



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
October 10, 2017 - 6:30 PM

Call to Order

Flag Salute

Roll Call

Consent Agenda

1. Approval of Agenda
2. Approval of September 26, 2017 Regular Meeting Minutes
3. September 2017 Payroll \$242,484.46
4. 2017 Claims \$308,262.82
5. PRSA Voucher Request \$13,000.00

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: Resolution 18-2017 Approving Water Use Efficiency Goals
2. Action: Equipment Purchase/Surplus
 - a. Resolution 19-2017 Sole Source Vendor
 - b. Bobcat Purchase
 - c. Motion to Surplus Bobcat
3. Action: Annexation Survey Authorization
4. Action: 2018 Chelan County Prosecution Services Agreement
5. Action: Ordinance 1552 Quarterly Budget Amendment

Information Items for Future Consideration

1. Public Hearing: Property Taxes and Mid-Biennium Budget Review, 10/24/17, 6:30 PM
2. Pine Street Stakeholder Review, 10/25/2017, 7:00 PM at the Festhalle

Adjournment

Council Committees - 2nd Tuesday

Public Safety 3:00 Parks 4:00

Public Works 5:00

(Next Ordinance is 1553 - Next Resolution is 20-2017)

SUPPLEMENTAL COUNCIL AGENDA

1. Resolution 18-2017 Approving Water Use Efficiency Goals

The City Council is being asked to approve and adopt Resolution No. 18-2017, which in accordance with WAC 246-290-830(7) and WAC 246-290-830(4)(a) requires the City of Leavenworth to adopt the water use efficiency goal in conjunction with the 2017 update of its Water System Plan. The City has made the required public notices, conducted the public forum, and considered input provided by the public concerning the proposed water use efficiency goal.

The following item is included under **TAB 1**:

- Resolution 18-2017
 - **MOTION:** *The Leavenworth City Council moves to approve Resolution 18-2017 adopting the 2017 Water Plan Update of the water use efficiency goal of 1,030,000 gallons annually.*

2. Equipment Purchase/Surplus

a) **Resolution 19-2017 Sole Source Vendor**

The Council is being asked to approve Resolution No. 19-2017, which is required by the City in accordance with RCW 39.04.280 for exemption from competitive bidding requirements for equipment purchases that are clearly and legitimately limited to a single source of supply. This is required in the proposed purchase of a S70 Bobcat Skid-Steer Loader and Snow Blower. City Public Works Staff has researched the equipment available for the intended use and concluded that this unit solely meets the rigid width requirements and other specifications necessary for use on narrow City sidewalks.

- **MOTION:** *The Leavenworth City Council moves to approve Resolution No. 19-2017 exempting the City from the competitive bidding requirements for the proposed purchase of a S70 Bobcat Loader and Snow Blower.*

b) **Bobcat Purchase**

The City Council is being asked to authorize the expenditure of funds for the purchase of a S70 Bobcat Loader and Snow Blower in the amount of \$21,199.63, including sales tax, from Rowe's Tractor, LLC – East, E. Wenatchee, Washington. This newly purchased Skid-Steer Loader and Snow Blower will be used primarily for snow removal on the narrow sidewalks, including “safe routes to school” routes, Commercial Street – 3rd Street to 8th Street, Festhalle area sidewalks, etc. The smaller width will allow for better and more efficient access to smaller areas with less damage or problems caused by the larger units. Public Works Departments will also utilize the skid-steer in the non-snow months for moving materials and other smaller job-related tasks.

In addition, the purchase of the S70 Bobcat loader will allow for the replacement and surplus sale of the larger 2010 Bobcat S185 #1, which is one of two Bobcat Skid-Steer units presently owned and operated by the City and scheduled for replacement in 2020, per the City's Equipment Rental & Revolving Loan Fund (ER&R) Schedule. The value of the 2010 S185 #1 is estimated at approximately \$20,000.

- **MOTION:** *The Leavenworth City Council moves to authorize the expenditure of funds to purchase a S70 Bobcat Skid-Steer Loader and Snow Blower in the amount of \$21,199.63, including sales tax, from Rowe’s Tractor, LLC – East.*

c) Motion to Surplus Bobcat

The City Council is being asked to approve the purchase of a 2017 S70 Bobcat Loader and Snow Blower and declare the 2010 Bobcat S185 #1 Loader, VIN/Serial # 530320368, as surplus equipment. In addition, Council approves the consignment sale of the S185 #1 Bobcat through Rowe’s Tractor, LLC – East at an estimated selling price of \$20,000 – \$23,000, with a 10% commission, and an initial \$500 – \$1,000 servicing charge. A minimum selling price will be set at \$20,000.

- **MOTION:** *The Leavenworth City Council moves to declare the 2010 Bobcat S185 #1, VIN/Serial # 530320368 as surplus equipment and approves selling the loader on Consignment through Rowe’s Tractor, LLC – East for no less than \$20,000, less a 10% consignment fee and a service fee.*

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

- Resolution No. 19-2017
- Bobcat Product Quotation
- Picture of Bobcat S70 Loader

3. Annexation Survey Authorization

The City Council is being asked to approve and authorize the Mayor to enter into contract services for the creation of a legal description and map for the processing of territory to be annexed by the City. The City is beginning the process of annexation for lands controlled by the Washington State Department of Transportation (Hwy 2) from the existing City Limits to east of the Marson’s Warehouse. This area is solely within Hwy 2 Rights-of-Way, and is for the purposes of municipal control. This annexation would expand the City Limits and Leavenworth jurisdiction to the outer area adjacent to land already under City jurisdiction (area surrounding and including Safeway and the new Hampton Inn).

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

- WSDOT letter of consent
- Survey work cost estimate
- Territory to be annexed (concept)
- **MOTION:** *The Leavenworth City Council moves to authorize the Mayor to enter into contract services for the creation of a legal description and map for the processing of territory to be annexed by the City.*

4. 2018 Chelan County Prosecution Services Agreement

The City Council is being asked to approve the 2018 Chelan County Prosecution Agreement with Chelan County for prosecution services through the Chelan County Prosecuting Attorney. Through this agreement, the County Prosecuting Attorney will provide prosecution services for misdemeanors and gross misdemeanors filed in District Court for cases arising within the

corporate City limits. The fee for the prosecution services would be calculated based on the rate of \$225.00 per case, which is the same amount as last year. The total contract amount for 2018 would be \$13,725 based on 61 cases at \$225 per case, which is an increase of \$1,575 from last year. See the table below for the history of annual contract costs:

Year	Per Case Fee	Number of Cases	Contract Cost
2017	\$225	54	\$12,150
2016	\$210	64	\$13,440
2015	\$210	50	\$10,500
2014	\$210	84	\$17,640
2013	\$210	69	\$14,490
2012	\$200	55	\$11,000
2011	\$200	58	\$11,600
2010	\$200	69	\$13,800

The history of fee changes per case for the Prosecution Service Contract is as follows:

1997 - \$100 per case	2003 - \$125 per case	2006 - \$175 per case
2010 - \$200 per case	2013 - \$210 per case	2017 - \$225 per case

A copy of the agreement is provided as well as a list of misdemeanor crimes occurring within the corporate city limits as provided by the Chelan County Sheriff's Office via RiverCom. The report provides the incident number, location of incident, location of arrest, the charges, and the date of the arrest.

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

- Chelan County Prosecuting Attorney Cover Letter, September 30, 2016
- Booking by LV Incident Location (09012015 – 08312016)
- Prosecution Service Agreement
- **MOTION:** *The Leavenworth City Council moves to approve and authorizes the Mayor to sign the 2018 Chelan County Prosecution Service Agreement.*

5. Ordinance 1552 Quarterly Budget Amendment

The City Council is being asked to adopt Ordinance 1552 Quarterly Budget Amendment, which amends the budget at the fund level. This amendment includes the necessary adjustments to Council actions over the past quarter. Two additional adjustments are included for increased funding from the Transportation Improvement Board for the Commercial Street 3rd Street to 8th Street project and increased expenditures for the Dryden Transfer Station Dump Fees due to increased garbage removal and a rate increase after the budget adoption. Finance Director Chantell Steiner will review the amendment and answer questions at the evening meeting.

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

- Ordinance 1552
- Revenue and Expense Line Item Details
- **MOTION:** *The Leavenworth City Council moves to adopt Ordinance 1552 Quarterly Budget Amendment.*