

LEAVENWORTH CITY COUNCIL MINUTES

October 8, 2019

Mayor Cheryl Kelley Farivar called the October 8, 2019 Leavenworth City Council meeting to order at 6:30 PM and Councilmember Margaret Neighbors 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.

APPROVAL OF THE CONSENT AGENDA

Consent Agenda

1. Approval of Agenda
2. Approval of September 24, 2019 Regular Meeting Minutes
3. September 2019 Payroll \$267,080.88
4. 2019 Claims \$303,971.16
5. PRSA Voucher Request \$18,000.00

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

Chelan County Sheriff Sergeant Scott Lawrence reported on the current Sheriff Report for the month of August and provided information on the calls for service that have taken place around the City of Leavenworth and nearby surrounding areas. He stated the numbers of incidents, citations, traffic accidents, alarm calls, and arrests and compared those to the prior month of July. There was discussion of the numbers of incidents in comparison to the rest of the year and last year.

COUNCILMEMBER AND COMMITTEE REPORTS

Councilmember Lundgren reported that he attended the Public Works Committee meeting and was unable to attend the Economic Development Committee meeting.

Councilmember Waters reported on the Public Works Committee meeting and stated that the group discussed Safe Routes to School with regard to snow removal and Leavenworth streets in need of sidewalks. She confirmed that the interviews for the Solid Waste Assessment Proposals will take place on October 10, 2019. She stated that the Downtown Steering Committee has recommended a pilot program using the Big Belly garbage receptacles; 10 units will be placed downtown from April through the end of summer. She said that the group also discussed the Pine Street Beautification project and noted that the deadline for tree and shrub requests is due by Friday, October 18, 2019. On a final note she reported that she attended the Royal Bavarian Banquet and was pleased with the friendly nature of the attendees.

Councilmember Neighbors reported on the Economic Development Committee meeting and stated that the group discussed Lodging Tax allocations; the Council will review modified versions of the grant applications at the next Council meeting and the Committee will be working on developing criteria for partnership funding soon. She said that the City is applying for a Chelan County Lodging Tax Grant that will be used for message boards, parking lot lighting, or the Festhalle elevator. She said that the Chelan Douglas Regional Port is now an official entity; they are requesting that the cities provide their top four infrastructure projects that focus on economic development. These will be considered and reviewed at the next Economic Development meeting. She noted that the Port is also looking to develop contractual agreements with their partner entities. She then reported on the Parks Committee meeting and stated that the Waterfront Park restrooms have been completed and are now open; the restroom will close on November 1st through the winter. She said that the Osborn School property is not on the School Board Agenda; Administrator Walinski will follow up. She said that there was further discussion on the tree removal/replacement along Highway 2 and 2020 Special Use Permits for tubing companies. She said that the Pool Resurfacing project has been delayed, due to the weather, and will be completed prior to opening the pool next year, Holiday on Ice begins site work on October 15th, and the Upper Valley Museum is holding an Open House at the Nutcracker Museum on October 16, 2019.

Councilmember Bretz reported on the Link Transit Board meeting and stated that Link Staff is planning for the expanded services that are being provided with the voter approved Levy; the first \$.01 will go into effect in 2020 and the second \$.01 will go into effect the following year. She said that the Board approved the hiring of planners and additional staff that is necessary to carry out the expanded services; the Board also approved the re-establishment of a Link Transit Citizen Advisory Council and there was discussion of a change to the Board meeting dates. On a final note she addressed the presentation on mobility, which is support for people to learn how to ride the bus, which helps to make the system more efficient.

Councilmember Wilson reported that she attended the Parks Committee meeting and Study Session.

MAYOR/ADMINISTRATION REPORTS

Mayor Farivar reported on the Study Session meeting and stated that the Council received a report from the Chamber of Commerce, reviewed the 2017-2018 Accountability and Financial Statement Audit Reports, reviewed the Lodging Tax Funding Program Forms, received updates on the Water System Capital Improvements and the Wastewater Treatment plant, reviewed the rates and fees for 2020, reviewed the 2019 Annual Objective & Project Tracking and future Council agenda items, provided recommendations for the quarterly City Newsletter, and had an open discussion with the Council. She addressed the recent Pine Street Ribbon Cutting and presented a plaque that the City received from the Transportation Improvement Board for the completion of the Pine Street Reconstruction project. She said that she also attended the Autumn Leaf and Oktoberfest Parades and tapped the keg at Oktoberfest.

City Attorney Tom Graafstra provided an update on the Adventure Park case that is taking place at Chelan County Superior Court and noted that the City has filed its response and that there will be a reply brief due at the end of the month. He confirmed that the hearing date is set for November 6, 2019 at 1:00 PM at Chelan County Superior Court with Judge Brandt; the hearing is a closed record hearing that is open to the public.

Development Services Manager Lilith Vespier reported that the Hearing Examiner approved the Jennie Jo Blue Bed & Breakfast with conditions. She went on to report on the recent permitting activity that has taken place in the Development Services Department.

COMMENTS FROM THE PUBLIC ON ITEMS NOT ON THE AGENDA

Scott Bradshaw, 238 Birch Street, Leavenworth; Mr. Bradshaw, on behalf of the Royal Bavarians, thanked the City and Public Works Staff for the work that took place in preparing the City for the recent Autumn Leaf Festival. He also commended the Park Staff for their work in maintaining the Rose Garden in front of City Hall. He said that he has received multiple compliments on the look of the Rose Garden and that it made a great impression on the Portland Rose Society.

Mike Cecka, 510 Birch Street, Leavenworth; Mr. Cecka stated that he provided a letter to the Mayor and Council that states his concern with the noise level over the first weekend of Oktoberfest. He said that the noise was louder than ever and that it is unacceptable that he can't keep the sound out of his home. He would like the volume to be turned down or have the group use an acoustic barrier. He stated that his next concern is with a 6-foot fence that has been constructed in the front yard of his neighbor across the street from his home. He said that the visual affect is atrocious and noted the multiple public safety concerns regarding the obstructed view. There was a brief discussion regarding enforcement of the noise ordinance.

RESOLUTIONS, ORDINANCES, ORDERS, AND OTHER BUSINESS

1. Ordinance 1599 – Wastewater Facility Construction Interim Financing

Finance Director Chantell Steiner stated that the City Council is being asked to approve Ordinance 1599 that authorizes the interim bank financing for construction purposes related to the Wastewater Treatment Plant Facility Project. She explained the reason for the interim financing and the USDA Rural Development Loan requirements regarding payment to contractors while awaiting reimbursement near the end of the project. She confirmed that the financing has an interest rate of 2.95% and explained the authorization process that is necessary in order to draw on the funds. There was a brief discussion on how the loan will be repaid through water rates.

Councilmember Wilson motioned to adopt Ordinance No. 1599 authorizing the use of construction interim financing for the Wastewater Treatment Plant Project. The motion was seconded by Councilmember Strand and passed unanimously.

2. Fish Screen Funding

City Administrator Joel Walinski stated that the City Council is being asked to provide additional funding for the replacement of the City's Water Intake Screen on Icicle Creek. He addressed the timeline of the project to date and stated that the City has previously stated commitment of \$40,000 in funding to cover the cost of the City requested improvements. He said that WA Fish & Wildlife is requesting that the City provide an additional \$200,000 in funding for the \$900,100 project, as the majority of the funding for the project has been obtained. He noted that the Water Meter Replacement project is the City's first priority and that the Fish Screen project is lower in the City's priorities; although, both have been included in the base package of projects of the Icicle Work Group. He noted that the project does benefit the City and does to open up that habitat on the upper Icicle Creek. He said that the Administration is recommending that funding be allocated to the Fish Screen Project on the condition that the funding will only be provided if the City

receives an equal or greater amount of funding from an outside funding source for the Water Meter project; outside funding must be received by January 1, 2020.

Councilmember Bretz motioned to approve the allocation of Two Hundred and Forty Thousand dollars (\$240,000) for the Fish Screen Improvement Project, with the condition that the funding will only be made available if the City receives an equal or greater amount of funding for the City's Water Meter Replacement Project from a funding agency on or before January 1, 2020. The motion was seconded by Councilmember Lundgren and passed unanimously.

3. Wastewater Lift Station Pump Replacement

Public Works Director Herb Amick stated that the City Council is being asked to authorize exemption from competitive bidding for the purchase of a replacement pump for the Enchantment Park Wastewater Lift Station. He explained that the pump was initially purchased through the competitive bid process, and replacing with a like item through the same company will eliminate the need for possible modifications that would likely be necessary if the replacement pump were to come from a different manufacturer.

Director Amick stated that the City Council is also being asked to authorize the expenditure of \$12,574.40, including sales tax, for the purchase of a new pump from Whitney Equipment Company, Inc. He noted that the existing pump has been assessed for repair/rebuild at a cost of \$11,128; it has been recommended that the City purchase and replace with a new pump. On a final note he stated that the lift station has been operating without a back-up redundancy pump and should be replaced as soon as feasibly possible.

Councilmember Neighbors motioned to approve Resolution 15-2019 Sole Source Vendor. The motion was seconded by Councilmember Wilson and passed unanimously.

Councilmember Strand motioned to authorize the purchase of a Wastewater Lift Station replacement pump, NP488-4 10/460/3 50' FM FLS FV, in the amount of \$12,574.40 including Washington State Sales Tax. The motion was seconded by Councilmember Waters and passed unanimously.

4. Resolution 16-2019 Six-Year Transportation Improvement Plan

City Administrator Joel Walinski stated that the City Council is being asked to authorize Resolution 16-2019 amending the 2019 – 2024 Six-Year Transportation Improvement Plan to reflect the change pertaining to planning, design, and funding of the Pine Street Phase II project. He noted that the change reflects the City application with the Chelan Douglas Transportation Council (CDTC) and subsequent award of a grant for a Pine Street Phase II – Transportation Study in the amount of \$105,000 with a City match of \$20,000. He said that the change also reflects the revised estimated project total of \$5,176,861, including the Transportation Study amount. On a final note, he said that projects that have been completed to date have been removed from the amended STIP.

Councilmember Lundgren motioned to approve Resolution 16-2019 revising the 2019 – 2024 Six-Year Transportation Improvement Plan. The motion was seconded by Councilmember Strand and passed unanimously.

5. Pinegrass Street Resurfacing

City Administrator Joel Walinski stated that the City Council is being asked to approve the expenditure of \$19,655 for the partial resurfacing of Pinegrass Street. He said that the work will be completed by KRCI Construction Company and the reimbursement of funds will be made to Jordan McDevitt of McDevitt Land Co. He explained that the road was originally built as a half road, due to the other half being located in Chelan County; at that time, the property owner was not interested in future development of the property. He explained the location of the utilities and the process of cutting the road in order to hook up utilities to service 15 new parcels. He added that it is best to completely resurface the street rather than leave the roadway trenches individually filled with asphalt. He said that the cost of the full overlay is \$35,055 and the cost to McDevitt Land Co. for completing the code required patching would be \$15,400, which leaves the City responsible for the remaining \$19,655. On a final note he cited RCW 35.72 and explained that the City will be providing payment to the property owner. Councilmember Lundgren questioned the timing of the work, as the City is nearing the end of the construction season.

Jordan McDevitt, 11143 North Road, Leavenworth; Mr. McDevitt confirmed that the construction was completed last week, in the hopes that the Council would agree to resurfacing the street.

Scott Bradshaw, 238 Birch Street, Leavenworth; Mr. Bradshaw stated that he is a former Public Works Director and stated that resurfacing the street was the right thing to do, as the road will last longer with the new surface.

Councilmember Waters motioned to approve the expenditure of Nineteen thousand, Six Hundred and Fifty-five dollars for the resurfacing of Pinegrass Street. The motion was seconded by Councilmember Neighbors and passed unanimously.

6. Authorize the Mayor to Sign Letter of Support Department of Commerce Housing Grant

Development Services Manager Lilith Vespier stated that the City Council is being asked to support a Department of Commerce Housing grant that may provide funding for a Housing Action Plan. She noted that the grant funding will be used to hire a consultant to complete a comprehensive Housing Action Plan for the City. She said that the grant has been drafted and is currently being reviewed. She said that the grant is for \$45,800, which will cover the Consultants fee. She explained that the Housing Assessment Study looked at Cascade School District and that the Housing Action Plan will look at the City of Leavenworth, which will provide more detail.

Councilmember Bretz motioned to authorize the Mayor to sign the letter of support as amended for the Department of Commerce Housing Grant. The motion was seconded by Councilmember Wilson and passed unanimously.

7. Authorize the Mayor to Sign Letter of Support Community Planning Assistance Wildfire (CPAW) Grant

Development Services Manager Lilith Vespier stated that the City Council is being asked to support a grant funding request with the Community Planning Assistance for Wildfire (CPAW). She detailed the program and the benefits to the City and noted that CPAW services are not charged to the City, although staff participation is required.

Councilmember Waters motioned to authorize the Mayor to sign the letter of support on behalf of the City Council to participate in the CPAW program. The motion was seconded by Councilmember Lundgren and passed unanimously.

8. Ordinance 1598 – Quarterly Budget Amendment

Finance Director Chantell Steiner stated that the City Council is being asked to adopt Ordinance 1598 Quarterly Budget Amendment, which amends the budget at the fund level. She detailed the adjustment to revenues and expenditures within the General, Transportation Benefit District (TBD), Lodging Tax, Festhalle Civic Center, Pine Street Capital Project, Pool, Water, Sewer, and Stormwater funds.

Councilmember Lundgren motioned to adopt Ordinance 1598 Quarterly Budget Amendment. The motion was seconded by Councilmember Wilson and passed unanimously.

INFORMATION ITEMS FOR FUTURE CONSIDERATION

Mayor Farivar stated that there will be a public hearing on Ad Valorem (Property) Tax and a Biennial Budget Review at the October 22, 2019 City Council meeting at 6:45 PM. She confirmed that the bid opening for the Golf Course parcels will take place on October 15, 2019 at 2:00 PM.

ADJOURNMENT

Seeing no other business, Councilmember Lundgren motioned to adjourn the October 8, 2019 meeting of the Leavenworth City Council. The motion was seconded by Councilmember Strand and passed unanimously.

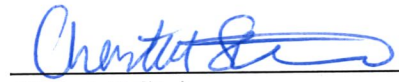
The meeting adjourned at 7:50 PM.

APPROVED



Cheryl K. Farivar
Mayor

ATTEST



Chantell Steiner
Finance Director / City Clerk