COMMITTEE WORKSHOP DISCUSSION

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

City officials who physically attended the meeting were:

Katy Allen, City Administrator, RJ Stevenson, Finance Director, Darin Morgan, Acting Chief of Police, Ann Swenson, City Clerk, and Todd Henderson, Information Technology.

City officials who remotely attended the meeting via Zoom were:

Mayor Brickner, Mayor Pro Tem Kennedy, Council Members Folyer, Severs, and Kurtz. Councilman Dunne joined the meeting at 6:08 p.m. Council Member Kaminskas joined the meeting at 6:48 p.m.

The Operations & Maintenance Director, Liberty Lake Municipal Library Director, and City Engineer also attended via Zoom.

After roll call, Mayor Brickner turned the floor over to the Director of Planning & Engineering, who shared a PowerPoint on the City’s 2021 Capital Facilities Plan (CFP). She then turned the floor over to the council for discussion.

After debate and discussion about the backup unit rooftop unit at the Liberty Lake police and library building, council directed staff to move forward with bidding for a backup generator and HVAC rooftop and lighting unit for the building. It was also determined that the Director of Planning & Engineering would provide councilmembers with a capital plan prioritization matrix for them to fill out individually and return prior to the next CFP workshop on October 20th. Staff will also provide the city council members a copy of the Parks, Recreation, Open Space, and Trails Plan for their review.

With there being no further business, the meeting adjourned at 6:58 p.m.

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 20-28.11, dated October 2, 2020, was being held remotely. Invocation then took place.
INVOCATION – Given by Mayor Pro Tem Kennedy

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:

Katy Allen, City Administrator, RJ Stevenson, Finance Director, Darin Morgan, Acting Chief of Police, Ann Swenson, City Clerk, and Todd Henderson, Information Technology.

City officials who remotely attended the meeting via Zoom were:

Mayor Brickner, Mayor Pro Tem Kennedy, Council Members Kaminskas, Folyer, Severs, Dunne, and Kurtz. The City Attorney, Liberty Lake Municipal Library Director, Operations and Maintenance Director, Director of Planning & Engineering, City Engineer, and Streets Lead also participated via Zoom.

Mayor Pro Tem Kennedy moved to excuse Council Member Langford due to a family medical issue. Council Member Dunne seconded the motion, which carried unanimously.

AGENDA APPROVAL: Mayor Pro Tem Kennedy moved to approve the agenda as printed. Council Member Severs seconded the motion, which carried unanimously.

CITIZEN COMMENTS:

The city clerk read three comments into the record. The first was from Murray D. Dick and Vicki Anne Dick. The second was from Martha Gehrett. The third was from Dr. Stephen and Julie Craig. All comments spoke in opposition to the city selling the 23-acre property adjacent to Liberty Lake Drive.

PROCLAMATION

The city clerk read a proclamation into the record designating the week of October 4 – 10, 2020 as Fire Prevention Week.

MAYOR AND CITY COUNCIL REPORTS & INQUIRIES

Councilman Dunne reflected on action taken for a tree removal project on a Mission Avenue by the Meadowwood Homeowners’ Association (HOA). He noted there is nothing in city code that prohibits property owners from removing trees from their private
property. He reported the project got put on hold for procedural reasons and the HOA is consulting with the architectural review committee.

Mayor Pro Tem Kennedy reported on his and Mayor Brickner’s attendance via Zoom at the Association of Washington’s Mayors’ Exchange conference.

Laina Schultz, Parks and Arts Commission Chairperson, gave an update on the work and projects the Parks and Arts Commission has been doing.

Mayor Brickner reported that he received a thank you card from the Liberty Lake Winery. The business owners were grateful for their ability to extend their outdoor seating because of the city’s help to provide canopies to them. Mayor acknowledged the passing of Liberty Lake resident, Dick Canfield, and extended condolences. He also recognized the HUB and drive-in theater style of events they are having to keep the community entertained. Mayor Brickner announced the city has received several applications for the lateral police officer and chief of police positions. He was happy to see such great response to the vacancies. He announced there will be an open house for a meet and greet for citizens, staff, and councilmembers to meet the top candidates on October 21st. Interviews will be scheduled shortly afterward.

**Discuss City Council Rules of Procedure, Section 4.1 Order of Business**

Mayor Pro Tem Kennedy then took the floor and led the discussion on Section 4.1 of the City Council’s Rules of Procedure, addressing the order of business. He proposed permanently adding the topic for Workshop Discussion to all council agendas, suggesting that it would be no different than having the topic of Citizen Comments listed on the agenda. Council members Dunne and Kaminskas spoke in opposition to the proposal and Councilman Folyer suggested changing the name of the item to “General Council Discussion”, noting it would be a perfect time to pull information discussed during their 6:00 p.m. workshops into their regular 7:00 p.m. meetings. Council Member Kurtz proposed adding “agenda items” as an additional subject to the Mayor and City Council Reports & Inquiries agenda topic. At the conclusion of the discussion, no decision was made. It was determined it would be best to continue this conversation during the upcoming special city council meeting with Ann Macfarlane, who will facilitate the topic of “Great City Council Meetings”.

**CITY ADMINISTRATOR REPORT**

The city administrator inquired whether there were any questions on this evening’s agenda. She then turned the floor over to the city’s street lead, who gave an update on snow removal. At the conclusion of his update, the acting police chief took the floor and reported on the flag donation to the police department. The city engineer then took the floor and gave an update on Harvard and Henry Roads. Next, the finance director gave an update on the budget and finance. The Liberty Lake Municipal Library Director then took the floor and gave a library update. The city administrator resumed the floor and
gave updates on employee recruitments, COVID, and events, reservations, and programs.

ACTION ITEMS

Consent Agenda
Mayor Pro Tem Kennedy moved to approve action item 10Ai, approving the September 15, 2020 city council minutes. Council Member Severs seconded the motion, which carried unanimously.

Mayor Pro Tem Kennedy moved to approve action item 10Aii, approving the October 6, 2020 vouchers in the amount of $652,262.89. Council Member Kaminskas seconded the motion, which carried unanimously.

A/P check sequence consisted of manual check number 30453, totaling $1,024.78 and check numbers 30459 through 30524, totaling $642,259.58. EFTs totaled $8,978.53.

General Business
Mayor Pro Tem Kennedy moved to approve the agreement with Ann Macfarlane for an online training workshop for elected officials. Council Member Severs seconded the motion, which carried unanimously.

Mayor Pro Tem Kennedy moved to approve the Coronavirus Relief Contract Amendment A to provide additional funding to the City of Liberty Lake in the amount of $165,000 and authorize the Mayor to execute the agreement. Council Member Severs seconded the motion, which carried unanimously.

Mayor Pro Tem Kennedy moved to accept the donation from Dannetta Garcia for the LLPD flag. Council Member Severs seconded the motion, which carried unanimously.

Mayor Pro Tem Kennedy moved to accept the donation from Coca Cola Swire for 10 cases of energy drinks for LLPD. Council Member Kaminskas seconded the motion, which carried unanimously.

Mayor Pro Tem Kennedy moved to authorize a total of $7,012 to remove striping on Knox Avenue and authorize the Mayor to sign the work order with Road Products, Inc. Council Member Severs seconded the motion, which carried unanimously.

Mayor Pro Tem Kennedy moved to approve Task Order No. 2020-08 with Parametrix for design services for the Legacy Ridge intersection signal in an amount not to exceed $51,815. Council Member Severs seconded the motion. After brief discussion, Mayor called for the vote, which carried unanimously.

Mayor Pro Tem Kennedy moved to authorize a total of $353,488.16 to construct the Ridgeline High School traffic signal and authorize the Mayor to sign contract with
Midland Electric after TIB approval and Midland Electric signing. Council Member Severs seconded the motion, which carried unanimously.

Mayor Pro Tem Kennedy moved to approve the Transportation Improvement Board Consultant Supplemental Agreement, amending the original contract amount from $51,808.24 to $61,660.82 to include construction support services, and authorize the Mayor to execute the Agreement. Council Member Kaminskas seconded the motion, which carried unanimously.

Mayor Pro Tem Kennedy moved to approve the addendum to the Palenque lease agreement. Council Member Severs seconded the motion, which carried unanimously.

Mayor Pro Tem Kennedy moved to approve the purchase of de-ice for snow services in an amount not to exceed $40,000. Council Member Severs seconded the motion, which carried unanimously.

Mayor Pro Tem Kennedy moved to approve the purchase of granular salt for snow removal services in an amount not to exceed $20,000. Council Member Severs seconded the motion, which carried unanimously.

Mayor Pro Tem Kennedy moved to authorize a total of $12,826.88 to purchase water and sewer taps for the public works yard and authorize the Mayor to sign the agreement with the Liberty Lake Sewer and Water District for tap purchase once plans are approved. Council Member Kurtz seconded the motion, which carried unanimously.

FIRST READ ORDINANCE

The city clerk read, by title only, Ordinance No. 264D into the record, amending Ordinance No. 264 passed by the City Council on December 17, 2019, entitled “An Ordinance of the City of Liberty Lake, Washington, Adopting a Budget for the Period January 1, 2020, through December 31, 2020, Appropriating Funds and Establishing Salary Schedules for Established Positions.”

Council Member Kaminskas moved to suspend the City Council Rules of Procedure and move this to a second read Ordinance for council’s consideration and action. Council Member Severs seconded the motion, which carried unanimously.

SECOND READ ORDINANCE

The city clerk read, by title only, Ordinance No. 264D into the record, amending Ordinance No. 264 passed by the City Council on December 17, 2019, entitled “An Ordinance of the City of Liberty Lake, Washington, Adopting a Budget for the Period January 1, 2020, through December 31, 2020, Appropriating Funds and Establishing Salary Schedules for Established Positions.”
Council Member Severs moved to adopt Ordinance No. 264D, seconded by Council Member Kaminskas. Mayor Brickner invited citizen comments. No comments were received. He then called for the vote. Motion carried unanimously.

INTRODUCTION OF UPCOMING AGENDA ITEMS

The city administrator reviewed the upcoming agenda items for the October 20th City Council meeting.

Councilman Folyer requested to add an action item to the October 20th agenda regarding the council's direction to staff regarding the HVAC rooftop units lighting at the police and library building.

CITIZEN COMMENTS

Ellen Williams, Legacy Ridge resident: thanked everyone for their dedication and hard work. She spoke about a wild rumor floating around about property on Legacy Ridge hill and the city's intent to sell it. She asked the council to be transparent and open regarding this discussion and come to a common decision regarding the possible sale of the city's owned 23-acre parcel in that area.

The city clerk read into the record a comment from Margaret Vidmar regarding the 23 acres of the conservation property to be sold. Ms. Vidmar spoke in opposition to selling the property.

EXECUTIVE SESSION

As per RCW 42.30.110(1)(i), at 9:15 p.m., Mayor Brickner called adjournment into Executive Session for discussion of potential litigation for 20 minutes. At 9:35 p.m., the city administrator announced an extension of the executive session for an additional 10 minutes. The session adjourned at 9:51 p.m.

ADJOURNMENT

No action was taken following the Executive Session. There being no further business, the meeting adjourned at 9:51 p.m.

These minutes were approved October 20, 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.