

LEAVENWORTH CITY COUNCIL MINUTES

February 23, 2021

Mayor Carl J. Florea called the February 23, 2021 Leavenworth City Council meeting to order at 6:32 PM. This meeting was conducted via Zoom conferencing.

ROLL CALL

Council Present: Mayor Carl J. Florea, Carolyn Wilson, Mia Bretz, Sharon Waters, Clint Strand, Jason Lundgren, Anne Hessburg, and Zeke Reister.

Staff Present: City Administrator Ana Cortez-Steiner, Chantell Steiner, Lilith Vespier, Maxine Whattam and Andrea Fischer.

APPROVAL OF THE CONSENT AGENDA

Consent Agenda

1. Approval of Agenda
2. Approval of February 9, 2021 Study Session Minutes
3. Approval of February 9, 2021 Regular Meeting Minutes
4. 2021 Claims \$315,966.72
5. Surplus Computers
6. Mayor Ad-Hoc Committee Assignments Updated
7. Zoom Audio Recording Policy for Committee Meetings

Councilmember Hessburg would like to amend item 6 adding Carl Evans to the Parking Committee, and Councilmember Bretz would like to take item 7 off of the consent agenda for further discussion.

Councilmember Lundgren motioned to approve the consent agenda as amended. The motion was seconded by Councilmember Wilson and passed unanimously.

PUBLIC SAFETY REPORT: SGT. LAWRENCE, LIAISON OFFICER

Sgt. Lawrence was not in attendance, no report.

COUNCILMEMBER AND COMMITTEE REPORTS

Councilmember Wilson joined U.S. Representative Kim Schrier's zoom meeting, she also attended the Public Safety Committee meeting, where they discussed Public Safety contracts; instead of 2-year contracts, the Committee discussed making them 4-year contracts with the ability to make changes midway through, and with an exit clause. The Parking Committee is creating residential zones, of which there are 8, and will work on permitting and costs. The City has about \$18,000 in unpaid parking tickets and late fees. Ms. Cortez-Steiner indicated that we would be looking to contract out the invoicing to Duncan Parking. She reported that Sgt. Lawrence said that there were 143 cases that were responded to in Leavenworth this month, many of which were felonies. The Committee asked if the Chelan County Sheriff could focus some more of their efforts on Highway 2. Deputy Chief / Fire Marshall Dave Nalle gave the Fire District 3 report; they have hired two seasonal firefighters and two are funded with grant money. They also have four cadets from the high school that they are working with. There is a new fire truck, rescue truck and a water tender truck joining their fleet. Most of their calls have been EMS calls.

Councilmember Bretz reported that the LAP Committee talked about an ad that that is being done for when the City is looking to re-open. The Chamber is looking to revamp their logo while they are having the lull from advertising. She also attended the Link Transit Board meeting in which they discussed the transit study. They have hired a consultant to study the current transit system and how to improve as Link would like to grow. The next step is community outreach; in March, the consultants will start getting the publics feedback on how Link Transit could benefit the community more. She also joined the Housing Committee where she learned that there is legislation coming forth for affordable housing that might make an impact on Leavenworth. Also, there is an interesting partnership between MEND and a local land owner who is discussing putting property in a Land Trust to build affordable housing. She stated that Ms. Vespier gave a report on the Planning Commission Housing Action Plan Hearing; there are some minor updates that will be brought forward for discussion at the March Study Session; Council is anticipated to approve a resolution in April. Ms. Vespier also educated the Committee on floor-area ratio, which is a different way of measuring how much space a residence takes up.

Councilmember Waters attended the Design Review Board meeting and stated that she wanted to let everyone know what a great job Senior Planner Maggie Boles does with those meetings. She also attended the Upper Valley Park & Recreation Service Area (PRSA) meeting. She attended the Autumn Leaf Festival Committee meeting where they discussed the Royal Lady Gala, which offers the choice of attending in person for dinner or attending on Zoom. They will be honoring the outgoing Royal Lady Penny Carpenter and welcoming the new one for this year. She attended the Greater Leavenworth Museum Board meeting, and she let us know that the Museum is open Friday - Sunday from 11-4pm. She met with Ms. Vespier to go over the Housing Action Plan. She also attended a Dept. of Natural Resources (DNR) presentation regarding where the prescribed burns should be for the Chumstick and lower Peshastin area. She also attended the Planning Commission meeting for the Housing Action Plan Hearing, attended the Parking Committee meeting, and the Chamber Membership meeting. She also attended the Cascade Foundation meeting and met with Christie Voos for website testing and she attended the Chelan-Douglas Health District meeting where they are seeing an upswing in COVID cases in the 10 to 19-year-old age group. They have started the blue-ribbon campaign, for healthcare workers; tie a blue ribbon around a tree or pole to show your support.

Councilmember Strand attended the Chelan-Douglas Health District meeting where Dr. Butler reports the B117 variant is in Washington, it just hasn't gained a foothold yet. He reported on the Finance Committee meeting noting that our return on investment is down. He stated that the February numbers haven't come out yet and the Committee did an introductory review with the new committee member. He stated that the parking numbers are good and a major budget amendment is coming in April, due to large construction carry-overs. The 3rd quarter numbers from the Department of Revenue on industry figures is showing that retail sales tax is booming.

Councilmember Lundgren attended the Public Safety Committee meeting. He also attended the PRSA meeting where they talked about the fee schedule, the need for a special meeting to discuss the pool opening, and the replacement of the diving board with a slide. The Board began interviewing for the PRSA Coordinator position on February 22nd and there are three strong candidates.

Councilmember Hessburg attended the Finance Committee, PRSA meeting and the Parking Committee meeting. The parking meeting entailed reading and revising code language for the new section of code; it is going back to the City attorney for one last look over and it should be ready for the Council in March.

Councilmember Reister attended the Finance Committee meeting and the Housing Committee meeting. He also attended the Osborn property meeting, which was attended by approximately 50 people. He also attended the Chelan County River Study Group who discussed solutions for garbage, public behavior, restrooms, parking and fish impacts. The Group will explore parking issues on City

property and consider options for better parking near the golf course instead of along Icicle Road. The Board discussed the option of a ranger enforcement officer to assist in educating the visitors on the issues at hand. He stated that the Group is looking at other river recreation-based communities, such as Bend, Oregon, for how they operate and mitigate concerns.

MAYOR/ADMINISTRATION REPORTS

Mayor Carl Florea expressed his excitement about the potential for affordable housing with the Land Trust and MEND. He stated that he and City Administrator Cortez-Steiner have talked with the Public Works staff about how things will proceed with the interim Public Works Director. They have met with some Public Works staff individually and are impressed with the ideas that are being presented.

City Administrator Ana Cortez-Steiner talked about the Osborn property meeting and she stated that the input is becoming obvious. There are four recurring themes that consistently keep coming up. They are: gather, play, shop and live. The Residential Advisory Committee is finalizing the contract with the consultant to start the visioning process. She introduced Maxine Whattam, the new Public Works Interim Director. Ms. Whattam introduced herself and stated that she has 30 years of experience with Public Works and is excited to be here. She provided an update for Public Works noting that there was a sewer break along Front St. The City staff has been working with an engineer from Gray & Osborne to work up a long-term solution for the sewer break; however, right now, the priority is to get it temporarily fixed so businesses can stay open. She added that the Public Works staff are working on updating the Lion's Park bathrooms. Administrator Cortez-Steiner stated that she has started the first review for the Communications Specialist position and is pleased with the quality of the applicants.

Finance Director / City Clerk Chantell Steiner reported that there will be the usual budget amendment in April that will have significant changes to include the beginning fund balances and major project carryovers that come with the first year of a biennium. She gave a brief update on the progress by Deputy Clerk Shirley McLaughlin for learning the utility billing and payroll that will now free herself up to move forward with the City's annual report that is due at the end of May.

Development Services Manager Lilith Vespier reported that Loge had its soft opening this week. The Planning Commission had a hearing for the Housing Action Plan and they recommended it for approval; this item will be coming to the Council next month. The District Use Chart and the Wildland Urban Interface (WUI) codes are going to hearing in the Planning Commission on April 7th. She stated that there are a handful of neon signs showing up downtown and this is a great opportunity to teach our new staff about compliance and how it works.

COMMENTS FROM THE PUBLIC ON ITEMS NOT ON THE AGENDA

None.

RESOLUTIONS, ORDINANCES, ORDERS AND OTHER BUSINESS

7. Zoom Audio Recording Policy for Committee Meetings

Mayor Florea stated that the purpose of this item and the reason we have started recording all of the Committee meetings was for the benefit of the Council; by doing so, we avoid any concerns of a quorum and violation to the Public Meetings Act. He noted that another benefit, if a meeting is missed, it can be easily accessed. He stated that if you would like a copy of the recording to contact City Clerk Chantell Steiner. The Council reviewed the length of time to keep the recordings and suggested 60 days rather than 90 days.

Councilmember Bretz motioned to approve the zoom conferencing audio recording policy amended to 60-day retention. The motion was seconded by Councilmember Strand and passed unanimously.

8. Change order: J&K Earthworks for South Interceptor

Administrator Cortez-Steiner reviewed the change order for J&K Earthworks. She stated that they had an internal audit which resulted in a credit to the City of Leavenworth in the amount of \$57,012.51.

Councilmember Lundgren motioned to approve the South Interceptor Project Contract Change Order #3 for a reduction of \$57,012.51. The motion was seconded by Councilmember Waters and passed unanimously.

9. Annual Retreat Meeting Topics

Administrator Cortez-Steiner stated that the Annual Retreat was set for April 9th; however, this was changed by Council to April 30th. She asked the Council if they would like the staff to create the meeting topics, or would they like to form an ad-hoc committee with a couple of council members working with staff to create the meeting topics. Councilmember Hessburg volunteered to be the point person for the Council and suggested working with the City Administrator to plan the meeting; Councilmembers concurred that this is a good approach. Councilmember Bretz asked that the Directors be involved in recommending items that may be of interest and educational. Administrator Cortez-Steiner stated that she would get this moving forward and will present an update at the March study session.

INFORMATION ITEMS & FUTURE CONSIDERATIONS

- 10. Housing Committee Agenda Items**
- 11. Public Safety Committee Agenda Items**
- 12. Finance Committee Agenda Items**
- 13. Planning Commission Minutes for 2/3/2021**

ADJOURNMENT

Seeing no other business, Councilmember Hessburg motioned to adjourn the February 23, 2021 meeting of the Leavenworth City Council. The motion was seconded by Councilmember Lundgren and passed unanimously.


The meeting adjourned at 7:47 PM.

APPROVED



Carl J. Florea
Mayor

ATTEST



Chantell Steiner
Finance Director / City Clerk