CITY COUNCIL MEETING
TUESDAY, MAY 12, 2026
HELD IN PERSON & REMOTELY

6:00 P.M. Regular Session:

Invocation: Given by Mayor Kamiskas.

Pledge of Allegiance: Led by City Council and Staff

Call to Order: Mayor Kaminskas called the meeting to order at 6:00 p.m.

Roll Call: City officials who physically attended the meeting: Mayor Kaminskas; Mayor Pro Tem Dunne; Councilmembers Severs, Kurtz, Darrow, Klingler, and Ball; Mark McAvoy, City Administrator; Sean Boutz, City Attorney; Deputy Chief Darin Morgan; Shane Miller, IT Manager; and Rochelle Caton, City Clerk.

City officials who remotely attended the meeting via Zoom: Ben Turner, Public Works Director; Jen Camp, Parks and Recreation Director; and Kyle Dixon, Finance Director.

Councilmember Severs made a motion to excuse Councilmember Fisher. The motion was seconded by Councilmember Darrow and passed 6-0.

Agenda Approval: Mayor Pro Tem Dunne made a motion to approve the agenda as presented. The motion was seconded by Seconded by Councilmember Severs and passed 6-0.

Citizen Comments: None made.

Appointments-No items currently:

Announcements / Proclamations / Special Presentations-No items currently:

Reports & Inquiries:

City Council: Mayor Pro Tem Dunne made mention that he and Councilmember Kurtz will be attending an event at Ridgeline High School later this week.

Mayor: Mayor Kaminskas noted that she will not attend the May 19, 2026, City Council Meeting.

City Administrator: City Administrator Mark McAvoy reminded Council of the Farmers Market schedule availability.

Workshop Discussions:

Review of Proposed Governance Manual: City Administrator McAvoy introduced the item, and the discussion was as follows:

Chapter 10: page 46 Limitations: Councilmember Klingler raised a question; Discussion ensued. Attorney Boutz will review RCWs and wordsmith along the way.

Chapter 5: page 28, Executive Sessions:/Section E.A: Councilmember Klingler raised a question related to conflicts of interest and recusal. Discussion ensued.

Chapter 10: page 48, Disruptive Public Comment: Remove "90 days", potentially add the word "suspension of their privilege". Additional consideration to potentially add language about adjournment procedures should a meeting need to be reconvened (page 38). Mayor Kaminskas would like to see an outlined process in the event where a meeting needs to be reconvened. Also, remove the language stating the City Clerk will "mute the microphone."

Chapter 5: page 29, Section 4, Special Council Meetings: Discussion ensued regarding special meetings.
Mayor Kaminskas requested that in the final draft that the RCW's be included as a hotlink in the electronic copy. Rather than including a quote from the RCW. Include a note at the beginning of the final document that says something to the effect of: "any changes to the RCW by the Legislature, the changes will then apply."

Chapter 4: pages 22-35, City Administrator: Discussion ensued, no changes requested, other than the overall attorney review.

Chapter 3: pages 18-21, State Public Disclosure Act and Open Meetings Act: General discussion ensued regarding compliance with the OPMA. Councilmember Severs requested that, in the Attorney's review, the final document not be more restrictive than the OPMA requires, allowing general Council communication to continue.

Chapter 21: page 81, City Advisory Boards and Commissions: Communication with City Council: General discussion ensued regarding the chapter as a whole.
Consensus was reached City Council members "should not" attend commission meetings in person or remotely. The suggestion is to watch commission meetings afterward. Councilmember Kurtz discussed the processes of the appointment and re-appointment of commission members and the need to ensure the ordinances do not conflict with this final document. Mayor Pro Tem Dunne noted his support to continue with the mayoral review of applicants.

Attorney Boutz will review the document to determine where "may, shall, should" is most appropriate.

Page 82 Reports to Council: overall attorney's review.

Page 77 Knowledge of Municipal Planning Process: Consensus was reached to include the word, "applicable." Add the word "minimum" to two weeks.

Page 77 Qualifications and Application: Additions needed to add some language to online applications that staff are available to assist with printed copies as needed (or similar.) ensuring access to applications for any ability.
City Administrator sought clarity on the subsection about residency in the Community Engagement Commission. Consensus was reached to have any changes made to the ordinance itself by the proposing commission and those changes to be brought forth for council consideration.

Chapter 22: Consensus to make it more concise.

Chapter 23 — Adherence to Governance Manual: Attorney Boutz will review the chapter in its entirety and make recommendations based on the intent of the Governance Manual.

Page 85 Enforcement—or Hearing Examiner via Code of Ethics: Councilmember Darrow suggested that Attorney Boutz review and propose revisions.

The Mayor called for a brief five-minute recess at 8:03 p.m. The meeting reconvened at 8:08 p.m.

Chapter 1. No further edits.

Chapter 2. Establish Policy: add language to say something similar to "approve contracts as provided for in the financial policies."
Emergency Response: "need to develop or reference." Consensus was reached to remove altogether.

Chapter 6. No further edits.

Chapter 8. Page 39. Order of Business: Consensus was reached to make general business and the Consent Agenda to be adjacent. Consensus reached to add a definition and section for "Special Presentations" to include groups presenting (similar to Ohana or Spokane River Keepers). Review all definitions. This chapter will need additional future discussion.

Chapter 11. Page 51—Sign in: Remove request for address, check box potentially added if someone lives within or outside city limits.

General Business – Consent Agenda- No items currently:

General Business - Action Items- No items currently:

Council Comments: None made.

Public Hearings / Appeals- No items currently:

Resolutions- No items currently:

Ordinances-No items currently:

Emergency Ordinances- No items currently:

Introduction of Upcoming Agenda Items: To be further discussed at the May 19, 2026, City Council Meeting.

Citizen Comments: No comments made.

Executive Session- No items currently:

Adjournment: With there being no further business, the meeting was adjourned at 8:51 p.m.

These minutes were approved May 19, 2026.



Cris Kaminskas, Mayor
City of Liberty Lake

Rochelle Caton

These minutes were prepared by Rochelle Caton. This meeting was also recorded. Anyone who desires to listen to the recording may visit the city's website or contact the City Clerk.