



City of Leavenworth

700 US 2 | PO Box 287
Leavenworth, Washington 98826
P (509) 548-5275 | F (509) 548-6429
www.cityofleavenworth.com

City Council
Carl J. Florea - *Mayor*
Sharon Waters
Clint Strand
Jason Lundgren
Anne Hessburg - *Mayor Pro Tem*
Zeke Reister
Marco Aurilio
Tibor Lak
Matthew "Selby" - *City Administrator*

MEETINGS LINKS VIA ZOOM CONFERENCING January 24, 2023 Pacific Time (US and Canada)

Afternoon Committee Meetings 3:30 PM – 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://zoom.us/j/99045511877?pwd=bjBVVXRMMXhEYmQ5L2R3aTRTcTU0Zz09>

Meeting ID: 990 4551 1877

Passcode: 266729

Regular Evening Meeting Begins at 6:30 PM

Join Zoom Meeting

<https://zoom.us/j/98018781456?pwd=N2J2OWlqRmVsVXBLUzgvU0J2aDJlBZz09>

Meeting ID: 980 1878 1456

Passcode: 182417

**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://zoom.us/u/adrJv5kBT>

LEAVENWORTH CITY COUNCIL AGENDA
Leavenworth City Hall – Council Chambers & ZOOM
January 24, 2023 – 6:30 PM

Call to Order
Flag Salute

Roll Call

Consent Agenda

1. Approval of Agenda
2. Approval of Study Session Minutes for January 10, 2023
3. Approval of Regular Meeting Minutes for January 10, 2023
4. Approval of 2022 Claims \$330,636.34 – *To Be Amended on 1/24/2023 for Final Total*
5. Approval of 2023 Claims \$245,158.50
6. Appointment Confirmation of Brian Praye for Planning Commission Position No. 3
7. Chamber of Commerce Contract for 2023-2026

Council Committees – 4th Tuesday

Housing – 3:30 PM – 4:30 PM

Public Safety – 4:30 PM – 5:15 PM

Finance – 5:15 PM – 6:00 PM

Public Safety Report: Corporal Monika Haynes, Liaison Officer

Comments from the Public on Items Not on the Agenda

Joint Planning Commission Meeting

8. **Public Hearing: Amending Comprehensive Plan's Capital Improvement Plan @ 6:30 PM**
9. **Presentation: Downtown Closure Survey Results & Findings by MxM**

Resolutions, Ordinances, Orders, and Other Business

10. Action: Acceptance of 2023 Planning Commission Docket
11. Action: Ordinance 1666 – Amending Comprehensive Plan's Capital Improvement Plan
12. Action: Ordinance 1667 – Amending Chapter 2.04 City Council
13. Action: Resolution 1-2023 – Council Rules Amended
14. Action: Mayor Ad Hoc Committee Assignments
15. Action: Professional Services Agreement: Blue Logix – Water System PLC Programming
16. Action: Loader Mounted Snow Blower Acquisition
17. Action: MEND Letter of Intent for \$600,000 for affordable housing

Councilmember and Committee Reports

Mayor / Administration Reports

Committees, Information Items & Future Considerations

18. Housing Committee Agenda Items
19. Public Safety Committee Agenda Items
20. Finance Committee Agenda Items
21. December Planning Commission Minutes
22. Comments for PC Docket
23. Reminder: Community Engagement Night on January 31, 2023 at the Festhalle from 5:00-8:00 PM

Adjournment

(Next Ordinance is 1668 – Next Resolution is 2-2023)

CONSENT AGENDA ITEMS / REPORTS / PUBLIC HEARING

1. City Council Meeting Agenda

The following item is included under **TAB 1.**

2. Study Session Minutes – January 10, 2023

The following item is included under **TAB 2.**

3. Regular Meeting Minutes – January 10, 2023

The following item is included under **TAB 3.**

4. 2022 Claims

The following item is included under **TAB 4.**

5. 2023 Claims

The following item is included under **TAB 5.**

6. Appointment Confirmation, Brian Praye for Planning Commission Position No. 3

Brian Pray expressed interest in serving on the City of Leavenworth Planning Commission; position number 3 was vacated by Andy Lane and is available to a qualified candidate residing in the city limits. Brian has a construction background and is familiar with codes and requirements in various jurisdictions. Mayor Florea interviewed Brian in December and recommends that Mr. Pray be appointed to Planning Commission position number 3.

The following item is included under **TAB 6.**

- Brian Praye Letter of Interest

7. Chamber of Commerce Contract for 2023-2026

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

8. Public Hearing: Amending Comprehensive Plan's Capital Improvement Plan @ 6:30 PM

The City Council desires to implement the goals and objectives of the Comprehensive Plan through multiple projects. These projects are listed and budgetted for in the

Comprehensive Plan Capital Improvement Plan which was reviewed at the Planning Commission Hearing on December 7, 2022 and has been recommended for approval. This public hearing has been provided for public review and comment with the City Council.

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

- Planning Commission Transmittal Memo
- Planning Commission Draft Minutes
- Staff Report with attached Capital Improvement Plan

9. Presentation: Downtown Closure Plan @ 7:30 PM

The City Council desires to enhance business and visitor experience through the closure of portions of Front Street and 8th Street. These closures impact other areas of the community and facilitate a need for improvements. The type and scope of improvements has been under review with MxM and the Downtown Steering Committee. This presentation includes a summary of work done to date and the final public survey on improvements. It concludes with an outline of the final recommendations and planning document.

This item is included under **TAB 9**.

- Presentation slides

SUPPLEMENTAL COUNCIL AGENDA

10. Acceptance of 2023 Planning Commission Docket

The City Council desires to provide clear direction to the Planning Commission and the public about planning projects and code amendments to be considered in 2023. The Council and Planning Commission will hold a joint meeting starting at 6:30 PM to review the draft 2023 Docket items and tallies provided by each member. The primary goal of the meeting is to prioritize the 2023 Docket additional items, such as number of meetings and perspectives on planning, may be discussed. Based on the discussions at the Joint Meeting, the City Council may accept the 2023 Docket.

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

- Tally form
 - **MOTION:** *The Leavenworth City Council moves to approve the 2023 Planning Commission Docket, subject to potential modification for Urban Growth Area Map amendments forwarded to the City in March.*

11. Ordinance 1666 – Amending Comprehensive Plan’s Capital Improvement Plan

This time is provided for the City Council to consider amending the Leavenworth Comprehensive Plan, after having received public comments.

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

- Ordinance 1666
 - *MOTION: The Leavenworth City Council moves to adopt Ordinance 1666 approving amendments to the Comprehensive Plan based on the Planning Commission and staff recommendations, including the findings of fact and conclusions of law within the staff report.*

12. Ordinance 1667 – Amending Chapter 2.04 – City Council

The following Ordinance is based on direction from the City Council to change the days and times that the City Council holds their Study Sessions and their Regular Council meetings. In order to make Study Sessions more accessible to the public, they are moving them from one time per month in the morning to the evenings held from 5:30 – 7:00 PM on the second and fourth Tuesday of each month. The regular evening meeting will commence immediately after the Study Session at 7:00 PM.

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

- Ordinance 1667
 - *MOTION: The Leavenworth City Council moves to adopt Ordinance 1667 – Amending LMC Chapter 2.04 – City Council.*

13. Resolution 1-2023 – Council Rules Amended

The following Resolution is amending the Council Rules to be in line with what was discussed at the January 10, 2023 Study Session.

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

- Resolution 1-2023
 - *MOTION: The Leavenworth City Council moves to approve Resolution 1-2023 amending the City Council rules.*

14. Mayor Ad Hoc Committee Assignments

The City Council is being asked to confirm Mayor Florea's appointments to the Ad Hoc Committees and City Representatives to other agencies where City representation is necessary. The City has various representatives on local and regional boards; the City's past practice is for the Council to review and confirm the Mayoral appointments. The following motion is a confirmation of the Mayor's appointment to Ad Hoc Committees and City Representative Assignments. The appointment to these committees is at the discretion of the

Mayor; the confirmation by the City Council is to confirm that Council has reviewed the Mayor's appointments.

The following item is included under **TAB 14:**

- 2023 Leavenworth City Council Ad Hoc Committees
 - **MOTION:** *The Leavenworth City Council moves to confirm Mayor Florea's appointments to Ad Hoc Committees and the City Representatives on other agency boards for 2023.*

15. Professional Services Agreement: Blue Logix, LLC Water System PLC and SCADA Programming

The City Council is being asked to approve a Professional Services Agreement between the City and Blue Logix for PLC and SCADA programming services associated with the Water Treatment Plant Programmable Logic Controller (PLC) Replacement project.

Following a sustained power outage that impacted the City's Water Treatment Plant on December 22, 2022, the water system's primary PLC showed signs of eminent failure (e.g., not responding regularly). According to Blue Logix, our on-call SCADA programmer, the Water Treatment Plant PLC should have been replaced approximately five (5) years ago. The overall cost of the project is estimated at \$45,000. Blue Logix's PLC and SCADA programming services are anticipated to cost \$20,000 with the remainder of the project cost being hardware and electrical costs. This project will be supported by the Water Fund and will begin as soon as possible as the Water Treatment Plant PLC is a critical SCADA component of the water system

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

- **MOTION:** *The Leavenworth City Council moves to approve and authorizes the Mayor to execute, contingent upon legal counsel review, a Professional Services Agreement between the City of Leavenworth and Blue Logix, LLC for Water Treatment Plant PLC and SCADA programming services with a not to exceed amount of \$20,000.*

16. Approve the Purchase of a new Larue D55 Snow Blower for Public Works

The City Council is being asked to approve the purchase of new 2023 Larue D55 loader mounted snow blower for the Public Works Department. In terms of background, a loader mounted snow blower has been budgeted for some time due to the eventual need to haul snow from the downtown. In addition, a loader mounted snow blower used in conjunction with the two (2) new 10-yard plow trucks arriving later in 2023, will provide the Public Works Department with the capability of hauling snow mid-winter season. The new 2023 Larue D55 loader mounted snow blower is procured through Sourcewell. Sourcewell is a

government cooperative purchasing entity that fulfils competitive bid requirements; therefore, the City can purchase equipment directly from Sourcewell contracts.

Currently, the City has a 2023 budget of \$160,000 for the purchase of a loader mounted snow blower. City staff recommends the purchase of a new 2023 Larue D55 loader mounted snow blower at a cost of \$237,490.23 (tax included). This purchase, if approved, does require an appropriation of \$77,490.23 in additional funding to cover the budget shortfall. Please note, this purchase is supported by multiple funds (e.g., General Fund, Street Fund, Lodging Tax, and Parking).

The following item is included under **TAB 16**.

- 2023 Larue D55 Loader Mounted Snow Blower Purchase Order
- Larue D55 Brochure

- **MOTION:** *The Leavenworth City Council moves to approve the purchase of a 2023 Larue D55 Loader Mounted Snow Blower in the amount of \$237,490.23.*

17. MEND Letter of Intent for \$600,000 for Affordable Housing

Kaylin Bettinger from MEND came to the January 10, 2023 Study Session to discuss the possibility of MEND purchasing 31 affordable housing units around Leavenworth for \$5.128 million or \$165,500 each. She is requesting \$600,000 from the City of Leavenworth to help make this happen. MEND has already secured \$660,000 from Chelan County and has \$500,000 that is already committed to this project. MEND is applying for a State grant of \$1,000,000 followed up by a capital campaign to raise the additional funds needed to close on December 31, 2023. We are giving MEND a Letter of Intent to promise the funds when it comes time to close on the properties.

The following item is included under **TAB 17**.

- Letter of Intent
- Attachment A

- **MOTION:** The Leavenworth City Council moves to approve and authorize the Mayor to sign a Letter of Intent to MEND for \$600,000 to purchase 31 affordable housing properties on or before December 31, 2023.

COMMITTEES, INFORMATION ITEMS & FUTURE CONSIDERATIONS

18. Housing Committee Agenda Items

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

19. Public Safety Committee Agenda Items

This item is included under TAB 19.

20. Finance Committee Agenda Items

This item is included under TAB 20. – **The agenda is provided at this time; due to the closure of the books on January 20th after the Council packet distribution occurs these agenda items will be presented at the Finance Committee.**

21. December Planning Commission Minutes

This item is included under TAB 21.

22. Letter from Sue Holt – Community Resident

This item is included under TAB 22.

23. Reminder: Community Engagement Night on January 31, 2023 @ the Festhalle from 5:00-8:00 PM

There are no items included under TAB 23.