

## **LEAVENWORTH CITY COUNCIL MINUTES**

**April 10, 2018**

Mayor Farivar called the April 10, 2018 Leavenworth City Council meeting to order at 6:30 PM and Leavenworth Echo Reporter Ian Dunn led the City Council in the Flag Salute.

### **ROLL CALL**

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

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

Mayor Farivar excused Councilmember Mia Bretz from the meeting.

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

#### **Consent Agenda**

1. Approval of Agenda
2. Approval of March 23, 2018 Annual Retreat Minutes
3. Approval of March 27, 2018 Regular Meeting Minutes
4. March 2018 Payroll \$210,111.24
5. 2018 Claims \$111,530.85
6. PRSA Voucher Request \$15,000.00

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

### **PUBLIC SAFETY REPORT: SERGEANT SCOTT LAWRENCE, LIAISON OFFICER**

Chelan County Sheriff Sergeant Scott Lawrence reported on the current Sheriff Report for the month of February and provided information on the calls for service that have taken place around the City of Leavenworth and nearby surrounding areas. He stated the numbers of incidents, citations, traffic accidents, alarm calls, and arrests and compared those to the prior month of January. He shared with the Council the various training events that he will be participating in during the coming months.

### **COUNCILMEMBER AND COMMITTEE REPORTS**

None.

### **MAYOR/ADMINISTRATION REPORTS**

Finance Director Chantell Steiner announced that the Ford F350 is available for bid on the Public Surplus On-line Auction site; the deadline for bidding is April 18, 2018.

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

Duane Goehner, 11670 Riverbend Drive, Leavenworth; Mr. Goehner stated that he was there to speak to the fact that the City's peak traffic is on the weekends and not the weekdays. He said that the SEPA is being avoided because of the City's current policy. He noted that there will be a community meeting on April 25<sup>th</sup> at the Fire Hall and encouraged the Council to have integrity and state that the City's peak traffic is weekends and not weekdays.

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

### **1. Resolution 03-2018 – KOA Sewer Connection Exemptions**

City Administrator Joel Walinski stated that the Council is being asked to approve Resolution No. 03-2018 Sewer Connection Exemption, which was discussed at the morning Study Session meeting. He said that this will allow the KOA Property to be connected to the City's sewer system; this will be in the best interest of the KOA and the public. He added that the KOA is in the process of building the required infrastructure and would like to connect to the City's sewer system as soon as possible. He read into the record a portion of the Resolution that was recently included, "Whereas, the completion of a sewer collection and lift station will conclude another step toward eventual annexation of the KOA property and revision of its access to eliminate the transit of RV's on Riverbend Drive." Councilmember Larson stated that he would like the original KOA entrance to be available for emergency purposes.

Councilmember Strand motioned to approve Resolution No. 03-2018; and finds that the connection is necessary to protect basic public health and safety and the environment; the connection is financially supportable at rural densities; and does not permit urban development outside of the urban growth area. The motion was seconded by Councilmember Wilson and passed unanimously.

### **2. Ordinance 1562 – LID No. 24 Bond Sale**

Finance Director Chantell Steiner stated that the City Council is being presented with the final ordinance for implementing Local Improvement District (LID) No. 24 in relation to the Water/Sewer Line Extension and Sewer Lift Station improvements for the Meadowlark Development area. She confirmed that the interest rate has been finalized at 3.9% and that the first payment by the property owners is due on May 1, 2019.

Councilmember Neighbors motioned to adopt Ordinance 1562 fixing the amount, form, date, interest rates, maturity, and denominations of Local Improvement District No. 24 Bonds and providing for the sale and delivery of bonds by Cashmere Valley Bank. The motion was seconded by Councilmember Waters and passed unanimously.

### **3. Ordinance 1563 Quarterly Budget Amendment**

Finance Director Chantell Steiner stated that the City Council is being asked to adopt Ordinance 1563 Quarterly Budget Amendment, which amends the budget at the fund level. She stated the affected funds, the reasons for the amendments, and the necessity of a quarterly budget amendment.

Councilmember Waters motioned to adopt Ordinance 1563 Quarterly Budget Amendment. The motion was seconded by Councilmember Neighbors and passed unanimously.

#### **4. Resolution 04 -2018 – Housing Committee – New Standing Committee**

City Administrator Joel Walinski stated that the City Council is being asked to consider approval of Resolution 04 – 2018, which is a resolution establishing a Housing Committee of the City Council. He explained that the Committee will consist of three City Council members and be scheduled to meet on the 4<sup>th</sup> Tuesday of each month at 3:00 PM; the Mayor and City Administrator will also be in attendance. He briefly addressed the goals of the Committee as recommended by the Housing Affordability Taskforce.

Councilmember Strand motioned to approve Resolution 04-2018 which establishes a new Housing Committee of the City Council. The motion was seconded by Councilmember Wilson and passed unanimously.

#### **5. Mayor Pro Tempore Housing Committee Assignments**

Mayor Pro-Tempore Wilson stated the names of the Housing Committee members; Councilmember Mia Bretz, Councilmember Sharon Waters, and Councilmember Clint Strand.

Councilmember Neighbors motioned to confirm Council Member Mia Bretz, Council Member Sharon Waters, and Council Member Clint Strand appointments by Mayor Pro-Tempore Wilson to the City Council Housing Committee for 2018. The motion was seconded by Councilmember Larsen and passed unanimously.

#### **6. Varela & Associates Contract: Waste Treatment Plant Improvements**

City Administrator Joel Walinski stated that the City Council is being asked to consider approval of an Engineering Contract with Varela & Associates for the design and engineering required for the Wastewater Treatment Plant improvements. He confirmed that the estimated maximum cost of the engineering contract is \$1,046,510. He briefly addressed the necessity of the waste treatment plant improvements and the use of various subcontractors and their specialties.

Councilmember Larsen motioned to approve and authorizes the Mayor to sign, pending final review by the City Attorney, the Engineering Service Contract Agreement between the City of Leavenworth and Varela & Associates for an estimated maximum cost of \$1,046,510 for engineering services associated with the Wastewater Plant Upgrades and Collection System Repairs. The motion was seconded by Councilmember Wilson and passed unanimously.

#### **7. J.A. Brennan Associates PLLC Contract for Front Street Park Master Plan**

City Administrator Joel Walinski stated that the City Council is being asked to consider approval of a Professional Services Agreement (PSA) with J.A. Brennan Associates for the landscape architecture services regarding the Master Plan Design of Front Street Park. He said that the contract amount is for a not to exceed amount of \$35,000. He noted that the scope of work has been reviewed and recommended by the Downtown Steering Committee. He went on to address the deferred maintenance items recommended by the Committee, such as a walking plaza,

electricity, tree replacement, sound system, turf paver, lighting, sidewalks, Front Street Park restroom expansion, and the sledding hill. He added that the Master Plan scope of work will review and phase these items. On a final note he stated that the Committee chose to use J.A. Brennan due to their familiarity with the City and other city projects that they have been involved with, and that J.A. Brennan works with a number of smaller cities and is helpful in planning for funding. Councilmember Neighbors suggested placing the Price/Rogers Memorial in Front Street Park.

Councilmember Waters motioned to approve and authorizes the Mayor to sign a Professional Services Agreement with J.A. Brennan Associates, PLLC for the Master Plan Design of Front Street Park at a not to exceed amount of \$35,000. The motion was seconded by Councilmember Wilson and passed unanimously.

### **8. Resolution 05-2018 – Rate & Fee Schedule**

Public Works Director Herb Amick stated that the City Council is being asked to approve a change to the Rate & Fee Schedule regarding the Commercial Cardboard Recycling Service. He noted that the policy changes have been discussed with the Public Works Committee, Downtown Steering Committee, and the full Council at the February 13, 2018 Study Session. He addressed the rate increase to provide for cardboard pickup and the service categories. He said that once the rate increase is approved, all businesses will be notified, and the fees go into effect on July 1, 2018.

Councilmember Wilson motioned to approve Resolution 05-2018 amending the rate and fee schedule for commercial cardboard recycling services. The motion was seconded by Councilmember Larsen and passed unanimously.

### **9. Surplus Computers**

Finance Director Chantell Steiner stated that the City Council is being asked to authorize the Mayor to proceed with surplus the City's old and obsolete computer systems. She addressed six (6) computer systems for recycling. She explained that the City has a contract with Firefly to remove the hard drives from the obsolete computer systems and recycle the remaining components; the City retains the hard drives for retention purposes.

Councilmember Larsen motioned to authorize the Mayor to surplus for recycling purposes with Firefly the computer systems as identified by serial numbers on the April 10, 2018 Computer Systems for Recycling List. The motion was seconded by Councilmember Waters and passed unanimously.

### **INFORMATION ITEMS FOR FUTURE CONSIDERATION**

Mayor Farivar reminded the Council that the deadline for Public Disclosure Commission Filing is April 15, 2018 and that the Parking Study Open House will take place on May 2, 2018 at 6:00 PM at the Festhalle.

### **ADJOURNMENT**

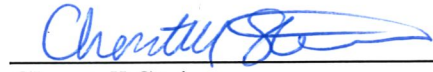
Seeing no other business, Councilmember Larsen motioned to adjourn the April 10, 2018 meeting of the Leavenworth City Council. The motion was seconded by Councilmember Wilson and passed unanimously.

The meeting adjourned at 7:15 PM.

**APPROVED**

  
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**Cheryl K. Farivar**  
**Mayor**

**ATTEST**

  
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**Chantell Steiner**  
**Finance Director / City Clerk**