

**LEAVENWORTH CITY COUNCIL MINUTES  
July 11, 2017**

Mayor Farivar called the July 11, 2017 Leavenworth City Council meeting to order at 6:30 PM and Ms. Sharon Waters led the City Council in the Flag Salute.

**ROLL CALL**

Council Present: Mayor Cheryl K. Farivar, Carolyn Wilson, Gretchen Wearne, Elmer Larsen, Mia Bretz, Margaret Neighbors, and Sharon Waters.

Staff Present: City Administrator Joel Walinski, Attorney Emily Guildner, Chantell Steiner, Nathan Pate, Herb Amick, and Sue Cragun.

Mayor Farivar excused Councilmember Richard Brinkman from the meeting.

**APPROVAL OF THE CONSENT AGENDA**

**Consent Agenda**

1. Approval of Agenda
2. Approval of June 27, 2017 Regular Meeting Minutes
3. June 2017 Payroll \$219,003.28
4. 2017 Claims \$215,389.63

Councilmember Larsen motioned to approve the consent agenda. The motion was seconded by Councilmember Bretz and passed unanimously.

**PUBLIC SAFETY REPORT: SERGEANT BRUCE LONG, LIAISON OFFICER**

City Administrator Joel Walinski clarified that the cost to the City for a Rivercom call is \$46.25. He restated the Rivercom figures from the last two years.

**COUNCILMEMBER AND COMMITTEE REPORTS**

Councilmember Waters reported that she attended the Planning Commission meeting for a review of the Comprehensive Plan, attended the Festhalle Oversight, Public Safety, Parks, and Public Works Committee meetings and the morning Study Session.

Councilmember Neighbors reported that she attended the final Ad Hoc Skatepark Committee meeting and announced that there will be a Ribbon Cutting Ceremony on July 21, 2017 at 3:00 PM at the Skate Park. She also attended the Festhalle Oversight and Parks Committee meetings.

Councilmember Bretz reported that she filled in as Chairperson on the Public Works Committee and briefly stated the topics of discussion. She added that Projekt Bayern is interested in paving the P2 parking lot prior to Oktoberfest this year, at no cost to the City.

Councilmember Larsen reported that there was no Residential Advisory Committee (RAC) meeting due to the 4<sup>th</sup> of July Holiday.

Councilmember Wilson reported that she attended the morning Study Session and the Public Safety Committee meetings.

## **MAYOR/ADMINISTRATION REPORTS**

Mayor Farivar reported that she met with the Chelan County Sheriff Brian Burnett and Commissioner Keith Goehner in preparation for the Study Session presentation. She also attended the Chelan County Transportation Council Annual Retreat. She then reported on the morning Study Session and stated that the Council received a presentation from the Chelan County Sheriff's Department regarding the Annual Report, received an update on snowmaking by the Leavenworth Winter Sports Club, discussed the bidding results for the 2017 Asphalt Paving Repair Work project, received a status update on the Meadowlark Local Improvement District (LID), discussed a request for the 2060 Housing Funds by the Housing Authority, received a quarterly update on the upcoming Council Agenda items and project tracking, made suggestions for the Fall quarterly City Newsletter, and had a Council open discussion.

City Administrator Joel Walinski reported on the Festhalle Oversight Committee meeting and stated that there was a discussion with the representatives from the Chamber of Commerce regarding Festhalle use over the Christmas Lighting Festival weekends.

## **COMMENTS FROM THE PUBLIC ON ITEMS NOT ON THE AGENDA**

None.

## **PRESENTATION: CHELAN COUNTY PUD SUBSTATION UPDATE**

Chelan County PUD representative Mr. John Stohl updated the Council regarding the selection process of a new substation to be located in Leavenworth. He began with a Power Point Presentation and provided an overview of the final four substation sites, provided feasibility report findings, and reviewed the next steps and timeline in the selection process. He confirmed that the PUD is leaning toward the Chumstick location. Mr. Gary Rice addressed the group and provided additional detailed information pertaining to the site selection process. He discussed the costs and circuit layout in each of the four remaining locations. Discussion included costs, timelines, and annexation into the City. Mr. Stohl noted that a new substation will be fully operational in 2019.

## **PUBLIC HEARING ON RURAL DEVELOPMENT APPLICATION FOR FUNDING WASTEWATER FACILITY UPGRADES @ 6:45 PM**

Mayor Farivar opened the public hearing at 7:18 PM.

City Administrator Joel Walinski stated that the Wastewater Treatment Plant (WWTP) improvements are required in order to address the Total Maximum Daily Load (TMDL) of phosphorus entering the river from the Treatment Plant. He noted that the WWTP is nearly 20 years old and some of the machinery will need to be replaced; total improvements will be approximately 13 Million, which is why an application for loan and grant funding is necessary for the mandated improvements. He confirmed that the City has submitted an application and that it is in the process of being reviewed, preliminary approval will take place in August or September; however, funding is not available until ground breaking and construction work begins. He further explained how the funding will take place with regard to grants, loans, and an

increase in sewer rates. On a final note he addressed the next steps that will need to be taken in regard to funding. There was a brief discussion of using the Utility Regionalization Study concurrently with the Wastewater Treatment Plant planning process and a discussion of hardship being a factor for certain rate payers.

Mayor Farivar asked if there were any questions from the public. Hearing none, she closed the public hearing at 7:38 PM.

## **RESOLUTIONS, ORDINANCES, ORDERS AND OTHER BUSINESS**

### **1. Request for 2060 Housing Funds – Housing Authority**

Finance Director Chantell Steiner stated that the City Council is being asked to approve financial support for the Housing Authority of Chelan County & the City of Wenatchee for a rent comparability study, which will assist the Garten Haus Apartment Complex that houses low-income seniors in Leavenworth. She said that the total cost of the Study is \$4,100, is being requested by the Housing Authority from the City's 2060 housing funds, and confirmed that the City currently has that funding amount available. She noted that the study is necessary in order for the Housing Authority to go after grant funding for improvements in the amount of \$1.9 Million. The Council will provide the funds for the study, provided that the Council may review the study upon completion.

Councilmember Wilson motioned to approve \$4,100 of the 2060 Housing Funds to support the Housing Authority of Chelan County to conduct a comparability study for the Garten Haus Apartments in Leavenworth. The motion was seconded by Councilmember Bretz and passed unanimously.

### **2. Asphalt Repair Project**

#### **a. Resolution 13-2017: Sole Source Vendor**

Public Works Director Herb Amick stated that the City Council is being asked to consider approval of Resolution 13 – 2017 which authorizes waiving of competitive bidding requirements for contracting services to perform asphalt pavement repair work. He said that the City advertised for bids for the 2017 Emergency Paving Repair Work project and received one bid response for the chip seal repair portion of the bid proposal; this bid proposal did not include the remaining Transportation Improvement Board (TIB) funded asphalt repair work. He explained that the TIB funded portion of the project needs to be completed by August 31, 2017 in order to be reimbursed with the emergency grant funding; the TIB has given Public Works permission to utilize chip seal to repair those TIB designated areas; the sole bidder, A&W Paving, has since provided a bid for the TIB funded repair work utilizing chip seal asphalt repair.

Councilmember Bretz motioned to approve Resolution No. 13- 2017 waiving the competitive bid process for the City of Leavenworth – 2017 Emergency Paving Repair Work project. The motion was seconded by Councilmember Waters and passed unanimously.

#### **b. Bid Award**

Public Works Director Herb Amick stated that the City Council is being asked to award the City of Leavenworth 2017 Emergency Paving Repair Work Project to A&W Paving Inc. with a combined bid amount of \$85,200. He confirmed that funding is provided by the TIB Emergency

Asphalt Repair Grant Award in an amount not to exceed \$50,000; the balance of the funding will come from Transportation Benefit District (TBD) funds. He added that the original project estimate was approximately \$180,000 and the new project estimate reflects the use of chip seal repair work. He went on to explain how the double shot chip seal process is completed.

Councilmember Larsen motioned to award the Asphalt Pavement Repair Project bid to A&W Paving, Inc. for a cost of completion of \$85,200.00. The motion was seconded by Councilmember Neighbors and passed unanimously.

### **3. Stop Sign Location Request**

Public Works Director Herb Amick stated that the City Council is being asked to approve the recommendations of the Public Safety Committee about a change to the traffic control signage at the intersection of Ash Street and Summit Street. He said that the addition of a two-way or four-way stop sign has been requested by Mr. Tim Bentz and a bus driver, both representing Cascade School District; counters were installed in April this year, the data was retrieved in June, and all of the information was reviewed by the Public Safety Committee at the June Committee meeting. He addressed the Warrants Checklist that is used for requests such as this and noted that three out of six warrants must be met in order to make the change; in this instance, only one of the warrants was met for the intersection. He confirmed that the Public Safety Committee recommended against the proposed change at their June 13, 2017 meeting, as the criteria required by the Warrants Checklist has not been met.

Councilmember Wearne motioned to approve the recommendations of the Public Safety Committee recommending against the changing of the intersection of Ash Street and Summit Street from a non-controlled intersection to a two way stop or a four-way stop as per adopted Council policy and the Warrants Checklist. The motion was seconded by Councilmember Waters and passed unanimously.

### **4. Contract Amendment with Pacific Engineering for Special Inspector**

Public Works Director Herb Amick stated that the City Council is being asked to review and approve a Professional Services Agreement (PSA) Amendment No.1 with Pacific Engineering and Design, for continued on-call engineering consultant services. He said that this agreement amends the original PSA dated January 26, 2016 and will allow the City to continue to utilize the firm for project on-site inspection and consulting services for private projects.

Councilmember Neighbors motioned to approve and authorizes the Mayor to sign the Professional Services Agreement Amendment 1 with Pacific Engineering and Design for on-call consulting engineer services. The motion was seconded by Councilmember Larsen and passed unanimously.

### **5. Ordinance 1549: Quarterly Budget Amendment**

Finance Director Chantell Steiner stated that the City Council is being asked to adopt Ordinance 1549 Quarterly Budget Amendment, which amends the budget at the fund level. She detailed that changes that were made to the various funds being addressed in this quarterly amendment.

Councilmember Waters motioned to adopt Ordinance 1549 Quarterly Budget Amendment. The motion was seconded by Councilmember Wilson and passed unanimously.

## INFORMATION ITEMS FOR FUTURE CONSIDERATION

Mayor Farivar stated that the Mayor's Annual Breakfast will take place on August 15<sup>th</sup> at the Wild Huckleberry restaurant from 7:00 AM – 9:00 AM. She reminded the Council that the July 25<sup>th</sup> Council and Subcommittee meetings have been canceled.

## ADJOURNMENT

Seeing no other business, Councilmember Neighbors motioned to adjourn the July 11, 2017 meeting of the Leavenworth City Council. The motion was seconded by Councilmember Wilson and passed unanimously.

The meeting adjourned at 7:49 PM.

**APPROVED**

  
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**Cheryl K. Farivar**  
Mayor

**ATTEST**

  
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**Chantell Steiner**  
Finance Director / City Clerk