



City of Leavenworth
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TAB 1

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

September 14, 2021 Pacific Time (US and Canada)

Morning Study Session Begins at 8:30 AM

Join Zoom Meeting

<https://us02web.zoom.us/j/84866605743?pwd=TXFHSUI1Qkh4Y0t0ZWQ1aDIYR3dxdz09>

Meeting ID: 848 6660 5743

Passcode: 691448

Afternoon Committee Meetings Begins at 3:45 PM

Economic Development 3:45 – 4:30 PM * Parks 4:30 – 5:15 PM * Public Works 5:15 – 6:00 PM
Councilmembers will attend based on their specific assignments.

Join Zoom Meeting

<https://us02web.zoom.us/j/88013987625?pwd=cDk1bEsvRlBtcWU4N2JTMtVzRUZgQT09>

Meeting ID: 880 1398 7625

Passcode: 860134

Regular Evening Meeting Begins at 6:30 PM

Join Zoom Meeting

<https://us02web.zoom.us/j/87427416004?pwd=T2dIYmpqa3pCVHQ2Q1ZReUF1NlZnZz09>

Meeting ID: 874 2741 6004

Passcode: 013927

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/j/k3eH4Yg88>

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, September 13, 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, September 13, 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
September 14, 2021 – 6:30 PM

Call to Order
Roll Call

<u>Council Committees – 2nd Tuesday</u>

Economic Development 3:45 PM

Parks 4:30 PM

Public Works 5:15 PM

Consent Agenda

1. Approval of Agenda
2. Approval of August 10, 2021 Study Session Minutes
3. Approval of August 10, 2021 Regular Meeting Minutes
4. August 2021 Payroll \$305,234.62
5. 2021 Claims \$828,465.43
6. Mayoral Proclamation: VFW Auxiliary
7. Resolution 20-2021 – Mutual Aid Agreement
8. Limited PW Contract – Smith Excavation for Sewer Pipe Disposal
9. Supplemental Agreement No. 1 – Perteet, Inc. for Well No. 1 Rehab Programming
10. Professional Services Agreement – Aspect Consulting, Inc. for Well No. 1 Rehab Project

11. Group Funding Report: Cascade Medical Center Garden & Art Tour – Marlene Farrell

Councilmember and Committee Reports

Mayor / Administration Reports

Comments from the Public on Items Not on the Agenda

12. Public Hearing: Fire Retrofit Program @ 6:45 PM

Resolutions, Ordinances, Orders, and Other Business

13. Action: Ordinance 1635 – Fire Retrofit Program
14. Action: Resolution 18-2021 – Rate & Fee Schedule – Festhalle & Parking
15. Action: Professional Services Agreement – Gather Leavenworth for Festhalle Management

Information Items & Future Considerations

16. Economic Development Committee Agenda Items
17. Parks Committee Agenda Items
18. Public Works Committee Agenda Items
19. Development Services August Report and Planning Commission Minutes
20. Finance Committee Budget Review/Modification 9/28/2021
21. Mayor’s Annual Breakfast 9/16/2021 – Cancelled

Adjournment

(Next Ordinance is 1636 – Next Resolution is 21-2021)

1. City Council Meeting Agenda:

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

2. Study Session Minutes – 8/10/2021:

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

3. Regular Meeting Minutes – 8/10/2021:

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

4. August 2021 Payroll:

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

5. 2021 Claims:

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

6. Mayoral Proclamation: VFW Auxiliary

This proclamation honors the national leader of the VFW Auxiliary who will be present for our Autumn Leaf Festival Parade.

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

- Proclamation

7. Resolution 20-2021 – Mutual Aid Agreement

Public Works Director Tom Wachholder requests approval of a Mutual Aid and Assistance Agreement for Washington State for Intrastate Water / Wastewater Agency Response Network (WARN). Recognizing that emergencies may require aid or assistance in the form of personnel, equipment, and supplies from outside the area of impact, by signing the agreement, the City will gain access to the Intrastate Network for Mutual Aid and Assistance if needed. Through the Network, members may coordinate response activities and share resources during emergencies. There is no cost related to this Agreement.

The following items are included under **TAB 7:**

- Resolution 20-2021
- Mutual Aid & Assistance Agreement

8. Limited Public Works Contract – Smith Excavation for Sewer Pipe Disposal

The City of Leavenworth identified a need to properly remove and dispose of asbestos-concrete pipe stored on City property. Public Works Director Tom Wachholder procured three (3) removal estimates from the City's MRSC-managed Small Works Roster. Smith Excavation (Cashmere, WA) submitted the lowest estimate in the amount of \$14,000.

The following item is included under **TAB 8:**

- Limited Public Works Contract – SE, Inc. dba Smith Excavation

9. Supplemental Agreement No. 1 – Perteet, Inc. for Well No. 1 Rehab Programming

On July 12, 2021, the City entered into a Professional Services Agreement (PSA) with Perteet, Inc. for the Well No. 1 Rehab Project with a not to exceed amount of \$5,000. Supplemental Agreement No. 1 increases the not to exceed amount by \$5,000 for a total of \$10,000.

The following item is included under **TAB 9:**

- Supplemental Agreement No. 1 – Perteet, Inc.

10. Professional Services Agreement – Aspect Consulting, Inc. for Well No. 1 Rehab Project

The City Council had a discussion regarding inadequate water production from Well No. 1 at the July 13, 2021 Study Session. The City solicited Statements of Qualifications (SOQs) from three (3) consulting firms using the City's MRSC-managed Consultant Roster. A selection committee comprised of City staff ranked the SOQs accordingly, and ultimately selected Aspect Consulting, LLC (Aspect) as the most qualified consulting firm for the City of Leavenworth's Well #1 Rehab Project.

Aspect's scope of work includes reviewing existing data associated with the City's current Water System Plan, maintenance records and water quality data pertaining to Well No. 1, assessing Well No. 1 performance (e.g., video inspection, flow testing), and developing a technical memo outlining findings and rehabilitation recommendations. The not to exceed fee associated with the above-mentioned scope of work is \$17,615.

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

- Professional Services Agreement – Aspect Consulting, Inc.

11. Group Funding Report: Cascade Medical Center Garden & Art Tour – Marlene Farrell

Marlene Farrell will be presenting on the Cascade Medical Center's (CMC) Garden & Art Tour that received Lodging Tax Group Funding for Festivals and Events held in 2021.

The following items are included under **TAB 11:**

- CMC Event Statistical Data
- PowerPoint Presentation

12. Public Hearing – Fire Retrofit Program @ 6:45 PM

After the adoption of the Wildland Urban Interface building codes, the City Council requested the program to address existing housing rehabilitation. Development Services, in consultation with the Fire District and legal counsel, has drafted a rehabilitation code as authorized by RCW 35.21.685 for low-income persons and households.

This program advances the City’s desire to reduce fire hazards for the community. The program will provide a grant to the owner-occupier to replace/upgrade such items as the roof, eaves, gutters, siding, garages, windows, chimneys and fences to standards matching the Wildland Urban Interface building standards.

This public hearing provides time for public comment on the proposed new program.

There are no items included under **TAB 12, See TAB 13.**

SUPPLEMENTAL COUNCIL AGENDA

13. Ordinance 1635 – Fire Retrofit Program

Development Services requests the adoption of a new fire retrofit program to assist in the preservation and fire protection of owner-occupied single-family housing or accessory dwelling unit for persons of low income.

The following item is included under **TAB 13:**

- Ordinance 1635
 - **MOTION:** *The City Council moves to adopt ordinance 1635, Housing Fire Retrofit Grant Program.*

14. Resolution 18-2021 – Rate & Fee Schedule – Festhalle & Parking

The Festhalle Oversight Committee has been reviewing rental rates for the Festhalle Facility over the past several months. The Committee recommends that the Council approve the new fees for bookings in 2022. The changes include an increased rate for private events and ticketed public events, a decreased rate for non-profit events, and a \$1.00 per ticket fee for ticketed public events.

Additionally, we are including one correction to the Parking Lot, Meter, and Permit Fees section of the Rate & Fee Schedule: The monthly permit fee for Blewett (P2) lot will be corrected to \$139.00, and both Dragontail (P4) and Enchantments (P7) will be corrected to \$149.00.

The following items are included under **TAB 14:**

- Resolution 18-2021 with Festhalle and Parking Permits Redline Changes and Festhalle Fee Proposal Presentation

- **MOTION:** *The City Council moves to approve Resolution 18-2021 amending the Rate & Fee Schedule for Festhalle & Paid Parking Permit rates.*

15. Professional Services Agreement – Gather Leavenworth for Festhalle Management

The Festhalle Oversight Committee met with Whitney and Ashley Coffin, owners of Gather Leavenworth, LLC, which is a local event planning business at the August 9, 2021 Committee meeting. The Coffins have had discussions with Mayor Florea regarding future management of the Festhalle Facility. They have provided a Scope of Services and have agreed to manage the facility for a flat monthly rate of \$3,000 through the end of 2021. New fees will be negotiated for future years. Gather Leavenworth currently manages event venues locally and was recently contracted to manage the Cashmere Riverside Center. The Festhalle Oversight Committee recommends that the Council approve the Professional Services Agreement with Gather Leavenworth, LLC.

The following item is included under **TAB 15**:

- Professional Services Agreement – Gather Leavenworth, LLC
- **MOTION:** *The City Council moves to approve and authorizes the Mayor to sign the Professional Services Agreement with Gather Leavenworth, LLC for a monthly flat rate of \$3,000 through 2021.*

COMMITTEES, INFORMATIONAL & FUTURE CONSIDERATION ITEMS

16. Economic Development Committee Agenda Items

This item is included under **TAB 16**.

17. Parks Committee Agenda Items

This item is included under **TAB 17**.

18. Public Works Committee Agenda Items

This item is included under **TAB 18**.

19. Development Services August Report & Planning Commission Minutes

These items are included under **TAB 19**.

20. Finance Committee Budget Review/Modification 9/28/2021

This is informational only; at this time there are several modifications anticipated. The Finance Committee will review the staff recommendations at the September 28, 2021 meeting. The Economic Development and Public Works Committees will review the changes at the October 12, 2021 committee meetings and the regular required public hearing is currently scheduled for October 26, 2021.

There are no items included under **TAB 20**.

21. Mayor's Annual Breakfast 9/16/2021 – Cancelled

With the recent surges in COVID-19 cases we are unfortunately reporting the cancellation of the Mayor's Annual Breakfast this year.

There are no items included under **TAB 21**.