



# 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  
June 13, 2017 - 6:30 PM

### Call to Order

### Flag Salute

### Roll Call

### Consent Agenda

1. Approval of Agenda
2. Approval of May 23, 2017 Regular Meeting Minutes
3. May 2017 Payroll \$199,173.51
4. 2017 Claims \$240,212.45

### Public Safety Report: Sergeant Bruce Long, Liaison Officer

### 2016 Water Use Efficiency Report Presented by Water Plant Operator Arnica Briody

### Councilmember and Committee Reports

### Mayor/Administration Reports

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

### Public Hearing on Six-Year Transportation Improvement Plan @ 6:45 PM

### Resolutions, Ordinances, Orders and Other Business

1. Action: Resolution 12-2017 Amending Six-Year TIP for 2018 - 2023
2. Action: Otto Street Easement
3. Action: TIB Grant Award
4. Action: Authorization to Bid Paving Projects
5. Action: Proclamation: Honor Guards Day July 1, 2017
6. Action: Pangborn Airport Air Service Expansion
7. Action: Motion to Approve 2016 Annual Report for the City of Leavenworth

### Information Items for Future Consideration

1. Joint Meeting with the Planning Commission – June 27, 2017

### Adjournment

**(Next Ordinance is 1549 - Next Resolution is 13-2017)**

### Council Committees - 2<sup>nd</sup> Tuesday

Public Safety 3:00 Parks 4:00  
Public Works 5:00

## SUPPLEMENTAL COUNCIL AGENDA

### 1. Resolution 12-2017 Amending Six-Year TIP for 2018 – 2023

The City Council is being asked to approve Resolution 12-2017, which is the City of Leavenworth Six-Year Transportation Improvement Plan (TIP) 2018 – 2023. A public hearing on the Six-Year TIP is being held prior to approval of the final document. The City Council reviewed the TIP at the May 9, 2017 Study Session meeting and was asked to review the document for any additional recommended changes. The City utilizes an alternative format that is more user friendly than the Washington State Department of Transportation (WSDOT) format. Once the City Council has approved the amended Six-Year TIP for 2018-2023, the amended City TIP projects will be entered into the WSDOT format for submission to WSDOT for inclusion on the State Transportation Improvement Plan (STIP). The STIP is a planning document used by the State of Washington; projects that have qualified for state funding, or will be considered for state funding need to be identified in the STIP document. The City does have the ability to amend the TIP/STIP at a later date should another project be identified that the City might consider in a grant program.

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

- Resolution 12-2017 Amending the Six-Year TIP for 2018-2023
- 2018-2023 Six-Year TIP - Redlined
- **MOTION:** *The Leavenworth City Council moves to approve Resolution 12-2017 amending the Six-Year Transportation Improvement Plan for 2018 – 2023.*

### 2. Otto Street Easement

The City Council is being asked to approve, accept, and authorize the Mayor to sign the “former Otto Street” utility easement. Otto Street was vacated with the condition that any utility be placed within an easement. The lots have remained undeveloped to this day, and the Boyd’s desire to develop the lots for a multifamily development. As the process to explore development options evolved, an existing undocumented water line serving an adjacent property was disclosed. This water line is located along the property lines for the two lots. At this time, and to perfect the easement, the Boyd’s have asked to establish 6ft for each lot (12ft total) utility easement as attached.

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

- “Boyd Brother’s” utility easement
- “Boyd Partnership” utility easement
- **MOTION:** *The Leavenworth City Council moves to accept and authorize the Mayor to sign both the "Boyd Brother's" and "Boyd Partnership" utility easements.*

### 3. TIB Grant Award

The City Council is being asked to review and consider approval and acceptance of a \$50,000 grant award from the Transportation Improvement Board (TIB) under their 2017 Emergency Pavement Repair Project. These funds will be used for asphalt street repair at 11 locations within

the City of Leavenworth. The total estimated cost of the repairs is \$73,440 with \$50,000 provided through grant funding and \$23,440 provided through the Transportation Improvement Board. If approved, these projects will be included in the Authorization for Bid, which is Agenda Item #4. These projects must be completed prior to August 31, 2017.

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

- TIB Award Letter
- 2017 Emergency Repair Program Approved Scope for Leavenworth
- Agreement: 2-E-850(003)-1 Grant Agreement
  
- **MOTION:** *The Leavenworth City Council moves to accept the 2017 Emergency Repair Program Grant Award of \$50,000 and authorizes the Mayor to sign the Grant Agreement.*

#### **4. Authorization to Bid Paving Projects**

The City Council is being asked to authorize the public bid by qualified contractors for asphalt repair and replacement on specified areas of pavement throughout the City. The work to be performed under this contract consists of cutting, removal, and disposal of deteriorated asphalt and undesirable subgrade; subgrade prep, compaction, 3” asphalt replacement, and joint sealing. The City will be soliciting the bids utilizing the services of the Municipal Research and Services Center of Washington (MRSC) and the small works roster of qualified businesses they provide. All proposers are required to be registered with MRSC as a participating Small Works Business. The bidding procedure follows the strict guidelines required of municipalities for work of less than \$300,000. These requirements include a Certificate of Insurance with Additional Insured Endorsement at City specified amounts, Performance and Payment Bonds, Prevailing Wage Requirements (Intents and Affidavits), and 5% Retainage.

The scope of the project calls for two types of repair. Type 1 requires pavement repair of approximately 844 square feet of pre-cut areas with minimal prep, for 3” asphalt replacement and sealing; and Type 2 repairs of approximately 17,010 square feet of pavement which requires cutting of bad pavement back to suitable, subgrade replacement/enhancement, compaction, and 3” asphalt replacement and sealing. The estimated cost of the project is \$180,000. The major portion of the funding for the project will come from TBD (Transportation Benefit District) Funds. In addition, the City has applied for, and recently received, emergency TIB Grant Funding in the amount of \$50,000 available for damage caused by this past winter’s extreme weather. The asphalt repair work must be completed by August 31, 2017 in order to qualify for use of the TIB funds.

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

- Asphalt Repair Bid Package
  
- **MOTION:** *The Leavenworth City Council moves to authorize the public bid by qualified contractor through the use of the MRSC Small Works Roster for asphalt repair and replacement of various specified sites throughout the City.*

#### **5. Proclamation: Honor Guards Day July 1, 2017**

Honor Guards Day honors the sacrifices made by those who wear the uniforms, plan the service

of the fallen, march and present the colors with honor, stand over the fallen in all weather, and comfort those in duress. Honor Guards of America has asked the City of Leavenworth to join in recognizing all Honor Guards in Leavenworth and the surrounding areas on July 1, 2017 for Honor Guards Day.

Honor Guards of America consist of former and retired Military, US Coast Guards, Police, Firefighters, EMS, Chefs, Sanitation and other honor guard agencies.

The following item is included under **TAB 5:**

- Proclamation – Honor Guards Day
  - **MOTION:** *The Leavenworth City Council moves to hereby proclaim July 1, 2017 Honor Guards Day in the State of Washington.*

## **6. Pangborn Airport Air Service Expansion**

The City Council is being asked to consider approval of a pledge dollar amount supporting the Air Service Investment Program. The Chelan County Port oversees the operation of the Pangborn Airport. The City of Leavenworth approved Resolution 11 – 2017 supporting the Air Service Investment Program at the May 23<sup>rd</sup> Council Meeting, and at that time asked for additional information for the discussion on possibly approving a pledge dollar amount for the program.

The goal of the program is to secure daily air service between Pangborn Airport and the San Francisco Bay Area. The Air Service Investment Program is a program designed to share the risk of the new airline service between the Port, Pangborn Air Port, the community, airline investment and the Federal Government. The community role is to secure approximately \$400,000 in pledges that will be matched 2 for 1 with Federal grant dollars. The funds will be used to offset only financial operating losses by the airline providing the service and only if needed. A successful service expansion will result in the return of the pledged dollars.

The request this evening is for the Council to consider approval of a pledge dollar amount.

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

- Air Service Investment Program Fact Sheets
- Resolution 11-2017
- Budget Position Lodging Tax Funds
  - **MOTION:** *The Leavenworth City Council moves to approve the expenditure of \_\_\_\_\_ for the Chelan County Port's Air Service Investment Program.*

## **7. Motion to Approve 2016 Annual Report for the City of Leavenworth**

The City Council is being asked to officially approve the 2016 Annual Report for the City of Leavenworth. Councilmember Carolyn Wilson met with Finance Director Chantell Steiner on May 16, 2017 for a final review of the data contained in the report; the report was subsequently filed online to the Washington State Auditor's Office that same day prior to the deadline of May 30, 2017.

The following item is included in the **FRONT BINDER:**

- 2016 Annual Financial Report for the City of Leavenworth
  - **MOTION:** *The Leavenworth City Council moves to approve the 2016 Annual Financial Report for the City of Leavenworth.*