



City of Leavenworth

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MEETING LINKS VIA ZOOM CONFERENCING

October 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=PkCNI9e3QFwZnowPKbjgXGbBbYRCF5.1>

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
October 28, 2025 – 7:00 PM

Call to Order

Pledge of Allegiance

Roll Call

Consent Agenda

1. Approval of Agenda
2. 2025 Claims \$2,035,438.79
3. 2026 Chelan County Prosecution Services Agreement

Comments from the Public on Items Not on the Agenda

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

5. **Public Hearing:** Ad Valorem (Property) Tax & Biennial Budget Review/Modification

Resolutions, Ordinances, Orders, and Other Business

6. **Action:** Ordinance 1717 – Amending LMC 3.32 Claims/Payroll Funds and 3.34 Payment of Claims
7. **Discussion:** Triplex Design Standards

Council Reports / Staff Reports

Information Items & Future Considerations

8. September 2025 Finance Report
9. September 2025 Public Works Dept. Report
10. September 2025 Planning Commission Minutes
11. September 2025 Design Review Board Minutes
12. Reminder: Community Engagement Night on November 18, 2025 at the Festhalle from 4:00-7:00 PM

Adjournment

(Next Ordinance is 1718 – Next Resolution is 26–2025)

Upcoming City Meetings in Council Chambers
Downtown Steering Committee – Pedestrian Plaza
November 3rd @ 1:30 PM
Planning Commission
November 5th @ 7:00 PM

CONSENT AGENDA ITEMS

1. City Council Meeting Agenda

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

2. 2025 Claims:

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

3. 2026 Chelan County Prosecution Services Agreement

The City Council is being asked to approve the 2026 Chelan County Prosecution Service Agreement for prosecution services through the Chelan County Prosecuting Attorney's Office. This agreement allows the Prosecuting Attorney to prosecute misdemeanors and gross misdemeanors filed in District Court for cases arising within the corporate City limits. The fee for the prosecution services will be calculated based on the rate of \$300 per case, which is the same rate as last year. The total contract amount for 2026 is \$17,400, which is based on the 58 cases that were prosecuted during the 12-month period of September 1, 2024 through August 31, 2025.

A copy of the agreement is provided as well as a list of misdemeanor crimes occurring within the corporate city limits as provided by the Chelan County Sheriff's Office via RiverCom. The report provides the incident number, location of incident, location of arrest, the charges, and the date of the arrest. The "Y" in the right column indicates that the case was prosecuted and is included in the number of cases for the 2026 agreement.

The following items are included under **TAB 3**.

- Chelan County Prosecuting Attorney Cover Letter – October 3, 2025
- 2026 Prosecution Service Agreement
- Bookings by LV Incident Location 9/1/2024 – 8/31/2025

PROCLAMATIONS/PRESENTATIONS/PUBLIC HEARINGS

4. 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 4**.

- Chelan County Fire District #3 September 2025 Monthly Report
- Chelan County Sheriff Office September 2025 Monthly Report
- Chelan County Regional Justice Center September 2025 Monthly Report

5. Public Hearing: Ad Valorem (Property) Tax & Biennial Budget Review/Modification

There are no items included under **TAB 5**.

SUPPLEMENTAL COUNCIL AGENDA

6. Ordinance 1717 – Amending LMC 3.32 Claims/Payroll Funds and 3.34 Payment of Claims

The City Council was provided an update by Finance Director Chantell Steiner at the October 14 Council meeting of the need to quickly consider a transition in payment of claims processing to allow the City to pay vendors prior to Council review and approval. She also identified the need to consider several other sections of Chapter 3 Revenue & Finance to bring alignment into a variety of internal changes that may have occurred over the past decade.

For claims processing, there have been ongoing issues with the delay of payments that is partly due to the transition to add more wait time between council meeting packet preparation and actual payment to vendors that was done around January 2023. By allowing staff to bring approved payments afterward, this will help to eliminate ongoing late fees with a few vendors and will assist in expediting payment on capital-related projects for work completed and approved by the City's Engineer and department directors. State law is a part of the existing code language that already ensures a process to perform payments prior to council approval and includes a process for rejecting a payment that may be made and to collect reimbursement if necessary. This amendment only includes Chapters 3.32 and 3.34 which both are related to claims processing and includes the payroll fund. Director Steiner will be bringing further amendments to other sections of Chapter 3 at a later date.

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

- Ordinance 1717
- **MOTION:** *The Leavenworth City Council moves to adopt ordinance 1717 – Amending the Leavenworth Municipal Code 3.32 Claims/Payroll Funds and 3.34 Payment of Claims*

7. Discussion: Triplex Design Standards

During the joint meeting with the Planning Commission on July 2, 2025, The City Council directed the Commission to evaluate the allowance of triplexes in residential zones. Some Council members expressed concerns over the impact of triplexes on neighborhood aesthetics, while others highlighted the potential for more affordable housing options in the City. It was agreed that the Commission would work on creating design standards for triplexes to ensure the fit in with the existing neighborhoods.

This time is reserved for the Council to review the draft residential design standards and provide direction to staff prior to the Planning Commission hearing (tentatively scheduled for December 3, 2025).

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

- Draft Code from Planning Commission: Residential Design Standards

INFORMATION ITEMS & FUTURE CONSIDERATIONS

8. September 2025 Finance Report

The following item is included under **TAB 8**.

9. September 2025 Public Works Dept. Report

The following item is included under **TAB 9**.

10. September 2025 Planning Commission Minutes

The following item is included under **TAB 10**.

11. September 2025 Design Review Board Minutes

The following item is included under **TAB 11**.

12. Reminder: Community Engagement Night on November 18, 2025 at the Festhalle from 4:00-7:00 PM

There are no items included under **TAB 12**.