

# LEAVENWORTH CITY COUNCIL STUDY SESSION MINUTES

May 8, 2018

Mayor Cheryl Kelley Farivar called the May 8, 2018 Study Session to order at 9:00 AM.

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

Staff Present: Joel Walinski, Herb Amick, Nathan Pate and Chantell Steiner.

## 1. Chamber Report

Chamber Director Nancy Smith and Chamber President Paula Helsel presented the Council with a short video on some new Limbic lights that flash to the sound of noise and was curious if the Council would be supportive of this in the future for lighting of some trees in the downtown; it was noted that current code does not allow for moving or blinking lights. She updated the Council on the upcoming Maifest Parade, noting space available for council members to ride along and dress in Bavarian Trachten, and reviewed some of the entertainment that would be going on during Maifest and into early summer.

## 2. Temporary Parking Lots

Development Services Manager Nathan Pate reviewed the option for Council to consider a special use permit process for allowing temporary parking lots within the city limits as a stop-gap measure to help alleviate parking issues particularly during high visitor times such as during festivals. He noted that this would be affordable for the property owners and monitored by the City for compliance. City Administrator Joel Walinski explained that the current city code for a designated parking lot has many requirements for permanent structure; the temporary use process would still maintain many of the requirements for safety and designs but would allow for temporary locations in the short-term, and a lower standard for permanent infrastructure that greatly reduces costs to the property owner. Manager Pate explained some options that allow for temporary use, such as using chalk or paint on vacant lots to mark out parking spaces. He reiterated that this stop-gap measure could alleviate some current concerns until future parking lots and/or structures could be built. Council discussed some of the requirements such as gravel versus lawn, considerations for dust or mud, the ability for administrative deviations, and identified some current areas around the downtown that would be viable locations for the permit. Discussion ensued on commercial versus residential regulations, the need to consider requirements such as garbage disposal, insurance by the property owner, having consistency in signage and limits on timing and number of vehicles.

## 3. Department of Transportation (DOT) Property Update

Administrator Walinski and Public Works Director Herb Amick presented the Council with photos of the DOT property identifying the proposed portion for purchase and the design area for adding fencing to the DOT's retained portion. The City will be responsible for the initial bid, purchase, and installation of the fencing; however, the City would receive a portion of credit for the fence with the purchase of the property. Administrator Walinski identified some of the considerations that the Council needs to consider in the future, such as allowing semi-truck and RV parking. He noted the estimated cost at this time, for purchase of the property, to be

approximately \$480,000 less the fencing credit. Council discussed what the highest and best use would be, noting that this property requires restrictions for use that is for the public good; these restrictions were included when the railroad gifted this property to the State and remains as a requirement now. Council discussed allowance for RV parking and whether the City should include a dump station. Administrator Walinski identified the next steps which includes the purchase, completion of the parking study, consideration for downtown employee parking, and looking at other new options such as restrooms, showers and laundry facilities. Mayor Farivar added that the City has been maintaining the property for over twenty years and has constraints on charging for parking, which is currently not allowed per the original agreement with the WSDOT; however, this will go away once the City purchases the property. Council further discussed uses that the City has considered to discuss with WSDOT, whether there is a need for a cultural resource study prior to purchase, and how a fee structure will support ongoing improvements.

#### **4. Ordinance XXXX Festival Permits**

Administrator Walinski reviewed the draft permit language being presented for a large event noting that the threshold to consider the need for a permit would start with being located within city limits and anticipates a minimum of 250 attendees. This process is currently in place with Chelan County and other cities within Chelan County for events, marathons and other large events that use public property; areas located outside the City are regulated by the County. Administrator Walinski identified some examples that would trigger the permit process whether it be in the commercial or residential areas; the number of attendees and the use of public property would be two of the first identifiers. Council reviewed the permit conditions that will be dependent on size, type of event and location, appeal procedures, fees for city services and clean-up deposits, traffic impacts, department approvals, and requirements for recycling. Council discussed what type of events will burden the City in cost and staffing, whether events are open to the public or a fee-based event and to consider fee structures based on what occurs and how much city support is needed. The overall intent of the permit is to help address large events that affect residents, traffic flow and public safety. Administrator Walinski discussed how safety plans and traffic control plans are created and implemented with assistance from the Sheriff's Department; planning includes signage, detouring, flagging, public works staff assistance and number of sheriffs required. Council suggested some explanatory language for a safety and traffic control plan, having parking be included as part of the application to get a sense of impact and whether the applicant or City could make suggestions for parking options; this requirement could be incorporated with more specific regulations in a future amendment. Council discussed the impacts on the Community from the larger events and other impromptu events that are not planned through a review or permit process.

#### **5. Draft Resolution xx-2018 – Six-year Transportation Improvement Plan (STIP)**

Administrator Walinski reviewed the new draft of the STIP that removed the projects that would be addressed further than six years leaving a balance of seventeen projects. Councilmember Larsen suggested keeping the Pine Street to Mine Street Alternate Traffic Loop project in the current STIP; a two phase approach was suggested to include acquisition and design in phase one and engineering and construction as phase two. Councilmember Bretz questioned ramifications of removing projects in regard to grant applications; Administrator Walinski noted that the Council can amend the STIP at any time so as funding is identified as an option the project could easily be added back. Staff identified the State requirement for having a STIP in place and to

include projects that the City can reasonable afford and implement over the six year period. Administrator Walinski added that there may be some future projects that will need to be added in the next few years that have not been included previously.

## **6. Resolution 07-2018 – Financial Policy Amendments**

Finance Director Chantell Steiner stated that she would give a brief review of the suggested changes to the Financial Policy that are being recommended by the Council Finance Committee. She provided a handout on the City's current Purchasing Policy and explained State laws regarding bidding and purchasing; she noted that the City's policy is currently stricter than State law requirements. In reviewing the Financial Policy, she identified some minor language changes to Section 2 and inclusion of the STIP as part of the planning documents under Section 5. She then reviewed the changes to the Reserve Fund Policies under Section 8 noting the increase in the General Fund minimum reserve from 25% to 35% and the future goal of 40% up from 35%. She stated that the General Fund currently has this minimum and that the Committee has not chosen higher to allow for project budgeting in the next biennium. She then identified the final change to increase the Lodging Tax economic contingency reserve from \$200,000 to \$300,000 and discussed some potential situations that could arise for use of these dollars. Council members discussed the potential situations and uses that the funding could be used for and whether the increase is warranted at this time.

## **7. Discussion of Comprehensive Flood Hazard Management Plan**

Due to time constraints this topic was postponed until the next study session.

## **8. Interlocal Agreement LINK Transit**

Due to time constraints this topic will be reviewed at the evening meeting.

## **9. Committee Reports and Council Open Discussion**

### **a. Committee & Meeting Reports**

Administrator Walinski noted personnel changes occurring at the Fire Department regarding the retirement of Bill Horner. Council members reported on the various committee meeting discussions from April and had brief discussions on changes being proposed by LINK Transit for routes in Leavenworth and Chelan and new busses; that the Chelan County Medium Hazardous Waste Site now has funding for construction; however, they are working on ongoing operating stability before proceeding with construction; the Parking Study open public house; the public meeting on growth concerns; a request was made by Councilmember Lundgren to have a follow-up discussion on weekend versus weekday peak traffic demands, how they are incorporated in the City's Comprehensive Plan, and discussion of the implications in considering weekend traffic as the standard for any future development and the required studies and potential for mitigation – these will be discussed further at the next study session; the Chelan-Douglas Health District planning for coordinated efforts to better serve clients for medical resources during and after a situation occurs for individuals; the community school visits for voting on the new playground equipment; and some recent complaints on tour busses that were parking by the schools and leaving them running. Some members shared recent and upcoming local events that they have attended and will be speakers at in the near future.

**b. Open Discussion**

Mayor Farivar stated that the City will be meeting with the Sheriff tomorrow, which is the annual meeting to review issues relating to the Public Safety Contract and that the Chelan Douglas Transportation Council will be discussing the corridor study later this week; she would welcome any suggestions from council members.

Study Session adjourned at 12:11 PM.

**APPROVED**



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**Cheryl K. Farivar**  
Mayor

**ATTEST**



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**Chantell Steiner**  
Finance Director/City Clerk