



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
May 23, 2017 - 6:30 PM

Call to Order

Flag Salute

Roll Call

Council Committees -4th Tuesday –

Econ. Dev. 4:00 Finance 5:00

Consent Agenda

1. Approval of Agenda
2. Approval of May 9, 2017 Regular Meeting Minutes
3. Approval of May 9, 2017 Study Session Minutes
4. 2017 Claims \$220,038.32
5. Motion to Set Public Hearing – Six-Year Transportation Improvement Plan on June 13, 2017 at 6:45 PM
6. PRSA Voucher Request \$52,400.00

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: Professional Services Agreement – Festhalle Manager
2. Action: Mayor Reappoint Todd Smith & Mary Morse to the Design Review Board
3. Action: Resolution 10-2017 Rate and Fee Changes for Parking and Pool
4. Action: Ordinance 1548 Salary & Wages Adjustments
5. Action: Special Use Permit – Oktoberfest Noise Permit
6. Action: Resolution 11-2017 Pangborn Airport Air Service Expansion
7. Action: Skatepark Funding

Information Items for Future Consideration

1. Transportation Benefit District Meeting to Follow Regular Council Meeting.

Adjournment

(Next Ordinance is 1549 - Next Resolution is 12-2017)

SUPPLEMENTAL COUNCIL AGENDA

1. Professional Services Agreement – Festhalle Manager

The City Council is being asked to review and consider the approval of a Professional Services Agreement (PSA) between the City of Leavenworth and Ms. Michele Harrod for the Festhalle Operations Consultant Manager. The scope of services for this contract includes the following areas of responsibilities:

1. Oversee, coordinate and execute potential client contracts for rental and use of the Festhalle Facility within the guidelines and rates of the Festhalle Use Agreement and Festhalle Policies as approved by the Festhalle Oversight Committee and the Leavenworth City Council. This includes responding to calls, emails and in-person contacts from private, commercial, governmental and non-profit agencies.
2. Oversee, coordinate and execute potential contacts for outside vendors for services billable to the client for janitorial services and security personnel if needed.
3. Provide general day to day management of the operations and maintenance necessary to maintaining the Festhalle Facility in a clean well kept and presentable manner. The Consultant will schedule and coordinate Festhalle janitorial staff. The Consultant shall coordinate with City Public Works Staff to perform maintenance needs when necessary.
4. Maintain and update Festhalle website and web pages as necessary to conform to updated forms, policies, announcements, photos and any other changes.
5. Work with City Hall Finance Staff for submission of janitorial payroll related timesheets, vendor invoices and purchasing of office and operating supplies.

Ms. Harrod currently is employed at Sleeping Lady Resort as the Event and Catering Coordinator. She has additional work experience involving customer service and event coordination. The contracted services she will be providing at the Festhalle will not be a conflict with her current employer. The contracted fee amounts included within the agreement are consistent with the proposal submitted by Ms. Harrod. Ms. Harrod met with the Festhalle Oversight Committee on May 8, 2017 and the Committee is recommending approval of the contract. The Oversight Committee will review the performance within the contract on an annual basis. The term of the agreement is for three years.

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

- Professional Service Agreement
- Operations Consultant Proposal
- **MOTION:** *The Leavenworth City Council moves to approve and authorizes the Mayor to sign the Professional Services Agreement with Ms. Michel Harrod as the Festhalle Operations Consultant Manager.*

2. Mayor Reappoint Todd Smith and Mary Morse to the Design Review Board

The Leavenworth City Council is being asked to confirm the Mayoral reappointment of Mr. Todd Smith and Ms. Mary Morse to the Design Review Board. All Design Review Board

members shall be appointed by the Mayor with confirmation by the City Council (LMC 2.38.010 (B)).

The table below provides the current names of appointed Design Review Board members and their terms:

Vacant	1 / Expires Jun 1, 2020
Todd Smith – Chair	2 / Expires Jun 1, 2017
Robert Smith	3 / Expires Dec 1, 2020
Ken Kohnhorst – Vice Chair	4 / Expires Dec 1, 2017
Mary Morse – Vice Chair	5 / Expires Jun 1, 2017
Heidi Forchemer	(Alternate) / Expires Jan 1, 2019
Fred Dowdy - Construction Specialist	

There are no items included under **TAB 2**.

- **MOTION:** *The Leavenworth City Council moves to confirm the Mayoral reappointment of Todd Smith to the Design Review Board Position No. 2 for a four (4) year term.*
- **MOTION:** *The Leavenworth City Council moves to confirm the Mayoral reappointment of Mary Morse to the Design Review Board Position No. 5 for a four (4) year term.*

3. Resolution 10-2017 Rate and Fee Changes for Parking and Pool

The City Council is being asked to approve two changes to the Rate & Fee Schedule. The first change related to Parking rates was discussed at the May 9th Study Session to consider the new parking meters that will be installed at the P2 and P3 parking lots. Council's discussion was to create uniformity across all of the City owned parking lots to reduce any confusion at purchasing a parking stub from one lot and then choosing to park in another lot, being that these lots are very close together in proximity. The attached amendments now reflect all paid lots with a \$1.75 per hour fee and a \$10.00 all day rate to be effective as of June 1, 2017. The second change came from the Pool Manager Kelley Lemons, to remove a sentence regarding the use of the pool lifeguards for the swim team; Ms. Lemons has stated that this language is no longer needed as she prepares a Special Use Permit with the Swim Team that outlines all of the requirements of lifeguards and costs associated with the use of the pool.

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

- Redline and clean version of Resolution 10-2017 (affected pages only)
- **MOTION:** *The Leavenworth City Council moves to approve Resolution 10-2017 amending the rate and fee schedule for parking and the city pool.*

4. Ordinance 1548 Salary & Wages Adjustments

The City Council is being asked to approve some changes to part-time rates that were discussed at the May 9th Study Session. The amendment includes a new 7-month seasonal position for Street/Utilities that is being requested to assist the Street/Utility Division because one employee is out for an extended period due to an injury. In addition to the items previously discussed, it was recently identified that the maximum allowed for lifeguards is capped at \$11.75 with certifications while the max without certification is \$12.00; the language with certifications has been updated to not exceed \$13.00 per hour for the lifeguard positions. No other changes are included to any full time union or non-union positions.

The following item is included under **TAB 4**:

- Ordinance 1548
 - **MOTION:** *The Leavenworth City Council moves to adopt Ordinance 1548 Salary & Wage Adjustments.*

5. Special Use Permit – Oktoberfest Noise Permit

The City Council is being asked to give consideration of approving a Special Use Permit (SUP), applied for by Projekt Bayern in conjunction with their Oktoberfest event scheduled for Friday September 29th and Saturday September 30th, Friday October 6th and Saturday October 7th, and Friday October 13th and Saturday October 14th. The SUP would allow for the noise and sound levels to exceed 95 dBA during the event (including and up to 1:00 AM). Regardless of amplification, the applicant will allow no live or recorded amplified music after:

1. 10:00 PM Spaaz Platz (Festhalle Parking Lot – P3)
2. 11:00 PM Tanz Hall (Upper Parking Lot – P1)
3. 12:00 AM Bier Stube (Lower Parking Lot – P2)
4. 1:00 AM Festhalle Building

The Festival & Events Committee determined the use of the staggered closing times in order to limit the sound emitted from the outdoor live music for the first time during Oktoberfest 2014. The requested staggered closing times are the same times that were used successfully the last two years.

The LMC 9.33.040 Exemptions allows for the City Council to approve with conditions or deny special use permits at its sole discretion. To approve the SUP the Council must consider the conditions and provisions for granting a special use permit stipulated in LMC 9.33.040 (I) (Items 1 – 5 below). The Council's decision of approval or denial of the SUP must be based on whether the request meets the following criteria, information relating to each:

1. The special use permit is necessary;
2. There exists a special circumstance relative to size, topography, location or surroundings of the subject property;
3. Requesting property owner or agency has provided a plan for mitigation of noise to be implemented on the approval of the special use permit;
4. That the granting of the special use permit will not be materially detrimental to the comfort, health, or safety of the public; and
5. That the special use permit is limited to not more than 14 days in any 90-day period.

Projekt Bayern has committed to self-monitoring to help monitor and adjust music sound levels if and when necessary. The City will also do spot monitoring of noise levels during the evening hours of the event to ensure compliance to the SUP limitations. The request for the SUP for noise levels is consistent with the recommendations of the Festival & Event Committee recommendations.

The following documents are included under **TAB 5:**

- Compliance Analysis
- Special Use Permit Agreement
- Letter of Request

- **MOTION:** *The Leavenworth City Council moves to approve the Special Use Permit for the Oktoberfest Noise Permit.*

6. Resolution 11-2017 Pangborn Airport Air Service Expansion

The City Council is being asked to approve Resolution 11-2017 supporting the expansion of the Pangborn Airport air service. The Chelan County Port oversees the operation of the Pangborn Airport. The Port has requested the City of Leavenworth to provide a resolution supporting the Air Service Investment Program. The goal of the program is to secure daily air service between Pangborn Airport and the San Francisco Bay Area. The Air Service Investment Program is a program designed to share the risk of the new airline service between the Port, Pangborn Air Port, the community, airline investment and the Federal Government. The community role is to secure approximately \$400,000 in pledges that will be matched 2 for 1 with Federal grant dollars. The funds will be used to offset only financial operating losses by the airline providing the service and only if needed. A successful service expansion will result in the return of the pledged dollars.

The request this evening is for the Council to consider approval of the resolution.

The following items are included under **TAB 6:**

- Air Service Investment Program Fact Sheets
- Resolution 11-2017

- **MOTION:** *The Leavenworth City Council moves to approve Resolution 11-2017 supporting the Pangborn Airport Air Service Expansion.*

7. Skatepark Funding

The City Council is being asked to approve the spending of contingency funds available in the Skatepark Construction Fund. As this project began, the City of Leavenworth and Cascade School District entered into a Memorandum of Understanding to share the costs for the construction of a new skate park. The limiting dollar amount was for \$200,000. Early this year, the City Council approved a contract with Grindline Skatepark, Inc. for the design and construction of the new Leavenworth Skatepark at a cost of \$175,000. The additional \$25,000 was held as contingency funding for the project.

As this project has developed through the design and initial construction phases, additional features were identified as enhancements to the project; several of these are skating

enhancements; and others are aesthetic enhancements. The table below provides the breakout of items and costs:

Addition of pool blocks and changeout of coping to pool coping type.	\$3,786
Addition of check tile on moonboot bowl.	\$6,014
Modification for a euro gap.	\$0
Addition of acid staining for coloring.	\$3,252
Addition of a skateable handrail.	<u>\$2,000 (est.)</u>
Total:	\$15,052

The Skatepark Subcommittee began an effort with the local skateboard community to fundraise to include these additions within the park. The group is working with the Blue Lotus Foundation. The foundation is a 501(c)3 and is acting as the fiduciary agent in collecting the donations. At this time, there has been \$5,350 pledged in funding, an update will be provided on Tuesday evening on the funding effort. In addition, the City has provided in-kind resources for the site preparation and also in supplying 150 yards of fill soil to the site at an estimated cost of \$3,330 for labor, truck time and material. The request tonight is for the Council to consider the expenditure of up to \$15,000 of the contingency for the addition of the enhancements. Funding from the City and donated funds will be used to offset the added costs. The additional \$10,000 will be held in contingency to address any requirements the Recreation Conservation Office (RCO) may identify to purchase additional supplies to add irrigation to the site, and offset the costs of signs needed at the site.

There are no items included under **TAB 7**.

- **MOTION:** *The Leavenworth City Council moves to authorization the use of up to \$15,000 of the Skatepark project contingency for added enhancements to the park.*