LEAVENWORTH CITY COUNCIL MINUTES
November 24, 2015

Mayor Farivar called the November 24, 2015 Leavenworth City Council meeting to order at 6:30 PM and Councilmember Lak led the City Council in the Flag Salute.

ROLL CALL

Council Present: Mayor Cheryl K. Farivar, Tibor Lak, Elmer Larsen, Robert Francis, Larry Meyer, Carolyn Wilson, and John Bangsund.

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

Mayor Farivar stated that Councilmember Michael Molohon was excused from the meeting.

APPROVAL OF THE CONSENT AGENDA

Consent Agenda:

1. Approval of Agenda
2. Approval of November 10, 2015 Study Session Minutes
3. Approval of November 10, 2015 Regular Meeting Minutes
4. 2015 Claims $101,182.96
5. Set Public Hearing LMC Changes ADUs & Site Development Permits on 12/8/15 at 6:30 PM

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

PUBLIC SAFETY REPORT

None.

COUNCILMEMBER AND COMMITTEE REPORTS

Councilmember Bangsund reported that he attended the Finance Committee meeting and stated that the City's finances are in good order. He noted that he was unable to attend the Chelan-Douglas Health District Board meeting as he was traveling, although, he said that it seems everything is well with the Health District.

Councilmember Wilson reported that she attended the Upper Valley Park & Service Recreation Area (PRSA) Board meeting and stated that the Board adopted the 2016 budget and approved a 1% property tax levy. She added that she also sat in on a meeting with the State Auditor.

Councilmember Meyer reported that he attended the Economic Development Committee meeting. He thanked Councilmember Larsen for attending the Link Transit Board meeting on his behalf as he was out of town.

Councilmember Larsen reported on the Leavenworth Area Promotion (LAP) Committee meeting and stated that Mr. Bill Forhan from the Leavenworth Echo led the group through various advertising options. The group discussed advertising within Washington State maps and are putting together an outreach questionnaire to the Chamber of Commerce in order to find which areas the visitors are coming from. He said that he also attended the Link Transit Board meeting and noted that every four

years the Board structure is recertified, which is what took place during the meeting. He said that there was a brief discussion of the City of Wenatchee having an additional seat on the Board for the reason that Wenatchee has more bus routes, although the Board chose to move forward with a representative from each of the cities. He said that the Board also approved the 2016 budget, approved funding for the approved changes to the Balsam Route Bakery & Café, discussed the recent changes to the reception area at the information booth, and reviewed manager's reports and updates.

Councilmember Lak reported on the Economic Development Committee meeting and stated that the Committee discussed the Downtown Park Plaza and added that the Plaza has been in discussions for the past 4-5 years and now the City is looking into the initial design; the Request for Proposal (RFP) for the design work currently being posted. He said that the Committee also addressed Tom Lin's property located behind Safeway and discussed how the property will look. He said that the property owner has met with Link Transit and the Chelan Douglas Port District regarding the transportation and water utilities that will be necessary to serve the property. He went on to say that the Committee also discussed the Leavenworth Winter Sports Club and the City's ability to get water to the grounds for snowmaking; a hydrant will cost the City approximately $25,000 and will work as an aspect of fire protection as it will fill water trucks if the need arises. He said that there was further discussion regarding the Maipole replacement on Front Street at a cost of $5,500; there has been a letter of request sent to Projekt Bayern for the funding of the Maipole as well as an additional request of $2,500 for expenses, reinstallation, and finishing. He reported that the group is still working on the Sister City Initiative; the drafted letter is currently in the process of being translated. On a final note he said that the Committee is currently looking at costs and location for the installation of a reproduction clock in the downtown area.

MAYOR/ADMINISTRATION REPORTS

Councilmember Meyer presented Mayor Farivar with a lapel pin from the 2015 Wurstfest Annual Festival that takes place in New Braunfels, Texas.

Mayor Farivar reported that she attended the PRSA Board meeting, has met with the State Auditors regarding the current audit taking place at City Hall, has been conducting interviews for the vacant Planning Commission position, and has met with representatives from Upper Valley MEND in regard to the shortfall in the Meadowlark budgeting process and how the City may assist. She went on to announce a request for funding from Upper Valley Connection and confirmed that the City will be becoming a member and contributing $750 to the local organization that provides services for the special needs community throughout the Wenatchee Valley; the funds will come from the City's General Fund / Youth Recreational Support Fund.

City Administrator Joel Walinski reported that Development Services Manager Nathan Pate was not in attendance at the evening meeting as he is attending the Chelan County Planning Commission meeting to review the Docket approval and LMC approvals by the County for applications in the Urban Growth Area. He confirmed that there is a tentative contract agreement with the employee union; the union will vote on the agreement and will come back to the Council at the December 8, 2015 City Council meeting.

City Attorney Tom Graafstra reported that he will be sending the City a report on some bond options in the next few days.

Finance Director Chantell Steiner reported that the State Audit is still underway, is nearing completion and is looking very good; there have been no issues with the audit.

Public Works Director Herb Amick reported that the City received a grant award of $477,000 from the Transportation Improvement Board (TIB) for the reconstruction of Commercial Street, Third

Street to Joseph Street and Whitman Street, Ski Hill Drive to Woodward Street. He added that the Public Works department purchased a garbage truck, it is currently being refurbished and will be shipped the third week of December.

OKTOBERFEST WRAP-UP DISCUSSION WITH THE PUBLIC @ 6:45 PM

City Administrator Joel Walinski stated that the Council has asked that the public be invited to voice their thoughts regarding the outcome of the 2015 Oktoberfest Festival. He briefly addressed the success of the Festival & Events Committee and their work in placing new parameters on the annual festival which is beneficial to the residents and downtown area. He said that the Council will receive public comment and follow up with the Festival & Events Committee.

Mayor Farivar read a comment into the record by Mr. Aaron Hansen.

Mayor Farivar asked if there were any comments from the public that was in attendance. There were no comments from the public. She went on to state that she felt that the Festival went very well again this year.

Councilmember Bangsund stated that he attended all three Saturday nights of Oktoberfest to observe the activities. He noted that the last weekend seemed "off" as compared to the first two weekends. He said that the security personnel were wonderful, although he witnessed some bad behavior in one area that really bothered him. He went on to say that he walked the residential area as well as downtown late at night; he was in and out of the venue, he spoke to staff, security, a driver and he stated that it was very informative to listen to those people. He said that the third weekend was difficult, he is open to discussion in regard to a two weekend event, and that Projekt Bayern President Steve Lord has been very responsive in what the Council has asked of them. Mayor Farivar thanked him for his input and commitment with his observation of the festival.

Councilmember Lak confirmed that the Oktoberfest Festival takes place over three weekends and not three weeks. He addressed the comment in regard to there being "no gain" from the resident's perspective from the Festival itself and stated that the gain is in things like the City being able to buy a new garbage truck, provide payroll, etc. He said that there are upsides and downsides; a lot of the issues happen outside of the actual venue and are blamed on "Oktoberfest". He thanked the Public Works crews in their excellent cleanup efforts every weekend. He agreed that there was a good energy this year with much less of the "frat house" mentality.

Councilmember Meyer stated that there are two Oktoberfest's that run concurrently, the Oktoberfest at the Festhalle and the other Oktoberfest outside of the event. He noted that the Wenatchee Valley Girls Volleyball Team works the cleanup in the mornings as a fundraiser for their organization.

Councilmember Wilson stated that she attended Oktoberfest during the daylight hours. She said it is always very calm and everyone seems to be having a good time.

AUTUMN LEAF UPDATE – BILL FORHAN

Mr. Bill Forhan, First Vice President and Mr. Dan Moody, President of the Autumn Leaf Festival Association (ALFA) thanked the Council for their faith in the organization to represent the City and to have provided necessary funding. Mr. Moody addressed the event and stated that everywhere the float traveled, people said that they love Leavenworth, had unique stories to tell, and that during the parades people flock to the float to do the chicken dance. On a final note he confirmed that the organization attended 13 out of town festivals, traveled thousands of miles, encountered challenges, learned a great deal, and have a more powerful organization now with a full Board of Directors; they

are very excited moving into the 2016 season. Mr. Forhan stated that he took on the fundraising aspect and noted that the City has made the organization successful. He said that the organization had 31% more participation and they won first place in the Omak Parade. He spoke to the organizations finances and confirmed that they have $14,000 in the bank and were able to cover some very substantial trials along the way. He noted that the purpose of the festival is to bring people into the City and over the Autumn Leaf Festival weekend they had invited 1,461 people/participants along with their guests and children; this year was likely the largest turnout in years with approximately 3,000 people in attendance.

Finance Director Chantell Steiner questioned the use of a $5,000 matching grant that has been provided by the City. Mr. Forhan confirmed that the necessary documents will be provided to the City soon. There were discussions regarding the parade system and how that works between the communities, how parade attendance benefits the City of Leavenworth, and dividing the organization into a parade production side and a fundraising side in order to better maintain stamina at the end of the year. Councilmember Bangsund reminded the Council that approximately 20 years ago there were two Autumn Leaf Festival weekends and that it was a very family oriented event; it was a local event that involved the kids and the schools.

Marggie Simmons, ALFA Secretary stated that the City is important to the Autumn Leaf Festival and that it is heartwarming to see the kids and their families doing the chicken dance. She noted her appreciation for all of the volunteers.

RESOLUTIONS, ORDINANCES, ORDERS AND OTHER BUSINESS

1. Request for Staffing Change –Full Time Position

City Administrator Joel Walinski stated that the City Council is being asked to authorize the expenditure of funds for one full time Parks/Utility Maintenance Worker position which would be included in the 2016 Budget Amendment. He stated the cost of the position, noted that the full time position will eliminate the 8 Month Seasonal position. He clarified that the current 8 Month Seasonal position is a position that receives full benefits from the City so that will continue with the full time position at no additional costs. He said that the position will provide the support necessary for snow removal, Christmas Lighting, and the growth of additional festivals throughout the year.

Councilmember Wilson motioned to authorize the expenditures for funds in the 2016 Budget Amendment for the addition of 1.0 FTE Parks/Utility Maintenance Worker. The motion was seconded by Councilmember Meyer and passed unanimously.

2. Acceptance of Ted Price and Bob Rodgers Donations for Downtown Plaza

City Administrator Joel Walinski stated that the City Council is being asked to acknowledge and accept the donation of $30,000 from the Theodore H. Price Trust and $30,000 from the Robert F. Rodgers Trust. He confirmed that the donations are to be used for the cost associated with the design and construction of a proposed Park Plaza on Front Street. He said that the Downtown Steering Committee has been working on this project for the past 4-5 years and have prepared a Request for Qualifications (RFQ) to select an architect for the design work; the City will have responses late in December and have the selected candidates before the Council in early January. He went on to say that he and Councilmember Lak met with the heirs of the Estate and stated that they were impressed with the vision of Mr. Price and Mr. Rodgers in their representation of the Bavarian Theme. The heirs have some ideas of what they would like to see as a memorial within the Park Plaza area. Administrator Walinski confirmed that $5,000 from each estate will be used to fund the memorial and that $25,000 from each estate will be used to fund the Park Plaza area. Mayor Farivar explained that Mr. Price and Mr. Rodgers are the two men who brought forward the Bavarian theme and that

this is a great way to honor their efforts. Councilmember Wilson noted that the Estate also contributed a $15,000 donation to the Upper Valley Museum that will be used to assemble the thousands of photos that were also donated by the Estate.

Sharon Waters, 336 Birch Street, Leavenworth; Ms. Waters asked for a more detailed explanation of the location for the Park Plaza.

Councilmember Meyer motioned to accept the donation of $60,000; $30,000 from the Theodore H. Price Trust and $30,000 from the Robert F. Rodgers Trust and limit the use of these funds as specified $50,000 towards the design and construction of the park plaza project and $10,000 towards the Price/Rodgers Memorial. The motion was seconded by Councilmember Lak and passed unanimously.

3. Approval of 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 provide traffic and crowd control for the Christmas Lighting Ceremonies in December. He estimated the cost for the additional officers to be in the amount of $6,300 for approximately 100 hours of added coverage by the Deputy Sheriffs. He said that the additional patrol hours will be from 2:00 PM – 7:00 PM on Saturdays and 2:00 PM – 6:00 PM on Sundays as recommended by Sergeant Bruce Long. He noted that the funding for this expenditure is paid for with Lodging Tax Funds. He said that there are no more available overtime hours from the Sheriff Contract so this will be an added expense.

Councilmember Bangsund motioned to approve the expenditure of $6,300 for additional Chelan County Sheriff Officers for the Christmas Lighting Ceremonies. The motion was seconded by Councilmember Larsen and passed unanimously.

4. 2016 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 for the amount of $6,300. He said that the amount is set based on the budget of Emergency Management Services and divided by the number of residents in order to provide a cost per resident. He noted that the cost of the annual contract is slightly reduced due to the Chelan County Sheriff's Office now providing this service to Wenatchee under a new Emergency Management contract.

Councilmember Wilson motioned to approve the 2016 Emergency Management Contract with Chelan County. The motion was seconded by Councilmember Bangsund and passed unanimously.

5. Agreement with WA DOT and TD&H Engineering for US 2 Crosswalk Projects

City Administrator Joel Walinski stated that the City Council is being asked to approve a Consultant Agreement with TD&H Engineering for the construction engineering requirements associated with the US Highway 2 Crosswalk Projects. He said that this is the first step in beginning the project; the grant funding was awarded earlier in the year, the Request for Proposal was sent out and TD&H Engineering was selected for the project as TD&H was also very instrumental in helping the City apply for the grant funding. He briefly described the work that will be entailed in completing the project. There was a brief discussion of the required pedestrian island and how that will affect snow removal; and electric versus solar as compared to the previously constructed crosswalk and failing solar panel. Leavenworth Echo Reporter Ian Dunn questioned the use of solar along with electrical

hard wiring. It was explained that construction using both methods will significantly increase the cost.

Councilmember Larsen motioned to approve the Consultant Agreement with TD&H Engineering in an amount not to exceed $64,700 and authorizes the Mayor to sign the agreement. The motion was seconded by Councilmember Meyer and passed unanimously.

6. Cancel December 22, 2015 City Council Meeting

City Administrator Joel Walinski stated that the Council is being asked to approve the cancellation of the regularly scheduled December 22, 2015 City Council Meeting.

Councilmember Bangsund motioned to cancel the December 22, 2015 Regular City Council meeting and Subcommittee meetings. The motion was seconded by Councilmember Wilson and passed 4/2 with Councilmember's Lak and Francis opposed.

ITEMS FOR FUTURE CONSIDERATION

Mayor Farivar stated that the 2016 Rate and Fee Schedule is ready for adoption, the Public Open House for Departing Council Members will take place on December 8, 2015 at 5:00 PM, and the PUD Substation discussion will take place on December 8, 2015 at 6:00 PM. She noted that the committee meetings will move forward and begin at 2:00 PM in order to allow time for the reception.

ADJOURNMENT

Seeing no other business, Councilmember Meyer motioned to adjourn the November 24, 2015 meeting of the Leavenworth City Council. The motion was seconded by Councilmember Larsen and passed 5/1 with Councilmember Lak opposed.

The meeting adjourned at 7:57 PM.

APPROVED

Cheryl K. Farivar
Mayor

ATTEST

Chantell Steiner
Finance Director / City Clerk