

LEAVENWORTH CITY COUNCIL STUDY SESSION MINUTES

June 14, 2011

Mayor Robert Eaton called the June 14, 2011 Study Session to order at 9:00 a.m.

Council Present: Mayor Robert Eaton, Tibor Lak, Peter DeVries, Michael Molohon, Robert Francis, Elmer Larsen, Cheri Kelley Farivar, and Larry Meyer.

Staff Present: Joel Walinski, David Schettler and Chantell Steiner.

1. Community Development Planning

City Administrator Joel Walinski introduced the Council to Susan Driver who will be working as a temporary consultant to complete development projects that were in process by former Economic Development and Community Services Director Connie Krueger. The projects for completion include the Critical Areas updates, Park Plan updates and the Shoreline Master Program.

Ms. Driver reviewed the major areas of review needed in the critical areas update that include sections such as wetlands, geohazard areas, shorelines, and aquifers. She provided handouts that identified the natural water flow processes and sample maps of "GeoHazards with Wetlands and Water Bodies". She explained how future review of the areas identified could be used as amendments to the current County maps; the more current and correct information added to the data base for future consideration and developments.

Council discussed ideas of doing a type of latecomer agreement within the area should they choose to do a study. Mayor Eaton suggested that the Council revisit this idea in the fall to see if they would like to do this in the future. Variables to consider were discussed that included annual snow falls, construction timing, and groundwater. Administrator Walinski suggested a future special study session to review the critical areas and follow-up sessions for the Park Plan updates and Shoreline Master Program. Ms. Driver identified the deadline of July 26, 2011 for the open comment period for the critical area updates before any adoption of the changes could be considered.

2. Six Year Transportation Improvement Plans (TIP)

Public Works Director Dave Schettler explained to the Council that the first resolution for consideration tonight amends the 2011-2016 TIP to include the Safe Routes to School Grant that the City recently received approval of funding for. The second resolution will be the 2012- 2017 TIP that includes all of the projects from the 2011-2016 version. He noted to the Council that he is working on learning the new software for creating the TIP and that there are still some challenges with it, however, Council can proceed to adopt the resolutions as presented this evening.

3. Engineering Consultant Reviews

Administrator Walinski said that the Staff and Councilmembers Larsen and Lak interviewed five firms last week from the recent request for proposals. He identified the two top firms being considered for further review that includes TD&H and HL&A. He noted that all of the firms that submitted will be retained on the Engineering Roster list and could potentially be retained for various projects in the future. Both of the firms being considered specialize in assisting small cities, have a good repertoire for repeat customers, provide a focus on quality not quantity, are accurate in

engineer estimating compared to bid opening figures, and have experience in seeking and assisting cities in grant and loan funding sources. Administrator Walinski said that once the selection of the firm is finalized, Council will be presented with individual professional service contracts for the various projects that were identified in the request for proposal.

4. Utility Reimbursement Agreement (URA) Resolutions for Acceptance

Director Schettler briefly reviewed the prior discussions for the URA requests from DNR, LLC and Cascade Medical Center. He explained the procedures that are needed prior to adoption of a URA that includes the need for the Council to formally accept the waterline improvements. He confirmed that both of the parties have provided the proper paperwork and have identified no encumbrances on the improvements being considered. He added that each of the applicants could be approved by Council this evening as separate resolutions.

5. Network Cable Installation Quote Exemption

Finance Director/City Clerk Chantell Steiner briefed the Council on the State Bid and Purchasing rules and identified that this specific project qualifies for a quote only process due to the total cost being under \$7,500. She further explained the reasoning for an exemption in obtaining additional quotes due to the nature of the project and the unique vendor needs for both computer and telephone networking cables. She noted that the current network provider, Firefly, has recommended this vendor as the appropriate vendor to complete the entire project. Discussion ensued on future growth needs and the connectivity with remote locations such as the public works facilities. Council asked that a new data line be included in the project for the Council Chambers.

6. Albert Dykes Encumbrance for Wellhead Protection

Director Schettler reviewed previous Council discussions related to this request. He identified the work that Mr. Dykes has done in accordance with what procedures the City needed before choosing the current alternative of accepting a 100-foot sanitary setback onto the City's property. He said that future growth should be considered, however, it may not be affected by this request. Discussion ensued on potential growth of the trails systems and construction related restrictions such as the City needing to build restroom facilities within the setback area.

Mayor Eaton reminded the Council that when decisions like this are determined it is important to not only look at the limitation on growth but also the limitation on future Council's abilities to make changes if needed.

Administrator Walinski pointed out that if the request is rejected it would then allow for the Staff to then proceed with a water connection based on the hardship provision in the Leavenworth Municipal Code.

7. Warehouse Property Acquisition

Administrator Walinski identified the inclusion in the packet of the updated Non-binding Letter of Intent that was approved by Council with final attorney review at the last meeting. He said that the City's attorney has drafted a Lease Agreement that is being reviewed by the property owners and will be reviewed by the Council Finance Committee. He discussed various portions being

considered in the agreement such as parking and access. Mayor Eaton noted the need to continue with the previous plan of retaining access through 10th Street if possible as identified in the Downtown Master Plan. Administrator Walinski then reviewed the Phase One Environmental Site Assessment that was provided by the property owners. He identified concerns in the assessment related to asbestos, lead-based paints and material hazards that could be related to the fruit processing and refrigeration. Administrator Walinski then reviewed estimated revenues and expenses for the initial lease, credits, improvement costs, and revenue streams for the lease and potential bond purchase.

Councilmember DeVries noted that he would like to see further reviews of the expenses related to the retaining walls and the need to correct any issues for future liabilities to the City. Council continued to discuss the benefits related with the property that included economic development potential, Festhalle use, future development, and growth. Administrator Walinski provided the Council with a draft rendering by artist Craig Thorpe that depicts what the property could look like for a parking area when the building is removed. He said that the next step is to review the upcoming lease agreement that is anticipated for completion by the end of June or early July.

8. Special Use Permit (SUP) for Hawking of Services for Ray Laramie

Administrator Walinski provided Council with a draft SUP for hawking of services by Ray Laramie through the use of a Street Organ. He reviewed the need for Council's approval due to the hawking provision and noted that the request would only be for weekdays.

9. Council Open Discussion

Councilmember Francis said he has been approached by the Lion's Club to have a free public service for a health screening van in the community on August 12th. Council discussed various locations for the van to park and asked for further research for the parking area in front of Front Street Park. Concerns with this location include availability, electricity and/or diesel use, and city staff coordination for coning off the area that needs to be resolved prior to the event.

Councilmember Meyer asked staff if there has been any further contact from the Pedi-Cab and Climb for Fun businesses. Administrator Walinski noted that he has not heard from the Pedi-Cab company but believes that they may have moved back to the west side. He then confirmed that Climb for Fun has requested two specific dates as well as the potential for holiday requests. He said that Mr. Danielson has also submitted to participate with the International Dance Festival and the Accordion Festival and anticipates other requests for Autumn Leaf and Oktoberfest. Councilmember Meyer thanked the Public Works and Parks staff for removal of the concrete slab in Lion's Club Park as well as fixing the large hole that was next to the Grange.

Councilmember Farivar asked about the process for maintaining the booth at the Farmer's Market on Thursdays. Administrator Walinski noted that the booth and sign are ready for use and that he would be stationed at the booth on the 16th. He said he would like to have at least one staff member and one councilmember each time. The remaining dates for the booth would be on June 30, July 7, July 21, August 4, and August 18. He asked that councilmember's arrive no later than 4:00 p.m. Discussion ensued on providing maps and photos of the streets that are planned for repairs, specifically Ash and Summit, putting together a one-page flyer on projects planned for 2011, and

other potential topics. Mayor Eaton reminded everyone that this booth is not to be used as a campaigning tool by councilmember's and that only city project related items should be presented.

Councilmember Lak updated the Council on the progress with the Golf Course Sign that is nearing design completion. He noted that the Golf Course will be making its final arrears payment this month. He added that former Councilmember Larry Langston is back in town and is interested in being a part of a committee to expand the Saunders Memorial. Mr. Langston would like to see something added that could possibly reflect on the accomplishments of fire, police, and military personnel. Discussion ensued on the potential growth of the memorial over time. Mayor Eaton reminded everyone to review the Downtown Master Plan for any road realignments needed for the project and suggested that the Parks Committee look into this further.

Study Session adjourned at 11:05 a.m.

APPROVED

ATTEST

Robert C. Eaton
Mayor

Chantell Steiner
Finance Director/City Clerk