

LEAVENWORTH CITY COUNCIL MINUTES

January 14, 2020

Mayor Carl J. Florea called the January 14, 2020 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 Carl J. Florea, Carolyn Wilson, Mia Bretz, Sharon Waters, Clint Strand, Jason Lundgren, and Anne Hessburg.

Staff Present: City Administrator Joel Walinski, Chantell Steiner, Lilith Vespier, Herb Amick, and Sue Cragun.

APPROVAL OF THE CONSENT AGENDA

Consent Agenda

1. Approval of Agenda
2. Approval of December 10, 2019 Regular Meeting Minutes
3. Approval of December 10, 2019 Study Session Minutes
4. December 2019 Payroll \$231,065.14
5. 2019 Claims \$380,416.35
6. 2020 Claims \$596,195.07
7. Set Public Hearing for LMC Chapter 3.42 Affordable Housing on 2/11/20 @ 6:45 PM

Councilmember Wilson motioned to amend the consent agenda and remove item number 4 from Resolutions, Ordinances, Orders, and Other Business. The motion was seconded by Councilmember Bretz and passed unanimously.

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

PUBLIC SAFETY REPORT: SERGEANT SCOTT LAWRENCE, LIAISON OFFICER

Chelan County Sheriff Sergeant Scott Lawrence reported on the current Sheriff Report for the month of November and provided information on the calls for service that have taken place around the City of Leavenworth and nearby surrounding areas. He stated the numbers of incidents, citations, traffic accidents, alarm calls, and arrests and compared those to the prior month of October.

COUNCILMEMBER AND COMMITTEE REPORTS

Councilmember Wilson reported that she attended the Swearing-In Ceremony for Mayor Florea and she attended the Parks Committee meeting.

Councilmember Bretz reported on the Link Transit Board meeting and stated that the Board is split on passing the upcoming budget, as some Board members do not wish to use the tax increase that was recently passed by the voters. She said that the Board did pass the budget, with a stipulation that staff is not allowed to spend above the 2019 budget, prior to the next meeting. She noted that the group has formed a subcommittee that will focus on finding inefficiencies within the

organization; she is a member of the subcommittee. On a final note, she stated that Initiative 976 regarding vehicle registration fees will have a large impact on Link's funding.

Councilmember Waters reported that she attended the Chelan Douglas Health District Board meeting and stated that discussions addressed the influenza (flu) virus, new additions to the Women, Infants, and Children (WIC) Nutrition Programs, and the hepatitis outreach and soil lead testing programs taking place in the community. She reported on the Public Works Committee meeting and stated that the Waste Assessment project is currently underway and briefly reported on the current findings. She stated that the Pine Street Reconstruction Phase II project has received full funding for the Transportation Study, and Waste Loop is looking at operating the City's Recycle Center. She added that she has organized the Adult Social Walking Group at the Festhalle and has averaged approximately 25 morning walkers; she also attended "Coffee with Bob Bugert" and encouraged all to attend his bimonthly meetings with the public.

Councilmember Strand reported on the Residential Advisory Committee (RAC) meeting and stated that the group discussed their thoughts regarding the recent Christmas Lighting Festival; estimates by the Chamber of Commerce has the attendance down by 10%, although the residents did not concur; residents feel that the event has reached a critical mass and needs to be a great experience for visitors, community members, and public safety. He added that there was discussion of creating a Code of Conduct Agreement for entities that wish to use City facilities. Administrator Walinski noted that the Festhalle Oversight Committee has reviewed a draft resolution related to rules and standards of conduct.

Councilmember Lundgren reported that he attended the Economic Development and Public Works Committee meetings. He reported on the Economic Development Committee and stated that the group reviewed the Lodging Tax Grant Funding applications and a Request for Proposal for an update to the City's website. He said that the Group Funding Applications will be reviewed and a decision will be reached by the February 11, 2020 City Council meeting; comments from the City Council members may be submitted and will be part of the review by the Economic Development Committee as they rate the various applications. He then reported on the Parks Committee meeting and stated that the group met with Trout Unlimited regarding a new agreement with the City for the Kids Fishing Pond; the group has previously contracted with the PUD to operate the pond; however, the PUD is moving away from the partnership and Trout Unlimited would like to partner with the City to manage the Kids Fishing Pond. He reported that the owners of the Holidays on Ice temporary Ice Rink provided a report to the Committee; there were 12,300 skaters and a local's discount was provided along with free events for local schools, Boy Scouts, and HomeLink. He said that the City had invested approximately \$23,000 for the pilot program and that the Ice Rinks gross income did not exceed the threshold that was necessary in order to provide payment to the City. He said that it was a successful venture for the first year and that they are leaning toward putting it together again next year. On a final note he stated that graffiti is being removed at Enchantment Park, the snowmaking machine is running downtown, the pool refinishing will be completed in the spring, and the water bottle filler, which was funded by the Faith Lutheran Earth Stewardship, will be installed at City Hall in a few weeks.

Councilmember Hessburg reported that she attended the Economic Development Committee.

MAYOR/ADMINISTRATION REPORTS

Mayor Florea reported on the Study Session and stated that he addressed the Council Policy, Procedures, and Rules of Conduct and stated that he wishes to extend the public comment period and invite people to address the Council, state their name for the record, and proceed with no time

limit; the Council was in full agreement with that change. He said that we are here for the community and can extend the meeting if need be. He spoke to Community Revisioning and stated that on Monday evenings, throughout the month of April, he will host a meeting where businesses and residents can come together and work toward clearing any divisiveness. He would like to see the community come together and plan for the future in a sustainable way. He went on to say that the Council addressed additional topics, to include; the nomination of Mayor Pro Tempore, the process and priority review of the Planning Commission Docket and Joint Meeting with the Planning Commission, and received an update on the Community Workshop with the public on Housing with the Planning Commission. On a final note, he announced the resignation of newly elected Councilmember Craig Hess and stated that Councilmember Hess has resigned due to a job offer in Germany. He confirmed that the Council will follow the usual process to reappoint a new Council Member to position number 2.

City Administrator Joel Walinski confirmed that the announcement on filling the vacant City Council position will be posted this week and will be due back for Council review by February 7, 2020. He reported on the Festhalle Oversight Committee meeting and stated that the Committee agreed to a Resolution regarding rules and standards of conduct while using the Festhalle facility; this Resolution will be reviewed at the February Study Session. He further explained that the Resolution provides information on the expectations for the Festhalle users and that any issues regarding conduct by the users of the facility would be considered when the City considers future rental agreements with those users.

Finance Director Chantell Steiner reported that financials for the year 2019 are still in process, as the books will close on January 21, 2020. She will pull together all of the City's financial reports for the Finance Committee meeting on January 28, 2020. The next order of business will be the preparation of the next 2021-2022 Biennial Budget.

Development Services Manager Lilith Vespier noted the public hearing on the Consent Agenda for Leavenworth Municipal Code (LMC) Chapter 3.42 Affordable Housing on February 11, 2020 at 6:45 PM. She said that the hearing will address a new chapter on affordable housing.

Public Works Director Herb Amick stated that Mr. Rick Emmons has filled the Public Works Supervisor position.

COMMENTS FROM THE PUBLIC ON ITEMS NOT ON THE AGENDA

Duane Goehner; Mr. Goehner stated that he is appreciative of the dialogue that he has received from the Council and sees them working together. He will be sharing concerns that he receives from the community with the Mayor and Council. On a final note, he suggested that the Council prioritize changes in ambiguity within the Leavenworth Municipal Code.

RESOLUTIONS, ORDINANCES, ORDERS, AND OTHER BUSINESS

1. Motion to Elect Mayor Pro Tempore

City Administrator Joel Walinski stated the process for the election of the Mayor Pro Tempore and asked for nominations from the Council.

Councilmember Wilson motioned to nominate and appoint Councilmember Anne Hessburg as Mayor Pro Tempore. The motion was seconded by Councilmember Lundgren and passed unanimously.

2. Authorization to Advertise Request for Proposal for Water Meter Replacement

Public Works Director Herb Amick stated that the City Council is being asked to approve the advertisement for a Request for Proposal (RFP) for Purchase and Installation of an Advanced Metering Infrastructure (AMI) System for the City of Leavenworth Water Distribution, pending review by the City Attorney. He provided the project details for the replacement of all City residential and commercial water meters with AMI compatible meters and transmitting nodes. He added that funding for the project is secured through a grant provided by the Icicle Work Group in the amount of \$480,000, a pending Water Smart Grant application, and the remaining balance provided with City Real Estate Excise Tax (REET) funding; the project is estimated at a cost of approximately \$950,000.

Councilmember Bretz questioned the numbers of proposers that are likely to respond. Director Amick noted three vendors that are compatible; the RFP is open to the individual vendors suggestions in regard to comparable equipment. He added that with the new equipment, residents will be able to see their own water consumption. There was discussion of radio waves and current unaccounted water loss due to the age of the current meters.

Councilmember Hessburg motioned to authorize the advertisement for bid proposals for the Purchase and Installation of an Advance Metering Infrastructure (AMI) System contingent on approval of bid by the City Attorney. The motion was seconded by Councilmember Bretz and passed unanimously.

3. Pine Street Contract Amendment – TD&H Engineering

City Administrator Joel Walinski stated that the City Council is being asked to consider approval of an amendment to the existing engineering contract with TD&H Engineering for the Pine Street Phase I Reconstruction Project. He said that the contract amendment covers out of scope work that was not covered in previous contract work completed by TD&H for the completion of the construction project regarding the Cultural Resource Study, right of way issues with the Cascade School District and 125 Pine Street properties, and additional engineering and construction costs. He added that with the approval of Supplemental Agreement No. 6, the total cost for design, engineering, ROW certification (excluding permanent or temporary easement purchases), and construction phase oversight is \$417,658, with a total estimated project cost at this time of \$2,612,152.

Councilmember Strand motioned to approve and authorizes the City Administrator to sign Supplemental Agreement No. 6 with TD&H Engineering for additional engineering and project management related to the Pine Street Phase I Reconstruction Project. The motion was seconded by Councilmember Bretz and passed unanimously.

4. Parking Advisory Committee Recommendation to the City Council

Item number 4 was removed from the agenda.

5. Link Dedication and Bill of Sale Authorizing Mayor to Sign

Development Services Manager Lilith Vespier stated that the City Council is being asked to approve the Final Dedication and Bill of Sale for the public improvements associated with the Link Park & Ride at Willkommen Village. She said that the City has been working with Link Transit for

a number of years in planning and construction of the new Park & Ride and that Link Transit is ready for the final dedication of Fitz Strasse, the Ward Strasse turn-around, and the Fitz Strasse improvements. She noted that the contracted City Engineer has reviewed and approved the final "as-built" plans, which will be printed by Link and provided to Public Works for record keeping.

Councilmember Waters motioned to approve and authorizes the Mayor to sign and record the Bill of Sale and the final dedication of right-of-way associated with the LINK Park & Ride Improvement project. The motion was seconded by Councilmember Bretz and passed unanimously.

INFORMATION ITEMS FOR FUTURE CONSIDERATION

Mayor Florea stated that he would like the Councils involvement and input in the City Administrator recruitment process with Prothman. He said that he appreciates City Administrator Walinski's work, dedication to the City, and professionalism in the process of the change in City Administration.

Mayor Florea stated that the Mayor and Mayor Pro-Tempore Committee Assignments, the Joint Meeting with the Planning Commission, and the 2020 Planning Commission Docket acceptance will take place at the January 28, 2020 City Council meeting.

Finance Director Chantell Steiner announced that there has been a delay with the email migration and noted that there may be some problems accessing email in the days to come. She said that the process should be completed in the next week or so.

ADJOURNMENT

Seeing no other business, Councilmember Lundgren motioned to adjourn the January 14, 2020 meeting of the Leavenworth City Council. The motion was seconded by Councilmember Wilson and passed unanimously.

The meeting adjourned at 7:41 PM.

APPROVED



Carl J. Florea
Mayor

ATTEST



Chantell Steiner
Finance Director / City Clerk