



City of Leavenworth

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City Council

Cheryl K. Farivar - *Mayor*
Peter D. DeVries
Tibor Lak
Michael Molohon
Elmer Larsen
Robert Francis- *Mayor Pro-Tem*
Larry Meyer
Carolyn Wilson
Joel Walinski - *City Administrator*

LEAVENWORTH CITY COUNCIL AGENDA

Leavenworth City Hall - Council Chambers
February 14, 2012 - 6:00 p.m.

Call to Order

Flag Salute

Roll Call

Consent Agenda

1. Approval of Agenda
2. Approval of January 24, 2012 Regular Meeting Minutes
3. Claims \$113,863.25
4. January 2012 Payroll \$157,198.24

Plaque Presentation – Stan Adams 25 Years

Public Safety Reports – Sergeant Bruce Long

Councilmember and Committee Reports

Mayor/Administration Reports

Public Hearing: Final Draft Parks & Recreation Plan @ 6:15 PM

Public Hearing: Community Development Block Grant (CDBG) Application @ 6:25 PM

Resolutions, Ordinances, Orders and Other Business

- | | |
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| Action | 1. Resolution 4-2012 CDBG Grant Application and Certifications – Chantell Steiner |
| Action | 2. Resolution 5-2012 Grievance Procedures – Chantell Steiner |
| Action | 3. Special Use Permit - Ale Fest – Joel Walinski |
| Action | 4. Resolution 6-2012 Heritage Tree Program – Dave Schettler |
| Action | 5. Resolution 7-2012 Enforcement Policy – Nathan Pate |
| Action | 6. Resolution 8-2012 Community Bulletin Boards and Kiosk Rules – Nathan Pate |

Information Items for Future Consideration

1. Reminder – Public Disclosure Commission Filing Deadline April 15th
2. SUP's Farmer's Markets and Art in the Park
3. 2/28/2012: Adoption of Park Plan / Special Study Session on Parking @ Festhalle

Comments from the Public on Items Not on the Agenda

Adjournment

(Next Ordinance is 1410 - Next Resolution is 09-2012)

<u>Council Committees - 2nd Tuesday</u>

Parks 4:00	Public Works 5:00
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SUPPLEMENTAL COUNCIL AGENDA

Public Hearing: Final Draft Parks & Recreation Plan @ 6:15 PM

The City Council is being asked to conduct a public hearing to consider the recommendations of the Planning Commission to approve the Parks and Recreation Plan, receive public comment, and to subsequently adopt the Parks and Recreation Plan during the regular February 28th Council meeting. A copy of the current plan is located in section 7 of the packet.

Public Hearing: Community Development Block Grant (CDBG) Application @ 6:25 PM

As part of the Community Development Block Grant (CDBG) Application process it is required to hold a public hearing on the planned project for which the application applies. The purpose of the public hearing is to notify and invite citizen input of the activities for which CDBG funds can be used and to discuss the proposed project for the Meadowlark Affordable Housing Development.

1. Resolution 4-2012 CDBG Grant Application and Certifications

The City Council is being asked to adopt Resolution 4-2012 CDBG Grant Application and Certifications. This resolution, located in section 1 of the packet, designates and authorizes the Mayor to submit the application in accordance and contingent upon the City's Certification of Compliance with the CDBG General Purpose Program. Per the CDBG application requirements, the resolution will be adopted after the public hearing. Also included in section 1 is a project summary as well as two handouts, in both English and Spanish, for the public that describes the CDBG Program and the Federal Citizen Participation Requirements.

- **MOTION:** *The Leavenworth City Council moves to approve Resolution 4-2012 CDBG Grant Application and Certifications and authorizes the Mayor to submit the CDBG application.*

2. Resolution 5-2012 Grievance Procedures

The City Council is being asked to adopt Resolutions 5-2012 which pertains to the Grievance Procedure in regards to the CDBG process. Resolution 5-2012, located in section 2 of the packet, is a required action for the CDBG Application process. The City must adopt a formal grievance procedure so citizens have a clear direction on how to communicate their concerns, if any, to the City on the use of CDBG funds, proposed application, and/or development project. This procedure has been reviewed by the Development Services Department and although different, is not in conflict with the City's current grievance procedures.

- **MOTION:** *The Leavenworth City Council moves to approve Resolution 5-2012 Grievance Procedures.*

3. Special Use Permit - Ale Fest

The City Council is being asked to consider and approve a Special Use Permit to allow an extended time period and increased noise levels for Ale Fest. A staff report is prepared, with the recommendation for approval with conditions which address and remove or reduce noise impacts

to surrounding businesses and neighbors. A copy of the staff report and SUP are located in section 3 of the packet.

- **MOTION:** *The Leavenworth City Council moves to approve the Ale Fest Special Use Permit.*

4. Resolution 6-2012 Heritage Tree Program

The City Council is being asked to approve Resolution 6-2012 establishing the City of Leavenworth Heritage Tree Program. The Leavenworth Heritage Tree Program is a proposal brought forward by Ms. Grace Smith. Ms. Smith has an interest in identifying older significant trees within the Leavenworth area that residents and visitors may be interested in knowing about. Ms. Smith, first presented this concept to the Parks Committee and has worked with area residents in developing the program. Located in section 4 of the packet for review are the Leavenworth Heritage Program Manual, the Heritage Tree nomination brochure and Resolution 6-2012. The Leavenworth Heritage Tree Committee has initially established the boundary limits of the program within the Leavenworth Urban Growth Boundary. The proposed Resolution 6-2012 establishes the agreement as to how the Heritage Tree Program will partner with the City, the responsibilities of the City, how trees will be nominated/approved that are within City limits and how trees that are located on City property will be approved for Heritage Tree status by the City. City funding for this program is expected to be minimal: copying costs, staff time for updating the City website, the expense of two small Heritage Tree Plaques and the one-time expense (\$50) of creating a Heritage Tree Banner. The Heritage Tree Program has nominated the Oak Tree in Front Street Park near the Innsbrucker Building as a Heritage Tree along with an old Birch Tree at Barn Beach Reserve near the museum as the first two trees to be recognized in this program.

- **MOTION:** *The Leavenworth City Council moves to approve Resolution 6-2012 Heritage Tree Program.*

5. Resolution 7-2012 Enforcement Policy

The City Council is being asked to consider and approve Resolution 7-2012: Standard Operating Procedures for Code Enforcement which is located in section 5 of the packet. The City has outlined and defined the operations of long standing enforcement procedures and practices in a policy for the Council to review, consider and approve.

- **MOTION:** *The Leavenworth City Council moves to approve Resolution 7-2012 Enforcement Policy.*

6. Resolution 8-2012 Community Bulletin Boards and Kiosk Rules

The City Council is being asked to consider and approve rules for community bulletin boards and kiosks. There will be three community bulletin boards. One is located at the Festhalle and administered by LCCF. The second one is located within Front Street Park and is currently administered by the Chamber of Commerce. The third one is near the Downtown Gazebo and is also administered by the Chamber of Commerce. The current kiosk is located at the 8th Street restrooms and will be administered by the City. The purpose of the rules is to have control of the posting of signs on these boards. The rules are designed to allow posting in a fair and equitable manner with specific criteria. As you may note, the boards administered by the LCCF and Chamber will be for non-profit temporary community event signs (festival and events sponsored by non-profit organizations). The one administered by the City will be for a Designated Sign

Area where anyone wanting to post signs will be allowed provided that they meet the posting rules. Eventually, a kiosk will be constructed within Front Street Park that will utilize the posting rules for signs administered by the City, and will be open to all, provided that posting of signs adhere to the rules. Resolution 8-2012 and the rules of posting are included in section 6 of the packet material.

- **MOTION:** *The Leavenworth City Council moves to approve Resolution 8-2012 Community Bulletin Boards and Kiosk Rules.*