



## City of Leavenworth

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**City Council**  
Cheryl K. Farivar - *Mayor*  
Elmer Larsen  
Carolyn Wilson - *Mayor Pro Tem*  
Mia Bretz  
Margaret Neighbors  
Sharon Waters  
Clint Strand  
Jason Lundgren  
Joel Walinski - *City Administrator*

### LEAVENWORTH CITY COUNCIL AGENDA

Leavenworth City Hall – Council Chambers  
September 11, 2018 – 6:30 PM

#### Call to Order

#### Flag Salute

#### Roll Call

#### Consent Agenda

1. Approval of Agenda
2. Approval of August 28, 2018 Regular Meeting Minutes
3. Approval of August 28, 2018 Study Session Minutes
4. August 2018 Payroll \$264,910.01
5. 2018 Claims \$750,248.00
6. Set Public Hearing on Ad Valorem (Property) Tax @ 6:45 pm 10/23/2018

#### Council Committees – 2<sup>nd</sup> Tuesday

Economic Development 3:00 PM  
Parks 4:00 PM  
Public Works 5:00 PM

#### Public Safety Report: Sergeant Scott Lawrence, Liaison Officer

#### Councilmember and Committee Reports

#### Mayor / Administration Reports

#### Group Funding Report: Leavenworth Fall Wine Walk – Rhona Baron

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

#### Current Year Budget Review and 2019 – 2020 Preliminary Budget Review

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

1. Action: Approve Traffic / Foot Patrols Needed for Oktoberfest
2. 1<sup>st</sup> Reading - Ordinance 1573 – Business Licenses and Regulations
3. Action: Bid Award City Hall Roof Replacement
4. Discussion: Resolution XX-2018 – Legislative Priorities for 2018-2019
5. Action: Purchase of Property 1451 US Hwy. 2 Cascade Auto Lube

#### Information Items for Future Consideration

1. Special Finance Committee Budget Priorities Review – 1:00 – 3:00 PM – if Needed
2. Ordinance Amending Business Licenses & Regulations per State Rule Changes

#### Adjournment

**(Next Ordinance is 1574 – Next Resolution is 16-2018)**

## SUPPLEMENTAL COUNCIL AGENDA

### 1. Approve Traffic / Foot Patrols Needed for Oktoberfest

The City Council is being asked to review and approve the expenditure of funds in order to provide extra Chelan County Sheriff's Deputies during the Oktoberfest Festival for the three Oktoberfest weekends. The estimate of hours for additional Sheriff Deputy coverage is based on the recommendation of Liaison Officer Sergeant Scott Lawrence, discussions with the security team for the Oktoberfest event, and the recommendations from the Ad Hoc Festival & Event Committee in 2014. The tentative schedule at this time would be to have one (1) officer assigned to patrol the residential neighborhood on Friday evening and two (2) officers on foot patrol in the downtown area. On Saturday evening/early morning, there would be two (2) officers patrolling the residential neighborhood and four (4) officers in the downtown area. In addition, Projekt Bayern has a minimum of 11 officers onsite at the Oktoberfest Event who will then patrol the downtown area after the event closes. In the discussions with the Sheriff's Department and Projekt Bayern, the costs for the officers time not assigned to the event site will be shared between the City and Projekt Bayern. The City's cost will be capped at \$7,000. The estimated amount of Sheriff Deputy hours are 250 for the three weekends.

Beginning in 2015, the City began an added emphasis of security service levels to both residents and downtown businesses, with scheduled active patrols in the residential neighborhoods and downtown area during and after the event based on the recommendations of the Ad Hoc Festival & Event Committee. The cost for that additional service was covered by the City. The table below shows the City's expenditure for the additional Sheriff Duties for the 2015 – 2017 Oktoberfest events. The charges for 2015 and 2016 are estimated because the charges for officers time are a mix of contracted hours via the Public Safety Contract and actual deputy wage charges.

Year	Cost
2017	\$6,125
2016	\$15,977
2015	\$12,397

In the discussions with Projekt Bayern this year, there was agreement that the added deputies and patrols were beneficial to the City's residents, businesses, and for the event. The response from both residents and business owners has been positive and supportive of this added service over the last three years. The \$7,000 that the City will be asked to pay this year, reflects the average payment for security by the City prior to the stepped up security program. The \$7,000 for added security is funded through the City's Lodging Tax Fund.

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

- Proposed Security Scheduled for Oktoberfest 2018
  - **MOTION:** *The Leavenworth City Council moves to approve the expenditure of funds for additional Sheriff Deputy Officers during the Oktoberfest Festival at a cost not to exceed \$7,000.*

## **2. 1<sup>st</sup> Reading - Ordinance 1573 – Business Licenses and Regulations**

The City Council was provided general information at the August 14, 2018 Study Session related to new business license regulation changes that are state mandated for implementation by mid-October of this year. Provided for Council's first reading of the necessary changes is a draft resolution identifying the new minimum threshold and definition for "Engaging in Business." At this time the City Attorney is reviewing the draft changes for any final amendments that may be necessary prior to adoption of the Ordinance at the September 25, 2018 Council meeting.

The following item is included under **TAB 2:**

- Ordinance 1573 Redline Changes

## **3. City Hall Roof Replacement**

The City Council is being asked to approve and award the Leavenworth City Hall Roofing Bid to Lyons Construction & Roofing in the amount of \$46,684.23, which includes Washington State Sales Tax. Public Works solicited bids from five (5) additional local contractors from the Municipal Research and Services Center (MRSC) Small Works Roster and received only one additional bid from Alpine Roofing, LLC in the amount of \$45,989 excluding Washington State Sales Tax, making Lyons Construction & Roofing the low bidder. Those bids are available within the packet materials.

Public Works recommends that the work be completed this year prior to winter snow fall. Leaks in the roofing have been occurring in several areas over the past two (2) years and several attempts to correct the problems have failed. Facility Maintenance is concerned that additional structural damage may be occurring as a result of the leakage and will make any additional repairs necessary (in-house) prior to and in conjunction with the installation of the new roofing.

The funding source for this project will be the General Fund, Fund Balance.

The following items are included under **TAB 3:**

- Lyons Construction & Roofing Bid
- Alpine Roofing LLC Bid
- **MOTION:** *The Leavenworth City Council moves to award the Leavenworth City Hall Roofing Bid to Lyons Construction & Roofing in the amount of \$46,684.23 including Washington State Sales Tax.*

## **4. Resolution XX-2018 – Legislative Priorities for 2018-2019**

The City Council is being asked to review Resolution No. 17 -2017 which identified the City's Legislative Priorities for the 2017/2018 Legislative Session and then provide direction for the development of the legislative priority for the 2018/2019 Session. Much of the legislative focus in last session was on educational funding. The three priorities that did see attention were the Public Works Trust Fund (PWTF); the Legislature did secure funding for the program and funding for the Municipal Research and Services Center (MRSC) was secured. The other priority

which was successful with the assistance of Senator Hawkins was the creation of a pilot program for outdoor burning of yard waste for the City of Leavenworth.

The program is for a two-year period and allows the City to burn the collected yard waste. While other options of hauling and composting the waste collected within the Apple Maggot Quarantine area are being investigated, the most cost-effective process for disposing of the waste and preventing the spread of the maggots is burning. The first burn is tentatively scheduled for the month of October of this year.

While not specific to the City's priorities for Housing Affordability or Infrastructure Funding priorities; two bills were introduced that focused on housing and infrastructure funding, both failed to pass. HB 1797 would have created a new construction sales tax reimbursement pilot program to attract new multifamily housing and provide additional flexibility within existing tools such as making the optional sales tax authority for affordable housing a council decision. HB 2437 would have created the state/local affordable housing partnership in which would have allowed local governments to draw down a portion of state sales tax for housing purposes by providing a local match.

The priorities from Resolution No. 17 – 2017 included the following:

1. Infrastructure Funding/Sales Tax Option.
2. Housing Affordability.
3. FireWise Assistant/Modifications to WAC 173-425-040 Outdoor Burning.
4. Public Works Trust Fund.
5. Secure Funding for MRSC.

This year the legislative session will include discussions on capital funding. The Association of Washington Cities (AWC) in their "Operations: Strong Cities Program" recommends that cities annually review and adopt by motion a list of Legislative Priorities, provide those priorities to their District Legislative representatives, and then follow-up after the Session to see what actions were achieved. Recall in the discussions with Senator Hawkins and Representative Steele, both suggested that the Council continue to develop Legislative Priorities, focusing on the issues that will provide benefit to the City.

Once a 2017 Resolution is approved, the City will furnish the list of priorities to the offices of Senator Hawkins, Representative Steele (if re-elected) and the new representatives from the 12<sup>th</sup> District.

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

- Resolution No. 17 - 2017

## **5. Purchase of Property 1451 US Hwy. 2 Cascade Auto Lube**

The City Council is being asked to review the Purchase and Sale agreement for the purchase of the property located at 1451 US Hwy. 2 and consider approval of the purchase and authorize the Mayor to sign the closing documents once a review of the closing documents is completed and approved by the City Administrator and City Attorney. At the August 28, 2018 City Council meeting, the City Council authorized the Mayor to negotiate and sign a Purchase and Sale agreement for the property. Provided within the packet materials is the signed Purchase and Sale Agreement for the purchase price of \$619,000, as previously discussed with the City Council. At this time, the City Council is being asked to approve the purchase of the property.

A Phase One Environmental Site Assessment has not been completed for this site. A Phase One Environmental Assessment was completed when the City purchased the abutting property in 2011. A copy of the executive summary is provided in the packet materials. The full report can be reviewed at the City Hall Offices. The assessment found that no upgradient sites were identified as potential concerns for the site and surrounding area. In addition, the Seller Disclosure Statement shows that no chemical or fuel storage tanks are located on the property. Staff members from the Public Works Department have inspected the property. Further investigation at this time is not being recommended.

If approved, the purchase will be finalized on or before October 31, 2018. Funding for this purchase can be provided through a number of funding sources: Water Fund, Sewer Fund, Garbage Fund, Street and General Fund. The prorated amount from each fund is determined by the benefit received by each fund for the purchase of the property. The City Council could also opt to bond for the purchase of the property; this will be part of the discussion at the Tuesday Study Session regarding the 2019/2020 Budget.

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

- Vacant Land Purchase and Sale Agreement
- Seller Disclosure Statement
- Phase 1 Environmental Assessment of Abutting Property Executive Summary
- **MOTION:** *The Leavenworth City Council moves to approve the purchase of the property located at 1451 US Hwy. 2 for Six Hundred and Nineteen Thousand Dollars (\$619,000) and the additional closing costs and authorizes the Mayor to sign the closing documents once reviewed and approved by the City Attorney.*