

# LEAVENWORTH CITY COUNCIL STUDY SESSION MINUTES

## January 9, 2018

Mayor Cheryl Kelley Farivar called the January 9, 2018 Study Session to order at 9:00 AM.

Council Present: Mayor Cheryl Kelley Farivar, Carolyn Wilson, Elmer Larsen, Mia Bretz, Margaret Neighbors, Sharon Waters, and Clint Strand.

Staff Present: Joel Walinski, Herb Amick, Nathan Pate and Chantell Steiner.

### 1. Chamber Report

Chamber Director Nancy Smith updated the Council on discussions regarding Christmas Lighting and follow-up discussions with the Residential Advisory Committee on aspects that went well and areas to consider improvements. She then discussed the events scheduled for the upcoming Icefest Festival and reminded the Council of the annual Chamber Board Dinner on February 8, 2018 5:00 PM at the Enzian Hotel. Director Smith noted that the food availability in the Festhalle on Christmas Day was reported as being good with regard to attendance.

### 2. 2015 – 2016 State Auditors Exit Conference

Assistant Audit Manager Dmitriy Turchik and Audit Lead Jeremy Bonner with the Washington State Auditor's Office introduced themselves and provided handouts of the audit reports and exit conference information. Auditor Turchik discussed the purpose of the exit conference noting that Auditor Bonner would discuss the details of the reports. Auditor Bonner reviewed the exit conference information regarding audit highlights, audit scope, financial statement required communications, recommendations not included in the audit reports, which are known as exit items, and concluding comments. Auditor Turchik discussed one of the purposes of the financial report audit is to look at the internal controls over financial reporting that includes ensuring that multiple levels of management and Council are involved in reviewing the financial statements from time to time. Auditor Bonner proceeded to review the results of the financial report noting that the statements present fairly in all aspects without material misstatements. He reviewed the unmodified opinion on the regulatory basis of accounting, due to reporting under cash basis versus GAAP (Generally Accepted Accounting Principles) basis that is acceptable for the cities to use in Washington State. Auditor Bonner reviewed the schedule of uncorrected misstatements that are determined to not be material individually and in the aggregate to the financial statements that includes the posting of \$500 for Petty Cash and reporting additional fund activity for the Transportation Benefit District within the City's financial statements. Auditor Turchik then reviewed the two Exit Items that the City will be able to address through daily processes of administration for ensuring the posting of notes on adjustments in billing and following the disposal of surplus items for all city owned items as identified within the City's Code. He then reviewed the costs of the audit this year that will come in slightly under the budget estimate and the anticipated costs for the next audit cycle for 2017-2018 that will be performed in 2019. Auditor Bonner gave a brief background on the City Council authorizing use of city funds for outside agencies and reminded them that when providing funds to other agencies the Council needs to ensure that the City's residents are receiving the direct benefit of those funds.

### 3. Comprehensive Plan Review

Development Services Manager Nathan Pate began the review of the Comprehensive Plan's Transportation Element and identified the mandatory requirements of the element. Thom Kutrich, P.E. of Pacific Engineering discussed the processes involved with conducting the various transportation studies that are used to provide the necessary data within the Transportation Element. He provided the Council with a handout on how the State identifies traffic analysis and ratings, known as the level of service, for identifying congested intersections within a community. He discussed standard procedures involved by engineers to determine the traffic studies and how there can be minor differences in each engineers' report. He noted that the State standard for determining "average weekday use" is to look specifically at traffic data from Tuesday through Thursday; he added that the City can choose to require developers to conduct studies of weekday versus weekend, if and when they chose to, while realizing that this increases costs of development and is not the normal metric used in traffic studies. Discussion ensued on the details involved with determining average weekday figures and how specific intersections in Leavenworth will be affected by 2028. Manager Pate circulated a current notice from the Department of Transportation noting the crash related data within Leavenworth. He then identified the goals and policies within the Transportation Element and asked the Council to consider any additional suggested changes; no changes were identified. The Council discussed the types of taxes that a City can utilize for transportation improvements including the motor vehicle fuel tax, a Transportation Benefit District, creating impact fees and other voter approved levies.

Manager Pate then began the review of the goals and policies of the Housing Element and asked if there were any questions. He identified the current use of the State's definition regarding affordable housing and that further review will occur through the Planning Commission to consider a more specific definition for Leavenworth. He reminded the Council of the upcoming docket tasks that will look deeper into the Housing Element over the next year. In closing, he noted that there is a minor error within the Land Use Element Map that will be corrected in the future.

#### **4. 2017 End of Year Update on Project Tracking / 2018 Future Council Agenda Items**

City Administrator Joel Walinski reviewed the project tracker for 2017 and informed the Council that the 2018 tracker will be brought forward soon. Council discussed the ADU Setback Reduction that is planned for review in the Planning Commission's 2018 Docket. It was noted that corrections were made by the Council in 2017; however, there is an additional request from one individual within the community for the City to consider additional changes for consideration of setbacks. Although a low priority on the docket, it will be looked at in the future. Public Works Director Herb Amick stated that the Cemetery Kiosk is scheduled for implementation in the spring of 2018.

#### **5. Mayor and Mayor Pro-Tem Committee Assignments and Council Policy, Procedures and Rules of Conduct**

Administrator Walinski and Mayor Farivar reviewed the resolution on the Council's Policies and questioned Council if any changes are needed. The Council confirmed the need to amend the order of business to identify the "Comments from the Public on Items Not on the Agenda" to be incorporated near the beginning of the meeting rather than at the end as the Council has been doing. Council discussed the concept of having detailed Committee Reports during the study session versus the evening meeting to allow for better conduct of the evening meeting; it was

noted that important committee topics could be reiterated at the evening meeting. The Council then reviewed the current Committee assignments and discussed options for changing some of the meetings on the second Tuesday versus the fourth Tuesday as well as considering evening options. Director Steiner noted that Finance, due to deadlines, is the one committee that needs to remain on the fourth Tuesday. Mayor Farivar spoke to the varied impacts to other committees, the Planning Commission and staff when considering different weekdays and/or evening meetings for Committees noting that there appeared to not be a consistent positive adjustment. The Council discussed the current assignments on the City Council and Ad Hoc Committees and reviewed some of the logistics involved with Ad Hoc Committees needing retention of members. Mayor Farivar asked that council members consider what committees they would like to participate on and to get those suggestions/changes to her and the Mayor Pro Tempore who will be appointed this evening.

Councilmember Bretz discussed the idea of having a new committee that would revolve around housing in particular for people that are seeking housing. Mayor Farivar suggested looking at restructuring the Housing Affordability Task Force Committee to simply a Housing Affordability Committee that could morph into a different make-up of members to further what the Task Force's work did by taking the next steps to review and identify a path for implementation for some of the suggestions that will not be addressed by the Planning Commission in 2018.

## **6. Council Vacancy**

Mayor Farivar stated that this item is to discuss the date that the Council would like to set for conducting the interviews of the three applicants that the City received. She noted the past process used for filling the vacancy is the suggested process for this vacancy. The Council discussed conducting the interviews next Tuesday, January 16, 2018 beginning at 6:00 PM.

## **7. Council Open Discussion**

Administrator Walinski and Mayor Farivar reviewed the options for Council to attend an Emergency Management Training and a potential date for all to attend.

Councilmember Larsen updated the Council on his discussions regarding the "leaf kicking" event with the Farmer's Market that he has been working on. He stated that a representative of the Farmer's Market would like to meet with the Council to talk about past and future activities of the Market and uses of the Lyons Club Park facilities. Administrator Walinski will contact them to find out when they would like to come to attend a Park Committee meeting for further discussion.

Councilmember Strand questioned whether there will be an appearance of fairness issue with the upcoming vacancy placement due to past experiences with the candidates. The Council discussed this and noted that there could always be little issues between past candidates and currently elected officials and that this should not be a reason for any elected official to not be allowed to participate in the process.

Councilmember Bretz asked other members if they were interested in going to the City Action Days in Olympia at the end of January as she would like to attend the two-day conference. Members said they would look into it and get back to her.

Study Session adjourned at 12:10 PM.

**APPROVED**



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**Cheryl K. Farivar**  
Mayor

**ATTEST**



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**Chantell Steiner**  
Finance Director/City Clerk