

LEAVENWORTH CITY COUNCIL MINUTES

September 11, 2018

Mayor Pro Tempore Wilson called the September 11, 2018 Leavenworth City Council meeting to order at 6:30 PM and Councilmember Waters led the City Council in the Flag Salute.

ROLL CALL

Council Present: Mayor Pro Tempore 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, Herb Amick, and Sue Cragun.

Mayor Cheryl K. Farivar was excused from the meeting.

APPROVAL OF THE CONSENT AGENDA

Consent Agenda

1. Approval of Agenda
2. Approval of August 28, 2018 Regular Meeting Minutes
3. ~~Approval of August 28, 2018 Study Session Minutes~~
4. August 2018 Payroll \$264,910.01
5. 2018 Claims \$750,248.00
6. Set Public Hearing on Ad Valorem (Property) Tax @ 6:45 pm 10/23/2018

Councilmember Strand motioned to remove item number three (3) from the consent agenda. The motion was seconded by Councilmember Neighbors and passed unanimously.

Councilmember Strand motioned to approve the consent agenda as amended. The motion was seconded by Councilmember Waters 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 July 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 June. There was a brief discussion of the recent fire at the Berg Rose Apartments in Leavenworth. Sergeant Lawrence also addressed a recent training event that he attended; a 16 hour course with Homeland Security focused on large event planning. He also recently toured the layout of the new schools, Alpine Lakes Elementary and Cascade High School, with School Resource Officer Deputy Morrison.

COUNCILMEMBER AND COMMITTEE REPORTS

Councilmember Lundgren reported on the Economic Development Committee meeting and stated that there was a discussion regarding the use of a composting machine, which is available from a Seattle based company. He noted that the City generates a lot of compostable waste from the many restaurants in town and he would like to have an engineer come speak to the Council regarding the idea of composting. He said that additional discussions included a policy in regard to Lodging Tax allocations, parking and creating the parking stakeholders group, and the status of the WA State Department of Transportation (WSDOT) property purchase.

Councilmember Neighbors reported on the Parks Committee meeting and stated that construction began on the Waterfront Park Playground; there will be a ribbon cutting ceremony once completed. She provided a brief update on the Enchantment Park lighting improvements and river access issues. She added that there will be discussions with local funeral homes, explaining the City's process as Wards Funeral Home has closed.

Councilmember Larsen reported on the Residential Advisory Committee (RAC) meeting and noted that the group discussed the Parking Study.

Councilmember Bretz reported on the Upper Valley Park and Recreation Service Area (PRSA) meeting and noted that the Operations & Maintenance Levy has failed. She said that the Levy received 59.1% of the vote, of which 60% was necessary in order to pass the levy. She said that the levy will be on the November ballot this year, asking for .11¢ rather than the .14¢ increase that was requested of the voters in August. She then reported on the Public Works Committee meeting and stated that there was a discussion with Waste Management regarding bear proof garbage cans and an update on the planning and design of the Wastewater Treatment Plant and the Water Plant Intake Screen improvements. She addressed recent improvements to Pine Street; crosswalks were painted and signage installed in preparation for the new school year. She noted that the Pine Street Improvement project is currently in the process of right-of-way acquisitions. She confirmed that the 1440 Commercial Street property has been purchased by the City and that the 1451 US Hwy 2 property purchase will be tended to later in the meeting. On a final note she stated that the City has received the necessary burn permit in relation to the Apple Maggot Quarantine and will be administering the first wood burn this fall.

Councilmember Strand addressed the PRSA Operation & Maintenance Levy and stated that it is important that the residents know what will happen if the levy is voted down. Councilmember Bretz noted that there are informational flyers, although the PRSA Board is not able to campaign for the levy. City Attorney Tom Graafstra clarified that the Council may take a position on the levy, although they would need to hold a public hearing and collectively pass a resolution in support or opposition of the levy.

MAYOR/ADMINISTRATION REPORTS

Mayor Pro Tempore Wilson reported on the morning Study Session meeting and stated that the Council received a report from the Chamber of Commerce, had a discussion with Fish & Wildlife regarding bears and garbage cans, had a discussion and review of the Draft Parking Study, met with Senator Brad Hawkins as a part of his "Listening Tour", reviewed the 2019 –

2020 budget priorities, discussed the upcoming trainings for the Public Records and Open Public Meetings Acts, and had a Council open discussion.

City Administrator Joel Walinski reported on the Festhalle Oversight Committee meeting and stated that Festhalle Manager Josh Flickner is participating in an upcoming trade show in Seattle; his focus is to attract potential customers for mid-week rentals. He also said that there will be a request for additional funding from Lodging Tax to promote the Festhalle in 2019.

GROUP FUNDING REPORT: LEAVENWORTH FALL WINE WALK – RHONA BARON

Ms. Rhona Baron was not in attendance.

COMMENTS FROM THE PUBLIC ON ITEMS NOT ON THE AGENDA

Mayor Pro Tempore Wilson recognized the students in attendance for their “Citizens of Washington in a Contemporary World” class criteria at Cascade High School. She asked them to introduce themselves and state what they will be doing for their volunteer project. Ms. Megan Evans and Mr. Carter Baily introduced themselves and stated that they will both volunteer at the upcoming Salmon Festival. Mayor Pro Tem Wilson and the City Council thanked the students for attending the meeting.

Duane Goehner, 11670 River Bend Drive, Leavenworth; Mr. Goehner stated that he wants to have a dialog and conversation with the Council and has requested equal time, such as what the business community has done. He noted that there are more than 400 members in the “Friends of Leavenworth” Facebook group.

CURRENT YEAR BUDGET REVIEW AND 2019 – 2020 PRELIMINARY BUDGET REVIEW

City Administrator Joel Walinski began the review of the 2019/2020 biennial budget and stated the significant accomplishments from the 2017/2018 budget cycle being the City’s A+ Bond Rating, stabilizing and increasing fund balances, Comprehensive Plan update, LMC amendments regarding ADU’s, Overnight Rentals, and Recreational Park, Skate Park constuction, communications, several study’s, grant awards, and various construction projects. He then addressed the City’s insurance costs, Lodging Tax expenditures, and the City’s current budget position through the month of August, 2018. He went on to address the 2019 estimated revenue sources and estimated revenues by fund. He addressed the history of retail sales taxes, property taxes, grant and donation revenues, and the 2019/2020 budget planning (assumptions) revenue. On a final note he addressed the 2019/2020 capital budget items that are currently funded, the budget considerations, the anticipated capital projects, horizon issues and planning for those horizon issues.

RESOLUTIONS, ORDINANCES, ORDERS, AND OTHER BUSINESS

1. Approve Traffic / Foot Patrols Needed for Oktoberfest

City Administrator Joel Walinski stated that the City Council is being asked to approve the expenditure of funds to provide extra Chelan County Sheriff's Deputies during the Oktoberfest Festival for the three weekends of Oktoberfest. He stated that there are approximately 250 estimated hours scheduled for additional Sheriff Deputy coverage for the three weekends. He addressed the schedule for the additional officers, which includes a mix of patrols in the residential and downtown areas. He noted that the costs for the officers that are not assigned to the onsite Oktoberfest event will be shared between the City and Projekt Bayern; the City's cost will be capped at \$7,000. He confirmed that the \$7,000 expenditure is a budgeted expense within the Lodging Tax Fund.

Councilmember Lundgren motioned to approve the expenditure of funds for additional Sheriff Deputy Officers during the Oktoberfest Festival at a cost not to exceed \$7,000. The motion was seconded by Councilmember Strand and passed unanimously.

2. 1st Reading - Ordinance 1573 – Business Licenses and Regulations

Finance Director Chantell Steiner stated that the City Council was provided general information at the August 14, 2018 Study Session related to new state mandated business license regulation changes that will be taking place in mid-October this year. She provided a draft resolution for the Council's first reading with redline changes to the new minimum threshold and definition for "Engaging in Business." She added that the City Attorney is reviewing the draft changes for any final amendments prior to adoption at the September 25, 2018 City Council meeting. She addressed each section and read through the draft redline changes.

3. City Hall Roof Replacement

Public Works Director Herb Amick stated that the City Council is being asked to award the Leavenworth City Hall Roofing Bid to Lyons Construction & Roofing in the amount of \$46,684.23, which includes sales tax. He noted that five bids were solicited via the Municipal Research & Services Center (MRSC) Small Works Roster and two bids were received; Alpine Roofing was the additional bid in the amount of \$45,989 excluding sales tax. He added that Public Works recommends that the work be completed this year in order to prevent additional structural damage that may be occurring as a result of roof leakage over the past two years.

Councilmember Bretz motioned to award the Leavenworth City Hall Roofing Bid to Lyons Construction & Roofing in the amount of \$46,684.23 including Washington State Sales Tax. The motion was seconded by Councilmember Neighbors and passed unanimously.

4. Resolution XX-2018 – Legislative Priorities for 2018-2019

City Administrator Joel Walinski stated that the City Council is being asked to review Resolution No. 17-2017 which identified the City's Legislative Priorities for the 2017-2018 Legislative Session and then provide direction for the development of the legislative priorities for the 2018-2019 Session. He noted that he would like to further delve into two house bills that were introduced in the last session that focused on housing and infrastructure funding and how those ideas may be beneficial to the City's housing opportunities.

5. Purchase of Property 1451 US Hwy. 2 Cascade Auto Lube

City Administrator Joel Walinski stated that the City Council is being asked to review the Purchase and Sale agreement for the purchase of the property located at 1451 US Hwy 2, consider approval of the purchase, and authorize the Mayor to sign the closing documents once a review of the closing documents has been completed and approved by the City Administrator and City Attorney. He noted that the City Council authorized the Mayor to negotiate and sign a Purchase and Sale Agreement for the property at the August 28, 2018 City Council meeting. He confirmed that the purchase price is \$619,000 plus closing costs and that funding will be provided from various funding sources. He addressed the Phase I Environmental Assessment that was completed for the adjacent property at 1440 Commercial Street and stated the pros and cons of completing another assessment for this property purchase. It was the consensus that an additional assessment be completed on this property, as it is in the best interest of the City. He noted to include that statement in the motion.

Councilmember Lundgren motioned to approve the purchase of the property located at 1451 US Hwy. 2 for Six Hundred and Nineteen Thousand Dollars (\$619,000) plus the additional closing costs and authorizes the Mayor to sign the closing documents once reviewed and approved by the City Attorney contingent upon satisfactory Phase 1 investigation. The motion was seconded by Councilmember Strand and passed unanimously.

INFORMATION ITEMS FOR FUTURE CONSIDERATION

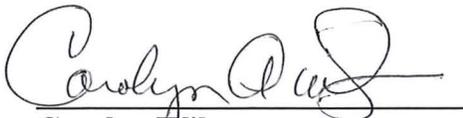
Mayor Pro Tempore Wilson stated that a Special Finance Committee Budget Priorities Review will take place on September 25, 2018 from 1:00 PM – 3:00 PM if it is needed and that the Ordinance amending business licenses and regulations per state rule changes will take place at the September 25, 2018 City Council meeting. Councilmember Bretz announced that a public open house for the Pine Street Reconstruction project will be held in late fall.

ADJOURNMENT

Seeing no other business, Councilmember Neighbors motioned to adjourn the September 11, 2018 meeting of the Leavenworth City Council. The motion was seconded by Councilmember Waters and passed 6-1 with Councilmember Larsen opposed.

The meeting adjourned at 8:02 PM.

APPROVED



Carolyn Wilson
Mayor Pro Tempore

ATTEST



Chantell Steiner
Finance Director / City Clerk