



City of Leavenworth

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City Council
Carl J. Florea - *Mayor*
Sharon Waters
Clint Strand
Jason Lundgren
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 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 October 11, 2022 Pacific Time (US and Canada)

Morning Study Session Begins at 8:30 AM

Join Zoom Meeting

<https://zoom.us/j/99808521716?pwd=Z1VSZUNyT3pnRjJNZUFxVGdKemJyZz09>

Meeting ID: 998 0852 1716

Passcode: 871581

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/96271782397?pwd=NWZtZnliZ0NLaWxPek9BcUkwQnhzZz09>

Meeting ID: 962 7178 2397

Passcode: 048348

Regular Evening Meeting Begins at 6:30 PM

Join Zoom Meeting

<https://zoom.us/j/91824412992?pwd=NjdKSWVnallHN2NSN1pUcHJWYWgwUT09>

Meeting ID: 918 2441 2992

Passcode: 901500

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/aesy1PYZGF>

LEAVENWORTH CITY COUNCIL AGENDA
Leavenworth City Hall – Council Chambers
October 11, 2022 – 6:30 PM

Call to Order

Flag Salute

Roll Call

Consent Agenda

1. Approval of Agenda
2. Approval of September 27, 2022 Regular Meeting Minutes
3. September 2022 Payroll \$374,457.34
4. 2022 Claims \$208,065.85
5. Professional Services Agreement – Blade Code Services

Comments from the Public on Items Not on the Agenda

Presentation: 2023-2024 Preliminary Budget & Current Year Status

Resolutions, Ordinances, Orders, and Other Business

6. Action: Ordinance 1662 – Quarterly Budget Amendment
7. Action: Professional Services Agreement – Gray & Osborne – Supplemental Agreement #2 for Aasgard, Blewett & Glacier Parking Lots
8. Action: Award Traffic Control Bid – Village of Lights
9. Action: Memorandum of Understanding – Link Transit Roundabout
10. Action: Professional Services Agreement – Gray & Osborne – Supplemental Agreement #1 for On-Call Engineering Services
11. Action: WSDOT Agreement – 12th Street Planning and Paving

Councilmember and Committee Reports

Mayor / Administration Reports

Information Items & Future Considerations

12. Economic Development Committee Agenda Items
13. Parks Committee Agenda Items – Review Preliminary Budget
14. Public Works Committee Agenda Items – Review Preliminary Budget
15. Community Development September Report

Adjournment

(Next Ordinance is 1663 – Next Resolution is 15-2022)

Council Committees – 2nd Tuesday

Economic Development 3:45 PM

Parks 4:30 PM

Public Works 5:15 PM

CONSENT AGENDA ITEMS / REPORTS / PUBLIC HEARING

1. City Council Meeting Agenda:

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

2. Regular Meeting Minutes – 9/27/2022:

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

3. September 2022 Payroll:

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

4. 2022 Claims:

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

5. Professional Services Agreement – Blade Code Services

The City Council is being asked to approve a service contract for building inspection work from Blade Code Services. Brock Laughlin, owner, is currently providing services for the city building division after the unexpected retirement of Frank Spawn. The City continues to advertize for a full-time city Building Official but requires these services in the interium.

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

- Statement of Qualifications
- Professional Services Agreement

SUPPLEMENTAL COUNCIL AGENDA

6. Ordinance 1662 – Quarterly Budget Amendment

The City Council is being asked to adopt Ordinance 1662 Quarterly Budget Amendment, which amends the budget at the fund level. A majority of this amendment includes Council approved actions from the past quarter. The Council will find a few amendments based on staff recommendations that have affected expenditures in 2022 that were not originally anticipated for in 2020 when the biennial budget was adopted. Unusual for this amendment is a net total of \$0 for increased appropriations with the Ordinance; this is due to the fact that we are not increasing the budget totals with revenues but rather utilizing ending fund balances within funds as I identified on Exhibit A expenses columns only. This does reduce the funding for each fund's ending fund balance but does not require adding new dollars to the existing budget.

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

- Ordinance 1662 Quarterly Budget Amendment

- **MOTION:** *The Leavenworth City Council moves to adopt Ordinance 1662 – Quarterly Budget Amendment.*

7. Professional Services Agreement – Gray & Osborne – Supplemental Agreement #2 for Aasgard, Blewett & Glacier Parking Lots

Gray & Osborne has completed a preliminary design report for the Glacier Parking Lot and preliminary design concepts for the Aasgard and Blewett Parking Lots. This supplemental agreement provides for the completion of final construction plans and engineering services during bidding for the Glacier parking lot, including a restroom facility. Construction bids are anticipated to be advertised in March 2023 with construction beginning in the spring or summer of 2023.

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

- Supplemental Agreement No. 2 to Professional Services Agreement for Gray & Osborne, INC.
- **MOTION:** *The Leavenworth City Council moves to approve and authorizes the Mayor to execute Supplemental Agreement No. 2 associated with the Gray & Osborne January 2022 Aasgard, Blewett & Glacier Parking Lot Professional Services Agreement updating the not to exceed amount to \$232,092.*

8. Traffic Control Award – Village of Lights

The City utilizes professional traffic control services to assist with traffic management during the annual tree lighting event now known as Village of Lights: Christmastown. Historically, the City has contracted directly with a Seattle-based firm. This year, Public Works staff had a desire to solicit an invitation to bid to obtain more competitive pricing. A project bid package was compiled and an invitation to bid was posted to Builders Exchange on August 19, 2022. The City received two (2) bids with TBMM, LLC (East Wenatchee, WA) submitting the lowest responsive bid in the amount of \$20,990. This work will be financially supported through the City’s lodging tax fund.

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

- Bid Tabs
- Professional Services Agreement for TBMM, LLC
- **MOTION:** *The Leavenworth City Council moves to award and authorizes the Mayor to execute a Professional Services Contract for the 2022 Village of Lights Traffic Control Services project between the City and TBMM, LLC in the amount of \$20,990.*

9. Memorandum of Understanding – Link Transit Roundabout

LINK Transit has taken the lead on the development of a roundabout at the intersection of Icicle Road and Hwy 2. The roundabout will provide a safe and reliable turn around for bus service as well as improve turning movements and safety at this intersection. The Mayor has been taking input from the Council and working with LINK on ways to support the project. This Memorandum of Understanding reflects those discussions and would provide 50% of the total design funds; committing the city to a not to exceed amount of \$120,000.

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

- Memorandum of Understanding with Scope of Work from RH2
 - **MOTION:** *The Leavenworth City Council authorizes the Mayor to sign a Memorandum of Understanding with LINK transit for design of a roundabout at the intersection of Hwy 2 and Icicle Road, in the amount, not to exceed, \$120,000.*

10. Professional Services Agreement – Gray & Osborne – Supplemental Agreement #1 for On-Call Engineering Services

The City entered into a general Public Works on-call agreement with Gray & Osborne on March 25, 2021. The scope of work for such agreement includes general engineering support for Public Works related matters. The not to exceed amount associated with the above-mentioned agreement is \$30,000. Since March 2021, City staff utilized Gray & Osborne for a number of tasks, primarily before Tom Wachholder, Public Works Director, started at the City. An example set of tasks complete include parking kiosk assistance, BNSF permit assistance (Wastewater Phase III project), WWTP construction assistance, concrete slab design for pool, a few development reviews specific to utility capacity, and, most recently, a stormwater basin analysis for behind Safeway. Staff is requesting Council to consider supplementing Gray & Osborne’s on-call agreement by \$8,000 to allow for additional support and to increase budget capacity to allow Gray & Osborn to finalize the Safeway stormwater basin analysis.

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

- Supplemental Agreement No. 1 to Professional Services Agreement for Gray & Osborne, INC.
 - **MOTION:** *The Leavenworth City Council moves to approve and authorizes the Mayor to execute Supplemental Agreement No. 1 associated with the Gray & Osborne March 2021 On-Call Engineering Professional Services Agreement updating the not to exceed amount to \$38,000.*

11. Public Agency Participating Agreement – Washington State Department of Transportation – 12th Street Planing and Paving

The Washington State Department of Transportation (WSDOT) is preparing construction bid documents for the US 2 & US 97 Leavenworth to North of Blewett Pass Paving project. This project provides for new roadway surfacing of US 2 throughout City limits. City staff has partnered with WSDOT to include new roadway surfacing on 12th Street between US 2 and Front Street as part of WSDOT’s paving project. The Council is being asked to consider the Public Agency Participating Agreement for \$33,266 that includes construction costs and WSDOT construction engineering services for 12th Street.

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

- Public Agency Participating Agreement for the Washington State Department of Transportation

- **MOTION:** *The Leavenworth City Council moves to approve and authorizes the Mayor to execute the Public Agency Participating Agreement associated with the Washington State Department of Transportation's paving project.*

COMMITTEES, INFORMATION ITEMS & FUTURE CONSIDERATIONS

12. Economic Development Committee Agenda Items

This item is included under **TAB 12.**

13. Parks Committee Agenda Items – Review Preliminary Budget

This item is included under **TAB 13.**

14. Public Works Committee Agenda Items – Review Preliminary Budget

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

15. Community Development September Report

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