



City of Leavenworth

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MEETING LINKS VIA ZOOM CONFERENCING December 10, 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/ajbgpmsbQ>

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
December 10, 2024 – 7:00 PM

Call to Order
Pledge of Allegiance
Roll Call

Consent Agenda

1. Approval of Agenda
2. Approval of November 23, 2024 Council Fall Retreat Minutes
3. Approval of November 26, 2024 Study Session and Regular Meeting Minutes
4. 2024 Claims \$746,502.85
5. November 2024 Payroll \$407,108.62
6. Master Services Agreement – ChargePoint – Charging Station in Glacier Parking Lot
7. Cancel December 24, 2024 Study Session and Regular Council Meeting

Comments from the Public on Items Not on the Agenda

8. **Public Hearing:** Local Project Review Act on December 10, 2024 @ 7:00 PM

Resolutions, Ordinances, Orders, and Other Business

9. **Action:** Ordinance 1704 – Adoption of 2025-2026 Biennial Budget
10. **Action:** Ordinance 1705 – Local Project Review Act
11. **Action:** On-Call Transportation Engineering – Ardurra Group – Task Authorization No. 5 – Blackbird Island Pedestrian Bridge Evaluation and Recommendations
12. **Action:** Amendment No. 1 – Bigbelly Connect Services Agreement – 10 Additional Units
13. **Action:** Professional Services Agreement – Local Event Co. – Festhalle Management Services
14. **Discussion:** Partnership Agreement – Leavenworth Summer Theater 2025

Council/Staff Reports

Information Items & Future Considerations

15. November 2024 Public Works Department Report

CLOSED MEETING: RCW 42.30.140 (4)(b) Discussion by a governing body of salaries, wages and other conditions of employment – 30 minutes with possible action to follow.

Adjournment

(Next Ordinance is 1706 – Next Resolution is 22-2024)

1. City Council Meeting Agenda:

The following items are included under **TAB 1**.

2. Approval of November 26, 2024 Study Session

The following items are included under **TAB 2**.

3. Approval of November 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. November 2024 Payroll

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

6. Master Services Agreement – ChargePoint – Charging Station in Glacier Parking Lot

The City of Leavenworth has entered into a **ChargePoint Master Services and Subscription Agreement** to support the deployment and management of four (4) electric vehicle (EV) charging stations located at the Glacier parking lot. This agreement outlines the responsibilities, terms, and conditions for the operation of ChargePoint charging infrastructure and associated services. Approval of this contract is also a requirement of the Washington State Auditor’s Office to ensure compliance with state guidelines for public expenditures and service agreements.

Under the agreement, ChargePoint will provide cloud-based services, technical support, and tools for managing EV charging stations. The City, as the subscriber, is responsible for maintaining the charging stations, complying with applicable laws, and ensuring appropriate use of the ChargePoint platform. The subscription also includes access to various features and data management tools that enhance the efficiency of EV charging operations.

The agreement includes provisions for branding, rights usage, and intellectual property, allowing the City to promote the ChargePoint service while adhering to specific branding guidelines. It also limits ChargePoint’s liability and outlines procedures for addressing disputes, including arbitration in California for U.S.-based subscribers.

This initiative aligns with the City’s sustainability goals and supports the growing demand for EV infrastructure. It will enhance public access to reliable charging solutions while positioning Leavenworth as a leader in clean transportation innovation.

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

- Master Services Agreement – ChargePoint

7. Cancel December 24, 2024 Study Session & Regular Council & Committee Meetings

There are no items included under **TAB 7**.

8. Public Hearing: Local Project Review Act

This time is provided for the City Council’s Public Hearing on proposed amendments to LMC Title 21, as required by the Local Project Review Act, Chapter 36.70B RCW.

SB 5290 amended the Local Project Review Act, Chapter 36.70B RCW, with the intent to increase the timeliness and predictability of local project review. Amendments to Chapter 36.70B are several and include updated local permit review timelines, clarifications regarding the determination of completeness process, a new exemption from site plan review for certain interior projects that contain no exterior alterations, updated annual reporting requirements related to permit issuance, and provisions requiring partial permit fee refunds for failure to timely process permit applications, among other things. All sections became effective as of July 23, 2023, except for the provisions in Section 7, which include the new permit review timelines and annual reporting requirements. That section is effective as of January 1, 2025.

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

- Draft Code Amendments to LMC 21.07
- Draft Code Amendments to LMC 21.09

SUPPLEMENTAL COUNCIL AGENDA

9. Ordinance 1704 – Adoption of the 2025-2026 Biennial Budget

The City Council is being provided for approval Ordinance 1704 – Adopting the 2025 - 2026 Biennial Budget; both years are combined for audit purposes. Due to the Bargaining Agreement negotiations still underway, the proposed new salary schedule for all bargaining and non-bargaining unit employees is not included. We anticipate approval prior to the end of January when new wage rates will be effective and will bring back a separate ordinance to adopt the salary schedule once completed.

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

- Ordinance 1704
 - **MOTION:** *The Leavenworth City Council moves to adopt Ordinance 1704 – 2025-2026 Biennial Budget.*

10. Ordinance 1705 – Local Project Review Act

The City Council is being asked to accept staff’s recommendation to adopt proposed amendments to LMC Title 21.07 Application Process, and LMC Title 21.09, Application Review, in response to Senate Bill 5290, which amended the Local Project Review Act, Chapter 36.70B RCW.

Adoption of the proposed code amendments would bring the City Code into compliance with state law by implementing the requirements of SB 5290 and the Local Project Review Act, Chapter 36.70B RCW.

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

- Ordinance 1705
- Attachment A.1 – Amendments to LMC 21.07
- Attachment A.2 – Amendments to LMC 21.09

- **MOTION:** *The Leavenworth City Council moves to adopt Ordinance 1705 – Amendments to LMC Titles 21.07 and 21.09 in response to Local Project Review Act*

11. On-Call Transportation Engineering – Ardurra Group – Task Authorization No. 5 – Blackbird Island Pedestrian Bridge Evaluation and Recommendations

The City Council is being asked to approve Task Authorization No. 5 with Ardurra Group (Ardurra) under the existing On-Call Transportation Engineering contract to complete preliminary hydraulic and structural analyses of the Blackbird Island Pedestrian Bridge and propose recommendations to mitigate scour. In the fall of 2024, City staff observed significant erosion, or scour, affecting the existing pile cap of the Blackbird Island Pedestrian Bridge, located on the eastern side of Blackbird Island. This erosion poses potential risks to the bridge’s structural integrity. To address these concerns, City staff engaged the City’s on-call transportation engineering firm, Ardurra Group, which possesses the necessary expertise in geotechnical, hydraulic, and structural engineering, to assess the current condition of the bridge and provide expert recommendations for mitigating the ongoing scour. These analyses are critical to ensuring the long-term safety and stability of the bridge. Approval of this task authorization will enable the necessary evaluations and the development of an action plan to address the identified issues. Seventy-five percent (75%) of the cost for this task authorization will be funded by the City Street Fund, with the remaining twenty-five percent (25%) covered by Lodging Tax.



Blackbird Island Pedestrian Bridge



Scoured pile cap on the western abutment of the bridge.

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

- Task Authorization No. 5 – Blackbird Island Pedestrian Bridge Evaluation and Recommendations
 - **MOTION:** *The Leavenworth City Council moves to approve and authorize the Mayor to execute Task Authorization No. 5 with Ardurra Group for the Blackbird Island Pedestrian Bridge Evaluation and Recommendations project with a not to exceed amount of \$41,100.*

12. Amendment No. 1 – Bigbelly Connect Services Agreement – 10 Additional Units

The City Council is being asked to approve Amendment No. 1 to the existing Bigbelly Connect Services Agreement that was approved by the City Council on February 13, 2024 for 10 additional Bigbelly garbage bins. The existing bins have decreased the operational burden of collecting streetside cans, both midweek and during festival activities. City staff is hoping to expand the use of these bins to additional locations by leasing 10 more units. The original agreement had a contract term of 60 months; the additional 10 bins included in this agreement will expire on the same date as those in the original agreement. Because these bins will be placed in the commercial core of the City to support tourism activities, they will be funded via Lodging Tax.

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

- Amendment No. 1 – Bigbelly Connect Services Agreement
 - **MOTION:** *The Leavenworth City Council moves to approve and authorizes the Mayor to execute Amendment No. 1 to the Connect Services Agreement between the City of Leavenworth and Bigbelly Solar, LLC for leasing an additional 10 garbage bins with a monthly cost of \$1,489.12 and a one-time shipping fee of \$3,247.14.*

13. Professional Services Agreement – The Local Event Co. – Festhalle Management Services for 2025

The City Council is being asked to approve a Professional Services Agreement with Ashley Coffin of The Local Event Co, LLC for management services of the Leavenworth Festhalle. The Local Event Co. began providing management services at the Festhalle in August 2021 at a \$3,000 per month flat rate; the 2022 and 2023 contracts were increased to a monthly flat rate of \$3,550. The 2024 contract was increased to a monthly flat rate of \$4,200 and this rate will continue through 2025.

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

- Professional Services Agreement – The Local Event Co., LLC
 - **MOTION:** *The City Council moves to approve and authorize the Mayor to sign the Professional Services Agreement with The Local Event Co., LLC for a monthly flat rate of \$4,200 through 2025.*

14. Partnership Agreement – Leavenworth Summer Theater 2025

The City Council is being asked to review and potentially approve a Partnership Agreement with Leavenworth Summer Theater (LST), a local nonprofit organization dedicated to promoting tourism in Leavenworth. If approved, the agreement would authorize the City of Leavenworth to process payments for LST's 2025 Festhalle room rental expenses. All other Festhalle-related costs would remain the responsibility of LST. Additionally, this agreement would replace any Leavenworth Fund grant funding that LST has received for use in 2025.

Leavenworth Summer Theater is set to return to the Festhalle in downtown Leavenworth in 2025 marking an exciting milestone after a decade-long absence. In early 2024, LST signed a contract with the Festhalle for the production of Disney's *The Little Mermaid*. The contract runs from July 20 to August 27, 2025, with eight performances scheduled, including two matinees. Performances will begin on July 30, with the final show on August 23.

Expected Impacts

1. **Supports Tourism:** The central location and popularity of LST's productions are anticipated to attract visitors, significantly boosting the downtown economy. Theater-goers from across Washington and beyond are expected, aligning with the intended use of Lodging Tax Funds.
2. **Hospitality Growth:** The influx of visitors is likely to result in increased hotel bookings as tourists extend their stays to enjoy the area.
3. **Economic Benefit:** Local businesses, including shops and restaurants, are expected to benefit from increased patronage by theater-goers.
4. **Cultural Enrichment:** The return of high-quality theatrical productions will enhance the town's cultural offerings and attract artists and audiences from diverse backgrounds.

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

- Partnership Agreement – Leavenworth Summer Theater 2025

CLOSED MEETING: RCW 42.30.140 (4)(b) Discussion by a governing body of salaries, wages and other conditions of employment – 30 minutes with possible action to follow.

- **MOTION:** *The Leavenworth City Council moves to ratify the Collective Bargaining*

INFORMATION ITEMS & FUTURE CONSIDERATIONS

15. November 2024 Public Works Department Report

The following item is included under **TAB 15**.