COMMUNITY ENGAGEMENT COMMISSION MEETING AGENDA
WEDNESDAY, OCT. 21, 2026 – 6:00 P.M.
22710 E. COUNTRY VISTA DRIVE

The purpose of the Community Engagement Commission is to serve in an advisory capacity to the mayor and City Council. The Commission's role is to gather ideas, input, and feedback from community members, and to advise and guide city leadership.

- Sign up to provide public comment at the meeting via calling in.
- Submit written public comment prior to 4:00 p.m. on the date of the meeting.

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **APPROVALS**
   a. Agenda
   b. Minutes of meeting of Sept. 16, 2026

4. **PUBLIC COMMENTS**

5. **CITY HALL UPDATES (David Goehner)**
   a. See handout

6. **DISCUSSIONS & BUSINESS**
   a. Proactive community engagement & document draft – (Norman)
   b. Home For The Holidays volunteer opportunities
   c. Marketing calendar development
   d. CEC engagement on Facebook discussions – (Carlberg)
   e. Other upcoming opportunities?

7. **NEXT MEETING: Nov. 18, 2026, at 6 p.m.**
   a. Requested items for agenda?

8. **ADJOURNMENT**

JOIN ZOOM MEETING

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

https://us02web.zoom.us/s/86370493511

Or join webinar with the following methods

Phone one-tap

Phone one-tap: US: +12532158782,,86370493511# or +12532050468,,86370493511#

PUBLIC COMMENT

If you wish to provide oral public comments during the Community Engagement Commission meeting, you may do so in-person at City Hall or virtually via zoom. You may speak in-person at City Hall, or if you wish to speak via zoom, please join the zoom meeting using the meeting information above. Public comments will be invited during the appropriate section of the agenda, at which time you can send a request to speak to our meeting host using the chat function within the zoom meeting.

WRITTEN PUBLIC COMMENTS

If you wish to provide written public comments for the Community Engagement Commission meeting, please email your comments to tgarcia@libertylakewa.gov by 4:00 p.m. the day of the commission 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) you are speaking about

If providing written comments, the comments received will be acknowledged during the public meeting but not read. Written comments received by 4:00 p.m. on the meeting date will be provided to commission members in advance of the meeting.

CITY OF LIBERTY LAKE
Community Engagement Commission Minutes
Sept. 16, 2026 – 6:00 p.m.

CALL TO ORDER:
The meeting of the Community Engagement Commission was called to order by chairman Bill Norman on Aug. 19, 2026, at 6:00 p.m.

ROLL CALL:
Position 1: Robin Bekkedahl **Present**
Position 2: Bill Norman **Present**
Position 3: Vacant
Position 4: Vacant
Position 5: Ralph Carlberg **Present**
Position 6: Vacant
Position 7: Leah Stussy **Present**
Position 8: Vacant
Position 9: Mark Saba **Excused**
Communications specialist David Goehner **Present**

APPROVALS:
Chairman Norman recommended that items 6F and 6G be combined into item 6B, and to have this discussed after item 6C. Commissioner Saba so moved to amend the agenda and Commissioner Bekkedahl seconded and the motion passed. Commissioner Saba moved to approve the agenda as amended, Commissioner Stussy seconded, and the motion passed.

Commissioner Saba moved and Commissioner Bekkedahl seconded to approve the minutes of the meeting of Aug. 19, 2026, and the motion passed.

PUBLIC COMMENTS:
There were no public comments.

CITY HALL UPDATES:
Goehner introduced and answered questions about the City Hall Update that had been mailed out earlier in the week. He also provided an update on the latest proposed revision to the city's logo, which was shown during the previous night's City Council meeting. Questions followed about a color version of the logo, and Goehner said he would provide a color version when it becomes available.

DISCUSSIONS & BUSINESS:
A – Annual Report to City Council: Chairman Norman offered a summary of his presentation of the CEC's Annual Report to the City Council from the previous night, including his request for a follow-up on the changes the commission proposed earlier in the year about membership. Goehner reported that Council member Annie Kurtz requested later in the meeting that the topic be included as a workshop item for the City Council on Oct. 20. Norman also encouraged CEC members to consider recruiting

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people they know to apply for the commission. Commissioner Stussy mentioned that she would not be seeking to reapply after December, due to other responsibilities she has.

C – Sept. 24 Sidewalk Master Plan town hall – Commissioners Saba and Norman reported on the Zoom meeting they had participated in this afternoon with SCJ Alliance about the upcoming town hall, and shared an overview of the town hall's schedule and setup. Questions were asked and answered about providing information to the public about costs and funding options.

B – CEC purposes and responsibilities – Chairman Norman opened a discussion on how the commission can create opportunities to engage the public. He said he has made inquiries with Legacy Villas and Country Vista apartments about hosting community forums at their sites; Country Vista hasn't provided a response, and Legacy Villas requested information on a proposal that could be presented to its corporate owners. He suggested the CEC would request an opportunity to advertise a session, and that the commission members should come with some anticipated questions. Commissioner Saba expressed concern that people might turn it into a complaint session. Commissioner Norman suggested a "neighborly community conversations" format where CEC members would mingle with people and engage in conversations, and sharing with the City Council what has been heard. Commissioner Carlberg suggested preparing a set of questions, then coming back and sharing responses. Commissioner Bekkedahl suggested doing a manageable pilot project. Commissioner Norman said he would meet with Goehner to create a document that would outline a proposal for doing in-person interactions, and then share this with the entire commission. Regarding the topic of developing a marketing calendar, Commissioner Carlberg said he would send out an initial list he has started to create for this.

D – Homeless discussion on Facebook – Commissioner Carlberg said he had concerns about discussions he had seen on Facebook regarding homeless activity behind Safeway. Commissioners responded that this was a police issue and not a CEC matter. Goehner suggested being aware of the city's municipal code on this if commissioners needed to address this topic with others.

E – Proposed Rockwood Retirement Communities – Commissioners briefly discussed the article that recently appeared in the Spokesman-Review about the proposed development.

H – Other upcoming opportunities: Commissioners briefly discussed stationing of the city's table at Farmers Market. Commissioner Norman reiterated his suggestion to invite others to apply for the commission.

NEXT MEETING AGENDA ITEMS:

None were suggested.

ADJOURNMENT:

Commissioner Saba moved and Commissioner Carlberg seconded to adjourn the meeting, and the commissioners voted to close the meeting at 6:50 p.m. The next regular meeting will be held on Oct. 21, 2026.

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City Hall Updates for Community Engagement Commission
10-19-2026

1. **City Council:**
   - City budget timeline is available via the "Engage Online" button on the city's homepage. Workshops on preliminary budget are scheduled for Oct. 20, Oct. 27, Nov. 10, and Nov. 17, with adoption during December.
   - City Council is expected to do a first read (of two) on Nov. 3 of the ordinance that proposes the 2 membership-related changes (remove term limits and all geographic-based positions) to the Community Engagement Commission. Meeting date may be rescheduled.
     - Related: Promotions of applications for Planning Commission, CEC, Parks & Arts Commission, Salary Commission, and Library Board will continue about every 4 days on city's Facebook site, highlighting a different group. Item is also on the city's homepage.

2. **Liberty Lake Proposition 1**
   - Questions and answers about the proposed public safety sales tax measure on the local Nov. 3 general election ballot are available at the top of the city's homepage. Ballots are due Tuesday, Nov. 3. Liberty Lake's only ballot box is at the entrance of the Library.

3. **Parks & Recreation:**
   - **My Haunted Hometown:** 14 people registered homes for decorating contest. Map will be posted this week.
   - **Home For The Holidays:** Five activities/events continue from last year, plus five new activities/events debuting for 2026:
     - **Light Up Liberty Lake Tree Lighting:** Sat., Nov. 21, 5-7 p.m. at Trailhead Golf
     - **Winter Wonderland at Orchard Park:** Nov. 21-Jan. 3, on during evenings. White/blue lights. A couple of new animal displays added for 2026.
     - **Hearth & Holly at Pavillion Park:** Nov. 21-Jan. 3, on during evenings. New for Pavillion Park. Green/red lights near pavilion, with a couple of displays.
     - **Santa's Mailbox:** At Library, Nov. 23-Dec. 11, plus during the Nov. 21 Tree Lighting.
     - **Reindeer Rendezvous:** Wed., Dec. 2, 5:30-8:30 p.m. New. Live reindeer outside City Hall, with Santa inside building for visiting/photos.
     - **Battle of the Branches:** Registration open through Nov. 20. Decorating Sat., Dec. 5 (9 a.m. to 2 p.m.); displayed Dec. 50-Jan. 3. Tree decorating contest for individuals, families and organizations, outside gate north of City Hall. City provides trees, participants provide decorations.
     - **Deck the Homes:** Registration open through Nov. 20; judging Dec. 5, 12, and 19.
     - **Cocoa & Carriage Rides:** Wed., Dec. 9, 4:30-8:30 p.m. New. Registration for city residents Nov. 2-Dec. 4; registration for non-residents Nov. 16-Dec. 4; drop-ins

available if there are openings. 15-minute horse-drawn carriage rides through Orchard Park. Cocoa served by Ridgeline dance team.

- **Jingle Bell Cruise:** Sat., Dec. 12, 5:30-6 p.m. New. Registration Nov. 2-Dec. 4. LLPD-led cruise of decorated/illuminated vehicles from Liberty Lake Elementary to Orchard Park. Golf carts not allowed. (This is NOT a slow-moving "parade.")
- **Merry & Bright Trivia Night:** Sat., Dec. 19, 5 p.m., at Trailhead Rotary Room. New. Free registration is Nov. 2-Dec. 4 for 48 spots. People will be randomly placed on teams, or can be partnered with one other person.

4. **City Podcast:**
   - October's releases: Local 1st graders' predictions from 2011 about the future of Liberty Lake (posted earlier this month). Mayor's 2027 budget report (from Oct. 20 City Council meeting).
   - Coming in November: Interview with City Council member Dan Dunne (finished). Preview of Home For The Holidays.

-- David Goehner

Liberty Lake, WA

Seasonal Community Events Reference

Compiled from the City of Liberty Lake events calendar — August 2026

Spring (March – May)

Event	Timing	Location
Clean Green & Bulky Waste Cleanup Day	Late April	Town Square Park (with WM & Goodwill)
Community town halls / budget forums	Varies	City Hall or local venue
Farmers Market opens	Mid-May, Saturdays 9am–1pm	Town Square Park

Summer (June – August)

The busiest season for community events.

Event	Timing	Location
Farmers Market	Every Saturday through mid-Oct	Town Square Park
Kiwanis Community Yard Sale	Mid-to-late June	Citywide
Friends of the Library Book Sale	Mid-to-late June	Liberty Lake Municipal Library
Youth sports camps (Skyhawks)	June – August	Rocky Hill Park / Orchard Park
Kiwanis Movies in the Park	Starts ~July 3–4, runs all summer	Pavillion Park
Liberty Lake Boat Parade	Evening of July 3	Starts at Dreamwood Bay
July 4th Community Parade & Fireworks	July 4, 11am parade / 10pm fireworks	Alpine Shores
Shakespeare in the Park	August	TBD each year

Fall (September – October)

Event	Timing	Location
Farmers Market wraps up	Around October 10	Town Square Park

Fall listings were thin on the city calendar as of this writing — worth checking back closer to September.

Winter (November – February)

Event	Timing	Location
Council & budget meetings	Ongoing	City Hall / Zoom
Open burning restrictions typically posted	Varies	Citywide

No major public festivals were listed for this season — Parks & Rec sometimes adds items like a holiday tree lighting later in the year.

Source: libertylakewa.gov/Calendar.aspx and libertylakewa.gov/736/Community-Events. Dates for annual events shift year to year — confirm details on the city calendar before publishing or attending.

Plan Outline for Proactive Community Engagement

Develop an outline for potential meetings

- Should be adaptable to a variety of settings.
- Include potential questions designed to elicit conversation and additional ideas/concerns
- A town hall format might be the overarching model

Develop a one-page handout for soliciting interest

- Colorful, concise, explanatory
- Who we are (the CEC)
- Why we exist (reference to the ordinance 277, perhaps with highlights)
- Why we are interested in you and your group
- Why this connection is important to you

Identify Potential Audiences

- This list will always be in a state of flux.
- Examples:
  - Community Leaders (individuals) as well as business, civic groups
  - Apartments
  - HOA's
  - School Civics classes/teachers
  - Attaching ourselves to groups and events that are planned and executed by others
  - Create our own agenda for engagement in the Farmers' Market and other city-sponsored events.

Solicit meeting opportunities with a goal to do two or more per year.

- Using the tools listed above, be responsible for outreach and soliciting opportunities to meet with a variety of groups.
- More potential opportunities will present themselves as we extend ourselves.

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