

**LEAVENWORTH CITY COUNCIL MINUTES**  
**November 28, 2017**

Mayor Cheryl Kelley Farivar called the November 28, 2017 Leavenworth City Council meeting to order at 6:30 PM and Leavenworth resident Mary Pat Barton led the City Council in the Flag Salute.

**ROLL CALL**

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

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

Mayor Farivar excused Councilmember Gretchen Wearne from the meeting. She added that Councilmember Wearne has tendered her resignation, and although she had intended to be present at the meeting, she has been unavoidably detained in Seattle.

**APPROVAL OF THE CONSENT AGENDA**

Consent Agenda:

1. Approval of Agenda
2. Approval of November 14, 2017 Regular Meeting Minutes and Study Session Minutes
3. Approval of November 8, 2017 Special Meeting Minutes
4. 2017 Claims \$128,869.38

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

**COUNCILMEMBER AND COMMITTEE REPORTS**

Councilmember Strand reported that he was sworn in as a working member of the Council prior to the Study Session meeting on November 14, 2017. He noted that he had an intake meeting with City Administrator Joel Walinski where he learned a great deal about his role as a new member of the Council.

Councilmember Waters reported that she attended the Link Transit Public Open House, Chelan Douglas Health District Board meeting, Design Review Board meeting, and the Rotary Club breakfast gathering at Kristalls. She announced that there will be an adult social walk beginning December 5<sup>th</sup>, Tuesday through Thursday, at the Festhalle.

Councilmember Neighbors reported that she attended the Economic Development Committee meeting and stated that the Link Transit Transfer Station is at 60% engineering, she announced

that the parking stakeholder meeting regarding the Parking Study December 14<sup>th</sup>, and the WSDOT property purchase is moving forward.

Councilmember Bretz reported that she attended the Upper Valley Park & Recreation Service Area Committee (PRSA) meeting and stated that the PRSA approved the 2018 budget. She stated that the Committee is in discussion regarding expanding the area, expanding the services provided, and noted that the committee will be developing information for a community meeting in order for residents to share their ideas. She reported on the Link Transit Board meeting and stated that the Board has approved requesting a vote of the people for a Sales Tax Levy to expand services, which will be on the February ballot. She briefly shared a story where she received help from Public Works employees and stated her appreciation. On a final note she added that the rapid charging for Link busses doesn't work in Leavenworth due to insufficient power; the new PUD Substation will remedy that insufficiency.

Councilmember Larsen briefly shared the positive experience that he has had with Link Transit over the years and then reported that he attended the Leavenworth Area Promotion (LAP) meeting.

Councilmember Wilson reported that she is scheduled to teach a personal safety class at the Senior Center. She also attended the Finance Committee meeting and added that the City's finances are in good order.

## **MAYOR/ADMINISTRATION REPORTS**

City Administrator Joel Walinski reported that the City was awarded \$550,000 by the Transportation Improvement Board (TIB), which provides full funding for the Pine Street Reconstruction project. He reported on the Leavenworth Area Promotion (LAP) Committee meeting and stated that the group discussed advertising concepts for social media. He announced that there is an opening on the LAP Committee, replacing Councilmember Wearne's position.

Finance Director Chantell Steiner reported that the WA State Auditor has finished the onsite portion of the State Audit; the Auditors will return to a future Study Session meeting and provide their final report.

Development Services Manager Nathan Pate reported that the last Planning Commission Hearing on the Comprehensive Plan update will take place at the December 6, 2017 Planning Commission meeting. He noted that representatives from the new Hampton Inn & Suites have invited the City Council to tour the new building.

## **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 completed for their senior class volunteer work. Ms. Rebecca Price stated that she volunteered at the Salmon Festival; Ms. Marie Dickenson stated that she volunteered for the Salmon Festival, volunteers weekly at the Nazarene Church, and is planning

on volunteering for the Cascade Kodiak Football Team. Mayor Farivar and the City Council thanked the ladies for attending the meeting and Mayor Farivar gave them a City of Leavenworth lapel pin.

### **Public Hearing on Local Improvement District (LID) No. 24 Assessment Roll @ 6:45 PM - CANCELED**

Mayor Farivar explained that the Public Hearing on the LID No. 24 Assessment Roll will be postponed until next month.

### **Public Hearing on Local Facility Charge @ 6:45 PM**

Mayor Farivar opened the Public Hearing at 6:56 PM.

City Administrator Joel Walinski defined the Local Facility Charge and stated that this charge will be assessed to the four (4) parcels in which have benefited due to the City's construction of the Chumstick water / sewer extension and lift station. He displayed the Chelan County Assessors map of the associated parcels on the overhead and explained that one of the parcels is owned by the City which includes three potential hook-ups. He noted that all four properties will gain in value as they have the opportunity to connect to the City's utilities; the benefit being access to City water and sewer utilities, and the benefitting properties paying their share of the project costs. He discussed the calculation for the facility charges, the three different methods that were calculated, and how the facility charge is collected. He further explained that unlike a Local Improvement District (LID), the facility charge is collected when the property owner hooks up to the utilities. On the City's property, the City has the opportunity to collect the three separate facility charges on the City owned parcel. Since the ownership is with the City, the City at a future date, as part of the sale of the property, can determine when the payment would be made, either at the sale of the property or when a hook-up is made. On the other properties, the fees will be paid when a hook-up to the City utilities is made. He reiterated that no funds will be collected if the lots never hook up to the system. Discussions included the comparison of LID No. 24 assessments to the local facility charge, if and when a property owner will pay the fee, and if the City is allowed to sell property. City Attorney Graafstra confirmed that the City purchased a remnant parcel as part of a property acquisition for right-of-way in order to proceed with the Chumstick Multi-Use Trail and Water / Sewer Extension project; the property was never purchased for development.

Mayor Farivar asked if there were any comments from the public.

Bunker Waters, 7716 181<sup>st</sup> Street E, Puyallup; Ms. Waters stated that it makes sense for the City to split the lots, especially with all of the affordable housing discussions.

Mayor Farivar asked if there were any more comments from the public, hearing none she closed the public hearing at 7:25 PM.

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

### **1. Ordinance 1556 Local Facility Charge**

City Administrator Joel Walinski stated that the City Council is being presented with Ordinance 1556 Local Facility Charge associated with the Chumstick Water and Sewer Transmission Line and Lift Station Improvement Project. He addressed a redline version of the Ordinance with the calculations of the updated charges for the calculations.

Councilmember Wilson motioned to adopt Ordinance 1556 adopting a Local Facility Charge for Wastewater and Potable Municipal Water for benefit improvements to future connections and authorizes the City Clerk to amend the Rate & Fee Schedule to include these charges. The motion was seconded by Councilmember Neighbors and passed unanimously.

## **2. Mayor Reappoint Ken Kohnhorst to the Design Review Board**

Development Services Manager Nathan Pate stated that the Council is being asked to confirm the Mayoral reappointment of Mr. Ken Kohnhorst to the Design Review Board (DRB). He said that Mr. Kohnhorst was a member of the DRB from 2001 – 2004 and has been in his current position since 2011. Mayor Farivar noted his years of experience, extensive qualifications, and stated that he is passionate about Bavarian architecture and she is thrilled that he will continue in the position.

Councilmember Waters motioned to confirm the Mayoral reappointment of Ken Kohnhorst to the Design Review Board Position No. 4 for a four (4) year term. The motion was seconded by Councilmember Larsen and passed unanimously.

## **3. 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. 1 open seat by outgoing Councilmember Gretchen Wearne. City Council members discussed the timeline for candidate selection as follows:

1. Advertisement of vacancy. Accept Letters of Interest and City Council Vacancy Application & Questionnaire. Letter and Application due by December 29, 2017 at 5:00 PM;
2. Council will begin to review applications January 2, 2018;
3. Council will set a date for Candidate interviews at the January 9, 2018 regular City Council meeting;
4. Executive Session on prospective Candidates;
5. Open debate and vote selection of Candidate.

Councilmember Larsen motioned to approve the date of December 29, 2017 at 5:00 PM for letters of interest and application for filling the Council Position No. 1 vacancy as amended. The motion was seconded by Councilmember Bretz and passed unanimously.

## **4. Set Public Hearing on LID No. 24 Assessment Roll at 6:45 PM on January 9, 2018**

City Administrator Joel Walinski stated that this motion sets the public hearing date for the final assessment roll for LID No. 24 for the Meadowlark water line, sewer line, and sewer lift station improvements.

Councilmember Larsen motioned to set a public hearing for LID No. 24 Assessment Roll on January 9, 2018 at 6:45 PM and directs staff to publish said notice in the local newspaper on December 13, 2017 and December 20, 2017 and to mail notices to each property owner being assessed at least 15 days prior to the public hearing. The motion was seconded by Councilmember Waters and passed unanimously.

## 5. Utility Rates Update

City Administrator Joel Walinski stated that the City Council is being asked to provide comments on the updated utility rate changes that were discussed at the November 14, 2017 Study Session. He provided a chart which depicts the annual utility rate increases from 2018 – 2024; Council members have requested that the increase be adjusted to stabilize the rates to include all utilities and limit the increase between 4% - 5% annually. He displayed the proposed rate increases on the overhead which average just under 4% for the 7 years and Council members shared their thoughts on the rates being increased over time. Administrator Walinski stated that the rates will be added to the Rate & Fee Schedules going forward. There was discussion of using the chart as a tool, showing the City being consistent with the small increases over time.

Administrator Walinski then addressed the Vacation Rate Options; City Attorney Graafstra confirmed that the reduced fee option needs to be in the Leavenworth Municipal Code (LMC) or Rate & Fee Structure, that the rates charged for the utility services to individual users within the rate class are uniform, and that one rate class is not subsidized by another rate class. There was discussion of doing away with the \$17.82 per month vacation rate that is only charged to a water account, discussion on developing a vacation rate for each utility, or doing away with the vacation rate and charge the current base rate for each utility. Some Council members spoke to the fact that full time residents are subsidizing those residents who are not full time residents. It was noted that there are approximately 33 utility accounts that take advantage of the \$17.82 per month vacation rate for various months out of the year. Some Council members spoke to the fact that non full time residents are not using services while they are away. Mayor Farivar spoke to the staff time that is required to take the calls, complete the paperwork, and crews to go out and turn the water off and vise-versa in the spring. It was noted that the current vacation rate has never been discussed or approved by the Council, which is why the Council is being asked to make a policy and determine what is equitable to all.

In closing, Administrator Walinski stated that work is still being analyzed by HDR, Inc. on the overall utility rate structure; however, with the direction provided tonight, rate options will be presented to the Council for amendment at the December 12, 2017 City Council meeting.

Bunker Waters, 7716 181<sup>st</sup> Street E, Puyallup; Ms. Waters asked if there were other groups within the City that are subsidized. Finance Director Steiner stated that there are hardship rates that the City uses for senior and disabled residents; the rates are based on federal standards.

## ITEMS FOR FUTURE CONSIDERATION


Mayor Farivar stated that the 2018 Rate & Fee Schedule Adoption will take place at the next meeting on December 12, 2017.

## ADJOURNMENT

Seeing no other business, Councilmember Neighbors motioned to adjourn the November 28, 2017 meeting of the Leavenworth City Council. The motion was seconded by Councilmember Bretz and passed unanimously.

The meeting adjourned at 8:22 PM.

## APPROVED



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Cheryl Kelley Farivar  
Mayor

## ATTEST



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Chantell Steiner  
Finance Director / City Clerk