



## City of Leavenworth

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**City Council**  
Cheryl K. Farivar - *Mayor*  
Elmer Larsen  
Carolyn Wilson - *Mayor Pro Tem*  
Mia Bretz  
Margaret Neighbors  
Sharon Waters  
Clint Strand  
Jason Lundgren  
Joel Walinski - *City Administrator*

### LEAVENWORTH CITY COUNCIL AGENDA

Leavenworth City Hall – Council Chambers

August 14, 2018 – 6:30 PM

#### Call to Order

Flag Salute

Roll Call

#### Consent Agenda

1. Approval of Agenda
2. Approval of July 10, 2018 Regular Meeting Minutes
3. Approval of July 10, 2018 Study Session Minutes
4. Approval of July 20, 2018 Special Meeting Minutes
5. June 2018 Payroll \$225,632.77
6. July 2018 Payroll \$255,191.08
7. 2018 Claims \$625,817.84

#### **Council Committees – 2<sup>nd</sup> Tuesday**

Economic Development 3:00 PM

Parks 4:00 PM

Public Works 5:00 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

#### Public Hearing on Six-Year Capital Facilities Plan at 6:30 PM

#### Resolutions, Ordinances, Orders, and Other Business

1. Action: Resolution 12-2018 Amending Six-Year Capital Facilities Plan for 2019 – 2024
2. Action: Mayoral Appointment of Mr. Steve Scott to the Festhalle Oversight Committee
3. Action: Mayoral Appointment of Mr. Martin Szuster to the LAP Committee
4. Action: A&W Paving – P1 / P2 Improvements Contract
  - a. Resolution 13-2018 Sole Source Vendor
  - b. Contract Approval
5. Action: PUD Agreement for Streetlights
6. Action: SCJ Alliance – Development Services Contract
7. Action: 2007 Genie Lift Unit 2086 Purchase
8. Action: Resolution No. 14-2018 Mosquito Control District #2 Consent of Annexation

#### Information Items for Future Consideration

1. Mayor's Annual Breakfast at the Wild Huckleberry – 7:00 – 9:00 AM – 8/21/2018
2. Transportation Benefit District (TBD) Meeting to Follow Regular Council Meeting
3. Finance Committee Review Draft Budget – 8/28/2018

#### Executive Session: RCW 42.30.110. (g)/42.30.140 (4)(b) Wages and Collective Bargaining Adjournment

**(Next Ordinance is 1572 – Next Resolution is 15-2018)**

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.

## SUPPLEMENTAL COUNCIL AGENDA

### 1. Resolution 12-2018 Amending Six-Year Capital Facilities Plan for 2019-2024

The City Council is being asked to consider and approve the 2019 – 2024 Six Year Capital Facility Plan (CFP). This plan is compiled from the 20-year plans for Water, Sewer, Transportation, Parks / Recreation, and Capital Facilities. The review and approval of the 2019 – 2024 CFP is part of the 2019-2020 Budget development process. As additional planning documents are developed; for example, the Capital Improvement Plans found within the Waste Treatment Plan, Water Plan, and Transportation Element of the Comprehensive Plan, will be incorporated within the CFP. The development of this document and inclusion of projects is also necessary for grant funding; typically, the granting agency requires that the projects identified for grant or loan funding be included on the CFP. In addition to the 6 Year CFP, the appropriate 20-year plans may need to be updated/amended to ensure consistency; this will be included with the update of the Comprehensive Plan.

The Council reviewed the 2019 – 2024 CFP at the July 10, 2018 Study Session and identified changes to be made to the plan. In addition, staff also updated cost estimates and added additional projects identified by Council. A Public Hearing on the CFP will be conducted at the evening meeting prior to the vote by Council.

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

- Resolution 12-2018 – *redline version*
- Resolution 12-2018
- **MOTION:** *The Leavenworth City Council moves to approve Resolution 12-2018 Amending the Six-Year Capital Facilities Plan for 2019 – 2024.*

### 2. Mayoral Appointment of Mr. Steve Scott to the Festhalle Oversight Committee

The Leavenworth City Council is being asked to confirm the Mayoral appointment of Mr. Steve Scott to the Festhalle Oversight Committee. All Festhalle Oversight Committee members shall be appointed by the Mayor with confirmation by the City Council (LMC 2.38.010 (B)).

Mr. Scott is a Leavenworth resident, business owner, and a former participant on the Leavenworth Civic Center Foundation (LCCF) Board. This appointment will fill the vacancy left by Mr. Mike McComas' resignation.

The table below provides the current names of appointed Festhalle Oversight Committee members and their terms:

Member		Term		Expiration
Elmer Larsen		3 – year	Councilmember	Exp. 12/2019
Margaret Neighbors		3 – year	Councilmember	Exp. 12/2020
Sharon Waters		3 – year	Councilmember	Exp. 12/2018
Craig Hess		3 – year	Community Member	Exp. 12/2019
Karl Ruether		3 – year	Community Member	Exp. 12/2020
<i>Vacant</i>		3 – year	Community Member	Exp. 12/2018
Joel Walinski	Chair	1 – year	City Administrator	Exp. 12/2018
Chantell Steiner	Treasurer		Finance Director	

There are no items included under **TAB 2**.

- **MOTION:** *The Leavenworth City Council moves to confirm the Mayoral appointment of Steve Scott to the Festhalle Oversight Committee for the remaining portion of a three (3) year term.*

### **3. Mayoral Appointment of Mr. Martin Szuster to the LAP (Leavenworth Area Promotions) Committee**

The Leavenworth City Council is being asked to confirm the Mayoral appointment of Mr. Martin Szuster, replacing Mr. Gary Thebault, to the Leavenworth Area Promotions (LAP) Committee as one of three Lodging Association Members.

Mr. Szuster is a Leavenworth area resident, business owner, and current Director at Zillow Group. Mr. Martin has an extensive background that includes working with Expedia, which gives him good insight into the travel industry, and was a former employee of Microsoft. He has worked locally on mountain bike trail building within the area and is the Co-Founder of Juney Jun (jun kombucha drink). For more information on Mr. Szuster see the attached letter of request from the Lodging Association.

The table below provides the current names of appointed LAP Committee members; there are no term limits on this Committee's membership assignments:

<b>Member</b>	<b>Entity Represented</b>
Elmer Larsen	Leavenworth Councilmember
Carolyn Wilson	Leavenworth Councilmember
Jesse Boyd	Leavenworth Chamber
Doc Elsea	Leavenworth Chamber
Bill Forhan	Leavenworth Chamber
Karl Ruether	Leavenworth Lodging Association
Brad Schmidt	Leavenworth Lodging Association
<i>Vacant</i>	Leavenworth Lodging Association

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

- Letter of Request from Leavenworth Lodging Association President Karl Ruether
- **MOTION:** *The Leavenworth City Council moves to confirm the Mayoral appointment of Martin Szuster to the Leavenworth Area Promotions Committee as the third representative of the Lodging Association Members.*

### **4. A&W Paving – P1 / P2 Pavement Improvements Contract**

#### **a. Resolution 13-2018 Sole Source Vendor**

The City Council is being asked to consider approval of Resolution 13-2018 authorizing waiving of competitive bidding requirements for the contracting of services to perform asphalt double shot chip seal repair work. Per the City's adopted Purchasing Policy requirements, the City has

recently sought contractors for this specific type of road repair work and has found that A&W Paving is the only contractor within the area that can perform this type of work.

### **b. Contract Approval**

The City Council is being asked to approve the P1/P2 parking lot pavement improvement contract provided to the City by A&W Paving, Inc. with a combined bid amount of \$57,600 excluding Washington State Sales Tax. The bid consists of two amounts; one bid of \$16,000 for the chip seal spot repair of P1 and \$41,160 for total chip seal repair of P2. The bid includes isolated leveling of divot areas but does not include major drainage grading of the P2 lot.

The funding source for this project will be the Transportation Benefit District (TBD) Fund.

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

In addition, A&W Paving, Inc. provided chip seal pavement repair to the City in 2017, which was partially funded by a Transportation Improvement Board (TIB) emergency freeze damage repair grant.

The A&W Paving, Inc. two shot chip seal process is considered a sole source, thus waiving the competitive bid process.

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

- Resolution 13-2018
- A&W Paving, Inc. Bid Proposal
- Parking Lot Photos
  
- **MOTION FOR ITEM A:** *The Leavenworth City Council moves to approve Resolution No. 13-2018 waiving the competitive bid process for the City of Leavenworth – 2018 Asphalt Double Shot Chip Seal Repair Work at the P1 and P2 Municipal owned parking lots.*
  
- **MOTION FOR ITEM B:** *The Leavenworth City Council moves to approve and authorizes the Mayor to sign the contract for A&W Paving for the P1 / P2 Asphalt Double Shot chip Seal Repairs not to exceed \$57,600 excluding Washington State Sales Tax.*

### **5. PUD Agreement for Streetlights**

The City Council is being asked to review and consider for approval an agreement with Chelan County Public Utilities District (PUD) for the monthly utility fees related to public street lighting. The agreement is an update to an existing agreement and deemed necessary with the change of all street lighting being converted to LED lighting. The agreement identifies several different rates

charged for providing electricity for the street lighting; those street lights owned and maintained by the PUD, the decorative lighting in the commercial districts – metered and unmetered with lighting being maintained by the City, and the utility lighting (Hwy. 2 lighting) – maintained by the City. Responsibility for maintenance of the lighting does not change. The PUD is requesting that this agreement be approved by all cities and Chelan County. The agreement has been reviewed and approved as to form by the City Attorney.

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

- PUD Street and Area Lighting Agreement
- Electric Rate Schedules
- **MOTION:** *The Leavenworth City Council moves to approve and authorizes the Mayor to sign the Street Light Agreement with the Chelan County Public Utilities District.*

## **6. SCJ Alliance – Development Services Contract**

The City Council is being asked to consider for approval an agreement with SCJ Alliance for the firm to provide assistance and staffing for the responsibilities associated with the Development Services Department. The additional staffing resources are necessary with the resignations of Mr. Nathan Pate, Development Services Manager and Ms. Cary Siess, Assistant Planner. The duties would include the processing of permits for land development, Design Review Board oversight, and providing assistance on the work being completed by the Planning Commission. Costs for services will be billed on a time and material basis at an hourly fee. The contractual amount is not to exceed an amount of \$75,500. It is anticipated that this agreement will be reviewed and modified with the hiring of a new Development Services Manager. During the duration of the agreement, SCJ Alliance employee Ms. Charity Duffy will perform the duties and responsibilities of the Community Development Director/Development Services Manager. The form of the agreement is the City's standard professional services agreement with the scope of work and associated fees attached as Exhibit A.

The following items are included under **TAB 6:**

- Professional Services Agreement SCJ Alliance
- Exhibit A – Scope of Work and Fees
- **MOTION:** *The Leavenworth City Council moves to approve and authorizes the Mayor to sign a professional services agreement with SCJ Alliance Inc for the not to exceed amount of \$75,500, furthermore Ms. Charity Duffy of SCJ Alliance shall have the duties and responsibilities of the Community Development Director/Development Services Manager.*

## **7. 2007 Genie Lift Unit 2086 Purchase**

The City Council is being asked to authorize the expenditure of funds for the purchase of a used 2007 Genie Lift Unit 2086 in the amount of \$39,500 excluding tax. The City Equipment Rental & Revolving (ER&R fund) schedule identified the purchase of a lift in the 2018 Budget, which includes an estimated cost of \$85,000. Public Works staff researched the availability of used lifts within the Washington State area and concluded that this unit, after a visual inspection by the City Mechanic, Gary Parsley, to be in excellent running order and recommends the purchase.

This lift will be utilized primarily by the Streets/Utilities, Parks, and Facilities Maintenance departments to perform such tasks as street light replacement and repair, hanging flower basket installation and maintenance, and building structure, roof and gutter repair and maintenance.

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

- 2007 Genie Lift Quote
  - **MOTION:** *The Leavenworth City Council moves to approve the purchase of a 2007 Genie Lift Unit 2086 in the amount of \$39,500.00 excluding tax and license.*

#### **8. Resolution No. 14-2018 Mosquito Control District #2 Consent of Annexation**

The City Council is being asked to review and approve a request from the Mosquito Control District #2 to allow for an area of the City to be annexed into the District. Due to recent annexations of the City, this area was not included in the original District's boundaries upon formation. The District does provide mosquito control services to these areas and would like to continue administering services into the future. The legal process to amend the District's boundaries includes the consent of the City prior to the District performing a public hearing and annexation process. The materials provided identifies two areas of desired annexation; one is located outside the City limits that does not require consent and is identified as Petition "M" Mine Wetland Area; the second area that does require consent is the Petition "T" Titus Road East. Secretary/Treasurer Chester Marler will be available to answer questions at the meeting.

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

- Resolution No. 14-2018
- Mosquito Control District No. 2 - Notice of Public Hearing and Corresponding Maps
- Email Correspondence with District Treasurer and Chelan County on Process/Procedures
  - **MOTION:** *The Leavenworth City Council moves to approve Resolution No. 14-2018 consenting to the annexation of a portion of the City into Chelan County Mosquito Control District No. 2.*