

LEAVENWORTH CITY COUNCIL MINUTES

November 13, 2018

Mayor Cheryl Kelley Farivar called the November 13, 2018 Leavenworth City Council meeting to order at 6:30 PM and Councilmember Carolyn Wilson led the City Council in the Flag Salute.

ROLL CALL

Council Present: Mayor Cheryl K. Farivar, Carolyn Wilson, Mia Bretz, Elmer Larsen, Margaret Neighbors, Sharon Waters, Clint Strand, and Jason Lundgren.

Staff Present: City Attorney Tom Graafstra, Chantell Steiner, Herb Amick, and Sue Cragun.

APPROVAL OF THE CONSENT AGENDA

Consent Agenda

1. Approval of Agenda
2. Approval of October 23, 2018 Regular Meeting Minutes
3. October 2018 Payroll \$232,427.26
4. 2018 Claims \$252,845.04
5. PRSA Voucher Request \$52,000.00

Councilmember Larsen motioned to amend the consent agenda and remove the Executive Session from the agenda. The motion was seconded by Councilmember Neighbors and passed unanimously.

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

PUBLIC SAFETY REPORT: SERGEANT SCOTT LAWRENCE, LIAISON OFFICER

None.

COUNCILMEMBER AND COMMITTEE REPORTS

Councilmember Lundgren reported on the Economic Development Committee meeting and stated that the Committee discussed new concepts for Lodging Tax allocations, the formation of the Parking Stakeholders Group, the next step regarding Bio-Engineer composting, and the Holidays on Ice pilot program for ice-skating in 2019-2020. He noted that the Parking Stakeholders group will weigh in on the DOT parking lot necessary improvements after the purchase.

Councilmember Waters reported that she and City Administrator Walinski toured the Chelan County Regional Justice Center on November 1st. She shared her thoughts regarding the less than desirable conditions that she encountered. She added that there are inmates who would be better served in a mental health facility. There was a brief discussion of the cost to the City per inmate and a small fee increase in the 2019 contract.

Councilmember Neighbors reported on the Parks Committee meeting and stated that the Committee discussed the Enchantment Park improvements, additional water bottle filling stations, adding a bear

resistant recycle can at Lions Club Park and the cemetery kiosk being operational by this coming spring.

Councilmember Larsen reported on the Residential Advisory Committee meeting and stated that there are three new members in the group. The Committee updated the new members on recent discussions and projects.

Councilmember Bretz reported on the Public Works Committee meeting and stated that the group received an update from the Chelan County PUD regarding water meter replacement. She said that the PUD is not planning to replace water meters for 10 or more years, which means that the City will not be able to partner in that project. She said that there was a discussion on the Pine Street Reconstruction project and reminded the Council of the Open House taking place on November 14, 2018. She briefly provided an update on the status of the Wastewater Treatment Plant, Crosswalks, LED Lighting projects, and the transition with Waste Management.

MAYOR/ADMINISTRATION REPORTS

Mayor Farivar reported that she attended the Chelan Douglas Transportation Council meeting and will be meeting with the Prothman Company to discuss the City Administrator recruitment process. She reminded the Council about the Mass Casualty Incident (MCI) Training on November 20, 2018 at 1:00 PM and noted that she will be interviewed by KXLY TV in Spokane regarding the Christmas Lighting Festival. She then reported on the morning Study Session and stated that the Council received a report from the Chamber of Commerce, had a discussion regarding traffic control for the upcoming Christmas Lighting Festival, reviewed the 2019 Planning Commission Docket, discussed future Lodging Tax Fund expenditures, reviewed the 2019 Rate & Fee Schedule changes, received a presentation regarding the Utility Regionalization Study, and had an open discussion with the Council regarding the formation of the Parking Stakeholders Group.

Finance Director Chantell Steiner reported that the Festhalle Oversight Committee meeting was cancelled due to the Veterans Day office closure.

COMMENTS FROM THE PUBLIC ON ITEMS NOT ON THE AGENDA

Mayor Farivar recognized the students in attendance for their "Citizens of Washington in a Contemporary World" class criteria at Cascade High School. She asked them to introduce themselves and state what they will be doing for their volunteer project. Nate McManon, Ethan Burpee, and Nicholas Mcausian will be looking into funding a rec center; Ivan Mohrland wishes to place more recycle containers downtown; Christian Tovar, Cruz Montesinos, and Stephanie Valencia Alonso would like to put a dog park in town; and Leland Funk wishes to research shrub cleanup without burning. Mayor Farivar and the City Council thanked the students for attending the meeting and presented each with a City of Leavenworth lapel pin.

PUBLIC HEARING - 2019-2020 PRELIMINARY BUDGET ADMINISTRATOR REVIEW AT 6:45 PM

Mayor Farivar opened the public hearing at 6:58 PM.

Finance Director Chantell Steiner stated that the 2019/2020 Biennial Budget document is still being compiled, but will be available for review prior to the final budget hearing at the next meeting. She began with a PowerPoint presentation and addressed the City's significant accomplishments over the

2017/2018 budget cycle, the 2019 estimated revenue sources and revenues by individual fund, Property Tax revenues, assessed values, and considerations, and Lodging and Retail Sales Tax revenues. She went on to address the 2019/2020 budget planning process by addressing the assumed Lodging, Property and Sales Taxes, rates and fees for services and utilities, and B&O Taxes. She addressed the larger General Fund expenditures, which are Law Enforcement, Planning and Community Development, and Park Facilities and projects that are currently funded by the Capital Budget. On a final note, she addressed the City's debt through 2037 and horizon items that need to be funded within the final budget. She confirmed that the public hearing on the final budget will take place on November 27, 2018.

Mayor Farivar asked if there were any questions from the public; hearing none, she closed the public hearing at 7:37 PM.

RESOLUTIONS, ORDINANCES, ORDERS, AND OTHER BUSINESS

1. Ordinance 1576 – Adopting Ad Valorem Tax

Finance Director Chantell Steiner stated that the City Council is being asked to consider options for Ordinance 1576, which is the authorization of the property tax levy for the 2019 tax year. She addressed four separate options for the 2019 tax collection. Director Steiner clarified that staff has recommended Option B, which includes the 1% annual allowable increase and will save approximately \$116,000 in interest over the course of a ten-year bond for not bonding for the voter approved park levy from 2017. She stated that this option will leave approximately \$26,000 in banked capacity for future use.

Councilmember Larsen motioned to adopt Ordinance 1576 Option B with the Ad Valorem Tax increase of 1%. The motion was seconded by Councilmember Lundgren and passed unanimously.

2. Authorize Mayor to Sign Tax Levy

Councilmember Larsen motioned to authorize the Mayor to sign Option B for the Tax Levy Certificate. The motion was seconded by Councilmember Lundgren and passed unanimously.

3. Approval Traffic/Foot Patrols Needed for Christmas Lighting Festival

Mayor Farivar noted that this topic was discussed in detail at the morning Study Session and asked for questions from the Council. There was a brief discussion regarding the two separate motions for the two separate expenditures. Councilmembers agreed that this is a worthy Lodging Tax expense. It was noted that this is the first year that the City has worked out a traffic control plan and are hoping to alleviate the traffic issues from last year.

Councilmember Strand motioned to approve the expenditure of \$70,260 for Traffic Control Services for the Christmas Lighting Ceremonies and authorize the expenditure through a Lodging Tax Budget Amendment. The motion was seconded by Councilmember Waters and passed unanimously.

Councilmember Waters motioned to approve the expenditure of \$20,160 for the additional Chelan County Sheriff's Law Enforcement Officers for the Christmas Lighting Ceremonies and authorize the expenditure through a Lodging Tax Budget Amendment. The motion was seconded by Councilmember Strand and passed unanimously.

4. Resolution 18-2018 Setting a Public Hearing Date for Transportation Benefit District Assumption

Finance Director Chantell Steiner stated that the City Council is being asked to approve Resolution 18-2018, which sets the public hearing date of December 11, 2018 for consideration of the City of Leavenworth assuming the rights, powers, functions, and obligations of the Leavenworth Transportation Benefit District (TBD).

Councilmember Lundgren motioned to approve Resolution 18-2018 setting a public hearing on December 11, 2018 at 6:45 PM in the Leavenworth City Hall Council Chambers to consider and take public testimony on a proposed ordinance to authorize the City of Leavenworth to assume the rights, powers, functions, and obligations of the Leavenworth Transportation Benefit District pursuant to Chapter 36.74 RCW, and that all persons interested may appear and be heard at the hearing. The motion was seconded by Councilmember Neighbors and passed unanimously.

5. Purchase of WSDOT Parking Lot

Mayor Farivar stated that the City Council is being asked to approve the expenditure of funds and authorize the purchase of the DOT Parking Lot. She said that the parcel consists of 1.63 acres for \$469,000, which is based on an appraisal by Pacific Appraisal in 2017. She explained that the property was gifted to the State in 1959 for "Public Purpose," which limits the future use of the property, as it may only be used for "Public Purpose." She addressed an existing utility easement, additional requirements associated with the property purchase, and items that need to be addressed by the City that will be reimbursed by the Department of Transportation. There was a brief discussion of claims related to the property; Councilmembers requested title insurance on the property due to previous uses by the railroad.

Steven Booher, 161 W Benton Street, Leavenworth; Mr. Booher questioned the highest and best use of the property. Mayor Farivar explained that the City will have the ability to sell the property, but the property is classified for public use due to the restriction on the deed.

There was discussion of the City currently benefitting from the use of the property without the need to purchase. Mayor Farivar addressed the projected costs to improve the lot; without purchasing the property, the City was unable to charge for parking, which will offset the improvement costs. Councilmember Neighbors motioned to approve the purchase of the parcel of property known as the "DOT lot" for Four Hundred and Sixty-Nine Thousand Dollars (\$469,000) and authorize the Mayor to sign the Surplus Real Estate Purchase Form. The motion was seconded by Councilmember Wilson and passed unanimously.

6. Approval of WSDOT Non-Discrimination Agreement

Councilmember Lundgren motioned to authorize the Mayor to sign and the City to enter into a Non-Discrimination Agreement with the Federal Highways Administration. The motion was seconded by Councilmember Bretz and passed unanimously.

7. Approval of USIC Contract for Utility Locates

Public Works Director Herb Amick stated that the City Council is being asked to approve a Professional Services Agreement (PSA) with USIC Locating Services, LLC. He explained that this contract for underground facilities locating and marking services is a three-year contract and includes

a small increase in fees from the 2017 contract. He addressed the cost savings that the City receives by using USIC for locating services, rather than the Public Works Crews.

Councilmember Strand motioned to approve and authorizes the Mayor to sign the Professional Services Agreement with USIC Locating Services, LLC for underground facilities locating and marking services for the City of Leavenworth water, sewer, and stormwater. The motion was seconded by Councilmember Larsen and passed unanimously.

8. Approval of Chelan County Mid-level Hazardous Waste Contract

Public Works Director Herb Amick stated that the City Council is being asked to consider approval of an addendum to the Interlocal Agreement between Chelan County and the cities located within Chelan County regarding the County-Wide Solid and Hazardous Waste Program. He explained that the addendum to the agreement calls for a one-time fee from the cities to be used for the construction of the Moderate Risk Waste Facility. He noted that the City Council previously agreed to provide additional funding if needed to construct the new facility. He said that the additional funding is calculated based on a per capita basis and that each jurisdiction within the County will be contributing; the City of Leavenworth's portion is \$8,250.

Councilmember Lundgren motioned to authorize the expenditure of \$8,250 for the construction of the Moderate Risk Waste Facility and authorizes the Mayor to sign the Addendum to the Interlocal Agreement with Chelan County for the County - Wide Solid Waste and Hazardous Waste Program. The motion was seconded by Councilmember Waters and passed unanimously.

9. Approval of Prothman Contract – City Administrator Search

Mayor Farivar stated that the City Council is being asked to consider approval of a contract with Prothman to assist in the recruitment of a City Administrator. She noted that Administrator Walinski was initially recruited by the same group. She confirmed that the fee for conducting the recruitment, which includes a one-year guarantee, is \$17,500, with a contract not to exceed amount of \$24,800. She noted the Scope of Services provided in the packet material that details the recruitment process, candidate screening, candidate presentation, and interview process; the contract also includes a warranty, a one-year guarantee, and the ability to cancel at any time.

Councilmember Lundgren motioned to approve and authorizes the Mayor to sign the Prothman Contract for recruitment services at a not to exceed cost of \$24,800. The motion was seconded by Councilmember Larsen and passed unanimously.

10. 2019 Emergency Management Services Contract

Finance Director Chantell Steiner stated that the Council is being asked to approve the annual contract with the Chelan County Department of Emergency Management for emergency service planning and response for the City of Leavenworth in the amount of \$5,562.20. She said that the amount is set based on the budget of Emergency Management Services and divided by the number of County residents in order to provide a cost per resident; Leavenworth's cost for the service is the cost per resident times the current population estimate. She noted that the cost of the annual contract is slightly higher due to a change in the City's population as well as an increase in the per capita rate from \$2.72 to \$2.74. She briefly stated the items that are covered by Emergency Management Services.

Councilmember Waters motioned to approve the 2019 Emergency Management Contract with Chelan County in the amount of \$5,562.20 and authorize the Mayor to sign. The motion was seconded by Councilmember Bretz and passed unanimously.

INFORMATION ITEMS FOR FUTURE CONSIDERATION

Mayor Farivar stated that the Transportation Benefit District Meeting will immediately follow the regular Council meeting and that the public hearing on the Final Budget will take place on November 27, 2018 at 6:45 PM. She updated the Council regarding the parcel surplus in front of the Forest Service property on Highway 2 and stated that there is a formal agreement for a landscape easement on the parcel; therefore, the City is unable to surplus the property at this time.

EXECUTIVE SESSION: RCW 42.30.110(1)(i) – LEGAL RISKS OF A PROPOSED ACTION

Item Removed.

ADJOURNMENT

Seeing no other business, Councilmember Lundgren motioned to adjourn the November 13, 2018 meeting of the Leavenworth City Council. The motion was seconded by Councilmember Waters and passed unanimously.

The meeting adjourned at 8:32 PM.

APPROVED



Cheryl K. Farivar
Mayor

ATTEST



Chantell Steiner
Finance Director / City Clerk