

LEAVENWORTH CITY COUNCIL STUDY SESSION MINUTES

July 12, 2016

Mayor Cheryl Kelley Farivar called the July 12, 2016 Study Session to order at 9:00 AM.

Council Present: Mayor Cheryl Kelley Farivar, Elmer Larsen, Carolyn Wilson, Gretchen Wearne, Margaret Neighbors and Richard Brinkman.

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

Mayor Farivar excused Council members Robert Francis, Carolyn Wilson (who would be arriving late) and Mia Bretz. Councilmember Wilson arrived at 9:50 AM.

1. Chamber Report

Chamber Director Nancy Smith updated the Council on Kinderfest that was held on the 4th of July and went well this year. She stated that LAP (Leavenworth Area Promotions) has a video proposal that they are working on to show the visitors what it takes for Leavenworth to put on a festival/event from a behind the scenes perspective. The Council had a brief discussion on what type of event to showcase and how the snippets could be used in other advertising in future articles. Director Smith said that the Chamber is now booked for the summer shows/events downtown.

Mayor Farivar stated that the City has received some letters from downtown business owners regarding the recent Tour De Bloom race and the concerns that it created regarding traffic control, loss of revenue due to the closure of the Highway and Downtown parking areas and the general lack of communication prior to the event. She asked Director Smith to talk more with the business owners to see if additional information on ways to address the issues caused by the bike event could be explored. Mayor Farivar then addressed the upcoming action item for the Council regarding the use of alcohol in the parks; she questioned if there were other concerns that were not included in the letter that the Council received from the Chamber for additional ideas. Mayor Farivar clarified that the Council appeared to be ready to adopt the changes presented at the last meeting; however, the ideas presented from the Chamber to expand the time allowance and to look at the other concerns needs to be discussed before the Council adopts the final code amendment. Mayor Farivar stated that the Council can discuss the suggestions from the Chamber further at the next study session and that adoption of the code changes will be postponed.

2. Sewer Plant Update – Varela & Associates – Dana Cowger

Dana Cowger of Varela & Associates and Mark Esvelt of Esvelt Environmental Engineering provided handouts for the update to the Council on the progress to date regarding the Wastewater Treatment Plant (WWTP) Facility Planning and future upgrade project. Mr. Cowger reviewed the agenda for discussion and proceeded to identify a brief background of the facility between 1947 through 1998. He stated that the plant was never originally designed to deal with the removal of phosphorus which is one of the main drivers today for the need to do an update to the plant. He reviewed the suggested timeline that began in August of 2014 through the anticipated completion of the upgrade by about August of 2020 with monitoring continuing through

November 2022. He reviewed some changes that may affect the timelines noting that this is a draft schedule that the Department of Ecology is also aware of. There was a brief discussion as to penalties for non or late compliance that would have to be addressed if they arise. Mr. Cowger stated that some grant and loan opportunities are being explored for assisting in the funding and identified that the process for the planning is driven by State laws noting that the Department of Ecology is the jurisdiction with authority.

Mr. Esvelt explained to the Council what TMDL (Total Maximum Daily Load) is and how calculations of the amount of phosphorus that is released back into the rivers occurs after treatment is completed. He identified the history of how this was analyzed starting with a 2006 Wenatchee River study report, then reviewed in 2009 and approved by the Environmental Protection Agency, and now with NPDES (National Pollutant Discharge Elimination System) permitting being issued in 2010. A timeline of data collected over a two year period of effluent phosphorus coming from the City's plant showed that the range of phosphorus is currently between 2 and 19 kg/day at any given time and that the future requirement will be 0.286 kg/day. Mr. Cowger reviewed the existing plant design capacity, average day flow, and future flow increases based on population and commercial growth that will generate the total projected planning of the facility through 2040. City Administrator Walinski reviewed the need to consider acceptable growth projections so that the City builds the plant at an appropriate capacity to handle waste loads for the next twenty years and not to overbuild the plant that could be an unnecessary increase in the cost of the upgrades. Mr. Cowger reviewed the growth elements for residential and commercial projections and the commercial methods for projecting future wastewater increases that can be based on past commercial potable water sales, by estimating anticipated growth as the City is currently expecting, or by analyzing the total wastewater flows from the past ten years for potential trends. Mr. Esvelt then reviewed how projections compare to the current capacity of the facility; he noted that in most cases the current facility will manage the anticipated growth in flow projections with exception to occasional spikes that will exceed the maximum day capacity of the facility. This means that the facility will likely not need major upgrades for growth capacity but will need the upgrades for the new treatment requirements regarding pollutant loading and equipment replacement that is at the end of its service life.

Mr. Esvelt reviewed the enhancements needed to the current facility for biological phosphorus removal (limited need), chemical phosphorus removal (high need) and add-on processes needed to meet future limits for total phosphorus released through tertiary chemical treatment. He explained in detail how the treatments are applied to achieve the lower level of phosphorus prior to release back into the river. Mr. Esvelt briefly reviewed the types of effluent filters that are used and a review being included in the study for reclamation and reuse of reclaimed water. He discussed the new state regulations that are in development and how to achieve those regulations for reclamation and reuse. Some options for reuse could include irrigation use for parks, food crops, ponds, golf courses, playfields, and industrial uses. Mr. Cowger identified some potential sites for water reuse; Council briefly discussed the cost increases for creating pipelines to the sites. Mr. Cowger then reviewed the second handout regarding some options for the new tertiary treatment facility that will expand the facility further into the Public Works Shop area site above the treatment plant. Administrator Walinski pointed out that the new site plan options also includes a new lift station. Council had a brief discussion on what other local communities are also doing to update their facilities for the implementation requirements. Councilmember Larsen stated that he would like to see the PUD become involved so that there can be a connection between the communities as a long-term goal and regional approach to addressing these issues.

3. Park Plaza Update

Public Works Director Herb Amick updated the Council on the progress to date for the draft schematic plan of the new Front Street Plaza Park. He reviewed the design elements to create new bench seating areas, staircase improvements, movable tables, ADA compliance, new bike racks, pavers and changes to the street, curbs and parking areas for traffic calming enhancements. It was noted that approximately six parking spaces would be eliminated to complete the draft design; however a few of these may be recoverable elsewhere.

Council questioned the change and increase in scope from the original plan that has increased the costs. Administrator Walinski discussed how the Downtown Steering Committee reviewing the plan looked at the options for creating a larger footprint that expands the improvements through both sides of the street that would enhance the area as more of a pedestrian friendly corridor and would strengthen connection to Front Street Park. He identified some potential options for grant funding through the Recreation Conservation Office and the Transportation Improvement Board. Business owner Kevin Rieke, who has participated on the Committee, spoke to the Council regarding his experience in witnessing the amount of foot traffic that is constantly creating a congested area and the danger involved with a lack of identifiable pedestrian access areas on this corner. Council continued to discuss some options regarding snow removal, sidewalk heating and funding options. Administrator Walinski stated that the Committee wanted the Council's feedback on the draft being presented today prior to proceeding with further design due to the increase in the footprint and anticipated costs. Council members felt positive that the design is a good approach to continue moving forward with and to seek funding opportunities for the increased costs.

4. Six Year Capital Improvement Plan Review

Administrator Walinski explained how the Capital Improvement Plan (CIP) integrates the various elements of the Water System Plan, Wastewater System Plan, Parks & Recreation Plan and Transportation Plan. This CIP will include facilities and infrastructure type improvements that may or may not already be included in those other plans. He stated that the CIP is being circulated for the Council to review and if there are missing projects that should be included to identify those. It was noted that the Skate park should be included.

5. Pinegrass Street Names

Administrator Walinski updated the Council on the suggested names that have now been reviewed by RiverCom and are available for use. Council discussed the name Pinegrass and several members stated that this name seems to fit very well being the name of the development and being a name that will be themed off of Pine Street.

6. Resolution 10-2016: Financial Policy Amendments

Finance Director Chantell Steiner reviewed the draft changes to the Financial Policy that the Council Finance Committee is recommending. She noted that all areas of the policy were reviewed and only a few minor amendments are being suggested. She discussed the General Fund increase from 15% to 25% noting that the current fund balance estimates are exceeding the 25% recommendation and talked about the need to continue increasing funds for better bond ratings in the future. Mayor Farivar identified the changes to the Lodging Tax Fund for the

increase to the \$200,000 reserve that the City also achieved and would like to maintain into the future. The Council confirmed that the changes seem appropriate and necessary at this time. Director Steiner stated she would bring this item back for Council's approval at the next meeting.

7. Quarterly Update Future Council Agenda Items / Project Tracking

Administrator Walinski reviewed the Project Tracker showing completion percentages through July of this year. He identified the back pages that include new projects, initiatives and pending projects that may have been on hold from previous years. He then noted the updated copy of the Future Council Agenda Items that reflects all past actions by the Council this year and the anticipated agenda items for the future meetings. There was a brief discussion as to this document (Anticipated Council Agenda) not being on the website due to the potential changes for future items.

8. Mountain Pact Draft Letter

Administrator Walinski updated the Council on the meeting with Diana Madsen, Founder and Executive Director from the Mountain Pact. He stated that the objective of the Pact is to support a federal level coalition of western tourism towns that face economic and environmental stresses through federal climate and conservation policies. Mayor Farivar voiced her concern at the draft letter being presented as it is very specific to the coal industry where her initial impression of the Pact was to be more general in nature; she stated that she is not comfortable with signing off on this particular letter. Council members Larsen and Neighbors also voiced their concern at targeting the coal industry in particular. Council members felt that the City should focus on objectives that will directly affect Leavenworth and several members noted their lack of knowledge regarding the coal industry and the effects on the environment from coal productions. Administrator Walinski noted that other topics were discussed by Ms. Madsen at the previous meeting that seemed very appropriate for Leavenworth; one initiative would support wild fire protection, better forest management and forest resource funding; another topic was to petition the Department of the Interior to do a recreational study on the financial impacts from recreational tourism. Council questioned if the Council could support one topic but not another with the Pact; Administrator Walinski stated that he believed that to be acceptable and that future letters of support on these topics were likely to come. Councilmember Larsen provided examples of competing industries over time such as gas and petroleum movements and cautioned targeting any single entity.

9. Quarterly Newsletter Recommendations – Distribution in August

Councilmember Larsen stated that he received some calls and looked into some complaints he has received regarding brush and debris cluttering within some alley areas around town. He suggested including an article regarding the need to clean-up and educate folks noting that there are fire wise benefits as well. Director Amick confirmed that staff is currently working on putting together informational door hangers to start addressing this.

Mayor Farivar stated that her Minute with the Mayor will be regarding a theft situation that she recently experienced. Through this experience she met with an officer that reviewed her home exterior and provided her with suggestions for improving her own personal safety within her home. Her article will include identifying invitations to crime such as unlocked doors, keys left

in vehicles, open windows and leaving attractive items such as camera and laptops in your vehicle.

Councilmember Neighbors questioned whether we need to include information regarding mosquito spraying in the area that is being talked about in the community. Councilmember Wearne noted that there was some activity on this on one of the Leavenworth Facebook pages but believes it has since been taken down.

Councilmember Wearne stated that she would like to do an article on Recycling after Council takes action on new recycle cans in the downtown. Councilmember Wilson suggested that she would like to do an article on something that is not necessarily related to city business and would get that to staff.

10. Council Open Discussion

Councilmember Neighbors stated that the AWC (Association of Washington Cities) Budgeting Conference in Leavenworth this August is something that she will be attending and encouraged other members to look into going if they can.

Study Session adjourned at 11:47 AM.

APPROVED



Cheryl K. Farivar
Mayor

ATTEST



Chantell Steiner
Finance Director/City Clerk