



## City of Leavenworth

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

### LEAVENWORTH CITY COUNCIL AGENDA

Leavenworth City Hall – Council Chambers  
November 28, 2017 - 6:30 PM

#### Call to Order

#### Flag Salute

#### Roll Call

#### 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 and Committee Reports

#### Mayor/Administration Reports

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

#### **Public Hearing on L.I.D. No. 24 Assessment Roll @ 6:45 PM - CANCELLED**

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

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

1. Action: Ordinance 1556 Local Facility Charge
2. Action: Mayor Reappoint Ken Kohnhorst to the Design Review Board
3. Action: Council Vacancy Process Approval
4. Action: Set Public Hearing on LID 24 Assessment Roll at 6:45 PM on January 9, 2018
5. Discuss: Utility Rates Update

#### Information Items for Future Consideration

1. 2018 Rate & Fee Schedule Adoption and Final 2017 Budget Amendment

#### Adjournment

#### Council Committees -4th Tuesday –

Econ. Dev. 4:00 Finance 5:00

**(Next Ordinance is 1557 - Next Resolution is 20-2017)**

The City of Leavenworth is committed to providing reasonable accommodations in accordance with the Americans with Disabilities Act. Please contact City Hall at (509) 548-5275 at least 72 hours prior to a scheduled meeting to request an accommodation.

## SUPPLEMENTAL COUNCIL AGENDA

### 1. Ordinance 1556 Local Facility Charge

The City Council is being presented with Ordinance 1556 Local Facility Charge in conjunction with the approval of the LID 24 assessments. The Meadowlark Project for the LID was reviewed by PACE Engineer's Larry M. Cordes, Principal Engineer, for benefits that would be derived by future hook-ups for parcels that are located outside of the LID 24 assessment area. Through this review, four (4) parcels consisting of six (6) potential connections were identified to have direct benefit from the extension of the water and sewer distribution lines that were installed and are being paid for through the LID by the project developers. These parcels are located between the previous ending location of the City's water/sewer lines and the new ending location of the line extensions.

Within the LID, a reduction of the total cost of the improvements is included totaling \$31,643 or \$5,244 per connection. These connection fees will be added to the City's Rate & Fee Schedule as a local facility charge that will be known as the Chumstick Connection Charge. Property owners of the parcels have been notified by certified mail of the public hearing and charges being considered. A local facility charge is a connection charge that will be added to the connection fees when/if the benefitted property owner requests connection to the City's water and sewer system. This charge is not a lien and is not required to be paid in advance of connection; however, it may be paid if the property owner chooses to do so.

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

- Ordinance 1556 Local Facility Charge
  - **MOTION:** *The Leavenworth City Council moves 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 and fee schedule to include these charges.*

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

The Leavenworth City Council is being asked to confirm the Mayoral reappointment of Mr. Ken Kohnhorst to the Design Review Board. All Design Review Board members shall be appointed by the Mayor with confirmation by the City Council (LMC 2.38.010 (B)).

The table below provides the current names of appointed Design Review Board members and their terms:

Oliver Brulotte	1 / Expires Jun 1, 2020
Todd Smith – <b>Chair</b>	2 / Expires Jun 1, 2021
Robert Smith	3 / Expires Dec 1, 2020
Ken Kohnhorst – <b>Vice Chair</b>	4 / Expires Dec 1, 2017
Mary Morse	5 / Expires Jun 1, 2021
Heidi Forchemer	(Alternate) / Expires Jan 1, 2019
Fred Dowdy - Construction Specialist	

There are no items included under **TAB 2**.

- **MOTION:** *The Leavenworth City Council moves to confirm the Mayoral reappointment of Ken Kohnhorst to the Design Review Board Position No. 4 for a four (4) year term.*

### **3. Council Vacancy Process Approval**

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 #1 open seat by outgoing Councilmember Gretchen Wearne.

The following 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 December 8, 2017.
2. Follow-up application to candidates of interest, submittal due by December 15, 2017.
3. Council review of applications December 15-31, 2017.
4. Public Interview and selection of Candidates Date: **January \_\_, 2018**.
5. Executive Session on Candidates.
6. Open debate and vote selection of Candidate.

Selection and Vote Procedure:

1. Council will conduct a public interview of candidates. All candidates will be provided the same interview questions in advance. Candidates may sit in the audience to listen to other candidates' interviews. Each interview is expected to be 20 minutes. Candidates will be assigned interview times.
2. Following the Interview of Candidates, the Council will recess to an executive session to discuss and evaluate the qualifications of each candidate.
3. The Council resumes the Special Meeting and selects a candidate:
  - a. Council members are provided a ballot with the list of the candidates. Each member identifies two candidates on a ballot.
  - b. All ballots are collected and the City Clerk reads aloud the votes on all ballots. Votes are tallied and the two candidates that received the most votes are identified. In the event of a tie (except a tie among the top two), the process is repeated until two candidates only are identified with the most votes.
  - c. Once the top two candidates are identified, the Council is provided a ballot identifying the top two candidates. Ballots are collected and votes are tallied. In the event of a tie, the Mayor will provide the tie-breaking vote.
  - d. A motion is made, seconded and voted upon to appoint the candidate receiving the most votes. In the event of a tie on the motion, the Mayor will provide the tie-breaking vote.

There are no items included under **TAB 3**.

- **MOTION:** *The City Council approves the selection process outlined above for filling the Council Position #1 vacancy.*

#### **4. Set Public Hearing on LID 24 Assessment Roll at 6:45 PM on January 9, 2018**

This motion sets a new public hearing date for the final assessment roll for LID #24 for the Meadowlark water line, sewer line, and sewer lift station improvements. These improvements were originally part of the Meadowlark Development Project that was entered into by agreement with the property owners; the improvements were a critical first step in bringing utility infrastructure to the property line that directly abuts the development area. Property owners included in the assessment are Titus Road, LLC, Upper Valley MEND, and Agnew/Hebert. The final total cost of the assessment roll is set at \$832,178.45.

There are no items included under **TAB 4**.

- **MOTION:** *The Leavenworth City Council moves to set a public hearing for LID #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.*

#### **5. Utility Rates Update**

The City Council will be provided an update by staff on the utility rate changes that were discussed at the November 14, 2017 Study Session. The Council requested that annual increases be readjusted to stabilize the rates between 4% and 5% annually with all utilities combined. Kevin Lorentzen and Shawn Koorn of HDR, Inc. have amended the planning schedule to consider the stabilization that is being provided for informational purposes at this time. The City Council will need to adopt the annual Rate & Fee Schedule at the December 12, 2017 meeting; therefore, staff is requesting a confirmation of the current direction or request for additional options for the 2018 utility rate adjustments.

Other items to consider will be changes necessary for Multifamily units that are still being analyzed by HDR, Inc. and will be presented to the Council for amendment at the December meeting. Staff will provide redline changes to all utility rate changes at the December Study Session prior to final consideration at the December 12, 2017 evening meeting.

The following item is included under **TAB 5**:

- Updated Utility Rate Sheet