



# City of Leavenworth

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

## LEAVENWORTH CITY COUNCIL AGENDA

Leavenworth City Hall - Council Chambers  
July 11, 2017 - 6:30 PM

### Call to Order

### Flag Salute

### Roll Call

### Consent Agenda

1. Approval of Agenda
2. Approval of June 27, 2017 Regular Meeting Minutes
3. June 2017 Payroll \$219,003.28
4. 2017 Claims \$215,389.63

### Public Safety Report: Sergeant Bruce Long, Liaison Officer

### Councilmember and Committee Reports Mayor/Administration Reports

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

### Presentation: Chelan County PUD Substation Update

### Public Hearing on Rural Development Application for Funding Wastewater Facility Upgrades @ 6:45 PM

### Resolutions, Ordinances, Orders and Other Business

1. Action: Request for 2060 Housing Funds – Housing Authority
2. Action: Asphalt Repair Project
  - a. Resolution 13-2017: Sole Source Vendor
  - b. Bid Award
3. Action: Stop Sign Location Request
4. Action: Contract Amendment with Pacific Engineering for Special Inspector
5. Action: Ordinance 1549: Quarterly Budget Amendment

### Information Items for Future Consideration

1. Mayor's Annual Breakfast, 8/15/2017 Wild Huckleberry, 7:00 – 9:00 AM
2. July 25, 2017 Council and Subcommittee Meetings Canceled

### Adjournment

**(Next Ordinance is 1550 - Next Resolution is 14-2017)**

### Council Committees - 2<sup>nd</sup> Tuesday

Public Safety 3:00 Parks 4:00  
Public Works 5:00

## SUPPLEMENTAL COUNCIL AGENDA

### 1. 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**:

- Housing Authority Letter with Quote
- Spreadsheet of City's available 2060 Housing Funds
- **MOTION:** *The Leavenworth City Council moves to approve \$4,100 of the 2060 Housing Funds to support the Housing Authority of Chelan County to conduct a comparability study for the Garten Haus Apartments in Leavenworth.*

### 2. Asphalt Repair Project

#### a. Resolution 13-2017: Sole Source Vendor

The City Council is being asked to consider approval of Resolution 13 – 2017 authorizing waiving of competitive bidding requirements for the contracting of services to perform asphalt pavement repair. As per the City's adopted Purchasing Policy requirements, the City advertised for bids for the City of Leavenworth – 2017 Asphalt Paving Repair Work on June 14, 2017 with a closing date of June 29, 2017. At that time, the City provided notice to 51 qualified bidders on the MRSC Small Works Roster. At the close of bids, the City received only one bid response for the chip seal asphalt repair portion of the bid proposal. The Transportation Improvement Board (TIB) funded repairs were not included in this bid response. In essence, the City did not receive any bids that met all bid requirements.

Due to the required completion date of August 31, 2017 for the TIB funded portion of the project and the lack of bidding response from the asphalt overlay contractors, the Public Works Department requested and received permission from TIB to utilize chip seal to repair those TIB designated areas. Public Works then requested and received a bid from A&W Paving, Inc. (the sole bidder) for chip seal asphalt repair of the TIB areas. In consideration of the City's efforts to obtain qualified bids, the lack of response, and the impending required TIB timeframe, the Council is being asked to approve Resolution 13 – 2017 waiving the competitive bid requirements for this project.

- **MOTION:** *The Leavenworth City Council moves to approve Resolution No. 13-2017 waiving the competitive bid process for the City of Leavenworth – 2017 Asphalt Paving Repair Work project.*

## **b. Bid Award**

The City Council is being asked to award the City of Leavenworth Asphalt Repair Project to 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 part of the bid of \$46,100 for the portion 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.

Upon approval of the bid award by the Council, the contractor will need to provide signed contracts, bonding and insurance documentation, and prevailing wage intents before a notice to proceed will be given. These documents will be reviewed by City Staff and the City Attorney.

The process for double shot chip seal has been used by the City in previous projects. Parking lot P4 is a double shot chip seal project and the following street projects are double shot chip projects completed in 2012:

- River Street – from 1st Street to 2nd Street
- Prospect Street – from Mine Street to Cherry Street
- Cedar Street – from Burke Street to Fir Street

The following items are included under **TAB 2**:

- Resolution No. 13-2017
- A&W Paving Bid Proposal
- Photos of past chip seal projects by A&W Paving
- **MOTION:** *The Leavenworth City Council moves to award the Asphalt Pavement Repair Project bid to A&W Paving, Inc. for a cost of completion of \$85,200.00.*

## **3. Stop Sign Location Request**

The City Council is being asked to approve the recommendations of the Public Safety Committee about a requested change of the traffic control signage at the intersection of Ash Street and Summit Street. The request is to change the intersection control from a non-controlled intersection to a two-way or a four-way stop intersection. The requested change was submitted by Mr. Tim Bentz and a Cascade School District driver to the Public Works Director in the late fall of 2016. Due to snowfall and plowing conditions, Public Works was unable to install traffic counters at the intersection until the spring of 2017. Counters were installed on April 20, 2017

and the corresponding data was retrieved on June 12, 2017. The request was then brought before the Public Safety Committee for review on June 13, 2017. As per Council adopted policy, the Warrants Checklist was applied to the request, which was then reviewed and considered by the Public Safety Committee. The intersection was 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 three (3) of the six (6) warrants listed above. In a review of these warrants, only one of the warrants was met for the intersection. Due to the proximity of the elementary school, the intersection warranted a higher level of multiple uses of pedestrians, bus traffic, bicycles and vehicle traffic; however, no other warrants were met. At that meeting on June 13, 2017, the Public Safety Committee recommended against the proposed changes since the criteria required by the Warrants Checklist was not met; therefore, 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.

The requesting parties were notified of the Public Safety Recommendation and the warrant conditions were discussed. Those parties have been invited to attend the July 11, 2017 City Council Meeting to provide additional information and comment.

The following items are included under **TAB 3**:

- Warrants Check List
- Traffic Count for Summit and Ash Street
- **MOTION:** *The Leavenworth City Council moves to approve the recommendations of the Public Safety Committee recommending against the changing of the intersection of Ash Street and Summit Street from a non-controlled intersection to a two way stop or a four-way stop as per adopted Council policy and the Warrants Checklist.*

#### **4. Contract Amendment with Pacific Engineering for Special Inspector**

The City Council is being asked to review and approve a Professional Services Agreement (PSA) Amendment No.1 with Pacific Engineering and Design, for continued on-call engineering consultant services. This agreement amends the original PSA dated January 26, 2016. Pacific Engineering and Design is a local engineering firm located in Wenatchee, WA and is represented by Mr. Thom Kutrich, P.E. This agreement would allow the City to continue to utilize the firm for project on-site inspection and consulting services.

The City has worked in conjunction with the firm on several City related projects such as the Hampton Inn Water Main Improvements and the Pinegrass Development; the firm acted as a special inspector and represented the City on those projects; the cost of services are incurred by the developer. It is envisioned that the City would utilize the consulting skills of Pacific Engineering and Design for several of the upcoming projects in 2017 and 2018.

The following items are included under **TAB 4**:

- Pacific Engineering and Design Professional Services Agreement - Amendment No. 1

- Exhibit B – Schedule of 2017 Fees
  - **MOTION:** *The Leavenworth City Council moves to approve and authorizes the Mayor to sign the Professional Services Agreement Amendment 1 with Pacific Engineering and Design for on-call consulting engineer services.*

## **5. Ordinance 1549: Quarterly Budget Amendment**

The City Council is being asked to adopt Ordinance 1549 Quarterly Budget Amendment, which amends the budget at the fund level. A majority of this amendment includes the necessary adjustments to Council actions over the past quarter. The remaining adjustments include a correction to the fund balance in the Pine Street Capital Project Fund, the temporary interfund loan to the Water Fund from the Water Bond Reserve (WBR) Fund and salary/benefit adjustments to the Water and Sewer Utility Operator position. The previous allocation of the Utility Operator position was 100% funded in the Sewer Fund; beginning this year in April a transition was made to have this employee be split with 60% covered by the Sewer Fund and 40% covered by the Water Fund. Finance Director Chantell Steiner will review the amendment and answer questions at the evening meeting.

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

- Ordinance 1549
- Revenue and Expense Line Item Details
  - **MOTION:** *The Leavenworth City Council moves to adopt Ordinance 1549 Quarterly Budget Amendment.*