



City of Leavenworth

700 HIGHWAY 2 / POST OFFICE BOX 287
LEAVENWORTH, WASHINGTON 98826
(509) 548-5275 / FAX: (509) 548-6429
Web: www.cityofleavenworth.com

City Council
Cheryl K. Farivar - *Mayor*
Elmer Larsen
Robert Francis
Carolyn Wilson - *Mayor Pro-Tem*
Gretchen Wearne
Mia Bretz
Margaret Neighbors
Richard Brinkman
Joel Walinski - *City Administrator*

LEAVENWORTH CITY COUNCIL AGENDA

Leavenworth City Hall - Council Chambers
July 26, 2016 - 6:30 PM

Call to Order

Flag Salute

Roll Call

Consent Agenda

1. Approval of Agenda
2. Approval of July 12, 2016 Regular Meeting Minutes
3. Approval of July 12, 2016 Study Session Minutes
4. 2016 Claims \$297,748.69

Mosquito Control District Update – Jenny Mullins

Councilmember and Committee Reports

Mayor/Administration Reports

Comments from the Public on Items Not on the Agenda

Public Hearing: Six Year Capital Facilities Plan @ 6:45 PM

Resolutions, Ordinances, Orders and Other Business

1. Action: Stop Sign Location Requests
2. Action: Resolution 10-2016: Financial Policy Amendments
3. Action: Pinegrass Street Name
4. Action: Festhalle Drapery Purchase
5. Action: Garbage Can Purchases

Information Items for Future Consideration

1. Approval of Six Year Capital Facilities Plan – 8/9/2016
2. Continue Discussion of Alcohol Use in the Parks – 8/9/2016 Study Session

Executive Session 42.30.110(1)(i)(ii) Potential Litigation

Adjournment

Council Committees -4th Tuesday –

Econ. Dev. 4:00 Finance 5:00

(Next Ordinance is 1531 - Next Resolution is 11-2016)

SUPPLEMENTAL COUNCIL AGENDA

Public Hearing: See Redline Draft and Clean Version of Six-Year Capital Facility Plan 2017-2022 provided behind the public hearing tab.

1. Stop Sign Location Requests

The City Council is being asked to approve the recommendations of the Public Safety Committee in regard to a requested change of the traffic control signage at the intersection of Birch and Orchard Streets, and at the intersection of Birch and Cascade Streets. The request is to change the intersection control from a two-way yield to a four-way stop. The requested changes were submitted by Ms. Judith Dwyer along with the signatures of 18 neighboring residents. The request was brought before the Public Safety Committee for review. As per Council adopted policy, the Warrants Checklist was applied to the request, which was then reviewed and considered by the Public Safety Committee. Both intersections were reviewed in regard to accident history, visibility, multiple uses, traffic volume, a review by the Public Safety Liaison officer, Sergeant Bruce Long, and a review by the Public Works Director Herb Amick. The Council Policy for the installation of a stop sign is that the intersection must meet 3 of the 6 warrants listed above. In a review of these warrants, only one warrant was met for each intersection. At Birch and Orchard, there is a higher level of multiple use of pedestrians, bus traffic, bicycles and vehicle traffic. At the intersection of Birch and Cascade there is a visibility issue that does not meet the warrant condition. On July 12, 2016 the Public Safety Committee recommended against the proposed changes since the criteria required by the Warrants Checklist was not met; the Committee is now requesting the City Council's consideration for approval of that action per the adopted policy.

In developing the policy, the Public Safety Committee reviewed a number of adopted policies regarding traffic control from the Department of Transportation and other communities. The warrants adopted in the City Policy were modified to address traffic conditions within the City.

Ms. Dwyer was notified of the Public Safety Recommendation and the warrant conditions were discussed. Ms. Dwyer was invited to attend the July 26, 2016 Council Meeting to provide additional information to the Council.

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

- Warrant Checklist from the Public Safety Committee
- Citizen Request
- Residential Stop Sign Placement Policy
- Map of Intersections for Requested Stop Signs Placement
- Map of Existing Stop Signs/Yield Signs

- **MOTION:** *The Leavenworth City Council moves to approve the recommendations of the Public Safety Committee recommending against the changing of the intersections of Birch and Orchard Streets, as well as the intersection of Birch and Cascade Streets, from two way yields to four-way stops as per adopted Council policy and the Warrants Checklist.*

2. Resolution 10-2016: Financial Policy Amendments

The City Council Finance Committee met over the past few months to review the Financial Policy and submitted recommended changes to the City Council for consideration regarding the General Fund and Lodging Tax Fund reserves. The City Council is being presented with the final resolution for approval

relating to the changes to the Financial Policy as discussed at the July 12, 2016 Study Session. No additional amendments from the Study Session have been incorporated.

The following item is included under **TAB 2:**

- Resolution 10-2016
 - **MOTION:** *The Leavenworth City Council moves to approve Resolution 10-2016 Financial Policy Amendments.*

3. Pinegrass Street Name

The City Council is being asked to approve a Pinegrass Subdivision Street Name for future dedication. During the regular Council Study Session of July 12, 2016, the Council deliberated on several names from the previous Study Session; and narrowed the name of the future street to “Pinegrass.”

This process included several steps for the naming of the street; confirmation from RiverCom (our local 911 / emergency services communications provider) that the name does not conflict or is inappropriate, and City Council acceptance of the name for the future dedication with the recording of the Subdivision (Council approval is needed for all streets and easement to be accepted and maintained by the City).

The following item is included under **TAB 3:**

- Pinegrass Preliminary Plat
 - **MOTION:** *The Leavenworth City Council moves to name “Road A” Pinegrass.*

4. Festhalle Drapery Purchase

The City Council is being asked to approve the purchase of used drapery and hardware from the Leavenworth Summer Theatre (LST) for \$3,500. At the end of the summer theater run (July through September 2, 2016) LST will no longer be performing on a regular basis in the Leavenworth Festhalle. They will be removing much of the equipment that they use for their productions; the drapery and hardware is one item identified by LST and the Festhalle Oversight Committee that would be beneficial to remain onsite and in use at the Festhalle. The listing of used items include the following:

1. Blue drape set (header and traveler) including the installed hardware for both.
2. Two black headers installed behind the blue header including the installed hardware for both black headers. (These are blocking the audience or seated guest’s view of the ventilation and fly systems in the front ceiling of the Festhalle.)
3. The 20 long black 54 inch wide sectional drapes at the front of the Festhalle, including the pipes and chains used to hang all of them.
4. Pipe and chain system on the side of the Festhalle upon which the current smaller movie screen is hung.

This sale is beneficial to both parties; one of the major savings will be the staff time saved for LST and the City on not having to remove and reinstall the hardware needed to support the drapery. The drapery itself is nearing the end of its useful life; it was purchased as used equipment and installed in early 2000. Replacement of the existing drapery would be approximately \$6,500, not including installation and the purchase of hardware. The Festhalle Oversight Committee recommends approval of this

purchase; the committee does plan to replace the drapery over time. This motion is necessary as this purchase is non-competitive and falls outside of the purchasing policy approved by the City Council.

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

- **MOTION:** *The Leavenworth City Council moves to approve the purchase amount of \$3,500 for used drapery and hardware from the Leavenworth Summer Theater and authorizes the City Administrator to approve the expenditure.*

5. Garbage Can Purchases

The City Council is being asked to authorize the expenditure of funds for the purchase of surplus used garbage collection bins, offered for sale by the City of Cashmere, Washington in the amount of \$7,425. The purchase includes approximately 1000 tipping cans varying in size and condition from 35 gallons to 95 gallons as well as approximately 100 side load dumpsters of 300 gallon capacity. Estimate of the cost for similar cans and quantities in new condition is approximately \$115,000 excluding shipping. The sale would occur in September of this year.

Purchase of the cans will provide the City with a supply of back up cans as well as allow for the transition to side loading dumpsters for cardboard recycling in lieu of the aging condition of the City's rear loading trucks. The City presently owns and maintains four garbage trucks; two newer trucks are side loading and being used for regular garbage pickup, an older rear loader being used for cardboard recycling, and another older rear loader being used for City Street can pick up. Break down and repair of the rear loader trucks has become an issue of concern, precipitating the proposed change.

This motion is necessary as this purchase is non-competitive and falls outside of the purchasing policy approved by the City Council.

There are no items included under **TAB 5**.

- **MOTION:** *The Leavenworth City Council moves to approve the purchase amount of \$7,425.00 for used surplus garbage containers offered for sale by the City of Cashmere, Washington and authorizes the City Administrator to approve the expenditure.*