

## **LEAVENWORTH CITY COUNCIL MINUTES**

### **January 23, 2018**

City Clerk Chantell Steiner administered the Oath of Office to Councilmember Jason Lundgren.

Mayor Cheryl Kelley Farivar called the January 23, 2018 Leavenworth City Council meeting to order at 6:30 PM and Councilmember Jason Lundgren led the City Council in the Flag Salute.

### **ROLL CALL**

Council Present: Mayor Cheryl K. Farivar, Carolyn Wilson, Elmer Larsen, Mia Bretz, Margaret Neighbors, Sharon Waters, Clint Strand, and Jason Lundgren.

Staff Present: City Administrator Joel Walinski, City Attorney Tom Graafstra, Chantell Steiner, Nathan Pate, Herb Amick, and Sue Cragun.

### **APPROVAL OF THE CONSENT AGENDA**

#### Consent Agenda:

1. Approval of Agenda
2. Approval of January 9, 2018 Regular Meeting Minutes and Study Session Minutes
3. Approval of January 16, 2018 Special Meeting Minutes
4. 2017 Claims \$97,359.95
5. 2018 Claims \$144,279.95

Councilmember Wilson noted a correction to a date in the January 9, 2018 Study Session minutes.

Councilmember Larsen motioned to approve the consent agenda as amended. The motion was seconded by Councilmember Bretz and passed unanimously.

### **COUNCILMEMBER AND COMMITTEE REPORTS**

Councilmember Waters reported that she testified at the State Capitol on House Bill 6055, which would allow the City to burn yard waste under the pilot program identified in the bill.

Councilmember Neighbors reported that she also testified at the State Capitol on House Bill 6055, attended a meeting with the Departments of Agriculture and Ecology in regard to the Apple Maggot Quarantine problem, attended the Special City Council meeting where the Council interviewed and selected Jason Lundgren to fill City Council position No. 1, and she attended the Economic Development Committee meeting.

Councilmember Larsen reported that he attended the Leavenworth Area Promotion (LAP) Committee meeting and stated that the group reviewed the budget.

Councilmember Bretz reported that she attended the Link Transit Board meeting and stated that the Board confirmed that the request for a sales tax increase to fund increased services will be on the November, 2018 ballot. She also attended the Economic Development Committee meeting and she noted that the Parking Study group will be meeting in February, prior to a public meeting.

Councilmember Wilson reported that she spoke to a group at the Leavenworth Senior Center about personal safety. She shared safety tips for inside the home, out in public, and “scams” targeting senior citizens. She also attended the Public Safety and Finance Committee meetings.

## **MAYOR/ADMINISTRATION REPORTS**

Mayor Farivar reported that she chaired her first meeting with the Chelan Douglas Transportation Council (CDTC), had a meeting with the Departments of Agriculture and Ecology to discuss solutions for disposing of yard waste in the Apple Maggot Quarantine area, and she attended a tour of the Hampton Inn Swiss Hotel.

City Administrator Joel Walinski announced that Federal Emergency Management Agency (FEMA) training is scheduled for Tuesday, February 20, 2018 at 6:00 PM; this is a two hour training that the City Council members should attend. He added that the training is mandatory in the event that the City would need to collect FEMA funds.

Finance Director Chantell Steiner announced that Ms. Andrea Fischer has been offered the Office Assistant position in the Finance Department and will officially begin that job on February 1, 2018.

## **COMMENTS FROM THE PUBLIC ON ITEMS NOT ON THE AGENDA**

Steve Demarest, 321 9<sup>th</sup> Street, Leavenworth; Mr. Demarest stated that he represents the Riverbend Park Homeowners Association and asked for clarification to some questions that the Association has regarding access to the service entrance at the Pine Valley KOA Campground. He presented a letter to the Council and stated that he is still awaiting a response from the City. He addressed the legalities for the point of access and asked that the City’s remarks be withdrawn that were provided to the Hearing Examiner conducting the hearing on the extension of the Chelan County Conditional Use Permit for KOA.

## **JOINT MEETING WITH THE PLANNING COMMISSION**

The City Council and members of the Planning Commission joined together at the table to hold the joint meeting.

Planning Commission Chairman Larry Hayes opened the Planning Commission meeting at 6:49 PM and asked for a roll call. Larry Hayes, Andy Lane, Scott Bradshaw, Anne Hessburg, Pete Olson, and Joel Martinez were in attendance.

Development Services Manager Nathan Pate addressed the 2018 Planning Commission Docket and briefly explained that the Docket is a list of potential amendments to the Leavenworth Municipal Code (LMC) for 2018; the document provides the direction to the City's Planning Commission on the work plan for the year. He noted that the Docket is compiled of recommendations from the Mayor's Housing Affordability Task Force, which recommended changes to the LMC in order to encourage affordable housing options, housing stock, and housing variety. Commissioner Hessburg addressed the Docket's order of priorities and suggested a different order, which would address matters in a more orderly fashion, beginning with a definition of "Affordable Housing" that will be specific to Leavenworth. Discussions continued on multi-family zoning, expanding city limits, changing current zoning to multi-family, density, zero lot lines, and other topics within the Docket. Mayor Farivar expressed her confidence that the Commissioners will use their best judgement in determining the order of priorities, maintain productivity, and work within their schedule. She also suggested additional joint meetings in order to answer any questions and to assure the Planning Commission that they are on the right track. The next joint meeting will take place at the Planning Commission regular meeting on June 6, 2018 at 7:00 PM in the City Hall Council Chambers.

Chairman Hayes adjourned the Planning Commission meeting at 7:40 PM.

Following the joint meeting, Mayor Farivar recognized Commissioner Larry Hayes for his lengthy service on the Leavenworth Planning Commission which began in 1989. She presented him with a certificate, expressed her appreciation, and thanked him for his dedication and service for the City.

## **RESOLUTIONS, ORDINANCES, ORDERS, AND OTHER BUSINESS**

### **1. Acceptance of 2018 Planning Commission Docket**

Development Services Manager Nathan Pate stated that the Planning Commission will set the priority to the 2018 Docket and that the Docket is subject to change by the Planning Commission.

Councilmember Bretz motioned to approve the 2018 Planning Commission Docket, and tasks the Planning Commission to proceed with the amendment process. The motion was seconded by Councilmember Wilson and passed unanimously.

### **2. Resolution 1-2018 Amending Council Policies, Rules, and Regulations**

City Administrator Joel Walinski stated that the City Council is being asked to approve Resolution 1-2018, which is the Council's policies, procedures, and rules of conduct. He explained that the Councilmember and Committee reports will be given at the Study Session, which will allow members the ability to have further discussion regarding the committee reports. Mayor Farivar noted that the Council will try this change to see if it works for them. It was stated that urgent reports may still be reported at the evening meeting and that Councilmember and Committee reports will remain on the printed agenda. Administrator Walinski also stated that the

Comments from the Public on Items not on the Agenda will formally be moved to the beginning of the meeting.

Councilmember Neighbors motioned to approve Resolution 1-2018 Amending Council Policies, Rules, and Regulations. The motion was seconded by Councilmember Waters and passed unanimously.

### **3. Mayor Pro Tempore Standing Committee Assignments**

City Administrator Walinski stated that the City Council is being asked to confirm Mayor Pro-Tempore Wilson's appointments of City Council Members to the Council Standing Committees of Public Works, Public Safety, Parks, Economic Development, and Finance. He noted that the Public Safety meeting has been moved to the 4<sup>th</sup> Tuesday at 4:00 PM and that the Economic Development meeting has been moved to the 2<sup>nd</sup> Tuesday at 3:00 PM. Mayor Pro Tem Wilson addressed the change in meeting days and explained that it will allow for the members to attend their individual Committee meetings on one Tuesday per month.

Councilmember Lundgren motioned to confirm the City Council appointments by Mayor Pro-Tempore Wilson to the City Council Standing Committees for 2018. The motion was seconded by Councilmember Strand and passed unanimously.

### **4. Mayor Ad Hoc Committee Assignments**

City Administrator Joel Walinski stated that the Ad Hoc Committee assignments are recommended by the Mayor and confirmed by the City Council. He then announced the members of the Ad Hoc Committees and City Representatives on Agency Boards and Commissions. Councilmember Bretz requested that she be appointed to the Icicle Work Group and the Northwest Economic Development Board and Councilmember Waters requested that she remain on the Icicle Work Group.

Councilmember Larsen motioned to confirm the Mayor's appointment of Councilmember Margaret Neighbors and Mr. Karl Ruether to the Festhalle Oversight Committee for a term of three years. The motion was seconded by Councilmember Wilson and passed unanimously.

Councilmember Larsen motioned to confirm the Mayor's reappointment of Joel Walinski to the Festhalle Oversight Committee for a term of one year. The motion was seconded by Councilmember Neighbors and passed unanimously.

Councilmember Larsen motioned to confirm the Mayor's appointments to Ad Hoc Committees and the City Representatives on other agency boards. The motion was seconded by Councilmember Waters and passed unanimously.

### **5. Commercial Street / Whitman Street / Enchantment Way Improvement Project**

Public Works Director Herb Amick stated that the City Council is being asked to approve the advertisement for bid of the Asphalt Improvement Project for Commercial Street (3<sup>rd</sup> Street to

Joseph Street) and Whitman Street (Ski Hill Drive to Woodward Street). He briefly described the work that will be completed and added that the project is being funded by a Transportation Improvement Board (TIB) Grant of \$477,000 and a 5% match by the City of Leavenworth Transportation Benefit District (TBD) funds. He said that the bid period will be open for three weeks beginning January 24, 2018; once the bids are received, the bid submittals will be reviewed for completeness, and a recommendation on the lowest qualified bidder will be presented to the Council for consideration of a bid award.

Councilmember Strand motioned to authorize the advertisement for bids for the Asphalt Improvement Project for Commercial Street and Whitman Street. The motion was seconded by Councilmember Waters and passed unanimously.

## **6. 2018 Pacific Security Contract – Expires 1/31/2018**

City Administrator Joel Walinski stated that the City Council is being asked to approve a Professional Services Agreement with Parker Corporate Services, Inc. dba Pacific Security for onsite security services for the Leavenworth downtown commercial area and surrounding residential areas; the officers will perform the duties of security patrol, parking enforcement, and on call investigation services for overnight rental violations. He confirmed that the 2018 contract is for a not to exceed amount of \$61,987.50.

He addressed the “Security Patrol” portion of the contract and stated that the contract runs from May 1, 2018 through September 30, 2018 and from Thanksgiving weekend through New Year’s weekend, 2019 at an hourly rate of \$24.95 / hour for the first officer and \$20.23 / hour for a secondary officer. He noted that the City Council approved \$50,000 annually within the Lodging Tax Fund in the 2017-2018 Budget to be made available in order to provide this service and additional deputy contracted services for festival support.

He addressed the parking enforcement portion of the contract and stated that it covers six (6) random three-hour shifts six (6) times per week, throughout the year for a not to exceed amount of \$23,152.50. He noted that this contract will be covered by the parking fund and that parking infraction fees will be credited as parking revenue to the Parking Fund.

He addressed the final portion of the contract, maintaining the Overnight Rental Complaint Line at \$109.00 per month and the options for the City to use Pacific Security Investigation Services on an “as requested basis” for online and infield investigations needed for overnight rental investigations at a cost of \$35.00 / hour and surveillance services at a cost of \$90.00 / hour plus expenses. He said that staff is requesting that the Council set aside a not to exceed amount of \$10,000 in order to continue this service.

Councilmember Larsen motioned to approve the 2018 Professional Services Agreement with Pacific Security for security patrols and parking enforcement patrols for an amount not to exceed Sixty-Two Thousand dollars (\$62,000) and authorizes the Mayor to sign said agreement. The motion was seconded by Councilmember Neighbors and passed unanimously.

## **ITEMS FOR FUTURE CONSIDERATION**

Mayor Farivar stated that the Group Funding Applications are due by March 1, 2018.

**ADJOURNMENT**

Seeing no other business, Councilmember Wilson motioned to adjourn the January 23, 2018 meeting of the Leavenworth City Council. The motion was seconded by Councilmember Waters and passed unanimously.

The meeting adjourned at 8:25 PM.

**APPROVED**



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**Cheryl Kelley Farivar**  
Mayor

**ATTEST**



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**Chantell Steiner**  
Finance Director / City Clerk