



# City of Leavenworth

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## MEETING LINKS VIA ZOOM CONFERENCING March 26, 2024 Pacific Time

Study Session Begins at 5:30 PM  
Regular Evening Meeting Begins at 7:00 PM

### Join Zoom Meeting

<https://zoom.us/j/95960183556?pwd=U0wvTHdZSkd3a0llb0U0TjFMSVBNdz09>

Meeting ID: 982 5047 7856

Passcode: 461035

All Meetings allow for the same dial by your location option using the number listed below:

(253) 215-8782

Or find your local number: <https://zoom.us/j/abA4bfzOmT>

The City of Leavenworth is committed to providing reasonable accommodations in accordance with the Americans with Disabilities Act. Please contact City Hall at (509) 548-5275 at least 72 hours prior to a scheduled meeting to request accommodation.

**LEAVENWORTH CITY COUNCIL AGENDA**  
**Leavenworth City Hall – Council Chambers**  
**March 26, 2024 – 7:00 PM**

**Call to Order**  
**Pledge of Allegiance**  
**Roll Call**

**Consent Agenda**

1. Approval of Agenda
2. Approval of March 12, 2024 Study Session Minutes
3. Approval of March 12, 2024 Regular Meeting Minutes
4. 2024 Claims: \$414,557.17

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

5. **Presentation:** Public Safety Reports – Corporal Randy Lake of Chelan County Sheriff’s Office and Mike Smith of Chelan County Fire District #3.
6. **Presentation:** Link Transit – Nick Covey, CEO
7. **Presentation:** Animal Care & Control – Sargeant Nomi Struzman

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

8. **Action:** Resolution 04-2024 – To Schedule Hearing for Alley Vacation Request
9. **Action:** Resolution 05-2024 – To Schedule Hearing for Park Avenue Vacation Request
10. **Action:** Glacier Parking Lot (P6) Improvements Project Bid Award
11. **Action:** Supplemental Agreement No. 1 – Interlocal Agreement – Link Transit – Icycle Road Roundabout Watermain
12. **Action:** Operation and Maintenance Agreement between WSDOT and the City associated with the Icycle Rd/US-2 Roundabout
13. **Action:** Grant Agreement – U.S. Department of Transportation Federal Highway Administration – Fiscal Year 2023 Safe Streets and Roads for All Grant – Safety Action Plan
14. **Action:** Approve Purchase Proposal for a Mobile Office Structure for Public Works
15. **Action:** Approve Purchase Proposal for a Fully Inclusive Osborn Playground
16. **Action:** Local Agency Agreement – Washington State Department of Transportation – Ski Hill Drive Active Transportation Improvements Phase 2

**Council Reports / Staff Reports**

**Information Items & Future Considerations**

17. February 2024 Finance Report
18. January & February 2024 Planning Commission Minutes
19. February 2024 Loadstar Report

**Adjournment**

**(Next Ordinance is 1689 – Next Resolution is 06–2024)**

## CONSENT AGENDA ITEMS / REPORTS / PUBLIC HEARING

### **1. City Council Meeting Agenda:**

The following item is included under **TAB 1**.

### **2. Approval of March 12, 2024 Study Session Minutes**

The following item is included under **TAB 2**.

### **3. Approval of March 12, 2024 Regular Meeting Minutes**

The following item is included under **TAB 3**.

### **4. 2024 Claims:**

The following item is included under **TAB 4**.

## PRESENTATION & HEARING ITEMS

### **5. Presentation: Public Safety Reports – Corporal Randy Lake of the Chelan County Sheriff's Office and Mike Smith of the Chelan County Fire District #3**

The following items are included under **TAB 5**.

- Fire District #3 February 2024 Monthly Report
- Chelan County Regional Justice Center February 2024 Monthly Report

### **6. Presentation: Link Transit – Nick Covey, CEO**

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

- Presentation Slides

### **7. Presentation: Animal Care & Control – Sargeant Struzman**

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

- Field Service Report Handout
- Presentation Slides

## SUPPLEMENTAL COUNCIL AGENDA

### **8. Resolution 04-2024 – Schedule Public Hearing for Park Avenue Vacation**

The City Council is being asked to formally schedule a public hearing for the consideration of vacating public right-of-way. State law requires the hearing date be established by Resolution. The passage of this Resolution does not approve the request. The public hearing will include staff recommendation, time for public comment and time for Council discussion before the Council makes a decision. This request is from the Leavenworth Church of the Nazarene for vacation of the portion of Park Avenue abutting property owned by the church. It was initially reviewed by the City Council during the City Council meeting on February 27, 2024.

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

- Resolution 04-2024
- Map of proposed vacation areas

- **MOTION:** *The Leavenworth City Council moves to approve Resolution 04-2024 to schedule a public hearing to consider a partial vacation of Park Avenue.*

#### **9. Resolution 05-2024 – Schedule Public Hearing for Alley Vacation**

The City Council is being asked to formally schedule a public hearing for the consideration of vacating public right-of-way. State law requires the hearing date be established by Resolution. The passage of this Resolution does not approve the request. The public hearing will include staff recommendation, time for public comment and time for Council discussion before the Council makes a decision. This request is from the Leavenworth Church of the Nazarene for vacation of the portion of alley abutting the property owned by the church. It was initially reviewed by the City Council during the City Council meeting on February 27, 2024.

The following items are included under **TAB 9**.

- Resolution 05-2024
- Map of proposed vacation areas

- **MOTION:** *The Leavenworth City Council moves to approve Resolution 05-2024 to schedule a public hearing to consider a partial vacation of the alley south of Park Avenue.*

#### **10. Glacier Parking Lot (P6) Improvements Project Bid Award**

The Council is being asked to consider awarding the construction contract for the Glacier Parking Lot (P6) Improvements Project, located at 170 US 2 between the Washington State Department of Transportation (WSDOT) maintenance yard and Argonaut Coffee & Biscuits. The existing gravel parking lot was purchased by the City to provide additional public parking. In January 2022, Gray & Osborne (G&O) was selected to complete a preliminary design and geotechnical analysis of the Aasgard (P1), Blewett (P2), and Glacier (P6) parking lots. In October 2022, the contract with Gray & Osborne was supplemented to include the complete design and bidding of the Glacier Parking Lot (P6) Improvements project. Construction was anticipated to take place in 2023, but due to a change in scope of the associated restroom building, the project was pushed back one year to 2024.

The project consists of removal of unsuitable native material, subgrade preparation, grading, paving, and striping the parking lot; constructing a public restroom building with two female stalls, one male stall, one male urinal, and a Link Transit driver restroom; installing electric vehicle (EV) charging stations, bicycle racks, lighting, and landscaping; constructing US 2 frontage improvements, including a bus pullout; and extending City utilities to the serve the parking lot parcel, including an 8-inch diameter water main, a sanitary sewer lift station and associated force main, and stormwater treatment.

This project was advertised to bidders beginning on February 7, 2024. The engineer's estimate of probable construction costs was \$3,300,744.96. Seven (7) bids were received on March 14, 2024 with bids ranging from \$3,017,174.07 to \$3,588,664.19 including Washington State sales tax. KRCl, LLC of East Wenatchee, WA was the lowest responsible bidder with a bid totaling \$3,017,174.07 including Washington State sales tax. G&O recommends awarding the project to KRCl, LLC.

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

- Recommendation to Award Letter
- Bid Tabulations - Glacier Parking Lot (P6) Improvements Project
- **MOTION:** *The Leavenworth City Council moves to accept the construction bid and authorizes the Mayor to execute a contract with KRCl, LLC for the Glacier Parking Lot (P6) Improvements project in the amount of \$3,017,174.07.*

### **11. Supplemental Agreement No. 1 - Interlocal Agreement - Link Transit - Icicle Road Roundabout Watermain**

The City and Link Transit executed Interlocal Cooperation Agreement Between the City of Leavenworth and Link Transit for US Highway 2 and Icicle Road Roundabout Project (Original Agreement) on March 14, 2023. This allowed for the City to have a portion of new watermain designed, bid, and constructed as part of Link Transit's Icicle Road Roundabout project, located at the intersection of US 2 and Icicle Road. The Original Agreement included costs for engineering services of all project phases but did not include actual construction costs, as such costs were unknown during execution of the Original Agreement. Therefore, the Original Agreement stated that the agreement Scope of Work would be supplemented after the project bid opening to include actual construction costs for the City's portion of the Project.

Now that the City's portion of the project has been completed and construction costs are finalized, the City and Link desire to supplement the Scope of Work of the Original Agreement via Supplemental Agreement No. 1 to include actual construction costs for the City's portion of the Project. Per Supplemental Agreement No. 1, the City shall pay Link a total of \$231,110.96, including Washington State Sales Tax, for construction of the City's watermain work that was included in Link's Icicle Road Roundabout project. The watermain was constructed both within and outside of City limits; the two schedules of work in Supplemental Agreement No. 1 reflect the respective sales tax rate charged based on the geographic location of the item of work.

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

- Supplemental Agreement No. 1 to Interlocal Cooperation Agreement Between the City of Leavenworth and Link Transit for US Highway 2 and Icicle Road Roundabout Project
- **MOTION:** *The Leavenworth City Council moves to approve and authorize the Mayor to execute Supplemental Agreement No. 1 to Interlocal Cooperation Agreement Between the City of Leavenworth and Link Transit for US Highway 2 and Icicle Road Roundabout Project for construction of the City's watermain in the amount of \$231,110.96.*

## **12. Operation and Maintenance Agreement between WSDOT and the City associated with the Icicle Rd./US -2 Roundabout**

The City Council is being asked to consider approving an operation and maintenance (O&M) agreement between Washington State Department of Transportation (WSDOT) and the City associated with the US-2 and Icicle Rd roundabout. In terms of background, Link Transit, in partnership with the City of Leavenworth and WSDOT, constructed a roundabout the intersection of US-2 and Icicle Rd. Substantial completion of the roundabout was achieved last year (2023). In order to clarify roles and responsibilities associated with roundabout maintenance, Public Works Department staff is recommending approval of the proposed O&M agreement between WSDOT and the City.

In summary, the proposed O&M agreement outlines that the City will maintain the illumination system, all roadway surfacing and associated striping outside of WSDOT right of way, sidewalk and ADA ramps, and the Willkommen entrance sign. WSDOT agrees to maintain the roundabout roadway surfacing located inside WSDOT right of way, signing, Tumwater Canyon gate arm, and snow plowing the roundabout. The proposed O&M agreement also clarifies necessary steps to addressing third party damages.

The following items are included under **TAB 12**.

- Operation and Maintenance Agreement between WSDOT (GMB 1242) and City of Leavenworth
  - **MOTION:** *The Leavenworth City Council moves to approve and authorize the Mayor to execute an Operation and Maintenance Agreement between Washington State Department of Transportation (GMB 1242) and the City of Leavenworth associated with the US-2 and Icicle Rd roundabout.*

## **13. Grant Agreement – U.S. Department of Transportation Federal Highway Administration – Fiscal Year 2023 Safe Streets and Roads for All Grant – Safety Action Plan**

The City Council is being asked to consider approving a grant agreement with the U.S. Department of Transportation Federal Highway Administration (FHWA) for the City to develop a Safety Action Plan. FHWA's Safe Streets and Roads for All (SS4A) program strives to prevent roadway deaths and serious injuries. Ultimately, the Safety Action Plan will analyze collision occurrence and trends, review opportunities to revise the Leavenworth Municipal Code and Comprehensive Plan to establish safety-related policies and goals, identify countermeasures to increase safety and mobility, and develop a capital improvement plan to construct countermeasures as necessary.

As part of the Bipartisan Infrastructure Law, the SS4A program was developed with \$5 billion in appropriated funds between fiscal years 2022 and 2026. By completing a FHWA approved safety action plan, the City will be eligible to apply for SS4A implementation project funding (i.e., design and construction funding) that increases roadway safety.

The grant agreement that the City Council is being asked to consider is based off a project total of \$158,700 with FHWA contributing \$126,960 (80 percent of the total project cost) and the City contributing \$31,740. The City's contribution will be paid for from the Street fund.

The following items are included under **TAB 13**.

- Fiscal Year 2023 Safe Streets and Roads for All U.S. Department of Transportation Grant Agreement Grant– Safety Action Plan Project
  - **MOTION:** *The Leavenworth City Council moves to approve and authorize the Mayor to execute the Fiscal Year 2023 Safe Streets and Roads for All Grant Agreement with the United States Department of Transportation Federal Highway Administration for the City of Leavenworth Safety Action Plan Project in the amount of \$158,700.*

#### **14. Approve Purchase Proposal for a Mobile Office Structure for Public Works**

The City Council is being asked to consider approving the purchase of a mobile office trailer for the Public Works Department. In terms of background, Public Works Department staff utilized private office space inside the former Parks Division building (Ops Building) located at 214 14<sup>th</sup> Street. The Ops Building is located adjacent to the Public Works campus; therefore, was easily accessible. In addition, the Ops Building was utilized for meetings and trainings. Last year, the Parking Department relocated from City Hall to the Ops Building. At first, Public Works Department staff were able to maintain a workstation in the Ops Building; however, since hiring additional Parking Department staff, scheduling office time has become more difficult for Public Works.

The identified solution moving forward, until a new Public Works Department campus is constructed, is to purchase a 10' by 24' mobile office trailer. The proposed mobile office can be located inside the Public Works Campus (see provided map). This mobile office trailer would provide a 90 sq ft private office and a 117 sq ft meeting/training area. In terms of procurement, the mobile office is sourced from King County Directors' Association (KCDA), which is a governmental purchasing cooperative the City is a member of; therefore, public works contracting requirements are met.

The cost associated with the portable office trailer is \$100,132.81. There were increased costs due to meeting wildland urban interface and snow loading requirements. The recommended fund for support the portable office is the Parking enterprise fund as a result of the Parking Department relocating to the Ops Building, ultimately removing Public Works Department office space.

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

- Mobile Office Location Map
- Pacific Mobile Structures – 10' x 24' Mobile Office Purchase Proposal
  - **MOTION:** *The Leavenworth City Council moves to approve and authorize the Mayor to purchase a Pacific Mobile Structures 10 x 24, two room mobile office structure in the amount of \$100,132.81.*

## **15. Approve Purchase Proposal for a Fully Inclusive Osborn Playground**

The City Council is being asked to consider approving the provided Great Western Recreation purchase proposal associated with a new, fully inclusive playground for the former Osborn Elementary site. In terms of background, the City purchased the Osborn site on March 30, 2021. Associated with the purchased Osborn site was a former elementary school playground. Public Works Department identified a need to significantly improve the playground to meet current standards. On May 9, 2023, Public Works Department staff updated the City Council on the Washington Insurance Authority (WCIA) playground audit findings. The WCIA audit findings supported the need to pursue a playground upgrade.

In terms of funding, as result of the COVID pandemic, the City received approximately \$566,000 in American Rescue Plan grant dollars that are eligible for supporting a new Osborn playground. As a result, Public Works Department staff created a Neighborhood Playground Committee (NPC) for purpose of scoping a new playground for the Osborn site; the NPC began meeting in July 2023. The NPC consisted of Councilmember Sharon Waters, City staff, and members of the community. The NPC spent the most of 2023 identifying playground features that were intended for the two (2) – five (5) and five (5) – twelve (12) year old age groups. In addition, the NPC recommended a fully inclusive, poured in place rubberized surface playground.

In January 2024, fully inclusive playground features were largely identified by the NPC with the exception of a few standalone features. In February 2024, a survey was developed and published soliciting input on standalone playground features. The intent of the survey was to target school-age children; however, the survey was available for anyone to take.

Following the survey results (provided), the NPC finalized playground features. Finalized playground features were communicated to the Great Western Recreation representative. In terms of procurement, the Great Western Recreation proposal is sourced through Omnia Partners, which is a governmental purchasing cooperative the City is a member of; therefore, public works contracting requirements are met.

The following items are included under **TAB 15**.

- Osborn Playground Upgrades Survey Results
- Great Western Recreation Fully Inclusive Playground Proposal
- **MOTION:** *The Leavenworth City Council moves to approve and authorize the Mayor to accept the Great Western Recreation Fully Inclusive Osborn Playground Upgrades proposal in the amount of \$1,096,279.78.*

## **16. Local Agency Agreement – Washington State Department of Transportation – Ski Hill Drive Active Transportation Improvements Phase 2**

The City Council is being asked to consider approving a local agency agreement with the Washington State Department of Transportation for the preliminary engineering phase of the Ski Hill Drive Active Transportation Improvements Phase 2 project. On November 30, 2023, City staff was notified that federal funding from both the surface Transportation Program Block Grant (STBG) and



Transportation Alternatives Program (TA) was awarded for the Ski Hill Drive Active Transportation Improvements Phase 2 project. This project will essentially continue the improvements completed on Ski Hill Drive in 2023 between US 2 and Evans Street along the corridor to the north. Between Evans Street and Pine Street, sidewalk will be constructed on the west side of Ski Hill Drive, on-street parallel parking stalls will be removed, and a southbound buffer-separated bicycle lane will be striped.

Project funding was awarded by the Chelan-Douglas Transportation Council and will be administered by the Washington State Department of Transportation Local Programs office. Therefore, the agreement for this grant is with the Washington State Department of Transportation (WSDOT). The total project cost is \$835,000 with \$722,275.00 from a combination of STBG and TA funds and \$112,725.00 from the City's Street fund. This project includes three phases: preliminary engineering, right-of-way, and construction. Particularly due to the right-of-way phase, construction is anticipated to occur in 2026.

The local agency agreement before the City Council only includes the preliminary engineering (PE) phase of the project at this time. The PE phase total is \$77,000, with federal funds accounting for \$66,605.00 (86.5% of the total) and City funds accounting for \$10,395.00 (13.5% of the total)

The following items are included under **TAB 16**.

- Washington State Department of Transportation Local Agency Agreement – Ski Hill Drive Active Transportation Improvements Phase 2
- **MOTION:** *The Leavenworth City Council moves to approve and authorize the Mayor to execute the Local Agency Agreement with the Washington State Department of Transportation for the preliminary engineering phase of the Ski Hill Drive Active Transportation Improvements Phase 2 Project in the amount of \$77,000.*

## INFORMATION ITEMS & FUTURE CONSIDERATIONS

### **17. February 2024 Finance Report**

The following items are included under **TAB 17**.

### **18. January & February 2024 Planning Commission Minutes**

The following items are included under **TAB 18**.

### **19. January 2023 Lodestar Report**

The following items are included under **TAB 19**.