

LEAVENWORTH CITY COUNCIL
Study Session Agenda
City Hall – Council Chambers & Zoom Optional
August 9, 2022 8:30 AM – 11:30 AM

8:30 – 8:45 Chamber Report

This time is provided for a Chamber of Commerce representative to provide an update to the City Council on items of interest to the Chamber and City.

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

8:45 – 9:30 Mission, Vision, Values – Strategic Planning Next Steps

Hana Butler, from Nash Consulting, will be presenting the proposed City of Leavenworth Mission, Vision, and Values statements. The process of revising the City’s Mission Statement began with Nash Consulting at the City Council Retreat in April 2021, and was continued at the spring 2022 Retreat. At the spring 2022 Retreat, the City Council tasked a sub-committee with finalizing the Mission, Vision, and Values Statements for Council to consider at a future Study Session. The sub-committee consisted of Councilmembers Anne Hessburg and Clint Strand, staff member Christie Voos, and Hana Butler of Nash Consulting.

In preparation for the presentation, we have included definitions of what each statement is:

- The mission statement explains the organization’s purpose, or reason for existence, and its overall intention. The statement also supports the organization’s vision, and communicates purpose and direction to staff, community members, businesses, and other stakeholders.
- The vision statement is an inspirational and aspirational statement that looks to the future of the organization. It creates a mental image of what the organization hopes to achieve.
- The values statement lists the core principles and philosophical ideals that we uphold today. The values direct the organization and its culture, guiding decision making, and establishing a standard for assessing action – giving staff a guide in *how* to fulfill the mission statement.

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

9:30 – 10:00 Forest Service Update

Local Ranger Erica Taecker will be present with us to talk about the Forest Service’s plan to do forest health work in our area using the money provided by the infrastructure bill passed by Congress. Our area is one of those chosen for first priority funding and Ranger Taecker will discuss where they are with planning at this point.

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

10:00 – 10:20 Public Works One-Year Review

This time is provided to review and discuss the one-year assessment of the Public Works Department. Public Works Director, Tom Wachholder, will provide a brief presentation outlining assessment findings and next steps associated with the Public Works Department.

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

- One-Year Review Report
- One-Year Review Presentation
- Public Works Department Expectations

10:20 – 10:30 2022 Project Tracker / 2022 Future Council Agenda Items

This time is provided to review the 2022 Project tracking document and the Future Council Agenda Items document. The Project Tracker provides the Council with quarterly updates on the work and status of a number of Council Priorities or required projects/tasks that need to be completed by the City. It is not a comprehensive list; the project tracker does not include the daily tasks required to provide services and maintain service levels to residents, businesses, or visitors, but provides a good review of the work being completed by the City Staff.

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

- 2022 Project Tracker
- 2022 Future Council Agenda Items

10:30 – 10:35 Quarterly City Newsletter Recommendations

This time is provided to review suggestions and proposed items for the next newsletter. Items to consider will include upcoming events (block party, fall festivals, etc.), important City news relevant to the community (fall clean up, ADU pre-approved plans, etc.), new staff introductions & open positions, and updates on projects (such as the Glacier Parking Lot, etc.).

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

10:35 – 10:40 Follow-up on Bees in City Limits

Council passed Ordinance 1630 on July 13, 2021 allowing bees in the City limits with an opportunity to re-evaluate after one year. Mayor Florea will give a very brief update and recommend no changes.

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

10:40 – 11:00 Water Connection Requests

This time is provided for the Council to discuss two (2) water connection requests associated with parcels located outside the urban growth area. In compliance with the goals and policies of the the

City's Comprehensive Plan, consumption of the City's water rights are primarily limited to the incorporated city limits and urban growth area. Development and growth should occur within these areas to limit urban sprawl and allow the City to develop and maintain utilities in the most logical/cost effective manner.

The Leavenworth City Council, at its sole discretion, may grant a limited number of exceptions per year (3 ERUs) to allow water connections outside the urban growth area. The following shall be demonstrated:

1. At least one attempt to drill a well down to bedrock yielded no potable water, or drilling is prohibitive due to physical design constraints as determined by Chelan-Douglas Health District, or well logs of adjacent properties demonstrate unavailability of water to bedrock, and
2. The plight of the applicant is due to unique circumstances such as topography or lot size or shape over which the applicant has no control, and
3. The authorization of the exception shall not be materially detrimental to the purposes of Leavenworth Municipal Code, be injurious to property in the same district or neighborhood, or be otherwise detrimental to the objectives of the City or County Comprehensive Plan, and
4. Water extension and/or connection for the creation of a lot shall be a one-time waiver, shall not be allowed to serve more than one lot, shall not be transferable, and the properties created shall not be allowed future/additional water for a period of no less than 10 years.

7917 East Leavenworth Rd Water Connection Request:

Darrell Brunner's water connection request is associated with his single 1-acre parcel that contains two (2) single family homes located at the above stated address. Currently, the single 1-acre parcel is fed by a single water connection that serves both homes. Mr. Brunner has applied for a second water connection for purpose of pursuing a short plat to separate the current 1-acre parcel into two (2) ½ acre parcels. In terms of satisfying the above-mentioned water connection criteria, Mr. Brunner is not able to drill a well due to the proximity to his septic drain field.

12669 Prowell St Water Connection Request:

Todd Gilbert owns a 1.25 acre lot located at the above stated address. Mr. Gilbert currently has a City water connection that serves his single family home and is requesting a second water connection for the purpose of constructing an ADU. Chelan County requires a separate water connection for ADUs. With regard to satisfying the above-mentioned water connection criteria, Mr. Gilbert has not submitted documentation supporting that a well is infeasible.

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

- Darrell Brunner Water Availability Application

11:00 –11:15 Council Vacancy Process

Councilmember Carolyn Wilson provided heartfelt service to the community. Out of necessity, the City Council is being asked to consider a process for the selection of a candidate to fill the vacancy of the City Council Position #4.

The following would be a recommendation for proceeding with the community notification and selection of a candidate that has been utilized in past vacancies:

1. Advertisement of vacancy and request for Letters of Interest and Application on August 10th, due by August 31, 2022.
2. Council review of applications September 1-15, 2022.
3. Public Interview and selection of Candidates Date: September ____, 2022.
4. Executive Session on Candidates.
5. Open debate and vote selection of Candidate.

Selection and Vote Procedure:

1. Council will conduct a public interview of candidates. All candidates will be provided the same interview questions in advance. Candidates may sit in the audience to listen to other candidates' interviews per open public meetings act regulations; however, Council may ask candidates to remove themselves during other candidate's interviews. Each interview is expected to be 20 minutes. Candidates will be assigned interview times.
2. Following the Interview of Candidates, the Council will recess to an executive session to discuss and evaluate the qualifications of each candidate.
3. The Council resumes the Special Meeting and selects a candidate:
 - a. Council members are provided a ballot with the list of the candidates. Each member identifies two candidates on a ballot.
 - b. All ballots are collected and the City Clerk reads aloud the votes on all ballots. Votes are tallied and the two candidates that received the most votes are identified. In the event of a tie (except a tie among the top two), the process is repeated until two candidates only are identified with the most votes.
 - c. Once the top two candidates are identified, the Council is provided a ballot identifying the top two candidates. Ballots are collected and votes are tallied. In the event of a tie, the Mayor will provide the tie-breaking vote.
 - d. A motion is made, seconded and voted upon to appoint the candidate receiving the most votes. In the event of a tie on the motion, the Mayor will provide the tie-breaking vote.

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

- Application
- Council Vacancy RCW

11:15 – 11:30 Council Open Discussion

This time is for the Council open discussion.

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