



City of Leavenworth

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City Council
Carl J. Florea - *Mayor*
Carolyn Wilson
Mia Bretz
Sharon Waters
Clint Strand
Jason Lundgren
Anne Hessburg – *Mayor Pro Tem*
Zeke Reister
Ana Cortez-Steiner - *City Administrator*

MEETINGS VIA ZOOM CONFERENCING July 28, 2020 Pacific Time (US and Canada)

Afternoon Committee Meetings 4:00 – 6:00 PM – The Finance Committee is running for 1 Hour while the remaining 2 Meetings will run for ½ hour each via the same zoom meeting beginning at 4:00 PM; Councilmembers will attend based on their specific assignments.

Join Zoom Meeting

<https://us02web.zoom.us/j/81260252508?pwd=cZPdkg3Qi9sMHpvc0lXUU4zNWROQT09>

Meeting ID: 812 6025 2508

Password: 383003

Regular Evening Meeting Begins at 6:30 PM

Join Zoom Meeting

<https://us02web.zoom.us/j/86461326871?pwd=dEl0cElQMlYxQ0ZlUlplHYWVvWkpRdz09>

Meeting ID: 864 6132 6871

Password: 007752

All Meetings allow for the same dial by your location option using the numbers listed below:

+1 253 215 8782 US

+1 301 715 8592 US

Or Find your local number: <https://us02web.zoom.us/u/kdjS75Yziq>

The City requests that all non-essential visits to City Hall for the Council Meetings be observed. The City Hall Council Chambers will be open for the public that wants to attend the meetings in person; however, social distancing will be required for those that choose to attend. Space may be limited. We encourage all Councilmembers and the public to utilize the zoom meeting feature. Staff will ensure hosting of the access approximately 10 minutes prior to each of the scheduled meetings; no meeting business may be discussed prior to the official opening of the meetings. The public is encouraged to submit written comments prior to the meetings by sending to the City Clerk at financedir@cityofleavenworth.com; comments via email will need to be submitted by no later than 5:00 PM on Monday, July 27, 2020 in order for them to be received and prepared for submission into the record; comments received for the evening meeting will be read aloud as part of the Comments From the Public on Items Not on the Agenda or during the discussion of specific items. If you would like to deliver comments, you may contact City Hall at (509) 548-5275, Extension 123; prior to 1:00 PM on Monday, July 27, 2020 to schedule an appointment for delivery. Comments received through US Mail will be included if they are received prior to the meetings.

LEAVENWORTH CITY COUNCIL AGENDA

Leavenworth City Hall – Council Chambers

July 28, 2020 – 6:30 PM

Call to Order

Roll Call

Consent Agenda

1. Approval of Agenda
2. Approval of July 14, 2020 Study Session Minutes
3. Approval of July 14, 2020 Regular Meeting Minutes
4. 2020 Claims \$273,333.36
5. Resolution 15-2020 Chelan County Comprehensive Emergency Management Plan June 2020 Revision – Adoption and Promulgation
6. Authorization to Send Letter of Support for Residents United for Neighbors to Chelan County Board of Commissioners

Councilmember and Committee Reports

Mayor / Administration Reports

Comments from the Public on Items Not on the Agenda

Resolutions, Ordinances, Orders, and Other Business

7. Action: WaterSMART Grant Agreement
8. Action: Festhalle Funding
9. Action: Authorize Professional Services Agreement with the Center for Creative Land Recycling for Osborn Elementary Visioning

Information Items for Future Consideration

10. Council Retreat - July 31, 2020, 7:00 AM – 3:00 PM via Zoom Conferencing

Adjournment

Council Committees – 4th Tuesday

Housing – 4:00 PM

Public Safety – 4:30 PM

Finance - 5:00 – 6:00 PM

(Next Ordinance is 1617 – Next Resolution is 16-2020)

CONSENT AGENDA

1. City Council Meeting Agenda

This item is included under **TAB 1**.

2. Study Session Minutes – July 14, 2020

This item is included under **TAB 2**.

3. Regular Meeting Minutes – July 14, 2020

This item is included under **TAB 3**.

4. Accounts Payable Report 7/29/2020 - Claims of \$273,333.36

This item is included under **TAB 4**.

5. Resolution 15-2020 Chelan County Comprehensive Emergency Management Plan June 2020 Revision – Adoption and Promulgation

The Leavenworth City Council is being asked to approve Resolution 15-2020 – Chelan County Comprehensive Emergency Management Plan (CC CEMP). The Comprehensive Emergency Management Plan is required by law and is the basis for an integrated system of emergency management in Chelan County, in accordance with the requirements of RCW 38.52 and WAC 118. The Basic Plan was reviewed by the Washington State Emergency Management Division as part of the normal five-year revision and review process, to ensure its conformity to applicable regulatory requirements and the standards of Federal or State agencies, and for its usefulness in practice.

This 2020 revision of the CC CEMP represents a substantial shift from previous revisions of the CEMP by aligning to the National Preparedness Goal through the incorporation of common core capabilities. The Basic Plan portion of the CEMP has been reformatted to better address legal requirements, best practices, and planning guidance. This edition of the CEMP also replaces the use of Emergency Support Functions with department / agency focused support annexes and appendixes to provide the most accurate and executable plan for Chelan County. The plan demonstrates the ability of numerous stakeholders to work together to build and sustain core capabilities to assist in achieving a common goal of preparedness. The CEMP is intended as a comprehensive framework for county-wide preparedness in the Prevention, Protection, Mitigation, Response, and Recovery Mission Areas.

The following items are included under **TAB 5**:

- Letter of Request from Sheriff Burnett's Office – 7/16/2020

- Resolution 15-2020
- Chelan County Comprehensive Emergency Management Plan June 2020 Revision
- Leavenworth Public Works – Appendix

6. Authorization to Send Letter of Support for Residents United for Neighbors to Chelan County Board of Commissioners

Resident United for Neighbors (RUN) has requested a letter of support from the City of Leavenworth’s City Council in favor of more stringent County regulations of short-term rentals (STR’s). The Public Works committee reviewed RUN’s letter and discussed its merit. Staff has drafted a letter that, if approved by the Council, will be sent to the Chelan County Board of Commissioners.

The following item is included under **TAB 6:**

- Letter to Chelan County Board of Commissioners

SUPPLEMENTAL CITY COUNCIL MEETING AGENDA

7. WaterSMART Grant Agreement

The City Council is being asked to approve, contingent upon final attorney review, the WaterSMART Grant Draft Agreement for the \$300,000 grant from the Bureau of Reclamation (BOR). At this time, staff has completed working with the grantor on the necessary budget items outlined within the agreement and the environmental review has been completed and approved. The grantor has stated, that although the City has not been provided a Notice to Proceed for the Contractor, that the City may authorize moving forward with the Contractor at their own risk. The City has been notified that the official approval of the Grant Agreement by BOR could take another three to five weeks. Council is being asked to approve this draft agreement now, due to the expediency needed to approve the Contractor to proceed as soon as possible, to ensure that the bid proposal is honored in a timely manner by both the City and the Contractor. The Contractor agreement is currently under review with the City Attorney and will be presented to the Council at the August 11, 2020 City Council meeting.

The following item is included under **TAB 7:**

- WaterSMART Grant Draft Agreement
 - **MOTION:** *The Leavenworth City Council moves to approve and authorizes the Mayor to sign the WaterSMART Grant Agreement contingent upon final attorney review.*

8. Festhalle Funding

The City Council reviewed the need to consider an additional direct transfer to the Festhalle Fund at the May 12, 2020 City Council Study Session due to the recent cancellations of events at the

facility from the COVID-19 Pandemic. The Council discussed the options of a direct transfer to be utilized, as needed, on a monthly basis versus a temporary loan. The Council subsequently approved a \$20,000 additional transfer on May 26, 2020 (note: the Festhalle Budget includes a yearly transfer of \$20,000 to assist in payment of the maintenance of the city owned facility for elevators, HVAC, and minor other maintenance needs). Finance Director Steiner has been providing bi-weekly updates on the status of the additional \$20,000 in funding; those dollars were fully expended via reimbursements and operational costs as of mid-July, which included nearly \$10,000 in refunds being provided to Projekt Bayern for the cancellation of Oktoberfest.

The current deficit status of the fund in July is -\$4,849.58. For the upcoming July 28, 2020 check run, the City will be issuing refunds of \$2,109.03 and has incurred expenses totaling \$5,125.42 for a grand total deficit of -\$12,084.03. Unfortunately, the facility had an HVAC issue that was invoiced for approximately \$3,000. The Council is being asked to approve an additional \$30,000 at this time to reduce the amount of processing needed to provide more funding as it becomes necessary over the next several months; biweekly updates will continue to be provided.

Revenues for future events remains booked at a total due to the City of \$52,285.51; for these future events, the City has acquired a total of \$3,786.30 that could eventually need to be refunded if those events are cancelled.

The following item is included under **TAB 8:**

- Festhalle Fund July Status as Projected through Wednesday, July 29, 2020
 - **MOTION:** *The Leavenworth City Council moves to authorize a budget amendment to include a second COVID-19 related direct transfer in the amount of \$30,000 from the General Fund to the Festhalle Fund for a total yearly transfer to date of \$70,000.*

9. Authorize Contract with Center For Creative Land Recycling

Staff requests Council direction to enter into a contract not to exceed \$19,000 with the Center for Creative Land Recycling (CCLR) for process design and facilitation of a community visioning process leading to desirable uses for Osborn Elementary if the City purchases the parcel from the Cascade School District. The City was invited to join CCLR as a regional partner. CCLR seeks partners in the West Coast with funding provided by the Environmental Protection Agency (EPA). Staff described the project to CCLR in June and quickly gained their interest in forming a partnership. This proposed relationship with CCLR brings tangible benefits:

- Discounted costs for visioning. CCLR is using an \$8,000 grant to reduce the cost of the visioning process.
- Access to national resources including EPA's Targeted Brownfields Assessment – The City was officially invited to participate in the TBA on July 5, 2020 through CCLR's sponsorship. TBA is picking up the costs of the Phase 1 ESA and may also pick up costs for a Phase 2.
- Potential leverage of State resources through Commerce and Ecology.
- Access to national best practices and models.

The total cost for the visioning process including a market analysis is \$27,000. CCLR is contributing \$8,000 from its national grants to decrease the cost to the City to \$19,000. It is important to point out that the City and CCLR continue working with EPA, Commerce, and other partners to identify additional funding to decrease costs to the City.

The following item is included under **TAB 9**:

- Professional Services Agreement with Scope of Work
 - **MOTION:** *The Leavenworth City Council moves to approve and authorize the Mayor to the Professional Services Agreement with The Center for Creative Land Recycling for a not to exceed amount of \$19,000.*

10. Council Retreat – July 31, 2020, 7:00 AM – 3:00 PM via Zoom Conferencing

This item is included under **TAB 10**.