

LEAVENWORTH CITY COUNCIL MINUTES

July 13, 2021

Mayor Carl J. Florea called the July 13, 2021 Leavenworth City Council meeting to order at 6:35 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, Tom Wachholder, Christie Voos, Nichole Perry and Andrea Fischer.

APPROVAL OF THE CONSENT AGENDA

Consent Agenda

1. Approval of Agenda
2. Approval of June 22, 2021 Regular Meeting Minutes
3. June 2021 Payroll \$269,229.69
4. 2021 Claims \$873,463.95
5. Set Public Hearing for Shoreline Master Program on 8/10/2021 @ 6:45 PM
6. Approval of Proposal for Appraisal of WWTP Phase III Parcels

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

COUNCILMEMBER AND COMMITTEE REPORTS

Councilmember Wilson attended the Festhalle Oversight Committee meeting and the Economic Development Committee Meeting. She also attended an AARP webinar called Tip offs which informed about phone scams.

Councilmember Bretz attended the Economic Development Committee meeting where Development Services Manager Lilith Vespier reported that permits were down for the month of June. Manager Vespier talked about conversations with Chelan County to potentially change the Urban Growth Area (UGA) boundaries; Ms. Vespier will continue talking with the County about this topic. Councilmember Bretz stated that the Committee heard from a local business that is looking to create a historic walking tour of Leavenworth that plans to talk about the architecture and geology of the region. The Committee received an update from Jordan McDevitt about developing 30 undeveloped acres that he would like to turn a portion of into a public park for the City. The Committee also discussed diversity of land uses.

Councilmember Waters attended the Festhalle Oversight Committee meeting, the City Harassment Training, the Chumstick Coalition and the Residential Advisory Committee meeting. She also attended the Planning Commission meeting, Study Session, Parks Committee Meeting and the Public Works Committee meeting where she learned that Well No. 1 needs serious repairs and the radio at the booster station on Ski Hill needs to be repaired also; water personnel are being called out at all hours of the night to reset the booster station. Councilmember Waters also stated that

Tracy Valentine, the Water Plant Supervisor received the lifetime achievement award from the Health Department for her work with the water plant over the past 25 years.

Councilmember Strand toured the Wetlands with Jordan McDevitt to look at the potential for a park to be developed there and he also attended the Parks Committee meeting.

Councilmember Lundgren attended the Parks Committee meeting where it was reported that more research had been done on wintertime burials; however, staff has not come up with a solution that would make more sense than the status quo so they will stick with that for the time being. The Parks crew is completing their last job downtown in front of Whistlepunk Ice Cream shop; they are laying pavers in a spot with so much foot traffic that they cannot grow grass there. A resident mentioned to Councilmember Lundgren that the Cemetery is watering during the middle of the day; this was discussed with staff and the parks department is very committed to not wasting water. The Cascade School District has committed to watering less as well to set a good example to the Community. The City has put out a press release to ask the Community to use less water if possible. The Lions Club Park shelter is under review for being taken down this year; the Committee is looking at how to replace it.

Councilmember Hessburg attended the Parking Advisory meeting and there was discussion on adding a second kiosk to some of the parking lots to facilitate paying for parking faster and to avoid long lines. She also stated that the Parking Advisory Committee recommended the contract from Duncan that will be discussed later this evening for outsourcing the billing and collections. The Committee has decided to go live with the meters after Labor Day, so they are looking at how to educate the residents about what to expect and how the new parking program will work. Councilmember Hessburg also reported at the Residential Advisory Committee that Bob Stowe gave a report on the Osborn Visioning process. Public Works Director Tom Wachholder was introduced and is working on a plan to get the residential streets upgraded and looking for funding sources. The Residential Advisory Committee and the City Council will be putting on a block party this summer; it will be on the same night as the Farmer's Market on August 26th. She also attended the Economic Development Committee meeting and walked through the wetland area with Jordon McDevitt.

Councilmember Reister attended the harassment training that the City put on and he also attended the Festhalle Oversight Committee meeting where they discussed the fee schedule; however, due to a lack of a quorum, no recommendation is prepared at this time. He also attended the Public Works Committee meeting.

MAYOR/ADMINISTRATION REPORTS

Mayor Carl Florea stated that the water conservation issue is critical. He would encourage the residents to voluntarily limit their watering. He was moved by the presentation at Study Session regarding the Carlton Complex Fire that ravaged Pateros and stated that Leavenworth is looking at ways to take more steps to make ourselves better prepared for the fire season.

City Administrator Ana Cortez-Steiner reported on the following projects that she is working on for the City in her new role:

The Council noted an informal approval of the \$2,000.00 request to purchase software to manage the grant program.

Finance Director / City Clerk Chantell Steiner reported that for the month of June there were no new money transfers to the Festhalle Fund because the City received some income from the Chamber for their December booking. She stated that the Mayor's Breakfast is coming back this September; she will be looking for a venue that is large enough to host the Staff and Council.

Development Services Manager Lilith Vespier reported that the Fire Retrofit program will be meeting with the PUD on July 15, 2021 to talk about our program and hope to have something to give to the Council at the next meeting. Development Services will be at the Farmer's Market this Thursday with the Chamber to talk about the Downtown Master Plan. The Cemetery RFP is receiving a good response; the Housing RFP is as well. Development is looking at a paperless plan review program and will bring that to the City Council soon for a possible budget amendment.

Public Works Director Tom Wachholder stated that he appreciates all the support that the City staff has been giving him. He also would like to give a shout out to the Public Works staff for working in the heat that we have been having. He appreciates their hard work. He has almost completed one on one interviews with all the public works staff which has been going well. He would like to talk to the Council and find out their concerns about Public Works and try to meet those with workable solutions. He reported that Tracy Valentine was awarded a lifetime achievement award from the Dept. of Health; the Wastewater Treatment Plant is about 90% complete; TIB grants are due August 13, 2021 so he will be working to apply for grant funding for transportation projects; and the Request for Qualifications for Pine Street Phase 2 was put out, of which the City is receiving a good response on. He has also reached out to TD&H to get a design schedule worked out for the new road on 14th Street to be re-done after the Wastewater Treatment Plant remodel is completed.

Communication Analyst Christie Voos reported that the newsletter will be back in August with a new look. She announced that the brand new website will launch on Wednesday morning. In parking, staff is looking at options to add a second kiosk in some of the more popular parking lots; Gray & Osborne is assisting in this review. She noted that the pools parking lot is being heavily patrolled at this time for compliance.

COMMENTS FROM THE PUBLIC ON ITEMS NOT ON THE AGENDA

None.

7. Public Hearing – Allowing Bees in the City Limits at 6:45pm

Mayor Florea opened the public hearing at 7:35 PM.

Mayor Florea provided a brief background of this item noting that this began from a resident request that felt having bee hives inside the City limits would be beneficial. He noted some of the regulations of the program that will be heavily conditioned.

Councilmember Bretz requested that this be put on the future Council Agenda Items for revisiting this program in one year. It was noted that complaints should be directed to the City Staff and / or fill out a citizen complaint form online.

Hearing no further comments, Mayor Florea closed the public hearing at 7:43 PM.

RESOLUTIONS, ORDINANCES, ORDERS AND OTHER BUSINESS

8. Ordinance 1630 – Allowing Bees in City Limits

Councilmember Bretz motioned to adopt Ordinance 1630 Amending Leavenworth Municipal Code Chapter 6.16 Allowing Bees in the City Limits. The motion was seconded by Councilmember Hessburg and passed with a vote of 6 – 1 with Councilmember Waters opposed.

9. Ordinance 1631 – Franchise Agreement – 1st Reading

Director Steiner stated that no action is being taken this evening as this is the first reading; a second reading for adoption is scheduled for July 27th. She stated that this agreement is being incorporated to expire in 10 years, which will align with the existing Charter and PUD Franchise agreements. She noted that there may be some changes to the Ordinance prior to the second reading.

10. Ordinance 1632 – Quarterly Budget Amendment and Salary Schedule

Director Steiner reviewed the budget items and salary updates, she noted an amendment is needed to include the contract increase for the City Administrator that went into effect on June 1. Councilmember Waters recused herself from the vote due to her being paid for her work at the pool.

Councilmember Hessburg motioned to adopt Ordinance 1632 Quarterly Budget Amendment and Salary Schedule as amended. The motion was seconded by Councilmember Lundgren and passed 6-0-1 with Councilmember Waters abstaining.

11. Professional Account Management, LLC (a Duncan Solutions Company) Service Agreement

Communications Analyst Voos went over the contract for billing parking infractions and collections. She stated that the contract requires an initial three-year commitment and will be a yearly renewal thereafter. This was discussed by legal counsel, due to the work involved in the initial set-up, the first contract will need to cover three years. She reviewed the cost impacts and savings in comparison to existing costs for the City to administer the program.

Councilmember Hessburg motioned to approve the Services Agreement between the City of Leavenworth and Professional Account Management, LLC (a Duncan Solutions Company) for Parking Infraction Processing, Parking Permit Management, and Parking Delinquent Special Collections and authorizes the Mayor to sign. The motion was seconded by Councilmember Waters and passed unanimously.

INFORMATION ITEMS & FUTURE CONSIDERATIONS

- 12. Economic Development Committee Agenda Items**
- 13. Parks Committee Agenda Items**
- 14. Public Works Committee Agenda Items**
- 15. Development Services June Report**

ADJOURNMENT

Seeing no other business, Councilmember Wilson motioned to adjourn the July 13, 2021 meeting of the Leavenworth City Council. The motion was seconded by Councilmember Waters and passed unanimously.


The meeting adjourned at 8:10 PM.

APPROVED



Carl J. Florea
Mayor

ATTEST



Chantell Steiner
Finance Director / City Clerk