

Festhalle Oversight Committee

City of Leavenworth
City Hall Council Chambers
10:00 AM - 11:00 AM
September 14, 2020

Join Zoom Meeting

<https://us02web.zoom.us/j/87906827044?pwd=TGc4bUZLL3BtV0w0OWxocmxSUFZyZz09>

Meeting ID: 879 0682 7044

Password: 719072

Dial by your location

+1 253 215 8782 US

Carolyn Wilson – <i>Council</i>
Sharon Waters – <i>Council</i>
Zeke Reister – <i>Council</i>
Margaret Neighbors – <i>Community</i>
Karl Ruether – <i>Community</i>
Steve Scott – <i>Community</i>
Ana Cortez-Steiner - <i>Chair</i>

Agenda Items:

1. Approval of the August 10, 2020 Minutes
2. Manager's Update
 - a. New Management
 - b. Open for Weekends
 - c. Cancellation Update
 - d. Facility Updates
 - i. Front Curtain – *on hold*
 - ii. Lobby Spotlights – *on hold*
 - iii. Water Bottle Filling Station – *On hold*
3. Cancel October 12, 2020 Festhalle Oversight Committee Meeting
4. Discussion: Upcoming Committee Meeting Schedule
5. Adjourn

Manager's Report

August 2020

1. New Management
 - a. Josh's contract with the city mutually ended at the end of August and effective September 1st is the start of a new contract with Mike under Roots Management Company.
 - b. Win-Win-Win for everyone. The City gets to keep Mike's continuity with clients and long term stability, while saving money during the pandemic. With Josh moving to Idaho, he has less things tied up in Washington, and I get to keep doing what I'm doing here at the Festhalle, something I've enjoyed immensely the past few years.
 - c. Services Overview
 - 1.c.i. Mike will continue to manage the Festhalle through the pandemic at a reduced rate from what we were paying Josh's company.
 - 1.c.ii. Mike is personally cleaning the Festhalle on a weekly basis
 - 1.c.iii. Keeping the Festhalle open to the public for restroom use on Saturdays from 11am to 4pm.
2. Open for Weekends
 - a. Restrooms will remain open through the fall and winter on Saturdays only.
3. Cancellations Update
 - a. Ski Swap is a maybe still. They are trying to secure an outdoor location, but I'm working with Renea Roberts on how it could potentially happen at the Festhalle. It would need to operate like how retail stores are open currently – 25% capacity, socially distanced, etc.
 - b. Christmas Lighting ceremonies were officially cancelled, I'm working with Morgan from the chamber to figure out if they still want to retain their weekend rentals of the Festhalle or not.
4. Facility Updates – all on hold for now
 - a. Front Curtain – *on hold*
 - b. Lobby Spotlights – *on hold*
 - c. Water Bottle Filling Station – *On hold*

Festhalle Oversight Committee

City of Leavenworth
City Hall Council Chambers - Zoom Conferencing
10:00 AM - 11:30 AM
August 10, 2020

Minutes:

CONVENE: 10:05

ADJOURN: 11:10

Participants: Carolyn Wilson, Sharon Waters, Margaret Neighbors, Josh Flickner, Mike Hartnell, Carl Florea, Ana Cortez.

1. Minutes from 7/13/20 were accepted as submitted. 1st- Carolyn and 2nd – Margaret
2. Josh provided update based on his written Manager's Report. He elaborated to indicate that the weekend use of the bathrooms serves as a marketing tool for the venue as visitors learn about the facility. Josh also indicated that we have \$2,750 in deposits that will have to be reimbursed if the Festhalle shuts down.
3. The group discussed three options for operating the venue:
 - a. Status Quo- the council has asked for options to reduce the costs of running the venue. In addition, Josh indicated to the committee his intentions to relocate out of Washington and therefore his need to cancel his contract with the city. Currently operations cost \$3,600 to \$6,500/month.
 - b. Middle of the Road- Josh recommended extending a contract to Mike Hartnell for a limited scope including COVID 10 related tasks. This option would cost \$1,500/month.
 - c. Complete shutdown - to eliminate all operating costs the venue could close completely until further notice.

Discussion on this topic included how Mike would be brought on board (employee vs. contractor), use of the bathrooms, insurance requirements for consultants, contract language. At the conclusion of the discussion, the group agreed to recommend to the council the middle of the road approach. The group also agreed to the following next steps:

- o Present recommendation to Council on 8/11/2020
- o Staff to send written notice to Josh concluding the contract on 8/12/2020
- o Staff to prepare procurement documents to justify Mike's hiring on 8/13/2020
- o Staff to develop a preliminary scope of work for Mike by 8/17/2020
- o Execute contract with Mike by 8/27/2020