



City of Leavenworth
700 Highway 2 / Post Office Box 287
Leavenworth, Washington 98826
(509) 548-5275 / Fax: (509) 548-6429
Web: www.cityofleavenworth.com

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
April 27, 2021 Pacific Time (US and Canada)**

Afternoon Committee Meetings 3:45 – 6:00 PM

Housing 3:45 – 4:30 PM * Public Safety 4:30 – 5:15 PM * Finance 5:15 – 6:00 PM

**All Committee Meetings use the same zoom meeting link beginning at 3:45 PM
Councilmembers will attend based on their specific assignments.**

Join Zoom Meeting

<https://us02web.zoom.us/j/81256912730?pwd=Vk56b3ZDa0g3ZGQ1TzZWSC9vdEhyZz09>

Meeting ID: 812 5691 2730

Passcode: 734795

Regular Evening Meeting Begins at 6:30 PM

Join Zoom Meeting

<https://us02web.zoom.us/j/83295443125?pwd=WXBRCHQzQlQ4SHZRdEZRd3MxWUFQZz09>

Meeting ID: 832 9544 3125

Passcode: 258555

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

+1 253 215 8782 US

Or find your local number: <https://us02web.zoom.us/u/kdpMwAT9Bj>

PLEASE TAKE NOTICE, in consideration of the current COVID-19 pandemic, for the health and safety of the community, city staff, and councilmembers, City Hall is closed to the public.

We encourage all Councilmembers, Staff, and the public to utilize the Zoom Conferencing 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, April 27, 2021 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, April 27, 2021 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

April 27, 2021 – 6:30 PM

Call to Order

Roll Call

Consent Agenda

1. Approval of Agenda
2. Approval of April 13, 2021 Study Session Minutes
3. Approval of April 13, 2021 Regular Meeting Minutes
4. 2021 Claims \$105,043.93

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

5. Discuss: Rate & Fee Schedule – Adding Residential Parking Zone Fees
6. Action: Department of Health Grant Acceptance for Upper Ski Hill Water Association
7. Action: Professional Services Agreement – Gray & Osborne for Water System Consolidation Study for the Upper Ski Hill Water Association
8. Action: Change Orders – Stellar J for Wastewater Treatment Plant

Information Items & Future Considerations

9. Housing Committee Agenda Items
10. Public Safety Committee Agenda Items
11. Finance Committee Agenda Items

Adjournment

Council Committees – 4th Tuesday

Housing – 3:45 PM – 4:30 PM

Public Safety – 4:30 PM – 5:15 PM

Finance – 5:15 PM – 6:00 PM

(Next Ordinance is 1626 – Next Resolution is 11-2021)

CONSENT AGENDA AND REPORTS

1. City Council Meeting Agenda

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

2. Study Session Minutes – 4/13/2021

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

3. Regular Meeting Minutes – 4/13/2021

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

4. 2021 Claims

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

SUPPLEMENTAL COUNCIL AGENDA

5. **Rate & Fee Schedule - Adding Residential Parking Zone Fees**

The Parking Advisory Committee, through the City Administrator, will present a proposed fee structure:

1. Street parking/meters & hours,
2. Parking lot fees & hours,
3. Residential Parking Zone fees.
4. Permit fees, and
5. Infractions.

The City of Leavenworth continues to implement recommendations from the Parking Study, including the adoption of new fees. Council will be asked to adopt fees later in the year.

The following item is included under **TAB 5**:

- PowerPoint Presentation

6. Department of Health Grant Acceptance for Upper Ski Hill Water Association

The City Administrator requests Council's acceptance of a \$30,000 Grant from the Department of Health (DOH) for the consolidation of the Upper Ski Hill Water Association feasibility study. Please read further for a detailed explanation of the project.

The Upper Ski Hill Water Association (Association) is a small Group A community water system located in the northwest section of the City of Leavenworth (City). The Association (DOH ID 02413E) is served by two small springs and temporary storage is provided by a small 30,000-gallon concrete reservoir. The spring sources are rated for up to 50 gallons per minute (gpm) (10 and 40 gpm, respectively) and the Association consists of approximately 35 individual residential connections served by various small-diameter piping. Average consumption for this water system is typically between 5,000 and 7,000 gallons per day.

Historically, testing, maintenance, and operation of the Association's water system has been provided by various volunteers licensed and certified by the Washington State Department of Health (DOH). In 2018, the volunteers in charge of system operation and maintenance retired, which left the Association without a certified operator. The Association has tried unsuccessfully to replace and/or hire a new operator, and as such has been operating without a licensed certified operator for several years. To improve the safety for their residents and to bring the system into compliance with DOH requirements, the Association is interested in being served by the City's municipal water system. The process of a small water system joining a larger municipal water system is called consolidation. Prior to any consolidation, the municipal system must perform a consolidation study that identifies the existing facilities and any modifications that must be made in order to bring the new water system into compliance with current DOH and City standards.

In 2019, at the request of the Association, the City applied for funding through the DOH Drinking Water State Revolving Fund (DWSRF) in order to complete a consolidation study. The DWSRF makes funds available to drinking water systems to pay for infrastructure improvements. Although that application was unsuccessful, the City reapplied for funding in 2020 at which time the funding request was granted. Through the DWSRF, the City has received \$30,000 in grant funding to complete a Water System Consolidation Feasibility Study for the Association. This study will assess the Association's water system components and provide recommendations for connection to the City's municipal water system. The study will assess the current Upper Ski Hill System facilities, water rights, fire flow, water quality, source location, reliability, and distribution system components in order to identify any deficiencies. Based on the identified deficiencies, the study will provide recommendations for the work required to bring the Association's facilities into compliance with City and DOH standards for water system components. Each modification will be provided with a budgetary cost estimate so that the total cost of connection can be analyzed.

DOH has provided a signed contract to the City for review and execution (Contract GVL25831). Once that contract is signed by the City, the City plans to enter into a contract with Gray & Osborne to complete the feasibility study. The contract with Gray & Osborne will be for the full grant amount of \$30,000 and it is important to note that funding for this project will not be used for any construction or ground-disturbing activities – but instead includes only an analysis of the system.

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

- DOH Contract: GVL25831 – Grant Agreement
 - **MOTION:** *The Leavenworth City Council moves to accept DOH Contract: GVL25831 in the amount of \$30,000.*

7. Professional Services Agreement – Gray & Osborne for Water System Consolidation Study for the Upper Ski Hill Water Association

The City Administrator asks to approve the Professional Services Agreement with Gray & Osborne for consultant services regarding completion of a Water System Consolidation Study for the Upper Ski Hill Water Association as described above.

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

- Professional Services Agreement – Gray & Osborne
 - **MOTION:** *The Leavenworth City Council moves to approve and authorizes the Mayor to sign a Professional Services Agreement with Gray & Osborne for an amount not to exceed \$30,000.*

8. Change Orders – Stellar J for Wastewater Treatment Plant

The City Administrator requests approval of five Change Orders, submitted by the engineer, Varela Engineering & Management, related to the WWTP Upgrade with Stellar J Construction. Mr. Kurt Holland from Varela Engineering & Management will be at the meeting to answer any questions regarding these change orders:

- Change order #1 reflects changes in sales tax from 8.4% to 8.5%
- Change order #2 reflects additional excavation and concrete removal / piping modifications
- Change order #3 reflects sanitary collection system repairs
- Change order #4 reflects electrical power conversion
- Change order #5 reflects costs associated with transceivers

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

- Varela Memo – WWTP Change Order Summary
- Change Orders #1, #2, #3, #4, and #5
 - **MOTION:** *The Leavenworth City Council moves to approve Change Order #1 in the amount of \$7,483.00, Change Order #2 in the amount of \$62,102.65, Change Order #3 in the amount of \$9,380.09, Change Order #4 in the amount of \$4,337.49, and Change Order #5 in the amount of \$2,279.30 for the contract with Stellar J Construction.*

INFORMATIONAL & FUTURE CONSIDERATION ITEMS

9. Housing Committee Agenda Items

This item is included under **TAB 9**.

10. Public Safety Committee Agenda Items

This item is included under **TAB 10.**

11. Finance Committee Agenda Items

This item is included under **TAB 11.**