



## City of Leavenworth

700 Highway 2 / Post Office Box 287  
Leavenworth, Washington 98826  
(509) 548-5275 / Fax: (509) 548-6429  
Web: [www.cityofleavenworth.com](http://www.cityofleavenworth.com)

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

### MEETINGS VIA ZOOM CONFERENCING November 23, 2021 Pacific Time (US and Canada)

#### Afternoon Committee Meetings 3:30 – 6:00 PM

**Housing 3:30 – 4:30 PM \* Public Safety 4:30 – 5:15 PM \* Finance 5:15 – 6:00 PM**

**All Committee Meetings use the same zoom meeting link beginning at 3:30 PM  
Councilmembers will attend based on their specific assignments.**

#### Join Zoom Meeting

<https://us02web.zoom.us/j/88954865785?pwd=aGhZV2VtYTdOSGxjVmNwam1hT3N1UT09>

**Meeting ID: 889 5486 5785**

**Passcode: 315538**

#### Regular Evening Meeting Begins at 6:30 PM

#### Join Zoom Meeting

<https://us02web.zoom.us/j/89732643685?pwd=Z3ZTbE85MXFZYldFdIVyQTVkZXVxUT09>

**Meeting ID: 897 3264 3685**

**Passcode: 281361**

**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/kclEg89fhU>**

**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](mailto:financedir@cityofleavenworth.com); comments via email will need to be submitted by no later than 5:00 PM on Monday, November 22, 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 22, 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 23, 2021 – 6:30 PM

### Call to Order

### Roll Call

### Consent Agenda

1. Approval of Agenda
2. Approval of November 9, 2021 Study Session Minutes
3. Approval of November 9, 2021 Regular Meeting Minutes
4. 2021 Claims \$163,919.15
5. Mayoral Appointment to the Design Review Board Seat #4 – Exp 12/1/2021
6. Leavenworth Area Promotions 2022 Budget Request
7. Wenatchee Valley Animal Care & Control Contract
8. Chamber Reimbursement for COVID Purchases in 2020
9. Septic System Replacement Appeal – 201 Mine Street – Chester Marler and Ann Fink
10. Professional Services Agreement – Addendum #1 for ADU Plan with Syndicate Smith

### Council Committees – 4<sup>th</sup> Tuesday

Housing – 3:30 PM – 4:30 PM

Public Safety – 4:30 PM – 5:15 PM

Finance – 5:15 PM – 6:00 PM

### Comments from the Public on Items Not on the Agenda

#### 11. Presentation: Chelan County Sheriff Annual Report – Brian Burnett

#### 12. Public Hearing on Comprehensive Plan Amendments @ 6:45 PM – Hearing to Continue through December 14, 2021

### Resolutions, Ordinances, Orders, and Other Business

13. Action: Chelan County Sheriff Contract for 2022 – 2025
14. Action: Professional Services Agreement for Administrative Executive Search with Koff & Associates
15. Action: Ordinance 1638 – Sewer System Loan Bond with USDA/RD

### Councilmember and Committee Reports

### Mayor / Administration Reports

### Information Items & Future Considerations

16. Housing Committee Agenda Items
17. Public Safety Committee Agenda Items
18. Finance Committee Agenda Items
19. Planning Commission Minutes – 10/6/2021 & 10/27/2021
20. 2022 Rate & Fee Schedule / 2021 Final Budget Amendment – 12/14/2021

**EXECUTIVE SESSION: RCW 42.30.110 (g) / RCW 42.30.140 (4)(b) Wages and Collective Bargaining**

### Adjournment

**(Next Ordinance is 1639 – Next Resolution is 23-2021)**

## CONSENT AGENDA / REPORTS / PUBLIC HEARING

### **1. City Council Meeting Agenda**

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

### **2. Study Session Minutes – 11/9/2021**

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

### **3. Regular Meeting Minutes – 11/9/2021**

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

### **4. 2021 Claims**

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

### **5. Mayoral Appointment to the Design Review Board Seat #4 – Exp. 12/1/2021**

The Mayor requests City Council confirmation of his reappointment of Ken Kohnhorst to Design Review Board Position #4. He has been a deeply valued member of the Board, providing thoughtful and insightful contributions to our beautiful Bavarian community. The current term expires December 1, 2021; this reappointment will be for four years with a new expiration date of December 1, 2025. The Leavenworth Municipal Code (LMC) requires that all Design Review Board members are appointed by the Mayor with confirmation by the City Council.

There are no items included under **TAB 5.**

### **6. Leavenworth Area Promotions 2022 Budget Request**

The City Council received a presentation from Leavenworth Area Promotions Representative Jessica Stoller at the November 9, 2021 study session. Ms. Stoller presented the request for 2022 to be the same as 2021 at a total of \$600,000. The 2022 budget currently includes \$586,000; if Council approves this item, a budget amendment for the difference of \$14,000 will be included in the April 2022 budget amendment.

There are no items included under **TAB 6.**

### **7. Wenatchee Valley Animal Care & Control Contract**

Ms. Taylor Sharp, Executive Director of Wenatchee Valley Animal Care & Control, addressed the animal care contract renewal at the November 9, 2021 Study Session. This contract is for three years, 2022-2024, and includes a 15% increase for 2022 and 3% increases each year for 2023 and 2024; 2021 contract total was \$17,508.84.

The proposed annual contract costs are as follows:

<b>Contract Year</b>	<b>Cost</b>	<b>Dollar Increase</b>	<b>Percent Increase</b>
2022	\$20,135.22	\$2,626.38	15%
2023	\$20,739.28	\$604.06	3%
2024	\$21,361.46	\$622,18	3%

The following item is included under **TAB 7:**

- Wenatchee Valley Care & Control Services Agreement

### **8. Chamber Reimbursement for COVID Purchases in 2020**

The City Council is being asked to authorize the reimbursement of \$36,684.54 to the Chamber of Commerce for the purchase of Downtown signage, sanitizer and sanitizer stations, facemasks, alcohol wipes, COVID thermometers and street decals that were purchased in 2020 with the intent of providing these to the visitors during the initial reopening of the Community after the Governor lifted the Stay at Home orders. These items were purchased by the Chamber with the anticipation of potential reimbursement from the City to assist in providing a clean and safe environment for our visitors between the months of May through July 2020. If approved by Council, funding for this reimbursement will come from the Lodging Tax Fund and will be included in the final 2021 budget amendment so payment can be issued this calendar year.

The following items are included under **TAB 8:**

- 2020 Invoices for Signage/Decals and Personal Protective Equipment

### **9. 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. Based on the November 9, 2021 City Council discussion, staff recommends authorizing the issuance of Mr. Marler's CDHD septic permit.

There are no items included under **TAB 9:**

### **10. Professional Services Agreement – Addendum #1 for ADU Plan with Syndicate Smith**

The City Council is being asked to approved an addendum to the PSA with Syndicate Smith for the Accessory Dwelling Unit construction plans. There is no change to the scope of work or the compensation. This addendum is for the purpose of clarifying the relationship and responsibilities after the construction plans are completed, including but not limited to, the management of the work product, document amendments, relations with the pubic, and website management.

The following items are included under **TAB 10:**

- Addendum #1
- Existing PSA with Scope of Work

**11. Presentation – Chelan County Sheriff Annual Report**

Sheriff Brian Burnett will present to the City Council the Chelan County Sheriff’s 2020 Annual Report.

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

- Chelan County Sheriff Annual Report 2020

**12. Public Hearing on Comprehensive Plan Amendments @ 6:45 PM – Hearing to Continue through December 14, 2021**

This time is provided to take public comment on proposed amendments to the Comprehensive Plan, as recommended by the Planning Commission.

The following items are included under **TAB 12** or <https://cityofleavenworth.com/meetings/city-council-15/> (printed copies available upon request):

- Transmittal Memo
- Additional Comments
- Staff Report with Attachments
- Water/Wastewater Capacity Memo
- Rezoning Traffic Analysis

**SUPPLEMENTAL COUNCIL AGENDA**

**13. Chelan County Sheriff Contract for 2022 - 2025**

The City Council is being provided for approval the new four-year contract with the Chelan County Sheriff’s Department for services to the City for law enforcement. This was presented at the November 9, 2021 Study Session, where Sheriff Burnett was available to answer questions. There have been no additional changes to the contract.

The proposed annual contract costs are as follows:

<b>Contract Year</b>	<b>Cost</b>	<b>Dollar Increase</b>	<b>% Increase</b>
2022	\$623,925	\$31,161	5.255%
2023	\$649,444	\$25,519	4%
2024	\$676,006	\$26,562	4%
2025	\$703,654	\$27,648	4%

RiverCom costs are left unidentified within this contract as they are billed and budgeted separately from the Sheriff’s contract on an annual basis when the City receives the number of calls generated for the prior period; July 2019 – July 2020 RiverCom charges were paid at \$65,768.04 in 2021. The 2022 budgeted cost is set at \$67,741; however, due to a new flat rate strategy set by the RiverCom Board the City’s rate will be reduced to \$43,557.12 for a total of 1,368 calls that

occurred between July 2020 and July 2021, which is a new set rate of \$31.84 per call and a savings estimate of \$24,183.88.

The following item is included under **TAB 13:**

- 2022-2025 Interlocal Law Enforcement Service Agreement
  - **MOTION:** *The Leavenworth City Council moves to approve and authorizes the Mayor to sign the 2021-2025 Interlocal Law Enforcement Service Agreement with Chelan County.*

#### **14. Professional Services Agreement for Administrative Executive Search with Koff & Associates**

Mayor Florea is requesting approval by Council to proceed with a Professional Services Agreement with Koff and Associates to conduct an Administrative Executive search. Mayor Florea is recommending that the City contract with Koff and Associates to conduct the search for an Administrative Services Director. The contract for this is included within the packet materials and reflects a set fee of \$24,000, which includes \$17,000 for the search efforts and up to \$7,000 for expenses. This fee was reviewed against other potential search firms and is competitive in price and services; there is an added advantage of being performed by a firm that will have an ongoing relationship with the City after the search is completed.

The Mayor's office, under current budget authority, has approved a Professional Services Agreement with Koff and Associates to provide Human Resource Management Professional Services, which includes an audit of our human resources systems and any recommendations to improve our practices. Koff and Associates will then provide the City with ongoing HR services as needed on a case by case basis, including providing confidential HR services for all staff. This agreement has been signed and is in place and provided to you here as information only.

The following items are included under **TAB 14:**

- PSA for Recruitment Services
- Executive Recruitment Services Exhibit A
- PSA for Human Resource Management Professional Services – *Informational Only*
  - **MOTION:** *The Leavenworth City Council moves to approve and authorizes the Mayor to sign the Professional Services Agreement with Koff & Associates for an amount not to exceed \$24,000 for an Administrative Executive search.*

#### **15. Ordinance 1638 – Sewer System Loan Bond with USDA/RD**

The City Council is being asked to approve the Sewer Revenue Bond Ordinance for the Sewer System (Wastewater Treatment Plant, South Interceptor and distribution lines) improvements that have been completed to date utilizing Interim Construction Financing from Cashmere Valley Bank. The City Council previously approved ordinances 1599 and 1633 authorizing interim construction loan financing totaling \$12,146,000. Final loan funding is currently in process of

closing prior to year-end with Cashmere Valley Bank with the City receiving all funds as reimbursed.

This ordinance provides for the United States Department of Agriculture Rural Development Department (USDA/RD) to now initiate the official Sewer Bond sale that will pay off the interim financing loan with Cashmere Valley Bank and in turn create the new debt service for the City. The official debt service payments will be determined upon the sale of the bonds. At this time the City is seeking to finalize this ordinance to lock in the lowest possible interest rate, which is projected to increase in early 2022. As a reminder, the City originally locked into a rate not to exceed 2% interest on the first loan of \$10,670,000 and 1.375% on the subsequent loan of \$1,476,000; at this time current rates are set at 1.25%. Upon the sale of these bonds the City will then consider the terms of the loan options for setting the total number of years based on the amount that the City can afford with a maximum allowable of 40 years.

The following item is included under **TAB 15:**

- Ordinance 1638
  - **MOTION:** *The City Council moves to adopt Ordinance 1638 authorizing the issuance of taxable sewer revenue bonds in the amount of \$12,146,000 for the purpose of providing funds to pay costs of the acquisition, construction and installation of improvements to the City's sewer system.*

## COMMITTEES, INFORMATIONAL & FUTURE CONSIDERATION ITEMS

### **16. Housing Committee Agenda Items**

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

### **17. Public Safety Committee Agenda Items**

This item is included under **TAB 17.**

### **18. Finance Committee Agenda Items**

This item is included under **TAB 18.**

### **19. Planning Commission Minutes – 10/6/2021 & 10/27/2021**

These items are included under **TAB 19.**

### **20. 2022 Rate & Fee Schedule / 2021 Final Budget Amendment – 12/14/2021**

This item is informational only to remind the Council of the upcoming approvals to finalize the 2022 Rate & Fee Schedule and 2021 Final Budget Amendment at the December 14, 2021 meeting.

There are no items included under **TAB 20.**