

Downtown Steering Committee

City of Leavenworth
City Hall Council Chambers & Zoom
10:00 AM – 12:00 PM
May 28, 2024

Join Zoom Meeting

<https://zoom.us/j/98624615776?pwd=SjhZenVzWDFTUpvNEE0MVd1dVc3Zz09>

Meeting ID: 986 2461 5776

Passcode: 941364

Dial by your location +1 253 215 8782 US

Members:

Sharon Waters

Zeke Reister

Clint Strand

Joel Martinez

Kevin Rieke**

Oliver Brulotte

Troy Campbell

Staff:

Selby* / Sue

Agenda:

1. Approve April 23, 2024 meeting notes
2. Comments from the public on items not on the agenda
3. Committee member terms with expiration dates
4. Committee Bylaws purpose statement
5. Wayfinding signage and banner replacement
6. Pedestrian Plaza RFQ update – Due 5/23/2024
 - a. First review on 6/10/2024
7. Parking Department update
8. Other / Future Agenda Items
 - a. Village of Lights signage and traffic control plan
 - b. Formation of a Business Improvement District
 - c. Parking garage

**Chairperson – **Vice Chairperson
Audio recording available upon request for 90 days*

The City of Leavenworth hereby establishes the Downtown Revitalization Steering Committee with the purpose of overseeing the streetscape development, tourism facilities, and park improvements within the Leavenworth Commercial Districts to ensure consistency with the Downtown Master Plan and to review and recommend changes to the City's operational support and maintenance of the Commercial Districts that better serve and enhance the Old World Bavarian theme and economic activity. The Steering Committee will also serve the role of evaluating and studying new ideas brought forward by business owners, property owners and residents which may enhance business and tourism within all Commercial Districts of the City.

Downtown Steering Committee

Meeting Notes
April 23, 2024

ATTENDEES:

Committee Members Present: Sharon Waters, Zeke Reister, Kevin Rieke, Troy Campbell.

Committee Members Absent: Clint Strand, Oliver Brulotte, and Joel Martinez.

Staff: Matthew “Selby,” Sue Cragun, Shannon Lemons, and Maggie Boles.

Public: Lyndsay Boyd, Shawna Villalvazo, Lauri Brenan, Becky Driscoll, Sara Jones, Desiree Stein, Debbie McMahon, Brittany Thurlow.

1. Approve March 26, 2024 meeting notes

Troy asked to amend the motion to item 2 regarding the committee bylaws. He confirmed that he voted no to the approval of the bylaws. The committee approved the March 26, 2024 meeting notes as amended.

2. Committee Member Terms with Expiration Dates

Selby addressed the committee member terms and expiration dates. A discrepancy was found in the bylaws, which state that each member has a three-year term. This item will come back to the next meeting.

3. Committee Bylaws purpose statement

Selby stated that the purpose statement of the Downtown Steering Committee, which is stated in Resolution 03-2017, was incorporated into the bylaws. Resolution 03-2017 was approved by the City Council in 2017 with the original bylaws. The bylaws will be amended and come back for review and action at the next meeting.

4. Front Street Restroom Bid Results

Selby stated that the City Council rejected the bid for the Front Street Restroom Remodel project at the April 9, 2024 City Council meeting. He said that one bid was received, which was 70% over the engineers estimate. The project will be advertised again in May. If no bids are received, the project will be bid again in the fall for work in 2025.

There was discussion of working on other planned projects if the restroom project doesn't move forward in 2024.

- Both ends of Front Street were to have a “dressed up” entrance into downtown.
- The current street closure signage looks like the street is unavailable and discourages foot traffic.
- Wayfinding signage around town needs to be replaced.
- “More Shops and Dining” banners are faded and tattered; need to be replaced.
- Bollards will be installed downtown on June 4, 2024.

5. Parking Department update

- March 2024 paid parking revenue - \$87,000 / Year to date - \$325,000
- March 2024 parking infractions - \$26,000 / Year to date - \$92,000
- Parking Study update is in progress. Rick Williams will discuss new recommendations with the City Council at the May 28, 2024 City Council meeting.
- Kiosks have been installed in specific locations; parking meters will be removed when replaced with a kiosk.

6. Other / Future Agenda Items

- a. Wayfinding signage and banner replacement
- b. Village of Lights signage and traffic barricades
- c. Committee bylaws and terms
- d. Review RFQ for Downtown Pedestrian Plaza
- e. Formation of a Business Improvement District
- f. Parking garage update

Meeting adjourned at 11:30 AM

Respectfully submitted,
Sue Cragun, Executive Assistant

Downtown Steering Committee Terms

2024			Term	Representative	Expires
1	Sharon Waters		3-year	Councilmember	2024
2	Zeke Reister		3-year	Councilmember	2025
3	Clint Strand		3-year	Councilmember	2026
4	Troy Campbell		3-year	Chamber Member recommended by Board	2024
5	Joel Martinez		3-year	Chamber Member recommended by Board	2025
6	Kevin Rieke	Vice Chair	3-year	At Large Member with skill set / talent	2024
7	Oliver Brulotte		3-year	At Large Member with skill set / talent	2025
8	TBD		3-year	Property/business owner downtown Leavenworth	2024
9	TBD		3-year	Property/business owner downtown Leavenworth	2025
	Matthew "Selby"	Chair	1-year	Mayor's Designee	2024
	Sue Cragun	Secretary		City Administrator's Designee	None

2025			Term	Representative	Expires
1	Sharon Waters		3-year	Councilmember	2027
2	Zeke Reister		3-year	Councilmember	2025
3	Clint Strand		3-year	Councilmember	2026
4	Troy Campbell		3-year	Chamber Member recommended by Board	2027
5	Joel Martinez		3-year	Chamber Member recommended by Board	2025
6	Kevin Rieke	Vice Chair	3-year	At Large Member with skill set / talent	2027
7	Oliver Brulotte		3-year	At Large Member with skill set / talent	2025
8	TBD		3-year	Property/business owner downtown Leavenworth	2027
9	TBD		3-year	Property/business owner downtown Leavenworth	2025
	Matthew "Selby"	Chair	1-year	Mayor's Designee	2025
	Sue Cragun	Secretary		City Administrator's Designee	None

BYLAWS

CITY OF LEAVENWORTH

DOWNTOWN STEERING COMMITTEE

ARTICLE I. PURPOSE

[Resolution 03-2017. The City of Leavenworth hereby establishes the Downtown Revitalization Steering Committee with the purpose of overseeing the streetscape development, tourism facilities and park improvements within the Leavenworth Commercial Districts to ensure consistency with the Downtown Master Plan and to review and recommend changes to the City's operational support and maintenance of the Commercial Districts that better serve and enhance the Old World Bavarian theme and economic activity. The Steering Committee will also serve the role of evaluating and studying new ideas brought forward by business owners, property owners and residents which may enhance business and tourism within all Commercial Districts of the City. \(EXHIBIT A\)](#)

ARTICLE II. MEETINGS

The meetings of the City of Leavenworth Downtown Steering Committee shall be held at Leavenworth City Hall, or such other place as the Chairperson shall designate, on the fourth Tuesday of each month at the hour of 10:00 AM. The meeting of the Downtown Steering Committee is subject to having an item on the agenda for the particular meeting. All Downtown Steering Committee members shall be given notice of each meeting by mail or electronic message within three (3) calendar days prior to the meeting date as established by Committee policy. Regular meetings may be postponed, or Special meetings of the Downtown Steering Committee may be held upon the call of the Chairperson or a majority of voting members. A quorum of the Downtown Steering Committee shall be five (5) members in attendance. All meetings shall be open to the public.

ARTICLE III. NUMBER OF MEMBERS AND APPOINTMENT PROCEDURE

The Downtown Steering Committee will be composed of nine (9) voting committee members appointed to three-year terms. The Committee Membership will be made up with the following representation:

1. Three (3) current City Council members recommended by the Mayor.
2. Six (6) Leavenworth communitymembers:
 - a. Two (2) current members of the Leavenworth Area Chamber of Commerce with the recommendation by the Chamber of Commerce Board.
 - b. Two (2) members at large having skill sets of benefit to the committee. The skill set or talent may include a background in design or urban planning, experience in event planning or tourism promotion and/or past experience as a member of the Downtown Steering Committee.

- c. Two (2) members at large owning property or operating a business in downtown Leavenworth.
- 3. Mayor's designee of a current City staff member will be a non-voting member of the Committee.
 - a. The Mayor's designee shall be appointed annually.
- 4. All appointments shall be for a three (3) year term after the initial appointments have been made except for the Mayor's designee. That appointment shall remain for a one-year term.
- 5. The initial appointments shall be:
 - a. One (1) Councilmember appointed to a one (1) year term.
 - b. ~~Two~~ One (2) Councilmembers appointed to a two (2) year term.
 - ~~b-c.~~ One (1) Councilmember appointed to a three (3) year term.
 - ~~c-d.~~ One (1) Chamber of Commerce Member member shall be appointed to a one (1) year term and one (1) Chamber of Commerce member at large shall be appointed to a ~~one-two~~ (1) year term.
 - ~~d-e.~~ One (1) Member member at large with skill set / talent shall be appointed to a one (1) year term and one (1) member at large with skill set / talent shall be appointed to a two (2) year term.
 - ~~e-f.~~ One (1) Member member at large owning property / business in downtown Leavenworth shall be appointed to a one (1) year term and one (1) member at large owning property / business in downtown Leavenworth shall be appointed to a two (2) year term.
- 6. Members shall be appointed by the Mayor and those appointments confirmed by the City Council. These appointments shall be made annually prior to January 31st of each year.

ARTICLE IV. OFFICERS

The officers of the Steering Committee shall be the Chairperson and the Vice Chairperson. The Chairperson of the Steering Committee shall be the Mayor's designee, appointed annually by the Mayor. The Vice Chairperson shall be elected at the first meeting of each year and shall serve a one-year term until their successors have been elected by a simple majority of voting members of the Board. Vacancy in the Vice Chair Office shall be filled by special election. The Vice Chairperson shall automatically succeed to the vacant office of the Chairperson. The duties of the officers shall be those usually pertaining to their respective offices.

The Chairperson or, in his/her absence, the Vice Chairperson, shall preside over all meetings of the Steering Committee. In the absence of both the Chairperson and Vice Chairperson, an Acting Chairperson shall be selected by the members present. The Chairperson shall decide on all points of order and procedure with guidance by Robert's Rules of Order, subject to these rules unless otherwise directed by a majority of the Steering Committee members in session at the time.

It is the responsibility of the Chairperson to provide oversight over the following:

1. Call regular meetings.
2. Create agenda.
3. Distribute agenda and draft notes from previous meeting electronically to all committee members no less than three (3) calendar days prior to each scheduled meeting.
4. Preside over meetings.
5. Provide reports if needed.
6. Verify the committee's web postings/Google groups are accurate and up to date, if used.
7. Report upcoming openings on the committee.
8. Hold elections for the committee officers.
9. Report membership list and provide updates to the City Council when necessary.

The Recording Secretary shall be the City Administrator or his/her designee, and will serve ex officio, without vote.

ARTICLE V. ADVISORS

Technical and professional assistance to the Downtown Steering Committee in the pursuit of its duties and responsibilities may be solicited from any department of the City government or party with expertise that the Committee finds qualified. Legal counsel, when necessary to the deliberations of the Downtown Steering Committee, shall be furnished by the office of the City Attorney.

ARTICLE VI. CONFLICT OF INTEREST

Any Committee member who, in their opinion, has an interest in any matter before the Committee that could prejudice their actions shall so indicate publicly, and at the request of the any committee member or any person in attendance refrain from any discussion on the matter as well as voting thereon. Committee members are subject to Leavenworth Municipal Code 2.24, Code of Ethics.

ARTICLE VII. ATTENDANCE

1. Attendance is expected of all Committee members at all regular and special meetings.
2. In the event a Committee member is absent from 3 or more consecutive regular meetings, the Committee shall so indicate to the Mayor and may recommend the removal of the Committee member.
3. A Committee member may, for personal reasons or to fulfill a required obligation, request a leave of absence. The request shall be made in writing and submitted to the Steering Committee. The Committee shall forward the result, together with its recommendation, to the Mayor. A leave of absence may be granted by the Mayor, who may temporarily fill the Committee member's position during the term of the leave of absence.

ARTICLE VIII. AMENDMENTS

1. The Downtown Steering Committee, on ten (10) days written notice to the Committee membership, may, by a majority vote, make, alter, or rescind these bylaws at any regular or special meeting.
2. Committee Bylaws may not contradict the current institutional policies or procedures.

Approved and adopted by the Downtown Steering Committee, Leavenworth, Washington, at a meeting of its members on this ~~23rd-28th~~ day of ~~April~~May, 2024.

Sharon Waters, ~~Voting Member~~Position 1

Zeke Reister, ~~Voting Member~~Position 2

Clint Strand, ~~Voting Member~~Position 3

Troy Campbell, ~~Voting Member~~Position 4

Joel Martinez, ~~Vice Chairperson~~Position 5

Kevin Rieke, ~~Voting Member~~Position 6

Oliver Brulotte, ~~Voting Member~~Position 7

XX, ~~Voting Member~~Position 8

XX, ~~Voting Member~~Position 9

Matthew “Selby”, Chairperson

ATTEST:

Sue Cragun, Recording Secretary
City Administrator’s Designee

Music Zentrum
Icicle Creek Music Center

[Kunstzentrum](#)
Icicle Creek [Center for the Arts](#)

Medizinisch Zentrum 
Cascade Medical Center

Medizinisches [Zentrum](#)
Cascade Medical Center

Bahnhof 
Amtrak Icicle Station

Bahnhof
[Amtrak](#) Icicle Station

Landwirt markt
Farmers Market

[Bauernmarkt](#)
[Farmer's](#) Market

Festhalle
Festhalle

Festhalle
Festhalle

Museum
Upper Valley Museum

Museum
Upper Valley Museum

Gutshof
Chumstick Grange

[Veranstaltungszentrum](#)
Chumstick Grange [Hall](#)

Schlafende dame
Sleeping Lady


~~Remove—this is a private business (not non-profit) and constitutes off-site signage~~

Verzauberung park
Enchantment Park

[Freizeitpark](#)
Enchantment Park

Kinder fischteich 
Kids Fishing Pond

[Angelteich für Kinder](#)
[Kid's](#) Fishing Pond

Scheune strand 
Barn Beach


[Strand](#)
Barn Beach

Rathaus 
City Hall

Rathaus
City Hall

Schwimmbad 
City Pool


Schwimmbad
City Pool

Bibliothek 
Library

Bibliothek
Library

Infos für Besucher 
Visitor Information

[Touristeninformation](#)
Visitor Information

Postamt 
U.S. Post Office

Postamt
U.S. Post Office

Park und fahr
Park & Ride

[Park & Ride](#)
Park & Ride

Aufseher station 
Ranger Station

[Waldaufseher](#)
Ranger Station

Bootsrampe 
Boat Ramp

[Bootsanleger](#)
Boat [Launch](#)

Parkplatz 
Parking

Parkplatz
Parking

Toiletten 
Restrooms

[Öffentliche](#) Toiletten
[Public](#) Restrooms

Reservat 
Barn Beach Reserve

[Barn Beach](#) Reservat
Barn Beach Reserve

Öffentliche golfplatz 
Public Golf Course

[Öffentlicher](#) Golfplatz
Public Golf Course

Brutplatz
Hatchery



Fischzucht
Fish Hatchery

Park stadium
Hatchery Park Stage

Hatchery Park Bühne
Hatchery Park Stage

Ski hügel
Ski Hill



Skihänge
Ski Hill

Amphitheater
Amphitheater



Amphitheater
Amphitheater

Spielplatz
Playground



Spielplatz
Playground

Wasserfront
Waterfront

Flußpromenade
Waterfront

Brutplatz bootrampe
Hatchery Boat Ramp



Remove—this is closed

Grundschule
Osborn Elementary

Osborn Grundschule
Osborn Elementary School

Mittelschule
Icicle River Middle School

Icicle River Mittelschule
Icicle River Middle School

Hochschule
Cascade High School

Cascade Hochschule
Cascade High School

Gartenlaube
Gazebo

Pavillon
Gazebo

Wanderweg
Upper Valley Trail



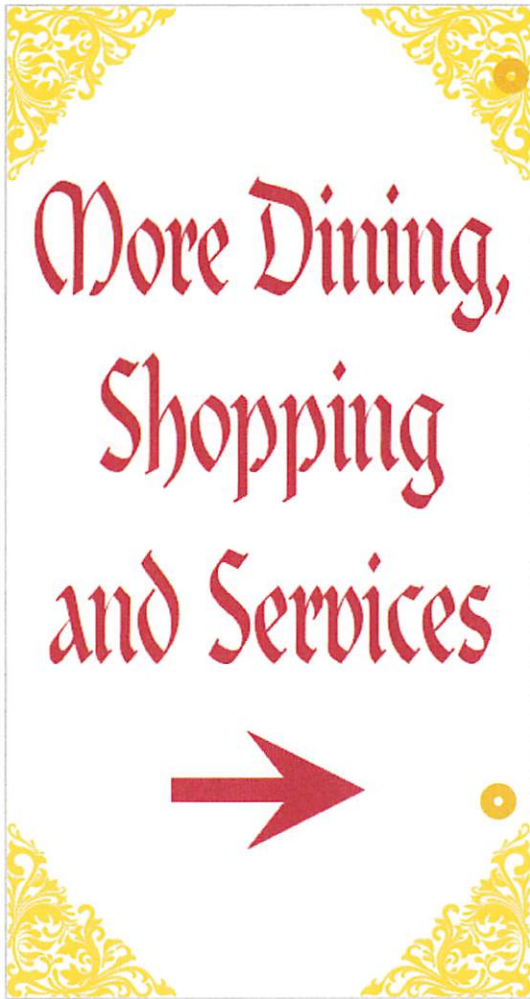
Upper Valley Wanderweg
Upper Valley Trail

Amstel insel
Blackbird island

Blackbird Insel
Blackbird Island

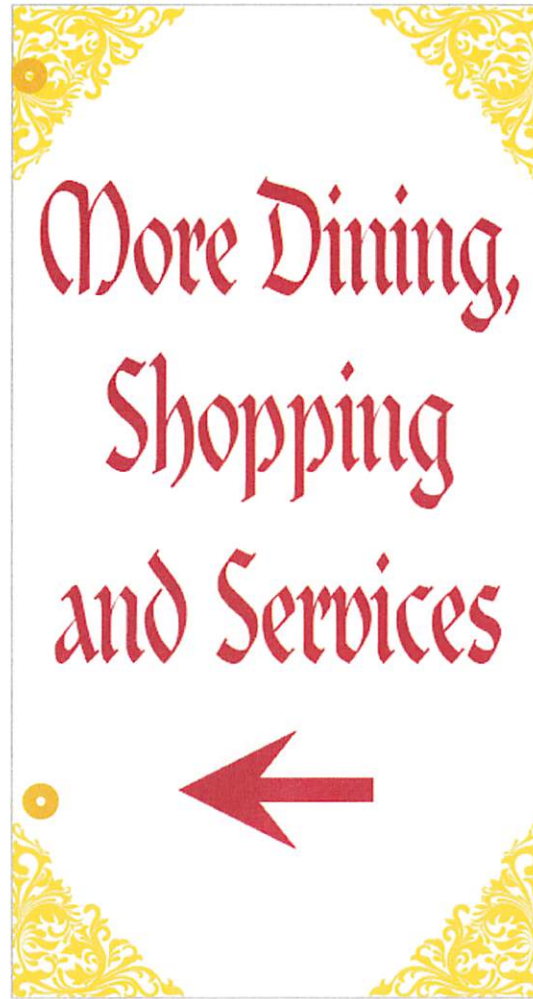
Wasserfront park
Waterfront Park

Park an der Flußpromenade
Waterfront Park



Side one

Printing differs on each side (arrow direction).



Side two

Four (4) 24-inch by 45-inch, custom printed light pole banners/flags. Printed 2 colors, on 2 sides, with 4.5-inch pole pockets, top only, bottom reinforced hem (no pocket), 2 brass security grommets on pole side (location shown for demonstration only). Printed arrows are to point toward pole. On Sunbrella "natural" fabric, 2-ply with black out liner to prevent shadowing.

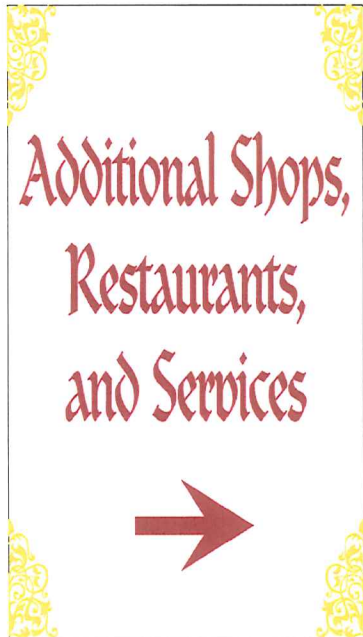
Three (3) 24-inch by 45-inch, custom printed light pole banners/flags. Printed 2 colors, on 2 sides, with 4.5-inch pole pockets, top only, bottom reinforced hem (no pocket), 2 brass security grommets on pole side. On Sunbrella "natural" fabric, 2-ply with black-out liner to prevent shadowing.

Printing is the same on both sides.





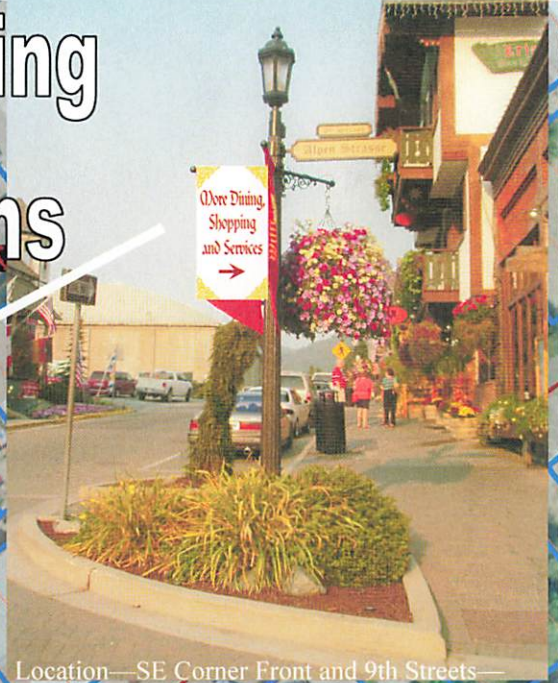
Double sided flag with arrows as appropriate



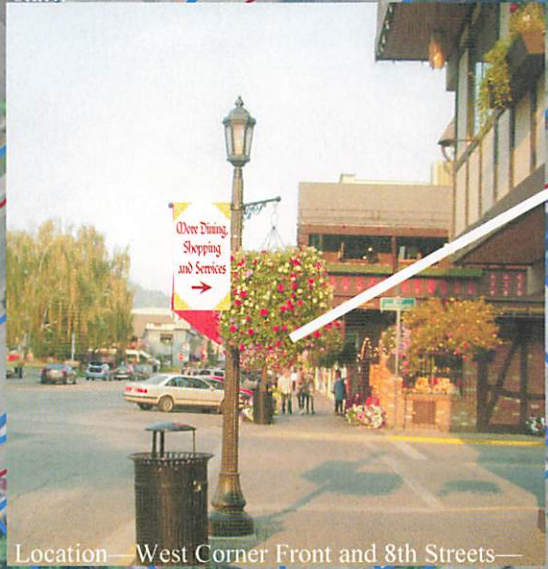
"Off Front Street" Wayfining Front Street flag locations



Location—East Corner Front and 8th Streets— double sided flag with arrows as appropriate. Old street light, new flag/banner arm to be fabricated and installed by City staff.



Location—SE Corner Front and 9th Streets— double sided flag with arrows as appropriate. New street light and flag/banner arm is existing.



Location—West Corner Front and 8th Streets— double sided flag with arrows as appropriate. New street light and flag/banner arm is existing.



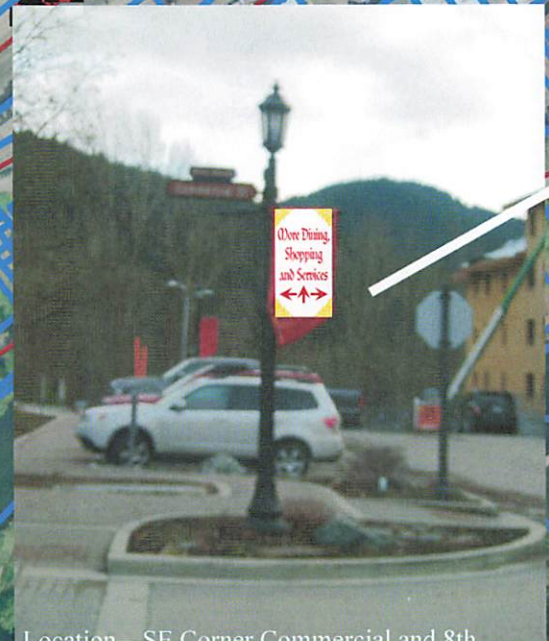
Location—SW Corner Front and 9th Streets— double sided flag with arrows as appropriate. New street light and flag/banner arm is existing.



"Off Front Street" Wayfining Commercial Street flag locations



Location—NE Corner Commercial and 9th Streets—double sided flag with arrows as appropriate. New street light and flag/banner arm is existing.



Location—SE Corner Commercial and 8th Streets—double sided flag with arrows as appropriate. New street light and flag/banner arm is existing.



Location—SW Corner Commercial and 9th Streets—double sided flag with arrows as appropriate. New street light and flag/banner arm is existing.



"Off Front Street" Wayfining Locations



Locations: "Promenade" sign Light pole flags—existing arm Light Pole flags—arm needed

Looking East



Looking West



"Off Front Street" Wayfining Front Street Park signage

Scope of work:

1. Installation of two (placed back to back) new, approximately 16-inch by 45-inch, cedar, carved and hand painted signs.
2. Refurbishment of two (placed back to back) existing "Waterfront Park Promenade" wood signs—including but not limited to gluing, sanding, and re-painting. New paint will include a river through the trees. Take down and re-installation to be completed by City staff. Re-painting is necessary due to disrepair of existing signs, difficulty of matching faded paint within new signage, and differing rates of fading.
3. Refurbishment of two (placed back to back) existing wood carved murals—including but not limited to gluing, sanding and re-painting. Re-painting is necessary due to disrepair of existing signs. Take down and re-installation to be completed by City staff.