

**LEAVENWORTH CITY COUNCIL MINUTES**  
**February 11, 2020**

Mayor Carl J. Florea called the February 11, 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, Sharon Waters, Clint Strand, Anne Hessburg. Zeke Reister took his place following his Oath of Office.

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 January 28, 2020 Regular Meeting Minutes
3. January 2020 Payroll \$252,907.42
4. 2020 Claims \$151,280.15
5. Set Public Hearing for LMC 3.44 Authorizing Tax for Affordable Housing Per HB 1406 on March 10, 2020 @ 6:45 PM

Councilmember Wilson motioned to amend the Council Agenda to add the appointment of Zeke Reister to the City Council as the first order of business. The motion was seconded by Councilmember Hessburg and passed unanimously.

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

Councilmember Strand motioned to appoint Mr. Zeke Reister to fill the vacancy of Position no. 2 of the Leavenworth City Council effective February 11, 2020. The motion was seconded by Councilmember Wilson and passed unanimously.

**OATH OF OFFICE FOR ZEKE REISTER – CHANTELL STEINER**

City Administrator Joel Walinski confirmed that the term of the position is through the certification of the election in November 2021.

Finance Director/City Clerk Chantell Steiner performed the official oath of office for newly appointed Councilmember Zeke Reister.

**PUBLIC SAFETY REPORT: SERGEANT SCOTT LAWRENCE, LIAISON OFFICER**

None.

**COUNCILMEMBER AND COMMITTEE REPORTS**

Councilmember Wilson reported that she attended the Festhalle Oversight Committee, Economic Development Committee, Parks Committee, and Study Session meetings. She reported on the Parks Committee and stated that water bottle filling station will be installed soon in the City Hall lobby and that the City is considering an agreement with Trout Unlimited for maintenance of the kids fishing pond at Enchantment Park. She said that there was discussion regarding the Shoreline Master Plan public participation plan review, the success of the ice rink and plans for cleanup and turf repair, and the pool resurfacing project that will be completed in the spring.

Councilmember Waters reported on the Residential Advisory Committee (RAC) meeting and stated that the group discussed the makeup of the Committee and a chair person for the Committee. She said that the RAC meets the first Tuesday of each month at 6:30 PM and invited all to attend. She said that the group discusses topics of importance to the residential areas. She attended the Parking Advisory Committee Public Open House and noted that the Committee members provided an excellent presentation to the public. She attended the Festhalle Oversight Committee meeting and stated that the floor in the main hall will be refinished beginning March 20, 2020. She reported on the Public Works Committee meeting and stated that Waste Loop will begin to oversee the operation of the City's Recycle Center in March and noted that clean glass will be accepted at that location. On a final note she briefly provided an update regarding the current progress of the Waste Assessment Study currently underway downtown.

Councilmember Strand reported that he attended the Parking Advisory Committee Public Open House and stated that it was well attended, was great education for those in attendance, and many questions were answered.

Councilmember Hessburg reported that she provided a presentation at the Parking Advisory Committee Public Open House and stated that she had hoped for better attendance from the community. She said there was great interaction with the community and that the Committee received positive feedback. She would like to receive more feedback from the community prior to implementation of the parking plan; there will be more public outreach coming soon. She also attended the Public Works Committee meeting.

Councilmember Reister reported that he attended the Study Session and Economic Development Committee meetings. He briefly shared what he learned at the Study Session regarding the Wastewater Treatment Plant Upgrade project.

## **MAYOR/ADMINISTRATION REPORTS**

Mayor Carl Florea reported on the Study Session and stated that the Council discussed a resolution regarding rules and standards of conduct for those using the City's facilities and a Request for Proposal for the redesign of the City's website. He addressed the recent Parking Advisory Committee's Public Open House and noted that the Committee members have looked at the impacts to the downtown business community as well as the residents. He then addressed L.I.F.E. 2.0 (Leavenworth Improvement for Everyone); he will host three Monday evening meetings at Icicle River Middle School on April 6, 13, and 20, 2020 to address how we move forward as a sustainable model for a tourist economy.

City Administrator Joel Walinski reported on the Economic Development Committee and stated that the group discussed their role as a committee, Lodging Tax Group Funding requests, and partnership funding agreements with Leavenworth Winter Sports Club, Autumn Leaf Association, and the Upper Valley Museum.

Finance Director Chantell Steiner stated that Link Transit has an upcoming board meeting and has requested representation from the City. The meeting is on Tuesday February 18, 2020 from 3:00 – 5:00 PM. She noted that Councilmember Bretz is the City’s representative on the Board, although she is currently on vacation.

## **COMMENTS FROM THE PUBLIC ON ITEMS NOT ON THE AGENDA**

Mr. Duane Goehner stated that he has been downtown talking to business owners to find where things are, as he would like to bring them along with the plan. He addressed the Parking Advisory Committee Public Open House and noted that he has received positive feedback from the community and appreciates the community being included in the process. He stated that he also appreciates the code of conduct and Development Services Manager Lilith Vespier with regard to the Request for Qualifications for the Transportation Element update.

Mayor Florea recognized Reese Resutek, Dante Atkins, Estefany Vazquez, Wyatt Lambert, Ben Sunitsch, Teague Duncan, Hans Schlyer, Porter Stock, Madison Dye, Alexa Rodgers, and Will Piers who were in attendance for their “Citizens of Washington in a Contemporary World” class criteria at Cascade High School. Mayor Florea and the City Council thanked the students for attending the meeting and the Mayor presented each with a City of Leavenworth lapel pin.

## **PRESENTATION: LINK TRANSIT UPDATE ON NEW FUNDING – RICHARD DEROCK**

Link Transit General Manager Richard DeRock provided an update and timeline of changes coming to Link Transit as a result of the voter approved sales tax increase. He said that Link’s goals are to improve fixed route bus service by operating longer hours, adding weekend and holiday service, increase frequency of service, and expand transit to new areas. He detailed bus service between Leavenworth and Wenatchee and addressed the new Leavenworth Park & Ride with shuttle service. He stated that Leavenworth will have an increase in Saturday service beginning in June 2020 and the addition of Sunday and Holiday service in 2021. On a final note, he spoke to various area projects that are planned over the next six years.

## **PUBLIC HEARING: LMC CHAPTER 3.42 AFFORDABLE HOUSING GRANT/LOAN PROGRAM**

Mayor Florea opened the public hearing at 7:25 PM.

Development Services Manager Lilith Vespier stated that the program has been in effect through State law since 1986 and the City has utilized the State law to pass four resolutions, historically, providing grants for low income housing and support services of development. She noted that the Leavenworth Municipal Code does not have a process for identifying the application process. She said that Ordinance 1606 provides a code amendment to Title 3 – Revenue and Finance, adding a new chapter 3.42 – Affordable Housing Grant / Loan, which outlines the purpose, application, and review process.

Mayor Florea asked for comments from the public; hearing none, he closed the public hearing at 7:28 PM.

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

### **1. Ordinance 1606 – Chapter 3.42 Affordable Housing Grant/Loan Program**

Councilmember Strand motioned to adopt Ordinance 1606 – Affordable Housing Grant/Loan Program codified under Leavenworth Municipal Code, Chapter 3.42. The motion was seconded by Councilmember Hessburg and passed unanimously.

## **2. Appropriation of Lodging Tax Grant Funding Requests**

Finance Director Chantell Steiner stated that the City Council is being asked to approve the expenditure of the Lodging Tax Grant Funding Requests for 2020 as recommended by the Economic Development Committee. She noted that Councilmembers Bretz, Lundgren, and Hessburg make up the Committee and Council Member Hessburg is available to answer questions. There was a brief discussion of how the program was expanded this year, to not only include funding requests for festivals and events, but also tourism hospitality and special projects. Councilmembers briefly discussed how often they would like to review applications and agreed to review and provide funding once a year.

Councilmember Hessburg motioned to approve the 2020 Lodging Tax Grant Recommendations as presented by the Economic Development Committee for Festivals & Events and Tourism Hospitality & Special Projects. The motion was seconded by Councilmember Waters and passed unanimously.

## **3. 2020 Pacific Security Contract**

City Administrator Joel Walinski stated that the City Council is being asked to approve a Professional Services Agreement with Parker Corporate Services, Inc. dba Pacific Security for onsite security services for the Leavenworth downtown commercial area and surrounding residential areas; officers perform the duties of parking enforcement throughout the City, park system, residential neighborhoods, and provide on call investigation services for the enforcement of overnight rental violations. He confirmed that the full contract amount for 2020 is a not to exceed amount of \$60,157.05; payment is funded with Lodging Tax Funds, parking enforcement is funded by payment of parking citations, and the General Fund provides \$5,000 for overnight rental investigations. There was a brief discussion of the City's enforcement process with regard to overnight rentals in the residential neighborhood.

Councilmember Wilson motioned to approve and authorizes the Mayor to sign the 2020 Professional Services Agreement with Pacific Security for security patrols and parking enforcement patrols for an amount not to exceed Sixty Thousand and One Hundred and Fifty-Seven dollars and five cents (\$60,157.05). The motion was seconded by Councilmember Strand and passed unanimously.

## **4. Authorize to Advertise Request for Qualifications – Transportation Element Update**

Development Services Manager Lilith Vespier stated that the City Council is being asked to authorize the advertisement of a Request for Proposal and Qualifications (RFP/Q) to review and update the Transportation Element. She said that the project rated as a priority item on the 2020 Planning Commission Docket. She confirmed that funding for the project is provided by the General Fund and that the RFP/Q is an estimated cost of \$60,000-\$75,000, but does not limit consultants from proposing tasks and budgets outside the City's estimated costs.

Councilmember Hessburg motioned to authorize the posting and publication of the Request for Proposal and Qualifications for the Transportation Element Update. The motion was seconded by Councilmember Wilson and passed unanimously.

#### **5. Authorize to Advertise Request for Qualifications – Housing Action Plan**

Development Services Manager Lilith Vespier stated that the City Council is being asked to authorize the advertisement of a Request for Proposal and Qualifications (RFP/Q) for the Housing Action Plan. She said that project is grant funded from the Department of Commerce and requires specific data collection, analysis, and implementation for housing needs. She said that the grant requires that all work be completed by June 2021; however, the goal is to complete the Housing Action Plan in the fall of 2020 so that the Leavenworth Planning Commission may continue to work on housing related needs for the community. On a final note, she explained the review process prior to making a recommendation to the City Council.

Councilmember Wilson motioned to authorize the posting and publication of the Request for Proposals/Qualifications for the Housing Action Plan. The motion was seconded by Councilmember Waters and passed unanimously.

#### **6. Employment Settlement Agreement – City Administrator**

Mayor Carl Florea stated that the City Council is being asked to approve an Employment Settlement Agreement between the City of Leavenworth and City Administrator Mr. Joel Walinski. He said that the Agreement states that Administrator Walinski will continue to advise the Mayor, a specified number of hours each month, during the severance period.

Councilmember Strand motioned to approve and authorizes the Mayor to sign the Employment Settlement Agreement with the City Administrator. The motion was seconded by Councilmember Hessburg and passed unanimously.

#### **7. Wastewater Treatment Plant Bid Award**

City Administrator Joel Walinski stated that the City Council received a presentation by Varela & Associates during the morning Study Session regarding the Wastewater Treatment Plant Upgrade project, primarily concerning the removal of phosphorus from the discharge from the City. He briefly detailed various aspects with regard to the upgrade project. He confirmed that the City received six bids; the engineer reviewed the individual bids and has recommended that the Council award the low bid to Stellar J. Corporation in the amount of \$8,111,572. He provided a timeline to review contracts, which will come back to the Council for approval.

Councilmember Wilson motioned to award the bid for the Wastewater Treatment Plant Improvement Project to Stellar J. Corporation in the amount of Eight Million, One Hundred Eleven Thousand, Five Hundred Seventy-Two Dollars (\$8,111,572). The bid award does include the base bid and Schedules A, B, and C. The motion was seconded by Councilmember Strand and passed unanimously.

#### **INFORMATION ITEMS FOR FUTURE CONSIDERATION**

None.

**ADJOURNMENT**

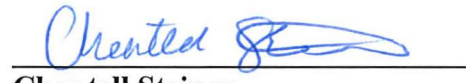
Seeing no other business, Councilmember Hessburg motioned to adjourn the February 11, 2020 meeting of the Leavenworth City Council. The motion was seconded by Councilmember Strand and passed unanimously.

The meeting adjourned at 7:56 PM.

**APPROVED**

  
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**Carl J. Florea**  
**Mayor**

**ATTEST**

  
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**Chantell Steiner**  
**Finance Director / City Clerk**