

LEAVENWORTH CITY COUNCIL MINUTES

April 27, 2021

Mayor Carl J. Florea called the April 27, 2021 Leavenworth City Council meeting to order at 6:33 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, Christie Voos, Sue Cragun and Andrea Fischer.

APPROVAL OF THE CONSENT AGENDA

Consent Agenda

1. Approval of Agenda
2. Approval of April 13, 2021 Study Session Minutes
3. Approval of April 13, 2021 Regular Meeting Minutes
4. 2021 Claims \$105,043.93

Councilmember Waters motioned to remove item 4 from the consent agenda to the Resolutions, Ordinances, Orders and Other Business for further discussion. The motion was seconded by Councilmember Wilson and passed unanimously.

Councilmember Lundgren motioned to approve the consent agenda as amended. The motion was seconded by Councilmember Reister 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 February 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 January.

COUNCILMEMBER AND COMMITTEE REPORTS

Councilmember Wilson reported that she has been in touch with the Golf Course asking when she can begin joining their meetings as a liaison. She stated that she had a conference call with Administrator Cortez-Steiner, which was informative. She reported on the Public Safety meeting where a video of the Sheriff's office was presented and Sgt. Lawrence gave a report on January and February arrests; February was quiet, Jay Yarborough from Pacific Security was not able to attend the meeting, and Fire Marshal Dave Nalle reported that the Fire Department is continuing their work on the fire hydrants around town; 43 homeowners have requested an inspection of their landscaping to get recommendations on how they can prevent fires from spreading. Councilmember Wilson noted that the Fire Department has sold one of its trucks to Oroville, and since the City has a stake in the equipment, Fire Marshal Nalle was hoping that the City would

allow some funds from that sale to go toward continuing work on the fire hydrants. It was also reported that there was a small fire at the City's maintenance shed that was caused by a neighbor; no equipment was destroyed. The Fire Department has been conducting training, especially swift water training, which is essential in this area. Fire Marshal Nalle also talked about a partnership between the Fire Department and Cascade Medical Center to supply life vests to people who are on the river. There will be signage saying to "take a vest and leave a vest" meaning you borrow the vest while you are in the river, then when you are finished you leave the vest for the next person to use.

Councilmember Bretz attended the LINK Transit Board of Directors meeting where they discussed a large project that the LINK Director and the Mayor of Rock Island, Randy Agnew are working on. They are hoping to connect the Wenatchee / East Wenatchee area to the Interstate Highway System. The Federal Government has determined that the Wenatchee Valley is in a classification to have access to the Interstate Highway system. Councilmember Bretz also commented that LINK Transit has concluded the community outreach portion of its transit study; they had almost 1,000 responses. She also stated that LINK welcomed the Colville Tribe to the Chelan-Douglas Transportation Council (CDTC) interlocal agreement. LINK Transit approved the funds to pay for 20 new electric bus charging stations around the area. Councilmember Bretz offered an update on the LINK July improvements that were to take place with the sales tax increase from two years ago. LINK planned on adding more services; the weekend service was expanded to add Sundays, but since COVID-19 happened, there were many services that were taken away. They are slowly adding services back that will be much more than was offered before and includes more services in particular for Leavenworth. Councilmember Bretz reported on the Leavenworth Area Promotions meeting where the Committee is working on a new logo for the Chamber and they are working out a plan on when to start advertising Leavenworth again. At the Housing Committee Meeting, she reported that Development Services Manager Lilith Vespier listed the Housing Action Plan Priorities, the Mayor updated the Committee on meetings he has had with the Chelan County Commissioners to try and fill the gaps with the housing market, and that there have been six responses to the Accessory Dwelling Unit (ADU) Construction Request for Proposal.

Councilmember Waters stated that she attended the Design Review Board meeting, the Osborn building tour, and the Greater Leavenworth Museum virtual tour by Kaylin Williams of LTJ tours who would like to partner with the Museum to offer walking tours. The tours would be on the visitor's phones, so they can control how long the tour takes. Councilmember Waters also attended the Cascade Medical Foundation meeting and reported on a sliding income scale being offered, vaccine rollout updates, and upcoming events that the Foundation is planning for this year. Cascade Medical Center is celebrating their 30th anniversary and they are looking for people who have lived in Leavenworth for 30 years to talk about the changes and growth that they have seen in that time with the Cascade Medical Center. Councilmember Waters also attended the Downtown Closure meeting and the Chelan-Douglas Health District board meeting where she learned from Dr. Butler's report that the hardest hit group for COVID is the 19-39 age group. She stated that Dr. Butler gave kudos to the National Guard for manning the vaccination site at the Town Toyota Center. She stated that House Bill 1152 has passed and is on its way to the Governor's office to be signed; this bill states that Health Districts need to have one unelected board member for every elected board member that they have; this would mean their board would grow from seven to 14. Councilmember Waters noted that the Mosquito District Board is underway with annual inspections for spraying and gave kudos to staff for the recent Earth Day event at the cemetery. She also attended the Osborn Visioning meeting and joined the Greater Leavenworth walking tour.

Councilmember Waters met with Councilmember Reister, Parks Director John Schons and Assistant Planner Nichole Perry to go over the lay of the land under the bridge on the Icicle River. They went over which property belongs to the City and which belongs to the County. Councilmember Waters also attended the Downtown Steering Committee and the Housing Committee meeting.

Councilmember Strand attended the Osborn Visioning meeting; he really enjoyed breaking into smaller groups and hearing what the other groups had to say. From what he was hearing, there is a need for green space and a community center. Councilmember Strand also attended the Downtown Steering Committee and the Finance Committee where he reported that the sales tax, lodging tax and parking figures from February 2021 are significantly higher over 2020.

Councilmember Lundgren stated that he attended the Public Safety Committee meeting.

Councilmember Hessburg stated that she attended the Finance Committee meeting.

Councilmember Reister stated that he also attended the "Under the Bridge Meeting" with Councilmember Waters and the staff. He enjoyed touring the launch area and learning who was using it, who owns what land, and talking about ideas for the area; there will be more discussion at the Council Retreat. He attended the Downtown Steering Committee and noted that the City will be sending out a survey on the closure of Front Street. He also attended the Finance Committee and the Housing Committee meetings.

MAYOR/ADMINISTRATION REPORTS

Mayor Carl Florea reported that he has been meeting with the Chelan County Commissioners monthly and they continue to discuss the affordable housing issue in Leavenworth. They are excited to partner with the City to provide better options for housing. The Short-Term Rental Task Force has completed their study and Mayor Florea spoke to the Commissioners about the fact that short-term rentals also contribute to the cost of homes skyrocketing in Leavenworth; he asked if there was a fee the County could collect to help with affordable housing. He noted that the Commissioners have less taxing authority than the City and all taxes that they collect are restricted by State law. The City and the County are going to start talking to the State Legislators to get the wheels turning at the State level. Mayor Florea reported on discussions with LINK Transit regarding transportation projects, such as a round-about at the junction of Highway 2 and Icicle Road and another project for a corridor through town for emergency vehicles and mass transit when traffic is heavy. He stated that the Chelan-Douglas Transportation Council (CDTC) is seeking funding from the small cities to pay into the overhead of the CDTC for better representation; one improvement they are considering is hiring an engineer to assist the small cities that cannot afford their own.

City Administrator Ana Cortez-Steiner reported that she has been working on several grants and is conducting interviews this week for the Public Works Director vacancy. She updated the Council on the plan to request the closure of Front Street through Martin Luther King weekend in January 2022 and that the Chamber of Commerce is sending out a survey to businesses to take the temperature of the closure. There will also be discussion of how this will affect the Downtown Master Plan. She reported that the City is moving ahead with the design and pre-construction on the Front Street bathrooms and that the City is in the process of surveying residents that are

working remotely in other Counties to learn more about what their needs are. She gave a heads up that some High School students will be following up with the Council about a housing project they are working on. She introduced Mr. Bob Stowe regarding the Osborn Visioning meeting that recently took place. Mr. Stowe stated that he is developing three scenarios based on information he received from the last meeting. He will be presenting these at the next Residential Advisory Committee meeting. He will then refine the scenarios and present them to the City Leadership. Councilmembers questioned what elements are anticipated in the three scenarios and whether parking is being included; Mr. Stowe responded that at this time the scenarios will include open space and a community center element and that parking will be included in some form that has yet to be determined.

Finance Director / City Clerk Chantell Steiner reported that the annual report is well under way and is due by the end of May. She stated that Deputy Clerk Shirley McLaughlin is reaching out to the water meter company about completing the water meter replacements and training for the future public access.

Development Services Manager Lilith Vespier reported on the request for ADU construction plans that has closed and is now under review. She stated that the Planning Commission is returning to one meeting per month and that there is a joint meeting with Council on June 2, 2021. She reported that Assistant Planner Nichole Perry is working on the summer COVID-19 Special Use Permits for downtown businesses, that the Design Review Board suggested wrapping the LINK charging station with something whimsical, such as a cow, and that she will be talking with the Cascade Medical Center to incorporate healthy communities in the Comprehensive Plan for next year.

Interim Public Works Director Maxine Whattam reported that the Water Department is getting ready to mail out the annual backflow testing reminders, the Parks Department is wrapping up putting the pavers and concrete base around the Woody Goomsba statue, the Facilities staff is doing an assessment of the Osborn School for maintenance purposes, and the Utilities Department has been working on preparing the pool for opening this summer. She stated that Field Supervisor Rick Emmons is facilitating the replacement of the final water meters.

Communication Analyst Christie Voos reported on parking; staff is working on switching out loading zones. The loading zone next to the Festhalle will be changed back to parking and the loading zone next to The Loft will be moved across the street to the Obertal Mall. Ms. Voos is full steam ahead with her Communications training.

COMMENTS FROM THE PUBLIC ON ITEMS NOT ON THE AGENDA

None.

RESOLUTIONS, ORDINANCES, ORDERS AND OTHER BUSINESS

4. From Consent Agenda: 2021 Claims \$105,043.93

Councilmember Waters requested clarification on the Boundary Line Adjustment (BLA) for the Mend / Public Works building invoice and the Gray & Osborn Nordic Circle invoice; staff provided an update on each of the invoices. Councilmember Lundgren questioned the purpose of

the BLA on the Public Works building; Administrator Cortez-Steiner stated that this was one step towards developing some options for re-locating public works down the road.

Councilmember Bretz motioned to approve the 2021 Claims. The motion was seconded by Councilmember Hessburg and passed unanimously.

5. Rate & Fee Schedule – Adding Residential Parking Zone Fees

Administrator Cortez-Steiner reviewed the presentation materials for the Residential Parking Zone Fees. She detailed how the rates will vary from lot-to-lot dependent upon busy versus quiet times of the year. She reviewed the options for employee permit parking behind City Hall for \$149.00 per month and in the Blewett parking lot (P2) for \$139.00 per month. She stated that there will be employee parking at the Glacier Lot (P6) for \$40.00 per month for a reserved spot, but you can also park for free if unreserved. There was discussion on the number of permitted spaces and transaction fees that are included in the parking fee for the street metered spaces. Councilmember Reister questioned the \$149.00 per month noting his concern at this cost; staff noted that the value of a space was calculated to be approximately \$800 per month if not reserved. Councilmembers had a lengthy discussion on the cost of reserved parking versus free parking options and how the Parking Committee came to the recommendations being presented. Discussions also included signage options, pay by phone, and parking infraction rates. Councilmember Strand voiced his concern at implementing a fee in 2023 for residential parking zone fees as he believes that the residents shouldn't have to pay for a problem that the residents didn't create; Councilmembers Reister and Bretz concurred.

6. Department of Health Grant Acceptance for Upper Ski Hill Water Association

Interim Public Works Director Whattam stated that staff is seeking to consolidate our water system with the Upper Ski Hill Water Association. The City has been awarded a \$30,000 grant to study the feasibility of this consolidation.

Councilmember Hessburg motioned to accept DOH Contract: GVL25831 in the amount of \$30,000. The motion was seconded by Councilmember Strand and passed unanimously.

7. Professional Services Agreement – Gray & Osborne for Water System Consolidation

Councilmember Wilson motioned to approve and authorizes the Mayor to sign a Professional Services Agreement with Gray & Osborne for an amount not to exceed \$30,000. The motion was seconded by Councilmember Lundgren and passed unanimously.

8. Change orders – Stellar J for Wastewater Treatment Plant

Mr. Kurt Holland from Varela Engineering & Management reviewed the change orders being presented for the Wastewater Treatment Plant Project.

Councilmember Reister motioned to approve Change Order #1 in the amount of \$7,483.00, Change Order #2 in the amount of \$62,102.65, Change Order #3 in the amount of \$9,380.09, Change Order #4 in the amount of \$4,337.49, and Change Order #5 in the amount of \$2,279.30

for the contract with Stellar J Construction. The motion was seconded by Councilmember Waters and passed unanimously.

INFORMATION ITEMS & FUTURE CONSIDERATIONS

- 9. Housing Committee Agenda Items**
- 10. Public Safety Committee Agenda Items**
- 11. Finance Committee Agenda Items**

ADJOURNMENT

Seeing no other business, Councilmember Waters motioned to adjourn the April 27, 2021 meeting of the Leavenworth City Council. The motion was seconded by Councilmember Lundgren and passed unanimously.


The meeting adjourned at 8:53 PM.

APPROVED



Carl J. Florea
Mayor

ATTEST



Chantell Steiner
Finance Director / City Clerk