



## City of Leavenworth

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**City Council**  
Cheryl K. Farivar - *Mayor*  
Elmer Larsen  
Carolyn Wilson - *Mayor Pro-Tem*  
Gretchen Wearne  
Mia Bretz  
Margaret Neighbors  
Richard Brinkman  
Sharon Waters  
Joel Walinski - *City Administrator*

### LEAVENWORTH CITY COUNCIL AGENDA

Leavenworth City Hall - Council Chambers  
March 14, 2017 - 6:30 PM

#### Call to Order

#### Flag Salute

#### Roll Call

#### Council Committees - 2<sup>nd</sup> Tuesday

Public Safety 3:00 Parks 4:00

Public Works 5:00

#### Consent Agenda

1. Approval of Agenda
2. Approval of February 28, 2017 Regular Meeting Minutes
3. February 2017 Payroll \$202,391.41
4. 2017 Claims \$229,725.51

#### Public Safety Report: Sergeant Bruce Long, Liaison Officer

#### Councilmember and Committee Reports

#### Mayor/Administration Reports

#### Comments from the Public on Items Not on the Agenda

#### Resolutions, Ordinances, Orders and Other Business

1. Action: Approval of Selected Final Skate Park Design
2. Action: Lodging Tax Group Funding Requests
3. Action: Pacific Security Contract Amendment – Enforcement Services
4. Action: Special Use Permit – Village Art in the Park
5. Action: Bicycle Counter Funding
6. Action: Confirmation of Mayor's Appointment/Downtown Revitalization Steering Committee
7. Action: Parking Request for Qualifications – Authorization to Proceed

#### Information Items for Future Consideration

1. Reminder: Public Disclosure Commission Filing Deadline April 15, 2017
2. Reminder: Council Retreat, March 24<sup>th</sup>, 7:00 AM – 2:00 PM – Bavarian Lodge Montafon Room

#### Adjournment

**(Next Ordinance is 1545 - Next Resolution is 5-2017)**

## SUPPLEMENTAL COUNCIL AGENDA

### **1. Approval of Selected Final Skate Park Design**

The Council is being asked by the Skate Park Ad Hoc Committee to approve the final design of the proposed Skate Park to be constructed in Enchantment Park as replacement for the original skate park that was removed to accommodate the High School expansion. As per approval of Council and in agreement with the Skate Park Ad Hoc Committee, Grindline was chosen and contracted by the City to create the design and construction estimate for the proposed skate park.

Grindline assisted in the selection of a site and proposed an initial design and construction estimate that would meet the criteria of the City and the Committee to fit the footprint of that site. The initial public meeting (November 17, 2016) introduced the preliminary design and took public comment and suggestions; Grindline responded to initial comments, refined the design, and held a second public meeting (January 12, 2017). At the second public meeting, Grindline received further comment, responded to those comments, and then proposed a final design and construction estimate for possible Committee and Council approval.

On March 3, 2017, the Skate Park Ad Hoc Committee met in a joint conference call with Grindline to possibly settle on a final design and discuss the additional funding required for several add-ons to the basic design. During the course of that meeting, it was decided by the Committee to request that Grindline provide two (2) optional designs that focus primarily on the “bowl” end of the design. The request by the Committee was for these options to reflect several of the comments provided by the Community after the second public meeting. The addition of options would still fit within the required footprint and criteria. Grindline furnished the Committee members with those requested designs for their final review. On March 8, 2017, the Skate Park Ad Hoc Committee met and after discussion regarding the three designs, including shared community input, came to a unanimous decision on the preferred design that is being presented on Tuesday evening. The Committee believes that this design meets all of the criteria required by the City, falls within the required budget, and most importantly, will provide recreation opportunity for all skill levels of participants.

In addition to the base design, Grindline has also provided a skate park design that includes additional skating features and aesthetics to the base design. The total cost of these additions is estimated at \$60,000. The Committee recognizes that these enhancements would be beneficial to the outcome of the project. If the Council approves the final design, the Committee will work with the skating community to identify opportunities for fundraising and in-kind donations to include a number of the alternatives in the final construction of the park.

The following items are included under **TAB 1**:

- Recommended Final Skate Park Design
- Final Skate Park Design with added Skate Features and Aesthetic Improvements
- **MOTION:** *The Leavenworth City Council moves to approve the final design for the Leavenworth City Skate Park provided by Grindline and requested for approval by the Skate Park Ad Hoc Committee.*

### **2. Lodging Tax Group Funding Requests**

The City Council is being asked to approve the expenditure of the Lodging Tax Group Funding Requests for 2017. Based on the Council discussion at the morning study session, the Mayor will confirm the motion for this evening's consideration. As a note, if the Council opts to increase the Lodging Tax Funding for 2017, a budget amendment will be presented at a later date.

The following items are located under **TAB 2:**

- Summary Spreadsheet of Applicants
- 3 Group Funding Applications
- RCW Stating Use of Lodging Tax Funds
- **MOTION:** *The Leavenworth City Council moves to approve \$\_\_\_\_\_ for \_\_\_\_\_, \$\_\_\_\_\_ for \_\_\_\_\_, and \$\_\_\_\_\_ for \_\_\_\_\_ for use of the Lodging Tax Group Funds for the 2017 calendar year.*

### **3. Pacific Security Contract Amendment – Enforcement Services**

Pacific Security expanded contract – Short-term / Transient Rental Investigation.

The City Council is being asked to review and approve an amendment to the Professional Services Agreement with Parker Corporate Services, DBA Pacific Security, for “Short-term / Transient Rental Investigation” services for Leavenworth. The full contract amount is a not to exceed amount of \$60,000. The authorization of expenditures will be made by the City Administrator dependent on the initial investigation and reports provided by Pacific Security’s Investigation Officer. The officers provide full private investigative services, as outlined below:

1. The contract amendment and increased scope of work is for a service period of 6 months commencing on April 1, 2017 through September 30, 2017.
2. **Investigation Services:** The investigation services include online research, field investigations, and field interviews. The cost for this service is \$35.00 per hour with an estimated time commitment of 4 – 8 hours per week.
3. **Surveillance Service:** The surveillance service is approved by the City on a case-by-case basis for collecting additional documentation and information to aid in the enforcement of the code violation. The cost for this service is \$90.00 per hour plus any additional expenses that may include reserving and renting overnight accommodations.
4. **Overnight Rental Complaint Line:** Pacific Security will establish a hotline answered 24/7 to take calls regarding complaints or information on overnight rentals. The cost for this service is based on the number of calls received; \$109.00 per month for the first 100 calls, \$.69 per call for each call over 101.

The following item is located under **TAB 3:**

- Pacific Security Expanded Contract – Short-term / Transient Rental Investigation
- **MOTION:** *The Leavenworth City Council moves to authorize the Pacific Security expanded contract for Short-term / Transient Rental Investigation services and authorizes a not to exceed expenditure of up to \$60,000 as approved by the City Administrator.*

#### **4. Special Use Permit – Village Art in the Park**

The City Council is being asked to consider and approve a Special Use Permit (SUP) to allow for temporary use of approximately 6,969 square feet of the City's paver covered area of Front Street Park for the Village Art in the Park event. Art in the Park is an annual event that begins in May and is open Friday – Sunday including Holidays; 4<sup>th</sup> of July week begins the extended hours of Thursday – Sunday through the Labor Day holiday and then resumes the three-day weekend schedule for the remainder of the season.

The SUP annual payment is reduced by \$2,000 should the event organizers choose to donate \$2,000 to a Leavenworth art education program. The Art in the Park Board recently chose Cascade High School as the 2017 recipient of the Education Enrichment Fund donation in the amount of \$2,044. The total cost of the 2017 SUP less the \$2,000 donation is \$6,654.48 that includes the required Washington State Leasehold Excise Tax.

Generally, a SUP is approved administratively as long as the use is consistent with past City practices, current city ordinances, and policies. Significant changes in the SUP or requests for a use that have not been approved and discussed previously by the City Council will be referred to the Council for review and consideration. Examples of this would include a significant street closure for multiple days, a new commercial use within a park area, or expansion on the sale of alcohol on City property. In this case, the SUP for the Village Art in the Park is traditionally brought before the Council because of the scope and length of the contract. The SUP allows Art in the Park to use the majority of space within Front Street Park from early May through the end of Oktoberfest. There are no significant changes to this SUP for 2017; staff recommends approval of the SUP.

The following items are included under **TAB 4**:

- Special Use Permit Agreement
- Village Art in the Park 2017 Prospectus
- **MOTION:** *The Leavenworth City Council moves to approve the Special Use Permit for Village Art in the Park.*

#### **5. Bicycle Counter Funding**

The City Council is being asked to authorize the expenditure of funds for the purchase, installation, maintenance, and data transmittal of an Inductive Loop (24') Bike and Pedestrian Type Counter to be located at Front Street and Ninth Street. The WA State Department of Transportation (WSDOT) has selected the City of Leavenworth to receive funding through the Pedestrian and Bicycle Program's Permanent Statewide Bike Counter Network project in the amount of \$5,970.00, to cover the cost of the counter. In addition, the WSDOT has agreed to install the counter once ordered and purchased by the City. The City will then be responsible for at least five (5) years of data transporting and sharing with the WSDOT at an approximate cost of \$420.00 per year as well as providing regular maintenance, including but not limited to battery replacement (\$125 every 2 years), spot maintenance, and replacement of damaged or defective parts outside of warranty of the counter unit. The expenditure to the City would amount to approximately \$3,500.00 over the minimum required five-year period.

The City was first approached back in late July of 2016 by Mr. Jeff Aken of the Cascade Bicycle Club regarding Leavenworth's possible participation in this project and the possible funding

assistance. In addition to the Bike Counter on Front Street, the WSDOT will be installing and maintaining a similar counter, both directions, in the bike lanes along Highway 2 near the Park and Ride lot. Participation will allow the City, with limited expenditure, to share in the collection of a wealth of data. This would include information such as total bike travel over a period of time, daily averages, monthly averages, busiest days, busiest periods or weeks, direction of travel, etc. This continuous data collection will allow the City and Council to better understand and evaluate trends over time, determine the success of promotional events, improve decision making, and justify the need for improving infrastructure.

The following items are located under **TAB 5:**

- WSDOT Funding Award Letter and Agreement
- Bicycle Counter Information
- **MOTION:** *The Leavenworth City Council moves to approve the expenditure of funds in the approximate amount of \$3,500.00 to be used in conjunction with WSDOT funding of \$5,970.00 to purchase, install, as well as maintain, collect, and share data for a minimum of a 5 year period of an Inductive Loop (24') Type Bike Counter.*

#### **6. Confirmation of Mayor's Committee Member Appointments to the Downtown Revitalization Steering Committee**

The City Council is being asked to confirm the Mayor's appointments to the Downtown Revitalization Steering Committee. The make-up of the Committee is comprised of Council Members, Chamber Board Members, and Community Members At Large. Mr. Doc Elsea and Ms. Christina Zuckriegel are Chamber Board Members and are being recommended for appointment by the Leavenworth Area Chamber of Commerce. Mr. Oliver Brulotte and Mr. Kevin Rieke are original members of the Downtown Revitalization Steering Committee and bring the continuity and history of the work previously considered and completed by the group.

The Council is being asked to confirm the slate of the Mayor's appointments to this committee.

The following item is located under **TAB 6:**

- Downtown Revitalization Steering Committee By-Laws
- **MOTION:** *The Leavenworth City Council moves to confirm the Mayor's appointments to the Downtown Revitalization Steering Committee as presented below:*
  1. *Councilmember appointed to a one (1) year term: Councilmember Sharon Waters*
  2. *Councilmember appointed to a two (2) year term: Councilmember Richard Brinkman*
  3. *Councilmember appointed to a three (3) year term: Councilmember Gretchen Wearne*
  4. *Chamber of Commerce Member one (1) year term: Mr. Doc Elsea*
  5. *One member At Large one (1) year term: Mr. Oliver Brulotte*
  6. *One Chamber of Commerce Member two (2) year term: Ms. Christina Zuckriegel*
  7. *One member At Large two (2) year term: Mr. Kevin Rieke*
  8. *Mayor's Designee (Non-Voting) one (1) year term: Joel Walinski, City Administrator*

#### **7. Parking Request for Qualifications – Authorization to Proceed**

The City Council is being asked to authorize the advertisement of a Request for Qualifications and Proposals for consulting services to prepare a Parking Management Plan. The Parking Management Plan would be developed based on the assessment and study of current parking availability and regulations, including an occupancy and utilization study and consideration of future development. The final report will provide the City and Community with recommendations and analysis of short-term, mid-term, and long-term parking management recommendations and capital improvements; the capital improvements will include planning level estimates for a parking structure. The planning level cost estimates will include capital cost estimates and projected revenue and operational costs.

The estimated range of costs for completion of the study is \$40,000 to \$50,000. Final cost will be determined based on the final scope of work. Three partners will share the cost of the study, \$30,000 from the Port of Chelan County, \$10,000 from the Leavenworth Area Chamber of Commerce, and \$10,000 from the City of Leavenworth Parking Fund. The City will provide administrative support for the management of the Study. A stakeholders group made up of Chamber Board Members, City Council Members (Economic Development Committee) and Port Representation will review and make a consultant selection.

The identified tasks within the request includes outreach to the Community via possible interviews, public meetings and/or surveys. The completion of the study is anticipated prior to the end of 2017.

The following item is located under **TAB 7**:

- Draft Request for Qualifications and Proposals “Parking Management Plan”
  - **MOTION:** *The Leavenworth City Council moves to authorize the advertisement for the Request for Qualification and Proposal for a Parking Management Plan.*