

**ORDINANCE NO. 245  
CITY OF LIBERTY LAKE  
SPOKANE COUNTY, WASHINGTON**

**AN ORDINANCE OF THE CITY OF LIBERTY LAKE, SPOKANE COUNTY,  
WASHINGTON, CREATING A PARKS AND ARTS COMMISSION, ESTABLISHING  
DUTIES THEREOF AND REPEALING ANY ORDINANCE IN CONFLICT**

WHEREAS, the City of Liberty Lake is a non-charter code city authorized to create a Parks and Arts Commission which will serve in an advisory capacity to the Mayor and City Council; and

WHEREAS, RCW 35A.12.090 provides for the appointment of a Parks and Arts Board of Commissioners by the Mayor and confirmed by the consent of the City Council; and

WHEREAS, the City Council wishes to respond to the needs of the Liberty Lake community related to Park reservations, Park use policy, requests for Community events, Public Art policy, programs and funding, and related matters thereto; and

WHEREAS, the City of Liberty Lake wishes to encourage citizen input into the park programs and policies by establishing a Parks and Arts Commission, including studying Park programs, receiving public input, recommending a policies for reservations and fees, and City sponsorship of community events; and

WHEREAS, the City of Liberty Lake desires to repeal City Ordinance No. 163 and include the Public Art Commission within the Parks and Arts Commission.

NOW, THEREFORE, the City Council of the City of Liberty Lake, Washington, do ordain as follows:

**Section 1.** Establishment and Purpose: The City of Liberty Lake Parks and Arts Commission is hereby established and shall serve in an advisory capacity to the Mayor and City Council. The purpose of the Parks and Arts Commission shall be to act as an advisory board for Tree City USA and Bicycle Communities program and provide guidance and direction in meeting the parks and recreational and arts needs of the City, including but not limited to the following:

1. To study and submit recommendations to the Mayor and City Council on behalf of the Tree City USA and Bicycle Communities programs park use, including rules and regulations, reservation policy, fees and costs, capital improvements, public art, and other matters as directed by the Mayor and City Council;
2. To explore ways and methods of obtaining private, local, state and federal funds for special projects in the City's parks, trails and open space; and
3. To advocate for healthy and active life styles and promote the quality of life that is provided through the City's parks, trails and open spaces, including for the Tree City USA and Bicycle Communities programs.

**Section 2.** Membership.

1. Qualifications: Members of the Parks and Arts Commission must be residents of the City

of Liberty Lake or own/work at a business within the City limits at all times while a member of the Parks and Arts Commission.

2. Appointment: Members of the Parks and Arts Commission shall be nominated by the Mayor and confirmed by a majority vote of at least four (4) members of the City Council. Parks and Arts Commissioners shall be selected without respect to political affiliations and shall serve without compensation.
  - i. Number of Members: The Parks and Arts Commission shall consist of seven (7) members with at least one commissioner being a Senior Citizen (55+). With the goal to have balanced representation of the City's 3 major Parks (Pavillion, Rocky Hill and Orchard Park), the Mayor will recommend appointments for Commissioners as follows:
    1. Orchard Park – 2 Commissioners (Position 1 & 2)
    2. Pavillion Park – 2 Commissioners (Position 3 & 4)
    3. Rocky Hill Park – 2 Commissioners (Position 5 & 6)
    4. At large – 1 Commissioner (Position 7)
  - ii. Terms: The terms for the initial Commissioners in Positions 1, 3, 5, and 7 shall be two (2) year terms and the terms for the initial Commissioners in Positions 2, 4, 6, and 7 shall be three (3) year terms; provided that an initial Commissioner's term may be less than two or three years depending on appointment to allow for expiring terms at the end of a calendar year. The initial members and their terms shall be decided by the Mayor and confirmed by the City Council. All subsequent terms shall be for a three (3) year period with terms expiring on December 31<sup>st</sup>.
  - iii. Student Representative: In addition to the appointed position, the Parks and Arts Commission shall seek to recruit one (1) student representative to participate on the Commission. The student representative shall be a high school student who resides in the City of Liberty Lake. The term of this position will be a minimum of one (1) year.
3. Resignations: If a Commissioner is unable to complete their term of service, a letter of resignation shall be sent to the Mayor indicating the effective date of the resignation.
4. Removal: Members of the Parks and Arts Commission may be removed by the Mayor, with the concurrence of the City Council, for neglect of duty, conflict of interest, malfeasance in office, or other just cause, or for unexcused absence from three (3) consecutive regular meetings. Failure to qualify as to residency shall constitute a forfeiture of office. The decision of the City Council regarding membership on the Parks and Arts Commission shall be final and without appeal.
5. Vacancies: Vacancies occurring other than through the expiration of terms shall be filled for the unexpired term in the same manner as for appointments.
6. Conflicts of Interest: Members of the Parks and Arts Commission shall fully comply with RCW 42.23, Code of Ethics for Municipal Officers, RCW 42.36, Appearance of Fairness, and such other rules and regulations as may be adopted from time to time by the City Council regulating the conduct of any person holding appointive office within the City. No elected official or City employee may be a member of the Parks and Arts Commission.

**Section 3.** Meetings – Rules.

1. Members of the Parks and Arts Commission shall meet and organize by electing from the members of the Commission a Chair and a Vice-chair. It shall be the duty of the Chair to preside at all meetings. The Vice-chair shall perform this duty in the absence of the Chair. If neither the Chair nor the Vice-Chair is present, a member chosen by agreement of the attending member shall act a Chair.
2. The term of office for the Chair and Vice Chair shall be two (2) years and elections shall occur in even numbered years (*e.g.* 2018, 2020, etc ).
3. A majority of the Commission members shall constitute a quorum for the transaction of business, and a majority vote of those present shall be necessary to carry any proposition.
4. The Parks and Arts Commission shall determine a regular meeting schedule (time, place and frequency), as necessary, but no less frequent than once per quarter. Parks and Arts Commission meetings shall be conducted in an open public session and noticed in accordance with the Open Public Meetings Act (OPMA).
5. The Commission shall adopt such rules and regulations as are necessary for the conduct of business and shall keep a taped record of its proceedings.

**Section 4.** Staff Support. Administrative staff support to the Parks and Arts Commission shall be provided by the City Administrator, or his (her) designee. In addition, the Parks and Arts Commission, through its Chair may request formal opinions or memorandums from the City Attorney, MRSC, or other City Staff on any pending matters.

**Section 5.** Duties and Responsibilities. In addition to those matters set forth in Section 1, the Parks and Arts Commission, as an advisory body to the City Council, shall perform and have the following duties and responsibilities:

1. The Parks and Arts Commission shall keep the City of Liberty Lake apprised of its activities and recommendations by submitting an annual written report each year summarizing the activities for the previous year and future work plans for the coming year. This report should be submitted to the Mayor no later than the end of September each year so funding requests can be evaluated during the City's budget cycle;
2. Review Park reservation policy(s), fees and City Community Event partnerships. Evaluate and recommend Public Art policy and projects. Provide feedback to City staff and City Council on Park, Open Space, Trails and Public Art priorities;
3. Provide support and direction to City Staff on behalf of the Tree City USA and Bicycle Community advisory boards; and
4. Perform such other duties and powers as may be conferred by ordinance, resolution or motion of the City Council.

**Section 6.** Repealer: Upon the Effective Date of this Ordinance, Ordinance No. 163 shall be repealed in its entirety and shall have no further force or effect of law.

**Section 7. Effective Date:** This Ordinance shall be in full force and effect five (5) days after publication of this Ordinance or a summary thereof in the official newspaper of the City as provided by law. PASSED by the City Council this 17<sup>th</sup> day of October, 2017.

  
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Mayor, Steve Peterson

ATTEST:

  
\_\_\_\_\_  
City Clerk, Ann Swenson

APPROVED AS TO FORM:

  
\_\_\_\_\_  
City Attorney, Sean P. Boutz

Date of Publication: 10-27-2017  
Effective Date: 11-1-2017

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**CERTIFICATION**

I, Ann Swenson, the undersigned City Clerk of the City of Liberty Lake, of Spokane County, Washington, HEREBY CERTIFY that the foregoing Ordinance is a full, true, and correct copy of Ordinance No. 245 duly adopted at a regular meeting of the City Council of said City, duly and regularly held at a the regular meeting place thereof on October 17, 2017 of which meeting all members of said City Council had due notice and at which a majority thereof were present; and that at said meeting said Ordinance was adopted by the following vote: unanimous.

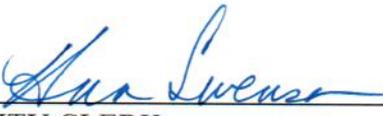
AYES, and in favor thereof: Mayor Pro Tem Brickner, Council Members Moore, Kaminskas, Dunne, Severs, Kopelson, and Langford.

NAYS: None.

ABSENT: None.

ABSTAINED: None.

CITY OF LIBERTY LAKE

  
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CITY CLERK