



City of Leavenworth

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Leavenworth, Washington 98826
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City Council
Carl J. Florea - *Mayor*
Carolyn Wilson - *Mayor Pro Tem*
Mia Bretz
Sharon Waters
Clint Strand
Jason Lundgren
Craig Hess
Anne Hessburg
Joel Walinski - *City Administrator*

LEAVENWORTH CITY COUNCIL AGENDA

Leavenworth City Hall – Council Chambers

January 14, 2020 – 6:30 PM

Oath of Office

Call to Order

Flag Salute

Roll Call

Consent Agenda

1. Approval of Agenda
2. Approval of December 10, 2019 Regular Meeting Minutes
3. Approval of December 10, 2019 Study Session Minutes
4. December 2019 Payroll \$231,065.14
5. 2019 Claims \$380,416.35
6. 2020 Claims \$596,195.07
7. Set Public Hearing for LMC Chapter 3.42 Affordable Housing on 2/11/20 @ 6:45 PM

Public Safety Report: Sergeant Scott Lawrence, Liaison Officer

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: Motion to Elect Mayor Pro-Tempore
2. Action: Authorization to Advertise Request for Proposal for Water Meter Replacement
3. Action: Pine Street Contract Amendment – TD&H Engineering
4. Action: Parking Advisory Committee Recommendation to the City Council
5. Action: Link Dedication and Bill of Sale Authorizing Mayor to Sign

Information Items for Future Consideration

1. January 28, 2020 Mayor & Mayor Pro-Tem Committee Assignments
2. January 28, 2020 Joint Meeting with Planning Commission for 2020 Planning Commission Docket Acceptance

Adjournment

(Next Ordinance is 1606 – Next Resolution is 1-2020)

The City of Leavenworth is committed to providing reasonable accommodations in accordance with the Americans with Disabilities Act. Please contact City Hall at (509) 548-5275 at least 72 hours prior to a scheduled meeting to request an accommodation.

Council Committees – 2nd Tuesday

Economic Development 3:00 PM

Parks 4:00 PM

Public Works 5:00 PM

SUPPLEMENTAL COUNCIL AGENDA

1. Motion to Elect Mayor Pro Tempore

The Council is being asked to consider the appointment and designation of a Mayor Pro Tempore. The action could be the confirmation of the standing Mayor Pro Tempore or the selection and confirmation of another sitting council member. Councilmember Carolyn Wilson has served as the Mayor Pro Tempore from 2014 through 2019.

The duties of the Mayor Pro Tempore include the recommendation of council members to standing committees with the appointments approved by the City Council, and to serve as the presiding officer at the Council Meetings in the Mayor’s absence.

At this time, the following procedure is recommended:

- Mayor: Nominations are now in order for the office of Mayor Pro Tempore.
- Nominations taken from the floor.
- Mayor calls for any further nominations - if none, announces nominations are closed.
- Election then occurs by show of hands in support of each nominee.
- A full majority of four (4) is needed for the confirmation.

COUNCIL GOALS

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|---|---|---|
| <i>Revenue & Fiscal Health</i> | Is the request/action (Ordinance/Resolution) consistent with the Financial Policy? | |
| <i>Infrastructure</i> | Does the request/action support a safe and efficient infrastructure? | |
| <i>Economic Development Growth and Vitality</i> | Is the request/action supportive of the Old-World Bavarian Theme or promote the diversification of the economic base? | |
| <i>Transparency and Accountability</i> | Does the request/action further public understanding and engagement? | ✓ |
| <i>Community Building</i> | Is the request/action supporting residential needs for housing, safety, transportation, affordable governmental services? | |

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

- RCW 35A.12.065 Pro tempore appointments
- RCW 35.27.160 Mayor – Duties – Powers – Mayor Pro Tempore
- **MOTION:** *The Leavenworth City Council moves to nominate and appoint Councilmember _____ as Mayor Pro Tempore.*

2. Authorization to Advertise Request for Proposal for Water Meter Replacement

The City Council is being asked to approve the advertisement for a Request for Proposal (RFP) for Purchase and Installation of an Advanced Metering Infrastructure (AMI) System for the City of Leavenworth Water Distribution, pending review by the City Attorney. The project includes replacement of all City residential and commercial water meters with AMI compatible meters and transmitting nodes, installation of data collection infrastructure, and implementation of the AMI system to include set-up of an interface to collect and publish data from the meters, provide

compatibility with the City’s utility billing software (BIAS), as well as provide staff training and ongoing system support.

Funding for the project is secured through a grant provided by the Icicle Work Group in the amount of \$480,000, a pending Water Smart Grant application, and a remaining balance provided with City Real Estate Excise Tax (REET) funding. The project is estimated at a cost of approximately \$950,000.

Upon final approval by the City Attorney, the RFP will be advertised in the Wenatchee World and Seattle Daily Journal of Commerce two consecutive weeks in a row; the RFP and Specifications will be available to the public on the City’s website and the Builders Exchange of WA Online Plan Center. All advertisements and postings will take place in February 2020. Once bid proposals are received and the bidding period is closed, 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. Construction is scheduled to begin in spring of 2020.

COUNCIL GOALS

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| <i>Infrastructure</i> | Does the request/action support a safe and efficient infrastructure? | ✓ |
| <i>Economic Development Growth and Vitality</i> | Is the request/action supportive of the Old-World Bavarian Theme or promote the diversification of the economic base? | |
| <i>Transparency and Accountability</i> | Does the request/action further public understanding and engagement? | ✓ |
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The following item is included under **TAB 2:**

- Preliminary Request for Proposal Draft
 - **MOTION:** *The Leavenworth City Council moves to authorize the advertisement for bid proposals for the Purchase and Installation of an Advance Metering Infrastructure (AMI) System contingent on approval of bid by the City Attorney.*

3. Pine Street Contract Amendment – TD&H Engineering

The City Council is being asked to review and consider for approval an amendment to the existing engineering contract with TD&H Engineering for the Pine Street Phase I Reconstruction Project. This contract amendment covers the out of scope work not covered in previous contract work that was completed by TD&H for the completion of the construction project. Those items include the following:

Design Phase: Contracting and review of the Cultural Resource Study, design of water and sewer improvements, and curb extension revisions (addition of bulb-outs).

Right of Way Phase: Right of way issue on the Cascade School District Property (Scammahorn frontage) and ROW issues with the 125 Pine Street property.

Construction Phase: Out of scope services include addressing a certified payroll issue, WSDOT Required Project Management Review (typically required on projects with significant Federal Funding), and increased project management costs for the project due to an inexperienced inspector requiring additional oversight and an extended construction period as a result of the delays with the light poles and school zone signs.

This is Supplemental Agreement #6 with TD&H. The approval of this supplemental contract will bring the total cost for design, engineering, ROW certification (does not include permanent or temporary easement purchases), and construction phase oversight to \$417,658.

The total estimated project cost at this time is \$2,612,152. For reference, the 2017 total project cost estimate was \$2,405,600 and the estimate of total project costs in April of 2019 was \$2,543,486. The total estimated project costs at this time does include an estimate of costs for project closeouts and the construction change orders to date.

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

- Supplemental Agreement No. 6
 - **MOTION:** *The Leavenworth City Council moves to approve and authorizes the City Administrator to sign Supplemental Agreement No. 6 with TD&H Engineering for additional engineering and project management related to the Pine Street Phase I Reconstruction Project.*

4. Parking Advisory Committee Recommendation to the City Council

City Staff is currently working on the development of a Professional Service Agreement (PSA) with CivicSmart for providing equipment and management for implementing an on-street paid parking program recommended by the Parking Advisory Committee. The PSA that will be used is the standard City PSA template with the attached scope of work and fee schedule. Those items, scope of work, and fee schedule are included with the Study Session Agenda materials. If the full review of the PSA can be completed, the Council will be provided with a final copy at the Tuesday evening meeting.

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The following items are included under **Study Session Agenda Tab F:**

- CivicSmart Parking Equipment & Management Services Response without Appendices
- CivicSmart Price Proposal for RFP
- Five-year Equipment Cost of Ownership
- Revenue/Expense Scenarios Rick William Consulting
- CivicSmart – Smart Parking Solution Presentation January 8, 2020

- **MOTION:** *To be provided if Professional Service Agreement is ready.*

5. Link Dedication and Bill of Sale Authorizing Mayor to Sign

The City Council is being asked to review and consider for approval the Final Dedication and Bill of Sale for the public improvements associated with the Link Park & Ride. The City of Leavenworth has been working with Link transit for a number of years in planning and then constructing the new Link Park & Ride. At this time, Link is ready for the final dedication of Fitz Strasse, Ward Strasse turn-around, and the Fitz Strasse improvements.

Link previously dedicated right-of-way for Ward Strasse and Fitz Strasse to the City, recorded with the County Auditor under file number 2448897. The area for improvement was expanded to account for a turn-around at the eastern terminus of Fitz Strasse, which is to be dedicated to the City. Additionally, all road and utility improvements in the right-of-way, primarily stormwater, are to be transferred to the City by a Bill of Sale.

The contracted City Engineer has reviewed and approved the final “as-built” plans, which will be printed (paper copy) by Link and provided to Public Works for record keeping.

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

- Interlocal Agreement
- Bill of Sale
- Deed for Right of Way
- Deed and Dedication of Public Right of Way – AFN 2448897

- **MOTION:** *The Leavenworth City Council moves to approve and authorizes the Mayor to sign and record the Bill of Sale and the final dedication of right-of-way associated with the LINK Park & Ride Improvement project.*