



City of Leavenworth

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MEETING LINKS VIA ZOOM CONFERENCING June 23, 2026

Study Session Begins at 5:30 PM
Legislative Meeting Begins at 7:00 PM

Join Zoom Meeting

<https://zoom.us/j/93233531598?pwd=FisDVjslD1eaedJZ8wPfKdHhBFvRG6.1>

Meeting ID: 932 3353 1598
Passcode: 821270

All Meetings allow for the same dial by your location option using the number listed below:

(253) 215-8782

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
June 23, 2026 | 7:00 PM

Call to Order
Pledge of Allegiance
Roll Call

Consent Agenda

1. Approval of Agenda
2. Approval of May 12, 2026 Study Session and Legislative Meeting Minutes
3. Approval of May 26, 2026 Study Session and Legislative Meeting Minutes
4. Approval of May 29, 2026 Council Retreat Minutes
5. 2026 Claims EFT & Checks 72177 - 72294 = \$855,437.69
6. May 2026 Payroll \$500,896.99
7. 2025 Annual Report Acceptance
8. Noise Variance for Block Party at 139 West Street for Etienne & Teara St-Onge on July 11, 2026 from 4:00- 9:00 PM
9. Noise Variance for Block Party at 162 W. Whitman Street for Matthew Moser on July 23, 2026 from 5:00-9:00 PM
10. Set Public Hearing for Parks, Recreation and Open Space Plan for July 14, 2026 @ 7:00 PM

Upcoming City Meetings

***In Council Chambers Unless Stated Otherwise**

Design Review Board

June 24th @ 3:00 PM

Planning Commission Meeting

July 1st @ 7:00 PM

Design Review Board

July 8th @ 3:00 PM

PRSA Board Meeting

July 9th @ 3:00 PM

Parks & PW Committee Meeting

(in Upstairs Conference Room)

July 14th @ 4:15 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
12. **Presentation:** America 250 Celebration – Mike Worden

13. **Public Hearing:** 2027-2032 Six-Year Transportation Improvement Plan on June 23, 2026 @ 7:00 PM

Resolutions, Ordinances, Orders, and Other Business

14. **Action:** Resolution 11-2026 – Approval of the Six Year Transportation Improvement Plan 2027-2032
15. **Action:** Bid Award – 2026 Public Works On-Call Construction Services
16. **Action:** Task Authorization 2026-03 – RH2 Engineering for Water Main Connections & Upgrades
17. **Action:** Authorization to Purchase Garbage Truck & Surplus Garbage Truck
18. **Action:** Authorization to Purchase Asphalt Compaction Roller & Surplus 2006 Roller
19. **Action:** Approval to Use Affordable Housing Dollars for Upper Valley MEND / Matt Melton Cottage Housing Project at 203 Orchard St
20. **Action:** Approve Amended Contract for Industrial Wastewater Disposal

Council/Staff Reports

Information Items & Future Considerations

21. May 2026 Finance Report
22. May 2026 Planning Commission Minutes
23. May 2026 Design Review Board Minutes

Adjournment

(Next Ordinance is 1723 – Next Resolution is 12-2026)

CONSENT AGENDA ITEMS

1. City Council Meeting Agenda:

The following item is included under TAB 1.

2. Approval of May 12, 2026 Study Session and Legislative Meeting Minutes

The following item is included under TAB 2.

3. Approval of May 26, 2026 Study Session and Legislative Meeting Minutes

The following item is included under TAB 3.

4. Approval of May 29, 2026 Council Retreat Minutes

The following item is included under TAB 4.

5. 2026 Claims

The following items are included under TAB 5.

6. May 2026 Payroll

The following item is included under TAB 6.

7. 2025 Annual Report Acceptance

The following item is included under TAB 7.

8. Noise Variance for Block Party at 139 West Street for Etienne & Teara St-Onge on July 11, 2026 from 4:00- 9:00 PM

The following item is included under TAB 8.

9. Noise Variance for Block Party at 162 W. Whitman Street for Matthew Moser on July 23, 2026 from 5:00-9:00 PM

The following item is included under TAB 9.

10. Set Public Hearing for Parks, Recreation and Open Space (PROS) Plan for July 14, 2026 @ 7:00 PM

There are no items included under TAB 10.

PROCLAMATIONS/PRESENTATIONS/PUBLIC HEARINGS

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

The following items are included under TAB 11.

- Chelan County Fire District #3 May 2026 Monthly Report

12. Presentation: America 250 Celebration – Mike Worden

The following items are included under TAB 12.

- Presentation Slides

13. Public Hearing: 2027-2032 Six-Year Transportation Improvement Plan on June 23, 2026 @ 7:00 PM

The City Council is being asked to conduct a public hearing for the 2027-2032 Six-Year Transportation Improvement Plan. The public hearing provides an opportunity for public comments prior to City Council action. The format for the hearing includes: an overview of the plan presented by staff, public comments, and City Council discussion.

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

- 2027-2032 Six-Year Transportation Improvement Plan

SUPPLEMENTAL COUNCIL AGENDA

14. Resolution 11-2026 – Adoption of the 2027-2032 Six-Year Transportation Improvement Plan

The City Council is being asked to approve Resolution 11-2026, which adopts the City of Leavenworth's 2027–2032 Six-Year Transportation Improvement Plan (TIP). This plan outlines proposed transportation improvement projects for the next six years.

The draft TIP was reviewed and discussed by the City Council during the Study Session held on May 26, 2026. Feedback from that session has been incorporated into the final version of the plan. A public hearing is scheduled for the June 23, 2026 City Council meeting, prior to any final action on the resolution.

Upon adoption by the City Council, the TIP will be submitted to the Washington State Department of Transportation (WSDOT) for inclusion in the Washington State Transportation Improvement Program (STIP). The STIP is a statewide planning document that includes projects eligible for state or federal funding. Inclusion in the STIP is required for any project seeking or receiving such funding. Please note that the City retains the authority to amend its TIP in the future, as necessary.

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

- Resolution 11-2026 – 2027-2032 Six-Year Transportation Improvement Plan
 - **MOTION:** *The Leavenworth City Council moves to approve Resolution 11-2026 – Adoption of the 2027-2032 Six-Year Transportation Improvement Plan.*

15. Bid Award – 2026 Public Works On-Call Construction Services

The City Council is being asked to consider awarding the 2026 On-Call Public Works Construction Services Contract.

The project was initially advertised through the MRSC Small Works Roster process; however, no bids were received. The project was subsequently re-advertised through the MRSC Small Works Roster on May 12, 2026.

Bids were opened on May 26, 2026, at 2:00 PM. One bid was received from J.M. Pacific, Inc. of Moses Lake, Washington.

The project generally consists of on-call construction services for the City of Leavenworth Public Works Department. Work includes repair, maintenance, and construction of public infrastructure, including water distribution, sanitary sewer, and stormwater systems, as well as standalone and associated roadway, pavement, sidewalk, paver, and general site improvements, as needed.

The bid schedule requested unit prices for various labor classifications, equipment, materials, and common civil construction tasks. The total bid amount is a calculated value based on estimated quantities and is used by the City to evaluate and compare contractor pricing. Actual work authorized under this contract will be performed on an as-needed basis. Prior to performing any work, the contractor will provide a project-specific quote for City review and approval.

City Engineering staff have reviewed the bid and determined that J.M. Pacific, Inc. is a responsive and responsible bidder. Staff recommends award of the 2026 On-Call Public Works Construction Services Contract to J.M. Pacific, Inc.

The following items are included under **TAB 15**.

- J.M. Pacific Bid Documents
 - **MOTION:** *The Leavenworth City Council moves to accept and authorize the Mayor to sign a contract with J.M. Pacific, Inc. of Moses Lake for on-call public works construction services.*

16. Task Authorization 2026-03 – RH2 Engineering for Water Main Connections & Upgrades

The City Council is being asked to consider approving Task Authorization 2026-03 with RH2 Engineering, Inc. for engineering services during construction of the Water Main Connections and Upgrades project.

RH2 will provide construction contract administration and construction observation services for the Water Main Connections and Upgrades project. Contract administration services include support activities before, during, and after construction. Construction observation services will consist of reviewing observed activities for compliance with the construction documents prepared by RH2. The City and RH2 will share construction observation responsibilities and coordinate site visits throughout the project.

The cost for these additional services is \$71,468.

RH2 was previously retained by the City of Leavenworth to provide professional services for the preliminary design, final design, and bidding phases of the Water Main Connections and Upgrades project, including improvements along W Center Street, Stafford Street, Cedar Street, and Poplar Street.

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

- Task Authorization 2026-03
 - **MOTION:** *The Leavenworth City Council moves to approve and authorize the Mayor to execute a Task Authorization 2026-03 with RH2 Engineering, Inc. for the water main connections & upgrades project in the amount of \$71,468.00*

17. Authorization to Purchase Garbage Truck & Surplus Garbage Truck

The City Council is being asked to authorize the expenditure of funds for the purchase of a 2026 Peterbilt 520 3-axle chassis with a Labrie Automated Side Loader 31-yard body, per the City of Leavenworth specifications, at a total cost of \$500,714.68 (VIN# 3BPZH58X2AF110100).

The purchase will be made from Dobbs Truck Group, a Peterbilt authorized dealer, through a Sourcwell Agreement. The Sourcwell contract provides pre-negotiated discounts and eliminates the need for the City to pursue the standard three-bid requirement for equipment purchases.

The new truck will have the same 31 CY capacity as the existing 2021 garbage truck and will match its specifications, ensuring consistency in operations.

The City currently operates three garbage trucks:

1. **2010 Peterbilt 320 Diesel** – Used for cardboard recycling in the commercial district. This truck will be sold as surplus upon delivery of the 2026 truck. (VIN# 3BPZH58X2AF110100).
2. **2011 Peterbilt Diesel** – Purchased from the City of Cashmere in 2016 for \$33,000. Primarily used for commercial cardboard recycling and as a backup when the 2020 truck is unavailable.
3. **2021 Peterbilt 520 Diesel** – Serves as the main garbage truck.

The addition of the 2026 truck ensures continuity of service, maintains fleet consistency, and replaces aging equipment in the City's solid waste operations.

Funding for the purchase is anticipated to be secured through a Washington State Treasurer's Local Program loan utilizing the City's General Obligation (non-voted) debt capacity. Staff is currently evaluating financing requirements and will return to the City Council with a separate reimbursement resolution and financing authorization prior to placing the order. Council approval of the purchase at this time will allow staff to proceed with the acquisition process while final financing details are completed.

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

- Quote – Dobbs Truck Group / Peterbilt
- Labrie Side Loader Specifications
- **MOTION A:** *The Leavenworth City Council moves to authorize the expenditure of funds for the purchase of a 2026 Peterbilt 520/Labrie garbage truck at a cost of \$500,714.68 including sales tax and excluding licensing fees.*
- **MOTION B:** *The Leavenworth City Council moves to authorize the sale/auction of the 2010 Peterbilt 320 Diesel garbage truck (VIN#3BPZH58X2AF110100) and declare as surplus.*

18. Authorization to Purchase Asphalt Compaction Roller & Surplus 2006 Roller

The City Council is being asked to approve the purchase of a new Tandem Drum Vibratory Roller (Asphalt Compactor) in the amount of \$63,212, including sales tax. The purchase will be made from PacWest Machinery through a Sourcwell Agreement. The Sourcwell contract provides pre-negotiated discounts and eliminates the need for the City to pursue the standard three-bid requirement for equipment purchases.

The Council is also being asked to authorize the sale/auction of the 2006 Whacker RD11 Asphalt Compactor Roller and declare as surplus.

The purchase of this will be paid for out of the ER&R fund.

The following items are included under **TAB 18**.

- Quote – PacWest Machinery / Sourcewell
- **MOTION A:** *The Leavenworth City Council moves to authorize the expenditure of funds for the purchase of a Tandem Drum Vibratory Roller (Asphalt Compactor) in the amount of \$63,212, including sales tax.*
- **MOTION B:** *The Leavenworth City Council moves to authorize the sale/auction of the 2006 Whacker RD11 Asphalt Compactor Roller and declare as surplus.*

19. Approval to Use Affordable Housing Dollars for Upper Valley MEND / Matt Melton Cottage Housing Project at 203 Orchard St

Following a Study Session presentation from the Housing Advisory Committee and the Request for Ideas (RFI) winners, Kaylin Bettinger (UV MEND) and Matt Melton, the City Council is being asked to consider awarding up to \$500,000 in affordable housing dollars to assist in funding the project. These funds would help create 3 to 4 permanently affordable cottage homes, in the 80-120% AMI bracket, for home ownership opportunities. These units would be available to qualified applicants who work or live in Leavenworth, using UV MEND's Community Land Trust model.

If approved by the Council, the funds will not be released until a Resolution has been approved by the Council, a formal grant agreement has been signed and recorded, and all required deliverables have been submitted to the City.

The following items for **TAB 19** are included under **TAB C in Study Session Materials**.

- Study Session Housing Advisory Committee RFI Award Presentation
- **MOTION:** *The Leavenworth City Council moves to approve the use of up to \$500,000 in affordable housing funds to assist in the Upper Valley MEND / Matt Melton Cottage Housing Project, at 203 Orchard St.*

20. Approve Assignment of Contract for Industrial Wastewater Disposal

In April 2019, in connection with Icicle Brewing Company LLC's development of its production facility on County Shop Road with the City's Urban Growth Area, the City and Icicle Brewing signed a Contract for Discharge of Industrial Wastewater to the City of Leavenworth Publicly Owned Treatment Works. Section 3.2 of the Contract requires the City to authorize and approve a change in ownership of more than fifty percent (50%) of the equity in Icicle Brewing. Icicle Brewing founders, Oliver Brulotte and Pamela Brulotte intend to sell their interest in Icicle Brewing to a company owned by Oliver Brulotte's cousin, George E. Desmarais and his wife, Shelley Desmarais effective June 30, 2026. The transaction will result in a change of equity of more than 50%. Icicle Brewing has requested the City authorize and approve the Transaction as required in Section 3.2 of the Contract.

The following items are included under **TAB 20**.

- Icicle Brewing Company, LLC Industrial Wastewater Contract Authorization and Approval
- Exhibit: Contract for Discharge of Industrial Wastewater to the City of Leavenworth Publicly Owned Treatment Works dated April 15, 2019

- **MOTION:** *The Leavenworth City Council moves to approve and authorize the Mayor sign the Icicle Brewing Company, LLC Industrial Wastewater Contract Authorization and Approval.*

INFORMATION ITEMS & FUTURE CONSIDERATIONS

21. May 2026 Finance Report

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

22. May 2026 Planning Commission Minutes

The following item is included under **TAB 22**.

23. May 2026 Design Review Board Minutes

The following item is included under **TAB 23**.