

LEAVENWORTH CITY COUNCIL MINUTES
November 14, 2017

Mayor Farivar called the November 14, 2017 Leavenworth City Council meeting to order at 6:30 PM and Clint Strand led the City Council in the Flag Salute.

ROLL CALL

Council Present: Mayor Cheryl K. Farivar, Carolyn Wilson, Gretchen Wearne, Mia Bretz, Elmer Larsen, Margaret Neighbors, Sharon Waters, and Clint Strand after motion of appointment was made.

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

Mayor Farivar announced that Councilmember Richard Brinkman has resigned from the City Council, effective immediately.

APPROVAL OF THE CONSENT AGENDA

Consent Agenda

1. Approval of Agenda
2. Approval of October 24, 2017 Regular Meeting Minutes
3. October 2017 Payroll \$234,497.98
4. 2017 Claims \$776,915.31
5. PRSA Voucher Request \$41,500.00
6. Set Public Hearing for a Local Facility Charge on November 28, 2017 @ 6:45 PM

Councilmember Wilson motioned to amend the consent agenda to include action item no. 1: Appointment of Clint Strand to the City Council. The motion was as seconded by Councilmember Waters and passed unanimously.

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

Mayor Farivar instructed the Council that she is proceeding to Item No. 1 prior to continuing with the regular meeting to allow for Mr. Strand to officially join the meeting as an appointed member.

PUBLIC SAFETY REPORT: SERGEANT SCOTT LAWRENCE, LIAISON OFFICER

Chelan County Sheriff Sergeant Scott Lawrence was called away for an emergency.

COUNCILMEMBER AND COMMITTEE REPORTS

Councilmember Waters reported that she attended the Design Review Board meeting and Pine Street Public Open House at the Festhalle. She said that she attended “Make a Difference Day” and worked with the AmeriCorps organization in Wenatchee; the group received a tour of the Bruce Transitional Housing. She added that she had 290 trick-or-treaters at her home on Halloween. She also attended the Planning Commission Public Hearing on the 2017 Comprehensive Plan Update, the Leavenworth Chamber of Commerce Board meeting, Residential Advisory Committee (RAC), Festhalle Oversight Committee, Study Session, Public Safety Committee, and Parks Committee meetings, and the WA State Auditor’s entrance interview.

Councilmember Neighbors reported that she attended the Pine Street Public Open House, the Chelan County Solid Waste Advisory Council (SWAC), Festhalle Oversight Committee, Study Session, Parks Committee, and Public Works Committee meetings.

Councilmember Bretz reported that she attended the Link Transit Special meeting to discuss a new potential levy to be presented to the public; she explained how a sales tax increase will affect Link services and noted that it will likely go to the voters in the February election. She added that Link Transit will be holding a Public Open House in Council Chambers on November 15th from 4:00 PM - 6:00 PM and that she will be attending the Upper Valley Park & Recreation Service Area (PRSA) meeting the following day.

Councilmember Larsen reported that he attended the Residential Advisory Committee (RAC), Public Works, and the Utility Regionalization Study meetings and shared the highlights from each meeting. He said that there will be a Public Hearing on the Local Improvement District (LID) No. 24 Assessment Roll regarding the Chumstick Water / Sewer construction on November 28th and that there is also discussion of a facilities charge for those who benefit from the water / sewer connections.

Councilmember Wearne thanked Councilmember Waters for her service on “Make a Difference Day”, shared her affiliation with the group, and noted that “Make a Difference Day” takes place annually on the third Saturday in October.

Councilmember Wilson reported that she attended the Pine Street Public Open House, WA State Auditor’s Entrance Interview, and a telephone interview with another State Auditor with follow-up questions. She also attended the Study Session and Public Safety Committee meetings.

MAYOR/ADMINISTRATION REPORTS

Mayor Farivar reported that she attended the Chelan Douglas Transportation Council and Tri-Commission meeting with the Commissioners of Chelan County, Port, and PUD. She then reported on the Study Session meeting and stated that the Council received a report from the Chamber of Commerce, reviewed the Lodging Tax Budget and Leavenworth Area Promotion (LAP) 2018 budget requests, reviewed the City’s rates and fees for 2018, received an update on the Utility Rate Study from HDR, Inc., reviewed the 2018 Planning Commission Docket, and had an open discussion with the Council.

City Administrator Joel Walinski reported on the Festhalle Oversight Committee meeting and stated that the group discussed a new fee structure with Festhalle Manager Josh Flickner. He said that Mr. Flickner has proposed a new fee structure that will encourage weekday rentals for the Festhalle. He said that there has also been discussion of a Senior Walk that will take place Tuesday through Thursday during the month of December. He then reported on the Festhalle availability during the Christmas Lighting Festival weekends and the food service available at the Festhalle on Christmas Day.

City Attorney Tom Graafstra reported that there has been a State Supreme Court interpretation limiting the scope of discussion regarding property transactions during Executive Sessions.

Finance Director Chantell Steiner reported that the WA State Auditors are in their third week and should be completed prior to Thanksgiving.

Development Services Manager Nathan Pate reported that the Planning Commission conducted their public hearing for the adoption of the 2017 Comprehensive Plan; there is further work to be completed and their anticipated completion date will be in December. He said that once complete, the Plan will go to the Council for adoption; he suggested a Study Session for an exclusive review of the full Comprehensive Plan.

Public Works Director Herb Amick reported that the fall cleanup event has ended and that the recycle center will remain open, weather permitting.

COMMENTS FROM THE PUBLIC ON ITEMS NOT ON THE AGENDA

None.

RESOLUTIONS, ORDINANCES, ORDERS AND OTHER BUSINESS

1. Motion to Appoint Clint Strand to the Vacant City Council Position No. 6

Mayor Farivar asked for this item to be presented prior to the Councilmember reports in order to allow Mr. Clint Strand to take his seat on the dais.

Councilmember Wearne motioned to appoint Clint Strand to the vacancy of Richard Brinkman for Council Position #6 until election results are verified. The motion was seconded by Councilmember Bretz and passed unanimously.

2. Ordinance 1554 Adopting Ad Valorem Tax

City Administrator Joel Walinski began with a PowerPoint Presentation and stated that the City Council is being asked to consider options for Ordinance 1554, which is the authorization of the property tax levy for the 2018 tax year. He addressed the property tax comparisons of the nearby cities, the history of assessed housing values, and the history of the taxes received by the City. He addressed the amount of Banked Capacity that is currently available and spoke to various scenarios where those funds would be best utilized. He addressed other jurisdictions request for

property tax increases that will affect the 2018 Property Taxes: voter approved Fire Levy increase, Cascade School District voter approved levy increases, and the State Legislature actions to address school funding. He then went on to discuss the key points for the proposed Options; Option A is a 1% allowed increase and Option B is \$56,000 in Banked Capacity plus the allowed 1% increase. Councilmembers discussed Banked Capacity, how it is saved, and how the Council chooses to use those funds. The Council was in favor of Option B and using the funds for upcoming utility costs, which will benefit the residents. Administrator Walinski further addressed the fact that the Fire Hall Levy will end in 2017, the Park & Recreation Levy will begin in 2019, which leaves 2018 to collect the Banked Capacity and allow property taxes to remain relatively flat for 2018. Councilmembers agreed to choose Option B and discussed using those funds toward the purchase of new water meters. He noted that the final property tax request must be submitted to the Assessor's Office by November 30, 2017. Councilmember Wearne stated that she would abstain from the vote as she will be resigning from the Council at the end of November and doesn't want to make decisions regarding an upcoming tax.

Councilmember Neighbors motioned to adopt Ordinance 1554 Option B with the Ad Valorem Tax increase of 12.75%. The motion was seconded by Councilmember Wilson and passed 6-0-1 with Councilmember Wearne abstaining.

3. Authorize Mayor to Sign Tax Levy

Finance Director Chantell Steiner stated that in addition to setting the property tax levy, the Department of Revenue and the County Assessor require a levy certification. She noted that the certification figure is approximately \$30,000 more than the actual levy amount for the regular levy, which allows the Assessor to collect more revenue if projections for taxes come in higher than anticipated due to revaluations, new construction, annexations, or refunds; this also ensures that any banked capacity does not continue to grow.

Councilmember Wilson motioned to authorize the Mayor to sign Option B for the Tax Levy Certificate. The motion was seconded by Councilmember Bretz and passed 6-0-1 with Councilmember Wearne abstaining.

4. Emergency Management Services Contract

City Administrator Joel Walinski stated that the Council is being asked to review and 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 \$5,319.60. He 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. He noted that the cost of the annual contract is slightly higher due to a change in the City's population. He briefly stated the items that are covered by Emergency Management Services.

Councilmember Bretz motioned to approve the 2018 Emergency Management Contract with Chelan County in the amount of \$5,319.60 and authorizes the Mayor to sign. The motion was seconded by Councilmember Wearne and passed unanimously.

5. Approval Traffic/Foot Patrols Needed for Christmas Lighting

City Administrator Joel Walinski stated that the City Council is being asked to consider approval for the expenditure of City Funds for additional Chelan County Sheriff staffing to support the Christmas Lighting Ceremonies in December. He confirmed that the estimated amount at this time is \$6,000 for approximately 150 hours of added coverage by the Deputy Sheriff Officers; additional service is for six deputies on Saturdays and two deputies on Sundays for the first three weekends in December. He noted that the officer's responsibilities will include assisting with the Alki Tours Christmas Train bus parking upon their arrival, monitoring and responding to service calls during the event, assisting with traffic control for the departure of the Alki Tour buses, and then general Hwy. 2 traffic control in the evening. Administrator Walinski noted that there is a discussion in process of requiring Alki Tour to pay their share of the cost for the additional deputies. There was a brief discussion of also requiring Projekt Bayern to provide more funding for the additional deputies during Oktoberfest. Administrator Walinski stated that Projekt Bayern does pay for onsite security and covers a portion of the cost for deputies patrolling the downtown and residential neighborhood during their event. The City's cost for added deputy services is capped at \$7,000 and the City does have some level of responsibility for added police support for the City residents and guests during both events.

Councilmember Wearne motioned to approve the expenditure of \$6,000 for the additional Chelan County Sheriff's Officers for the Christmas Lighting Ceremonies and authorize the expenditure through a Lodging Tax Budget Amendment. The motion was seconded by Councilmember Neighbors and passed unanimously.

6. Professional Services Agreement – USIC Locating for Utility Locates

Public Works Director Herb Amick stated that the City Council is being asked to review and approve a Professional Services Agreement (PSA) with USIC Locating Services, LLC for underground facilities locating and marking services for the City of Leavenworth utilities for water, sewer and storm water. He said that USIC is a nationwide locating service, which already visits 100% of Washington One Call locate requests in the City of Leavenworth. He confirmed that the basic cost for this service is based per ticket request at \$27 per ticket; in 2016, the City of Leavenworth received 284 ticket requests. He explained that based on that number, the annual investment to USIC will be \$7,668. He went on to say that the City Public Works crews currently respond to all Washington One Call locate requests for water, sewer, and storm water, which typically requires the response from two employees, approximately two hours of labor each, plus a vehicle and fuel to perform the locate; approval of this service will result in considerable savings to the City.

Councilmember Larsen 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 storm water. The motion was seconded by Councilmember Waters and passed unanimously.

INFORMATION ITEMS FOR FUTURE CONSIDERATION

Mayor Farivar stated that there will be a Link Transit Open House on November 15th from 4:00 PM – 6:00 PM in the City Council Chambers.

ADJOURNMENT

Seeing no other business, Councilmember Larsen motioned to adjourn the November 14, 2017 meeting of the Leavenworth City Council. The motion was seconded by Councilmember Wearne and passed unanimously.

The meeting adjourned at 8:32 PM.

APPROVED



Cheryl K. Farivar
Mayor

ATTEST



Chantell Steiner
Finance Director / City Clerk