



WENATCHEE CITY COUNCIL SPECIAL MEETING

Thursday, December 28, 2023

Wenatchee City Hall Council Chambers
301 Yakima Street
Wenatchee, WA 98801

AGENDA

"To create community through responsive leadership and services for the citizens and visitors of the Apple Capital of the World."

12:00 p.m. Special Meeting

1. Call to Order, Pledge of Allegiance, and Roll Call

2. Consent Items

- *Motion to approve agenda, vouchers, and minutes from previous meetings.*
Vouchers:
Claim checks #210199 through #210202 in the amount of \$38,780.59 for November 30, 2023
Benefits/deductions in the amount of \$1,045,881.10 for November 30, 2023
Claim checks #210216 through #210222 in the amount of \$4,846.54 for November 30, 2023
Payroll distribution in the amount of \$99,161.70 for December 5, 2023
Payroll distribution in the amount of \$7,422.99 for December 5, 2023
Claim check #210223 in the amount of \$2,245.19 for December 5, 2023
Claim checks #210224 through #210312 in the amount of \$1,596,882.22 for December 7, 2023
Claim checks #210313 through #210316 in the amount of \$30,401.99 for December 7, 2023
Claim checks #210380 through #210395 in the amount of \$5,125.24 for December 14, 2023
Claim checks #210317 through #210379 in the amount of \$647,494.37 for December 14, 2023
Payroll distribution in the amount of \$449,700.00 for December 20, 2023
Payroll distribution in the amount of \$11,411.63 for December 29, 2023
- *Resolution No. 2023-37, designating representatives on behalf of the City of Wenatchee to various community boards, councils and organizations, and authorizing the representatives to vote on the City's behalf.*
- *Resolution No. 2023-38, designating Councilmember Top Rojanasthien as Mayor Pro Tempore for calendar year 2024.*

3. Action Items

- A. Ordinance No. 2023-28 – amendments to the 2023 budget
Presented by Finance Director Brad Posenjak
Action Requested: *Motion for City Council to pass Ordinance 2023-28 amending the 2023 Budget as adopted by Ordinance No. 2022-28, as amended by Ordinance No. 2023-06 and 2023-21, to revoke, recall or decrease all or a portion of total appropriations provided, and entering findings that this Ordinance is in the best interest of the City.*

4. Swearing-In Ceremony

5. Close of Meeting



DRAFT

WENATCHEE CITY COUNCIL SPECIAL MEETING

Thursday, December 7, 2023

Wenatchee City Hall Council Chambers
301 Yakima Street
Wenatchee, WA 98801

MINUTES

"To create community through responsive leadership and services for the citizens and visitors of the Apple Capital of the World."

Present: Mayor Frank Kuntz; Councilmember Position 1 Jose Cuevas; Councilmember Position 2 Mike Poirier; Councilmember Position 3 Top Rojanasthien; Councilmember Position 4 Travis Hornby; Councilmember Position 5 Mark Kulaas; Councilmember At-Large "A" Linda Herald; Councilmember At-Large "B" Keith Huffaker

Staff Present: City Administrator Laura Gloria; City Clerk Tammy McCord; City Attorney Danielle Marchant; IT Support Tim McCord; Police Chief Steve Crown; Deputy Public Works Director-Utilities Jessica Shaw; Facilities Manager Elisa Schafer; Planning Manager Stephen Neuenschwander; Senior Planner Matt Parsons; Public Works Director Rob Jammerman; Finance Director Brad Posenjak; Community Development Director Glen DeVries

4:00 p.m. Special Meeting

1. Call to Order, Pledge of Allegiance, and Roll Call. Mayor Frank J. Kuntz called the special meeting to order at 5:15 p.m. Scouts Troop 8 led the Pledge of Allegiance (they were earning their citizenship and society badge). Councilmember Travis Hornby was absent (but joined the meeting shortly after).

2. Citizen Requests/Comments. None.

3. Consent Items

- Motion to approve agenda, vouchers, and minutes from previous meetings.

Vouchers:

Claim checks #209976 through #210050 in the amount of \$1,401,321.54 for November 16, 2023
Claim check #210052 in the amount of \$4,811.46 for November 16, 2023
Payroll distribution in the amount of \$449,595.00 for November 20, 2023
Claim checks #210053 through #210071 in the amount of \$34,746.65 for November 21, 2023
Claim checks #210072 through #210131 in the amount of \$917,586.69 for November 22, 2023
Wires #1607 and #1608 in the amount of \$68,981.55 for November 27, 2023
Payroll distribution in the amount of \$3,329.12 for November 30, 2023
Claim checks #210132 through #210198 in the amount of \$1,202,407.89 for November 30, 2023
Payroll distribution in the amount of \$616,389.08 for December 5, 2023

Motion by Councilmember Mark Kulaas to approve agenda, vouchers, and minutes from previous meetings. Councilmember Top Rojanasthien seconded the motion. Motion carried (6-0).

4. Presentation

- Councilmember Mark Kulaas Recognition and Service Award. Mayor Frank J. Kuntz presented Councilmember Mark Kulaas a 20-year pin and award for his years of service on the City Council. Councilmember Kulaas also said a few words about his years of service.

[4:13 p.m. Councilmember Travis Hornby arrived to the meeting]

5. Action Items

- A. Interagency Agreement between the Washington Traffic Safety Commission and the City of Wenatchee for the purpose of starting a Police Department Traffic Safety Unit

Police Chief Steve Crown presented the staff report. Council asked questions.

Motion by Councilmember Mike Poirier for City Council to approve the interagency agreement with the Washington Traffic Safety Commission and authorize the City Administrator's signature. Councilmember Linda Herald seconded the motion. Motion carried (7-0).

- B. 2023-2025 Biennial Stormwater Capacity Grant

Deputy Public Works Director-Utilities Jessica Shaw presented the staff report.

Motion by Councilmember Keith Huffaker for the City Council to approve the 2023-2025 Biennial Stormwater Capacity Grant agreement with the Washington State Department of Ecology and authorize the City Administrator's signature for this Grant and any other amendments to this Grant. Councilmember Travis Hornby seconded the motion. Motion carried (7-0).

- C. Budget amendment and contract award for City Project No. 2321 – WA State Department of Enterprise Services Tenant Improvement

Facilities Manager Elisa Schafer presented the staff report. Council asked questions.

Motion by Councilmember Top Rojanasthien for City Council to approve the revised Capital Project Budget and authorize the City Administrator to execute the contract with Halme Builders, Inc. for the WA State Department of Enterprise Service Tenant Improvement, City Project No. 2321. Councilmember Jose Cuevas seconded the motion. Motion carried (7-0).

- D. Reappointment of members to the Planning Commission, Historic Preservation Board and Code Enforcement Board

Planning Manager Stephen Neuenschwander presented the staff report.

Motion by Councilmember Top Rojanasthien for City Council to approve Resolution No. 2023-31 reappointing three voting members to the Planning Commission (Josh Jorgensen, Rani Sampson, and Ruby Gaston); Resolution No. 2023-32, reappointing one voting member to the Historic Preservation Board (Mark Seman); and Resolution No. 2023-33, reappointing one voting member to the Code Enforcement Board (Emilka Furmanczyk). Councilmember Travis Hornby seconded the motion. Motion carried (7-0).

- E. Amendment 1 to Purchase and Sale Agreement between City of Wenatchee and Washington Department State of Transportation regarding North Wenatchee Avenue Parcel B

City Administrator Laura Gloria presented the staff report.

Motion by Councilmember Travis Hornby for the City Council to approve Amendment 1 to the Purchase and Sale Agreement between the City of Wenatchee and WSDOT and authorize the City Administrator's signature. Councilmember Top Rojanasthien seconded the motion. Motion carried (7-0).

6. Public Hearing Items

The Mayor called the public hearing to order and stated the process for the public hearing.

- F. Proposed amendments to Titles 10 and 11 of the Wenatchee City Code, the City of Wenatchee Capital Facilities Plan, the Wenatchee Urban Area Comprehensive Plan, and the Official Zoning Map including zone change applications under file numbers CPRZ-23-01 and CPRZ-23-02

Senior Planner Matt Parsons presented the staff report and power point presentation.

The Mayor asked for public comment and there was none.

He then turned the public hearing back over to the City Council.

Motion by Councilmember Mark Kulaas for City Council to approve and adopt the following: Ordinance 2023-25, amending Wenatchee City Code Title 10 Zoning; Ordinance 2023-26, amending Wenatchee City Code Chapter 11.04 Subdivision General Provisions; Ordinance 2023-27, amending the official zoning map of the City of Wenatchee; Resolution 2023-34, amending and restating the City of Wenatchee Capital Facilities Plan; Resolution 2023-35, amending the Wenatchee Urban Area Comprehensive Plan Land Use

Map; and Resolution 2023-36, amending the Wenatchee Urban Area Comprehensive Plan.
Councilmember Keith Huffaker seconded the motion. Motion carried (7-0).

7. Reports

a. Mayor's Report. The Mayor reported on the following:

- (1) The Mayor attended a phone conference today, along with staff, with the S&P rating agency and said the meeting went well and the city will hear back in a couple of weeks about the city's rating as bonds are close to being issued for the Convention Center remodel project.
- (2) He met with the Wenatchee Downtown Association's incoming Board President Josh Tarr earlier this week and the city is looking forward to continue the good working relationship with the WDA and the board.
- (3) The Wenatchee Police Department has a new officer, Greg Lee, who was sworn in last week.
- (4) City Administrator Gloria added that there are two vacancies currently, one on the Code Enforcement Board, and one on the Historic Preservation Board. There are flyers to share on social media.
- (5) The Mayor also mentioned that Christmas presents that are in the chambers are from city employees who have adopted three families this year.

b. Reports/New Business of Council Committees

Councilmember Keith Huffaker reported that Brenda Blanchfield with Solid Waste has retired after 30 years of service. He also reported that the Department of Ecology was going to have businesses start recycling food waste but it is costly and the DOE has granted an extension and will review again in July 2024.

Councilmember Jose Cuevas reported that he attended the last Homeless Advisory Committee meeting on December 13. He has been invited to be a speaker for "Teen Night" on December 15.

Councilmember Linda Herald reported that the next Homeless Task Force meeting is January 30. She stated that Glen DeVries is working hard on the job description for a new Homeless Services Coordinator.

The Mayor asked Public Works Director Rob Jammerman about any updates to grant applications. Rob announced that the City has received a TIB grant of \$1.2 million for the Ninth Street project which is expected to begin 2025/2026.

Councilmember Travis Hornby reported that the Chamber meeting is now at noon. He also reported that Rivercom is growing in stability of employment with two new supervisors.

8. Announcements

Ruby Gaston, Legislative Aide for Congresswoman Kim Schrier, read a letter from Congresswoman Kim Schrier in honor of Mayor Frank J. Kuntz, which will be read into the Congressional record next week. She then presented a Congressional Flag and certificate to the Mayor.

9. Close of Meeting. With no further business, the meeting closed at 4:16 p.m.

Frank J. Kuntz, Mayor

Attest:

Tammy L. McCord, City Clerk

RESOLUTION NO. 2023-37

A RESOLUTION, of the City of Wenatchee, Washington designating representatives on behalf of the City of Wenatchee to various community boards, councils and organizations, and authorizing the representatives to vote on the City's behalf.

WHEREAS, elected officials and staff of the City of Wenatchee serve as members of various community boards, councils and organizations; and

WHEREAS, the City Council of the City of Wenatchee desires to formalize the appointments to the various community boards, councils and organizations on which they serve.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WENATCHEE, HEREBY RESOLVES AS FOLLOWS:

Section 1. Appointments. The mayor, councilmembers and staff shall serve as the City's representative to the community boards, councils and organizations as set forth in Exhibit "A" for the calendar year 2024. Exhibit "A" is attached hereto and incorporated herein by this reference.

Section 2. Voting. The individuals appointed under Section 1 of this Resolution are authorized to exercise, on behalf of the City, any voting power provided to the City regarding the community boards, councils or organizations where they have been appointed.

Section 3. Effective Date. This Resolution shall take effect upon adoption.

ADOPTED by the City Council of the City of Wenatchee, Washington, this 28th day of December, 2023.

CITY OF WENATCHEE,
a Municipal Corporation

By: _____
FRANK J. KUNTZ, Mayor

ATTEST:

By: _____
TAMMY McCORD, City Clerk

APPROVED AS TO FORM:

By: _____
DANIELLE R. MARCHANT, City Attorney

Exhibit A
Resolution 2023-37

City's Representative to the Community Boards, Councils, and Organizations
(Calendar Year 2024)

COUNCIL COMMITTEE ASSIGNMENTS (2024)

Boards, Councils & Organizations	Meeting Date/Time	Mayor Poirier	City Administrator	Pos. 1 Jose Cuevas	Pos. 2	Pos. 3 Top Rojanasthien	Pos. 4 Travis Hornby	Pos. 5 Charlie Atkinson	At Lg A Linda Herald	At Lg B Keith Huffaker
Council Meetings	2 nd & 4 th Thursday 5:15 p.m.	X	X	X	X	X	X	X	X	X
Council Workshops	3 rd Thursday Every other month Beginning February 5:15 p.m.	X	X	X	X	X	X	X	X	X
Council Finance Committee	1 st and 3 rd Tuesday 8:15 a.m.	X	X		X			X		X
Council Public Safety Committee	3 rd Thursday 3:30 p.m. / every other month	X	X	X					X	X
Council Public Services Committee	2 nd and 4 th Thursday 3:00 p.m.	X	X	X		X	X			
City Director/Dept. Head Meeting	2nd Thursday 1:30 p.m.	X	X	Always Invited						
Mayor Pro-Tem	<i>On call</i>					X				
Arts, Recreation & Parks Commission	3 rd Tuesday 4:00 p.m.	None Required								
Chelan County Solid Waste Council	Feb. 7, May 2, Aug. 1, Nov. 7 @ 4pm Chelan Co. PW Conf. Room									X
Chelan Douglas Health District Board	No representative until 2026									
Chelan Douglas Homeless Advisory Committee	Varies							X		
Chelan Douglas Transportation Council	2 nd Thursday 9:00 a.m.	X					(alt)			
Code Enforcement Board	4 th Wednesday 5:30 p.m.	None Required								
Columbia River Homeless Housing Task Force	Meeting times vary			(alt)					X	
Community Action Council	2 nd Wednesday 12:00 p.m.					X				(alt)
Grievance Committee	On call	X								

COUNCIL COMMITTEE ASSIGNMENTS (2024)

Boards, Councils & Organizations	Meeting Date/Time	Mayor Poirier	City Administrator	Pos. 1 Jose Cuevas	Pos. 2	Pos. 3 Top Rojanasthien	Pos. 4 Travis Hornby	Pos. 5 Charlie Atkinson	At Lg A Linda Herald	At Lg B Keith Huffaker
LEOFF 1 Disability Board Police/Fire (RCW 41.26)	Varies/as needed	X					X			
LEOFF 1 Pension Board Fire (RCW 41.16)	Varies/as needed	X					X			
Link Board	3 rd Tuesday 3:00 p.m.						X	(alt)		
Lodging Tax Advisory Committee (Joint meeting w/Tourism Promotion Area Board)	3 rd or 4 th Wednesday, every month (varies) 12:00 p.m.	(alt)	X							
Misawa Sister City	1 st and 3 rd Thursday 5:30 p.m. E. Wen City Hall								X	
Museum Board	2 nd Wednesday 4:30 p.m.					X				
Planning Commission	3 rd Wednesday 5:30 p.m.	None Required								
Police Disability Advisory Bd.	As needed	X								
Public Facilities District	1 st and 3 rd Mondays 4:00 p.m.	X								
Regional Water	Varies	X								
RiverCom (Chief Crown also attends)	3 rd Wednesday 9:00 a.m.	X					(alt)			
Tourism Promotion Area Board (Joint meeting w/Lodging Tax Advisory Committee)	3 rd or 4 th Wednesday every month (varies) 12:00 p.m.		X							
Wenatchee Valley Stormwater Advisory Committee	Varies				(alt)					X
Wenatchee Downtown Assoc.	2 nd Wednesday 7:45 a.m.					(alt)	X			
Wenatchee Valley Chamber of Commerce	3 rd Tuesday 12:00 p.m.					(alt)		X		

RESOLUTION NO. 2023-38

A RESOLUTION, of the City of Wenatchee, Washington, designating Councilmember Top Rojanasthien as Mayor Pro Tempore for calendar year 2024.

WHEREAS, WCC 1.06.020 requires the City Council to select among their members a councilmember to act as Mayor Pro Tempore for the ensuing year; and

WHEREAS, the councilmembers have selected Councilmember Top Rojanasthien to act as Mayor Pro Tempore for the calendar year 2024.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WENATCHEE, HEREBY RESOLVES AS FOLLOWS:

Section 1. Mayor Pro Tempore. Councilmember Top Rojanasthien shall be and hereby is designated as Mayor Pro Tempore for calendar year 2024 to serve in the absence or temporary disability of the Mayor.

Section 2. Powers. Pursuant to WCC 1.06.020, while acting as Mayor Pro Tempore, Councilmember Top Rojanasthien will not have the power to appoint or remove any officer or to veto any ordinance. In addition, his right to vote upon all questions coming before the City Council shall not in any way be abridged.

Section 3. Effective Date. This Resolution shall take effect upon adoption.

ADOPTED by the City Council of the City of Wenatchee, Washington, this 28th day of December, 2023.

CITY OF WENATCHEE,
a Municipal Corporation

By: _____
FRANK J. KUNTZ, Mayor

ATTEST:

By: _____
TAMMY McCORD, City Clerk

APPROVED AS TO FORM:

By: _____
DANIELLE R. MARCHANT, City Attorney



CITY COUNCIL AGENDA REPORT

TO: Frank Kuntz, Mayor
City Council

FROM: Brad Posenjak, Finance Director
Finance Department

MEETING DATE: December 28, 2023

I. **SUBJECT**

Ordinance 2023-28 – amendments to the 2023 budget.

II. **ACTION REQUESTED**

Staff recommends the City Council approve Ordinance 2023-28 amending the 2023 Budget as adopted by Ordinance No. 2022-28, as amended by Ordinance No. 2023-06 and 2023-21, to revoke, recall or decrease all or a portion of total appropriations provided, and entering findings that this Ordinance is in the best interest of the City.

III. **OVERVIEW**

When the 2023 budget was adopted in 2022, several projects and budget needs were not anticipated. In May, the Council approved budget amendments with Ordinance 2023-06 to provide necessary legal authority to make purchases in the middle of the year. In November, the Council approved several more budget amendments with Ordinance 2023-21.

As the end of the year approaches, the Finance Department noticed a couple more funds that may need additional budget authority.

- Homeless Services Fund (117) – additional Department of Commerce grant revenues were approved and received by the City for Low Barrier Shelters. The grant was originally budgeted for \$557,190, but the City received \$972,715. This increased both revenues and expenses by \$415,000.
- Convention Center Capital Projects Fund (312) – The initial design for the Convention Center Renovation was budgeted for \$1,033,600 in 2023. It appears the design is moving into the next phase and additional costs will be incurred before the end of the year. The additional expenses are anticipated to be reimbursed from the bond proceeds at the end of January 2024.

The budget amendment will provide the necessary legal authority to complete projects that were previously approved and discussed at Finance Committee and City Council.

IV. **FISCAL IMPACT**

This budget amendment ensures several funds of the City do not exceed original budget appropriations, as required by law.

VI. REFERENCE(S)

1. Ordinance 2023-28
2. Ordinance 2023-28, Exhibit "A"

VII. ADMINISTRATIVE ROUTING

Tammy McCord, City Clerk
Laura Gloria, City Administrator

ORDINANCE NO. 2023-28

AN ORDINANCE, of the City of Wenatchee, Washington, amending the 2023 Budget as adopted by Ordinance No. 2022-28, as amended by Ordinance No. 2023-06 and Ordinance 2023-21, to revoke, recall or decrease all or a portion of total appropriations provided, and entering findings that this Ordinance is in the best interest of the City.

WHEREAS, the City Council previously adopted the 2023 Budget, which is set forth in Ordinance No. 2022-28; and

WHEREAS, RCW 35A.33.120 provides that the City Council may amend the budget that was previously adopted by adopting a subsequent Ordinance that amends the budget; and

WHEREAS, the City Council subsequently amended the 2023 Budget by Ordinance No. 2023-06 and Ordinance No. 2023-21; and

WHEREAS, the City has identified additional changes in revenues and appropriations that could not have reasonably been foreseen at the time of the passage of the 2023 Budget thereby necessitating another revision to the 2023 Budget; and

WHEREAS, the City Council desires to amend the 2023 Budget as set forth in this Ordinance.

THE CITY COUNCIL OF THE CITY OF WENATCHEE DO
ORDAIN as follows:

SECTION 1

The City Council finds that the 2023 Budget, as adopted by Ordinance No. 2022-28, as amended by Ordinance No. 2023-06 and Ordinance 2023-21, needs to be further

amended so as to balance the budget and to appropriate funds to maintain the public peace, safety and welfare.

SECTION 2

Ordinance No. 2022-28, as amended by Ordinance No. 2023-06 and 2023-21, is hereby further amended by decreasing, revoking or recalling all or a portion of total appropriations and re-appropriating for another purpose or purposes, without limitation to department, division or fund, the use of such monies as is set forth on Exhibit "A," which is attached hereto and incorporated herein by reference.

SECTION 3

The Finance Director is hereby authorized and directed to do the necessary line item adjustments in the 2023 Budget consistent with the provisions of this Ordinance.

SECTION 4

If any section, subsection, sentence, clause or phrase of this Ordinance is declared or judged by a court of competent jurisdiction to be invalid or unconstitutional, such adjudication shall in no manner affect the remaining portions of this Ordinance which shall be in full force and effect as if said section, subsection, sentence, clause or phrase so declared or adjudged invalid or unconstitutional were not originally a part hereof.

SECTION 5

Upon approval of the City Attorney, the City Clerk is authorized to make necessary corrections to this Ordinance, including the correction of clerical errors; references to other local, state or federal laws, codes, rules or regulations; or ordinance numbering and section/subsection numbering.

SECTION 6

This Ordinance is not subject to referendum as provided by law and shall be in full force five days after this Ordinance or a summary hereof consisting of the title is published in the official newspaper of the City.

PASSED BY AT LEAST A MAJORITY PLUS ONE VOTE OF THE CITY COUNCIL OF THE CITY OF WENATCHEE at a regular meeting thereof this 28th day of December 2023.

CITY OF WENATCHEE, a municipal corporation

By: _____
FRANK J. KUNTZ, Mayor

ATTEST:

By: _____
TAMMY McCORD, City Clerk

APPROVED AS TO FORM:

By: _____
DANIELLE R. MARCHANT, City Attorney

Exhibit A
Ordinance 2023-28

Table with 10 columns: Fund Title, Fund No., Beginning Fund Balance, Amended Budget, Ordinance 2023-28, Total Revenue, Amended Budget, Ordinance 2023-28, Total Approp., Ending Fund Balance. Rows include various fund categories like General, Rainy Day, Public Arts, etc., with their respective budget and revenue figures.