



CITY OF LIBERTY LAKE
Community Engagement Commission Minutes
May 18th, 2022- 6:00 PM

CALL TO ORDER:

The meeting of the Community Engagement Commission was called to order on May 18th, 2022 at 6:00 PM. The April 20th meeting minutes were approved with two edits recommended by the commission members.

ROLL CALL:

Position 1: Robin Bekkedahl

Position 7: Vacant

Position 2: Vacant

Position 8: Heidi Christensen

Position 3: Vacant

Position 9: Mark Saba

Position 4: Summer Darrow

Ops. & Maint. Director Jennifer Camp

Position 5: Terri Peters

Communications Specialist David Goehner

Position 6: Aaron Asmus

Planning & Engineering Technician Megan Abhold

Administrative Assistant Tait Hunter

GENERAL BUSINESS:

Farmers Market– Saturday, May 14th was the opening date of the Farmers Market. Commissioner Saba presented the overview of the first market details. He went over the chart that was presented at the market City stand, where residents and market attendees were able to provide input on how they would like to see funds from the American Rescue Plan Act used. The input was overall positive, and provides a helpful glimpse into the wants of the public. Commissioner Christensen is helping at the May 21st market, and Commissioners Peters and Asmus will help out at the May 28th market. Commissioners Saba and Peters will be assisting at the June 4th market, and Commissioners Bekkedahl and Asmus are helping for June 11th. The commission members briefly confirmed that it would be best to leave the Trailhead Project discussion, separate from the ARPA discussion for the Farmers Market.

ARPA– See above and fill in as necessary. The total received will be \$3 million, but Commissioner Bekkedahl noted that it may be wise to refrain from asking the public about how they would like the money spent, because there may be restrictions. Commissioner Saba said he asked very informally at the last market, and left the question of “where would you like to see money spent?” as open ended as possible to purely get information.

Tailhead Golf Course Project– Commissioners Saba and Asmus held brief confirmatory discussion regarding what exactly is being discussed at the Trailhead Open House, which led to the decision to keep that project separate in discussions with the community at the Farmers Market. That way, the commission would not be required to answer questions they were not familiar enough with, or possibly provide incorrect information. David Goehner presented the current design proposal for the outside of the clubhouse, which shows the rear view of the building as well. He also showed the proposed floor plans which detailed the new layout of the pro shop and restaurant. He proposed to showing the designs to the community to get aesthetic feedback only, which falls in line with the commission’s desire to keep community discussion centered around things that can be changed, versus things that cannot be changed such as the actual layout and building design. Commissioner Christensen reminded the rest of the commission members to be mindful of how they interact with all members of the community that are asking questions, even questions that feel difficult or frustrating to answer. Commissioner Darrow said that as a commission, she feels their job is to have answers ready and that overall the CEC is just looking to start out and get introduced to the community, so separating the two discussions is of no preference to her. Commissioner Peters also felt that both could be useful to have at the next market, and be ready to field questions regarding

GENERAL BUSINESS CONTINUED:

Trailhead. She feels that the commission's purpose is to get feedback, so leaving the option open to have both boards and get information on both subjects makes the most sense. The rest of the commission members agreed to have both boards with questions present at the next market to allow for community input on both. The commission members briefly discussed their experiences in touring the clubhouse at Trailhead, ranging from overall structural renovation needs to what will be happening with Palenque's restaurant.

CEC Online Resources– David Goehner proposed online public engagement resources from three organizations. Commissioner Asmus briefly provided his own feedback, noting that reliance on social media platforms to push information out is challenging, and relying on email correspondence provides very limited responses. The proposed public engagement resources are likely going to be more helpful, however overall usefulness depends on how responses are actually gathered and showing the community they will have new and more helpful ways of communicating their feedback to the commission. David noted that live demonstrations are available possibly at the next meeting, if we are interested. Commissioner Asmus noted that any software we decide to move forward with, will need to function well with whatever systems City Hall already uses, unless they will be standalone and will not interfere with anything we already have. Commissioner Christensen also suggested leaving physical surveys and inquiries at places like Guardian Angel because those are community members that would not likely utilize online powered surveys or inquiries. Commissioner Bekkedahl suggested continuing to receive input in person for those who may not be comfortable with digital interface. She also noted that costs were a factor, and depending on how this will be funded, that may effect what the commission chooses to do. David recommended having demonstrations at the June meeting, and the commission members briefly discussed which software they would be most interested in seeing first. David will present the two least expensive options at the June 15th meeting.

NEW BUSINESS CONTINUED:

The commission members discussed ideas in open forum.

CEC Budget- Commissioner Saba questioned what the actual budget for the commission would be, and if they had one established yet. Jennifer Camp informed the commission that the commission will not have a budget for 2022, unless proposed for amendment by the Council. For now, ARPA funds could possibly be used for any commission needs this year, as long as it was approved. When the directors begin establishing the 2023 budget, the commission will be encouraged to have proposed expenses and projects ready in order to establish a rough estimated budget that can be proposed for the final 2023 budget. Until a budget is established, if any purchases need to be made they will need to be proposed to and approved by Council. The budget process is as follows: from June through August, staff establishes a proposed budget. Those proposals are then taken to the Mayor who establishes a final proposal for Council. The Council is required to approve a budget by law no later than December 31st of 2022 for the 2023 budget. Commission members determined it would be best to see presentations, and gather a wish list for community engagement, before establishing a proposed number for the budget.

Chair and Vice Chair Discussion- David Goehner asked the commission members if they would feel comfortable electing a chair or vice chair by the next meeting. Commission Saba expressed his willingness and ability to be the commission chair. David requested the group take the time between now and the June meeting, and determine who they might nominate or if they want those positions at all. The commission members agreed to have the chair and vice chair elections on the agenda for the June meeting. There have not been any new applicants for the vacant positions.

Commission Goals and Purpose Discussion- Commissioner Asmus wants to open discussion for defining the role of the commission, including a mission statement and goals as far as engaging with the community. The purpose of the commission must have the ability to flex and serve the community continuously as needs and wants change. He would like to encourage either discussion or possibly a workshop for further clarification of the commission at the next meeting in June. Commissioner Christensen proposed a FAQ's that will help with community inquiries, such as HOA questions, water bills, etc. that the commission may receive.

CITIZEN COMMENTS:

No citizen comments were made at this meeting.

NEXT UPCOMING MEETING:

The next meeting of the Community Engagement Commission will be June 15th, 2022 at 6:00 PM.

ADJOURNMENT:

There being no further business, the meeting adjourned at 7:26 PM.