

**LEAVENWORTH CITY COUNCIL**  
**Study Session Agenda**  
**City Hall - Council Chambers**  
**January 12, 2016 9:00 a.m.**

**9:00 – 9:05 Oath of Office**

**9:05 – 9:20 Chamber Report**

This time is provided for a Chamber of Commerce representative to provide an update to the City Council on items of interest to the Chamber and City.

**9:20 – 9:40 Chelan County Emergency Management**

For this discussion topic the Council will be meeting with Sergeant Kent Sisson who oversees the management of the Chelan County Department of Emergency Management. The Chelan County Department of Emergency Management is a Department within the Sheriff's Department at Chelan County. The Emergency Management Department is contracted with the City to do emergency management service planning and response for the City of Leavenworth. The annual contract covers several items that are financially important to the City of Leavenworth:

- The Emergency Management Department is charged with developing a comprehensive emergency management plan for the City. This plan is critical in securing future Federal Emergency Management Agency (FEMA) funding by the City should the City of Leavenworth face a declared emergency, incident, or disaster.
- The Emergency Management Department would provide emergency and disaster control and coordination either on site or through the Emergency Operations Center (EOC). The added personnel, professional assistance, and access to equipment would help contain ongoing emergency operation planning costs and costs to the City during an incident.

Sergeant Sisson will provide an overview of his department and will be discussing a training and disaster drill he is planning on holding in Leavenworth

There are no documents included under **TAB A** for this item.

**9:40 – 10:00 State Auditors Exit Conference 2013 – 2014**

Assistant State Auditor Kathleen Lince and Assistant Cassie Whitson will be present to review the 2013 and 2014 audited financials. They will review a couple of recommendations that will be presented as Exit level items, which are considered the lowest level of requirements presented by the Washington State Auditor's Office. Included in the recommendations will be a request to correct items within the reports, including recoding some 2013 beginning fund balances as reserved to match the ending 2012 reserved dollars that were previously reported and to include the corresponding new notes pertaining to this item. Additional minor exit level items will be reviewed and copies of the documentation will be presented during the meeting.

There are no documents included under **TAB B** for this item.

### **10:00 – 10:20 Mayor pro tempore and Committee Assignments**

This time is set aside for a discussion on the election of the Mayor pro tempore and assignment to City Council sub-committees and other committee assignments. The Mayor pro tempore assumes the duties of the Mayor should the Mayor not be available for meetings or public events. Once the Mayor pro tempore is elected, one of their first duties is the assignment of City Councilmembers to City Council standing committees. The Mayor pro tempore makes the appointment to the committees and the Council confirms those appointments. Ad-Hoc Committees are established by the Mayor and with Mayoral appointments. Other commission, board or committee appointments are made and determined as established in the ordinance of by-laws of the commission, board or committee. The following language is provided from Resolution 1-2012 which establishes the procedures and rules of conduct for the City Council:

**Section 3.** Selection of Mayor pro tempore. The Mayor pro tempore is elected by the Council from its own membership at the first meeting in January after each General Election and thereafter whenever a vacancy occurs. The Mayor pro tempore shall hold office at the pleasure of the Council.

**Section 4.** Assignment to Standing Committees. Alignment of standing committees of the Council shall be recommended by the Mayor pro tempore when newly-elected members take office. Membership on committees shall be appointed by a majority vote of the Council. Membership on standing committees may be realigned at the discretion of the Mayor pro tempore with confirmation by the Council. Standing Committees shall appoint their own chairpersons.

**Section 5.** Ad Hoc Committees. The Mayor may establish such legislative ad hoc committees as may be appropriate to consider special matters that do not readily fit the committee structure that requires special approach or emphasis.

The following items are included under **TAB C**:

- Resolution No. 1 – 2012: Procedures and Rules of Conduct for the City Council and its meetings.
- Leavenworth City Council Committees – 2014
- Leavenworth City Council Ad Hoc Committees – 2014

### **10:20 – 10:40 Development Services Department 2015 Year End Review**

This time is provided for update and status reporting to the Council regarding development activities through the 2015 calendar year. The year-end report from the Development Services Department includes permit / construction, legislative, and design activities tabulations. Although counted within the department, the Hearing Examiner report is distinct and provided to the Council annually. Attached and provided to the Council are the summary documents with narratives to reflect 2015.

The "status report" (Quarterly Active Projects, Permit Progress, and Status Report) includes detailed information and depictions of construction projects. This information is a "snap shot" of construction which includes historic information for comparison. For the last few years and throughout these years, the Development Services Department presents detailed and oral reports to the Council on current projects.

- Please note that many land use permits are attached to construction permits and have longer terms, and this reporting is separate from that of the regular "project tracker" presented by the City Administrator, although there may be overlap in identified projects.
- The photos are for discussion and due to winter conditions may be from past reporting.

The following items are included under **TAB D:**

- Hearing Examiner 2015 Year End Report
- Development Services Department 2015 Year End Report
- Revised Quarterly Active Projects, Permit Progress, and "Status Report"

### **10:40 – 11:00 Fence Code Update**

This time is provided to review a potential amendment to LMC 18.24.020 Fences, walls and hedges – Restrictions.

During the regular Council meeting of October 13, 2015, Jose M. Blazquez, 120 Ski Hill Drive, Leavenworth provided testimony regarding an incorrectly placed fence. Although approved by the City of Leavenworth, it was not placed correctly. Mr. Blazquez stated that he initially placed the fence where he felt the property line was located, but did not get an actual survey. He asked that the City help him and not penalize him; the City Council heard his plea. The Council agreed that the code may need to be reviewed and possibly amended. City Administrator Walinski and Development Services Manager Pate reviewed the matter and committed to come back with a recommendation for the Council.

City Administrator Walinski met with the Residential Advisory Committee to receive feedback, input, and discuss a potential change to the fence standards and specifications. As a result of those meetings, the draft fence code amendment was crafted for the Council’s consideration.

During the regular Council Study Session of December 8, 2015, the Council studied the draft fence code amendment and provided direction. The amendment was updated based on Council's desire, and is being presented today for Council review and study. Future adoption by the Council will be needed for implementation.

The following items are included under **TAB E:**

- Draft Fence Code amendment

### **11:00 – 11:20 Project Updates**

This time is be set aside to provide the Council with the current status of the construction and planning projects that are currently underway.

- **Festhalle Kitchen Improvements**

This project continues development of a “catering kitchen” at the Leavenworth Festhalle. The improvements include a list of commercial appliances that will assist in users to serve food and refreshments for their events. Appliances include a warming oven, refrigerators, and a freezer. In addition serving tables will be added, a portable hand washing unit, and ventilation for the kitchen

area. The Oversight Committee recommended a catering kitchen alternative after speaking with users of the Festhalle and reviewing public health rules and regulations on establishing a commercial kitchen. The catering kitchen best serves the needs of the users of the Festhalle while also being an economical improvement. Funding is available through the refinancing of the Festhalle bond in 2014. Those funds have been used to address a number of necessary improvements at the Festhalle which include HVAC replacement and upgrades, hot water heater replacement and capacity improvement, lighting enhancements, sound/noise abatement, audio video improvement and the replacement of the front lobby floor.

As an overview, the purpose and mission statement of the Leavenworth Festhalle is:

- To encourage both separate and intergenerational activities involving youths, adults and seniors;
- To provide a multi-purpose center for residents of Leavenworth; Chelan County and neighboring communities;
- To create and maintain a friendly “Community” environment for Leavenworth residents;
- To provide opportunities for the public to use space for community events and private functions, including, but not limited to, business conventions, community concerts, festivals, special events, performing visual arts, fund-raising, weddings, or family reunions;
- To generate revenues, through user fees, that offset building operating expenses and provide for other services that are authorized by the City.
- To create a venue for activities that will encourage and promote the economic future of Leavenworth.

The kitchen improvements are currently underway and anticipated to be completed by the end of January 2016.

- **Wetland / Stormwater Regional Plan**

The goal of the project is to characterize the existing landscape, including wetlands, and stormwater management issues, identify potential stormwater / watershed corridors and provide the basis for a detailed Master Plan that will contain engineering, environmental analyses and design for the development of a Green Infrastructure Plan for the City. The study area focuses on both the land currently within the City and the City’s Urban Growth Area. Mayor Farivar acknowledged that the number one goal in developing the proposal for the project and subsequent funding was getting the support of the community. The project was developed out of a community wide Wetland Symposium sponsored by the City Council and Chelan County in June of 2013. The grant was awarded on July 1, 2014; and the project got underway in early April 2015. The City was awarded a \$150,000 Centennial Clean Water Program Grant. Securing funding was the top priority and first step in addressing the wetland and stormwater issues in the City and Urban Growth Area. This funding has allowed the City to move forward with collecting information to identify the issues and also to develop solutions for addressing wetland and stormwater issues while allowing for future development.

To date, there have been three (3) citizen outreach and forums; the drafts have been transmitted to US Army Corps of Engineers (USACE) and the Department of Ecology (DOE); and responses received. Specifically, the DOE states:

"Ecology is concerned that local residents are getting the impression that this Regional Master Plan is a way to promote development in wetland areas and is being portrayed as a jurisdictional determination of wetland boundaries and classifications. This is very concerning to both Ecology and the Corps since this does not align with the goal of this grant, nor the goals of Ecology or the Corps. The mapping of wetland areas and potential wetland areas identified by Grette Associates LLC can be used as an inventory of potential wetland areas. The inventory can be used as a planning tool to identify the need for further site-specific analysis and review during development proposals. The inventory can be used for the Regional Stormwater Master Program Plan in identifying how surface and ground water moves and expresses in the study area.

We are requesting that the City remove reference to wetland delineation and refer to wetland efforts as a wetland inventory for purposes of the Regional Stormwater Mater Program Plan. Both known wetlands and potential wetland areas should be included in the Plan. We request that all wetland mapping products include a clear disclaimer identifying that wetland boundaries shown are preliminary, wetland boundaries are not static, and final determination of wetland jurisdiction lies with regulatory agencies."

The consultants continue to develop the Regional Stormwater Quality / Wetland Management Master (Plan) for stormwater control, protection, restoration, and enhancement through green infrastructure planning within the Urban Growth Area (UGA) of the City of Leavenworth (City). The Plan will address enhancements to the storm system infrastructure; and focus on the reduction of contaminants into the Wenatchee River Watershed and reduce the amount of stormwater that flows into the City's storm system.

- **Chumstick Trail / Water Sewer Extension**

A detailed update of this project will be provided at the Tuesday City Council meeting as the Council is being asked to authorize the advertisement and bid of this project.

- **Parking Lot Improvements (P1,P2, P3)**

A more detailed update of this project will be provided at the February City Council Study Session by Mr. Arron Schmidt, P. E. The project at this time includes additional electrical service, the addition of pay stations and vehicle charging stations, pedestrian lighting and replacement of cyclone fencing with fall protection fencing rod iron fencing. An update on the design work and cost estimate will be provided by Mr. Schmidt in preparation for the Council's consideration of authorization of advertisement and bid of this project.

- **Pine Street**

This project is the complete reconstruction of Pine Street from Ski Hill Drive to Chumstick Hwy. The previous City Council had identified the reconstruction of Pine Street from Ski Hill Drive to Titus Road as Phase I of this project. Recent work on this project includes discussions with property owners on the north side of Pine Street to resolve ROW issues through annexation agreements and development agreements. In addition the City has requested a federal reclassification of Pine Street to a “major collector” by the Department of Transportation. This allows the project to compete for federal funding through the Chelan Douglas Transportation Commission. In addition, the City has requested Mr. Steve Marsh, P.E. TD&H Engineering to develop an initial estimate of probable costs for Phase I. The City is also working with Pacific Engineering on addressing the stormwater issue on the north side of Pine Street. This project is being reviewed through the Public Works Committee with periodic updates to the full Council.

- **TIB Roadway Preservation**

The city was awarded \$477,000 of TIB Funding for the 2015 grant applications which were submitted this fall. The City submitted 6 individual grants for TIB funding in the Small City’s Pavement Preservation Program; TIB selected three of the overlay projects for funding: Commercial (1<sup>st</sup> to 3<sup>rd</sup>), Commercial (1<sup>st</sup> to Joseph) and Whitman (Ski Hill to Woodward). These projects include a reclaim (grinding of existing asphalt) and asphalt overlay (approximately 2.5 inches); a similar process which was completed on West Street in 2014. The process will provide a new drive surface, improved drainage, reset of manholes, and catch basins to proper height.

Mr. Steven Marsh, with TD&H Engineering will be handling the project for the City. He has estimated that the project will go out to bid late winter 2016 or early spring 2017, with construction to follow in the summer of 2017.

A map of the projects as well as the anticipated project costs can be found under **TAB F**.

- **Crosswalks: Gustav’s and LINK Locations**

This project is the enhancements of two crosswalk locations on Hwy. 2; the crosswalk located at Gustav’s and the crosswalk located at the LINK Bus Stop. The scope of the project includes the addition of rapid flash pedestrian flashing units, new striping, new pedestrian lighting, curb cuts and ADA updates and consideration of pedestrian islands. Mr. Steve Marsh, PE, TD&H Engineering is the City’s engineering consultant on this project. Funding is provided through the Pedestrian/Bicycle Safety Program which is considered State Funding. The Department of Transportation (DOT) has just obligated funding for the design work on this project so this is just underway, although a fairly straight forward project. Because of the Hwy. 2 involvement, the DOT will have considerable oversight on the project design.

### **11:20 – 11:30 Council Open Discussion**

The remainder of this time slot allows for Council discussion of items not on the agenda.