

LEAVENWORTH CITY COUNCIL MINUTES

March 24, 2020

Mayor Carl J. Florea called the March 24, 2020 Leavenworth City Council meeting to order at 6:30 PM. This meeting was conducted via teleconference.

ROLL CALL

Council Present: Mayor Carl J. Florea was present in person; Councilmembers Carolyn Wilson, Mia Bretz, Sharon Waters, Clint Strand, Jason Lundgren, Anne Hessburg, and Zeke Reister were present on the phone.

Staff Present: Chantell Steiner was present in person; Lilith Vespier and Herb Amick were present on the phone.

APPROVAL OF THE CONSENT AGENDA

Consent Agenda

1. Approval of Agenda
2. Approval of March 10, 2020 Study Session Minutes
3. Approval of March 10, 2020 Regular Meeting Minutes
4. 2020 Claims \$176,985.32

Mayor Florea asked for a motion to amend the agenda to add under Resolutions, Ordinances, Orders, and Other Business Action Item 1. A - Approval of Mayoral Proclamation from March 23, 2020, moving Action Item 1. to action item 1.B, and removing Action Item 3 - Conflict of Interest Waiver – Cascade School District No. 228.

Councilmember Wilson motioned to amend the consent agenda as read by Mayor Florea. The motion was seconded by Councilmember Bretz and passed unanimously.

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

COUNCILMEMBER AND COMMITTEE REPORTS

Councilmember Wilson reported that she was on a conference call with the Chelan Douglas Health District. She said that it was very informative and invited Council members to listen to the next conference call.

Councilmember Bretz reported on the recent Link Transit Board meeting that took place via teleconference and stated that the group addressed the coronavirus and created an interlocal agreement with Confluence Hospital; in the event of a hospital evacuation, Link has agreed to be a resource for transportation. She said that the Board also approved sick leave benefits for the coronavirus, similar to what the Federal Government has mandated. She stated that it was a staff decision to operate “fare free” for the time being; Link is trying to maintain as much bus service as possible, as Link Transit is a lifeline service. She said that in the event Link is required to reduce services, Link will prioritize reducing frequency and try to maintain all of the branches of service so that all communities have access.

Councilmember Waters reported that she did not attend the Chelan Douglas Health District Board meeting. She reported on the Chelan County Fire District #3 meeting and stated that Chief Obrien announced that the Fire Hall meeting room will no longer be allowed for public use until further notice. She said that the District has begun a deep cleaning of the facility in order to keep everyone safe so that they may continue to respond to calls. She said that Fire Districts 3, 6, 9 and Cascade Medical Center have unified to form a command team; they are putting together a list of agencies to meet with and provide education. She reported on the Greater Leavenworth Museum Board meeting and stated that the group is currently updating exhibits, painting, updating electrical and safety features, and hoping to install new carpeting. She noted that the Museum is still short of funding and is requesting donations. She said that she has received a tour of the facility and an update on the current relocation project.

MAYOR/ADMINISTRATION REPORTS

Mayor Florea reported that he will be providing a daily email to the community throughout the COVID-19 crisis, in order to keep the community abreast of what is taking place at the City. He said that he will also post suggestions from community members on the City's website; the first community email went out on that same day, March 24, 2020. Finance Director Chantell Steiner added that the community may read the letter on the website, but it is being emailed to those who have signed up to receive the City's information updates. Mayor Florea noted that by subscribing to receive information updates, subscribers will receive an email notification of all news and notices. He provided an update regarding the City Administrator hiring process and stated that he has received a packet containing the application materials from Prothman; twenty (20) applications were narrowed down to eight (8) applicants, which is what he is currently reviewing; three or four of those applicants will be the semifinalists for the interview process. He noted that due to social distancing measures, he is not sure what the interview process will look like at this time. He will speak with a Prothman representative next week.

Development Services Manager Lilith Vespier reported that she posted a notice regarding the limited schedule of Development Services Staff, which is available on the City's website.

Public Works Director Herb Amick provided an update regarding the Public Works Departments limited schedule. He said that they are focusing on essential tasks, the Front Street Park and Link Park & Ride restrooms are the only restrooms open, and all City parks are now closed.

COMMENTS FROM THE PUBLIC ON ITEMS NOT ON THE AGENDA

Mayor Florea asked for comments from the public that was present on the phone. There were no comments.

RESOLUTIONS, ORDINANCES, ORDERS, AND OTHER BUSINESS

1. A - Mayor's Emergency Proclamation – 3/23/2020

Mayor Florea stated that the Emergency Proclamation was completed on March 23, 2020, which is in addition to the earlier Emergency Proclamation dated March 19, 2020. He said that the two Emergency Proclamations work together.

Councilmember Lundgren motioned to ratify and approve the Mayor's Emergency Proclamation Emergency Order to stay home and protect public health dated March 23, 2020. The motion was seconded by Councilmember Hessburg and passed unanimously.

1. B - Ratification of Resolution 06-2020 – Proclamation of Emergency

Mayor Florea stated that the City Council is being asked to approve and adopt Resolution 06-2020, ratifying a proclamation of emergency from Mayor Florea, which was signed as of Thursday, March 19, 2020 in response to the novel coronavirus (COVID-19) outbreak. Director Steiner stated that the Council has received an amended resolution, which includes the following Whereas: on March 23, 2020, Mayor Carl J. Florea declared by proclamation that businesses and residents of Leavenworth were urged to stay at home and shelter in place, effective at 5:00 PM on Monday, March 23, 2020 and until further notice. She noted that another amendment on page 2 specifies the date of the proclamation.

Councilmember Hessburg motioned to approve and adopt Resolution 06-2020 – Proclamation of Emergency. The motion was seconded by Councilmember Reister and passed unanimously.

2. Resolution 08-2020 – Employee Supplemental Leave

Mayor Florea stated that the City Council is being asked to approve Resolution 08-2020 to ensure the safety and well-being of City employees. He said that the resolution states that the City's employees will receive two weeks of sick leave if an employee becomes afflicted with the coronavirus, which would be used prior to using any accrued sick leave. He added that the resolution also references the use of administrative time by sending employees home. He said that the City's plan is to pay the employees in full; some of the employee's time can be spent working from home, but a lot will be off of work and sheltering in place. There was a brief discussion of the City's current revenues, reserve funds, how employee salaries will be paid, how the supplemental leave is reported, the end date for the supplemental leave, and allowing employees to take leave in order to care for children due to school closures. Mayor Florea briefly addressed his meeting with City Staff outlining the stay at home process as it relates to City employees. He noted that staff is aware that salaries cannot be paid indefinitely, but he guaranteed staff that the City will provide salaries for as long as possible; layoffs are a last resort. Councilmembers individually requested clarification, which was provided by Mayor Florea and Director Steiner regarding the details of the resolution.

Councilmember Reister motioned to approve and adopt Resolution 08-2020, Employee Supplemental Leave. The motion was seconded by Councilmember Wilson and passed unanimously.

3. Conflict of Interest Waiver – Cascade School District No. 28

Item number 3 was removed from the agenda.

4. Mayoral Reappointment of Andy Lane to the Planning Commission

Mayor Florea stated that the Leavenworth City Council is being asked to confirm the Mayoral reappointment of Andy Lane to the Planning Commission Position No. 3.

Councilmember Hessburg motioned to confirm the Mayoral reappointment of Andy Lane to Planning Commissioner Position No. 3 for a four (4) year term. The motion was seconded by Councilmember Reister and passed unanimously.

5. CivicSmart Contract Amendment No. 1

Mayor Florea stated that the contract amendment for the addition of three (3) additional items was discussed at the March 10, 2020 Study Session meeting. He addressed the three items, which includes the purchase of additional meters and sensors at Cascade Medical Center, the purchase of additional

sensors for the City Hall and Community Pool parking lots, and the purchase of decorative sleeves and bases for the single and dual space meters. He confirmed that the change order does not change the price of the original contract that was approved by the Council on February 25, 2020 for a total of \$600,000.

Councilmember Bretz motioned to approve the amended contract with Duncan Parking Technologies and authorizes the Mayor to sign. The motion was seconded by Councilmember Waters and passed unanimously.

6. Resolution 07-2020 – City Facilities Rules and Standards of Conduct

Mayor Florea stated that the Council is being asked to approve Resolution 07-2020 regarding rules and standards of conduct for persons and parties who enter into agreements with the City, use City facilities, or engage in business within the City. There was a brief discussion regarding the enforcement process.

Councilmember Wilson motioned to approve Resolution 07-2020, Rules and Standards of Conduct for persons and parties who enter into agreements with the City, use City facilities, or engage in business within the City. The motion was seconded by Councilmember Bretz and passed unanimously.

7. Memorandum of Understanding Fish Screen / Boulder Field Project – Trout Unlimited

Public Works Director Herb Amick stated that the City Council is being asked to review and authorize the Mayor to accept and sign the Memorandum of Understanding (MOU) agreement between the City of Leavenworth and Trout Unlimited regarding the Icicle Creek Boulder Field Project. He said that the project includes providing fish passage through the Boulder Field area, replacement of approximately 1,500 lineal feet of the City intake water line, and the addition of a new compliant fish screen facility on the City intake line. He confirmed that the City approved \$240,000 in funding to assist on the project; the MOU will protect the City from the requirement of any unforeseen additional funding.

Councilmember Bretz motioned to approve and authorizes the Mayor to sign the Memorandum of Understanding Agreement between the City of Leavenworth and Trout Unlimited regarding the Icicle Creek Boulder Field Project. The motion was seconded by Councilmember Waters and passed unanimously.

8. Authorization to Advertise Request for Qualifications for On Call Engineering Services

Development Services Manager Lilith Vespier stated that the City Council is being asked to authorize the publication of a Request for Qualifications (RFQ) for professional engineering firms with experience providing on-call engineering and planning services to cities, including, preliminary and final review of civil plans, stormwater plan review, water/sewer plan review, utility design, surveying, geotechnical investigation/review, studies and services, permitting, project management, project inspections, grant writing and grant management, GMA Comprehensive Plan work, and review and drafting of development standards and codes. She noted that the existing contract with Pacific Engineering ended in December 2019 and was administratively extended to May 2020. She said that the publication date is still to be determined.

Councilmember Strand motioned to authorize the publication of a Request for Qualifications for professional engineering on-call and planning services. The motion was seconded by Councilmember Lundgren and passed unanimously.

INFORMATION ITEMS FOR FUTURE CONSIDERATION

Councilmember Bretz requested a report on the finances of the City and how sales tax revenue has been affected due to COVID-19. Director Steiner stated that due to the 2-month lag in revenues from the Department of Revenue, the City will not know the effects of retail and lodging tax revenues until deposits are received on May 31, which will be reported in June; she provided a brief update on parking revenues that are quickly dropping off and utility revenues that are currently maintaining as budgeted for March. Lastly, there was a brief discussion regarding the Public Disclosure Commission Filing; deadline is April 15.

Executive Session: RCW 42.30.110 (1)(i)(ii) Potential Litigation – Action To Be Taken

Mayor Florea asked for a motion to recess into executive session for 20 minutes under RCW 42.30.110 (1)(i)(ii) to discuss potential litigation at 7:55 PM with action to be taken.

Councilmember Lundgren motioned to recess into executive session for 20 minutes under RCW 42.30.110 (1)(i)(ii) to discuss potential litigation with action to be taken. The motion was seconded by Councilmember Hessburg and passed unanimously.

Mayor Florea reconvened the regular City Council meeting at 8:15 PM.

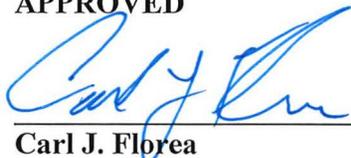
Councilmember Hessburg motioned to support the Mayor sending a letter to the Department of Commerce requesting their appeal of Chelan County's approval of the Riverstone Comprehensive Plan amendment de-designated agricultural resources lands, Resolution 2020-31. The motion was seconded by Councilmember Reister and passed unanimously.

ADJOURNMENT

Seeing no other business, Councilmember Waters motioned to adjourn the March 24, 2020 meeting of the Leavenworth City Council. The motion was seconded by Councilmember Strand and passed unanimously.

The meeting adjourned at 8:17 PM.

APPROVED



Carl J. Florea
Mayor

ATTEST



Chantell Steiner
Finance Director / City Clerk