

## **LEAVENWORTH CITY COUNCIL MINUTES**

**May 14, 2019**

Mayor Cheryl Kelley Farivar called the May 14, 2019 Leavenworth City Council meeting to order at 6:30 PM and Leavenworth Planning Commissioner Steven Booher led the City Council in the Flag Salute.

### **ROLL CALL**

Council Present: Mayor Cheryl K. Farivar, Carolyn Wilson, Mia Bretz, Margaret Neighbors, Sharon Waters, Clint Strand, and Jason Lundgren.

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

Mayor Farivar excused Councilmember Elmer Larsen from the meeting.

### **APPROVAL OF THE CONSENT AGENDA**

#### **Consent Agenda**

1. Approval of Agenda
2. Approval of April 12, 2019 Annual Retreat Minutes
3. Approval of April 23, 2019 Regular Meeting Minutes
4. April 2019 Payroll \$234,309.61
5. 2019 Claims \$765,040.56
6. PRSA Voucher Request \$60,000.00

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

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

None.

### **COUNCILMEMBER AND COMMITTEE REPORTS**

Councilmember Lundgren reported that he attended the Economic Development and Public Works Committee meetings. He reported on Economic Development and stated that the Committee discussed electric assisted bike tours, waste reduction, and received an update on the Leavenworth Haus Apartments in regard to the permitting process.

Councilmember Waters reported that she attended the Wildfire Coalition Board meeting, Public Hearing with the Hearing Examiner on the Adventure Park, Parking Advisory Committee meeting, Community Cupboard Open House, Residential Advisory Committee, Festhalle Oversight Committee meeting, and rode in the carriage during the Maifest Parade. She reported on the Public Works Committee meeting and stated that the group discussed a garbage truck replacement and the Wastewater Treatment Plant Improvement project; the project will likely go out to bid in July or August this year. She noted that the Fish Screen project on Icicle River has increased in costs.

Councilmember Neighbors reported that she rode in the Maifest Parade, attended the Festhalle Oversight Committee meeting, and has been quite involved with the Upper Valley Museum Board meetings regarding the move to a new location. She said that the Museum Board is waiting to hear from funding sources to see how they will proceed. She reported on the Parks Committee meeting and stated that the group discussed the scope of work and contract for Holiday on Ice and the replacement of a service club sign with a Bavarian theme. She addressed the recent pool project and confirmed that the surge tank has been repaired. She provided an update on the Enchantment Park project and said that the contractors are putting in the transformer for the new lighting and the drainage and hydroseeding will begin in July. She said that there was also discussion of the problem of after hours use of the parks and how they can discourage that use.

Councilmember Bretz reported that she attended the first Parking Advisory Committee meeting where they elected a chairman and vice-chairman, discussed their mission, and will be meeting once a month. She noted that there will be a special meeting on May 23<sup>rd</sup>, and that they are using the "Parking Strategies" to guide them; they will also break down the suggested strategies to determine the next steps and priorities.

Councilmember Wilson reported that she rode in the Maifest Parade and attended the Parks Committee and Study Session meetings.

## **MAYOR/ADMINISTRATION REPORTS**

Mayor Farivar reported that she attended the Chelan Douglas Transportation Council (CDTC) meeting where the group discussed the corridor study; they will have initial findings in the fall and completion toward the end of the year. She attended the Public Hearing with the Hearing Examiner on the Adventure Park, Parking Advisory Committee meeting, and a meeting with WA State Representative Kim Shrier with Mayors from around the district. The group discussed wild fire and Representative Shrier will be hosting an area wide meeting which is aimed at providing property owners with defensible space. She will also be judging Project Citizen and attending the Cascade High School Dedication on May 21, 2019. On a final note she reported on the Study Session meeting and stated that the Council received an update from the Chamber of Commerce, held a follow-up discussion on Lodging Tax allocations from the Annual Retreat, discussed membership on the Chumstick Wildfire Coalition Board, received a 2018 summary on the activities of the Development Services Department, discussed the Six-Year Transportation Improvement Plan, and held a Council open discussion.

City Administrator Joel Walinski reported that Ms. Kristian Winston was hired into the Water Plant / Wastewater Treatment Plant Utility Worker position and stated her qualifications. He reported on the Festhalle Oversight Committee meeting and shared the accomplishments of the Festhalle Manager, such as organizing a comedy show for the local residents, marketing the facility, and hosting a wedding planning event.

City Attorney Tom Graafstra reported that he attended the Public Hearing with the Hearing Examiner on the Adventure Park.

Finance Director Chantell Steiner reported that the first L.I.D. payment of \$26,000 came due and there is still an outstanding amount due of \$4,500. She addressed the interest payments and how those effect the total amount due. She addressed the City's Annual Report and asked for a City Council volunteer to review the report with her.

Development Services Manager Lilith Vespier reported that the Planning Commission held a Public Hearing on proposed code amendments; those items will be noticed for a Public Hearing before the City Council on the next meeting agenda.

Public Works Director Herb Amick provided an update on the US 2 Crosswalk project and noted that Neppel Electric will be working nights on May 21<sup>st</sup> and 22<sup>nd</sup>. He noted that the City began the Apple Maggot prescribed burn earlier in the day.

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

Duane Goehner, 11670 River Bend Drive, Leavenworth; Mr. Goehner thanked the Council for having a discussion on communication with the community. He addressed peak traffic and stated that he would like to address traffic by today's standards. He stated that he appreciates his conversations with city staff and noted that opposite points of view need to be considered; he is frustrated without dialogue.

Zeke Reister, 508 Ash Street, Leavenworth; Mr. Reister addressed a community meeting. He said that there is a critical need to hear from the people who live here and do business here. He would like all to dialogue at a community meeting. He said that when the Council ran for office, they said that they would listen to their constituents. He addressed the community meeting and a need for a facilitator.

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

### **1. Leavenworth Community Farmers Market Special Use Permit Noise Variance**

City Administrator Joel Walinski stated that the City Council motioned to continue the Leavenworth Community Farmers Market Special Use Permit Noise Variance to the May 14, 2019 City Council meeting, due to safety concerns regarding additional noise levels and the use of the pool during the Farmers Market season. He confirmed that pool manager Kelley Lemons and City Councilmember Sharon Waters met with the Farmers Market managers to address those safety concerns. He confirmed that the Farmers Market has withdrawn their request for a noise variance and will ensure that the decibel levels from their outdoor entertainment remain below 70, which is similar to last year. He said that no action is required.

### **2. Set Public Hearing Date – Roadway Vacations**

Development Services Manager Lilith Vespier stated that the City Council is being asked to set a Public Hearing for two requests to vacate portions of right-of-way. 1.) Vacation of an undeveloped portion of Summit Street, located between 508 and 510 Birch Street; this request is made pursuant to State Law, which stated that a platted road which remains unopen for public use for a space of five years after the platting shall be vacated. 2.) Vacation of a portion of Woodward Street, located between 289 and 303 Whitman Street. She noted that this second request is incomplete and will not be noticed for Hearing until both property owners submit application. She said that this section of Woodward Street includes a 10' pedestrian easement granted to the City for public use. There was a brief discussion amongst Council regarding the exact locations of both vacation requests.

Councilmember Lundgren motioned to set a Public Hearing on June 11, 2019 at 6:45 PM for consideration of vacating portions of Summit Street and Woodward Street. The motion was seconded by Councilmember Strand and passed unanimously.

### **3. Resolution 06-2019 – Social Media Policies**

Finance Director Chantell Steiner stated that the City Council is being asked to consider approval of Resolution 06-2019 formalizing the approval of social media policies and guidelines for city staff use, best practice guidelines for elected officials and volunteers, and terms and conditions for use by visitors of City social media sites. She added that the resolution was reviewed by the Council at the April 23, 2019 City Council meeting, at which time the Council had requested removal of specific language on Content Removal related to step by step procedures, while retaining the language that allows city staff to remove content when it is in violation of the policy and guidelines.

Duane Goehner, 11670 River Bend Drive, Leavenworth; Mr. Goehner questioned the strike outs in the red-lined document. Councilmember Neighbors explained that the stricken items were not appropriate for the policy; the detailed procedures would likely change often, which would cause the need for a new policy. There was a brief discussion regarding the review process for inappropriate posts. Finance Director Steiner clarified that the City's Facebook page does not allow a visitor to create a post; a visitor may only comment.

Councilmember Neighbors motioned to approve Resolution 06-2019 Social Media Policies and Guidelines. The motion was seconded by Councilmember Waters and passed unanimously.

### **4. Washington Technology Services Agreement for Website Support & Hosting Services**

City Administrator Joel Walinski stated that the City Council is being asked to consider approval of a Service Level Agreement with Washington Technology Services (WaTech) for Website Support and Hosting Services for the City of Leavenworth and Leavenworth Festhalle websites. He said that the services include regular WordPress updates, updates to installed plugins, routine website backups and storage, website hosting and support, and additional technical website additions and/or changes as requested by City staff. He confirmed that the contract cost for the first year is \$6,900, the contract cost for the second year is \$5,100, and the two-year contract is capped at \$15,000.

Duane Goehner, 11670 River Bend Drive, Leavenworth; Mr. Goehner questioned the level of service that would be provided by WATech. Finance Director Steiner clarified that WATech will monitor the back office of the websites and City Staff will provide new content.

Councilmember Bretz motioned to approve and authorizes the Mayor to sign the two-year Washington Technology Services Service Level Agreement for Website Support and Hosting Services for an amount not to exceed \$15,000. The motion was seconded by Councilmember Wilson and passed unanimously.

### **5. Authorization to Proceed - Request for Proposal – Front Street Restrooms**

City Administrator Joel Walinski stated that the City Council is being asked to authorize a Request for Qualifications and Proposal for Architectural Services for the Front Street Restrooms and Stairway Access. He said that the Front Street restrooms expansion or rebuild and the rebuild of the stairway access are the priority project in the Front Street Park Master Plan and Redevelopment project. He confirmed that the Downtown Steering Committee has recommended proceeding with selecting an architectural firm to complete an assessment of the existing facility to determine the correct path of rebuilding or expanding, providing a 30% design schematic, and an estimate of probable costs.

Councilmember Strand motioned to authorize the posting and advertising of the Request for Qualifications/Proposal for the Front Street Park Restroom and Stairway Access Improvement Project. The motion was seconded by Councilmember Bretz and passed unanimously.

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

Mayor Farivar stated that the Joint Mid-Year Meeting with the Planning Commission will take place on June 5, 2019 during the regular Planning Commission meeting.

### **ADJOURNMENT**

Seeing no other business, Councilmember Neighbors motioned to adjourn the May 14, 2019 meeting of the Leavenworth City Council. The motion was seconded by Councilmember Wilson and passed unanimously.

The meeting adjourned at 7:16 PM.


### **APPROVED**



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**Cheryl K. Farivar**  
Mayor

### **ATTEST**



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**Chantell Steiner**  
Finance Director / City Clerk