



City of Leavenworth

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City Council
Carl J. Florea - *Mayor*
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Anne Hessburg - *Mayor Pro Tem*
Zeke Reister
Marco Aurilio
Tibor Lak
Matthew "Selby" - *City Administrator*

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 will be returning 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.

MEETINGS LINKS VIA ZOOM CONFERENCING October 25, 2022 Pacific Time (US and Canada)

Afternoon Committee Meetings 3:30 PM – 6:00 PM

Housing 3:30 – 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 3:30 PM
Councilmembers will attend based on their specific assignments.**

Join Zoom Meeting

<https://zoom.us/j/93760540646?pwd=SGFjb3R4ZVpheTc1ditubWNNbnVFUT09>

Meeting ID: 937 6054 0646

Passcode: 282263

Regular Evening Meeting Begins at 6:30 PM

Join Zoom Meeting

<https://zoom.us/j/97691239749?pwd=QnozNTJuRjVkcWVjSmtlSHZNQXYyQT09>

Meeting ID: 976 9123 9749

Passcode: 750837

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/aFjXev9IG>

LEAVENWORTH CITY COUNCIL AGENDA
Leavenworth City Hall – Council Chambers & ZOOM
October 25, 2022 – 6:30 PM

Call to Order

Flag Salute Roll

Call Consent

Agenda

1. Approval of Agenda
2. Approval of October 11, 2022 Study Session Minutes
3. Approval of October 11, 2022 Regular Meeting Minutes
4. 2022 Claims \$370,197.64
5. Set Public Hearing on 2023-2024 Preliminary Budget on November 8, 2022 @ 6:30 PM
6. Set Public Hearing on 2023-2024 Final Budget on November 22, 2022 @ 6:30 PM
7. 14th Street Reconstruction Final Contract Voucher Certificate

Council Committees – 4th Tuesday

Housing – 3:30 PM – 4:30 PM

Public Safety – 4:30 PM – 5:15 PM

Finance – 5:15 PM – 6:00 PM

Public Safety Report: Corporal Monika Haynes, Liaison Officer

Comments from the Public on Items Not on the Agenda

8. Public Hearing: Ad Valorem (Property) Tax @ 6:30 PM

Resolutions, Ordinances, Orders, and Other Business

9. Action: Autumn Leaf Festival Association Request for Lodging Tax Funds
10. Action: Approval of Village of Lights Traffic/Pedestrian Plan & Funding
11. Action: Professional Services Agreement – Blue Logix – On Call SCADA Services
12. Action: Waterfront Park Restroom Force Main Relocation Bid Award
13. Action: Street Sweeping Material Hauling – Cemetery Bid Award

Councilmember and Committee Reports

Mayor / Administration Reports

Committees, Information Items & Future Considerations

14. Housing Committee Agenda Items
15. Public Safety Committee Agenda Items
16. Finance Committee Agenda Items

Adjournment

Next Ordinance is 1663 – Next Resolution is 15-2022

CONSENT AGENDA ITEMS / REPORTS / PUBLIC HEARING

1. City Council Meeting Agenda

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

2. Study Session Minutes - 10/11/2022

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

3. Regular Meeting Minutes - 10/11/2022

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

4. 2022 Claims

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

5. Set Public Hearing on 2023-2024 Preliminary Budget on November 8, 2022 @ 6:30 PM

There are no items included under **TAB 5**.

6. Set Public Hearing on 2023-2024 Final Budget on November 22, 2022 @ 6:30 PM

There are no items included under **TAB 6**.

7. 14th Street Reconstruction Final Contract Voucher Certificate

The 14th Street Reconstruction project is in the closeout phase. Public Works staff is recommending that City Council formally accept the aforementioned project as complete for a total project cost of \$480,878.98, which includes prior approved change orders.

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

- 14th Street Reconstruction Final Contract Voucher Certificate

8. Public Hearing: Ad Valorem (Property) Tax @ 6:30 PM

Finance Director Chantell Steiner will review the annual property tax information that will be on the November 8th meeting for action. Council will need to provide direction on expectations to collect the annual 1% allowable tax.

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

- PowerPoint Presentation

SUPPLEMENTAL COUNCIL AGENDA

9. Autumn Leaf Festival Association Request for Lodging Tax Funds

The recent Autumn Leaf Parade was held on September 24, 2022, which required a two-hour closure of US 2. The closure of US 2 requires a permit and approval from Washington State Department of Transportation (WSDOT). In order to secure said permit, WSDOT must approve the City's chosen detour route.

In recent years, the detour route utilized Icicle Road and East Leavenworth Road. Within days of the parade happening, the City was notified that Icicle Road would not be accessible due to construction delays with the Cascade Orchard Bridge project, which called for a new detour route. Staff devised a new detour route off of US 2 using city streets on the north end of town via Mill/Mine Streets, Pine Street, and Chumstick Highway. WSDOT staff approved the new detour route, under the condition that each turn throughout the route was covered by a certified flagger.

Autumn Leaf representatives secured TBMM, LLC to provide the required traffic control services, as public works staff is not equipped with the necessary number of personnel or signage for that length of a detour. Autumn Leaf Festival Association President Scott Bradshaw requests that the cost of the flagging services be paid from the City's lodging tax funds, as this expense was not anticipated nor budgeted. The cost of traffic control services came to \$1,690.50 and the City is in receipt of the invoice.

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

- TBMM Invoice
 - **MOTION:** *The Leavenworth City Council moves to approve the expenditure of Lodging Tax Funds and authorizes the Finance Director to make payment to TBMM, LLC in the amount of \$1,690.50.*

10. Approval of Village of Lights Traffic/Pedestrian Plan & Funding

The City Council is being asked to authorize the expenditure of funds to provide traffic control and additional public safety officers for the Leavenworth 2022 Chamber of Commerce Village of Lights: Christmastown Event. Although the actual lighting ceremonies have been cancelled, it is anticipated that crowd attendance, over the usual weekends, will still be significant. The three anticipated weekends for larger crowds are Saturday December 3rd, December 10th, and December 17th.

Beginning in 2018, the Village of Lights planning group has been meeting in response to the traffic and congestion issues caused by the Lighting Event and concerns voiced by residents in 2017. Group members include representatives of the Chelan County Sheriff's Department, Washington State Patrol, WSDOT Emergency Management, Chelan County Emergency Management, Chelan County Fire District #3, WA State Department of Transportation, Chelan County Public Works, Cascade Medical Center, and the Leavenworth Chamber of Commerce. The City is represented by the City Administrator and the Public Works Director. The group meets approximately three months in advance of the event and once again just prior to commencement. The list of topics covered includes:

Event Modifications, Traffic Management, Police and Deputy Coverage, Emergency Management/Mass Gathering Planning, Communications, and Parking. The most significant improvements over time have been the development of the Emergency Management Plan for the event, improved WSDOT communications, signage boards, a twitter account regarding traffic, weather conditions to and from Leavenworth, increased Sheriff Deputy presence, traffic control, and modifications to bus parking. This year, the group has developed a new traffic management plan based on last year’s data collected by WSDOT experts from traffic cameras and signals monitored in the City Hall Event Coordination Center (ECC).

Beginning in 2018, the City has provided additional funding for Traffic Control and additional officers to be present at the event. The following table shows the dollar amounts authorized by Council and the total amount spent in previous years:

Year	Council Authorized Funds	Cost of Traffic Management
2018	\$90,420	\$99,657
2019	\$125,000	\$125,387
2020	\$135,000	\$90,605
2021	\$135,000	\$91,959

The total authorization being requested at this time is \$135,000, which is a budget amendment increase of \$35,000, for public safety and traffic management of the Leavenworth Area Chamber of Commerce Village of Lights: Christmastown Event. With lessons learned from 2021, staff does anticipate the cost to be similar to 2021. The current plan for 2022 will utilize less traffic control flaggers, which will be supplemented by WSDOT experts monitoring and adjusting traffic flows from the City Hall Event Coordination Center via live streaming data provided by cameras and signals. This year’s funding will be utilized to fund the following:

1. TBMM, LLC (Pedestrian Control)
2. Chelan County Sheriff Deputies
3. Washington State Patrol
4. WSDOT Traffic Management Personnel

In consideration of the unknown attendance, the plan will be reevaluated after the first weekend and adjusted in terms of the staffing as to what will be required for subsequent weekends.

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

- Traffic Control Plans
 - **MOTION:** *The City Council moves to authorize a not to exceed expenditure of \$135,000 to provide traffic control and additional public safety officers for the 2022 Village of Lights: Christmastown Event.*

11. Professional Services Agreement – Blue Logix – On Call Services for Water and Wastewater Divisions

The City Council is being asked to approve an on-call SCADA services contract between the City and Blue Logix with a not to exceed amount of \$30,000 for services to be performed through December 31, 2024. Blue Logix has been providing on-call SCADA services for the Water and Wastewater

Divisions since 2020. Public Works staff desires to have an on-call contract in place for accountability purposes.

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

- Professional Services Agreement for Blue Logix, LLC
 - **MOTION:** *The Leavenworth City Council moves to approve and authorizes the Mayor to sign the Professional Services Agreement with Blue Logix, LLC for Public Works on-call projects with a not to exceed amount of \$30,000.*

12. Waterfront Park Restroom Force Main Relocation Bid Award

The City Council is being asked to approve a construction bid for the Waterfront Park Restroom Sewer Force Main Relocation project. The purpose of the above-mentioned project is to relocate a 4-inch pressurized sewer line (force main) associated with the Waterfront Park restroom. The reason for relocating the 4-inch sewer force main is a result of mutually agreed upon provisions established by the April 2, 2020 settlement agreement between Mr. Rob Johnson and the City. Per terms outlined in the April 2, 2020 settlement agreement, the City has until October 31, 2022 to abandon the sewer force main and electrical service associated with the Waterfront Park Restroom.

To provide Waterfront Park Restroom services as soon as possible next spring, despite receiving higher than expected bids, Public Works staff recommends awarding the construction bid to Hurst Construction in the amount of \$423,455.97.

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

- Waterfront Park Restroom Relocation Bid Tabs
 - **MOTION:** *The Leavenworth City Council moves to award the Waterfront Park Restroom Sewer Force Main Relocation bid and authorizes the Mayor to execute a public works contract between the City and Hurst Construction in the amount of \$423,455.97.*

13. Street Sweeping Material Hauling – Cemetery Bid Award

The City Council is being asked to approve a construction bid for the Street Sweeping Material Hauling project. The purpose of this work is to remove a material pile that is located in the Mountain View Cemetery expansion area. In order to expand the cemetery, the material pile in question needs to be removed. Public Works staff had the material pile classified in August 2022. It was determined the material pile can be used as daily cover at Waste Management's (WM) East Wenatchee landfill.

Public Works staff recommends the award of the Street Sweeping Material Hauling bid to Smith Excavation in the amount of \$73,237.50. Please note this bid does not include disposal costs. WM will

invoice the City directly once a disposal price is agreed upon. In terms of timing, due the anticipation of inclement weather, this project will likely commence next spring/early summer.

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

- Street Sweeping Material Hauling Bid Tabs
 - **MOTION:** *The Leavenworth City Council moves to award the Street Sweeper Material Hauling bid and authorizes the Mayor to execute a small public works contract between the City and SE INC. DBA Smith Excavation in the amount of \$73,237.50.*

COMMITTEES, INFORMATION ITEMS & FUTURE CONSIDERATIONS

14. Housing Committee Agenda Items, under **TAB 14**.

15. Public Safety Committee Agenda Items, under **TAB 15**.

16. Finance Committee Agenda Items, under **TAB 16**.