

## **LEAVENWORTH CITY COUNCIL MINUTES**

**January 8, 2019**

Mayor Cheryl Kelley Farivar called the January 8, 2019 Leavenworth City Council meeting to order at 6:30 PM and Councilmember Elmer Larsen led the City Council in the Flag Salute.

### **ROLL CALL**

Council Present: Mayor Cheryl K. Farivar, Carolyn Wilson, Mia Bretz, Elmer Larsen, 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 December 11, 2018 Regular Meeting Minutes
3. Approval of December 11, 2018 Study Session Minutes
4. December 2018 Payroll \$214,036.45
5. 2018 Claims \$860,168.96
6. 2019 Claims \$284,791.63

Councilmember Larsen motioned to approve the consent agenda. The motion was seconded by Councilmember Bretz 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 November, 2018 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 October, 2018. He provided a brief report regarding the Christmas Lighting event. He said that the changes to traffic control and additional patrols were received well, with the exception of some minor incidents. Discussion ensued in regard to specific questions by the Council.

### **COUNCILMEMBER AND COMMITTEE REPORTS**

Councilmember Lundgren reported on the Economic Development Committee meeting and stated that the parking pilot program is underway and that Cascade Medical Center is purchasing 25 spaces for its employees. He said that the Committee discussed the DOT Parking Lot, future plans, and they are looking forward to a recommendation from the Parking Stakeholder Group. Discussions also included Lodging Tax allocations and L.I.F.E. (Leavenworth Improvement for Everyone).

Councilmember Waters reported on the Social Walking Program and noted that there are new participants every day.

Councilmember Neighbors attended a joint meeting with the Wenatchee and Leavenworth Upper Valley Museums. She said that the Upper Valley Museum is moving forward with relocation plans.

She said that there were additional discussions regarding the new Special Event Permit Application, which will consolidate the event permitting process; Downtown trash collection and doubling the numbers of available cans downtown; Lions Club Park building dedication and utility cost sharing; renegotiating the Leavenworth Golf Club Lease; and the Request for Quotes for the Surge Tank and Pool Resurfacing project.

Councilmember Larsen reported that there was no Residential Advisory Committee (RAC) meeting in January. He asked the Council for their thoughts or ideas on discussion items that may be of interest to the Committee.

Councilmember Bretz reported on the Link Transit Board meeting and stated that the Board discussed the replacement of 35 busses and the associated grant funding, approval of a new Link logo and looking at rapid transit options for the Wenatchee avenue corridor. She said that the State of Washington is forming an energy committee with regard to electric public transportation and is looking at Link Transit as an example. She then reported on the Public Works Committee meeting and stated that the City is replacing two City vehicles/equipment; the vehicle will be administratively approved, per the recommendation of the Public Works Committee, and those purchases will be forwarded for approval by the Council. The Committee received an update on the grant opportunities for roads and water projects and the upcoming Waste Management transition, which will begin with the first residential pickup taking place on Monday, February 4, 2019. She said that the Pine Street project will be going out to bid in late February / March and that the project is currently at 95% design with ROW acquisition being the focus at this time. She provided an update on the Wastewater Treatment Plant and stated that the engineer is working with the Department of Ecology on recommended changes to reduce future operating costs; there will be a contract amendment with Varela & Associates coming before the Council and plans are to go out to bid in May of this year. There was a brief discussion regarding the new Link Transit Transfer Station at Willkommen Village with the expectation for opening by July.

Councilmember Wilson reported that she enjoyed sharing the welcoming duties each weekend with the Mayor at the recent Christmas Lighting Festival. She thanked Councilmember Lundgren on a recent article that was sent out to the Council on Wildfires.

## **MAYOR/ADMINISTRATION REPORTS**

Mayor Farivar reported on the Study Session meeting and stated that the Council received a report from the Chamber of Commerce, received a presentation on strategic planning from the Chelan County PUD, had a discussion regarding Lodging Tax Fund allocations, discussed the annexation of 1440 Commercial Street, discussed the process of the joint meeting with the Planning Commission and the priority docket items, received an update on the City's water system, had a discussion about upcoming committee assignments and Mayor Pro Tem assignment, and had an open discussion with the Council.

City Administrator Joel Walinski reported that the Pacific Security Contract is expiring soon and that staff will be looking at other companies from the MRSC Roster who provide the same services; this will be reviewed by the Public Safety Committee on January 22, 2019.

City Attorney Tom Graafstra reported that Attorney Emily Guildner will provide "Social Media" training for the Council at the February 12, 2019 Study Session meeting.

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

Mayor Farivar recognized Boy Scout Anthony Villalobos who was in attendance and working on his Citizenship in the Community merit badge. He was in attendance with Scout Master Pete Parish. Mayor Farivar and the Council thanked the two for attending the City Council meeting.

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

### **1. Motion to Elect Mayor Pro Tempore**

Mayor Farivar stated the responsibilities of the Mayor Pro Tem and asked for nominations.

Councilmember Lundgren motioned to nominate and appoint Councilmember Carolyn Wilson as Mayor Pro Tempore. The motion was seconded by Councilmember Strand and passed unanimously.

### **2. Mayor to Reappoint Heidi Forchemer to the Design Review Board –**

Mayor Farivar stated that the City Council is being asked to confirm the Mayoral reappointment of Ms. Heidi Forchemer to the Design Review Board. She recognized the current members and noted that Ms. Forchemer has strong connections to Bavaria and has been a long-term asset to the Design Review Board.

Councilmember Neighbors motioned to confirm the Mayoral reappointment of Heidi Forchemer to the Design Review Board Position No. 6 for a four (4) year term. The motion was seconded by Councilmember Waters and passed unanimously.

### **3. Mayor to Reappoint Committee Members to the Festhalle Oversight Committee**

City Administrator Joel Walinski stated that the City Council is being asked to confirm the Mayoral reappointment of City Council Member Sharon Waters and Leavenworth resident Mr. Steve Scott to the Festhalle Oversight Committee for a term of three (3) years; the second motion is to confirm the reappointment of City Administrator Joel Walinski to the Festhalle Oversight Committee as the Mayor's Representative for a term of one year.

Councilmember Larsen motioned to confirm the Mayoral reappointment of Councilmember Sharon Waters and Mr. Steve Scott to the Festhalle Oversight Committee for a term of three (3) years. The motion was seconded by Councilmember Wilson and passed unanimously.

Councilmember Larsen motioned to confirm the Mayoral reappointment of Mr. Joel Walinski to the Festhalle Oversight Committee for a term of one (1) year. The motion was seconded by Councilmember Waters and passed unanimously.

### **4. Ordinance 1580 – Annexation of 1440 Commercial Street**

Development Services Manager Lilith Vespier stated that the City Council is being asked to approve the annexation of 1440 Commercial Street, which was recently purchased by the City with the intent of expanding the Public Works Facilities. She noted that annexation of municipally owned property, for municipal purposes, is streamlined in State law requiring only a majority vote of the City Council, which is the reason for no public hearing.

Councilmember Bretz motioned to adopt Ordinance 1580 – Annexation of property owned by the City of Leavenworth located at 1440 Commercial Street. The motion was seconded by Councilmember Neighbors and passed unanimously.

## **5. Chelan County Regional Justice Center Contract Amendment**

Finance Director Chantell Steiner stated that the City Council is being asked to approve a one-year amendment to the Interlocal Agreement between Chelan County and the City of Leavenworth for inmate housing in the Chelan County Regional Justice Center. She explained that the previous agreement was based on the average actual costs calculated over a rolling three-year period, times the daily rate, and averaged for a yearly contract price; the new contract amendment is based on the same rolling three-year concept, except it will account for payment based on the average daily population (ADP) times the current daily rate of \$96 per inmate per day times twelve months. She stated that the cost analysis of this change results in a similar total contract cost for one year with a minor reduction to the City from the previous calculation process. She stated that this is being requested by new Director William Larsen and that over the next year staff will be meeting with the County to discuss a future multiyear contract. She noted that beginning with this contract amendment, a \$25 one-time processing fee per inmate will be calculated into the overall contract amount and that this will be based on a one-year look back period from November 2017 to October 2018. Lastly, she confirmed that the annual cost for 2019 will be \$27,337 paid monthly in the amount of \$2,278.08.

Councilmember Lundgren motioned to approve and authorizes the Mayor to sign the 2019 Interlocal Agreement between Chelan County and the City of Leavenworth for the Housing of Inmates in the Chelan County Regional Justice Center. The motion was seconded by Councilmember Larsen and passed unanimously.

## **6. 2019 – 2021 Collective Bargaining Agreement**

City Administrator Joel Walinski stated that the City Council is being asked to approve a new labor union contract with Teamsters Local Union No. 760, which represents the majority of the City of Leavenworth employees. He addressed the salary changes within the contract, the medical coverage increase allowance, and stated that the union membership has reviewed and ratified the proposed contract. The Council briefly discussed the affordability of the current medical plan and the ability to seek other medical programs if costs were to increase dramatically. Administrator Walinski reviewed the City's rights to certain aspects of operating the City including the ability to contract out work such as the upcoming transition with Waste Management.

Councilmember Strand motioned to approve and authorizes the Mayor to sign the 2019 – 2021 Labor Agreement with the Teamsters Local Union #760. The motion was seconded by Councilmember Lundgren and passed unanimously.

## **7. City Attorney Retainer Agreement for 2019**

City Administrator Joel Walinski stated that the City Council is being asked to approve the fourth amendment to the City Attorney Retainer Agreement. He said that the amendment includes an increase in the monthly retainer amount from \$3,700 to \$3,900 and an increase in the hourly rate from \$200 to \$210 per hour. He briefly addressed the City Attorney's responsibility to the City and accomplishments to date. City Attorney Tom Graafstra noted that his firm does their best to keep the legal fees down. He said that he is happy to work for the City and hopes that the Council is pleased with the work that is provided.

Councilmember Wilson motioned to approve the amendment to the City Attorney Retainer Agreement and authorizes the Mayor to sign the agreement. The motion was seconded by Councilmember Waters and passed unanimously.

**8. City Administrator Contract Amendment**

Mayor Farivar stated that the City Council is being asked to approve an Employment Agreement with Joel Walinski for providing professional services as the City Administrator for the City of Leavenworth. She said that Mr. Walinski has been employed with the City of Leavenworth since September 10, 2010 as the City Administrator. She briefly described a list of completed goals and accomplishments that have transpired during his tenure as City Administrator. She said that the new agreement runs through May 31, 2020 and outlines the job duties and responsibilities of the position and the compensation and benefit package; the agreement has been reviewed and approved by the City Attorney as to form. She explained that the agreement reflects the terms and discussion items as reviewed in the Executive Session on December 11, 2018 and as directed by the approved motion of the City Council. Administrator Walinski noted that he is looking forward to coming back and filling the position through May of 2020.

Councilmember Waters motioned to approve and authorizes the Mayor to sign the Employment Agreement with Joel Walinski for employment as City Administrator for the City of Leavenworth. The motion was seconded by Councilmember Lundgren and passed unanimously.

**INFORMATION ITEMS FOR FUTURE CONSIDERATION**

Mayor Farivar noted that the Mayor and Mayor Pro Tempore Committee assignments will be appointed at the January 22, 2019 City Council meeting and that the joint meeting with the Planning Commission will also take place on January 22, 2019. She added that the City Council Retreat will be held on April 12, 2019 at 7:00 AM at the Bavarian Lodge and that the new Study Session start time has been moved to 8:30 AM that will begin in February. Development Services Manager Lilith Vespier noted that on January 9, 2019, the Planning Commission will be holding two public hearings with discussion to follow.

**ADJOURNMENT**

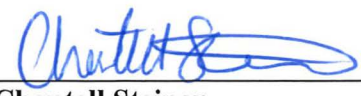
Seeing no other business, Councilmember Larsen motioned to adjourn the January 8, 2019 meeting of the Leavenworth City Council. The motion was seconded by Councilmember Bretz and passed unanimously.

The meeting adjourned at 7:51 PM.

**APPROVED**

  
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**Cheryl K. Farivar**  
Mayor

**ATTEST**

  
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**Chantell Steiner**  
Finance Director / City Clerk