



## City of Leavenworth

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### City Council

Carl J. Florea - *Mayor*  
Carolyn Wilson  
Sharon Waters  
Clint Strand  
Jason Lundgren  
Anne Hessburg - *Mayor Pro Tem*  
Zeke Reister  
Marco Aurilio

### PLEASE TAKE NOTICE – RETURN TO IN PERSON MEETINGS

In consideration of the current COVID-19 pandemic restrictions being lifted in Washington State, the City Council returned to in person meetings beginning in April. At this time, we will continue to offer the zoom option for attendees that are not able to attend in person. We encourage all City Council and Staff to plan to attend in person, if possible. Staff will ensure hosting of the zoom 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. At this time, we continue to hold shorter scheduled meetings for Committee meetings and will provide updates as changes occur. We look forward to seeing you in person.

### MEETING LINKS VIA ZOOM CONFERENCING

May 10, 2022 Pacific Time (US and Canada)

#### Morning Study Session Begins at 8:30 AM

Join Zoom Meeting

<https://zoom.us/j/96522020546?pwd=RlhseU5NajhYNUhqUGpwSlpHeDUrUT09>

Meeting ID: 965 2202 0546

Passcode: 301078

#### 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.

<https://zoom.us/j/92093680872?pwd=bWg3UERidDBoK3JIWWZyS242VnEvdz09>

Meeting ID: 920 9368 0872

Passcode: 500897

#### Regular Evening Meeting Begins at 6:30 PM

Join Zoom Meeting

<https://zoom.us/j/95042361075?pwd=R041c0xqWnQyY3Y5R0dUSDVObEc5dz09>

Meeting ID: 950 4236 1075

Passcode: 577268

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://zoom.us/u/a309UAxTT>

**LEAVENWORTH CITY COUNCIL AGENDA**  
**Leavenworth City Hall – Council Chambers**  
**May 10, 2022 – 6:30 PM**

**Call to Order**

**Flag Salute**

**Roll Call**

**Consent Agenda**

1. Approval of Agenda
2. Approval of April 26, 2022 Regular Meeting Minutes
3. April 2022 Payroll \$313,423.54
4. 2022 Claims \$353,951.13
5. PRSA Voucher Request \$81,000.00
6. TIB Complete Streets Grant Award
7. Project Acceptance: Pine Street Phase 1 – Ski Hill Drive to Titus Road
8. Special Use Permit – Noise: Alpine Lakes Elementary School
9. Professional Services Agreement – AHBL Inc. - Urban Growth Area Analysis

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

**Public Hearing: Six-Year Transportation Improvement Plan @ 6:30 PM**

**Resolutions, Ordinances, Orders, and Other Business**

10. Action: Resolution 07-2022 – Six-Year Transportation Improvement Plan
11. Action: Resolution 08-2022 – Confirming NIMS Adoption
12. Action: 14<sup>th</sup> Street Project – TD&H Supplemental Agreement #3
13. Action: 14<sup>th</sup> Street Project – RH2 Engineering Construction Inspection Services PSA

**Councilmember and Committee Reports**

**Mayor / Administration Reports**

**Information Items & Future Considerations**

14. Economic Development Committee Agenda Items
15. Parks Committee Agenda Items
16. Public Works Committee Agenda Items
17. Development Services April Report

**Adjournment**

**(Next Ordinance is 1655 – Next Resolution is 9-2022)**

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

Economic Development 3:45 PM

Parks 4:30 PM

Public Works 5:15 PM

**1. City Council Meeting Agenda:**

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

**2. Regular Meeting Minutes – 4/26/2022:**

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

**3. April 2022 Payroll:**

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

**4. 2022 Claims:**

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

**5. PRSA Voucher Request**

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

**6. TIB Complete Streets Grant Award**

Following a collaboration effort with the Residential Advisory Committee, City Public Works staff sought a Transportation Improvement Board (TIB) Complete Streets nomination focusing on Orchard Street pedestrian improvements. Subsequently, the City was nominated for a Complete Streets award by the Community Transportation Authority of the Northwest and Department of Commerce in late 2021. After submitting workplans to the TIB in amounts ranging from \$50,000 to \$100,000, the TIB ultimately awarded the City a \$75,000 workplan for installing sidewalk along the east side of Orchard Street from Evans Street to Birch Street. The proposed TIB grant agreement, if approved, will formally award the City \$75,000 in Complete Streets grant funds for constructing a portion of sidewalk improvements for Orchard Street.

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

- Complete Streets Award Grant Agreement
- Complete Streets Workplan
- TIB Award Letter

**7. Project Acceptance: Pine Street Phase 1 – Ski Hill Drive to Titus Road**

In June of 2019, Strider Construction Co., Inc. began the reconstruction of Pine Street from Ski Hill Drive to Titus Road. This was Phase 1 of the Pine Street Reconstruction Project. The work was physically completed on January 1, 2020 and accepted by the Engineer on January 30, 2020. The initial construction bid was \$1,862,522 and the final contract price was \$1,905,887. Due to staff changes and technology challenges in early 2020, project close-out documents were never fully completed and the project was never accepted by the City Council as complete.

City Staff has been working closely with WSDOT Staff to file the appropriate documents in order to close out this project. The City has received verification letters from WA State Labor & Industries (L&I), Employment Security Department (ESD), and Department of Revenue (DOR) stating that those agencies have received all required payments from the contractor. As a housekeeping item, the Leavenworth City Council is being asked to accept this project as complete.

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

- Final Contract Voucher Certificate

#### **8. Special Use Permit – Noise: Alpine Lakes Elementary School**

The City Council is being asked to consider approval of a noise variance for Alpine Lakes Elementary School on May 27, 2022, from 8:45 AM – 10:30 AM for their Annual Jog-a-Thon. The request is to use a microphone, speakers, and play music during this event for the elementary students.

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

- Compliance Analysis
- Exhibit A - Letter of Request
- Exhibit B - Special Use Permit for Noise

#### **9. Professional Services Agreement - AHBL Inc. – Urban Growth Area Analysis**

The City Council is being asked to proceed with authorizes the Mayor to sign the professional services agreement with AHBL for review and analysis of the Urban Growth Area with a not to exceed amount of \$37,500 that will come from General Fund dollars.

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

- Professional Services Agreement

### **SUPPLEMENTAL COUNCIL AGENDA**

#### **10. Resolution 07-2022 – Six-Year Transportation Improvement Plan**

The City Council is being asked to consider approval of Resolution No. 07-2022, which is the City of Leavenworth Six-Year Transportation Improvement Plan (TIP) 2023-2028. A public hearing on the Six-Year TIP is being held prior to approval of the final document. The City Council reviewed the TIP at the April 12, 2022 Study Session meeting and was asked to review the document for any additional recommended changes; no changes have been requested.

The City utilizes an alternative format that is more user friendly than the Washington State Department of Transportation (WSDOT) format. Once the City Council has approved the amended Six-Year TIP for 2023-2028, the amended City TIP projects will be entered into the WSDOT format for submission to WSDOT for inclusion on the State Transportation Improvement Plan (STIP). The STIP is a planning document used by the State of Washington; projects that have qualified for state/federal funding or will be considered for state/federal funding need to be

identified in the STIP document. The City has the ability to amend the TIP at a later date should another project be identified that the City might consider in a grant program.

The following items are included under **TAB 10:**

- Resolution 07-2022 Amending the Six-Year Transportation Improvement Plan
- Exhibit A – List of Projects
  - *The Leavenworth City Council moves to approve Resolution No. 07-2022 amending the 2023 – 2028 Transportation Improvement Plan.*

### **11. Resolution 08-2022 – Confirming NIMS Adoption**

The City Council is being asked to approve Resolution No. 08-2022, which will confirm the adoption of the National Incident Management System (NIMS) for the City of Leavenworth. NIMS is a program developed by the Department of Homeland Security, which would provide a consistent nationwide approach for Federal, State, local, and tribal governments to work together more efficiently and effectively to prevent, prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.

Resolution No. 08-2022 confirms that NIMS is the standard for incident management in the City of Leavenworth, which was first put into place by Mayoral Proclamation No. 2005-001. Additionally, this Resolution establishes a training policy for all public officials and City employees responsible for emergency management, and confirms that training will be updated annually.

The following item is included under **TAB 11:**

- Resolution 08-2022
  - *The Leavenworth City Council moves to approve Resolution No. 08-2022 confirming adoption of the National Incident Management System for the City of Leavenworth.*

### **12. 14<sup>th</sup> Street Project – TD&H Supplemental Agreement #3**

The City Council is being asked to approve Consultant Supplemental Agreement No. 3 with TD&H Engineering (TD&H) in the amount of \$31,432.00 for construction administration services associated with the 14<sup>th</sup> Street Rehabilitation project.

On July 14, 2020, the Leavenworth City Council approved and authorized the Mayor to execute a Consultant Agreement with TD&H Engineering (TD&H) in the amount of \$39,191.57 for providing engineering services associated with the Transportation Improvement Board (TIB) funded 14<sup>th</sup> Street Rehabilitation Project. The scope of the project includes rehabilitating 14<sup>th</sup> Street from Front Street to Commercial Street, constructing new sidewalk along the west side of 14<sup>th</sup> Street, and replacing approximately 200 ft of deficient water main. Supplemental Agreement No. 1, which authorized TD&H to proceed with the water main design, was approved by City

Council on October 12, 2021. Supplemental Agreement No. 2 associated with pursuing geotechnical investigations was approved by City Council on November 9, 2021.

Proposed Consultant Supplemental Agreement No. 3 allows TD&H to perform construction administration services, which includes:

- Project management
- Requests for information (RFI) responses
- Pay application development and review
- Change order review
- Punchlist and closeout with TIB

The fee associated with Supplemental Agreement No. 3 is \$31,432.00 and establishes a new total not to exceed amount of \$93,423.57. Fees associated with Supplemental Agreement No. 3 will be reimbursed by the TIB at the rate of 95%.

The following item is included under **TAB 12:**

- Consultant Supplemental Agreement No. 3 – TD&H Engineering
  - *The Leavenworth City Council moves to approve and authorizes the Mayor to sign Consultant Supplemental Agreement No. 3 with TD&H Engineering, Inc. for the 14<sup>th</sup> Street Rehabilitation Project in the amount of \$31,432.00, establishing a new total not to exceed amount of \$93,423.57.*

### **13. 14<sup>th</sup> Street Project – RH2 Engineering Construction Inspection Services PSA**

The City Council is being asked to approve a Professional Services Agreement (PSA) with RH2 Engineering, Inc. (RH2) for construction inspection services associated with the 14<sup>th</sup> Street Reconstruction project – Commercial Street to Front Street. RH2 would be tasked with the following:

- Provide construction observation
- Assist with construction contract administration services
- Assist, if needed, with requests for information
- Provide construction documents; track working days, pay estimates, completion letters
- Provide construction records and final drawings

The compensation paid to RH2 under this agreement shall not exceed \$23,187.

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

- Professional Services Agreement, including Scope of Work
  - *The Leavenworth City Council moves to approve and authorizes the Mayor to sign the Professional Services Agreement with RH2 Engineering, Inc. for an amount not to exceed \$23,187.*

**14. Economic Development Committee Agenda Items**

This item is included under **TAB 14.**

**15. Parks Committee Agenda Items**

This item is included under **TAB 15.**

**16. Public Works Committee Agenda Items**

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

**17. Development Services April Report**

These items are included under **TAB 17.**