

**LEAVENWORTH CITY COUNCIL MINUTES
October 28, 2025**

Mayor Pro Tempore Anne Hessburg called the October 28, 2025 Leavenworth City Council meeting to order at 7:06 PM. Councilmember Bedard led the City Council in the Pledge of Allegiance.

ROLL CALL

Council Present: Mayor Pro Tempore Anne Hessburg, Sharon Waters, Clint Strand, Zeke Reister, Shane Thayer, Travis McMaster and Mike Bedard.

Staff Present: Matthew “Selby”, Chantell Steiner, Maggie Boles, Andi Zontek-Backstrum and Andrea Fischer.

APPROVAL OF THE CONSENT AGENDA

Consent Agenda

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

Councilmember Bedard moved to approve the consent agenda. The motion was seconded by Councilmember Strand and passed unanimously.

COMMENTS FROM THE PUBLIC ON ITEMS NOT ON THE AGENDA

There were no comments from the public.

4. Public Safety Reports:

CORPORAL RANDY LAKE, LIAISON OFFICER

Chelan County Sheriff Corporal Randy Lake provided the current Sheriff Report for the month of September 2025 and information on the calls for service that have taken place within the City of Leavenworth. He stated the number of incidents, citations, traffic accidents, alarm calls, and arrests for September. He mentioned preparations for the upcoming Village of Lights events and staffing plans through the extended holiday season. He also discussed challenges with addressing homeless individuals in parked vehicles and answered questions from the Council.

DEPUTY CHIEF MIKE SMITH, FIRE DISTRICT #3

Chelan County Fire District 3 Deputy Chief Mike Smith provided the current fire report for the month of September 2025, including the calls for service that have taken place around the City of Leavenworth and surrounding areas, as well as the numbers of incidents and Fire Marshal Services for August. He expressed concern about recurring fires in Tumwater

Canyon likely started by encampments and mentioned ongoing work with the Forest Service and Sheriff's Office to address the issue. He answered questions from the Council.

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

Mayor Pro Tempore Hessburg opened the public hearing at 7:35 PM.

City Administrator Selby, Public Works Director Andi Zontek-Backstrum, Community Development Director Maggie Boles and Finance Director Chantell Steiner provided an update on their department accomplishments from 2025 and goals for 2026.

For the Ad Valorem (property) tax portion of the Public Hearing, Director Steiner explained that the City could levy a 1% increase for 2026, amounting to \$7,422.80. With new construction value added, the total property tax revenue would be approximately \$777,000. She presented a comparison of property taxes in neighboring cities, showing Leavenworth near the bottom of the list for tax rates. Director Steiner recommended taking the 1% increase and noted that the final Council decision would be made at the November 12th meeting.

Hearing no additional comments, Mayor Pro Tempore Hessburg closed the public hearing at 8:24 PM.

RESOLUTIONS, ORDINANCES, ORDERS AND OTHER BUSINESS

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

Councilmember Bedard moves to adopt ordinance 1717 – Amending the Leavenworth Municipal Code 3.32 Claims/Payroll Funds and 3.34 Payment of Claims. The motion was seconded by Councilmember Thayer and passed with a vote of 5-1-1 with Councilmember McMaster opposed and Councilmember Waters abstaining.

7. Discussion: Triplex Design Standards

Director Boles presented draft residential design standards for triplexes developed by the Planning Commission. She noted the document was in early draft form and would be refined based on feedback.

Mayor Pro Tempore Hessburg suggested there needed to be clearer differentiation between standards for new construction versus existing properties being converted to triplexes. Councilmember Bedard shared an example from his neighborhood of poorly designed multi-unit housing that created turnover and resident dissatisfaction, emphasizing that good design standards could prevent similar issues.

Director Boles mentioned they would be conducting a visual preference survey at the upcoming Community Engagement Night in November to gather public input on

neighborhood aesthetics. She indicated the Planning Commission would hold a public hearing in December with the item likely coming to Council in January or February.

COUNCILMEMBER REPORTS

Councilmember Waters attended the Downtown Steering Committee meeting.

Councilmember Strand had no report.

Councilmember Hessburg had no report.

Councilmember Reister attended the Upper Valley Museum Board meeting and the Downtown Steering Committee meeting.

Councilmember Thayer stated the Economic Development Committee completed scoring all lodging tax fund applications and will meet November 5th to finalize awards.

Councilmember McMaster attended the Parking Advisory Committee meeting.

Councilmember Bedard stated he had scored the Leavenworth fund grants for the Economic Development Committee and attended the Downtown Steering Committee meeting.

MAYOR/ADMINISTRATION REPORTS

City Administrator Selby reported the City received 51 Leavenworth fund grant applications. He will not be able to attend the meeting on November 5, 2025 to finalize the awards.

The City is going to meet with the State Auditor's Office about the lean process improvement program. They will work with the City to review our processes and improve them, so we are functioning as efficiently as possible.

The Village of Lights team met, noting the public safety partners would like to increase traffic management by expanding the dates of Village of Lights at an estimated cost of \$250,000 to the City, approximately \$60,000 more than last year due to additional Saturdays and starting Black Friday.

He announced he will be leaving for vacation from Friday at noon through November 11th.

Finance Director Chantell Steiner had no report.

Community Development Director Maggie Boles had no report.

Public Works Director Andi Zontek-Backstrum announced major water shutdowns on October 29th affecting 128 homes on Icicle Road and October 30th for hydrant replacement at Commercial and Division, noting the latter would address the dangerous curb ramp issue previously raised.

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

Seeing no other business, Councilmember Thayer moved to adjourn the October 28, 2025 meeting of the Leavenworth City Council. The motion was seconded by Councilmember Bedard and passed unanimously.


The meeting was adjourned at 9:00 PM.

APPROVED



Anne Hessburg
Mayor Pro Tempore

ATTEST



Andrea Fischer
City Clerk