



City of Leavenworth

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City Council

Carl J. Florea - *Mayor*
Carolyn Wilson
Mia Bretz
Sharon Waters
Clint Strand
Jason Lundgren
Anne Hessburg - *Mayor Pro Tem*
Zeke Reister
Vacant - *City Administrator*

MEETINGS VIA ZOOM CONFERENCING

November 9, 2021 Pacific Time (US and Canada)

Morning Study Session Begins at 8:30 AM

Join Zoom Meeting

<https://us02web.zoom.us/j/82965690433?pwd=QnRPPWG9nUHV0LzlgTEU1Mk1hQys4dz09>

Meeting ID: 829 6569 0433

Passcode: 363381

Afternoon Committee Meetings Begins at 3:45 PM

Economic Development 3:45 – 4:30 PM * Parks 4:30 – 5:15 PM * Public Works 5:15 – 6:00 PM
Councilmembers will attend based on their specific assignments.

Join Zoom Meeting

<https://us02web.zoom.us/j/88925046090?pwd=bUEzOEfSSU1hSct6enpNVW9HVjJHdz09>

Meeting ID: 889 2504 6090

Passcode: 607485

Regular Evening Meeting Begins at 6:30 PM

Join Zoom Meeting

<https://us02web.zoom.us/j/87423612274?pwd=OGIPSGV4MTBGRkIDUTRIR240Z1NNQT09>

Meeting ID: 874 2361 2274

Passcode: 253335

All Meetings allow for the same dial by your location option using the number listed below:

+1 253 215 8782 US

Or find your local number: <https://us02web.zoom.us/j/k6LxmtFvx>

PLEASE TAKE NOTICE, in consideration of the current COVID-19 pandemic, for the health and safety of the community, city staff, and councilmembers, City Hall is closed to the public.

We encourage all Councilmembers, Staff, and the public to utilize the Zoom Conferencing meeting feature. Staff will ensure hosting of the access approximately 10 minutes prior to each of the scheduled meetings; no meeting business may be discussed prior to the official opening of the meetings. The public is encouraged to submit written comments prior to the meetings by sending to the City Clerk at financedir@cityofleavenworth.com; comments via email will need to be submitted by no later than 5:00 PM on Monday, November 8, 2021 in order for them to be received and prepared for submission into the record; comments received for the evening meeting will be read aloud as part of the Comments From the Public on Items Not on the Agenda or during the discussion of specific items. If you would like to deliver comments, you may contact City Hall at (509) 548-5275 prior to 1:00 PM on Monday, November 8, 2021 to schedule an appointment for delivery. Comments received through US Mail will be included if they are received prior to the meetings.

LEAVENWORTH CITY COUNCIL AGENDA
Leavenworth City Hall – Council Chambers
November 9, 2021 – 6:30 PM

Call to Order

Roll Call

Consent Agenda

1. Approval of Agenda
2. Approval of October 26, 2021 Regular Meeting Minutes
3. October 2021 Payroll \$302,108.46
4. 2021 Claims \$742,416.83
5. PRSA Voucher Request \$61,100.00
6. Final Contract Voucher for KRCI, LLC for Lions Club Park Gazebo Removal Project

Council Committees – 2nd Tuesday

Economic Development 3:45 PM

Parks 4:30 PM

Public Works 5:15 PM

Comments from the Public on Items Not on the Agenda

Resolutions, Ordinances, Orders, and Other Business

7. Action: Ordinance 1637 – Adopting Ad Valorem Tax
8. Action: Authorize Mayor to Sign Tax Levy
9. Action: Resolution 22-2021 – Utility Relief Expiration/Reinstatement of Fees & Shutoffs
10. Action: TD&H Supplemental Agreement No. 2 – Geotechnical Services
11. Discuss: Septic System Replacement Appeal – 201 Mine Street – Chester Marler and Ann Fink
12. Discuss: Parking – October Stats Recap
13. Action: Leavenworth Fund Grant Awards

Councilmember and Committee Reports

Mayor / Administration Reports

Information Items & Future Considerations

14. Economic Development Committee Agenda Items
15. Parks Committee Agenda Items
16. Public Works Committee Agenda Items
17. Development Services October Report

Adjournment

(Next Ordinance is 1638 – Next Resolution is 23-2021)

CONSENT AGENDA ITEMS / REPORTS / PUBLIC HEARING

1. City Council Meeting Agenda:

This item is included under **TAB 1.**

2. Regular Meeting Minutes – 10/26/2021:

This item is included under **TAB 2.**

3. October 2021 Payroll:

This item is included under **TAB 3.**

4. 2021 Claims:

This item is included under **TAB 4.**

5. PRSA Voucher Request:

This item is included under **TAB 5.**

6. Final Contract Voucher for KRCI, LLC for Lions Club Park Gazebo Removal Project

City of Leavenworth (City) Public Works staff evaluated the Lions Club Park Gazebo and determined the structure was unstable due to deteriorating support beams. In addition, Gray & Osborne noted structural deficiencies and concurs with removing the structure prior to winter. KRCI, LLC (KRCI) was awarded a construction contract in the amount of \$14,702.84 to remove the gazebo structure on September 28, 2021. KRCI successfully completed the project during the week of October 18, 2021.

This item is included under **TAB 6.**

SUPPLEMENTAL COUNCIL AGENDA

7. Ordinance 1637 – Adopting Ad Valorem Tax

The City Council is being asked to consider options for Ordinance 1637, which is the authorization of the property tax levy for the 2022 tax year. This ordinance will include increase estimates of \$28,861.33 for new construction, \$0.00 for annexations, and \$1,248.88 for refunded revenue by the Assessor's office. The total maximum preliminary property tax allowed is \$688,521.36. The City Council held a public hearing at the October 26, 2021 Council meeting to review the options this year to request the annual property taxes. In prior years, there were additional options due to the City having banked capacity (property taxes that were available for request but had not been requested by the City Council); as of this year, no banked capacity is remaining. At the hearing last month, Finance Director Chantell Steiner reviewed options of either requesting the 1% allowable increase per State law that will generate an additional \$6,591.02 or not requesting the 1% and only accepting the new construction and refundable revenues, which in turn creates banked capacity for

future requests. Based on Council comments the proposed Ordinance includes the 1% increase. The Ordinance will need to be signed by all Councilmembers and transmitted to the Assessor's Office no later than November 30, 2021.

The following items are included under **TAB 7**:

- Ordinance 1637
- City of Leavenworth Regular Tax Levy Preliminary Values for the 2022 Tax Year
 - **MOTION:** *The Leavenworth City Council moves to adopt Ordinance 1637 with the Ad Valorem Tax increase of \$6,591.02, which is an increase of 1% from the previous year.*

8. Authorize Mayor to Sign Tax Levy

In addition to setting the property tax levy, the Department of Revenue and the County Assessor require a levy certification. This certification figure is approximately \$25,000 more than the actual levy amount for the regular levy to allow the Assessor to collect more revenue if their preliminary projections for taxes come in higher than presented due to revaluations, new construction, annexations, or refunds.

The following item is included under **TAB 8**:

- Department of Revenue Levy Certification
 - **MOTION:** *The Leavenworth City Council moves to authorize the Mayor to sign the Tax Levy Certificate.*

9. Resolution 22-2021 – Utility Relief Expiration / Reinstatement of Fees & Shutoffs

The City Council is being asked to approve Resolution 22-2021 which provides two critical steps for the Finance Department regarding the utility relief measures that were approved and adopted in 2020. These critical steps include a firm expiration date for a majority of our customers that are currently in arrears and allows for extension of the relief measures for those that are currently facing immediate shutoff based on the number of months they are in arrears. A summary of the temporary regulations includes extension of the existing utility relief of no fees or shutoff of services through January 31, 2022 and the additional allowance of utility relief for six additional months beyond this date *only if a customer requests and honors an established payment plan* to bring their account current. Staff is currently preparing to mail out notices the week of November 15th to all accounts in arrears.

The City has provided this resolution for legal counsel review and is providing this 9-month total extension as recommended by the Washington State Department of Commerce (WSDOC) and as suggested by the Municipal Research Services Center (MRSC). WSDOC has recommended 12 months or more; however, based on the low account total for Leavenworth and the additional workload involved for staff to make monthly adjustments for participating accounts, we have included 9 months in this resolution. The following table identifies the number of accounts and the value of those outstanding accounts in comparison of October 2019 vs October 2021:

Months Past Due	2019 # of Accts	2021 # of Accts	2019 Value	2021 Value
30 days	67	84	\$11,948.67	\$21,866.46
60 days	12	23	\$1,487.11	\$2,222.50
90 days +	3	14	\$2,071.73	\$9,191.10
Totals	82	121	\$15,507.51	\$33,280.06

The following item is included under **TAB 9**:

- Resolution 22-2021
 - **MOTION:** *The Leavenworth City Council moves to approve Resolution 22-2021 establishing a utility relief expiration date and reinstatement of fee and shutoff notices for city utilities.*

10. TD&H Supplemental Agreement No. 2 – Geotechnical Services

On July 14, 2020, the Leavenworth City Council approved and authorized the Mayor to execute a Consultant Agreement with TD&H Engineering (TD&H) in the amount of \$39,197.57 for providing engineering services associated with the Transportation Improvement Board (TIB) funded 14th Street Rehabilitation Project. The scope of the project includes rehabilitating 14th Street from Front Street to Commercial Street, constructing new sidewalk along the west side of 14th Street, and replacing approximately 200 ft of deficient water main. The proposed method for rehabilitating 14th Street is a full depth reclamation of the existing asphalt pavement and possible use of cement treated base. Supplemental Agreement No. 1, which authorized TD&H to proceed with the water main design, was approved by City Council on October 12, 2021.

To effectively design a full depth reclamation roadway base, a geotechnical investigation needs to take place to analyze existing subgrade conditions. Proposed Supplemental Agreement No. 2 will allow for TD&H’s subconsultant, Nelson Geotechnical Associates, Inc (NGA), to conduct a subgrade investigation to determine if the proposed rehabilitation method (full depth reclamation) will require the addition of a cement treated base. In addition, based on geotechnical investigation results, NGA will provide TD&H with detailed pavement design specifications.

The proposed fee associated with the TD&H Supplemental Agreement No. 2 is \$17,600, which establishes a new total not to exceed amount of \$61,991.57. Supplemental Agreement No. 2 costs are reimbursable at a rate of 95% through the Transportation Improvement Board.

The following item is included under **TAB 10**:

- TD&H Supplemental Agreement No. 2
 - **MOTION:** *The Leavenworth City Council moves to approve and authorizes the Mayor to sign Supplemental Agreement No. 2 with TD&H for the 14th Street Rehabilitation Project.*

11. Septic System Replacement Appeal – 201 Mine Street – Chester Marler and Ann Fink

Chester Marler and Ann Fink are seeking a septic permit through the Chelan-Douglas Health District (CDHD) to repair their failing septic system at 201 Mine Street. Mr. Marler and Ms. Fink reside outside Leavenworth city limits; however, their home is situated within 200ft of the City's sanitary sewer system located on Mine Street. Connecting to city sewer is required by WAC 246-272A-0025 if sewer services are within 200ft of a residence. The CDHD may issue a septic permit in the above-mentioned situation if the City Council grants approval. Mr. Marler is seeking approval from the City Council for the issuance of a septic permit through CDHD.

The following item is included under **TAB 11**:

- Septic/Drain Field Proposal by Chester Marler and Ann Fink

12. Parking – October Stats Recap

Each month for the quarter, we will recap some of the parking data we are now able to get from the parking meters, which went live on October 4th. Because the parking meter implementation included a phased approach, the report for this month will be focused on revenue and different ways we can look at the income data to help us understand parking behavior better.

Please note that some parking lots were blocked off for Oktoberfest Markt during October 1-20, so this data snapshot is meant to provide an initial review of the data we have. It does not include income data from monthly permits.

The goal of the Parking Program is to get the right parker in the right place and to generate income to fund current and future parking solutions.

The following item is included under **TAB 12**:

- October Revenue Stats Update Presentation

13. Leavenworth Fund Grant Awards

The Leavenworth Economic Development Committee, made up of Councilmembers Anne Hessburg, Mia Bretz, and Carolyn Wilson, have completed their review of applications submitted for grant funding from the Leavenworth Fund. All applications were scored using the same criteria; funding was allocated based on the percentage of the total score.

The Leavenworth Fund is a single fund set aside for community grants from the City's annual Lodging Tax dollars and General Fund allocations. This new grant application process is the City's official mechanism for accepting all grant solicitations from qualified organizations for funding. This replaces all prior grant funding application processes, such as the Festival & Event, Tourism Hospitality & Special Programs, and Partnership Funding Agreements. There are four funding categories with a total of \$150,000 available to qualifying applicants.

Heads in Beds

Purpose of funding: To promote activities or events that generate overnight stays in local hotels/accommodations. This fund contains \$125,000 from the Lodging Tax Fund to be shared with Operational Support.

Recommended Awards:

ORGANIZATION	REQUEST	AWARD
Greater Leavenworth Museum	\$10,000.00	\$4,500.00
Wenatchee River Institute – 2	\$4,650.00	\$3,500.00
Leavenworth Summer Theater	\$10,000.00	\$10,000.00
Leavenworth Winter Sports Club – 1	\$5,000.00	\$2,500.00
Leavenworth Winter Sports Club – 2	\$10,000.00	0
Leavenworth Winter Sports Club – 3	\$10,000.00	0
Leavenworth Golf Club	\$10,000.00	0
Wenatchee River Institute - 1	\$10,000.00	0
Cascade Medical Foundation	\$10,000.00	0
	\$79,650.00	\$20,500.00

Leavenworth Winter Sports Club, Leavenworth Golf Club, Wenatchee River Institute, and Cascade Medical Foundation submitted requests for funding that were deemed not an appropriate use of Lodging Tax Funds for the category of Heads in Beds. Another consideration with regard to the Golf Club is that they are a non-profit, but are not a 501(c)(3) or 501(c)(6), which is a requirement for funding from this fund.

Operational Support

Purpose of funding: To support nonprofit organizations with a mission focused on the Leavenworth Community and that which attracts tourism, sportsmanship, cultural exchanges, and/or promotion of our City. This fund contains \$125,000 from the Lodging Tax Fund to be shared with Heads in Beds.

Recommended Awards:

ORGANIZATION	REQUEST	AWARD
Wenatchee River Institute - 1	\$10,000.00	\$6,000.00
Greater Leavenworth Museum	\$10,000.00	\$8,000.00
Leavenworth Summer Theater	\$10,000.00	\$10,000.00
Cascade Medical Foundation	\$10,000.00	\$8,500.00
Leavenworth Winter Sports Club	\$10,000.00	\$8,000.00
Leavenworth Farmers Market	\$10,000.00	\$6,000.00
Wenatchee River Institute - 2	\$10,000.00	0
	\$70,000.00	\$46,500.00

The Committee did not view Wenatchee River Institutes additional request for funding as an appropriate use of Lodging Tax Funds. The request was for funding to pay for sewer repair work at the E. Lorene Young House.

COVID-19

Purpose of funding: To assist nonprofits that serve individuals and families affected by COVID-19. This fund contains \$15,000 from the General Fund, which was agreed upon by the Council last year.

Recommended Awards:

ORGANIZATION	REQUEST	AWARD
Upper Valley MEND	\$7,618.95	\$7,618.95
Wenatchee River Institute	\$10,000.00	\$6,500.00
Greater Leavenworth Museum	\$10,000.00	\$4,000.00
Tierra Village	\$10,000.00	0
	\$37,618.95	\$18,118.95

Tierra Village did not submit a complete application, which was missing a budget to support their request for funding. The Committee was unclear about the funding request.

The Economic Development Committee requests that Council approve an additional \$3,118.95 to fund the overage of funding in this category.

Youth & Senior

Purpose of funding: To support nonprofits or resident led efforts that benefit youth and/or seniors. This fund contains \$10,000 from the Youth and Senior line items from the General Fund.

Recommended Awards:

ORGANIZATION	REQUEST	AWARD
Wenatchee River Institute - 1	\$10,000.00	\$2,518.60
Leavenworth Winter Sports Club	\$2,500.00	\$2,500.00
Mtn. Sprouts Children’s Community	\$4,981.40	\$4,981.40
Wenatchee River Institute – 2	\$10,000.00	0
Greater Leavenworth Museum	\$4,278.00	0
Cascade Medical Foundation	\$5,000.00	0
	\$36,759.40	\$10,000.00

Committee members did not feel that the application materials received, validated funding from the Youth & Senior category, and therefore, Wenatchee River Institute, Greater Leavenworth Museum, and Cascade Medical Foundation are not being recommended for funding in this category.

After all applications received were reviewed, and recommended grant awards were considered, a balance of \$58,000 from appropriated funds remains. The Committee requests approval from the Council to submit Notice of Funds Available for a second round of grant funding opportunities for qualified applicants.

The following items are included under **TAB 13**:

- Grant Funding Request / Award Table
- Total Grant Funding by Organization
- Grant Funding Applicants with Project Descriptions

- **MOTION:** *The Leavenworth City Council moves to approve the Leavenworth Fund grant funding for use in 2022 as presented and*

authorizes the Finance Director to allocate the funding sources in the General Fund and Lodging Tax Fund as requested.

- **MOTION:** *The Leavenworth City Council moves to approve additional Leavenworth Fund grant funding for the COVID-19 category in the amount of \$3,118.95 from the General Fund.*
- **MOTION:** *The Leavenworth City Council moves to authorize posting the Notice of Funds Available (NOFA) for the second round of funding opportunities from the 2022 Leavenworth Fund.*

COMMITTEES, INFORMATIONAL & FUTURE CONSIDERATION ITEMS

14. Economic Development Committee Agenda Items

This item is included under **TAB 14.**

15. Parks Committee Agenda Items

This item is included under **TAB 15.**

16. Public Works Committee Agenda Items

This item is included under **TAB 16.**

17. Development Services October Report

These items are included under **TAB 17.**