



**CITY COUNCIL MEETING
TUESDAY, SEPTEMBER 15, 2020
HELD REMOTELY
22710 E. COUNTRY VISTA DRIVE**

COMMITTEE WORKSHOP DISCUSSION

Mayor Brickner called the committee workshop to order at 6:00 p.m.

City officials who physically attended the meeting were:

Mayor Brickner, Katy Allen, City Administrator, RJ Stevenson, Finance Director, Darin Morgan, Police Sergeant, Lisa Key, Director of Planning & Engineering, Ann Swenson, City Clerk, and Todd Henderson, Information Technology.

City officials who remotely attended the meeting via Zoom were:

Mayor Pro Tem Kennedy, Council Members Severs, Folyer, Dunne, Kaminkas, Langford, and Kurtz.

Facilitator Discussion and Selection

After roll call, Mayor Brickner turned the floor over to the city administrator, who followed up with information on the two recommended facilitators that were discussed at the September 1st City Council meeting. After council's discussion, it was determined that the city administrator will reach out to Ann Macfarlane to schedule a 6:00 p.m. workshop on an off Tuesday from a regular City Council meeting.

Discuss Strategic Plan & Capital Facilities Plan

The Director of Planning & Engineering Services then took the floor and led the discussion for review of the Strategic Plan and potential process for updating the Plan. She reviewed the work that was completed in 2018, which included the strategies and tasks for each of the four pillars of the plan. After debate and discussion, it was determined that staff will bring forward a quarterly dashboard that identifies performance measures and connects the Capital Facilities Plan with the Strategic Plan. It was recommended that the quarterly dashboard be included on the City's website and Facebook page.

The topic then turned to the discussion of the 2021 – 2026 Capital Facilities Plan (CFP). The Director of Planning & Engineering gave a high-level overview of the draft CFP. She reviewed the few minor changes that are being proposed either due to staff resources or the impact of COVID. She requested feedback on the 2021 projects. After further discussion, it was determined to restart the prioritization discussion on projects

to use for both this and the strategic plan at the same time. However, due to time constraints, the decision was made to continue the discussion on the CFP at the October 6th 6:00 p.m. workshop.

REGULAR CITY COUNCIL MEETING SESSION

Prior to the invocation, Mayor Brickner reviewed the logistics for this evening's meeting which, per Governor Inslee's Order 20-28.9, dated September 2, 2020, was being held remotely. Invocation then took place.

INVOCATION – Given by Mayor Brickner

PLEDGE OF ALLEGIANCE – Led by Mayor Brickner, City Council, and City Staff

CALL TO ORDER – Mayor Brickner called the meeting to order at 7:00 p.m.

ROLL CALL

City officials who physically attended the meeting were:

Mayor Brickner, Katy Allen, City Administrator, RJ Stevenson, Finance Director, Darin Morgan, Police Sergeant, Lisa Key, Director of Planning & Engineering, Ann Swenson, City Clerk, and Todd Henderson, Information Technology.

City officials who remotely attended the meeting via Zoom were:

Mayor Pro Tem Kennedy, Council Members Kaminskis, Severs, Folyer, Dunne, Kurtz, and Langford.

The City Attorney, Operations and Maintenance Director, City Engineer, Liberty Lake Municipal Library Director, and Street Lead also attended the meeting via Zoom.

AGENDA APPROVAL: Mayor Pro Tem Kennedy moved to amend the agenda to change General Business Item 10 Bi to purchase nine 20 x 20 tents for \$37,628.85 rather than seven tents for \$29,268.88 and to add General Business Item Bii, to approve a Task Order with Parametrix for up to \$7,000 to provide technical support in order to respond to City of Spokane Valley's SEPA appeal for a project in Liberty Lake. Council Member Langford seconded the motion, which carried unanimously.

REPORTS

Planning Commissioner Chairman Richard Siler gave an update on the commission's work. They have been working remotely on the comp plan and code amendments. The landscape update is on hold since it is too challenging to do remotely. The commission will be bringing forward to the council for their consideration a change to zoning for food trucks.

MAYOR AND CITY COUNCIL REPORTS & INQUIRIES

Councilman Dunne gave a shout out to the Liberty Lake Sewer & Water District for their recent assistance regarding a flood in a building which he witnessed. He recognized the support of the District for dos and don'ts for public safety for everyone and advised that people know where the main water shut off is for your building(s). He also recognized an action taken during the city council's last meeting, addressing the city property's land use discussion and the sale of the 23-acre parcel adjacent to Legacy Ridge Drive. He expressed his disappointment in not being available at that meeting to participate in that discussion as well as his disappointment in the sake of the conversation that was had.

Mayor Pro Tem Kennedy reported on his recent trip to the west side of the state and his witness of the impact they are suffering there because of the COVID shutdowns. He commented on how fortunate this city is.

Mayor Brickner reported on his attendance at the COVID meeting this morning. He said things have not changed; numbers have gone up just slightly; and we are not hitting the downward trend we are hoping for. He also reported on LLPD's well-attended recent get together, which was another great opportunity to let Chief Asmus and his wife, Carol, know how much they are appreciated.

Councilman Folyer announced he will be pursuing the discussion about the City Council's rules of procedure and asked the councilmembers to review the resolution.

CITY ADMINISTRATOR REPORT

The city administrator asked if there were any questions regarding this evening's agenda. She then spoke about the purchase of the tents for local businesses as well as the Task Order with Parametrix related to the SEPA appeal from the City of Spokane Valley. She expressed gratitude to Anita Eylar and Tom Salhberg for their work on the recent Chalk & Walk event and gave an update on how the smoke from the fires have impacted the city's operations. She then turned the floor over to the Finance Director, who gave updates on the CARES Act funding, finance, and the budget. The city administrator resumed the floor and gave updates on employee recruitments, the Harvard and Henry Road projects, and COVID-19. She concluded her report with updates about events, reservations, and programs.

At the conclusion of her report, council discussed the purchase of tents for local businesses using the CARES Act funding. The question was posed about whether to increase the number of tents, amending the purchase from nine to 11, to meet more businesses' needs. A motion to reflect this change will be made to modify the purchase of the tents during Action Items General Business Bi.

ACTION ITEMS

Consent Agenda

Mayor Pro Tem Kennedy moved to approve action item 10Ai, approving the September 1, 2020 city council meeting minutes. Council Member Langford seconded the motion, which carried unanimously.

Mayor Pro Tem Kennedy moved to approve action item 10Aii, approving the September 15, 2020 vouchers in the amount of \$820,183.95. Council Member Severs seconded the motion, which carried unanimously.

A/P check numbers were 30403 through 30452, totaling \$375,776.24. EFTs totaled \$33,897.64. Payroll check numbers were 30396 through 30402 totaling \$12,145.18. EFTs totaled \$398,364.89.

General Business

Mayor Pro Tem Kennedy moved to approve the purchase of 11 20 x 20 tents for the local businesses using CARES Act funds in the amount of \$45,990.81. Council Member Kaminskas seconded the motion, which carried unanimously.

Mayor Pro Tem Kennedy moved to approve the Task Order with Parametrix for Western States technical support in an amount not to exceed \$7,000. Council Member Langford seconded the motion, which carried unanimously.

RESOLUTIONS

The city clerk read, by title only, Resolution No. 20-280, adopting the Liberty Lake Network Analysis Update. Councilman Langford moved to adopt Resolution No. 20-280, seconded by Council Member Kaminskas. Motion carried unanimously.

The city clerk read, by title only, Resolution No. 20-281, declaring an emergency relating to purchasing a replacement vehicle and waiving the public bidding requirements pursuant to RCW 39.04.280. Mayor Pro Tem Kennedy moved to adopt Resolution No. 20-281, seconded by Council Member Severs. Motion carried unanimously.

INTRODUCTION OF UPCOMING AGENDA ITEMS

The city administrator then reviewed the upcoming agenda items for the October 6th City Council meeting.

EXECUTIVE SESSION

As per RCWs 42.30.110(1)(i) and RCW 42.30.110(b), at 8:15 p.m., Mayor Brickner called adjournment into Executive Session for discussion of potential litigation for 30 minutes. At 8:45 p.m., the city administrator announced an extension of the executive session for an additional 60 minutes. At 9:45, the city administrator announced an extension of the executive session for an additional 10 minutes. The session adjourned at 9:49 p.m.

ADJOURNMENT

No action was taken following the executive session. There being no further business, the meeting adjourned at 9:49 p.m.

These minutes were approved October 6, 2020.



Shane Brickner, Mayor
City of Liberty Lake



Notes and Transcription by Ann Swenson, City Clerk. This Council meeting was also audio taped. Anyone desiring to listen to the recording may contact the City Clerk