



## City of Leavenworth

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TAB 1

### City Council

Carl J. Florea - *Mayor*  
Sharon Waters  
Clint Strand  
Jason Lundgren  
Anne Hessburg - *Mayor Pro Tem*  
Zeke Reister  
Marco Aurilio  
Vacant - Position #4  
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 September 13, 2022 Pacific Time (US and Canada)

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

##### Join Zoom Meeting

<https://zoom.us/j/96428047444?pwd=N2VZeHFjZ04yaDRwY3VCL1VkTlpDOT09>

Meeting ID: 964 2804 7444

Passcode: 531481

#### 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/92965124218?pwd=elBIOHIWdmRrbG54cVRXYy9iWkovUT09>

Meeting ID: 929 6512 4218

Passcode: 690032

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

##### Join Zoom Meeting

<https://zoom.us/j/99917352957?pwd=b1B3WHM1amJSTXhrczRqM0VaRnZxdz09>

Meeting ID: 999 1735 2957

Passcode: 734189

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**  
**September 13, 2022 – 6:30 PM**

**Call to Order**

**Flag Salute**

**Roll Call**

**Consent Agenda**

1. Approval of Agenda
2. Approval of August 9, 2022 Study Session & Regular Meeting Minutes
3. August 2022 Payroll \$378,695.96
4. 2022 Claims \$839,169.17
5. Set Public Hearing on Ad Valorem (Property) Tax @ 6:30 PM on 10/25/2022
6. Resolution 13-2022 – Affordable Housing Grant

**Presentation: Years of Service Plaque for Pete Olson**

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

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

7. Action: Pertect Inc. Professional Services Agreement – Ski Hill Drive TIB Project
8. Action: Chamber of Commerce Request for Lodging Tax Funds
9. Action: Ordinance 1661 – Amendment to LMC 12.24 - Park Regulations
10. Action: Equipment Purchases and Bond Financing
11. Action: Council Interviews

**Councilmember and Committee Reports**

**Mayor / Administration Reports**

**Information Items & Future Considerations**

12. Economic Development Committee Agenda Items
13. Parks Committee Agenda Items
14. Public Works Committee Agenda Items
15. July Planning Commission Minutes
16. Community Development August Report

**Executive Session: RCW 42.30.110(1)(h) To Evaluate the Qualifications of a Candidate for Appointment to Elective Office and RCW 42.30.110(4)(b) Wages and Collective Bargaining**

**Adjournment**

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

Economic Development 3:45 PM  
Parks 4:30 PM  
Public Works 5:15 PM

**(Next Ordinance is 1662 – Next Resolution is 14-2022)**

## CONSENT AGENDA ITEMS / REPORTS / PUBLIC HEARING

### 1. City Council Meeting Agenda:

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

### 2. Study Session & Regular Meeting Minutes – 8/9/2022:

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

### 3. August 2022 Payroll:

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

### 4. 2022 Claims:

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

### 5. Set Public Hearing on Ad Valorem (Property) Tax @ 6:30 PM on 10/25/2022

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

### 6. Resolution No. 13-2022 – Affordable Housing Grant

The City Council approved an affordable housing grant in the amount of \$33,006.30 for the Housing Authority of Chelan County & the City of Wenatchee at the August 9, 2022 City Council meeting. This grant is for reimbursement of tenant relocation costs incurred during the renovation of three ADA units at the Leavenworth Bavarian Village Apartments during the first phase of their reconstruction project. Resolution 13-2022 formalizes this action.

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

- Resolution 13-2022

## SUPPLEMENTAL COUNCIL AGENDA

### 7. Professional Services Agreement – Ski Hill Drive

In August 2021, City Public Works staff applied for a Transportation Improvement Board (TIB) sidewalk program grant for constructing a new sidewalk on Ski Hill Drive. The proposed project includes filling sidewalk gaps with new sidewalk along the west side of Ski Hill Drive from US 2 to Evans Street. On December 1, 2021, the City received a notice of grant award from the TIB. TIB funding is in the amount of \$333,965 with the City providing matching funds in the amount of \$58,935. Total estimated project cost is \$392,000 with design beginning in 2022 and construction scheduled for 2023.

City Council authorized Mayor Florea to execute a TIB Fuel Tax Agreement, which formally accepted the grant funds, at the January 11, 2022 City Council Meeting. Subsequently, on June 21, 2022, City staff selected five (5) engineering firms from the City's MRSC Consultant Roster to

submit proposals; four (4) firms submitted proposals. A selection committee comprised of City staff reviewed and scored proposals ultimately selecting Perteet, Inc. as the most qualified firm for the above-mentioned project. The proposed consultant agreement is in the amount of \$54,679.

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

- Draft Ski Hill Drive Sidewalk Improvements TIB Consultant Agreement
  - **MOTION:** *The Leavenworth City Council moves to authorize the Mayor, contingent upon TIB approval, to execute a consultant agreement for design engineering services between the City of Leavenworth and Perteet, Inc. in an amount not to exceed \$54,679.00.*

### **8. Chamber of Commerce Request for Lodging Tax Funds**

The Leavenworth Chamber of Commerce has taken the task of planning, preparing, and hosting the 2022 version of Oktoberfest in downtown Leavenworth beginning September 30, 2022 and running the first three weekends (Friday, Saturday) in October. For this year’s Oktoberfest, Chamber staff have created a number of new, family friendly, exciting event attractions that will take place in Front Street Park and the Festhalle to supplement the festival. For example, local breweries have worked together to create a collaborative ale for sale specifically for this event, and there will be a large Kinderplatz area for the kids, complete with a Ferris Wheel and Root Beer Garden.

This year, being the first year that the Chamber has had to play an increased role in the event, there were no means to anticipate what the actual cost of the event would be, and there were no funds budgeted for the event. To date, the Chamber has spent approximately \$655,000 throughout the planning process; \$200,000 are “personnel costs” allocated to Chelan County Sheriff deputies, Phoenix Security, bartenders, ambassadors, and miscellaneous personnel. Fees incurred from the City related to permitting, contracting, use of parking lot spaces and City right-of-way, leasehold excise tax, and additional insurance requirements by the City are displayed in the table below:

Festhalle Contract – 25 days	\$20,362.75
*Parking Space Rental – 80 spaces for 24 days	\$39,180.00
*Park ROW – 8,449.3 SF	\$3,098.04
*Street ROW – 10,095 SF	\$3,701.50
Total	\$45,979.54
*Leasehold Excise Tax 12.84%	\$5,903.77
ROW Permit for street closure	\$100.00
Special Use Permit	\$100.00
SUP Archive Fee	\$10.00
Additional insurance requirements	\$10,000.00
Building Permits – six (6) oversized tents @ \$85 each	\$510.00
<b>Total</b>	<b>\$82,966.06</b>

The Chamber of Commerce requests that the City provide \$85,000 from the Lodging Tax Fund to offset the miscellaneous fees charged by the City for the 2022 Oktoberfest event. Going forward, these fees may be included in the Chamber of Commerce annual budget if it serves such a large role again.

There are no items included under **TAB 8:**

- **MOTION:** *The Leavenworth City Council moves to approve the expenditure of Lodging Tax Funds to the Leavenworth Chamber of Commerce in an amount not to exceed \$85,000 contingent on a profit & loss statement demonstrating need.*

**9. Ordinance 1661 – Amendment to LMC 12.24 – Park Regulations**

The Public Works Committee has recommended a change in the hours of operation for alcohol sales and consumption at Front Street Park. The current allotted time is from 1:00 PM – 7:00 PM. The recommendation is to change the hours to 11:00 AM – 9:00 PM. This came as a request from the Leavenworth Chamber of Commerce to allow for a second Beer Garden at Front Street Park in planning the 2022 Oktoberfest Event in Leavenworth.

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

- Ordinance 1661
- **MOTION:** *The Leavenworth City Council moves to adopt Ordinance 1661 amending Leavenworth Municipal Code Chapter 12.24 Park Regulations.*

**10. Equipment Purchases and Bond Financing**

The City Council is being asked to consider authorizing staff to begin procuring critical equipment for the Public Works Department in addition to authorizing the pursuance of a 15-year equipment purchase bond through the Office of the State Treasurer’s LOCAL Program.

There are four (4) pieces of Public Works Department equipment in critical need of replacement:

Year	Make	Model	Description
1987	International	S2600	Front line snowplow and dump truck
2002	International	2574	Front line snowplow and dump truck
2004	Tiger Vac	TGV-1000	Trailer mounted sewer vacuum
2012	TYMCO Air Sweeper	600BAH	Street Sweeper

The two international snowplow trucks listed above are frontline snowplows for the Public Works Department. Due to the age of the trucks, Public Works maintenance staff have difficulties locating parts when repairs are needed. Furthermore, these snowplows are equipped with aging slide-in sanders to distribute sand and salt during winter operations. Due to having slide-in sanders, the trucks are not readily available to haul snow during winter months. As the City moves forward, the Public Works Department is exploring ways to haul snow more efficiently during winter months. The snowplow bodies manufactured by Viking Cives, see provided photo, can distribute sand/salt and haul snow without the need of operating/removing a slide-in sander. This will allow staff to de-ice

and haul snow during the same shift if needed. The estimated cost of purchasing two (2) new snowplow trucks equipped with Viking Cives bodies is approximately \$600,000 (\$300,000 each). In terms of procurement time, it will take just under 12 months to take delivery.

The 2004 Tiger Vac is a mission critical piece of equipment primarily used to hydro excavate water leaks and vacuum plugged sewer lines/manholes. This piece of equipment is trailer mounted and, when in plugged sewer line scenarios, is used in conjunction with a separate trailer mounted jetter hose (2005 O'Brien Hydro Jetter). The 2004 Tiger Vac exceeded its useful life and was replaced by a similar 2019 Vector Mudslinger trailer mounted sewer vacuum; however, the 2019 model is undersized and not adequate for operations. Public Works Department staff propose to purchase an all-in-one sewer vacuum truck that is equipped with both vacuum and jetter systems. A sewer vacuum truck will allow for more efficient operations by not requiring multiple pieces equipment on a project site, will contain a larger debris body requiring fewer disposal trips, and will have capabilities of vacuuming deeper locations (e.g., wet wells at the wastewater treatment plant). The estimated cost of purchasing a new all-in-one sewer vacuum truck is approximately \$500,000. In terms of procurement time, it could take up to 12 months to take delivery of a sewer vacuum truck.

The fourth piece of equipment is the Public Works Department's street sweeper. Currently, the street sweeper is a 2012 TYMCO air sweeper that needs significant repair. For example, the debris body of the 2012 TYMCO air sweeper is deteriorated to the point in which it requires a total debris body replacement in the amount of approximately \$200,000 - \$225,000. In addition, the Public Works Department is evaluating ways to dispose of street sweeping waste more efficiently. Due to not having reasonable access to a decant facility (a facility designed for disposing of street sweeping and catch basin cleaning waste), one method is to dump street sweeping waste directly into a roll-off dumpster serviced by Waste Management. Our current sweeper does not have the ability to dump directly into a roll-off dumpster; therefore, staff is proposing to purchase an air street sweeper that has the ability to empty its debris body directly into a dumpster without having to dump materials on the ground first. The estimated cost of purchasing a new air sweeper is approximately \$350,000. In terms of procurement time, an air sweeper could take anywhere from six (6) to ten (10) months to take delivery.

In terms of the Office of the State Treasurer 15-year equipment bond through the LOCAL Program, staff is conservatively estimating the need to purchase the above-stated equipment at \$1,450,000. Keep in mind, this estimate does not consider surplus proceeds from selling replaced equipment or existing equipment replacement fund balances already set aside. Your provided materials include an example 15-year, \$1,450,000 bond amortization schedule based on the current interest rate of 3.05%. The annual debt service payment on this bond would be approximately \$122,000 annually.

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

- Viking Cives Snowplow
- Example 15-Year Bond Amortization Schedule
- Office of the State Treasurer LOCAL Program PowerPoint
- **MOTION:** *The Leavenworth City Council moves to authorize staff, contingent upon legal counsel review, to begin the procurement process to acquire two (2) snow plow trucks and a sewer vacuum/jetter truck with the understanding payment for such purchases will be budgeted for 2023.*

- **MOTION:** *The Leavenworth City Council moves to authorize staff, contingent upon legal counsel review, to apply for a 15-year equipment purchase bond through the Office of the State Treasurer's LOCAL Program in an amount not to exceed \$1,450,000.*

## **11. Council Interviews**

The City received three applications for the open Council position No. 4 that was held by Carolyn Wilson. One of the candidates is a business owner, but resides outside of the City limits, therefore disqualifying them from the position. The other two candidates are Tibor Lak and Shane Thayer.

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

- Tibor Lak Council Application
- Shane Thayer Council Application
- Interview Questions

- **MOTION:** *The Leavenworth City Council moves to appoint \_\_\_\_\_ to position No. 4 on the Leavenworth City Council.*

## **COMMITTEES, INFORMATION ITEMS & FUTURE CONSIDERATIONS**

### **12. Economic Development Committee Agenda Items**

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

### **13. Parks Committee Agenda Items**

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

### **14. Public Works Committee Agenda Items**

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

### **15. July Planning Commission Minutes**

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

### **16. Community Development August Report**

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