



City of Leavenworth

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City Council
Cheryl K. Farivar - *Mayor*
Elmer Larsen
Carolyn Wilson - *Mayor Pro Tem*
Mia Bretz
Margaret Neighbors
Sharon Waters
Clint Strand
Jason Lundgren
Joel Walinski - *City Administrator*

LEAVENWORTH CITY COUNCIL AGENDA

Leavenworth City Hall – Council Chambers

April 23, 2019 – 6:30 PM

Call to Order

Flag Salute

Roll Call

Consent Agenda

1. Approval of Agenda
2. Approval of April 9, 2019 Study Session Minutes
3. Approval of April 9, 2019 Regular Meeting Minutes
4. 2019 Claims \$541,019.74
5. PRSA Voucher Request \$15,500.00

Councilmember and Committee Reports

Mayor / Administration Reports

Comments from the Public on Items Not on the Agenda

Public Hearing on Golf Course Property Surplus at 6:45 PM

Resolutions, Ordinances, Orders, and Other Business

1. Action: Resolution 05-2019 – Golf Course Property Surplus
2. Action: Resolution 06-2019 – Social Media Policies
3. Action: Surplus Computers

Information Items for Future Consideration

1. Link Transit Presentation – Richard DeRock, May 14, 2019 Study Session
2. Chumstick Wildfire Coalition – City Representation

Adjournment

Council Committees – 4th Tuesday

Housing 3:00 PM
Public Safety 4:00 PM
Finance 5:00 PM

(Next Ordinance is 1588 – Next Resolution is 07-2019)

SUPPLEMENTAL COUNCIL AGENDA

1. Resolution 05-2019 – Golf Course Property Surplus

The City Council, after holding a Public Hearing and taking in information from the public in regard to the surplusing of the three (3) golf course lots, will be asked to consider approval of Resolution No. 05-2019. The resolution declares the properties owned by the City of Leavenworth, Assessor's Parcel No. 241711440853, 241711440852, and 241711440851 as surplus. The resolution also identifies the method of sale as a sealed bid, the City will not be contracting with a licensed real estate professional for assistance in the sale of the properties, and the City Council will approve the final sale price for each parcel.

The purpose for surplusing any City owned property is if the City Council finds that it is in the public interest to return the property to the tax rolls, if it is not needed for some present or future municipal use, and it can be sold for a reasonable return. The question being, is the property necessary for a current or future need of the City or would disposing of the property be a higher or better use for the Community at large.

The City Council first identified the potential sale of this property in 2017. At that time, staff was directed to investigate the options on providing City water and sewer utilities to these properties. That investigation concluded that City water service was easily available; however, a major service upgrade was needed to provide City sewer service. Given the location of this property, surrounded on three sides by property not in the City's Urban Growth Area, the likelihood of recovering costs through a Local Improvement District or Service Area Charge was unlikely. The City then moved forward with contacting the Department of Health to conduct and ensure that all three properties could be developed and serviced with individual septic systems. The City also moved forward with rezoning this property from Recreation to Residential Low Density 6 (RL6), which was finalized with City Council approval on April 9, 2019.

In previous discussions, the City Council has identified that the funds received from the sale of these properties would be considered for use for the purchase and development of a park at the Osborn School site once the City has completed the due diligence on the investigation of that property and completed the community outreach process. Resolution No. 05-2019 does not specify how the funds received from the sale of the property will be used. The funds received will be shown as a revenue line in the City's General fund and will be available for the City Council as unrestricted funds. Previously, the City has used the funds received from the sale of property to offset the purchase of property by the City.

The sale process being recommended at this time is a sale through sealed bid, which would be administered by the City Administration. The sealed bids would be accepted and reviewed for compliance and then presented to the City Council for final review and consideration of acceptance.

Property Parcel Identification:

- (a) Property Name: Golf Course Property
- (b) Street address (if available): 9139, 9125, 9111 Icicle Road, Leavenworth WA

- (c) Assessor's Office Property Tax Parcel Numbers: 241711440851, 241711440852, and 241711440853
- (d) Use of property: There is no use of the property at this time. The vacant three lots front Icicle Road and the rear property line is adjacent to the City of Leavenworth Golf Course
- (e) Listing of restrictions, covenants, or other limiting attributes: NA
- (f) Status of property (active or inactive): No City use at this time

The following items are included under **TAB 1**:

- Resolution No. 05-2019 Surplus Declaration
- Resolution No. 23-2012 Procedures Regarding the Surplus and Sale Process for Real Property
- Property Aerial View
- Landline Survey – Boundary Line Adjustment 2017
- Carl Florea Letter for Public Hearing
- **MOTION:** *The Leavenworth City Council moves to approve Resolution No. 05-2019 Declaring Properties Owned by the City of Leavenworth Surplus and directs the Administration to proceed with the sale of property*

2. Resolution 06-2019 – Social Media Policies

The City Council is being asked to approve Resolution 06-2019 formalizing the approval of social media policy and procedures for city staff use, best practice guidelines for elected officials and volunteers, and terms and conditions for use by visitors of City social media sites. The City Council received an in-depth training on February 12, 2019 with the City's attorney Ms. Emily Guildner of Weed, Graafstra & Associates, Inc. During the training she reviewed each of the attachments provided within the resolution. Recent inquiries on acceptable uses of social media have come up and the training was aimed at assisting the staff and Council to address any questions and avoid future pitfalls. City Attorney Tom Graafstra and Emily Guildner recommend formal approval of these policies by resolution; upon approval, staff will institute the city policy and procedures within the City's Personnel Policy and the terms and conditions of use by visitors on the City's website and Facebook page. The best practice guidelines will be provided to all new elected officials and other volunteer board positions.

The following item is included under **TAB 2**:

- Resolution 06-2019
- **MOTION:** *The Leavenworth City Council moves to approve Resolution 06-2019 Social Media Policies.*

3. Surplus Computers

The City Council is being asked to authorize the Mayor to proceed with surplus for recycling purposes, the City's old and obsolete computer systems. At this time, the City has identified six (6) computer systems for recycling. In general, the City depreciates values on computers at an

estimated useful life of five to six years (seven to eight years for Servers and up to 10 years for laptops) and at this time, each of the computers identified for recycling have no remaining value as they have all exceeded the useful life. On April 8, 2014, the Council approved a perpetual professional service agreement with Firefly for the recycling process that requires the retention of the hard drives on each of the devices. Due to the confidentiality of potential data contained on the hard drives, the City has chosen to dispose of the computer systems through this professional service agreement to ensure the protection of this sensitive data. Firefly removes the hard drives on these computers and provides them to the City for retention purposes. Additionally, Firefly outsources the rebuilding of these obsolete computers for donating back to the community through programs for schools, low-income families, senior centers, and other agencies that have use for older computers and computer parts.

The following items are included under **TAB 3**:

- City of Leavenworth April 23, 2019 Computer Systems for Recycling List
- Professional Service Agreement with Firefly – April 8, 2014

- **MOTION:** *The Leavenworth City Council moves to authorize the Mayor to surplus for recycling purposes with Firefly the computer systems as identified by serial numbers on the April 23, 2019 Computer Systems for Recycling List.*