

**LEAVENWORTH CITY COUNCIL STUDY SESSION MINUTES  
March 10, 2020**

Mayor Carl Florea called the March 10, 2020 Study Session to order at 8:33 AM.

Council Present: Mayor Carl Florea, Mia Bretz, Sharon Waters, Clint Strand, Jason Lundgren, and Anne Hessburg.

Staff Present: Chantell Steiner, Herb Amick, and Lilith Vespier.

Mayor Florea excused Councilmembers Carolyn Wilson and Zeke Reister.

**1. Chamber Report**

Chamber Director Nancy Smith updated the Council on discussions underway in regard to the Coronavirus and whether events will need to be considered in the future for cancellation; at this time the Chamber has not cancelled any events. She added that the Chamber is providing fliers and links to information on the virus to business owners. She then reviewed the Taste of Leavenworth events that occur in the month of April with Restaurant Week as part of the events and then reviewed the progress towards putting on Maifest. She stated that Mary Rossing has reached out on the potential for doing a flower market downtown this year and reviewed other events that will go on between the months of April and May. She spoke about marketing efforts underway to bring in visitors later during the tourism season and noted annual improvements that are being incorporated to the Chamber's website. She discussed some of the special marketing occurring on the west side and briefly reviewed travel writers and articles being produced by various magazines. Councilmember Lundgren questioned the feeling of the Chamber and business owners in regard to the new parking changes underway; Director Smith responded that there appears to be a pretty solid split on how people feel, some want the paid parking while others do not. Councilmembers thanked Director Smith for all of her work for the community.

**2. Enforcement Policy Discussion – Review of Resolution 07-2012**

Development Services Manager Lilith Vespier updated the Council on the need to look at moving the City forward with enforcement actions that have not been able to be addressed due to a lack of available staff. She noted that the current enforcement code language is in good shape and does not need to be amended. She stated that the Development Services Department is in need of a minimum of a half-time employee to work specifically on enforcement actions, that includes assisting current staff on follow-up and moving forward with new enforcements actions that are needed in the residential and commercial zones. She updated the Council on the progress of the new Permit Trax system that will include all types of permits that the City currently processes. She stated that staff is currently being trained on the system and testing is underway; once staff is confident the program is working efficiently then the City will release the program on the City's website for public use. Council discussed some of the current enforcement concerns that may include overnight rental violations and sandwich board signs cropping up in the downtown that occurs every weekend. Mayor Florea stated that he has been discussing the overnight rental issues in the urban growth area with the County and the need to look at assisting the County. Council had a general discussion on other areas that the position may assist with. Manager Vespier stated that the position will need to be full-time; part-time will do enforcement and part-time will assist the current assistant planner on projects. Councilmembers voiced support for the position; Manager Vespier will look at duties and costs more closely and bring this back to Council at a later date.

**3. City Council Walking / History Tour**

Mr. Matt Cade gave a brief history of the walking/history tours of Leavenworth that the Museum has been conducting on the history of the town and the people behind the town; these tours have been occurring for

many years and includes a downtown tour and a separate railroad/mill tour. He spoke about the history that Bob Stroup, Bobbi Ferg and others have been doing to provide these tours and that they would like to now expand the program. In the past it was a donation of \$5 to participate in the tour; with the changes, they will be requiring a small fee. He spoke about the electronic improvements that they are looking into for having headsets and different people providing the verbal queues. Councilmembers suggested doing a tour at the May Study Session from 8 to 10 a.m. with the Council returning for the rest of their meeting from 10 to Noon.

#### **4. Planning Commission Report per LMC 2.40.090**

Manager Vespier updated the Council on the Planning Commission discussions regarding amendments to the City Code regarding the docket process for annual reporting to the Council that they would like to amend to be consistent with current practice. She stated that the Planning Commission had a hearing this month on the design review board and subdivision code amendments; both of these topics are being noticed for public hearings on the Council's evening agenda. She added that this month, the Planning Commission will be working on inconsistencies that have been identified within the current code.

#### **5. Resolution XX-2020 City Facilities Rules and Standards of Conduct**

Mayor Florea stated that this item is being brought back to the Council from the previous discussion at the February study session. Councilmember Waters stated that the City Administrator language could include a designee; Councilmembers concurred that this is acceptable to include. Council discussed the purpose of this resolution that allows direction from the Council to the City Administrator to create procedures and to work closely with the City Attorney to ensure that the City does not enter into legal issues on what can and cannot be enforced. Councilmember Waters voiced concern at including the specific language on the "golden rule"; her concern is that this may be challenged or considered as a religious item. Council discussed this language on whether to modify it, delete it or keep it as is; the final suggestion is to remove the language and end the sentence with "ethical place."

#### **6. Easement Acknowledgement Adventure Park**

Mayor Florea stated that this easement is part of the Langston / Adventure Park property and noted that this is not a new easement but rather a confirmation of the current Mutual Easement and Agreement for Ingress and Egress and Utilities between the City and the property owners. He stated that approving this easement document is in the City's best interest to clarify the rights of the City as the project progresses forward. He explained that this item is not required to be put in front of the Council and that it can be administratively approved; however, he has chosen to be open to the public as much as possible and to allow for comments before moving forward. Council questioned what uses are allowed with this easement and how it will be used by the developers. The easement is a use for ingress and egress purposes to access their land accordingly as they will need to utilize the existing road as they develop their property. Manager Vespier explained the uses, which includes emergency and construction related access and access for improvements to the road that the developers will provide to the City prior to making improvements. She stated that any work performed on the City's property would be under the direction of Public Works Director Herb Amick to ensure the safety of the City's water reservoir. She added that the easement is creating clear identification of the existing boundaries of the easement in conjunction with property lines.

#### **7. Discussion on Parking Meters**

Mayor Florea provided the Council with updated cost estimates from CivicSmart regarding additional parking meter and sensor related improvements. He stated that the documents incorporate the costs to add the Cascade Medical Center's parking spaces, approximately 40 stalls, that they would like the City to add to the program and provide enforcement of those stalls. He added that the City will need to

incorporate a memorandum of understanding with the hospital. Mayor Florea said that the updated quote includes additional decorative sleeve bases for the meter poles. Councilmember Hessburg spoke to the discussions of the Parking Committee on the need for the decorative sleeves to go well with the theme in the downtown core. Council discussed the need for spare parts that are believed to be part of the existing quote, the construction process for installing the bases that will be done by a separate contractor, the compatibility of the decorative poles in regard to the Downtown Master Plan that will be in conformance with standard approved designs, and ongoing work of the Parking Committee for pricing and code language changes. Mayor Florea added that the new quote includes sensors for the City Hall and Pool parking lots that will allow for the timed parking program in those lots. Councilmember Hessburg spoke to the warranty and longevity of the meters that are being purchased noting that they have consistently long-life spans; she added that the batteries also have good longevity and are anticipated to last at a minimum for one year. The Council discussed challenges that may occur with the sensors during snow events that could reduce their efficiency and the need to look into whether the City should consider any paving concerns of the affected areas, Front Street in particular.

### 8. Council Open Discussion

Councilmember Waters asked for an update on the pool resurfacing; Director Amick stated that it is scheduled to begin next month with completion by May 1.

Mayor Florea updated the Council on the City Administrator search. He stated that Prothman has concluded receiving applications and are currently underway with reviewing the applications to reduce them down to approximately the top four or more candidates. Once those are identified, Mayor Florea will review them before coordinating for the interview process with the Council. He stated that there are many projects occurring with the City as this time and the major projects will need to be incorporated as part of the interview process. Questions will be designed to get a sense of the applicants' experiences as well as style of management. Council discussed the one-year guarantee option for a second review, if the chosen candidate does not work out for the community. Concerns were noted on past placements of directors at various entities through companies like Prothman that do not always go well with regard to relations with the Council versus the public versus the staff. Mayor Florea stated that he feels confident that his discussions with Prothman have been well rounded and that they have a good understanding of what the City is seeking. Finance Director Chantell Steiner added that staff did have a discussion as well with Prothman on prior hiring concerns that occurred. Councilmember Strand added that it would be beneficial to have an understanding of why Prothman identifies certain applicants and to identify what strengths and experiences each of the applicants have. Discussion ensued on various processes used in the past for conducting interviews with multiple forums which included separate interview panels by the Council, staff and the public as well as having an open public event to "meet the candidates."

### 9. Public Comment Period

Adventure Park developers John Sutherland and Dave Moffett introduced themselves to the Council and noted that they would be attending the evening meeting.

Study Session adjourned at 10:45 AM.

**APPROVED**



**Carl Florea**  
Mayor

**ATTEST**



**Chantell Steiner**  
Finance Director/City Clerk