



City of Leavenworth

700 US Hwy 2 | PO Box 287
Leavenworth, WA 98826
(509) 548-5275
cityofleavenworth.com

MEETING LINKS VIA ZOOM CONFERENCING July 14, 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
July 14, 2026 | 7:00 PM

Call to Order
Pledge of Allegiance
Roll Call

Consent Agenda

1. Approval of Agenda
2. 2026 Claims EFT & Checks 72295-72440 = \$1,533,891.39
3. June 2026 Payroll \$529,699.93
4. Professional Services Agreement – Andrew L. Kottkamp –
Hearing Examiner Agreement
5. Supplemental Agreement – BHC Consulting, LLC –
Comprehensive Plan Update
6. Noise Variance – Election Picnic Committee

Upcoming City Meetings

***In Council Chambers unless noted otherwise**

Finance Committee Meeting

July 16th @ 1:00 PM

Parking Advisory Committee Meeting

July 16th @ 4:00 PM

Design Review Board Meeting

July 22nd @ 3:00 PM

Housing Advisory Committee Meeting

July 23rd @ 3:00 PM

Downtown Steering Committee Meeting

July 28th @ 10:00 AM

Comments from the Public on Items Not on the Agenda

7. **Presentation:** Chelan County & Wenatchee Housing Authority – Sasha Sleiman
8. **Public Hearing:** Parks, Recreation and Open Space Plan on July 14, 2026 @ 7:00 PM

Resolutions, Ordinances, Orders, and Other Business

9. **Action:** Resolution 12-2026 – Cost Allocation Plan Update
10. **Action:** Ordinance 1723 – Adoption of Parks, Recreation and Open Space Plan
11. **Action:** Approve Water Connection for 7750 E. Leavenworth Road
12. **Action:** Change Order No. 1 – Clifton Tree Service

Council/Staff Reports

Information Items & Future Considerations

13. Reminder: Mayor's Annual Breakfast at Kristall's – August 5, 2026 from 8:30 AM – 10:00 AM
14. Reminder: Community Block Party at Osborn Property – August 20, 2026 from 4PM – 7PM

Adjournment

(Next Ordinance is 1724 – Next Resolution is 13-2026)

CONSENT AGENDA ITEMS

1. City Council Meeting Agenda:

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

2. 2026 Claims

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

3. June 2026 Payroll

The following item is included under **TAB 3**.

4. Professional Services Agreement – Andrew L. Kottkamp – Hearing Examiner Agreement

Per Council direction on December 9, 2025, a Request for Qualifications was sent out to seven law firms on the MRSC small works roster on March 31, 2026. The City received three Statement of Qualifications (SOQ) back by April 30, 2026 deadline. Community Development Director Maggie Boles along with other staff and Councilmembers rated the SOQ with Andrew L. Kottkamp rated the highest amongst the majority of the reviewers.

This contract will procure services of a Hearing Examiner for the City of Leavenworth through December 31, 2029.

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

- PSA for Hearing Examiner Services

5. Supplemental Agreement No. 1 – BHC Consultants, LLC – Comprehensive Plan Update

The City is requesting approval of Supplemental Agreement No. 1 with BHC Consultants, LLC in the amount of \$66,600 to continue providing the services necessary to prepare the 2026 Comprehensive Plan update. This, in addition to the \$295,000 in the original agreement, brings the grand total to \$361,600.

BHC's current professional services agreement (2/26/2025) between the City of Leavenworth and BHC Consultants, LLC for consultant services for the 2026 Comprehensive Plan Update.

Supplemental Agreement No. 1 is for expanding the scope of services to provide for expanded development code updates, additional public meetings, support with final adoption and to amend the total amount payable for this agreement.

The following item is included under **TAB 5**.

- BHC Supplemental Agreement and Scope of Work

6. Noise Variance – Election Picnic Committee

The following item is included under **TAB 6**.

PROCLAMATIONS/PRESENTATIONS/PUBLIC HEARINGS

7. Presentation: Chelan County & Wenatchee Housing Authority – Sasha Sleiman

Sasha Sleiman the Executive Director of the Chelan County & Wenatchee Housing Authority, will provide the City Council with an update on the Housing Authority's current activities, ongoing initiatives, and items of interest relevant to the community.

There are no items included under **TAB 7**.

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

The Leavenworth City Council will hold a public hearing to provide an opportunity for public comment on the City's new Parks, Recreation and Open Space (PROS) Plan. The PROS Plan serves as the City's guide for the acquisition, development, and maintenance of a comprehensive system of parks, trails, recreational facilities, and open space for its community members. This Plan is inclusive of open space, natural areas, trails, and amenities such as ball fields and playgrounds.

The City's Comprehensive Plan includes a Park and Recreation Element which acknowledges this PROS Plan as the City's primary park planning document that reflects the guidelines established by Washington's Growth Management Act (GMA) on park and recreation planning. This PROS Plan will also be used to gain eligibility for outdoor recreation and conservation grants through the Washington Recreation and Conservation Office (RCO). Once this PROS Plan is certified by the RCO, the City is eligible for RCO grant funding for six calendar years from the date of adoption. The Planning Commission held a Public Hearing on June 3, 2026 and received community feedback; Those changes are incorporated into the final 2026 PROS Plan, recommended by the Planning Commission for adoption.

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

- 2026 PROS Plan
- PC Staff Report & Public Comments
- PC Recommended Changes
- PC Hearing Minutes (6.3.2026)

SUPPLEMENTAL COUNCIL AGENDA

9. Resolution 12-2026 – Cost Allocation Plan Update

The City Council reviewed the redline draft of this plan at the Study Session on June 23rd; no comments or additional suggested changes were identified. The Council is now being asked to approve the Cost Allocation Plan update for Finance to proceed with budgeting for the 2027 – 2028 Biennium.

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

- Resolution 12-2026
- **MOTION TO APPROVE:** *The Leavenworth City Council moves to approve Resolution 12-2026 Cost Allocation Plan Update.*

10. Ordinance 1723 – Adoption of Parks, Recreation and Open Space Plan

Following the City Council Hearing on the 2026 Parks, Recreation and Open Space Plan, and in consideration of the Planning Commissions recommendation to adopt. The Council is being asked to consider Ordinance 1723 to formally approve and adopt the City of Leavenworth Parks, Recreation and Open Space Plan

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

- Ordinance 1723
- 2026 PROS Plan (**Refer to TAB 8**)
- **MOTION:** *The Leavenworth City Council moves to adopt Ordinance 1723 – Adoption of Parks, Recreations and Open Space Plan.*

11. Approve Water Connection for 7750 E. Leavenworth Road

The Council is being asked to approve a water connection for 7750 E. Leavenworth Rd.

This request is identical to the request that came before Council in April 2026. On June 23, 2026, staff received a water availability request for a water connection at 7750 E. Leavenworth Rd via a Water Availability Request. Per LMC 14.14.100(H), water connections outside of the UGA that do not fall within certain circumstances listed in subsection (G) require City Council approval. The subject property is identified as Lot 4, Short Plat 1317. The short plat was reviewed and approved by the County in 1986 with shared wells as the approved water source.

In 1995, a developer provided easement to the City for a water line and paid for the design and construction of water line lateral connection to the City water main located on E. Leavenworth Road. The easement for Utilities was recorded in 2005 under AFN 2197630. In 2005, the developer paid for water connections for Parcels 1,2,3 and 4 of the short plat. The property owner is now requesting a water connection to Parcel 4 which was paid for and agreed to by prior City staff.

The following items are included under **TAB 11.**

- Water availability form with additional relevant information
- **MOTION:** *The Leavenworth City Council moves to approve and authorize a water connection for 7750 E. Leavenworth Rd.*

12. Change Order No. 1 – Clifton Tree Service

The City Council is being asked to approve Change Order No. 1 with Clifton Tree Service in the amount of \$105,000.

The City entered into an emergency contract with Clifton Tree Service on December 15, 2026, for emergency tree removal services following the 2025 winter storm. The emergency contract included a not-to-exceed amount of \$30,000 and an expiration date of February 28, 2026.

The initial cleanup efforts were directed by Parks Supervisor John Schons, who provided a list of hazardous trees requiring immediate removal within city limits, including city parks and the Public Works facility grounds. The December invoice totaled \$26,416. Cleanup efforts continued into January, with the majority of the work occurring along Cedar Street and Mill Street. The January invoice totaled \$26,400.

At the January 13, 2026 Study Session, Council discussed the removal of root balls, tree stumps, and remaining tree debris located within City rights-of-way. Council direction was to complete this additional cleanup work in the spring. The final cleanup work was directed by Staff Engineer Tony Cameron and included the removal of root balls, tree stumps, and remaining tree debris from City rights-of-way. Clifton Tree Service submitted an additional invoice in June totaling \$82,108 for this work. Detailed invoices documenting the completed work are included within the packet materials for Council review.

Approval of Change Order No. 1 will increase the contract amount to cover the completed emergency cleanup work associated with the 2025 winter storm.

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

- Change Order No. 1
- Invoices from Clifton Tree Service
- **MOTION:** *The Leavenworth City Council moves to approve and authorize the Mayor to sign Change Order No. 1 for Clifton Tree Service in the amount of \$105,000 for a total not to exceed amount of \$135,000.*

INFORMATION ITEMS & FUTURE CONSIDERATIONS

13. Reminder: Mayor's Annual Breakfast at Kristall's – August 5, 2026 from 8:30-10:00 AM

There are no items included under **TAB 13.**

14. Reminder: Community Block Party at Osborn Property – August 20, 2026 from 4:00–7:00 PM

There are no items included under **TAB 14.**

CHECK REGISTER**TAB 2**

City Of Leavenworth

Time: 16:04:35 Date: 06/30/2026

07/01/2026 To: 07/01/2026

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
4042	07/01/2026	Claims	10	72395	ARC Architects	18,649.24	Leavenworth Downtown Parking Garage - April 26, 2026 - May 25, 2026; Leavenworth Downtown Parking Garage - April 26, 2026 - May 25, 2026
					415 - 595 65 41 007 - Downtown Parking Structure D	3,960.00	
					415 - 595 65 41 007 - Downtown Parking Structure D	14,689.24	
4043	07/01/2026	Claims	10	72396	Amazon Capital Services	3,869.93	Various - May 15, 2026 -June 07, 2026
					001 - 518 30 31 000 - Office & Operating Supplies	8.29	Facilities - Supplies
					001 - 518 30 35 000 - Small Tools & Minor Equipmen	379.90	Facilities - Tools
					001 - 518 30 48 000 - Repairs & Maintenance City Ha	19.59	City Hall - Repairs
					502 - 518 90 34 000 - Office & Operating Supplies	96.12	City Hall - Supplies
					502 - 518 90 34 000 - Office & Operating Supplies	18.34	City Hall - Supplies
					502 - 518 90 34 000 - Office & Operating Supplies	12.86	City Hall - Supplies
					403 - 534 80 31 000 - Operating Supplies-Distributio	73.84	Hydrant Meter Parts
					403 - 534 80 32 000 - Operating Supplies-Trtmnt Plnt	91.21	WTP - Office Chair
					404 - 535 80 32 000 - Operating Supplies-Trtmnt Plnt	97.50	WRRF - Supplies
					404 - 535 80 32 000 - Operating Supplies-Trtmnt Plnt	103.14	WRRF - Supplies
					404 - 535 80 32 000 - Operating Supplies-Trtmnt Plnt	16.82	WRRF - Sharpies
					404 - 535 80 32 000 - Operating Supplies-Trtmnt Plnt	23.48	WRRF - Compactor
					404 - 535 80 35 000 - Small Tools & Minor Equipmen	198.51	WRRF - Garden Sprayer
					404 - 535 80 35 000 - Small Tools & Minor Equipmen	136.69	WRRF - Canopy
					415 - 542 65 31 001 - Office & Operating Supplies	48.99	Parking - Supplies
					415 - 542 65 31 001 - Office & Operating Supplies	39.72	Parking - Supplies
					501 - 548 68 31 000 - Office & Operating Supplies	96.64	Shop - Supply
					501 - 548 68 31 000 - Office & Operating Supplies	260.63	Utilities - Office Chair
					501 - 548 68 31 000 - Office & Operating Supplies	35.80	J. Johnson - Phone Case
					501 - 548 68 31 000 - Office & Operating Supplies	17.53	OPS Shop - File Folders
					501 - 548 68 31 000 - Office & Operating Supplies	2.94	OPS Shop - Pens
					501 - 548 68 34 000 - Supp Purchased For Inventory	429.90	#46, 61 & 62 Dump Trucks
					501 - 548 68 34 000 - Supp Purchased For Inventory	10.70	#28 2000 F650 Steller
					501 - 548 68 34 000 - Supp Purchased For Inventory	24.53	#23 1996 Dump Truck
					501 - 548 68 34 000 - Supp Purchased For Inventory	80.57	#7 2015 F250
					501 - 548 68 34 000 - Supp Purchased For Inventory	19.59	#54 Tymco Starter
					501 - 548 68 34 000 - Supp Purchased For Inventory	466.59	#46 2019 Dump Truck
					501 - 548 68 34 002 - SPFI-City 2010 Truck	212.30	#1and #2 Garbage Trucks Split 50/50
					501 - 548 68 34 003 - SPFI-Cashmere 2011 Truck	28.77	#2 2011 Garbage Truck
					501 - 548 68 34 003 - SPFI-Cashmere 2011 Truck	212.30	#1and #2 Garbage Trucks Split 50/50
					176 - 576 20 31 000 - Office & Operating Supplies	23.62	Pool - Supplies
					001 - 576 80 31 000 - Office & Operating Supplies	24.91	Parks - Various Phone Cases
					001 - 576 80 31 000 - Office & Operating Supplies	136.80	Parks - Supplies
					001 - 576 80 35 000 - Small Tools & Minor Equipmen	29.51	Parks - Trimmer
					001 - 576 80 35 000 - Small Tools & Minor Equipmen	10.41	Parks - Trimmer
					001 - 576 80 35 000 - Small Tools & Minor Equipmen	8.68	Parks - Compressor Fan
					001 - 576 80 35 000 - Small Tools & Minor Equipmen	53.97	Parks - Weed Eater
					001 - 576 80 48 000 - Repairs & Maintenance	318.24	Parks - Repairs
4044	07/01/2026	Claims	10	72397	Anatek Labs, Inc.	902.00	WTP - Water Testing; WTP - Water Testing; WRRF - Water Testing; WRRF - Water Testing; WTP - Water Testing; WTP - Water Testing; WTP - Water Testing; WTP - Water Testing; WRRF - Water Testing
					403 - 534 80 41 000 - Water Testing	252.00	
					403 - 534 80 41 000 - Water Testing	42.00	
					403 - 534 80 41 000 - Water Testing	168.00	
					403 - 534 80 41 000 - Water Testing	84.00	

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			403 - 534 80 41 000 - Water Testing			62.00	
			404 - 535 80 41 000 - Professional Services			72.00	
			404 - 535 80 41 000 - Professional Services			62.00	
			404 - 535 80 41 000 - Professional Services			160.00	
4045	07/01/2026	Claims	10	72398	Andrews Technology	4,753.00	UKG Web - Based Time & Attendance System August 1, 2026- July 31, 2027
			502 - 518 90 48 000 - Repairs & Maintenance			4,753.00	
4046	07/01/2026	Claims	10	72399	Apple Valley Pumping, Inc	1,920.00	Recycle Center - Portable Rental; Train St North Rd- Portable Rental; Icicle Bridge - Portable Rental; Waterfront - Portable Rental; Barn Beach - Portable Rental; Utilities - Portable Rental
			402 - 537 80 47 000 - Utilities			135.00	
			402 - 537 80 47 000 - Utilities			210.00	
			104 - 557 30 31 001 - Operating Supplies - Handwasl			475.00	
			104 - 557 30 31 001 - Operating Supplies - Handwasl			475.00	
			104 - 557 30 31 001 - Operating Supplies - Handwasl			475.00	
			104 - 557 30 47 002 - Utilities - Icicle Station			150.00	
4047	07/01/2026	Claims	10	72400	Ardurra Group, Inc.	30,537.90	Transportation On-Call - Downtown Bollards - 5/1/26-5/31/26; Transportation On-Call - Alley Drainage - 5/1/26 - 5/31/26; Transportation On-Call - Commercial Street RW - May 01, 2026 - May 31, 2026; Tr
			001 - 536 50 48 000 - Repairs & Maintenance			9,855.13	
			101 - 542 30 41 004 - ProSvs - Engineer On-Call			3,890.00	
			101 - 542 30 41 004 - ProSvs - Engineer On-Call			285.00	
			104 - 594 47 41 000 - Blackbird Island Bridge			3,429.13	
			104 - 594 76 65 010 - Downtown Highway 2 Bollards			2,791.25	
			101 - 595 10 40 030 - Blackbird Island Bridge			10,287.39	
4048	07/01/2026	Claims	10	72401	B'S Tees & More LLC	104.26	Parking Uniforms
			415 - 542 65 31 001 - Office & Operating Supplies			104.26	
4049	07/01/2026	Claims	10	72402	Bear Signs LLC	328.56	Vehicle Decals for City
			501 - 548 68 31 000 - Office & Operating Supplies			328.56	
4050	07/01/2026	Claims	10	72403	Big Belly Solar LLC	11,902.78	Smart Max Five Year Software; Black Compactor Bags; Smart Max Five Year Software - 06/22/2026 - 07/21/2026; Trash Hopper Lift Bin - 06/22/2026 - 07/21/2026; Big Belly Lease - 6/4/26 - 7/3/26
			104 - 557 30 47 000 - Utilities-Street Cans			406.60	
			104 - 557 30 47 000 - Utilities-Street Cans			3,592.03	
			104 - 557 30 47 000 - Utilities-Street Cans			127.07	
			104 - 557 30 47 000 - Utilities-Street Cans			1,489.13	
			104 - 557 30 47 000 - Utilities-Street Cans			497.95	
			104 - 591 37 70 000 - Lease - Bigbelly Trash Cans Do			5,790.00	
4051	07/01/2026	Claims	10	72404	Blewett Rock & Gravel	2,019.16	Streets - 5/8" Top Course; Cemetery- 5/8" Top Course; Cemetery- 5/8" Top Course; Cemetery- 5/8" Top Course
			001 - 536 50 48 000 - Repairs & Maintenance			445.22	
			001 - 536 50 48 000 - Repairs & Maintenance			665.07	
			001 - 536 50 48 000 - Repairs & Maintenance			444.30	
			101 - 542 30 31 000 - Office & Operating Supplies			464.57	
4052	07/01/2026	Claims	10	72405	Butler Services LLC	60.00	Pool - Chemicals; Pool - Chemicals
			176 - 576 20 31 000 - Office & Operating Supplies			45.88	
			176 - 576 20 31 000 - Office & Operating Supplies			14.12	

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4053	07/01/2026	Claims	10	72406	Cale America Inc.	3,703.55	Meters June 2026 / Text May 2026
			415 - 542 65 41 001 - ProSvs-Monthly PEMS Services		3,703.55		
4054	07/01/2026	Claims	10	72407	Cashmere Mailing House, LLC	1,065.93	Bearwise Postcard to City Residents
			001 - 513 10 44 000 - Communications/PR/Ads		1,065.93		
4055	07/01/2026	Claims	10	72408	Chelan County Treasurer	12,220.38	Inmates Housed at CCRJC - June 2026; Inmates Housed at CCRJC - July 2026
			001 - 521 10 41 004 - Chel. Co. Sheriff - Jail		6,110.19		
			001 - 521 10 41 004 - Chel. Co. Sheriff - Jail		6,110.19		
4056	07/01/2026	Claims	10	72409	Cintas Corporation Loc #607	1,833.34	Mats & Supplies; WTP - First Aid Supplies; WRRF - First Aid Supplies; Booster Station - First Aid Supplies; Shop - Supplies; Shop - Supplies; Mats & Supplies; Mats & Supplies; Parking - First Aid Supp
			001 - 518 30 48 000 - Repairs & Maintenance City Ha		12.78	City Hall - Supplies	
			001 - 518 30 48 000 - Repairs & Maintenance City Ha		12.78	City Hall - Supplies	
			001 - 518 30 48 000 - Repairs & Maintenance City Ha		12.78	City Hall - Supplies	
			403 - 534 80 32 000 - Operating Supplies-Trtmnt Plnt		149.46		
			403 - 534 80 32 000 - Operating Supplies-Trtmnt Plnt		165.72		
			404 - 535 80 32 000 - Operating Supplies-Trtmnt Plnt		38.71		
			404 - 535 80 48 000 - Repairs & Maintenance		11.30	WRRF - Supplies	
			404 - 535 80 48 000 - Repairs & Maintenance		15.99	WRRF - Supplies	
			404 - 535 80 48 000 - Repairs & Maintenance		15.99	WRRF - Supplies	
			415 - 542 65 31 001 - Office & Operating Supplies		107.95		
			501 - 548 68 31 000 - Office & Operating Supplies		145.46		
			501 - 548 68 31 000 - Office & Operating Supplies		632.18		
			501 - 548 68 48 000 - Repairs & Maintenance		64.43	Shop - Supplies - Supply WAR & Utility / Coveralls	
			501 - 548 68 48 000 - Repairs & Maintenance		66.76	Shop - Supplies - Supply WAR & Utility / Coveralls	
			501 - 548 68 48 000 - Repairs & Maintenance		66.76	Shop - Supplies - Supply WAR & Utility / Coveralls	
			110 - 575 48 48 000 - Repairs & Maintenance		87.72	Festhalle - Supplies	
			110 - 575 48 48 000 - Repairs & Maintenance		87.73	Festhalle - Supplies	
			110 - 575 48 48 000 - Repairs & Maintenance		87.73	Festhalle - Supplies	
			001 - 576 80 31 000 - Office & Operating Supplies		8.72		
			001 - 576 80 48 000 - Repairs & Maintenance		14.13	Parks - Supplies	
			001 - 576 80 48 000 - Repairs & Maintenance		14.13	Parks - Supplies	
			001 - 576 80 48 000 - Repairs & Maintenance		14.13	Parks - Supplies	
4057	07/01/2026	Claims	10	72410	Door-Tech Inc.	380.10	Parking - Door Repairs
			415 - 542 65 48 001 - Repairs & Maintenance		380.10		
4058	07/01/2026	Claims	10	72411	FIG Title LLC	271.16	WWTP Phase 3 Priority 3 project - NNA Commercial Street
			404 - 594 35 64 009 - WWTP - Phase III Capital Imprc		271.16		
4059	07/01/2026	Claims	10	72412	Grainger	109.65	Shop - Supplies; WTP - Supplies
			403 - 534 80 32 000 - Operating Supplies-Trtmnt Plnt		22.22		
			501 - 548 68 31 000 - Office & Operating Supplies		87.43		
4060	07/01/2026	Claims	10	72413	H.D. Fowler Company Inc.	23,142.03	Water Distribution; K81 Parts; Water Department; Water Main Connections Project; Water Main Connections Project; Water Main Connections Project; Water Main Connections Project; Water Main Connections
			403 - 534 80 31 000 - Operating Supplies-Distributio		549.24		

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			403 - 534 80 31 000 - Operating Supplies-Distribution			76.35	
			403 - 534 80 31 000 - Operating Supplies-Distribution			96.39	
			403 - 594 34 62 063 - Cedar/Stafford/Center Water M			13,297.00	
			403 - 594 34 62 063 - Cedar/Stafford/Center Water M			5,495.29	
			403 - 594 34 62 063 - Cedar/Stafford/Center Water M			523.83	
			403 - 594 34 62 063 - Cedar/Stafford/Center Water M			2,925.67	
			403 - 594 34 62 063 - Cedar/Stafford/Center Water M			178.26	
4061	07/01/2026	Claims	10	72414	Hach Company Inc.	555.44	WRRF - Chemicals
			404 - 535 80 32 000 - Operating Supplies-Trtmnt Plnt			555.44	
4062	07/01/2026	Claims	10	72415	Home Depot Credit Svc	1,342.67	Various
			001 - 576 80 31 000 - Office & Operating Supplies			800.76	Parks - Supplies
			001 - 576 80 35 000 - Small Tools & Minor Equipmen			541.91	Parks - Brushcutter
4063	07/01/2026	Claims	10	72416	JJ Keller	162.60	Saftey Training Materials
			501 - 548 68 31 000 - Office & Operating Supplies			162.60	
4064	07/01/2026	Claims	10	72417	KCDA Purchasing Cooperative	2,265.93	City Supplies
			001 - 518 30 31 001 - Office & Operating Supplies - (			41.61	City Hall
			402 - 537 80 31 000 - Office & Operating Supplies			258.32	Garbage
			110 - 575 48 31 000 - Office & Operating Supplies			189.35	Festhalle
			001 - 576 80 31 000 - Office & Operating Supplies			1,776.65	Parks
4065	07/01/2026	Claims	10	72418	KPG Psomas	20,068.24	Front Street Pedestrian Plaza Project
			104 - 594 58 41 002 - Front Street Pedestrian Plaza -			20,068.24	
4066	07/01/2026	Claims	10	72419	Leavenworth Chamber Of Commerce	30,000.00	1st and 2nd Quarter 2026 - LAP PR Billing
			104 - 557 30 44 001 - Advertising-LAP			30,000.00	
4067	07/01/2026	Claims	10	72420	Leavenworth Nursery	3,808.35	Parks - Flowers/Supplies; Parks - Flowers/Supplies; Parks - Plant Material
			104 - 557 30 48 002 - Hanging Baskets Soil/Fertilizer			599.83	
			104 - 557 30 48 002 - Hanging Baskets Soil/Fertilizer			936.59	
			104 - 557 30 48 002 - Hanging Baskets Soil/Fertilizer			1,963.58	
			001 - 576 80 31 000 - Office & Operating Supplies			308.35	
4068	07/01/2026	Claims	10	72421	National Color Graphics	850.53	Utility Billing Card Stock
			502 - 518 90 34 000 - Office & Operating Supplies			850.53	
4069	07/01/2026	Claims	10	72422	Plumbco Inc	2,300.00	Front Street Restroom - Inspection and Testing of Backflow Device; City Hall & Festhalle Annual Inspection
			001 - 518 30 48 000 - Repairs & Maintenance City Ha			500.00	City Hall - Five Year Fire Sprinkler Inspection
			001 - 518 30 48 000 - Repairs & Maintenance City Ha			475.00	City Hall - Annual Fire Sprinkler Inspection - Dry
			110 - 575 48 48 000 - Repairs & Maintenance			500.00	Festhalle - Five Year Fire Sprinkler Inspection
			110 - 575 48 48 000 - Repairs & Maintenance			475.00	Festhalle - Annual Fire Sprinkler Inspection - Dry
			110 - 575 48 48 000 - Repairs & Maintenance			275.00	Festhalle - Annual Fire Sprinkler Inspection - Wet
			104 - 594 76 65 006 - Front Street Restroom Expansic			75.00	
4070	07/01/2026	Claims	10	72423	RH2 Engineering, Inc.	134,650.52	Water Source Replacement Feasibility Study - May 24, 2026; Generator Procurement and Installation Professional Services - May 24, 2026; KOA Lift Station Improvements -May 24, 2026; General Sewer Plan
			403 - 594 34 41 009 - Source Swap Feasibility (IWG F			2,016.69	

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			403 - 594 34 41 016 - Generators (\$300K FEMA) Desi			2,670.89	
			404 - 594 35 41 001 - Sewer System Plan Update			128,450.55	
			404 - 594 35 64 010 - KOA Liftstation Rehab			1,512.39	
4071	07/01/2026	Claims	10	72424	Gina Rawson	1,210.83	Festhalle - Refund
			110 - 347 30 06 001 - Room Rental			439.17	
			110 - 347 30 06 003 - Room Deposit Fees			-2,000.00	
			110 - 347 30 06 007 - Event Staffing			350.00	
4072	07/01/2026	Claims	10	72425	Maggie Richter	1,947.87	Festhalle - Refund
			110 - 347 30 06 002 - Equipment Rental			48.00	
			110 - 347 30 06 003 - Room Deposit Fees			-2,000.00	
			110 - 382 90 00 002 - State Remittance - Sales Tax Cc			4.13	
4073	07/01/2026	Claims	10	72426	Ricoh USA Inc.	19.27	Parking - Copier Copies
			415 - 542 65 45 000 - Operating Rentals & Leases - C			19.27	
4074	07/01/2026	Claims	10	72427	Rodda Paint	58.99	Parking Paint
			415 - 542 65 48 001 - Repairs & Maintenance			58.99	
4075	07/01/2026	Claims	10	72428	SWS Equipment	35,115.27	#45 2021 Peterbuilt Labrie Garbage Truck; #45 2021 Peterbuilt Labrie Garbage Truck; #1 2010 Labrie Garbage Truck
			501 - 548 68 34 001 - SPFI-City 2021 Truck			205.86	
			501 - 548 68 34 001 - SPFI-City 2021 Truck			33,632.43	
			501 - 548 68 34 002 - SPFI-City 2010 Truck			1,276.98	
4076	07/01/2026	Claims	10	72429	State Of Washington Tourism	890.45	LAP
			104 - 557 30 44 001 - Advertising-LAP			890.45	
4077	07/01/2026	Claims	10	72430	Stericycle Inc.	126.24	City Hall Shred - May 2026
			502 - 518 90 41 000 - Professional Services			126.24	
4078	07/01/2026	Claims	10	72431	Tacoma Screw Products, Inc.	1,475.89	Shop - Supplies; Shop - Supplies
			501 - 548 68 31 000 - Office & Operating Supplies			1,390.09	
			501 - 548 68 31 000 - Office & Operating Supplies			85.80	
4079	07/01/2026	Claims	10	72432	Titan Truck	18,472.34	#20 2010 F550 - upgrades instead of full replacement.
			501 - 594 48 64 070 - Large Pickup/Utility Box/ Plow			18,472.34	
4080	07/01/2026	Claims	10	72433	USA Bluebook	3,024.85	Shop - Supplies; WTP - Water Treatment; WRRF - Supplies; WRRF - Supplies
			403 - 534 80 32 000 - Operating Supplies-Trtmnt Plnt			144.94	
			404 - 535 80 32 000 - Operating Supplies-Trtmnt Plnt			500.36	
			404 - 535 80 32 000 - Operating Supplies-Trtmnt Plnt			732.14	
			501 - 548 68 31 000 - Office & Operating Supplies			1,647.41	
4081	07/01/2026	Claims	10	72434	Vari	96.76	S. McLaughlin - Keyboard Tray
			001 - 514 20 31 000 - Office & Operating Supplies			96.76	
4082	07/01/2026	Claims	10	72435	Gloria Vasquez	1,882.71	Festhalle - Refund
			110 - 347 30 06 002 - Equipment Rental			108.00	
			110 - 347 30 06 003 - Room Deposit Fees			-2,000.00	
			110 - 382 90 00 002 - State Remittance - Sales Tax Cc			9.29	
4083	07/01/2026	Claims	10	72436	Ward Media	482.13	Various; Various; Water Main Connections & Upgrades Project Notice
			502 - 518 90 44 000 - Advertising			38.43	Council Special Meeting - Retreat Part 2
			502 - 518 90 44 000 - Advertising			34.08	Public Hearing notice for Six year TIP
			415 - 542 65 44 000 - Advertising			29.00	Parking - Job Ad
			176 - 576 20 44 000 - Advertising			29.00	Pool - Job Ad

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			403 - 594 34 62 063 - Cedar/Stafford/Center Water M			351.62	
4084	07/01/2026	Claims	10	72437	Waste Loop	1,536.00	Recycle Center Manager & Attendant Services - April & May 2026
			402 - 537 80 41 000 - ProSvs - Recycle Ctr Mgmt			612.00	
			402 - 537 80 41 001 - Recycling Pro-Svs-Attendant			924.00	
4085	07/01/2026	Claims	10	72438	Wenatchee Signs	588.11	Parking - Validation Signs; Parking - River Shuttle Signs
			415 - 542 65 31 003 - Office & Operating-Street Sign			375.74	
			415 - 542 65 31 003 - Office & Operating-Street Sign			212.37	
4086	07/01/2026	Claims	10	72439	Whitney Equipment Company, Inc.	13,906.74	WRRF - Mixer Repair
			404 - 594 35 64 001 - WWTP - Equipment Replacement			13,906.74	
4087	07/01/2026	Claims	10	72440	Communications Ziply Fiber Northwest, LLC dba LocalTel	137.85	Mountain View Cemetery - Internet - June 2026; Festhalle - Internet - June 2026
			001 - 536 50 47 000 - Utilities			66.95	
			110 - 575 48 47 000 - Utility Services			70.90	
			001 Current Expense			30,383.77	
			101 Streets			14,926.96	
			104 Lodging Tax			74,231.85	
			110 Leavenworth Civic Center			6,814.84	
			176 Community Swimming Pool			112.62	
			402 Garbage			2,139.32	
			403 Water			29,436.62	
			404 Sewer			146,880.91	
			415 Parking			23,729.18	
			501 Equip Rental & Revolving Fund			60,163.88	
			502 Central Services			5,929.60	
							Claims:
							394,749.55
			* Transaction Has Mixed Revenue And Expense Accounts			394,749.55	

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Leavenworth, and that I am authorized to authenticate and certify to said claim.

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Finance Director


Date

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3903	06/25/2026	Claims	10	EFT	Dept of Revenue	36,685.01	May Combined Excise Tax
		001 - 511 60 31 003 - Community Engagement Night				23.14	
		001 - 511 60 31 003 - Community Engagement Night				7.48	
		410 - 531 30 40 005 - Excise Tax-Dept Of Revenue				269.71	
		403 - 534 80 40 005 - Water-Excise Tax-Dept. Revenue				262.14	
		403 - 534 80 40 005 - Water-Excise Tax-Dept. Revenue				10,133.93	
		404 - 535 80 40 005 - Excise Tax-Dept Of Revenue				2,917.91	
		404 - 535 80 40 005 - Excise Tax-Dept Of Revenue				1,605.69	
		001 - 536 50 31 000 - Office & Operating Supplies				6.38	
		001 - 536 50 31 000 - Office & Operating Supplies				2.06	
		001 - 536 50 40 005 - External Taxes-Excise Tax				40.06	
		402 - 537 80 40 005 - Excise Tax-Dept Of Revenue				1,977.09	
		402 - 537 80 40 005 - Excise Tax-Dept Of Revenue				4,032.99	
		176 - 576 20 40 005 - External Taxes-Sales-B&O Taxe				53.81	
		176 - 576 20 40 005 - External Taxes-Sales-B&O Taxe				139.84	
		176 - 576 20 40 005 - External Taxes-Sales-B&O Taxe				1,929.79	
		176 - 576 20 40 005 - External Taxes-Sales-B&O Taxe				623.47	
		110 - 582 90 00 003 - Sales Tax Disbursements				539.92	
		110 - 582 90 00 003 - Sales Tax Disbursements				3.34	
		110 - 582 90 00 003 - Sales Tax Disbursements				46.15	
		110 - 582 90 00 003 - Sales Tax Disbursements				14.91	
		415 - 582 90 00 005 - External Taxes - Excise Tax				625.95	
		415 - 582 90 00 005 - External Taxes - Excise Tax				8,638.39	
		415 - 582 90 00 005 - External Taxes - Excise Tax				2,790.86	
		001 Current Expense				79.12	
		110 Leavenworth Civic Center				604.32	
		176 Community Swimming Pool				2,746.91	
		402 Garbage				6,010.08	
		403 Water				10,396.07	
		404 Sewer				4,523.60	
		410 Stormwater				269.71	
		415 Parking				12,055.20	
						36,685.01	Claims: 36,685.01

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I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Leavenworth, and that I am authorized to authenticate and certify to said claim.

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Finance Director	Date

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3847	06/24/2026	Claims	10	72384	BHC Consultants LLC	11,120.00	2026 Comp Plan Update - Services 04/25/2026 - 05/22/2026
					410 - 531 30 41 000 - Professional Services	48.27	
					403 - 534 80 41 003 - Pro Svs - General	48.27	
					404 - 535 80 41 000 - Professional Services	48.27	
					415 - 542 65 41 009 - Prosvs - Comp Plan Support	144.80	
					101 - 543 10 41 000 - Prosvs - Comp Plan Support	325.79	
					104 - 557 30 41 008 - Prosvs - Comp Plan Tourism Su	398.20	
					001 - 558 60 41 002 - Comp Plan Update	9,129.00	
					001 - 594 76 41 003 - City Parks Master Plan	977.40	
3848	06/24/2026	Claims	10	72385	Marc Babiar	50.00	Wellness Committee Reimbursement
					502 - 518 90 31 000 - Wellness Committee Operating	50.00	
3849	06/24/2026	Claims	10	72386	Curb Appeal Landscape Supply, LLC	2,957.72	Parks - Supplies; Parks - Supplies
					001 - 576 80 31 000 - Office & Operating Supplies	2,162.04	
					001 - 576 80 31 000 - Office & Operating Supplies	795.68	
3850	06/24/2026	Claims	10	72387	Firefly Inc.	10,129.11	Microsoft 365 Apps & PC Managed Services - July 2026
					502 - 518 90 41 000 - Professional Services	10,129.11	
3851	06/24/2026	Claims	10	72388	General Code	471.56	Annual Web Update
					502 - 518 90 41 002 - LMC-ProSvs	471.56	
3852	06/24/2026	Claims	10	72389	ParentMap	3,003.00	LAP - Family Adventure Guide - Summer
					104 - 557 30 44 001 - Advertising-LAP	3,003.00	
3853	06/24/2026	Claims	10	72390	Matthew Selby	100.00	Wellness Committee Reimbursement
					502 - 518 90 31 000 - Wellness Committee Operating	100.00	
3854	06/24/2026	Claims	10	72391	US Post Office	480.00	July Utility Billing Postage
					410 - 531 30 42 000 - Communications-Phone/Postage	14.40	
					403 - 534 80 42 000 - Comm-Phone/Postage/Fx	196.80	
					404 - 535 80 42 000 - Comm-Phone/Postage/Fx	168.00	
					402 - 537 80 42 000 - Comm-Phone/Postage/Fx	100.80	
3855	06/24/2026	Claims	10	72392	Verizon Wireless	3,169.58	City Water Meters - May 2026; City Smart Phones/Tablets - May 2026
					001 - 511 60 47 000 - Utilities/Phone	72.23	Mayor
					001 - 513 10 47 000 - Utilities/Phone	150.69	Executive
					403 - 534 80 42 000 - Comm-Phone/Postage/Fx	120.03	
					403 - 534 80 42 000 - Comm-Phone/Postage/Fx	214.18	WTP
					404 - 535 80 42 000 - Comm-Phone/Postage/Fx	208.11	WRRF
					402 - 537 80 42 000 - Comm-Phone/Postage/Fx	56.46	Refuse
					415 - 542 65 31 001 - Office & Operating Supplies	503.78	Parking
					501 - 548 68 42 000 - Comm-Phone/Postage/Fx	682.32	PW
					104 - 557 30 47 003 - RTM - Phone/Postage/Fax	19.62	Recreation & Tourism Manager
					001 - 558 60 31 000 - Office & Operating Supplies	229.06	Planning
					001 - 559 30 47 000 - Utilities/Phone	191.48	Community Development
					176 - 576 20 42 000 - Comm-Phone/Postage/Fx	19.61	Recreation & Tourism Manager
					176 - 576 20 42 000 - Comm-Phone/Postage/Fx	213.87	Pool
					001 - 576 80 42 000 - Comm-Phone/Postage/Fx	488.14	Parks
3856	06/24/2026	Claims	10	72393	Winton Manufacturing LLC	4,530.38	Recycling Yard Waste Fees; Various
					402 - 537 80 41 003 - Recycling Yard Waste Fees	480.70	
					402 - 537 80 41 003 - Recycling Yard Waste Fees	3,941.98	Recycling Yard Waste Fees
					110 - 575 48 47 000 - Utility Services	107.70	Leavenworth Festhalle Compost

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3857	06/24/2026	Claims	10	72394	Ziply Fiber	1,191.85	WTP - Telemetry Pump Station - June 2026; City Phone Lines - June 2026
		502 - 518 90 42 000 - Comm-Phone/Postage/Fx				417.97	City Hall
		403 - 534 80 42 000 - Comm-Phone/Postage/Fx				28.72	
		404 - 535 80 42 000 - Comm-Phone/Postage/Fx				102.14	Waste Water Treatment plant
		404 - 535 80 42 000 - Comm-Phone/Postage/Fx				58.25	Enchantment Park Lift Station
		404 - 535 80 42 000 - Comm-Phone/Postage/Fx				58.25	WWTP Lift Station Alarm
		104 - 557 30 44 001 - Advertising-LAP				65.86	Gazebo
		110 - 575 48 42 000 - Phone/Postage/Fax				171.95	Festhalle
		176 - 576 20 42 000 - Comm-Phone/Postage/Fx				115.60	City Pool
		001 - 576 80 42 000 - Comm-Phone/Postage/Fx				57.43	Parks Irrigation Enchantment
		001 - 576 80 42 000 - Comm-Phone/Postage/Fx				57.43	Parks Irrigation 8th Street
		001 - 576 80 42 000 - Comm-Phone/Postage/Fx				58.25	Parks Bldg
		001 Current Expense				14,368.83	
		101 Streets				325.79	
		104 Lodging Tax				3,486.68	
		110 Leavenworth Civic Center				279.65	
		176 Community Swimming Pool				349.08	
		402 Garbage				4,579.94	
		403 Water				608.00	
		404 Sewer				643.02	
		410 Stormwater				62.67	
		415 Parking				648.58	
		501 Equip Rental & Revolving Fund				682.32	
		502 Central Services				11,168.64	
						37,203.20	Claims: 37,203.20

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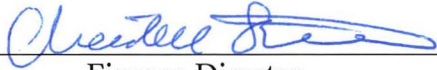
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Finance Director

6/24/2026
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3690	06/17/2026	Claims	10	72295	Allied Trenchless	120,205.17	Retainage Release - Wastewater Collection & Treatment Facilities Improvements Phase III Collection
					404 - 594 35 64 009 - WWTP - Phase III Capital Imprc	120,205.17	
3691	06/17/2026	Claims	10	72296	Alumichem	11,066.48	WRRF - Chemicals; WRRF - Drum
					404 - 535 80 32 000 - Operating Supplies-Trtmnt Plnt	9,412.23	
					404 - 535 80 32 000 - Operating Supplies-Trtmnt Plnt	1,654.25	
3692	06/17/2026	Claims	10	72297	Anatek Labs, Inc.	745.00	WRRF - Water Testing; WTP - Water Testing; WTP - Water Testing; WRRF - Water Testing; WTP - Water Testing; WRRF - Water Testing
					403 - 534 80 41 000 - Water Testing	126.00	
					403 - 534 80 41 000 - Water Testing	62.00	
					403 - 534 80 41 000 - Water Testing	294.00	
					403 - 534 80 41 000 - Water Testing	47.00	
					404 - 535 80 41 000 - Professional Services	72.00	
					404 - 535 80 41 000 - Professional Services	72.00	
					404 - 535 80 41 000 - Professional Services	72.00	
3693	06/17/2026	Claims	10	72298	Andreas Keller Restaurant	353.75	SUP2026-011 Refund
					001 - 322 40 01 000 - SUP - Street ROW Per Sq. Ft.	-313.50	
					001 - 382 90 00 000 - Leasehold Excise Tax - SUP	-40.25	
3694	06/17/2026	Claims	10	72299	Aperture EQ	4,561.20	Leading a Workforce Free of Harrassment and Discrimination Training for All Staff
					001 - 513 10 43 001 - Professional Development - All	4,561.20	
3695	06/17/2026	Claims	10	72300	Apple Valley Pumping, Inc	150.00	Osborne - Portable Rental
					001 - 576 80 47 000 - Utilities	150.00	
3696	06/17/2026	Claims	10	72301	Marc Babiar	50.00	Wellness Committee Reimbursement
					502 - 518 90 31 000 - Wellness Committee Operating	50.00	
3697	06/17/2026	Claims	10	72302	Big Belly Solar LLC	1,616.20	Smart Max Five Year Software - 05/21/2026 - 06/20/2026; Trash Hopper Lift Bin - 05/22/2026 - 06/21/2026
					104 - 557 30 47 000 - Utilities-Street Cans	127.07	
					104 - 557 30 47 000 - Utilities-Street Cans	1,489.13	
3698	06/17/2026	Claims	10	72303	Brave Warrior Project	2,000.00	Festhalle Refund
					110 - 347 30 06 003 - Room Deposit Fees	-2,000.00	
3699	06/17/2026	Claims	10	72304	Butler Services LLC	212.86	Pool - Chemicals
					176 - 576 20 31 000 - Office & Operating Supplies	212.86	
3700	06/17/2026	Claims	10	72305	Cale America Inc.	3,656.58	Meters May 2026/ Text April 2026
					415 - 542 65 41 001 - ProSvs-Monthly PEMS Services	3,656.58	
3701	06/17/2026	Claims	10	72306	Cascade PTSA	4,380.00	2026 Leavenworth Fund Grant Program
					001 - 571 23 49 000 - Leavenworth Fund - Youth/Sen	4,380.00	
3702	06/17/2026	Claims	10	72307	Cascade Quality Water	405.13	Various - May 2026
					001 - 518 30 31 000 - Office & Operating Supplies	154.10	City Hall - Water
					404 - 535 80 32 000 - Operating Supplies-Trtmnt Plnt	17.10	WRRF - Water
					415 - 542 65 31 001 - Office & Operating Supplies	42.84	Parking - Water
					501 - 548 68 31 000 - Office & Operating Supplies	33.34	(Amber) -Op Shop- Water
					501 - 548 68 31 000 - Office & Operating Supplies	55.12	Utility Shop - Water
					001 - 576 80 31 000 - Office & Operating Supplies	102.63	Parks Building/Cemetary - Water
3703	06/17/2026	Claims	10	72308	Cashmere Mailing House, LLC	68.59	Front St Project Improvements 2026

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			104 - 594 76 63 021 - 2026 Front Street Short-Term Li			68.59	
3704	06/17/2026	Claims	10	72309	Central Washington Asphalt, Inc.	413,189.45	2026 Parking Lot Improvements
			415 - 595 65 60 001 - Various Parking Lot Improve			413,189.45	
3705	06/17/2026	Claims	10	72310	Chelan County PUD	15,718.72	Various - May 2026; Chumstick Lift Station
			001 - 518 30 47 000 - Utilities			131.55	City Hall Lights
			001 - 518 30 47 001 - Utilities - Osborn			101.74	Osborn School
			403 - 534 80 47 000 - Utilities			1,634.10	WTP / Pump Stations / Icicle Rd Reservoir
			403 - 534 80 47 000 - Utilities			156.96	WTP / Ski Hill Pump Station
			403 - 534 80 47 000 - Utilities			39.31	WTP / Ski Hill Reservoir (Top of Ski Hill Dr.)
			404 - 535 80 47 000 - Utilities			2,833.47	WWTP / Pump Stations
			404 - 535 80 47 000 - Utilities			38.70	Chumstick Lift Station
			001 - 536 50 47 000 - Utilities			23.93	Cemetery
			402 - 537 80 47 000 - Utilities			50.48	Recycle Center
			101 - 542 63 47 000 - Utilities			57.27	Street Lights / Snow Melt
			101 - 542 63 47 000 - Utilities			27.39	Front St. / Grange Hall street light
			101 - 542 63 47 000 - Utilities			740.87	Street Lights / Hwy Snowflakes
			101 - 542 63 47 000 - Utilities			25.42	Price & Pine Street Lights
			101 - 542 63 47 000 - Utilities			52.95	Ward Strasse/Pinegrass Street Lights
			101 - 542 63 47 000 - Utilities			158.20	Street Lights
			415 - 542 65 47 000 - Utility Services			137.14	Glacier Parking Lot
			415 - 542 65 47 000 - Utility Services			63.15	Car Wash (1451 US Hwy 2)
			501 - 548 68 47 000 - Utilities			21.06	Car Wash (1451 US Hwy 2)
			501 - 548 68 47 000 - Utilities			117.65	PW Shop
			104 - 557 30 47 001 - Utilities-Restrooms			42.66	Parks House
			104 - 557 30 47 001 - Utilities-Restrooms			278.73	Front St. City Park
			104 - 557 30 47 001 - Utilities-Restrooms			122.55	9th Streetscape / 8th St. Bathrooms
			104 - 557 30 47 001 - Utilities-Restrooms			131.55	City Hall Lights
			104 - 557 30 47 002 - Utilities - Icicle Station			51.55	Icicle Train Station
			110 - 575 48 47 000 - Utility Services			440.77	Festhalle
			176 - 576 20 47 000 - Utilities			8,020.06	City Pool
			001 - 576 80 47 000 - Utilities			42.66	Parks House
			001 - 576 80 47 000 - Utilities			62.91	Lions Club Park
			001 - 576 80 47 000 - Utilities			113.94	Parks Bldg/Enchantment Park / Waterfront Park
3706	06/17/2026	Claims	10	72311	Cintas Corporation Loc #607	379.29	Parking - Uniform Patches; WTP - Eyewash
			403 - 534 80 32 000 - Operating Supplies-Trtmnt Plnt			193.31	
			415 - 542 65 31 001 - Office & Operating Supplies			185.98	
3707	06/17/2026	Claims	10	72312	City Of Leavenworth	47,384.64	Utility Bills - June 2026
			001 - 518 30 47 000 - Utilities			285.34	City Hall Irrigation
			001 - 518 30 47 000 - Utilities			793.65	City Hall
			001 - 518 30 47 001 - Utilities - Osborn			140.89	Osborn School
			001 - 518 30 47 001 - Utilities - Osborn			453.21	Osborn School Irrigation
			403 - 534 80 47 000 - Utilities			67.42	Zelt Strasse Testing Station
			403 - 534 80 47 000 - Utilities			65.76	Lift Station (Alpensee Strasse)
			404 - 535 80 47 000 - Utilities			1,797.82	Waste Water Treatment Plant
			001 - 536 50 47 000 - Utilities			2,315.28	Mountain View Cemetery IRR
			415 - 542 65 47 000 - Utility Services			349.45	Parking/Shop
			415 - 542 65 47 001 - Utility Services - Horseshoe La			148.00	1329 Highway 2 - Horseshoe Lake
			501 - 548 68 47 000 - Utilities			233.09	Public Works Shop Wash Bay
			501 - 548 68 47 000 - Utilities			722.31	Public Works Shop

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			501 - 548 68 47 000 - Utilities			116.48	Parking/Shop
			501 - 548 68 47 000 - Utilities			214.57	Op Shop/ Parks Building
			104 - 557 30 47 000 - Utilities-Street Cans			23,680.00	Big Belly
			104 - 557 30 47 000 - Utilities-Street Cans			2,932.44	32 Gallon Street Cans
			104 - 557 30 47 001 - Utilities-Restrooms			252.14	Hwy. 2 Streetscape
			104 - 557 30 47 001 - Utilities-Restrooms			855.77	DOT Restrooms
			104 - 557 30 47 001 - Utilities-Restrooms			143.01	Lions Club Park Restrooms
			104 - 557 30 47 001 - Utilities-Restrooms			144.65	Front St. Streetscape
			104 - 557 30 47 001 - Utilities-Restrooms			222.26	808 Commercial St. Streetscape
			104 - 557 30 47 001 - Utilities-Restrooms			67.42	845 Front St. Streetscape
			104 - 557 30 47 001 - Utilities-Restrooms			222.26	845 Commercial St. Streetscape
			104 - 557 30 47 001 - Utilities-Restrooms			1,490.80	Front St. Park Restrooms
			104 - 557 30 47 001 - Utilities-Restrooms			805.91	Commercial St. Restrooms
			104 - 557 30 47 001 - Utilities-Restrooms			403.20	Front Street Park Irrigation
			104 - 557 30 47 001 - Utilities-Restrooms			107.28	Op Shop/ Parks Building
			104 - 557 30 47 001 - Utilities-Restrooms			462.84	Waterfront Park Restrooms
			104 - 557 30 47 001 - Utilities-Restrooms			370.34	Waterfront Park Irrigation
			110 - 575 48 47 000 - Utility Services			111.45	Festhalle Irrigation
			110 - 575 48 47 000 - Utility Services			1,463.46	Festhalle Building
			176 - 576 20 47 000 - Utilities			1,490.82	PRSA - Pool
			001 - 576 80 47 000 - Utilities			116.43	SE 10th St Irrigation
			001 - 576 80 47 000 - Utilities			109.79	Ornamental Bed
			001 - 576 80 47 000 - Utilities			143.00	Lions Club Park Restrooms
			001 - 576 80 47 000 - Utilities			408.52	Finchem Hill - Irrigation
			001 - 576 80 47 000 - Utilities			222.26	Triangle Park (Evans Street)
			001 - 576 80 47 000 - Utilities			252.14	Hwy. 2 Pool Sidewalk Streetscape
			001 - 576 80 47 000 - Utilities			667.48	Pool/Parking Lot Irrigation
			001 - 576 80 47 000 - Utilities			234.60	Parks House
			001 - 576 80 47 000 - Utilities			107.28	Op Shop/ Parks Building
			001 - 576 80 47 000 - Utilities			331.24	Enchantment Park - Restrooms
			001 - 576 80 47 000 - Utilities			1,862.58	Enchantment Park - Irrigation
3708	06/17/2026	Claims	10	72313	Clifton Tree Service	82,108.00	Parks - Tree Removal
			001 - 576 80 41 001 - Professional Services			82,108.00	
3709	06/17/2026	Claims	10	72314	DVA Advertising & Public Relations	24,099.49	LAP - Advertising; LAP - Advertising
			104 - 557 30 44 001 - Advertising-LAP			6,890.20	
			104 - 557 30 44 001 - Advertising-LAP			17,209.29	
3710	06/17/2026	Claims	10	72315	Dan's Food Market	465.74	Various
			403 - 534 80 32 000 - Operating Supplies-Trtmnt Plnt			10.39	WTP - Water
			403 - 534 80 32 000 - Operating Supplies-Trtmnt Plnt			5.20	WTP - Water
			404 - 535 80 32 000 - Operating Supplies-Trtmnt Plnt			42.88	WRRF - Bleach
			404 - 535 80 32 000 - Operating Supplies-Trtmnt Plnt			308.75	WRRF - Bleach
			404 - 535 80 32 000 - Operating Supplies-Trtmnt Plnt			35.88	WRRF - Crushed Ice
			404 - 535 80 32 000 - Operating Supplies-Trtmnt Plnt			10.62	WRRF - Supply
			415 - 542 65 31 001 - Office & Operating Supplies			52.02	Parking - Supplies
3711	06/17/2026	Claims	10	72316	Dept of Transportation	8,005.33	May 2026 - Fuel
			501 - 548 68 32 000 - Fuel Consumed			8,005.33	
3712	06/17/2026	Claims	10	72317	Enterprise FM Trust	96,362.56	Various
			501 - 548 68 41 003 - ProSvs - Fleet Vehicles Acct Fee			305.08	Monthly Service Fees - 5 Vehicles (some prorate)
			001 - 594 18 64 000 - City Hall SUV			-9,000.00	2026 Chevy Equinox - Comm. Dev. Pre-Credit price for sale of Ford Escape

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			001 - 594 18 64 000 - City Hall SUV			31,655.00	2026 Chevy Equinox - Comm. Dev.
			501 - 594 48 64 058 - New Light Pickup			73,402.48	2025 Chevy Silverado 3500 - M. Thompson
3713	06/17/2026	Claims	10	72318	Firefly Inc.	2,192.93	Pool Laptop - 3rd Station
			176 - 576 20 35 000 - Small Tool & Minor Equipment			2,192.93	
3714	06/17/2026	Claims	10	72319	Grainger	78.28	WTP - Supplies
			404 - 535 80 32 000 - Operating Supplies-Trtmnt Plnt			78.28	
3715	06/17/2026	Claims	10	72320	Gray & Osborne, Inc.	826.61	Leavenworth Meadows; 2023 Small Works Projects - Well Field Fencing
			001 - 558 60 41 005 - Pro.Svs. Develop Review-Reimk			693.36	
			403 - 594 34 41 015 - Well Field Fencing - Design/En			133.25	
3716	06/17/2026	Claims	10	72321	Hach Company Inc.	241.22	WRRF - Supplies
			403 - 534 80 32 000 - Operating Supplies-Trtmnt Plnt			241.22	
3717	06/17/2026	Claims	10	72322	Howell At The Moon	2,219.52	LAP - Advertising
			104 - 557 30 44 001 - Advertising-LAP			2,219.52	
3718	06/17/2026	Claims	10	72323	IPro Building Services LLC	1,437.00	May Building Service
			001 - 518 30 41 000 - Professional Services			1,437.00	
3719	06/17/2026	Claims	10	72324	Icicle Brewing Company	60.93	SUP2025-069 Refund
			001 - 322 40 01 000 - SUP - Street ROW Per Sq. Ft.			-54.00	
			001 - 382 90 00 000 - Leasehold Excise Tax - SUP			-6.93	
3720	06/17/2026	Claims	10	72325	Icicle TV	45,937.28	LAP
			104 - 557 30 44 001 - Advertising-LAP			45,937.28	
3721	06/17/2026	Claims	10	72326	KCDA Purchasing Cooperative	2,028.69	Parks -Supplies
			001 - 576 80 31 000 - Office & Operating Supplies			2,028.69	
3722	06/17/2026	Claims	10	72327	KPG Psomas	9,572.50	Front Street Pedestrian Plaza Project
			104 - 594 58 41 002 - Front Street Pedestrian Plaza -			9,572.50	
3723	06/17/2026	Claims	10	72328	Keyhole Security Inc	423.54	Parking - Annual Fire & Alarm Monitoring
			415 - 542 65 48 001 - Repairs & Maintenance			423.54	
3724	06/17/2026	Claims	10	72329	Kottkamp, Yedinak & Esworthy PLLC	1,500.00	LUA 2026-014; LUA 2026-003
			001 - 558 60 41 001 - Hearing Exam-ProSvs.			750.00	
			001 - 558 60 41 001 - Hearing Exam-ProSvs.			750.00	
3725	06/17/2026	Claims	10	72330	Ben Larsen	50.00	Wellness Committee Reimbursement
			502 - 518 90 31 000 - Wellness Committee Operating			50.00	
3726	06/17/2026	Claims	10	72331	Local Planning	9,680.00	Festhalle Management - May 2026
			104 - 557 30 44 003 - Advertising-Festhalle			100.00	Social Media
			110 - 575 48 41 000 - Managerial Services			4,300.00	Management Fee
			110 - 575 48 41 001 - Janitorial Services			360.00	Janitorial
			110 - 575 48 41 001 - Janitorial Services			1,800.00	Janitorial
			110 - 575 48 41 004 - Event Staffing			285.00	Event Staffing
			110 - 575 48 41 004 - Event Staffing			2,835.00	Event Staffing
3727	06/17/2026	Claims	10	72332	Lyman Dust Control, Inc.	39,514.16	Boat Launch, Icicle Bridge & Mt.View Cemetery - Dust Control; Waterfront Parking Lot Dust Control
			001 - 536 50 48 000 - Repairs & Maintenance			775.99	
			415 - 542 65 41 007 - ProSvs - On-Call Dust Control			14,303.71	
			104 - 557 30 41 005 - ProSvs - On-Call Dust Control			24,434.46	
3728	06/17/2026	Claims	10	72333	Amy McCoy	50.00	Wellness Committee Reimbursement
			502 - 518 90 31 000 - Wellness Committee Operating			50.00	

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3729	06/17/2026	Claims	10	72334	Motor Mart	167.71	WRRF - Relay Repair
			404 - 535 80 48 000 - Repairs & Maintenance			167.71	
3730	06/17/2026	Claims	10	72335	Munchen Haus	109.34	SUP2026-020 - Refund
			001 - 322 40 01 000 - SUP - Street ROW Per Sq. Ft.			-96.90	
			001 - 382 90 00 000 - Leasehold Excise Tax - SUP			-12.44	
3731	06/17/2026	Claims	10	72336	Napa Auto Parts	932.46	Various - May 2026
			403 - 534 80 32 000 - Operating Supplies-Trtmnt Plnt			73.83	WTP - Supply
			404 - 535 80 32 000 - Operating Supplies-Trtmnt Plnt			25.41	WRRF - Supply
			404 - 535 80 32 000 - Operating Supplies-Trtmnt Plnt			8.74	WRRF - Supply
			415 - 542 65 31 001 - Office & Operating Supplies			13.23	Parking - Supply
			501 - 548 68 31 000 - Office & Operating Supplies			113.48	Shop - Supply
			501 - 548 68 31 000 - Office & Operating Supplies			14.60	Shop - Supplies
			501 - 548 68 31 000 - Office & Operating Supplies			56.70	Shop - Supplies
			501 - 548 68 31 000 - Office & Operating Supplies			47.05	Shop - Supplies
			501 - 548 68 34 000 - Supp Purchased For Inventory			17.48	#48 2020 Bobcat
			501 - 548 68 34 000 - Supp Purchased For Inventory			0.01	#10 2014 F250
			501 - 548 68 34 000 - Supp Purchased For Inventory			12.80	#10 2014 F250
			501 - 548 68 34 002 - SPFI-City 2010 Truck			243.06	1 & 2 2010 & 2011 Garbage Trucks - Split 50/50
			501 - 548 68 34 002 - SPFI-City 2010 Truck			21.31	# 1 2010 Peterbuilt Labrie Garbage Truck
			501 - 548 68 34 003 - SPFI-Cashmere 2011 Truck			243.06	1 & 2 2010 & 2011 Garbage Trucks - Split 50/50
			501 - 548 68 34 003 - SPFI-Cashmere 2011 Truck			32.53	#2 2011 Garbage Truck
			001 - 576 80 31 000 - Office & Operating Supplies			9.17	Parks - Supply
3732	06/17/2026	Claims	10	72337	Nash Consulting, Inc	600.00	Pool Workshop
			176 - 576 20 41 000 - Professional Services			600.00	
3733	06/17/2026	Claims	10	72338	NewCom Technologies, Inc.	595.00	Cemetery Management Software 7/1/2026 - 6/30/2027
			001 - 536 50 31 000 - Office & Operating Supplies			595.00	
3734	06/17/2026	Claims	10	72339	Norco Inc.	601.22	Pool - Cylinder Rental; Pool - Chemicals
			176 - 576 20 31 000 - Office & Operating Supplies			158.57	
			176 - 576 20 31 000 - Office & Operating Supplies			442.65	
3735	06/17/2026	Claims	10	72340	One Call Concepts Inc	51.43	Utility Locates - May 2026
			410 - 531 30 31 000 - Office & Operating Supplies			1.55	
			403 - 534 80 31 000 - Operating Supplies-Distribution			26.74	
			404 - 535 80 31 000 - Operating Supplies-Collection			23.14	
3736	06/17/2026	Claims	10	72341	Oxarc Inc.	474.25	Shop - Propane Cylinder / Chemicals; WTP Chlorine & Cylinder Rental
			403 - 534 80 32 000 - Operating Supplies-Trtmnt Plnt			229.28	
			501 - 548 68 31 000 - Office & Operating Supplies			244.97	
3737	06/17/2026	Claims	10	72342	Pacific Security	7,834.90	Restroom Lockups - May 2026; Security - May 2026
			104 - 557 30 15 000 - Festival & Event Security			6,655.08	
			104 - 557 30 41 002 - ProSvs - Restroom Attendant			589.91	
			001 - 576 80 41 000 - ProSvs-Restroom Lockup			589.91	
3738	06/17/2026	Claims	10	72343	Park Loyalty	5,265.60	Parking - Monthly Subscription - June 2026
			415 - 542 65 41 004 - ProSvs- Enforcement Billing			5,265.60	
3739	06/17/2026	Claims	10	72344	Parklync	1,250.00	Parklync Permit Management Software Services - May 2026
			415 - 542 65 41 004 - ProSvs- Enforcement Billing			1,250.00	

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3740	06/17/2026	Claims	10	72345	Parkmobile, LLC	2,664.80	End User Fees - May 2026
					415 - 542 65 40 011 - CC Processing Charges	2,664.80	
3741	06/17/2026	Claims	10	72346	Pipkin Inc.	13,295.33	2026 Parking Lot Improvements
					415 - 595 65 60 001 - Various Parking Lot Improvements	13,295.33	
3742	06/17/2026	Claims	10	72347	Gaylene Plante	2,000.00	Festhalle Refund
					110 - 347 30 06 003 - Room Deposit Fees	-2,000.00	
3743	06/17/2026	Claims	10	72348	Pointe Pest Control	162.90	City of Leavenworth & Library General Pest
					001 - 518 30 48 000 - Repairs & Maintenance City Hall	162.90	
3744	06/17/2026	Claims	10	72349	Courtney Porter	882.82	Various
					001 - 511 60 31 000 - Office & Operating Supplies	10.30	Mileage Reim.
					001 - 511 60 31 000 - Office & Operating Supplies	150.00	City Council Retreat
					001 - 513 10 43 001 - Professional Development - All	722.52	Professional Dev. Day
3745	06/17/2026	Claims	10	72350	Procom LLC	1,482.00	Pool Employee - Drug Testing
					176 - 576 20 31 000 - Office & Operating Supplies	1,482.00	
3746	06/17/2026	Claims	10	72351	RH2 Engineering, Inc.	8,678.08	Water Transmission Main Replacement - Well Site to Mill Street - May 24, 2026; Water Main Connections and Upgrades - May 24, 2026
					403 - 594 34 41 013 - Water Main Trans.-Wells To Leavenworth	2,810.14	
					403 - 594 34 41 017 - Cedar/Stafford/Center Water Main	5,867.94	
3747	06/17/2026	Claims	10	72352	Kara, A Raftery	237.68	Supply Run
					001 - 513 10 43 000 - Travel-Lodging/Meals/Mileage	237.68	
3748	06/17/2026	Claims	10	72353	Raven's Nest	1,200.00	LAP
					104 - 557 30 44 001 - Advertising-LAP	1,200.00	
3749	06/17/2026	Claims	10	72354	Ravenous Catering	543.00	Council Retreat Lunch 5/29
					001 - 511 60 43 000 - Travel-Lodging/Meals/Mileage	543.00	
3750	06/17/2026	Claims	10	72355	Ricoh USA, Inc.	65.33	Parking Copier Contract - 6/26/26 - 7/25/26
					415 - 542 65 45 000 - Operating Rentals & Leases - City	5.17	
					415 - 591 47 70 004 - Lease - Parking Copier	60.16	
3751	06/17/2026	Claims	10	72356	Rodda Paint	91.37	Parking Paint
					415 - 542 65 48 001 - Repairs & Maintenance	91.37	
3752	06/17/2026	Claims	10	72357	S & W Irrigation Supply	131.09	Parks - Repairs - Shrub Adapter and 10" Variable Nozzle
					001 - 576 80 48 000 - Repairs & Maintenance	131.09	
3753	06/17/2026	Claims	10	72358	Salcido Connection Inc., The	11,072.40	Festhalle - Spring Preventative Maintenance; Festhalle - AC Repairs; Festhalle - AC Repairs; City Hall - Spring Preventative Maintenance - Three Heat Pumps
					001 - 518 30 48 000 - Repairs & Maintenance City Hall	1,386.11	
					110 - 575 48 48 000 - Repairs & Maintenance	1,931.59	
					110 - 575 48 48 000 - Repairs & Maintenance	5,968.93	
					110 - 575 48 48 000 - Repairs & Maintenance	1,785.77	
3754	06/17/2026	Claims	10	72359	Sherpas IT	434.40	Website Hosting & Support - June 2026
					502 - 518 90 41 004 - Website Design-ProSvs	434.40	

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3755	06/17/2026	Claims	10	72360	Silicon Valley Bank	8,645.55	Parking - Software Platform - Leavenworth Expansion Year 2; Parking - Battery Backup Lot Sensor - Year 3
					415 - 542 65 41 001 - ProSvs-Monthly PEMS Services	5,517.87	
					415 - 542 65 41 001 - ProSvs-Monthly PEMS Services	3,127.68	
3756	06/17/2026	Claims	10	72361	SmartSign	316.05	Parking - Signage Lots
					415 - 542 65 31 002 - Office & Operating-Parking Lot	316.05	
3757	06/17/2026	Claims	10	72362	Stan's Merry Mart	409.12	Various - Boots Reimbursement
					501 - 548 68 31 000 - Office & Operating Supplies	222.15	J. O'Brien
					001 - 576 80 31 000 - Office & Operating Supplies	186.97	J. Johnson
3758	06/17/2026	Claims	10	72363	Staples	556.11	Various
					502 - 518 90 34 000 - Office & Operating Supplies	66.76	City Hall - Office Supplies
					502 - 518 90 34 000 - Office & Operating Supplies	-1.52	CREDIT
					502 - 518 90 34 000 - Office & Operating Supplies	490.87	City Hall - Office Supplies
3759	06/17/2026	Claims	10	72364	Stein	243.73	SUP2026-012 Refund
					001 - 322 40 01 000 - SUP - Street ROW Per Sq. Ft.	-216.00	
					001 - 382 90 00 000 - Leasehold Excise Tax - SUP	-27.73	
3760	06/17/2026	Claims	10	72365	Stetner Electric, Inc.	1,708.40	Pool - VFD Programming
					176 - 594 76 63 002 - Pool Equipment Replacement	1,708.40	
3761	06/17/2026	Claims	10	72366	Sybis LLC	6,157.62	Cyberhost Annual Subscription - 05/09/2026- 05/08/2027
					501 - 594 48 41 001 - Security Improvements - PW F	6,157.62	
3762	06/17/2026	Claims	10	72367	TAL Building Centers	2,178.82	Various - May 2026
					001 - 518 30 48 000 - Repairs & Maintenance City Ha	69.16	Library - Repairs
					403 - 534 80 32 000 - Operating Supplies-Trtmnt Plnt	20.75	WTP - Supplies
					404 - 535 80 31 000 - Operating Supplies-Collection	50.00	WRRF - Supplies
					404 - 535 80 32 000 - Operating Supplies-Trtmnt Plnt	43.75	WRRF -Supplies
					404 - 535 80 32 000 - Operating Supplies-Trtmnt Plnt	53.46	WRRF - Supplies
					404 - 535 80 32 000 - Operating Supplies-Trtmnt Plnt	50.54	WRRF - Supplies
					404 - 535 80 32 000 - Operating Supplies-Trtmnt Plnt	16.57	WRRF - Supplies
					404 - 535 80 32 000 - Operating Supplies-Trtmnt Plnt	5.84	WRRF - Supplies
					404 - 535 80 32 000 - Operating Supplies-Trtmnt Plnt	31.10	WRRF - Supplies
					101 - 542 64 48 000 - Repairs & Maintenance	19.46	Streets - Repairs
					415 - 542 65 31 001 - Office & Operating Supplies	7.75	Parking - Supplies
					415 - 542 65 31 001 - Office & Operating Supplies	36.54	Parking - Supplies
					415 - 542 65 31 001 - Office & Operating Supplies	51.86	Parking - Supplies
					415 - 542 65 31 001 - Office & Operating Supplies	60.65	Parking - Supplies
					415 - 542 65 48 001 - Repairs & Maintenance	20.72	Parking - Repairs
					501 - 548 68 31 000 - Office & Operating Supplies	28.70	Shop - Supplies
					501 - 548 68 31 000 - Office & Operating Supplies	77.63	Shop - Supplies
					501 - 548 68 34 000 - Supp Purchased For Inventory	39.76	#5 2019 Ford F350
					501 - 548 68 48 000 - Repairs & Maintenance	54.55	Shop - Repair
					110 - 575 48 48 000 - Repairs & Maintenance	57.43	Festhalle - Repairs
					110 - 575 48 48 000 - Repairs & Maintenance	10.41	Festhalle - Repairs
					176 - 576 20 48 000 - Repairs & Maintenance	69.33	Pool - Repairs
					176 - 576 20 48 000 - Repairs & Maintenance	30.94	Pool - Repairs
					176 - 576 20 48 000 - Repairs & Maintenance	38.82	Pool - Repairs
					001 - 576 80 31 000 - Office & Operating Supplies	13.43	Parks - Supplies
					001 - 576 80 31 000 - Office & Operating Supplies	6.84	Parks - Supplies
					001 - 576 80 31 000 - Office & Operating Supplies	3.06	Parks - Supplies
					001 - 576 80 31 000 - Office & Operating Supplies	20.29	Parks - Supplies

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					001 - 576 80 31 000 - Office & Operating Supplies	13.67	Parks - Supplies
					001 - 576 80 31 000 - Office & Operating Supplies	4.03	Parks - Supplies
					001 - 576 80 31 000 - Office & Operating Supplies	1.67	Parks - Supplies
					001 - 576 80 31 000 - Office & Operating Supplies	14.82	Parks - Supplies
					001 - 576 80 31 000 - Office & Operating Supplies	17.79	Parks - Supplies
					001 - 576 80 31 000 - Office & Operating Supplies	43.03	Parks - Supplies
					001 - 576 80 31 000 - Office & Operating Supplies	1.90	Parks - Supplies
					001 - 576 80 31 000 - Office & Operating Supplies	6.69	Parks - Supplies
					001 - 576 80 31 000 - Office & Operating Supplies	80.80	Parks - Supplies
					001 - 576 80 31 000 - Office & Operating Supplies	44.22	Parks - Supplies
					001 - 576 80 35 000 - Small Tools & Minor Equipmen	236.52	Parks - Small Tools
					001 - 576 80 48 000 - Repairs & Maintenance	29.87	Parks - Repairs
					001 - 576 80 48 000 - Repairs & Maintenance	43.04	Parks - Repairs
					001 - 576 80 48 000 - Repairs & Maintenance	9.32	Parks - Repairs
					001 - 576 80 48 000 - Repairs & Maintenance	48.33	Parks - Repairs
					001 - 576 80 48 000 - Repairs & Maintenance	61.58	Parks - Repairs
					001 - 576 80 48 000 - Repairs & Maintenance	8.47	Parks - Repairs
					001 - 576 80 48 000 - Repairs & Maintenance	121.79	Parks - Repairs
					001 - 576 80 48 000 - Repairs & Maintenance	127.16	Parks - Repairs
					001 - 576 80 48 000 - Repairs & Maintenance	123.86	Parks - Repairs
					001 - 576 80 48 000 - Repairs & Maintenance	150.92	Parks - Repairs
3763	06/17/2026	Claims	10	72368	Tacoma Screw Products, Inc.	156.67	Shop - Supplies; Shop - Supplies
					501 - 548 68 31 000 - Office & Operating Supplies	104.61	
					501 - 548 68 31 000 - Office & Operating Supplies	52.06	
3764	06/17/2026	Claims	10	72369	Thompson Guildner & Associates Inc. P.S.	8,069.85	Mountain View Cemetery Tort Claim; General Counsel - May 2026
					001 - 515 31 41 000 - City Attorney - Prosvs.	426.42	General Counsel
					001 - 515 31 41 001 - Other Legal - Prosvs.	1,824.13	
					001 - 515 31 41 009 - Legal - Community Developme	2,953.18	Community Development
					001 - 515 31 41 010 - Legal - Engineering/PW	915.91	Engineering/PW
					001 - 515 31 41 017 - Legal - Personnel Related	23.69	Personnel
					001 - 515 31 41 031 - Legal - Records Requests	1,926.52	Records Requests
3765	06/17/2026	Claims	10	72370	Julian Tracy	150.00	Drone Footage to Support Parking Garage Project
					415 - 595 65 41 007 - Downtown Parking Structure D	150.00	
3766	06/17/2026	Claims	10	72371	Traffic Safety Store	1,868.47	3 Street Barricades
					101 - 542 64 31 000 - Office & Operating Supplies	1,868.47	
3767	06/17/2026	Claims	10	72372	USIC Receivables, LLC	1,432.53	Fuel - April 2026; Utility Locates - May 2026
					410 - 531 30 31 000 - Office & Operating Supplies	0.11	
					410 - 531 30 31 000 - Office & Operating Supplies	42.86	
					403 - 534 80 31 000 - Operating Supplies-Distributi	1.95	
					403 - 534 80 31 000 - Operating Supplies-Distributi	742.97	
					404 - 535 80 31 000 - Operating Supplies-Collection	1.69	
					404 - 535 80 31 000 - Operating Supplies-Collection	642.95	
3768	06/17/2026	Claims	10	72373	Valley Tractor & Rentals	936.55	WRRF - Weed Trimmer and Back Pack Blower
					404 - 535 80 35 000 - Small Tools & Minor Equipmen	936.55	
3769	06/17/2026	Claims	10	72374	Ward Media	157.62	LUA2026-021 Public Hearing; Public Hearing - Community Developmemt
					001 - 558 60 44 000 - Advertising	101.50	
					001 - 558 60 44 000 - Advertising	56.12	

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3770	06/17/2026	Claims	10	72375	Washington State Patrol	341.00	Pool Employee Background Check
			176 - 576 20 31 000 - Office & Operating Supplies		341.00		
3771	06/17/2026	Claims	10	72376	Greater Wenatchee Waste Management Of	2,444.91	Dump Fees - May 2026 - Dryden Transfer Closed; Street Sweeping Waste; 20 Yard Rolloff Recycle
			402 - 537 80 40 004 - Dump Fees		1,389.80		
			402 - 537 80 41 002 - Recycling Dumpster Rental Fee		995.60		
			101 - 542 67 41 000 - Street Waste Dumpster		59.51		
3772	06/17/2026	Claims	10	72377	Wenatchee Petroleum Co.	2,019.25	Shop - Oil; WRRF -Oil
			404 - 535 80 32 000 - Operating Supplies-Trtmnt Plnt		776.43		
			501 - 548 68 32 000 - Fuel Consumed		1,242.82		
3773	06/17/2026	Claims	10	72378	Wenatchee Signs	3,199.48	Parking - Signs
			415 - 542 65 31 003 - Office & Operating-Street Sign		3,199.48		
3774	06/17/2026	Claims	10	72379	Wenatchee Valley Humane Society	1,875.00	Animal Control Contract Installment - May 2026
			001 - 554 30 41 000 - Humane Society-Prosvs.		1,875.00		
3775	06/17/2026	Claims	10	72380	Communications Ziply Fiber Northwest, LLC dba LocalTel	66.95	Pool - Internet - June 2026
			176 - 576 20 47 000 - Utilities		66.95		
3776	06/17/2026	Claims	10	72381	ZoomGrants	8,500.00	Lodging Tax Grant Fund Tracking Program Annual Subscription - 7/1/26 - 6/30/27
			104 - 557 30 44 007 - Leavenworth Fund - Lodging S		8,500.00		
			001 Current Expense		146,363.52		
			101 Streets		3,009.54		
			104 Lodging Tax		157,780.39		
			110 Leavenworth Civic Center		25,349.81		
			176 Community Swimming Pool		16,855.33		
			402 Garbage		2,435.88		
			403 Water		12,849.52		
			404 Sewer		139,485.03		
			410 Stormwater		44.52		
			415 Parking		467,686.12		
			501 Equip Rental & Revolving Fund		92,253.46		
			502 Central Services		1,140.51		
						Claims:	1,065,253.63
			* Transaction Has Mixed Revenue And Expense Accounts		1,065,253.63		

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Leavenworth, and that I am authorized to authenticate and certify to said claim.

Signed

Date

Signed

Date

Signed

Date

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Date


Finance Director

6/23/2026
Date

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City Of Leavenworth

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3298	06/05/2026	Payroll	10	EFT	Salvador Alvarez	2,341.25	May Payroll
3299	06/05/2026	Payroll	10	EFT	Ara P Arakelian	5,123.68	May Payroll
3300	06/05/2026	Payroll	10	EFT	Lynn M Armstrong	56.33	May Payroll
3301	06/05/2026	Payroll	10	EFT	Marc W Babiar	5,258.45	May Payroll
3302	06/05/2026	Payroll	10	EFT	Brantley Bain	4,745.98	May Payroll
3303	06/05/2026	Payroll	10	EFT	Celeste Y Barry	3,373.51	May Payroll
3304	06/05/2026	Payroll	10	EFT	Michael Bedard P	545.78	May Payroll
3305	06/05/2026	Payroll	10	EFT	Margaret R Boles	4,567.23	May Payroll
3306	06/05/2026	Payroll	10	EFT	Thomas R Bolin	3,875.85	May Payroll
3307	06/05/2026	Payroll	10	EFT	Adyson G Bradburn	56.33	May Payroll
3308	06/05/2026	Payroll	10	EFT	Kyle B Breaux	5,943.64	May Payroll
3309	06/05/2026	Payroll	10	EFT	Marvin Breshears	4,434.86	May Payroll
3310	06/05/2026	Payroll	10	EFT	Greta B Broom	30.71	May Payroll
3311	06/05/2026	Payroll	10	EFT	Tony R Cameron	4,260.95	May Payroll
3312	06/05/2026	Payroll	10	EFT	Henry J Carlton	56.33	May Payroll
3313	06/05/2026	Payroll	10	EFT	Amber D Chittim	4,596.80	May Payroll
3314	06/05/2026	Payroll	10	EFT	Douglas R Compau	2,229.25	May Payroll
3315	06/05/2026	Payroll	10	EFT	Ramon Cortes	4,844.70	May Payroll
3316	06/05/2026	Payroll	10	EFT	Aaron J Cox	4,842.67	May Payroll
3317	06/05/2026	Payroll	10	EFT	Sue Z Cragun	3,489.26	May Payroll
3318	06/05/2026	Payroll	10	EFT	Johnathon M Cunningham	2,201.40	May Payroll
3319	06/05/2026	Payroll	10	EFT	Joe E Earll IV	2,637.98	May Payroll
3320	06/05/2026	Payroll	10	EFT	Robert Eaton	545.78	May Payroll
3321	06/05/2026	Payroll	10	EFT	Richard W Emmons	5,411.51	May Payroll
3322	06/05/2026	Payroll	10	EFT	Jackson T Fiano	30.71	May Payroll
3323	06/05/2026	Payroll	10	EFT	Ryder T Fiano	226.70	May Payroll
3324	06/05/2026	Payroll	10	EFT	Andrea K Fischer	4,601.97	May Payroll
3325	06/05/2026	Payroll	10	EFT	Carl J Florea	1,619.26	May Payroll
3326	06/05/2026	Payroll	10	EFT	Colin N Forsyth	45.48	May Payroll
3327	06/05/2026	Payroll	10	EFT	Luis A Gonzalez	8,361.82	May Payroll
3328	06/05/2026	Payroll	10	EFT	Eve R.W. Gunter	399.39	May Payroll
3329	06/05/2026	Payroll	10	EFT	Khayias K Hamilton	2,851.25	May Payroll
3330	06/05/2026	Payroll	10	EFT	Ella J Henscheid	56.33	May Payroll
3331	06/05/2026	Payroll	10	EFT	Anne Hessburg	545.78	May Payroll
3332	06/05/2026	Payroll	10	EFT	James A High	5,516.40	May Payroll
3333	06/05/2026	Payroll	10	EFT	Larry Hills	2,459.22	May Payroll
3334	06/05/2026	Payroll	10	EFT	Hugh A Hyland Szwarc	31.13	May Payroll
3335	06/05/2026	Payroll	10	EFT	Elizabeth C Ising	381.28	May Payroll
3336	06/05/2026	Payroll	10	EFT	Soren A Ising	830.08	May Payroll
3337	06/05/2026	Payroll	10	EFT	George R Johnson	1,508.32	May Payroll
3338	06/05/2026	Payroll	10	EFT	Jerrid P Johnson	2,188.93	May Payroll
3339	06/05/2026	Payroll	10	EFT	Ryann J Johnson	613.14	May Payroll
3340	06/05/2026	Payroll	10	EFT	Chris P Klancke	5,020.70	May Payroll
3341	06/05/2026	Payroll	10	EFT	Nikolai J Kostka	357.67	May Payroll
3342	06/05/2026	Payroll	10	EFT	Cooper J Krejci	61.45	May Payroll
3343	06/05/2026	Payroll	10	EFT	Benjamin L Larsen	2,904.15	May Payroll
3344	06/05/2026	Payroll	10	EFT	Kelley J Lemons	3,773.04	May Payroll
3345	06/05/2026	Payroll	10	EFT	Shannon M Lemons	5,192.17	May Payroll
3346	06/05/2026	Payroll	10	EFT	Ellen M Lindsay	1,321.51	May Payroll
3347	06/05/2026	Payroll	10	EFT	Todd A Lindsay	311.19	May Payroll
3348	06/05/2026	Payroll	10	EFT	Jose C Marquez	4,412.53	May Payroll
3349	06/05/2026	Payroll	10	EFT	Tristen Mathers	56.33	May Payroll
3350	06/05/2026	Payroll	10	EFT	Amy L McCoy	3,850.25	May Payroll
3351	06/05/2026	Payroll	10	EFT	Robert C McCurdy Jr	4,279.55	May Payroll
3352	06/05/2026	Payroll	10	EFT	Shirley S McLaughlin	3,088.06	May Payroll
3353	06/05/2026	Payroll	10	EFT	Tristan A McLeod	280.08	May Payroll

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3354	06/05/2026	Payroll	10	EFT	Travis McMaster	545.78	May Payroll
3355	06/05/2026	Payroll	10	EFT	Nathan T Merry	2,126.38	May Payroll
3356	06/05/2026	Payroll	10	EFT	Alison C Miller	45.48	May Payroll
3357	06/05/2026	Payroll	10	EFT	Mary K Morse	90.96	May Payroll
3358	06/05/2026	Payroll	10	EFT	Abbey A Mott	1,012.37	May Payroll
3359	06/05/2026	Payroll	10	EFT	Henry L Mott	386.43	May Payroll
3360	06/05/2026	Payroll	10	EFT	Mollie R Mott	1,115.08	May Payroll
3361	06/05/2026	Payroll	10	EFT	Sophee C Mott	643.12	May Payroll
3362	06/05/2026	Payroll	10	EFT	Jason K O'Brien	3,387.21	May Payroll
3363	06/05/2026	Payroll	10	EFT	Vanessa R Ontiveros	2,637.38	May Payroll
3364	06/05/2026	Payroll	10	EFT	Alex C Pedack	2,334.55	May Payroll
3365	06/05/2026	Payroll	10	EFT	Courtney A Porter	5,665.49	May Payroll
3366	06/05/2026	Payroll	10	EFT	Kara Raftery	7,747.58	May Payroll
3367	06/05/2026	Payroll	10	EFT	Zeke S Reister	525.78	May Payroll
3368	06/05/2026	Payroll	10	EFT	Austin J Reynolds	2,119.42	May Payroll
3369	06/05/2026	Payroll	10	EFT	Steven J Rubinstein	2,746.91	May Payroll
3370	06/05/2026	Payroll	10	EFT	John J Schons	6,340.25	May Payroll
3371	06/05/2026	Payroll	10	EFT	David M Scott	4,098.73	May Payroll
3372	06/05/2026	Payroll	10	EFT	Matthew Selby J	9,642.33	May Payroll
3373	06/05/2026	Payroll	10	EFT	Spencer J Smith	2,832.39	May Payroll
3374	06/05/2026	Payroll	10	EFT	Chantell Steiner	6,300.36	May Payroll
3375	06/05/2026	Payroll	10	EFT	Clinton L Strand	545.78	May Payroll
3376	06/05/2026	Payroll	10	EFT	Shane G Thayer	545.78	May Payroll
3377	06/05/2026	Payroll	10	EFT	Matthew B Thomason	5,490.45	May Payroll
3378	06/05/2026	Payroll	10	EFT	Brian A Thompson	3,545.60	May Payroll
3379	06/05/2026	Payroll	10	EFT	Stephanie L Turner	2,703.60	May Payroll
3380	06/05/2026	Payroll	10	EFT	Siiri L.C. Von Reis	670.79	May Payroll
3381	06/05/2026	Payroll	10	EFT	Beverly M Ward	3,795.83	May Payroll
3382	06/05/2026	Payroll	10	EFT	Ava G Week	56.33	May Payroll
3383	06/05/2026	Payroll	10	EFT	Jason A Williams	2,128.64	May Payroll
3384	06/05/2026	Payroll	10	EFT	Kristian L Winston	3,158.53	May Payroll
3385	06/05/2026	Payroll	10	EFT	Jackson E Young	860.96	May Payroll
3386	06/05/2026	Payroll	10	EFT	Andrea L Zontek-Backstrum	1,475.50	May Payroll
3390	06/05/2026	Payroll	10	EFT	EAP AWC Employee Benefit Trust	87.21	Pay Cycle(s) 06/05/2026 To 06/05/2026 - AWC EAP
3391	06/05/2026	Payroll	10	EFT	Aflac	588.77	Pay Cycle(s) 06/05/2026 To 06/05/2026 - Aflac - Dental; Pay Cycle(s) 06/05/2026 To 06/05/2026 - Aflac - Accident; Pay Cycle(s) 06/05/2026 To 06/05/2026 - Aflac - Short Term Disability; Pay Cycle(s) 06
3392	06/05/2026	Payroll	10	EFT	Cashmere Valley Bank	93,485.60	941 Deposit for Pay Cycle(s) 06/05/2026 - 06/05/2026
3393	06/05/2026	Payroll	10	EFT	Dept of Retirement System	56,542.03	Pay Cycle(s) 06/05/2026 To 06/05/2026 - Deferred Comp -State; Pay Cycle(s) 06/05/2026 To 06/05/2026 - PERS 2; Pay Cycle(s) 06/05/2026 To 06/05/2026 - PERS 3; Pay Cycle(s) 06/05/2026 To 06/05/2026 - Ro
3394	06/05/2026	Payroll	10	EFT	HRA VEBA Trust	13,750.00	Pay Cycle(s) 06/05/2026 To 06/05/2026 - VEBA
3395	06/05/2026	Payroll	10	EFT	Washington State Support Registry	1,052.88	Pay Cycle(s) 06/05/2026 To 06/05/2026 - Child Support
3396	06/05/2026	Payroll	10	31790	Inland Empire Teamsters		Redo check #
3397	06/05/2026	Payroll	10	31791	Local Union #760		Printed backwards

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3398	06/05/2026	Payroll	10	31792	Inland Empire Teamsters	70,950.00	Pay Cycle(s) 06/05/2026 To 06/05/2026 - Health Insurance
3399	06/05/2026	Payroll	10	31793	Local Union #760	2,978.00	Pay Cycle(s) 06/05/2026 To 06/05/2026 - Union Dues
3454	06/06/2026	Payroll	10	EFT	Brian A Thompson	182.31	Special for Brian Thompson
3455	06/06/2026	Payroll	10	EFT	Mollie R Mott	1,132.34	Special for Brian Thompson
3545	06/06/2026	Payroll	10	EFT	Mollie R Mott	-1,115.08	Received money back from 06/05/2026 payroll for Mollie Mott
3642	06/15/2026	Payroll	10	EFT	Vanessa R Ontiveros	1,700.00	Special June Draw for Vanessa
3561	06/20/2026	Payroll	10	EFT	Salvador Alvarez	1,483.00	June Draw
3562	06/20/2026	Payroll	10	EFT	Ara P Arakelian	1,200.00	June Draw
3563	06/20/2026	Payroll	10	EFT	Marc W Babiar	500.00	June Draw
3564	06/20/2026	Payroll	10	EFT	Brantley Bain	4,000.00	June Draw
3565	06/20/2026	Payroll	10	EFT	Margaret R Boles	3,810.00	June Draw
3566	06/20/2026	Payroll	10	EFT	Thomas R Bolin	1,300.00	June Draw
3567	06/20/2026	Payroll	10	EFT	Kyle B Breaux	1,200.00	June Draw
3568	06/20/2026	Payroll	10	EFT	Marvin Breshears	800.00	June Draw
3569	06/20/2026	Payroll	10	EFT	Sue Z Cragun	1,000.00	June Draw
3570	06/20/2026	Payroll	10	EFT	Johnathon M Cunningham	2,100.00	June Draw
3571	06/20/2026	Payroll	10	EFT	Joe E Earll IV	1,825.00	June Draw
3572	06/20/2026	Payroll	10	EFT	Richard W Emmons	1,100.00	June Draw
3573	06/20/2026	Payroll	10	EFT	Andrea K Fischer	500.00	June Draw
3574	06/20/2026	Payroll	10	EFT	Larry Hills	1,000.00	June Draw
3575	06/20/2026	Payroll	10	EFT	George R Johnson	750.00	June Draw
3576	06/20/2026	Payroll	10	EFT	Jerrid P Johnson	1,400.00	June Draw
3577	06/20/2026	Payroll	10	EFT	Chris P Klancke	2,400.00	June Draw
3578	06/20/2026	Payroll	10	EFT	Benjamin L Larsen	1,000.00	June Draw
3579	06/20/2026	Payroll	10	EFT	Amy L McCoy	1,200.00	June Draw
3580	06/20/2026	Payroll	10	EFT	Robert C McCurdy Jr	700.00	June Draw
3581	06/20/2026	Payroll	10	EFT	Shirley S McLaughlin	2,600.00	June Draw
3582	06/20/2026	Payroll	10	EFT	Nathan T Merry	1,400.00	June Draw
3583	06/20/2026	Payroll	10	EFT	Jason K O'Brien	1,000.00	June Draw
3584	06/20/2026	Payroll	10	EFT	Vanessa R Ontiveros	400.00	June Draw
3585	06/20/2026	Payroll	10	EFT	Alex C Pedack	2,400.00	June Draw
3586	06/20/2026	Payroll	10	EFT	Austin J Reynolds	1,784.00	June Draw
3587	06/20/2026	Payroll	10	EFT	Steven J Rubinstein	3,000.00	June Draw
3588	06/20/2026	Payroll	10	EFT	John J Schons	650.00	June Draw
3589	06/20/2026	Payroll	10	EFT	David M Scott	1,500.00	June Draw
3590	06/20/2026	Payroll	10	EFT	Spencer J Smith	2,100.00	June Draw
3591	06/20/2026	Payroll	10	EFT	Chantell Steiner	1,500.00	June Draw
3592	06/20/2026	Payroll	10	EFT	Matthew B Thomason	800.00	June Draw
3593	06/20/2026	Payroll	10	EFT	Brian A Thompson	1,500.00	June Draw
3594	06/20/2026	Payroll	10	EFT	Stephanie L Turner	1,668.00	June Draw
3595	06/20/2026	Payroll	10	EFT	Beverly M Ward	400.00	June Draw
3596	06/20/2026	Payroll	10	EFT	Jason A Williams	2,100.00	June Draw
3597	06/20/2026	Payroll	10	EFT	Kristian L Winston	1,400.00	June Draw
3598	06/20/2026	Payroll	10	EFT	Andrea L Zontek-Backstrum	2,928.00	June Draw

001 Current Expense	167,795.84
101 Streets	52,469.10
104 Lodging Tax	54,366.66
176 Community Swimming Pool	26,793.64
402 Garbage	28,012.36
403 Water	72,836.32
404 Sewer	57,084.62
410 Stormwater	3,634.58
415 Parking	53,611.63

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		501 Equip Rental & Revolving Fund				13,095.18	
						529,699.93	Payroll: 529,699.93

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Leavenworth, and that I am authorized to authenticate and certify to said claim.

Signed	Date
Signed	Date
Signed	Date
Signed	Date
Signed	Date
Signed	Date
Signed	Date
Finance Director	Date

AMENDED PROFESSIONAL SERVICES AGREEMENT FOR HEARING EXAMINER

THIS AGREEMENT is made and entered into between the City of Leavenworth, a Washington Municipal Corporation, hereinafter referred to as “City”, and Andrew L. Kottkamp (primary Hearing Examiner) and Jay Eyestone (Pro Tem Hearing Examiner) hereinafter collectively referred to as “Consultant.”

RECITALS

WHEREAS, the City has created the position of Hearing Examiner under Chapter 21.15 Leavenworth Municipal Code (“LMC”); and

WHEREAS, the City seeks the services of a skilled independent contractor capable of working without direct supervision in the capacity of a Hearing Examiner who is experienced in the area of land use law, real property law, enforcement of municipal regulations, city planning and development, and similar permitting issues; and is familiar with the City’s zoning and building codes and other related City codes, ordinances, resolutions, regulations, or policies; and

WHEREAS, Contractor has the requisite skill and experience necessary to provide such services;

NOW, THEREFORE, the Parties agree to the following terms and conditions:

AGREEMENT

1. Services. Contractor agrees to perform the following professional services for the City, pursuant to the terms and conditions of this Agreement:

- 1.1** Serve as the City Hearing Examiner pursuant to Chapter 21.15 LMC and this Agreement.
- 1.2** Become knowledgeable of all relevant portions of Leavenworth’s Municipal Code, and related ordinances, regulations, plans, and policies applicable to any matter coming before the Contractor for a hearing. Contractor shall likewise be knowledgeable of all relevant Washington statutes and appellate case law applicable to any matters coming before Contractor for a hearing.
- 1.3** Hear and act, as authorized in Chapter 21.15 LMC, as presently enacted or hereafter amended, and other related City ordinances and regulations. In this regard, Contractor shall receive and

examine all available information, conduct public hearings, enter written findings of fact and conclusions of law, and enter decisions. Contractor shall report his or her decisions to the Community Development Director on all matters which may come before the Contractor.

- 1.4 Perform all duties in accordance with all applicable federal and state laws and City ordinances, including but not limited to the current City of Leavenworth Comprehensive Plan and other related City codes, ordinances, resolutions, standards, or policies, as presently enacted or hereafter amended.
- 1.5 Provide, at Contractor's expense, transportation to and from public hearings in the City, and to and from the sites in the City deemed necessary for viewing.
- 1.6 Provide office and office equipment to the extent deemed necessary by Contractor.
- 1.7 Submit one original report in hard copy and disk format of findings of fact and conclusions of law, and the decision for each case heard. This decision shall be delivered to the Community Development Director within the time constraints imposed by law or regulation for each type of hearing held, but in no event later than ten (10) business days following the date the hearing record closes.
- 1.8 Submit an annual report to the City's Planning and Community Development Director detailing all cases heard and decided within the past twelve (12) months, along with any recommendations for improvements to City codes and regulations.

2. **Performance Standard.** Contractor represents and warrants that Contractor has the requisite training, skill, and experience necessary to provide the services contemplated by this Agreement. All duties performed by Contractor shall be performed in a manner consistent with accepted practices for other similar services, including, but not limited to, conducting orderly and impartial hearings, creating a professional and courteous environment for applicants, citizens, and staff, compiling and recording the proceedings in a manner reviewable by a court of law, and preparing findings, conclusions, and decisions which are understandable and based upon sound reasoning and applicable law.

3. **Hearing Examiners Pro-Tem.** In the event of a conflict or disqualification or when, in the discretion of the Contractor, the use of a Hearing Examiner Pro-Tem is required, Jay Eyestone is the approved Pro Tem Hearing Examiner.

4. **Responsibilities of the City.** Through its Community Development Director, the City shall:

- 4.1 Direct all duties to be performed under this Agreement.
- 4.2 Provide SEPA determinations on all matters heard by the Contractor.
- 4.3 Provide documentation of publication of all legal advertisements and notices required for hearings.
- 4.4 Prepare agendas and scheduling of hearing items.
- 4.5 Provide written staff reports to the Contractor at least ten (10) business days prior to hearings, as well as maps and other exhibits as may be necessary regarding each matter to be heard. The staff reports may include recommended findings of fact and conclusions of law, and a recommended decision, including proposed conditions of approval.
- 4.6 Maintain official files and records of the hearings and forward all required copies of the Contractor's decisions and correspondence to applicants and others requesting copies, as well as perform such other tasks as are necessary to administratively process said materials.
- 4.7 Provide a hearing room, speaking system, tapes and tape recorder, and copies of City ordinances, relevant planning documents, and regulations.

5. **Term.**

- 5.1 **Term.** The initial term of this Agreement shall commence on the 1st day of January, 2026, and end on the 31st day of December, 2029. From that point thereafter this Agreement shall automatically extend for successive three (3) year terms unless or until it is modified by mutual agreement or otherwise terminated pursuant to this Agreement.

6. **Termination.** This Agreement may be terminated with or without cause by either party, by giving sixty (60) calendar days prior written notice to the other party.

7. **Compensation.**

- 7.1 **Regular Hearing:** The City shall pay Contractor a fee of Seven Hundred Fifty Dollars (\$750), inclusive of all costs and expenses, for each matter assigned by the City for a regular hearing. A regular hearing is one in which the time spent by the Hearing Examiner for review of materials in preparation for the hearing, the open record public hearing itself and the review of materials and issuance of a decision, will not exceed four (4) hours of the Hearing Examiner's time.
- 7.2 **Special Hearings:** A special hearing is one in which it is mutually agreed between the parties that the Hearing Examiner's time for review of materials in preparation for the hearing, holding of the open record public hearing and review of materials in preparation of the decision will likely exceed four (4) hours of Hearing Examiner time. The mutual agreement of the parties shall occur prior to the holding of the open record public hearing. In the event it is mutually agreed that the matter is characterized as a special hearing, the Hearing Examiner shall be compensated in the amount of Two Hundred Fifty Dollars (\$250) per hour for all time spent in preparation for the hearing, holding the hearing and reviewing materials and rendering of a decision. The City shall notify the Contractor of the possibility of a special hearing situation as soon as practical after such a situation is identified by the City so that the City and the Contractor can discuss and resolve the situation of whether or not a special hearing situation exists.

8. **Method of Payment.** All payments due Contractor shall be made on a monthly basis, thirty (30) business days after receipt and approval of such billing statement by the Mayor, unless notice is given to Contractor that the work performed by Contractor has been found to be unsatisfactory by the Community Development Director within twenty (20) business days of receipt of any reports or decisions from Contractor. If Contractor fails to comply with any terms or conditions of this Agreement or to provide, in any manner, the work or services agreed to herein, City may withhold any payment due Contractor until City is satisfied that the corrective action specified by the Community Development Director has been completed. This right is in addition to and not in lieu of the City's right to terminate this Agreement as provided herein or other remedies the City may have under law.

9. **Independent Contractor.** Contractor is, and shall be at all times during the term of this Agreement, an independent contractor and not an employee of the City. The parties fully understand the nature of independent contractor status and intend to create an independent contractor relationship. Contractor, and not the City, shall have the right to control the manner and means by which Contractor's work is accomplished. The City shall retain the right, however, to ensure that the work is being performed according to agreed-upon standards. Consistent with this relationship, Contractor shall not be

covered by any City benefit programs, such as health and welfare benefit plans, sick leave, vacation pay, Social Security, Workers Compensation, unemployment compensation, or any other benefit of employment, and shall not be treated as an employee for federal or state tax purposes or for any other purpose. Contractor shall be responsible for paying all taxes related to payments the City makes to Contractor, including federal income taxes, self-employment (Social Security and Medicaid) taxes, local and state business and occupation taxes, and the City is not responsible for withholding for or paying any of those taxes. Contractor agrees to indemnify and hold the City harmless from any such obligation.

10. Nonexclusive Contract. This shall be a nonexclusive contract. It is recognized that Contractor may or will be performing professional services during the term for other parties and that the City is not the exclusive user of Contractor's services. Contractor agrees not to perform services for others where a conflict of interest, as determined by the City, may exist. City reserves the right to appoint additional Hearing Examiners and to contract for additional services in the future.

11. Indemnification.

11.1 Hearing Examiner Indemnification. Contractor agrees to indemnify, defend, and hold the City, its elected officials, employees, agents, and volunteers harmless from any and all claims, demands, losses, actions, and liabilities (including costs and all attorney fees) to or by any and all persons or entities, including, without limitation, their respective agents, licensees, or representatives, arising from, resulting from, or connected with this Agreement to the extent caused by the negligent acts, errors, or omissions of Contractor, or by Contractor's breach of this Agreement.

11.2 City Indemnification--Decisions of Hearing Examiner. Notwithstanding the provisions of Paragraph 11.1 above, the City agrees to indemnify, defend, and hold Contractor harmless from any and all claims, demands, losses, actions, and liabilities (including costs and attorney fees) to or by any and all persons or entities, the basis for which is any action of the Contractor performed in the normal course of the Contractor's duties as the Hearing Examiner for the City.

11.3 City Indemnification. The City agrees to indemnify, defend, and hold Contractor harmless from any and all claims, demands, losses, actions, and liabilities (including costs and attorney fees) to or by any and all persons or entities including, without limitation, their respective agents, licensees, or representatives, arising from, resulting from, or connected with this Agreement to the extent

caused by the negligent acts, errors, or omissions of the City, its employees, or agents.

11.4 Survival. The provisions of this section shall survive the expiration or termination of this Agreement with respect to any event occurring prior to such expiration or termination.

12. Work Product. All work product, including records, files, documents, plans, computer disks, magnetic media or material which may be produced or modified by Contractor while performing the services contemplated by this Agreement shall belong to City. At the termination or cancellation of this Agreement, all originals and any copies of any such work product remaining in the possession of Contractor shall be delivered to City.

13. Entire Agreement. This Agreement contains all the agreements of the Parties with respect to any matter covered or mentioned in this Agreement and no oral or other prior agreements shall be effective for any purpose.

14. Modification. No provision of this Agreement may be amended or modified except by written agreement signed by the Parties.

15. Severability. Any provision of this Agreement which is declared invalid or illegal shall in no way affect or invalidate any other provision hereof and such other provisions shall remain in full force and effect.

16. No Waiver. Failure or delay of a Party to declare any breach or default immediately upon occurrence shall not waive such breach or default. Failure of a Party to declare any breach or default does not act as a waiver of a Party's right to declare another breach or default.

17. Applicable Law and Venue. This Agreement shall be interpreted in accordance with the internal laws of the state of Washington. The venue of any action hereunder shall be in the Superior Court for Chelan County, Washington.

18. Notices. Any notices required to be given by the Parties shall be delivered at the addresses set forth below. Any notices may be delivered personally to the addresses of the notice or may be deposited in the United States mail, postage prepaid, to the address set forth below. Any notice so posted in the United States mail shall be deemed received three (3) days after the date of mailing.

To City:
Carl Florea, Mayor
City of Leavenworth
P.O. Box 287
Leavenworth, WA 98826

To Contractor:
Andrew L. Kottkamp
P.O. Box 1667
Wenatchee, WA 98807-1667

CITY

CONTRACTOR

By: _____
CARL J. FLOREA, Mayor

By: _____
ANDREW L. KOTTKAMP

Date: _____, 2025

Date: _____, 2025

Attest/Authenticated:

By: _____
Jay Eyestone

By: _____
ANDREA FISCHER, City Clerk

Date: _____

**SUPPLEMENTAL AGREEMENT NO. 1
TO
PROFESSIONAL SERVICES AGREEMENT
FOR
BHC CONSULTANTS, LLC**

This Supplemental Agreement No. 1 is made and entered into on the 17th day of June, 2026, between the City of Leavenworth, hereinafter called the "City" and BHC Consultants, LLC, hereinafter called the "Consultant."

WITNESSETH THAT:

WHEREAS, the parties hereto have previously entered into an Agreement for **2026 Comprehensive Plan Update**, hereinafter called the "Project," said Agreement being dated February 26, 2025; and

WHEREAS, both parties desire to supplement said Agreement, by expanding the Scope of Services to provide for expanded development code updates, additional public meetings, and support with final adoption, and to amend the total amount payable for this Agreement.

NOW THEREFORE, in consideration of the terms, conditions, covenants and performance contained herein or attached and incorporated, and made a part hereof, the parties hereto agree as follows:

1. Article II of the Original Agreement, "SCOPE OF SERVICES", shall be supplemented to include the Scope of Services as described in Exhibit A1, attached hereto and by this reference made part of this Supplemental Agreement No. 1.

2. Article IV of the Original Agreement, "OBLIGATIONS OF THE CITY", Paragraph IV.1 Payments, Section (a), the second sentence is amended to include the additional Consultant fee of \$66,600.00 and shall read as follows: "In no event shall the compensation paid to Consultant under this Agreement exceed \$361,600.00 without the written agreement of the Consultant and the City."

The Total Amount payable to the Consultant is summarized as follows:

Original Agreement	\$295,000
Supplemental Agreement No.1	\$66,600
Grand Total	\$361,600

3. Article III, Section III.3 of the Original Agreement, Term is amended to add that the parties agree to extend the term of the agreement to terminate at midnight February 28, 2027.

Each and every provision of the Original Agreement for Professional Services dated February 26, 2025 shall remain in full force and effect, except as modified above.

IN WITNESS WHEREOF, the parties hereto have executed this SUPPLEMENTAL AGREEMENT NO. 1 as of the day and year first above written.

CITY OF LEAVENWORTH

BHC CONSULTANTS, LLC

By: _____
Carl J. Florea, Mayor

By: _____
Cameron Ochiltree,
Executive Vice President

EXHIBIT A1
SCOPE OF SERVICES

Exhibit A.1 SCOPE OF WORK

City of Leavenworth 2026 Comprehensive Plan Update –

I. Supplemental Scope of Work

This scope of work continues the work of providing professional planning services necessary to prepare the 2026 Comprehensive Plan Update. Specifically, this supplemental scope covers completion of the comprehensive plan document and appendices, drafting development code revisions to implement the plan, and assisting staff with review and adoption activities for the plan and development regulations.

TASK 7 – SUPPLEMENTAL TASKS TO COMPLETE COMPREHENSIVE PLAN UPDATE

Budget: \$66,600

Timeline: Beginning with contract execution, though February 2027.

Deliverables:

- 7A: Final Adoption-ready Comprehensive Plan
- 7B: SEPA Environmental Checklist for Development Regulation Updates
- 7C: Draft Development Regulation Updates
- 7D: Final Adoption-ready Development Regulation Updates

Work Tasks:

7.1 Project Coordination (\$4,400)

- Check-in calls and coordination.
 - Twice monthly virtual check-in meetings.
 - Regular email communication/coordination.
- Workflow coordination and quality control.
 - Project management of consultant team; tracking deliverable deadlines; reviewing work prior to submittal to client.
 - Internal meetings between Prime and Subs.
- Monthly invoicing and project status reporting.
 - Prepare invoices for fees and expenses.
 - Provide status on overall budget, including current billings, total billings, and remaining project budget.

7.2 Comprehensive Plan Final Document Edits (\$9,200)

- Prepare Draft 3 (Council Draft) by incorporating any changes requested by the Planning Commission or staff.
- Make final edits to the plan following Council hearings and decision (Final Draft).

7.3 Code and Zoning Map Updates for State Compliance (\$36,900)

- Prepare redlines and new code sections to bring the Leavenworth Municipal Code into compliance with state mandates and consistency with the Comprehensive Plan, including updating regulations for:
 - Permanently supportive housing, update for compliance with RCWs 35A.21.430 and 35.21.683.
 - Manufactured homes, updating for compliance with RCWs 35.21.684, 35.63.160, and 35A.21.312.
 - Multifamily residential standards, including adding units to commercial uses and repealing minimum square feet per unit.
 - Updating Zoning Map to reflect new R-3 and Public zones.
- Review and provide peer-review edits to City-led code updates including updating regulations for:
 - Essential public facilities
 - Establishing new R-3 and Public zones.
- Revise draft code after staff and/or Planning Commission feedback (2 drafts total and one final version).

7.4 Additional Meetings, SEPA, Adoption (\$16,100)

- Attend up to 6 meetings with the Planning Commission or City Council to present the comprehensive plan or draft development regulations.
- For each meeting, prepare a simple presentation providing a project summary and be available to answer questions and listen to feedback.
- Assist with preparing a SEPA checklist and Department of Commerce 60-Day notice documents for proposed development regulation changes.
- Provide City with final Word and PDF versions of adopted plan.

Assumptions:

- The project timeline includes work from July 2026 – February 2027.
- Meetings between BHC, city staff, and subconsultants will be held virtually, unless otherwise noted.
- Attendance at Planning Commission and City Council meetings will be virtual, except one meeting can be attended in person.
- This budget assumes up to 2 hours per Planning Commission or City Council meeting.

II. Budget and Schedule

This budget and represents the Tasks outlined in this Scope of Work. Tasks will be invoiced on a monthly basis, by task, based on percentage completion of deliverables.

Task 7		Supplemental Budget	\$ 66,600.00
7.1	Project Coordination	\$	4,400.00
City of Leavenworth		2	2026 Comprehensive Plan Update
Supplemental Scope of Work, June 29, 2026			bhcconsultants.com

7.2	Comprehensive Plan Final Document Edits	\$ 9,200.00
7.3	Code Updates for State Compliance	\$ 36,900.00
7.4	Additional Meetings, SEPA, Adoption	\$ 16,100.00

TOTAL PROJECT BUDGET WITH SUPPLEMENT	\$ 361,600.00
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July 9th, 2026

Dear Leavenworth City Council Members,

We am writing to request a one-time noise variance for Lions Club Park on July 27th, 2026, from 5 – 6 pm. Upper Valley Indivisible (UVI) will be holding a Community Election Picnic with live music from 5 – 6 pm and an opportunity for our community to meet candidates that are running for local and state offices from 6 – 7:30 pm.

Our music will be provided by a local musician, Seth Garrido, who has performed in Lions Club Park many times for events such as the Community Farmer's Market.

This special use permit is necessary so the music can be amplified and we can use a microphone and speaker for the candidates to speak briefly. We will keep the noise level down to a level that is audible to attendees, without great effect on neighbors.

On April 25, 2023, the Leavenworth Farmers Market submitted a similar request for, and was granted, a noise variance. Ours differs in its short duration and location in a largely commercial zone.

Thank you for your time and consideration,

Lauri Malmquist and Carolyn Griffin-Bugurt

Co-Chairs Election Picnic Committee



Staff Report

Parks, Recreation and Open Space (PROS) Plan

To: Planning Commission
From: Community Development Department
Date of Report: May 27, 2026, for the June 3, 2026 Public Hearing
Subject: Parks, Recreation and Open Space (PROS) Plan

OVERVIEW

The Parks, Recreation and Open Space (PROS) Plan serves as the City's guide for the acquisition, development, and maintenance of a comprehensive system of parks, trails, recreational facilities, and open space for its community members. Where this Plan refers generally to "park and recreational facilities," this is inclusive of open space, natural areas, trails, and amenities such as ball fields and playgrounds.

The City's Comprehensive Plan includes a Park and Recreation Element which acknowledges this PROS Plan as the City's primary park planning document that reflects the guidelines established by Washington's Growth Management Act (GMA) on park and recreation planning. This PROS Plan will also be used to gain eligibility for outdoor recreation and conservation grants through the Washington Recreation and Conservation Office (RCO). Once this PROS Plan is certified by the RCO, the City is eligible for RCO grant funding for six calendar years from the date of adoption. The Planning Commission reviewed the draft PROS Plan during their May meetings and requested minor changes to the draft plan for clarity. Those changes are incorporated into the final draft plan (**Exhibit A**).

PUBLIC HEARING NOTICE COMPLIANCE

60-day Agency review	Submitted as an Appendix to the 2026 Comprehensive Plan Update on March 31, 2026 – Submittal ID 2026-S-11657
SEPA Determination	Determination of Nonsignificance – Issued April 22, 2026
Notice of Planning Commission Public Hearing	Published in the Leavenworth Echo: May 20, 2026
Planning Commission Public Hearing	June 3, 2026
City Council Public Hearing:	Proposed June 23, 2026

PUBLIC/AGENCY COMMENTS

Public comments were received and considered during the Comprehensive Plan 60-day Agency Review and during the SEPA Comment period. The plan was also discussed at various Community Engagement Events and Planning Commission meetings.

Exhibit B contains all public comments that have been received, as of the date of this report.

RECOMMENDATIONS AND FINDINGS

Staff recommends approval of the PROS Plan, based on the following findings of fact and conclusions of law:

- 1. The amendment is necessary to resolve inconsistencies in the provisions of the comprehensive plan and/or development regulations or to address state or federal mandates.**

Staff Finding: The PROS Plan is required for the City to receive grant funding through the Washington State Recreation and Conservation Office (RCO). The RCO requires local jurisdictions to update their PROS plan every six years to qualify for capital grants.

Staff Finding: The PROS Plan is included as an appendix to the City's 2026 Comprehensive Plan (to be adopted in 2026).

Conclusion: The adoption of the PROS plan is necessary to address state requirements for grant funding and for consistency with the City's 2026 Comprehensive Plan.

- 2. The amendment is consistent with the overall intent of the existing comprehensive plan and the other documents incorporated therein.**

Staff Finding: The PROS Plan is also consistent with the Draft 2026 Comprehensive Plan Goals and Policies, currently under review for adoption in September 2026.

Conclusion: The PROS Plan is consistent with the Parks & Recreation Element goals and policies within the current and draft Comprehensive Plan.

- 3. The amendment is consistent with the assumptions and/or other factors such as population, employment, land use, housing, transportation, capital facilities, economic conditions, etc., contained in the comprehensive plan.**

Staff Finding: The PROS Plan was developed using population data, land use and housing data, transportation data, and capital facilities data within the 2026 draft Comprehensive Plan, and is consistent with the current adopted Comprehensive Plan.

Conclusion: The proposed PROS Plan has no impact on the assumptions or other factors within the Comprehensive Plan.

- 4. The amendment is consistent with the requirements of the Growth Management Act and the county-wide planning policies.**

Staff Finding: The existing Comprehensive Plan is compliant with the Growth Management Act and the County-Wide Planning Policies. The proposed PROS Plan implements the goals and policies of the Comprehensive Plan.

Conclusion: The PROS Plan is consistent with the requirements of the Growth Management Act and the county-wide planning policies.

- 5. The amendment is consistent with and does not adversely affect the supply of land for various purposes which are available to accommodate projected growth over a twenty-year period.**

Staff Finding: The overall land available for development will not change as a result of the PROS Plan. The PROS Plan provides goals, policies, and project lists, to guide the development and maintenance of parks, recreation, and open space within the community. The 2025 land capacity analysis indicates that the city has sufficient buildable lands to accommodate the next 20 years of future growth, including those areas proposed and available for parks, recreation, and open space.

Conclusion: The PROS Plan is consistent with and does not adversely affect the supply of land for various purposes which are available to accommodate projected growth over a twenty-year period.

6. **Where applicable, conditions have changed such that assumptions and/or other factors such as population, employment, land use, housing, transportation, capital facilities, economic conditions, etc., contained in the comprehensive plan have been revised and/or enhanced to reflect said conditions;**

Staff Finding: The PROS Plan is incorporated as Appendix D of the 2026 Comprehensive Plan Update and will be adopted as part of the City's Comprehensive Plan in the fall of 2026.

Conclusion: The PROS Plan is reflective of the revisions in the draft Comprehensive Plan, to be adopted in 2026.

7. **Amendments to the comprehensive plan land use designation map(s) are either consistent and/or compatible with, or do not adversely affect, adjacent land uses and surrounding environment;**

Staff Finding: The PROS Plan will not change the Comprehensive Plan land use designation maps.

Conclusion: Not applicable.

8. **The proposed amendments are consistent with and do not negatively impact public facilities, utilities, and infrastructure, including transportation systems, and any adopted levels of service.**

Staff Finding: The PROS Plan was developed in coordination with the 2026 Comprehensive Plan Update, and reviewed for consistency with the City's Transportation, Utilities, Economic Development, Capital Facilities, and Parks & Recreation Elements, including adopted levels of service (LOS).

Conclusion: The PROS Plan is consistent with the City's Adopted LOS, as indicated in the Comprehensive Plan.

9. **The proposed amendment does not adversely affect lands designated resource lands of long-term commercial significance or critical areas.**

Staff Finding: There are no designated resource lands within the City limits. The PROS Plan does not change the requirements for environmental review and compliance with critical area regulations. Open space and passive recreation opportunities have been identified near critical areas (e.g. wetlands, shorelines, geohazards, etc.), to protect and reduce impacts of development in these areas.

Conclusion: The PROS Plan does not adversely affect lands designated resource lands of long-term commercial significance or critical areas.

EXHIBIT A: 2026 Parks, Recreation & Open Space (PROS) Plan

EXHIBIT B: Public Comments

2026 Comprehensive Plan Update - Comments

Row 4

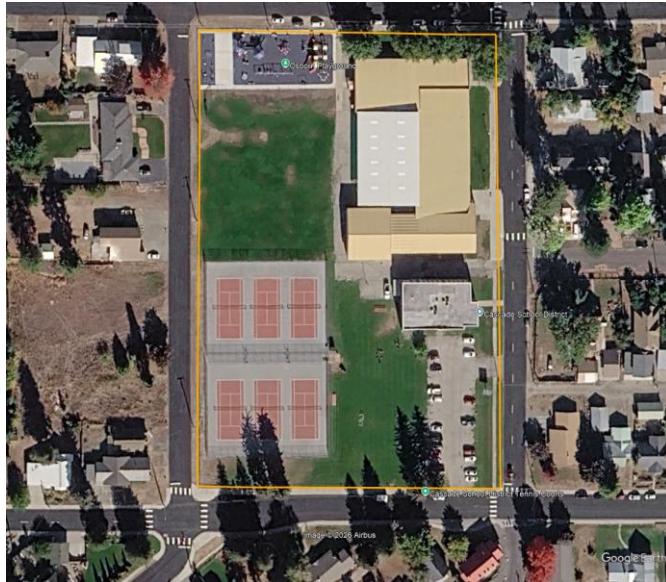
Name (First and Last)	Andy Day
Email	andyday208@gmail.com
Draft 2026 Comprehensive Plan Elements	Other
Comments	Hello, Thank you for the opportunity to provide feedback on elements of the draft Comprehensive Plan. My comments relate to Appendix D: Parks, Recreation, and Open Spaces. Generally, the plan appears to cover the bases and offer a foundation for maintaining and developing our parks and recreation program through the next planning period. I would, however, like to propose a revision to proposed Policy PR 6.3. which currently reads: Partner with the Cascade School District to support public access to school grounds and recreational facilities, such as ballfields, playgrounds, trails, and natural areas like Rattlesnake Hill. My proposed revision is to add the Osborn Tennis/Pickleball courts to the list of School District-owned recreational facilities. I would submit that this is an important call-out as, although the courts are District owned, the dominant use of the courts is by community members. In order to maintain and improve these courts, it seems reasonable that the City would partner closely with the District. Please confirm receipt of this input as well as whether or not the revision will be included in the draft plan. Thank you. Andy Day
Modified	04/20/26 9:25 PM

Upper Valley Community Center (WORKING TITLE)- Draft

The Howard Hopkins Memorial Pool is approaching the end of its lifecycle, and while the pool has been a well-loved element of Leavenworth's overall recreation landscape, the community's desire for expanded and improved programming has been thoroughly documented over the last decade. Additionally, while the planning phase of an expanded trails and open space program is underway, opportunities for residents are well short of widely accepted Level of Service benchmarks. Community members have also cited the lack of accessible Third Places in Leavenworth as a high priority for improvement.

The city has identified the site of the defunct Osborn Elementary School as a viable location for a combined indoor aquatic center, public library, and indoor/outdoor community gathering space. Currently, the site is home to Cascade School District tennis courts and Leavenworth's newest playground, which is highly regarded for quality, but underutilized. The site is also home to the Cascade School District Administrative offices and Cascade Homelink, an Alternative Learning Experience that operates under the guidelines of the State of Washington and Cascade School District. Any improvements to the site would seek not to impede, but to build upon these existing, high value community assets.

The vision for the Upper Valley Community Center would address many of the community's highest priority needs with respect to opportunities for recreation and social engagement. An indoor aquatic center would provide year-round access to aquatic programming that would be completely untethered from weather conditions. The inclusion of a modernized public library in a greater community center anchors the facility as an engaging third space that will serve the community inclusively across a broad spectrum of demographics and strengthens the long-term financial efficacy of the facility. Finally, a thoughtfully designed outdoor component that ties into current and planned multi-use pathways would move the needle towards Level of Service benchmarks that would more readily balance the needs of residents with high levels of visitation in Leavenworth. While elements of the UVCC have been studied independently of one another, the current vision for a campus that combines all the above facilities and programming opportunities is relatively novel. The city anticipates that the financial capacity building and pre-design phase of the project will commence in earnest by mid-2026 with the goal of opening by 2031.



Skating Rink PROS Plan Update

Skating Rink

The special character of Leavenworth and its surroundings, coupled with resident and visitor populations that are unusually active in winter recreation, make the city a uniquely viable location for a seasonal ice-skating rink. A 2015 feasibility study found that, given a free afternoon, 56% of residents surveyed were either “likely” or “extremely likely” to go ice-skating if the rink was located near downtown, and 29% of visiting households include someone who already participates in an ice sport (curling, hockey, or skating). The same study calculated that 13.78% of residents and 11.99% of visitors skate once per year or more, far outpacing the national baseline of 4%. Community feedback gathered during the preparation of this PROS plan reinforces this interest, with Parks Survey respondents specifically naming an ice-skating rink as a community priority, and this is reflected in the goals and policies discussed herein.

Comments to the Leavenworth City Council Study Session

April 28, 2026

Submitted on behalf of the Leavenworth Golf Course by John Groen

I. Introduction

This submission is to provide the City Council with information demonstrating the significant role of the Leavenworth Golf Course (LGC) not only in the social fabric and health of our community historically and today, but also the success of the Leavenworth Improvement For Everyone (L.I.F.E.) project itself. Indeed, the 1968 expansion to 18 holes was done in compliance with the 1965 Leavenworth Park and Recreation Plan. But the story begins earlier.

Formed in 1927, Leavenworth Golf Club today operates as a 501 (c)(4) **nonprofit** social welfare organization to further the common good. It promotes community health through outdoor recreation and maintaining quality facilities. This is the same nonprofit designation as the Leavenworth Winter Sports Club, formed in 1928.

II. Creation of the Leavenworth Golf Course and its Significant Role in the LIFE project

A. Brief early history

The golf course began in 1926 when seven men and two women laid out three holes at Recreation Park where the county fairground was located. A golf craze was sweeping the nation and towns everywhere were building courses. The town was excited as captured by the Leavenworth Echo headline “Golf Bug Bites and Leavenworth Folks Fall for it.”, May 28, 1926. With interest high, the Leavenworth Golf Club was formed the next Spring on February 14, 1927. The club hired the former pro of Wenatchee Golf Club to lay out six holes with sand greens and the members went to work. The first opening tournament was held May 1, 1927. The 31 men competitors went around the course three times and the 17 women went twice.

With remarkable foresight of the future L.I.F.E. project, the course was soon recognized as a potential tourist attraction. Visiting golfers complimented the course as being the finest among small towns because of its “location, scenery, and general qualities.” “It is becoming an attraction,” noted a member, “and if we can enlarge it, adding three more holes, it may be the means of bringing many visitors to the city.” Leavenworth Echo, April 20, 1928 (as quoted by Martin Pool, Early History of Leavenworth Golf Club, Nov. 2019). See Exhibit A.

LGC endured the Great Depression but eventually on April 18, 1937, the dream for a nine-hole course was realized. The LGC organized and hosted the first Pacific Northwest Sand Green Championship on June 19, 1938. Among the twenty-five competitors were several excellent

players from the Nespelem tribe including twenty-two-year-old Al Williams who won by five strokes.

B. Lease Background

The development of the course was possible because Chelan County and the City worked with the Golf Club to their mutual advantage. Although the original leases have not yet been located, Darrell Sweat preserved their history in a 1989 summary and a 1994 update. See copies at Exhibits B and C. He describes:

The Golf Club started acquiring property and rearranging, lengthening and adding golf holes. The Chelan County Fair buildings were being removed and this prompted the Golf Club to enter into a lease agreement with Chelan County for a portion of their property. (Approximately where #1 and #8 fairways are now located.)

In 1930, Chelan County deeded to the City of Leavenworth its vacated fairground and gravel pit (where the city wells are located). Darrell Sweat continued:

It was agreed that there would be mutual advantage to the Golf Club and the City to rewrite the County Lease Agreement for that small portion of the city's newly acquired property.

The partnership between LGC and the City was mutually beneficial from the beginning, and although the course would be paid for entirely by the members, its use was always for the public generally.

This was a unique agreement whereas the Golf Club would improve and beautify the city property leased and to that extent could erect buildings, make improvements and maintain a golf course. In this agreement, for the portion of the golf course owned by the city, the city gave the right to the Golf Club to maintain and operate a golf course ... for the use of ... the members *and the public*.

Id. (italics added). The lease was for a token amount of \$1.00 and included a hold harmless and indemnification clause. As further described by Darrell Sweat,

The Golf Club would pay for City services such as water and garbage at the going rate. The City would not incur any golf course related expenses including operation, maintenance, improvements, or land acquisition expenses.

...

The Golf Club continued to acquire land and in the mid 1930's, nine golf holes with sand greens were in place.

The lease with the City was updated and extended in 1950. The token rent remained \$1.00 but, significantly, "the new lease would give all the improvements such as buildings, sprinkler system, etc. , to the city." Ex. C.

The Golf Club purchased additional land in 1953 and continued to improve the nine-hole course. Another major improvement came in 1960 with construction of the new club house which today houses the pro shop and the Pub at the Club restaurant. All labor and materials were donated.

The lease for the portion of the course owned by the City was amended in 1965. This was to extend the lease to 1980 and included provisions for the Golf Club to pay off city bonds issued to finance a new irrigation system. Darrell Sweat reports:

The bond money received by the Golf Club paid only the cost of materials. This irrigation system was completed in two years time. All labor was donated by the Golf Club. Additionally, there was a special membership assessment to help the club through the first years to pay the City.

During that period, the City reaffirmed its partnership with the Golf Club which likewise reaffirmed its trust in the City. As described by Darrell Sweat,

The City reaffirmed that they had no intention of making that portion of the golf course they owned as a money making entity. *Based on that concept, property on the front nine was deeded to the City.* The lease agreement was working well. There was no expense to the City and there was mutual advantage to both parties.

Ex. C (italics added).

While the City gained legal title to all of the front nine, its commitment to the golf course remains a moral obligation that has been relied upon by countless residents who volunteered time and treasure to make the course a reality, and a scenic gem of the Pacific Northwest.

C. The Critical Years between 1963 and 1971

It is well known that Leavenworth in the early 1960's was no longer a rip-roaring railroad and mill town. With the loss of industries, people left, businesses locked their doors, the depressed economic outlook sharply divided the community over the need for a new school, and businesses were trying to sell but could not find buyers. Nevertheless, a core of the community would not give up. A study was done through the University of Washington called Leavenworth

Improvement For Everyone. The L.I.F.E. study showed that the “very cleanest industry is tourism and that Leavenworth had all the natural qualifications to capture whatever portion of the tourist market the town wished.” City of Leavenworth Comprehensive Recreation Plan, December 1971, page 3.

The LIFE Recreation Committee report

The L.I.F.E. study program had a Recreation Committee Report, April 22, 1963. See excerpt at Ex. D. Beginning at page 26 is a section entitled Golf In Leavenworth which begins:

Golf in Leavenworth is not only an important recreational activity for the whole family, but it also looms large in the community economic picture.

...

The club, organized in May, 1926, has had steady growth in interest and membership. It is a non-profit organization with all monies over and above expenses, plowed back into the course development and improvements. Practically all labor is donated; likewise use of equipment, and the fine new clubhouse is the product of donated labor.

The Committee further reported:

The social side is not neglected and club potlucks and picnics are regular features on the social calendar during the season.

The Leavenworth course, one of the most scenic in the Pacific Northwest, is one the entire family can enjoy, as well as providing a challenging test for the more experienced golfer.

Of significance, the Committee noted that tourist play is high, and every business in Leavenworth benefited.

Many of the tourists are repeaters, coming each summer from nearby and distant places, to play their favorite course. The thousands of dollars these golfers spend are good dollars ... Sharing in the distribution of the tourist dollar are service stations, motels, hotels, tourist and trailer shops, ... almost every business in town sharing directly or indirectly, in the dollars spent annually by visiting golfers.

The report goes on to describe a vacationing couple who stopped in Leavenworth and played golf on their way to Canada.

But the appeal of golf in Leavenworth was too strong, and after only three days across the border, they returned to enjoy their favorite game for another week on a course they had fallen in love with.

Such instances are the rule, not the exception, and indicate the value to the community of the Leavenworth golf course as an economic asset, as a playground for tourists and as a lure for possible future residents.

The LIFE committee report concluded:

Every community has a responsibility to provide wholesome forms of recreation for residents and visitors alike.

Leavenworth offers a variety of recreational activities and standing tall among them is the Leavenworth Golf Course, which provides outdoor recreation for the entire family, and at the same time is a major factor in the economic stability of the community.

The 1965 Leavenworth Comprehensive Recreation Plan

Ted Price, in his book “Miracle Town,” described how he and Bob Brender created a parks and recreation plan, something that Leavenworth had never previously had. The recreation plan was needed to secure state funding to help purchase Blackbird Island. Ted Price wrote the plan himself. He reported that the plan

proposed the following development projects, not all of which were realized:

1. Acquisition of Blackbird Island and the adjacent land
- 2. An extension of the golf course**
3. Waterfront overnight facilities for campers and trailers
4. Improved ski facilities
5. Mountain View Point (for sightseers)
6. Great Northern Historical Park, a playground and rest area featuring the history of Leavenworth

Ted Price, *Miracle Town* (1997) at 133 (emphasis added). As described in the 1963 Committee report, Ted Price and his 1965 recreation plan saw the tourist value of extending the golf course to 18 holes. And that is exactly what the membership of LGC followed up and did, all at no cost to the City.

Most of back nine property was purchased by the Golf Club from R.B. Fields. The Club secured a loan to construct the back nine through the Farmers Home Administration. At this time, it

became necessary to use the front nine to secure the FHA loan and therefore required a lease extension to 2008. As described by Darrell Sweat,

Considering that the front nine had been deeded to the City ... [t]he FHA required a lease agreement time frame that would last as long as the mortgage due date which is 2008. There was mutual advantage to both parties so this was done.

Ex. B. The back nine opened for play on July 19, 1970. But it was not easy.

[M]oney was very tight and the membership donated thousands of hours over a three year period getting the course into playing condition.

Through the effort of LGC and its volunteers, Ted Price and the LIFE committee's call for expansion to 18 holes was realized.

The 1971 Comprehensive Recreation Plan

The recreation plan adopted in 1971 was visionary and had three priority phases. One of these, the Upstream Area, includes the Leavenworth Golf Course. Among other proposals, the plan envisioned a waterfront promenade, a pedestrian bridge connecting East Leavenworth, extensive bicycle paths including three miles along the river from Chumstick Creek to the Leavenworth Golf Course, and the possibility of needing a second 18-hole course across the Wenatchee and Icicle Rivers from the existing golf course.

Many of those plans were not realized, but the 1971 recreation plan recounts the steps accomplished following the LIFE study. These included initiation of the Autumn Leaf Festival, remodeling of the town, instigating art shows in the downtown park, Christmas Lighting weekend, Mayfest, and "enlarging the golf course to 18 holes, installing Carillon Bells; and last but not least, the publishing of this report by the self-study technique." The 1971 Comprehensive Plan specifically acknowledged

Present - - The Leavenworth nine-hole public golf course has been increased to 18 holes **in compliance with** the 1965 Leavenworth Park and Recreation Plan.

Ex. D at 9 (emphasis added).

In summary, the Leavenworth Golf Course played an integral part of the vision and ultimately the economic success of the Bavarian them and the LIFE project.

The 1971 quit claim deed

Now as a fully developed 18-hole course, LGC could have continued to own the back nine. But the LGC is a nonprofit organization and its partnership with the City worked. The Golf Club

already gave title to the full front nine to the City so, shortly after completing construction of the back nine, LGC donated that to the City as well. As explained by Darrell Sweat:

As the Golf Club is a non-profit organization, the [property tax] money saved here would have benefit [for] improving the golf course.

Ex. C.

In short, LGC and the City have enjoyed a unique partnership where a highly valued and irreplaceable public recreation facility was created for public use with zero public funding. This is something to be proud of, celebrated, and preserved for continued enjoyment by future generations.

III. The Existing Use as a Public Recreation Amenity is Remarkably Successful

More than golf, LGC is a place where people come together; it is a place for community, history, friendships, and is part of the Leavenworth fabric that binds us through outdoor recreation and quality of life.

Beginning in the 1960's, the course has been home to our high school golf team and a junior golf program. Last year, the PGA junior golf program had 27 participants. Likewise, the high school team reports a large boys and girls team that will renew its rivalry with Cashmere which this year is restarting its high school golf team.

The Ladies League will be hosting the 54th Annual Ladies Alpine Tournament in May, drawing an estimated 120 participants from clubs all over the state. Any profits from the tournament are donated to local charity such as the Cascade school backpack program for families in need of food.

The draft Recreation Plan update for 2026 provides Goal PR 10 that recreation facilities and programs foster social interaction and community engagement. For almost 100 years, the golf course has brought community fun, family recreation, and volunteer community effort that is the hallmark of the spirit of Leavenworth. People from all walks of life, all ages, all abilities, can come together in a foursome. Last week, I golfed with two City employees that I may never have met but for being randomly matched up with them on the course. We had a great time and conversation on the course.

Goal PR 13 seeks a variety of year-round recreation for all users, regardless of age and ability. This is an important goal for our seniors and others who have limited use of playgrounds and hiking trails. Golf appeals to people who enjoy being outdoors, engaged in healthy exercise and is a valued activity for a remarkably diverse group of people in our community.

Policy PR 6.7 calls for supporting partnerships with private entities such as the Trout Unlimited and the Leavenworth Winter Sports Club. The example list should include LGC which is also a 501 (c)4 nonprofit.

Moreover, the golf course is a year-round recreation asset. In the winter months, LGC partners with the Leavenworth Winter Sports Club to provide cross-country skiing, snowshoeing, and safe sledding far superior to the downtown grass hill adjacent to the gazebo. That partnership began in 1983 and now includes lights, rental tubes, and hot cocoa at the Pub at the Club.

Policy PR 11.4 seeks to protect shorelines and wildlife habitat. As steward of the land, course superintendent Ivan Gibbs uses all organic fertilizers and environmental best practices in maintaining the course. This includes at least five riparian restoration projects coordinated with the County and the Department of Ecology all of which have been successful and enhanced the shoreline.

In achieving all these public recreational benefits, the City experiences zero cost. The Club pays for it all and the benefits flow widely to the region.

Policy PR 6.1. Incorporate recreational facilities into public works projects by the Public Works Department, such as bike lanes, pedestrian improvements, and trails.

Policy PR 6.2. Coordinate with the U.S. Forest Service and Chelan County to plan, develop, and maintain trails that connect City parks and open spaces to National Forest lands, enhancing public access, recreational opportunities, and sustainable trail management.

Policy PR 6.3. Partner with the Cascade School District to support public access to school grounds and [to maintain and improve](#) recreational facilities, such as ballfields, [courts](#), playgrounds, trails, and natural areas like Rattlesnake Hill.

Policy PR 6.4. Partner with the Wenatchee River Institute (WRI) to further common goals, enhance trails, improve ADA accessibility, and strengthen connectivity between the WRI property and public parks.

Changes made to reflect public comments

This partnership aims to expand accessible nature-based recreation and education through potential projects such as:

- ◆ Maintaining trail linkages between City parks and the WRI campus
- ◆ Enhancing ADA accessibility, prioritizing upgraded restroom facilities, parking access, and trail improvements
- ◆ Supporting development of a nature playscape on the WRI campus
- ◆ Supporting development of a bike parking and service station

Policy PR 6.5. Engage local nonprofits and stakeholders through a collaborative approach to resource management to address public land concerns and leverage resources and expertise.

Policy PR 6.6. Collaborate with regional partners to explore the feasibility of establishing additional recreational opportunities in the City or surrounding region, such as an ice skating rink, indoor pool, sport courts (e.g., volleyball, basketball, pickleball), and dog park, among others.

Policy PR 6.7. Support partnerships with other public agencies and private entities, such as the Upper Valley Parks and Recreation Service Area, the Winter Sports Club, Trout Unlimited, the Leavenworth Golf Club, and others, which provide recreational facilities within the UGA and the region.

TRAILS & CONNECTIVITY

Goal PR 7. Promote equitable access, connectivity, and public safety for all residents by establishing a system of trails, pedestrian facilities, and bike lanes between public parks, open spaces, trailheads, and recreational facilities.

Policy PR 7.1. Coordinate infrastructure and transportation planning for new pedestrian facilities, bike lanes, and street crossings with recreational facilities to promote pedestrian and bicycle safety, access, and connectivity.

Policy PR 7.2. Coordinate with public agencies, such as the Washington State Department of Transportation, to establish safe pedestrian and bicycle connections across

Parks, Recreation and Open Space Plan



CITY OF LEAVENWORTH

Adopted **Date** 2026





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Introduction

OVERVIEW

Greater Leavenworth is an alpine community sitting at the confluence of the Wenatchee River and Icicle Creek at the eastern foothills of the Cascade Mountains. The City itself is nestled in the valley floor, surrounded by Tumwater Canyon to the west and Icicle Canyon to the south. The landscape features a unique combination of wildflower meadows, Ponderosa pines, Douglas firs, and Western larches. Leavenworth's natural environment provides an attractive setting for various recreational activities and supports a tourism-driven economy.

With over 20 percent of land in the City of Leavenworth maintained as parks or open space, and a critical two-mile reach of shoreline along the Wenatchee River, the preservation and recreational use of these natural features have long been established part of the community's values, lifestyles, and business interests. With a growing population, and over 3.4 million visitors annually¹, community members and visitors alike are drawn to the city for its environmental setting and natural beauty, and the outdoor recreational opportunities that it affords.

This continued growth and high level of tourism put a strain on Leavenworth's vital natural amenities. Population growth between 2026 and 2046 is expected to increase the number of residents; however, several of the parks and facilities are utilized by more visitors than residents. Depending on the type of user, each park/facility will require different types of amenities, management and future needs.

¹ Leavenworth Chamber of Commerce, [2025 Annual Economic & Visitor Report](#).

PURPOSE

The Parks, Recreation and Open Space (PROS) Plan serves as the City's guide for the acquisition, development, and maintenance of a comprehensive system of parks, trails, recreational facilities, and open space for its community members. Where this Plan refers generally to "park and recreational facilities," that is inclusive of open space, natural areas, trails, and amenities such as ball fields and playgrounds.

The City's Comprehensive Plan includes a Park and Recreation Element which acknowledges this PROS Plan as the City's primary park planning document that reflects the guidelines established by Washington's Growth Management Act (GMA) on park and recreation planning. This PROS Plan will also be used to gain eligibility for outdoor recreation, conservation, and grants through the Washington Recreation and Conservation Office (RCO). Once this PROS Plan is certified by the RCO, the City is eligible for RCO grant funding for six calendar years from the date of adoption.

BACKGROUND

Planning Service Area

The PROS Plan establishes a strategic framework for parks, recreational facilities, and open space within the City of Leavenworth and its associated Urban Growth Area (UGA). This plan accounts for a service area that extends significantly beyond city limits due to Leavenworth's role as a regional tourism and recreation hub. The City's park system serves a diverse user base, ranging from local residents to visitors from the greater Wenatchee Valley and Pacific Northwest region. Furthermore, given Leavenworth's adjacency to the Okanogan-Wenatchee National Forest, this plan also addresses regional trail connections and associated interagency coordination necessary to manage trail maintenance and access issues associated with high-volume recreational use.

Community Profile

This section provides a brief overview of the demographics of the City of Leavenworth to ensure future investments in facilities are responsive to the evolving needs of year-round community members and visitors alike.

The City's population in 2024 was approximately 2,595 people². The population has seen steady growth over the last ten years, growing by an average of 45 people per year. This historical trajectory aligns closely with the City's population allocation; achieving the full 2046 population allocation of 3,555 people by 2046. The population is slightly older than the state average, with a median age of 42 years, though many households have children under the age of 18. Please reference the complete demographic profile for Leavenworth in Appendix A of the City's 2026 Comprehensive Plan.

Community members highly value the City's natural environment and recreational opportunities. While community members are generally satisfied with the diverse range of recreational opportunities available to them, several key improvements can be made to enhance quality of life for all. Specific feedback and community preferences are discussed in greater detail in the [Public Outreach](#) section of this plan.

Leavenworth attracts visitors from around the world, many of whom utilize the City's park and recreational facilities. As the community continues to grow and evolve, it is important to strategically plan for parks and recreation amenities that meet the needs of residents while accommodating visitor use.

Relation to Existing Plans

This Plan is one of several documents comprising the City's long-range parks, trails, and open space planning and policy framework. It is meant to function in alignment with the City's Comprehensive Plan, Shoreline Management

Want to learn more?

A complete demographic profile of the City can be found in the 2026 Comprehensive Plan in Appendix A.

² Washington State Office of Financial Management April 1st Estimates.

Plan and corresponding Public Access Plan, and regional parks planning efforts including the Upper Valley Regional Trails Plan and the Chelan-Douglas Pathways Master Plan, as summarized in the following subsections.

COMPREHENSIVE PLAN

Under the Growth Management Act (GMA), the City is required to include a park and recreation element in the Comprehensive Plan. While the 2022 Comprehensive Plan included a Park and Recreation Element that meets GMA requirements, that element did not fulfill RCO certification requirements for grant eligibility. This PROS Plan was prepared as part of the 2026 periodic update of the City of Leavenworth's Comprehensive Plan and is included as an appendix. It is intended to fulfill both the GMA requirements for a Parks and Recreation Element and RCO requirements for certification. The goals and policies of this PROS Plan have been developed in conjunction with the goals and policies of the City's 2026 Comprehensive Plan to promote internal consistency and support a unified vision. The community's vision statement for Leavenworth is as follows:

Leavenworth is a deeply interconnected small town. We see a future where the people who live and work in our community are thriving, with housing options people can afford, vibrant small businesses, and good jobs.

We cherish our rivers, forests, and mountains as essential to our outdoor recreation system, and keeping them resilient is important to us. Infrastructure and services have been added efficiently and appropriately as the city has grown. Our enduring vitality, stability, and financial accountability allow us to welcome visitors and invite them to share our alpine-themed experiences.

Want to learn more?

The City's Comprehensive Plan can be found at: cityofleavenworth.com

In support of this vision statement, the PROS Plan prioritizes the provision of parks and recreational facilities in underserved areas of the City and encourages efforts to increase educational opportunities geared towards environmental awareness and stewardship.

SHORELINE MANAGEMENT PLAN & PUBLIC ACCESS PLAN

The City's 2021 Shoreline Management Plan³ includes several policies related to recreational opportunities afforded by public access along the City's shorelines, which have been integrated into parks and recreation planning efforts. Broadly speaking, the City's shoreline management goals related to public access include policies to:

- ◆ increase public access within city limits,
- ◆ ensure that public access is safe, convenient, and diversified,
- ◆ minimize conflict between public and private property,
- ◆ balance ecological health and recreational access, and enhance and maintain existing areas of public access prior to acquiring or establishing new access points.

Similarly, Chelan County's Shoreline Public Access Plan⁴ (PAP), which is integrated with the overall Shoreline Master Program Update as Appendix E, outlines opportunities and strategies to provide greater public access (both physical and visual access) along the shoreline. Countywide policies related to public access include efforts to:

- ◆ increase public access where appropriate,
- ◆ prioritize maintenance of existing access sites,

³ Shoreline Management Plan (2021). From <https://cityofleavenworth.com/wp-content/uploads/2022/04/2021-Leavenworth-SMP-FINAL.pdf>

⁴ Public Access Plan – Appendix E, Chelan County Shoreline Master Program (2021). From https://www.co.chelan.wa.us/files/community-development/documents/shoreline_master_program/CC_FinalSMP_ApprovedbyEcology_effective09-30-2021%20w%20appendices.pdf

- ◆ respect private property,
- ◆ enhance safety and environmental conservation, and
- ◆ improve visual access to shorelines, among other policies.

The County's PAP also proposes level of service standards to achieve a shoreline public access system with:

- ◆ more than 90% of the residential population within 15 miles of regional recreational facilities including boating, fishing, trails, parks, and open space facilities.
- ◆ more than 50% of the residential population within 1.5 miles of local or community shoreline parks and trails.

As shown later on through the parks dispersion map (in the Demands and Needs section of this Plan) around 50% of the residential population is within a half-mile of local or community shoreline parks and trails (compared to the LOS of more than 50% of the population being within 1.5 miles of local or community shoreline parks and trails).

TRANSPORTATION SAFETY ACTION PLAN

To enhance safety for all users, the City is developing a Transportation Safety Action Plan (TSAP) funded by the federal Safe Streets and Roads for All (SS4A) grant program. This plan will guide long-term decisions regarding street design, speed limits, and safety improvements to ensure a safer environment for all modes of travel. Proposed projects include multi-use paths, protected bike lanes, and separated pedestrian facilities, among other safety improvements, which will help ensure users can travel safely to park facilities. As of March 2026, the Draft TSAP is currently under review.





UPPER VALLEY REGIONAL TRAILS PLAN

The City's 2009 Upper Valley Regional Trails Plan⁵ provides recommendations to create an interconnected regional trail system and improve connectivity between existing trails. It provides the necessary tools to plan, design, fund, and implement non-motorized trails with the overarching goal of creating an interconnected regional trail network that provides residents with diverse recreational opportunities, encourages non-motorized transportation, and supports tourism. This PROS Plan builds on this effort by prioritizing proposed trail connections based on extensive community outreach efforts and overarching recreational goals.

CHELAN-DOUGLAS PATHWAYS MASTER PLAN

The Chelan-Douglas Pathways Project⁶ outlines a plan for creating key regional pathway corridors that better connect communities with safe walking and biking routes. The Leavenworth to Cashmere to Wenatchee (LCW) corridor includes the cities of Cashmere and Leavenworth and the unincorporated agriculture communities of Monitor, Dryden, and Peshastin. The LCW Project Corridor Executive Study⁷ identifies the Leavenworth-to-Peshastin pathway as "immediately feasible," indicating minimal physical, environmental, or regulatory constraints; existing access and infrastructure to support construction; and a strong likelihood of near-term funding and stakeholder support, contingent upon available resources. The goals and policies of this PROS Plan were developed in alignment with the Pathways Master Plan, reflecting community preferences and advancing regional goals to increase connectivity.

⁵ City of Leavenworth, Upper Valley Regional Trails Plan (2009), <https://cityofleavenworth.com/documents/upper-valley-regional-trails-plan/>

⁶ Chelan-Douglas Transportation Council, Pathways Project, <https://chelandouglaspathways.org/#wrapper-hero>

⁷ Chelan-Douglas Transportation Council, Chelan-Douglas Pathways Master Plan: Leavenworth to Cashmere to Wenatchee, <https://chelandouglaspathways.org/wp-content/uploads/2025/11/LCW-ExecSumm-251111.pdf>



Public Outreach

Community engagement was embedded throughout the development of this PROS Plan and was accomplished through a variety of outreach activities and avenues, as described in this section, including:

- ◆ Community Visioning Workshops
- ◆ Quarterly Community Engagement Nights
- ◆ Community Block Party
- ◆ Tabling at Common Gathering Spaces
- ◆ Parks Survey
- ◆ City of Leavenworth Website Updates
- ◆ E-mail Newsletter
- ◆ Planning Commission and City Council Meetings

This section describes the various outreach activities conducted to determine community-wide parks and recreation priorities. Goals and policies were developed based on both the overarching themes and specific feedback received throughout outreach, as detailed below.

VISIONING WORKSHOPS

In the fall of 2024, the City conducted a trio of collaborative Community Visioning workshops that were well-attended by community members. Community Visioning workshops were held on the following dates and topics:

- ◆ September 9: Housing a Community
- ◆ September 16: Sustainable Tourism
- ◆ September 23: Accountable Stewardship
- ◆ October 14: A Path Forward (Collective Recap)

Key Findings

While the visioning workshops addressed a diverse range of topics, relevant findings for park and recreation facilities are summarized below for each workshop. A full report of the broader community discussions and outcomes that emerged from these workshops can be found in the Community Visioning Report⁸ on the City’s website.

HOUSING A COMMUNITY WORKSHOP

The “Housing a Community” session facilitated discussions focused on Leavenworth’s future, including how to prioritize community needs, housing, and maintaining quality of life with increased density. In terms of parks and recreation facilities, there are overall concerns of the impacts of development encroaching on natural areas, increased population leading to congestion and parking shortages, and higher density putting pressure on local facilities.

SUSTAINABLE TOURISM

The “Sustainable Tourism” session centered discussions on how the City can balance tourism, which draws around 3 million visitors annually, and local needs.

ACCOUNTABLE STEWARDSHIP

The “Accountable Stewardship” session focused on strategies for effectively managing community resources and the built and natural environments, including recreational assets such as trails, to support a sustainable and community-oriented outdoor environment. Numerous suggestions were raised to enhance environmental stewardship while enhancing and improving access to recreational opportunities.

A PATH FORWARD

This Q+A session provided an opportunity to summarize and discuss questions asked throughout the previous sessions. A Q+A was posted on the City’s website.

Next Steps

These key findings have been integrated into the goals and policies of this plan, most notably under the topics of Parks & Natural Areas, Recreational Facilities & Programs, and Community Building & Education.

Social interaction is valued and desired through gathering places such as parks and community centers

Balance nature and recreation with increased density

Foster safe spaces for children to enhance community

Support ambassador and educational initiatives to increase community and visitors awareness around responsible outdoor recreation

Environmental stewardship and the sustainable management of outdoor resources is important!

Connect public transit to trailheads

Improve connectivity between recreation opportunities by encouraging non-motorized or public transportation

Improve trail maintenance and address overcrowding through river and trail use management and monitoring

Balance wildlife conservation with increased recreational opportunities

Engage youth through fun activities

Partner with local nonprofits, stakeholders, and the Forest Service to collaboratively manage resources

⁸ City of Leavenworth, Leavenworth Community Visioning (2024), https://cityofleavenworth.com/wp-content/uploads/2024/10/Community-Visioning-2024_Recap.pdf

COMMUNITY ENGAGEMENT EVENTS

As part of the City’s 2026 Comprehensive Plan Update process, community members were invited on a number of occasions to participate in discussing their vision for the future of Leavenworth. The following events addressed a wide range of topics; relevant findings regarding park and recreation facilities are summarized below for each event. A full summary of engagement efforts and community priorities can be found in Appendix H of the City’s 2026 Comprehensive Plan.



Community Engagement Night

The City hosts quarterly Community Engagement Nights to offer residents and business owners the opportunity to connect, learn, and engage with staff and agency partners. At the event on May 6, 2025, the City maintained a table to discuss the 2026 Comprehensive Plan update process and collect feedback on park and recreation facilities. It was well attended by around 250 residents. Of those who engaged with the City’s interactive posters, most were year-long residents that live within city limits.

KEY FINDINGS

Interactive posters at the workshop gathered specific feedback on the existing park system. One of these posters featured a citywide map of existing facilities that identified related amenities. Participants were invited to mark up the map with desired parks and recreation facilities, amenities, or additional comments. Feedback indicated key priorities including: improved connections between trails, parks, and other recreational facilities; safety improvements to enhance pedestrian and bike trails; new parks north of Highway 2; and a new indoor pool or upgrades to the existing outdoor pool.

Community members were also invited to take the Parks Survey or were provided with a QR code to take the survey on their own time; results from this survey follow in the Parks Survey section of this plan. The final poster was intended for kids and featured the prompt “My dream park has...” with several options for kids to indicate what park amenities they would like to see in their dream park. The results are presented below in Exhibit 1.

Exhibit 1. “My Dream Park Has...” Poster Results

Park Amenity	Votes
Playgrounds	10
Nature Play Areas	8
Climbing Wall	5
Ballfields and Courts	4
Indoor Pool	17
Splash Park	10
Places to play with my dog	5

Along with voting on this poster, kids were invited to draw pictures of what their dream park would look like (Exhibit 2).

Exhibit 2. Drawings of what kids would like to see in their dream park.



Kids in Leavenworth generally envision their dream park to include an indoor pool, playgrounds, and a splash park, but also had some other ideas for amenities including a tree house, tiny library, and a seesaw, among others. Detailed information, along with full size photos, can be found in Appendix H of the City's 2026 Comprehensive Plan.

Another poster at the event asked community members "Which highlights from the [Community Visioning Workshops] do you agree with?" People were given stickers to indicate whether they agreed or disagreed. The full poster results can be found in Appendix H of the City's 2026 Comprehensive Plan; relevant visioning principles related to parks and recreation are presented below in Exhibit 3. Everyone who responded to these relevant visioning principles agreed with them, indicating their importance to the community.

Exhibit 3. Visioning Poster Results Related to Parks and Recreation

Visioning Principle	Agree	Neutral	Disagree
Green Space Many advocated for the protection of parks and natural areas amidst development.	15	0	0
Balance Density and Nature Increasing density must be balanced with maintaining green spaces, ensuring residents can enjoy both community living and nature.	15	0	0
Environmental Responsibility Emphasizing conservation and responsible tourism can enhance the community's natural beauty, attracting visitors who appreciate and respect the environment.	13	0	0

Community Block Party

The City of Leavenworth had a booth at the Community Block Party on August 21, 2025, to discuss the Comprehensive Plan and parks planning with community members. Prior to the Community Block Party, the city distributed a Parks Survey to gauge overall satisfaction with existing park and recreation facilities and identify interest in new facilities. To report on and substantiate these findings, a poster was provided to highlight major themes from the Parks Survey, which is discussed further in the following section: [Parks Survey](#).

KEY FINDINGS

There were three posters related to parks and recreation. One was a “Parks Survey Results” poster to report on the findings of the Parks Survey discussed in the following section. Another poster titled “Parks Dispersion” included a map of existing park and recreation facilities in the City, along with a ¼ mile, ½ mile, and ¾ mile buffers to approximate walking distances from the facilities. Most areas in the city limits are theoretically within ¾ miles of a park, but the buffers do not accurately reflect walking times. People were invited to provide comments on where they would like to see new parks or natural areas, what distance they are comfortable walking to parks, and what kind of recreational improvements or amenities they would like to see. The final poster, titled “Trails and Connections” included a map of existing and proposed trails in the City and connections to regional trails. Proposed trails within the City were included based on the 2009 Upper Valley Regional Trails Plan⁹. People were invited to mark where they would like to see trails connections prioritized or new trails created.



Conversations with community members and responses to these posters confirm the general findings of the Parks Survey, including desires to:

Add new parks in the northern side of the city to increase residential accessibility to parks

Increase shade at all parks

Build an indoor pool to provide year-round swimming facilities

Improve safety for pedestrian and bike trails

Increase trail connections – both within the city and to regional trails and recreation opportunities

Improve restroom facilities and increase restroom maintenance

⁹ “Upper Valley Regional Trails Plan,” City of Leavenworth (2009), <https://cityofleavenworth.com/documents/upper-valley-regional-trails-plan/>.

PARKS SURVEY

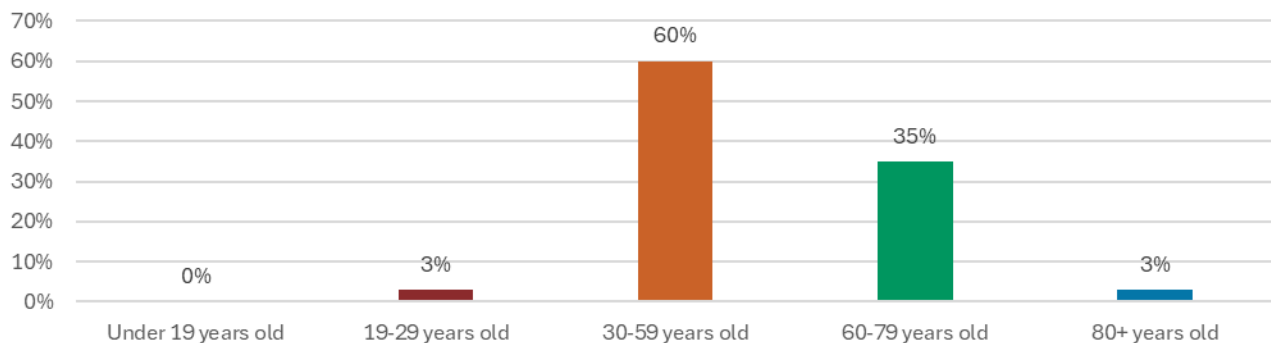
As part of the City's 2026 Comprehensive Plan Update process, the City circulated a survey to better understand community members' perception of existing park and recreational facilities, and desires for future improvements. The survey, which was open from May-July 2025, asked broad questions about the frequency of use, condition, and satisfaction of existing parks and recreation facilities, balanced by questions asking for specific ideas for new facilities, park improvements or maintenance needs, and open-ended questions for respondents to provide additional feedback. Several demographics questions were included to help understand who was and was not participating.

Demographics

Around 240 people completed the survey, though not every respondent answered every question. The majority of survey respondents (56%) reported that they live in Leavenworth. Another sizable percentage (38%) of respondents live in Chelan County, outside of city limits, while only 8 respondents (5%) live somewhere else in Washington, and 1 respondent (0.6%) lives out of state. More specifically, 85% of people are year-long residents, 6% are visitors, 5% are seasonal residents, and 4% work in the City of Leavenworth but live elsewhere.

The majority of survey respondents were between the ages of 30-59 years old, followed by those aged 60-79 years old. Only 5 respondents were between the ages of 19-29, and 4 respondents were 80 years of age or older, see Exhibit 4. Of the 154 people who responded to this question, 153 people (99%) reported English as their primary language, with only 1 person responding with "Other".

Exhibit 4. How old are Parks Survey respondents?



Key Findings

There are several key findings that have emerged from the survey results, as described in this section. The full survey results can be found in [Appendix H-3](#) of the City's 2026 Comprehensive Plan.

NEW FACILITIES

Survey respondents would most like to see more trails, a new indoor pool, and more natural areas and parks (see Exhibit 5). Specific recommendations for new facilities also include an ice skating rink, more parks for locals (north of Highway 2), pickleball/indoor courts, a community center, improved access between the river and downtown, increased connectivity and safety of bike and pedestrian trails, and improved accessibility of event spaces, outdoor seating, and other park amenities. Please reference additional ideas in the full survey results ([Appendix H-3](#) of the City's 2026 Comprehensive Plan).

Exhibit 5. What new park and recreation facilities are desired?



USE AND SATISFACTION OF EXISTING FACILITIES

Most existing parks are used 1-2 times a month by survey respondents, except for Osborn Playground, the public boat launch, and public school grounds, which are used 1-2 times a year at most by the majority of respondents. Osborn Playground is likely more heavily used by households with children, which may not be reflected in these results. Blackbird Island, Waterfront Park, and Enchantment Park are used more frequently than others, at least once or twice a month or more (Exhibit 6).

Exhibit 6. How frequently are city parks used?



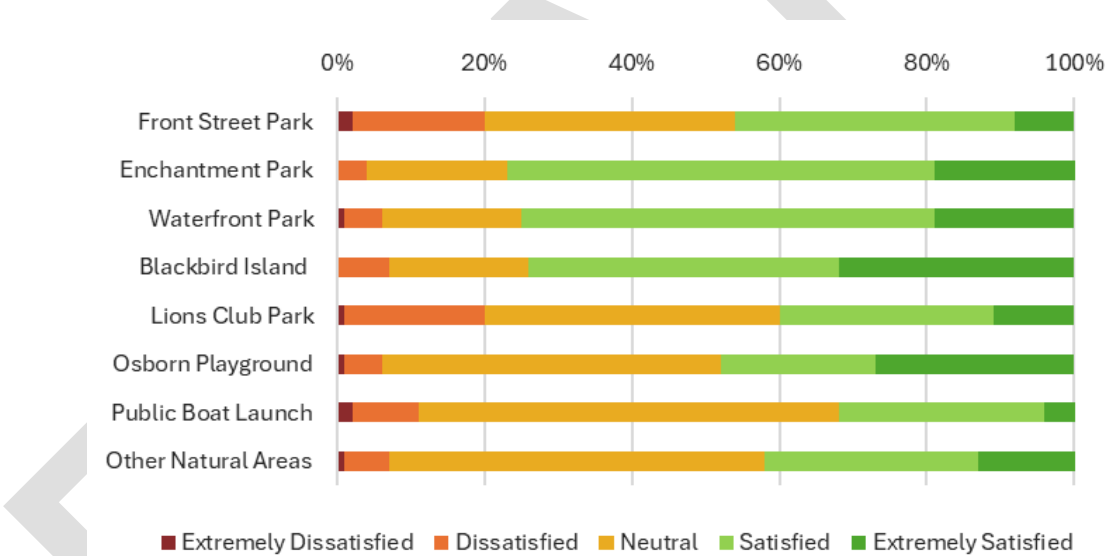
Trails are by far the most frequently used recreational facility; most people were split between using trails at least once a week, several times a week, or daily (Exhibit 7).

Exhibit 7. How frequently are city recreation facilities used?



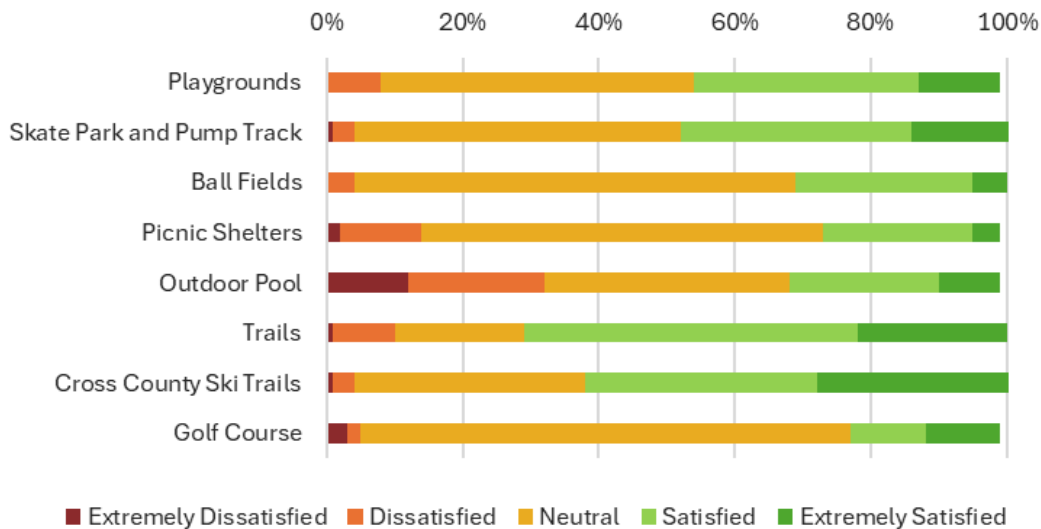
Satisfaction with existing parks and recreation facilities is generally high among survey respondents (see Exhibit 8). Community members are most satisfied with Blackbird Island, Enchantment Park, and Waterfront Park, which are also the most frequently used parks among survey respondents.

Exhibit 8. Level of satisfaction with existing parks.



Satisfaction with recreational facilities is generally high among those that use the facilities. For instance, those who use trails or cross country ski trails are generally more satisfied than not. However, the outdoor pool, and to a lesser degree, picnic shelters, received the highest level of dissatisfaction among users, as shown in Exhibit 9.

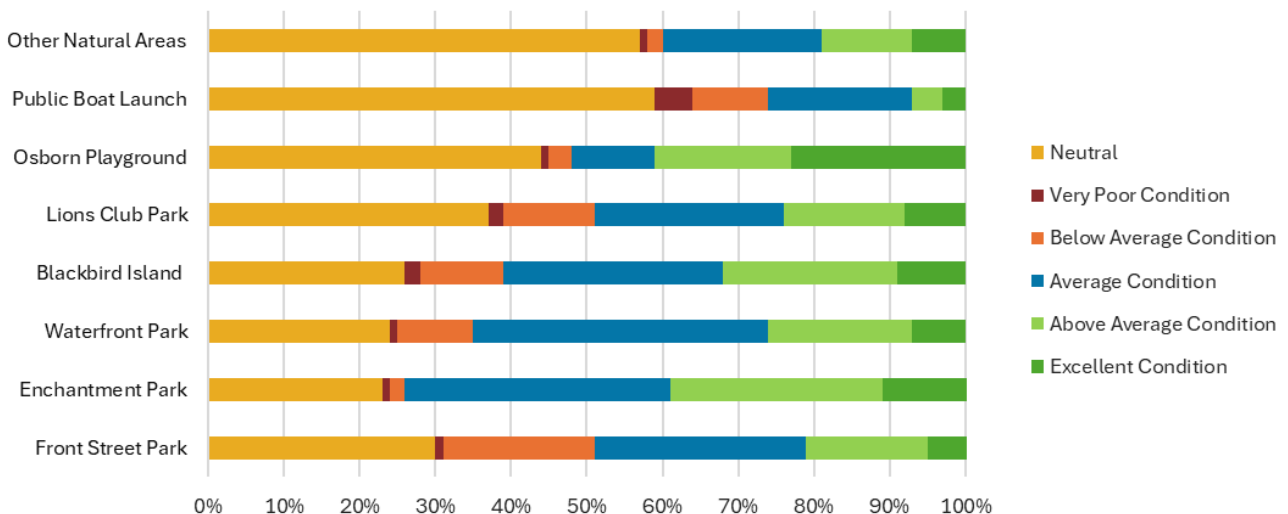
Exhibit 9. Level of satisfaction with existing recreational facilities.



CONDITIONS OF EXISTING FACILITIES

Overall, most parks are rated to be in “average condition” according to survey respondents (see Exhibit 10). A few parks are rated to be in relatively good condition, including Osborn Park (23% excellent condition, 18% above average condition), Enchantment Park (12% excellent condition, 28% above average condition), and Blackbird Island (9% excellent condition, 23% above average condition). On the other hand, Front Street Park is the top park rated “below average condition” (20%).

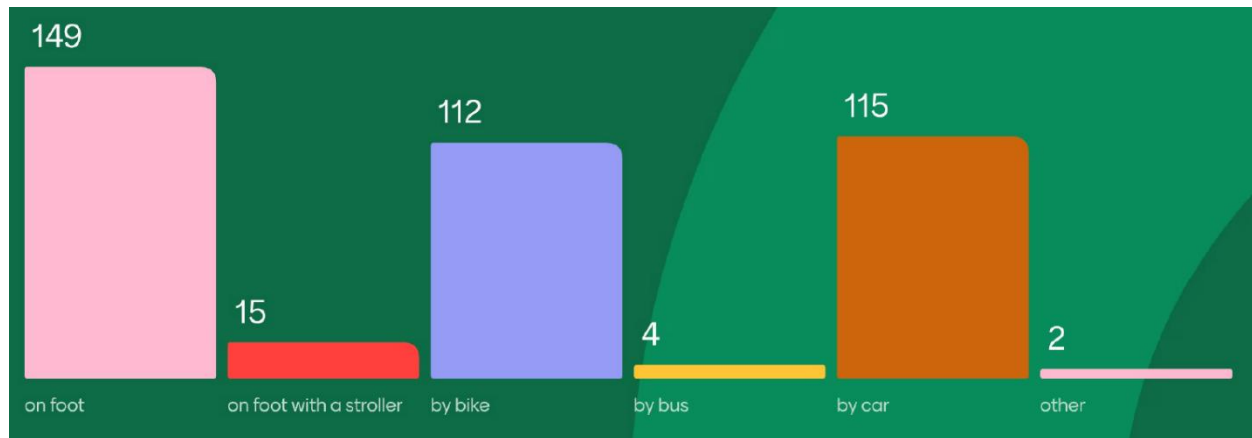
Exhibit 10. Condition of existing parks.



HOW PEOPLE ACCESS FACILITIES

Most survey respondents reported that they mostly get to parks, trails, and other recreational facilities by non-motorized means (walking (38%) and biking (28%)), rather than driving (29%), as shown in Exhibit 11. This corresponds well to survey respondents’ high interest in new trails and increased pedestrian and bicycle safety.

Exhibit 11. How people get to parks, trails, and other recreation facilities



IDENTIFIED IMPROVEMENTS

Even among relatively highly rated parks, common survey responses indicate specific improvements to existing parks and recreational facilities would improve the condition and overall satisfaction with these facilities, such as:

- ◆ **More frequent maintenance** of trails, restrooms, sidewalks, and other park amenities.
- ◆ **Increased shade** at all parks, prioritizing parks that don't have any shade.
- ◆ **Improved amenities**, ranging from more restrooms, signage and updated interpretive signage, benches along trails, to covered and ADA compliant seating in parks, to
- ◆ **Increased swimming opportunities** such as an indoor pool, longer pool hours that aren't restricted to the summer, and adult-focused pool programming.
- ◆ Additional trails, **increased trail connections**, multi-use paths, and greater access to trails in the winter.

Community members are generally satisfied with the parks and recreational opportunities in the City but would like a greater focus on additional facilities and improvements that benefit those that live or work in Leavenworth year-round, rather than focusing solely on tourists. These recommendations have been incorporated throughout the Demands and Needs section and in the Parks Inventory conditions assessments of this Plan, and have informed numerous goals and policies.



Parks Inventory

OVERVIEW

More than 20 percent of the land within the City of Leavenworth – approximately 170 acres – is maintained as public parks and open space supporting a range of active and passive recreational activities. This section provides an inventory of City-owned parks, open space, and recreation facilities, and evaluates existing conditions and community needs. This section also includes other public and privately owned lands and recreational programming that contribute to a comprehensive system of parks, open space, and recreation which is highly valued by community members and visitors alike.

The Existing Facilities table, located in the Capital Facilities Element provides a summary of all existing parks, school sites, and outdoor resources that are available. This section provides an overview of the City's park and recreation facilities, evaluates their condition, and identifies potential maintenance or upgrades

CLASSIFICATIONS

The characteristics of each park classification serve as general guidelines regarding the size, service area, and use of each park or recreational facility.

Community Park

Community parks provide a wide variety of active and passive recreational opportunities for the broadest audience. These parks, which are typically larger than five acres, are intended to serve the entire community and may also be a destination for visitors. Typical amenities may include natural areas, trails, water access, picnic shelters, sport fields, and skate parks. Community parks and their amenities may accommodate non-profit organized sports (e.g., soccer, baseball, softball, etc.), large community events, and commercial recreation companies with a special use permit (e.g., rafting and tubing companies). For this reason, supporting facilities such as restrooms, parking lots, lighting, and trash receptacles may be provided. The City's community parks are reservable and serve as local neighborhood parks to surrounding residents. They include:

- ◆ Waterfront Park
- ◆ Enchantment Park



Neighborhood Park

Neighborhood parks provide informal active and passive recreation opportunities for residents within one-half mile. They are intended to serve local residents and be centrally located within new and established residential neighborhoods. The classification is largely defined by the presence of surrounding residential uses. Neighborhood parks typically range from one-half to five acres. Typical amenities may include open lawn areas, playgrounds, courts, picnic tables and benches. The City's neighborhood parks are reservable and include:

- ◆ Lions Club
- ◆ Osborn Property

Pocket Park

Pocket parks are the smallest park classification, typically limited to a half-acre in size. Similar to neighborhood parks, pocket parks may provide informal, albeit limited, active and passive recreation opportunities within walking distance of residents of the surrounding neighborhood. Pocket parks may contain natural areas, a playground, and picnic tables or benches. There are currently no pocket parks within the City.

Special Use Facility

Special use facilities are typically limited in purpose and designed to support a specific recreational use, such as a pool, golf course, boat launch, or dog park. Special use facilities are not limited in size and may be sited in conjunction with a park of another classification. Similar to community parks, special use facilities may function as a destination and attract users from a broad service area. Users may include community members from within City limits and the surrounding unincorporated area, as well as visitors to Leavenworth. Special use facilities may be independently operated on City-owned land. There are many special use facilities in the city, as listed below:

- ◆ Front Street Park
- ◆ Howard Hopkins Memorial Pool
- ◆ Leavenworth Public Boat Launch
- ◆ Leavenworth Golf Course
- ◆ Blackbird Island Fishing Pond
- ◆ Icicle Bridge Put-In



Open Spaces

Open spaces may include undeveloped park lands, environmentally sensitive areas, or highly-vegetated natural areas maintained for passive recreational enjoyment. These areas may include forest, critical areas, wildlife habitat, floodplains, and shorelines. Open spaces are not limited in size. Open Spaces provide many community benefits, including health and wellness, tourism, natural resource protection, and wildlife viewing. Open Spaces are largely undeveloped, but may include features like trails, water access, and wayfinding or interpretative signage. Not all open spaces may be accessible to the public.

- ◆ Blackbird Island
- ◆ Poplar Street Wetlands

Pathways

In addition to public sidewalks, there are three classifications of pathways, including trails, multi-use paths, and bike lanes. Multi-use paths (and sidewalks) are also referred to as “pedestrian facilities”. These pathways function for transportation and recreation. Pathways that primarily provide internal access within parks, such as from a parking lot to a playground, are not classified. All pathways are intended to be non-motorized but may accommodate service or emergency access.

TRAILS

Trails are multipurpose pathways typically within parks and open spaces. Trails may provide active or passive recreational opportunities, such as trail

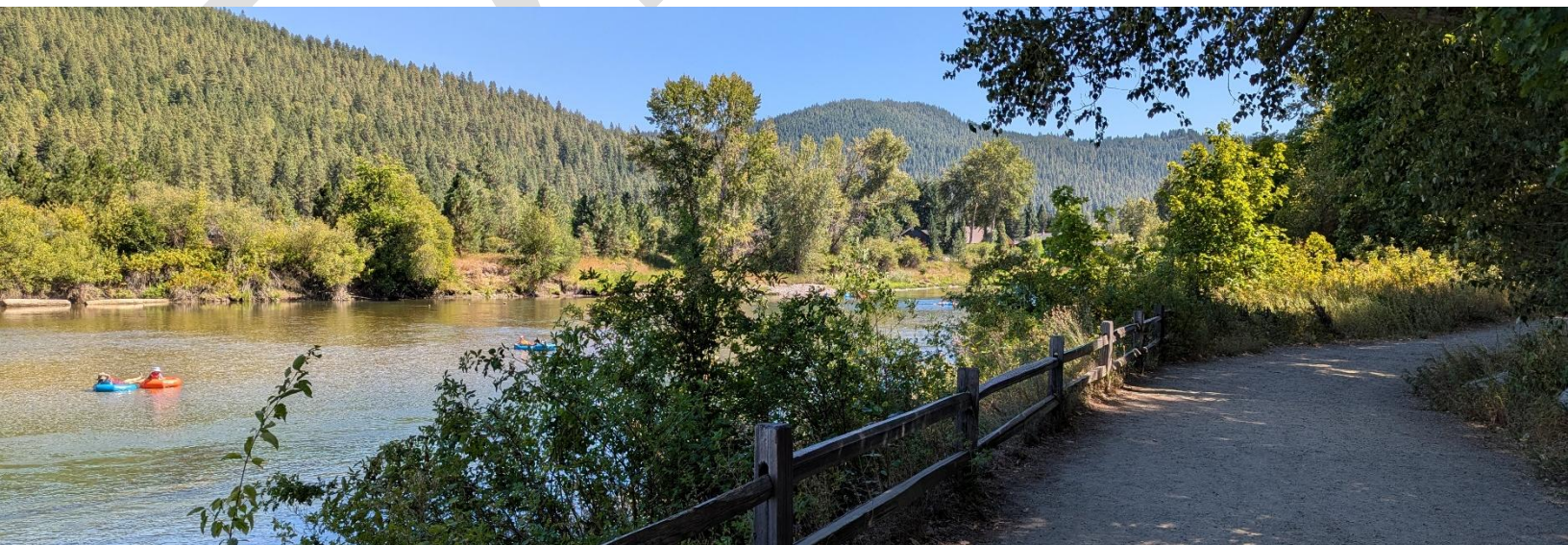
running, wildlife viewing, and water access. Educational opportunities may be provided through interpretative signage. Trails may be hard or soft-surfaced but are typically designed in harmony with the natural environment.

MULTI-USE PATHS

Multi-use paths are multipurpose paths that emphasize safe travel for pedestrians and bicyclists. They function as a non-motorized transportation facility to increase access to parks and public facilities, but also as a recreational amenity in itself. They are intended to align with popular walking/biking routes, and promote connectivity between parks, open spaces, schools, and the waterfront. Multi-use paths are often located along streets within public right-of-way and may coincide with sidewalks. They are typically hard-surfaced with well-marked street crossings, and separated from vehicles by grade, curb, or other buffer. Please see the Transportation Element of The City’s Comprehensive Plan for additional information.

BIKE LANES

Bike lanes are a designated area along a roadway for exclusive use by bicyclists. Bike lanes safely separate bicyclists from vehicle traffic to reduce the potential for collisions. Bike lanes are hard-surfaced and demarcated by painted pavement markings or physical buffers. The Transportation Element includes additional information on the City’s bike lanes, but numerous individuals provided feedback throughout public outreach highlighting the importance of additional bike lanes or multi-use paths to provide safer bike routes within the City.



INVENTORY

City Parks, Open Spaces, & Special Use Facilities

At present, the City of Leavenworth maintains about 76 acres of public land for active and passive recreational purposes (excluding the privately operated golf course). A map of the City's existing parks, open space, and recreational facilities can be found in Exhibit 12. An inventory of existing facilities can be found in Exhibit 13; Leavenworth's park system includes two community parks, two neighborhood parks, two open space facilities, and four special use facilities.

There are numerous other recreational opportunities in the City and throughout the region, provided by other public and private organizations. These include school grounds, National Forest land, and public land managed by non-profits and for-profit recreation companies.

In addition to the various publicly and privately managed recreation opportunities, the City entered into an interlocal agreement in 1998 with Chelan County, the Peshastin Community Council, the Chumstick Community Council, and the Cascade School District to form the Upper Valley Public Recreation Service Area (PRSA), a taxation district, to build, maintain, and operate the City's swimming pool. The legal boundaries for the PRSA includes all lands within the City of Leavenworth and the UGA.

In this inventory section, each aspect of the Leavenworth park system is described in further detail, including a description of each facility, the amenities located in each facility, and a brief assessment of the condition, including any planned improvements. The conditions discussions were developed by comparing a staff assessment worksheet with community assessments derived from the Park Survey; see Exhibit 10 for the full conditions assessment. City staff were asked to consider the conditions of amenities such as play equipment, restrooms and trash receptacles, parking or trail surfaces, in addition to the presence of invasive plants and recurring maintenance needs as they provided comments and rated facilities on a scale from one to five, as follows:

- ◆ 1 = critical condition/unsafe/unusable/needs immediate replacement
- ◆ 2 = fair condition/frequent or recurring maintenance needs/repair or replacement needed
- ◆ 3 = average condition/average maintenance needs
- ◆ 4 = above average condition/minor maintenance needs
- ◆ 5 = exceptional condition/like new

Staff assessments were compared to the Parks Survey, which asked respondents to rate the condition of facilities as follows:

- ◆ Very poor condition
- ◆ Below average condition
- ◆ Average condition
- ◆ Above average condition
- ◆ Excellent condition

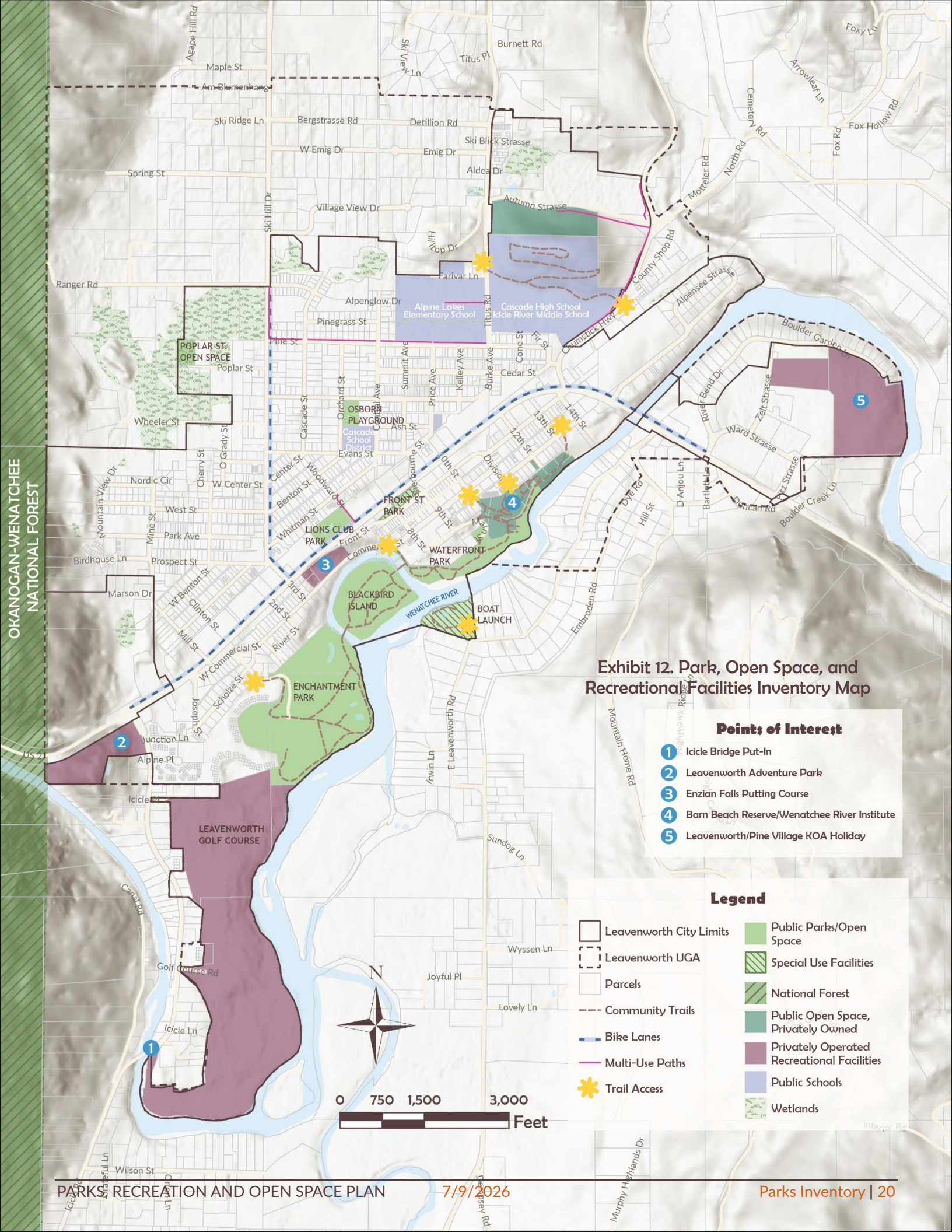
Community assessments were supplemented by discussions of respondents' overall satisfaction with facilities, where relevant.

Park Use Request

Anyone interested in reserving a City park, including local leagues, may submit a Park Use Request. Requests may be made up to one year in advance. Events with more than 100 attendees must also submit a Special Event Application. There is no reservation fee; however, there is a fee for requests to use the Front Street Park gazebo for personal use (i.e., weddings, proposals, etc.). The City's Park Policy (Resolution No. 22-2025, September 9, 2025) and additional Code requirements may apply (i.e., LMC 12.24 Park Use, LMC 9.34 Disorderly Conduct, etc.).

More information can be found on the city's website at: <https://cityofleavenworth.com/how-do-i/reserve-city-park/>





**Exhibit 12. Park, Open Space, and
Recreational Facilities Inventory Map**

Points of Interest

- 1 Icicle Bridge Put-In
- 2 Leavenworth Adventure Park
- 3 Enzian Falls Putting Course
- 4 Barn Beach Reserve/Wenatchee River Institute
- 5 Leavenworth/Pine Village KOA Holiday

Legend

- Leavenworth City Limits
- Leavenworth UGA
- Parcels
- Community Trails
- Bike Lanes
- Multi-Use Paths
- ✱ Trail Access
- Public Parks/Open Space
- Special Use Facilities
- National Forest
- Public Open Space, Privately Owned
- Privately Operated Recreational Facilities
- Public Schools
- Wetlands

WELCOME TO LEAVENWORTH'S PARKS

PLEASE HELP US KEEP OUR PARKS ENJOYABLE
FOR ALL BY FOLLOWING THESE RULES. THANKS:

OPEN AT 6:00 AM

CLOSED AT 10:00 PM



BICYCLES: ON TRAILS
ONLY. SLOW SPEED ONLY. PARK IN
BICYCLE RACKS.



FISHING: ONLY WHEN WA.
STATE REGULATION PERMITS. DON'T
CLEAN FISH WITHIN THIS PARK.
PLEASE!



PETS: LEASH AND CONTROL
PETS. DON'T TIE PETS TO ANYTHING
IN THE PARK. DO NOT LEAVE ANY PET
UNATTENDED.



WATERCRAFT:
LAUNCH BOATS AND RAFTS ONLY AT
THE COMMERCIAL RAFT SITES.
PERMITS REQUIRED FOR COMMERCIAL
USERS.



WILDLIFE: LOOK AT
AND ENJOY BUT DON'T FEED.
HARM, OR APPROACH.



**MOTOR
VEHICLES:**
NOT ALLOWED BEYOND PARKING AREAS.



PLEASE: DON'T TIE OR
ATTACH ANY ITEM TO RAILINGS,
STRUCTURES, TREES OR SHRUBS.



WEAPONS: THE
DISCHARGE OF ALL
TYPES STRICTLY PROHIBITED.



CAMPING: NO
CAMPING ALLOWED.



HORSES:
ARE NOT PERMITTED.



FIRES: NO BAR-B-QUE
DEVICES, CAMPFIRES, COALS,
OR FIREWORKS ALLOWED.



Exhibit 13. City of Leavenworth Park Inventory

			Features																	
			Lawn	Natural Areas	Trails	Cross-Country Ski Trails	Interpretative Signage	Water Access	Playground	Exercise Equipment	Ballfield	Soccer Field	Skate Park	Pump Track	Picnic Shelter	Picnic Tables	Trash Receptacles	Restrooms	Parking Lot	Reservable
Park Facilities	Size (Acres)	Trail Miles																		
Community Parks																				
Enchantment Park	40.74	1.15	◆	◆	◆		◆	◆	◆		◆	◆	◆	◆		◆	◆	◆	◆	◆
Waterfront Park	9.67	0.63	◆	◆	◆	◆	◆	◆	◆							◆	◆	◆	◆	◆
Subtotal	50.41	1.78																		
Neighborhood Parks																				
Lions Club Park	1.02	0	◆												◆	◆	◆	◆		◆
Osborn Property	2.73	0	◆						◆	◆	◆	◆					◆			◆
Subtotal	3.75	0																		
Open Space																				
Blackbird Island	12.61	0.55		◆	◆		◆	◆									◆			
Poplar Street Wetlands	1.48	0		◆																
Subtotal	14.09	0.55																		
Special Use Facilities																				
East Leavenworth Boat Launch	4.74	0.14		◆	◆			◆									◆		◆	
Golf Course	95.29	0	◆	◆		◆											◆	◆	◆	
Front Street Park	1.15	0	◆				◆								◆	◆	◆	◆		◆
Howard Hopkins Memorial Pool	1.93	0	◆													◆	◆	◆	◆	
Subtotal	103.11	0.14																		
Total	171.36	2.47	7	6	4	2	4	4	3	1	2	2	1	1	2	5	9	6	5	5

COMMUNITY PARKS

Enchantment Park

Enchantment Park is a 40.74 acre Community Park located along the Wenatchee River. The park is accessed from West Commercial St via Enchantment Park Way. The park functions as a sports complex that accommodates both active and passive recreational uses, as well as organized community events. Over half of the park is a forested natural area with trails, water access, and a stocked fishing pond. Trails within the park connect users to Blackbird Island and Waterfront Park.

Other park amenities include picnic facilities, a playground, three ballfields, a skate park, a pump track, a paved parking lot, and restrooms. Ballfields include two softball fields (one lighted), and a junior baseball field that doubles as a youth soccer field. Trails and restrooms are open in the winter for walking and cross-country skiing. The park may be reserved. The park also includes a fishing pond, which is maintained and operated by the Icicle Valley Chapter of Trout Unlimited.

Conditions Assessment

The park is in average condition, as reported by City staff. Most of the trails, water access points, and park facilities like the skate park, soccer fields, and lawn have been identified as being in above average condition, with minor maintenance needs. Other amenities, including the playground, restrooms, and asphalt in the parking lot and pump track, may require more immediate maintenance or replacement in the short-term. In the Parks Survey, community members rated Enchantment Park as above average – excellent condition. Despite higher ratings, feedback provided in the Parks Survey aligns well with staff assessments determining that Enchantment Park needs updated restrooms, better winter parking, and additional play structures such as one with swings.



Conditions Assessment of Park Amenities	
Lawn	4
Natural Areas	3
Trails	4
Interpretive Signage	2
Water Access	4
Playground	2
Ballfield	3
Soccer Field	4
Skate Park	4
Pump Track	3
Picnic Tables	3
Trash Receptacles	4
Restrooms	2
Parking Lot	3
Staff Assessment Average	3.2
Community Assessment	Above Average - Excellent







Waterfront Park

Waterfront Park is a 9.67 acre park with approximately 3,000 feet of shoreline along the Wenatchee River. The park was largely funded by the Interagency Committee for Outdoor Recreation in 1975 and made possible by land donations. Waterfront Park offers great wildlife viewing opportunities, including deer, beaver, numerous birds, and fish jumping in the river.

Primary vehicular access is from Main Street with additional pedestrian access points. The park is a largely forested natural area with trails connecting pockets of open lawn, a playground, viewing platform, water access, and beach area. Trails are broad, well-lit, and lined with benches and interpretative signage. Support facilities include restrooms (open seasonally) and a gravel parking lot. Trails connect to Blackbird Island and Enchantment Park to the southwest, and the Barn Beach Reserve and privately owned natural areas (open to the public) to the northeast. Trails are open in the winter for walking and cross-country skiing. The park may be reserved.

Conditions Assessment

Waterfront Park is in fair to average condition, as reported by City staff. Most of the park amenities, including water access points, playground, picnic tables, and trash receptacles are in above average condition, and other amenities including natural areas, trails, restrooms, and amphitheater are in average condition with routine maintenance needs. Facilities that require immediate replacement and maintenance include the lawn, which needs a full replacement of the irrigation system, interpretive signage and viewing platform, which are due for an update, and the parking lot, which requires significant upgrades to ensure safe pedestrian access, prevent standing water and erosion, and encourage the efficient use of space.

Waterfront Park was relatively highly rated by community members in the Park Survey as being in average to above average condition. Community members reported wanting to see more benches, picnic tables, ADA accessible amenities, parking improvements, and drinking fountains in Waterfront Park. Community feedback provided in the Parks Survey aligns well with staff assessments determining that Waterfront Park would greatly benefit from upgraded and accessible parking, better-defined trailheads, and additional amenities like drinking fountains and updated restrooms, among other maintenance items.

Conditions Assessment of Park Amenities	
Lawn	2
Natural Areas	3
Trails	3
Interpretive Signage	2
Water Access	4
Playground	4
Picnic Tables	4
Trash Receptacles	4
Restrooms	3
Parking Lot	1
Staff Assessment Average	3.0
Community Assessment	Average - Above Average



NEIGHBORHOOD PARKS

Lions Club Park

Lions Club Park is a 1.02 acre Neighborhood Park on the north side of Highway 2 between City Hall and the public pool. While located amidst bustling commercial activity and in proximity to downtown, the park is bordered by multifamily residential areas to the north. Park amenities include an open lawn with shade trees, picnic facilities, and a building with a kitchen and public restrooms. The kitchen is not open to the general public and is primarily used by the Lions Club, who obtains an annual Special Use Permit to host community events, such as the pancake breakfast, in the park throughout the year. Picnic tables belong to and are maintained by the Lion's Club. In the summer, the park is also used every Saturday for a farmers market. The park may be reserved.

Conditions Assessment

Lions Club Park is primarily managed by the Lions Club, who maintain the picnic tables. Among the amenities maintained by the City: the lawn, trash receptacles, restrooms, and the building, have been rated as above average condition by staff, requiring only minor maintenance needs, though the lawn is frequently uneven and poses accessibility issues. A mural has been identified as a potential improvement to help distinguish the restroom from the rest of the park and adjacent highway. Given the frequent use of the community breakfasts and farmers market, staff have also identified the need for a plaza or covered picnic area to increase accessibility.

Although community members participating in the Parks Survey have noted they use Lions Club Park fairly infrequently, they have also expressed dissatisfaction with the park and have rated it as average condition. Potential improvements identified by community members, similar to staff assessments, include repaired or new sidewalks, additional picnic areas, increased shade, and new play structures. While the existing amenities seem to be in good condition, there are still numerous improvements that could be made to increase use and enhance user experience, especially for residents who may not currently be inclined to use the park as often.

The Lions Club

Lions Club Park is home to the Lions Club of Leavenworth. The Lions Club is a worldwide service club where members volunteer their time and skills to improve their communities, driven by their motto "We Serve." The Lions Club of Leavenworth serves the community in many ways, including serving community breakfasts throughout most of the spring to early fall, organizing highway cleanups, free health screenings, and numerous other community-wide projects.

Conditions Assessment of Park Amenities	
Lawn	4
Trash Receptacles	4
Restrooms	4
Staff Assessment Average	4.0
Community Assessment	Average - Above Average





Osborn Property

The City acquired the Osborn Property from the Cascade School District in 2021. The property includes a playground, 25,328 square foot former school building which is currently vacant, 10,373 square foot covered storage area, plus open space. It is also adjacent to the Cascade School District's tennis courts. The Osborn playground was constructed in 2024, in the northwest corner of the site. Additional amenities include a play structure and exercise equipment. A little league-sized ball field is located to the south of the playground. The Osborn Property may be reserved, and is used for community events such as the Community Block Party.

Conditions Assessment

The developed portion of the Osborn Property, particularly the playground area, exercise equipment, and trash receptacles, is in excellent condition. The lawn, ballfields, and soccer fields are in fair or average condition, with frequent maintenance needed. The lawn, which is irrigated separately from the Cascade School District portion of the property, needs a new irrigation system, and the ballfields need new backstops and proper maintenance of the infield. Overall, considering the high-quality playground and required maintenance for the rest of the park, the Osborn Property is in average – above average condition as rated by staff. Community members rank Osborn as one of the City's top parks in terms of condition. Though they visit the park less frequently than other parks, they report high satisfaction alongside a desire for future improvements like increased shade and drinking fountains.

Conditions Assessment of Park Amenities	
Lawn	3
Playground	5
Exercise Equipment	5
Ballfield	2
Soccer Field	3
Trash Receptacles	4
Staff Assessment Average	3.7
Community Assessment	Above Average - Excellent

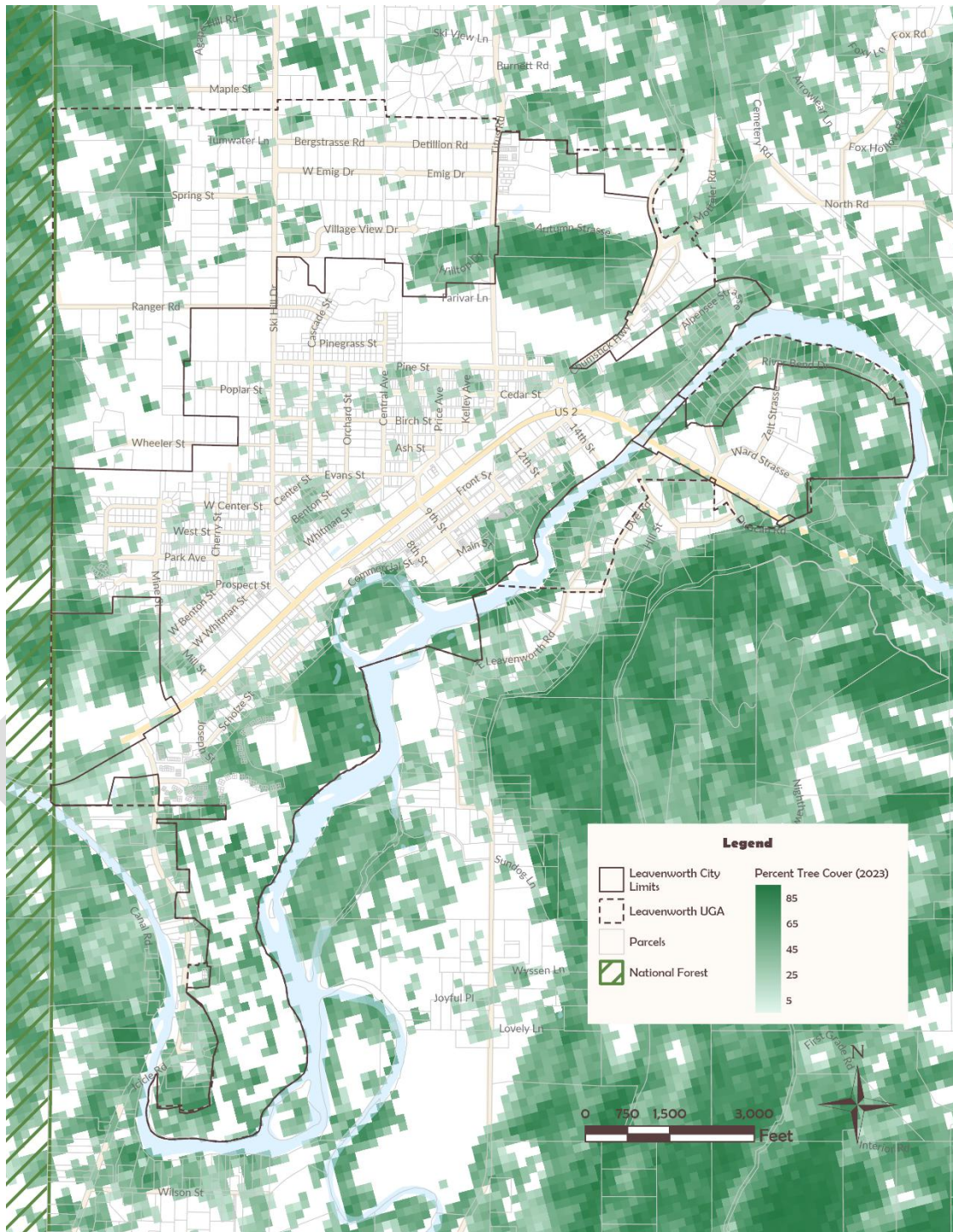
As further discussed in the Demands and Needs section, the Osborn Property has been identified as a viable location for a combined indoor aquatic center, public library, and multi-functional indoor/outdoor community gathering space. The existing playground will be preserved and integrated into future site designs, regardless of the ultimate scope of development.

OPEN SPACES

Designated open spaces include Blackbird Island and the Poplar Street Wetlands, which not only provide opportunities for passive recreation but also provide critical habitat and improve climate resilience.

Blackbird Island in particular, along with Enchantment and Waterfront Parks, is a large contributor to the City's tree canopy, as shown in Exhibit 14. This canopy is primarily composed of Black Cottonwood trees, complemented by a mix of Douglas-Fir, Ponderosa Pine, Sugar Maple, and Lodgepole Pine trees. These open space resources contribute to City's green infrastructure, which the City seeks to expand through strategic land acquisition and the preservation and restoration of native trees and vegetation.

Exhibit 14. Existing Tree Canopy Coverage



Blackbird Island

Blackbird Island is a 12.61 acre forested natural area set within the Wenatchee River. Blackbird Island is accessed by trails over non-motorized bridges from Waterfront Park to the northeast and Enchantment Park to the southwest. Amenities include soft-surfaced trails, water access, and interpretative signage. It is a critical resource for shoreline access and wildlife viewing.

Conditions Assessment

Blackbird island is highly valued and used frequently by community members. The island's natural areas and trails are a vital part of the City's park system, and provide an essential connection to both the water and to the adjacent parks of Enchantment and Waterfront Park. City staff have rated its amenities to be in above average condition, aside from the interpretive signage which is outdated and in need of replacement. Feedback from community members highlight additional opportunities for improvement, including new benches and more frequent trail maintenance to repair worn paths and reduce wildfire loads.

Conditions Assessment of Park Amenities	
Natural Areas	4
Trails	4
Interpretive Trails	2
Water Access	4
Trash Receptacles	4
Staff Assessment Average	3.6
Community Assessment	Average - Above Average



Poplar Street Wetlands

Poplar Street Wetlands is a 1.48 acre natural area located at the western terminus of Poplar Street. This natural area is made up of two parcels, which were acquired by the City as mitigation for wetland impacts on School District property. The wetland is a Category II wetland according to the Leavenworth Regional Stormwater Plan Wetland Inventory Report¹⁰, meaning it provides high-level ecological functions for water quality improvement, stormwater management, and wildlife habitats that are difficult to replace.

Conditions Assessment

City staff have rated the Poplar Street Wetlands as average condition. This natural area is unimproved; however, the City is considering the feasibility of a trail that would span from the Poplar Street Wetlands to the wetlands on the north side of city limits near the Alpine Lakes Elementary School. The establishment of a trail, consistent with the City's Critical Areas Ordinance, could include additional amenities in the natural area, such as wayfinding or interpretive signage, benches, and trash receptacles. While the Parks Survey did not explicitly ask community members about the condition of the wetlands, they rated the City's "other natural areas" as being in average to above average condition.

¹⁰ Grete Associates (July 19, 2016).



SPECIAL USE FACILITIES

Front Street Park

Front Street Park is a 1.15 acre special use facility located between Front Street and Highway 2. Due to its central location in downtown Leavenworth, the park serves a diverse audience and acts as a vibrant hub for numerous community events throughout the year. The park's sloping topography provides a connection between Front Street and the river, providing plenty of space for community members and visitors to picnic or watch performances held in the park. In addition to the park's main amenities, the park also includes a plaza, gazebo, maypole, and a community bulletin which all contribute to the event space and community feel.

The park's gazebo often serves as an outdoor stage for the performing arts, while the maypole facilitates the City's Maifest celebrations. Several regional events are hosted here, including Christkindlmarkt, the Christmas Lighting Festival, Icefest, the Leavenworth International Accordion Celebration, Leavenworth Spring Bird Festival, Kinderfest, Washington State Autumn Leaf Festival, and Oktoberfest, among others. Additionally, the open lawn is utilized throughout the year for community events, such as Art in the Park, and transforms into a popular destination for sledding and snow play in the winter. Front Street Park and the gazebo are reservable, aside from December, for a fee.

The park's overall capacity was enhanced by the recently completed Front Street Restroom and Stairway Expansion project¹¹, which expanded restroom facilities to also include gender-neutral facilities, and reconstructed the covered concrete stairs to improve accessibility and safety.

Conditions Assessment

City staff have identified a couple of necessary improvements for Front Street Park, focusing on structural repairs to the gazebo and increased maintenance for the highly-trafficked lawn. The remaining amenities, including the interpretive signage, community bulletin, restrooms, and trash receptacles have all been identified as above average condition or exceptional condition, with minor ongoing maintenance needs. Despite this, Park Survey results indicate the park would benefit from sidewalk improvements, increased shade, and new picnic areas, picnic shelters, and play structures. These community needs align well with the park's role as a central corridor in the City's downtown.

Front Street Park is permanently closed to vehicular traffic (with limited hours for delivery access) and serves as a pedestrian-oriented corridor in the heart of downtown. As of March 2026, the Front Street Pedestrian Plaza project¹² is in the design phase. Planned improvements include the creation of Royal Lady Plaza, envisioned as an inviting public gathering space featuring a small green area, seating, public art, and additional tree plantings to enhance shade and comfort. The project may also include upgrades to the existing gazebo and enhancements to the adjacent Front Street Park area, further strengthening the corridor as a vibrant community destination for residents and visitors.

Conditions Assessment of Park Amenities	
Lawn	3
Interpretive Signage	4
Trash Receptacles	5
Restrooms	5
Staff Assessment Average	4.3
Community Assessment	Below Average - Average

¹¹ City of Leavenworth "Front Street Restroom & Stairway Expansion,"

<https://cityofleavenworth.com/projects/front-street-restroom-stairway-expansion/>

¹² City of Leavenworth "Front Street Pedestrian Plaza Project," <https://cityofleavenworth.com/your-city-hall/news-notice/update-on-the-front-street-pedestrian-plaza-project/>



East Leavenworth Boat Launch

The City provides a public boat launch on a 4.74 acre site on the south bank of the Wenatchee River. Accessed via East Leavenworth Road, this facility serves as a critical resource for shoreline access and a primary hub for river-based recreation. The site currently features a natural area, short trail, concrete ramp for water access, and a gravel parking lot. While the boat launch is heavily trafficked by residents and visitors, commercial rafting companies also utilize the launch for put-in/take-out with a Special Use Permit. There is no fee for public use.

Conditions Assessment

Despite its high utility, City staff categorize the boat launch as being in fair to average condition, with key infrastructure requiring significant upgrades. The parking lot experiences drainage issues and is often full of puddles; paving and striping are needed to ensure accessibility, improve safety, and manage high-volume traffic. The concrete boat ramp also requires replacement to maintain shoreline access. While the trails and natural areas are in average condition, they require additional restoration to mitigate the impacts of heavy foot and vehicle traffic, especially in the summer months. The trash receptacles, which are only out seasonally, are in good condition.

To maintain the boat launch as a critical recreational facility and transition it to a more functional asset, the City is planning improvements to modernize the parking facilities and add picnic tables and shelters.

Parks Survey respondents also rated the boat launch as being in average condition and specified the need for parking improvements and additional amenities like picnic tables. Community members have also suggested expanding the boat launch to include the beach next to it. The UVRT Plan also proposes a pedestrian bridge from Waterfront Park to the boat launch to further increase shoreline access and connectivity between parks; this potential pedestrian bridge is also reflected in Policy PR-7.5 to increase connectivity among the City’s parks.

Conditions Assessment of Park Amenities	
Natural Areas	3
Trails	3
Water Access	2
Trash Receptacles	4
Parking Lot	2
Staff Assessment Average	2.8
Community Assessment	Below Average - Very Poor



Golf Course

The Leavenworth Golf Club is an 18-hole, Par 71 course encompassing 5,746 yards on a 95.29 acre City-owned property. While the course was established in 1927, the City has owned the property since 1968, currently maintaining a long-term lease for private operation. Located at the City's southern boundary, the property features over one mile of shoreline along the Wenatchee River; however, there is no public access, with primary vehicular access provided via Icicle Road. The facility serves as a key regional asset for Cascade High School and the Upper Valley. During the winter season, the Leavenworth Winter Sports Club maintains cross-country ski trails, snowshoe trails, and a sledding hill on the golf course grounds in agreement with the City.

Conditions Assessment

As a privately operated facility, City staff did not assess the condition of the golf course nor did the Parks Survey ask respondents to rate the condition of the golf course. However, for community members who use the golf course, they are mostly satisfied or extremely satisfied with the golf course, with only a small percentage voicing dissatisfaction. Some community members have expressed a desire for public access trails on the golf course, especially to connect Enchantment Park to the Icicle Bridge put-in.

Amenities

The Leavenworth Golf Club, in addition to an 18 hole course, provides the following amenities to patrons:

- ◆ Lawn
- ◆ Natural Areas
- ◆ Cross-Country Ski Trails
- ◆ Trash Receptacles
- ◆ Restrooms
- ◆ Parking Lot
- ◆ Clubhouse





Howard Hopkins Memorial Pool

The Howard Hopkins Memorial Pool was built in 2003 and is located on the north side of Highway 2, west of Lions Club Park. The outdoor pool facility is open seasonally during warm weather months, and accommodates open swim, lap swim, and swimming lessons. The parking lot, which is accessed off Highway 2, is restricted to designated permit parking; a seasonal pool parking pass is required.

Pool maintenance and operational costs are supported by a property tax levy on residents within the Upper Valley Park and Recreation Service Area (PRSA), as well as user fees. The PRSA was formed in 1997 with the primary purpose of funding the reconstruction and maintenance of the pool. The City has an interlocal agreement with the PRSA, which designates the City to act as lead agency for the purpose of planning, operation and maintenance of the pool; the interlocal agreement expires in 2042.

Conditions Assessment

City staff have rated the overall condition of the facilities to be average. The pool itself is in fair condition and requires recurring maintenance and repairs. The parking lot is in fair condition, with occasional maintenance needs, and the rest of the pool amenities including the picnic tables, trash receptacles, and restrooms are in average condition overall. While the Parks Survey did not include a conditions rating for the pool, community members have expressed significant dissatisfaction with the pool (Exhibit 9) and numerous suggestions were received in the open-ended survey questions that relate to the pool, as described in the [Demands and Needs](#) section.

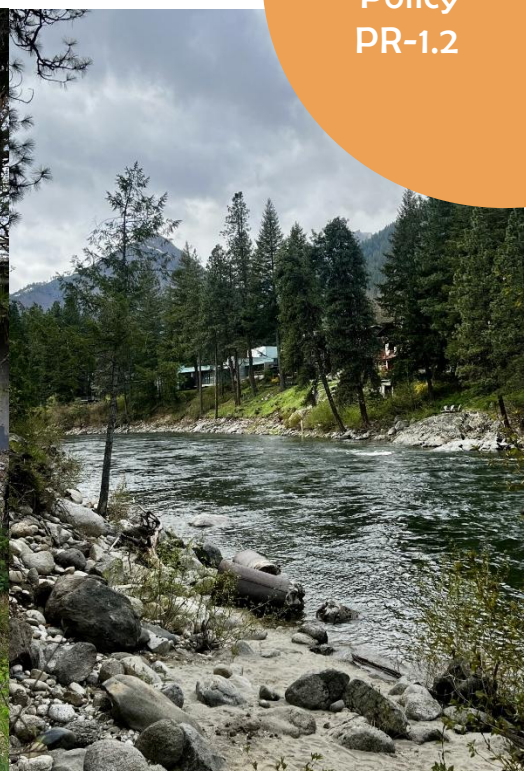
Conditions Assessment of Park Amenities	
Picnic Tables	5
Trash Receptacles	3
Restrooms	2
Parking Lot	2
Staff Assessment Average	3
Community Assessment	N/A



Icicle Bridge Put-In

The Icicle Bridge Put-In is located on City-owned property to the south of the Icicle Road Bridge on the east side of the Wenatchee River. The site includes dirt parking area and portable toilets. Commercial tubing and rafting companies utilize the site for water access with a Special Use Permit. The Icicle Bridge Put-In is open to the public with limited parking options. The City is considering improvements to this site to provide safe water access and ensure ADA accessibility (see Policy PR-1.2).

See
related
Policy
PR-1.2



PATHWAYS AND TRAILS

Trails along the Wenatchee River provide significant benefits to both the community and the natural environment, including wildlife habitat, recreational opportunities, and educational purposes related to habitat protection and stewardship. Additional trails provide connections within parks – particularly along the waterfront – and link residents and visitors to recreational amenities throughout the city.

In an effort to meet the community's goals for increased connectivity and accessibility, the city supports complete streets and connected trail systems both within the City and regionally. The 2009 Upper Valley Regional Trails Plan outlines numerous trail types which could be developed in the region. Chelan County is currently working on developing a Pathways Plan (a draft was issued in 2020) outlining potential improvements and expansions of non-motorized and micro-motorized pathways throughout the region. The Leavenworth to Cashmere to Wenatchee Corridor Study¹³ was completed in November 2025 as part of this effort.

Exhibit 15. Inventory of Existing Pathways

Name	Miles
Trails	
Enchantment Park	1.15
Waterfront Park	0.63
Blackbird Island	0.55
Boat Launch	0.14
Rattlesnake Trail	0.96
Barn Beach Reserve	0.74
Subtotal	4.17
Multi-Use Paths	
Pine Street	0.5
Chumstick Hwy	0.4
Subtotal	0.90
Bike Lanes	
Highway 2	1.3
Ski Hill Drive	0.69
Subtotal	1.99
Total	7.06

The City's existing trails are described below. Please reference the individual park inventory pages for a full description of each park and its amenities.

Enchantment Park

Trails in Enchantment Park primarily connect the Waterfront Park trail system to the golf course and provide cross-country skiing opportunities in winter, when the park is otherwise closed.

Waterfront Park

Trails in Waterfront Park connect people to the beach, picnic areas, restroom facilities, playgrounds, parking, and the amphitheater. They also provide opportunities for bird watching, benches, shoreline access, and connections to Enchantment Park, the golf course, and Barn Beach Reserve. The trails include numerous interpretive signs to explain the natural and cultural history of the area.

Blackbird Island

Blackbird Island bridges the gap between Waterfront Park and Enchantment Park, providing over half a mile of trails and recreational opportunities including bird watching, shoreline access, and interpretive signage.

Boat Launch

The Leavenworth Boat Launch features a short, 0.14 mile trail adjacent to the parking lot.

Rattlesnake Trail

Rattlesnake Trail is located behind Cascade High School and Icicle River Middle School and provides around 2 miles of round-trip hiking.

Barn Beach Reserve

The interpretive trails provided in the Barn Beach Reserve connect to Waterfront Park and are complimented by the numerous recreational opportunities provided by the Wenatchee River Institute.

See Goals PR-7 and PR-8 for trails and connectivity related policies.

¹³ Leavenworth to Cashmere to Wenatchee Corridor Study.

Multi-Use Paths

There are a couple of multi-use paths in the City, which are widely used by residents: one extending along Pine Street and another following Chumstick Highway heading north out of the city. They allow for safer pedestrian and bicycle travel and are an important part of the City's transportation network. Both paths are paved and physically separated from the road by curbing and functional bioswales. The path on the north side of Pine Street was completed in 2019, and Phase 2 is anticipated for completion by 2028. This next phase will connect the existing Pine Street path, which ends at Titus Road, to the multi-use path along Chumstick Highway, and includes a new roundabout at the intersection of Pine Street and Chumstick Highway to calm traffic and further increase pedestrian safety and access.

The City's Upper Valley Regional Trails Plan identifies several additional multi-use trail corridors, many of which were highlighted by community members throughout community outreach for this PROS Plan. These corridors align with the data-driven priorities for the City's Transportation Safety Action Plan (currently under review as of March 2026), which identifies multi-use paths and protected bike lanes as crucial strategies to improve safety. For a detailed discussion on future multi-use trail priorities, please refer to the [Demands and Needs](#) section.

Want to learn more?

Information about Phase 2 can be found on the city's website at:
<https://cityofleavenworth.com/projects/pine-street-phase-2-titus-road-to-chumstick-highway/>



Other Public Lands & Recreational Opportunities

In addition to the City's inventoried public parks and trails, the community is also served by other recreational opportunities provided by public lands and facilities, which are viewed as "park amenities" by community members.

CASCADE SCHOOL DISTRICT

Cascade School District No. 228 is a public school district in western Chelan County that covers a service area of 1,175 square miles. Four of the five district schools are located in Leavenworth, which draw students from the surrounding communities of Dryden, Peshastin, Lake Wenatchee, Plain, Lower Blewett, and Winton. Cascade School District facilities in Leavenworth include:

- ◆ **Alpine Lakes Elementary School** – fields, children's play equipment;
- ◆ **Icicle River Middle School / Cascade High School** - fields, children's play equipment;
- ◆ **Rattlesnake Hill** (north of middle/high school) – natural area, trails;
- ◆ **Cascade School District Property** (south of Osborn Property) – field, tennis courts.

The School District maintains around 55 acres of land, including land designated for various types of outdoor recreation and organized sports, along with other activities. While these amenities are intensively used mid-week throughout the school year, they are otherwise underutilized.

The City does not have a formal agreement with the School District for public use of the grounds or facilities, but it does have a maintenance agreement for shared use of the irrigation system at the Osborn Property.

OKANOGAN-WENATCHEE NATIONAL FOREST

The Okanogan-Wenatchee National Forest encompasses 3.8 million acres along the eastern slopes of the Cascade Range, from the Canadian border to the Yakama Reservation. The Leavenworth Ranger Station is located on the north side of Highway 2 (600 Sherbourne St.) within city limits.

The very popular Enchantments area in the Okanogan-Wenatchee National Forest's Alpine Lakes Wilderness, along with numerous other natural areas, campgrounds, and trailheads, are accessed via Icicle Road. Icicle Road extends south from the City and eventually becomes a network of forest service roads. Leavenworth community members and visitors highly value this proximity for year-round access to natural areas and recreation opportunities, including camping, hiking, biking, climbing, horseback riding, hunting, fishing, and winter sports.



Other Private Lands & Recreational Opportunities

Community members and visitors alike are also well-served by private lands and recreational opportunities.

WENATCHEE RIVER INSTITUTE

The Wenatchee River Institute (WRI) is a local 501(c)(3) nonprofit whose mission is to connect people, communities and the natural world. The WRI owns and operates a learning center adjacent to Waterfront Park at the Barn Beach Reserve. The 13 acre campus includes the River Haus (offices and visitor center), Red Barn Learning Center (education and event space), E. Lorene Young House (program space), an outdoor classroom, gardens, natural areas, and trails. The WRI trails seamlessly connect to trails within Waterfront Park and City property. The campus is open to the public.

The WRI provides diverse environmental educational programs to engage learners of all ages in their Red Barn Learning Center and outdoor classroom, maintains seven different gardens throughout their campus, and provides public access to educational collections including a taxidermy, butterfly and moth, and a Watershed Art collection in the historic River Haus. They also maintain many trails on their campus, which are publicly accessible and provide connections to the City's parks.

Conversations with the WRI have informed the development of the goals and policies of this plan, specifically as related to trail maintenance, ADA accessibility, bike facilities, additional restrooms, and nature-based recreation and education. When coordinating trail maintenance and development, the city should consider partnering with the WRI to prioritize the ADA accessibility of trails, improve maintenance, and promote nature-based education programs or campaigns.

Relevant policies can be found in PR-6.4 and PR-8.1.

COMMUNITY RECREATION LEAGUES

Several recreation leagues operate within the community. These leagues may reserve City parks and recreation fields through a Park Use Request. Local leagues have priority for reserving and using ball fields per City Park Policy. Local leagues include but are not limited to the Leavenworth Soccer Club, Leavenworth BAMS softball league, Cascade Youth Baseball, and Upper Valley Little League.



Image Source: Wenatchee River Institute



Image Source: Wenatchee River Institute

Want to learn more?

Information about the WRI, their work, and educational programs may be found at: wenatcheeriverinstitute.org

LEAVENWORTH WINTER SPORTS CLUB

The Leavenworth Winter Sports Club has facilitated winter recreation in the vicinity since 1928. The Club has operated the Leavenworth Ski Hill since 1930 on land within the Okanogan-Wenatchee National Forest. The ski area is located at the north terminus of Ski Hill Road about a half mile north of City limits. The ski area includes downhill skiing, cross-country skiing, a ski jump, a sledding hill, and trails. The Club maintains over 15 miles of cross-country ski trails at four locations in the vicinity, including the Icicle River Trails, Leavenworth Golf Course, Peshastin Mill Site, and the Ski Hill trail system.

RAFTING & TUBING COMPANIES

Several private rafting and tubing companies operate on the Wenatchee River. These companies obtain a Special Use Permit for Commercial Water Access, which allows them to put-in and take-out on City property. This occurs at the Icicle Bridge Put-In, the Boat Launch, Enchantment Park, and Waterfront Park (Barn Beach).

The City issues approximately three Special Use Permits a year for this purpose. These companies are required to obtain liability insurance, provide an operations plan, and comply with the terms and conditions of the permit. There is a one-time permit fee, as well as a fee per customer collected monthly.

COMMERCIAL RECREATION

Several private resorts and commercial attractions provide recreational amenities that support both the tourism economy and local recreational opportunities and complement the City's public park and recreational facilities. Such recreational amenities include indoor and outdoor pools, arcades, golf simulators, multi-functional sports courts, cross-country ski rentals, and an 18-hole professional putting course that provides equipment rentals. Other recreational opportunities include an alpine coaster, climbing wall, and a mining sluice for gemstone panning. These commercial attractions provide specialized recreational options that compliment the City's natural setting and existing park and recreational system.

Special Use Permit

The City may issue a Special Use Permit (SUP) to a private business to allow commercial use of City properties. An applicant is required to pay a fee and provide a detailed description of the proposal, a copy of liability insurance coverage, and a Management Plan that addresses hours of operation, sanitation facilities, security, clean-up, etc. Additional information may be required depending on the nature of the use. The proposed use is subject to the terms and conditions of the permit. The City's Park Policy and additional Code requirements may apply (i.e., LMC 5.38 Festivals, LMC 12.24 Park Regulations, etc.).

SUP examples include: the use of City-owned waterfront by private rafting and tubing company launch boats; the use of Lions Club Park for a community pancake breakfast; and the use of Front Street Park for a festival.

TROUT UNLIMITED FISHING POND

Trout Unlimited maintains and operates a fishing pond in Enchantment Park through a land use agreement with the City. The stocked fishing pond is available for use by children under 15 years of age, seniors, and anglers with a disability who possess a designated harvested companion card. The pond is stocked with Cutthroat trout every year before it opens on July 1st for the season. Trout Unlimited also conducts educational programming on site. In 2025, Trout Unlimited obtained a permit to replace the existing failing pump system and to add ADA accessible amenities and new interpretive signs to the fishing pond.

LEAVENWORTH NATIONAL FISH HATCHERY

The Leavenworth National Fish Hatchery raises 1.2 million spring Chinook salmon each year.¹⁴ The hatchery maintains a public boat launch, tribal fishing area, and over 5 miles of public trails. On site, the Icicle Creek Nature Trail provides a wide, level, and scenic trail that is perfect for those of all ages and abilities. The Fish Hatchery provides an interpretive brochure that allows users to learn about local ecology and the role of fish hatcheries.

SLEEPING LADY MOUNTAIN RESORT

Along Icicle Creek is the Sleeping Lady Mountain Resort, which provides vital recreational and cultural amenities for the City and the broader service area. The resort maintains a network of well-maintained, low-impact trails that are open to the public and cater to a variety of skill levels, many of which are ADA accessible. In the winter, the trails are accessible for snowshoeing and cross country skiing. The resort is also known for its art walk, which features numerous pieces of both indoor and outdoor art, including sculptures, rotating exhibits, and permanent exhibits on regional history and ecology. The resort also shares its grounds with the Icicle Creek Center for the Arts, a music and theater venue that provides additional recreational opportunities.

¹⁴ Leavenworth National Fish Hatchery, <https://www.fws.gov/fish-hatchery/leavenworth>



Exhibit 16. Conditions Assessment of Park Amenities

			Staff Assessment of Park Amenities																	
			Lawn	Natural Areas	Trails	Cross-Country Ski Trails	Interpretative Signage	Water Access	Playground	Exercise Equipment	Ballfield	Soccer Field	Skate Park	Pump Track	Picnic Shelter	Picnic Tables	Trash Receptacles	Restrooms	Parking Lot	Reservable
Park Facilities	Community Assessment	Park Average																		
Community Parks																				
Enchantment Park	Above Average - Excellent	3.2	4	3	4		2	4	2		3	4	4	3		3	4	2	3	
Waterfront Park	Average - Above Average	3.0	2	3	3		2	4	4						4	4	3	1		
Neighborhood Parks																				
Lions Club Park	Average - Above Average	4.0	4												*	4	4			
Osborn Property	Above Average - Excellent	3.7	3						5	5	2	3				4				
Open Space																				
Blackbird Island	Average - Above Average	3.6		4	4		2	4								4				
Poplar Street Wetlands	N/A	3.0		3																
Other Natural Areas	Average - Above Average																			
Special Use Facilities																				
Boat Launch	Below Average - Very Poor	2.8		3	3			2									4		2	
Golf Course	N/A																			
Front Street Park	Below Average - Average	4.3	3				4										5	5		
Howard Hopkins Memorial Pool	N/A	3.0														5	3	2	2	
Averages		3.4	3	3	4		3	4	3.7	5	3	4	4	3		4	4.1	4	2.3	

* Picnic tables in Lions Club Park belong to and are maintained by the Lion's Club.

Demands and Needs

LEVEL OF SERVICE

The City's 1997 Parks and Recreation Comprehensive Plan established a parks level of service (LOS) standard of six acres of park land per 1,000 residents. Using that standard, the 2024 population estimate of 2,595 would result in a demand of 15.57 acres and the 2046 population estimate of 3,555 would result in a demand of 21.33 acres. The City currently has about 55 acres of park land, which does not even include the 115 acres of open space and special use facilities. This population-based LOS gives the impression that the current supply of park land far exceeds what is needed over the next 20 years. However, based on community feedback on parks and recreation availability and the unique role tourism plays in Leavenworth's recreation demand, a purely population-based LOS standard does not meaningfully reflect whether existing park and recreation facilities are meeting the community's needs.

Tourism effectively increases the user population of Leavenworth's recreational facilities by an estimated 3.4 million visitors per year. These visitors utilize the parks, trails, and recreational facilities, reducing the availability for community members. If that total is conservatively divided equally over a 365 day period, the City may host over 9,000 visitors a day. If the 2024 population included visitors, the resulting demand would be about 72 acres of park land. When visitors utilize available park and recreational facilities, community members may feel crowded out. It is important for this Plan to establish a level of service standard that prioritizes the needs of community, while accommodating visitors that share their appreciation of these resources and contribute to the local economy.

In assessing demand and needs, this Plan moves beyond a LOS based on acreage per population to utilize a LOS based on a half-mile walkshed analysis from city parks. In this analysis, a qualifying park facility is defined as a City-owned park containing developed amenities that support passive or active use, ensuring that proximity translates to actual recreational utility.

Leavenworth's parks level of service (LOS) standard is that all residential areas are located within a ½ mile walk of a city park facility.

This data-driven approach is directly supportive of and confirmed by extensive community conversations, survey results, and conditions assessment. While the 1997 acreage-based LOS would suggest the City has a surplus of park land, it fails to account for how park and recreational facilities are distributed throughout the City or the impact of Leavenworth's 3.4 million annual visitors. By adopting a half-mile walkshed standard, the City can objectively identify service gaps, as further described in the next section. Feedback from public outreach and the Parks Survey substantiate this gap, with many community members expressing that high tourist volumes and insufficient pedestrian crossings (i.e., across Highway 2) make existing parks feel overcrowded or inaccessible. Furthermore, the conditions assessment verifies that some parks are experiencing accelerated wear due to high volume-use.

Based on the LOS analysis and public outreach conducted for the preparation of this PROS Plan and the 2026 Comprehensive Plan periodic update process, several key demands and needs have been identified, as follows. The adoption of the half-mile walkshed LOS also allows the City to prioritize capital improvement projects in gap areas, or neighborhoods currently lacking safe, pedestrian-oriented access to recreation, thereby increasing the competitiveness of City projects for state-level grant funding.

NEW FACILITIES

Public Parks & Open Spaces

The map in Exhibit 17 illustrates the geographical dispersion of existing parks, access to existing parks, and what portions of the City are underserved. The map identifies quarter-mile and half-mile walking distances (approximately a 5- to 10-minute walk) to and from existing City-owned parks. Most residential areas in city limits are within a half-mile of existing parks; however, unincorporated land within the City's UGA and certain residential areas within city limits are largely underserved.

Exhibit 17 shows three primary areas within city limits that fall outside the half-mile LOS standard:

- ◆ Area A: Residential neighborhood on the west side of the City near the Mountain Meadows Senior Living Campus
- ◆ Area B: The residential area north of Rattlesnake Trail
- ◆ Area C: Residential areas on the east side of the city near Safeway.

While these areas may have proximity to undeveloped open space, the waterfront, trails, school grounds, or privately owned or operated recreational facilities, they lack access to City parks with amenities (i.e., play structures, restrooms, and seating) that community members have identified as high priorities. Specifically, residents north of Highway 2 face insufficient safe pedestrian crossings, which effectively isolates them from the City's park core near the waterfront, especially as more than a third of residents reported walking to park facilities in the Parks Survey. Therefore, new parks in these residential areas, namely residential areas in the north side of the City and its UGA would greatly help increase park access for residents.

To address these watershed gaps, meet the City's LOS, and address community concerns, the following priorities are established and reflected in the goals and policies of this Plan:

- ◆ Prioritize the acquisition of land for new parks in the northern residential sections and UGA to bridge the current service gap. New parkland should be zoned Recreation Public District per Policy PR-1.5.
- ◆ Establish pocket parks (there are no existing pocket parks in the City) or small pockets of open space on City-owned parcels or unimproved rights of way to help fill service gaps.
- ◆ Develop underutilized properties into functional open spaces through land acquisition or the establishment of public access easements.
- ◆ Ensure that new and redeveloped parks incorporate high priority amenities, including shade, ADA accessible covered picnic shelters, nature play areas, bike racks, restrooms, swings, and a splash park or aquatic play area.

See Goals PR-1, PR-2, and PR-3 for policies related to park and open space development and acquisition



Private Parks & Open Spaces

As the City experiences population growth and incorporates land within the unincorporated UGA over the planning period, large parcels may be developed at higher residential densities, increasing the demand and need for parks and open spaces, particularly in the northern portion of the City. This demand could be relieved by the inclusion of open space in private development. The City's Subdivision Code (Title 17) and Zoning Code (Title 18) include limited open space provisions. Cottage Housing development allows for shared yards and open space; however, lacks objective standards dictating the required minimum open space or amenities. Cluster Subdivisions allow for a reduction in minimum lot size if the remainder of the site includes open space and areas for recreational use.

While the approval of short and major subdivisions require findings that adequate provisions are made for open space and parks and recreation, the Subdivision Code lacks objective standards for how to meet these requirements. To relieve the demand created by new residential growth, the City could strengthen the Subdivisions Code and establish development standards specifying minimum requirements for common open space or recreational amenities in new subdivisions (i.e., 10-percent of developable area). Furthermore, open spaces could be required to meet dimensional standards so that spaces are a useable size, such a minimum 25-feet in any direction; be designed to accommodate passive or active recreational uses, such as trails, natural areas, playground, etc.; and require siting standards to design around existing mature trees to preserve tree canopy (see Policy PR-3.7).



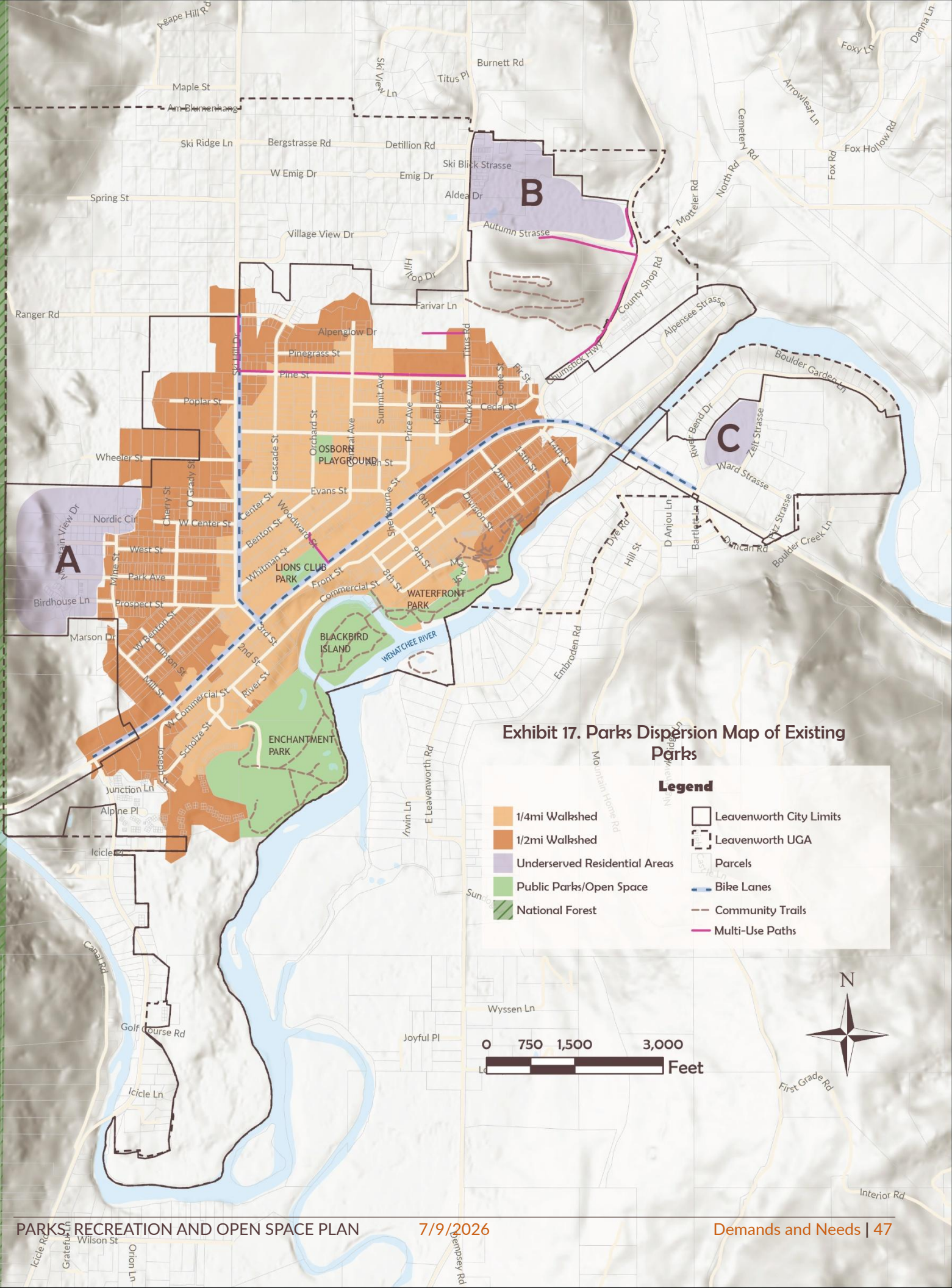


Exhibit 17. Parks Dispersion Map of Existing Parks

Legend

- 1/4mi Walkshed
- 1/2mi Walkshed
- Underserved Residential Areas
- Public Parks/Open Space
- National Forest
- Leavenworth City Limits
- Leavenworth UGA
- Parcels
- Bike Lanes
- Community Trails
- Multi-Use Paths

0 750 1,500 3,000
Feet



Howard Hopkins Memorial Pool

While the existing outdoor pool is in fair condition, adjustments to the programming and operations and management of the pool would greatly improve the recreational opportunities and satisfaction among community members. Currently, the pool is not open year-round and does not provide diverse programming. It opens at inconsistent times during the year – i.e., some years it opens for the season on Memorial Day, but other years it may not open until the end of June. This unpredictability makes it hard for community members to plan their recreational activities, especially for kids. Community members have also proposed adding shade structures to the existing pool, which currently has minimal shade available.

Community members would welcome the addition of a new indoor pool to not only provide an opportunity for year-round swimming recreation, but to expand swimming opportunities for adults. When asked in the Parks Survey, “indoor pool” was the second highest facility ranking community members desire. An indoor pool with longer daily hours would accommodate those who are hoping to swim before or after work. Furthermore, there are strong desires for additional programming options such as adult lap swim times, water aerobics, and other adult classes to ensure pool programming is reflective of all ages and interests. Expanding programmatic opportunities at the existing outdoor pool would be a welcome improvement.

Goal PR-5 captures community desires for pool-related recreation



Upper Valley Community Center

The Howard Hopkins Memorial Pool is approaching the end of its lifecycle, and while the pool has been a well-loved element of Leavenworth's overall recreation landscape, the community's desire for expanded and improved programming has been thoroughly documented over the last decade. Additionally, while the planning phase of an expanded trails and open space program is underway, opportunities for residents fall short; community members have also cited the lack of accessible third places in Leavenworth as a high priority for improvement.

The City has identified the site of the defunct Osborn Elementary School as a viable location for a combined indoor aquatic center, public library, and indoor/outdoor community gathering space. Currently, the site is home to Cascade School District tennis courts and Leavenworth's newest playground, which is highly regarded for quality, but largely underutilized. The site is also home to the Cascade School District Administrative offices and Cascade Homelink, an Alternative Learning Experience that operates under the guidelines of the State of Washington and Cascade School District. Any improvements to the site would seek not to impede, but to build upon these existing, high value community assets.

The vision for the Upper Valley Community Center (UVCC) would address many of the community's highest priority needs with respect to opportunities for recreation and social engagement, as reported earlier in this plan. An indoor aquatic center would provide year-round access to aquatic programming that would be completely untethered from weather conditions. The inclusion of a modernized public library in a greater community center anchors a broad spectrum of demographics and strengthens the long-term financial efficacy of the facility. Finally, a thoughtfully designed outdoor component that ties into current and planned multi-use pathways would more readily balance the needs of residents with high tourism. While elements of the UVCC have been studied independently of one another, the current vision for a campus that combines all of the above facilities and programming opportunities is relatively novel. The City anticipates that the financial capacity building and pre-design phase of the project will commence in earnest by mid-2026 with the goal of opening by 2031.



Osborn Property, where the Upper Valley Community Center would be located.



One of the preliminary design concepts for the Upper Valley Community Center.

Skating Rink

The special character of Leavenworth and its surroundings, coupled with resident and visitor populations that are unusually active in winter recreation, make the City a uniquely viable location for a seasonal ice-skating rink. A 2015 feasibility study¹⁵ found that, given a free afternoon, 56% of residents surveyed were either "likely" or "extremely likely" to go ice-skating if the rink was located near downtown, and 29% of visiting households include someone who already participates in an ice sport (curling, hockey, or skating). The same study calculated that 13.78% of residents and 11.99% of visitors skate once per year or more, far outpacing the national baseline of 4%. Community feedback gathered during the preparation of this PROS Plan reinforces this interest, with Parks Survey respondents specifically naming an ice-skating rink as a community priority, as reflected in Policies PR-6.6 and 10.1. In the event that the municipal pool is closed or relocated to the Osborn property, the current pool site at Lions Club Park could become a feasible location for a seasonal ice-skating rink or covered pavillion.

See
related
Policies
PR-6.6
and
10.1.

¹⁵ "Ice Rink Feasibility Study," City of Leavenworth (2015). From <https://cityofleavenworth.com/documents/2015-ice-rink-feasibility-study/>

Trails & Increased Connections

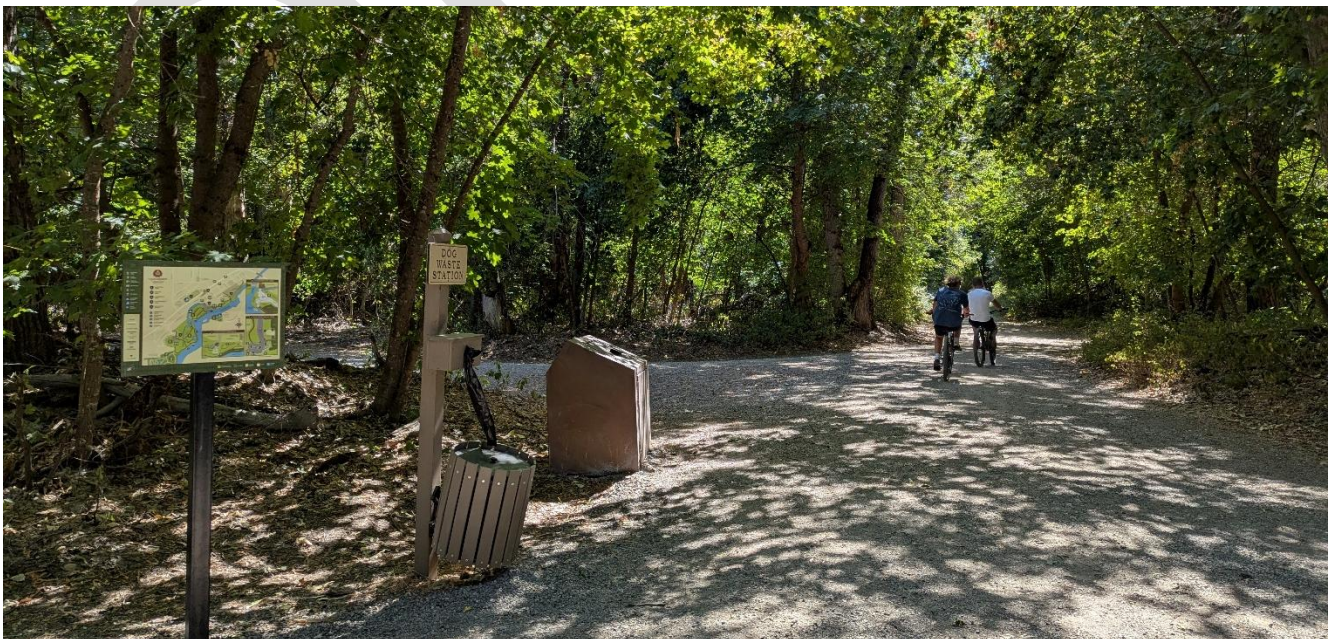
Leavenworth's existing trail network provides the community with numerous short hikes, access to the waterfront, and connections between parks near the waterfront. Newer multiuse paths help connect residential areas to recreational opportunities and establish safer routes for non-motorized travel. As the Parks Survey reveals, trails are widely used by community members on a relatively frequent basis. As such, it is no surprise that new trails and trail connections are widely requested by community members. New trails are desired, not only to serve areas currently lacking in trails, but also to provide better connections between existing trails and other parks and recreational facilities.

As such, the City is considering the establishment of new wetlands trails among the Poplar Street Wetlands and the wetlands south of Village View Drive along Ski Hill Road. The Poplar Street wetlands could be improved with trailhead amenities, such as signage, trash receptacles, and benches with opportunities for wildlife viewing. In accordance with the City's Critical Areas Ordinance, trails and walkways with pervious surfaces are allowed within the outer 25-percent of wetland buffer areas. Raised boardwalks are also acceptable.

The City has also planned a future 10 foot wide multi-use path on the north side of Rattlesnake Hill from Chumstick Highway to Titus Road, which would also include a trail extension to the existing multi use trail along Chumstick. The Upper Valley Regional Trails Plan (UVRTP) provides recommendations to create an interconnected regional trail system and improve connectivity between existing trails, including a network of proposed trails. Throughout outreach efforts, several key connections identified in the UVRTP have been highlighted by community members, as shown in Exhibit 18, including:

- ◆ Along Ski Hill Dr, from residential areas north to Titus Road, looping back south into the City
- ◆ Along Highway 2, especially where it intersects with Chumstick Highway
- ◆ Along Chumstick Highway north to Plain
- ◆ Connections from residential areas, schools, and existing recreational facilities to the waterfront
- ◆ Along E Leavenworth Road and Icicle Road
- ◆ Connections from existing trails along the river to the Highway 2 crossing
- ◆ Along the Cascade Orchard Irrigation Company (COIC) irrigation ditch
- ◆ Along North Road, connecting the City to the train station
- ◆ Along the river around the golf course to connect to Enchantment Park and nearby Forest Service trails (e.g., Icicle Ridge and Penstock trails).
- ◆ Along Ranger Road to better connect the City to Forest Service trails

See Goals
PR-7 and
PR-8 for
trails-
related
policies



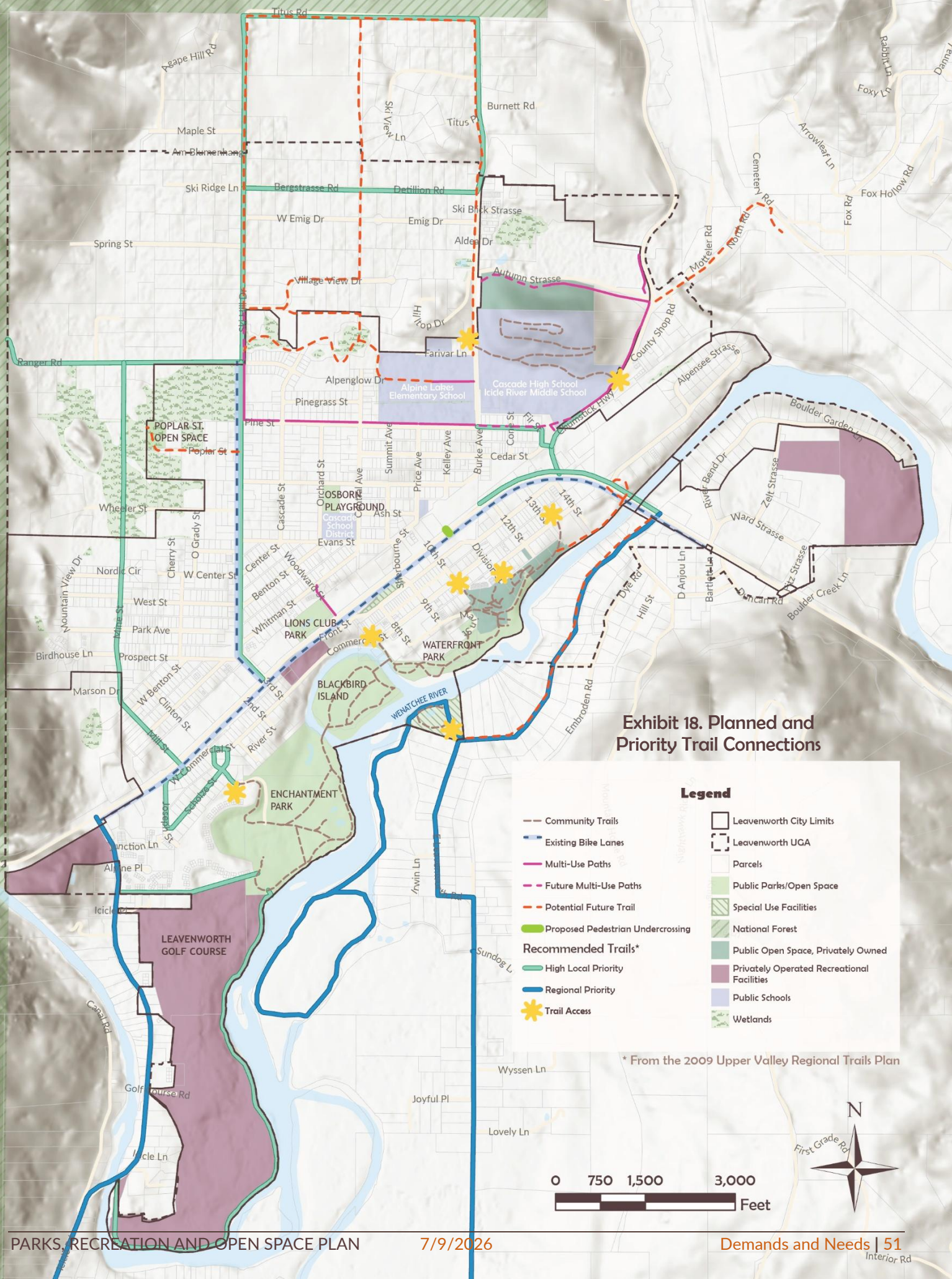
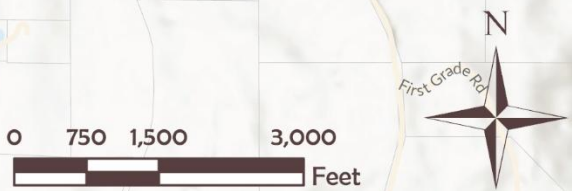


Exhibit 18. Planned and Priority Trail Connections

Legend

- Community Trails
- Existing Bike Lanes
- Multi-Use Paths
- Future Multi-Use Paths
- Potential Future Trail
- Proposed Pedestrian Undercrossing
- Recommended Trails*
 - High Local Priority
 - Regional Priority
- Trail Access
- Leavenworth City Limits
- Leavenworth UGA
- Parcels
- Public Parks/Open Space
- Special Use Facilities
- National Forest
- Public Open Space, Privately Owned
- Privately Operated Recreational Facilities
- Public Schools
- Wetlands

* From the 2009 Upper Valley Regional Trails Plan



IMPROVEMENTS TO EXISTING FACILITIES

Leavenworth takes pride in its well-maintained park system, particularly given the high volume of visitors it welcomes each year. While existing facilities serve residents and the broader service area effectively, many key assets are reaching their functional capacity. Peak-season demand frequently results in overflowing trailhead parking lots, while high interest in organized sports and events often leads to the City having to turn away reservations for athletic fields.

These capacity constraints, paired with evolving community needs, present opportunities to enhance amenities and infrastructure to improve user experience and safety. The current park condition assessments conducted by City staff, complemented by feedback from the Parks Survey, highlight significant opportunities for targeted and ongoing maintenance, repairs, and upgrades for existing facilities. Exhibit 16 synthesizes feedback from community members and City staff to highlight areas where targeted investment can increase park safety, enhance user experience, and ensure long-term sustainability. The following discussions provide specific examples of park improvements, from additional amenities to increased maintenance and safety improvements.

Park Amenities

Existing parks are largely reported to be in average condition. Given this, there are a few parks that are less frequently attended by year-round residents, perhaps because they are heavily visited by tourists, but perhaps because they are also lacking in amenities desired by community members. Both improvements to existing facilities and new facilities should consider including the following amenities, which have been identified by community members (in no particular order):

- ◆ Shade structures
- ◆ Splash parks or aquatic play features
- ◆ Covered picnic shelters
- ◆ ADA accessibility
- ◆ Restrooms
- ◆ Drinking fountains
- ◆ Bike racks
- ◆ Swings
- ◆ Benches
- ◆ Signage – including both wayfinding signage for restrooms, trails, and leash laws, as well as interpretive signage in natural areas
- ◆ Wind prevention and adequate lighting at sport courts and ball fields

SHADE

Increased shade was a primary request identified by community members in the Park Survey and throughout other outreach events. All parks would benefit from increased shade structures, especially parks like Osborn Park that don't currently have shade structures. Shade structures would also be a welcome amenity in addition to existing and new park and

recreation amenities such as outdoor seating, picnic tables, and bleachers. While satisfaction is generally high among most parks, increased shade would greatly improve satisfaction among community members. While shade is highly desired throughout the park system, it has been most requested for:

- ◆ Front Street and Lions Club Park, in conjunction with new picnic tables and play structures
- ◆ Osborn Park
- ◆ Leavenworth Municipal Pool
- ◆ Enchantment Park, specifically for the pump track
- ◆ Covered seating at sports fields

Maintenance

Even among parks identified by community members as being in above average or excellent condition, targeted improvements could further enhance facility conditions and increase overall community satisfaction with existing parks and recreational amenities. Park Survey respondents noted that maintenance of trails, restrooms, and park amenities is greatly needed. In particular:

- ◆ Improve maintenance of trails to remove weeds, trash, and reduce wildfire fuel loads.
- ◆ Better maintain trails in the winter to remove ice and increase the safety of trails and bridges.
- ◆ Increase the frequency of restroom maintenance and cleaning, especially during peak tourism.

See Goals PR-1, PR-2, and PR-12 for policies related to park system improvements, among others.

Safety Improvements

Some parks face challenges in providing accessible routes to amenities such as picnic tables, benches, and parking lots. Numerous recommendations have been received from community members to improve the accessibility and safety of park and recreation facilities, as follows:

- ◆ Ensure ADA compliance at all facilities by upgrading pathways to meet ADA standards, including the use of appropriate materials, slope, width, and features like curb cuts, ramps, and tactile warning strips, as well as installing ADA accessible picnic shelters, benches, and parking lots.
- ◆ Improve ADA access to the river.
- ◆ Repair worn paths, especially in Blackbird Island and Waterfront Park.
- ◆ Remove dying trees to increase safety during storms or high winds.
- ◆ Conduct periodic safety checks of playground structures to ensure safe places for kids to play.
- ◆ Repair or pave parking lot areas in parks such as Waterfront Park and the Boat Launch to prevent standing water, erosion, and improve pedestrian access and safety.

See Goals PR-2, PR-7, PR-12, and PR-13 for policies related to safety and accessibility improvements.

Numerous pedestrian and bike facility improvements have also been identified by community members to improve connections between park and recreational facilities and increase safety, as follows:

- ◆ Improve pedestrian crossings at Highway 2, particularly where it intersects with Chumstick Highway.
- ◆ Extend the multi-use path south along Chumstick to where it intersects with Highway 2.
- ◆ Improve pedestrian and bicycle access along Ski Hill Drive and Titus Road, a common walking loop.
- ◆ Improve pedestrian access and crossings along Highway 2 heading to Peshastin.
- ◆ Improve connections to the waterfront.

Regional trail improvements have also been identified to help increase pedestrian safety throughout regional recreational facilities. The City is a key partner in the implementation of the Upper Valley Regional Trails Plan (UVRTP) which identifies several key regional connections that were well-supported in outreach efforts, such as:

- ◆ Icicle Road to E Leavenworth Road loop.
- ◆ Plain to Cashmere.
- ◆ Along Dye/Embroden Road, by installing improvements in the shoulder.

By further considering these recommendations and collaborating with regional partners, the City can continue to improve the accessibility and safety of park and recreation facilities for all community members and ensure that all community members can safely and comfortably recreate in the City and throughout the region.



Goals and Policies

The following goals and policies have been identified based on the gaps in parks and recreational facilities, and to reflect and support the [Public Outreach](#) and [Demands and Needs](#) sections of this plan. Goals and policies with a mountain icon  contribute to the Climate Resilience Element of the City's 2026 Comprehensive Plan by managing the park system as critical green infrastructure to mitigate risks from severe storms and drought, prioritizing tree canopy and vegetation maintenance, and encouraging water conservation.

PARKS & NATURAL AREAS

Goal PR 1. Establish new parks in residential areas that are underserved and lack walkable access to outdoor recreation.

- Policy PR 1.1.** Prioritize land acquisition for new parks within watershed gaps as identified in the Parks Dispersion Map to increase the availability of parks in proximity to residential neighborhoods.
- Policy PR 1.2.** Establish a framework for the temporary use of vacant lots as pocket parks or dog parks, such as through public-private partnerships or temporary land use agreements.
- Policy PR 1.3.** New public parks and open space should be zoned Recreation Public District.
- Policy PR 1.4.** Provide incentives or standards within the Subdivision Code to guide the design, location, and connectivity of parks and open spaces to enhance access, usability, and integration with the City's overall park system.

Goal PR 2. Develop plans to improve existing parks and ensure new and redeveloped parks, open spaces, trails, and other recreational facilities reflect community interests.

- Policy PR 2.1.** Ensure new parks feature amenities most requested by the community and specifically kids, such as playgrounds and swings, splash park or aquatic play areas, nature play areas, bike racks, drinking fountains, ADA accessible and covered picnic shelters, and adequate shade.
- Policy PR 2.2.** Engage community members and stakeholders (e.g., Wenatchee River Institute, Leavenworth Winter Sports Club, rafting/tubing companies,

recreation leagues, etc.) in planning for parks projects and recreational facilities at events such as the City's quarterly Community Engagement Night.

- Policy PR 2.3.** Build on previous planning efforts and support the implementation of redevelopment plans for the Osborn Property and Front Street Park, ensuring these projects enhance community access and recreational opportunities.
- Policy PR 2.4.** Prioritize improvements to existing parks and amenities rated 1-2 in the Conditions Assessment.
- Policy PR 2.5.** Improve the East Leavenworth Boat Launch to enhance user experience and safety, such as by adding picnic tables, a picnic shelter, and upgrading the parking lot.
- Policy PR 2.6.** Periodically evaluate maintenance needs for all parks, open space, and recreational facilities, including but not limited to trails, playgrounds, ballfields, and supporting facilities like restrooms and parking lots.
- Policy PR 2.7.** Acquire undeveloped properties to create new parks, trails, and open space within the UGA.
- Policy PR 2.8.** Establish pocket parks or open space on City-owned parcels or unimproved rights of way.
- Policy PR 2.9.** Preserve public park and recreational facilities by preventing the conversion of existing facilities to non-recreational uses.

Goal PR 3. Conserve, protect, restore, and enhance sensitive areas and open spaces to expand opportunities for passive recreation and climate resilience.

- Policy PR 3.1.** Expand opportunities for wildlife viewing, education, conservation, and low impact recreational activities by preserving open space and natural areas for public enjoyment.
- Policy PR 3.2.** Examine the feasibility of obtaining easements on private land for public open space and passive recreational use.
-  **Policy PR 3.3.** Enhance the public use and enjoyment of sensitive areas as permitted by the City's Critical Areas Ordinance, such as developing pervious trails through wetland buffers.
-  **Policy PR 3.4.** Preserve, restore, and plant native vegetation and trees in public parks and open spaces, while managing and controlling the spread of noxious weeds.
-  **Policy PR 3.5.** Ensure the long-term resilience of parks, open spaces, and recreational facilities by continually assessing and addressing climate hazards and impacts, such as wildfire risk or flooding.
-  **Policy PR 3.6.** Utilize water conservation methods, native plantings and xeriscaping, and climate-smart irrigation systems within parks and recreation areas to reduce water usage, increase stormwater management, and enhance climate resilience.
-  **Policy PR 3.7.** Strengthen the Subdivisions Code and establish development standards that specify minimum requirements for common open space or recreational

amenities in new subdivisions and set dimensional standards to ensure open spaces are usable, can accommodate passive or active recreational uses, and retain mature trees to preserve tree canopy.

▲▲ **Policy PR 3.8.** Coordinate with the Leavenworth Golf Club to provide emergency irrigation water in the event of a wildfire.

▲▲ **Policy PR 3.9.** Encourage partnership between the Leavenworth Golf Club, Ecology, and Chelan County to restore shoreline habitats. As part of these efforts, encourage the Golf Club to continue using organic practices on the course grounds to mitigate runoff and prevent impacts on the Wenatchee River.

Goal PR 4. Improve parking availability and access for community members.

Policy PR 4.1. Maximize the availability of parking lots at City parks for community members.

Policy PR 4.2. Manage parking demand created by commercial rafting/tubing activities to maintain capacity in public parking lots for access to parks and trails.

Policy PR 4.3. Study whether a paid parking model would reduce parking lot spillover and use of parking lots as “free parking” by visitors to the downtown core.

Policy PR 4.4. Integrate public transit options with outdoor recreation to attract more users, reduce parking spillover, and manage overcrowding in popular areas.

RECREATIONAL FACILITIES & PROGRAMS

Goal PR 5. Increase pool safety, opportunities, and programming to serve all community members who recreate at different times throughout the day.

Policy PR 5.1. Maintain the existing municipal pool and explore improvements to enhance public use and longevity of the facility.

Policy PR 5.2. Expand adult and youth aquatic opportunities and programming by extending operating hours to better accommodate working schedules and diversifying fitness options, such as lap swimming, water aerobics, and other classes for people of all ages and abilities.

Policy PR 5.3. Establish a consistent and reliable pool schedule to improve predictability. Explore the possibility of opening the pool for the season earlier in the year.

Policy PR 5.4. Study the feasibility of the development of an indoor pool to promote year-round access.

Policy PR 5.5. Evaluate and pursue opportunities for the future relocation of City pool facilities to better meet community needs and improve accessibility, functionality, and safety.

Goal PR 6. Work with other agencies, neighboring jurisdictions, and coordinate internally to enhance recreational programming.

- Policy PR 6.1.** Incorporate recreational facilities into public works projects by the Public Works Department, such as bike lanes, pedestrian improvements, and trails.
- Policy PR 6.2.** Coordinate with the U.S. Forest Service and Chelan County to plan, develop, and maintain trails that connect City parks and open spaces to National Forest lands, enhancing public access, recreational opportunities, and sustainable trail management.
- Policy PR 6.3.** Partner with the Cascade School District to support public access to school grounds and to maintain and improve recreational facilities, such as ballfields, courts playgrounds, trails, and natural areas like Rattlesnake Hill.
- Policy PR 6.4.** Partner with the Wenatchee River Institute (WRI) to further common goals, enhance trails, improve ADA accessibility, and strengthen connectivity between the WRI property and public parks.

This partnership aims to expand accessible nature-based recreation and education through potential projects such as:

- ◆ Maintaining trail linkages between City parks and the WRI campus
- ◆ Enhancing ADA accessibility, prioritizing upgraded restroom facilities, parking access, and trail improvements
- ◆ Supporting development of a nature playscape on the WRI campus
- ◆ Supporting development of a bike parking and service station

- Policy PR 6.5.** Engage local nonprofits and stakeholders through a collaborative approach to resource management to address public land concerns and leverage resources and expertise.
- Policy PR 6.6.** Collaborate with regional partners to explore the feasibility of establishing additional recreational opportunities in the City or surrounding region, such as an ice skating rink, indoor pool, sport courts (e.g., volleyball, basketball, pickleball), and dog park, among others.
- Policy PR 6.7.** Support partnerships with other public agencies and private entities, such as the Upper Valley Parks and Recreation Service Area, the Winter Sports Club, Trout Unlimited, the Leavenworth Golf Club, and others, which provide recreational facilities within the UGA and the region.

TRAILS & CONNECTIVITY

Goal PR 7. Promote equitable access, connectivity, and public safety for all residents by establishing a system of trails, pedestrian facilities, and bike lanes between public parks, open spaces, trailheads, and recreational facilities.

- Policy PR 7.1.** Coordinate infrastructure and transportation planning for new pedestrian facilities, bike lanes, and street crossings with recreational facilities to promote pedestrian and bicycle safety, access, and connectivity.
- Policy PR 7.2.** Coordinate with public agencies, such as the Washington State Department of Transportation, to establish safe pedestrian and bicycle connections across

and along Highway 2 and other high-volume roads, including highly visible crosswalks, bike lanes, well-lit sidewalks, and protected shoulders where appropriate.

Policy PR 7.3. Engage the Cascade School District to identify infrastructure improvements necessary to establish and support safe walking routes for children traveling between residential neighborhoods, public schools, and City parks.

Policy PR 7.4. Support implementation of the Upper Valley Regional Trails Plan and prioritize projects that align with the Recommended Trails Plan, including:

- ◆ On-road trails to accommodate pedestrian and bicycle users on Ski Hill Drive and Titus Road
- ◆ Sidewalk connections from residential areas to park & ride facilities, schools, downtown, and the waterfront
- ◆ Golf Course Shoreline Trail
- ◆ E Leavenworth Optional Trail near the Boat Launch
- ◆ WDFW Shoreline Trail connecting to the Boat Launch

Policy PR 7.5. Evaluate and study the feasibility of key non-motorized connectivity and safety improvements to connect city parks along the Wenatchee River corridor, including:

- ◆ A potential pedestrian bridge connecting the Boat Launch to Waterfront Park, as proposed in the UVTRP.
- ◆ A potential pedestrian underpass under the Highway 2 crossing of the Wenatchee River from Alpensee Strasse connecting to the Pea Vine Trail.

Goal PR 8. Promote active living by increasing total trail mileage and reducing gaps in the City's existing trail system through partnerships, land acquisition, or use agreements.

Policy PR 8.1. Partner with property owners, such as the Wenatchee River Institute and Housing Authority of Chelan County and City of Wenatchee, to expand the City's trail system along the Wenatchee River. Consider access easements or use agreements.

Policy PR 8.2. Advance the east-west wetlands trails project by developing a route design and infrastructure that prioritizes environmental protection and is consistent with the City's Critical Areas Ordinance while providing opportunities for interpretive signage.

Policy PR 8.3. Support regional planning, partnerships, and funding efforts to establish connections between Leavenworth's trail system and regional trails, including but not limited to those identified in the Upper Valley Regional Trails Plan and Chelan-Douglas Transportation Council Pathways Master Plan.

TRIBAL COLLABORATION

Goal PR 9. Acknowledge tribal lands and collaborate with tribal partners throughout the planning and implementation phase of any PROS project.

- Policy PR 9.1.** Partner and collaborate with local tribes to enrich cultural and historical resources within park and recreation facilities, and to ensure Indigenous perspectives lead the development of educational signage, programming, and the preservation of tribal heritage.
- Policy PR 9.2.** Proactively engage Tribal leaders and communities throughout the parks planning process to protect and acknowledge cultural heritage sites, and to identify opportunities for education, stewardship, and interpretation of historical, cultural, and natural resources.
- Policy PR 9.3.** Advance the planning of the p'squosa Heritage Site at Waterfront Park, which includes updated interpretive signage, new benches, artwork, and native plantings.
- Policy PR 9.4.** Engage Tribal leaders and communities when naming new parks, trails, and recreational facilities to recognize and honor cultural heritage, history, and traditional place names.



COMMUNITY BUILDING & EDUCATION

Goal PR 10. Establish recreational facilities and programs that foster social interaction and community engagement.

Policy PR 10.1. Pursue the development of a Community Center, such as proposed by the Osborn Property Vision Report, or other shared and multi-use facilities that host athletic events, performing arts, community meetings, and other community events or amenities (e.g., a gym or seasonal ice skating rink).

Policy PR 10.2. Encourage the development of a Parks and Recreation Program.

Policy PR 10.3. Support the use of public parks and open spaces for youth programming and outdoor education to foster a love for nature and build community ties, collaborating with the school district and local organizations (e.g., Wenatchee River Institute) where appropriate.

Policy PR 10.4. Support the inclusion of public art in parks and encourage the development of art walks throughout the community.

Policy PR 10.5. Support the continued use of City parks for a farmer's market and/or food truck events.

Goal PR 11. Balance increased community density and tourism with the preservation of nature and park facilities through proactive management and public education.

Policy PR 11.1. Encourage the development of ambassador and educational initiatives to enhance community and visitors' awareness around environmental stewardship, responsible outdoor recreation, and responsible river usage.

Policy PR 11.2. Collaborate with local and regional organizations and programs, such as the Leavenworth Recreation Ambassador program, to develop educational campaigns and interact with users at trailheads and shoreline access areas.

Policy PR 11.3. Enhance signage at City parks and trailheads to inform users about responsible recreation practices (e.g., pet leash requirements, leave no trace, etc.) to minimize negative impacts such as trail erosion, improper waste disposal, and habitat destruction.

Policy PR 11.4. Balance public access with conservation efforts to protect shorelines and wildlife habitat, utilizing monitoring systems such as beach and nature area stewards to prevent resource abuse, overuse, and ensure user safety.

Policy PR 11.5. Encourage the development of new interpretive trails and maintain and periodically update existing interpretive signage.

ACCESSIBILITY & SAFETY

Goal PR 12. Provide safe, accessible, and well-maintained recreational facilities for all users.

- Policy PR 12.1.** Increase the lighting at all parks to enhance safety, extend usability of recreational facilities, and increase accessibility, while adhering to dark skies principles to reduce light pollution and protect ecosystems.
- Policy PR 12.2.** Provide, maintain, and periodically upgrade support facilities—including restrooms, parking areas, lighting, and other security features—to ensure safe, accessible, and convenient use of the park and recreation system.
- Policy PR 12.3.** Monitor restroom cleanliness and respond to maintenance needs on a frequent and regular basis.
- Policy PR 12.4.** Install animal-proof trash and recycling receptacles and pet waste stations at trailheads and in parks.
- Policy PR 12.5.** Maintain up-to-date trail maps, trail markers, and wayfinding throughout parks and trails to help users navigate safely.
- Policy PR 12.6.** Maintain and enhance trails, sidewalks, and other park pathways; improve ADA accessibility; reduce wildfire fuels; and manage weeds and litter, coordinating with local ambassador programs and community partners where appropriate.
- Policy PR 12.7.** Improve the winter maintenance of parks, trails, and pedestrian facilities, including timely snow removal and the removal of hazardous trees, to ensure users can safely access facilities and recreate year-round.
- Policy PR 12.8.** Improve facilities at the Icicle Bridge Put-In to ensure safer, ADA-accessible river access.

Goal PR 13. Provide a variety of year-round active and passive recreational activities for all users, regardless of age and ability.

- Policy PR 13.1.** Ensure safe ingress/egress points that are accessible – for user safety, emergency response, and to enhance the overall outdoor experience.
- Policy PR 13.2.** Establish alternative park entrances for pedestrians and differentiate the pedestrian entry experience from that of a driver arriving at a parking lot.
- Policy PR 13.3.** Study the experience of a pedestrian entering a park from the perspective of a variety of users, such as a person in a wheelchair or pushing a stroller, to inform ADA improvements.
- Policy PR 13.4.** Ensure recreation opportunities are accessible to people of all ages and abilities by creating new facilities or expanding existing facilities with

consideration for ADA accessibility, diverse usership, and specialty user groups.

Policy PR 13.5. Develop new or expanded facilities, such as interpretive trails, designed for diverse age groups and abilities.

Policy PR 13.6. Provide a variety of trail experiences by locating trails of varying lengths and difficulty through diverse terrain, scenery, and points of interest to draw a variety of users.

MANAGEMENT & ADMINISTRATION

Goal PR 14. Explore diverse funding sources to secure the necessary resources to maintain and improve outdoor recreational infrastructure and ensure the long-term stability of these resources for the community.

Policy PR 14.1. Fund parks, open spaces, and recreational facilities through a variety of funding sources, including grants, tax levies, and fees.

Policy PR 14.2. Partner with neighboring jurisdictions to pursue regional grant opportunities, leveraging shared resources to secure funding that enhances regional trail and park connectivity, diversifies recreational opportunities, and supports environmental protection.

Policy PR 14.3. Require a long-term maintenance and funding plan prior to the development of new park or recreational facilities to ensure they remain safe and functional for their entire lifecycle.

Policy PR 14.4. Prioritize improvements to City park and recreation facilities that enhance ADA accessibility, strengthen pedestrian connectivity, support necessary structural upgrades, and consider strategic expansion opportunities.

Goal PR 15. Establish a park management framework that prioritizes equitable community access while ensuring commercial revenue is reinvested into the local community.

Policy PR 15.1. Establish a tiered fee structure for park facilities that distinguishes between commercial (e.g., paid fitness classes or ticketed events) and non-commercial use, offering reduced rates for local residents hosting private, not-for-profit events such as a birthday party or family gathering.

Policy PR 15.2. Consider implementing a day-use permit system to manage park and trail capacity, accompanied by community outreach and education to communicate benefits and address potential concerns.

Capital Improvement Program

The city park facilities are generally funded through the City's operating budget, mostly derived from retail sales tax and managed by the Public Works Department. A critical component of the City's financial capacity is the ongoing operation and maintenance costs to manage existing recreational facilities. Exhibit 19 summarizes the estimated annual operational and maintenance costs required to sustain the City's existing recreational facilities as reflected in the Parks Inventory of this Plan.

Throughout this Plan, numerous new facilities, upgrades, or renovations have been identified for the City's park and recreation facilities. The Capital Improvement Plan in Exhibit 20 outlines multiple projects focused on park improvements identified by the City Council. The 6-Year CIP list below outlines priority projects designed to implement the goals and policies of this Plan. This list is intended to be adaptive and may be amended over time to ensure capital investments remain aligned with the community's long-term vision and available funding opportunities.

Exhibit 19. Estimated Annual Maintenance & Operational Costs of Existing Recreational Facilities

Facility Name	Estimated Annual Maintenance & Operational Costs
Community Parks	
Enchantment Park	\$ 200,000.00
Waterfront Park	\$ 40,000.00
Neighborhood Parks	
Lions Club Park	\$ 75,000.00
Osborn Property	\$ 65,000.00
Open Spaces	
Blackbird Island	\$ 25,000.00
Poplar Street Wetlands	\$ -
Special Use Facilities	
Boat Launch	\$ 10,000.00
Front Street Park	\$ 110,000.00
Golf Course	N/A - Not maintained by the City
Howard Hopkins Memorial Pool	\$ 700,000.00
Subtotal	\$ 1,225,000.00
Trails	
Enchantment Park	\$ 5,040.00
Waterfront Park	\$ 2,700.00
Blackbird Island	\$ 2,340.00
Boat Launch	\$ 540.00
Rattlesnake Trail	\$ 4,140.00
Barn Beach Reserve	\$ 3,240.00
Subtotal	\$ 18,000.00
Multi-Use Paths	
Pine Street	N/A - Transportation related
Chumstick Hwy	N/A - Transportation related
Bike Lanes	
Highway 2	N/A - Transportation related
Ski Hill Drive	N/A - Transportation related
Total	\$ 1,243,000.00

Exhibit 20. Parks, Recreation, and Open Space 6-Year Capital Improvement Program

Project Name	Description	Estimated Project Cost	Funding Source	2027	2028	2029	2030	2031	2032
Waterfront Park Irrigation	Replace irrigation system.	\$ 100,000.00	General Fund	\$ 100,000.00					
Lions Club Park Pavilion	Construct new pavilion.	\$ 300,000.00	General Fund	\$ 300,000.00					
Waterfront Park	Additional parking.	\$ 250,000.00	Parking Fund	\$ 50,000.00	\$ 200,000.00				
Waterfront Park	Install restroom facility along trail system near Barn Beach Reserve - vaulted facility (estimate 500-600,000 full facility).	\$ 110,000.00	Lodging Tax	\$ 110,000.00					
Pump Track Wall	Add new wall feature to pump track.	\$ 50,000.00	General Fund		\$ 50,000.00				
Icicle Bridge Parking Lot Improvements	Reduce bank erosion, improve ADA access to the river, maintaining access to the well fields, reevaluating parking, vault toilet.	\$ 800,000.00	General Fund	\$ 120,000.00	\$ 680,000.00				
City Park Master Plan	Master plan for all City parks to determine improvements to be made including pedestrian improvements, park connectivity, structure replacement, expansion opportunities.	\$ 250,000.00	General Fund	\$ 125,000.00	\$ 125,000.00				
Osborn Park New Water Source	Add new 2" irrigation line and double-check for park to separate service from the School District.	\$ 40,000.00	General Fund	\$ 40,000.00					
p'squosa Heritage Park	Heritage site/ADA improvements to battlement site.	\$ 1,500,000.00	General Fund		\$ 250,000.00	\$1,250,000.00			
Enchantment Park Playground Equipment	New equipment at Enchantment Park.	\$ 1,000,000.00	General Fund				\$ 100,000.00	\$ 900,000.00	
Pocket Park Development	Poplar Street new residential pocket park - planning only.	\$ 175,000.00	General Fund				\$ 175,000.00		
Total		\$ 4,575,000.00		\$ 845,000.00	\$1,305,000.00	\$1,250,000.00	\$ 275,000.00	\$ 900,000.00	\$ -

REVENUE SOURCES									
Parking Fund		\$ 250,000.00		\$ 50,000.00	\$ 200,000.00				
General Fund		\$ 4,215,000.00		\$ 685,000.00	\$1,105,000.00	\$1,250,000.00	\$ 275,000.00	\$ 900,000.00	
Lodging Tax		\$ 110,000.00		\$ 110,000.00					
Pool Fund									
Total Estimated Revenue		\$ 4,575,000.00		\$ 845,000.00	\$1,305,000.00	\$1,250,000.00	\$ 275,000.00	\$ 900,000.00	



Planning Commission City Council

Joint Meeting Minutes

Wednesday, June 3, 2026, at 7:00 PM
City Hall Council Chambers
700 Hwy 2, Leavenworth WA

Open of the Meeting: Chairman Drew Foulk called the planning commission meeting to Order at 7:02 pm. Mayor Florea called the city council meeting to order at 7:04pm.

Planning Commission Roll Call: *James Whitesides; Alison Miller, Elizabeth Sall, Amanda Taub, Drew Foulk, Colin Forsyth. Absent: James Whitesides, Simon Farivar.*

City Council Roll Call: *Anne Hessburg, Mike Bedard, Shane Thayer, Travis McMaster, Zeke Reister.*

City Staff: *Mayor Carl Florea, City Clerk Andrea Fischer, Maggie Boles, Community Development Director and Celeste Barry, Senior Planner*

Community Present: Andy Day, Ellen Farley, Victoria Sandborn, Shane Thayer.

Docket discussion: Director Boles discussed the Docket. Comp Plan and development regulations are taking most of the Planning Commissions' time. Discussed the parking code and the CUP code which are next up in the list of docket items. The PC will likely not have time to work on other items until the Comp Plan is adopted. The one exception is The Bed & Breakfast code review that was added to the Docket to look at how we calculate the 4% cap and how to use pre-approved ADU plan sets. Councilmember Hessburg asked about getting the plan sets from Syndicate Smith for pre-approved ADU's. B&B code moratorium ends in October.

Other items discussed: Co-living State code requirements were explained to the City Council. Commissioner Miller brought up the issue of the last City Council meeting discussion about "low hanging fruit", R3 zoning, multifamily zones, and feeling disrespected by some councilmembers. Councilmember Hessburg disagreed with this assessment and stated that the Council listens to the Planning Commission and does attempt to solve affordable housing issues. Discussion ensues regarding housing within city limits, and housing struggles outside the city limits. Housing density should be within city limits. Commissioner Miller wants the Council to think about making more large-scale changes that will be more impactful on affordable housing.

City Council adjournment: 7:38pm

Planning Commission meeting:

Review and approval of Minutes: The minutes for May 6, 2026, were reviewed and approved. Chair Foulk motioned to approve the minutes, and Commissioner Miller seconded. Motion carried by all.

Public Hearing on the PROS Plan: Chairman Foulk opens the Public Hearing on the Parks, Recreation and Open Space Plan at 7:42pm. Director Boles presented the PROS Plan and explains that it is being brought forward separately from the Comprehensive Plan in order to qualify for State grants available this summer. The PROS Plan will go to the City Council for Hearing on July 14, 2026.

Public Comments:

Andy Day, 225 Pinegrass. Approves of the PROS Plan in general, endorses the Osborn Community Center. Wants us to add something regarding interlocal agreements for the pickleball and tennis courts between the City and the Cascade School District.

Ellen Farley 58 Eckman Ln. Supports Andy Day's ideas and the PROS Plan.

Victoria Sandborn 9546 E. Leavenworth Rd. Supports the PROS Plan.

Shane Thayer 305 ? Drive. Any noise dampening looked at for the pickleball courts? He receives complaints about this.

Public comment portion of hearing closed at 7:59pm.

Discussion:

Alison Miller recommends adding a Policy under Goal 6 addressing the public comments. Elizabeth Sall suggests adding courts to “such as” in Policy 6.3. Add “*Partner with Cascade School District to support public access to school grounds and maintenance and improvements to facilities such as ball fields, courts, playgrounds, trails*”

Commissioner Miller moves to approve the PROS Plan with recommended edits in Policy 6.3. Commissioner Forsyth seconds. Motion passes unanimously.

Public Hearing is closed at 8:11pm.

Nomination of new Chairperson.

Drew Foulk steps down as Chairperson. Drew Foulk nominates Elizabeth Sall. Elizabeth Sall passes and nominates Alison Miller. Commissioner Forsyth seconds. Passes unanimously. Alison Miller will be the chairperson through the end of 2026.

Updates:

Staff is looking for additional funding sources for the Comp Plan update, as budget is running low.

Planning Commission discusses B&B code changes. Will bring forward the 4% cap calculations but do not want to remove pre-approved ADU’s from the B&B code. Staff will draft a B&B code change to bring to the Planning Commission.

Planning Commission also discusses wooden fences and the WUI code.

Comments from Planning Commission on the 2026 Comp Plan Elements are due to Staff by June 17, 2026

Future Meeting: The Commission moves not to hold a special meeting in June. Next meeting is the regular July 1 meeting.

Adjournment: Commission Chair Drew Foulk adjourned the meeting at 8:59pm.

Respectfully Submitted,

A handwritten signature in blue ink that reads "Maggie Boles". The signature is fluid and cursive, with the first name "Maggie" being larger and more prominent than the last name "Boles".

Maggie Boles
Community Development Director

RESOLUTION NO. 12-2026

A RESOLUTION OF THE CITY OF LEAVENWORTH, WASHINGTON, AMENDING THE COST ALLOCATION PLAN

BE IT RESOLVED by the City Council of the City of Leavenworth, Washington as follows:

WHEREAS, the purpose of a Cost Allocation Plan is to outline the methodology, policies and financial reporting requirements of the City’s biennial budget; and

WHEREAS, a cost allocation plan demonstrates the methodology for allocation of personnel and non-departmental expenditures for costs allocated to all funds including restricted and proprietary (Enterprise) funds; and

WHEREAS, charges to restricted and proprietary funds should be equitable and appropriate as part of a written plan that complies with all applicable laws and regulations including RCW 35A.33.122 and RCW 43.09.210; and

WHEREAS, the City Council reviewed and approved the last amended Cost Allocation Plan on November 26, 2019; and

WHEREAS, the City Council has currently reviewed the plan in 2026 for amendments, that are mainly due to significant increases in staffing levels across departments since 2021, and to ensure a timely review and update of the plan at least every eight years;

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF LEAVENWORTH, WASHINGTON, DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. The compilation of methodologies entitled “City of Leavenworth Cost Allocation Plan” attached hereto and incorporated herein by this reference as set forth in full, is hereby approved as the official cost allocation plan for the City of Leavenworth.

Section 2. Resolution 22-2019 Cost Allocation Plan is hereby repealed.

Passed by the City Council of the City of Leavenworth and approved by the Mayor this 14th day of July, 2026.

CITY OF LEAVENWORTH

By:

Carl J. Florea, Mayor

Attest:

Andrea Fischer, City Clerk



City of Leavenworth

Cost Allocation Plan

Amended on July 14, 2026



Prepared by City of Leavenworth Finance Department

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City Demographics

Introduction

The City of Leavenworth (City) was incorporated in 1906 and operates under the laws of the State of Washington applicable to a Non-Charter Code City with a Mayor-Council form of Government. The City of Leavenworth is a general-purpose government and provides the following services: administration, police (contracted), fire protection (through fire district), library (through a regional library district), cemetery, parks, community pool, street/parking maintenance and improvement, and garbage collection. In addition, the City owns and operates its own water, sewer and stormwater systems.

The City is a local government, established as a subdivision of the State of Washington. It is funded mostly by local taxing sources, but specific projects may be funded by some federal awards and pass-through awards from the State of Washington. The City administers various federal and state funded programs. While the federal portion of the City's total funding is important, it is not a major source of funding for the City and is generally not utilized for personnel costs. For federal funding purposes, the City utilizes the 15% de minimis as allowed by 2 CFR 200; therefore, an annual update of this plan is not required.

The City uses historical data upon which to build the Cost Allocation Plan (CAP) in most cases where positions may have multiple functions. However, the City assigns transaction data or staff to specific programs based on an analysis of functions and services planned for either the budgeted biennium where practical, otherwise the year preceding the biennium, and those assignments are quantified and described in this CAP. The allocations are monitored for actual activity and if a variance is deemed material in nature, then the allocation may be amended, such as is the case with the Central Services Fund for annual costs allocated to other departments/funds. The City also recognizes a significant amount of staff time to estimate and reconcile some positions, also known as "unduly burdensome", and in those cases will conduct sampling of work duties in at least one calendar year that will be used to determine the allocation percentages for the subsequent biennial budgets. The City will ensure an updated sampling occurs on at least a 4-year basis when this is utilized to ensure review is done for at least every two biennial budget cycles. The City may utilize more than one year of data on a case-by-case basis.

The following departments/functions have been identified as being managed by the City's Administrator in the City's Organizational Chart:

- Administration Department
 - Parking Department
- Finance Department
- Community Development Department
- Public Works Department

The City's Biennial Budget uses somewhat different categorizations, at a greater level of detail. This CAP uses as its main resource the City's Biennial Budget for purposes of identifying functional categories.

Description of Allocable Costs

Introduction

The City provides support services to operating units (funds and departments) through the following cost centers within various funds.

- Legislative - Mayor and City Council
- Executive - City Administrator / Communications & HR Manager / Executive Assistant
- Financial, Recording & Elections - Finance Department & City Clerk
- Legal Services
- Centralized Services - Property Management
- Parks / Cemetery
- Community Development Department
- Public Works Department
- Parking Department
- Community Pool
- Non-Departmental:
 - Central Services Fund
 - Equipment Rental and Revolving Fund (ER&R)

Operating departments may charge one another for actual services provided, but this is rare. When it does occur, the charge is typically based on actual time incurred as documented on a project time sheet or other tracking sheet. This CAP does not quantify or present the amounts of these inter-departmental charges as these charges are outside of the central service allocation plan.

Of the above-referenced cost centers and departments, it has been determined by the City Administration that costs related to the following functions are not to be allocated, but rather charged directly to the General Fund:

- Mayor and City Council
- Property Management (unless specific to a single fund)
- Legal Services (unless specific to a single fund)

The City captures cost information at various levels of detail, using its accounting software Springbrook Express. In descending order, costs are captured at the fund level and the sub-fund or department level using the BARS coding (Budget Accounting and Reporting System for Washington).

Certain funds, departments and functions (cost centers) use BARS to separately account for services which are allocable to benefiting functions using a different allocation base and methodology. As a result, certain cost centers show more than one allocation. Another way in which the City can use departments and BARS is to capture unallowable costs separately from allowable costs.

Costs Potentially Subject to Allocation

The following provides a description of the Costs Potentially Subject to Allocation (CPSA) and the benefiting functions. Although the costs of a fund, department, or function may be potentially subject to allocation, certain costs are not subject to allocation due to their nature. The CPSA has been summarized, for presentation purposes, into the following categories:

Allocable: Salaries, Benefits, Supplies, Services, and Intergovernmental.

Non-Allocable: Specific Account Line Items, Capital, Debt Service, Interfund, and Non-Expenditures.

Special Adjustments: If funds, departments, or functions receive external revenues for specific services provided, these revenues reduce the amount of costs that are allocated to the operating units.

As further described in the Definitions for Cost Allocation Bases listed below, certain Costs Subject to Allocation (CSA) may use a combination of bases to allocate its costs to benefiting operating units. The determination of the relative weight for each base may be a matter of judgment, or it may be based on underlying cost data.

The Finance Department will allocate costs based on actual data accumulated when necessary and if the calculated amount of variance between prior budget figures and current actual expenditures exceeds 15% this will be deemed material and adjustment will be made in the new year.

Definitions and Procedures for Cost Allocation Bases:

The following definitions and procedures are provided to clarify the definition of and procedures for calculating a cost allocation base that is utilized by the various positions of the City. All allocation bases allow for adjustments in percentage totals to be rounded up or down for ease of calculating percentage totals across multiple funds. An Allocation Base is defined as a form of measurement used to determine what level/time is expended to charge a staff person's activities to the appropriate benefiting fund.

- Capital Projects / Engineering – This form of measurement may be based on a prior budget period, up to four years or less of history, or applied based on the future biennial budget utilizing the capital sections of all funds relevant to these positions duties and distributed based on the total % of each fund's capital costs (actual for history or budgeted for future).
- Communications / Human Resources – This form of measurement is based on the number of FTE for each department and charged according to funds directly supporting those FTEs. Due to some FTE positions being funded by multiple funds this would require calculating the overall percentages of FTE that are budgeted by each fund.
- Direct Account of Time – This form of measurement requires daily accounting of an individual's time spent specifically on a single project or fund related activity. This can be very burdensome and is typically used for Public Works staff that work across many functions and funds such as Water, Sewer, Streets, Garbage, Stormwater, Parking, Lodging Tax, etc.
- Equipment & Vehicles – This form of measurement is determined by a percentage of use for each benefiting fund, as defined by the Public Works Department, for each piece of equipment and is based on the estimated use of the equipment. Each equipment item is maintained on the Equipment Rental & Revolving (ER&R) Schedule that is updated

annually to identify ongoing maintenance and required fund reserves for future replacement. Calculations are based on the percentage of the benefiting department/fund for each vehicle and piece of equipment based on the estimated use of the vehicle/equipment. Included in these allocations is the purchase price/value of the item to determine an overall % value by department/fund. Each year depreciable costs are then charged to ensure a fund balance that will meet, at a minimum, 50% of the total vehicle replacement costs with the City striving to maintain 70% to 100% at any given time to ensure a strong fund balance for emergency reserves in accordance with the City's adopted Financial Policy. Maintenance, fuel and service costs are then calculated by the overall % to determine the amount charged to each benefiting department/fund. Regarding salaried positions, the mechanic position would be 100% included within the ER&R Fund to be allocated back to benefiting departments based on the methodology noted above for equipment maintenance and purchases. In addition, the Public Works Department administrative overhead costs can be included within the ER&R fund to also be allocated back to benefiting departments.

- FTE (Full-Time Equivalent) – This form of measurement is the actual count of staff within each department/division that can be utilized either city-wide for administrative level positions or as direct report employees under each supervisor/director.
- Fund Activity (Operating Expenditures) – This form of measurement includes allocable costs of the individual funds as identified above to include salaries/wages, supplies, services and intergovernmental activities all of which are included within a Fund's maintenance and operations section of the Fund. Fund Activity does not include non-allocable line items within the fund such as capital, debt service, interfund and non-expenditures as these expenses are typically contracted or requires just a few transactions per year and are not considered a large function of any single position. When positions utilize this allocation base, the Administration has the flexibility to amend the calculations and charge more to the General and Street Funds to relieve potential costs to either Restricted or Proprietary Funds.
- General Fund Only – This form of measurement is used for specific types of activities performed by employees and includes positions that are generally funded by revenues from within the General Fund. This includes but is not limited to Legislative, Legal Services, Planning, Building and Code Enforcement.
- Insurance – This form of measurement includes multiple levels of distribution and are further defined within the Non-Departmental (City-wide Expenditures) section of this document. In general, insurance related costs are charged directly to the benefiting fund/department per the annual insurance schedule's valuations for buildings, vehicles/equipment and excess charges due to claims.
- Parks & Cemetery Mixed Use – This form of measurement is used for any Parks related staff that is charged to the General Fund-Parks, General Fund-Cemetery, Street Fund, and Lodging Tax Fund when the position is not specifically designated to maintenance of the downtown tourist district area. The City may authorize a specific split between the General Fund and Lodging Tax Fund for specific positions that may be more dedicated to supporting tourism than other Parks positions; these determinations will be reviewed and approved by the Parks Supervisor and Public Works Director.
- Parks Downtown Tourism Support – This form of measurement is used for any Parks related staff that are solely dedicated to supporting and maintaining the downtown tourist district area year-round and is charged at 100% to Lodging Tax.

- Permit Activity – This form of measurement includes allocable costs of the individual funds as identified by the number of permits issued that support the benefiting funds activities.
- Transaction Detail – This form of measurement utilizes data extracted directly from the City's financial software to determine the number of transactions processed by an individual user. The measurement is generally used for Finance staff to determine the amount of time spent specifically on utility related funds, utility billing, accounts payables/receivables, and payroll.

City Administrator, City Clerk, Executive Assistant, Communications / HR Manager, Parking, and Recreation & Tourism Manager:

City Administrator / City Clerk / Executive Assistant Positions:

Costs captured in this cost center include the salaries, benefits and other costs necessary to operate the City Administrator's Office. The City Administrator is the Chief Administrative Officer for the City, working closely with the Mayor and City Council and providing executive management oversight of all operating units. This would include human resources and information technology support when applicable. The City Clerk & Executive Assistant work closely with the City Administrator, Mayor and City Council on all functions and is therefore allocated the same as the Administrator. These positions' costs are allocated to benefiting operating units based on a percentage of total department FTE and based on the fund activity of each operating unit. The department FTE and fund activity most closely tracks the effort of the City Administrator, City Clerk, and Executive Assistant in addressing the executive management oversight and other service needs of each operating unit.

Allocation Base: FTE – 50% is allocated using this base.

Allocation Base: Fund Activity (Operating Expenditures) – 50% is allocated using this base.

Communications & HR Manager Position:

The Communications & HR Manager reports directly to the City Administrator and is included in this cost center for that reason. This position utilizes a defined allocation base that is designed by the amount of FTE's within all departments/funds as the work performed may support all funds at various times throughout the year.

Allocation Base: Communications / Human Resources – 100% is allocated using this base.

Parking Positions:

Parking department staff report directly to the City Administrator and are included in this cost center for that reason. All parking positions are covered directly by Parking revenues generated.

Allocation Base: Direct Account of Time – 100% is allocated using this base.

Recreation & Tourism Manager:

The Recreation & Tourism Manager position reports directly to the City Administrator and is included in this cost center for that reason. This position is split with 50% of the duties dedicated to supporting the Pool Operations and paid via the Pool Fund and 50% dedicated to supporting tourism events, festivals, and activities and paid via the Lodging Tax Fund.

Allocation Base: Direct Account of Time – 100% is allocated using this base.

Finance Department:

Costs captured in this cost center include the salaries, benefits and other costs necessary to operate the Finance Department function. The Finance Department provides Council and committee support, engages in legislative activities, develops resolutions and ordinances for City Council related to Finance, processes all financial transactions, and supports a number of City-wide activities.

Finance Director:

Allocation Base: FTE – 25% is allocated using this base.

Allocation Base: Fund Activity (Operating Expenditures) – 75% is allocated using this base.

Finance Deputy Treasurer, Utility Billing Specialist, and Accounts Payable Specialist:

Allocation Base: Transaction Detail and/or Fund Activity – 100% of these general ledger transactions from the Springbrook Express software are used to determine staff time distribution for Payroll, Utility Billing, and Accounts Payable/Accounts Receivable related transactions. The percentages generated across varying funds may be broken down further for Utilities based on a percentage of the individual Utility Fund's operating revenues or operating expenditures. Payroll may be further calculated for the Deputy Treasurer position based on the number of FTE (Full Time Equivalent) positions for each fund. The Accounts Payable Specialist may be calculated based on the total operating expenses of each fund.

Community Development Department:

Costs captured in this cost center include salaries, benefits and other costs necessary to provide management and administration of Planning and Building/Code Enforcement. Since several functions are contained in this cost center, and the benefit to operating units varies, several cost allocation bases are used.

Community Development Director Position:

Allocation Base: FTE – 50% is allocated using this base.

Allocation Base: Fund Activity (Operating Expenditures) – 50% is allocated using this base.

Senior Planner, Assistant Planner, Building Official, and Building Code Inspector Positions:

Allocation Base: General Fund Only – 100% is allocated using this base as these positions are supported solely from revenues generated for their services within the General Fund.

Permit Technician Position:

Allocation Base: Permit Activity – 100% is allocated based on the percentage of permits that support a variety of permitting activities that could include the General Fund, Street, Water, Sewer, Stormwater, Parking, and Lodging Tax funds. Permits issued are counted and assigned points by the Community Development Director based on what fund they support to determine overall percentages to charge to individual funds.

Public Works Department:

Costs captured in this cost center include salaries, benefits and other costs necessary to provide management and administration of Public Works [City Hall/Festhalle Maintenance, Parks, Cemetery, Streets, Pool, Downtown Tourist Facilities (Lodging Tax Fund), Water, Sewer, Stormwater, Garbage, and Parking] and vehicle maintenance. Since several functions are contained in this cost center, and the benefit to operating units varies, some allocation bases are used through the direct sampling of a minimum of two public works employees' detailed timesheets for services performed by fund/department; this sampling is completed in the year prior to the biennial budget and is utilized for both years of the biennial budget and can be used for up to four years and is further described below for specific types of maintenance worker positions.

Public Works Director, Contract & Grant Coordinator, and Public Works Administrative Assistant Positions:

Allocation Base: FTE – 25% is allocated using this base utilizing public works staff only.

Allocation Base: Fund Activity (Operating Expenditures) – 75% is allocated using this base.

City Engineer & Staff Engineer:

Allocation Base: Capital Projects / Engineering – 100% is allocated using this base.

Parks and Cemetery Full-Time and Part-Time Positions:

Starting new in 2026 these positions will utilize direct account of daily time tracking for future budget purposes. The following Categories have been developed by the Parks Supervisor to allocate costs that are expected to occur as historical data is not yet developed:

Parks Maintenance Worker: Parks Repair – These positions include the Parks Supervisor, Assistant Parks Supervisor and 2 FTE Parks Positions. These positions will initially be budgeted with 47% Lodging Tax, 43% General Fund Parks, 6.25% Streets, and 3.75% General Fund Cemetery.

Parks Maintenance Worker: Parks Turf /Landscaping – These positions include 2 FTE Parks Positions. These positions will initially be budgeted with 53% General Fund Parks, 22% Lodging Tax, 18.75% General Fund Cemetery, and 6.25% Streets.

8-Month Season Parks Maintenance Worker – These two positions include direct support to downtown tourism only and are allocated 100% to Lodging Tax.

24-Hour Parks Maintenance Worker: Summer Flower Watering – This position includes direct support to downtown tourism only and is allocated 100% to Lodging Tax.

24-Hour Parks Maintenance Worker: Restrooms – This position includes most support to downtown tourism but may also include some time for parks restrooms less frequented by tourists and is allocated with 75% Lodging Tax and 25% General Fund Parks.

Allocation Base: Direct Account of Time – 100% is allocated using this base. This base will be used for creation of the 2028 – 2029 Biennial Budget utilizing direct account of time from the 2026 – 2027 tracking data.

Public Works Mechanic Position:

Allocation Base: Equipment and Vehicles – 100% is allocated using this base.

Public Works Water Plant, Sewer Plant, Facility Maintenance Worker and Refuse Positions:

Allocation Base: Direct Account of Time – 100% is allocated using this base.

Public Works Maintenance Worker Positions – General Utility Crew:

Allocation Base: Direct Account of Time – At a minimum, two employees will be tracked for specific hours to charge across the General Fund's Central Services (Festhalle and City Hall Maintenance), Parks and Cemetery, Streets, Parking, Downtown Tourist Facilities, Water, Sewer, Stormwater and Garbage Funds.

Public Works Maintenance Worker Positions – Utility Crew/Pool Maintenance:

Allocation Base: Direct Account of Time – This allocation base is used on two of the General Utility Crew positions, as noted above, that additionally address Pool Maintenance needs annually and are tracked for specific hours to charge across the General Fund's Central Services (Festhalle and City Hall Maintenance), Parks and Cemetery, Streets, Parking, Downtown Tourist Facilities, Pool, Water, Sewer, Stormwater and Garbage Funds.

Non-Departmental (City-wide Expenditures):

Costs captured include office supplies, insurance, and other costs necessary to support City-wide operations such as financial systems utilized to support all departments and annual audit and code update costs. These are included across various funds and are identified below by cost bases. Non-allocable costs such as community service contracts, health and human services funding are excluded as they are included within the General Fund. Fund activity most closely tracks supplies and services provided to operating units. Insurance claims most closely track the value of insurance to operating units.

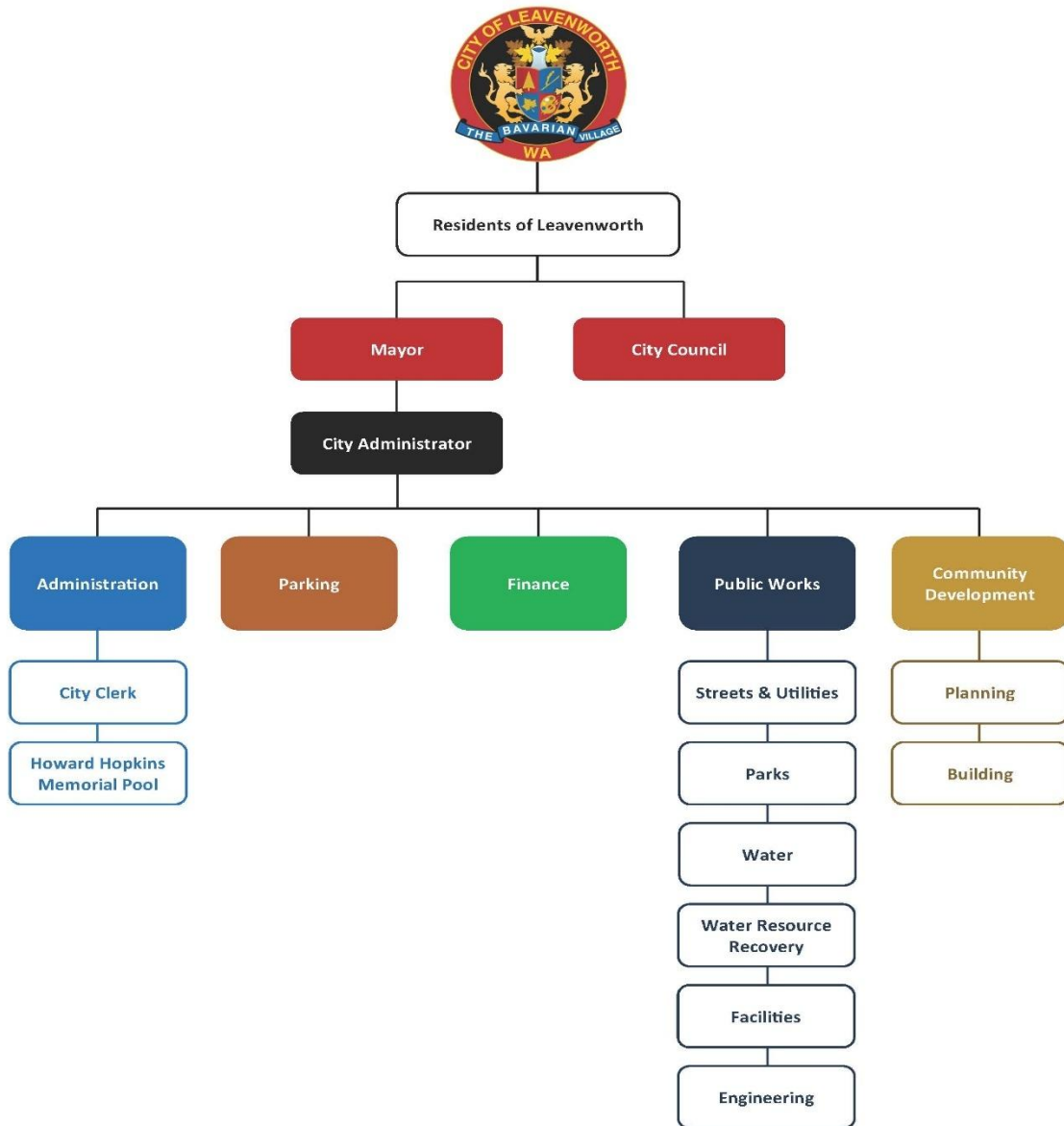
Allocation Base: Fund Activity (Operating Expenditures) – 100% of the Non-Departmental cost center's budget is allocated using this base with exception to computer purchases that are allocated to the benefiting fund/department. This would include all costs within the Central Services Fund.

Allocation Base: Insurance – Insurance costs are set at multiple levels of distribution.

- For building and vehicle/equipment coverage this is charged directly to the benefiting fund/department per the annual insurance schedule's valuations.
- For base liability a set figure was initially determined in 2015 and will be increased each year by the total percent increase of the overall insurance increase. These figures are then calculated based on the percent of the vehicles, equipment and building percentages determined above and charged to each benefiting fund/department. It is allowed to do one-time cost resets in years that insurance costs are escalated more than 10% in the annual rates due to overall insurance market changes that are deemed to not be directly related to increased claims costs.
- Excess liability is calculated based on the remaining insurance costs that are generated from claims and are charged directly to the fund/department for which the claim was made. The City retains the ability to charge excess liability costs for any fund to the General Fund for support of payments.

Allocation Base: Equipment & Vehicles – 100% is allocated using this base.

Appendix A: Organization Chart



REV August 15, 2025

ORDINANCE NO. 1723**CITY OF LEAVENWORTH, WASHINGTON****AN ORDINANCE OF THE CITY OF LEAVENWORTH, WASHINGTON ADOPTING THE CITY'S 2026 PARKS, RECREATION, AND OPEN SPACE (PROS) PLAN; INCOPRORATING THE SAME INTO THE PARKS AND RECREATION ELEMENT OF THE CITY'S COMPREHENSIVE PLAN**

WHEREAS, the Washington State Growth Management Act (GMA), specifically RCW 36.70A.020(9), mandates and encourages the retention of open space, development of recreational opportunities, and development of parks; and

WHEREAS, the Washington State Recreation and Conservation Office (RCO) requires municipal jurisdictions to update their comprehensive parks planning documents every six years to maintain community eligibility for state and federal grant funding programs; and

WHEREAS, the City does not have a current Parks, Recreation, and Open Space (PROS) Plan; and

WHEREAS, the City Community Development Department, alongside Parks Department, conducted extensive public outreach and community surveys between August 2025 and June 2026, to ensure robust citizen participation in shaping the plan; and

WHEREAS, the 2026 PROS Plan establishes service level standards, identifies park goals, lists localized recreational needs, and outlines a 6-year Capital Facilities Plan (CFP) for parks; and

WHEREAS, a State Environmental Policy Act (SEPA) Checklist was completed for the 2026 PROS Plan, as an appendix to the City's 2026 Comprehensive Plan, and a Determination of Non-Significance (DNS) was officially issued by the City's SEPA Responsible Official on April 22, 2026, with all notice requirements fulfilled; and

WHEREAS, the City Planning Commission held properly noticed public meetings and forwarded a recommendation of approval to the City Council; and

WHEREAS, the City Council held a duly noticed public hearing on July 14, 2026, to accept public testimony regarding the adoption of the plan;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LEAVENWORTH, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. The City Council hereby approves and formally adopts the City of Leavenworth 2026 Parks, Recreation, and Open Space (PROS) Plan, attached hereto as Exhibit A and incorporated fully by this reference.

Section 2. The 2026 PROS Plan is hereby incorporated into the Parks and Recreation

Element of the City of Leavenworth Comprehensive Plan to satisfy the planning goals of the Growth Management Act.

Section 3. The Recreation and Tourism Manager or City Clerk is authorized and directed to file a certified copy of the adopted 2026 PROS Plan alongside this Ordinance with the Washington State Recreation and Conservation Office (RCO) to secure immediate grant eligibility.

Section 4. If any section, sentence, clause, or phrase of this Ordinance should be held unconstitutional or invalid by a court of competent jurisdiction, such invalidity shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this Ordinance.

Section 5. This Ordinance shall become effective five (5) days after passage and publication as provided by law.

Passed by the City Council of City of Leavenworth, Washington and approved by the Mayor at an open public meeting on the ____ day of ____, 2026.

CITY OF LEAVENWORTH

By: _____
Carl J. Florea, Mayor

Approved as to form:

Attest:

Thom Graafstra, City Attorney

Andrea Fischer, City Clerk



AVAILABILITY FORM



TAB 11
City of Leavenworth

APPLICANT INFORMATION / INSTRUCTIONS

APPLICANT'S NAME: Julie Davidson PHONE: 253-651-2302
 HOMEOWNER NAME: Margery Drake PHONE: 253-651-2302
 PROJECT NAME: Lot 4 EMAIL: kwardave@yahoo.com
 PHYSICAL ADDRESS: 7750 East Leavenworth Rd PARCEL NUMBER: _____
 TYPE OF CONNECTION: household City Water IF ADU, HOW MANY SF: 850
 PURPOSE OF REQUEST: to guarantee we can get city water when we need it - next year or so

PROPERTY LOCATION* (CHECK ONE):

- ☐ INSIDE LEAVENWORTH CITY LIMITS
☐ OUTSIDE LEAVENWORTH CITY LIMITS, BUT INSIDE THE CITY'S URBAN GROWTH AREA
☒ OUTSIDE LEAVENWORTH CITY LIMITS AND OUTSIDE THE URBAN GROWTH AREA -



1. Documentation that the lot was legally created prior to March 12, 1996, and at least two attempts to drill wells in different locations on parcels 5 acres or greater, or 1 attempt on parcels less than 5 acres, down to bedrock yielded no potable water, or
- ✓ 2. Documentation of a recorded plat or short plat where the City indicated that water would be available and the County approved the lot sizes and final plat based on the City's commitment to provide water, or
3. Documentation that the lot was legally created prior to March 12, 1996, and a written commitment to upgrade or install a new 8-inch water main or request for connection to an existing city approved substandard main that meets the requirements of WAC 246-290-230.

A legible map of the property, showing the general location, including street frontage and nearest cross-street already submitted for Allen Elser must be attached

FOR DEPARTMENT USE ONLY

CITY FILE #WA 20 _____ - _____ COUNTY FILE # _____
 DATE OF COMPLETED APPLICATION: _____ WATER SYSTEM: _____

WATER MAY BE AVAILABLE IF THE PROPERTY OWNER MEETS THE FOLLOWING CONDITIONS

Such listing is not intended to be an exhaustive list of all conditions which may be required in order to provide service. Other facts may be revealed during subsequent review which require new or changed conditions be met by the property owner prior to service. An application for connection is required to be approved by the City prior to connection to the City's water service:

Approval does not constitute or imply future mainline extension and/or connection to the City of Leavenworth water system. Permitting will be required at the time of development.

The conditions of water availability stated within this form expire within one (1) year of the water system purveyor's (City) signature date. A new water availability form shall be resubmitted after this date to confirm water availability.

This checklist was prepared to help applicants comply with the requirements of RCW 19.27.097, concerning the adequacy or inadequacy of the local water system's ability to serve the referenced property. The information provided is intended to summarize the water system's capacity and the required improvements, if any are needed to provide water service.

Ability to provide service per this form assumes availability of 1 (one) equivalent residential unit (ERU).

I. Capacity to provide service

- ____ a. The property is within the designated Water System service area and the System has sufficient capacity and water rights to serve this property.
- ____ b. Service to this property is **not available** from the Water System at this time. To serve this property will require:
- [] Annexation or Boundary Review Board/Department of Health Approvals
- [] Additional water supply and/or water rights
- [] Other (Describe: _____)

II. Availability of Domestic Water Service

- ____ a. Water will be provided at a minimum pressure of 35 psi by service connection to an existing _____ inch water main located _____ and is approximately _____ feet from the site.
- ____ b. Water service is available after the following improvements are completed:
- [] _____ feet of _____ inch water mains on _____ to reach the site; and/or
- [] the construction of a distribution system on the site; and/or
- [] Other (Describe: _____)

III. Availability of water for fire fighting

- ____ 1. The nearest fire hydrant is located at _____ and is within _____ feet of the property.
- ____ 2a. Water for fire fighting (is / will be) available at the rate of _____ gpm for a _____ hour duration at no less than 20 psi measured at _____ and _____ feet from the (building/property).
- ____ 2b. The fire flow capacity of the water system is unknown without further hydraulic analysis of the water system by an engineer licensed within the state of Washington.
- ____ 2c. Fire flow capacity is **not available**.

CHELAN-DOUGLAS HEALTH DISTRICT

CITY OF LEAVENWORTH WATER SYSTEM

Authorized Signature _____ Date _____

Public Works Director _____ Date _____

Title _____

Planning Department _____ Date _____

Signatures of both City departments must be present

CHANGE ORDER – SMALL PUBLIC WORKS

Project Title: 2025 Emergency Tree Removal	Change Order No: 1
Project No: 2025-016	Date: 7/7/2026
Owner: City of Leavenworth	Contractor: Clifton Tree Service

Description of Change

This Change Order includes additional work requested by the City to support the cleanup and restoration efforts associated with the 2025 winter storm. The added work was outside the original contract scope and was necessary to address storm-related impacts.

Cost & Time Impact

Net Cost Change: Amount: \$105,000

Contract Time Change: No Change

Contract Amount Summary

- Original Contract Amount: \$30,000
- Change Order No. 1: \$105,000
- **Revised Contract Amount:** \$135,000

Statement of Authorization

This Change Order is within the scope of the original contract and is executed in accordance with applicable Small Public Works procedures and contract provisions. The Contractor is authorized to perform the work described herein.

CITY OF LEAVENWORTH

CLIFTON TREE SERVICE

By: _____
Carl J. Florea, Mayor

By: _____
Name
Title



Clifton Tree Service

18635 Rieche Road | Leavenworth, Washington 98826
509-398-2840 | info@clifontreeservice.com | www.clifontreeservice.com

RECIPIENT:

City of Leavenworth
1404 Commercial Street
Leavenworth, Washington 98826
Phone: 5096689077

Invoice #360	
Issued	Jan 08, 2026
Due	Jan 08, 2026
Total	\$26,416.00
Account Balance	\$26,416.00

For Services Rendered

Product/Service	Description	Qty.	Unit Price	Total
Dec 15, 2025				
Tree Removal	Hazard tree removal and debris chipping 1404 Commercial Street	5.17	\$800.00	\$4,136.00
Dec 16, 2025				
Tree Removal	Hazard tree removal and debris chipping 1404 Commercial Street Hazard tree removal and debris chipping Ward Strasse/Climbing gym Small Ornamental tree removal on Division at Front Street	9.19	\$800.00	\$7,352.00
Dec 17, 2025				
Tree Removal	Hazard tree removal and debris chipping 1404 Commercial Street Hazard tree removal and debris chipping Waterfront Park off of 9th street	9.23	\$800.00	\$7,384.00
Dec 18, 2025				
Tree Removal	Hazard tree removal and debris chipping Waterfront Park off of 9th street	4.26	\$800.00	\$3,408.00
Dec 22, 2025				
Tree Removal	Hazard tree removal 107 Mill Street Hazard tree removal Parking lot on corner of Highway 2 + Chumstick Hwy	5.17	\$800.00	\$4,136.00



Clifton Tree Service
18635 Rieche Road | Leavenworth, Washington 98826
509-398-2840 | info@cliftontreeservice.com | www.cliftontreeservice.com

Thank you for your business. Please contact us with any questions regarding this invoice.

Total	\$26,416.00
Account balance	\$26,416.00

Pay Now



Clifton Tree Service

18635 Rieche Road | Leavenworth, Washington 98826
509-398-2840 | info@cliflontreeservice.com | www.cliflontreeservice.com

RECIPIENT:

City of Leavenworth

1404 Commercial Street
Leavenworth, Washington 98826
Phone: 5096689077

Invoice #368

Issued Feb 19, 2026

Due Feb 19, 2026

Total \$26,400.00

Account Balance \$26,400.00

For Services Rendered

Product/Service	Description	Qty.	Unit Price	Total
Tree Removal	704 Cedar Street	21.75	\$800.00	\$17,400.00
	Trees to be removed:			
	27.5" Ponderosa Pine			
	30" Ponderosa Pine			
	28.5" Ponderosa Pine			
	14" Ponderosa Pine			
	28" Ponderosa Pine			
	Clifton Tree Service provides safe and professional tree removal. Our experienced team carefully removes trees of all sizes while minimizing impact on your property.			
	Service Includes:			
	☐ Tree Assessment & Planning – Evaluate risks and determine the safest removal method.			
	☐ Controlled Tree Removal – Use expert techniques to bring down the tree safely.			
	☐ Branch & Limb Cleanup – Chip and remove debris up to 12" to keep your property clean.			
	☐ Full debris hauling instead of on-site stacking☐			
	Stumps will be cut as low as possible without damaging the saw.			
	☐ Final Site Cleanup – Rake and clear the work area to restore a neat appearance.			
Tree Removal	107 Mill Street debris clean up	4	\$800.00	\$3,200.00
Tree Removal	924 Cedar Street Debris clean up.	7.25	\$800.00	\$5,800.00



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18635 Rieche Road | Leavenworth, Washington 98826
509-398-2840 | info@clifontreeservice.com | www.clifontreeservice.com

Thank you for your business. Please contact us with any questions regarding this invoice.

Total	\$26,400.00
Account balance	\$26,400.00

[Pay Now](#)

PAST DUE



Clifton Tree Service

18635 Rieche Road | Leavenworth, Washington 98826
509-398-2840 | sales@cliftontreeservice.com | www.cliftontreeservice.com

RECIPIENT:

City of Leavenworth

1404 Commercial Street
Leavenworth, Washington 98826
Phone: 5096689077

Invoice #421

Issued	Jun 03, 2026
Due	Jun 03, 2026
Paid	Jun 24, 2026

Total	\$82,108.00
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Account Balance	\$0.00
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For Services Rendered

Product/Service	Description	Qty.	Unit Price	Total
May 12, 2026				
1553 Alpanse Strasse	Grind 1 Stump	1	\$1,804.00	\$1,804.00
203 W Benton St	Grind 1 Stump	1	\$1,804.00	\$1,804.00
135 Ski Hill Rd	Pull 1 Stump with Excavator Restore to Previous Site Conditions.	1	\$1,892.00	\$1,892.00
May 13, 2026				
906 Cedar St	Remove 3 stumps from roadside. Clean up failed Ponderosa Pine debris and logs.	1	\$16,298.00	\$16,298.00
May 14, 2026				
714 Cedar Street	Grind 1 stump pull 2 with excavator.	1	\$9,091.00	\$9,091.00
217 Whitman St	Grind 2 stumps.	1	\$2,485.00	\$2,485.00
May 18, 2026				
1300 Commercial St (Garten Haus walking trail)	Remove damaged trees and snags. Chip storm debris and remove uprooted stump.	1	\$40,042.00	\$40,042.00
902 Pine St	Pull 1 stump with excavator.	1	\$1,892.00	\$1,892.00
River Tree Removal (Across from Blackbird Island)	Access tree fallen into river with raft, remove tree in 6' sections or less allowing debris to float downriver as habitat.	1	\$6,800.00	\$6,800.00



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509-398-2840 | sales@cliftontreeservice.com | www.cliftontreeservice.com

Thank you for your business. Please contact us with any questions regarding this invoice.

Total	\$82,108.00
Paid	– \$82,108.00
Invoice balance	\$0.00
Account balance	\$0.00

PAID