

# Festhalle Oversight Committee

---

City of Leavenworth  
City Hall Council Chambers & Zoom  
10:00 AM – 11:00 AM  
July 8, 2024

## Join Zoom Meeting

<https://zoom.us/j/91710342024?pwd=YW9ZRvVwQmFyYXFWcytiYVdYSXZGdz09>

**Meeting ID:** 917 1034 2024

**Passcode:** 598382

## Dial by your location

• +1 253 215 8782 US

**Find your local number:** <https://zoom.us/u/acD71OaLNy>

## Agenda Items:

1. Approval of October 9, 2023 meeting notes
2. Manager's Report
3. Discussion – Festhalle stage
4. Discussion – Future of Festhalle Oversight Committee
5. Adjourn

## **Members:**

Sharon Waters – *Council*

Travis McMaster – *Council*

Matthew “Selby” – *Mayor Designee*

Karl Ruether – *Business Community*

Shari Day-Campbell – *Community*

**VACANT** – *Community*

**VACANT** – *Business Community*

## **Staff:**

Sue Cragun – *Recording Secretary*

*\*Chairperson*

*Audio recording available upon request for 90 days*

# Festhalle Oversight Committee

---

October 9, 2023

## Meeting Notes:

**Attendance:** Tibor Lak, Sharon Waters, Margaret Neighbors, Shari Day-Campbell, Matthew “Selby,” Sue Cragun, Ashley Coffin.

### 1. Approval of January 9, 2023 Meeting notes

Committee members approved the January 9, 2023 meeting notes.

### 2. Manager’s Report

Ashley addressed revenues and expenses from the time when Local Event Co. began managing the Festhalle, which shows that Festhalle revenues are coming back since the pandemic. She went on to address recent and upcoming Festhalle events, users in the contract phase, and maintenance needs. Sue shared that she was working with Susan Hufman from Leavenworth Summer Theater about the theater returning to the Festhalle in the summer of 2025.

Ashley noted that she has asked for a small increase to the managerial fee in her contract with the City and that Whitney is no longer working with Local Event Co. Ashley noted that is not looking to increase Festhalle rates for 2025. She also stated that the Riverside Center is no longer offering facility rentals beginning in June of 2024.

### 3. Festhalle Facilities Policy Update

Sue addressed the redline changes to the Festhalle Policy, which include the following:

1. Failure to vacate the Festhalle by midnight will result in forfeiture of deposit.
2. Law enforcement calls due to event altercations will result in forfeiture of deposit.
3. Clarification to general rules regarding refuse bins, open flames, returning keys, and event ending time.
4. Requirement to use a MAST certified bartender at private events with over 100 guests.
5. Requirement to use Festhalle hired security at private events with over 100 guests.
6. Key replacement cost increased to \$300, due to the replacement cost of the new CyberKey.
7. Festhalle users are no longer permitted to use the City’s scissor lift.

The Festhalle Committee approved the changes to the Festhalle policy.

### 4. Festhalle sponsored events – Kids Open Play, Community Skate Night, Swing Dance, etc.

Ashley stated that the Festhalle sponsored events were very well received by the community earlier in the year. They plan to offer those same events beginning in January, which includes the adult social walking group. Selby suggested looking into swing dance classes leading up to the Jazz Festival event.

### 5. Adjourn

Meeting adjourned at 11:10 AM.

Respectfully Submitted,  
Sue Cragun, Recording Secretary

# Festhalle Oversight Committee

---

April 8, 2024

**Meeting Notes:**

**Committee Members Present:** Sharon Waters, Karl Ruether, Matthew “Selby.”

**Committee Members Absent:** Travis McMaster, Shari Day-Campbell.

**Staff:** Sue Cragun, Ashley Coffin, Miranda Ka’Apuni, Ara Arakelian.

**1. Approval of October 9, 2023 Meeting notes**

There was not a quorum of members in attendance.

**2. Adjourn**

Meeting adjourned at 10:40 AM.

Respectfully Submitted,  
Sue Cragun, Recording Secretary

## **HISTORY OF THE LEAVENWORTH FESTHALLE OVERSIGHT COMMITTEE**

The Leavenworth Festhalle & Civic Center construction was completed in April 2004. During the construction period, the Leavenworth Civic Center Foundation (LCCF) nonprofit organization was formed to manage the facility, with input from the City Council and the original Festhalle Oversight Committee. LCCF was comprised of local business owners and hoteliers, including Lyman Boyd, Karl Ruether, Mike McComas, Oliver Brulotte, Tom Boyd, Kevin Rieke, Ed Rutledge, Steve Scott, Elmer Larson, Larry Langston, and others. LCCF managed the Festhalle through June 2013. Early in 2013, LCCF returned Festhalle management back to the City of Leavenworth and the current Festhalle Oversight Committee was formed.

On April 23, 2013 the Leavenworth City Council approved Resolution 09-2013, which established the current Festhalle Oversight Committee and Resolution 10-2013, the Festhalle Policy that was initially developed by the Leavenworth Civic Center Foundation. The initial focus of the Committee was to establish bylaws and committee meeting times. The scope and responsibility of the Committee was to provide direction and recommendations on marketing and promotion of the Festhalle use and would be the working group to review any physical improvements to the Festhalle and make recommendations on funding, expenses, and the design of those improvements. The Committee would also review the ongoing operations of the Festhalle through the review of the Festhalle Policy and annual operating budget; the committee would provide a recommended annual budget and any recommended changes to the use policy for City Council review and approval. The first meeting of the Festhalle Oversight Committee took place on July 13, 2013.

Shortly after the Committee was formed, the City refinanced the facility at a lower interest rate and retained approximately \$150,000 to be used for Festhalle improvements. The Committee was charged with determining what improvements were needed and to request funding for the recommended improvements from the City Council. Beginning in 2014, the following improvements have been completed to date:

1. Installation of a 10' x 16' electric projection screen and 500 plus lumen projector – 1/2014
2. Installation of wainscoting and boxing in pillars in the main hall – 5/2014
3. Lighting installation – Chandeliers, wall sconces, dimmer switches – 9/2014
4. Purchase additional tables and chairs – 11/2014
5. Replace lobby carpet with vinyl plank flooring – 3/2015
6. Floor scrubber equipment purchase – 3/2015
7. Installation of sound baffling – 3/2013
8. Energy / HVAC improvements – 5/2015
9. Purchase of custom chair dolly and table storage carts – 6/2015
10. Purchase of electric pressure washer – 6/2015
11. Water Heater – installation of 3 phase unit – 10/2015
12. Kitchen area updates – electrical conduit and 120/240V/440 service lines, appliances, power vent, service tables, fenced area by sprinkler components, and new paint – 3/2016
13. Purchase of stage, guardrails, stairs, skirting, and curtains – 12/2016
14. Refinish floor in main hall – 1/2020
15. Installation of hoist and hangers for ceiling decorations – 3/2024

Beginning in 2020, the Festhalle Oversight Committee has faced multiple challenges regarding meeting attendance, two vacancies, and lack of a full quorum, which is required in order to conduct business.

1. Steve Scott resigned his committee membership early in 2020, due to work schedule conflicts. Staff have not been able to fill this vacant seat.
2. Zeke Reister resigned his committee membership in 2022, due to scheduling conflicts. There were no other Council members who wished to participate on the Committee.
  - a. The Committee was down to five (5) voting members; four (4) is needed for a quorum.
3. On 4/11/2022, the Committee amended the Bylaws, which eliminated one of the City Council positions and added an additional community representative position.
  - a. To date, Staff have not been able to fill the current vacancies.
4. On 7/8/2023, the Committee amended the Bylaws, which changed the meeting schedule from once a month to quarterly meetings (four meetings per year), with the hope that attendance would improve.
5. Margaret Neighbors resigned her committee membership in March of this year, as she moved out of the area.
6. In 2022, four of twelve meetings were cancelled. In 2023, three of four meetings were cancelled. In 2024, the January meeting and April meetings were cancelled, all due to lack of a quorum of four voting members.

BYLAWS  
CITY OF LEAVENWORTH  
FESTHALLE OVERSIGHT COMMITTEE

**ARTICLE I. MEETINGS**

The meetings of the City of Leavenworth Festhalle Oversight Committee shall be held in the Council Chambers of the Leavenworth City Hall, or such other place as the Chairperson shall designate, on the second Monday of the month at 10:00 AM on a quarterly basis; January, April, July, and October. The meeting of the Festhalle Oversight Committee is subject to having an item on the agenda for the particular meeting. All Festhalle Oversight Committee members shall be given notice of each meeting by mail or electronic message within three (3) calendar days prior to the meeting date as established by Committee policy. Regular meetings may be postponed or Special meetings of the Festhalle Oversight Committee may be held upon the call of the Chairperson or a majority of voting members. A quorum of the Festhalle Oversight Committee shall be four members in attendance. All meetings shall be open to the public.

**ARTICLE II. NUMBER OF MEMBERS AND APPOINTMENT PROCEDURE**

The Festhalle Oversight Committee will be composed of seven voting committee members with the following;

1. Two (2) current City Council members recommended by the Mayor and Mayor Pro-Tempore annually.
2. Four (4) Leavenworth Community members that can provide their expertise or experience in the operations and maintenance of the Festhalle in each of the designated areas;
  - a. Two (2) Community members representing business owners.
    - i. Business owners may reside within the boundaries of the Cascade School District, provided they own, operate, or manage a business within the city limits of Leavenworth.
  - b. Two (2) Community members representing residents.
3. Mayor's designee of a current City staff member;
  - a. The Mayor's designee shall be appointed annually.
4. All appointments shall be for the term of the Committee, with replacements occurring from a vacancy as recommended by the Mayor.
5. Members shall be appointed by the Mayor and those appointments confirmed by the City Council. These appointments shall be made annually prior to January 31<sup>st</sup> of each year.

## **ARTICLE III. OFFICERS**

### **III. Officers**

The officers of the Festhalle Oversight Committee shall be the Chairperson, the Vice Chairperson, the Treasurer, and the Recording Secretary. The Chairperson and Vice Chairperson shall be elected at the first meeting of each year and shall serve a one year term and until their successors have been elected by a simple majority of voting members of the Board. Vacancies in office shall be filled by special election, except that the Vice Chairperson shall automatically succeed to the vacant office of the Chairperson. The duties of the officers shall be those usually pertaining to their respective offices.

The Chairperson or, in his/her absence, the Vice Chairperson shall preside at all meetings of the Festhalle Oversight Committee. In the absence of both the Chairperson and Vice Chairperson, an Acting Chairperson shall be selected by the members present. The Chairperson shall decide on all points of order and procedure with guidance by Robert's Rules of Order, subject to these rules unless otherwise directed by a majority of the Festhalle Oversight Committee members in session at the time.

It is the responsibility of the Chairperson to provide oversight over the following:

1. [Call regular meetings]
2. [Create agenda ]
3. [Distribute agenda and draft minutes of previous meeting electronically to all] committee members no less than three (3) calendar days prior to each scheduled meeting]
4. [Preside over meetings (clarify who presides if Chair is absent)]
5. [Provide reports if needed]
6. [Attend meetings]
7. [Verify the committee's web postings are accurate and up-to-date]
8. [Report upcoming openings on the committee]
9. [Hold elections for the committee officers]
10. [Report membership list and provide updates to the City Council when necessary]

The Recording Secretary shall be the City Administrator or his/her designee, and will serve ex-officio, without vote. The Recording Secretary shall keep a written record of all transactions, findings, and determinations of the Festhalle Oversight Committee. The City Finance Director shall serve as Treasurer to the Committee and serve ex-officio, without vote. The Treasurer shall attend meetings on a quarterly basis to provide financial updates in a format consistent with City budget documents.

#### **ARTICLE IV. ADVISORS**

Technical and professional assistance to the Festhalle Oversight Committee in the pursuit of its duties and responsibilities may be solicited from any department of the City government or party with expertise that the Committee finds qualified. Legal Counsel, when necessary to the deliberations of the Festhalle Oversight Committee, shall be furnished by the office of City Attorney. The Festhalle Manager shall regularly attend meetings of the Oversight Committee to provide updates, issues and information on the use of the Festhalle.

#### **ARTICLE V. CONFLICT OF INTEREST**

Any Committee member who, in his opinion, has an interest in any matter before the Committee that could prejudice his actions shall so indicate publicly and shall refrain from any discussion on the matter as well as voting thereon.

#### **ARTICLE VI. ATTENDANCE**

1. Attendance is expected of all Committee members at all regular and special meetings;
2. In the event a Committee member is absent from three (3) or more consecutive regular meetings, the Committee shall so indicate to the Mayor and may recommend the removal of the Committee member;
3. A Committee member may, for personal reasons or to fulfill a required obligation, request a leave of absence. The request shall be made in writing and submitted to the Festhalle Oversight Committee. The Committee shall forward the result, together with its recommendation, to the Mayor.

A leave of absence may be granted by the Mayor, who may temporarily fill the Committee member's position during the term of the leave of absence.

#### **ARTICLE VII. AMENDMENTS**

1. The Festhalle Oversight Committee, on ten (10) days' notice to the Committee membership, may, by a majority vote, make, alter, or rescind these bylaws at any regular or special meeting.
2. Committee Bylaws may not contradict the current Institutional policies or procedures.

Approved and adopted by the Leavenworth Festhalle Oversight Committee, Leavenworth, Washington, at a meeting of its members on this 11<sup>th</sup> day of April 2022.



---

Tibor Lak, Chairperson

---

VACANT, Vice Chairperson

---

Sharon Waters, Voting Member

---

Margaret Neighbors, Voting Member

---

Karl Ruether, Voting Member

---

Shari Day-Campbell, Voting Member

---

Matthew "Selby", Mayor Designee

ATTEST:

---

Sue Cragun, Recording Secretary  
City Administrator's Designee