



City of Leavenworth

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MEETING LINKS VIA ZOOM CONFERENCING January 28, 2025 Pacific Time

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

Join Zoom Meeting

<https://zoom.us/j/92453583886?pwd=PkCNl9e3QFwZnowPKbjgXGbBbYRCF5.1>

Meeting ID: 924 5358 3886
Passcode: 271358

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/acD9mjjW0U>

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
January 28, 2025 – 7:00 PM

Call to Order
Pledge of Allegiance
Roll Call

Consent Agenda

1. Approval of Agenda
2. Approval of January 14, 2025 Study Session Minutes
3. Approval of January 14, 2025 Regular Meeting Minutes
4. 2024 Claims \$556,515.71
5. 2025 Claims \$388,240.14
6. Mayoral Re-appointment for Erika Szuster – Design Review Board Position No. 4 – Expires 12/2029
7. Mayoral Appointment of Elizabeth Sall for Planning Commission Position No. 1 – Expires 4/2026
8. Noise Variance – Cascade Medical Center
9. Mayor Committee Assignments
10. Mayor Pro Tempore Committee Assignments

**Upcoming City Meetings in Council
Chambers**

Planning Commission
February 5th @ 7:00 PM

Design Review Board Meeting
February 12th @ 3:00 PM

Comments from the Public on Items Not on the Agenda

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

Resolutions, Ordinances, Orders, and Other Business

12. **Action:** Resolution 01-2025 – Council Policy, Procedures and Rules of Conduct
13. **Action:** Resolution 02-2025 – Room Rental Policy for City Hall
14. **Action:** Approval of 2025 Planning Commission Docket
15. **Action:** Change Order No. 1 – Cale – Additional Costs for Parking Kiosk Installation
16. **Action:** 2025 On-Call Utility Repair Bid Award
17. **Action:** 2024-2025 On-Call Snow Removal Bid Award

Council Reports / Staff Reports

Information Items & Future Considerations

18. December 2024 Finance Report – To Be Provided
19. December 2024 Public Works Department Report
20. December 2024 Planning Commission Minutes
21. January 2025 Lodestar Report
22. Reminder: Community Engagement Night on February 4, 2025 at the Festhalle from 4:00-7:00 PM

Adjournment

(Next Ordinance is 1707 – Next Resolution is 03-2025)

1. City Council Meeting Agenda

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

2. Approval of January 14, 2025 Study Session Minutes

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

3. Approval of January 14, 2025 Regular Meeting Minutes

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

4. 2024 Claims:

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

5. 2025 Claims:

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

6. Mayoral Re-Appointment of Erika Szuster – Design Review Board Position No. 4 – Expires 12/2029

There are no items included under **TAB 6**.

7. Mayoral Appointment of Elizabeth Sall – Planning Commission Position No. 1 – Expires 4/2026

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

- Letter of Interest

8. Noise Variance – Cascade Medical Center

The City Council is being asked to consider approval of a noise variance for Cascade Medical on May 17, 2025, from 10:30 AM – 2:15 PM for their second annual Employee Appreciation Celebration. The request is to use a microphone, speakers, and have a live band playing music during the event. The band will play from 11:00 AM – 2:00 PM. The extra time before and after the event is for sound checks and breaking down the equipment. Cascade Medical representatives noted that they will inform Fire, Sheriff, and neighbors of the upcoming event.

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

- Compliance Analysis
- Exhibit A - Letter of Request
- Exhibit B - Special Use Permit for Noise

9. Mayor Committee Assignments

The City Council is being asked to confirm Mayor Florea's appointments to the Advisory and Ad Hoc Committees and City Representatives to other agencies where City representation is necessary. The City has various representatives on local and regional boards; the City's past practice is for the Council to review and confirm the Mayoral appointments. The appointment to these committees is at the discretion of the Mayor; the confirmation by the City Council is to confirm that Council has reviewed the Mayor's appointments.

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

- 2025 Leavenworth City Council Committees

10. Mayor Pro Tempore Committee Assignments

The City Council is being asked to confirm Mayor Pro Tempore Hessburg's appointments of City Council members to the Council Standing Committees of Economic Development and Finance. Under the authority provided in RCW 35A.12.120, the City Council may enact rules and regulations to govern the conduct and operations of the City Council. This authority includes the ability to determine if and when standing committees will be utilized, what the committees will be, how they will conduct their business, and how their members will be appointed. Under Resolution 01-2024 Section 4 of the City Council Procedures and Rules; the Mayor Pro Tempore makes appointments to the standing committees with confirmation by the City Council.

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

- 2024 Appointments to the City Council Standing Committees
- RCW 35A.12.120: Council – Quorum – Rules – Voting

PRESENTATIONS/PUBLIC HEARINGS

11. 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 11.**

- Chelan County Sheriff Office December 2024 Monthly Report

SUPPLEMENTAL COUNCIL AGENDA

12. Resolution 01-2025 – Council Policy, Procedures and Rules of Conduct

The City Council is being asked to approve the Council Policy, Procedures and Rules of Conduct as reviewed at the January 14, 2025 Study Session with the following changes: for all public comment, it must be given from the podium or zoom, and the commenter is required to give their name and address. Public comments must be no longer than three minutes at the Mayor or presiding officers' discretion, abstentions will be considered a non-vote but cannot be used on the passage of an ordinance, grant, revocation of franchise or license or any resolution for the payment of money as the Mayor cannot break a tie in these instances. If a Councilmember will need to miss a Council meeting, they must contact the Mayor, City Administrator and Mayor Pro Tempore as soon as possible.

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

- Resolution 01-2025
- **MOTION:** *The Leavenworth City Council moves to approve Resolution 01-2025 – Council Policy, Procedures and Rules of Conduct.*

13. Resolution 02-2025 – Room Rental Policy for City Hall

The City Council is being asked to approve a room rental policy for City Hall as presented at the January 14, 2025 Study Session. It establishes guidelines to ensure a successful and consistent rental experience for all community members.

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

- Resolution 02-2025
- Public Meeting Room Policies and Application

- **MOTION:** *The Leavenworth City Council moves to approve Resolution 02-2025 – Public Meeting Room Policies and Application.*

14. Acceptance of 2025 Planning Commission Docket

The City Council is being asked to accept the 2025 Planning Commission Docket, as prioritized during the January 14, 2025 Joint Meeting discussion with the Planning Commission. The Docket will be reviewed again at the Joint Planning Commission and City Council meeting in June 2025.

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

- 2025 Planning Commission Docket

- **MOTION:** *The Leavenworth City Council moves to approve the 2025 Planning Commission Docket.*

15. Change Order No. 1 – Cale – Additional Costs for Kiosk Installation

In June 2024, the City Council approved the purchase, delivery, programming and installation of 43 multi-spot parking kiosks for \$268,000. At the time, staff was not aware of the need to factor in the cost of installing the concrete pads required for installing the kiosks. The resulting invoices exceeded the City Council's purchase amount. The Council is now being asked to approve an additional \$62,300 for the kiosk project for a total project cost of \$330,308.25.

There are no items included under **TAB 15.**

- **MOTION:** *The Leavenworth City Council moves to approve the purchase and installation of 43 kiosks, including the installation of concrete pads in kiosk locations, for an amount not to exceed \$330,308.25.*

16. 2025 On-Call Utility Repair Bid Award

The City Council is being asked to consider awarding the 2025 On-Call Utility Repair contract. The bid opening for this project is scheduled for Friday, January 24, 2025 at 11:00AM, which is after the Council packet will be published. Therefore, bid tabulations, detailed recommendation to award information, and a revised Council motion will be provided after the Council packet is published and in advance of the Council meeting.

Historically, the City has experienced utility leaks that occur on pipes located deeper than existing City equipment has the capacity to safely excavate. As Public Works staff is concurrently procuring upgraded trench safety equipment, City staff recommends having an on-call contractor available to repair utility leaks that exceed the capacity of City's workforce; this contract will expire on December 31, 2025. This contract is set up such that the contractor is required to respond within 24 hours of the issuance of a work order. The contract has separate bid items for each anticipated type of labor, equipment, and material required for a water, sewer, and/or stormwater repair. Labor and equipment bid items are written to have an hourly price, providing flexibility and accuracy in determining contractor payment, and differentiate between standard time, overtime, and double

time rates in order to fairly and legally compensate the contractor if work is required to be performed outside of their regular working hours.

The engineer's estimate for this project is \$50,785.00. As such, the City sent invitations to bid to six (6) contractors off the City's Small Works Roster. Per the City's Purchasing and Procurement Policy, for Public Works contracts estimated to cost between \$50,001 and \$250,000, City staff shall send invitations to bid to a minimum of five (5) small works roster contractors; the procurement procedure followed is consistent with the City's Purchasing and Procurement policy. On January 24, 2025, City staff received two (2) bids, one (1) from J.M. Pacific Construction, Inc. and (1) from KRCI, LLC.

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

- 2025 On-Call Utility Repair Bid Tabulations
 - **MOTION:** *The Leavenworth City Council moves to accept the construction bid and authorize the Mayor to execute a contract with KRCI, LLC for 2025 On-Call Utility Repair in the amount of \$37,102.00.*

17.2024-2025 On-Call Snow Removal Bid Award

The City Council is being asked to consider awarding the 2024-2025 On-Call Snow Removal contract. The bid opening for this project is scheduled for Thursday, January 23, 2025 at 11:00AM, which is after the Council packet will be published. Therefore, bid tabulations, detailed recommendation to award information, and a revised Council motion will be provided after the Council packet is published and in advance of the Council meeting.

The purpose of this contract is to have an on-call contractor available to assist with snow removal efforts as necessary to supplement the City's crew and equipment. The City is currently in the process of trying to backfill the currently vacated Mechanic position. Until this position is backfilled, equipment repair time may be substantially slower than usual. In addition, the two (2) new plow trucks that the City ordered in 2022 have not been delivered, so the City's crew is using aging snow removal equipment. The on-call contract specifies that the contractor must provide labor and equipment within 24 hours of City staff requesting snow removal assistance from the date the contract is executed through June 1, 2025. Minimum

equipment sizes and capacities are specified in the contract. Bid items were broken out to differentiate between standard time, overtime, and double time rates in order to fairly and legally compensate the contractor if work is required to be performed outside of their regular working hours.

The engineer's estimate for this project is \$96,604.58. As such, the City sent invitations to bid to seven (7) contractors off the City's Small Works Roster. Per the City's Purchasing and Procurement Policy, for Public Works contracts estimated to cost between \$50,001 and \$250,000, City staff shall send invitations to bid to a minimum of five (5) small works roster contractors; the procurement procedure followed is consistent with the City's Purchasing and Procurement policy.

On January 23, 2025, City staff received two (2) bids, one (1) from Hurst Construction, LLC and one (1) from KRCI, LLC.

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

- 2024-2025 On-Call Snow Removal Bid Tabulations
 - **MOTION:** *The Leavenworth City Council moves to accept the construction bid and authorize the Mayor to execute a contract with Hurst Construction, LLC for 2024-2025 On-Call Snow Removal in the amount of \$85,152.44.*

INFORMATION ITEMS & FUTURE CONSIDERATIONS

18. December 2024 Finance Report

The following item is included under **TAB 18**.

19. December 2024 Public Works Dept. Report

The following item is included under **TAB 19**.

20. December 2024 Planning Commission Minutes

The following item is included under **TAB 20**.

21. January 2025 Lodestar Report

The following item is included under **TAB 21**.

22. Reminder: Community Engagement Night on February 4, 2025 at the Festhalle from 4:00-7:00 PM

There are no items included under **TAB 22**.