

LEAVENWORTH CITY COUNCIL MINUTES

July 28, 2020

Mayor Carl J. Florea called the July 28, 2020 Leavenworth City Council meeting to order at 6:30 PM. This meeting was conducted via Zoom teleconference.

ROLL CALL

Council Present: Mayor Carl J. Florea, Carolyn Wilson, Mia Bretz, Sharon Waters, Clint Strand, 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 Jason Lundgren from the meeting.

APPROVAL OF THE CONSENT AGENDA

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 – moved to Resolutions, Ordinances, Orders, and Other Business.

Councilmember Waters asked to clarify two comments from the July 14, 2020 Regular Meeting Minutes.

Councilmember Reister motioned to amend the consent agenda and move item number 6 to Resolutions, Ordinances, Order, and Other Business on the main agenda. The motion was seconded by Councilmember Wilson and passed unanimously.

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

COUNCILMEMBER AND COMMITTEE REPORTS

Councilmember Wilson reported that she attended the Public Safety Committee meeting.

Councilmember Bretz reported on the Link Transit Board meeting and stated that Link will be fare free for the remainder of the calendar year 2020. She said that the Governor's mask mandate has been implemented for all employees and customers. She noted that the electric busses are performing well and the operations have increased 102.5% since prior to COVID; some routes were closed and have not resumed service, although new services have been implemented during the same time period.

Councilmember Strand reported on the Public Safety Committee meeting and stated that the group received a report from Pacific Security with regard to the downtown street closure; they are ensuring compliance with the Governor's mask mandate, and signage and education have reduced the numbers of alcohol related complaints. He said that Chelan County Sheriff's Sergeant Lawrence reported that an individual was arrested for six counts of assault in the first degree. He said that Fire District #3 Deputy Chief Nalle provided a report and stated that two firefighters have been relocated, two firefighters have tested positive for COVID-19, and that the current fire danger is high. He added that the Fire District has received a \$12,000 Ready, Set, Go Grant for fuel reductions on Rattle Snake Hill. He then reported on the Finance Committee meeting and stated that revenues are down, although not as much as previously anticipated; Retail Sales Tax was at 78% in May and Lodging Tax was at 47%.

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 Committee reviewed the work plan and finalized a job description for a Parking Code Enforcement Officer, which will be filled in August; the job will focus on parking enforcement and work with City Staff on code enforcement, which is essential to the paid and timed parking program. She noted that the new position will be funded by the parking program. She added that the Committee finalized the parking rates for on street and surface lot parking; the next step will be to take that information to the community for feedback. The Committee also worked on the Residential Zone Parking Program.

Councilmember Reister reported that he attended the Downtown Steering and Housing Committee meetings. He reported on the Housing Committee and stated that the group received an update on the Housing Action Plan; the Committee is concerned with engaging the community and have suggested holding a workshop/open house at the Festhalle in September, following social distancing and group numbers as allowed by the Governor's mandate. He said that the Committee also reviewed a housing affordability plan from Seattle, which is mandatory, and will provide affordable housing units; there is also a payment option, which will pay into a fund that will allow the City to build affordable housing at a later time.

MAYOR/ADMINISTRATION REPORTS

Mayor Carl Florea reported that the downtown closure of Front Street has increased to 7 days a week, which helps to keep the community safe by allowing for social distancing. He noted that due to the current unstable situation, with regard to COVID-19, the City has been working quickly to implement these current processes, that are a work in progress. He added that staff is meeting weekly with members of the Chamber of Commerce, business community, and stakeholders, in order to work out as many concerns as possible and to be responsive to the community's needs.

City Administrator Ana Cortez-Steiner reported on the downtown street closure and addressed a map that details delivery parking locations. She said that staff has been in communication with many of the delivery companies and that the City is working with Pacific Security on enforcement, which will begin with warnings. She noted that there are concerns of the few who are not adhering to the current parking strategy. She confirmed that Front Street will be open to delivery drivers from 7:00 AM - 10:00 AM.

Finance Director Chantell Steiner stated that the Council will receive their packets for the City Council Annual Retreat on the following day.

Development Services Manager Lilith Vespier reported that the next Planning Commission meeting will be held on August 5, 2020 via Zoom Conferencing and at City Hall on a limited basis. She said that there will be discussion on housing and the district use chart, regarding commercial uses. There was discussion about the Housing Action Plan and community engagement at the September meeting. Ms. Vespier noted that she will work with the Planning Commission to formalize the meeting date while still fulfilling grant deadlines. There were suggestions of how to use the Festhalle, while still maintaining the Governor's mandates on gathering sizes and social distancing. She asked that the Council share the date with the community once established. On a final note, she noted that the Housing Action Plan, Transportation Plan update, and Shoreline Master Plan update pages have been added to the City's website.

COMMENTS FROM THE PUBLIC ON ITEMS NOT ON THE AGENDA

Mr. Duane Goehner stated that he will help share upcoming community workshops on his Facebook page. He also said that he sent a comment on the draft short term rental letter.

RESOLUTIONS, ORDINANCES, ORDERS, AND OTHER BUSINESS

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

Councilmember Wilson motioned to authorize staff to send a letter of support for Residents United for Neighbors to the Chelan County Board of Commissioners. The motion was seconded by Councilmember Hessburg.

Councilmember Reister addressed the draft letter and stated that he would like to add Tier 3 restriction to commercial zones, limitations to numbers of occupants, and additional history on the City of Leavenworth managing short term rentals since the 1980's. Councilmember Hessburg addressed maximum occupancy and noted that occupancy limitations should be based on the Chelan County code requirements for septic systems, which is based on the number of bedrooms in a home; two persons per bedroom. Councilmember Hessburg will provide the paragraph to be included in the letter. Councilmember Waters noted her reluctance to sign a letter of support to a letter that has not yet been completed.

Councilmember Wilson motioned to withdraw her original motion. There were no objections.

Councilmember Reister motioned to amend the letter to include the stated changes and a paragraph written by Councilmember Hessburg. The motion was seconded by Councilmember Wilson and passed 5/1 with Councilmember Waters abstaining.

7. WaterSMART Grant Agreement

Finance Director Chantell Steiner stated that the City Council is being asked to approve the WaterSMART Grant Draft Agreement for \$300,000 from the Bureau of Reclamation, contingent upon final attorney review. She briefly explained the process of working with the Bureau of

Reclamation and working through their processes; she noted that changes to the agreement are likely to be made in the future but will not be substantial changes for further consideration. Mayor Florea added that the City feels comfortable about moving ahead with the paperwork.

Councilmember Wilson motioned to approve and authorizes the Mayor to sign the WaterSMART Grant Agreement contingent upon final attorney review. The motion was seconded by Councilmember Hessburg and passed unanimously.

8. Festhalle Funding

Finance Director Chantell Steiner stated that the Festhalle has expended the \$20,000 recently approved by the Council and transferred to the Festhalle Fund. She noted the refunds and expenses that have occurred as a result of the Governor's restrictions on large event gatherings during the COVID-19 crisis. She requested an additional \$30,000, which is necessary to maintain the Festhalle Fund. She detailed recent and estimated expenditures for the remainder of the year. There was discussion of drafting a policy to address reservations during COVID-19, in order to limit expenses. City Administrator Cortez-Steiner will draft options for the Council's consideration. Mayor Florea noted that staff is hopeful that the Festhalle will reopen. There was discussion of Festhalle restrooms being open to the public, which proved more cost effective than renting portables. On a final note, there was discussion of grant funding that may be available from Chelan County, CDBG, and FEMA.

Councilmember Bretz motioned 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. The motion was seconded by Councilmember Waters and passed unanimously.

9. Authorize Contract with Center For Creative Land Recycling

City Administrator Cortez-Steiner spoke to moving forward with the former Osborn Elementary School site and options that may be considered by the Council. She said that the City wishes to participate in a community visioning process for the site and would like to contract with the Center for Creative Land Recycling (CCLR), a nonprofit group who will facilitate that process. She shared a video that explains how CCLR works to find the best use for available land. She also noted the financial incentives in working with CCLR; building this relationship will benefit the City on a State and Federal level to help with future projects. She addressed the scope of work and community process that will take place via Zoom Conferencing.

Councilmember Waters noted her concern and stated that the taxpayers would like to see a park/green space and that she will honor what the community wants; the vision should come from the community. She added that all taxpayers in the Cascade School District are "stakeholders". She addressed the group, "Parks for People" and would prefer to work with that organization on the Osborn site. Councilmember Bretz noted that she doesn't feel that the current project and CCLR are a good match. Mayor Florea stated that CCLR would facilitate the visioning process by letting the community tell the City what they wish to see in that space. He reiterated that there will be a thorough public process with regard to the Osborn site. Councilmember Strand agreed and feels that the community wishes to maintain a green space in that location. Councilmember Hessburg noted that the agreement is about an organization who's forte is facilitating

redevelopment concepts with the community, in order to meet the community's needs and desires for the property. She would like to move forward with the agreement. Councilmember Wilson agrees that CCLR is merely providing a visioning process with the community; the City and community will make the final decision. Administrator Cortez-Steiner noted that CCLR is a national intermediary with access to funding; if the visioning process determines that it should be an open space, the partnership can provide access to funding for additional concerns that may arise during the process. She reiterated that the final decision will be up to the community.

CCLR Representative Mr. Ignacio Dayrit addressed the Council and explained the unbiased approach utilized by the organization. He explained how the facilitation process works, different projects the organization has worked on, and how additional funding is acquired. There was discussion of cost increases due to changes in the scope of work. Councilmembers agreed that it is vital to include the community in the public process from the beginning.

Councilmember Bretz motioned to table item number 9 to a date certain of August 11, 2020. The motion was seconded by Councilmember Waters and passed 5-1 with Councilmember Wilson opposed.

INFORMATION ITEMS FOR FUTURE CONSIDERATION

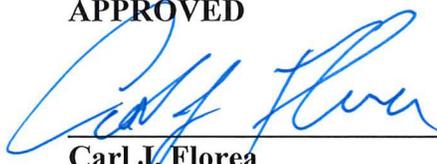
10. Council Retreat - July 31, 2020, 7:00 AM – 3:00 PM via Zoom Conferencing.

ADJOURNMENT

Seeing no other business, Councilmember Waters motioned to adjourn the July 28, 2020 meeting of the Leavenworth City Council. The motion was seconded by Councilmember Hessburg and passed unanimously.

The meeting adjourned at 9:04 PM.

APPROVED



Carl J. Florea
Mayor

ATTEST



Chantell Steiner
Finance Director / City Clerk