

LEAVENWORTH CITY COUNCIL
Study Session Agenda
City Hall - Council Chambers
July 11, 2017 9:00 a.m.

9:00 – 9:15 Chamber Report

This time is provided for a Chamber of Commerce representative to provide an update to the City Council on items of interest to the Chamber and City.

9:15 – 10:15 Presentation: Chelan County Sheriff Department

This time is provided for Sheriff Brian Burnett to provide information concerning the Sheriff Department and the Public Safety Contract with the City of Leavenworth.

10:15 – 10:30 Leavenworth Winter Sports Club Snowmaking

This time is being set aside to provide the City Council an update regarding continued efforts by the Leavenworth Winter Sports Club (LWSC) to provide snow making capabilities at the US Forest Service site located on Ski Hill and the necessary upgrades required for the City's Ski Hill Reservoir where the Club will access water and power in agreement with the City Council.

In 2016, the City installed a tap and a hydrant at the reservoir location, primarily for maintenance purposes, to provide some relief in the event of fire, and to possibly provide access to water for future LWSC wintertime operations. Recently, Mr. Mark Milliette met with Joel Walinski and subsequently Herb Amick and Mr. Chris Mosier, of Chelan PUD, regarding additional power that will be required at the reservoir site to accommodate pumping of water to the sledding /skiing site for winter snow making operations. Mr. Milliette, in conjunction with the City, has made application to the PUD for a new power service sufficient to their future needs and is presently considering options and costs necessary to meet those needs. Since it will be located on City property, the City will be required to take the lead with LWSC incurring all expenses. In addition, the LWSC will be required to excavate a line crossing Ski Hill Drive onto the reservoir site to accommodate the future pumping of water. This may be done in conjunction with the power installation.

As a brief history, in May of 2015, the City's Economic Development Committee received a letter from Board President Brett Johnson requesting that the City consider providing access to City water for fire suppression at the Ski Hill area and to support the Ski Club operations. The Economic Development Committee authorized the City to begin the investigation into fulfilling this request. There are two issues that needed to be reviewed initially; one being the ability for the City to physically provide water to the site. Although the City reservoir is located adjacent to the property, the elevation changes and water supply needed to be fully studied. The second issue was the legal authority or restrictions placed on the City for providing domestic water to a location out of the Urban Growth Area. The City asked Aaron Schmidt, P.E. of IntegriTech to do

the initial engineering study work on providing water while protecting the City domestic water supply. In addition, City Attorney Thom Graafstra was asked to review any legal barriers that might prevent the City from providing water. At this point in time, the availability of water and providing water while protecting the City domestic water supply is physically possible with the correct improvements of infrastructure. There does not appear to be any legal hurdles for the City to provide temporary access to water on a limited basis.

In addition, a draft agreement between the Leavenworth Winter Sports Club and City is being developed. The agreement will cover the lease and liability conditions similar to other City contracts and agreements, protection of the domestic water supply and operating guidelines for the Leavenworth Winter Sports Club, and the review and approval process of any improvements on City property.

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

- Ski Hill Snowmaking Investigation Option A
- Access and Lease Agreement (DRAFT)

10:30 – 10:45 Asphalt Repair Project

This time has been set aside for Council to review the results of the recent request for bids for asphalt repair throughout the City. At the June 13, 2017 City Council meeting, the Council authorized the public bid by qualified contractors through the MRSC Small Works Roster for asphalt repair and replacement of various specified sites throughout the City.

At this evening's meeting, City Council is being asked to award the City of Leavenworth Asphalt Repair Project to the sole, qualified bidder, which is A & W Paving Inc. with a combined bid amount of \$85,200. The bid consists of two amounts. One bid for the Transportation Improvement Board (TIB) Emergency Pavement Repair portion, which qualifies for grant assisted funding in the amount of \$39,100 and a second bid of \$46,100 to include other areas of pavement repair specified by the City but which do not qualify for TIB emergency funding

The funding sources for this project include the TIB Emergency Asphalt Repair Grant Award of approximately 68% of the proposed repairs of that portion, not exceeding \$50,000. The balance of the TIB portion and the other City requested repairs will come from the Leavenworth Transportation Benefit District (TBD) funding. The original pavement repair, which included asphalt overlays, was estimated to be approximately \$180,000. The lower bid amounts reflect the revision to allow chip seal repairs.

This project will include the leveling and repair of the designated asphalt areas in need of repair throughout town, utilizing the chip seal two shot approach, and will serve as a test for future TIB involvement in grants utilizing this technique.

The following items are included under **TAB 2 EVENING AGENDA ITEMS:**

- Resolution No. 13-2017
- A&W Paving Bid Proposal
- Photos of past chip seal projects by A&W Paving

10:45 – 11:00 Meadowlark Local Improvement District (LID) Status Update

This time is provided to review the current status of Local Improvement District #24 (LID #24). LID's are special assessment districts in which improvements will specially benefit primarily the property owners in the District. LID's are created under the sponsorship of a municipal government and are not self-governing special purpose districts. To the extent, and in the manner noted in the enabling statutes, they must be approved by both the local government and benefitted property owners. On December 9, 2014, after holding a Public Hearing and hearing no objections from the benefitting property owners, the City Council adopted Ordinance 1470, which established LID #24 and ordered the City to complete the necessary construction and to authorize the next steps to set forth the assessments for each parcel payable by the mode of bonds to be issued and sold as LID Bonds. At this point, the project is substantially completed. The City is awaiting the contractor to file all documentation necessary to close out the project.

As of today, the City has spent approximately \$823,457.69 and anticipates expending an additional \$50,000 for a total estimated project of about \$873,457.69. Within this figure are estimates for final construction, engineering, attorney and bond fees yet to be finalized. City staff is currently discussing with bond counsel the next steps necessary to complete and finalize the LID assessments against the property owners.

One other complication within this project is establishing a Local Facility Charge, for properties not in the special benefit area but benefiting from the access to water and sewer, to pay their fair share of the project costs if and when they connect to City water and sewer. These properties include the "Duncan Property", which is under ownership by the City of Leavenworth, and the three parcels that are under ownership of the Ida Allen Trust. The calculation of benefit and cost sharing are based on the benefit to the property when water and sewer becomes available. Future development of the Duncan property would be for three single-family units and each Ida Allen Property would be for a single-family resident. The facility charge would be an added connection fee for these properties. The anticipated dollar amount to be collected would be offset against the total cost of the project, which would reduce the overall assessments to properties within the LID #24 benefitting area. The estimated cost at this time for the facility charge is \$5,244 per property, a total of \$31,464. This fee would be added to the City's Rate and Fee schedule for the properties in this area. To implement, the City would provide notice to the property owners, hold a public hearing and then Council approval would be necessary to enact the facility charge. Initiating the Facility Charge would be done concurrently with implementing the final assessments for LID #24.

History:

On July 25, 2013, the City received an official Petition from 100% of the property owners of the Meadowlark Development (Upper Valley MEND, John Agnew/Patricia Hebert, Titus LLC/Rudy Prey) to request the construction of water and sewer transmission lines and sewer lift station and the establishment of a Local Improvement District that would be used to offset the cost of this construction project. The transmission lines would be included into the City's Chumstick Trail Project and the lift station would be located near the intersection of North Road and Chumstick Hwy. By including this project within the trail project, the cost of Right-of-way (ROW) purchasing and engineering, would reduce the cost of the utility project. The purpose of the

utility project was to provide utility services to the three property owners, which would allow the future development of their undeveloped property. The petition was certified on August 13, 2013 by the City Clerk.

In December 2013, the City received the Special Benefit Analysis summary appraisal conducted by Pacific Appraisal, which is one of many steps involved in forming an LID. The Special benefit analysis calculates the benefit to undeveloped land when improvements like utilities are provided. In this case, the initial value of the 33 acres of property was appraised at \$3,890,000 without access to water and sewer utilities, the appraised value with water and sewer was \$5,060,000, a benefit of \$1,170,000 to the property owners. (NOTE: 2013 numbers) Due to some minor changes in the parcels being identified by the developers, and the addition of parcels within the special benefit analysis, the City passed Resolutions 8-2014 on March 25, 2014 and 22-2014 on November 12, 2014 recognizing the additional new parcel to the project area which included parcel # 241 701550 142 owned by Bobby and William Burnett, a 1/3 acre addition to the area.

The City Council held a Public Hearing on the formation of LID 24 on December 9, 2014. Testimony was given by two of the four property owners with no objections being stated for a total estimated project cost not to exceed \$960,000.

Funding for the project, engineering, ROW purchase, and construction was provided through the utility funds, street fund and general fund. Once the bonding is completed and the LID is finalized those funds will be reimbursed to the funds expended for the project to date.

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

- Chelan County GIS Aerial Overview
- PACE: Chumstick Road Overall Water & Sewer Plan

11:00 – 11:10 Request for 2060 Housing Funds – Housing Authority

The City Council is being asked to approve supporting the Housing Authority of Chelan County & the City of Wenatchee on a comparability study to assist the local Garten Haus Apartment Complex that houses low-income seniors in Leavenworth. The total cost of the Study is \$4,100 and is being requested by the Housing Authority from the City's 2060 housing funds. This request meets the requirements for use of those funds and the City currently has this funding amount available. The study will be conducted as part of an application to HUD for additional dollars, up to \$1,920,000 in improvements, to update the aging facility and create compliance for ADA, elevators and fire safety.

The following items are included under **TAB 1 EVENING AGENDA ITEMS:**

- Housing Authority Letter with Quote
- Spreadsheet of City's available 2060 Housing Funds

11:10 – 11:20 Quarterly Update Future Council Agenda Items / Project Tracking

The Council is being provided the quarterly Project Tracking spreadsheets. The Project Tracking is not a comprehensive list of all the work being completed or the tasks underway by the City; however, this does reflect the City projects and tasks that have been directed by the Council as priorities. Each project includes some annotations of status or description, anticipated completion, and stage (progress level). This is intended to relay progress and ensure that the City is on target with the needs of the Community and Council priorities. This document is updated and provided to the Council on a quarterly basis. The statuses of the projects are listed under the JULY column and this document will be distributed again at the beginning of October with updates. In addition, staff has provided the City Council 2017 Future Agenda Items that are subject to changes.

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

- Project Tracking Document
- City Council 2017 Future Agenda Items

11:20 – 11:30 Quarterly City Newsletter Recommendations – Distribution in August

The City will be publishing the quarterly Mayor and City Council Newsletter in August. Article topics at this time include but are not limited to:

- “A Minute with the Mayor” – Topic to be determined
- 2017 Residential Street Paving – Herb Amick
- Comprehensive Plan Update – Nathan Pate
- Upcoming Festivals and Events – Sue Cragun
- Upcoming Fall Cleanup – Sue Cragun / Herb Amick

Staff is requesting any additional suggestions from the Council at this time.

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

- 2016 Fall Newsletter

11:30-11:45 Council Open Discussion

The remainder of this time slot allows for Council discussion of items not on the agenda.