

**LEAVENWORTH CITY COUNCIL
Study Session Agenda
City Hall – Council Chambers & Zoom
July 28, 2026 | 5:30 – 6:50 PM**

5:30-5:45 Chelan Co. Regional Justice Center Interlocal Agreement Discussion

This time is for the Council to review the draft 2027 interlocal agreement with the Chelan County Regional Justice Center and ask questions about the proposed changes to the agreement.

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

- Draft 2027 Interlocal Agreement

5:45-6:30 Recycling Center Discussion

This time is for the Council to discuss future operations for the recycling center on 14th Street.

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

- Survey Results

**6:30-6:45 Upper Valley Community Center (UVCC) Steering Committee Charter/
Roundabout Art Project Steering Committee Charter**

This time is for the Council to read over the Steering Committee Charters for the Upper Valley Community Center and the Roundabout Art Project. Recreation and Tourism Manager Steven Rubinstein will be in attendance to answer any questions and to discuss any changes.

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

- UVCC Steering Committee Charter
- Roundabout Art Project Steering Committee Charter

6:45-6:50 Council Updates/Suggestions for Future Agenda Items

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

INTERLOCAL AGREEMENT BETWEEN CHELAN COUNTY, WASHINGTON AND THE CITY OF LEAVENWORTH, WASHINGTON, FOR THE HOUSING OF INMATES IN THE CHELAN COUNTY REGIONAL JUSTICE CENTER

THIS INTERLOCAL AGREEMENT is made and entered into on this ____ day of _____, 20__ by and between the City of LEAVENWORTH, Washington, a Washington municipal corporation, hereinafter referred to as “City”, and Chelan County, Washington, hereinafter referred to as “Chelan County”, each party having been duly organized and now existing under the laws of the State of Washington.

WITNESSETH:

WHEREAS, The Chelan County Regional Justice Center and the City Mayor or designee are authorized by law to have charge and custody of the County Jail and the City prisoners or inmates, respectively; and

WHEREAS, the City wishes to designate the CCRJC as a place of confinement for the incarceration of one or more inmates lawfully committed to its custody; and

WHEREAS, Chelan County Regional Justice Center is desirous of accepting and keeping in its custody such inmate(s) in the CCRJC for a rate of compensation mutually agreed upon by the parties hereto; and

WHEREAS, RCW 39.34.080 and other Washington law, as amended, authorizes any county to contract with any other county or city to perform any governmental service, activity or undertaking which each contracting county is authorized by law to perform; and

WHEREAS, the governing bodies of each of the parties hereto have determined to enter into this Agreement as authorized and provided for by RCW 39.34.080 and other Washington law, as amended,

NOW, THEREFORE, in consideration of the above and foregoing recitals, the payments to be made, the mutual promises and covenants herein contained, and for other good and valuable consideration, the parties hereto agree as follows:

1. GOVERNING LAW

The parties hereto agree that, except where expressly otherwise provided, the laws and administrative rules and regulations of the State of Washington shall govern in any matter relating to an inmate or inmates confined pursuant to this Agreement.

2. DURATION

This Agreement shall enter into full force and effect from **January 1, 2027 and end December 31, 2027**, subject to termination as provided by Section 3 herein. Nothing in this Agreement shall be construed to require the City to house inmates in Chelan County continuously.

3. **TERMINATION**

(a) Termination of this Agreement by either party may be accomplished on ninety (90) days written notice to the other party and to the State Office of Financial Management as required by RCW 70.48.090 stating the grounds for said termination and specifying plans for accommodating the affected prisoners.

(b) In the event of termination of this agreement for any reason, the City shall compensate Chelan County for prisoners housed by Chelan County after notice of such termination until the City retakes its inmates in the same manner and at the same rates as if this Agreement had not been terminated.

The city and county agree that this contract terminates on December 31, 2027 and the county's notice provisions in RCW 70.48.090 are satisfied for termination on December 31, 2027.

4. **MAILING ADDRESSES**

All notices, reports, and correspondence to the respective parties of this Agreement shall be sent to the following:

Chelan County: Chelan County Regional Justice Center
401 Washington St., Level 2
Wenatchee, WA 98801

Primary Contact Person: Chris Sharp, Director
Secondary Contact: Jeff Jones, Business Manager

City of Leavenworth: City of Leavenworth
P.O. Box 287
Leavenworth, WA 98826

Primary Contact Person: Matthew Selby, City Administrator

Notices mailed shall be deemed given on the date mailed. The parties shall notify each other in writing of any change of address.

5. **DEFINITIONS**

The parties hereby agree that the following terms shall have the specified meanings unless indicated otherwise herein:

Day. One prisoner day shall be each day or portion thereof which a prisoner appears in custody on the jail management system. The count shall be conducted by the jail management system and each participating jurisdiction shall be charged for each prisoner who is detained in the Regional Justice Center on a charge and/or conviction from the participating jurisdiction.

6. COMPENSATION

(a) Daily Rate: The Contract Agency agrees to pay the county a daily rate for each day or portion of a day a Contract Agency inmate is in custody at the jail facilities. The daily bed rate for 2027 is \$213.00 per day.

(b) No Split Billing: No split billing between agencies for inmates that may be in custody on multiple jurisdictions charges. Each Contract Agency will be responsible for their inmates at the daily rate established.

(c) Billing: The County will bill the Contract Agency each month for amount due to the County under this agreement for the services rendered in the prior calendar month. (The County will run a report from the Jail Management System that will provide how many total bed days the Contract Agency has accumulated for the previous month).

An invoice will be sent on the (1st) first of each month unless it is a weekend or holiday, in this case it will be sent on the first available business day, with the amount due 30 days following the invoice. **If payment is not made by the due date, a late fee of 1% per month of the past due amount will be added to the balance. Late fees will continue to accrue monthly (12% per annum) until the account is current.**

7. RIGHT OF INSPECTION

The City shall have the right to inspect, at all reasonable times, all Chelan County facilities in which inmates of the City are confined in order to determine if such jail maintains standards of confinement acceptable to the City and that such inmates therein are treated equally regardless of race, religion, color, creed or national origin; provided, however, that Chelan County shall be obligated to manage, maintain and operate its facilities consistent with all applicable federal, state and local laws and regulations.

8. FURLOUGHS, PASSES, AND WORK RELEASE

Chelan County agrees that no early releases or alternatives to incarceration, including furloughs, passes, electronic home detention or work release shall be granted to any inmate housed pursuant to this Agreement without written authorization by the committing court.

9. INMATE ACCOUNTS

Chelan County shall establish and maintain an account for each inmate received from the City and shall credit to such account all money which is received and shall make disbursements, debiting such accounts in accurate amounts for the inmate's personal needs. Disbursements shall be made in limited amounts as are reasonably necessary for personal maintenance. The Director of the CCRJC shall be accountable to the City for such inmate funds. At either the termination of this Agreement, the inmate's death, release from incarceration, or return to either the City or indefinite release to the court, the inmate's money shall be transferred to either the inmate's account in care of the City, at such time the City shall be accountable to the inmate for said fund, or to the inmate.

10. **INMATE PROPERTY**

The City may transfer to Chelan County only limited amounts of personal property of the City's inmates' recovered from or surrendered by inmates to the City upon booking. Personal property in excess of one simple "grocery bag" shall at no time be transferred to Chelan County.

11. **RESPONSIBILITY FOR OFFENDER'S CUSTODY**

It shall be the responsibility of Chelan County to confine the inmate or inmates; to provide treatment, including the furnishing of subsistence and all necessary medical and hospital services and supplies; to provide for the inmates' physical needs; to make available to them programs and/or treatment consistent with the individual needs; to retain them in said custody; to supervise them; to maintain proper discipline and control; to make certain that they receive no special privileges and that the sentence and orders of the committing court in the State are faithfully executed; provided that nothing herein contained shall be construed to require Chelan County, or any of its agents, to provide service, treatment, facilities or programs for any inmates confined pursuant to this Agreement, which it does not provide for similar inmates not confined pursuant to this Agreement. Nothing herein shall be construed as to require Chelan County to provide services, treatment, facilities or programs to the City's inmates above, beyond or in addition to that required by applicable law.

12. **MEDICAL SERVICES**

(a) Inmates shall receive such medical, psychiatric and dental treatment when emergent and necessary to safeguard their health while housed in the CCRJC. Chelan County shall provide or arrange for the providing of such medical, psychiatric and dental services. Except for routine minor medical services provided in the CCRJC, the City shall pay directly or reimburse Chelan County for any and all costs associated with the delivery of any emergency and/or major medical service provided to the City's inmates. The City shall be responsible for any and all medical, psychiatric and dental treatment provided outside of the CCRJC and shall be billed therefore. Examples of medical services which may be provided in the CCRJC but which are not routine, and for which the City shall be billed include, but are not necessarily limited to, HIV/AIDS treatment, chemotherapy, dialysis treatment, hemophiliac treatment and all prescriptions. No dental treatment can be provided in the CCRJC; all dental treatment of the City's inmates shall be billed to the City.

(b) An adequate record of all such services shall be kept by Chelan County for the City's review at its request, to the extent consistent with confidentiality regulations. Any medical or dental services of major consequence shall be reported to the City as soon as time permits.

(c) Should medical, psychiatric or dental services require hospitalization, the City agrees to compensate Chelan County dollar for dollar any amount expended or cost incurred in providing the same; provided that, except in emergencies, the City will be notified by contacting **Matthew Selby, City Administrator** at **(509) 548-5275 Ext 133** prior to the inmate's transfer to a hospital, if and when circumstances allow, or as soon afterward as practicable. Medical cost recovery will be split between User Agencies if the individual has multiple jurisdictions. Medical cost recovery will be split between User Agencies if the individual has multiple jurisdictions billings

(d) The City shall be responsible for non-routine healthcare costs for inmates arrested and incarcerated on a felony offense until that charge is filed in Superior Court. Thereafter, the responsibility for non-routine healthcare costs for inmates arrested and incarcerated on a felony offense shall lie with Chelan County.

13. **DISCIPLINE**

Chelan County shall have physical control over and power to execute disciplinary authority over all inmates of the City's. However, nothing contained herein shall be construed to authorize or permit the imposition of a type of discipline prohibited by applicable law.

14. **RECORDS AND REPORTS**

(a) The City shall forward to Chelan County before or at the time of delivery of each inmate a copy of all inmate records pertaining to the inmate's present incarceration. If additional information is requested regarding a particular inmate, the parties shall mutually cooperate to provide any additional information in a timely manner.

(b) Chelan County shall keep all necessary and pertinent records concerning such inmates in the manner mutually agreed upon by the parties hereto. During an inmate's confinement in Chelan County, the City shall upon request be entitled to receive and be furnished with copies of any report or records associated with said inmate(s) incarceration.

15. **REMOVAL FROM THE JAIL**

An inmate of the City's legally confined in Chelan County shall not be removed there from by any person without written authorization from the City or by order of any court having jurisdiction. The City hereby designates **Matthew Selby, City Administrator** the official authorized to direct Chelan County to remove the City's inmates from the CCRJC. Chelan County agrees that no early releases or alternatives to incarceration including furloughs, passes, work release, work crews or electronic home detention shall be granted to any inmate without written authorization from the committing court. This paragraph shall not apply to an emergency necessitating the immediate removal of the inmate for medical, psychiatric, dental treatment or other catastrophic condition presenting an eminent danger to the safety of the inmate or to the inmates or personnel of Chelan County. In the event of any such emergency removal, Chelan County shall inform the City of the whereabouts of the inmate or inmates so removed, at the earliest practicable time, and shall exercise all reasonable care for the safe keeping and custody of such inmate or inmates.

16. **ESCAPES**

In the event any City inmate escapes from Chelan County's custody, Chelan County will use all reasonable means to recapture the inmate. The escape shall be reported immediately to the City. Chelan County shall have the primary responsibility for and authority to direct the pursuit and retaking of the inmate or inmates within its own territory. Any cost in connection therewith shall be chargeable to and borne by Chelan County; however, Chelan County shall not be required to expend unreasonable amounts to pursue and return inmates from other counties, states or countries.

17. **DEATH OF AN INMATE**

(a) In the event of the death of a City inmate, the Chelan County Coroner shall be notified. The City shall receive copies of any records made at or in connection with such notification.

(b) Chelan County shall immediately notify the City of the death of a City inmate, furnish information as requested, and follow the instructions of the City with regard to the disposition of the body. In the case of an unattended death, suspicious death, or criminal case, the Chelan County Coroner would have authority over the deceased and would coordinate with local law enforcement to finish the investigation prior to the release of the deceased inmate. The City hereby designates **Matthew Selby, City Administrator** the official authorized to request information from and provide instructions to Chelan County regarding deceased inmates. The body shall not be released except on written order of said appropriate official of the City. Written notice shall be provided within three (3) weekdays of receipt by the City of notice of such death. All expenses relative to any necessary preparation of the body and shipment charges shall be paid by the City. With the City's consent, Chelan County may arrange for burial and all matters related or incidental thereto, and all such expenses shall be paid by the City. The provisions of this paragraph shall govern only the relations between or among the parties hereto and shall not affect the liability of any relative or other persons for the disposition of the deceased or for any expenses connected therewith.

(c) The City shall receive a certified copy of the death certificate for any of its inmates who have died while in Chelan County's custody.

18. **HOLD HARMLESS AND INDEMNIFICATION**

Chelan County agrees to hold harmless, indemnify and defend the City, its officers, agents and employees, from and against any and all claims, losses, or liability, for injuries, sickness or death of persons, or damage to property, arising out of any willful misconduct or negligent act, error, or omission of Chelan County, its officers, agents, or employees, in connection with the services required by the Agreement, provided, however, that:

(a) Chelan County's obligations to indemnify, defend and hold harmless shall not extend to injuries, sickness, death or damage caused by or resulting from the sole willful misconduct or negligence of the City, its officers, agents or employees or sub-consultants; and

(b) Chelan County's obligations to indemnify, defend and hold harmless for injuries, sickness, death or damage caused by or resulting from the concurrent negligence or willful misconduct of the Chelan County and the City or of Chelan County and a third party other than an officer, agent or employee of Chelan County, shall apply only to the extent of the negligence or willful misconduct of Chelan County.

19. **RIGHT OF REFUSAL AND TRANSPORTATION**

(a) Chelan County shall have the right to refuse to accept any inmate from the City when, in the opinion of Chelan County, its inmate census is at capacity that there is a substantial risk that, through usual operation of the jail, the reasonable operational capacity limits of the jail might be reached or exceeded.

(b) Chelan County shall further have the right to refuse to accept any inmate from the City who, in the judgment of Chelan County, has a current illness or injury which may adversely affect the operations of the CCRJC, has a history of serious medical problems, or presents a substantial risk of self-harm.

20. **INDEPENDENT CONTRACTOR**

In providing services under this contract, Chelan County is an independent contractor and neither it or its officers, agents or employees are employees of the City for any purpose, including responsibility for any federal or state tax, industrial insurance or Social Security liability. Neither shall the provision of services under this Agreement give rise to any claim of career service or civil service rights, which may accrue to an employee of the City under any applicable law, rule or regulation.

21. **GENERAL PROVISIONS**

(a) Severability. In the event any provisions of this Agreement shall be determined to be unenforceable or otherwise invalid for any reason, such provisions shall be enforced and valid to the extent permitted by law. All provisions of this Agreement are severable and unenforceability or invalidity of a single provision herein shall not affect the remaining provisions.

(b) Governing Law and Venue. This Agreement shall be governed by the laws of the State of Washington, and venue for any lawsuit shall be the Chelan County Superior Court.

(c) Attorney's Fees. In the event it is necessary for either party to utilize the services of an attorney to enforce any of the terms of this Agreement, such enforcing party shall be entitled to compensation for its reasonable attorney's fees and costs. In the event of litigation regarding any terms of this Agreement, the substantially prevailing party shall be entitled, in addition other relief, to such reasonable attorney's fees and costs as determined by the Court.

(d) Waiver of Breach. The waiver by either party of the breach of any provision of this Agreement by the other party must be in writing and shall not operate nor be construed as a waiver of any subsequent breach by such other party.

(e) Savings Clause. Nothing in this Agreement shall be construed so as to require the commission of any act contrary to law, and wherever there is any conflict between any provisions of this Agreement and any statute, law, public regulation or ordinance, the latter shall prevail but in such event, the provisions of this Agreement affected shall be curtailed and limited only to the extent necessary to bring it within legal requirements.

(f) Filing. This Agreement shall be filed with the Chelan County Auditor's Office pursuant to RCW 39.34.040.

22. **INTERPRETATION**

This Agreement has been submitted to the scrutiny of all parties and their counsel, if desired, and it shall be given a fair and reasonable interpretation in accordance with its words, without consideration or weight given to its being drafted by any party or its counsel. All words used in the singular shall include the plural; the present tense shall include the future tense; and the masculine gender shall include the feminine and neuter gender.

23. **ACCESS TO RECORDS CLAUSE**

The parties hereby agree that authorized representatives of the parties shall have access to any books, documents, paper and record of the other party that are pertinent to this Agreement for the purposes of making audits, examinations, excerpts and transcriptions. All such records and all other records pertinent to this Agreement, and work undertaken pursuant to this Agreement shall be retained by the parties for a period of three (3) years after the final expiration date of this Agreement or any amendments hereto, unless a longer period is required to resolve audit, findings or litigation. In such cases, the parties may expressly agree by an amendment or separate agreement for such longer period for record retention.

24. **ENTIRE AGREEMENT**

This Agreement represents the entire integrated Agreement between the City and Chelan County and supersedes all prior negotiations, representations or agreements, either written or oral.

IN WITNESS WHEREOF, the above and foregoing Agreement has been executed in duplicate by the parties hereto and made affective on the day and year first above written.

CITY OF _____, WA

BOARD OF CHELAN COUNTY
COMMISSIONERS

By: _____

Shon Smith, Chair

ATTEST:

Kevin Overbay, Commissioner

City Clerk

Brad Hawkins, Commissioner

DATED: _____

ATTEST:
Carlye Baity
Clerk of the Board

DATED: _____

Approved as to Form:

Chris Sharp, Director
Chelan County Regional Justice Center

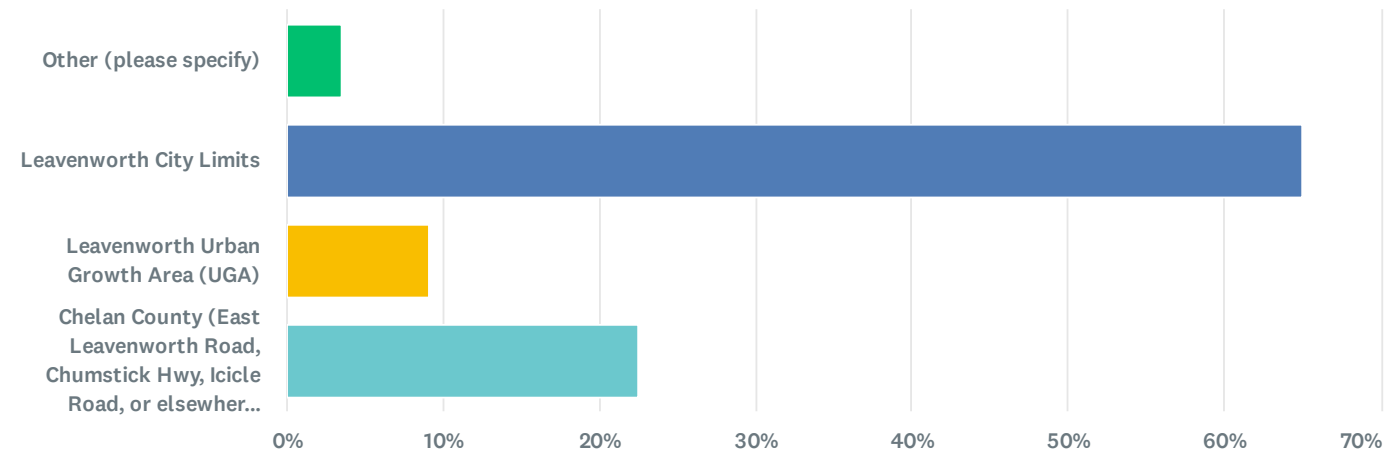
City of _____ Attorney

Approved as to Form:

Robert Sealby, Chelan County Prosecutor

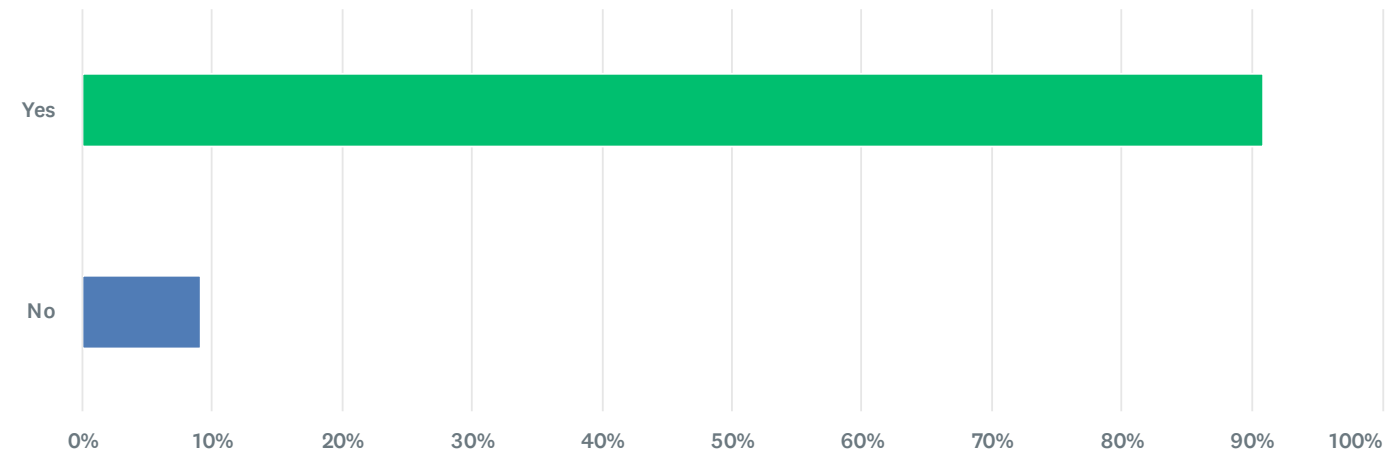
Q1 320 responses

Where do you currently reside?



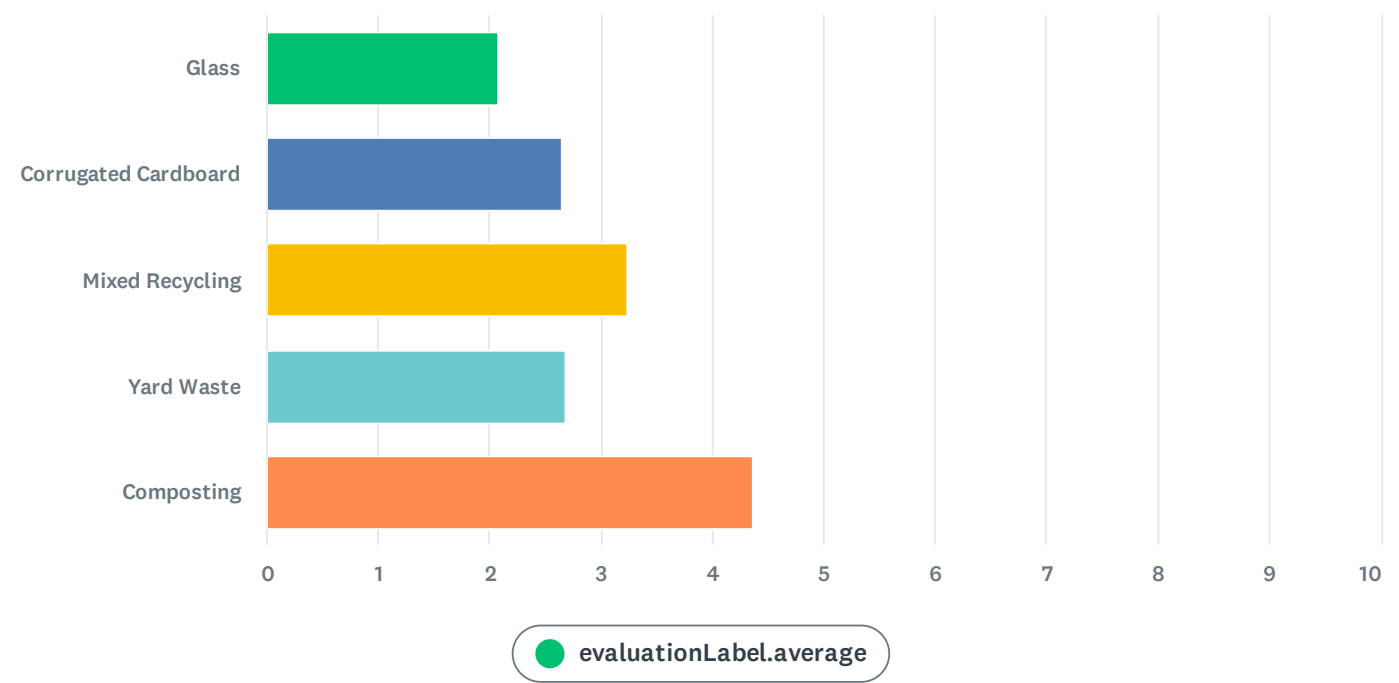
Q2 317 responses

Do you use the Leavenworth Recycling Center?



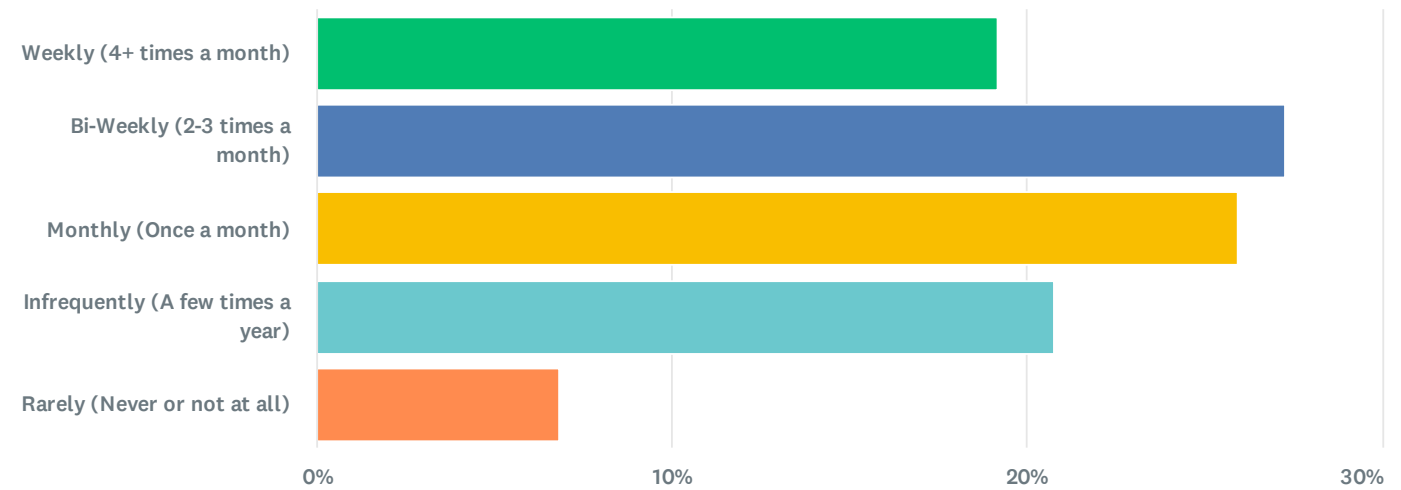
Q3 308 responses

What materials do you typically bring to the Recycle Center most often? Rank in order from most to least.



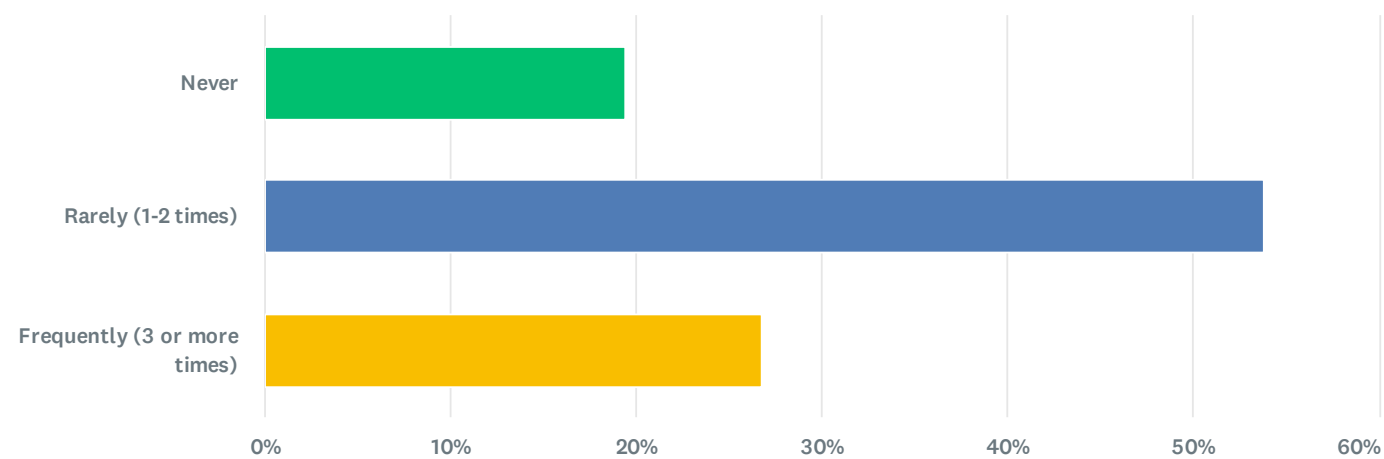
Q4 308 responses

How frequently do you use the Recycling Center



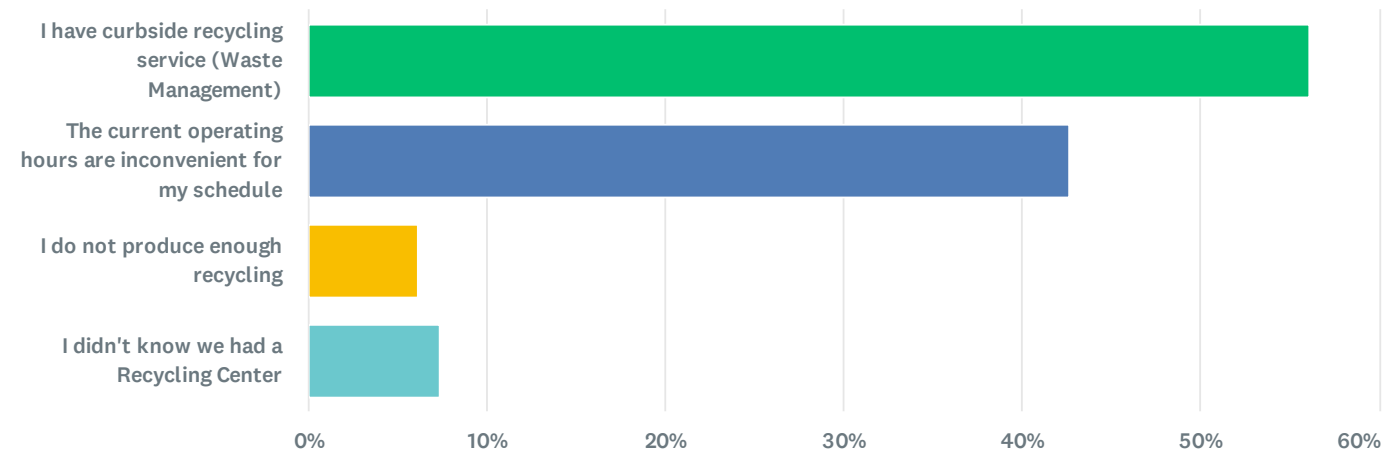
Q5 299 responses

Within the past 12 months, how often have you found the containers too full to accept your items?



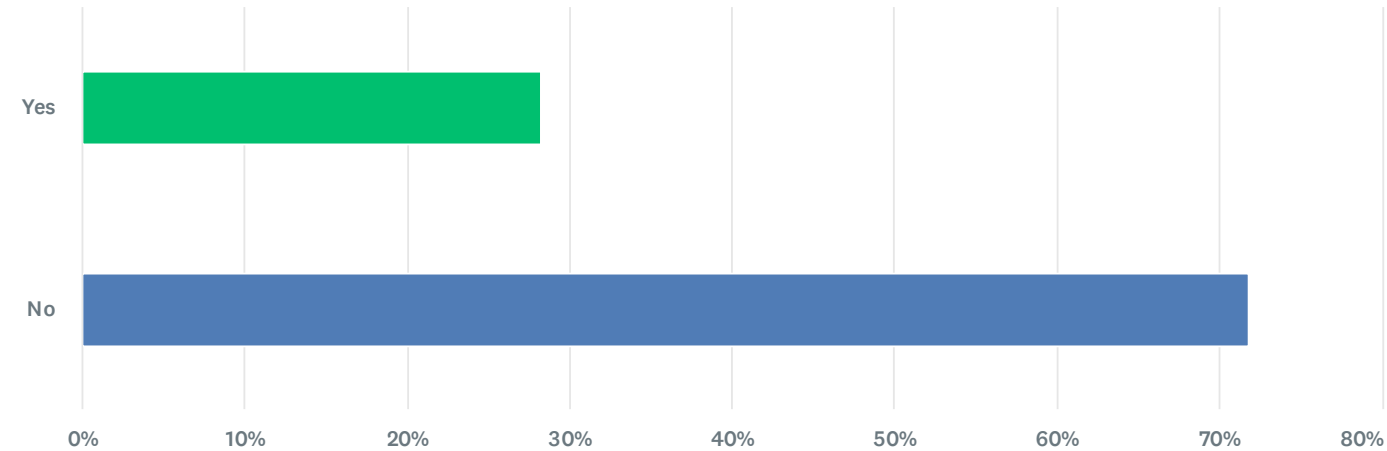
Q6 82 responses

If you do NOT use the Recycle Center, why not? (Select all that apply)



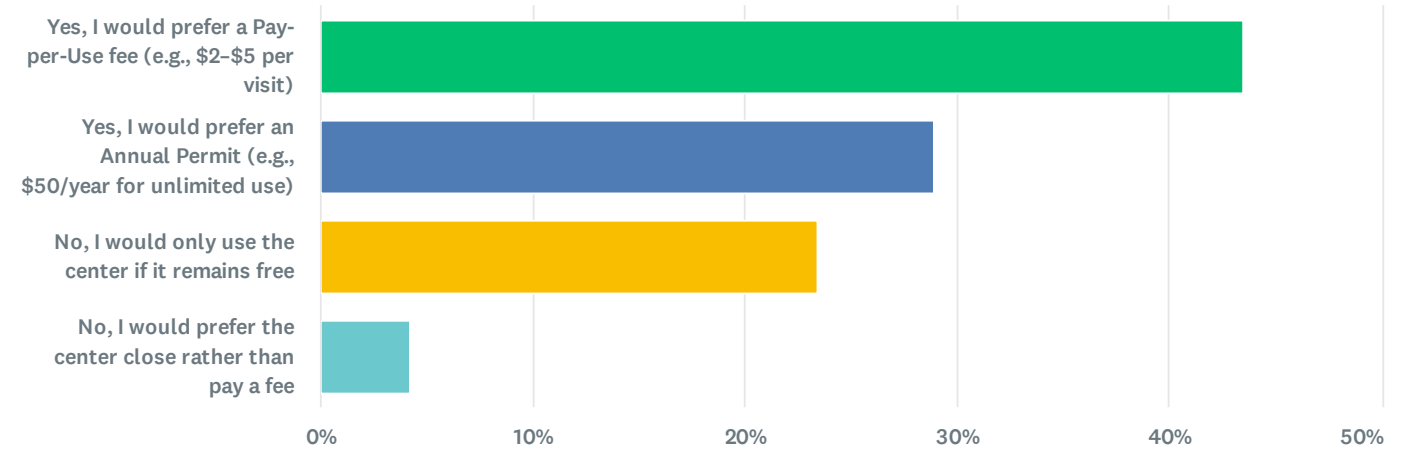
Q7 319 responses

Are you aware that the Recycling Center is paid for by the Garbage Enterprise Fund, which charges waste removal fees to commercial and multi-family properties? No taxes are used to support the Recycle Center operations.



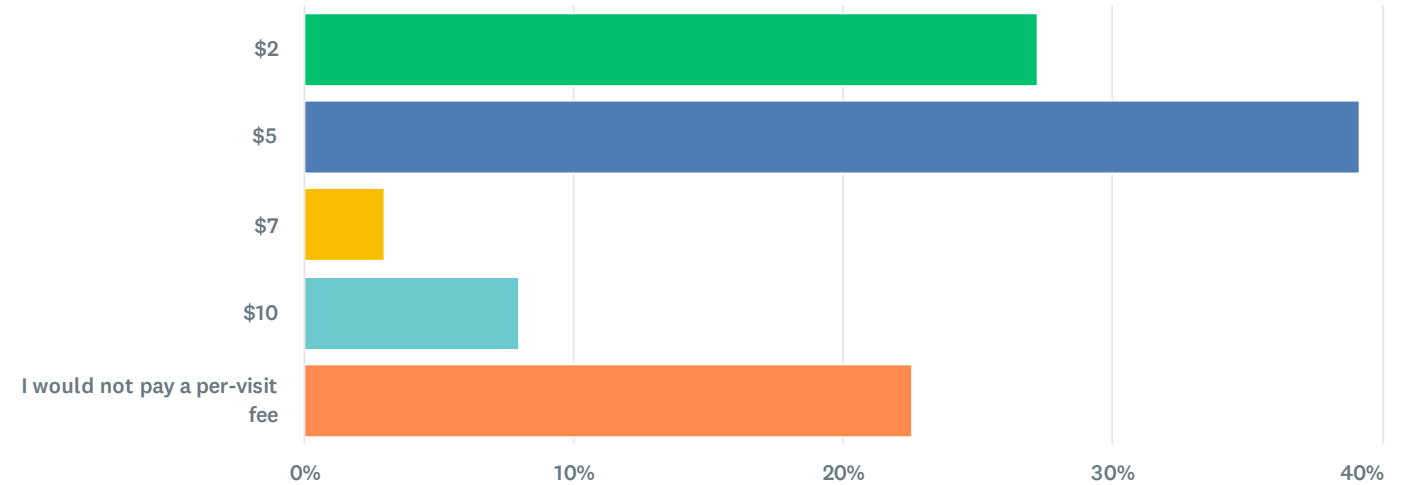
Q8 308 responses

To keep the Recycling Center sustainable, would you be willing to pay a nominal fee to use it?



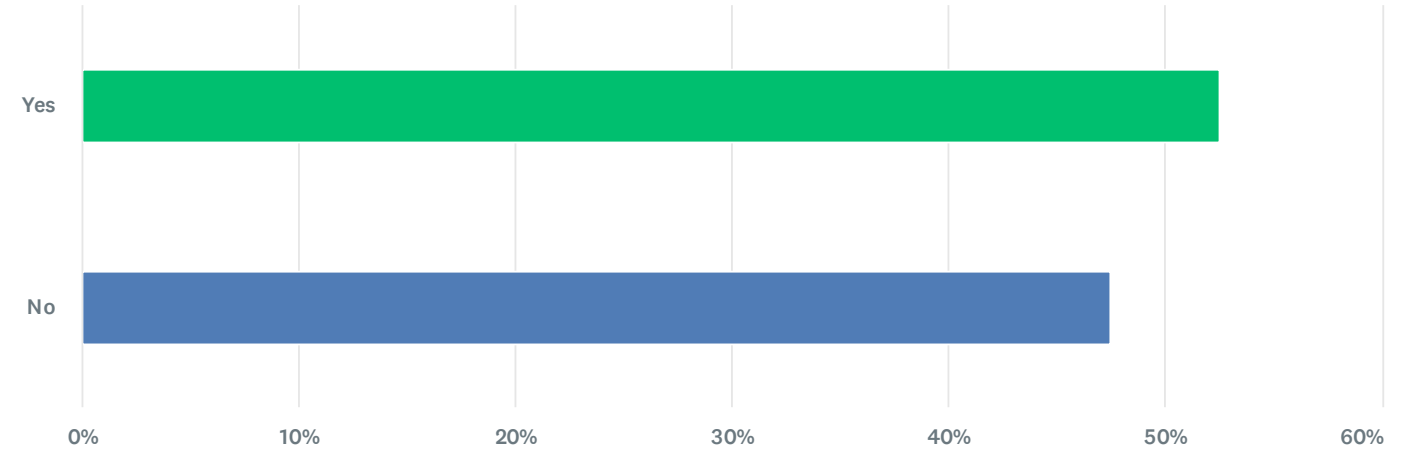
Q9 301 responses

If a "Pay-per-Use" fee was implemented, what is the maximum amount you would consider reasonable per visit?



Q10 314 responses

Are you aware that Winton MFG Compost Works is now offering curbside yard waste pickup to city residents? Service fees apply.



Share your thoughts about the Leavenworth Recycle Center with us!

Q11 Do you have any additional comments or suggestions regarding the Recycling Center?

Answered: 162 Skipped: 158

Share your thoughts about the Leavenworth Recycle Center with us!
Do you have any additional comments or suggestions regarding the Recycling Center?

Answered: 162

Skipped: 158

Responses

I'm so glad this is a resource for the community to divert waste from the landfill. I think fee raises related to the garbage fund would be better than a pay to use the recycle drop. Please keep it free! much more cost to get rid of yard waste. It would be nice if there was both a senior and a disabled service available to pick up yard waste at no additional cost to her. When I'm home it's not a big deal to take it to the recycling center, it's unfortunate that we can't take it down there this year spring 2026

The city has been subsidizing recycling and yard waste for years. This is part of the vision and values of the community. Isn't it worth it?

Please keep Paul at the recycling center

If the center regularly accepted the items they list I would use it and even be willing to pay but it's very poorly run

Please re-open for grass clippings.

We need it to keep a clean and orderly community. We need access to an easily accessible recycle center

Pass it on to the tourist. It is not the best for us but it works. East Leavenworth Rd at the gravel pit worked better for the bigger jobs. That has disappeared.

I don't want to pay the hefty amount to Winton for curbside pick up nor do I want to drive my lawn clippings to their facility.

We have an apple maggot quarantine. We need to have yard waste

The center is a great opportunity to support the developmentally disabled people that work there. It helps makes them a product member of society and give them purpose.

The city claims to be progressive yet cannot even offer public recycling downtown or recycling for its trash bin Customers..

There are so many solutions. It has failed to pursue such as grants and creative recycling contractors. We have an abundance of Inexpensive energy here, And while that's not the scope of the city, they have an abundance of economic options To be better stewards of this planet and create recycling options For everyone

Waste reduction, reuse, recycling are all essential for sustainability. Can't some tourism funds support such essential community and environmental enhancements? Thank you for providing this survey. I'm interested in learning more about what's revealed as a result of this process

Not enough hours

Recycling center should be maintained. A bare minimum we should be able to drop off yard waste. If it cannot be run with existing city taxes, then other less essential services need to be cut. We are already asked to pay ALOT of taxes, I believe it is reasonable to expect to have place to dispose of yard waste without paying yet another fee.

We love it, please keep it open.

Thank you!

Request regular payment from MEND for the large amounts of corrugated cardboard they bring from the Community Cupboard.

We Most critically need the recycling center to be open and available To the UGA

And to have a way to communicate with the center, given the multiple failures of communication and add hoc closures But neither of the city, nor Chamber of Commerce knew about

I liked the drop off at cemetery yesterday. If that could be open one day per month from April to October it would be very helpful.

Please keep it open and keep yard waste as an option. Waste management is too expensive on a monthly basis.

Love that it's a work opportunity for folks who have limited opportunities.

Would love to have this service extended to UGA residents. Thank you for asking for feedback and opinions.

Clarify usage guidelines and signage at the site. Ensure information is clearly articulated and staff on site provide messaging that aligns with guidance. The site is not ideal and seems to conflict with city shop and local businesses in the area. Can it be relocated? Out near County Shop Rd or another location with more room for operations and traffic coming and going?

I hope it can continue to operate

they are accustomed to recycling already.

Partner with Ridwell to collect plastic lids, plastic bottle caps, and other hard to recycle plastics

I really value being able to get rid of the recyclables that the recycling center takes. They are all very important.

house will make a great rental.

One of the primary reasons I BRING my recycle instead of curbside is that I think paying to recycle does not give people any incentive to do it. Other municipalities have different fees job. Which he enjoys and loves recycling.

Please continue it!!

want to pay even more for a service I need periodically.

Whatever the fee is, I would hope it is significantly less than curbside service.

i hope it continues because it is essential to have a glass recycle and yard waste drop off location.

I am grateful that there is a recycling center having moved here from another state, I had a lot of packing boxes etc. . that after free take away from my home, still needed some to be recycled.

However, at times the area is unsightly with refuse on the ground that perhaps blew out of overfilled bins. I am short and at times to reach into a bin to dump has been challenging. Another time I reached up and in, cutting my hand on someone's can. I commend the volunteers who work here but hope going forward a cleaner, more usable center can be in place.

It is handy to have available

We need yard waste for residential

why is this recycling not a part of the recycling center in Dryden?

properties. To make economic and/or logistical changes is to thwart the vital progress of 'environmental responsibility' that has taken decades to promote and implement. Additionally, it would exclude many residents that strive to show their pride of ownership regardless of their financial resources. Recycling should not be an elitist endeavor. If these changes are being projected with the question of land use vs commercial potential, I submit that tidy neighborhoods reinforce the Bavarian theme/vaction destination/tourist mecca that is highly prized, promoted and protected by commercial investors. Cooperation with local homeowners to make beautification affordable and accessible should be encouraged. Finally, keeping the recycle center open and accessible with low to no cost to

Pls allow glass curbside recycling

same time/location.

Why arent

I wish it was open more often during the week.

The people whom I have interacted with there are very pleasant and helpful.

We only use the recycling center for glass recycling, everything else is picked up curbside.

Get the contract to haul trash should include providing recycling

Offer yard waste dropoff to UGA residents.

Styrofoam recycling please!

Please include Leavenworth's outlying county folks. Currently we take recycling to the west side, especially glass and the plastics we can't do here through Waste Management.

The green bins and weekly pickup would be so much more convenient.

If the recycling center closes, we'll be throwing our recyclables in the trash and burn our yard waste.

Would love to see even one more time slot in the weekly schedule for drop offs!

What we as a community need is a glass recycling program.

I am hopeful that this can be reimplemented in the future.

I would support the recycling center for glass alone. Yard debris is a major bonus, although I personally would transport mine to Winton MFGs site up at Winton. Unless city residents are required to have yard debris containers, I think few would opt-in to the additional cost, and taking it to the recycling center is a great way to keep that stuff out of the landfill.

This is the only way to recycle glass locally, please don't take that away.

I hope you implement recycling for all, including those of us who live right outside the city boundary.

I think it's wonderful for our town to offer this service, and I hope it stays available for us to use for free or at a small fee. Thank you for having it here for us for several years.

Given the apple maggot quarantine, we need a place to drop yard debris

Town should add back the old green recycling containers for plastic and aluminum plus work on getting glass recycling

City residents need a Yard Waste Program, only. If recycling is not operating at a profit, end it. Other entities are providing local recycling.

plastic recycling for fear that it just pollutes the load.

I pay for recycling at home so I would rather my glass would be recycle there too.

I love coming to the recycling center and would hate to see it close.

community!

I love the recycling center and the very welcoming atmosphere from the staff and community when I drop off my things. This is a great service for the community

Glass recycling is important, all recycling is important and should be a high priority for our community funded by our tourism dollars

Without Winton MFG I would be having to pay hundreds yet thousands of dollars to get rid of the waste. Leavenworth recycling center is a joke! More than a handful of times have I brought stuff there recycling or yard waste only to be turned around because the bins are too full! For some reason the city of Leavenworth just continues to set itself up for failure.

I think it would be more successful if its hours were more accessible.

If you teamed up with chelan county and recycled glass for county residents that would bring in the bucks from glass buyers on the west side

Glass has at times been difficult to dispose of.

We don't generate enough to pay for Winston's pick up fees. Would pay an annual unlimited \$50 fee. Show proof of payment sticker or card or hangar for mirror like the parking hangars.

With the number of restaurants in town, glass recycling is imperative.

pay for a curbside container or pay at the recycling center. We would just throw recycling away. If curbside garbage and recycling were 1 combined mandatory fee, like it was when we lived in Sammamish, then it wouldn't be an issue. We would just pay that and use it.

Focus on 1) Expanding glass recycling as there is no other outlet available and it is a major contribution to our local landfill from downtown wineries. 2) Continue to offer cardboard since that recycling is the most local (in Wenatchee), it keeps it out of the dumpster, saving space and the cost of hauling often evens itself out with payment back from Michelsons.

Shut it down. Let WM and Winton take care of these things.

I find it nice to have the ability recycle my goods in my quaint little town thank you for keeping it open

if there is curbside option that people have pay for curbside, there should also be a fee to drop off at the recycle center. We should all pay for the waste we create.

I mainly use the recycling center for yard waste, which is usually 2 to 5 buckets a week (varies spring through fall), depending on the wind. I use the composting depository outside city hall for food compost, which is never full of product. I rarely have too much cardboard and misc recycling that doesn't fit in my blue can at home.

Better info on loads, time available, services. Thanks for asking.

It should all be free.

it can fill in 15-30 minutes some days, it makes me really sad to see attendants be steamrolled into accepting waste from rude residents. Not sure what the solution would be for this, but there's just a lot of people who don't think that rules apply to them!

two cans a week to the recycling center during the summer. I don't have the strength to wait till I have enough yard waste saved up to drive it to Winton myself. There needs to be a solution for senior citizens to bring in smaller amounts of yard waste so they can continue to tend their property themselves.

Love the glass and yard waste recycling

Please continue to recycle glass! It is the main reason I use the recycle center.

community feature that also should be supported

not plan to use it.

Leavenworth should have better recycling without charging residents more. Too many assessments are already added to property taxes for services only used by a minority (e.g. the pool).

They are the only place that accepts glass for recycling currently. What happened to the glass grinder?

I do not want to have a 3rd bin in my yard to manage. This cost should be absorbed by the city as it is in larger areas.

I am happy to see people recycling and bringing yard waste. I believe strongly in recycling and reusing resources and feel that recycling is a worthy use of my tax dollars, even tho currently tax dollars are not being used for the program. I wonder why Waste Loop can no longer work with the city. Thank you for the info and opportunity to do this survey.

We use Winton MFG for composting already. If they did not pick-up or have a facility we could go to in Lake Wenatchee, we would use the Recycling Center for compost most.

Building does not have recycling because cannot fit? Building largely rents & recycling goes in trash instead. Provide recycling options to ALL buildings.

Glass recycling is our main use.

The Winton yard waste pickup program is too pricy for us, considering the schedule of visits and number of bags they allow.

Grateful for the glass recycle in addition to our regular pickup. Would really like to see it continue. The bins are always overflowing so clearly there's a need!

Previous comments should suffice.

I appreciate your services.

We really appreciate having a place to recycle glass.

If an annual fee is introduced will the hours be adjusted to be more convenient for the working person?

Great service and I appreciate some of the staff being able to learn a new skill and are very helpful

The current location is very convenient for our family and we really appreciate it! Thank you

Just that if we are going to pay the service will be better in terms of being able to dump each time instead of being tired away. Also more times and days available.

I'd hate to see this local availability gone

I am excited to see glass recycling come back!

I am willing to pay \$5/visit to dump my brush. I have used the Winton site for brush. I prefer the Cit recycling to Winton site because my weekly or every other week yard waste will not fit in their containers and a trip to Winton is at least 45min-1 hour time commitment where as the Recycling Center is a 15-20 minutes and a much smaller carbon footprint

Why is Waste loop stepping aside?

all the Puget Sound cities do.

Having the recycling and yard waste site in town is a great benefit for residents especially the yard waste. To have residents start driving up the canyon to Winton doesn't make sense, defeats the purpose of being green. I hoping most residents would see the benefits of keeping the recycling center intact and pay a normal fee.

10 is irrelevant because I do not live within your oddly limited boundaries.

Thank you for everyone who helps the recycling center operate.

The workers/volunteers there are often rude. My family enjoys being able to recycle our glass since we produce allot. But its sad to see the workers being rude and impatient

Given the apple maggot quarantine area, having in-town yard waster drop off is important.

Our yard waste being apple maggot quarantine makes it difficult to get rid of and at least the yard waste should be free. Other Recycling can be charged for

Open to annual fee also

If you reduce this service or make it paid, you will have more illegal dumping.

Add plastics. Tourism generates lots.

We need yard waste pick up and drop off in this town for fire mitigation!!!

This is a really great service that is used a lot by residents and is important to them. One time, when it didn't open on time, I saw residents crawl under the fence. It's also a necessary service. If it goes away, people won't pay the \$22 a month service from Winton. They'll either burn their waste or they won't clear it. Both are dangerous wildfire risks.

rooms? With all the wine consumed in this town I would think that would be a huge benefit.

Wintons Compost seems to have lots of micro plastics in it from fruit stickers. I prefer to use Cedar Grove from the west side. Could there be some discussion with Winton About educating customers of cleaner recycling?

The hours are also challenging.

I would gladly pay a fee but am fortunate to be able to do so. I would worry some yard waste will end up in trash cans instead which I believe isn't acceptable due to the apple maggot quarantine. I have also considered Winton's curbside pickup - again from a place of being able to afford that.

I hope this service doesn't go away but understand the financial constraints. Thanks for working to find solutions!

Primarily interested in glass recycling services, ideally with expanded hours.

Please keep the recycling center accessible and affordable to residents!! Yard waste drop off is so important, especially with our wildfire risk. Residents should have the option to use the recycling center for affordable fees and not have to opt into more expensive curbside pickup. We appreciate the recycling center!!!

Remove yard waste keep everything else.

I am primarily concerned about glass as this is the only place to take it. Please continue this program. A fee is fine for glass recycling

take waste. The east Leavenworth site is closed. Our city utility bills have gone up \$40 in the last 5 years yet you keep allowing more homes and hotels that put stress on our infrastructure and then you ask the residents to pay for this. You now make us pay for parking downtown. What else are we going to be charged for? Using the playgrounds? We also live in an incredibly risky area for wildfire. By not having safe places to dispose of yard waste, you are increasing our communities wildfire risk. Waste loop hasn't been around for that long. We had a recycling center and yard waste drop off prior to their creation. What has changed?

I will not pay for waste pickup. We are in an apple maggot quarantined area..this is something the city should provide or create an alternative other than paying another business.

Winton mfg is the only entity that is making money from the program.

We already have curbside recycling, so we only need the station for what WM does not pickup

We use it mainly for yard waste. We would prefer to pay an annual fee. However, we took into consideration that during winter the recycling center is not open for yard waste. Our main concern for adding a fee to this service is encouraging people to litter or illegally dump. On the other hand, we understand that you need to pay for things to keep it sustainable.

The winton yard waste program is a great idea, but we don't produce enough yard waste to pay for it. The recycling center fills the gap for those of us who don't need weekly services

Given yard waste restrictions and no glass pickup by water management these two services are critical to maintain

I only use it for yard waste, I have curbside recycling with Waste Management.

Where do I find more information about the curbside yard waste pick up?

Please don't close. We just want to do better by the planet

expensive. To keep costs low, we've dropped off recycling at the recycle center for the last 5 years with a donation to Waste Loop. I'm willing to pay a fee, but it must be lower than WM to be worth it. Please consider this and show value for reducing waste in our community.

Use the money you're charging locals to park just to go to work to keep this town open and running to pay for this recycle center. Don't charge us for this as majority would rather find an alternative source than to continue to be nckle and dimmed by this city when we cant even park on a street to walk into work and back without getting a ticket.

Where is all the money for paid parking going?

of a yardwaste bin.

don't fall off until November when service ceases.

Yard waste recycling in Leavenworth is important to me. Without it there will be more burning of waste. This will increase the amount of air pollution.

Recycling glass makes sense.

I would like to see more categories of items acceptable for recycling.

I'm happy to hear that Winton is going to be offering curbside service. However it will not work for our situation. We have a giant ponderosa tree that fills 20+ large yard waste bags every spring. The only option for getting rid of those materials in a way that reduces fire hazard is to drop them at the recycling center.

City residents need a place to drop off seasonal yard waste. This is a fire safety issue!!! It is unacceptable to not provide a in city option to drop yard waste in this area. This incentivizes burn piles which decrease air quality in times when we actually have decent air, and disincentivizes people being fire safe around their homes. The new winton pickup is cost prohibitive.

The state mandated the apple maggot quarantine for yard waste in our area, thus it should be funded by the people who made the rule or the people who thw rules protect. Winston also does a horrible job and is absurdly expensive, plus their compost will have non organics pretty regularly.

Glass recycling is really the biggest help.

I have Waste Management recycling pick up. I do not have enough yard waste to justify having the Winton yard waste pickup at my home. I would not get my money's worth.

The City has operated the recycling center at a loss for years. Why?

I don't live in the city so the bone question number 10 does not apply to me.

It's really important glass recycling stay in the valley as there are not other viable alternatives.

Make all recycling curbside!

We do not generate enough yard waste to justify wintons service so we very much rely on the drop off site to take yard waste when we do have it

Sustainable glass recycling please! Thank you!!!

It seems to be in prime real estate for town. Maybe it should be in a different location. Would be nice to have more open hours.

The Recycling Center and Winton curbside yard waste program really need to be implemented in the UGA.

The City should pay for yard waste cost if it wants to have a town that 'looks green.'

Be open 3 days a week Tuesday, and Saturday.

I live right on the city limits/UGA border. Will Winton pick up? And what is their charge?

city limits instead of those inside city limits?

for our city.

We only use the center to recycle glass. Everything else we typically recycle is picked up by WM as a paid service.

bin going into a warehouse.

Winton proposal is outrageous. It would be cheaper to haul a pickup load of waste to Winton rather than pay for their tiny refuse bin.

I really appreciate being able to recycle glass, as it has become harder to find places to recycle. I save up the glass in my garage in containers and once per month bring it all in.

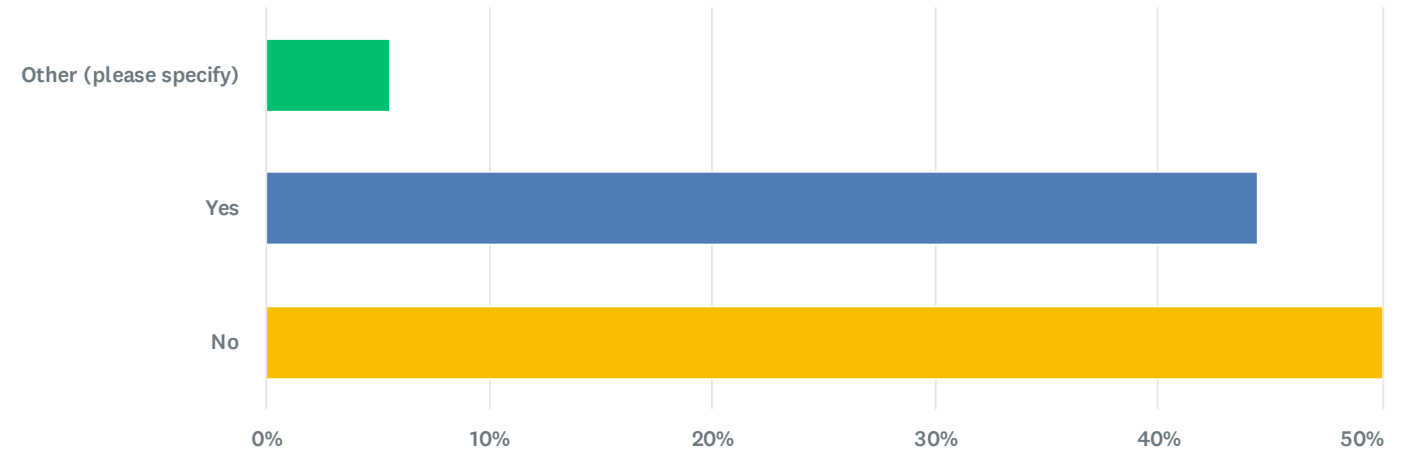
can to contribute to a "greener" culture. Even if we must pay a little.

Thank you

Make it glass only

Q1 18 responses

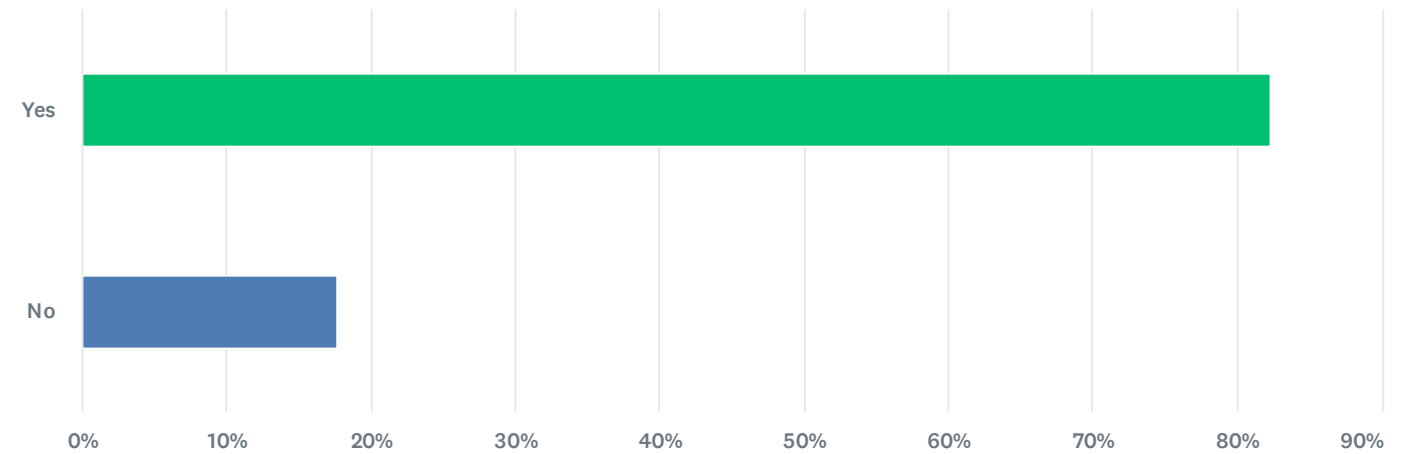
Do you currently own and/or operate a commercial business or property within city limits?



#	OTHER (PLEASE SPECIFY)	DATE
1	I use parks and other locations in the city to do my tourist related business	4/29/2026 6:35 AM

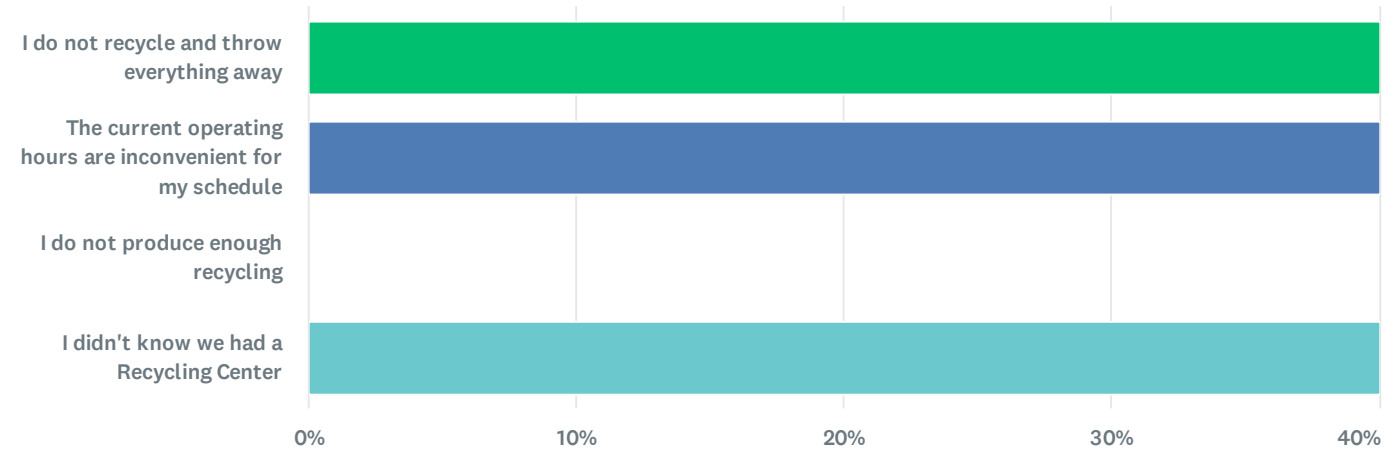
Q2 17 responses

Do you use the Leavenworth Recycling Center?



Q3 5 responses

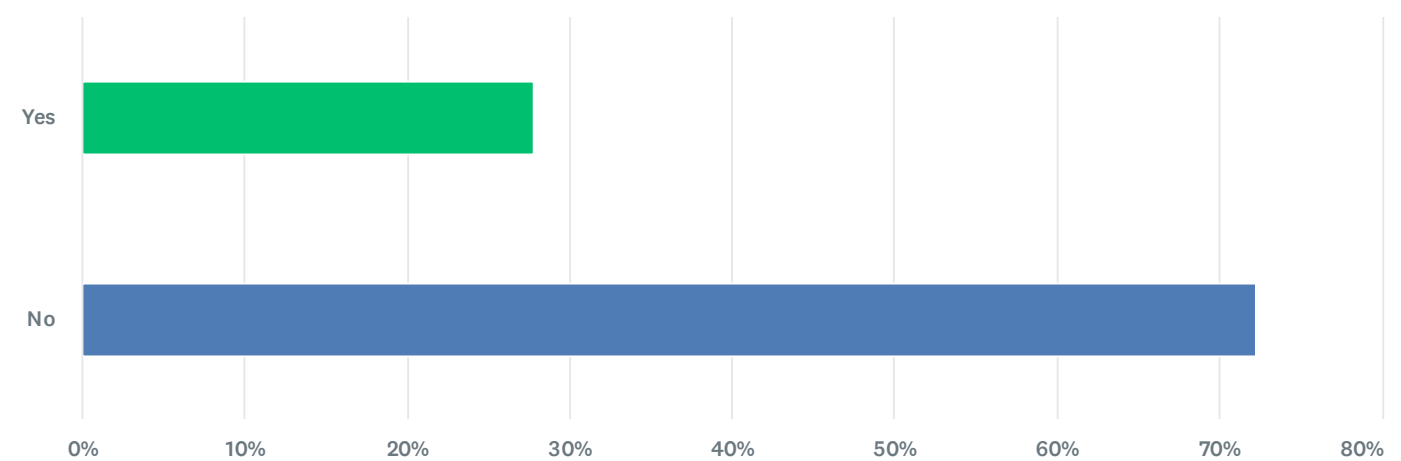
If you do NOT use the Recycle Center, why not? (Select all that apply)



#	OTHER (PLEASE SPECIFY)	DATE
1	We recycle cardboard but it is picked up	4/28/2026 12:33 PM

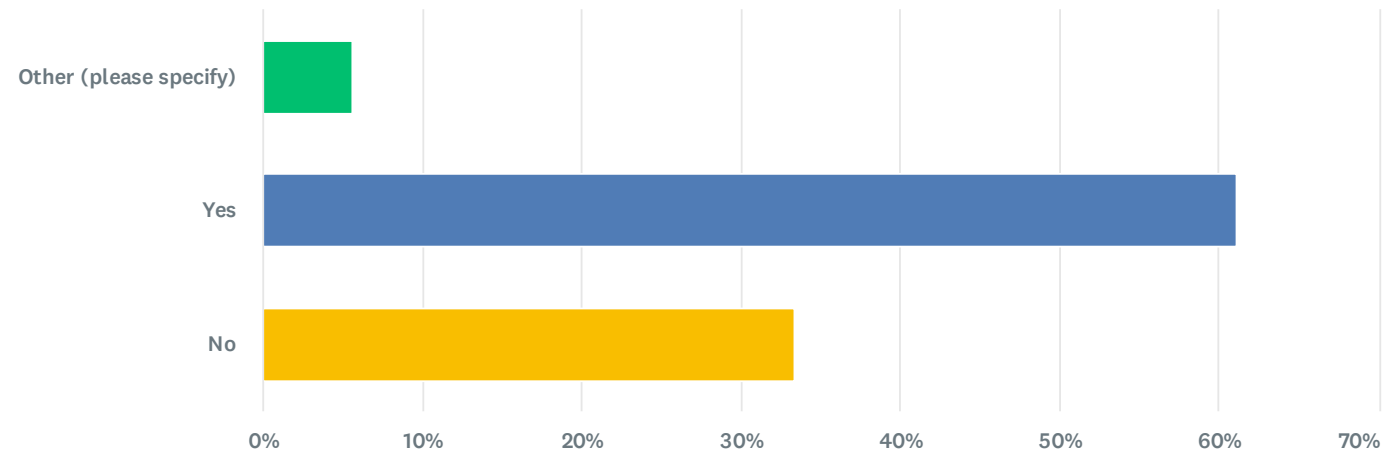
Q4 18 responses

Are you aware that the Recycling Center is paid for by the Garbage Enterprise Fund, which charges waste removal fees to commercial and multi-family properties? No taxes are used to support the Recycle Center operations.



Q5 18 responses

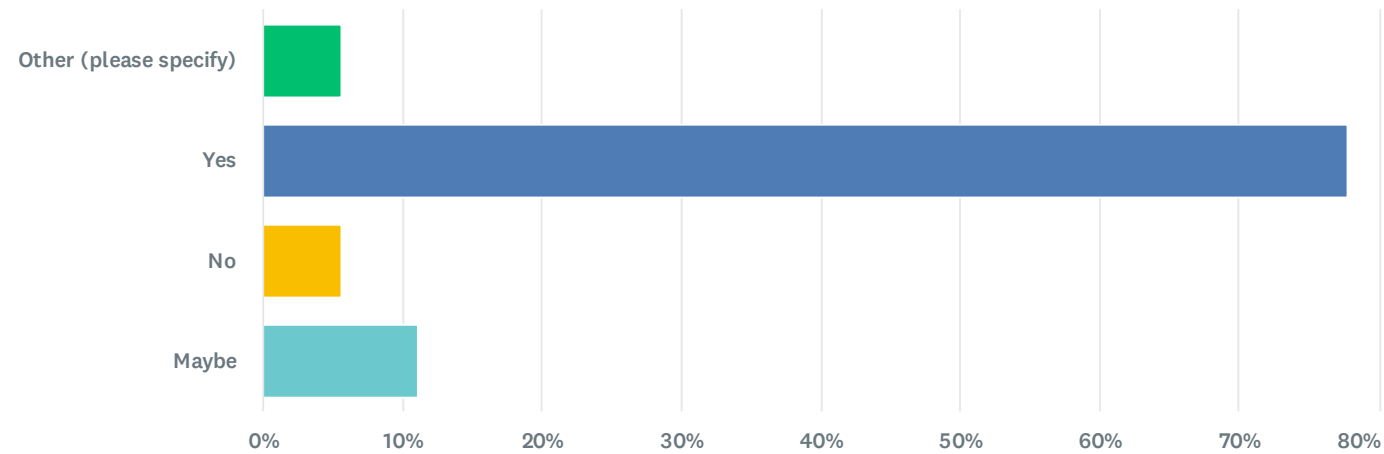
Do you recycle glass?



#	OTHER (PLEASE SPECIFY)	DATE
1	I would but it's not collected curbside.	4/28/2026 11:49 AM

Q6 18 responses

Would you recycle glass if it were collected curbside (similar to cardboard)?



#	OTHER (PLEASE SPECIFY)	DATE
1	I would need a convenient glass drop off location	4/29/2026 6:35 AM

Q7 Do you have any additional comments or suggestions regarding the Recycling Center?

Answered: 9 Skipped: 9

#	RESPONSES	DATE
1	increase yard waste options.	5/17/2026 12:36 PM
2	It is crucial for the Food Bank. We recycle cardboard twice a week. Thanks!	5/5/2026 2:53 PM
3	The recycling center is an extremely important service provided to the city. It offers citizens the opportunity to properly recycle their cardboard, yard waste, and glass recycling. Reducing the number of recyclable materials going into the landfill. For the convenience of the city and for the stewardship of our planet please do not get rid of the recycling center! Or at least provide and equal service for recycling if an alternative is absolutely necessary.	5/5/2026 1:06 PM
4	This is such a valuable service for the community and I hope we can keep it going. I would be open to finding other financing options as well	5/5/2026 10:11 AM
5	Better and more frequent hours	4/29/2026 6:35 AM
6	Y'all are the hero the Leavenworth needs. Thank you for everything ❤️	4/28/2026 12:09 PM
7	Please collect glass recycling curbside!	4/28/2026 11:49 AM
8	The recycling center is a huge benefit, and we use it every week! We also really want to keep recycling our glass products, as they are among the most recyclable materials you can buy!	4/28/2026 11:45 AM
9	We do use Winton for composting. Recycling requires another additional collection method/storage space as well as time to drop it off.	4/28/2026 11:16 AM

Upper Valley Community Center

Steering Committee Charter

Purpose

The Steering Committee provides strategic guidance to the Upper Valley Community Center (UVCC) project. It is designed to represent the interests of a diverse array of stakeholders, both internal and external, and to leverage a variety of members' backgrounds and skill sets to establish and maintain project direction.

Scope of Responsibilities

The primary function of the Upper Valley Community Center Steering Committee (Steering Committee) is to guide the project scope and design, assist with stakeholder coordination, participation in community outreach and fundraising efforts, and assist with prioritization and sequencing of deliverable project elements.

The Steering Committee provides a stabilizing influence, so project concept and direction are established and maintained in accordance with, and representative of, the needs of the residents of the Upper Valley. Members of the Steering Committee ensure project objectives are being adequately addressed and that the project remains on track. In practice, these responsibilities are carried out by performing the following functions (non-exhaustive):

- Monitoring and reviewing the project at regular Steering Committee meetings
- Assisting with the project when required
- Supervising project scope as emergent issues force changes to be considered, ensuring that scope aligns with the needs of key stakeholder groups.
- Resolving project conflicts and disputes, reconciling differences of opinion and approach
- Presenting project deliverables to the City Council for official approval and/or action

Scope of Authority

The Steering Committee serves in an advisory capacity to city staff, the Leavenworth City Council, and the Upper Valley Parks and Recreation Service Area Board (PRSA). While final decision-making authority lies with the City Council, the committee will provide input in a variety of ways, including but not limited to:

- Prioritizing project objectives and outcomes
- Vetting deliverables as identified in the project scope
- Ensuring that effort, expenditures, and changes are appropriate to stakeholder expectations
- Bridging connections with key external stakeholders

Membership

The Steering Committee may consist of, and will not be limited to, the following stakeholder members and roles:

Name/Stakeholder Group	Role
City Councilmember	Committee Chair
Recreation & Tourism Manager	Project Manager (non-voting)
City Councilmember	Member
Chelan PUD Resilience Consultant	Member (non-voting)
Aquatic Center Stakeholder	Member
Aquatic Center Stakeholder	Member
Library Stakeholder	Member
Library Stakeholder	Member
Leavenworth Resident	Member
Upper Valley Resident	Member
Peshastin Resident	Member
Stakeholder or Resident At-Large	Member
Stakeholder or Resident At-Large	Member

The Steering Committee shall be committed to fostering and maintaining a panel that is representative of the diverse needs and backgrounds of the entire Upper Valley community. If the Steering Committee determines that it is necessary to expand membership in the interest of furthering that commitment, it may formalize that recommendation to the City Council by a majority vote. The term of appointment for all members shall be for the duration of the project or until a member resigns, is removed by a majority vote of committee members, or is otherwise unable to continue in their commitment to the committee.

Selection criteria will include:

- Willing and able to commit to the necessary multi-year timeline
- Commitment and interest in the successful development of the UVCC, with said interest informed by a balanced community perspective
- Skills and experience related to previous work with community-based and/or planning projects, or a background in capital project delivery
- A reasonable assurance that the selected member does not have a financial interest related to the development and use of the property

City staff and Councilmembers will review, select, and appoint committee members.

Role of a Steering Committee Member

It is intended that the Steering Committee leverage the experiences, expertise, and insight of key individuals at organizations that have a stake in the successful development of the UVCC. Steering Committee members are not directly responsible for managing project activities, and they will provide support and guidance for those who do.

Thus, individually, Steering Committee members should:

- Understand the strategic implications and outcomes of initiatives being pursued through project outputs
- Appreciate the significance of the project for some or all major stakeholders and represent their interests
- Be genuinely interested in the initiative and be an advocate for broad support for the outcomes being pursued
- Have a broad understanding of project management issues and the approach being adopted

In practice, this means they:

- Review the status of the individual project elements and the project as a whole
- Ensure the UVCC is tracking with the needs of the key stakeholders, the PRSA, and the City Council throughout the project lifecycle
- Help balance conflicting priorities and resources
- Provide guidance to the project team
- Consider ideas and issues raised internally and by the community
- Foster positive communication with the greater Upper Valley community regarding the project's progress and outcomes

Meeting Schedule and Process

The Steering Committee will meet monthly or as required to keep track of issues and the progress of the project. The Chair facilitates the Steering Committee meetings. The Steering Committee may make decisions regarding the need for additional committee organization, such as a Vice Chair to facilitate meetings in the absence of the Committee Chair, or a Secretary to take notes of the meeting to disseminate to Steering Committee members, the City Council, and the public. The quorum will be made up of the members present.

A written summary of discussion and comments from each meeting will be prepared by city staff, or by the Secretary, should the Steering Committee choose to appoint a member as such. Meeting minutes will describe highlights of the meeting, areas of agreement, disagreement, or decision, and recommendations or options. Meeting minutes will be circulated to the Steering Committee and project staff within two weeks of the meeting and made available on the city website.

When City Council city project staff, or project staff request a recommendation from the Steering Committee as a body, the Steering Committee should aim for consensus by discussion. If a clear consensus cannot be reached by way of discussion, the Chair may call for a non-binding vote.

Conflict of Interest

The Steering Committee shall be bound by the policy set forth in [Leavenworth Municipal Code 2.24 CODE OF ETHICS](#), and individual members are expected to honor all the standards therein, including but not limited to [LMC 2.24.030A- Conflicts of Interest](#).

Review and Amendment

The Steering Committee may recommend amendments to this charter by way of majority vote. Authority to adopt recommended amendments lies with the City Council. This charter shall be subject to review every two years, or as directed by the City Council.

Steering Committee Charter

Gateway Art Project

Purpose and Vision

The Steering Committee will support City Staff in the development, selection, procurement, and installation of a permanent public artwork in the roundabout located at the intersection of Highway 2 and Icicle Road. This intersection represents one of the most significant geographical thresholds in Leavenworth, and the artwork selected will be the first impression of the city for countless motorists. While the Steering Committee will be responsible for developing the technical selection criteria, an installation of this magnitude should:

- Honor Leavenworth's identity as an Old World Bavarian alpine village and the community pride that has sustained that identity across generations
- Celebrate the natural landscape of the area surrounding Leavenworth
- Create a welcoming and memorable experience for all who travel through this intersection each year
- Reflect on the qualities of artistic excellence and long-term durability
- Echo Leavenworth's prioritization of cultural investment

Scope of Responsibilities

The primary function of the Gateway Art Project Steering Committee (Steering Committee) is to guide the project scope and design and assist with prioritization and sequencing of deliverable project elements. In practice, these responsibilities are carried out by performing the following functions (non-exhaustive):

- Developing and finalizing project design elements, including thematic guidance, site constraints, material requirements, and aesthetic choices rooted in Leavenworth's Bavarian theme and alpine identity
- Establishing artist eligibility criteria
- Developing and publishing the Request for Qualifications (RFQ) through appropriate channels, including the CaFÉ (Call for Entry) platform or comparable public art call systems
- Reviewing submissions and selecting finalists (recommended: 3–4 finalists), consistent with the two-phase selection process used in comparable projects
- Organizing finalist site visits and design presentation sessions
- Coordinating and hosting public input opportunities on finalist proposals
- Making a final commission recommendation to the City Council for approval
- Serving as the City's oversight body during the contract, fabrication, and installation phases, in coordination with the City's Project Manager and City Engineering Staff
- Ensuring ongoing documentation and a conservation/maintenance plan is established prior to final acceptance of the work

Scope of Authority

The Steering Committee serves in an advisory capacity to the City Staff and City Council. The Steering Committee is authorized to make the following decisions without requiring full City Council approval at each step:

- Selecting 3–4 finalists for Phase 2 design development

- Awarding finalist stipends (within pre-approved budget)
- Conducting and maintaining records of public input

The following actions require City Council approval:

- Final commission selection and authorization of the contract
- Modifications to the commissioned design after contract execution
- Any change orders that would alter the total contract's dollar amount
- Any agreements and/or memorandums of understandings with local agency partners (e.g., WSDOT)

Membership

The Steering Committee shall consist of the following voting members, and non-voting advisory members:

Title	Role
City Councilmember	Chair
Recreation & Tourism Manager	Project Manager (non-voting)
City Staff Engineer	Advisory (non-voting)
City Councilmember	Member
Leavenworth Design Review Board	Member
Local Artist/Arts Community Member	Member
Local Artist/Arts Community Member	Member
Representative of Chamber of Commerce	Member
Outdoor Recreation/Environmental Representative	Member
Community Member at Large	Member
Community Member at Large	Member
Community Member at Large	Member
Community Member at Large	Member

Recommendations for other non-voting advisory members include:

- A representative from the Washington State Department of Transportation (WSDOT)
- Professionals with a background or skillset pertaining to this project who the committee determines can provide meaningful guidance.

If the Steering Committee determines that it is necessary to expand membership, it may formalize that recommendation to the City Council by a majority vote. The term of appointment for all members shall be for the duration of the project or until a member resigns, is removed by a majority vote of committee members, or is otherwise unable to continue in their commitment to the committee.

Selection criteria will include:

- Willing and able to commit to the necessary multi-year timeline
- Commitment and interest in the successful development of the Gateway Art Project, with said interest informed by a balanced community perspective
- Skills and experience related to previous work with municipal or community-based art projects or cultural assets

- A reasonable assurance that the selected member does not have a financial interest related to the development of the project

City Staff and Councilmembers will review, select, and appoint committee members.

Role of a Steering Committee Member

It is intended that the Steering Committee leverage the experiences, expertise, and insight of key individuals that have a stake in the successful development of the Gateway Art Project. Steering Committee members are not directly responsible for managing project activities, and will provide support and guidance for those who do.

Thus, individually, Steering Committee members should:

- Understand the long-term impact this project has on the cultural identity of Leavenworth
- Appreciate the significance of the project for stakeholders and represent their interests
- Take a genuine interest in the project and its intended outcomes

In practice, this means they:

- Review the status of the individual project elements and the project as a whole
- Ensure the Gateway Art Project is tracking with the overall vision for the project.
- Help balance conflicting priorities and resources
- Provide guidance to the project team
- Consider ideas and issues raised internally and by the community
- Foster positive communication with the Leavenworth community regarding the project's progress and outcomes

Budget

All project activities will be conducted within the City Council approved budget of \$150,000.

Meeting Schedule and Process

The Steering Committee will meet monthly or as required to keep track of issues and the progress of the project. The Chair facilitates the Steering Committee meetings. The Steering Committee may make decisions regarding the need for additional committee organization, such as a Vice Chair to facilitate meetings in the absence of the Committee Chair, or a Secretary to take notes of the meeting to disseminate to Steering Committee members, the City Council, and the public. The quorum will be made up of the members present.

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