



City of Leavenworth

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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 August 11, 2020 Pacific Time (US and Canada)

Morning Study Session 8:30 AM to 11:30 AM

Join Zoom Meeting

<https://us02web.zoom.us/j/86015816169?pwd=K2RaUUg1eCtwSmt6aWJwT2s2Mkx0UT09>

Meeting ID: 860 1581 6169

Password: 274386

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/85455948461?pwd=a1VwSzdNN3dSdDdRb0cvMmpLZlFadz09>

Meeting ID: 854 5594 8461

Password: 205021

Regular Evening Meeting Begins at 6:30 PM

Join Zoom Meeting

<https://us02web.zoom.us/j/86128379411?pwd=aE1VWUVzT1VNMVRrTG5nRkp4cnp1Zz09>

Meeting ID: 861 2837 9411

Password: 812248

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

+1 253 215 8782 US

Or Find your local number: <https://us02web.zoom.us/j/86128379411?pwd=aE1VWUVzT1VNMVRrTG5nRkp4cnp1Zz09>

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; comments via email will need to be submitted by no later than 5:00 PM on Monday, August 10, 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 prior to 1:00 PM on Monday, August 10, 2020 to schedule an appointment for delivery. Comments received through US Mail will be included if they are received prior to the meetings.

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.

LEAVENWORTH CITY COUNCIL AGENDA

Leavenworth City Hall – Council Chambers

August 11, 2020 – 6:30 PM

Call to Order

Roll Call

Consent Agenda

1. Approval of Agenda
2. Approval of July 28, 2020 Regular Meeting Minutes
3. Approval of July 31, 2020 Annual Retreat Minutes
4. July 2020 Payroll \$250,736.75
5. 2020 Claims \$125,809.52
6. Professional Services Agreement with Correct Equipment for Water Meter Project
7. Resolution 16-2020 Cancellation of Gatherings

Council Committees – 2nd Tuesday

Economic Development 4:30 PM

Parks 5:00 PM

Public Works 5:30 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

8. Action: TIB Contract for Central Paving – Pilot Pavement Project / Whitman Street
9. Action: Professional Services Agreement with the Center for Creative Land Recycling for Osborn Elementary Visioning – *Tabled on 7/28/2020*
10. Action: South Interceptor Bid Award – 2nd Highest Bidder

Information Items for Future Consideration

11. Finance Committee Review Draft Budget – 8/25/2020

Adjournment

(Next Ordinance is 1617 – Next Resolution is 17-2020)

CONSENT AGENDA

1. City Council Meeting Agenda

This item is included under **TAB 1**.

2. Regular Meeting Minutes – 7/28/2020

This item is included under **TAB 2**.

3. Annual Retreat Minutes – 7/31/2020

This item is included under **TAB 3**.

4. July 2020 Payroll

This item is included under **TAB 4**.

5. 2020 Claims

This item is included under **TAB 5**.

6. Professional Services Agreement with Correct Equipment for Water Meter Project

City Council is being asked to review and authorize the Mayor to sign, upon final City Attorney approval, the Public Works Contract with Correct Equipment, Inc. for the Advanced Metering Infrastructure (AMI) System installation in the base amount of \$614,698.60, including sales tax. This project includes the removal and replacement of all existing outdated City water meters with new ultrasonic meters and installation of a City Hall Central Read AMI System. The City Council previously awarded the bid to Correct Equipment, Inc. at the May 26, 2020 regular Council meeting.

Funding for the project comes from two grant sources; a Federal WaterSMART Grant in the amount of \$300,000 and an Icicle Work Group Grant award of \$487,000. Both Grants are now in place, allowing for the contract to come to Council for approval of the Mayor's signature. Once the contract is signed, a notice to proceed order will be issued to Correct Equipment, Inc., and a pre-construction meeting scheduled. It is the City's, as well as Correct Equipment, Inc.'s, desire to complete the project by late fall of this year, despite the grant approval delay.

The following item is included under **TAB 6**:

- Small Public Works Contract with Correct Equipment

7. Resolution 16-2020 – Cancellation of Gatherings

At the July 31, 2020 Annual Retreat, the Council directed staff to take necessary steps to officially cancel gatherings sponsored by the City and or hosted on City property. Staff prepared a resolution to discourage gatherings by precluding such actions from taking place on City property or through City permitting.

The following item is included under **TAB 7:**

- Resolution 16-2020

SUPPLEMENTAL COUNCIL AGENDA

8. TIB Contract for Central Paving – Pilot Pavement Project / Whitman Street

City Council is being asked to award and authorize the Mayor to sign the Agreement with Central Paving, LLC for the 2020 Leavenworth Pilot Pavement Project in the amount of \$84,135. This is a Transportation Improvement Board (TIB) grant agreement and managed project (through Jackson Civil Engineering) for the resurfacing of Whitman Street from Woodward Street to Evans Street. Funding is provided through the TIB with the City contributing a matching amount of approximately 5%. Jackson Civil reviewed, received approval from the TIB and provided notice on August 3, 2020 to proceed with award of the project to Central Paving, LLC.

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

- Central Paving Agreement
- Retainage Investment Confirmation
- Jackson Civil Notice of Award to Central Paving – August 3, 2020
- **MOTION:** *The Leavenworth City Council moves to award and authorizes the Mayor to sign the contract Agreement with Central Paving LLC for the 2020 Leavenworth Pilot Pavement Project in the amount of \$84,135.*

9. Professional Services Agreement with the Center for Creative Land Recycling for Osborn Elementary Visioning – Tabled on 7/28/2020

Staff seeks direction from Council to proceed with the visioning process for Osborn Elementary. Potential next steps include:

1. Enter into contract not to exceed \$19,000 with the Center for Creative Land Recycling.
2. Prepare an RFP process to identify other third parties to facilitate the Osborn visioning process.
3. Dedicate staff time to facilitate said process.

At the July 28, 2020 City Council meeting, staff requested Council authority to enter into a \$19,000 contract with the Center for Creative Land Recycling (CCLR) for the facilitation of a visioning process for the Osborn Site. The Council tabled contract approval with CCLR due to

concerns regarding the timing of community engagement and the manner in which national intermediaries differ from private consultants. Council instructed staff to revisit this item at the Study Session prior to contract consideration at the evening meeting. On August 4, 2020 the Residential Advisory Committee (RAC) accepted the role of Steering Committee in the Osborn community engagement process. In this capacity, the RAC will oversee the implementation of the attached workplan. Whether or not CCLR or any other third party is hired to facilitate the community visioning process; the workplan will be used to guide all activities.

The following items are included under **TAB 9:**

- Proposed Visioning Process Workplan
- Professional Services Agreement between City and CCLR
 - **MOTION:** *The Leavenworth City Council moves to un-table the Authorization to Contract with Center for Creative Land Recycling from the 7/28/2020 City Council agenda.*
 - **MOTION:** *The Leavenworth City Council moves to (Motion to be determined at evening meeting).*

10. South Interceptor Bid Award – 2nd Highest Bidder

The City Council is being asked, at the recommendation of staff and the project engineering firm, Varela and Associates, to award the bid for the City of Leavenworth Wastewater South Interceptor Replacement project to J&K Earthworks, in the amount of \$1,948,361.63 (including State Sales Tax). This recommendation is made as a result of the inability of Clackamas Construction to meet the bonding requirements due to a death of a key stakeholder. J&K was the next lowest bidder in the process. This award increases the cost of the project in the amount of \$761,070. Council has the option to reject all bids and again advertise and rebid the project; however, rebidding does not guarantee a lower bid and, also, delay for 10 months or more of such a complex project involving considerable easement and right of way concerns with the private sector may create new unforeseen problems and further delays.

The scope of work includes replacement of the South Interceptor sewer mainline from 8th Street to the Wastewater Treatment Plant. The construction will include excavation, removal, and replacement of the aging undersized line where it is feasible, and “pipe bursting” replacement in areas where disturbance is not acceptable.

Funding for the project remains secured through Rural Development Funding (RD) in the form of an overall combination loan and grant in conjunction with the Wastewater Treatment Plant Upgrade Project.

The following item is included under **TAB 10:**

- South Interceptor Bid Tabulation
 - **MOTION:** *The Leavenworth City Council moves to award the Leavenworth Wastewater South Interceptor bid to J&K Earthworks in the amount of \$1,948,361.63 including Washington State Sales Tax.*

INFORMATION ITEMS FOR FUTURE CONSIDERATION

11. Finance Committee Review Draft Budget – 8/25/2020