



CITY OF LIBERTY LAKE
Community Engagement Commission Minutes
August 17th, 2022– 6:00 PM

CALL TO ORDER:

The meeting of the Community Engagement Commission was called to order on August 17th, 2022 at 6:04 PM.

APPROVALS:

Commissioner Saba made the motion to excuse Commissioner Asmus, which was seconded by Commissioner Peters. The motion carried unanimously, excusing Commissioner Asmus from tonight's meeting.

The July 20th meeting minutes were unanimously approved after the motion was proposed by Commissioner Saba, and seconded by Commissioner Peters.

ROLL CALL:

Position 1: Robin Bekkedahl **Present**

Position 7: Vacant

Position 2: Vacant

Position 8: Heidi Christensen

Position 3: Vacant

Position 9: Mark Saba **Present**

Position 4: Summer Darrow **Present**

Ops. & Maint. Director Jennifer Camp **Excused**

Position 5: Terri Peters **Present**

Communications Specialist David Goehner **Present**

Position 6: Aaron Asmus **Voted Excused**

Planning & Engineering Technician Megan Abhold **Present**

Administrative Assistant Tait Hunter **Present**

CITIZEN COMMENTS:

Councilmember Tom Sahlberg spoke briefly, giving his thanks and appreciation for the efforts of the Community Engagement Commission.

PRESENTATIONS:

Polco Engagement Resource— David Goehner introduced Nick Bishop and Lisa Dowling with Polco Engagement Resource. Lisa, VP of Sales for Polco, shared the goals and services of Polco via screen presentation. As exclusive partners of ICMA, Polco is familiar with the communities in the area and state. She provided a brief run-down of their survey services, as well as how surveys can be geared towards specific groups in the community, such as elderly residents or business owners. Paper based or online surveys are also an option through Polco, offering a much wider possibility for information gathering. Polco offers live engagement opportunities as well.

The commissioners asked questions regarding usability, examples of physical survey options, and assistance with initial and continued use of the product, which were clarified by Lisa.

The estimated cost for Polco's Online Engagement Plan (excluding benchmark surveys) is \$6,500.00 per year. For the Performance Plan, which would include more in-depth information gathering and products, the cost would be approximately \$17,000.00 per year. There are a la carte options should one choose the Online Engagement Plan over the Performance Plan.

The commission discussed the software presentations so far, and decided to compare at the next meeting.

GENERAL BUSINESS:

New City Administrator— Mark McAvoy, the new City Administrator for the City of Liberty Lake, gave a brief introduction to the commission including his goals and duties. The commissioners then introduced themselves.

GENERAL BUSINESS CONTINUED:

Recent Events Update– David Goehner

Barefoot in the Park– The event took place August 6th, and went extremely well. There were 131 cars in the car show, and there was excellent community involvement. The commissioners that attended, either assisting or otherwise, touted the event as an overall success. Commissioner Darrow assisted during the event, and noted that there were some unclear directions for participation that confused the community. She also noted that additional shade and seating was brought up by the community as a useful future addition to the event. The commissioners discussed brainstorming ideas and surveying the community to gather ideas for additions to City events like Barefoot.

Farmers Market– At the 8/16 City Council meeting, the Council decided to allocate the ARPA funds. The commission no longer needs to survey for this topic.

Granicus Webinar– Granicus is a system used during Council Meetings, and they offered a webinar that offered ideas for improving community outreach and engagement.

Open Public Meetings Act (OPMA) Training– The OPMA training was sent out, and most of the certificates of completion have been returned to David or Kelsey Hardy, the City Clerk.

NEW AND UNFINISHED BUSINESS:

Upcoming Engagement Opportunities— David Goehner provided a quick rundown of the upcoming events and possible opportunities for attendance. Items to hand out to the community were briefly discussed, and David did note that there were items queued up to hand out. The events are as follows:

Cops, Cars & Cruisers (8/20)

LL Throwdown (8/20)

Shakespeare in the Park (8/21)

Spokane Symphony Concert (9/3)

The Moving Wall (9/15-9/19)

Winter Glow (11/19-1/1/23)

Other Opportunities? (None discussed at this meeting.)

2023 Budget Discussion– Commissioner Bekkedahl started the discussion on the 2023 budget recommendations for the Community Engagement Commission. Commissioner Bekkedahl asked whether a justifiable place holder on their budget for 2023 submission. Items to hand out (bracelets, stress balls, etc.) were discussed as a recommendation for the CEC budget. Surveying software was noted as a needed item. Group recognition items, like name tags or shirts, were also brought up.

CEC Membership Update & Badges– David Goehner provided the brief update regarding a potential addition to the commission. David obtained a quote for badges, and after taking each commissioner's preferences on badge backing, he hopes to have new badges for them at the September meeting.

CEC Organization Discussion– Commissioner Robin Bekkedahl

**Due to the length of the meeting by this point, Commissioner Saba made the motion to table this item until a workshop meeting can be set up. Commissioner Darrow seconded the motion, which then carried unanimously amongst those present.

NEXT UPCOMING MEETING:

The next meeting of the Community Engagement Commission will be September 21st, 2022 at 6:00 PM.

A workshop will be established prior to the September meeting.

ADJOURNMENT:

There being no further business, the meeting adjourned at 8:11 PM.