



## City of Leavenworth

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

### LEAVENWORTH CITY COUNCIL AGENDA

Leavenworth City Hall - Council Chambers  
June 14, 2016 - 6:30 p.m.

#### Call to Order

#### Flag Salute

#### Roll Call

#### Consent Agenda

1. Approval of Agenda
2. Approval of May 24, 2016 Regular Meeting Minutes
3. 2016 Claims \$201,075.47
4. May 2016 Payroll \$206,665.49

**Council Committees - 2<sup>nd</sup> Tuesday**  
Public Safety 3:00 Parks 4:00 Public  
Works 5:00

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

#### Councilmember and Committee Reports

#### Mayor's Ad Hoc Committee on Housing Affordability - Mayoral Appointments

#### Mayor/Administration Reports

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

#### Public Hearing on Six-Year Transportation Improvement Plan @ 6:45 PM

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

1. Action: Resolution 09-2016 Amending Six-Year Transportation Improvement Plan
2. Action: Motion to Approve 2015 Annual Report for the City of Leavenworth
3. Discus: 1<sup>st</sup> Reading of Ordinance 1528: Chapter 12.28 Mountain View Cemetery Regulations
4. Action: Approval of Community Day Policy for Festhalle Use

#### Information Items for Future Consideration

1. June 28, 2016 Presentations: PUD 6:00 PM, CCSO Sheriff Burnett Annual Report, Mid-Year Joint Meeting with the Planning Commission, 2015 Water Use Efficiency Report

#### Executive Session: RCW 42.30.110 (1) (b) Property Acquisition (iii) Litigation Potential Action

#### Adjournment

**(Next Ordinance is 1529 - Next Resolution is 10-2016)**

## SUPPLEMENTAL COUNCIL AGENDA

### **1. Resolution 09-2016 Amending Six-Year Transportation Plan**

The City Council is being asked to approve Resolution 09-2016 which is the City of Leavenworth Six-Year Transportation Improvement Plan (TIP) 2016 – 2022. A public hearing on the Six-Year TIP is being held prior to approval of the final document. The City Council reviewed the TIP at the May 10, 2016 Study Session meeting and was asked to review the document for any additional recommended changes. The City utilizes an alternative format that is more user friendly than the Washington State Department of Transportation (WSDOT) format. Once the City Council has approved the amended Six-Year TIP for 2016-2021, the amended City TIP projects will be entered into the WSDOT format for submission to WSDOT for inclusion on the State Transportation Improvement Plan (STIP). The STIP is a planning document used by the State of Washington; projects that have qualified for state funding or will be considered for state funding need to be identified in the STIP document. The City does have the ability to amend the TIP/STIP at a later date should another project be identified that the City might consider in a grant program.

The following item is included under **TAB 1:**

- Resolution 09-2016 Amending the Six-Year TIP for 2016-2022
  - **MOTION:** *The Leavenworth City Council moves to approve Resolution 09-2016 amending the Six-Year Transportation Improvement Plan for 2016 – 2022.*

### **2. Motion to Approve 2015 Annual Report for the City of Leavenworth**

The City Council is being asked to officially approve the 2015 Annual Report for the City of Leavenworth. Councilmember Carolyn Wilson met with Finance Director Chantell Steiner on May 25, 2016 for a final review of the data contained in the report; the report was filed online to the Washington State Auditor's Office on May 26, 2016 prior to the deadline of May 29, 2016.

The following item is included in the **FRONT BINDER:**

- 2015 Annual Financial Report for the City of Leavenworth
  - **MOTION:** *The Leavenworth City Council moves to approve the 2015 Annual Financial Report for the City of Leavenworth.*

### **3. 1<sup>st</sup> Reading of Ordinance 1528: Chapter 12.28 Mountain View Cemetery Regulations**

The City Council is being asked to review revisions and corrections to Ordinance No. 1528, Chapter 12.28, Mountain View Cemetery Regulations, which defines and regulates operation of the cemetery. The revisions and corrections shown were initiated by the Public Works Director in consultation with the Parks Division and the Utility Division to update certain aspects of the regulations to be in compliance with other similar city managed cemeteries, as well as create a more precise uniform regulation policy. The revised draft was presented to the Parks Committee in the fall of 2015 for review and comment. Those comments and corrections were then provided for review by full council at the City Council Study Session on May 10 of this year. The final

draft is provided here tonight for Council review. A second reading and final consideration for approval will be forwarded at the next City Council meeting.

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

- Draft Ordinance 1528, Chapter 12.28 Mountain View Cemetery

#### **4. Approval of Community Day Policy for Festhalle Use**

The City Council is being asked to approve the “Community Day” Policy which has been recommended by the Festhalle Committee. Prior to the City’s management of the Festhalle Facility in 2013, the Festhalle was managed by the Leavenworth Civic Center Foundation (LCCF). LCCF provided the City with five (5) “City Days” (uses) for the Festhalle per year at no cost to the City. These uses were to conduct City business, public meetings, workshops, or open the building to the Community for memorial services, etc. Although there was no charge associated with the rent of the hall for “City Days”, the user did pay for janitorial services, table rental, etc. Under the City’s management of the facility, there is no longer a need for “City Days” and the Festhalle Committee has been working on a policy to allow for different types of user groups to use the Festhalle at a substantially lower cost.

Community Day Policy Statement: In keeping with the general policy of the Leavenworth Festhalle Civic Center, the City of Leavenworth offers twelve (12) “Community Days” per calendar year in which approved applicants receive a reduced facility rental fee rate for their event. Community Day event applicants are restricted to mid-week (Sunday – Thursday) event rental days only and are limited to receiving three (3) Community Day facility rental reduced rates per two-year period. Community Day events must adhere to all facility policies set forth in the Leavenworth Festhalle Policies Handbook.

An approved Community Day event will still be responsible for standard event fees such as security deposits, table and chair rental, audio/visual equipment rental, janitorial services, parking fees, and security.

In addition to Community Days the Festhalle Rate and Fee schedule does provide for reduced rental fees for non-profit organizations. A copy of the 2016 rate schedule is included under TAB 4.

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

- Community Day Policy
- Leavenworth Festhalle 2016 Rates
- **MOTION:** *The Leavenworth City Council moves to approve the Leavenworth Festhalle Civic Center Community Day Policy.*

#### **REGULAR EVENING ADDITION TO AGENDA:**

#### **5. Appointment of Mr. Joel Martinez to the Planning Commission**

The City Council is being asked to confirm the Mayor’s appointment of Mr. Joel Martinez to the City of Leavenworth Planning Commission. The Leavenworth Municipal Code (LMC) requires

that all Planning Commission members are appointed by the Mayor with confirmation by the City Council. Members of the Leavenworth Planning Commission must reside within the city limits of Leavenworth, except that up to two members may reside outside the city limits of Leavenworth, provided they reside or own property within the urban growth area as depicted by the Leavenworth Comprehensive Plan. Mr. Martinez lives at 1128 Commercial St, Leavenworth, WA 98826. Mayor Farivar has received many letters of interest from members of the public. She has evaluated each of the letters of interest, conducted interviews, deliberated on the selection of members, and has appointed Joel Martinez to the vacant Planning Commission position (No. 1). Mayor Farivar has provided the following brief comments in support of her decision:

“Currently, Mr. Martinez is the General Manager of the Icicle Brewery Company and Munchen Haus; and formerly, the Vice President of Operations at Stevens Pass. Mr. Martinez is a graduate from Sierra Nevada College, Lake Tahoe”

The table below provides the current names of appointed Planning Commission members and their terms:

**LEAVENWORTH PLANNING COMMISSION**

Meets the first Wednesday of the month at 7:00 PM

<u>NAME</u>	<i>4 year terms</i>
Vacant	1 / Expires Apr 2018
Chuck Reppas	2 / Expires Apr 2019
Andy Lane	3 / Expires Apr 2016
Pete Olson	4 / Expires Apr 2017
Scott Bradshaw	5 / Expires Apr 2017
Larry Hayes - <b>Chair</b>	6 / Expires Apr 2018
Anne Hessburg	7 / Expires Apr 2018

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

- LMC Chapter 2.40: City Planning Commission
  - **MOTION:** *The Leavenworth City Council moves to confirm the Mayoral appointment of Joel Martinez to the Leavenworth Planning Commission.*