

## LEAVENWORTH CITY COUNCIL MINUTES

June 23, 2020

Mayor Carl J. Florea called the June 23, 2020 Leavenworth City Council meeting to order at 6:33 PM. This meeting was conducted via Zoom teleconference.

### ROLL CALL

Council Present: Mayor Carl J. Florea, Carolyn Wilson, Mia Bretz, Sharon Waters, Jason Lundgren, Anne Hessburg, and Zeke Reister.

Staff Present: City Administrator Ana Cortez-Steiner, Chantell Steiner, Lilith Vespier, Herb Amick, and Sue Cragun.

Mayor Florea excused Councilmember Clint Strand from the meeting.

### APPROVAL OF THE CONSENT AGENDA

#### Consent Agenda

1. Approval of Agenda
2. Approval of June 9, 2020 Study Session Minutes
3. Approval of June 9, 2020 Regular Meeting Minutes
4. 2020 Claims \$92,101.34
5. Set Public Hearing on Code Inconstencies for July 14, 2020 at 6:45 PM

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

### COUNCILMEMBER AND COMMITTEE REPORTS

Councilmember Wilson reported on the Public Safety Committee meeting and stated that the group received a detailed report from Fire District #3. She provided an update regarding the Hawk System crosswalk in front of City Hall and noted that the lights will be changed to look more like a traffic signal, which is intended to keep traffic moving. She noted that Governor Inslee has mandated mandatory mask wearing throughout WA State.

Councilmember Bretz reported on the Link Transit Board meeting and stated that bus service is 39% below 2019, although it is up 32% from April this year. She said that there are eight new electric busses in circulation, which saved approximately \$1,300 in diesel costs during the month of May. She noted that the electric busses are performing better than anticipated. She said that the overall transit system has lost less service than all but one system in the State of WA; the largest drops in service were due to the college routes. She confirmed that 85% of services have been restored, Saturday / Sunday service will begin in July, transit is running fare free until shields are installed, and Link has repealed their emergency status. On a final note she stated that Link Transit is running a campaign titled "Stuff the Bus"; the goal is to accumulate 15,000 pounds of food.

Councilmember Waters provided an update on the Greater Leavenworth Museum and confirmed that the new carpet has been installed, the Museum will open on August 1, 2020, and donations are currently being accepted. She said that she attended the Chelan County Board Hearing regarding short term rentals; there was public comment from many people on both sides of the issue. She reported on the Chelan Douglas Health District Board meeting and stated that discussions included COVID testing for

the agricultural community, how to address the Districts plan with the Latinx community, and brainstorming ideas regarding positive feedback for mask wearers. Councilmember Waters also attended the Downtown Steering Committee meeting.

Councilmember Hessburg reported that she attended the Parking Advisory, Public Safety, and Finance Committee meetings. She reported on the Parking Advisory Committee meeting and stated that the group reviewed anchoring specifications for meter pole installation and a work plan, which details all necessary tasks for implementing the paid/timed parking program. She said that installation will begin this fall, following Labor Day weekend. She said that the group also discussed the parking rate structure; proposed rates will be based on the time of year and festival season. She said that the goal is to drive long term parkers to the surface lots. She reported on the Finance Committee meeting and stated that the group addressed new revenue information, reviewed expenditures, investments, and tax and parking revenues. She noted increased revenues, which are better than anticipated a month ago.

Councilmember Reister stated that he attended the Downtown Steering and Housing Committee meetings. He reported on the Housing meeting and stated that Chelan County Commissioner Bob Bugert addressed the group about housing issues that are faced by the City and County alike, as well as short term rental issues. He would like to see Commissioner Bugert attend the Housing Committee meeting regularly, as support from the County is important. He noted that the group also addressed surplus land that is available in the County that may be used for affordable housing. Councilmember Reister stated that he would like to get back to holding longer Committee meetings in order to address all agenda items.

## **MAYOR/ADMINISTRATION REPORTS**

Mayor Florea reported that he met with Chamber of Commerce Executive Director Troy Campbell and is looking forward to working with him and having a great working relationship between the City and Chamber of Commerce. He said that the City employees got together for an all staff meeting to meet City Administrator Ana Cortez-Steiner, which was held outdoors at the Public Works shop. He said that he has provided comment to Chelan County regarding short term rentals and is also working with the County to identify lands within the Cascade School District for affordable housing; there is surplus land in Peshastin and Dryden. He noted that the County has an inventory of all surplus lands that may potentially be used. On a final note, he stated that the County is working on the transfer of development rights to allow some of the farm lands to transfer rights within the cities. He confirmed that Leavenworth would be an interested recipient of any transfer of development rights program in the future; the first official meeting will take place mid-July this year.

City Administrator Ana Cortez-Steiner reported on the Downtown Steering Committee meeting and stated that the group discussed the Front Street Park restroom remodel and agreed to the final design by Rolluda Architects. She said that the group will discuss how to attach costs and funding to the different design components at the next meeting. She said that there was also discussion of the overall Downtown Master Plan; the group addressed the main priorities, and they will revisit the Master Plan at the next meeting to ensure that all priorities are in line. She reported that the Economic Development Committee met with Upper Valley MEND representatives regarding a safe and sound location for their food pantry; the City will continue to work to find options for MEND regarding their use of the City's building, which will be addressed at the July meeting. She said that Holidays on Ice has requested to enter into an agreement for their temporary ice rink in 2020, which is not possible until the County has moved into Phase 3 of the Governor's phased reopening plan. She said that this request will be discussed again in September. On a final note, she addressed photo opportunities with the Mayor and Council for capital improvement projects. She would like to document victories for the City and wishes to begin with a ground breaking to celebrate the temporary repairs at the West Parking Lot on Hwy 2.

Finance Director Chantell Steiner provided an update on the Festhalle Committee transfers. She said that she has transferred \$5,542, which is a total of \$8,155 of the \$20,000 allocated. She confirmed that Parking Revenue over the last weekend was 85% of last year; overall, June is 40% of last year, with one more week and weekend ahead.

Development Services Manager Lilith Vespier reported that the Planning Commission will be addressing the Housing Action Plan at the next meeting. She noted that the online packet includes a community engagement and communications document, which is an outline regarding the types of questions that will be addressed throughout the process. She provided an update regarding residential building permits that have been recently approved.

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

Kirvil Skinnerland, 510 Dempsey Road, Leavenworth. Ms. Skinnerland, on behalf of Residents United for Neighbors (RUN), read a statement to the Council asking for support in their efforts to enact strong regulations to control the location, size, and number of short-term rentals in unincorporated Chelan County, within zip code 98826. She discussed the impacts of short-term rentals on affordable workforce housing, fire concerns and overall increased housing costs. She identified specific tiers that the County is considering and recommendations for allowance of short-term rentals by each tier. She noted that the Chelan County Commissioners will be addressing approval of the tiers on August 4<sup>th</sup>.

### **PRESENTATION: 2019 ANNUAL WATER USE EFFICIENCY REPORT**

Interim Water Plant Supervisor Tracy Valentine presented the 2019 Water Use Efficiency Report and briefly addressed the water quality requirements mandated by the Department of Health and how the Water Department goes about achieving the required results. She touched on water conservation and water production in the City of Leavenworth, the benefits of updating the City's aging water meters, identifying and preventing leaks, and public awareness. She addressed the water loss that has been found and the City's goals in regard to accounting for all of the City's water production. In closing, she stated that the quality of Leavenworth's water is very good.

### **PRESENTATION: CHELAN COUNTY PUD PRESENTATION WITH ANDY WENDELL – CUSTOMER SERVICE MANAGER**

Chelan County PUD Customer Service Manager Andy Wendall provided updates regarding current situations in Leavenworth related to the trees in the City right-of-way, overhead versus underground powerlines, the aesthetics involved and cost sharing strategies, and the Bavarian Substation and associated transmission update. On a final note he addressed the various areas around the City that will be receiving new overhead powerlines, as well as fiber optics. Councilmembers asked for clarification regarding the pros and cons of undergrounding utilities, fire dangers, distribution lines versus transmission lines, and the pole maintenance program.

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

#### **1. Communications & Downtown Coordinator & Community Builder**

City Administrator Ana Cortez-Steiner stated that staff is requesting Council authority to repurpose two pool related positions and to appropriate \$20,000 to cover salaries and expenses. She said that the Pool Manager and Assistant Pool Manager positions were previously hired for the season; staff would like to reclassify those positions for use as Communications Facilitator & Downtown Outreach

Coordinator and Community Builder. She confirmed that the positions are temporary and will end on September 15, 2020. She explained that both positions will dedicate 50% of their time to COVID-19 education downtown and 50% will be used for specific community building projects. She noted that 50% of the funding will come from Lodging Tax Funds and will be submitted for COVID reimbursement; the other 50% will come from the General Fund.

Councilmember Bretz motioned to authorize the reclassification of City of Leavenworth personnel for uses related to COVID-19 education and additional City related functions at a cost of \$20,000. The motion was seconded by Councilmember Lundgren and passed unanimously.

## **2. Professional Services Agreement with Fehr & Peers - Transportation Element Update**

Development Services Manager Lilith Vespier stated that the City Council is being asked to approve a Professional Services Agreement with Fehr & Peers for the Transportation Element Update for an amount not to exceed \$60,000. She added that the work to be completed includes incorporating the 2018 Parking Study, the US 2 Upper Wenatchee Valley Corridor Study, reviewing peak hour traffic and various level of service standards in coordination with an evaluation of the impacts of new and future development, and updating the 20-year Transportation Improvement Plan.

Councilmember Lundgren motioned to approve and authorizes the Mayor to sign the Professional Services Agreement for the Transportation Element update with Fehr & Peers for a not to exceed amount of \$60,000. The motion was seconded by Councilmember Reister and passed unanimously.

## **3. Bond Counsel Services Agreement for Wastewater Treatment Plant Funding**

Finance Director Chantell Steiner stated that the City Council is being asked to approve a modified Agreement for Bond Counsel Services in relation to the Wastewater Treatment Plant / Rural Development Loan funding. She stated that the original agreement pertained to a base fee and fee for issuance of one note; with the addition of new funding from Rural Development, the City anticipates the potential of two separate notes at a cost of \$21,800 for the base fee and \$7,200 per note issuance.

Councilmember Wilson motioned to approve and authorizes the Mayor to sign the Bond Counsel Services Agreement with Foster Garvey. The motion was seconded by Councilmember Waters and passed unanimously.

## **4. Professional Services Agreement with IntegriTech – Parking Meters**

City Administrator Ana Cortez-Steiner stated that the City Council is being asked to approve a Professional Services Agreement with IntegriTech for engineering consulting and coordination for the Parking Meter Installation project for an amount not to exceed \$10,000. She noted that funding will come from parking revenues.

Councilmember Hessburg motioned to approve and authorizes the Mayor to sign a Professional Services Agreement with IntegriTech for a not to exceed amount of \$10,000. The motion was seconded by Councilmember Waters and passed unanimously.

## **5. Professional Services Agreements for Environmental/Appraisal of Osborn Property**

City Administrator Ana Cortez-Steiner stated that Cascade School District has authorized the sale of the former Osborn School property and has asked the City to proceed with items that need to be completed in order to ensure closure of the sale by the end of August 2020.

Administrator Cortez-Steiner addressed a Professional Services Agreement with V Environmental to conduct a Phase One Environmental Site Assessment and review historical development data relative to the site and the adjacent properties to ascertain whether previous land usage may have created an adverse impact. She confirmed that the Agreement will not exceed \$10,866 and funding will come from the General Fund.

Administrator Cortez-Steiner addressed a Professional Services Agreement with ABS Valuation for an appraisal report of the former Osborn Elementary School property that includes information that conforms to Uniform Standards of Professional Appraisal Practice (USPAP) and will include all appropriate approaches to value. She confirmed that the Agreement will not exceed \$6,250 and funding will come from the General Fund. There was discussion of the appraisal process provided by the School District.

Aaron Simon, 328 Tumwater Drive, Leavenworth; Mr. Simon addressed surplusting the school by the previous administration and spoke to the Memorandum of Understanding (MOU), which gave the City the first right of refusal. He went on to address reopening schools in the fall for areas that aren't currently in phase 3 or 4, and stated that the school property will allow for a space to teach, reduce class sizes, and social distance. He is also hopeful that the property will be used as additional green space.

Councilmember Bretz motioned to approve and authorizes the Mayor to sign a Professional Services Agreement with V Environmental for a not to exceed amount of \$10,866. The motion was seconded by Councilmember Hessburg and passed unanimously.

Councilmember Lundgren motioned to approve and authorizes the Mayor to sign a Professional Services Agreement with ABS Valuation for a not to exceed amount of \$6,250. The motion was seconded by Councilmember Hessburg and passed unanimously.

## **6. Authorization to Bid – Whitman Pilot Project**

Public Works Director Herb Amick stated that the City Council is being asked to approve the bid advertisement for the Transportation Improvement Board (TIB) Pavement Pilot Project on Whitman Street – Woodward Street to Evans Street. He said that the project is estimated at \$300,000 and is funded by a \$285,000 TIB grant and a \$15,000 City contribution from the Transportation Benefit District (TBD) funds.

Councilmember Hessburg motioned to approve the advertisement for bid of the Transportation Improvement Board Pavement Pilot Project, Whitman Street. The motion was seconded by Councilmember Wilson and passed unanimously.

## **7. 2019 Annual Report for the City of Leavenworth**

Finance Director Chantell Steiner stated that the City Council is being asked to approve the 2019 Annual Report for the City of Leavenworth. She explained that a separate full review was not incorporated by a second individual due to time constraints related to the COVID-19 crisis. She confirmed that the report was filed online at the WA State Auditor's Office, prior to the deadline, on June 16, 2020.

Councilmember Wilson motioned to approve the 2019 Annual Financial Report for the City of Leavenworth. The motion was seconded by Councilmember Lundgren and passed unanimously.

## 8. Website Redesign

Development Services Manager Lilith Vespier addressed the pending contract with Fallon Technology, Inc. dba 3Sherpas for the redesign of the City of Leavenworth website. She addressed the development stages, timeline to completion, and specific tasks that will take place. She confirmed that the final contract and scope of work will be presented for action at the July 14, 2020 City Council meeting. Councilmember Hessburg briefly detailed the selection process and noted that 3Sherpas is very qualified for this job. It was suggested to install a live webcam in the Council Chambers, in order for the public to have more opportunity to participate in City meetings.

## 9. City Council Meetings Zoom vs. Council Chambers

Mayor Florea asked the Council if they wish to extend the City Council Committee meetings to the one hour time frame and if they would like to resume City meetings in Chambers with social distancing. Councilmembers agreed to maintain the 30-minute Committee Meetings and to consider extending those Committee meetings when agenda items deemed it necessary. Councilmembers were not comfortable returning to Council Chambers for regular meetings at this time.

## INFORMATION ITEMS FOR FUTURE CONSIDERATION

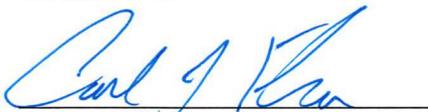
1. Six-year Capital Facility Plan Review – Study Session July 14, 2020
2. Public Hearing on Code Inconsistencies – July 14, 2020 @ 6:45 PM.

## ADJOURNMENT

Seeing no other business, Councilmember Lundgren motioned to adjourn the June 23, 2020 meeting of the Leavenworth City Council. The motion was seconded by Councilmember Waters and passed unanimously.

The meeting adjourned at 9:22 PM.

**APPROVED**



**Carl J. Florea**  
Mayor

**ATTEST**



**Chantell Steiner**  
Finance Director / City Clerk