESEL EXHAUST FLUID
		001 - 576 80 31 15 - Ballfields Supplies				10.88	SHOP TOWEL ROLLS
		001 - 576 80 31 45 - Orchard Park Supplies				12.75	HAND SOAP
		001 - 576 80 31 45 - Orchard Park Supplies				12.80	BOTTLED WATER
		001 - 576 80 31 55 - Rocky Hill Park Supplies				8.60	WATER SUPPLY ADAPTERS
		001 - 576 80 31 65 - Centennial Trail Supplies				19.22	SOAP
		001 - 576 80 41 55 - Rocky Hill Park-Professional Ser				8.16	MIP ADAPTER BRASS
		110 - 595 64 63 00 - Roads/Streets Const. & Other In				13.97	HIGH TEST CHAIN
4859	09/01/2026	Claims	3	EFT	HORIZON	1,919.35	MATERIALS
		110 - 542 70 31 01 - Roadside - Supplies				18.44	PVC MALE ADAPTERS, RED COUPLING POLYS, SCH80 PVC BALL VALVES
		110 - 542 70 31 01 - Roadside - Supplies				112.82	ROTORS
		110 - 542 70 31 01 - Roadside - Supplies				12.08	PVC MALE ADAPTERS, BALL VALVES
		110 - 542 70 31 01 - Roadside - Supplies				149.64	ADJUSTABLE VINYL ROTORS
		110 - 542 70 31 01 - Roadside - Supplies				-149.64	RETURN OF ADJUSTABLE VINYL ROTORS
		110 - 542 70 31 01 - Roadside - Supplies				249.23	P-U PC ROTORS, ULTRA ROTORS, WIRE CONNECTORS
		110 - 542 70 31 01 - Roadside - Supplies				288.42	REPAIR COUPLING, PVC TEE, PVC REDUCER BUSHING, THREAD SEAL TAPE, PVC STREET 90 DEGREE ELBOW, LOCKING TOP, SCH80 UNIONS, PVC REDUCTING TEES, BRASS GATE VALVE, PVC 90 DEGREE ELBOW, SCH80 NIPPLES, VALVE
		110 - 542 70 31 01 - Roadside - Supplies				159.61	SCH80 TOE NIPPLE, QCV YELL TOP TWO PIECE, LID
		110 - 542 70 31 01 - Roadside - Supplies				5.55	PVC 90 DEGREE ELBOW, PVC CAPS
		110 - 542 70 31 01 - Roadside - Supplies				148.52	DC LATCHING SOLEN PLAST VALVES
		110 - 542 70 31 02 - Roadside - Horticulture Supplies				86.49	POP-UP SPRAY HEADS
		420 - 576 65 31 01 - Maintenance Of Golf Course				66.06	CHECK ASSEMBLY
		001 - 576 80 30 01 - Parks - Horticulture Supplies				74.22	MANURE FORK
		001 - 576 80 30 01 - Parks - Horticulture Supplies				9.11	INS 90 DEGREE ELBOWS, INS COUPLINGS
		001 - 576 80 31 45 - Orchard Park Supplies				258.59	REPAIR COUPLING, TEFLON TAPE, SCH90 UNIONS, GORILLA TAPE, PVC 90 DEGREE ELBOWS, PVC COUPLINGS, PVC REDUCING TEES
		001 - 576 80 31 45 - Orchard Park Supplies				131.33	PVC 90 DEGREE ELBOWS, PVC REDUCER BUSHINGS, PVC MALE ADAPTERS, PVC REDUCING TEE, UNIONS
		001 - 576 80 31 45 - Orchard Park Supplies				76.50	SCH80 THREAD UNIONS, SCH80 NIPPLES, TEFLON TAPE, NUTBUSTER PLIERS

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		001 - 576 80 31 45 - Orchard Park Supplies				60.19	SCH80 TOE NIPPLES, HEAVY BODY PVC CEMENT
		001 - 576 80 31 45 - Orchard Park Supplies				22.09	PVC 90 DEGREE ELBOW, SCH80 UNION
		110 - 595 64 63 00 - Roads/Streets Const. & Other In				140.10	BATTERY OPERATED CONTROLLER
4860	09/01/2026	Claims	3	EFT	HRA VEBA TRUST	1,133.33	CONTRIBUTIONS
		410 - 531 00 28 00 - Storm Drainage Utilities - HRA V				113.33	MOORE, CAMERON CONTRIBUTIONS
		110 - 542 90 28 06 - HRA VEBA				1,020.00	MOORE, CAMERON CONTRIBUTIONS
4861	09/01/2026	Claims	3	EFT	INGRAM LIBRARY SERVICES	1,718.39	BOOKS
		001 - 572 10 31 00 - Library Supplies				23.88	99 BUNDLE ICLASSIC B'S
		001 - 572 20 34 06 - Library Books & Other Materials				1,694.51	BOOKS
4862	09/01/2026	Claims	3	EFT	INLAND ASPHALT COMPANY	3,569.47	MATERIALS
		110 - 595 64 63 00 - Roads/Streets Const. & Other In				1,529.97	PLANT ASPHALT
		110 - 595 64 63 00 - Roads/Streets Const. & Other In				2,039.50	PLANT ASPHALT
4863	09/01/2026	Claims	3	EFT	LOWES	93.15	MATERIALS
		001 - 576 80 31 01 - Parks Supplies				93.15	DEHATCH RAKES
4864	09/01/2026	Claims	3	EFT	LYNN PEAVEY CO	210.65	MATERIALS
		001 - 521 10 31 00 - Law Enforcement Supplies				210.65	RIFLE STORAGE, STRAP
4865	09/01/2026	Claims	3	EFT	ERIKA R MENDEZ	543.44	PER DIEM
		001 - 514 23 43 00 - Administrative Services Travel-L				543.44	PER DIEM AND MILEAGE FOR WFOA 2026 CONFERENCE
4866	09/01/2026	Claims	3	EFT	MIZUNO USA INC - NDC	1,104.48	MERCHANDISE
		420 - 576 61 34 01 - Pro Shop Merchandise				905.10	GOLF CLUBS
		420 - 576 61 34 01 - Pro Shop Merchandise				270.51	GOLF CLUB
		420 - 576 61 34 01 - Pro Shop Merchandise				428.87	GOLF CLUB
		420 - 576 61 34 01 - Pro Shop Merchandise				-500.00	DEMO REBATES
4867	09/01/2026	Claims	3	EFT	MOBILE MODULAR	541.73	SERVICES
		001 - 518 30 41 00 - Central Services-Professional Se				541.73	OFFICE RENTAL 08/21-09/19/2026
4868	09/01/2026	Claims	3	EFT	NATIONAL BARRICADE CO	1,348.06	RENTALS
		110 - 595 64 63 00 - Roads/Streets Const. & Other In				1,348.06	RENTING OF BARRICADES, ROAD SIGNS, AND TRI-POD SIGN STANDS
4869	09/01/2026	Claims	3	EFT	NORTHWEST BUSINESS STAMP	17.40	MATERIALS
		001 - 511 60 31 00 - Legislative Supplies				17.40	FISHER, ARLENE NAME TAG
4870	09/01/2026	Claims	3	EFT	O'REILLY AUTO PARTS	312.51	MATERIALS
		110 - 542 30 31 00 - Roadway - Supplies_Signage				40.57	FLOOR DRY
		110 - 542 90 31 00 - Maint Admin & Overhead - Sup				19.22	PLIERS
		110 - 542 90 31 00 - Maint Admin & Overhead - Sup				16.40	7 VEH CONN
		420 - 576 61 31 03 - Maintenance Supplies				101.24	BATTERY
		420 - 576 61 31 03 - Maintenance Supplies				26.96	PAPER, MINI BULBS, SUPER BLUE, BOX CUTTER
		001 - 576 80 31 01 - Parks Supplies				26.96	PAPER, MINI BULBS, SUPER BLUE, BOX CUTTER
		001 - 576 80 31 01 - Parks Supplies				81.16	WIPER BLADES
4871	09/01/2026	Claims	3	EFT	OFFICE DEPOT	191.19	MATERIALS
		001 - 558 50 31 00 - CP&ED Supplies				88.73	LAMINATOR, COPY PAPER, BATTERIES
		001 - 558 50 31 00 - CP&ED Supplies				6.86	BATTERIES
		001 - 576 80 31 01 - Parks Supplies				88.73	LAMINATOR, COPY PAPER, BATTERIES
		001 - 576 80 31 01 - Parks Supplies				6.87	BATTERIES
4872	09/01/2026	Claims	3	EFT	PARAMETRIX	8,898.75	CLIMATE RESILIENCY PLANNING

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		001 - 558 60 40 01 - Professional Services Climate Re				8,898.75	TASK 01 PUBLIC ENGAGEMENT STRATEGY, TASK 05 FINAL CLIMATE ELEMENT
4873	09/01/2026	Claims	3	EFT	PARAMETRIX	10,865.73	SERVICES
		001 - 558 50 40 02 - CP&ED Plan Checking Outside S				320.00	TASK 01 LEGACY RIDGE PHASE F
		411 - 594 42 60 05 - Capital Expense Neyland Ave St				1,490.00	TASK 3777878026 SPRAGUE AVE & NEYLAND AVE STORMWATER-SUBTASK 03 FINAL DESIGN, SUBTASK 04 BIDDING SERVICES
		001 - 594 76 63 07 - Rocky Hill - Other Improvement				2,818.23	TASK 3777878038 ROCKY HILL SIDEWALK REPAIRS-SUBTASK 01 SURVEY SERVICES, SUBTASK 02 CONCEPTUAL DESIGN, SUBTASK EXP-EXPENSES
		311 - 595 30 60 10 - Capital Expenditures-Mission Av				2,325.00	TASK 3777878033 MISSION FRONTAGE IMPROVEMENTS-SUBTASK 02 PRELIMINARY DESIGN
		311 - 595 30 60 16 - Capital Expenditures-Country Vi				3,912.50	TASK 3777878037 COUNTRY VISTA DRIVE-SUBTASK 01 TOPOGRAPHIC SURVEY AND BOUNDARY, SUBTASK 02 CONCEPTUAL DESIGN
4874	09/01/2026	Claims	3	EFT	PURCHASE POWER	650.22	SERVICES
		001 - 514 23 41 00 - Administrative Services-Professi				2.25	POSTAGE OVERAGE FEE
		001 - 514 23 41 00 - Administrative Services-Professi				147.97	EQUIPMENT AND SERVICES ACTIVITY
		001 - 514 23 42 00 - Administrative Services-Telepho				206.75	8/7/2026 REFILL
		001 - 521 10 42 00 - Law Enforcement-Telephone,Int				1.52	8/7/2026 REFILL
		001 - 572 10 42 00 - Library-Telephone,Internet,Posta				291.73	8/7/2026 REFILL
4875	09/01/2026	Claims	3	EFT	PEDRO V ROMERO	39.95	REIMBURSEMENT
		110 - 542 90 43 00 - Maint Admin & Overhead - Lod				39.95	MEALS FOR DAY TRIP TO PICK UP EQUIPMENT
4876	09/01/2026	Claims	3	EFT	SHEA CARR & JEWEL INC	17,018.00	SERVICES
		001 - 558 60 40 05 - Professional Services - Developr				17,018.00	SVCS THROUGH 07/01-07/31/2026
4877	09/01/2026	Claims	3	EFT	SITEONE LANDSCAPE SUPPLY LLC	1,465.84	MATERIALS
		420 - 576 65 31 01 - Maintenance Of Golf Course				1,257.18	BULK USGA TOPDRESS MIX GRAVEL
		001 - 576 80 31 45 - Orchard Park Supplies				104.33	WITTKOPF TURF BUILDER SOIL BULK
		001 - 576 80 31 45 - Orchard Park Supplies				104.33	WITTKOPF TURF BUILDER SOIL BULK
4878	09/01/2026	Claims	3	EFT	SPOKANE COUNTY DIST CT	16,604.25	SERVICES
		001 - 512 52 40 00 - Contracted Court				16,604.25	APR 2026 AND MAY 2026 CONTRACTED COURT SVCS
4879	09/01/2026	Claims	3	EFT	THE F A BARTLETT TREE EXPERT COMPANY	584.24	SERVICES
		420 - 576 65 41 00 - Professional Services-Golf Greer				292.12	INSPECT WOODY TREES/SHRUBS
		420 - 576 65 41 00 - Professional Services-Golf Greer				292.12	INSPECT WOODY TREES/SHRUBS
4880	09/01/2026	Claims	3	EFT	TIRE-RAMA	1,694.58	SERVICES
		001 - 521 10 48 00 - Vehicle Maintenance				276.40	2021 FORD POLICE INTERCEPTOR UTILITY-OIL CHANGE
		001 - 521 10 48 00 - Vehicle Maintenance				73.34	2023 DODGE DURANGO PURSUIT/ENFORCER-OIL CHANGE
		001 - 521 10 48 00 - Vehicle Maintenance				73.34	2022 RAM 1500-OIL CHANGE
		001 - 576 80 41 00 - Parks-Professional Services				1,271.50	2003 GMC SONOMA-DIAGNOSTIC TEST AND LABOR, REPAIR SVCS OF FRONT WHEELS AND BREAKS
4881	09/01/2026	Claims	3	EFT	TOUR EDGE GOLF MFG INC	417.40	MERCHANDISE

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		420 - 576 61 34 01 - Pro Shop Merchandise				417.40	GOLF CLUB SET AND GOLF CLUB BAG
4882	09/01/2026	Claims	3	EFT	WESTERN STATES EQUIPMENT COMPANY	1,247.71	RENTAL
		110 - 595 64 63 00 - Roads/Streets Const. & Other In				1,247.71	RENTAL OF ROLLER DOUBLE DRUM
4883	09/01/2026	Claims	3	EFT	WEX BANK 76 FLEET	190.09	FUEL
		001 - 576 80 32 45 - Orchard Park Fuel Consumed				190.09	ORCHARD FUEL CANS
4884	09/01/2026	Claims	3	36565	ALOHAT LLC	1,578.20	MERCHANDISE
		420 - 576 61 34 01 - Pro Shop Merchandise				1,578.20	CAPS
4885	09/01/2026	Claims	3	36566	AMERICAN ON-SITE SERVICES	449.80	SERVICES
		110 - 542 90 41 00 - Maint Admin & Overhead - Prof				120.00	PORTABLE RESTROOM
		420 - 576 65 41 00 - Professional Services-Golf Greer				125.90	PORTABLE RESTROOM, HAND SANITIZER
		001 - 576 80 41 25 - Pavillion Park-Professional Servi				203.90	PORTABLE RESTROOM, HAND SANITIZER
4886	09/01/2026	Claims	3	36567	BCRA INC	25,938.35	SERVICES
		310 - 594 59 60 00 - Capital Expenditures - City Hall I				20,467.10	PROFESSIONAL SVCS FROM 04/01-04/30/2026
		330 - 594 72 62 00 - Library - Buildings & Structures				5,471.25	PROFESSIONAL SVCS FROM 06/01-06/30/2026
4887	09/01/2026	Claims	3	36568	CAMTEK INC	98.10	SERVICES
		110 - 518 30 41 20 - Facility - Professional Services_P				98.10	OPENEYE CAMERA LICENSING 02/01/2026-10/31/2026
4888	09/01/2026	Claims	3	36569	CONFERENCE TECHNOLOGIES INC	168,183.42	AGENDA ITEM 11.F 0818026 COUNCIL
		310 - 594 59 60 00 - Capital Expenditures - City Hall I				168,183.42	AV SERVICES DEPOSIT
4889	09/01/2026	Claims	3	36570	CONTINUUM OFFICE ENVIRONMENTS	1,032.23	FURNITURE
		001 - 594 21 64 02 - Law Enforcement-Furniture,Com				1,032.23	DESK RECTANGULAR TOP, DESK ACRYLIC PANEL, DESK MOUNT SCREEN BRACKET PAIR, T-LEG STRAIGHT BASE
4890	09/01/2026	Claims	3	36571	COOKED AS A GOAT LLC	696.00	MERCHANDISE
		420 - 576 61 34 01 - Pro Shop Merchandise				696.00	HATS
4891	09/01/2026	Claims	3	36572	ELLEN PICKEN MURALS LLC	5,000.00	SERVICES
		111 - 594 76 60 02 - Capital Outlays Public Art				5,000.00	RIPPLES PARK MURAL
4892	09/01/2026	Claims	3	36573	EMERGENCY RESPONDERS HEALTH CENTER LLC	600.00	SERVICES
		001 - 521 10 41 00 - Law Enforcement-Professional S				600.00	CHECK-IN SESSIONS FOR FRITZ, KYLE / LAROCCO, CODY / RIPPEE, JORDAN
4893	09/01/2026	Claims	3	36574	FBI-LEEDA INC	795.00	SERVICES
		001 - 521 10 49 00 - Law Enforcement-Dues,Subscrip				795.00	ERVIN, LOGAN-SLI - BELLINGHAM, WA 5/2026
4894	09/01/2026	Claims	3	36575	FREE PRESS PUBLISHING INC	173.90	LEGAL ADS
		001 - 514 23 41 00 - Administrative Services-Professi				94.60	PUBLIC NOTICE-AVAILABILITY OF SEPA CHECKLIST AND PUBLIC HEARING-TRANSPORTATION IMPROVEMENT PLAN
		001 - 514 23 41 00 - Administrative Services-Professi				79.30	PUBLIC NOTICE-NOTICE OF ORDINANCE PASSED-ORDINANCE NO 317
4895	09/01/2026	Claims	3	36576	GIBSONS NURSERY	1,139.05	MATERIALS
		411 - 594 42 60 05 - Capital Expense Neyland Ave St				1,177.20	PREMIUM SOD, SOD PALLET

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		411 - 594 42 60 05 - Capital Expense Neyland Ave St(				76.30	SOD PALLETS
		411 - 594 42 60 05 - Capital Expense Neyland Ave St(				-114.45	RETURNED SOD PALLETS
4896	09/01/2026	Claims	3	36577	GRAINGER	189.41	MATERIALS
		001 - 518 30 31 00 - Facility - Central Supplies				99.03	UNDERGROUND MARKING TAPE, NUTSETTER SET, DIAMOND SAW BLADE
		001 - 576 80 31 55 - Rocky Hill Park Supplies				90.38	VALVE REPAIR KIT
4897	09/01/2026	Claims	3	36578	GS4 LLC	57.98	MATERIALS
		001 - 518 30 31 00 - Facility - Central Supplies				14.68	LOCK CHANGE
		001 - 518 80 30 00 - Supplies For Consumption IT				16.64	FASTENERS
		001 - 521 50 31 00 - Facility - Supplies_Public Safety				13.92	FASTENERS, GUSSET ANGLE GA1
		001 - 576 80 31 55 - Rocky Hill Park Supplies				12.74	SUPPLY LINE
4898	09/01/2026	Claims	3	36579	GT GOLF HOLDINGS INC	867.00	MERCHANDISE
		420 - 576 61 34 01 - Pro Shop Merchandise				867.00	BOTTLES, FLASKS, TUMBLERS
4899	09/01/2026	Claims	3	36580	H D FOWLER COMPANY	170.58	MATERIALS
		001 - 576 80 31 45 - Orchard Park Supplies				170.58	GRAY UNION
4900	09/01/2026	Claims	3	36581	MARC HOWSER	350.00	SERVICES
		001 - 518 80 41 00 - Information Technology Service:				350.00	JULY 2026 FIBER SVCS
4901	09/01/2026	Claims	3	36582	HUSKY CONSULTING LLC	1,100.00	SERVICES
		310 - 594 59 60 00 - Capital Expenditures - City Hall I				1,100.00	SVCS PERFORMED BETWEEN 07/13-08/20/2026 - INSTALLATION INSPECTIONS WITH SUBSEQUENT FIELD OBSERVATION REPORTS, FINALIZED FUNCTIONAL PERFORMANCE TEST SCRIPTS IN PREPERATION FOR FUNCTIONAL TESTING
4902	09/01/2026	Claims	3	36583	INLAND EMPIRE GCSA	240.00	REGISTRATION
		420 - 576 61 49 01 - Golf-Dues,Subscriptions,Mbrshi				240.00	2026 IEGCSA CREW CHALLENGE TEAM REGISTRATION
4903	09/01/2026	Claims	3	36584	K-9 SERVICES GROUP	260.00	SERVICES
		001 - 521 10 41 00 - Law Enforcement-Professional S				160.00	BOOKING FOR MAVERICK 10/20/2025-10/28/2025
		001 - 521 10 41 00 - Law Enforcement-Professional S				100.00	BOOKING FOR MAVERICK 08/23/2026-08/28/2026
4904	09/01/2026	Claims	3	36585	LOCAL HIGHWAY TECHNICAL ASSISTANCE COUNC	80.00	REGISTRATION
		110 - 542 90 49 00 - Maint Admin & Overehad - Reg				80.00	ROMERO, PEDRO-SEAL COAT BEST PRACTICES
4905	09/01/2026	Claims	3	36586	NATIONAL ASSOCIATION OF SCHOOL RESOURCE	50.00	MEMBERSHIP
		001 - 521 10 49 00 - Law Enforcement-Dues,Subscrip				50.00	HOWARD, DAVE-NASRO ONE YEAR MEMBERSHIP
4906	09/01/2026	Claims	3	36587	NORTH 40 OUTFITTERS	1,001.86	MATERIALS
		110 - 542 66 31 00 - Snow And Ice Control - Supplies				1,001.86	KOMBI KWKM POWER SWEEP, KOMBI MOTOR SYSTEM
4907	09/01/2026	Claims	3	36588	PAVEMENT MAINTENANCE TECHNOLOGIES INC	134.40	MATERIALS
		110 - 595 64 63 00 - Roads/Streets Const. & Other In				134.40	TAC OIL
4908	09/01/2026	Claims	3	36589	PLANET TURF	964.66	MATERIALS
		420 - 576 65 31 01 - Maintenance Of Golf Course				964.66	IRON POLYAMINE, KICK 10-2-4, SOLAROUS PRECISION

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
4909	09/01/2026	Claims	3	36590	POE ASPHALT PAVING INC	219.78	MATERIALS
		110 - 595 64 63 00 - Roads/Streets Const. & Other In				219.78	ASPHALT
4910	09/01/2026	Claims	3	36591	PORTER LEE CORPORATION	106.60	MATERIALS
		001 - 521 10 31 00 - Law Enforcement Supplies				106.60	WHITE BARCODE LABELS
4911	09/01/2026	Claims	3	36592	RACOM CORPORATION	4,185.60	MATERIALS
		110 - 542 90 41 00 - Maint Admin & Overhead - Prof				4,185.60	MOBILE TALK DIGITAL TRUNKING SYSTEM AIRTIME
4912	09/01/2026	Claims	3	36593	RAPTOR ROOTER & PLUMBING	10.00	REFUND PERMIT BLD2026-0328
		001 - 322 10 00 00 - Building Permits				-10.00	
4913	09/01/2026	Claims	3	36594	ROYAL BUSINESS SYSTEMS INC	872.51	MATERIALS; SERVICES
		001 - 514 23 31 00 - Administrative Services Supplies				16.35	TONER
		001 - 514 23 41 00 - Administrative Services-Professi				856.16	CONTRACT OVERAGE 05/28-08/27/2026
4914	09/01/2026	Claims	3	36595	SENSKE LAWN & TREE CARE INC	581.58	SERVICES
		001 - 518 30 41 10 - Facility - Professional Services_C				127.04	CH-PEST CONTROL SERVICE TREATMENT
		001 - 518 30 41 10 - Facility - Professional Services_C				245.26	CH PEST CONTROL SVCS SPECIAL JOB
		110 - 518 30 41 20 - Facility - Professional Services_P				132.98	PW-PEST CONTROL SERVICE TREATMENT
		420 - 576 61 41 03 - Facilities - Professional Services_				76.30	TH-PEST CONTROL SERVICE TREATMENT
4915	09/01/2026	Claims	3	36596	SPOKANE COUNTY TREASURER	13,309.78	SERVICES
		001 - 521 10 40 00 - Sheriff (EMS Agreement)				451.92	TECHNICAL SVCS-ONGOING SUPPORT FROM GAUNT, DUSTIN
		110 - 542 64 41 00 - Traffic Control Devices - Profess				11,028.86	ROADS SVCS-SIGNAL MAINTENANCE 04/01-06/30/2026
		001 - 554 30 41 00 - Animal Services				1,829.00	ANIMAL CONTROL & SHELTER SVCS JULY 2026
4916	09/01/2026	Claims	3	36597	US CRAFT BRANDS LLC	594.50	MERCHANDISE
		420 - 576 61 34 01 - Pro Shop Merchandise				566.00	HOODIES, POLOS
		420 - 576 61 34 01 - Pro Shop Merchandise				28.50	DRIVER COVER
4917	09/01/2026	Claims	3	36598	WESTERN EQUIPMENT	1,971.08	MATERIALS
		420 - 576 65 31 01 - Maintenance Of Golf Course				1,971.08	FLEX CONVERSION ASSEMBLIES, ADJUSTABLE TOOL
4918	09/01/2026	Claims	3	36599	WHITLEY FUEL LLC	5,968.96	FUEL
		001 - 518 30 32 00 - Central Services Fuel Consumed				59.71	UNLEADED
		001 - 518 30 32 00 - Central Services Fuel Consumed				59.00	UNLEADED
		001 - 518 30 32 00 - Central Services Fuel Consumed				24.94	UNLEADED
		001 - 518 30 32 00 - Central Services Fuel Consumed				130.60	UNLEADED
		410 - 531 00 32 00 - Storm Drainage Utilities - Fuel				18.37	UNLEADED
		410 - 531 00 32 00 - Storm Drainage Utilities - Fuel				18.15	UNLEADED
		410 - 531 00 32 00 - Storm Drainage Utilities - Fuel				65.32	DYED DIESEL #2
		410 - 531 00 32 00 - Storm Drainage Utilities - Fuel				7.67	UNLEADED
		410 - 531 00 32 00 - Storm Drainage Utilities - Fuel				58.43	UNLEADED
		410 - 531 00 32 00 - Storm Drainage Utilities - Fuel				64.60	DYED DIESEL #2
		110 - 542 66 32 00 - Snow And Ice Control - Fuel				636.38	CLEAR DIESEL #2
		110 - 542 70 32 00 - Roadside - Fuel				110.24	UNLEADED
		110 - 542 70 32 00 - Roadside - Fuel				108.93	UNLEADED
		110 - 542 70 32 00 - Roadside - Fuel				195.96	DYED DIESEL #2
		110 - 542 70 32 00 - Roadside - Fuel				46.05	UNLEADED
		110 - 542 70 32 00 - Roadside - Fuel				274.95	UNLEADED
		110 - 542 70 32 00 - Roadside - Fuel				193.81	DYED DIESEL #2
		110 - 542 90 32 00 - Maint Admin & Overhead - Fuel				515.53	UNLEADED
		001 - 558 50 32 00 - CP&ED Fuel Consumed				45.93	UNLEADED

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		001 - 558 50 32 00 - CP&ED Fuel Consumed				45.39	UNLEADED
		001 - 558 50 32 00 - CP&ED Fuel Consumed				19.19	UNLEADED
		420 - 576 61 32 00 - Golf Course-Fuel Consumed				73.49	UNLEADED
		420 - 576 61 32 00 - Golf Course-Fuel Consumed				72.62	UNLEADED
		420 - 576 61 32 00 - Golf Course-Fuel Consumed				800.16	DYED DIESEL #2
		420 - 576 61 32 00 - Golf Course-Fuel Consumed				30.70	UNLEADED
		420 - 576 61 32 00 - Golf Course-Fuel Consumed				791.37	DYED DIESEL #2
		001 - 576 80 32 00 - Parks Fuel Consumed				137.80	UNLEADED
		001 - 576 80 32 00 - Parks Fuel Consumed				136.16	UNLEADED
		001 - 576 80 32 00 - Parks Fuel Consumed				457.23	DYED DIESEL #2
		001 - 576 80 32 00 - Parks Fuel Consumed				57.56	UNLEADED
		001 - 576 80 32 00 - Parks Fuel Consumed				452.21	DYED DIESEL #2
		001 - 576 80 32 15 - Ballfields Fuel Consumed				13.79	UNLEADED
		001 - 576 80 32 15 - Ballfields Fuel Consumed				13.61	UNLEADED
		001 - 576 80 32 15 - Ballfields Fuel Consumed				114.30	DYED DIESEL #2
		001 - 576 80 32 15 - Ballfields Fuel Consumed				5.75	UNLEADED
		001 - 576 80 32 15 - Ballfields Fuel Consumed				113.06	DYED DIESEL #2

001 General Fund	523,543.09	
110 Street Fund	35,130.67	
111 Parks & Art Fund	5,000.00	
310 REET 1 Capital Projects Fund	189,750.52	
311 REET 2 Special Capital Projects Fund	6,237.50	
330 Library Capital Fund	5,471.25	
410 Stormwater Utility Fund	345.87	
411 Aquifer Protection Fund	2,629.05	
420 Golf Operations Fund	15,771.97	
502 Medical Reimbursement (Bridge) Fund	125.30	
	Claims:	784,005.22
* Transaction Has Mixed Revenue And Expense Accounts	784,005.22	

"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.: 11.C.

BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE, WASHINGTON

For the Agenda Of: September 1, 2026

Subject: Greater Spokane Inc. (GSI) Annual Membership Dues

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

Exhibit(s):
City of Liberty Lake Greater Spokane Inc

Expenditure Required	Yes;
Budgeted	Yes; General Fund (001), (558.70.49.00) Economic Development Dues
City Program	Economic Development

Summary Statement

Annual base investment of $11,025 supports various activities performed by Greater Spokane Inc. on behalf of the City of Liberty Lake, such as:

- advocacy for a healthy business climate to provide businesses a competitive advantage over other communities,
- assisting businesses located in the region with access to new services to enhance their revenues and profits,
- advancing the development of a talented workforce,
- advocacy on behalf of business at the federal, state, and local levels,
- supporting entrepreneurs and business startups,
- supporting major contributors to the economy, and
- communicating the value of the Spokane region to businesses considering expansion or relocation to the Spokane region.

Investment at this level entitles the City of Liberty Lake to the following benefits:

- An Ex-Officio position on the GSI Leadership Advisory Council,
- Participation in update meetings of the Associate Development Organization (ADO),
- Recognition as a Leadership Circle partner which includes exclusive GSI

marketing exposure,
- Invitation to attend the Olympia and DC Fly-ins,
- Invitation to exclusive executive events,
- Recognition in GSI communications, and
- Onsite GSI Executive Update.

Recommended Action

Approve the expenditure for annual dues for Greater Spokane Inc. membership in an amount not to exceed $11,025.

Invoice

150425

Greater Spokane Inc.
PO Box 822
Spokane, Washington 99210

Invoicing Date: 11/12/2025
Member ID: 12872
Invoice Due: 01/01/2026
Partner Since: 04/22/2002

Accounts Payable
City of Liberty Lake
22710 E Country Vista Dr
Liberty Lake, WA 99019

Description	Qty	Rate	Amount
Member Partner Dues (Renewals) 01/01/2026 to 12/31/2026	1	11,025.00	11,025.00

Your membership investment in Greater Spokane Incorporated is 90% deductible as a business expense.

Total:	**11,025.00**
Amt Paid:	**0.00**
Balance Due:	**11,025.00**

Member ID	Invoice	Due Date	Total Due	Total Payment Enclosed
12872	150425	01/01/2026	$11,025.00	$

Please verify address and provide corrections

Accounts Payable
City of Liberty Lake
22710 E Country Vista Dr
Liberty Lake, WA 99019

Correct Address

Make checks payable to:

Greater Spokane Inc.
PO Box 822
Spokane, Washington 99210

☐ MasterCard ☐ Visa ☐ Discover ☐ American Express

Card No. Exp. Date Signature Sec. Code

AGENDA ITEM NO.: 12.A.

BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE, WASHINGTON

For the Agenda Of: September 1, 2026

Subject: Interagency Agreement with Department of Natural Resources Correction Camp for Maintenance Services

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

Exhibit(s):
DNR Contract City of Liberty Lake_Redacted

Expenditure Required	Yes
Budgeted	Yes, Streets Fund (110); Roundabout/Median Beautification (595 64 63 00) and Roadside Professional Services (542 70 41 00)
City Program	Streetscape and Landscape Maintenance

Summary Statement

Staff recommends approval of an Interagency Agreement with the Washington State Department of Natural Resources to provide supervised Correctional Camp crew labor for maintenance, landscaping, and other approved work on City of Liberty Lake properties and project sites in Eastern Washington. Under the agreement, DNR will provide the necessary personnel, supervision, equipment, materials, and other resources required to complete the work identified in the Scope of Work.

The agreement will be effective October 1, 2026, or upon final execution by both parties, whichever occurs later, and will remain in effect through September 30, 2029, unless terminated earlier in accordance with the agreement. Total compensation under the agreement shall not exceed $40,000 over the three-year term. Compensation will be based on the rates and payment terms established in the agreement, with any increase to the maximum authorized amount requiring a written amendment approved by both parties.

Recommended Action

Approve the Interagency Agreement with the Washington State Department of Natural

Resources and authorize the Mayor to execute the agreement on behalf of the City of Liberty Lake.

INTERAGENCY AGREEMENT
WASHINGTON STATE
DEPARTMENT OF NATURAL RESOURCES
CONTRACT NO. 93-111421

PI: 123
Funding Source: Local
DES Supplier Diversity: Not Applicable
Procurement Method: Exempt
Exemption Type: RCW 39.26.125(10)**;** Intergovernmental agreements awarded to any governmental entity, whether federal, state, or local and any department, division, or subdivision thereof.

This contract is made and entered into by and between the Washington State Department of Natural Resources, hereinafter referred to as "**DNR**", and the below named firm, hereinafter referred to as "CLL".

City of Liberty Lake
22710 E. Country Vista Drive
Liberty Lake, WA 99019
Phone: (509) 755-6700
Email: cmelnrick@libertylakewa.gov
WA State UBI Number: 602-124-505
Federal Taxpayer Identification Number: 91-[redacted]
Statewide Vendor # (SWV): SWV0013473

1. PURPOSE

The purpose of this Agreement is to provide supervised Department of Natural Resources (DNR) Correctional Camp crew labor to perform work on City of Liberty Lake (CLL) properties and project sites located in Eastern Washington, as further described in Exhibit A – Scope of Work.

2. SCOPE OF WORK

DNR shall provide the personnel, supervision, equipment, materials, and other resources necessary to perform the work described in Exhibit A – Scope of Work. DNR shall perform all work in accordance with the terms and conditions of this Agreement.

3. PERIOD OF PERFORMANCE

The term of this Agreement shall commence on October 1, 2026, or upon the date of final execution by both parties, whichever occurs later, and shall continue through September 30, 2029, unless terminated earlier in accordance with the provisions of this Agreement.

4. COMPENSATION

The total compensation payable under this Agreement shall not exceed Forty Thousand Dollars ($40,000.00) during the term of this Agreement. Any increase to the maximum compensation authorized under this Agreement must be approved through a written amendment executed by both parties. Compensation shall be based upon the rates and terms set forth in Exhibit B – Budget and Payment Schedule.

5. BILLING PROCEDURES AND PAYMENT

DNR shall submit invoices to CLL on a quarterly basis unless otherwise agreed to in writing by the parties.CLL shall remit payment within thirty (30) calendar days following receipt of a properly completed invoice.

Invoices submitted after expiration of this Agreement shall remain payable provided they are received by CLL within thirty (30) calendar days following the expiration date of this Agreement. Invoices for work performed during the State fiscal year shall be submitted no later than thirty (30) calendar days following the close of that fiscal year (July 1 through June 30).

Each invoice submitted by DNR shall include sufficient detail to allow CLL to verify the work performed and the associated charges. At a minimum, each invoice shall include:

A. Agreement Number 93-111421
B. Billing Period
C. Description of the work performed during the billing period
D. Total hours worked by each DNR crew member, including the DNR Crew Supervisor
E. Itemized additional authorized costs, if applicable (e.g., equipment rental)
F. Applicable taxes, if any

G. Total invoice amount
H. Any supporting documentation reasonably necessary to verify the charges.

6. RECORDS MAINTENANCE

DNR shall maintain books, records, documents and other evidence, to sufficiently document all direct and indirect costs incurred by DNR in providing the services. These records shall be available for inspection, review, or audit by personnel of the CLL, other personnel authorized by the CLL, the Office of the State Auditor, and federal officials as authorized by law. DNR shall keep all books, records, documents, and other material relevant to this Agreement for six years after Agreement expiration. The Office of the State Auditor, federal auditors, and any persons authorized by the parties shall have full access to and the right to examine any of these materials during this period.

Records and other documents in any medium furnished by one party to this Agreement to the other party will remain the property of the furnishing party, unless otherwise agreed. The receiving party will not disclose this material to any third parties without first notifying the furnishing party and giving it a reasonable opportunity to respond. Each party will use reasonable security procedures and protections to ensure that records and documents provided by the other party are not erroneously disclosed to third parties.

7. RIGHTS TO DATA

Unless otherwise agreed, data originating from this Agreement shall be 'works for hire' as defined by Title 17 U.S.C., Section 101 and shall be owned equally by the DNR and CLL. Data shall include, but not be limited to, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. Ownership includes the right to use, copyright, patent, register, and the ability to transfer these rights.

8. INDEPENDENT CAPACITY

The employees or agents of each party who are engaged in fulfilling this Agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party.

9. AMENDMENTS

This Agreement may be amended by mutual agreement of the parties. Amendments shall be in writing and signed by personnel authorized to bind each of the parties.

10. TERMINATION FOR CONVENIENCE

Either party may terminate this Agreement upon thirty (30) calendar days prior written (including email) notice to the other party. If this Agreement is terminated, the parties shall be liable only for

performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

11. TERMINATION FOR CAUSE

If for any cause either party does not fulfill in a timely and proper manner its obligations under this Agreement, or if either party violates any of the terms and conditions, the aggrieved party will give the other party written notice of the failure or violation. The aggrieved party will give the other party fifteen (15) working days to correct the violation or failure. If the failure or violation is not corrected within fifteen (15) days, the aggrieved party may immediately terminate this Agreement by notifying the other party in writing (including email).

12. DISPUTES

If a dispute arises, each party will make a good faith effort to resolve issues at the lowest possible level in their respective agencies. If they cannot resolve an issue, they will elevate the issue within their respective chains of command to resolve it.

If a dispute arises that cannot be resolved as described in the preceding paragraph, it shall be determined by a Dispute Board in the following manner: Each party to this Agreement shall appoint one member to the Dispute Board. The members so appointed shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall evaluate the facts, Agreement terms, applicable statutes and rules, and decide of the dispute. The determination of the Dispute Board shall be final and binding on both parties. The cost of resolution will be borne as allocated by the Dispute Board. Alternatively, the parties may pursue a third-party dispute resolution as the parties mutually agree to in writing.

13. GOVERNANCE

This contract is entered into by the authority granted by the laws of the State of Washington and any applicable federal laws. The provisions of this Agreement shall be construed to conform to those laws.

If there is an inconsistency in the terms of this Agreement, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:

1. Applicable federal statutes and regulations.
2. State of Washington statutes and regulations.
3. Exhibit A-Scope of Work
4. Exhibit B-Budget

14. ASSIGNMENT

The work to be provided under this Agreement and any claim arising from this Agreement cannot be assigned or delegated in whole or in part by either party, without the express prior written consent of the other party. Neither party shall unreasonably withhold consent.

15. WAIVER

A party that fails to exercise its rights under this Agreement is not precluded from subsequently exercising its rights. A party's rights may only be waived through a written amendment to this Agreement.

16. HARASSMENT

CONTRACTOR hereby has access to the following DNR's policies:

Per RCW 43.01.135, DNR Policy PO01-052, Sexual Harassment, linked below, outlines DNR's commitment and expectations for contractors:
https://www.dnr.wa.gov/publications/em_harassment_prevention_policy.pdf

DNR Policy PO01-051, Safe and Respectful Workplace, linked below, outlines DNR's commitment and the expectations for contractors:
www.dnr.wa.gov/publications/em_safe_respectful_workplace_policy.pdf

DNR Policy PO01-037, Harassment Prevention, linked below, outlines DNR's commitment and expectations for contractors:
www.dnr.wa.gov/publications/em_harassment_prevention_policy_037.pdf

DOC Policy 490.800, Prison Rape Elimination Act (PREA) Prevention and Reporting, linked below, outlines DNR's commitment and expectations for contractors:
https://doc.wa.gov/sites/default/files/data/files/490800.pdf

17. SEVERABILITY

The provisions of this Agreement are severable. If any provision of this Agreement or any provision of any document incorporated by reference should be held invalid for any reason whatsoever by court of competent jurisdiction or other legally binding authority, such illegality or invalidity shall not affect the validity of the remainder of the Agreement.

18. RESPONSIBILITIES OF THE PARTIES/INDEMNIFICATION

Each party to this Agreement hereby assumes responsibility for claims and/or damages to person and/or property resulting from any act or omissions on the part of itself, its employees, its officers, and its agents. Neither party assumes any responsibility to the other party for the consequences of

any claim, act or omission of any person, agency, firm, or corporation not a party to this Agreement.

19. CONTRACT MANAGEMENT

The Project Manager for each of the parties shall be the contact person for all communications and billings regarding the performance of this Agreement.

CONTRACTOR Contract Manager Information	DNR Contract Manager Information
Cody Melnrick City of Liberty Lake 22710 E. Country Vista Drive Liberty Lake, WA 99019 *Phone:* (509) 613-1450 *Email address:* cmelnrick@libertylakewa.gov	Tony Adams Department of Natural Resources 225 S. Silke Road Colville, WA 99114 *Phone:* (509) 675-5429 *Email address:* tony.adams@dnr.wa.gov
CONTRACTOR Project Manager Information	**DNR Project Manager Information**
Dan Maus City of Libety Lake 22710 E. Country Vista Drive Liberty Lake, WA 99019 *Phone :* (509) 613-3765 *Email address:* dmaus@libertylakewa.gov	Noah Messing Department of Natural Resources 225 S. Silke Road Colville, WA 99114 *Phone:* (509) 640-8394 *Email address:* noah.messing@dnr.wa.gov

20. INSURANCE

The parties to this Agreement are self-insured government entities. Each party shall be responsible for losses, claims, injuries, and other damages for which it is found liable.

21. ASSURANCES

DNR and CONTRACTOR agree that all activity pursuant to this Agreement will be in accordance with all the applicable current federal, state, and local laws, rules, and regulations.

22. ENTIRE AGREEMENT

This Agreement, including referenced exhibits, represents all the terms and conditions agreed upon by the parties. No other statements or representations, written or oral, shall be deemed a part hereof.

23. CONFORMANCE

If any provision of this Agreement violates any statute or rule of law of the State of Washington, it is considered modified to conform to that statute or rule of law.

24. APPROVAL

By signature below, the parties certify that the individuals listed in this document, as representatives of the parties, are authorized to act in their respective areas for matters related to this instrument. IN WITNESS WHEREOF, the parties have executed this Agreement.

CITY OF LIBERTY LAKE	**WASHINGTON STATE DEPARTMENT OF NATURAL RESOURCES**
Signature **Date**	**Signature** **Date**
Cris Kaminskas	Alfred Watson
Name	**Name**
City of Liberty Lake-Mayor	DNR NE Region Manager
Title	**Title**
22710 E. Country Vista Drive Liberty Lake, WA 99019	225 S. Silke Road Colville, WA 99114
Address	**Address**
(513)519-8720	(509)684-7474
Telephone	**Telephone**

EXHIBIT A – SCOPE OF WORK

DNR shall provide incarcerated work crews from the Airway Heights Corrections Center under the supervision of DNR Forest Crew Supervisors to perform labor-intensive work on projects identified by the City of Liberty Lake (CLL) on land owned or managed by CLL within the City of Liberty Lake, Washington.

Project Management

As soon as practicable following execution of this Agreement, and annually thereafter for the duration of the Agreement, CLL shall provide DNR with a proposed list of projects for consideration. At a minimum, the project list shall include:

- A brief description of each project;
- The anticipated project schedule;
- The project location; and
- The name and contact information of the CLL project manager.

DNR shall review the proposed projects to ensure they are consistent with DNR's Interagency Agreement with the Washington State Department of Corrections governing the Washington State Correctional Camps Program and are appropriate for completion by incarcerated work crews.

DNR reserves the right to approve, deny, postpone, or modify any proposed project if:

- The project is inconsistent with DNR's obligations under its agreement with the Department of Corrections;
- The project exceeds the capabilities or safety limitations of the work crews;
- Staffing or operational requirements prevent completion of the work; or
- Incarcerated crews are reassigned to wildfire suppression, emergency response, or other priority DNR operations.

DNR and CLL shall cooperate in good faith to prioritize, schedule, and coordinate approved projects to maximize the effective use of incarcerated work crews and facilitate successful project completion.

Anticipated Work

Work performed under this Agreement may include, but is not limited to:

- Restoration planting and maintenance.
- Planting native trees, shrubs, and other vegetation.
- Installation of weed barrier fabric, tree protectors, and similar materials.
- Vegetation management, including invasive species and weed removal.
- Construction, maintenance, repair, or removal of exclusion fencing.
- Wildland fire fuel reduction activities.
- Pre-commercial forest thinning, including hazard tree mitigation where appropriate.

- Tree felling, limbing, bucking, slash removal, and chipping, when approved by DNR.

All tree felling activities shall be performed in accordance with applicable DNR safety standards, policies, and procedures.

Specialized Equipment

If specialized equipment is required to safely or efficiently perform approved work under this Agreement, DNR may procure rental equipment on behalf of CLL, subject to the availability of funding and prior approval by CLL.

Examples of specialized equipment include, but are not limited to, woodchippers, compact equipment, or other project-specific equipment.

CLL shall reimburse DNR for the actual costs associated with approved equipment rentals, including rental charges, routine maintenance, fuel, insurance, and other directly related costs, as applicable. Such costs shall be billed in accordance with this Agreement and shall count toward the maximum compensation established in Section 4 – Compensation, and Section 5 – Billing Procedures and Payment of the Agreement.

EXHIBIT B – BUDGET AND PAYMENT SCHEDULE

Billing Methodology

DNR shall submit invoices to CLL on a quarterly basis following any quarter in which reimbursable work is performed. Reimbursement shall be based on the actual direct costs incurred by DNR in performing the work, plus the applicable DNR indirect cost rate in effect at the time the work is performed (currently 31%).

Each invoice shall include, at a minimum:

A. Agreement Number.
B. Billing period.
C. Description of the work performed.
D. Labor charges, including the total hours worked by each DNR employee assigned to the project.
E. Incarcerated Individual (I/I) labor charges based on the actual number of incarcerated individuals assigned and the actual hours worked.
F. Mileage charges based on the actual round-trip mileage traveled between the Airway Heights Corrections Center and the project site, using the DNR mileage rate in effect at the time the work is performed.
G. Approved equipment rental and other authorized project-related expenses, if applicable.
H. Applicable taxes, if any.
I. Applicable indirect costs.
J. Total invoice amount.

Estimated Rates (Planning Purposes Only)

The rates below are provided for budgeting and planning purposes only. Actual charges will be based on the rates in effect at the time the work is performed.

Item	Estimated Rate
Forest Crew Supervisor	$452.00 per day
Incarcerated Individual (I/I) Labor	$1.50 per hour, per individual
Vehicle Mileage	Current DNR mileage rate (currently $2.78 per mile)
Indirect Cost Rate	31%

Example Daily Cost

The following example is provided for illustration only.

- One (1) Forest Crew Supervisor: $452.00
- Ten (10) incarcerated individuals working a nine (9)-hour day at $1.50/hour: $135.00
- Mileage: Actual round-trip mileage from the Airway Heights Corrections Center to the project site at the DNR mileage rate in effect on the date of service (e.g., 100 miles × $2.78 = $278.00)
- Applicable indirect costs: 31%

Using the example above, the estimated daily cost for one crew is approximately **$1,050.00**, excluding equipment rentals and other authorized project-specific expenses.

AGENDA ITEM NO.: 14.A.

BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE, WASHINGTON

For the Agenda Of: September 1, 2026

Subject: Comcast Franchise Agreement 10-Year Extension

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

Exhibit(s):
None

Expenditure Required	No
Budgeted	N/A
City Program	

Summary Statement

The City and Comcast wish to proceed with an extension to their current franchise agreement for a ten-year period. They have been a good partner with no known issues relating to the terms of the existing agreement. Federal law requires a public hearing prior to any extension of a franchise agreement for cable providers. If no issues are presented during the public hearing, City Staff recommend a ten year renewal via ordinance at the Sept 15th City Council meeting.

Recommended Action

Receive public input.

AGENDA ITEM NO.: 15.A.

BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE, WASHINGTON

For the Agenda Of: September 1, 2026

Subject: Resolution 26-290, Public Records Maintenance in Conformance to RCW 42.56.070

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

Exhibit(s):
Resolution No. 26-290 (PRA Index)

Expenditure Required	No
Budgeted	N/A
City Program	Records Management

Summary Statement

The Washington Public Records Act requires the City to establish procedures that facilitate public access to City records and, generally, to maintain a current index of specified public records. State law recognizes, however, that maintaining such an index may impose an undue burden on a local agency and authorizes the City Council to formally declare that maintaining the index would be unduly burdensome or interfere with City operations.

Following Council's August 18, 2026 workshop, staff recommends adoption of Resolution No. 26-290. The resolution finds that the volume and complexity of records generated across the City's departments, which maintain separate records and indexing systems, make creating and maintaining a comprehensive public records index unduly burdensome, costly, and disruptive to City operations.

Adoption of the resolution will formalize the City's use of the alternative expressly authorized by RCW 42.56.070(4). It does not diminish the City's obligation to provide access to nonexempt public records under the Public Records Act. Staff recommends that the City Council adopt Resolution No. 26-290.

Recommended Action

Move to approve Resolution 26-290.

RESOLUTION NO. 26-290
CITY OF LIBERTY LAKE
SPOKANE COUNTY, WASHINGTON

A RESOLUTION OF THE CITY OF LIBERTY LAKE, WASHINGTON, RELATING TO THE MAINTAINING OF AN INDEX OF PUBLIC RECORDS

WHEREAS, the Public Records Act ("PRA"), Chapter 42.56 of the Revised Code of Washington ("RCW") requires the City of Liberty Lake ("City") to make nonexempt public records available for inspection and copying; and

WHEREAS, RCW 42.56.040 requires the City to establish and display rules to facilitate disclosure of public records; and

WHEREAS, currently, the City's public records policy and procedures are codified in Title 1, Chapter 8 of the Liberty Lake Municipal Code ("LLMC"); and

WHEREAS, the PRA requires all cities and public agencies to maintain and make available a current index of public records; and

WHEREAS, RCW 42.56.070(4) provides that an agency need not maintain such an index if to do so would be unduly burdensome, but it must issue and publish an order specifying the reasons why and the extent to which compliance would be unduly burdensome or would interfere with agency operations; and

WHEREAS, the City is comprised of a number of departments and divisions, which maintain separate records and/or systems for the indexing of records and information; and

WHEREAS, providing copies of public records and the search thereof of such records is a growing expense for taxpayers; and

WHEREAS, the City Council held a workshop during its regular City Council meeting on August 18, 2026, to discuss public records and the maintaining of an index of records; and

WHEREAS, the City Council desires to declare that maintaining a public records index would be unduly burdensome to the City and staff.

NOW THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF LIBERTY LAKE, WASHINGTON AS FOLLOWS:

Section 1. Adoption. Pursuant to RCW 42.56.070(4) and that set forth herein, the City finds that maintaining a public records index is unduly burdensome, costly, and would interfere with agency operations due to the number and complexity of records generated as a result of the wide range of City activities and departments.

Section 2. Authority. In conjunction with LLMC, Chapter 8, the City's Public Records Officer is hereby authorized to utilize this Resolution in the maintaining of the City's public records and any requests made thereof.

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

PASSED by the City Council this _____ day of September, 2026.

_____
Cris Kaminskas, Mayor

ATTEST:

_____
City Clerk, Rochelle Caton

APPROVED AS TO FORM:

_____
City Attorney, Sean P. Boutz