

LEAVENWORTH CITY COUNCIL MINUTES
February 12, 2019

Mayor Cheryl Kelley Farivar called the February 12, 2019 Leavenworth City Council meeting to order at 6:30 PM and Leavenworth Echo Reporter Ms. Kalie Drago led the City Council in the Flag Salute.

ROLL CALL

Council Present: Mayor Cheryl K. Farivar, Mia Bretz, Elmer Larsen, Margaret Neighbors, Sharon Waters, Clint Strand, and Jason Lundgren.

Staff Present: Interim City Administrator Chantell Steiner, Attorney Emily Guildner, Herb Amick, and Sue Cragun.

Mayor Farivar excused Councilmember Carolyn Wilson from the meeting.

APPROVAL OF THE CONSENT AGENDA

Consent Agenda

1. Approval of Agenda
2. Approval of January 22, 2019 Regular Meeting Minutes
3. January 2019 Payroll \$235,571.58
4. 2019 Claims \$177,204.07
5. Set Public Hearing on Cryptocurrency (Bitcoin) for April 9, 2019 @ 6:30 PM

Councilmember Larsen motioned to approve the consent agenda. The motion was seconded by Councilmember Bretz and passed unanimously.

INTRODUCTION: CHELAN COUNTY COMMISSIONER BOB BUGERT

Mayor Farivar stated that Chelan County Commissioner Bob Bugert was unable to attend the meeting, although he will attend an upcoming meeting and deliver a presentation on overnight rentals in the County.

PUBLIC SAFETY REPORT: SERGEANT SCOTT LAWRENCE, LIAISON OFFICER

Chelan County Sheriff Sergeant Scott Lawrence reported on the current Sheriff Report for the month of December 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 November. There was a brief discussion of the high number of offenses as compared to previous months; Sergeant Lawrence noted those offenses to be welfare checks, vehicle accidents, and citizen assist calls. He then clarified the individual felonies and misdemeanors that took place in the city limits.

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 has purchased 25 spaces. He said that the Mayor has set a tentative date of February 28th for the Parking Stakeholder Group meeting. He noted additional discussions such as Lodging Tax Allocations and a pilot ice rink that may be commissioned next year.

Councilmember Waters reported on the Public Works Committee meeting and stated that she was elected Chairman of the Committee. She said that the Committee received an Icicle Work Group Update from Engineer Aaron Schmidt regarding the Trout Unlimited project. The Committee discussed the Crosswalk bid opening taking place on February 15th, received an update on the new residential garbage pickup by Waste Management, and received an update on the status of the Wastewater Treatment Plant (WWTP) upgrade. She noted that the WWTP project is approximately two months behind in getting out to bid.

Councilmember Neighbors reported that she attended the Festhalle Oversight Committee meeting. She reported on the Parks Committee meeting and stated that there will be a "Holiday on Ice" presentation at the March Study Session meeting. She said that the Committee discussed the new Special Event Permit Agreement, the Pool Improvement bid results, and the status of the Enchantment Park Turf Improvement project. She confirmed that the fields will be closed for a full season. There was also a review of the Downtown Master Plan.

Councilmember Larsen reported on the Residential Advisory Committee (RAC) meeting and stated that the group discussed the traffic issues over the Christmas Lighting weekends and noted that there are opportunities for improvement. He said that he is anxious to see the results of the traffic study to see what opportunities the City may see. He said that there was also discussion of not having a specific time when all of the lights are turned on.

Councilmember Bretz reported on the Upper Valley Park & Recreation Service Area (PRSA) Subcommittee meeting and stated that the Subcommittee discussed the creation of a new non-profit group that can work on the community outreach assessment to investigate the idea of a community center; this non-profit could raise money for the study and raise capital for the center. She added that the next PRSA Board meeting is on February 27th. She noted that Councilmember Larsen will be taking her place at the next Link Transit Board meeting. Mayor Farivar asked Councilmember Bretz about her thoughts on Link's proposed sales tax increase request of 0.2%. Councilmember Bretz replied that the Board has not approved the levy request as the Board is currently working on strategic planning; the levy request will likely be on the August or November ballot later this year.

MAYOR/ADMINISTRATION REPORTS

Mayor Farivar reported that she attended the RAC meeting and that she and City Administrator Walinski previously met with County Commissioner Bob Bugert to discuss overnight rentals in Chelan County and the County's interest in reinstating the Boundary Review Board; she gave a brief description of the function of the Board's oversight regarding annexations from the County into cities throughout the County. She stated that all of the cities are against the reinstatement of the Board as it adds more layers of government for annexation approvals and is in conflict with the Memorandum of Understanding. She went on to report on the Study Session meeting and stated that the Council received a report from the Chamber of Commerce, received a presentation

and training on the Social Media Policy, discussed funding for the repair work associated with the Howard Hopkins Memorial Pool, reviewed the current project tracking and upcoming agenda items documents, and discussed topics for the spring Newsletter. She noted that she attended the Festhalle Oversight Committee and stated that Festhalle Manager Josh Flicker has come up with very good ideas for family friendly events at the Festhalle.

Interim City Administrator Chantell Steiner reported on the Festhalle Oversight Committee meeting and stated that the Committee discussed the Festhalle use over the 2018 Christmas Lighting Festival, discussed upcoming events, new staff uniforms, and painting the Festhalle lobby. She noted the upcoming public hearing on cryptocurrency that was listed on the consent agenda.

Attorney Emily Guildner thanked the Mayor and Council for attending her training on the Social Media Policy.

Public Works Director Herb Amick reported that Water Plant / Wastewater Plant Utility Worker Brian Boblenz has tendered his resignation as of the 15th of this month.

COMMENTS FROM THE PUBLIC ON ITEMS NOT ON THE AGENDA

Mayor Farivar recognized Mr. Jose Gonzalez and Mr. Duncan Allen who were in attendance for their "Citizens of Washington in a Contemporary World" class criteria at Cascade High School. Each student introduced themselves and stated their ideas for their upcoming "Project Citizen" volunteer work. Mayor Farivar and the City Council thanked the young men for attending the meeting and the Mayor presented each with a City of Leavenworth lapel pin.

RESOLUTIONS, ORDINANCES, ORDERS, AND OTHER BUSINESS

1. KOA Utility Easement and Final Dedication Acceptance

Public Works Director Herb Amick stated that with the annexation of the Leavenworth Pine Village KOA site on August 28, 2018, there were certain obligations that were specified to be completed within eighteen (18) months of the annexation; 1.) Certification and dedication to the City of fire hydrants; 2.) Dedication and acceptance to the City of the water main system; 3.) Dedication and acceptance to the City of the sewer main system improvements; 4.) Dedication and acceptance of permanent roadway; 5.) Dedication and acceptance of stormwater facilities; 6.) Uses within the annexed property shall utilize City garbage service; 7.) System Development and Buy-In fees to be paid based on the number of equivalent residential units (ERUs) used; and 8.) Provide the City with a bond or other surety as approved by the City in the amount to be determined by engineered cost estimates compliant with LMC 14.14.170; the value of the bond or approved surety shall be equal to at least 150 percent of the estimated cost of the improvement(s) to be performed for improvements completed within a one-year time frame. He confirmed that KOA has provided the final approved as-builts for the Zelt Strasse roadway, utilities, pump station, and water line and that all required improvements have been completed, excluding a small section of sidewalk of which the City has a small retainage check on hand for spring completion. He said that with the completion of the noted items, the City takes jurisdiction of the road, which may be opened to public use, and authorizes release of the surety

bond held by the City. There was a brief discussion of the gravel service road and that it will remain ungated.

Councilmember Lundgren motioned to accept the Utility Easement and improvements for the water lines, lift station, and Zelt Strasse and authorizes the Mayor to sign the Easement and Bills of Sale for the Water Lines, Lift Station, and Zelt Strasse. The motion was seconded by Councilmember Bretz and passed unanimously.

2. Highway 2 Crosswalk Agreement with Department of Transportation

Interim City Administrator Chantell Steiner stated that the City Council is being asked to approve an agreement with the Washington State Department of Transportation (WSDOT) for maintenance of the HAWK crosswalk signal lights and the Rapid Rectangular Flashing Beacon (RRFB) traffic control devices. She addressed the amended agreement, which removed tasks that the City does not perform. There was a brief discussion of the estimated electrical costs to the City, the current solar crosswalk signal being hardwired for electricity when it is relocated to Pine Street, and the grounds for changing the timing of the US Hwy 2 signal lights.

Councilmember Neighbors motioned to approve and authorizes the Mayor to sign Agreement GMB 1151 US 2 Crosswalks with the Department of Transportation subject to final attorney review. The motion was seconded by Councilmember Larsen and passed unanimously.

3. Hopkins Memorial Pool Bid Award

Public Works Director Herb Amick stated that the City Council is being asked to approve and award the Howard Hopkins Memorial Pool Surge Tank Resurfacing / Pool Resurfacing – Fiberglassing Bid to W. M. Smith & Associates, Inc. in the amount of \$183,139.01, which includes Washington State Sales Tax. He confirmed that the bid opening was advertised on the MRSC Public Works Small Works Roster and that three bids were received and opened at 3:00 PM on January 28, 2019, as advertised. He provided a brief background of W.M. Smith & Associates and noted that the company has completed emergency repair work on the City of Leavenworth's pool in the past. There was a brief discussion of the funding sources and Ms. Steiner stated that she will provide those documents with the April budget amendment.

Councilmember Waters motioned to approve and authorizes the Mayor to sign the Howard Hopkins Memorial Pool Surge Tank Resurfacing / Pool Resurfacing – Fiberglassing Bid to W. M. Smith & Associates, Inc. in the amount of \$183,139.01, which includes Washington State Sales Tax. The motion was seconded by Councilmember Strand and passed unanimously.

4. Enchantment Park Turf Improvements

Public Works Director Herb Amick stated that the City Council is being asked to approve and award the Enchantment Park Turf Improvement Bid to Greenshield Systems, LLC in the amount of \$151,746.66, which includes Washington State Sales Tax. He said that Greenshield Systems, LLC is listed on the Washington State approved KCDA (King County Directors Association) list, of which the City of Leavenworth is a member, thus allowing the City to waive the three (3) bid requirement. He provided a brief background of the company and noted that the field drainage and grading work is scheduled to begin in the spring of 2019, as conditions allow, and

completed by the first of September. Councilmember Bretz stated her concern that the sports teams won't be able to use the fields for a season. It was stated that there were meetings and conversations with team representatives and that they were all informed of the field closure. Mayor Farivar confirmed the outreach to the team representatives.

Councilmember Larsen motioned to approve and authorizes the Mayor to sign the Enchantment Park Turf Improvement Bid to Greenshield Systems, LLC in the amount of \$151,746.66, which includes Washington State Sales Tax subject to final attorney review. The motion was seconded by Councilmember Bretz and passed unanimously.

5. Special Use Noise Permit for WSDOT

Public Works Director Herb Amick stated that the City Council is being asked to approve a Special Use Permit (SUP) for the Washington State Department of Transportation (WSDOT) for night time electrical construction work on a WSDOT construction project, which consists of rebuilding existing pedestrian sidewalk ramps to meet the American Disabilities Act (ADA) requirements. He said that the work will take place in April and May for approximately 35 days over that time period. He explained that the traffic lights at the intersections of US 2 / Chumstick Hwy / Front Street and US 2 / River Bend Drive will go dark on the specified nights in order to complete the electrical portion of the project.

Councilmember Lundgren motioned to approve the Special Use Noise Permit for WSDOT. The motion was seconded by Councilmember Neighbors and passed unanimously.

6. Special Use Noise Permit for Ale Fest 2019

Interim City Administrator Chantell Steiner stated that the City Council is being asked to approve a Special Use Permit (SUP) to allow increased noise levels for Ale Fest being held on April 13, 2019. She addressed the staff report, which recommends the approval with conditions, which addresses and removes or reduces noise impacts to surrounding businesses and neighbors. She said that Ale Fest has transitioned ownership from last year and will be directed by Mr. Jamie Howell with Icicle Creek Center for the Arts and that staff will be working with Mr. Howell to go over the requirements for noise monitoring and will report back to the City Council any concerns that may arise from this year's event; past years have always been successful with no registered complaints to the City.

Councilmember Larsen motioned to approve the Special Use Noise Permit for Ale Fest. The motion was seconded by Councilmember Waters and passed unanimously.

7. Resolution 2-2019 – Agent of Claims

Interim City Administrator Chantell Steiner stated that the City Council is being asked to approve Resolution 2-2019 identifying the City Clerk Treasurer as the designee for receiving claims for damages against the City under RCW 4.96.020. She said that City Attorney Tom Graafstra identified that the City of Leavenworth appears to have not passed a former resolution that is required to be recorded with the local County Auditor. She added that the current practice for receiving and processing claims is designated as a duty of the City Clerk Treasurer or

Finance Director/City Clerk; to formalize this process and comply with RCW 4.96.020, the City will record this document with the Chelan County Auditor upon approval of the Council.

Councilmember Larsen motioned to approve Resolution 2-2019 Agent of Claims. The motion was seconded by Councilmember Strand and passed unanimously.

8. Mayor to Reconfirm Mayoral Appointments to the Parking Stakeholder Group

Mayor Farivar noted that Leavenworth resident Ms. Anne Hessburg has agreed to serve on the Parking Stakeholder Group and that she is asking the Council to reconfirm the Mayoral appointments to the Parking Stakeholder Group Ad Hoc Committee.

Councilmember Strand motioned to reconfirm the Mayoral appointments to the Parking Stakeholder Group Ad Hoc Committee. The motion was seconded by Councilmember Lundgren and passed unanimously.

INFORMATION ITEMS FOR FUTURE CONSIDERATION

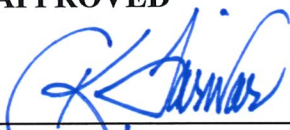
Mayor Farivar stated that Lodging Tax Group Funding Applications are due by March 1, 2019.

ADJOURNMENT

Seeing no other business, Councilmember Bretz motioned to adjourn the February 12, 2019 meeting of the Leavenworth City Council. The motion was seconded by Councilmember Larsen and passed unanimously.


The meeting adjourned at 7:50 PM.

APPROVED



Cheryl K. Farivar
Mayor

ATTEST



Chantell Steiner
Interim City Administrator