



City of Leavenworth

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Leavenworth, WA 98826
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cityofleavenworth.com

MEETING LINKS VIA ZOOM CONFERENCING September 8, 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

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Mayor | Carl Florea **City Council** | Clint Strand, Anne Hessburg, Zeke Reister, Shane Thayer, Travis McMaster, Mike Bedard, Rob Eaton

LEAVENWORTH CITY COUNCIL AGENDA
Leavenworth City Hall – Council Chambers
September 8, 2026 | 7:00 PM

Call to Order
Pledge of Allegiance
Roll Call

Consent Agenda

1. Approval of Agenda
2. Approval of the July 28, 2026 Study Session and Legislative Meeting Minutes
3. Approval of the August 11, 2026 Study Session and Legislative Meeting Minutes
4. 2026 Claims EFT & Checks 72585-72725 = \$1,396,458.05
5. August 2026 Payroll \$582,824.95
6. Set Public Hearing for Ad Valorem (Property) Tax on October 27, 2026 @ 7:00 PM
7. Final Contract Voucher – Central Washington Asphalt
8. **Presentation:** CVCH Community Partner Presentation
9. **Presentation:** Chief Administrative Officer – Current Year & Preliminary Budget Review

Comments from the Public on Items Not on the Agenda

Resolutions, Ordinances, Orders, and Other Business

10. **Action:** Resolution 14-2026 – Approval of the Upper Valley Community Center Steering Committee Charter
11. **Action:** Resolution 15-2026 – Approval of the Roundabout Gateway Art Project Steering Committee Charter
12. **Action:** Supplemental Agreement No. 2 – ARC Architects – Public Works Campus Relocation Study Project
13. **Action:** Memorandum of Agreement for Implementation of the Icicle/Peshastin Irrigation District Conservation Strategy
14. **Action:** Approval of Water Connection for 8120 Icicle Road
15. **Action:** Alpenglöw Village 3 – Phase 1 & 2: Bill of Sale
16. **Action:** Autumn Strasse Deed and Dedication For Public Right of Way, Bill of Sale, Easement For Water Service, Water Meter, and Associated Appurtenances, Utility Easement, and Temporary Construction Easement
17. **Action:** Bid Award – Alley Storm Drainage Improvement Project
18. **Action:** Work Order Authorization – 2026 On-Call Public Works Construction Services Contract – Commercial Street Sewer Main Repair Project

Council/Staff Reports

EXECUTIVE SESSION: RCW 42.30.110 (1)(i) Pending and Threatened Litigation – 30 minutes with no Action to Follow

Information Items & Future Considerations

19. July 2026 Finance Report
20. July 2026 Public Works Dept. Report
21. July 2026 Planning Commission Minutes
22. July 2026 Design Review Board Minutes
23. July 2026 Housing Advisory Committee Minutes

Adjournment

Upcoming City Meetings

***In Council Chambers unless noted otherwise**

Parks & Public Works Committee Meeting
(City Hall 2nd Floor Conference Room)
September 8th @ 4:15 PM
Design Review Board Meeting
September 9 @ 3:00 PM
PRSA Board Meeting
September 10th @ 3:00 PM
Parking Advisory Committee Meeting
September 17th @ 4:00 PM

(Next Ordinance is 1725 – Next Resolution is 16-2026)

CONSENT AGENDA ITEMS

1. City Council Meeting Agenda:

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

2. Approval of the July 28, 2026 Study Session and Legislative Meeting Minutes

The following item is included under **TAB 2.**

3. Approval of the August 11, 2026 Study Session and Legislative Meeting Minutes

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

4. 2026 Claims

The following items are included under **TAB 4.**

5. August 2026 Payroll

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

6. Set Public Hearing for Ad Valorem (Property) Tax on October 27, 2026 @ 7:00 PM

There are no items included under **TAB 6.**

7. Final Contract Voucher – 2026 Parking Lot Improvements Project - Central Washington Asphalt

The City Council is being asked to consider accepting the 2026 Parking Lot Improvements project, as is recommended by City staff. Central Washington Asphalt began work on the project on March 30, 2026 with a contract total of \$407,165.65. The project reached physical completion on June 1, 2026 with a final contract total of \$433,131.02. There was one change order for unforeseen demolition and preparation in the Enchantments, Blewett, and Freund parking lots.

The following item is included under **TAB 7.**

- Final Contract Voucher – Central Washington Asphalt

PROCLAMATIONS/PRESENTATIONS/PUBLIC HEARINGS

8. CVCH Community Partner Presentation

Manuel Navarro, CEO of Columbia Valley Community Health (CVCH) is providing the City Council with a yearly update.

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

- Presentation Slides

9. Chief Administrative Officer Presentation: Current Year & Preliminary Budget Review

Matthew “Selby”, City Administrator, is providing the City Council with a current year biennium budget update and preview of the 2027-28 budget, focusing on the City’s highest cost center: personnel.

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

- Presentation Slides

SUPPLEMENTAL COUNCIL AGENDA

10. Resolution 14-2026 – Approval of the Upper Valley Community Center Steering Committee Charter

The City Council is being asked to approve Resolution 14-2026, to adopt the Upper Valley Community Center (UVCC) Steering Committee Charter. The Committee will assist with project coordination and development of a combined indoor aquatic center, public library, and community center at the site of the Osborn Elementary School. This charter serves as the Committee's founding framework and formally establishes the Committee's scope of authority and responsibilities, membership structure, and meeting process.

The draft UVCC Steering Committee Charter was reviewed and discussed by the City Council during the Study Session held on July 28, 2026. City Council provided no feedback, and the draft has been updated to correct minor typographical errors. Upon adoption by the City Council, the Charter will be published, and City staff will begin accepting applications for Committee membership.

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

- Resolution 14-2026
- **MOTION:** *The Leavenworth City Council moves to approve Resolution 14-2026 – Approval of the Upper Valley Community Center Steering Committee Charter.*

11. Resolution 15-2026 – Approval of the Roundabout Gateway Art Project Steering Committee Charter

The City Council is being asked to approve Resolution 15-2026, which adopts the Gateway Art Project Steering Committee Charter. The Steering Committee will assist with artist selection and development of the Gateway Art Project, located within the roundabout at the intersection of Highway 2 and Icicle Road. This charter serves as the Committee's founding framework and formally establishes the Committee's scope of authority and responsibilities, membership structure, and meeting process.

The draft Gateway Art Project Steering Committee Charter was reviewed and discussed by the City Council during the Study Session held on July 28, 2026. City Council provided no feedback, and the draft has been updated to correct minor typographical errors. Upon adoption by the City Council, the Charter will be published, and City staff will begin accepting applications for Committee membership.

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

- Resolution 15-2026
- **MOTION:** *The Leavenworth City Council moves to approve Resolution 15-2026 – Approval of the Roundabout Gateway Art Installation Project Steering Committee Charter.*

12. Supplemental Agreement No. 2 – ARC Architects – Public Works Campus Relocation Study Project

The City Council is being asked to authorize the Mayor to execute Supplemental Agreement No. 2 with ARC Architects to expand the Public Works Adaptive Reuse Study, increase the total contract amount by

\$67,952, and extend the agreement through June 30, 2027. The City has \$67,855 in remaining grant funding from the Washington State Department of Ecology to support this work.

The supplemental scope includes:

- Evaluating the recently acquired property at 1451 US Highway 2 (Car Wash).
- Updating Public Works space, parking, storage, maintenance, and operational needs.
- Identifying space needs for Upper Valley Mend.
- Coordinating site planning with the proposed Wastewater Treatment Plant expansion.
- Preparing up to three phased adaptive reuse and development concepts.
- Refining the City's preferred concept.
- Preparing phased construction cost estimates.

In 2022, ARC Architects completed the Public Works & City Hall Facility Condition Assessment & Space Needs Report, which evaluated existing conditions and future space needs for City facilities. Since completion of that report, the City acquired the property located at 1451 US Highway 2, known as the Car Wash property. The City would now like to evaluate the property's potential to accommodate an expanded Public Works facility, planned improvements to the Wastewater Treatment Plant, and space for Upper Valley Mend.

Supplemental Agreement No. 2 would authorize ARC Architects and its consultants, DCW Cost Management and SCJ Alliance, to update the earlier space-needs analysis and develop preliminary options for the adaptive reuse and phased development of the property.

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

- Supplemental Agreement No. 2 – ARC Architects
 - **MOTION:** *The Leavenworth City Council moves to approve and authorize the Mayor to sign Supplemental Agreement No. 2 for a total not to exceed contract cost of \$117,952.*

13. Memorandum of Agreement for Implementation of the Icicle/Peshastin Irrigation District Conservation Strategy

In August, the Mayor met with members of the Icicle/Peshastin Irrigation District, Chelan County and the Department of Ecology about water rights and the potential of converting some of IPID's water savings to domestic use. The Mayor is requesting the Council approve and authorize him to enter in a memorandum of agreement as outlined in the attachments.

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

- DRAFT – Memorandum of Agreement for Implementation of the Icicle/Peshastin Irrigation District Conservation Strategy
- 2014 Leavenworth-County Water Reserve Interlocal Agreement
- 2023 Leavenworth-County Interlocal Agreement for Water Supply Planning Coordination
 - **MOTION:** *The Leavenworth City Council moves to approve and authorize the Mayor to sign a Memorandum of Agreement with the Icicle/Peshastin Irrigation District, Chelan County, Washington State Department of Ecology and Washington State Office of Columbia River to collaborate on water savings and conservation projects.*

14. Approval of Water Connection for 8120 Icicle Road

On July 14, 2026, staff received a water availability request for a water connection at 8120 Icicle Rd. Per LMC 14.14.100(H), water connections outside of the UGA are subject to City Council approval. The subject property is identified as Lot 3, Short Plat 2857. The short plat identifies the water source as a community system, with an easement dedicated to the City of Leavenworth for installation and maintenance of the water system. This easement is located within what is now known as Alpenhof Lane (a private road).

This was brought to the City Council on July 28, 2026. No motion was made; the Council asked City staff to obtain and provide additional information before a motion was put before the Council. In addition, Ordinance 1724 was adopted by the City Council on August 11, 2026, amending LMC 14.14.100.

The subject property was created via short plat 2857, a four lot short plat that was platted adjacent to another four lot short plat (SP2856). According to the historic short plat files, provided by Chelan County, the City acknowledged water availability to the eight platted lots, provided a new 8-inch main was installed with the proposed private drive/easement. As a condition of project approval, the line was installed and each lot was stubbed out for service.

The chart below summarizes the connection status of the eight (8) lots within this development. Six of the eight original lots within the development have connected to city services. The remaining two lots have been stubbed out for service but have not paid system development charges for connection to the City system.

Parcel	Old Address	New Address	TAP#	Meter #	Connection Date	Smart Meter Changeout	Meter Size	Reference Notes
241723210210.00	8104 Icicle Rd	105 Alpenhof Ln	919.00	21335178	unknown	10/20/2020	0.75	water reads go back to 2/6/2007
241723210180.00	8130 Icicle Rd	109 Alpenhof Ln	921.00	21335192	unknown	10/20/2020	0.75	water reads back to 2/6/2007
241723210100.00	8160 Icicle Rd	144 Alpenhof Ln	920.00	21335176	unknown	10/20/2020	0.75	notes go back to 2003, water reads go back to 2007
241723210130	8156 Icicle Rd	36 Alpenhof Ln	1342.00	21297082	unknown	10/20/2020	1"	water reads go back to 2007, notes go back to 2015
241723210120	8158 Icicle Rd	72 Alpenhof Ln	914.00	21335374	unknown	11/29/2020	0.75	water reads go back to 2018, notes go back to 2018
241723210135.00	8154 Icicle Rd	18 Alpenhof Ln	1347.00	21297083	unknown	10/20/2020	1"	notes go back to 2007, water reads go back to 12/1/2007
241723210220	8120 Icicle Rd	Unassigned						
241723210230.00	8118 Icicle Rd	Unassigned						

Note: One ERU equates to one $\frac{3}{4}$ " meter. Two of these eight connections are 1" meters.

Staff recommends approval of one connection to 8120 Icicle Road, in accordance with LMC 14.14.100, based on the following findings:

- The two short plats were legally created in 1996, with City acknowledgment of water availability for all eight lots within the development.
- The developer paid to install a new 8-inch main to serve the development and stubbed out each of the eight (8) lots for future meters.
- The city has authorized $\frac{3}{4}$ of the properties within the development to connect to City water.

As a reminder, per LMC 14.14.100, not more than a total of three equivalent residential units (ERU) per calendar year shall be granted for connections outside of the UGA, beginning the first of January of each year. No water connections falling under this requirement have been issued this year; any water connections outside the UGA authorized to date in 2026 were already approved and paid for, therefore they do not count towards the maximum of 3 ERUs for the Council's approval authority in the calendar year of 2026. If approved, a water connection for 8120 Icicle Road would be the first ERU authorized by the City Council for the 2026 calendar year.

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

- Water availability request form
- Historical records related to water available for property

- **MOTION FOR APPROVAL:** *The Leavenworth City Council moves to approve and authorize a water connection for 8120 Icicle Rd.*
- **MOTION FOR DENIAL:** *The Leavenworth City Council moves to deny a water connection for 8120 Icicle Rd.*

15. Alpenglw Village 3 – Phase 1& 2: Bill of Sale

The Council is being asked to accept the improvements constructed in Alpenglw Village 3 Phase 1 & 2 within the right-of-way deeded and dedicated to the City on the final plat recorded with the Chelan County Auditor as AFN #2593112 on April 15, 2024. In general, the improvements include all water, sewer, stormwater, roadway, sidewalk, curb, gutter, multiuse path, and lighting improvements constructed within the deeded City right-of-way. Acceptance of this bill of sale transfers the ownership of all completed improvements to the City and begins a two (2) year warranty period for the improvements. City staff has reviewed the improvements and recommends acceptance.

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

- Bill of Sale – Alpenglw Village 3 – Phase 1 & 2
- **MOTION:** *The Leavenworth City Council moves to accept the Bill of Sale for all improvements completed by the Alpenglw Village 3 – Phase 1 & 2 development within the previously deeded City right-of-way.*

16. Autumn Strasse Deed and Dedication For Public Right of Way, Bill of Sale, Easement For Water Service, Water Meter, and Associated Appurtenances, Utility Easement, and Temporary Construction Easement

The Council is being asked to accept multiple documents associated with Autumn Strasse roadway and utilities.

Deed and Dedication For Public Rights of Way: The Council is being asked to approve the Deed and Dedication For Public Right of Way to the City from three separate parcels. Two of these parcels are owned by WA Leavenworth Meadows LLC and one parcel is owned by the City of Leavenworth. Together, the property deeded from these three parcels will create City right-of-way along the full length of Autumn Strasse, from Chumstick Highway to Titus Road. The right-of-way width is a minimum of 60 feet in width but varies based on the right-of-way width necessary to build and maintain proposed retaining walls. The Development Agreement executed by the City and WA Leavenworth Meadows LLC on August 13, 2024 requires a \$300,000 maintenance bond to be in place until the construction of all structures on the Developer's Property is complete in order to address any damage caused by construction vehicular traffic accessing the Developer's Property, including but not limited to asphalt rutting, cracking, shoving, or settlement; concrete damage, cracking, or settlement. This maintenance bond will not be required; the construction of all apartment buildings is nearly complete. Heavy equipment will not be driven on Autumn Strasse for remaining construction activities.

Bill of Sale: The Council is being asked to accept the improvements constructed within Autumn Strasse proposed City right-of-way. In general, the improvements include all water, sewer, stormwater, roadway, sidewalk, curb, gutter, multiuse path, and lighting improvements constructed within the deeded City right-of-way. Acceptance of this bill of sale transfers the ownership of all completed improvements to the City. The Development Agreement executed by the City and WA Leavenworth Meadows LLC on August

13, 2024 requires a bond to be in place for two (2) years from the date the City Council accepts the bill of sale in order to warranty the improvements. City staff has reviewed the improvements and recommends acceptance.

Easement For Water Service, Water Meter, and Associated Appurtenances: The Council is being asked to accept an easement for the water service line, water meter, and all appurtenances associated with the water service to the Autumn Haus development. As is consistent with Leavenworth Municipal Code 13.04.160, all water meters, meter boxes, shutoff valves, and service lines and fittings between the water service tap and the point of delivery shall be the property of the City. For this development, the point of water delivery is at the water meter, which is located on property owned by WA Leavenworth Meadows LLC. This easement is required in order for the City to maintain access to the City's infrastructure.

Utility Easement: The Council is being asked to accept an easement for the utilities constructed on WA Leavenworth Meadows LLC property. This easement includes sanitary sewer lines, Chumstick Lift Station, water main, the Autumn Strasse pressure reducing valve station, and all associated appurtenances. This easement is required in order for the City to maintain access to the City's infrastructure.

Temporary Construction Easements: The Council is being asked to accept temporary construction easements from two (2) parcels owned by WA Leavenworth Meadows LLC. These temporary easements will grant the City access during the second phase of Autumn Strasse construction outside of the deeded City right-of-way.

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

- Deed and Dedication For Public Right of Way: Portion of Parcel No. 241701550155 from City of Leavenworth
 - Deed and Dedication For Public Right of Way: Portion of Parcel No. 241701550135 from WA Leavenworth Meadows LLC
 - Deed and Dedication For Public Right of Way: Portion of Parcel No. 241701550143 from WA Leavenworth Meadows LLC
 - Bill of Sale
 - Easement For Water Service, Water Meter, and Associated Appurtenances
 - Utility Easement
 - Temporary Construction Easements: Portion of Parcel No. 241701550135 from WA Leavenworth Meadows LLC
 - Temporary Construction Easements: Portion of Parcel No. 241701550143 from WA Leavenworth Meadows LLC
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- **MOTION:** *The Leavenworth City Council moves to accept the Deed and Dedication For Public Right of Way from two parcels owned by WA Leavenworth Meadows LLC and one parcel owned by the City of Leavenworth for the Autumn Strasse right-of-way.*
 - **MOTION:** *The Leavenworth City Council moves to accept the Bill of Sale for all improvements completed as part of the Autumn Strasse Utilities and Phase 1 Roadway Construction project.*
 - **MOTION:** *The Leavenworth City Council moves to accept the Easement For Water Service, Water Meter, and Associated Appurtenances, the Utility Easement, and the two (2) Temporary Construction Easements from WA Leavenworth Meadows LLC.*

17. Bid Award – Alley Storm Drainage Improvement Project

The City Council is being asked to consider awarding the Alley Storm Drainage Improvements Project. The project was advertised through the MRSC Small Works Roster on August 4, 2026, and bids were opened on August 18, 2026, at 2:00 p.m. One bid was received from J.M. Pacific Construction, Inc. in the amount of \$73,960.

This project aims to address ongoing drainage issues in the alley between and parallel to Front Street and Commercial Street, extending from the alley's intersection with 14th Street to approximately mid-block adjacent to the Community Cupboard. The project consists of constructing a stormwater collection and conveyance system near the alley's intersection with 14th Street that will tie into the existing stormwater system on 14th Street, adjusting an existing catch basin, and regrading the alley.

J.M. Pacific Construction was determined to be a responsible bidder and the submitted bid was deemed responsive. Staff recommends awarding the Alley Storm Drainage Improvements Project to J.M. Pacific Construction, Inc., in the amount of \$73,960. The project will be paid for using the City's Street fund.

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

- Bid Tabulations
- **MOTION:** *The Leavenworth City Council moves to accept the construction bid and authorize the Mayor to execute a contract with J.M. Pacific Construction, Inc. for the Alley Storm Drainage Improvements project in the amount of \$73,960 including Washington State sales tax.*

18. Work Order Authorization – 2026 On-Call Public Works Construction Services Contract – Commercial Street Sewer Main Repair Project

The City Council is being asked to authorize a work order under the 2026 On-Call Public Works Construction Services contract with J.M. Pacific Construction, Inc. (J.M. Pacific) to complete sewer repair work. An approximately 12-inch-diameter rock obstructing a 15-inch sewer main was identified during sewer camera inspection work associated with the General Sewer Plan. This large rock is located just outside the Wastewater Treatment Plant property, near the intersection of Commercial Street and 14th Street. This main conveys wastewater to the City's Wastewater Treatment Plant and is critical to the continued operation of the facility.

To address this, bypass pumping will be set up to divert flows around this section of main, the existing sewer main will be cut, the rock and sewer main will be removed, and a new section of pipe will be installed. Once the repair begins, work is expected to continue 24 hours per day until completed. Construction is scheduled during a historically low-flow period to reduce operational risks and facilitate the required sewer bypass.

Utilizing the bid items in the on-call contract, J.M. Pacific provided a work order cost estimate of \$136,206.98 without Washington State Sales Tax (\$148,056.99 including Washington State Sales Tax). This work will be paid for by the City's Sewer fund. Please note that asphalt patching is planned to be completed separately later this year as part of the City-wide asphalt and concrete patching project.

The following item is included under **TAB 18**:

- Commercial Street Sewer Main Repair

- **MOTION:** *The Leavenworth City Council moves to authorize the Mayor to execute a work order with J.M. Pacific Construction, Inc. under the existing 2026 On-Call Public Works Construction Services contract for the Commercial Street Sewer Main Repair Project in the amount of \$148,056.99 including Washington State sales tax.*

INFORMATION ITEMS & FUTURE CONSIDERATIONS

19. July 2026 Finance Report

The following items are included under **TAB 19.**

20. July 2026 Public Works Dept. Report

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

21. July 2026 Planning Commission Minutes

The following items are included under **TAB 21.**

22. July 2026 Design Review Board Minutes

The following items are included under **TAB 22.**

23. July 2026 Housing Advisory Committee Minutes

The following items are included under **TAB 23.**