

**LEAVENWORTH CITY COUNCIL MINUTES**  
**July 27, 2021**

Mayor Carl J. Florea called the July 27, 2021 Leavenworth City Council meeting to order at 6:34 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 and Anne Hessburg.

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

**APPROVAL OF THE CONSENT AGENDA**

**Consent Agenda**

1. Approval of Agenda
2. Approval of July 13, 2021 Study Session Minutes
3. Approval of July 13, 2021 Regular Meeting Minutes
4. 2021 Claims \$499,404.91
5. Mayoral Proclamation – Childhood Cancer Awareness Month

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 Waters and passed unanimously.

**PUBLIC SAFETY REPORT: Chief Jason Reinfeld**

Chelan County Sheriff Deputy Jason Reinfeld reported on the current Sheriff report for the month of June 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 May as well as from the previous year.

**COUNCILMEMBER AND COMMITTEE REPORTS**

Councilmember Wilson attended the Public Safety Committee meeting in which representatives from Cascade Medical Center talked about a partnership with the City to create a heart safe community. There are grants available for funding and would provide more information and education. Deputy Reinfeld gave a report and Mayor Florea stated that the City would be going ahead with contract negotiations with the Chelan County Sheriff's contract. Fire Marshal Dave Nalle did not have a report, but did mention that briquettes are the only fire source that can be burned at this time. Leavenworth Municipal Code (LMC) 10.36 is a ban on bicycles and skateboards / scooters on the sidewalks. There was discussion about how to make this code more enforceable.

Councilmember Bretz attended the LINK Transit Board of Directors meeting where they discussed the challenges of hiring drivers, and are losing more drivers than they are hiring. Link would like to expand

their services, but might be waiting until later in 2022 due to the hiring issues. She also attended the Housing Committee meeting and stated that the Mayor spoke about ongoing discussions with the County regarding housing. Manager Vespier stated that she was continuing talks with the Chelan County Economic Development Manager. It was also mentioned that Syndicate Smith has completed their pre-approved Accessory Dwelling Unit (ADU) plans for the City to offer homeowners that are interested in building one; there are three different sizes that are ADA adaptable that will move further for review. Councilmember Bretz also attended the LAP Committee Meeting and stated that the Chamber will begin advertising in earnest soon. Councilmember Waters wanted to know if the advertising will include COVID safety and Councilmember Bretz said that the advertising will encourage visitors to maintain COVID safety while visiting.

Councilmember Waters stated that she is spending more time working at the pool so she is not able to attend as many meetings as she normally would. She attended the Chelan-Douglas Health District meeting and reported they are extremely concerned about the Delta Variant that is starting to put people in the hospital and causing the infection rates to rise substantially. There were over 100 attendees and many parents were stating that they didn't want kids to have to wear masks at school. She also attended the Mosquito Control Board meeting where she reported there is a thicket on Prospect Street that is housing many mosquitos; the Mosquito Control Board is looking at how to get to those mosquitos to kill them. Councilmember Waters thanked Shannon and Christie on our staff and Pacific Security for helping with the parking at the pool. She also attended the Housing Committee Meeting.

Councilmember Strand attended the Finance Committee meeting where they received the Sales Tax numbers for May 2021. The sales tax and hotel/motel numbers as compared to May 2019 are up by a large amount.

Councilmember Lundgren attended the Public Safety Committee meeting and talked about the PRSA beginning their needs assessment to prepare for putting the levy on the ballot soon for voters.

Councilmember Hessburg attended the Parking Advisory Committee meeting, where they are preparing to go live with the parking meters after Labor Day in September. The pool parking lot issues were discussed and the Committee is pleased that the extra patrols are working, but will need to find a better solution for next summer. She also attended the Finance Committee meeting.

## **MAYOR/ADMINISTRATION REPORTS**

Mayor Carl Florea reported that he attended the County Commissioner meeting and they passed their short-term rental ordinance that has been in the works for the past two years. Short-term rentals are not allowed in the Urban Growth Area (UGA) of Leavenworth, and that will continue.

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

- She hosted the Regional Liaison from the Dept. of Commerce and conducted tours of the following economic development sites in the City: The City pool, City Hall, Public Works building, Osborn Elementary and the Feshalle. She talked about ways to increase revenues and utilize the spaces more efficiently.
- Retractable roof for the pool, which would mean increased level of service for the pool. The PRSA and the City have met with the Department of Enterprise Services to discuss a partnership; they have offered project management for the entire project starting with the cost and how much the City and PRSA would have to raise in order to complete this project. The caveat is that the PRSA has to prove that they can afford to run the pool all year long. Administrator Cortez-Steiner came

up with the following ways to fund this project: levy, fees, city general fund subsidies, lodging tax subsidies, economic development subsidies and the contract. The current levy is for \$.11/\$1,000 so that would need to be raised proportionately for year-round services.

- Public Works and City Hall space analysis. We would need \$20,000 to do a space analysis.
- The Festhalle – The Festhalle Oversight Committee did not have a quorum at their most recent meeting, so the new fees were not able to be voted on; it will be voted on in August. Mike Hartnell the current Festhalle Manager is leaving as of July 31, 2021 and the City has been in talks with the Chamber of Commerce and Gather Leavenworth who will take over management for August and possibly for the next few months.
- The Spanish speaking portion of the Osborn visioning is happening. Administrator Cortez-Steiner is using Spanish speaking radio to get information to the Spanish speaking community. She has also reached out to the Colville Nation to get their input as well.
- The YMCA visited Osborn School to see what services would work best in the space and they have stated that a teen center would be a great use. They will be submitting a proposal with what improvements need to be made and how the teen center is going to work.
- Administrator Cortez-Steiner is looking to Council for a policy direction on how to spend the American Rescue Plan Act (ARPA) money from the Federal Government. Economic Development Committee and the Finance Committee would be a great place to have these discussions.
- Supporting services for Zoom workers; people who are working remotely from home but are working for companies on the West side. There was a survey done to find how we can support workers and the results were discussed.

Administrator Cortez-Steiner also announced that COVID cases are on the rise and masking is required in some Counties over on the westside.

Development Services Manager Lilith Vespier reported that the City is looking at purchasing software to streamline the plan review process by doing it online. She met with the PUD to talk about their retrofit program as a part of the Wildland Urban Interface (WUI) codes. The Planning Commission will be discussing the Housing Action Plan recommendations and will be talking about code amendments, including lot size reduction. The Downtown Steering Committee is looking to create a task force to draft a request for proposals which would be forwarded to the City Council regarding the permanent closure of Front Street. The Development Services workload has been steady.

Public Works Director Tom Wachholder reported that the Utilities Division is continuing to repair water leaks throughout the City. The Parks Department finished the downtown paver project. There was a small fire that erupted on Blackbird Island; Fire Department was notified promptly and it was put out with no issues. RiverCom called on the City to close some streets and Public Works Supervisor Rick Emmons moved quickly to get the streets closed and it is very much appreciated. The Wastewater Treatment plant upgrade is continuing. The Department of Ecology has declared a drought and the City is pushing voluntary water conservation so we don't run out of water. The Ski Hill booster station telemetry project is moving forward and well number one rehab is waiting for a hydrogeologist to continue the progress. Director Wachholder would like to thank Cascade School District and our Parks Department for their dedication to water conservation.

## **COMMENTS FROM THE PUBLIC ON ITEMS NOT ON THE AGENDA**

Bill Forhan asked for clarification about short term rentals in the Urban Growth Area (UGA). Mayor Florea confirmed that the County intends to enforce the City's prohibition on them within the UGA.

## **RESOLUTIONS, ORDINANCES, ORDERS AND OTHER BUSINESS**

#### **4. From Consent Agenda: 2021 Claims \$499,404.91**

Councilmember Waters requested clarification on; why we are ordering Festhalle business cards, since the Festhalle Manager, Mike Hartnell is leaving. Finance Director Chantell Steiner answered that we pay the bills almost a month after we purchase them, so we ordered them prior to Mr. Hartnell announcing he is leaving. She also wanted to know what the supplies for Planning Commission at the Farmer's Market was. It was for a purchase to present Planning Commission materials at the Farmer's Market.

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

#### **6. Ordinance 1631 – Franchise Agreement – 2<sup>nd</sup> Reading**

Director Steiner reviewed the Franchise Agreement with LocalTel and the changes that were made since the first reading which was the proper name of the company.

Councilmember Waters noticed a typo in the document; Director Steiner will correct the typo prior to signing. Councilmember Bretz asked about other Franchise agreements with Charter Communications and the PUD; Director Steiner noted that they are all on 10-year contracts now and will come to expiration at the same time in 2031.

Councilmember Bretz motioned to adopt Ordinance 1631 Franchise Agreement with Computer 5, Inc. d/b/a LocalTel Communications. The motion was seconded by Councilmember Strand and passed unanimously.

#### **7. Ordinance 1633 – USDA/RD Bond Financing for Wastewater Treatment Plant**

Director Steiner updated the Council on the progress of funding noting that the City is in the last leg of financing for the Wastewater Treatment Plant upgrade loan funding prior to using grant money.

Councilmember Hessburg motioned to adopt Ordinance 1633 authorizing the issuance of a bond anticipation note for use of construction interim financing in the amount of \$1,476,000 for the Wastewater Treatment Plant Project and authorizes the City Clerk-Treasurer to sign the Cashmere Valley Bank lender agreement. The motion was seconded by Councilmember Lundgren and passed unanimously.

#### **8. Resolution 16-2021 Amendment to Rate & Fee Schedule for Parking Fees**

Mayor Florea and City Administrator Ana Cortez-Steiner noted that this is to update parking fees in the Rate & Fee Schedule that the Council has been reviewing over the past several months. Ranges are being incorporated to allow for staff to amend the rates on a daily basis and react to supply and demand in the rate structures. There was discussion and concern at how the rates will be visually available to users when they are not able to use the online application to find current rates.

Councilmember Wilson motioned to approve Resolution 16-2021 Rate & Fee Schedule updating Parking Fees. The motion was seconded by Councilmember Waters and passed unanimously.

#### **9. Resolution 17-2021 Accepting Construction of the South Interceptor Replacement Project as Complete**

Public Works Director Tom Wachholder updated the Council noting that overall J&K Earthworks went over budget for the South Interceptor by about 5% after three change orders. He noted that this is not a significant increase in relation to the total project cost, especially with the challenges that occurred.

Councilmember Lundgren motioned to approve Resolution 17-2021 accepting construction of the South Interceptor Replacement Project as complete. The motion was seconded by Councilmember Hessburg and passed unanimously.

### **10. Community Block Party**

Mayor Florea reminded the Council that the Block Party is scheduled for August 26, 2021 from 4-7 PM; he requested volunteers from the Council to help out noting that staff would send out an invite soon.

### **INFORMATION ITEMS & FUTURE CONSIDERATIONS**

**11. Housing Committee Agenda Items**

**12. Public Safety Committee Agenda Items**

**13. Finance Committee Agenda Items**

**14. Transportation Benefit District Mid-Year Funding Update and History**

### **ADJOURNMENT**

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

The meeting adjourned at 7:53 PM.

**APPROVED**



**Carl J. Florea**  
Mayor

**ATTEST**



**Chantell Steiner**  
Finance Director / City Clerk