



# City of Leavenworth

700 HIGHWAY 2 / POST OFFICE BOX 287  
LEAVENWORTH, WASHINGTON 98826  
(509) 548-5275 / FAX: (509) 548-6429  
Web: [www.cityofleavenworth.com](http://www.cityofleavenworth.com)

**City Council**  
Cheryl K. Farivar - *Mayor*  
Elmer Larsen  
Carolyn Wilson - *Mayor Pro-Tem*  
Gretchen Wearne  
Mia Bretz  
Margaret Neighbors  
Richard Brinkman  
Sharon Waters  
Joel Walinski - *City Administrator*

## LEAVENWORTH CITY COUNCIL AGENDA

Leavenworth City Hall – Council Chambers  
February 28, 2017 - 6:30 PM

### Call to Order

### Flag Salute

### Roll Call

### Consent Agenda

1. Approval of Agenda
2. Approval of February 14, 2017 Regular Meeting Minutes
3. Approval of February 14, 2017 Study Session Minutes
4. 2017 Claims \$63,169.81

### Councilmember and Committee Reports

### Mayor/Administration Reports

### Comments from the Public on Items Not on the Agenda

### Resolutions, Ordinances, Orders and Other Business

1. Action: Electronic Parking Meters – Authorization to Purchase
2. Action: Public Works Equipment Purchases and Surpluses
  - a. Purchase Parks Riding Lawn Mower / Surplus 2010 John Deere 997 #33
  - b. Purchase Parks Small Pick-up / Surplus 1998 Ford F-150XL 4WD
  - c. Purchase Parks/Cemetery Mini Excavator / Surplus 1991 Caterpillar 416 Backhoe
  - d. Purchase F-350 Utility Truck / Surplus 2002 Ford F350XL 4WD
3. Action: Willkommen Village Street Naming
4. Action: Ordinance 1540 – General Commercial Building Height Increase to 50 Feet
5. Action: Resolution 02-2017 Washington Invasive Species Awareness Week Proclamation
6. Action: Resolution No. 03-2017 – Establishing the Downtown Revitalization Steering Committee
7. Discuss: Reintroduction of the Grizzly Bear

### Information Items for Future Consideration

1. Group Funding Applications Due by March 1<sup>st</sup> – Contact City Hall
2. Council Retreat, March 24, 2017 from 7:00 AM – 2:00 PM – Bavarian Lodge, Montafon Rm

### Adjournment

**(Next Ordinance is 1545 - Next Resolution is 04-2017)**

### Council Committees -4th Tuesday –

Econ. Dev. 4:00

Finance 5:00

## SUPPLEMENTAL COUNCIL AGENDA

### 1. Electronic Parking Meters – Authorization to Purchase

The City Council is being asked to approve purchases for new parking meters for the P2/P3 parking lots and a conversion of the P1 parking lot meter from solar to electric. Provided in the materials are the sales quotes for each of these purchases from T2 who also provides online support and monitoring services for the meters.

The first quote of \$443.40 is to convert the current P1 parking meter from solar to electric. The City currently has two meters, one electric at the P4 lot and the solar version at the P1 lot. Over the past several years that the City has had the solar meter, each year it has proven that solar powered devices are not capable of holding a charge during the cloudy and snow laden months of the year; this has also been noted at the DOT solar powered crosswalks across from City Hall. Although the intent was to reduce electricity use and costs, this has increased staff monitoring, costs to constantly address draining back-up batteries, and in some cases, could power the device down entirely over a weekend if temperatures drop significantly. The City will need to move forward with bringing in electric service to the P1 location prior to installing and implementing the conversion to the meter which will be addressed later this spring.

The second quote of \$14,609.20 is the full purchase of two additional electric parking meters that will be included as part of the spring/summer project for the P2/P3 area upgrades. This is a significant decrease from the original purchases of the P1/P4 meters that the City purchased in 2013 for a total of \$19,972.86. The Council is being asked to purchase the meters in advance of the full project for the P1/P2/P3 area upgrades, as it will take approximately 8 to 12 weeks for delivery of the meters.

The following items are located under **TAB 1:**

- T2 Quotes for Meter Upgrades and New Purchases
  - **MOTION:** *The Leavenworth City Council moves to authorize the City Administrator to sign and approve for the purchase of two new LUKE II parking meters for the P2/P3 Lots and upgrade costs for the P1 Solar Meter conversion to electric for a total cost of \$15,052.60 plus taxes.*

### 2. Public Works Equipment Purchases and Surpluses

#### a. Purchase Parks Riding Lawn Mower / Surplus 2010 John Deere 997 #33

The City Council is being asked to authorize the expenditure of funds for the replacement purchase of a John Deere Z997R Diesel with a 72" Side Discharge Deck Mower in an amount not to exceed \$18,713.60 excluding sales tax. The mower will replace the 2010 Parks John Deere 997 #33 scheduled for replacement on the Equipment Rental & Revolving (ER&R) schedule for 2017 in the amount of \$18,929. Three bids were taken as required; however, only the John Deere quote met the specified diesel horsepower requirement. The approval and purchase of the mower would allow for the surplus sale or trade-in of the 2010 John Deere 997 #33 presently valued at approximately \$10,000.

#### b. Purchase Parks Small Pick-up / Surplus 1998 Ford F-150XL 4WD

The City Council is being asked to authorize the expenditure of funds for the purchase of a 2017 Ford F-250 4WD pick-up truck in the amount of \$26,429.00 excluding tax and license. The City Equipment Rental & Revolving (ER&R) schedule identified the replacement of the 1998 Ford F-150XL 4WD pick-up truck in the 2017 Budget, which includes an estimated replacement cost of \$26,000. The replacement vehicle was selected by staff via the Washington State Contract Request System (CARS); therefore, the three (3) bid requirement does not apply. The CARS system has proven to provide extremely competitive quotes from dealers throughout the State. Staff has researched the purchase of similar vehicles through local dealers on previous occasions and was unable to obtain comparable bids. Parks has requested a ¾-ton pick-up to replace the 1998 ½ ton pick-up due to the need to legally haul trailers with heavy equipment, which is reflected in the greater replacement cost. It should be noted that all City pick-ups are utilized by all Public Works divisions on an as needed ongoing basis, which also necessitates the ¾-ton rating. The slight cost difference will be absorbed within the projected budget in lieu of a lower price for the budgeted Mini Excavator and elimination of other equipment determined to no longer be needed. The estimated delivery time for the new vehicle would be approximately 90 - 120 days. Approval of purchase and subsequent delivery of the new vehicle would allow for the sale of the 1998 Ford F-150XL 4x4 pick-up as a surplus vehicle that is currently estimated at a value of approximately \$4,000.

**c. Purchase Parks/Cemetery Mini Excavator / Surplus 1991 Caterpillar 416 Backhoe**

The City Council is being asked to authorize the expenditure of funds for the purchase of a used Cat 304E Mini Excavator in an amount not to exceed \$42,500.00 excluding sales tax. The Mini Excavator will replace the Cemetery Caterpillar 416 Backhoe scheduled for replacement on the Equipment Rental & Revolving (ER&R) schedule for 2017 in the amount of \$50,000. The Council approved 2017 budget has allotted \$81,235.00 for the purchase of a Mini Excavator and trailer. The trailer purchase will not be necessary since an existing Public Works trailer will sufficiently haul the excavator to be purchased. Public Works staff believes replacement of the older of the two City backhoes with a Mini Excavator will allow more versatility of uses, while still retaining the use of one conventional backhoe. The approval and purchase of the excavator would allow for the surplus sale of the 1991 Caterpillar 416 backhoe presently valued at approximately \$10,000.

**d. Purchase F-350 Utility Truck / Surplus 2002 Ford F350XL 4WD**

The City Council is being asked to authorize the expenditure of funds for the purchase of a 2017 Ford F-350 1 Ton 4WD pick-up truck and Tommy Gate in the amount of \$38,000 excluding tax and license. The City Equipment Rental & Revolving (ER&R) schedule identified the replacement of the 2002 Ford F-350XL 4WD 1-Ton pick-up truck in the 2017 Budget, which includes an estimated replacement cost of \$37,970. The replacement vehicle was selected by staff via the Washington State Contract Request System (CARS); therefore, the three (3) bid requirement does not apply. The CARS system has proven to provide extremely competitive quotes from dealers throughout the State. Staff has researched the purchase of similar vehicles through local dealers on previous occasions and was unable to obtain comparable bids. The addition of the new Tommy Lift Gate is necessary because the old existing Tommy Gate is no longer compatible with the newer truck chassis. The slight cost difference will be absorbed within the projected budget in lieu of a lower price for the budgeted Mini Excavator and elimination of other equipment determined to no longer be needed. The estimated delivery time

for the new vehicle would be approximately 90 - 120 days. Approval of purchase and subsequent delivery of the new vehicle would allow for the sale of the 2002 Ford F-350XL 1 Ton pick-up as a surplus vehicle that is currently estimated at approximately \$10,000.

The following items are included under **TAB 2:**

- Quotes and picture of the John Deere Z997R
  - Quote and photo of a 2017 Ford F-250 4WD pick-up truck
  - Quote and picture of the Mini Excavator to be purchased
  - Quote and photo of a 2017 Ford F-350 1 Ton 4WD pick-up truck and Tommy Gate
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- **MOTION:** *The Leavenworth City Council moves to approve the purchase amount of \$18,713.60 excluding tax for a John Deere Z997R Diesel with 72” Side Discharge Deck Mower.*
  - **MOTION:** *The Leavenworth City Council moves to declare the 2010 John Deere 997 #33 mower as surplus equipment and approves selling the mower on the Public Surplus online auction site.*
  - **MOTION:** *The Leavenworth City Council moves to approve the purchase of a 2017 Ford F-250 4WD pick-up truck in the amount of \$26,429.00 excluding tax and licensing.*
  - **MOTION:** *The Leavenworth City Council moves to declare the 1998 Ford F-150XL 4WD truck, VIN # 1FTZF18W8KC29284 as surplus equipment and approves selling the truck on the Public Surplus online auction site.*
  - **MOTION:** *The Leavenworth City Council moves to approve the purchase amount of \$42,500.00 excluding tax for a used Cat 304E Mini Excavator and authorizes the City Administrator to approve the expenditure.*
  - **MOTION:** *The Leavenworth City Council moves to declare the 1991 Caterpillar 416 Backhoe, VIN # 5PC13091 as surplus equipment and approves selling the backhoe on the Public Surplus online auction site.*
  - **MOTION:** *The Leavenworth City Council moves to approve the purchase of a 2017 Ford F-350 1 ton 4WD pick-up truck and Tommy Gate in the amount of \$38,000.00 excluding tax and licensing.*
  - **MOTION:** *The Leavenworth City Council moves to declare the 2002 Ford F-350XL 4WD 1-Ton pick-up truck, VIN # 1FTSF31LXZED14049 as surplus equipment and approves selling the truck on the Public Surplus online auction site.*

### **3. Willkommen Village Street Naming**

The City Council is being asked to approve Street Names for future streets. On February 14, 2017, the Council’s Public Works Committee reviewed the street names and recommends the following:

- Fitz Strasse
- Boulder Bend Strasse
- Zelt Strasse

This process included several steps for the naming of the streets; confirmation from RiverCom (our local 911 / emergency services communications provider) that the names do not conflict or are inappropriate, and City Council acceptance of the names for future streets within Willkommen Village (Council approval is needed for all streets and easements to be accepted and maintained by the City). The Public Works and Development Service Departments have worked with Mr. Tom Lin, owner of Willkommen, LLC; and on November 22, 2016, the Council accepted the extension of Ward Strasse to Highway 2 Right-of-Way. This leg of street (segment) turns sharply toward the Highway and needs a differing name. In addition, the street segment connecting Ward Strasse to River Bend Drive is progressing. This is a good time to address the naming of both street segments. “Fitzstraße” is in honor of George Fitzsimmons; and Zelt means "Tent" (This is to name a street which ends in a campground "Zelt Strasse").

There are no items included under **TAB 3**. A map of the area and street layouts will be presented on Tuesday evening.

- **MOTION:** *The Leavenworth City Council moves to name the Street segment from “Ward Strasse to Highway 2” Fitz Strasse.*
- **MOTION:** *The Leavenworth City Council moves to name the Street segment from “Ward Strasse to River Bend Drive” Zelt Strasse.*

#### **4. Ordinance 1540 – General Commercial Building Height Increase to 50 Feet**

The City Council is being asked to adopt Ordinance No. 1540. At the January 10, 2017 Leavenworth City Council meeting, Councilmember Larsen stated that he felt that this amendment should be remanded back to the Planning Commission in order to discuss options for development along the narrow strips along the highway. Councilmember Bretz noted that she is in agreement. Councilmember Larsen motioned to remand Ordinance 1540 – Private Leavenworth Municipal Code amendment to increase the building height of the General Commercial (GC) district from 35’ to 50’ back to the Planning Commission to assess the impact of change as it affects the strips along the highway, and to investigate a stepped or set back alternative, and report back to the Council by the first meeting in March 2017. The motion was seconded by Councilmember Wearne and passed unanimously.

During the Planning Commission’s regular February 1, 2017 meeting, the Planning Commission discussed the remand of the amendment to increase building the height of the GC district from 35' to 50'. The Planning Commission recommends, “to go up 50 feet once you’re 30 feet from the property line, instead of complicated step back requirements. So, you can be 35 feet in height from the property line, and you’ve got to go 30 feet away from the property line to go to 50.” The Planning Commission found that with the buffer of multifamily, few residential properties adjoin directly to commercial lands that are available for construction or future construction.

The following item is included under **TAB 4**:

- Ordinance No. 1540

- **MOTION:** *The Leavenworth City Council moves to adopt Ordinance No. 1540 – Amendments to the Municipal Code to Section 18.28.050 to increase the building height of the General Commercial (GC) District from 35’ to 50’.*

## **5. Resolution 02-2017 Washington Invasive Species Awareness Week Proclamation**

The Governor of the State of Washington has declared the week of February 26 through March 4, 2017 to be ‘Washington Invasive Species Awareness Week’, and the Chelan County Commissioners have adopted Resolution No. 2017-16 in honor of that week.

The Chelan County Noxious Weed Control Board has asked the City of Leavenworth to join in this effort by encouraging everyone in the City to:

*“...be vigilant in looking for invasive species and noxious weeds, to report sightings to the Washington Invasive Species Council ([www.invasivespecies.wa.gov/report.shtml](http://www.invasivespecies.wa.gov/report.shtml)) and to play an active role in protecting our County’s resources by remembering to clean, drain, and dry watercraft and other equipment, not to release unwanted pests into the wild, and clean boots and equipment before enjoying the outdoors ([www.wise.wa.gov](http://www.wise.wa.gov)).”*

The following items are included under **TAB 5:**

- Resolution No. 02-2017
- Chelan County Resolution No. 2017-16
- **MOTION:** The Leavenworth City Council moves to approve Resolution No. 02-2017 recognizing Washington Invasive Species Awareness Week Proclamation.

## **6. Resolution 03-2017 Establishing the Downtown Revitalization Steering Committee**

The City Council is being asked to review and consider for approval the establishment of the Downtown Revitalization Steering Committee and also consider for approval the Committee’s recommended By-Laws. The Downtown Revitalization Steering Committee was initially formed in 2004 to assist the City in developing the Leavenworth Downtown Master Plan. The Committee, with the help of the community, worked for four years in developing the Downtown Master Plan. The Master Plan is a conceptual plan that identified a number of capital improvements within the Downtown Commercial core and additional streetscape enhancements. These improvements and enhancements included repair and reconstruction of roadways and sidewalks, the addition of streetlights, benches, trash receptacles, etc. The Plan was adopted by the Council in October of 2009 and was awarded the Best Physical Plan by the Washington American Planning Association (APA) in 2009. Since that time, the Committee has implemented a number of improvements within the Master Plan; these include:

- a. Reconstruction of 9<sup>th</sup> Street.
- b. Reconstruction of Front Street Hwy. 2 to Division.
- c. Reconstruction of Commercial Street (8<sup>th</sup> to 3<sup>rd</sup>).
- d. Replacement and addition of trash receptacles.
- e. Addition of Pedestrian Lighting.
- f. Development and Implementation of Hwy 2 Wayfinding.

- g. Street banner replacement and addition.
- h. Implemented Street Bench donation program.

In addition to the projects listed above, the Committee also championed the purchase of the warehouse property to address parking issues, reviewed suggestions from various community members on enhancements to the downtown, and acts as a conduit for communications to the business community. The Committee is currently working through the design and funding of the Park Plaza Project, expanding the downtown curbside recycling program, and exploring the addition and expansion of restroom facilities in the downtown area.

While the Committee has completed and worked on a number of initiatives and projects in the past, the Committee has not been formally established by the City Council. Resolution 03-2017 accomplishes that task.

The second action requested by the Council is the acceptance and approval of the Committee By-Laws. The Committee would be comprised of seven voting members: three (3) Council members, two (2) Chamber of Commerce representatives recommended by the Chamber Board, and two (2) at large Committee members selected because of their skill sets, interests, or past involvement. The terms of Committee members would be for three years. The By-Laws establish the scheduled meeting date on the fourth Tuesday of the month at 10:00 AM. The Committee Chair person would be a non-voting Mayor's designee, preferably a staff person to coordinate notices, staff support, meeting notes, and additional resources. Appointments to the Committee would be appointed by the Mayor and confirmed by the City Council.

The following items are included under **TAB 6**:

- Resolution No. 03-2017
- Downtown Revitalization Committee By-Laws

**a. Resolution 03 – 2017 Resolution Establishing Downtown Revitalization Steering Committee**

- **MOTION:** *The Leavenworth City Council moves to approve Resolution No. 03-2017 establishing the Downtown Revitalization Steering Committee.*

**b. Approval of Downtown Revitalization Steering Committee By-Laws**

- **MOTION:** *The Leavenworth City Council moves to approve the Downtown Revitalization Steering Committee By-Laws.*

**7. Reintroduction of the Grizzly Bear**

The National Park Service and the United States Fish and Wildlife Service have presented a draft of the Grizzly Bear Restoration Plan/Environmental Impact Statement; the period for public review and comment is open until March 14, 2017. The project is for the reintroduction and restoration of a grizzly bear population in the North Cascades. The reintroduction of a grizzly bear population is seen to enhance the probability of long-term survival of grizzly bears within the contiguous United States. While Leavenworth is not within the North Cascades Park Service Complex where the initial reintroduction would be made, Leavenworth is in the Okanogan-Wenatchee National Area, which would be included in the grizzly bear recovery area. Chelan

County Commissioner Keith Goehner attended the Public Meeting on February 14, 2017 and asked that the Council be made aware of this program. Council may consider submitting a comment on the program.

The following items are included under **TAB 7**:

- Draft Grizzly Bear Restoration Plan / Environmental Impact Statement
- Department of Interior: Frequently Asked Questions