



City of Leavenworth
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City Council
Cheryl K. Farivar - *Mayor*
Elmer Larsen
Carolyn Wilson - *Mayor Pro-Tem*
Mia Bretz
Margaret Neighbors
Sharon Waters
Clint Strand
Jason Lundgren
Joel Walinski - *City Administrator*

LEAVENWORTH CITY COUNCIL AGENDA

Leavenworth City Hall - Council Chambers
March 13, 2018 - 6:30 PM

Call to Order

Flag Salute

Roll Call

Council Committees - 2nd Tuesday

Economic Development 3:00

Parks 4:00

Public Works 5:00

Consent Agenda

1. Approval of Agenda
2. Approval of February 27, 2018 Regular Meeting Minutes
3. February 2018 Payroll \$208,937.15
4. 2018 Claims \$185,598.37

Public Safety Report: Sergeant Scott Lawrence, Liaison Officer

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: Lodging Tax Group Funding Requests
2. Action: Resolution 2-2018 Senior / Disabled Utility Discount Policy
3. Action: Purchase Parks Riding Lawn Mower / Surplus 2011 John Deere 997 #34
4. Action: Acceptance of Chumstick Trail-Water/Sewer Lines-Sewer Lift Station Project
5. Action: Confirmation of Mayor's Appointment / Downtown Revitalization Steering Committee
6. Action: Professional Services Agreement: Water Plant Assessment

Information Items for Future Consideration

1. Council Retreat, March 23, 2018, 7:00 AM – 2:00 PM – Bavarian Lodge Montafon Room

Adjournment

(Next Ordinance is 1561 - Next Resolution is 3-2018)

SUPPLEMENTAL COUNCIL AGENDA

1. Lodging Tax Group Funding Requests

The City Council is being asked to approve the expenditure of the Lodging Tax Group Funding Requests for 2018. Based on the Council discussion at the morning study session, the Mayor will confirm the motion for this evening's consideration. As a note, if the Council opts to increase or decrease the Lodging Tax Funding for 2018, a budget amendment will be presented at a later date.

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

- Summary Spreadsheet of Applicants
- 4 Group Funding Applications
- RCW stating use of Lodging Tax Funds
- **MOTION:** *The Leavenworth City Council moves to approve \$ _____ for _____, \$ _____ for _____, \$ _____ for _____, and \$ _____ for _____ for use of the Lodging Tax Group Funds for the 2018 calendar year.*

2. Resolution 2-2018 Senior / Disabled Utility Discount Policy

The City Council is being asked to approve a resolution that specifies the requirements for the current Senior / Disabled Utility Discount program. Based on the Council discussion at the morning study session, the Mayor will confirm the motion for this evening's consideration.

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

- Resolution 2-2018 (redline changes to threshold included)
- Spreadsheet of Federal Poverty Levels and Comparable City Data
- **MOTION:** *The Leavenworth City Council moves to approve Resolution 2-2018 Senior / Disabled Utility Discount Application Guidelines.*

3. Purchase Parks Riding Lawn Mower / Surplus 2011 John Deere 997 #34

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 \$19,118.03 excluding sales tax. The mower will replace the 2011 Parks John Deere 997 #34 scheduled for replacement on the Equipment Rental & Revolving (ER&R) schedule for 2018 in the amount of \$16,711. Three bids were received as required; however, only the John Deere quote met the specified diesel horsepower requirement. The size and horsepower of this chosen mower are deemed essential by the Parks Department staff for proper maintenance of the larger turf areas, which includes the ballfields at Enchantment Park, the City Cemetery, and Lions Club Park. The approval and purchase of the mower will allow for the surplus sale or trade-in/consignment of the 2011 John Deere 997 #34 presently valued at approximately \$10,000.

In addition to the trade-in/consignment option for the 2011 John Deere mower, last year the City replaced a 2010 John Deere 997 mower with Council's approval to sell that mower on the public surplus website. Unfortunately, the City was not able to sell the mower after a couple of auction attempts due to low bids of less than \$7,000 while valued at \$10,000. Staff would request that this mower also be authorized for trade-in/consignment.

The following items are included under **TAB 3:**

- Mower quotes
 - **MOTION:** *The Leavenworth City Council moves to approve the purchase amount of \$19,118.03 excluding tax for a John Deere Z997R Diesel with 72" Side Discharge Deck Mower.*
 - **MOTION:** *The Leavenworth City Council moves to declare the 2011 John Deere 997 #34 mower as surplus equipment and approves selling the mower via trade-in/consignment.*
 - **MOTION:** *The Leavenworth City Council moves to declare the 2010 John Deere 997 #33 mower as surplus equipment and approves selling the mower via trade-in/consignment.*

4. Acceptance of Chumstick Trail-Water/Sewer Lines-Sewer Lift Station Project

The City Council is being asked to approve Final Acceptance of the Chumstick Highway Multipurpose Trail and Water / Sewer Extension Project, which was completed under a contract with Advantage Dirt Contractors, Inc. at a bid cost of \$780,899.17 for the trail, water, and sewer portion, and an additional bid cost of \$198,682.78 for the lift station portion of the project. It was necessary to divide the project into two separate contracts to accommodate WSDOT requirements. Pace Engineers, Inc. provided the City with engineering and oversight of the project. The physical completion date of onsite work was May 23, 2017, with the date of work accepted dated July 11, 2017.

The project consisted of the installation of a ten-foot multipurpose trail along the NW side of Chumstick Highway beginning at the Cascade High School parking entry, continuing 2300', and terminating just northwest of North Road. In addition to the trail, the project included the installation of a Sewer Lift Station west of North Road, the installation of a force sewer main from the lift station to an existing gravity sewer man hole at the High School, and an extension of the City water main from County Shop Road, terminating at the new lift station, which will allow for future construction.

The following items are included under **TAB 4:**

- Map and Photos of the Project
 - **MOTION:** *The Leavenworth City Council moves to approve Final Acceptance of the Chumstick Multipurpose Trail and Water / Sewer Extension Project.*

5. Confirmation of Mayor's Appointments / Downtown Revitalization Steering Committee

The Council is being asked to confirm new appointments to the Downtown Revitalization Steering Committee. Mr. Grant Stoebner is being recommended by the Leavenworth Area Chamber of Commerce to fill an open three-year position on the Committee representing the Chamber of Commerce. Mr. Stoebner is the owner operator of Blewett Brewery and a member of the Chamber Board. Ms. Christina Zucktriegel previously filled this position on the Committee.

In addition to filling the open position, the Council is also being asked to confirm two other appointments. Mr. Oliver Brulotte has completed his initial one-year appointment on the committee. His new appointment would be for a three-year term for a community member. Mr. Brulotte is one of the original members of the Committee and brings with him much of the history and continuity of the Committee. The other appointment is for the Mayor's Designee; this is a one-year term and is for Mr. Joel Walinski, City Administrator.

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

- Downtown Revitalization Steering Committee By-Laws
- Letter from Ms. Paula Helsel, Leavenworth Area Chamber Board President
- **MOTION:** *The Leavenworth City Council moves to confirm the Mayor's appointments to the Downtown Revitalization Steering Committee as presented below:*

1. *Mr. Grant Stoebner recommended by the Leavenworth Area Chamber and appointed by Mayor Farivar for a three-year term ending March 1, 2021.*
2. *Mr. Oliver Brulotte for a member at large position, appointed by Mayor Farivar for a three-year term ending March 1, 2021.*
3. *Mr. Joel Walinski, the Mayor's designee on the Committee, appointed by Mayor Farivar for a one-year term ending March 1, 2019.*

6. Professional Service Agreement: Water Plant Assessment

The City Council is being asked to review and consider for approval a professional service contract with Gray & Osborn, Inc. for the completion of the Water Treatment Plant (WTP) Assessment. This study was identified as one of the top priorities for completion in the 2017 Water System Plan. The estimated cost of the study is \$33,120. The assessment study will be completed by August of 2018.

The City initiated a Request for Qualifications (RFQ) process to identify a firm that was qualified to assess the condition of the existing WTP processes, facilities, and equipment in January of this year. Four firms submitted RFQ's. City staff members, Water Plant Supervisor Arnica Briody, Public Works Director Herb Amick, and City Administrator Joel Walinski reviewed and scored the submittals. Gray & Osborn scored well in the overall understanding and approach to the project; their familiarity with the plant (they had completed a tracer study at the plant in 2016), their expertise was all in house so very few subconsultants are needed for the completion of the project, and their primary contact person is Mr. Adam Miller, P.E. who resides in the Leavenworth area.

The existing water treatment plant is nearly 50 years old. This assessment will be used to help the City determine the level of WTP rehabilitation that is appropriate and can help the City

identify and prioritize specific improvements necessary to maintain successful, efficient, and cost-effective operation of the WTP. The assessment of the existing facility can also be compared to treatment plant replacement alternatives to decide whether rehabilitation of the existing plant or replacement with a new facility is in the best long-term interest for the City.

The Professional Services Agreement (PSA) is the City's template agreement, which has been developed and reviewed by the City Attorney Thom Graafstra. The legal consultants from Gray & Osborn have also reviewed the agreement. The PSA includes the scope of work as Exhibit A and the estimated costs within Exhibit B.

The following item is included under **TAB 6:**

- PSA Water Plant Assessment Gray & Osborne, Inc.

- **MOTION:** *The Leavenworth City Council approves and authorizes the Mayor to sign the Professional Services Agreement with Gray & Osborne Inc for the completion of the Water Treatment Plant Assessment for a not to exceed cost of \$33,120.*