

## **LEAVENWORTH CITY COUNCIL MINUTES**

### **September 13, 2016**

Mayor Farivar called the September 13, 2016 Leavenworth City Council meeting to order at 6:30 PM and Executive Assistant Sue Cragun led the City Council in the Flag Salute.

### **ROLL CALL**

Council Present: Mayor Cheryl K. Farivar, Elmer Larsen, Carolyn Wilson, Gretchen Wearne, Mia Bretz, and Margaret Neighbors.

Staff Present: City Administrator Joel Walinski, City Attorney Tom Graafstra, Chantell Steiner, Nathan Pate, Herb Amick, and Sue Cragun.

Mayor Farivar excused Councilmember Brinkman from the meeting.

### **APPROVAL OF THE CONSENT AGENDA**

#### **Consent Agenda**

1. Approval of Agenda
2. Approval of August 23, 2016 Regular Meeting Minutes
3. 2016 Claims \$564,003.40
4. August 2016 Payroll \$238,937.78
5. Set Public Hearing on Ad Valorem (Property) Tax on October 25, 2016 @ 6:45 PM

Councilmember Wilson motioned to approve the consent agenda. The motion was seconded by Councilmember Larsen and passed unanimously.

### **PUBLIC SAFETY REPORT: SERGEANT BRUCE LONG, LIAISON OFFICER**

Mayor Farivar presented Sergeant Long with a card from the City stating that the City of Leavenworth appreciates the Chelan County Sheriff Deputies. The card was signed by city officials, staff and local residents. She asked that he take that back to his office and let the Chelan County Deputies know that Leavenworth appreciates the service that they provide to the community.

Chelan County Sheriff Sergeant Bruce Long reported on the current Sheriff Report for the month of July and stated the events that have taken place around the City of Leavenworth and nearby surrounding areas. He stated the numbers of incidents, citations, traffic accidents, false alarm calls, and arrests and compared those to the prior month of June.

### **COUNCILMEMBER AND COMMITTEE REPORTS**

Councilmember Neighbors reported that she attended a budgeting and financial management workshop held by the Association of Washington Cities (AWC), the Chelan County Solid Waste Quarterly Council meeting, the Planning Commission meeting to receive the presentations regarding overnight rentals, and the Festhalle Oversight Committee meeting. She reported on the Parks Committee meeting and stated that the Committee received a report from the Ad Hoc Skatepark Committee and noted that the City has received three responses to the Design/Build Skatepark Request for Quote, and are also looking at additional funding from the Community for this project; the Committee received a

presentation on a temporary Ice Rink, discussed a water bottle filler to be located downtown, and discussed budget priorities for the Parks Department.

Councilmember Bretz reported that she attended the Planning Commission, Parks, and Public Works Committee meetings.

Councilmember Larsen reported that there was no Residential Advisory Committee (RAC) meeting, although there will likely be a meeting with the Chelan County PUD in regard to the substation at the next RAC meeting. He attended the Public Works Committee meeting and reported that the annexation extension from the city limits out to the new development is in process, attended the interviews for the Water System Plan Update along with city staff and fellow council members. He went on to say that the P2 parking lot fencing project is getting ready to proceed, the fire hydrant installation at Ski Hill will be taking place this year, although the Winter Sports Club will not be using the access for snowmaking this year, the fire hydrant on Cherry Street has been replaced, and the Chumstick Trail paving is scheduled to begin on September 19<sup>th</sup>. (Rescheduled to Monday September 26, 2016)

Councilmember Wearne reported that she attended the Public Safety and Chelan County Fire District No. 3 Committee meetings. She stated that the Fire District had a discussion regarding levy bond options for equipment replacement priorities.

Councilmember Wilson reported that she attended the interviews for the Water System Plan Update and also worked with the Upper Valley Museum with regard to grant funding. She went on to report on the Public Safety Committee meeting and reported that the Committee received a report from Sheriff Long and found that there has been an uptick in recent calls for service, the committee reviewed the Pacific Security patrol logs, the committee received another stop sign request, there was discussion of reducing the speed limit to 20 mph throughout the city limits, there was further discussion of alcohol in the parks and the Committee received feedback from Sergeant Long regarding that topic. On a final note she stated that Assistant Fire Chief Bill Horner provided a report to the Committee and shared that the Fire Department has smoke detectors available for residents at no cost and will also be installed by a member of the fire department, also at no cost.

## **MAYOR/ADMINISTRATION REPORTS**

Mayor Farivar reported that she attended the Chelan Douglas Transportation Council (CDTC) meeting and the Chelan County PUD Tri-Commission meeting with the five local mayors; the Mayors each reported to the group on affordable housing and the need for additional housing. She also attended the Planning Commission meeting where the audience received a presentation from two groups regarding overnight rentals; one was in favor and the other opposed to the idea. She said that she and Administrator Walinski met with Chelan County Commissioner Keith Goehner in regard to the Memorandum of Understanding (MOU) with the County concerning zoning in the Urban Growth Area (UGA). She went on to report on the morning Study Session meeting and stated that the Council received a report from the Chamber of Commerce, reviewed the 2015 Individual Single Federal Audit from the Washington State Auditor's office, discussed overnight rentals with the Planning Commission, discussed suspending the owner occupancy flexibility for accessory dwelling units in the Urban Growth Area, reviewed the current status of the Coordinated Cost-Reimbursement Program regarding water right applications, discussed the current status of the Oktoberfest Special Use Permit (SUP), reviewed the selection process for the vacant City Council position, received an update regarding the Willkommen Village project, and had a discussion on the conversion of existing garage or other storage structures to an Accessory Dwelling Unit (ADU). On a final note she reported that she received a letter from the WA State Department of Ecology (DOE) announcing that the City's

Wastewater Treatment Plant (WWTP) has received the 2015 “Wastewater Treatment Plant Outstanding Performance” award. She said that it is the City’s overall responsibility to provide water and sewer services for our City and she thanked the Public Works Director and the Wastewater Treatment Plant staff for their outstanding work.

City Administrator Joel Walinski reported on the Festhalle Oversight Committee meeting and stated that the Leavenworth Summer Theater has finished their last season in the Festhalle, the US Navy Band “Country Current” event was very well received by the residents; the turnout was very good and the music and musicians were exceptional. He noted that Oktoberfest will be the next large event taking place, although many weekends are booked with weddings and Quinceañeras; the Chamber of Commerce is considering rental of the building for use during the Christmas Lighting weekends in December and the City will provide a movie night on the Saturday evenings during Christmas Lighting. He went on to address the current improvements to the facility and stated that the Committee is in the process of replacing the aged stage; funding has been requested from Projekt Bayern and the Committee is also replacing some lighting that was lost due to the departure of Leavenworth Summer Theater.

Finance Director Chantell Steiner reported that the City received an Individual Single Audit for 2015 and that the annual report findings by the State Auditors resulted in a clean audit with zero findings and zero management recommendations. She went on to say that tonight will be the first review of the 2017-2018 biennial budget later in the meeting and that the Finance Committee will have a special meeting on September 27<sup>th</sup> from 2:00 PM – 4:00 PM. She also called attention to the upcoming hearing on Ad Valorem taxes during the October 25<sup>th</sup> regular meeting.

Development Services Manager Nathan Pate reported that the Planning Commission is getting ready to begin the hearing cycle for the 2016 Docket and will be quite busy wrapping up items through the end of the year.

Public Works Director Herb Amick reported that the Mine Street sidewalk has been completed by the Public Works crews and an outside contractor. He went on to update the Council regarding the current progress of construction on the Chumstick Trail project.

## **COMMENTS FROM THE PUBLIC ON ITEMS NOT ON THE AGENDA**

Mayor Farivar recognized the students in attendance at the City Council meeting. The students were in attendance for their “Citizens of Washington in a Contemporary World” class criteria at Cascade High School. The students individually introduced themselves and stated what they were planning for their “Project Citizen” volunteer work. Ms. Katie Schiefelbein stated that she would like to volunteer her time with either the Chamber of Commerce or the City Library; Mr. Kadin Lackey stated that he will be helping at his church; Mr. Wyatt Whaley stated that he will be working on fire restoration from the suncrest fire; Mr. Chasen Peart is working at the Salmon Festival; and Ms. Laura Walter will be volunteering with the Enrichment Center. Mayor Farivar and the City Council thanked the students for attending the meeting and the Mayor gave each student a City of Leavenworth lapel pin.

Craig Hess, 125 Pine Street, Leavenworth; Mr. Hess asked for the answers to some questions that he has regarding topics of interest that he has been following. He provided the list of questions to the Mayor and City Council members. The Mayor asked that Administrator Walinski provide a written response to Mr. Hess’s questions.

Robes Parrish, 226 Park Avenue, Leavenworth; Mr. Parrish had some questions regarding a piece of property near the river. Mayor Farivar confirmed that the property in question actually belongs to Chelan County.

## **CURRENT YEAR BUDGET REVIEW AND 2017-2018 PRELIMINARY BUDGET REVIEW**

City Administrator Joel Walinski addressed the 2017/2018 biennial budget and stated the significant accomplishments of the 2015/2016 budget cycle being the City's A+ Bond Rating, mixed uses within the Commercial Districts, Cascade School District and Pinegrass Development annexations, Lions Club Park Restroom Addition, Accessory Dwelling Unit (ADU) changes, Chumstick Waterline / Trail project, 2015 finalized energy efficiency / solar grant projects, miscellaneous processes – development agreements, and communication improvements via web enhancements, listserv, Facebook, newsletter, door hangers and electronic documents. He then addressed the significant projects that took place over the same budget cycle in regard to projects and grant awards; the Public Safety initiatives to include the Sheriff Contract, Liaison Officer, inclusion of 200 hours additional officer time, Pacific Security, Animal Control / Humane Society, Public Safety Sales Tax Initiative – School Resource Officer, and Festival / Event Committee Recommendations; the 2015/2016 Lodging Tax Expenditures; and the current budget position and the 2017 estimated revenue sources. He went on to address the individual revenues by fund, the 2017/2018 Budget Planning in regard to revenue, property tax adjustments, sales tax levels, rates and fees for services and utilities, and B&O taxing levels. He reviewed the General Fund expenditures, the capital improvements within the Capital Budget, and the items within the budget that the Council will need to place under consideration going forward. He addressed the Recommendations for the 2017/2018 Budget handout and asked that the Council review the priorities and rate the items based on their own personal priority. There was a brief discussion regarding the continuation of the Public Works Trust Fund.

## **RESOLUTIONS, ORDINANCES, ORDERS AND OTHER BUSINESS**

### **1. Stop Sign Location Requests Continued from 7/26/2016**

Public Works Director Herb Amick stated that the City Council is being asked to approve the revised recommendations of the Public Safety Committee in regard to traffic control signage at the intersection of Birch and Orchard Streets, and at the intersection of Birch and Cascade Streets. He said that the Public Safety Committee thoroughly reviewed the request and found that four way stops at each intersection were not warranted. He said that upon further review, the Public Safety Committee recommends replacing the yield signs with stop signs on both Cascade Street and Orchard Street. He said that additionally, the Public Safety Committee is studying the suggestion by the Mayor and City Council of reducing the citywide speed limit from 25 mph to 20 mph with the exception of Hwy. 2 and Chumstick Hwy. Mayor Farivar also noted that she has brought this matter to the attention of the Sheriff's Department and has requested additional enforcement by the Sheriff's Deputies in the area around the school.

Councilmember Larsen cautioned the Council that Pine Street and Birch Street are the only streets that go straight through town and he believes that if the City puts stop signs along Birch Street it will divert more traffic to Pine Street where there will be considerable construction over the next several years. He said that the City needs to purchase equipment to monitor the traffic and go from there and reiterated that the City cannot simply put a stop sign wherever it is requested. Councilmember Wilson agreed that stop signs should not be on every street; however, she supports what has been suggested by the Public Safety Committee and supports further research into the traffic data.

Judith Dwyer, 236 Birch Street, Leavenworth; Ms. Dwyer stated that she appreciates the effort of the Council; although, she feels that with the Pine Street construction going on, the traffic will be diverted to Birch Street. She feels that by not having a stop sign along Birch Street, the City is creating a thoroughfare and not a neighborhood. Councilmember Larsen reiterated that the Council is going slow and deliberate with control making processes.

Councilmember Wilson motioned to approve the recommendation of the Public Safety Committee as follows: at the intersection of Birch Street and Cascade Street, remove the existing yield signs on Cascade Street and replace with new stop signs; and at the intersection of Birch Street and Orchard Street, remove the existing yield signs on Orchard Street and replace with new stop signs on Orchard Street. The motion was seconded by Councilmember Larsen and passed unanimously.

## **2. Approve Traffic / Foot Patrols Needed for Oktoberfest**

City Administrator Joel Walinski stated that the City Council is being asked to approve the expenditure of funds in order to provide extra Chelan County Sheriff's Deputies during the Oktoberfest festival for the three Oktoberfest weekends. He said that this year the Sheriff has asked the City to increase the amount of officers used over the three weekend event to 15 officers on Friday evening and 20 officers on Saturday; Projekt Bayern will be paying for those additional hours and the City's cost for officers will remain the same as previous years. He went on to say that the City's portion of this request will include 216 hours; 200 hours are included within the Sheriff's contract, and 16 additional hours at a cost of \$50 - \$65 per hour will be paid by the City at a cost not to exceed \$1,500. He added that Projekt Bayern will also be using a number of Pacific Security Officers along with the Sheriff Deputies.

Councilmember Neighbors motioned to approve the expenditure of funds for additional Sheriff Deputy Officers during the Oktoberfest Festival at a cost not to exceed \$1,500. The motion was seconded by Councilmember Larsen and passed unanimously.

## **3. Resolution 13-2016 Link Transit Park-N-Ride Support**

Development Services Manager Nathan Pate stated that the City Council is being asked to support the funding of the Link Transit Park-N-Ride. He said that it is a support resolution for the Link Transit new Park-N-Ride, approximately one acre in size, located behind Safeway and includes an access road that connects the Park-N-Ride to Highway 2 for a transit right turn only into the facility. He said that this new hub will connect the Park-N-Ride to Highway 2 as well as provide ridership to the City of Leavenworth and that this will also provide overflow for the new Willkommen Village project. He said that Link Transit has asked that the City of Leavenworth provide a letter of support as a way for Link Transit to pursue grant funding. Councilmember Larsen reiterated that the function of Link Transit is to provide transportation service to the community.

Ray Monsey, 11600 Riverbend Drive, Leavenworth; Mr. Monsey verified that Link Transit will enter to its location through a one way street, south of Safeway and exit through the traffic light. Mayor Farivar concurred that his statement was correct.

Councilmember Larsen motioned to approve Resolution 13-2016 supporting the Link Transit Park-N-Ride funding. The motion was seconded by Councilmember Wearne and passed unanimously.

## **4. Suspending the Owner Occupancy Flexibility for Accessory Dwelling Units in Urban Growth Area**

Development Services Manager Nathan Pate stated that the City Council is being asked to suspend the owner occupancy flexibility for Accessory Dwelling Units in the Urban Growth Area (UGA). He said that there is a process whereby the Leavenworth City Council adopts rules and regulations and under a Memorandum of Understanding (MOU) with Chelan County, those rules and regulations are applied in the UGA. He explained that there were previous cycle amendments completed by the City Council and subsequently forwarded to the Board of County Commissioners for approval, with exception to the regulations on Accessory Dwelling Units (ADU). He said that during the most current hearing that included the new changes to ADU's, the Board wished to talk to the Council as well as get some feedback on the specific item regarding the change in owner occupancy onsite. He added that the Council's intent and purpose in regulating ADU's was to remove the regulations of required owner occupancy that might be stifling or slowing ADU's from being created, so the Council deliberately removed what they felt were stringent regulations to support and promote ADU's as ADU's can serve as alternative housing stock when the City is in a housing challenge. He noted that this will also provide incentives for people to create ADU's. In that process, the Board of County Commissioners believe that having owner occupancy for either the primary resident or the ADU is important. Manager Pate confirmed that the Council is not in agreement with the County's rules; the City's regulations remove owner occupancy from the property to allow more flexibility and not have additional regulations that might bind the creation of ADU's. The Board of County Commissioners asked that the Council reconsider the regulation; the Mayor and Staff spoke with Commissioner Keith Goehner about what this means to the City as the Board of County Commissioners is required to adopt the City's regulations. The Council is being asked to suspend that particular provision of the City's Ordinance in the UGA and allow the Board of County Commissioners to mandate and require owner occupancy in the primary residence or ADU.

Councilmember Wearne motioned that they are in agreement with the request of the Board of County Commissioner regarding owner occupancy in the Urban Growth Area to allow for an accessory dwelling unit; and has no objection for the Board to require owner occupancy of either the primary residence or the accessory dwelling unit. The motion was seconded by Councilmember Wilson and passed unanimously.

## **5. Council Vacancy Process Approval**

City Administrator Joel Walinski stated that the City Council is being asked to approve a process for the selection of a candidate to fill the vacancy of the City Council Position No. 5 open seat. He said that the following timeline would be a recommendation for proceeding with the community notification and selection of a candidate: 1) Advertisement of vacancy and request for Letters of Interest, due by October 5<sup>th</sup>, 2016; 2) Follow-up application to candidates of interest, submittal due by October 11<sup>th</sup>, 2016; 3) Council review of applications; 4) Public Interview and selection of Candidates Date: October 18, 2016; 5) Executive Session on Candidates; and 6) Open debate and vote selection of Candidate.

Rhodes Parrish, 226 Parks, Leavenworth; Mr. Parrish asked that the City provide additional information with the announcement, such as the rate of pay and the length of the term. Councilmember Larsen offered to spend time, if necessary, sitting with potential Councilmember's and explaining the commitment.

Councilmember Neighbors motioned to approve the selection process outlined above for filling the Council Position No. 5 vacancy. The motion was seconded by Councilmember Wilson and passed unanimously.

## INFORMATION ITEMS FOR FUTURE CONSIDERATION

None.

## ADJOURNMENT

Seeing no other business, Councilmember Bretz motioned to adjourn the September 13, 2016 meeting of the Leavenworth City Council. The motion was seconded by Councilmember Wilson and passed unanimously.

The meeting adjourned at 8:33 PM.

**APPROVED**

**ATTEST**



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**Cheryl K. Farivar**  
Mayor



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**Chantell Steiner**  
Finance Director / City Clerk