

**LEAVENWORTH CITY COUNCIL MINUTES**  
**April 23, 2024**

Mayor Carl J. Florea called the April 23, 2024 Leavenworth City Council meeting to order at 7:01 PM. Councilmember Thayer led the City Council in the Pledge of Allegiance.

**ROLL CALL**

Council Present: Mayor Carl J. Florea, Sharon Waters, Anne Hessburg, Zeke Reister, Shane Thayer, Rhona Baron and Travis McMaster.

Council Absent: Clint Strand.

Staff Present: Matthew “Selby”, Chantell Steiner, Maggie Boles, Tom Wachholder, Andi Zontek-Backstrum and Andrea Fischer.

Councilmember Hessburg moved to excuse Councilmember Strand from the Council meeting. The motion was seconded by Councilmember Reister and passed unanimously.

**APPROVAL OF THE CONSENT AGENDA**

**Consent Agenda**

- 1. Approval of Agenda
- 2. Approval of April 9, 2024 Study Session Minutes
- 3. Approval of April 9, 2024 Regular Meeting Minutes
- 4. 2024 Claims: \$553,978.66

Councilmember Hessburg moved to approve the consent agenda. The motion was seconded by Councilmember Reister and passed unanimously.

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

Chuck Hamstreet, Julie Hamstreet and Isabel Auty spoke on how the noise, especially the screaming, from the Leavenworth Adventure Park is taking a psychological toll on them.

**5. Resolution 07-2024 – Representative Mike Steele Acknowledgement**

Councilmember Reister moved to approve Resolution 07-2024 – Appreciation to Representative Mike Steele for his support of Leavenworth’s housing needs. The motion was seconded by Councilmember Hessburg and passed unanimously.

**6. Resolution 08-2024 – Representative Keith Goehner Acknowledgement**

Councilmember Hessburg moved to approve Resolution 08-2024 – Appreciation to Representative Keith Goehner for his support of Leavenworth’s housing needs. The motion was seconded by Councilmember Waters and passed unanimously.

## **7. Public Safety Report:**

### **CORPORAL RANDY LAKE, LIAISON OFFICER**

Chelan County Sheriff Corporal Randy Lake reported on the current Sheriff Report for the month of March 2024 and provided information on the calls for service that have taken place within the City of Leavenworth. He stated the number of incidents, citations, traffic accidents, alarm calls, and arrests for March. He reported on a bomb threat that was called in to the Leavenworth, Kansas police department for the Nutcracker museum.

### **CAPTAIN MIKE SMITH, FIRE DISTRICT #3**

Chelan County Fire District 3 Fire Prevention Specialist Mike Smith reported on the current fire report for the month of March 2024. He provided information on the calls for service that have taken place around the City of Leavenworth and surrounding areas, as well as the numbers of incidents and Fire Marshal Services for March. He informed the Council that the chipping program sponsored by Chelan County Fire District 3 will be ending soon.

## **8. Presentation: Greater Leavenworth Museum – Matt Cade**

Matt Cade, Christie Voos and Bob Buggart gave a presentation on what is happening with the Greater Leavenworth Museum and their plans to expand the Museum to the Grange Building on Front Street. They are in the process of obtaining grants and doing a feasibility study to see if it would be possible.

## **9. Public Hearing: Park Avenue Vacation Request on April 23, 2024 @ 7:00 PM**

Mayor Florea opened the public hearing at 7:58 PM.

Senior Planner Maggie Boles stated the City received a request to vacate an undeveloped portion of Park Avenue, located adjacent to properties owned by the Leavenworth Nazarene Church. The area to be vacated has been historically used as a driveway access to residential property owned by the church. The residential unit was demolished, and the site will be graded, leaving a 2:1 slope on the west side of the church property, with the remainder of the site to be level with the existing parking lot grade. With access off Park Avenue no longer needed, the church has proposed to utilize this portion of the property for additional parking or a playground. The City will reserve and retain a perpetual snow storage easement within a portion of vacated right-of-way. Public Works Director Tom Wachholder stated that the City has historically used the end of Park Avenue for snow storage, especially in the event of a large snowstorm, so it is important to keep that open for City use.

Councilmember Waters asked for clarification on the snow storage easement and the playground that could be built in the future.

Jeff Pucket – 8541 Icicle Road; He is speaking as a representative of the Leavenworth Nazarene Church. The one concern we have with public works is just the snow coming off that portion of Park Avenue can be pushed there like it always has been but would not like the City to use it for remote snow storage. Director Wachholder stated that has never been the intention and will be treated as independent. Mr. Pucket asked if the City is going to build a barrier for the snow easement as the Church is planning a 2:1 slope down to the future parking lot. Ms. Boles stated that since the grading permit is still open this could be a part of that prior to final approval.

Hearing no additional comments, Mayor Florea closed the public hearing at 8:05 PM.

### **10. Public Hearing: Alley Vacation on April 23, 2024 @ 7:00 PM**

Mayor Florea opened the public hearing at 8:05 PM.

Senior Planner Maggie Boles stated the City has received a request to vacate an undeveloped portion of alley right-of-way, located adjacent to properties owned by the Leavenworth Nazarene Church. The area to be vacated is located within the church's existing parking lot. The westerly portion of the alley was vacated by Ordinance 478 in December 1966. The proposal would vacate the remainder of the undeveloped alley abutting the church property, while continuing to provide access to the residential lots along the south 100 block of Park Avenue. The City has no need to reserve any easement or rights in the area to be vacated for access, utilities or any other purpose.

Hearing no additional comments, Mayor Florea closed the public hearing at 8:06 PM.

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

### **11. Ordinance 1690 – Park Avenue Vacation Request**

Councilmember Thayer moved to postpone this item to a date certain of May 28, 2024. The motion was seconded by Councilmember Waters and passed unanimously.

### **12. Ordinance 1691 – Alley Vacation Request**

Councilmember Reister moved to adopt Ordinance 1691 – Alley Right-of-way Vacation. The motion was seconded by Councilmember Baron and passed unanimously.

### **13. Resolution 09-2024 – Financial Policy Update**

Councilmember Hessburg moved to approve Resolution 09-2024 – Financial Policy Update. The motion was seconded by Councilmember Thayer and passed unanimously.

### **14. Resolution 10-2024 – Acceptance of Ecology Loan for Wastewater Facility and General Sewer Plan**

Councilmember Thayer moved to approve Resolution 10-2024 – Acceptance of Ecology Loan for Wastewater Facility and General Sewer Plan. The motion was seconded by Councilmember Hessburg and passed unanimously.

**15. Supplemental Agreements No. 4 and 5 – Professional Services Agreement – Gray & Osborne – Glacier Parking Lot Improvements**

Councilmember McMaster moved to approve to authorize the Mayor to execute Supplemental Agreements No. 4 and 5 associated with the Gray & Osborne January 2022 Aasgard, Blewett & Glacier Parking Lot Professional Services Agreement, together updating the not to exceed amount to \$699,692. The motion was seconded by Councilmember Waters and passed with a vote of 5-1-0 with Councilmember Waters abstaining.

**16. Supplemental Agreement No. 7 – Professional Services Agreement – Gray & Osborne – Public Works On-Call Contract for the 2024 Scrub Seal Construction Administration**

Councilmember Hessburg moved to approve and authorize the Mayor to execute the Fiscal Year 2023 Safe Streets and Roads for All Grant Agreement with the United States Department of Transportation Federal Highway Administration for the City of Leavenworth Safety Action Plan Project in the amount of \$158,700. The motion was seconded by Councilmember McMaster and passed unanimously.

**17. 2024 Scrub Seal Bid Award**

No action was taken on this item at this time.

**COUNCILMEMBER REPORTS**

Councilmember Waters attended the Women’s Exchange Luncheon, the Autumn Leaf Festival Association meeting, the Chelan-Douglas Health District Board meeting, the Mosquito Board meeting, the community dinner at the Methodist Church, the Osborn Playground equipment was ordered, she was a judge for the Mr. Kodiak fundraiser for the Cascade School District, she attended the Council Retreat and the Downtown Steering Committee meeting.

Councilmember Hessburg attended the Link Transit Board meeting, the Parking Advisory Committee meeting and the Council Retreat.

Councilmember Reister spoke with Kaylin Bettinger from Upper Valley MEND regarding cottage housing and condominiumizing. He attended the Mr. Kodiak fundraiser, the Finance Committee meeting and the Downtown Steering Committee meeting.

Councilmember Thayer attended the PRSA meeting and the Finance Committee meeting.

Councilmember Baron attended the Finance Committee meeting, the Parking Advisory Committee meeting and the Council Retreat. She also reported that she is the creative

director for the play "Unsettled" by Dangerous Women. It is being performed at the Snowy Owl Theater on May 18 & 19, 2024

Councilmember McMaster attended the PRSA meeting and the Council Retreat.

## **MAYOR/ADMINISTRATION REPORTS**

Mayor Florea spent three hours at the Chelan County PUD strategizing for the future of hydroelectric power and finding other sources of power to keep our rates low. The electricity that Chelan County uses has grown 1 to 1.5% every year but will be expected to double over the next five years.

City Administrator Selby reported that AEG Atlas was at the car was property conducting soil and groundwater sampling as part of a \$200,000 grant from the Department of Ecology. Early results indicate the property is clean, but the City is waiting for the final report.

Public Works has hired Derek Gildersleeve as a utility maintenance worker and the Finance Department has hired Krystal Whitehall as the Accounts Payable/PRSA Clerk. The City only has two available positions to fill: the permit technician and building official in Community Development. Permit tech interviews are under way.

The City met with Cabot Dow and the Teamsters Union to establish comparable communities that the salary survey will use. With those decided and job surveys completed, the salary survey data collection will begin in earnest.

The Downtown Steering Committee discussed putting in the blue bollards permanently to replace the plastic orange barricades that are currently in use to close Front Street. He stated there was discussion on new signage to direct foot traffic toward 9<sup>th</sup> and Commercial Streets.

The Council Retreat was on April 19, 2024 and was successful. The Council was asked to rate a few of the major capital projects in order of importance and the Council decided that the Osborn Re-use project was first, the Public Works Expansion project was second and a parking garage was third.

Community Engagement Night is on May 7, 2024 from 4:00-7:00 PM (note the new time) at the Festhalle. There will be 17 tables of information and pizza will be available.

He would like to offer kudos to Shannon Lemons in parking, for getting the parking kiosks up and running downtown. These will replace the meters that have given visitors trouble.

Finance Director Chantell Steiner stated at the Finance Committee meeting, the March numbers for lodging tax were down by around \$50,000. There was no evidence to show this was happening, as she compares with parking revenue as that is usually an indication of what is to come, but perhaps people are not spending as much money, or making day trips and not staying at hotels.

The PRSA will be at the Community Engagement Night and having a Pool opening event. Krystal Whitehall was hired as the Accounts Payable/PRSA Clerk and will be starting on May 2, 2024. She would like to offer Kudos to Shirely McLaughlin and Beverly Ward who are manning the front office until Krystal starts as she lost the temporary employee that was here when she learned she did not get the job.

Senior Planner Maggie Boles reported a reduction in building permit submittals but noted an increase in inspections. She offered kudos to Kristian Winston our building inspector for doing the inspections on her own. The team is busy learning the new 2021 International Building Codes (IBC) as they were adopted last month. In code compliance, the City has discovered several remodels that were completed without a permit. The goal is to educate the residents, and there has been a great response of voluntary compliance. Alpenglow phase III sections 1 & 2 were recorded on April 15, 2024, which will provide 30 lots off Ski Hill Drive. There are two short plats that are in process as well. She met with the hazard mitigation planning team for the Chelan County Hazard Mitigation Plan which meets monthly for the rest of the year. She offered kudos to Amy McCoy, Assistant Planner for getting all the downtown Special Use Permits (SUPs) completed and ready for the summer season.

Director Wachholder stated if there are questions on the Public Works report in the packet, he would be happy to answer them. The disruption downtown is associated with the City's Phase III sewer lining project. Contractors are restoring the pavers and curb section of 9<sup>th</sup> Street. The work is scheduled to be completed by this Friday, April 26, 2024.

The Bigbelly trash cans have been deployed downtown, and the City is waiting on liners and training before they are put into use.

The Front Street Restroom expansion project is scheduled to be re-bid on May 1, 2024 with bids due on May 29, 2024.

## **INFORMATION ITEMS & FUTURE CONSIDERATIONS**

**18. March 2024 Finance Report**

**19. March 2024 Public Works Department Report**

**20. March 2024 Planning Commission Minutes**

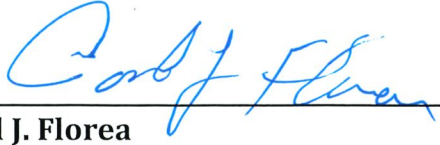
**21. Reminder: Community Engagement Night on May 7, 2024 from 4:00-7:00 PM at the Festhalle**

## **ADJOURNMENT**

Seeing no other business, Councilmember Hessburg moved to adjourn the April 23, 2024 meeting of the Leavenworth City Council. The motion was seconded by Councilmember Reister and passed unanimously.

The meeting adjourned at 9:29 PM.

**APPROVED**



**Carl J. Florea**  
Mayor

**ATTEST**



**Andrea Fischer**  
City Clerk