



CITY OF LIBERTY LAKE
Community Engagement Commission Minutes
July 20th, 2022- 6:00 PM

CALL TO ORDER:

The meeting of the Community Engagement Commission was called to order on July 20th, 2022 at 6:09 PM.

Due to technical difficulties, there is no available visual or audio recording of this meeting at this time.

APPROVALS:

The June 16th meeting minutes were reviewed by each attending member of the commission prior to meeting. Commissioner Saba made the motion to approve the June 16th meeting minutes. Commissioner Asmus seconded the motion, which carried unanimously. Commissioner Saba made the motion to excuse Commissioner Darrow, which Commissioner Christensen seconded. The motion carried unanimously, excusing Commissioner Darrow.

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 **Excused**

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

CITIZEN COMMENTS:

No comments were made by the public at this meeting.

PRESENTATIONS:

CivicReady– Colleen Burke and Kaitlyn Berry provided a brief description of services already provided by CivicReady for the City website. Kaitlyn explained the purpose and function of the Alert Notification Service they are able to provide. CivicReady Solution can be used for a variety of alerts and notifications, including emergency alerts and weather alerts. Kaitlyn further described a mobile application that users in the public can download, as well as an administrator app so staff can easily access the interface when away from a computer. The service will not require users to provide a specific address for notifications, however it would be worth educating users to put in specific addresses to receive more targeted information or alerts. Kaitlyn proceeded to show the back-end of the service where staff can create and send alerts, as well as monitor to what area those alerts are sent, and more. She continued the presentation by showing an example of the geo-targeting service. Information can be accessed and transferred to programs like Excel if needed as well. Social media can be utilized in tandem with this service, where notifications and alerts can be pushed out to social accounts from one platform, versus having to update accounts individually. Social media accounts can be posted to separately or in bulk, depending on what the message is. Scheduled and recurring messages are also an option with this service. Response anonymity may not be an option at this time, which will be verified by Kaitlyn at a later time. There is no current function in place to limit the number of responses that may be gathered. For data that has already been gathered, it can also be integrated into the CivicReady system. There is the option for CivicReady to provide a local number, versus a general 800 number. This would likely urge users to respond, as users are more likely to respond to a local number. Colleen Burke offered to provide a quote to David Goehner if there is interest in the service.

PRESENTATIONS:

CivilSpace is also a product in their suite that may be useful as far as gathering survey information within the community. Colleen offered to send information on usage and pricing regarding that separate service as well.

Commission discussion commenced immediately after the presentation. Commissioner Christensen asked how this service would compare to others we are looking into. David Goehner provided positive aspects of this service, including the contact information gathering. Commissioner Asmus, upon review of the material provided, felt the CivicReady service would ultimately not be useful for surveying due to the lack of anonymity in the responses that would be received. Commissioner Peters asked whether or not the anonymity would be necessary, but based on prior public interaction, anonymity would be a high priority in seeking out a survey service. The commissioners asked Commissioner Asmus, based on his experience with similar software, which service he would recommend; CivicReady or PublicInput. Commissioner Asmus stated that aspects of both were appealing, but overall it would be best to view CivicSpace before making any set decisions or recommendations. The commission then concluded discussion.

GENERAL BUSINESS:

Barefoot in the Park; Moved before 'Presentations' at the request and unanimous agreement of the commission— Jennifer Camp, Operations & Maintenance Director, provided an update on the upcoming Barefoot in the Park event. The event takes place August 6th at Pavillion Park. The commission is invited to assist with the Rock Painting booth, which is being run by the Parks and Arts Commission. Jennifer explained the duties that would be involved, and expressed that the booth has been successful in the past. If anyone from the commission decides to assist, Jennifer will inform the P&AC.

Farmers Market— Commissioner Bekkedahl opened the floor for discussion of commissioner's experiences recently at the market. Commissioner Saba spoke first, noting a negative experience amongst the public regarding the survey provided at that time. He suggested keeping surveys to two weeks at a time. Commissioner Asmus reflected a similar experience. Commissioner Peters noted a more positive experience in gathering surveys, but agreed that a new method could be implemented to keep interested flowing. It was discussed to have a planned out schedule of what would be discussed and when, to keep market goers interested and interacting. Consistency with information, and remaining as factual as possible, is a key goal for the commission going forward. Construction has been a hot topic at recent markets, and Commissioner Saba recommended having the Engineer's update available to provide more accurate information to those who request. Commissioner Peters asked if name tags could be provided. Tait Hunter will forward information from Sir Speedy and Northwest Business Stamp regarding name tags. The 'Snow Plow Naming' box was not present at the most recent Farmers Market, upon inquiry from David. Commissioner Asmus requested the commission circle back for conversation regarding the future of post-market community engagement.

Moving Wall— Commissioner Saba began the Moving Wall conversation. He briefly spoke on the initiation of this event coming to Liberty Lake. While the wall is up in Pavillion Park, it is the goal of the coordinators and Commissioner Saba to have someone, or several people, to call out the names on the wall. Shifts would be 9 hours each day, starting at 9:00 AM and ending at 6:00 PM. Commissioner Saba needs just 80 people to volunteer, 16 per day for half hour shifts, as he will cover the first morning hour. Commissioner Saba passed out the volunteer forms for the commissioners to review and pass along to those who may be interested. The goal is to have all volunteers ready and scheduled by the end of August. Commissioner Saba will be present the entire time in the event of an absence or technical issue.

Winter Glow— Commissioner Saba presented the Winter Glow update. He provided a brief history of this event in Liberty Lake. He specifically noted the lack of volunteers in the last year, and hopes to bring up that number for this year's display. Commissioner Saba, along with Commissioner Christensen, brought up going to the high schools to seek out volunteers. The goal of the Winter Glow committee is to have a more organized assembly this year, which includes having a healthy supply of volunteers. Commissioner Asmus offered to head up the liability wavers for volunteers.

GENERAL BUSINESS CONTINUED:

Barefoot in the Park Continued– David Goehner presented the Barefoot in the Park signs that are going to go up around the City. The event is scheduled to run from approximately 9:00 AM to 8:00 PM. The commissioners discussed having a separate engagement tent at the event. Commissioner Bekkedahl recommended having items to hand out to event goers. Commissioner Christensen motioned to have a commission tent at Barefoot in the Park. Commissioner Asmus seconded the motion, which then carried unanimously.

Upcoming Opportunities– Commissioner Christensen recommended a team building exercise, which if it falls within the allowed guidelines for OPMA, would tentatively take place at the end of the summer. No further upcoming opportunities were discussed.

CEC Vision/ Goals Discussion– Commissioner Bekkedahl presented a draft of the CEC Vision and Mission statement document. The draft was done by Commissioner Bekkedahl and includes a vision statement and specific goals and objectives for the commission. The commission can now take this draft, add or remove portions, until the commission as a whole agrees on the contents for finalization. The goal is to have the first discussion on new ideas or edits in August.

CITY HALL ACTIVITIES UPDATE:

David Goehner briefly covered the recent Touch a Truck event. This event doubled in attendance this year, and was held at Orchard Park, wherein previous years it was held at Town Square Park. He continued his update by providing information regarding Facebook user interaction with our shared events or posts. He noted, for example, the theft of a piece of City equipment that was posted to the City's Facebook page. Due in part to the user interaction, the piece of equipment was found the same day. David also noted that the City's interaction via Facebook regarding construction has been useful to the community. The commission proceeded to discuss various recent Facebook interactions with the community that had been successful.

NEW BUSINESS:

David Goehner brought up OPMA (Open Public Meetings Act) and the need for commissioners to complete their training and receive their certificates. More information will be provided to the commission at a later date.

NEXT UPCOMING MEETING:

The next meeting of the Community Engagement Commission will be August 17th, 2022 at 6:00 PM.

ADJOURNMENT:

There being no further business, the meeting adjourned at 8:24 PM.