

**CITY COUNCIL MEETING  
TUESDAY, OCTOBER 19, 2021  
HELD REMOTELY**

**COMMITTEE WORKSHOP DISCUSSION**

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

City officials who physically attended the workshop: Mayor Kaminskas, Mayor Pro Tem Kennedy, and Todd Henderson, IT Technician.

City officials who remotely attended the workshop via Zoom: Councilmembers Folyer, Kurtz, Dunne, Langford and Severs, Katy Allen, City Administrator, Jennifer Camp, Director of Operations & Maintenance, Kyle Dixon, Finance Director, Lisa Key, Director of Planning & Engineering, Jandy Humble, Library Director, Trevor Ragan, Crew Lead, Sean Boutz, City Attorney and Kelsey Wright, City Clerk. Councilmember Garcia joined shortly after roll call.

2022-2027 Capital Facilities Plan: Lisa Key, Director of Planning & Engineering gave a brief presentation on the 2022-2027 CFP, providing an overview of the process and timeline for adoption, updates since Council's last discussion and an overview of 2022 Capital Investments. Questions asked and answered.

Councilmember Garcia moved to remove all unfunded projects to discuss at a later workshop, seconded by Councilmember Langford. After brief discussion, Mayor Kaminskas called for a vote. Councilmembers Hughes, Folyer, Langford, Kennedy and Garcia voted in favor; Councilmembers Kurtz and Dunne voted opposed. The motion carried with a final tally of 5-2.

With there being no further business, the meeting workshop adjourned at 6:45 p.m.

**REGULAR CITY COUNCIL MEETING SESSION**

Prior to the invocation, Mayor Kaminskas reviewed the logistics for this evening's meeting which, per Governor Inslee's Order 20-25.12, dated January 11, 2021, was being held remotely. Invocation then took place.

**INVOCATION** – Given by Mayor Kaminskas.

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

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

## ROLL CALL

City officials who physically attended the workshop: Mayor Kaminskas, Mayor Pro Tem Kennedy, and Todd Henderson, IT Technician.

City officials who remotely attended the workshop via Zoom: Councilmembers Folyer, Kurtz, Garcia, Dunne, Langford and Severs, Katy Allen, City Administrator, Jennifer Camp, Director of Operations & Maintenance, Kyle Dixon, Finance Director, Lisa Key, Director of Planning & Engineering, Jandy Humble, Library Director, Trevor Ragan, Crew Lead, Heidi Workman, HR Manager, Sean Boutz, City Attorney and Kelsey Wright, City Clerk.

**AGENDA APPROVAL:** Mayor Pro Tem Kennedy moved to add item 10Bvi, to authorize the mayor to move forward with procurement for IT Security with Executech and move the workshop discussion on the commercial broker service for the restaurant at Trailhead to be the first workshop. Councilmember Kurtz seconded the motion, which carried unanimously. Mayor Pro Tem Kennedy moved to adopt the agenda as amended. Councilmember Kurtz seconded the motion, which carried unanimously.

## CITIZEN COMMENTS

No comments at this time.

**PROCLAMATIONS** – no items at this time.

**PRESENTATIONS:** Mayor Kaminskas read her budget letter, and informed council members they would each be receiving budget binders, as well as posting the budget on the City's webpage.

## REPORTS & INQUIRIES

City Council: Councilmember Dunne reported that he attended an MRSC webinar on countering social media misinformation. He shared that the City of Glendale maintains a rumor page on their website to address rumors circulating and provide accurate information.

Mayor Pro Tem Kennedy reported that he attended the groundbreaking ceremony for Kramer Parkway. He acknowledged the tremendous effort of staff, councilmembers, the former mayor, police department, fire department who all put forth great effort preparing and lobbying to be able to achieve this project.

Mayor: Mayor Kaminskas reported on discussions with the SRTC board, meeting with GSI Advantage Spokane Group site finding and recruiting efforts, and the Spokane

Holiday Marketing Board's continued efforts in marketing of Winter Glow. She also noted her appreciation to Council for keeping politics out of the council chambers.

Planning Commission: No reports at this time.

City Administrator: Katy Allen, City Administrator requested that Councilmembers send comments received on the MTC Zone Change to Lisa Key so that the applicant has a chance to address the comments. She also gave a brief update on the draft Trailhead budget. Kelsey Wright, City Clerk gave an update on the workshop schedule. Katy Allen, City Administrator provided an update on road projects, Executech professional services, Waste Management Community Donations and Trailhead. Jandy Humble, Library Director provided information on COVID tests available at the library. Jen Camp, Director of Operations and Maintenance provided an update on recruitment for open commission positions, start dates for the Permit Technician and City Engineer, and upcoming events.

## **WORKSHOP DISCUSSIONS**

Commercial Broker Services for Restaurant: Lisa Key, Director of Planning & Engineering, provided an update on the request for marketing plans and resumes for the broker services for Trailhead and shared information on the responses received. Sharon Reynolds with Byrd Real Estate Group introduced the company and described their experience with restaurant marketing. Eric Peterson with Goodale & Barbieri introduced the experience their company has working with municipalities, as well as restaurants locally and nationally. Discussion ensued among council members as well as questions asked and answered by both companies.

Councilmember Kurtz moved to move forward with Goodale and Barbieri, seconded by Dunne. Following discussion, Councilmember Kurtz rescinded her motion, Councilmember Dunne concurred. Council will hold a short workshop at the November 4, 2021 meeting, with both contract's available for review with Council ready to take action.

ARP Nonprofit Funding: Kyle Dixon, Finance Director presented updates to lost revenue reported for 2020 and the options for levels of funding. Questions asked and answered. Councilmember Kurtz moved to fund all of the listed nonprofits at 100% of the adjusted Liberty Lake portion with the caveat that Selkirk Middle School receive the same funding as Greenacres, and Riverbend Elementary adjusted to 25%. Councilmember Severs seconded the motion. Following discussion, Councilmember Kurtz amended her motion to strike the adjustment to Selkirk Middle School, Councilmember Severs concurred. Mayor Kaminskas called for the vote on the amended motion. Councilmembers Kurtz, Severs and Folyer voted in favor; Councilmembers Kennedy and Langford voted opposed. Councilmembers Dunne and Garcia abstained from voting. Motion passed with a final tally of 3-2.

Code of Ethics – Social Media Policy: Councilmember Kurtz moved to postpone the workshop on the City's Social Media Policy to the next council meeting, seconded by Mayor Pro Tem Kennedy. The motion carried unanimously.

Ordinance Clean Up: Kelsey Wright, City Clerk, provided an update since Council's last workshop on Ordinance Clean Up, explaining the drafts planned for amending the ordinance appointing the office of City Clerk, and creating a combined ordinance addressing the positions of Police Chief, City Administrator and Department Directors to include an oath of office. Councilmembers provided feedback and questions were asked and answered.

## **GENERAL BUSINESS**

### **Consent Agenda**

Mayor Pro Tem Kennedy moved to approve the consent agenda items: 10Ai, was to approve the October 5, 2021 city council meeting minutes; 10Aii, was to approve the October 19, 2021 vouchers in the amount of \$708,885.24. Councilmember Severs seconded the motion, which carried unanimously.

### **Action Items**

Mayor Pro Tem Kennedy moved to approve action item 10Bi, to approve donated labor and materials to Orchard Park from CTC Electric. Councilmember Langford seconded the motion. Motion carried unanimously.

Mayor Pro Tem Kennedy moved to approve action item 10Bii, to approve the snowplow purchase from Titan Truck Equipment, included in the fleet rotation program. Councilmember Severs seconded the motion. Motion carried unanimously.

Mayor Pro Tem Kennedy moved to approve action item 10Biii, to approve the purchase of an ExMark Staris mower from Horizon Distributors, included in the fleet rotation program. Councilmember Severs seconded the motion, which carried unanimously.

Mayor Pro Tem Kennedy moved to approve action item 10Biv, to authorize the Mayor to sign a contract agreement with Polytech Northwest for concrete work and tripping hazard repair. Councilmember Langford seconded the motion, which carried unanimously.

Mayor Pro Tem Kennedy moved to approve action item 10Bv, to authorize the Mayor to sign the contract with RJ Stevenson. Councilmember Severs seconded the motion. After brief discussion the Mayor called for the vote. Councilmembers Dunne, Garcia, Kurtz, Folyer, Kennedy and Severs voted in favor; Councilmember Langford voted opposed. The motion passed with a final tally of 6-1.

Mayor Pro Tem Kennedy moved to approve action item 10Bvi, to authorize the Mayor to procure managed IT services from Executech for IT security. Councilmember Severs

seconded the motion. After brief discussion, Mayor Kaminskas called for the vote. The motion carried unanimously.

## RESOLUTIONS

Resolution No. 02-47G – Amendment to the City’s Personnel Manual: The city clerk read, by title only, Resolution No. 02-47G, “A Resolution of the City of Liberty Lake, Washington Amending the Adopted Personnel Policy for All City Employees of the City of Liberty Lake. Mayor Pro Tem Kennedy moved to amend page 13, section 3.4, in the first paragraph of the manual to capitalize “immediate family” and add the word “home” after “council members”. Councilmember Severs seconded the motion. After brief discussion, the mayor called for the vote. The resolution was unanimously approved as amended.

**ORDINANCES** – no items at this time.

## INTRODUCTION OF UPCOMING AGENDA ITEMS

Katy Allen, City Administrator reviewed the upcoming agenda items for the November 4<sup>th</sup> meeting.

## PUBLIC COMMENTS

Tim Olsen: City resident, requested upgrades to technology to avoid disruption to meetings.

**EXECUTIVE SESSION** – no executive session at this time.

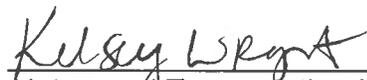
## ADJOURNMENT

With there being no further business, the meeting adjourned at 10:00 p.m.

These minutes were approved November 4, 2021.



Cris Kaminskas, Mayor  
City of Liberty Lake



*Notes and Transcription by Kelsey Wright. This Council meeting was also audio taped. Anyone desiring to listen to the recording may contact the City Clerk.*

