



City of Leavenworth

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City Council
Robert C. Eaton - *Mayor*
Peter D. DeVries
Tibor Lak - *Mayor Pro-Tem*
Michael Molohon
Elmer Larsen
Robert Francis
Cheri Kelley Farivar
Larry Meyer
Joel Walinski - *City Administrator*

LEAVENWORTH CITY COUNCIL

AGENDA

Leavenworth City Hall - Council Chambers
January 25, 2011 6:00 p.m.

Call to Order

Flag Salute

Roll Call

Council Committees -4th Tuesday

Econ. Dev. 4:00 Finance 5:00

Consent Agenda

1. Approval of Agenda
2. Approval of January 11, 2011 Study Session Minutes
3. Approval of January 11, 2011 Regular Meeting Minutes
4. 2010 Claims \$40,086.53, 2011 Claims \$104,872.76

Public Safety Reports

Councilmember and Committee Reports

Mayor/Administration Reports

Resolutions, Ordinances, Orders and Other Business

- Action 1. Council Committee Assignments – Tibor Lak
- Info 2. Ad-Hoc Committee Assignments – Tibor Lak
- Info 3. Website Design Applicants Discussion – Joel Walinski
- Info 4. Parking Violation Fees/Towing – Joel Walinski
- Action 5. Motion to Authorize the Following Design Review Board Appointments – Rob Eaton
 - a. Position 1 Bob Kelly Expiring June 1, 2012 – Vacant Position New Appt
 - b. Position 2 Fred Dowdy Expiring June 1, 2013 – Confirming Appt
 - c. Position 3 Gabriele Thorp Expiring Dec 1, 2012 – Confirming Appt
 - d. Position 4 Ken Kohnhorst Expiring Dec 1, 2013 – Vacant Position New Appt.
 - e. Position 5 Mary Morse Expiring June 1, 2014 – Confirming Appt
 - f. Alternate Lynn Reppas Expiring Jan 1, 2015 – Vacant Position New Appt.

Information Items for Future Consideration

Comments from the Public on Items Not on the Agenda

EXECUTIVE SESSION: RCW 42.30.110 (1)(i)(A) Potential Litigation and RCW 42.30.110 (1)(b) Property Acquisition

Adjournment

(Next Ordinance is 1385 - Next Resolution is 1-2011)

The City of Leavenworth is committed to providing reasonable accommodations in accordance with the Americans with Disabilities Act. Please contact City Hall at (509) 548-5275 at least 72 hours prior to a scheduled meeting to request an accommodation.

SUPPLEMENTAL COUNCIL AGENDA

1. Council Committee Assignments

Mayor Pro Tempore and Council are being asked to make appointments to the City Standing Committees for 2011. Resolution 13-2008 Section 4 identifies the policy, procedures and rules of conduct for the Mayor Pro Tempore and City Council for the assignment to the standing committees.

Section 4. Assignment to Standing Committees. Assignment of standing committees of the Council shall be recommended by the Mayor Pro Tempore when newly elected members take office. Membership on committees shall be approved by a majority vote of the Council. Membership on standing committees may be realigned at the discretion of the Mayor Pro Tempore with confirmation by the Council. Standing Committees shall appoint their own chairpersons.

A listing of standing committees is provided for review.

2. Ad-Hoc Committee Assignments

Mayor Pro Tempore is being asked to make appointments to the City Ad-Hoc Committees for 2011. Resolution 13-2008 Section 5 identifies the policy, procedures and rules of conduct for the Mayor Pro Tempore and City Council for the assignment to the standing committees.

Section 5. Ad Hoc Committees. The Mayor Pro Tempore may establish such legislative ad hoc committees as may be appropriate to consider special matters that do not readily fit the committee structure or that require special approach of emphasis.

A listing of the current ad hoc committees is provided for review.

3. Website Design Applicants Discussion

The City Council is being asked to provide additional direction as to the scope and extent of updating the City's Website. Updating of the City Website was identified as a goal for the City in 2011, the Council allocated \$5,000 towards accomplishing this task in the 2011 budget. The final three firms present a wide array of expertise and experience; they also come at varying levels of cost. Staff is requesting further direction from the Council at this time as to the goals of the website redesign project and a discussion on the potential cost ramifications.

In November of 2010, the City announced a Request for Qualifications and Proposals for updating the City's website. Twelve firms initially submitted proposals. After completing a grading and review process, three firms were asked to make a presentation to the Department Directors and City Administrator, which occurred on January 18, 2011. All three of the firms presenting have strengths and weaknesses in their web development process: cost, experience, technical expertise. A summary sheet is attached which provides background information of the firms and the review of the individual firms and what was identified as the benefit and challenges of each firm.

4. Parking Violation Fees

At the January 11, 2011 City Council Meeting a motion was made for the City Administrator to review and provide the Council with a recommendation of adjustments to current parking violation fees. Unfortunately the Council was not provided updated information on the current fees charged for a parking violation within the City of Leavenworth. Included in the packet information is the background information on the fees currently charged by the City of Leavenworth and also fees charged by Chelan County and other cities within Chelan County. Staff will be asking for direction from the Council on the need to increase these fees based on the correct information.

As a result of the review of parking fees, staff also reviewed the procedure for towing vehicles that are either violating current parking codes, blocking traffic, or have been abandoned. Staff would like to review this practice and procedure with the council prior to implementing several improvements. A list of local vendors and charges is provided for background information.

5. Motion to Authorize the Following Design Review Board Appointments

The City Council is being asked to approve the Mayors recommended appointments to the Design Review Board which are:

- a. Position 1 Bob Kelly Expiring June 1, 2012 – Vacant Position New Appt
- b. Position 2 Fred Dowdy Expiring June 1, 2013 – Confirming Appt
- c. Position 3 Gabriele Thorp Expiring Dec 1, 2012 – Confirming Appt
- d. Position 4 Ken Kohnhorst Expiring Dec 1, 2013 – Vacant Position New Appt.
- e. Position 5 Mary Morse Expiring June 1, 2014 – Confirming Appt
- f. Alternate Lynn Reppas Expiring Jan 1, 2015 – Vacant Position New Appt.

A copy of the Leavenworth Municipal Code Chapter 28 which pertains to membership of the Design Review Board is included for your review.