



# City of Leavenworth

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## MEETING LINKS VIA ZOOM CONFERENCING September 22, 2026

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

### Join Zoom Meeting

<https://zoom.us/j/93233531598?pwd=FisDVjslD1eaedJZ8wPfKdHHBFvRG6.1>

Meeting ID: 932 3353 1598  
Passcode: 821270

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

**(253) 215-8782**

**The City of Leavenworth is committed to providing reasonable accommodations in accordance with the Americans with Disabilities Act. Please contact City Hall at (509) 548-5275 at least 72 hours prior to a scheduled meeting to request accommodation.**

**LEAVENWORTH CITY COUNCIL AGENDA**  
**Leavenworth City Hall – Council Chambers**  
**September 22, 2026 | 7:00 PM**

**Call to Order**  
**Pledge of Allegiance**  
**Roll Call**

**Consent Agenda**

1. Approval of Agenda
2. 2026 Claims EFT & Checks 72726 - 72782 = \$168,641.71
3. Final Contract Voucher – KRCI, LLC

**Comments from the Public on Items Not on the Agenda**

4. **Presentation:** Public Safety Reports – Corporal Jerrod Biggar of Chelan County Sheriff's Office and Deputy Chief Mike Smith of Chelan County Fire District #3
5. **Presentation:** Our Valley Our Future – Rachel Evey, Executive Director
6. **Public Hearing:** Comprehensive Plan Update on September 22, 2026 @ 7:00 PM

**Resolutions, Ordinances, Orders, and Other Business**

7. **Action:** Approval for 2026 Village of Lights Traffic Management Plan & Funding
8. **Action:** Professional Services Agreement – Village of Lights Traffic Management – TBMM, LLC
9. **Action:** Work Order Authorization – 2026 On-Call Public Works Construction Services Contract – City-Wide Asphalt Patch and Repair Project

**Council/Staff Reports**

**Information Items & Future Considerations**

10. August 2026 Planning Commission Minutes
11. August 2026 Design Review Board Minutes

**Adjournment**

(Next Ordinance is 1726 – Next Resolution is 16-2026)

**Upcoming City Meetings**

**\*In Council Chambers Unless Stated Otherwise**

**Downtown Steering Committee Meeting**

September 22<sup>nd</sup> @ 10:00 AM

**Design Review Board Meeting**

September 23<sup>rd</sup> @ 3:00 PM

**Finance Committee Meeting**

September 24<sup>th</sup> @ 1:00 PM

**Housing Advisory Committee Meeting**

September 24<sup>th</sup> @ 3:00 PM

**Planning Commission Meeting**

October 7<sup>th</sup> @ 7:00 PM

**Parks & PW Committee Meeting**

**(in Upstairs Conference Room)**

October 13<sup>th</sup> @ 4:15 PM

## CONSENT AGENDA ITEMS

### **1. City Council Meeting Agenda:**

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

### **2. 2026 Claims**

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

### **3. Final Contract Voucher – KRCL, LLC**

The City Council is being asked to accept the 2026 Front Street & US 2 Improvements project, as recommended by City staff. KRCL, LLC began work on May 26, 2026, and reached physical completion on July 1, 2026. The original contract amount was \$196,657.31. Additional work was requested to replace sod and remove pavers at Front Street Park, resulting in a final contract amount of \$218,071.73.

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

- Final Contract Voucher – KRCL, LLC

## PROCLAMATIONS/PRESENTATIONS/PUBLIC HEARINGS

### **4. Presentation: Public Safety Reports – Deputy Jerrod Biggar of Chelan County Sheriff's Office and Deputy Chief Mike Smith of Chelan County Fire District #3**

The following items are included under **TAB 3**.

- Chelan County Sheriff July and August 2026 Report
- Chelan County Fire District #3 July and August 2026 Report
- Chelan County Regional Jail July and August 2026 Report

### **5. Presentation: Our Valley Our Future**

Rachel Evey, Executive Director of Our Valley Our Future, will provide the City Council with an update on current activities, ongoing initiatives, and items of interest relevant to the community.

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

- Presentation Slides

### **6. Public Hearing: Comprehensive Plan Update on September 22, 2026 @ 7:00 PM**

The City Council will hold a public hearing to provide the public with the opportunity to comment on the proposed 2026 Comprehensive Plan. Following public comment, the Council will discuss the Plan and provide staff with any requested changes to the plan before Ordinance and Adoption in October.

The Planning Commission held a public hearing on August 5, 2026, and recommended approval of the plan, as drafted, with minor edits to address typos, grammar, and an updated CIP. The Staff Report, including the Planning Commission recommendation is included in the packet for reference.

Public Comments have been received from the organization known as, Residents Coalition of Chelan County (RC3). Those comments were previously routed to Council and have been included in the packet for Council's review and consideration.

There will be no action taken following the public hearing.

The following items are included under **TAB 5**.

- Staff Report
- Public Comments & Staff Reponse
- Memo to Council
- Draft 2026 Comprehensive Plan & Appendices

**SUPPLEMENTAL COUNCIL AGENDA**

**7. Seeking Approval for 2026 Village of Lights Traffic Management Plan & Funding**

The City Council is being asked to approve the allocation of lodging tax funds for traffic control and additional public safety personnel for the 2026 Village of Lights: Christmastown event. Large crowds are expected to begin Thanksgiving weekend, continuing through the first weekend in January with the New Year’s holiday extending visitor stays.

Since 2018, the Village of Lights Traffic Planning Group has convened annually to address event-related traffic and congestion concerns. The group includes representatives from the Washington State Patrol, Washington State Department of Transportation (WSDOT), Chelan County Sheriff’s Office, Chelan County Public Works, Chelan County Fire District No. 3, Chelan County Emergency Management, Leavenworth Chamber of Commerce, Cascade Medical Center, and City staff. The group meets in advance of the event to coordinate traffic management, law enforcement, emergency response, communications, parking, and other operational needs.

Over time, this coordination has resulted in an Incident Action Plan, enhanced WSDOT traveler communications, increased law enforcement presence, and refined traffic control measures, including bus parking and expanded no-parking zones along emergency response routes. For 2026, traffic management is planned for **Saturdays from November 28 through January 2, 2027**, utilizing the 2025 traffic management plan. The plan is informed by WSDOT traffic data and real-time traffic camera monitoring.

Since 2018, the City has funded additional traffic control and law enforcement for the event. Costs increased significantly in 2024 due to expanded flagging operations, increased law enforcement needs, and an increase from three to six days of traffic management. **Actual costs in 2025 were lower than projected due largely to the December 10 weather event, which significantly reduced tourism and the corresponding need for traffic control and patrol services. Because those costs reflect an atypical season, staff recommends using the 2025 budget projection, rather than actual expenditures, as the basis for the 2026 not-to-exceed budget.** Below is a summary of the City Council’s authorized funds and actual costs for traffic management in recent years:

| Year | Council Authorized Funds Cost of Traffic Management |           |
|------|-----------------------------------------------------|-----------|
| 2025 | \$350,000                                           | \$157,050 |
| 2024 | \$135,000                                           | \$227,076 |
| 2023 | \$135,000                                           | \$86,560  |
| 2022 | \$135,000                                           | \$48,965  |
| 2021 | \$135,000                                           | \$91,959  |
| 2020 | \$135,000                                           | \$90,605  |

2019                      \$125,000                      \$125,387

For 2026, the total funding request is \$315,000, of which \$275,000 is already budgeted. The current plan reflects the changes made in 2025, with traffic control flaggers, supplemented by WSDOT traffic engineers and technicians monitoring traffic flow via live-streamed data and reports from law enforcement. This year's funding will be allocated to the following:

1. TBMM, traffic control flagging (\$96,200 agreement in review)
2. Chelan County Sheriff Deputies (\$100,980 – estimate from Sheriff's Office)
3. Washington State Patrol (\$40,250 - estimate based on 2024 daily cost with increase)
4. WSDOT Traffic Management Personnel (\$35,000 - estimate based on 2024, 2025 and confirmed by WSDOT)
5. Contingency of 15% (\$40,900 – estimated based on trends in service cost variables)

Given the uncertainty around attendance, the plan will be reassessed after the first weekend, and staffing levels will be adjusted accordingly for the remaining weekends.

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

- **MOTION:** *The Leavenworth City Council moves to approve and authorize a not to exceed amount of \$315,000 to provide traffic control and additional public safety officers for the 2026 Village of Lights: Christmastown event.*

#### **8. Professional Services Agreement – Village of Lights Traffic Management – TBMM, LLC**

The City is contracting professional traffic control services for the Chamber of Commerce's Village of Lights: Christmastown event, which runs from Thanksgiving weekend through Christmas weekend. Initially, traffic management was only provided on the first three Saturdays of December. However, since the event's rebranding in 2020 from the "Christmas Lighting Festival," visitor numbers have increased, especially from Thanksgiving weekend onwards.

For 2026, traffic control services will be provided each Saturday from Thanksgiving weekend through the first weekend in January, for a total of six (6) service days. With New Year's Day falling on a Friday, traffic control will be extended through the following Saturday to address anticipated holiday weekend traffic.

Because the Traffic Control Plan has remained relatively stable for several years, without requiring major modifications, a three-year agreement covering the 2026, 2027, and 2028 event seasons was determined to be appropriate. An RFP was issued on August 27, 2026, with proposals due September 10, 2026.

On or before the September 10, 2026, 3:00 PM deadline, the City received two bids for the 2026 Village of Lights Traffic Control project.

The table below provides the total bid amounts from the two proposals.

| <b>Company</b>                 | <b>Bid Total</b> |
|--------------------------------|------------------|
| PSC (Pavement Surface Control) | \$92,660.00      |
| TBMM                           | \$96,200.00      |

Because the proposals were within approximately 4% of one another, PSC was asked to provide additional detail, similar to information already provided by TBMM, regarding the staffing, equipment,

and services included in its unit pricing. This allowed for a more complete comparison of the two proposals.

Although PSC submitted the lower proposal, **TBMM, LLC of East Wenatchee, WA, was selected based on the overall value and approach proposed.** The primary difference was staffing. The Request for Proposals (RFP) identified an anticipated staffing level of eight (8) or more flaggers per service day; PSC based its proposal on eight flaggers and one supervisor per day. Based on its review of the Traffic Control Plan and prior experience with the project, TBMM proposed 15 flaggers and two supervisors per day.

TBMM's proposal was \$3,340 (approximately 3.8%) higher but included eight additional staff per service day—approximately 89% more staffing. Based on the overall proposals, TBMM's approach was determined to provide greater value to the City and better align with the project's traffic control needs.

The three-year agreement with TBMM, LLC will establish a not-to-exceed amount of \$96,200 for the 2026 season. For each subsequent year of the agreement, the not-to-exceed amount will increase by the greater of 2.5% or the applicable CPI adjustment.

This project will be funded through the City's Lodging Tax Fund.

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

- Contractor Services Agreement – TBMM, LLC
- All proposals received
- **MOTION:** *The Leavenworth City Council moves to approve and authorize the Mayor to execute a Professional Services Agreement for the 2026-2028 Village of Lights Traffic Control Services project between the City and TBMM, LLC in the amount of \$96,200.00. This 3-year agreement includes an annual adjustment based on CPI-U of 2.5%, whichever is greater.*

#### **9. Work Order Authorization – 2026 On-Call Public Works Construction Services Contract – City Wide Asphalt Road Patching and Repair**

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 City-wide asphalt road patching and repair work. Across the City, there are numerous locations where utility repairs have been made which require asphalt patches. Additionally, there are several areas where the road needs to be patched and, in some cases, re-graded.

Utilizing the bid items in the on-call contract, J.M. Pacific provided a work order cost estimate of \$124,755.00 without Washington State Sales Tax (City street repairs are tax exempt). This work will be paid for by the City's Street fund.

The following item is included under **TAB 9:**

- City Wide Asphalt Road Patching and 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 City-Wide Asphalt Road Patching and Repair Project in the amount of \$124,755.00.*

## INFORMATION ITEMS & FUTURE CONSIDERATIONS

### **10. August 2026 Planning Commission Minutes**

The following item is included under **TAB 10**.

### **11. August 2026 Design Review Board Minutes**

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