



## City of Leavenworth

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Leavenworth, Washington 98826  
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**City Council**  
Carl J. Florea - *Mayor*  
Carolyn Wilson  
Mia Bretz  
Sharon Waters  
Clint Strand  
Jason Lundgren  
Anne Hessburg – *Mayor Pro Tem*  
Zeke Reister  
Ana Cortez-Steiner - *City Administrator*

### MEETINGS VIA ZOOM CONFERENCING June 23, 2020 Pacific Time (US and Canada)

**Afternoon Committee Meetings 4:30 – 6:00 PM – All 3 Meetings will run for ½ hour each via the same zoom meeting beginning at 4:30 PM; Councilmembers will attend based on their specific assignments.**

Join Zoom Meeting  
<https://us02web.zoom.us/j/87635119697>  
Meeting ID: 876 3511 9697  
Password: None Required

#### Regular Evening Meeting Begins at 6:30 PM

Join Zoom Meeting  
<https://us02web.zoom.us/j/89220597009?pwd=VFBoS3dUTzRWRm13cEE3aFhJajI5dz09>  
Meeting ID: 892 2059 7009  
Password: 222904

**All Meetings allow for the same dial by your location option using the numbers listed below:**

+1 253 215 8782 US  
+1 301 715 8592 US

**Or Find your local number: <https://zoom.us/u/aeGK1g6nYa>**

The City requests that all non-essential visits to City Hall for the Council Meetings be observed. The City Hall Council Chambers will be open for the public that wants to attend the meetings in person; however, social distancing will be required for those that choose to attend. Space may be limited. We encourage all Councilmembers and the public to utilize the zoom meeting feature. Staff will ensure hosting of the access approximately 10 minutes prior to each of the scheduled meetings; no meeting business may be discussed prior to the official opening of the meetings. The public is encouraged to submit written comments prior to the meetings by sending to the City Clerk at [financedir@cityofleavenworth.com](mailto:financedir@cityofleavenworth.com); comments via email will need to be submitted by no later than 5:00 PM on Monday, June 22, 2020 in order for them to be received and prepared for submission into the record; comments received for the evening meeting will be read aloud as part of the Comments From the Public on Items Not on the Agenda or during the discussion of specific items. If you would like to deliver comments, you may contact City Hall at (509) 548-5275, Extension 123; prior to 1:00 PM on Monday, June 22, 2020 to schedule an appointment for delivery. Comments received through US Mail will be included if they are received prior to the meetings.

**LEAVENWORTH CITY COUNCIL AGENDA**  
Leavenworth City Hall – Council Chambers  
June 23, 2020 – 6:30 PM

**Call to Order**

**Roll Call**

**Consent Agenda**

1. Approval of Agenda
2. Approval of June 9, 2020 Study Session Minutes
3. Approval of June 9, 2020 Regular Meeting Minutes
4. 2020 Claims \$92,101.34
5. Set Public Hearing on Code Inconstencies for July 14, 2020 at 6:45 PM

**Councilmember and Committee Reports**

**Mayor / Administration Reports**

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

**Presentation: 2019 Annual Water Use Efficiency Report**

**Presentation: Chelan County PUD Presentation with Andy Wendell – Customer Service Mgr.**

**Resolutions, Ordinances, Orders, and Other Business**

1. Action: Communications & Downtown Coordinator & Community Builder
2. Action: Professional Services Agreement for Fehr & Peers - Transportation Element Update
3. Action: Bond Counsel Services Agreement for Wastewater Treatment Plant Funding
4. Action: Professional Services Agreement with IntegriTech – Parking Meters
5. Action: Professional Services Agreements for Environmental/Appraisal of Osborn Property
6. Action: Authorization to Bid – Whitman Pilot Project
7. Action: 2019 Annual Report for the City of Leavenworth
8. Discus: Website Redesign
9. Discus: City Council Meetings Zoom vs. Council Chambers

**Information Items for Future Consideration**

1. Six-Year Capital Facility Plan Review – Study Session July 14, 2020
2. Public Hearing on Code Inconsistencies – July 14, 2020 @ 6:45 PM

**Adjournment**

**Council Committees – 4<sup>th</sup> Tuesday**

Housing – 4:30 PM

Public Safety – 5:00 PM

Finance - 5:30 PM

(Next Ordinance is 1612 – Next Resolution is 14-2020)

## SUPPLEMENTAL COUNCIL AGENDA

### **1. Communications & Downtown Coordinator & Community Builder**

Staff is asking for Council authority to repurpose two pool related positions and to appropriate \$20,000 to cover salaries and related expenses. Staff requests the authorization to reclassify the Pool Manager Position and the Pool Manager Assistant to Communications Facilitator and Downtown Outreach Coordinator and Community Builder respectively; these positions are temporary and end on September 15, 2020. Both positions are designed to dedicate 50% of their time to COVID education activities in the Downtown, to support on-going efforts to ensure the safety of visitors, and to educate merchants about public health guidelines. 50% of the funding for these tasks will come from the Lodging Tax and will be submitted for COVID reimbursement. The other 50% of the positions will be used for specific community building projects including: webpage design, social media, real estate research, and housing research; this portion of the expense will be covered by the General Fund.

There are no items included under **TAB 1**.

- **MOTION:** *The Leavenworth City Council moves to authorize the reclassification of City of Leavenworth personnel for uses related to COVID-19 education and additional City related functions at a cost of \$20,000.*

### **2. Professional Services Agreement with Fehr & Peers - Transportation Element Update**

The City Council is being asked to approve the Transportation Element Update Agreement with Fehr & Peers for a not to exceed amount of \$60,000. The City Council was able to review the proposed contract at the June 9, 2020 Study Session. The work to be completed includes incorporating the 2018 Parking Study, the US 2 Upper Wenatchee Valley Corridor Study, reviewing peak hour travel and various level of service standards in coordination with an evaluation of the impacts of new and future development, and updating the 20-year Transportation Improvement Plan.

The update will focus on public engagement through the Planning Commission meetings. The City will be creating a new “Transportation Element Update” webpage to provide a focused resource of information as well as links or forms for public comment.

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

- Fehr & Peers Professional Services Agreement with Scope of Work
- **MOTION:** *The Leavenworth City Council moves to approve and authorizes the Mayor to sign the Professional Services Agreement for the Transportation Element update with Fehr & Peers for a not to exceed amount of \$60,000.*

### **3. Bond Counsel Services Agreement for Wastewater Treatment Plant Funding**

The City Council is being asked to approve a modified Agreement for Bond Counsel Services in relation to the Wastewater Treatment Plant / Rural Development Loan funding. Bond Counsel

services are based on a flat fee plus a fee for the total bond amount based on the number of bond issuances. The previous agreement included \$21,800 for the base fee plus \$7,200 based on the issuance of one note. The current agreement maintains the base fee of \$21,800 and will include the same \$7,200 per note issuance. Originally the City anticipated one note; with the addition of the new funding from Rural Development, the City anticipates the potential of two separate notes. The approval of the contract allows for the payments based on the total number of bond notes requested and will be based on the timing of those requests.

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

- Foster Garvey Bond Counsel Services Agreement
  - **MOTION:** *The Leavenworth City Council moves to approve and authorizes the Mayor to sign the Bond Counsel Services Agreement with Foster Garvey.*

#### **4. Professional Services Agreement with IntegriTech – Parking Meters**

Staff seeks authority from the City Council to enter into a Professional Services Agreement with IntegriTech for engineering consulting and coordination related to parking meter installation. This Agreement complements an already miscellaneous Agreement entered between the firm and the City in January 2020. The proposed new Agreement is specific to tasks related to the parking meter installation project. The Professional Services Agreement shall not exceed \$10,000 and funding will come from parking revenues.

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

- Professional Services Agreement – IntegriTech
  - **MOTION:** *The Leavenworth City Council moves to approve and authorizes the Mayor to sign a Professional Services Agreement with IntegriTech for a not to exceed amount of \$10,000.*

#### **5. Professional Services Agreements for Environmental/Appraisal of Osborn Property**

Staff is seeking authority from the City Council to enter into a Professional Services Agreement with V Environmental to conduct a Phase One Environmental Site Assessment and review historical development data relative to the site and the adjacent properties to ascertain whether previous land usage may have created an adverse impact. V Environmental personnel will also conduct a detailed site reconnaissance. V Environmental's sub, ORION, will conduct a regulated hazardous material (HAZMAT) survey that will include asbestos and lead-based paint that may be impacted during potential demolition activities. The survey may also encompass other components, such as potential PCB ballasts, mercury thermostat, bulbs, exit signs, etc. Staff documents that the Department of Ecology has already examined soils at the site and has determined the absence of lead and arsenic. The Professional Services Agreement shall not exceed \$10,866 and funding will come from the General Fund.

Staff is seeking authority from the City Council to enter into a Professional Services Agreement with ABS Valuation for an appraisal report of the Osborn property that includes information that conforms to Uniform Standards of Professional Appraisal Practice (USPAP) and will include all

appropriate approaches to value. The report will evaluate the fee simple interest in the property assuming it is free of hazardous materials and environmental contamination. The Professional Services Agreement shall not exceed \$6,250 and funding will come from the General Fund.

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

- Professional Services Agreement – V Environmental
- Professional Services Agreement – ABS Valuation
  
- **MOTION 1:** *The Leavenworth City Council moves to approve and authorizes the Mayor to sign a Professional Services Agreement with V Environmental for a not to exceed amount of \$10,866.*
  
- **MOTION 2:** *The Leavenworth City Council moves to approve and authorizes the Mayor to sign a Professional Services Agreement with ABS Valuation for a not to exceed amount of \$6,250.*

#### **6. Authorization to Bid – Whitman Pilot Project**

The City Council is being asked to approve the advertisement for bid of the Transportation Improvement Board (TIB) Pavement Pilot Project, Whitman Street. This project includes pavement improvements to Whitman Street from Woodward Street (previous end point of TIB improvement) to Evans Street. The project is estimated at \$300,000 and is funded by a \$285,000 TIB grant and a \$15,000 City contribution from the Transportation Benefit District funds.

This City project is managed entirely by TIB through Jackson Civil Engineering, who is providing the design, specifications, bid advertisement, bid evaluation and award recommendation, as well as project oversight and inspection. Payment will be managed by the City with reimbursement from TIB. Once the bids are closed and evaluated by Jackson Civil, a recommendation will be brought to Council for a bid award.

There are no items included under **TAB 6.**

- **MOTION:** *The Leavenworth City Council moves to approve the advertisement for bid of the Transportation Improvement Board Pavement Pilot Project, Whitman Street.*

#### **7. 2019 Annual Report for the City of Leavenworth**

The City Council is being asked to approve the 2019 Annual Report for the City of Leavenworth. This year, due to time constraints from the COVID-19 pandemic, a separate full review is not being incorporated by a second individual; however, some sections of the annual report were completed by Deputy Clerk Tami Gates and was reviewed for completeness by Finance Director Chantell Steiner. The report was filed online to the Washington State Auditor's Office on June 16, 2020; one day prior to the extended deadline of June 17, 2020.

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

- 2019 Annual Financial Report for the City of Leavenworth

- **MOTION:** *The Leavenworth City Council moves to approve the 2019 Annual Financial Report for the City of Leavenworth.*

## **8. Website Redesign**

This time is provided to discuss the pending contract with Fallon Technology, INC dba 3-Sherpas for re-design of the City's website. The development stages include (1) Evaluation & Discovery (2) Project Specification (3) Design (4) Theme Development (5) Training & Content Migration (6) Launch & Warranty.

The specific tasks, which will occur, include the following:

- Evaluate the current website and provide a transition plan to implement a new website.
- Review the development of the website with the City Council and/or Council Committee throughout the process.
- Provide web design tools to increase website capabilities to improve the engagement with citizens and users.
- Develop a customized, modern template for the website that allows for it to be displayed on any size device.
- Assist the City with transition of content from the current website to the new redesigned website.
- Provide all hosting and security related services for the new website.
- Provide training to administrators, department heads, and content managers.

The final contract and scope of work will be presented for action at the July 14, 2020 City Council meeting.

The following items are included under **TAB 8:**

- 3-Sherpas Submittal
- Request for Proposal, Website Design and Development

## **9. City Council Meetings Zoom vs. Council Chambers**

This time is set aside to discuss options for continuing Council meetings in July via Zoom or to consider transitioning back to the Council Chambers. Limitations will be considered for social distancing purposes and options for both can be considered.

There are no items included under **TAB 9.**