



## City of Leavenworth

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**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  
March 28, 2017 - 6:30 PM

#### Call to Order

#### Flag Salute

#### Roll Call

#### Consent Agenda

1. Approval of Agenda
2. Approval of March 14, 2017 Regular Meeting Minutes
3. Approval of March 14, 2017 Study Session Minutes
4. 2017 Claims \$128,310.28

#### 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: Resolution 06-2017 Approval of the Stormwater/Wetland Master Plan
2. Action: Stormwater / Wetland Grant Contract Amendments
  - a. EcoPlan & Design
  - b. Grette & Associates
  - c. Pacific Engineering
3. Action: Resolution 05-2017 Rate & Fee Changes for Pool
4. Action: Commercial & Whitman Street Project – Authorization to Bid
5. Action: Professional Service Agreement - IntegriTech On-Call Engineering Services
6. Action: Professional Service Agreement – RH2 On-Call Engineering Services
7. Action: Interlocal Agreement – Link Transit
8. Action: Mayor Reappoint Pete Olson & Scott Bradshaw to the Planning Commission
9. Action: Surplus Computers

#### Information Items for Future Consideration

1. Reminder – Public Disclosure Commission Filing Deadline April 15, 2017

#### Adjournment

**(Next Ordinance is 1545 - Next Resolution is 07-2017)**

#### **Council Committees -4th Tuesday –**

Econ. Dev. 4:00      Finance 5:00

## SUPPLEMENTAL COUNCIL AGENDA

### **1. Resolution 06-2017 Approval of the Stormwater / Wetland Master Plan**

The City Council is being asked to approve Resolution No. 06-2017 the 2016 Regional Stormwater / Wetland Management Master Plan and its appendices. On July 1, 2014, the City was awarded a \$150,000 Centennial Clean Water Program Grant via our funding partner, the Washington State Department of Ecology (Ecology). Securing funding was the top priority and first step in addressing the wetland and stormwater issues in the City and Urban Growth Area. This funding allowed the City to move forward with collecting information to identify the issues and to develop solutions for addressing wetland and stormwater issues while allowing for future development.

On March 24, 2015, the Council began the development of a Regional Stormwater / Wetland Management Master (Plan) for stormwater control, protection, restoration, and enhancement through infrastructure planning within the Urban Growth Area (UGA) of the City of Leavenworth (City); and, on August 23, 2016, the draft Master Plan was transmitted to the Council.

On October 19, 2016, the Planning Commission held their public hearing for final recommendation. On October 24, 2016, the final draft Regional Stormwater / Wetland Management Master Plan was transmitted to the Washington State Department of Ecology and U.S. Army Corps of Engineers for their review. The Washington State Department of Ecology and U.S. Army Corps of Engineers have accepted the final draft. The Planning Commission studied this Plan for some time, and this final draft Regional Stormwater / Wetland Management Master Plan was transmitted to the City Council.

During the regular Council Study Session of December 13, 2016, the Council conducted a detailed review of the Plan. On March 14, 2017, at the regular Council Study Session, the final changes to Chapters 3, 4, and 5 were accepted.

The following item is included under **TAB 1:**

- Resolution No. 06-2017
- Instructions to online documents
- **MOTION:** *The Leavenworth City Council moves to approve Resolution No. 06-2017 Stormwater/Wetland Master Plan.*

### **2. Stormwater / Wetland Grant Contract Amendments**

The City Council is being asked to reconcile three (3) separate contracts and budgeted amounts to close the Centennial Clean Water Program Grant with the Washington State Department of Ecology for the 2016 Regional Stormwater / Wetland Management Master Plan.

In summary, in March of 2015, the City Council approved contracts for all three consultants; the total dollar amount spent to date is \$213,057.54. The Contracts on file total \$205,940; the Council approved by motion contracts totaling the amount of \$187,165.

The contract discrepancy on file versus what Council approved by motion is: \$11,000 more for Eco Plan & Design (although it did not actually transpire – Council approved \$22,800) and

\$7,775 more for Grette & Associates. Additional details of contract amendments are listed below.

**a. EcoPlan & Design**

The lack of product from EcoPlan & Design determined the need to terminate services. The budget worked out as follows:

1. \$22,800 EcoPlan & Design original contract; signed contract on file is \$33,800.
2. \$8,295 Assumed balance after approximate payments to EcoPlan & Design of \$14,505.
3. -\$2,320 Assumed balance after subtracting \$11,120 of Pacific Engineering emergency work for the 11/18/2015 Planning Commission workshop.
4. Total affect to EcoPlan & Design's original contract: Total spent to date is \$14,505, a decrease of \$8,295 from the original contract.

**b. Grette & Associates**

1. \$63,165 Grette & Associates original contract, signed contract on file \$70,940.
2. \$7,775 approved increase to meet Washington State Department of Ecology and U.S. Army Corps of Engineers requirement of second growing season evaluation; increased contract to the current total of \$70,940.
3. Total affect to Grette & Associates original contract: Total spent to date is \$68,343.92, an increase of \$5,178.92 from the original contract.

**c. Pacific Engineering**

1. \$101,200 Pacific Engineering original contract, signed contract on file \$101,200.
2. \$104,700 (\$3,500 extra approved via email on 11/16/2015 to address changes and add capital improvements with cost estimates).
3. \$115,820 (\$11,120 extra emergency work to replace the EcoPlan & Design deliverables (unusable) for the 11/18/2015 Planning Commission workshop).
4. \$123,820 (\$8,000 extra verbally discussed and approved to revise based on public and other comments).
5. Total affect to Pacific Engineering original contract: Total spent to date is \$130,208.62, an increase of \$29,008.62 from the original contract.

There are no items included under **TAB 2**.

- **MOTION:** *The Leavenworth City Council moves to accept the contract amount of \$130,208.62 for Pacific Engineering, \$68,343.92 for Grette & Associates, and \$14,505.00 for EcoPlan & Design.*

**3. Resolution 05-2017 Rate & Fee Changes for Pool**

The City Council is being asked to approve Resolution 05-2017 amending the City of Leavenworth Rate & Fee Schedule for Pool Rates. During the February 15, 2017 Upper Valley Park and Recreation Service Area (PRSA) meeting, the Board discussed the revenues, increased expenditures, and pool rate options for the 2017 season. There were only minor rate changes to the pool rates in 2016; based on feedback from the PRSA Board's discussion and the anticipated increase in operating expenditures due to the minimum wage increase in 2017, a recommendation to increase many of the pool rates was voted upon unanimously by the Board. The City Council was provided the recommended rates at the March 14, 2017 Study Session for consideration of approval this evening. Included in the packet are the affected pages of the Rate

& Fee Schedule; a full copy of the schedule will be provided for signature approval by the Mayor.

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

- Resolution 5-2017 redline changes (pages affected only)
- Resolution 5-2017 clean version (pages affected only)
- **MOTION:** *The Leavenworth City Council moves to approve Resolution 05-2017 amending the Rate & Fee Schedule for the 2017 Pool Rates.*

#### **4. Commercial & Whitman Street Project – Authorization to Bid**

The City Council is being asked to approve the advertisement for bid of the Asphalt Improvement Project for Commercial Street (3<sup>rd</sup> Street to Joseph) and Whitman Street (Ski Hill Drive to Woodward). The project would involve the grinding and milling of the existing asphalt roadway and then the placement of a 3-inch asphalt roadway. The work includes the replacement and relocation of stormwater catch basins and sewer lids located within the roadway. The project also includes the replacement of the asphalt on Enchantment Parkway from Scholze Street to Commercial Street. The project does not include the addition of any sidewalks in this construction area. The project is being funded by a Transportation Improvement Board (TIB) Grant of \$477,000 and a 5% match by the City of Leavenworth Transportation Benefit District (TBD) funds. The bid period will be open for three weeks. Once bids are received, the bid submittals will be reviewed for completeness and a recommendation on the lowest qualified bidder will be presented to the council for consideration of a bid award. Plans and Specs and a project cross section will be available on Tuesday evening.

There are no items included under **TAB 4.**

- **MOTION:** *The Leavenworth City Council moves to authorize the advertisement for bids for the Asphalt Improvement Project for Commercial Street and Whitman Street.*

#### **5. Professional Service Agreement – IntegriTech On-Call Engineering Services**

The City Council is being asked to review and approve a Professional Services Agreement (PSA) with IntegriTech for on-call engineering consultant services. IntegriTech is a local engineering firm, represented by Mr. Aaron Schmidt and Mr. Bill Schmidt, the firm founder. This agreement would allow the City to have a local on-call engineering firm to respond to engineering inquiries or smaller City engineering needs when necessary. In the event consultant services from IntegriTech would be requested for larger projects, a scope of work would be requested and an amendment to this contract would be considered based on the City's purchasing policy. IntegriTech is listed on the City's Consultant Roster that is through the Municipal Research and Services Center of Washington (MRSC) Small Public Works Consultant Roster.

This would be the fourth year that the City has had a service contract with the firm. In 2014, Aaron Schmidt provided engineering assistance to the City on Storm Water issues, a report entitled "Water Front Park Bridge Embankment Assessment", and general plan review at a cost

of \$2,935 under the general service contract. The firm also assisted the City on the Well #3 Project and the West Street Pavement Project under separate engineering contract amendments to this contract. In 2015, Mr. Schmidt provided final reviews for Well #3, improvements for the Parking Lots P1 – P2 and exploration and development of preliminary plans of the Ski Hill water hydrant access for the Leavenworth Ski Club. In 2016, Mr. Schmidt provided on-call engineering services primarily for parking lot improvements and research for the Icicle Road sewer extension.

This agreement is capped at \$10,000 for general engineering support for 2017. In addition, the City would have an initial payment to cover the cost of requested additional insurance coverage by the City, which is \$2,825; this is an increase of \$422 over last year's insurance cost. The consultant would invoice at the hourly rate stated in the IntegriTech Statement of Fees for any specific projects where a scope of work would be requested by the City; those cost estimates would be based on the hourly fee provided within the scope of work. The hourly fees are reduced in comparison to other firms where the hourly fee does include the cost of insurance.

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

- 2017 Professional Services Agreement – IntegriTech
- Exhibit A: Statement of Fees
  
- **MOTION:** *The Leavenworth City Council moves to approve and authorizes the Mayor to sign the Professional Services Agreement with IntegriTech for on-call consulting engineer services.*

## **6. Professional Service Agreement – RH2 On-Call Engineering Services**

The City Council is being asked to review and approve a Professional Services Agreement (PSA) with RH2 Engineering, Inc. for on-call engineering consultant services. RH2 is a local engineering firm, located in Wenatchee, WA and is represented by Mr. Eric Howe, PE and Randy L. Asplund, Vice President. This agreement would allow the City to have an additional local on-call engineering firm to respond to engineering inquiries or smaller City engineering needs when necessary. In the event consultant services from RH2 Engineering, Inc. would be requested for projects, a scope of work would be requested and an amendment to this contract would be considered based on the City's purchasing policy. RH2 Engineering, Inc. is listed on the City's Consultant Roster, which is through the Municipal Research and Services Center of Washington (MRSC) Small Public Works Consultant Roster.

This would be the first year that the City has had a service contract with the firm; however, the City has worked in conjunction with the firm on several City related projects on which RH2 was the principle engineer for the agency involved with the City, such as the water main upgrade project involving the Swiss Hotel. It is envisioned that the City would utilize the consulting skills of RH2 for several of the upcoming projects in 2017 and 2018. One initial project the City will be using RH2 for is a master plan/space needs assessment for the Public Works Facility Area. This planning is necessary with the expansion needed for the waste treatment plant.

This agreement is capped at \$10,000 for general engineering support for 2017. The consultant would invoice at the hourly rate stated in the RH2 Engineering, Inc. Schedule of Rates and charges for any specific projects where a scope of work would be requested by the City; those cost estimates would be based on the hourly fee provided within the scope of work.

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

- RH2 Engineering, Inc. Professional Services Agreement
- Exhibit "B" Schedule of Rates and Charges
- **MOTION:** *The Leavenworth City Council moves to approve and authorizes the Mayor to sign the Professional Services Agreement with RH2 Engineering, Inc. for on-call consulting engineer services.*

## **7. Interlocal Agreement – Link Transit**

The City Council is being asked to approve the Link Transit Interlocal Agreement. This Interlocal Agreement describes the practical arrangement between Link Transit and the City of Leavenworth with regard to the development of an access road off Highway 2 and a 90 stall park and ride and transit transfer station located in the "Willkommen Village" development in the City of Leavenworth.

The agreement obliges the City of Leavenworth to:

- Provide or obtain any easements or ROW necessary for the construction of the access road;
- Pay costs for normal and routine maintenance of the road upon completion of construction; and
- Construct, maintain, and operate any future improvements as determined by the City, and obtain approval from Link regarding these improvements.

Link will:

- Obtain proper permits and pay for design and construction of the road to the standard described in the Interlocal Agreement.

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

- Link Board of Directors March 21, 2017 Board Meeting Agenda Summary
- Interlocal Agreement
- **MOTION:** *The Leavenworth City Council moves to approve and authorizes the Mayor to sign the Interlocal Agreement with Link Transit for a Park and Ride Access Street.*

## **8. Mayor Reappoint Pete Olson & Scott Bradshaw to the Planning Commission – Expires 4/30/2017**

The Leavenworth City Council is being asked to confirm the Mayoral reappointments of Pete Olson and Scott Bradshaw to the Planning Commission. All Planning Commission members shall be appointed by the Mayor with confirmation by the City Council. Members of the Leavenworth Planning Commission shall reside within the city limits of Leavenworth, except that up to two members may reside outside the city limits of Leavenworth, provided they reside or own property within the urban growth area as depicted by the Leavenworth Comprehensive Plan.

Pete Olson was appointed to the Planning Commission in 2008. Pete and his family moved to Leavenworth in 2007 after retiring from general contracting and land development in Yakima County for 20 years. He currently owns and manages commercial and residential properties in the City of Leavenworth, Wenatchee, and Chelan County.

Scott Bradshaw was appointed to the Planning Commission in 2016. Scott has enjoyed a very successful career in the utility industry. During that time, he worked as an engineer, project manager, supervisor, manager, and director where he had overall responsibility for a number of complicated and high value construction projects. Long term planning was a key component of all of the positions he held during his career. Scott's previous community service work has included memberships in Rotary Club of Puyallup, Kiwanis Club of Palo Alto, CA, and President of a homeowners association.

The Leavenworth Planning Commission meets the first Wednesday of the month at 7:00 PM.

There are no items included under **TAB 8**.

- **MOTION:** *The Leavenworth City Council moves to confirm the Mayoral reappointments of Pete Olson to Planning Commissioner Position No. 4 for a four-year term and Scott Bradshaw to Planning Commissioner Position No. 5 for a four-year term.*

## **9. Surplus Computers**

The City Council is being asked to authorize the Mayor to proceed with surplusing for recycling purposes the City's old and obsolete computer systems. At this time, the City has identified four (4) computer systems for recycling. In general, the City depreciates values on computers at an estimated useful life of four to five years (seven to eight years for Servers and up to 10 years for laptops) and at this time each of the computers identified for recycling have no remaining value as they have all exceeded the useful life. On April 8, 2014, the Council approved a perpetual professional service agreement with Firefly for the recycling process that requires the retention of the hard drives on each of the devices. Due to the confidentiality of potential data contained on the hard drives, the City has chosen to dispose of the computer systems through this professional service agreement to ensure the protection of this sensitive data. Firefly removes the hard drives on these computers and provides them to the City for retention purposes. Additionally, Firefly outsources the rebuilding of these obsolete computers for donating back to the community through programs for schools, low-income families, senior centers and other agencies that have use for older computers and computer parts.

The following items are included under **TAB 9**:

- City of Leavenworth March 28, 2017 Computer Systems for Recycling List
- Professional Service Agreement with Firefly – April 8, 2014
- **MOTION:** *The Leavenworth City Council moves to authorize the Mayor to surplus for recycling purposes with Firefly the computer systems as identified by serial numbers on the March 28, 2017 Computer Systems for Recycling List.*