

LEAVENWORTH CITY COUNCIL MINUTES

April 11, 2017

Mayor Farivar called the April 11, 2017 Leavenworth City Council meeting to order at 6:30 PM and Mr. Nathan Pate led the City Council in the Flag Salute.

ROLL CALL

Council Present: Mayor Cheryl K. Farivar, Carolyn Wilson, Gretchen Wearne, Elmer Larsen, Mia Bretz, Margaret Neighbors, Richard Brinkman, and Sharon Waters.

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 March 24, 2017 Annual Retreat Minutes
3. Approval of March 28, 2017 Regular Meeting Minutes
4. March 2017 Payroll \$198,082.84
5. 2017 Claims \$493,029.70
6. PRSA Voucher Request \$15,000.00

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

PUBLIC SAFETY REPORT: SERGEANT BRUCE LONG, LIAISON OFFICER

Chelan County Sheriff Sergeant Bruce Long reported on the current Sheriff Report for the month of February and stated the events that have taken place around the City of Leavenworth and nearby surrounding areas. He stated the numbers of incidents, citations, traffic accidents, false alarm calls, and arrests and compared those to the prior month of January. There was a brief discussion of there being more juvenile arrests as compared to adults.

COUNCILMEMBER AND COMMITTEE REPORTS

Councilmember Waters reported that she attended the Residential Advisory Committee (RAC), Festhalle Oversight, Study Session, Parks Committee, and Public Safety Committee meetings. She reported on the Public Safety meeting and stated that the group discussed US Highway 2 crosswalks, the Chumstick Trail project, signage for a fire lane, and the proposed Sheriff Contract. She thanked Public Works Director Herb Amick for his crews' ongoing work in maintaining the residential streets, Finance Director Chantell Steiner for updating her home computer, and Development Services Manager Nathan Pate and City Administrator Joel Walinski for their extra time spent to train her on various aspects of City Government.

Councilmember Brinkman reported that he attended the Study Session and Public Works Committee meetings. He stated that the Public Works Committee discussed the Riverbend Drive

Waterline project and noted that the second phase will begin with a public outreach and traffic plans. He then stated that the Whitman, Commercial, and Enchantment Way Street Improvement project is out to bid and will close on April 27th at 2:00 PM.

Councilmember Neighbors reported that she attended the Festhalle Oversight Committee, Study Session, and Parks Committee meetings. She stated that the Parks Committee discussed the Skate Park, maintenance at the Enchantment Park ball fields and Front Street Park, and the upcoming rafting and tubing contracts.

Councilmember Larsen reported that he attended the Residential Advisory Committee (RAC) meeting and provided updates to the few members present.

Councilmember Wearne reported that she attended the Leavenworth Film Festival over the weekend and noted that it was a very successful event.

Councilmember Wilson reported that she attended the Public Safety Committee meeting and stated that she will also be meeting with Finance Director Steiner and Councilmember Bretz to review the annual reports for the Transportation Benefit District (TBD) and the Upper Valley Park and Recreation Service Area (PRSA) later in the week. She noted that the PRSA will be holding a special meeting on April 26th.

MAYOR/ADMINISTRATION REPORTS

Mayor Farivar reported that she was pleased to speak to the Leavenworth Lions Club at their recent dinner meeting. She said that she updated the group regarding current City measures and had a discussion about the Parking Study. She then reported on the morning Study Session meeting and stated that the Council received a report from the Chamber of Commerce, discussed a statement of intolerance proclamation, reviewed two alley vacations, received a presentation from Ms. Aubyn Honeysett about recycling, reviewed the future Council agenda items and quarterly project tracking spreadsheet, recommended items for the Quarterly City Newsletter, and had a Council open discussion. She recognized Development Services Manager Nathan Pate for his eight years of employment with the City of Leavenworth. She stated that she appreciates Mr. Pate; he is always pleasant, great to work with, and thanked him for his contributions to the City of Leavenworth.

City Administrator Joel Walinski reported on the Festhalle Oversight Committee meeting and noted that Festhalle Manager Jarod Drozdowski has resigned his position effective May 1 as he has taken a new job away from Leavenworth. He stated that the City will advertise a Request for Qualifications for a Festhalle Manager Consultant. He noted that Mr. Drozdowski has done a good job managing the Festhalle over the past three years.

Development Services Manager Nathan Pate reported on the current permitting that is taking place around the City and noted the projects that are in process or soon to begin work. He reported on the single family residences that have been permitted this year and noted that the 17 lots on Pine Street will be beginning the permit process soon. He noted the increase in permitting over last year and confirmed that we are seeing new growth in the residential area.

Public Works Director Herb Amick reported that the City's annual spring clean-up is underway. There was a brief discussion of the process and Director Amick confirmed that the event runs from April 4th – May 11th.

COMMENTS FROM THE PUBLIC ON ITEMS NOT ON THE AGENDA

None.

GROUP FUNDING REPORT: TIMBRRR! WINTER MUSIC FESTIVAL

Mr. Phil O'Sullivan representing Timber Partners reported on the recent Timbrrr! Winter Music Festival that took place in the Festhalle on January 27th and 28th. He stated that this was their fourth year in Leavenworth; they had good results and positive reviews from the attendees. He confirmed that there were 1,200 attendees this year and that approximately 1,000 attendees came from out of town beyond a 50 mile radius; Timber Partners is now planning the Winter Music Festival for 2018. He thanked the Mayor and Council for the Group Funding that was provided for the event. The Mayor and Council shared positive feedback regarding the Music Festival.

RESOLUTIONS, ORDINANCES, ORDERS AND OTHER BUSINESS

1. Skatepark Design Approval

Public Works Director Herb Amick stated that 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. He explained the recent voting process and confirmed that the moonboot design was chosen by the voting community to be the final skate park design. Mayor Farivar read the results of the voting and confirmed that the moonboot design was chosen by the votes casted at City Hall, Cascade High School, Icicle River Middle School, Osborn Elementary School, and the Cascade Discovery School. Councilmembers stated their appreciation for the process in working with the community within the designated timeframe.

Mike Leeds, 1736 Lincoln Park Circle, Wenatchee; Mr. Leeds thanked the Council for working with the skate community and stated that the moonboot design is the best design for all skill levels and the safest design. There was a brief discussion of the construction timeline and completion by late July / early August.

Councilmember Neighbors motioned to approve the final "Moon Boot" design for the Leavenworth City Skate Park provided by Grindline and requested for approval by the Skate Park Ad Hoc Committee. The motion was seconded by Councilmember Bretz and passed unanimously.

2. Chamber of Commerce Contract

City Administrator Joel Walinski stated that the City Council is being asked to review and consider for approval a contract with the Leavenworth Chamber of Commerce for the expenditure of City of Leavenworth Lodging Tax Funds. He stated that the contract is for three years, April 1, 2017 – March 31, 2020, and provides the Chamber of Commerce with 18.5% of the lodging tax funds provided to the City from the previous calendar year. He noted that the funds are paid to the Chamber on a quarterly basis, followed by a report provided by the

Chamber and reviewed by the City; funds are primarily used to operate the Leavenworth Visitor Center.

Councilmember Wilson motioned to approve 2017 – 2020 City/Chamber Agreement for the use of Lodging Tax. The motion was seconded by Councilmember Brinkman and passed unanimously.

3. Special Use Permit: Trout Unlimited / PUD – Leavenworth Fish Pond

Public Works Director Herb Amick stated that the City Council is being asked to review and consider for approval a Special Use Permit (SUP) with Trout Unlimited and the Chelan County Public Utilities District (PUD) for access to the Blackbird Pond for the purpose of operation and maintenance. He displayed the location of the pond on Blackbird Island on the overhead and noted that the permit does not include any improvements or excavations to the City property, permittee will maintain the property, the City will be held harmless, and the term of the permit is for five (5) years.

Ian Adams, 323 Benton Street, Leavenworth; Mr. Adams stated that he is a representative from the PUD and thanked the City for sharing in this stewardship opportunity and for helping to restore the steelhead population in Leavenworth. He added that the pond helps to educate kids and is a great place for people to check out wild life.

Councilmember Waters motioned to approve the Special Use Permit with Chelan County PUD and Trout Unlimited for the Leavenworth Fish Pond. The motion was seconded by Councilmember Brinkman and passed unanimously.

4. Resolution 07-2017: Adoption of Cost Allocation Plan

Finance Director Chantell Steiner stated that the City Council is being asked to approve Resolution 07-2017 adopting the Cost Allocation Plan for budgeting and auditing purposes. She stated that following the City's 2011-2012 Annual State Audit, it was recommended that the City create a Cost Allocation Plan in order to share applicable costs throughout the various funds. She confirmed that the plan has been reviewed and approved by the Finance Committee and has been implemented into the 2017-2018 Biennial Budget.

Councilmember Brinkman motioned to approve Resolution 07-2017 Adoption of the Cost Allocation Plan. The motion was seconded by Councilmember Neighbors and passed unanimously.

5. Resolution 08-2017 Alley Vacation – Betz

Development Services Manager Nathan Pate stated that the City Council is being asked to approve Resolution No. 08-2017 regarding a request to vacate and subsequently dispose of certain real property held by the City. He said that this resolution is setting a time for a public hearing on this property vacation for April 25, 2017. He displayed the 108 River Street property on the overhead; the alley was previously requested and denied as it was used for snow storage at one time. He noted that the alley is no longer in use for that purpose.

Councilmember Bretz motioned to approve Resolution 08-2017 Betz Alley Vacation Notice of Public Hearing on April 25, 2017 at 6:30 PM. The motion was seconded by Councilmember Waters and passed unanimously.

6. Resolution 09-2017 Alley Vacation – Boyd

Development Services Manager Nathan Pate stated that the City Council is being asked to approve Resolution No. 09-2017 regarding a request to vacate and subsequently dispose of certain real property held by the City. He said that this resolution is setting a time for a public hearing on this property vacation for April 25, 2017 at 6:30 PM. He displayed the requested property on the overhead and noted that the alley is currently running between two parcels owned by the applicant; the applicant will in turn provide a public access easement to the City in exchange for the alley vacation.

Lyman Boyd, 810 US Highway 2, Leavenworth; Mr. Boyd stated that he has requested the alley vacation because he has a 5-10 year plan for the property and noted that there is no particular project in mind as of now.

Councilmember Larsen motioned to approve Resolution 09-2017 Boyd Alley Vacation Notice of Public Hearing on April 25, 2017 at 6:30 PM. The motion was seconded by Councilmember Wearne and passed unanimously.

7. Ordinance 1545 Quarterly Budget Amendment

Finance Director Chantell Steiner stated that the City Council is being asked to adopt Ordinance 1545 Quarterly Budget Amendment which amends the budget at the fund level. She confirmed that the majority of the amendment includes necessary adjustments to beginning and ending fund balances. She stated some of the adjustments to the various funds.

Councilmember Brinkman motioned to adopt Ordinance 1545 Quarterly Budget Amendment. The motion was seconded by Councilmember Waters and passed unanimously.

8. Downtown Revitalization Steering Committee Appointment

City Administrator Joel Walinski stated that the Council is being asked to confirm Ms. Paula Hesel to the Downtown Revitalization Steering Committee; this appointment will replace Mr. Doc Elsea as the Chamber of Commerce representative on the Committee.

Councilmember Wearne motioned to confirm the Mayor's appointment of Ms. Paula Hesel to the Downtown Revitalization Steering Committee for a one year term which expires December 31, 2017. The motion was seconded by Councilmember Wilson and passed unanimously.

INFORMATION ITEMS FOR FUTURE CONSIDERATION

Mayor Farivar reminded the Council that the Public Disclosure Commission Filing Deadline is April 15, 2017.

EXECUTIVE SESSION 42.30.110(1)(c) PROPERTY SALE

Councilmember Brinkman motioned to recess into Executive Session at 7:29 PM for approximately 10 minutes to discuss property sale with no action to be taken. The motion was seconded by Councilmember Larsen and passed unanimously.

Councilmember Larsen motioned to reconvene back into regular session at 7:39 PM. The motion was seconded by Councilmember Brinkman and passed unanimously.

ADJOURNMENT

Seeing no other business, Councilmember Brinkman motioned to adjourn the April 11, 2017 meeting of the Leavenworth City Council. The motion was seconded by Councilmember Wearne and passed unanimously.


The meeting adjourned at 7:40 PM.

APPROVED



Cheryl K. Farivar
Mayor

ATTEST



Chantell Steiner
Finance Director / City Clerk