



# City of Leavenworth

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## MEETING LINKS VIA ZOOM CONFERENCING April 9, 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/98250477856?pwd=Lys0Q2tnWnRhMjVjRmxvb2x6Uk40UT09>

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/u/a\]bgpmsbQ](https://zoom.us/u/a]bgpmsbQ)

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**  
**April 9, 2024 – 7:00 PM**

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

**Consent Agenda**

1. Approval of Agenda
2. Approval of March 26, 2024 Study Session Minutes
3. Approval of March 26, 2024 Regular Meeting Minutes
4. 2024 Claims \$201,500.25
5. March 2024 Payroll \$412,343.93
6. Set Public Hearing – Flood Regulations for May 14, 2024 @ 7:00 PM
7. Set Public Hearing – Cottage Housing for May 14, 2024 @ 7:00 PM
8. Set Public Hearing – Six-Year Transportation Improvement Plan for May 28, 2024 @ 7:00 PM
9. Set Public Hearing – Code Consistency for May 28, 2024 @ 7:00 PM

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

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

- 10.**Action:** Resolution 06-2024 – Senator Hawkins Acknowledgement
- 11.**Action:** Ordinance 1689 – Quarterly Budget Amendment
- 12.**Action:** Front Street Park Restrooms & Stairway Expansion Project Bid Award
- 13.**Action:** Washington State Department of Ecology – Water Quality Combined Financial Assistance Agreement – Wastewater Facility and General Sewer Plan
- 14.**Action:** 2024 Scrub Seal Bid Award
- 15.**Action:** Professional Services Agreement – AEG Atlas – Integrated Planning Grant Assessment of 1451 US-2 Property

**Council/Staff Reports**

**Information Items & Future Considerations**

16. Finance Committee Meeting on April 18, 2024 @ 3:00 PM
17. Reminder – Community Engagement Night on May 7, 2024 at the Festhalle from 4:00 – 7:00 PM

**Adjournment**

**(Next Ordinance is 1690 – Next Resolution is 07–2024)**

## CONSENT AGENDA ITEMS / REPORTS / PUBLIC HEARING

**1. City Council Meeting Agenda:**

The following items are included under TAB 1.

**2. Approval of March 26, 2024 Study Session Minutes**

The following items are included under TAB 2.

**3. Approval of March 26, 2024 Regular Meeting Minutes**

The following items are included under TAB 3.

**4. 2024 Claims:**

The following items are included under TAB 4.

**5. March 2024 Payroll**

The following items are included under TAB 5.

**6. Set Public Hearing – Flood Regulations for May 14, 2024 @ 7:00 PM**

There are no items included under TAB 6.

**7. Set Public Hearing – Cottage Housing for May 14, 2024 @ 7:00 PM**

There are no items included under TAB 7.

**8. Set Public Hearing – Six-Year Transportation Improvement Plan for May 28, 2024 @ 7:00 PM**

There are no items included under TAB 8.

**9. Set Public Hearing – Code Consistency for May 28, 2024 @ 7:00 PM**

There are no items included under TAB 9.

## SUPPLEMENTAL COUNCIL AGENDA

**10. Resolution 06-2024 – Senator Hawkins Acknowledgement**

The Council is being asked to approve a Resolution acknowledging the efforts of Sen. Hawkins to get MEND an additional \$1.3 million in the capital budget this year and for all his efforts to support the needs of Leavenworth. This is being done in the form of a Resolution rather than just a Mayor's Proclamation so that all of us can go on record in appreciation.

The following items are included under TAB 10.

- Resolution 06-2024
  - **MOTION:** *The Leavenworth City Council moves to adopt Resolution 06-2024 – Appreciation to Sen. Brad Hawkins for his support of Leavenworth’s housing needs.*

### **11. Ordinance 1689 – Quarterly Budget Amendment**

The City Council is being asked to adopt Ordinance 1689 Quarterly Budget Amendment, which amends the budget at the fund level. A majority of this amendment includes the necessary adjustments to the beginning and ending fund balances for the mid-biennium rollover; the Council will find other amendments based on Council actions or necessary corrections to the 2024 budget that have either been carried over from the 2023 budget or require amendment due to changes not foreseen in the development of the original budget in 2022. Due to the magnitude of changes in various revenue and expenditure streams, some funds include recognition of the estimated actual increases for 2024 based on 2023 final actuals with or without a cola increase factored in; for instance, major tax and parking revenues and legal expenditures. You will also find requests for staff requested new budget items to ensure budget authorization of those funds are in accordance with expenditure expectations, generally for base maintenance and operations within those funds. In addition, changes have been incorporated for the Equipment Rental & Revolving (ER&R) and Central Services internal services funds that were affected by the capacity building that occurred prior to and after budget adoption in 2022; these changes were included in the 2023 calendar year but were awaiting changes necessary for the 2024 calendar year.

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

- Ordinance 1689
  - **MOTION:** *The Leavenworth City Council moves to adopt Ordinance 1689 – Quarterly Budget Amendment.*

### **12. Front Street Park Restrooms & Stairway Expansion Project Bid Award**

The Council is being asked to discuss the one (1) received bid for the Front Street Park Restrooms & Stairway Expansion project and determine whether or not to award the construction contract to Cascade Central Construction, LLC of Wenatchee, the sole bidder on this project. The estimate of probable construction costs was \$1,197,874.

Advertisements for this project began running on February 28, 2024. At the bid opening on March 20, 2024, one (1) bid was received. The bid was from Cascade Central Construction, LLC in the amount of \$2,034,000.00, which is approximately 70-percent greater than the estimate of probable construction costs. The bid forms for this project included one price for the entirety of the project, and therefore there is not a bid item breakdown included in the bid tabulations. The project architect, ARC Architects, worked with Cascade Central Construction to provide an informal cost comparison between the design team’s estimated costs and the bidders cost breakdown to better understand the discrepancies between the two. This comparison is included as an attachment.

City staff contacted plan holders who did not submit a bid to gather information on why a bid was not submitted. The consensus gathered from these conversations was that two (2) of the three (3)

plan holder who did not submit a bid felt the project was well designed and aligned with their expertise; they both stated they intended to submit a bid but ultimately did not have the workforce capacity available to undertake this project. The third plan holder stated that upon review of the complete bid documents, the project scope differed from their area of expertise.

City staff does not have a recommendation for the Council and is asking the Council to determine how to proceed with this project, either by accepting the one received bid or rejecting the bid and rebidding the project.

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

- Bid Tabulations – Front Street Park Restrooms & Stairway Expansion
- Estimate vs. Bid Total Informal Cost Comparison
  - **MOTION OPTION NO. 1:** *The Leavenworth City Council moves to accept the construction bid and authorize the Mayor to execute a contract with Cascade Central Construction, LLC for the Front Street Restrooms & Stairway Expansion project in the amount of \$2,034,000.00.*
  - **MOTION OPTION NO. 2:** *The Leavenworth City Council moves to reject bids for the Front Street Restrooms & Stairway Expansion project.*

**13. Washington State Department of Ecology – Water Quality Combined Financial Assistance Agreement – Wastewater Facility and General Sewer Plan**

The City Council is being asked to consider approving the Water Quality Combined Financial Assistance Agreement (Agreement) with the Washington State Department of Ecology for the Wastewater Facility and General Sewer Plan (Plan) in the total amount of \$472,000. The overall goal of the Wastewater Facility and General Sewer Plan is to provide the City with an Ecology-approved, comprehensive plan to provide reliable wastewater conveyance and treatment for current and future conditions. The planning process will include projection of flows and loadings, evaluation of the wastewater treatment plant processes and sewer collection system, prioritization of capital improvements, and development of a financing strategy. The completion of this project will allow the City to pursue the improvements necessary to address any condition, operation, treatment, and/or capacity issues of its wastewater systems and, therefore, reduce the potential for inflow, infiltration, exfiltration, and sewage spills, and improve the quality of effluent the City discharges to the Wenatchee River. By combining the planning for both the treatment and collection portions of the City’s sewer system into a single document, the City will obtain a cost-effective strategy for current and future conditions.

The Agreement is a combination of both standard loan and forgivable principal loan, as summarized in the following table.

<b>Funding Distribution Name</b>	<b>Agreement Funding Amount</b>	<b>Agreement Funding Percentage</b>
SRF Standard Loan	\$ 236,000.00	50%
SRF Forgivable Principal	\$ 236,000.00	50%
<b>Total</b>	<b>\$ 472,000.00</b>	<b>100%</b>

The standard loan has an effective interest rate of 0.6%, which includes a 0.3% interest rate and a 0.3% administration charge, with a term of 5 years. Loan payments will be made from the City's Sewer fund.

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

- Water Quality Combined Financial Assistance Agreement – Washington State Department of Ecology – Wastewater Facility and General Sewer Plan
  - **MOTION:** *The Leavenworth City Council moves to approve and authorize the Mayor to execute the Water Quality Combined Financial Assistance Agreement with the State of Washington Department of Ecology for the Wastewater Facility and General Sewer Plan in the amount of \$472,000.00.*

#### **14. 2024 Scrub Seal Bid Award**

The Leavenworth City Council is being asked to consider awarding the 2024 Scrub Seal construction contract. The bid opening for this project will be held on Wednesday, April 3rd, which is after this Council packet will be sent out. As such, bid tabulations will be provided after the bid opening and in advance of the April 9, 2024 Council meeting. The engineer's estimate of probable construction costs is \$1,718,500.

The Transportation Improvement Board (TIB) awarded the City \$1,800,000 to complete the 2024 Scrub Seal as part of TIB's Red Town Initiative program, with \$1,575,000 provided as grant funding from TIB and \$225,000 provided by the City's street fund. The purpose of this program is to fund streets with the worst pavement condition ratings in the State. This project includes pavement repair, asphalt pre-level, scrub seal, fog seal, and the replacement of pavement markings.

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

- Bid tabs will be sent out and added to the packet after the bid opening on Wednesday, April 3<sup>rd</sup>
- **MOTION:** *The Leavenworth City Council moves to accept the construction bid and authorize the Mayor to execute a contract with **TBD** for the 2024 Scrub Seal project in the amount of \$**TBD**.*

#### **15. Professional Services Agreement – AEG Atlas – Integrated Planning Grant Assessment of 1451 US-2**

In October, the City was awarded a \$200,000 Integrated Planning Grant from the Department of Ecology to perform due diligence and planning for 1451 US Hwy 2, also known as the car wash property. Staff worked with Ecology on a grant agreement for the use of the funds, which the City Council approved at its January 23, 2024 meeting. Staff worked closely with Ecology and environmental consultant AEG Atlas to approve a scope of work for Phase I, Phase II and Remedial Investigation activities on the property. Field work is anticipated to be completed by the end of this month.

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

- Professional Services Agreement (Work Order) with AEG Atlas for Integrated Planning Grant Assessment at 1451 US-2.
  - **MOTION:** *The Leavenworth City Council moves to approve and authorize the Mayor to execute a Professional Services Agreement with AEG Atlas for Integrated Planning Grant Assessment work at 1451 US-2 in the amount of \$99,826.30.*

## INFORMATION ITEMS & FUTURE CONSIDERATIONS

### **16. Finance Committee Meeting on April 18, 2024 @ 3:00 PM**

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

- Finance Committee Packet

### **17. Reminder – Community Engagement Night on May 7, 2024, at the Festhalle from 4:00 – 7:00 PM**

There are no items included under **TAB 17**.