

**CITY OF CHELAN
CITY COUNCIL AGENDA**

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE AND ROLL CALL
2. AGENDA CHANGES
3. CITIZEN COMMENTS
Items not on the agenda. Time limited per the Mayor.
4. MINUTES
 - A. Approve the January 6, 2026 Workshop Council Meeting Minutes (Deputy City Clerk Couch)
 - B. Approve the January 13, 2026 Regular Council Meeting Minutes (Deputy City Clerk Couch)
 - C. Approve the January 27, 2026 Regular Council Meeting Minutes (Deputy City Clerk Couch)
 - D. Approve the February 3, 2026 Workshop Council Meeting Minutes (Deputy City Clerk Couch)
 - E. Approve the February 10, 2026 Regular Council Meeting Minutes (Deputy City Clerk Couch)
 - F. Approve the February 24, 2026 Regular Council Meeting Minutes (Deputy City Clerk Couch)
 - G. Approve the March 3, 2026 Workshop Council Meeting Minutes (Deputy City Clerk Couch)
5. CONSENT AGENDA
All items under the Consent Agenda are approved with one motion.
 - A. Excuse Councilmember Ericks from February 10, 2026 Regular City Council Meeting (Mayor McCardle)
 - B. Approve March 10, 2026 Accounts Payable Checks and EFT's & Payroll Checks and EFT's (Councilmember Benegas)
6. SPECIAL PRESENTATIONS
 - A. National Agricultural Week Proclamation (Mayor McCardle)
7. PUBLIC HEARINGS
 - A. None
8. MOTION CONSIDERATIONS

- A. Award Funding to the Community Benefit Grant Applicants (City Administrator McAloon)
- B. 2026 Chelan County Comprehensive Emergency Management Plan (City Administrator McAloon)
- C. RH2 Engineering, Inc. Amendment No. 2 for the West Woodin Ave and Center Street Pedestrian Improvement Project Design (Public Works Director Youngren)
- D. Gaukroger, Wilson, and Wright Access and Utility Easement (Canyon Place Easement) (Public Works Director Youngren)
- E. Washington State Department of Transportation Supplemental Agreement No. 2 for the Sanders Street Pedestrian Improvement (Public Works Director Youngren)

9. ADMINISTRATIVE REPORTS

- A. Chelan Fire District No. 7 Amendment No. 1 to the Airport Lease Lot No. 2 (City Administrator McAloon)
- B. Interwest Communications Bid Award Professional Services Contract for Security Services City-Wide (Public Works Director Youngren)
- C. Federal Aviation Administration (FAA) Grant Application for the Design Phase of the Runway 2/20 Rehabilitation Project (City Administrator McAloon)

10. INFORMATIONAL ITEMS

These items are for informational purposes only and are generally not discussed.

- A. Tentative Advanced Agenda (City Administrator McAloon)
- B. Council Liaison Committee Report (Various Councilmembers)
- C. Contract Intake Report (City Clerk Gallucci)

11. CITY ADMINISTRATOR AND DEPARTMENT REPORTS

12. MAYOR AND COUNCIL COMMENTS

13. EXECUTIVE SESSION

- A. RCW 42.30.110 (i) To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency. Legal counsel will be present. No action will be taken. (City Attorney Batjer)

14. ADJOURNMENT

Chelan is a rural lakeside community surrounded by pristine natural beauty where generations of visitors and residents enjoy an exceptional quality of life.

Our Guiding Principles & Outcomes

Visionary & Strategic - A city that is forward-thinking, collaborative, and fiscally responsible.

Thriving & Connected - A vibrant, well-planned city where residents have a sense of home.

Healthy & Sustainable - A flourishing city that supports an active community.

Accessible & Welcoming - A safe city where everyone can find community.

The next meeting will be a City Council Regular Meeting on March 24th, 2026, beginning at 5:15 p.m. in Council Chambers, 135 E. Johnson Avenue, Chelan, Washington.

A City Council meeting packet is available for review on the City's Website: City of Chelan under Government
- City Council - Agendas & Minutes.



CITY OF CHELAN
City Council Meeting
January 6, 2026

COUNCIL AND ADMINISTRATIVE PERSONNEL PRESENT

Mayor:

Erin McCardle

Councilmembers:

Augustin Benegas
Brad Chitty
Shane Collins
Mark Ericks (via Zoom)
Jon Higgins
Tim Hollingsworth
Terry Sanders

Administrative Personnel:

City Administrator Laura McAloon
City Clerk Peri Gallucci
Deputy City Clerk Cailey Couch
Community Development Director John Ajax
Finance Director Heidi Evans
HR/Communication Director Chad Coltman
Interim Parks & Recreation Director Audrey Cooper
Public Works Director Jake Youngren
Public Works City Engineer Travis Denahm

1. CALL TO ORDER

The meeting was called to order at 5:15 p.m.

2. OATH OF OFFICE

A. Tim Hollingsworth Oath of Office for Council Position No. 6 (City Clerk Gallucci)

City Clerk Gallucci administered the Oath of Office to Councilmember Hollingsworth, Position No. 6.

B. Shane Collins Oath of Office for Council Position No. 7 (City Clerk Gallucci)

City Clerk Gallucci administered the Oath of Office to Councilmember Collins, Position No. 7.

3. ROLL CALL

4. AGENDA CHANGES

Remove Item 6A. Chelan Fire Protection District No. 7 Interlocal Agreement for Fire Protection from the agenda.

5. SPECIAL PRESENTATIONS

A. Law Enforcement Appreciation Day Proclamation (Mayor McCardle)

Mayor McCardle proclaimed January 9, 2026 as the Law Enforcement Appreciation Day.

6. MOTION CONSIDERATIONS

A. Chelan Fire Protection District No. 7 Interlocal Agreement for Fire Protection (HR/Communications Director Coltman)

This item was removed from the agenda.

B. North Central Washington (NCW) Libraries Addendum No. 1 to the Memorandum of Understanding for Reimagining Spaces (HR/Communications Director Coltman)

HR/Communications Director Coltman presented NCW Libraries Addendum No. 1 to the current Memorandum of Understanding for the Reimagining Spaces project with Forte Architecture. The Addendum introduces provisions for services to address building deficiencies and expands the project scope to include evaluation and design of the repairs for structural and waterproofing issues at the library.

MOTION:	I authorize the Mayor to finalize and execute the North Central Washington (NCW) Libraries Addendum No. 1 to the Memorandum of Understanding for Reimagining Spaces subject to a not to exceed 20K without further authorization.
MOVER:	Councilmember Tim Hollingsworth
SECONDER:	Councilmember Terry Sanders
AYES:	Councilmember Terry Sanders, Councilmember Augustin Benegas, Councilmember Brad Chitty, Councilmember Jon Higgins, Councilmember Mark Ericks, Councilmember Tim Hollingsworth, Councilmember Shane Collins
NAYS:	None
RESULT:	Passed

7. WORKSHOP DISCUSSION TOPICS

A. DRAFT 2026 Council Committee Liaison Assignments (City Clerk Gallucci)

Councilmembers selected the liaison committees they wish to serve on. Mayor McCardle reiterated the importance of submitting Liaison Committee Reports, which are added to each council meeting agenda once received. These committee assignments are scheduled for adoption on January 13, 2026.

B. Public Works Capital Projects Update (Public Works Director Youngren)

Public Works Director Youngren and City Engineer Denham provided a story map of a 24-month look ahead on upcoming projects and current status updates.

C. Facilities Assessment (HR/Communications Director Coltman)

HR/Communications Director Coltman provided an update on the Facilities Assessment completed by MMEC Architects. The assessment evaluated building conditions, space needs, structural reviews, code compliance, and potential uses across multiple city properties. Findings highlighted systemic issues in aging infrastructure, particularly at City Hall, which requires significant upgrades due to structural, mechanical, electrical, and plumbing deficiencies, hazardous materials, and limited space for current and future operations. The report recommends considering full replacement of City Hall to address safety, efficiency, and scalability concerns. After extensive discussion, the Mayor is forming a subcommittee made up of three (3) Councilmembers, (Councilmember Chitty and Councilmember Benegas plus one more), City staff, and a resident to ensure all options have been thoroughly explored for the necessary replacements at City Hall.

D. Clean Vessel Act Grant Application (Interim Parks and Recreation Director Cooper)

Interim Parks and Recreation Director Cooper presented the first of two looks of the Clean Vessel Act Grant Application to Council. The briefing outlined the marina's no-cost sewage pump-out facility, which plays an important role in protecting Lake Chelan's water quality, and the City's intention to reapply for the upcoming five-year grant cycle that offers up to 75% reimbursement and as much as \$12,000 annually. It was noted the pump-out system, installed around 2011–2012, has required periodic repairs due to wave action and dock placement, with ongoing maintenance and training ensuring its continued operation.

E. Golf Cars Etc. Cart Lease Agreement (Interim Parks and Recreation Director Cooper)

Interim Parks and Recreation Director Cooper presented the Golf Cars Etc. Cart Lease Agreement, noting that the Parks Department recommends early return of the current golf cart fleet and acquisition of a new 72-cart Club Car Tempo fleet to ensure reliable operations for the 2026 golf season. Using Sourcewell pricing, staff propose a 60-month fair market value lease through DLL Financial Solutions, which includes operational features and secures a lower winter delivery rate. While 2026 costs will exceed the budget by \$11,691.74 due to the lease payoff and initial payments, the overage will be offset in the budget amendment, and future annual lease costs will fall below the current budgeted amount.

8. CITY ADMINISTRATOR AND DEPARTMENT REPORTS

City Administrator McAloon

Thanked the City Council for placing their trust in her appointment as the new City Administrator of Chelan and expressed appreciation for the strong work ethic, warm welcome, and dedication demonstrated by City staff. She shared her goal of transitioning Interim City Administrator Coltman back to his role as HR/Communications Director while continuing to support department directors. She also expressed gratitude to the Office of the City Clerk for implementing the new agenda management software that is being used to live stream City-hosted meetings.

City Clerk Gallucci

None.

Community Development Director Ajax

Stated the department is approximately halfway through the Comprehensive Plan update process. An update was also provided on the Weidner Apartments project, noting that Molitor Development has submitted the first two building permits with their review process progressing well, and dirt work is anticipated to begin in spring of 2026.

Finance Director Evans

Shared the department is currently processing W-2 and 1099 forms while the Lake Chelan Airport Audit is underway, with an exit interview scheduled for January 8, 2026, at 10:00 a.m. Additionally, it was announced that the City's annual audit will begin in February, with an exit interview to follow. The team also welcomed Assistant Finance Director Steven Hildebrand to the City.

HR/Communications Director Coltman

Reminded everyone of the State of the City event being held on January 22, 2026 beginning at 6:00 p.m. at Campbell's Resort located at 104 W. Woodin Avenue.

Interim Parks and Recreation Director Cooper

Announced the 2026 parking passes are now available for purchase at the Parks Administrative Office located at 609 W. Manson Highway.

Public Works Director Youngren

Shared the department has started the interview process for the Civil Engineer and Lube Technician positions.

9. MAYOR AND COUNCIL COMMENTS

Mayor McCardle

Welcomed City Administrator Laura McAloon. Reported that she has been collaborating with Mountain Barge Service, Chelan County and the Washington State Department of Transportation (WSDOT) to identify and advance a long-term solution for barge services. A reminder was provided regarding the State of the City event held on January 22, 2026, beginning at 6:00 p.m. at Campbell's Resort located at 104 W. Woodin Avenue.

Councilmember Benegas

Thanked the Public Works Department for the story map presentation tonight.

Councilmember Chitty

Welcomed City Administrator McAloon and shared that he is looking forward to a productive year ahead.

Councilmember Collins

Welcomed City Administrator McAloon. Thanked the City Staff for their work, stating he is looking forward to a productive year ahead.

Councilmember Higgins

Welcomed City Administrator McAloon. Reported Chelan Fire District No. 7 Commissioner Ron Simmons has stepped down, and thanked the Public Works Department for the story map presentation tonight.

Councilmember Hollingsworth

None.

Councilmember Sanders

Welcomed City Administrator McAloon and Councilmember Collins, and expressed appreciation for the Law Enforcement Proclamation.

10. ADJOURNMENT

Final Comments / Motion to Adjourn Suggested Motion: I move to adjourn the meeting.

MOTION:	I move to adjourn.
MOVER:	Councilmember Tim Hollingsworth
SECONDER:	Councilmember Terry Sanders
AYES:	Councilmember Terry Sanders, Councilmember Augustin Benegas, Councilmember Brad Chitty, Councilmember Jon Higgins, Councilmember Mark Ericks, Councilmember Tim Hollingsworth, Councilmember Shane Collins
NAYS:	None
RESULT:	Passed

**The meeting was adjourned
at 7:15 p.m.**

**Date
Approved:**

Cailey Couch
Deputy City Clerk

Erin McCardle
Mayor



CITY OF CHELAN
City Council Meeting
January 13, 2026

COUNCIL AND ADMINISTRATIVE PERSONNEL PRESENT

Mayor:

Erin McCardle

Councilmembers:

Augustin Benegas

Brad Chitty

Shane Collins

Jon Higgins

Tim Hollingsworth

Terry Sanders

Absent/Excused

Mark Ericks

Administrative Personnel:

City Administrator Laura McAloon

City Attorney Quentin Batjer

Deputy City Clerk Cailey Couch

Community Development Director John Ajax

Finance Director Heidi Evans

HR/Communication Director Chad Coltman

Interim Parks & Recreation Director Audrey Cooper

Public Works City Engineer Travis Denham

Public Works Director Jake Youngren

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE AND ROLL CALL

The meeting was called to order at 5:15 p.m.

The meeting was called to order at 5:15 p.m.

2. AGENDA CHANGE

Adding Item 5C to the Consent Agenda to Approve December 18, 2025 Accounts Payable Checks and EFT's & Payroll Checks and EFT's (Councilmember Higgins)

Adding item 5D to the Consent Agenda Approve January 13, 2026 Accounts Payable Checks and EFT's & Payroll Checks and EFT's (Councilmember Higgins)

5C. Period 13/1, December 18, 2025 Accounts Payable Checks No. 211999, 212005 - 212064 totaling \$509,586.11 and Payroll Checks 103168 - 103170, EFT's & Direct Deposits totaling \$221,762.59.

5D. January 13, 2026 Accounts Payable Checks No. 212065 - 212092 totaling \$177,080.98 and Payroll Checks No. 103171 - 103182 EFT's & Direct Deposits totaling \$412,953.66

3. CITIZEN COMMENTS

Items not on the agenda. Time limited per the Mayor.

- Erin and Olivia Morin, Resident of Chelan, thanked City Council for the Lakeside Trail. Stating they feel safe to travel to and from Downtown Chelan via walking and via bike.
- Brian Patterson, Resident of Manson, Local Vice President for Resident Coalition of Chelan County (RC3), discussed the letter sent to the City regarding a cap on short-term rentals.

4. MINUTES

- A. Approve December 9, 2025 Minutes of the Regular City Council Meeting (Deputy City Clerk Couch)

MOTION:	I move to approve the Minutes.
MOVER:	Councilmember Hollingsworth
SECONDER:	Councilmember Sanders
AYES:	Councilmember Terry Sanders, Councilmember Augustin Benegas, Councilmember Brad Chitty, Councilmember Jon Higgins, Councilmember Tim Hollingsworth, Councilmember Shane Collins
NAYS:	None
RESULT:	Passed

5. CONSENT AGENDA

All items under the Consent Agenda are approved with one motion.

5C) December 18, 2025 Accounts Payable Checks No. 2119999, 212005 - 212065 & Payroll Checks No. 103168 - 103170 EFT's & Direct Deposits totaling \$221,762.59.

5D) January 13, 2026 Accounts Payable Checks No. 212065 - 212092 totaling \$177,080.98 & Payroll Checks No. 103171 - 103182 EFT's & Direct Deposits totaling \$412,953.66.

- A. Council Committee Liaison Assignments (City Clerk Gallucci)
- B. Clean Vessel Act Grant Application (Interim Parks and Recreation Director Cooper)

MOTION:	I move to approve the Consent Agenda.
MOVER:	Councilmember Jon Higgins
SECONDER:	Councilmember Brad Chitty
AYES:	Councilmember Terry Sanders, Councilmember Augustin Benegas, Councilmember Brad Chitty, Councilmember Jon Higgins, Councilmember Tim Hollingsworth, Councilmember Shane Collins
NAYS:	None
RESULT:	Passed

6. SPECIAL PRESENTATIONS

A. None

7. PUBLIC HEARINGS

A. None

8. MOTION CONSIDERATIONS

A. Resolution No. 2026-1474 Reaffirming the Wellness Incentive Program
(HR/Communications Director Coltman)

HR/Communications director presented Resolution No. 2026-1474 which reaffirms the Wellness Incentive Program. Each year, the City Council reaffirms its commitment to the Wellness Program, known as Live Well Chelan, recognizing the positive impact it has on employee health and wellbeing. A successful wellness program also allows the City to maintain its designation as an AWC Well City, resulting in a 2% savings on medical premiums for both the City and employees.

MOTION:	I move to adopt Resolution No. 2026-1474.
MOVER:	Councilmember Tim Hollingsworth
SECONDER:	Councilmember Jon Higgins
AYES:	Councilmember Terry Sanders, Councilmember Augustin Benegas, Councilmember Brad Chitty, Councilmember Jon Higgins, Councilmember Tim Hollingsworth, Councilmember Shane Collins
NAYS:	None

RESULT:	Passed
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- B. Resolution No. 2026-1475 DLL Finance LLC Lease Agreement and the Golf Cars Etc. Professional Services Agreement for Golf Carts (Interim Parks and Recreation Director Cooper)

Interim Parks and Recreation Director Cooper presented the Golf Cars Etc. Cart Lease Agreement, noting that the Parks Department recommends early return of the current golf cart fleet and acquisition of a new 72-cart Club Car Tempo fleet to ensure reliable operations for the 2026 golf season. Using Sourcewell pricing, staff propose a 60-month fair market value lease through DLL Financial Solutions, which includes operational features and secures a lower winter delivery rate. While 2026 costs will exceed the budget by \$11,691.74 due to the lease payoff and initial payments, the overage will be offset in the budget amendment, and future annual lease costs will fall below the current budgeted amount.

MOTION:	I adopt Resolution No. 2026-1475 and authorize the Mayor to finalize and execute the Golf Cars Etc. Professional Services Agreement for Golf Carts.
MOVER:	Councilmember Tim Hollingsworth
SECONDER:	Councilmember Terry Sanders
AYES:	Councilmember Terry Sanders, Councilmember Augustin Benegas, Councilmember Brad Chitty, Councilmember Jon Higgins, Councilmember Tim Hollingsworth, Councilmember Shane Collins
NAYS:	None
RESULT:	Passed

- C. Washington State Department of Commerce Funding Agreement for a Grant Acceptance for the East Chelan Reservoir Engineering and Construction Management Services (Public Works Director Youngren)

Public Works Director Youngren shared state appropriation funding has been secured to support design efforts for the East Chelan Reservoir project, with the awarded grant administered through the Washington State Department of Commerce.

MOTION:	I move to authorize the Mayor to finalize and execute the Washington State Department of Commerce Funding Agreement for a Grant Acceptance for the East Chelan Reservoir Engineering
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	and Construction Management Services.
MOVER:	Councilmember Shane Collins
SECONDER:	Councilmember Tim Hollingsworth
AYES:	Councilmember Terry Sanders, Councilmember Augustin Benegas, Councilmember Brad Chitty, Councilmember Jon Higgins, Councilmember Tim Hollingsworth, Councilmember Shane Collins
NAYS:	None
RESULT:	Passed

D. Seasonal Onsite RV License Agreement at the Lake Chelan Airport (City Administrator McAloon)

City Administrator McAloon presented the seasonal onsite RV License Agreement which authorizes the Airport Operations Manager to temporarily reside onsite at the Lake Chelan Airport in a personal RV during the winter season, from January 1 through April 30, 2026. This temporary arrangement supports winter airport operations by providing enhanced onsite monitoring and response in addition to the employee's regular duties. The agreement is temporary, does not create tenancy or residency rights, and is contingent upon continued employment in good standing, with the City retaining full control over the RV location and utilities. The occupant is responsible for all utilities, insurance, and RV maintenance, and the City may terminate the agreement with 14 days' notice or immediately for safety, misconduct, or policy violations.

MOTION:	I authorize the Mayor to finalize and execute the Seasonal Onsite RV License Agreement at the lake Chelan Airport in the form approved by the City Attorney.
MOVER:	Councilmember Jon Higgins
SECONDER:	Councilmember Augustin Benegas
AYES:	Councilmember Terry Sanders, Councilmember Augustin Benegas, Councilmember Brad Chitty, Councilmember Jon Higgins, Councilmember Tim Hollingsworth, Councilmember Shane Collins
NAYS:	None
RESULT:	Passed

9. ADMINISTRATIVE REPORTS

A. Eastern Cascade Vending dba Eastern Cascade Distributing 2026 - 2028 Beverage Agreement (Interim Parks and Recreation Director Cooper)

Interim Parks and Recreation Director Cooper shared in continuation of a partnership since 2008, staff is bringing forward an updated Beverage Agreement with Eastern Cascade Distributing (ECD). The agreement designates ECD as the exclusive beverage distributor for City facilities, excluding the golf course, and includes annual fees and revenue sharing, with ECD submitting a lump-sum payment to cover fees from 2023–2025 after a lapse in the contract. Updates to the agreement include revised vending locations, an increased reimbursement for an RV Park informational kiosk, a change to the annual payment date, and updated beverage pricing. Staff reported satisfaction with ECD’s service and recommended continuing the agreement, noting that card readers with tap-to-pay capability will be installed on vending machines beginning in 2026.

A. Comprehensive Plan Docket Update (Community Development Director Ajax)

Community Development Director Ajax shared On December 17, 2025 the Planning Commission has formally recommended the 2026 Comprehensive Plan Docket – Public Proposal. The proposal, submitted by M2 Consulting on behalf of the South Chelan Property Owners Group, requests amendments to the Transportation Element to support development on approximately 1,000 acres south of US-97A. Key elements include a new South Chelan Access Corridor, intersection realignment into a roundabout, and integration into the City’s transportation planning documents. The proposal outlines a multi-source funding strategy and emphasizes compliance with state transportation concurrency requirements. The request will be evaluated as part of the City’s ongoing 2026 periodic Comprehensive Plan update.

B. Golf Course Study Selection Process (Interim Parks and Recreation Director Cooper)

Interim Parks and Recreation Director Cooper provided an update on the solicitation and evaluation process for proposals to select a third-party golf course consultant for the Lake Chelan Golf Course and shared a tentative project timeline. Funding in the amount of \$30,000 has been allocated in the 2026 Golf budget for consultant services. The selection process is expected to include stakeholder participation from City Council, City staff, Lake Chelan Golf Course staff, the Parks and Recreation Advisory Board, and a community member.

C. Varela Engineering & Management Professional Services Agreement for the East Chelan Reservoir Engineering Services (Public Works Director Youngren)

Public Works Director Youngren reported that state appropriation funding has been secured to support design efforts for the East Chelan Reservoir project and that City staff solicited qualifications from five engineering firms. Varela Engineering and Management was selected for the design phase, and a scope of work and fee have been negotiated for the design phase. During this effort, Varela will evaluate and compare multiple reservoir

locations, booster pump station locations, and transmission routes, including survey, structural, environmental, geotechnical, historical and cultural resource, and property or easement considerations through sub-consultants.

- D. RH2 Engineering Inc. Task Authorization No. XX for the Design of the Farnham and Webster Pedestrian Improvements Project (Public Works Director Youngren)

Public Works Director Youngren reported that the City has been awarded Transportation Improvement Board grant funding to address pedestrian safety at the intersection of Farnham and Webster Avenue through the installation of a rectangular rapid flashing beacon.

10. INFORMATIONAL ITEMS

These items are for informational purposes only and are generally not discussed.

- A. Tentative Advanced Agenda (City Administrator McAloon)
- B. Council Committee Liaison Reports (Mayor McCardle)
- C. Contract Tracking Report (City Clerk Gallucci)
- D. Lake Chelan Chamber of Commerce Financial Report - December 2025 (Finance Director Evans)

11. CITY ADMINISTRATOR AND DEPARTMENT REPORTS

City Administrator McAloon

It was reported that the deadline for the Community Benefit Grant has passed, with 13 applications received. Staff will conduct a preliminary review and requested two (2) Councilmembers to participate in the process. Councilmembers Benegas and Sanders volunteered to review the applications, with applicant presentations scheduled for February 3, 2026.

City Attorney Batjer

None.

Community Development Director Ajax

Stated the Sikes property is moving forward towards demolition.

Deputy City Clerk Couch

None.

Finance Director Evans

The department celebrated the completion of the Lake Chelan Airport Accountability Audit and thanked the Councilmembers who attended the exit interview. Information was shared regarding the Washington State Auditor's website and the availability of the "FIT" tool,

which provides insight into the fiscal health of both the City and the Lake Chelan Airport. It was also noted that the City's audit is nearing completion, work is wrapping up for Period 13, and efforts are underway to close out the Airport's financials.

HR/Communications Director Coltman

A reminder was provided to everyone regarding the State of the City Event being held on January 22, 2026, beginning at 6 p.m. at Campbell's Resort, and eight (8) employees were recognized for their work anniversaries in the month of January.

Interim Parks and Recreation Director Cooper

An update was provided on Lakeside Park. Councilmember Hollingsworth inquired why RVs are not being accommodated over the winter compared to previous years, and discussion noted the impact of the monthly rental fee on winter RV use.

Public Works Director Youngren

None.

12. MAYOR AND COUNCIL COMMENTS

Mayor McCardle

Reported that community partners attended the State of the City event, including representatives from Senator Cantwell's office and the offices of Representatives Murray and Schrier. A legislative update was provided noting the review of numerous House and Senate bills, with approximately 50 bills being actively tracked that may impact Chelan, particularly in the areas of housing, fire services, and water quality, with assistance from the City's lobbying firm. She also noted that 13 Community Benefit Grant applications were received and that guardrails are being applied to guide funding decisions. Additional updates included the availability of livestreaming on the City website, and appreciation expressed towards the public comment regarding short-term rentals.

Councilmember Benegas

Shared he appreciated the public comment tonight and thanked City staff for their hard work.

Councilmember Chitty

Shared he appreciated the public comment tonight and thanked City staff for their hard work.

Councilmember Collins

Thanked the public for the comments regarding the Lakeside Trail and a Short Term Rental (STR) cap.

Councilmember Higgins

Thanked the public for their comments and expressed appreciation for the positive

feedback received regarding the Lakeside Trail.

Councilmember Hollingsworth

Thanked the public for their input and participation tonight, stated it was a great meeting from City staff and City Administrator McAloon.

Councilmember Sanders

Shared he appreciated the public comment tonight and thanked City staff for their hard work.

13. RECESS - LAKE CHELAN AIRPORT BOARD

- A. The January 13, 2026 Lake Chelan Airport Board meeting has been cancelled.

14. EXECUTIVE SESSION

- A. None

15. ADJOURNMENT

MOTION:	I move to adjourn the January 13, 2026 Council meeting.
MOVER:	Councilmember Hollingsworth
SECONDER:	Councilmember Sanders
AYES:	Councilmember Augustin Benegas, Councilmember Brad Chitty, Councilmember Shane Collins, Councilmember Jon Higgins, Councilmember Hollingsworth, Councilmember Sanders
NAYS:	None
RESULT:	Passed

**The meeting was adjourned
at 6:45 P.M.**

**Date
Approved:**

**Cailey Couch
Deputy City Clerk**

**Erin McCardle
Mayor**



CITY OF CHELAN
City Council Meeting
January 27, 2026

COUNCIL AND ADMINISTRATIVE PERSONNEL PRESENT

Mayor:

Erin McCardle

Administrative Personnel:

City Administrator Laura McAloon

City Attorney Quentin Batjer

City Engineer Travis Denham

Deputy City Clerk Cailey Couch

Community Development Director John Ajax

Finance Director Heidi Evans

HR/Communication Director Chad Coltman

Interim Parks & Recreation Director Audrey Cooper

Public Works Director Jake Youngren

Councilmembers:

Augustin Benegas

Brad Chitty

Shane Collins

Mark Ericks (arrived at
5:25 p.m., via Zoom)

Jon Higgins

Tim Hollingsworth

Absent/Excused:

Terry Sanders

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE AND ROLL CALL

The meeting was called to order at 5:15 p.m.

2. AGENDA CHANGES

Agenda Change: Moving item 5D Ordinance No. 2026-1650 Deferral Agreement with Master's Revocable Living Trust to an Administrative Report as item no. 9B. and Moving item 5E Ordinance No. 2026-1641 Deferral Agreement with Lookout LLP to an Administrative Report as item no. 9C. Suggested Motion: I move to approve the Consent Agenda.

Move Item 5D - Ordinance No. 2026-1650 Deferral Agreement with Master's Revocable Living Trust to an Administrative Report as Item 9B.

Move Item No. 5E - Ordinance No. 2026-1651 Deferral Agreement with Lookout LLP to an Administrative Report as Item No. 9C.

3. CITIZEN COMMENTS

Items not on the agenda. Time limited per the Mayor.

Lynette Grandy, Resident of Chelan, commented on affordable housing efforts.

4. MINUTES

A. None.

5. CONSENT AGENDA

All items under the Consent Agenda are approved with one motion.

A. Approve January 20, 2026 Accounts Payable Checks and EFT's & Payroll Checks and EFT's (Councilmember Higgins)

Period 13/2 January 20, 2026 Accounts Payable Checks No. 212181 - 212262 and EFT's totaling \$633,867.41. VOIDS: Check No. 212099 - 212180 - Printer Error totaling \$0.00. Merchant Fees - EFT's totaling \$6,744.40.

B. Approve January 27, 2026 Accounts Payable Checks and EFT's & Payroll Checks and EFT's (Councilmember Higgins)

January 20, 2026 Accounts Payable Checks No. 212263 - 212315 & EFT's totaling \$1,789,740.04 and Payroll Checks No. 103183 - 103187, EFT's and Direct Deposits totaling \$249,573.49.

C. Eastern Cascade Vending dba Eastern Cascade Distributing 2026 - 2028 Beverage Agreement (Interim Parks and Recreation Director Cooper)

D. Ordinance No. 2026-1650 Deferral Agreement with Master's Revocable Living Trust (Public Works Director Youngren)

This item was moved to an Administrative Report as Item No. 9B.

Public Works Director Youngren shared Master's Revocable Living Trust is in the process of developing property along Wapato Avenue. Under the City's Development Standards, frontage improvements are required to be completed or formally deferred, including but not limited to signage, striping, roadway widening, and guardrail installation along East Wapato Avenue. Given the need for a more comprehensive and coordinated approach to roadway improvements along this corridor, City staff determined it is appropriate to defer completion of the required improvements to a later date.

E. Ordinance No. 2026-1651 Deferral Agreement with Lookout LLP (Public Works Director Youngren)

This item was moved to an Administrative Report as Item No. 9C.

Public Works Director Youngren shared the Lookout LLP is in the process of developing property along State Route (SR) 150. Under the City's Development Standards, frontage

improvements are required to be completed or formally deferred, including but not limited to signage, striping, roadway widening, and guardrail installation along SR 150. Given the need for a more comprehensive and coordinated approach to roadway improvements along this corridor, City staff determined it is appropriate to defer completion of the required improvements to a later date.

MOTION:	I move to approve the Consent Agenda.
MOVER:	Councilmember Higgins
SECONDER:	Councilmember Hollingsworth
AYES:	Councilmember Augustin Benegas, Councilmember Brad Chitty, Councilmember Jon Higgins, Councilmember Mark Ericks, Councilmember Tim Hollingsworth, Councilmember Shane Collins
NAYS:	None
RESULT:	Passed

6. SPECIAL PRESENTATIONS

A. None

7. PUBLIC HEARINGS

A. None

8. MOTION CONSIDERATIONS

A. Bayley Contractor Agreement for the Chelan Recycle Center (Public Works Director Youngren)

Public Works Director Youngren shared the City issued a Request for Proposals (RFP) for a General Contractor for the Chelan Recycling Center project and elected to use a General Contractor/Construction Manager (GC/CM) delivery method, which was approved by the project's insurance provider. Three proposals were received, and following interviews and evaluation, City staff selected Bayley Construction as the preferred GC/CM. The initial agreement covers pre-construction services, including cost estimating, constructability review, and coordination with the insurance provider, with the potential to amend the contract later to include construction services.

MOTION:	I move to authorize the Mayor to finalize and execute the Bayley Contractor Agreement for the Chelan Recycle Center Facility.
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MOVER:	Councilmember Tim Hollingsworth
SECONDER:	Councilmember Shane Collins
AYES:	Councilmember Augustin Benegas, Councilmember Brad Chitty, Councilmember Jon Higgins, Councilmember Tim Hollingsworth, Councilmember Shane Collins
NAYS:	None
RESULT:	Passed

B. RH2 Engineering Inc. Task Authorization No. 14 for the Design of the South Farnham and West Webster Avenue Pedestrian Improvements Project Design (Public Works Director Youngren)

Public Works Director Youngren stated the City has been awarded grant funding for the Farnham and Webster Pedestrian Improvement project by the Transportation Improvement Board. The project addresses a critical concern related to pedestrian safety by adding a rectangular rapid flashing beacon at the intersection, an advanced warning beacon on the Dan Gordon Bridge to alert westbound vehicles, a pedestrian is on the crosswalk, Americans with Disabilities Act (ADA) barrier removal, and pedestrian illumination. RH2 Engineering Inc. serves as the City's on-call transportation engineering provider and, as such, staff has requested a scope and fee for the design phase of this project.

MOTION:	I authorize the Mayor to finalize and execute the RH2 Engineering Inc. Task Authorization No. 14 for the Design of the South Farnham and West Webster Avenue Pedestrian Improvements Project Design.
MOVER:	Councilmember Tim Hollingsworth
SECONDER:	Councilmember Jon Higgins
AYES:	Councilmember Augustin Benegas, Councilmember Brad Chitty, Councilmember Jon Higgins, Councilmember Tim Hollingsworth, Councilmember Shane Collins
NAYS:	None
RESULT:	Passed

C. Varela Engineering & Management Professional Services Agreement for the East Chelan Reservoir Project Design (Public Works Director Youngren)

Public Works Director Youngren reported that state appropriation funding has been secured to support design efforts for the East Chelan Reservoir project and that City staff

solicited qualifications from five engineering firms. Varela Engineering and Management was selected for the design phase, and a scope of work and fee have been negotiated for the design phase. During this effort, Varela will evaluate and compare multiple reservoir locations, booster pump station locations, and transmission routes, including survey, structural, environmental, geotechnical, historical and cultural resource, and property or easement considerations through sub-consultants.

MOTION:	I authorize the Mayor to finalize and execute the Varela Engineering & Management Professional Services Agreement for the East Chelan Reservoir Project Design.
MOVER:	Councilmember Hollingsworth
SECONDER:	Councilmember Benegas
AYES:	Councilmember Brad Chitty, Councilmember Benegas, Councilmember Jon Higgins, Councilmember Mark Ericks, Councilmember, Hollingsworth, Councilmember Shane Collins
NAYS:	None
RESULT:	Passed

D. Comprehensive Plan Docket (Community Development Director Ajax)

Community Development Director Ajax shared On December 17, 2025 the Planning Commission has formally recommended the 2026 Comprehensive Plan Docket – Public Proposal. The proposal, submitted by M2 Consulting on behalf of the South Chelan Property Owners Group, requests amendments to the Transportation Element to support development on approximately 1,000 acres south of US-97A. Key elements include a new South Chelan Access Corridor, intersection realignment into a roundabout, and integration into the City’s transportation planning documents. The proposal outlines a multi-source funding strategy and emphasizes compliance with state transportation concurrency requirements. The request will be evaluated as part of the City’s ongoing 2026 periodic Comprehensive Plan update.

Lynette Grady, Resident of Chelan, provided comment.

MOTION:	I move to approve the 2026 Comprehensive Plan Docket, as presented.
MOVER:	Councilmember Tim Hollingsworth
SECONDER:	Councilmember Shane Collins
AYES:	Councilmember Augustin Benegas, Councilmember Brad Chitty,

	Councilmember Jon Higgins, Councilmember Mark Ericks, Councilmember Tim Hollingsworth, Councilmember Shane Collins
NAYS:	None
RESULT:	Passed

9. ADMINISTRATIVE REPORTS

- A. Transpo Group Professional Services Agreement for the Safe Streets 4 All Safety Action Plan (Public Works Director Youngren)

Public Works Director Youngren shared that the selection committee selected Transpo Group as the preferred firm to complete the Safe Streets 4 All (SS4A) Safety Action Plan.

10. INFORMATIONAL ITEMS

These items are for informational purposes only and are generally not discussed.

- A. Tentative Advanced Agenda (City Administrator McAloon)
- B. Council Committee Reports (Various Councilmembers)
- C. Contract Intake Log (City Clerk Gallucci)

11. CITY ADMINISTRATOR AND DEPARTMENT REPORTS

City Administrator McAloon

Shared she has been working at the City for 26 days and has been impressed by all the department heads.

City Attorney Batjer

Provided an updated on the Water Street and Terrace Avenue lawsuit.

Community Development Director Ajax

Stated the department is currently working on the Home Occupancy Code and will begin work on the Sign Code.

Deputy City Clerk Couch

None.

Finance Director Evans

Reported regular operations and closeout activities are ongoing, with the City audit nearing completion and financial reporting continuing for both City and Golf Course operations. An audit exit interview is anticipated within the next two weeks. She also reflected on six months of service with the City and expressed appreciation to City staff.

HR/Communications Director Coltman

Provided an update regarding the State of the City event, noting it was a very successful event. An update was provided on hiring efforts, announcing Casey Prey as the Fleet Lube Technician, Max Nelson as Resident Engineer, and Drew Belton as Operations Manager, along with an internal recruitment underway for the Parks Department Director position.

Interim Parks and Recreation Director Cooper

An update was provided on the consultant selection process for the golf course, noting that the National Golf Foundation has been selected, and the contract has been executed. Staff shared that they are looking forward to the consultant visiting the site to review the course. An update was also given on the Lakeside Park renovations.

Public Works Director Youngren

Expressed appreciation towards the department's crew.

12. MAYOR AND COUNCIL COMMENTS

Mayor McCardle

Reflected on the State of the City comments received tonight and acknowledged the work HR/Communications Director Coltman put into the event.

Councilmember Benegas

Reflected on the State of the City event.

Councilmember Chitty

Reflected on the State of the City event.

Councilmember Collins

Thanked City staff for all of their work and the Lynette Grandy for her comments.

Councilmember Ericks

None.

Councilmember Higgins

Thanked City Staff for their work.

Councilmember Hollingsworth

Stated he was impressed with the turnout at the State of the City event on January 22, 2026.

13. RECESS - AIRPORT BOARD MEETING

- A. The January 27, 2026 Lake Chelan Airport Board meeting has been cancelled.

14. EXECUTIVE SESSION

A. None

15. ADJOURNMENT

MOTION:	I move to adjourn the meeting.
MOVER:	Councilmember Brad Chitty
SECONDER:	Councilmember Tim Hollingsworth
AYES:	Councilmember Augustin Benegas, Councilmember Brad Chitty, Councilmember Jon Higgins, Councilmember Mark Ericks, Councilmember Tim Hollingsworth, Councilmember Shane Collins
NAYS:	None
RESULT:	Passed

**The meeting was adjourned
at 6:21 P.M.**

**Date
Approved:**

**Cailey Couch
Deputy City Clerk**

**Erin McCardle
Mayor**



CITY OF CHELAN
City Council Workshop Meeting
February 3, 2026

COUNCIL AND ADMINISTRATIVE PERSONNEL PRESENT

Mayor:

Erin McCardle

Councilmembers:

Augustin Benegas
Brad Chitty
Shane Collins
Mark Ericks (via Zoom)
Jon Higgins
Tim Hollingsworth
Terry Sanders

Administrative Personnel:

City Administrator Laura McAloon
City Attorney Quentin Batjer
City Clerk Peri Gallucci
Deputy City Clerk Cailey Couch
Community Development Director John Ajax
Finance Director Heidi Evans
HR/Communication Director Coltman
Interim Parks & Recreation Director Audrey Cooper
Public Works Director Jake Youngren

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 5:15 p.m.

2. AGENDA CHANGES

Item 3B. Transpo Group Traffic Analysis Presentation was removed from the agenda.

Item 3C. Resolution No. 2026-14XX Six-Year Transportation Program (STIP) 2026-2031 was removed from the agenda.

3. WORKSHOP DISCUSSION TOPICS

- A. Historic Downtown Chelan Association (HDCA) Annual Report (City Administrator McAloon/HDCA Director Sheridan)

Aimee Sheridan, Executive Director of the Historic Downtown Chelan Association (HDCA), presented the organization's annual report, highlighting progress on its 2021–2026 Transformational Plan. Her presentation outlined HDCA's work to foster a welcoming, inclusive, clean, safe, and economically thriving downtown Chelan. She also reviewed recent accomplishments, key partnerships, program impacts, financial updates, and emphasized the continued importance of City support.

- B. Transpo Group Traffic Analysis Presentation (Public Works Director Youngren)

This item was removed from the agenda.

- C. Resolution No. 2026-14XX Six Year Transportation Program (STIP) 2026-2031
(Public Works Director Youngren)

This item was removed from the agenda.

- D. Home Occupancy Zoning Code Update (Community Development Director Ajax)

Community Development Director Ajax shared the Planning Commission has been working on updates to the zoning code provisions related to home occupations. The proposed amendments are intended to clarify how portions of a residence may be used for business purposes, ranging from home offices to home-based businesses that involve customer visits. The existing code has proven to be cumbersome for both applicants and staff, and the proposed updates are designed to streamline and simplify the process.

- E. Chelan Municipal Code (CMC) 5.20 Peddlers, Hawkers and Transient Businesses Update (Community Development Director Ajax)

Community Development Director Ajax informed Council that City staff is drafting a revised code update for CMC 5.20, Peddlers, Hawkers, and Transient Businesses. The current code is significantly outdated and no longer reflects the types of business activity occurring in the City today. The primary concern is transient businesses that are operating as fully established, ongoing businesses. Staff will present the existing code versus the recommended revisions, with the goal of completing this update by early summer.

- F. Lake Chelan Sewer District (LCSD) Interlocal Repayment and Reimbursement Agreement for Lift Station No. 5 Improvements (Finance Director Evans)

Finance Director Evans brought forward the Interlocal Repayment and Reimbursement Agreement. Sharing between 2020 and 2022, the City completed over \$1.6 million in upgrades to Lift Station No. 5, with Lake Chelan Sewer District (LCSD) responsible for roughly half the cost under the 2022–2061 Interlocal Agreement. LCSD's share totals \$818,749.93. Without a formal repayment agreement, LCSD made informal payments for several years, leaving a remaining balance of \$607,563.40. Staff turnover and limited documentation contributed to the cessation of payments after 2023. The proposed 10-year repayment plan reflects the prior verbal agreement and will allow the City to recover the outstanding funds while earning consistent interest on the principal.

- G. J-U-B-Engineers, Inc. Authorization for Contract Amendment No. 1 & Scope of Services for the Runway and Taxiway Relocation Environmental Assessment (City Administrator McAloon/J-U-B Project Manager Ike)

City Administrator McAloon shared Amendment No. 1 authorizes a contract amendment with J-U-B Engineers for the environmental assessment related to the proposed runway and taxiway relocation project. The amendment increases the contract amount by

\$66,560, bringing the total to approximately \$457,982, and extends the contract completion date to December 31, 2026. The extension and added cost are due to unanticipated delays not caused by the City, primarily resulting from staffing turnover at the federal level. Because the project is FAA-funded, additional coordination, re-education of new FAA staff, and some duplicate work were required, necessitating the amendment to complete the project.

4. CITY ADMINISTRATOR AND DEPARTMENT REPORTS

City Administrator McAloon

Reported that after 31 days meeting with department heads, she feels she has a strong understanding of current City operations. She reiterated the importance of clearly defined City values and noted that these values are reflected in the work of all City employees, with an emphasis on smart growth. Based on feedback received, she has developed a work plan for the remainder of the year, beginning with a multi-year review of Chelan Municipal Code to address outdated sections and align the code with current practices, using a phased “small bites” approach with actions anticipated in February and March. She also shared plans to work closely with each department to support department heads, apply City values, and review organizational and operational structures ahead of the 2027 budget season, bringing recommendations to Council department by department, starting with the Parks Department. She noted the leadership transition underway in Parks, coordination with the new Director beginning February 10, 2026 and that the timing aligns well with the department’s slower season and the forthcoming golf course consultant study, which is expected to be completed by the fourth quarter.

City Clerk Gallucci

None.

Community Development Director Ajax

Shared his department is reviewing the sign code.

Finance Director Evans

Shared routine operations are ongoing, with year-end, quarterly, and month-end financial reporting now complete. An update was provided that automated mailing of utility bills will be launched this month. Work is also underway on procurement-related policies within the Finance Department, including credit card use and cash-handling policies, with plans to provide training on allowable purchasing practices as part of the department’s goals for the year.

HR/Communications Director Coltman

Shared communications efforts are being increased to help inform and engage the community as public works projects begin to ramp up.

Interim Parks and Recreation Director Cooper

Stated the Parks and Recreation Advisory Board met, noting proposed updates to the Chelan Municipal Code will be brought forward for review in March, and it was noted that agendas and minutes are now available through CivicClerk. An update was also provided on the Lakeside Park renovations, and staff reported that new golf carts have been delivered.

Public Works Director Youngren

Reported Resident Engineer Max Nelson began work on Monday, aligning well with the start of the construction season. Drew Belton has been selected as the new Operations Manager and he is scheduled to begin on February 18, 2026. An update was also provided on upcoming projects, noting that the first wave of bids will include work on SR-150 and related services, with bid awards anticipated at a March workshop. Fleet operations are ramping up gradually, with the shop focusing on Parks and Recreation vehicles to address early needs while seasonal staff onboarding is still underway.

5. MAYOR AND COUNCIL COMMENTS

None.

6. ADJOURNMENT

MOTION:	I move to adjourn the meeting.
MOVER:	Councilmember Hollingsworth
SECONDER:	Councilmember Chitty
AYES:	Councilmember Terry Sanders, Councilmember Augustin Benegas, Councilmember Chitty, Councilmember Jon Higgins, Councilmember Hollingsworth, Councilmember Shane Collins
NAYS:	None
RESULT:	Passed

The meeting was adjourned at 6:40 P.M.

Date Approved:

Cailey Couch
Deputy City Clerk

Erin McCardle
Mayor



CITY OF CHELAN
City Council Meeting
February 10, 2026

COUNCIL AND ADMINISTRATIVE PERSONNEL PRESENT

Mayor:

Erin McCardle

Councilmembers:

Augustin Benegas
Brad Chitty
Shane Collins
Jon Higgins
Tim Hollingsworth
Terry Sanders

Administrative Personnel:

City Administrator Laura McAloon
City Attorney Quentin Batjer
City Clerk Peri Gallucci
Deputy City Clerk Cailey Couch
Community Development Director John Ajax
Finance Director Heidi Evans
HR/Communication Director Chad Coltman
Interim Parks & Recreation Director Audrey

Absent/To Be Excused:

Cooper
Mark Ericks

Public Works Director Jake Youngren

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE AND ROLL CALL

The meeting was called to order at 5:17 p.m.

2. AGENDA CHANGES

Moving Item No. 5G. Express Personnel Staffing Agreement for the Finance Department (Finance Director Evans) to a Motion Consideration as Item No. 8A.

Moving Item No. 9A. Parks and Recreation Director Appointment Confirmation (City Administrator McAloon) to a Motion Consideration as Item No. 8B.

3. CITIZEN COMMENTS

Items not on the agenda. Time limited per the Mayor.

None.

4. MINUTES

A. None

5. CONSENT AGENDA

All items under the Consent Agenda are approved with one motion.

- A. Approve February 10, 2026 Accounts Payable Checks and EFT's & Payroll Checks and EFT's (Councilmember Hollingsworth)

February 10, 2026 Accounts Payable Checks No. 212316 - 212393 & EFT's totaling \$296,920.56 and Payroll Checks No. 103188 - 103200, EFT's & Direct Deposit totaling \$468,545.93

- B. Excuse Councilmember Ericks from the January 13, 2026 Regular City Council Meeting and the February 3, 2026 Workshop Meeting (Mayor McCardle)
- C. Excuse Councilmember Sanders from the January 27, 2026 Regular City Council Meeting (Mayor McCardle)
- D. J-U-B-Engineers, Inc. Authorization for Contract Amendment No. 1 & Scope of Services for the Runway and Taxiway Relocation Environmental Assessment (City Administrator McAloon)
- E. Ordinance No. 2026-1650 Deferral Agreement with Master's Revocable Living Trust (Public Works Director Youngren)
- F. Ordinance No. 2026-1651 Deferral Agreement with Lookout LLP (Public Works Director Youngren)
- G. Express Personnel Staffing Agreement for Finance Department (Finance Director Evans)

This item was moved from the Consent Agenda as Item No. 5G to a Motion Consideration as Item No. 8A.

Finance Director Evans presented the agreement with Express Personnel to provide emergency, temporary assistance in the Finance Department while the Front Receptionist/Clerical Assistant is on leave. This request is due to the concurrent resignation of the Office Administrative Assistant, which prevents the department from filling the front desk role internally. The temporary staffing support would provide a cost-effective stopgap solution to maintain service levels until staff return from leave and/or the vacancy is filled.

MOTION:	I authorize the Mayor to finalize and execute the Express Personnel Staffing Agreement for Finance and Administration Departments.
MOVER:	Councilmember Tim Hollingsworth

SECONDER:	Councilmember Jon Higgins
AYES:	Councilmember Terry Sanders, Councilmember Augustin Benegas, Councilmember Brad Chitty, Councilmember Higgins, Councilmember Hollingsworth, Councilmember Shane Collins
NAYS:	None
RESULT:	Passed

MOTION:	I move to approve the Consent Agenda.
MOVER:	Councilmember Tim Hollingsworth
SECONDER:	Councilmember Terry Sanders
AYES:	Councilmember Terry Sanders, Councilmember Augustin Benegas, Councilmember Chitty, Councilmember Tim Hollingsworth, Councilmember Higgins, Councilmember Collins
NAYS:	None
RESULT:	Passed

6. SPECIAL PRESENTATIONS

A. 2026 World Spay Day Proclamation (City Clerk Gallucci)

City Clerk Gallucci presented the World Spay Day proclamation, Mayor McCardle proclaimed February 26, 2026 as World Spay Day in Chelan.

B. Community Benefit Grant Presentations (HR/Communications Director Coltman)

Mayor McCardle presented the City's Clear Values, expression appreciation towards the community. The following agency presented tonight:

Thrive Chelan Valley Requested Amount: \$35,000

Funding supports the Thrive Cares program, which provides essential items such as weekend meal bags, athletic gear, and school supplies to students facing stability barriers. A portion of the grant also funds the annual Back to School Fair, offering backpacks, physicals, and haircuts to ensure approximately 500 local students start the year prepared.

Only 7 Seconds Requested Amount: \$20,000

This grant supports social health curriculums and programming designed to combat loneliness and foster connections among local youth. The funding allows the organization to offer these programs to students at no cost, equipping them with tools to prioritize their mental and social well-being.

Special Olympics Requested Amount: \$5,000

These funds cover facility fees for bowling programs and provide uniforms, gear, and registration for basketball and soccer seasons. The request also assists with travel and transportation costs for local athletes to attend Regional and State Competitions.

Lake Chelan Food Bank Requested Amount: \$15,000

The grant will be used to procure food staples and essential household items to meet the growing demand from community members in need. With rising costs, these funds are vital to maintaining inventory and ensuring that no resident of the Chelan Valley goes hungry.

Chelan Valley Hope Requested Amount: \$40,000

This request provides direct emergency assistance for individuals and families struggling with rent, utilities, food, and healthcare costs. The organization works to stabilize local households in crisis and provides referrals to additional resources to help clients move toward self-sufficiency.

7. PUBLIC HEARINGS

A. None

8. MOTION CONSIDERATIONS

A. None

9. ADMINISTRATIVE REPORTS

A. Parks and Recreation Director Appointment Confirmation (City Administrator McAloon)

This item was moved from an Administrative Report as Item No. 9A to a Motion Consideration as Item No. 8B.

City Administrator McAloon presented Mayor McCardle's appointment of Audrey Cooper as the Parks and Recreation Director. The City conducted an internal recruitment for the Parks and Recreation Director position and received one application from Interim Parks and Recreation Director Audrey Cooper. She was selected based on her qualifications, performance, and service as Interim Director since November 2025. This appointment must be confirmed by City Council.

MOTION:	I move to confirm the Mayor's appointment of Audrey Cooper as the City of Chelan Parks and Recreation Director and authorize the negotiation of a salary within budgeted authority.
MOVER:	Councilmember Terry Sanders
SECONDER:	Councilmember Tim Hollingsworth
AYES:	Councilmember Terry Sanders, Councilmember Augustin Benegas, Councilmember Brad Chitty, Councilmember Jon Higgins, Councilmember Tim Hollingsworth, Councilmember Shane Collins
NAYS:	None
RESULT:	Passed

B. Lake Chelan Sewer District (LCSD) Interlocal Repayment and Reimbursement Agreement for Lift Station No. 5 Improvements (Finance Director Evans)

Finance Director Evans provided an overview of a proposed 10-year repayment agreement with the Lake Chelan Sewer District (LCSD) to recover outstanding funds related to capital upgrades at Lift Station No. 5 and to generate stable interest earnings for the City. The upgrades were completed between 2020 and 2022, and after several years of informal payments, staff turnover and limited documentation contributed to the cessation of payments after 2023.

C. Transpo Group Professional Services Agreement for the Safe Streets 4 All Safety Action Plan (Public Works Director Youngren)

Public Works Director Youngren shared the City was awarded the Safe Streets 4 All (SS4A) Safety Action Plan grant in April 2025 and the funding agreement was executed with the United States Department of Transportation (USDOT) in September 2025. The selection committee selected Transpo Group as the preferred firm to complete the Safety Action Plan.

D. Rieseland Easement for the Lakeside Trail Project (Public Works Director Youngren)

Public Works Director Youngren presented a trail easement executed by the Brian and Janett Rieseland Trust which will grant the City a perpetual, non-exclusive right to construct, operate, and maintain a public pedestrian trail as part of the Lakeside Trail Project at 104 North Water Street. The agreement allows for trail improvements and maintenance while preserving the Grantors' ability to use the property in ways that do not interfere with public access, and includes indemnification provisions for the City. The easement acknowledges existing public access rights and will be brought forward at a future meeting for formal Council approval and recording.

- E. Home Occupations Zoning Code Update (Community Development Director Ajax)

Community Development Director Ajax presented the proposed text amendments to the City's Home Occupation Zoning Standards as recommended by the Planning Commission. This update is intended to streamline provisions by locating home occupation standards in a new general provision section, and by removing the permit requirement for home occupations that are permitted outright.

10. INFORMATIONAL ITEMS

These items are for informational purposes only and are generally not discussed.

- A. Tentative Advanced Agenda (City Administrator McAloon)
- B. Council Committee Reports (Various Councilmembers)
- C. Contract Intake Report (City Clerk Gallucci)

11. CITY ADMINISTRATOR AND DEPARTMENT REPORTS

City Administrator McAloon

Stated she is working with departments to review policies and procedures related to code updates, which will be brought forward to Council for review. Upcoming discussions will include the special event fee, updates to the employee handbook, and proposed changes to Council Rules of Procedures, as well as financial policies, including the development of a purchasing code.

City Attorney Batjer

None.

City Clerk Gallucci

None.

Community Development Director Ajax

Reported the department is working with a consultant on follow-up efforts related to the Comprehensive Plan update, which is entering the final stages. Work will also begin on proposed edits to the sign code.

Finance Director Evans

Reported the City audit is nearing completion, with another meeting held today and final completion anticipated by the end of the month. Audit exit interview information will be shared soon, and appreciation was expressed to the Council for approving the temporary staffing agreement.

HR/Communications Director Coltman

Shared City Staff work anniversaries.

Interim Parks and Recreation Director Cooper

Appreciation was expressed to the Council for approving the confirmation of her appointment. Collaboration was identified as the focus of the month, including working with Public Works on the fleet program, implementing digital timecards, and coordinating with Human Resources on seasonal hiring efforts. Councilmembers were also asked to check their email to schedule a meeting with the National Golf Foundation.

Public Works Director Youngren

It was noted that this has been a unique winter season, with snowplows and sanders currently parked and crews operating under spring-like conditions. Staff reported that work is continuing on lead and copper requirements across all service connections. An update was also provided on the Chelan Recycling Center project, noting that Bayley Construction is the selected contractor and that staff is reviewing the project and working toward a final cost estimate, which will be shared with the insurance adjuster.

12. MAYOR AND COUNCIL COMMENTS

Mayor McCardle

An update was provided on the Fish Hatchery Project in the Chelan Falls area. Congratulations were extended to Parks and Recreation Director Cooper, and it was noted that another round of Community Benefit Grant presentations are scheduled for February 24, 2026.

Councilmember Benegas

Congratulated Parks and Recreation Director Cooper.

Councilmember Chitty

Thanked the non-profits for their presentations tonight.

Councilmember Collins

Appreciation was expressed to City staff and the organizations that presented, along with thanks to City Clerk Gallucci for the World Spay Day Proclamation. Congratulations were also extended to Parks and Recreation Director Cooper.

Councilmember Higgins

Appreciation was expressed to City staff and the presenting organizations, and congratulations were extended to Parks and Recreation Director Cooper.

Councilmember Hollingsworth

Appreciation was expressed to the presenting organization and reflected on the unhoused community members.

Councilmember Sanders

Thanked City Clerk Gallucci for the World Spay Day Proclamation and provided a recap of his review on the Community Benefit Grant applicants.

13. RECESS -LAKE CHELAN AIRPORT BOARD MEETING

A. The February 10, 2026, Lake Chelan Airport Board Meeting has been cancelled.

14. EXECUTIVE SESSION

A. None

15. ADJOURNMENT

Final Comments / Motion to Adjourn Suggested Motion: I move to adjourn the meeting.

MOTION:	I move to adjourn the meeting.
MOVER:	Councilmember Tim Hollingsworth
SECONDER:	Councilmember Terry Sanders
AYES:	Councilmember Augustin Benegas, Councilmember Brad Chitty, Councilmember Jon Higgins, Councilmember Shane Collins
NAYS:	None
RESULT:	Passed

**The meeting was adjourned
at 6:56 P.M.**

**Date
Approved:**

**Cailey Couch
Deputy City Clerk**

**Erin McCardle
Mayor**



CITY OF CHELAN
City Council Meeting
February 24, 2026

COUNCIL AND ADMINISTRATIVE PERSONNEL PRESENT

Mayor:

Erin McCardle

Councilmembers:

Augustin Benegas
Brad Chitty
Shane Collins
Mark Ericks (via Zoom, arrived
at 5:22 p.m.)
Jon Higgins
Tim Hollingsworth
Terry Sanders

Administrative Personnel:

City Administrator Laura McAloon
City Attorney Quentin Batjer
Deputy City Clerk Cailey Couch
Community Development Director John Ajax
Finance Director Heidi Evans
HR/Communication Director Chad Coltman
Parks & Recreation Director Audrey Cooper
Public Works Director Jake Youngren
Public Works City Engineer Travis Denham

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE AND ROLL CALL

The meeting was called to order at 5:15 p.m.

2. AGENDA CHANGES

Remove item 5A Approve Lake Chelan Airport January 13, 2026 Accounts Payable Checks and EFT's & Payroll Checks and EFTS (Councilmember Hollingsworth)

Remove item 5B Approve Lake Chelan Airport December 30, 2025 Accounts Payable Checks and EFT's & Payroll Checks and EFT's (Councilmember Hollingsworth)

Add item 5G Approve Lake Chelan Airport Period 13/1 – December 30, 2025 Accounts Payable Checks and EFT's & Payroll Checks and EFTS, Period 13/2 – December 31, 2025 Accounts Payable Checks, and Period 13/3 – December 31, 2025 Accounts Payable Checks (Councilmember Higgins)

Lake Chelan Airport:

Period 13/1 – December 30, 2025 Accounts Payable Checks No. 41354 - 41366 and EFT's totaling \$39,232.03 & Payroll Checks No. 30362, Direct Depoist and EFTS totaling \$4,697.10, and

Period 13/2 – December 31, 2025 Accounts Payable Checks No. 41367 - 41372 totaling \$1,200.21, and

Period 13/3 – December 31, 2025 Accounts Payable Check No. 41373 totaling \$83.10

3. CITIZEN COMMENTS

Items not on the agenda. Time limited per the Mayor.

Thomas L Clark, Resident of Chelan, voiced his ongoing concerns regarding a deed in the Lakeside area with lake access.

4. MINUTES

- A. Approve December 9, 2025 Minutes of the Regular Lake Chelan Airport Board Meeting (City Clerk Gallucci)

MOTION:	I move to approve the minutes.
MOVER:	Councilmember Tim Hollingsworth
SECONDER:	Councilmember Brad Chitty
AYES:	Councilmember Terry Sanders, Councilmember Augustin Benegas, Councilmember Brad Chitty, Councilmember Jon Higgins, Councilmember Mark Ericks, Councilmember Tim Hollingsworth, Councilmember Shane Collins
NAYS:	None
RESULT:	Passed

5. CONSENT AGENDA

All items under the Consent Agenda are approved with one motion.

- A. Approve Lake Chelan Airport January 13, 2026 Accounts Payable Checks and EFT's & Payroll Checks and EFT's (Councilmember Hollingsworth)

This item was removed from the agenda.

- B. Approve Lake Chelan Airport December 30, 2025 Accounts Payable Checks and EFT's & Payroll Checks and EFT's (Councilmember Hollingsworth)

This item was removed from the agenda.

- C. Approve February 24, 2026 Accounts Payable Checks and EFT's & Payroll Checks and EFT's (Councilmember Hollingsworth)

February 24, 2026 Accounts Payable Checks No. 212398 - 212456 totaling \$329,206.47, Void Check No. V212263- Chelan Co Auditor totaling \$305.50 and Void Check No. V212270- Chelan Co Auditor totaling \$305.50& Payroll Checks No. 103201 - 103205 EFTs and Direct Deposit totaling \$296,627.22.

- D. Lake Chelan Sewer District (LCSD) Interlocal Repayment and Reimbursement Agreement for Lift Station No. 5 Improvements (Finance Director Evans)
- E. Rieseland Trust Trail Easement (Public Works Director Youngren)
- F. Transpo Group Professional Services Agreement for the Safe Streets 4 All Safety Action Plan (Public Works Director Youngren)

MOTION:	I move to approve the Consent Agenda, as amended.
MOVER:	Councilmember Tim Hollingsworth
SECONDER:	Councilmember Terry Sanders
AYES:	Councilmember Terry Sanders, Councilmember Augustin Benegas, Councilmember Brad Chitty, Councilmember Jon Higgins, Councilmember Mark Ericks, Councilmember Tim Hollingsworth, Councilmember Shane Collins
NAYS:	None
RESULT:	Passed

6. SPECIAL PRESENTATIONS

- A. National Golf Foundation Introduction to Richard Singer (Parks & Recreation Director Cooper)

Richard Singer of the National Golf Foundation introduced himself to City Council as the consultant leading the Lake Chelan Municipal Golf Course study.

- B. Community Benefit Grant Presentations (HR/Communications Director Coltman)

The following organizations presented to City Council:

Chelan Valley Community Nurse Requested Amount: \$8,000

The organization is seeking to replace a discontinued health record system with a new HIPAA-compliant digital platform for data collection and patient tracking. Additional funds will be used to upgrade outdated office equipment, including phones and printers, to improve operational efficiency.

Chelan Valley Connect Requested Amount: \$500

This request covers the design, launch, and maintenance of a centralized website for the Chelan Valley nonprofit alliance. The site will help local organizations coordinate services more effectively and provide data to help the network improve service delivery to community members.

Heritage Heights Requested Amount: \$30,525

Funding is requested for critical facility safety upgrades, including the replacement of rotting exterior soffit and siding. Improvements also include the installation of ADA-compliant ramp handrails and an upgrade to the indoor fire sprinkler system to meet current safety codes.

Habitat for Humanity Requested Amount: \$61,480

This grant supports infrastructure fees for upcoming affordable housing units and administrative costs for local construction projects. It also funds the Home Repair program, which provides essential repairs for low-income seniors and homeowners to help them stay safely in their homes.

7. PUBLIC HEARINGS

A. Home Occupation Code Public Hearing (Community Development Director Ajax)

The public hearing was opened at 5:58 p.m.

Community Development Director Ajax reviewed the purpose of the proposed text amendments (TA2025-03) to the City's Home Occupation Zoning Standards as recommended by the Planning Commission. This update is intended to streamline provisions by locating home occupation standards in a new general provision section, and by removing the permit requirement for home occupations that are permitted outright.

Jared Higgins, Resident of Chelan, spoke against the proposed Home Occupancy Code. Evelyn Ralstad, Resident of East Wenatchee, Owner of Chelan property, spoke against the proposed Home Occupancy Code.

Jerimiah Ralstad, Resident of East Wenatchee, Owner of Chelan property, spoke against the proposed Home Occupancy Code.

The public hearing was closed at 6:31 p.m.

8. MOTION CONSIDERATIONS

A. Resolution No. 2026-1476 Surplus of Playground Equipment (City Administrator McAloon)

City Administrator McAloon, presented the resolution that allows the city to surplus the playground equipment from Lakeside Park. Mayor Clint Hall of Mansfield reached out to the City and expressed interest in the purchase of the surplus equipment in order to

create a playground in Mansfield.

MOTION:	I move to adopt Resolution No. 2026-1476.
MOVER:	Councilmember Tim Hollingsworth
SECONDER:	Councilmember Jon Higgins
AYES:	Councilmember Terry Sanders, Councilmember Augustin Benegas, Councilmember Brad Chitty, Councilmember Jon Higgins, Councilmember Mark Ericks, Councilmember Tim Hollingsworth, Councilmember Shane Collins
NAYS:	None
RESULT:	Passed

- B. Resolution No. 2026-1477 Dissolve the Lake Chelan Airport Board (City Administrator McAloon)

City Administrator McAloon presented the resolution formally dissolving the Lake Chelan Airport Board.

MOTION:	I move to adopt Resolution No. 2026-1477.
MOVER:	Councilmember Tim Hollingsworth
SECONDER:	Councilmember Augustin Benegas
AYES:	Councilmember Terry Sanders, Councilmember Augustin Benegas, Councilmember Brad Chitty, Councilmember Jon Higgins, Councilmember Mark Ericks, Councilmember Tim Hollingsworth, Councilmember Shane Collins
NAYS:	None
RESULT:	Passed

- C. Berger Partnership LLC, Amendment No. 2 to the Professional Services Agreement for the Lakeside Park LWCF Grant Project (Parks and Recreation Director Cooper)

Parks and Recreation Director Cooper presented the amendment that adds the following services, which exceeded the original scope and budget expectations: Cultural Resources Monitoring, Architectural Services, and Landscape Architecture.

MOTION:	I move to authorize the Mayor to finalize and execute the Berger
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	Partnership LLC, Amendment No. 2 to the Professional Services Agreement for the Lakeside Park LWCF Grant Project.
MOVER:	Councilmember Tim Hollingsworth
SECONDER:	Councilmember Brad Chitty
AYES:	Councilmember Terry Sanders, Councilmember Augustin Benegas, Councilmember Brad Chitty, Councilmember Jon Higgins, Councilmember Mark Ericks, Councilmember Tim Hollingsworth, Councilmember Shane Collins
NAYS:	None
RESULT:	Passed

D. Washington Cities Insurance Authority (WCIA) Risk Reduction Grant Application (Parks and Recreation Director Cooper)

Parks and Recreation Director Cooper shared the department would like to submit an application in the amount of \$25,000 for installation of security cameras and upgraded door locks at the Marina, Don Morse Park, RV park, Parks office, and other park locations. These improvements, as part of a larger city-wide security project, mitigate property damage, theft, vandalism, and premises liability exposures at high-use park facilities.

MOTION:	I move to authorize the Mayor to finalize and execute the Washington Cities Insurance Authority (WCIA) Risk Reduction Grant Application.
MOVER:	Councilmember Jon Higgins
SECONDER:	Councilmember Shane Collins
AYES:	Councilmember Terry Sanders, Councilmember Augustin Benegas, Councilmember Brad Chitty, Councilmember Jon Higgins, Councilmember Mark Ericks, Councilmember Tim Hollingsworth, Councilmember Shane Collins
NAYS:	None
RESULT:	Passed

E. Trout-Blue Chelan - Magi, LLC Utility Easement (Public Works Director Youngren)

Public Works Director Youngren shared the City worked with Chelan Fruit to secure a utility easement to support infrastructure improvements near Anderson Road. While a broader MOU included additional easements and a right-of-way dedication tied to dissolving an

existing Improvement Deferral Agreement, staff brought forward only the gravity sewer easement due to funding timelines. The proposed perpetual, non-exclusive easement allowed installation and maintenance of a gravity sewer line, enabling sewer service to the area without constructing a pumping station and resulting in cost savings and operational benefits. The remaining MOU items involved additional parties and were to be addressed separately as they were finalized.

MOTION:	I move to authorize the Mayor to finalize and execute the Trout-Blue Chelan - Magi, LLC Utility Easement.
MOVER:	Councilmember Tim Hollingsworth
SECONDER:	Councilmember Jon Higgins
AYES:	Councilmember Terry Sanders, Councilmember Augustin Benegas, Councilmember Brad Chitty, Councilmember Jon Higgins, Councilmember Mark Ericks, Councilmember Tim Hollingsworth, Councilmember Shane Collins
NAYS:	None
RESULT:	Passed

F. Ordinance No. 2026-1652 Termination of Improvement of Deferral Agreement
(Public Works Director Youngren)

Public Works Director Youngren shared in 2020, the City entered into an Improvement Deferral Agreement with Chelan Fruit related to frontage improvements along State Route 150. In 2023, the parties began discussions to terminate the agreement while evaluating a gravity sewer crossing, resulting in a negotiated sewer easement brought forward concurrently. The ordinance conditionally terminated the deferral agreement upon execution and recording of the sewer easement, at which time all obligations were extinguished with no payments owed by either party.

MOTION:	I move to adopt Ordinance No. 2026-1652, approving the Termination of Improvement Deferral Agreement with Trout-Blue Chelan-Magi, Inc., dba Chelan Fruit Cooperative, conditioned upon execution and recording of the Sewer Easement, and authorizing the Mayor to execute all related documents.
MOVER:	Councilmember Tim Hollingsworth
SECONDER:	Councilmember Brad Chitty
AYES:	Councilmember Terry Sanders, Councilmember Augustin Benegas, Councilmember Brad Chitty, Councilmember Jon

	Higgins, Councilmember Mark Ericks, Councilmember Tim Hollingsworth, Councilmember Shane Collins
NAYS:	None
RESULT:	Passed

G. Washington State Department of Transportation (WSDOT) Grant Application for the Runway 2/20 Rehabilitation Project - Phase 1 Design and Bidding (City Administrator McAloon)

City Administrator McAloon presented the grant application for the Runway Rehabilitation project. The Lake Chelan Airport Runway 2/20 is in need of rehabilitation due to deterioration since the last pavement maintenance project completed in 2021. This grant request is for the design and bidding phase of the Runway Rehabilitation Project and represents approximately 2.5 percent of the total project cost. The Federal Aviation Administration (FAA) will fund 95 percent of the grant, with the remaining local match of approximately 2.5 percent to be split evenly between the City and the Chelan Douglas Regional Port Authority (CDRPA). The FAA grant application will be brought forward to Council for consideration at a future meeting.

MOTION:	I move to authorize the Mayor to finalize and execute the Washington State Department of Transportation (WSDOT) Grant Application for the Runway 2/20 Rehabilitation Project - Phase 1 Design and Bidding.
MOVER:	Councilmember Jon Higgins
SECONDER:	Councilmember Terry Sanders
AYES:	Councilmember Terry Sanders, Councilmember Augustin Benegas, Councilmember Brad Chitty, Councilmember Jon Higgins, Councilmember Mark Ericks, Councilmember Tim Hollingsworth, Councilmember Shane Collins
NAYS:	None
RESULT:	Passed

9. ADMINISTRATIVE REPORTS

A. 2026 Chelan County Comprehensive Emergency Management Plan (City Administrator McAloon)

City Administrator McAloon provided Council with the draft 2026 Chelan County Comprehensive Emergency Management Plan to allow members time to review the document in advance of Mr. Smoke's presentation and request for adoption at the March 10, 2026 meeting.

B. Resolution No. 2026-14XX Six Year Transportation Program (STIP) 2026-2031
(Public Works Director Youngren)

Public Works Director Youngren and City Engineer Denham facilitated the discussion of the amendment to the 2025-20230 Six-Year Transportation Improvement Program (STIP). Sharing budget authority must be in place by the end of March 2026 to meet the upcoming grant application deadlines.

10. INFORMATIONAL ITEMS

These items are for informational purposes only and are generally not discussed.

- A. Tentative Advanced Agenda (City Administrator McAloon)
- B. Council Committee Reports (Various Councilmembers)
- C. Lake Chelan Chamber of Commerce Financial Report (Finance Director Evans)
- D. Contract Intake Report (City Clerk Gallucci)

11. CITY ADMINISTRATOR AND DEPARTMENT REPORTS

City Administrator McAloon

A significant amount of information was presented and discussed tonight. She greatly appreciates the insightful questions and the actionable items identified.

City Attorney Batjer

None.

Community Development Director Ajax

The property at 418 East Woodin Avenue, known as the Sikes property, is near demolition.

Deputy City Clerk Couch

None.

Finance Director Evans

The City audit is nearing completion, an exit interview is scheduled, and the temporary administration position has been successfully filled.

Parks and Recreation Director Cooper

She provided feedback on the conditions at Don Morse Park, the trash can schedule and the public restroom hours.

Public Works Director Youngren

The Saunders Street Pedestrian Improvement project and the State Route 150 Sewer Line

Improvement project have progressed to the bid opening stage, with bids scheduled to be opened this week with bid award anticipated for approval on March 3, 2026. Separately, the new Operations Manager has been hired, has begun work, and is currently being onboarded.

12. MAYOR AND COUNCIL COMMENTS

Mayor McCardle

Thanked the public for their comments and valuable input. Specifically recognized Mr. Higgins. Noted that the Chelan Douglas Regional Transportation Council (CDRTC) pathway survey remains open for final feedback. Recapped the recent CDRTC meeting held with emergency management agencies.

Councilmember Benegas

Echoed Councilmember Sanders' comments on the substantial information shared tonight. Expressed a desire to prioritize benefits for local citizens over policy or tourism-focused aspects. Requested more details on the projects list, including how long each has been pending and their current ranking/priority.

Councilmember Chitty

Echoed appreciation for the public comments and the opportunity to hear directly from residents. Acknowledged the important role of nonprofits. Thanked staff and expressed looking forward to upcoming discussions on the Six-Year Transportation Program.

Councilmember Collins

Thanked the public for their comments and specifically acknowledged Thomas Clark. Reflected positively on the public hearing process and thanked the non profit organizations who presented tonight. Extended thanks to Community Development Director Ajax and Public Works Director Youngren for the comprehensive information provided tonight.

Councilmember Ericks

Acknowledged Richard Singer, expressing the high level of work and effort they will be putting into the study.

Councilmember Higgins

Thanked the public for their comments. Expressed looking forward to hearing more from Richard Singer. Congratulated the men's and women's USA Hockey teams on their recent accomplishment.

Councilmember Hollingsworth

Echoed other councilmembers' appreciation for the robust public participation and turnout, noting that many public hearings see limited attendance. Recognized that not all concerns can be fully accommodated, while emphasizing the council's ongoing effort to balance competing priorities to the best of its ability. Reflected on the recent golf course

discussion involving Richard Singer and praised the significant effort and dedication demonstrated by the team in developing the draft Six-Year Transportation Program.

Councilmember Sanders

Expressed appreciation for the Community Benefit Grant presentations provided this evening and commended the robust public engagement observed during the meeting.

13. EXECUTIVE SESSION

None.

14. ADJOURNMENT

MOTION:	I move to adjourn the meeting.
MOVER:	Councilmember Tim Hollingsworth
SECONDER:	Councilmember Terry Sanders
AYES:	Councilmember Terry Sanders, Councilmember Augustin Benegas, Councilmember Brad Chitty, Councilmember Jon Higgins, Councilmember Mark Ericks, Councilmember Tim Hollingsworth, Councilmember Shane Collins
NAYS:	None
RESULT:	Passed

**The meeting was adjourned
at 7:43 P.M.**

**Date
Approved:**

**Cailey Couch
Deputy City Clerk**

**Erin McCardle
Mayor**



CITY OF CHELAN
City Council Workshop Meeting
March 3, 2026

COUNCIL AND ADMINISTRATIVE PERSONNEL PRESENT

Mayor:

Erin McCardle

Councilmembers:

Augustin Benegas
Brad Chitty
Shane Collins
Mark Ericks
Jon Higgins
Tim Hollingsworth
Terry Sanders

Administrative Personnel:

City Administrator Laura McAloon
City Clerk Peri Gallucci
Deputy City Clerk Cailey Couch
Community Development Director John Ajax
Finance Director Heidi Evans
HR/Communication Director Chad Coltman
Parks & Recreation Director Audrey Cooper
Public Works Director Jake Youngren

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 5:15 p.m.

2. AGENDA CHANGES

Agenda Change:

Add item to Motion Considerations as no. 2C. Resolution No. 2026-1478 Washington State Department of Transportation Aviation Guaranteeing Grant Match Funds (City Administrator McAloon)

Add item to Motion Considerations as no. 2D. J-U-B Engineers, Inc. Agreement for Professional Services for the Runway 2/20 Pavement Rehabilitation Project, Phase 1 Design (City Administrator McAloon)

- A. Resolution No. 2026-1478 Washington State Department of Transportation Aviation Guaranteeing Grant Match Funds (City Administrator McAloon)

City Administrator McAloon shared the City previously approved submission of a grant application to the Washington State Department of Transportation (WSDOT) Aviation for the 2/20 Runway Rehabilitation and Design Project. WSDOT requires an accompanying resolution confirming the availability of matching funds if the grant is awarded. Staff prepared the resolution for submittal in support of the previously approved grant application.

MOTION:	I move to adopt Resolution No. 2026-1478.
MOVER:	Councilmember Tim Hollingsworth
SECONDER:	Councilmember Augustin Benegas
AYES:	Councilmember Terry Sanders, Councilmember Augustin Benegas, Councilmember Brad Chitty, Councilmember Jon Higgins, Councilmember Mark Ericks, Councilmember Tim Hollingsworth, Councilmember Shane Collins
NAYS:	None
RESULT:	Passed

- B. J-U-B Engineers, Inc. Agreement for Professional Services for the Runway 2/20 Pavement Rehabilitation Project, Phase 1 Design (City Administrator McAloon)

City Administrator McAloon shared the Scope of SWork includes mill and inlay/overlay of approximately 3,506 feet by 60 feet of existing pavement, crack filling, localized surface repairs, shoulder grading, paving fabric as warranted, and re-striping of pavement markings. The improvements are expected to extend the safe operational life of the runway by an additional 10 to 15 years. A more detailed Scope of Services is included in the attached agreement.

MOTION:	I move to authorize the Mayor to finalize and execute the J-U-B Engineers, Inc. Agreement for Professional Services for the Runway 2/20 Pavement Rehabilitation Project, Phase 1 Design.
MOVER:	Councilmember Tim Hollingsworth
SECONDER:	Councilmember Terry Sanders
AYES:	Councilmember Terry Sanders, Councilmember Augustin Benegas, Councilmember Brad Chitty, Councilmember Jon Higgins, Councilmember Mark Ericks, Councilmember Tim Hollingsworth, Councilmember Shane Collins
NAYS:	None
RESULT:	Passed.

3. MOTION CONSIDERATIONS

- A. Hurst Construction Bid Award and Contractors Agreement for the Sanders Street Pedestrian Improvement Project (Public Works Director Youngren)

Public Works Director shared bids for the Sanders Street Pedestrian Improvements project were opened on February 25, 2026, with four (4) bids received. The apparent low and qualified bidder is Hurst Construction, LLC of East Wenatchee, with a bid amount of \$646,269.00 which is approximately twenty-four percent below the engineer's estimate. RH2 Engineering reviewed the bids, found Hurst Construction to be qualified, and recommended they be awarded the project.

MOTION:	I move to award the Sanders Street Pedestrian Improvements project to Hurst Construction, LLC and authorize the Mayor to finalize and execute a contract with Hurst Construction, LLC., contingent on Transportation Improvement Board (TIB) approval.
MOVER:	Councilmember Tim Hollingsworth
SECONDER:	Councilmember Brad Chitty
AYES:	Councilmember Terry Sanders, Councilmember Augustin Benegas, Councilmember Brad Chitty, Councilmember Jon Higgins, Councilmember Mark Ericks, Councilmember Tim Hollingsworth, Councilmember Shane Collins
NAYS:	None
RESULT:	Passed.

B. J&K Earthwork, LLC. Bid Award and Contractors Agreement for the State Route 150 Sewer Line Improvement Project (Public Works Director Youngren)

Public Works Director Youngren shared the bids for the SR 150 Sewer Main Replacement Project were opened on February 25, 2026, with two (2) bids received. The apparent low and qualified bidder is J&K Earthworks, LLC, with a bid of \$3,925,171.31, approximately five percent below the engineer's estimate. Ardurra reviewed the bids, found J&K Earthworks to be qualified, and recommended award of the project.

MOTION:	I move to award the SR 150 Sewer Main Replacement Project to J&K Earthworks, LLC and authorize the Mayor to finalize and execute a contract with J&K Earthworks, LLC.
MOVER:	Councilmember Collings
SECONDER:	Councilmember Higgins
AYES:	Councilmember Terry Sanders, Councilmember Augustin Benegas, Councilmember Brad Chitty, Councilmember Jon Higgins, Councilmember Mark Ericks, Councilmember Tim Hollingsworth, Councilmember Shane Collins

NAYS:	None
RESULT:	Passed

4. WORKSHOP DISCUSSION TOPICS

A. CivicClerk Agenda Management Tutorial (Deputy City Clerk Couch)

Deputy City Clerk Couch presented an overview of the Public Portal and demonstrated the process for accessing and navigating agenda packets within the new agenda management software.

B. Community Benefit Grant Application Discussion (City Administrator McAloon)

City Administrator McAloon facilitated the Council discussion regarding Community Benefit Grant funding amounts for eligible applicants and explained the staff's recommendations. Council was directed to review the applications and then submit evaluation criteria by the following day, with final action scheduled for March 10, 2026.

C. Resolution No. 2026-14XX Six-Year Transportation Program (STIP) (Public Works Director Youngren)

Public Works Director Youngren brought forward the draft amended 2025–2030 Six-Year Transportation Improvement Program (STIP), the Transportation Benefit District (TBD) framework handout, and the current STIP for Council discussion. These items are intended to facilitate and direct the dialogue toward finalizing an amended Six-Year Transportation Improvement Program for Council consideration and approval on March 10, 2026.

D. Interwest Communications Bid Award and Professional Services Contract for Security Services City- Wide (Parks and Recreation Director Cooper)

Public Works Director Youngren discussed the installation of city-wide security services by Interwest Communications. installing security services city-wide. He shared with Council that the Parks and Recreation Department had additional expenditures outside the current budgeted amount.

5. CITY ADMINISTRATOR AND DEPARTMENT REPORTS

City Administrator McAloon

Congratulated City Clerk Gallucci on 17 years of working at the City and informed Councilmembers that the Office of the City Clerk and HR/Communications swapped office locations.

City Attorney Batjer

None.

City Clerk Gallucci

Installation of four (4) additional shared handheld microphones is tentatively scheduled for Friday,

March 13, 2026.

Community Development Director Ajax

None.

Finance Director Evans

None.

Parks and Recreation Director Cooper

Hiring is underway for the seasonal Parks and Recreation Department, and you will soon see new faces in the parks and at the Lake Chelan Municipal Golf Course. The golf course is scheduled to open on Friday, March 13, 2026. In addition, a recap was provided of the meeting with Richard Singer from the National Golf Foundation.

Public Works Director Youngren

None.

6. MAYOR AND COUNCIL COMMENTS

Mayor McCardle

Informed Council that she will be signing a letter of support to Chelan County and the Chelan Douglas Regional Port Authority for a request to purchase land to help secure future lake access for Lady of the Lake and Mountain Barge Services.

Councilmember Benegas

None.

Councilmember Chitty

None.

Councilmember Collins

None.

Councilmember Ericks

None.

Councilmember Higgins

None.

Councilmember Hollingsworth

None.

Councilmember Sanders

Inquired with Parks and Recreation Director Cooper regarding the expected timeline for finalizing the Lake Chelan Municipal Golf Course study with the National Golf Foundation;

the estimated timeframe is eight to ten weeks.

7. ADJOURNMENT

MOTION:	I move to adjourn.
MOVER:	Councilmember Tim Hollingsworth
SECONDER:	Councilmember Jon Higgins
AYES:	Councilmember Terry Sanders, Councilmember Augustin Benegas, Councilmember Brad Chitty, Councilmember Jon Higgins, Councilmember Mark Ericks, Councilmember Tim Hollingsworth, Councilmember Shane Collins
NAYS:	None
RESULT:	Passed

The meeting was adjourned at 7:07 P.M.

**Date
Approved:**

**Cailey Couch
Deputy City Clerk**

**Erin McCardle
Mayor**

CITY OF CHELAN PROCLAMATION

National Agriculture Week

March 15–21, 2026



WHEREAS, agriculture is a cornerstone of the economy, heritage, and identity of the City of Chelan, the greater Lake Chelan Valley and Chelan County; and

WHEREAS, the rich agricultural lands surrounding our community produce high-quality apples, cherries, pears, grapes, and other crops that feed families locally, nationally, and around the world; and

WHEREAS, farmers, farm workers, ranchers, orchardists, vintners, suppliers, processors, truck drivers, and agricultural support professionals work diligently to sustain a safe, abundant, and affordable food supply; and

WHEREAS, agriculture strengthens our local economy by creating jobs, supporting small businesses, preserving open space, and contributing to the vitality and character of our rural landscape; and

WHEREAS, National Agriculture Week provides an opportunity to recognize and celebrate the essential contributions of agriculture and to honor the hard work, innovation, and stewardship of those who dedicate their lives to this vital industry; and

WHEREAS, the City of Chelan recognizes the importance of promoting agricultural awareness and encouraging future generations to pursue careers in agriculture and related fields;

NOW, THEREFORE, I, the Mayor of the City of Chelan, Washington, do hereby proclaim March 15–21, 2026, as

NATIONAL AGRICULTURE WEEK in the City of Chelan, and encourage all residents to join in recognizing the significant contributions of our agricultural community and to express appreciation for the individuals and families who help sustain our region and nation through their commitment to agriculture.



Mayor Erin McCardle



City of Chelan

2026-031

CITY COUNCIL

March 10, 2026

Subject/Title: Award Funding to the Community Benefit Grant Applicants (City Administrator McAloon)
Department: HR/Communications
Staff Contact: Laura McAloon
Guiding Principles: Healthy & Sustainable
Initiatives: Enhance Youth and Family Well-being
Reviewed By: City Administrator, Finance Director, and City Attorney
Number of Looks: Look 3-3

GOVERNING LEGISLATION

RCW 35A.11.020 Powers vested in legislative bodies of noncharter and charter code cities. "...The legislative body of each code city shall have power to organize and regulate its internal affairs within the provisions of this title..."

PREVIOUS ACTION TAKEN

Community agencies present to Council on February 10 and February 24, 2026. Council then discussed funding options during the workshop on March 3, 2026.

OVERVIEW

A memo summarizing the Councilmembers' grant award recommendations is included in the packet. Consensus was reached on five (5) of the eight (8) grant award amounts through the scoring process. After deducting the consensus award amount total of \$37,500 from the \$120,000 budgeted for this program in Fiscal Year 2026, Council has \$82,500 available to award to the three (3) remaining applicants. The initial Staff Recommendations for the three (3) remaining applicants also totals \$82,500, therefore staff continue to recommend awards in those amounts as noted in the memo. The recommended motion below awards the five (5) consensus amounts and the three (3) staff recommended amounts to fully allocate and award the \$120,000 available.

FINANCIAL IMPLICATIONS

Adequate funds budgeted.

ATTACHMENTS

1. Council Award Recommendations

SUGGESTED MOTION

1. I move to award the 2026 Community Benefit Grants in the total amount of \$120,000 as follows:

Thrive Chelan Valley	\$33,000
Only 7 Seconds	\$16,500
Special Olympics	\$5,000
Lake Chelan Food Bank	\$15,000
Chelan Valley Hope	\$33,000
Chelan Valley Community Nurse	\$8,000
Chelan Valley Connect	\$500
Meals on Wheel (OCTN)	\$9,000

2026 Community Benefit Grant – City Council Awards

2026 General Fund Community Grant Budget – \$120,000



Organization	Requested Grant Amount	Initial Staff Recommended Award	City Council Award – 2026FY
Thrive Chelan Valley	\$35,000	\$ 33,000	TBD
Only 7 Seconds	\$20,000	\$16,500	TBD
Special Olympics	\$5,000	\$ 5,000	\$5,000
Lake Chelan Food Bank	\$15,000	\$15,000	\$15,000
Chelan Valley Hope	\$40,000	\$33,000	TBD
Chelan Valley Community Nurse	\$8,000	\$ 8,000	\$8,000
Chelan Valley Connect	\$500	\$ 500	\$500
Meals on Wheel (OCTN)	\$9,000	\$ 9,000	\$9,000
TOTAL	\$132,500	\$ 120,000.00	\$37,500

COUNCIL DISCUSSION REQUESTED

The Council scoring resulted in consensus award amounts totaling \$ 37,500 for five (5) of the Community Benefit Grant applicants. The breakdown of award recommendations is under “Consensus Award Amounts” in this memo. The FY2026 Budget appropriated \$120,000 for the grant program, therefore \$82,500 remains available for allocation/award.

The three (3) remaining applicants did not have clear consensus from Council on the grant amounts. The initial Staff Recommendations for the three applicants totaled \$82,500 and staff continue to recommend awards in those amounts.

Thrive Chelan Valley Requested Amount: \$35,000 Staff Recommended: \$33,000 Council Recommendations: \$30,000 (1) \$35,000 (3) \$33,000 (1) Same as Staff (2)	Only 7 Seconds Requested Amount: \$20,000 Staff Recommended: \$16,500 Council Recommendations: \$12,500 (1) \$10,500 (1) \$10,000 (2) \$9,500 (1) Same as Staff (2)	Chelan Valley Hope Requested Amount: \$40,000 Staff Recommended: \$33,000 Council Recommendations: \$30,000 (1) \$35,000 (2) \$37,000 (1) \$40,000 (1) Same as Staff (2)
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CONSENSUS AWARD AMOUNTS

Special Olympics

- **Requested Amount:** \$5,000
- **Staff Recommended:** \$5,000
- **Council Recommendations:** Same as Staff (all)

Lake Chelan Food Bank

- **Requested Amount:** \$15,000
- **Staff Recommended:** \$15,000
- **Council Recommendations:** \$17,000 (1); \$20,000 (1); Same as Staff (5)

Chelan Valley Community Nurse

- **Requested Amount:** \$8,000
- **Staff Recommended:** \$8,000
- **Council Recommendations:** \$14,000 (1); Same as Staff (6)

Lake Chelan Health EMS / CV Connect

- **Requested Amount:** \$500
- **Staff Recommended:** \$500
- **Council Recommendations:** \$1,000 (1); Same as Staff (6)

Meals on Wheels (OCTN)

- **Requested Amount:** \$9,000
- **Staff Recommended:** \$9,000
- **Council Recommendations:** \$10,000 (1); \$11,500 (1); Same as Staff (5)



City of Chelan

2026-019A

CITY COUNCIL

March 10, 2026

Subject/Title: 2026 Chelan County Comprehensive Emergency Management Plan
(City Administrator McAloon)

Department: Administration

Staff Contact: Laura McAloon

Guiding Principles: Healthy & Sustainable

Initiatives: Manage Growth

Reviewed By: City Administrator and Finance Director

Number of Looks: Look 2 of 2

GOVERNING LEGISLATION

RCW 35A.11.020 Powers vested in legislative bodies of noncharter and charter code cities. "...The legislative body of each code city shall have power to organize and regulate its internal affairs within the provisions of this title..."

PREVIOUS ACTION TAKEN

Council has adopted and approved updates to the Chelan County Comprehensive Emergency Management Plan annually as required by State law. The draft 2026 Chelan County Comprehensive Emergency Management Plan was provided to Council as an administrative report on February 24, 2026 for review.

OVERVIEW

The draft 2026 Chelan County Comprehensive Emergency Management Plan (2026 CEMP) was provided electronically for your review prior to March 10, 2026. Chelan County's Emergency Management Program Specialist Stan Smoke will present an overview of the 2026 CEMP to the City Council and will request authorization for the Mayor to execute the Plan on behalf of the City.

FINANCIAL IMPLICATIONS

No direct financial cost to the Plan; potential indirect costs incurred in the event of an

emergency or natural disaster.

ATTACHMENTS

None

SUGGESTED MOTION

Suggested Motion: I move to authorize the Mayor to finalize and execute the 2026 Chelan County Comprehensive Emergency Management Plan



City of Chelan

2026-056B

CITY COUNCIL

March 10, 2026

Subject/Title: RH2 Engineering, Inc. Amendment No. 2 for the West Woodin Ave and Center Street Pedestrian Improvement Project Design (Public Works Director Youngren)

Department: Public Works

Staff Contact: Jake Youngren

Guiding Principles: Healthy & Sustainable

Initiatives: Modernize Resource

Reviewed By: City Administrator and Finance Director

Number of Looks: Look 1 of 1

GOVERNING LEGISLATION

RCW 35A.11.010 Rights, powers, and privileges. “Each city governed under this optional municipal code...and, by and through its legislative body, such municipality may contract and be contracted with...”.

PREVIOUS ACTION TAKEN

Council approved the bid award to Hurst Construction on March 3, 2026.

OVERVIEW

Background

The City of Chelan has an existing Professional Services Agreement with RH2 Engineering, Inc. for General Engineering Services, dated January 1, 2023. Task Authorization No. 21, executed November 17, 2023, covers the design of a rectangular rapid flashing beacon system at the West Woodin Avenue and Center Street intersection. Link Transit subsequently requested that the City extend the adjacent sidewalk approximately 135 feet, improve a nearby bus stop, and incorporate both into the existing bid package. This amendment authorizes RH2 to perform that additional design work.

Scope of Additional Work

RH2 will collect field measurements, update design geometry in Civil 3D, design a gravity retaining wall under 4 feet tall, revise the construction cost estimate and quantity summary, update front-end documents and specifications, and submit a revised Design Documentation Package to Washington State Department of Transportation (WSDOT). RH2 will also coordinate plan reviews with Link Transit at the 90% and bid-ready design stages.

Fee

The amendment increases the engineering fee authorization by \$15,145, bringing the total Task Authorization No. 21 amount to \$59,861.

Schedule

Bid-ready design is anticipated by April 2026, construction by July 2026, and the project closeout by October 2026.

Recommended Action

Staff recommends the City Council authorize the Mayor to execute Amendment No. 2 to Task Authorization No. 21 with RH2 Engineering, Inc. in the amount of \$15,145, for a revised total authorization of \$59,861.

FINANCIAL IMPLICATIONS

Total expense of up to \$15,145. Once the City's 2026 Street Capital Budget is approved adequate funds will be authorized for this project and associated amendment.

ATTACHMENTS

1. RH2 Engineering, Inc. Amendment No. 2 for the West Woodin Ave and Center Street Pedestrian Improvement Project Design

SUGGESTED MOTION

Suggested Motion No. 1: I move to suspend the Council Action Matrix for the approval of the RH2 Engineering, Inc. Amendment No. 2 for the West Woodin Avenue and Center Street Pedestrian Improvement Project Design.

Suggested Motion No. 2: I move authorize the Mayor to finalize and execute the RH2 Engineering, Inc. Amendment No. 2 for the West Woodin Ave and Center Street Pedestrian Improvement Project Design.

City of Chelan
Amendment No. 2
Task Authorization No. 21
General Engineering Services
W Woodin Avenue and Center Street Pedestrian Crossing
Bus Stop
RH2 Project No. CHE 0230001.21

In accordance with our Professional Services Agreement for General Engineering Services, dated January 1, 2023, and Task Authorization No. 21 for the W Woodin Avenue and Center Street Pedestrian Crossing project, dated November 17, 2023, this is an authorization to revise the project parameters as described below. The work will be performed and invoiced using the terms and conditions listed in the original agreement, plus previous amendments.

This Amendment incorporates the following elements of the Scope of Work and Fee Estimate:

Reference attached Exhibit A – Scope of Work, Exhibit B – Fee Estimate, and Exhibit C – Schedule of Rates and Charges.

The engineering fee authorization will increase by \$15,145 for a total authorization amount of \$59,861.

Please sign this authorization in the space provided below and return to RH2 Engineering, Inc., by mail at the address below, or by email to awaligorski@rh2.com.

RH2 Engineering, Inc.

300 Simon Street SE, Suite 5
East Wenatchee, WA 98802

City of Chelan

50 Chelan Falls Highway
Chelan, WA 98816



SIGNATURE

2/9/26

DATE

SIGNATURE

DATE

Erik R. Howe, Director

PRINT NAME & TITLE

PRINT NAME & TITLE

EXHIBIT A
Scope of Work
Amendment No. 2
Task Authorization No. 21
City of Chelan
General Engineering Services
W Woodin Avenue and Center Street Pedestrian Crossing
Bus Stop
February 2026

Background

The City of Chelan (City) requested that RH2 Engineering, Inc., (RH2) assist with the design of a rectangular rapid flashing beacon system at the intersection of W Woodin Avenue and Center Street.

Link Transit (Link) asked the City to extend the sidewalk approximately 135 feet behind the existing curb, improve a nearby bus stop on the project, and add the improvements to the W Woodin Avenue and Center Street bid package. This Scope of Work includes the work for RH2 to update the design for one (1) bus stop and update the City's construction documents.

Task 3 – Woodin Avenue Bus Stop

Objective: Update the design to include one (1) bus stop near the intersection of W Woodin Avenue and Center Street.

Approach:

- 3.1 Collect additional measurement data required to extend the sidewalk approximately 135 feet from the intersection to the bus stop on the northeast quadrant of the intersection.
- 3.2 Update the design geometry, including alignments and profiles in Civil 3D.
- 3.3 Prepare the design of a gravity retaining wall, less than 4 feet tall, to accommodate the sidewalk. Incorporate details into the plans.
- 3.4 Modify the Engineer's opinion of probable construction cost (OPCC) and summary of quantities to include a separate group for bidding on the construction of the bus stop.
- 3.5 Revise front-end documents and technical specifications to include the bus stop.
- 3.6 Update the Design Documentation Package (DDP) to include the bus stop. Submit the revised DDP package and plans to the Washington State Department of Transportation (WSDOT) for review and approval.
- 3.7 Provide project management and prepare invoices. Coordinate with Link, including plan reviews at the 90-percent and bid-ready design stages.

Assumptions:

- *Deliverables will be provided in electronic format (PDF) and will be included in the City's bid package.*

- *The WSDOT intersection plan will not need to be revised.*
- *No additional environmental documentation or permitting will be required.*
- *No right-of-way acquisition is needed for the bus stop or retaining wall.*

Provided by City:

- Timely review comments on the 90-percent and bid-ready design.

RH2 Deliverables:

- 90-percent and bid-ready design plans revised to include the bus stop.
- OPCC for the bus stop.
- DDP revised to include the bus stop.
- Bid-ready front-end documents and technical specifications revised to include the bus stop.
- Project invoices.

Project Schedule

RH2 is prepared to commence with the work upon written authorization from the City. Bid-ready designs are anticipated to be ready by April 2026. The project is scheduled to be constructed by July 2026, and it is anticipated that project closeout will occur by October 2026.

EXHIBIT B**Fee Estimate****Amendment No. 2 to Task Authorizaton No. 21****City of Chelan****Woodin Avenue and Center Street Pedestrian Crossing****Bus Stop****Feb-26**

Description		Total Hours	Total RH2 Labor	Total Expense	Total Cost
Task 3	Woodin Ave Bus Stop	60	\$ 14,059	\$ 1,086	\$ 15,145
PROJECT TOTAL		60	\$ 14,059	\$ 1,086	\$ 15,145

EXHIBIT B
RH2 ENGINEERING, INC.
2026 SCHEDULE OF RATES AND CHARGES

RATE LIST	RATE	UNIT
Professional I	\$179	\$/hr
Professional II	\$196	\$/hr
Professional III	\$217	\$/hr
Professional IV	\$240	\$/hr
Professional V	\$256	\$/hr
Professional VI	\$274	\$/hr
Professional VII	\$298	\$/hr
Professional VIII	\$324	\$/hr
Professional IX	\$328	\$/hr
Technician I	\$138	\$/hr
Technician II	\$152	\$/hr
Technician III	\$172	\$/hr
Technician IV	\$186	\$/hr
Technician V	\$205	\$/hr
Technician VI	\$224	\$/hr
Technician VII	\$243	\$/hr
Technician VIII	\$254	\$/hr
Administrative I	\$93	\$/hr
Administrative II	\$108	\$/hr
Administrative III	\$127	\$/hr
Administrative IV	\$151	\$/hr
Administrative V	\$178	\$/hr
CAD/GIS System	\$27.50	\$/hr
CAD Plots - Half Size	\$2.50	price per plot
CAD Plots - Full Size	\$10.00	price per plot
CAD Plots - Large	\$25.00	price per plot
Copies (bw) 8.5" X 11"	\$0.09	price per copy
Copies (bw) 8.5" X 14"	\$0.14	price per copy
Copies (bw) 11" X 17"	\$0.20	price per copy
Copies (color) 8.5" X 11"	\$0.90	price per copy
Copies (color) 8.5" X 14"	\$1.20	price per copy
Copies (color) 11" X 17"	\$2.00	price per copy
Technology Charge	2.50%	% of Direct Labor
Night Work	10.00%	% of Direct Labor
Mileage	\$0.7250	price per mile (or Current IRS Rate)
Subconsultants	10%	Cost +
Outside Services	at cost	



City of Chelan

2020-016E

CITY COUNCIL

March 10, 2026

Subject/Title: Gaukroger, Wilson, and Wright Access and Utility Easement (Canyon Place Easement) (Public Works Director Youngren)
Department: Public Works
Staff Contact: Jake Youngren
Guiding Principles: Accessible & Welcoming
Initiatives: Diversify Housing Options
Reviewed By: City Administrator, Finance Director, and City Attorney
Number of Looks: Look 1 of 1

GOVERNING LEGISLATION

RCW 35A.11.010 Rights, powers, and privileges. “Each city governed under this optional municipal code...and, by and through its legislative body, such municipality may contract and be contracted with...”.

PREVIOUS ACTION TAKEN

None.

OVERVIEW

Background

Pinnacle Surveying prepared two access and utility easement descriptions dated February 19, 2026, on behalf of the City of Chelan and private parties (Gaukroger, Wilson, and Wright) over portions of Lots 39, 40, and 41 of Gaukroger's Subdivision, located in the NE Quarter of the SE Quarter of Section 11, Township 27 North, Range 22 East, Chelan County, Washington. Both easements follow the same 30-foot-wide centerline corridor running from Golf Course Road easterly to Canyon Place.

Easement #1 — City of Chelan, Gaukroger, Wilson and Wright

This easement benefits Lots 39, 40, and a portion of Lot 41 (parcels 272211580200, 272211580205, and 272211580210) and burdens two City of Chelan-owned parcels

described in Deed Auditor's File Nos. 2556999 and 2557001. It establishes a 30-foot-wide access and utility corridor across those City parcels to serve the private lots.

Easement #2 — Gaukroger, Wilson and Wright

This easement benefits Lots 39 and 40 and burdens Lot 41, covering the portion of Lot 41 lying easterly of the exception described in Deed Auditor's File No. 774459. It provides access and utility rights across Lot 41 to serve the two downhill lots.

FINANCIAL IMPLICATIONS

Sufficient budget is available for the minimal costs associated with recording fees.

ATTACHMENTS

1. Gaukroger, Wilson, and Wright Access and Utility Easement

SUGGESTED MOTION

I move to authorize the Mayor to finalize and execute the Access and Utility Easement documents dated February 19, 2026, for Lots 39, 40, and 41 of Gaukroger's Subdivision, and to direct staff to record the executed easements with the Chelan County Auditor's Office.

Easement #1
City of Chelan, Gaukroger, Wilson and Wright
Access & Utility Easement Description
Lots 39, 40 and 41, Gaukroger's Subdivision and
parcels described in deed A.f.#2556999 and #2557001

Benefitted Parcels:

Lot 39 (Parcel #272211580200), Lot 40 (Parcel #272211580205), and portion of Lot 41 (Parcel #272211580210)

Burdened Parcels:

Parcels described in Deed Auditor's File No. 2556999 (Parcel #272211420125) and Auditor's File No. 2557001 (Parcel #272211580195)

Lying in the Northeast Quarter of the Southeast Quarter of Section 11, all in Township 27 North, Range 22 East of Willamette Meridian, Chelan County, Washington:

All that portion of the above referenced benefitted and burdened parcels lying within a strip of land **30.00 feet** in width and centered on the following described Centerline:

Commencing at an iron pipe at the Northwest corner of Lot 41, Block 1, Gaukroger's Subdivision, Chelan County, Washington, according to the plat thereof recorded in Volume 7 of Plats, Page 31 from which the Northeast corner thereof bears S 51°32'31" E at a distance of 188.00 feet; thence S 38°24'44" W for 181.63 feet more or less to a point on the easterly right way of Golf Course Road and the **True Point of Beginning** for this Centerline:

Thence N 54°59'37" E for 18.74 feet to the beginning of a tangent curve to the right, having a radius of 30.00 feet;

Thence 44.79 feet along the arc of said curve, through a central angle of 85°32'09";

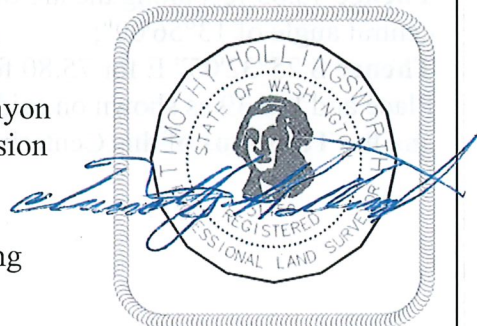
Thence S 39°28'14" E for 143.49 feet to the beginning of a tangent curve to the right having a radius of 200.00 feet;

Thence 48.65 feet along the arc of said curve, through a central angle of 13°56'09";

Thence S 25°32'05" E for 75.80 feet to the limits of Canyon Place and Lot 39 as shown on said Gaukroger's Subdivision and the **Terminus** of this Centerline.

Together with that portion of vacated Canyon Place lying easterly of aforesaid 30' strip.

Except that portion of Lot 41 lying easterly of an exception described in Deed Auditor's File No. 774459 within aforesaid 30' strip.



Page 1 of 2
February 19, 2026
Pinnacle Surveying
601 W Woodin Ave - PO Box 1107
Chelan WA - 509-682-2266

Easement #2
Gaukroger, Wilson and Wright
Access & Utility Easement Description
Lots 39, 40 and 41, Gaukroger's Subdision

Benefitted Parcels:

Lot 39 (Parcel #272211580200) and Lot 40 (Parcel #272211580205)

Burdened Parcels:

Lot 41 (Parcel #272211580210)

Lying in the Northeast Quarter of the Southeast Quarter of Section 11, all in Township 27 North, Range 22 East of Willamette Meridian, Chelan County, Washington:

All that portion lying easterly of an exception described in Deed Auditor's File No. 774459 of Lot 41, Block 1, Gaukroger's Subdivision, Chelan County, Washington, according to the plat thereof recorded in Volume 7 of Plats, Page 31, of the above referenced burdened parcel lying within a strip of land **30.00 feet** in width and centered on the following described Centerline:

Commencing at an iron pipe at the Northwest corner of said Lot 41 from which the Northeast corner thereof bears S 51°32'31" E at a distance of 188.00 feet; thence S 38°24'44" W for 181.63 feet more or less to a point on the easterly right way of Golf Course Road and the **True Point of Beginning** for this Centerline:

Thence N 54°59'37" E for 18.74 feet to the beginning of a tangent curve to the right, having a radius of 30.00 feet;

Thence 44.79 feet along the arc of said curve, through a central angle of 85°32'09";

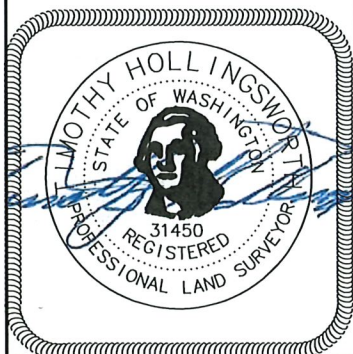
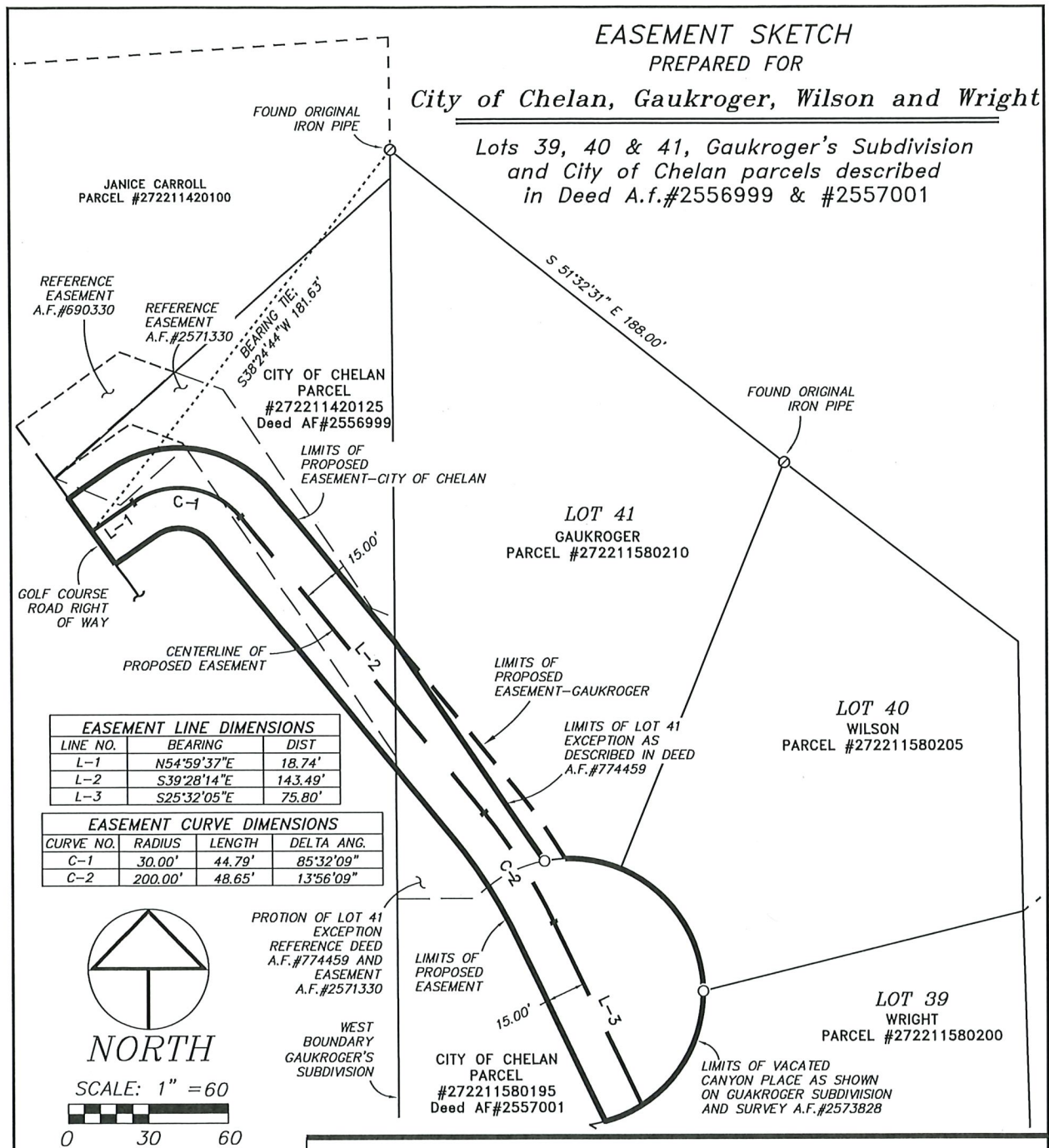
Thence S 39°28'14" E for 143.49 feet to the beginning of a tangent curve to the right having a radius of 200.00 feet;

Thence 48.65 feet along the arc of said curve, through a central angle of 13°56'09";

Thence S 25°32'05" E for 75.80 feet to the limits of Canyon Place and Lot 39 as shown on said Gaukroger's Subdivision and the **Terminus** of this Centerline.



Page 2 of 2
February 19, 2026
Pinnacle Surveying
601 W Woodin Ave - PO Box 1107
Chelan WA - 509-682-2266



Pinnacle Surveying

Tim Hollingsworth, PLS

601 W. Woodin Ave., P.O. Box 1107 - Chelan Washington, 98816
509.682.2266 - holly@pinnacle-surveying.com

DRAWN BY: TH

LAYOUT: ----

DATE: Feb. 19, 2026

FILE NO: 224012 EASEMENT SKETCH

SCALE: 1" = 60'

JOB NO: H: \224012\dwg



City of Chelan

2026-028A

CITY COUNCIL

March 10, 2026

Subject/Title: Washington State Department of Transportation Supplemental Agreement No. 2 for the Sanders Street Pedestrian Improvement (Public Works Director Youngren)

Department: Public Works

Staff Contact: Jake Youngren

Guiding Principles: Accessible & Welcoming

Initiatives: Modernize Resource

Reviewed By: City Administrator and Finance Director

Number of Looks: Look 1 of 1

GOVERNING LEGISLATION

RCW 35A.11.010 Rights, powers, and privileges. “Each city governed under this optional municipal code...and, by and through its legislative body, such municipality may contract and be contracted with...”.

PREVIOUS ACTION TAKEN

Council authorized Task Authorization No. 21-2023 on November 14, 2023. Amendment No. 1 to Task Authorization No. 21-2023 was authorized by Council on September 24, 2024.

OVERVIEW

Background

The City has an existing agreement with RH2 Engineering, Inc. under Project No. TAPUS-097A(001) for design, permitting, and construction support of pedestrian improvements on Sanders Street at the intersections of East Okanogan Avenue and East Wapato Avenue. The project is funded by a Federal Transportation Alternatives program grant and includes bulb-outs, ADA-compliant ramps, stormwater, lighting, and striping improvements. Construction is anticipated to be completed in summer 2026, with project closeout by winter 2027.

Staff Recommendation to Utilize RH2 for Construction Management

This project is fully grant-funded, and the City has elected to assign construction management and observation duties to RH2 rather than City staff. The City's internal Construction Management department was established with a primary focus on water and sewer infrastructure, and current staff capacity is committed to higher-priority utility projects, most notably the SR 150 sewer line replacement. Streets projects are supported by internal CM staff when capacity allows, but given existing workload commitments, outsourcing construction management on this federally funded streets project is both practical and appropriate. It is also worth noting that because this project is fully covered by federal grant funds, the City realizes no cost savings by self-performing construction management. Grant reimbursement applies equally to eligible consultant costs, meaning the financial outcome to the City is the same regardless of who performs the work. Utilizing RH2 therefore allows City staff to remain focused on utility infrastructure projects where their time delivers the greatest return to City ratepayers.

Scope of Additional Work

Supplemental Agreement No. 2 adds Task 9 and Task 10 to the existing agreement. Task 9 covers full construction contract administration and observation services, including attendance at the pre-construction conference, materials testing coordination, submittal reviews, 40 days of on-site construction observation, progress payment preparation, change order review, and project closeout documentation. Task 10 covers WSDOT design documentation required for improvements within state right-of-way, including the Design Documentation Package, intersection plan revisions, illumination revisions, and specification updates for federal small business enterprise requirements.

Fee

Supplemental Agreement No. 2 increases the agreement by \$156,416.03, bringing the total maximum amount payable to \$262,636.58. The supplement cost is covered by the existing Federal Transportation Alternatives grant, resulting in no additional cost to the City.

Recommended Action

Staff recommends the City Council authorize the Mayor to execute Supplemental Agreement No. 2 with RH2 Engineering, Inc. for the Sanders Street Pedestrian Improvements Services During Construction in the amount of \$156,416.03, for a revised total agreement amount of \$262,636.58.

FINANCIAL IMPLICATIONS

Supplemental Agreement No. 2 increases the agreement by \$156,416.03, bringing the total maximum amount payable to \$262,636.58. The supplement cost is covered by the existing Federal Transportation Alternatives grant, resulting in no additional cost to the City.

ATTACHMENTS

1. Washington State Department of Transportation Supplemental Agreement No. 2 for the Sanders Street Pedestrian Improvement

SUGGESTED MOTION

Suggested Motion No. 1. I move to suspend the Council Action Matrix to approve the Washington State Department of Transportation Supplemental Agreement No. 2 for the Sanders Street Pedestrian Improvement.

Suggested Motion No. 2. I move to authorize the Mayor to finalize and execute the Washington State Department of Transportation Supplemental Agreement No. 2 with RH2 Engineering, Inc. for the Sanders Street Pedestrian Improvements project in the amount of \$156,416.03



**Washington State
Department of Transportation**

Supplemental Agreement Number <u>2</u>		Organization and Address	
Original Agreement Number		RH2 Engineering, Inc. 300 Simon Street SE East Wenatchee, WA 98802 Phone: (509) 886-6765	
Project Number TAPUS-097A(001)	Execution Date 6/28/2024	Completion Date 02/28/2027	
Project Title Sanders Street Pedestrian Improvements SDC	New Maximum Amount Payable \$262,636.58		
Description of Work Services during construction, which includes construction contract administration and observation services for the Sanders Street Pedestrian Improvements project. Refer to Exhibits B, D, and E-1.			

The Local Agency of City of Chelan
desires to supplement the agreement entered in to with RH2 Engineering, Inc.
and executed on 6/28/2024 and identified as Agreement No. _____
All provisions in the basic agreement remain in effect except as expressly modified by this supplement.
The changes to the agreement are described as follows:

I

Section 1, SCOPE OF WORK, is hereby changed to read:
Refer to Exhibit B.

II

Section IV, TIME FOR BEGINNING AND COMPLETION, is amended to change the number of calendar days for completion of the work to read: Completion date 02/28/2027.

III

Section V, PAYMENT, shall be amended as follows:
Refer to Exhibit D.
Section VI Sub-contracting, shall be amended as follows: (Additional Subcontractor)
Refer to Exhibit E-1.

as set forth in the attached Exhibit A, and by this reference made a part of this supplement.
If you concur with this supplement and agree to the changes as stated above, please sign in the Appropriate spaces below and return to this office for final action.

By: Erik R. Howe, Director By: _____



Consultant Signature

3/5/2026

Approving Authority Signature

Date

Exhibit "A"
Summary of Payments

	Basic Agreement	Supplement #2	Total
Direct Salary Cost	\$27,232.69	\$40,512.28	\$67,744.97
Overhead (Including Payroll Additives)	\$57,670.67	\$83,507.96	\$141,178.63
Direct Non-Salary Costs	\$12,330.40	\$21,052.35	\$33,382.75
Fixed Fee	\$8,986.79	\$11,343.44	\$20,330.23
Total	\$106,220.55	\$156,416.03	\$262,636.58

EXHIBIT B
Scope of Work
Supplemental Agreement No. 2
City of Chelan
Sanders Street Pedestrian Improvements
Services During Construction
March 2026

Background

The City of Chelan (City) has asked RH2 Engineering, Inc., (RH2) to assist with the design, permitting, and construction of improvements on Sanders Street at the intersections of East Okanogan Avenue and East Wapato Avenue. The project is funded by a Federal Transportation Alternatives program grant and includes bulb-out, Americans with Disabilities Act (ADA) ramps, stormwater, lighting, and striping improvements.

The City has requested that RH2 provide services during construction of the project as outlined in this Scope of Work.

General Assumptions

The following assumptions were made when preparing this Scope of Work:

- *RH2 will rely upon the accuracy and completeness of information, data, and materials generated or produced by the City or others in relation to this Scope of Work. Information is assumed to be provided by or with written authorization from the owner of the information.*
- *Deliverables will be submitted in electronic format (PDF) unless otherwise noted.*
- *The services described herein will be performed to the level of effort identified in the attached Fee Estimate. If additional effort is needed, that extra work will be mutually determined by the City and RH2.*

Task 9 – Services During Construction

Objective: Provide construction contract administration and observation services for the Sanders Street Pedestrian Improvements project. Construction contract administration services include time before and after construction is complete.

Approach:

- 9.1 Attend Pre-Construction Conference – Prepare for and provide an agenda and meeting minutes for the pre-construction conference. Attend the pre-construction conference at the City's Public Works Department with the RH2 project manager and one (1) RH2 observer. Provide additional copies of the plans and specifications in accordance with the construction contract documents.
- 9.2 Coordinate Materials Testing – Coordinate with AAR Testing Laboratories, Inc., (Exhibit E-1) as a subconsultant to RH2 to facilitate testing of the concrete, asphalt, and earthwork items in

accordance with the Washington State Department of Transportation (WSDOT) *Standard Specifications for Road, Bridge, and Municipal Construction*.

- 9.3 Review Submittals – Prepare a Record of Materials (ROM) spreadsheet to track submittal reviews. Review certified payrolls. Review submittals for up to thirty-five (35) materials (Qualified Product Lists, Request(s) for Approval of Materials, manufacturer certificate of compliance, mix designs, and shop drawings) in accordance with the project plans and specifications. Maintain the ROM on a weekly basis during construction.
- 9.4 Provide Construction Observations Services – Provide one (1) project observer for an average of eight (8) hours per day for 40 working days throughout construction. *It is assumed the RH2 observer will lodge within City limits to reduce travel time. Associated travel expenses are included in the attached Fee Estimate.* Observation duties will include the following:
- a. Monitoring and documenting the construction contractor's observed operations through daily reports and photographs of the construction progress.
 - b. Collecting item quantity tickets and measurements of items to be used in preparing the pay estimates.
 - c. Addressing technical issues and questions onsite.
 - d. Collecting and maintaining records for utilities, earthwork, surfacing, concrete, asphalt, and traffic control items. Maintaining the project ledger for payment of construction contract items.
 - e. On-site coordination with utility purveyors.
 - f. Conduct wage rate interviews.
- 9.5 Respond to Questions and Attend Meetings – Attend site visits every two weeks by the RH2 project manager, or as requested, to participate in project meetings and/or address technical issues and respond to construction contractor questions that cannot be addressed in the field by the observer. Prepare a weekly statement of working days.
- 9.6 Prepare Progress Payments – Prepare four (4) pay estimates based on quantities provided by the observer.
- 9.7 Review Change Orders – Review and prepare up to two (2) change orders for City and WSDOT approval.
- 9.8 Provide Project Closeout – Organize and maintain project records for closeout. Prepare letters as required for substantial completion, physical completion, and project completion.
- 9.9 Provide Project Management Services – Review invoices and budget throughout the construction phase of the project. Communicate the observed construction status and budget with the City on a monthly basis. Coordinate with staff and contractor, and administer request for sublets, lower tier subcontractor certification, and statements of intent. Set up RH2's construction files. Track, assemble, file, and maintain construction documentation. Coordinate

with outside utilities and agencies, including the City, the contractor, WSDOT, and Link Transit. Assist City staff with public outreach and business coordination by responding to questions during construction. Prepare a health and safety plan for RH2 staff. *It is anticipated that RH2 will respond to questions from the business community by phone or email.*

Assumptions:

- *The construction project will last forty (40) working days. RH2 will perform services during construction up the level included in the attached Exhibit D – Fee Estimate. Additional effort, if needed, will be mutually determined by the City and RH2.*
- *The City will be responsible for the Diversity Management and Compliance System Reporting.*
- *RH2 is not responsible for the site safety, direction, or determining means and methods of the City's contractors in the course of this Scope of Work.*

RH2 Deliverables:

- Pre-construction meeting agenda and minutes (15 (fifteen) hard copies).
- Construction plans and specifications (five (5) hard copies of half-size plans and specifications).
- Submittal reviews.
- ROM.
- Construction observation; observation reports and photos.
- Responses to technical questions.
- Weekly statement of working days.
- Four (4) pay estimates.
- Two (2) change orders.
- Letters of substantial completion, physical completion, and project completion.
- Project records.
- Monthly invoices.

Task 10 – WSDOT Design Documentation

Objective: Provide design documentation for the proposed improvements within the WSDOT right-of-way.

Approach:

10.1 Prepare Design Documentation Package – Prepare and assemble the following documents for the Design Documentation Package and submit to WSDOT for approval:

- a) Combined Design Approval and Project Development Approval Memorandum.
- b) Summary of Design documenting design decisions and deviations.

- c) Design Parameters Sheets.
- d) Safety Analysis Memorandum.
- e) Turning movement exhibits at each intersection.
- f) Sight distance graphics for each intersection.
- g) Documentation of concurrence from WSDOT for additional design parameters, including hydraulics, illumination, pavement design, and design vehicle.

10.2 Revise Intersection Plan – Revise the intersection plan per WSDOT comments.

10.3 Revise Illumination – Revise illumination layout to avoid open cutting on Sanders Street.

10.4 Revise Specifications – Revise specifications and bid documents to remove Disadvantaged Business Enterprise goals and insert Federal Small Business Enterprise goals and forms. Resubmit specifications to WSDOT for approval.

RH2 Deliverables:

- Summary of Design.
- Intersection Plan.

Project Schedule

RH2 is prepared to commence with the work outlined herein upon written authorization to proceed from the City. This Scope of Work assumes that project completion is scheduled for summer 2026, with project closeout anticipated by winter 2027.

EXHIBIT D**Fee Estimate****Supplemental Agreement No. 2****City of Chelan****Sanders Street Pedestrian Improvements****Services During Construction****Mar-26**

Description		Principal	Project Manager	Staff Engineer	Staff Engineer	Project Accounting	Administrative Support	Total Hours	Total Labor	Sub Cost	Total Subconsultant	Total Expense	Total Cost
Task 9	Services During Construction	4	80	400	24	4	4	516	\$ 116,906.12	\$ 9,722	\$ 9,722	\$ 9,790.05	\$ 136,418.47
9.1	Attend pre-construction conference	-	4	8	-	-	-	12	\$ 3,074.00	-	-	\$ 676.05	\$ 3,750.05
9.2	Coordinate materials testing	-	4	4	-	-	-	8	\$ 2,272.08	\$ 9,722	\$ 9,722	-	\$ 11,994.38
9.3	Review submittals	2	8	40	4	-	-	54	\$ 12,503.22	-	-	\$ 110.00	\$ 12,613.22
9.4	Provide construction observation services	-	-	320	-	-	-	320	\$ 64,153.60	-	-	\$ 7,932.00	\$ 72,085.60
9.5	Respond to questions and attend meetings	-	20	-	8	-	-	28	\$ 8,687.36	-	-	\$ 742.00	\$ 9,429.36
9.6	Prepare progress payments	-	12	8	-	-	-	20	\$ 6,014.32	-	-	-	\$ 6,014.32
9.7	Review change orders	-	8	-	8	-	-	16	\$ 4,276.88	-	-	\$ 220.00	\$ 4,496.88
9.8	Provide project closeout	-	8	20	4	-	-	32	\$ 7,618.20	-	-	\$ 110.00	\$ 7,728.20
9.9	Provide project management services	2	16	-	-	4	4	26	\$ 8,306.46	-	-	-	\$ 8,306.46
Task 10	WSDOT Design Documentation	4	20	-	56	-	-	80	\$ 18,457.56	\$ -	\$ -	\$ 1,540.00	\$ 19,997.56
10.1	Design documentation package	2	8	-	40	-	-	50	\$ 10,498.54	-	-	\$ 1,100.00	\$ 11,598.54
10.2	Revise intersection plan	-	4	-	8	-	-	12	\$ 2,806.72	-	-	\$ 220.00	\$ 3,026.72
10.3	Revise illumination plans	2	-	-	8	-	-	10	\$ 2,211.98	-	-	\$ 220.00	\$ 2,431.98
10.4	Revise specifications for DBE program changes	-	8	-	-	-	-	8	\$ 2,940.32	-	-	-	\$ 2,940.32
PROJECT TOTAL		8	100	400	80	4	4	596	\$ 135,363.68	\$ 9,722	\$ 9,722.30	\$ 11,330.05	\$ 156,416.03



AAR TESTING AND INSPECTION, INC.

112 Olds Station Road, Suite 100
Wenatchee, WA 98801
www.aartesting.com
(509) 888-4457

February 27, 2026

Angi Waligorski, PE

RH2

300 Simon St SE # 5
East Wenatchee, WA 98802

**Subject: Proposal to Provide Materials Testing
 Sanders Street Pedestrian Improvements
 200 S Sanders St.
 Chelan, WA 98816**

Dear Ms. Angi Waligorski, PE

AAR Testing and Inspection, Inc. is pleased to provide you with our services for the above-mentioned project. For your information and review, we have included proposal scope of work and cost estimate. We are prepared to commit the resources, staffing and expertise necessary for quality-oriented services. We are available to immediately start this project.

PROJECT SUMMARY

Construct eight ADA compliant ramps with two luminaires, illumination and storm system upgrades.

SCOPE OF SERVICES

We understand that the following services will most likely be required.

Soil Compaction

Concrete Sampling

Asphalt (HMA) Compaction

PROPOSAL REFERENCES

Sanders Street Pedestrian Improvements drawings by RH2 dated February 3, 2026

Email communication with Angi Waligorski, PE with RH2

COST

AAR Testing and Inspection proposes to provide our services on a time and materials basis. All inspections are based on four hours minimum portal to portal per site visit. See the attached proposal for estimated quantities and costs.

Overtime/Minimum/Rush Charges; if required, hours worked on any project in excess of eight hours per day, before 06:00 or after 18:00 hours or on weekends, will be charged at 150% of the regular hourly rate.

Our cost estimates are based on time and materials for the project. Final total cost for our scope of work is dependent upon contractors work scheduling. We have based our estimates on our experiences with similar projects. We will keep client informed of our budget as the project progresses.

REPORTING

Our field personnel will provide verbal results to the project superintendent after completion of each inspection and will submit an electronic inspection report prior to leaving the site. If a deficiency exists, our inspector will notify the onsite project personnel.

STAFFING

Our level of involvement is expected to be full-time/periodic depending upon the actual schedule and sequencing of construction activities. We request that services be scheduled 24 hours in advance of the time our personnel are needed at the project site. Requests made less than 24 hours in advance may require an additional fee. We are prepared to commit the resources, staffing and expertise necessary for a quality-oriented inspection program.

Inspectors for this project will be certified by the Washington Association of Building Officials (WABO), International Code Council (ICC), American Welding Society (AWS), and the American Concrete Institute (ACI). These certifications ensure the highest construction quality will be achieved by providing experienced and qualified Special Inspectors. Our staff members take pride in the work they do and are pro-active when conducting their inspections. This pro-active approach ensures that construction schedules are met and that costly delays are not incurred. We are proud of the fact that we work as a project team member and continuously work with the project team to solve any conflicts that may arise during the project.

CLOSURE

We appreciate your consideration and look forward to working with you on this project. Authorization to proceed can be indicated by signing below and returning it to our office. If you have questions or wish to discuss any aspect of our proposal, please call at (509) 393-3226 or email the undersigned.

Sincerely,

AAR TESTING AND INSPECTION, INC.



Anthony Melone
Assistant Project
Manager
amelone@aatesting.com



Robin Radach
Senior Project Manager
rradach@aatesting.com

Attachments: Estimated Cost Breakdown
 Contract
 Project Set Up Form

AAR Testing and Inspection, Inc Proposal
PRIME CONSULTANT COST COMPUTATIONS



Client: RH2 / City of Chelan
Project Name: Sanders Street Predestrian Improvements
Project Number: TAPUS-097A(001)
Date: 3-Mar-26

AAR Testing and Inspection, Inc.

Task No.	Task Description	Labor Hour Estimate											Total Hours and Labor Cost Computations by Task	
		Technician 1	Technician 2	Technician 3	Technician 4	Admin 1	Admin 2	Admin 3	Project Manager	Senior Project Manager	Laboratory Surpervisor	Filed Supervisor		
		\$32.00	\$37.00	\$42.00	\$47.00	\$22.00	\$27.00	\$35.00	\$60.00	\$70.00	\$60.00	\$60.00	Hours	Totals
Task 1 - Materials Testing														
1.1	Soil Compaction		20										20	\$ 740.00
1.2	Concrete Sampling		28										28	\$ 1,036.00
1.3	Asphalt (HMA) Compaction		8										8	\$ 296.00
													0	\$ -
Task Total		0	56	0	0	0	0	0	0	0	0	0	56	\$ 2,072.00
Task 2 - Reporting														
													0	\$ -
Task Total		0	0	0	0	0	0	0	0	0	0	0	0	\$ -
Task 3 - Project Management														
3.1	Project Management									6			6	\$ 420.00
3.2	Contract Administration- Invoicing							2					2	\$ 70.00
													0	\$ -
Task Total		0	0	0	0	0	0	2	0	6	0	0	8	\$ 490.00
Total Labor Hours and Fee		0	56	0	0	0	0	2	0	6	0	0	64	\$ 2,562.00
ICR Overhead @ 96.89% =													\$	2,482.32
Fixed Fee @ 29% =													\$	742.98
Total (DL + OH + Fixed Fee) =													\$	5,787.30
Subconsultants														
													Subtotal	\$ -
														\$ -
Total Subconsultant Expense													\$	-
Reimbursable Direct Non-Salary Costs														
Vehicle lease cost per day (13 days at \$50.00 per day)													\$	650.00
Concrete Gear Rental (\$25 per day for 7 days)													\$	175.00
Nuke gauge rental (\$45 per day for 5 days)													\$	225.00
Concrete Compressive Strength (7 pours at 5 cylinders each at \$25 each)													\$	875.00
Maximum Density of Soil (Proctor) (3 each at \$200.00)													\$	600.00
Sieve Analysis with mositure content (3 each at \$125.00)													\$	375.00
Sand Equivalent (2 each at \$85.00)													\$	170.00
Fracture Face (2 each at \$85.00)													\$	170.00
Asphalt (HMA) Oil Content by Ignition Oven (1 each at \$160.00)													\$	160.00
Asphalt (HMA) Rice Density (1 each at \$110.00)													\$	110.00
Asphalt (HMA) Extracted Aggregate Gradation (1 each at \$125.00)													\$	125.00
Gyratory Compaction (1 each at \$300)													\$	300.00
Total Reimbursable Expense													\$	3,935.00
Total Estimated Budget													\$	9,722.30

July 24, 2025

AAR Testing Laboratories, Inc
7126 180th Avenue NE, Suite C101
Redmond, WA 98052

Subject: Acceptance FYE 2024 ICR – Risk Assessment Review

Dear Michele Guerrini:

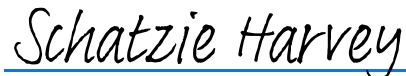
Based on Washington State Department of Transportation's (WSDOT) Risk Assessment review of your Indirect Cost Rate (ICR), we have accepted your proposed FYE 2024 ICR of 96.89% of direct labor. This rate will be applicable for WSDOT Agreements and Local Agency Contracts in Washington only. This rate may be subject to additional review if considered necessary by WSDOT. Your ICR must be updated on an annual basis.

Costs billed to agreements/contracts will still be subject to audit of actual costs, based on the terms and conditions of the respective agreement/contract.

This was not a cognizant review. Any other entity contracting with your firm is responsible for determining the acceptability of the ICR.

If you have any questions, feel free to contact our office at **(360) 704-6397** or via email consultanrates@wsdot.wa.gov.

Regards,



Schatzie Harvey (Jul 24, 2025 11:14:01 PDT)
SCHATZIE HARVEY, CPA
Contract Services Manager

SH: kb



City of Chelan

2026-005A

CITY COUNCIL

March 10, 2026

Subject/Title: Chelan Fire District No. 7 Amendment No. 1 to the Airport Lease Lot No. 2 (City Administrator McAloon)

Department: Administration

Staff Contact: Laura McAloon

Guiding Principles: Thriving & Connected

Initiatives: Strengthen Strategic Partnership

Reviewed By: City Administrator, Finance Director, and City Attorney

Number of Looks: Look 1 of 2

GOVERNING LEGISLATION

RCW 35A.11.010 Rights, powers, and privileges. “Each city governed under this optional municipal code...and, by and through its legislative body, such municipality may contract and be contracted with...”.

PREVIOUS ACTION TAKEN

The City of Chelan and Chelan County Fire Protection District No. 7 previously executed a lease agreement for Lot 2 at the Lake Chelan Municipal Airport in 2021.

OVERVIEW

Following a review of all Lake Chelan Municipal Airport in the past year, City staff noted that the lease agreement between Chelan County Fire Protection District No. 7 authorized a below market rent amount in recognition of the public safety and fire support services provided to the Lake Chelan Municipal Airport through the on-site presence of the Fire District. However, the lease agreement did not clearly state that the reduced rent was provided in exchange for the public safety and fire support. In order to conform the lease agreement and terms to the best practices set forth by the State Auditor’s Office, an amendment was prepared by the City Attorney.

Fire District No. 7 has reviewed and approved the lease amendment and it is now presented to City Council for its consideration. The recommendation from City staff is to

approve the lease amendment and authorize the Mayor to execute and take all further actions necessary to effect the amendment of the existing lease.

FINANCIAL IMPLICATIONS

2026 annual base rent for Lot 2 is \$2,761.51 as set forth in the FY2026 Budget.

ATTACHMENTS

1. Chelan County Fire Protection District No. 7 Airport Lease Amendment No. 1

SUGGESTED MOTION

None.

Amendment No. 1 to Airport Lease (Lot 2)
Lake Chelan Municipal Airport
Chelan County Fire Protection District No. 7

THIS AMENDMENT No. 1 (“Amendment”) is made and entered into as of January 1, 2026 (“Effective Date”), by and between the City of Chelan, a Washington municipal corporation (“City” or “Lessor”), and Chelan County Fire Protection District No. 7, a Washington municipal corporation (“District” or “Lessee”).

Whereas, the City and the District are parties to that certain Lake Chelan Airport Lease Agreement covering Lot 2 at the Lake Chelan Municipal Airport, recorded December 6, 2021 under Chelan County Auditor’s File No. 2558815, with a lease term commencing January 1, 2022 (the “Lease”); and

Whereas, under the Interlocal Agreement between the City and the Chelan Douglas Regional Port Authority for Municipal Airport Support and Operations (the “Airport Interlocal”), the City serves as the managing and administrative authority for Airport operations, including leases, with lease terms and rates reviewed annually and approved by both parties as part of the Airport budget process; and

Whereas, the District’s continuous on-airport public safety and emergency response capability provides direct operational benefit to the Airport and its users, and a broader public benefit to the community; and

Whereas, the City and the District desire to expressly document that the rent charged under the Lease is intentionally below fair market rent in exchange for that ongoing service and availability, consistent with transparency and accountability expectations under the Interlocal’s operations and reporting framework.

For good and valuable consideration, the receipt and sufficiency of which are acknowledged, the parties agree as follows:

1. Public Purpose; Consideration for Below-Market Rent.

- a. *Acknowledged Below-Market Rent.* The parties acknowledge that the rent charged for Lot 2 under the Lease is intentionally set below fair market rent.
- b. *Consideration.* The below-market rent is granted in exchange for the District’s continued provision of on-airport public safety and emergency response capability and coordination reasonably necessary to support safe Airport operations (the “Service Commitment”). The District utilizes the leased premises as a training and equipment maintenance facility and maintains a full water tender at the hangar located on Lot 2. In the event of a fire or emergency on Airport property, full-time personnel and volunteers are

positioned to immediately deploy the water tender and initiate fire suppression efforts while additional firefighters and equipment respond. The City recognizes that this on-airport staging of personnel and apparatus materially enhances response time and operational readiness at the Airport and constitutes a direct benefit to Airport operations and public safety.

- c. *Market Rent Provisions.* The Lease contains provisions for rent adjustment based on consumer price index and market value. Notwithstanding those provisions, the City has determined, as a matter of policy and public purpose, to continue charging below-market rent for Lot 2 in recognition of the Service Commitment, subject to annual review through the Airport budget process.
- d. *No Separate Operating Agreement Created.* This Amendment documents the basis for below-market rent and does not expand the District's statutory duties. The parties may, by separate writing, adopt operational coordination details (for example, points of contact, access protocols, training coordination) consistent with their respective authorities.

2. Rent for 2026 and Confirmation of Structure.

- a. *2026 Rent.* Effective January 1, 2026, annual base rent for Lot 2 is \$2,761.51, or such other amount as set forth in the City's Airport budget and rate schedule for that year, billed in the manner provided in the Lease.
- b. *Annual Review Process.* Rent remains subject to annual review and approval consistent with the Airport Interlocal and the City's adopted Airport budget.
- c. *Taxes/Utilities.* Leasehold excise tax, utilities, and other pass-through charges (if any) remain governed by the Lease and applicable law.

3. No Waiver; Ratification. Except as expressly amended hereby, all terms and conditions of the Lease remain in full force and effect and are ratified.

4. Counterparts; Authority. This Amendment may be executed in counterparts and by electronic signature. Each signatory warrants authority to execute on behalf of the party.

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CITY OF CHELAN

By: _____

Name/Title: _____

Date: _____

**CHELAN COUNTY FIRE PROTECTION
DISTRICT NO. 7**

By: 

Name/Title: Brandon Asher Fire Chief

Date: 2/24/26



City of Chelan

2026-025

CITY COUNCIL

March 10, 2026

Subject/Title: Interwest Communications Bid Award Professional Services Contract for Security Services City-Wide (Public Works Director Youngren)

Department: Public Works

Staff Contact: Jake Youngren

Guiding Principles: Accessible & Welcoming

Initiatives: Modernize Resource

Reviewed By: City Administrator, Finance Director, and City Attorney

Number of Looks: Look 2-2

GOVERNING LEGISLATION

RCW 35A.11.010 Rights, powers, and privileges. “Each city governed under this optional municipal code...and, by and through its legislative body, such municipality may contract and be contracted with...”.

PREVIOUS ACTION TAKEN

This was discussed at the March 3, 2026 Council Workshop.

OVERVIEW

Background

The City of Chelan has identified a need to upgrade and expand its security camera and access control systems across multiple City facilities. A proposal was solicited and received from Interwest Communications for a comprehensive installation covering seven facilities and six park access control locations.

Scope of Work

The project covers camera system installation and access control upgrades at the Wastewater Treatment Plant, Water Treatment Plant, Public Works Building, City Hall, the Marina, Don Morse Park, and the Parks Office. Additionally, access control will be installed on 17 restroom doors across six park locations, including Lake Shore RV Park, Don Morse,

the Marina, Downtown, Lakeside Park, and Chelan Gorge Park. All systems will integrate with the City's existing access control platform and include remote viewing capability. Washington State L&I electrical permits are included in the scope.

Cost

The total installation cost is \$214,515.06, including 8.7% sales tax.

Recommended Action

Staff recommends the City Council authorize the Mayor to execute the Contractor Agreement with Interwest Communications for the citywide camera system and access control installation in the amount of \$214,515.06.

FINANCIAL IMPLICATIONS

Total Contract Amount of \$214,515.06. Adequate funds budgeted for all public works and city hall related improvements. For the Parks Department there is a budget shortfall of approximately \$47,767.78, with an additional \$5,000 contingency, should additional repair work be needed to retrofit the doorlocks. This shortfall is intended to be covered with partial fund balance reserves and tourism funding as discussed with Council at the March 3, 2026 workshop.

ATTACHMENTS

1. CONTRACTOR AGREEMENT - INTERWEST - March Update

SUGGESTED MOTION

Suggested Motion No. 1: I move to suspend the Council Action Matrix for the approval of the Interwest Communications Bid Award and Professional Services Contract for City-Wide Security Services.

Suggested Motion No. 2: I move to authorize the Mayor to finalize and execute the Interwest Communications Bid Award and Professional Services Contract for City-Wide Security Services.

CONTRACTOR AGREEMENT

THIS AGREEMENT (The “Agreement”) is made and entered into this day by and between the CITY OF CHELAN, a Washington municipal corporation (the “City”) and Interwest Communications (“Contractor”), sometimes collectively referred to as the “Parties”.

City and Contractor, in consideration of the mutual covenants hereinafter set forth, agree as follows:

ARTICLE I CONTRACT DOCUMENTS

The term “Contract Documents” may include but is not limited to the following:

- ☒ Advertisement for Bids
- ☒ Instructions to Bidders
- ☒ Contractor Certification
- ☒ Bid Proposal
- ☒ Proposal Bond
- ☒ Contractor Agreement
- ☒ Performance Bond
- ☒ Payment Bond
- ☒ Change Orders
- ☒ Schematic Design Plans included in RFQ
- ☒ Any and all modifications and addendums issued thereto

If the item is marked with “X” it is included.

ARTICLE II WORK

2.1 City desires to build the “Project” as described in Exhibit “A” which is attached hereto and incorporated herein by this reference. Contractor agrees to work with City and other contractors who may be involved on the Project on such things as scheduling, work performance and the like, in implementing this Agreement, in order to coordinate a reasonable completion of the Project.

2.2 Except as otherwise provided in writing executed by City, the Contractor shall furnish all labor, materials, skill, and equipment necessary or incidentally required to perform and complete the Project described on attached Exhibit “A,” consistent with Plans and Specifications supplied by the City or as otherwise agreed to by City and Contractor (the “Work”).

ARTICLE III TIME OF COMMENCEMENT, CONSTRUCTION HOURS AND COMPLETION

3.1 Time is of the essence of this Agreement.

3.2 What Work to be performed by the terms of this Agreement shall be commenced on or before the 11th day of March 2026 and shall be substantially completed on or before the day of 31st of August 2026 the “Agreement Time”). The date for substantial completion may be extended if agreed to in writing, by the City.

3.3 If the Contractor is delayed at any time in the progress of the Work by strikes, fire, unavoidable casualty or any causes beyond the contractor’s control, the time of completion shall be extended for such reasonable time as is agreed to in writing by the City.

ARTICLE IV PAYMENT

4.1 The City shall pay the contractor for performance of the Work, the total sum of two hundred and fourteen thousand, five hundred fifteen dollars, and six cents, (\$214,515.06), (the “Stipulated Sum”), subject to change orders made pursuant to Article VIII.

ARTICLE V PROGRESS PAYMENTS

5.1 Payments shall be made as set forth below.

5.1.1 Payments to Contractor shall be made on the valuation of Work completed in compliance with the Contract Documents. The Contractor shall, before the first application, submit to the City a schedule of values of the various parts of the Work, made out in such detail as the Contractor and City may agree upon, and supported by such evidence as to its correctness as the City may direct. This schedule, when approved by the City shall be used as a basis for payment, unless it be found to be in error. In applying for payment, the contractor shall submit a statement based upon this schedule.

5.1.2 Applications for monthly progress payments and the Final Payment shall be in writing, shall state the estimated percentage of the Work that has been satisfactorily completed and shall be submitted to the City on or before the 10th day of each month for the Work performed in the preceding month.

5.1.3 From each progress payment, the City shall withhold retainage of five percent (5%).

5.1.4 Unless otherwise provided in the Contract Documents, the City shall pay the Contractor each progress payment under this Agreement within fifteen (15) working days after City receives and approves the application from Contractor for the preceding months’ Work as set forth herein. The amount of each progress payment to the contractor shall be equal to the percentage of completion allowed to

the City for the Work applied to the Contract Sum, less the aggregate of previous payments to the Contractor and less the percentage retained as provided in this Agreement.

5.2 To the extent Contractor is provided the materials and supplies by others or is subcontracting to others any portion of the Work, payment to Contractor of any monthly progress payment shall be conditioned on the receipt by City of a Lien Release executed by the materialman or subcontractor for any materials provided to the Project or for any subcontract work performed on behalf of the Contractor.

5.2.1 City may, at City's election, make checks payable to Contractor and a subcontractor or may make direct payment to any subcontractors or materialmen if a Lien Release is not presented with the application, or may elect to withhold payment as set forth above.

5.3 Contractor shall submit invoices on or before the tenth (10th) day of each month for the cost of Work performed in the preceding month. Such invoices shall be in the form of application for monthly progress payments, and the form of application for Final Payment shall be in writing, shall state the Work performed, and shall include records of payroll, petty cash expenditure, receipted invoices or invoice with vouchers attached and any other evidence if required by the City to demonstrate payments made by Contractor on account of the cost of the Work for which payment has not previously been made by City to Contractor, and for which no previous application for payment has been made. Unless otherwise approved in writing by City, no application shall be made for materials which have not been delivered to the site or incorporated in off-site Work necessary for the completion of the on-site Work. City will not unreasonably withhold approval for off-site storage of materials.

5.4 Sales tax shall be paid on the full payment due.

ARTICLE VI FINAL PAYMENT

6.1 Final payment (constituting the unpaid balance, less the retainage), under this Agreement, shall be made by the City to the Contractor when the Work described in this Agreement is fully completed and performed in accordance with the Contract Documents and is satisfactory to the City, and the Contractor has applied for final payment in the manner prescribed in Article V.

6.2 Before issuance of the final payment, the Contractor shall submit evidence satisfactory to the City that all payrolls, bills for materials and equipment, and all known indebtedness connected with the Contractor's Work have been satisfied. In addition, the Contractor shall obtain from all subcontractors and materialmen t, and shall itself execute, a lien release for the Work performed and the materials supplied pursuant to this Agreement in exchange for the final payment.

6.3 The retained amount under this Agreement shall be paid to the Contractor within forty (40) days after completion of the Project; provided that the Contractor has executed and

provided all necessary lien releases for the Work performed and the materials supplied; and provided that all certificates and releases from the Department of Revenue, Employment Security and Labor and Industries are received by the City.

6.4 Payments may be withheld on account of (1) defective Work not remedied, (2) claims filed by third parties, (3) reasonable evidence that the Work cannot be completed for the unpaid balance of the Stipulated Sum, if any, (4) damage to the City or another contractor related to Contractor or the Work, (5) reasonable evidence that the Work will not be completed within the Agreement Time and that the unpaid balance of the Stipulated Sum would not be adequate to cover actual or liquidated damages as provided in Article XIV for the anticipated delay, (6) persistent failure to carry out the Work in accordance with the Contract Documents, or (7) failure to adhere to the terms and conditions of this Agreement.

ARTICLE VII PREVAILING WAGE

7.1 Contractor agrees to abide by the prevailing wage requirements of RCW 39.12, RCW 43.03 and RCW 49.28 as currently enacted or as hereafter amended.

ARTICLE VIII CHANGES IN THE WORK

8.1 The City, without invalidating the Agreement, may order changes in the Work consisting of additions, deletions or modification. The Stipulated Sum and the Agreement Time shall be adjusted according to an agreement for change between the City and Contractor. Such changes in the Work shall be authorized by written Change Order signed by the City. Fair increases or decreases in the Contract Sum include a fifteen percent (15 %) adjustment for Contractor's overhead and profit.

8.2 Contractor shall make any and all changes in the Work without invalidating this Agreement when specifically ordered to do so in writing by the City.

ARTICLE IX INSURANCE

9.1 Insurance Term

The Contractor shall procure and maintain insurance, as required in this Section, without interruption from commencement of the Contractor's work through the term of the contract and for thirty (30) days after the Physical Completion date, unless otherwise indicated herein.

9.2 No Limitation

Contractor's maintenance of insurance, its scope of coverage and limits as required herein shall not be construed to limit the liability of the Contractor to the coverage provided by such insurance, or otherwise limit the Public Entity's recourse to any remedy available at law or in

equity.

9.3 Minimum Scope of Insurance

Contractors required insurance shall be of the types and coverage as stated below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be at least as broad as Insurance Services Office (ISO) form CA 00 01.
2. Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop gap liability, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract. The Commercial General Liability insurance shall be endorsed to provide a per project general aggregate limit, using ISO form CG 25 03 05 09 or an equivalent endorsement. There shall be no exclusion for liability arising from explosion, collapse or underground property damage. The Public Entity shall be named as an additional insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the Public Entity using ISO Additional Insured endorsement CG 20 10 10 01 and Additional Insured-Completed Operations endorsement CG 20 37 10 01 or substitute endorsements providing at least as broad coverage.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

9.4 Minimum Amounts of Insurance

Contractor shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$2,000,000 each occurrence, \$2,000,000 general aggregate and a \$2,000,000 products-completed operations aggregate limit.

9.5 Public Entity Full Availability of Contractor Limits

If the Contractor maintains higher insurance limits than the minimums shown above, the Public Entity shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Contractor, irrespective of whether such limits maintained by the Contractor are greater than those required by this contract or whether any certificate of

insurance furnished to the Public Entity evidences limits of liability lower than those maintained by the Contractor.

9.6 Other Insurance Provision

The Contractor's Automobile Liability, Commercial General Liability and Builders Risk insurance policies are to contain, or be endorsed to contain that they shall be primary insurance as respect the Public Entity. Any Insurance, self-insurance, or self-insured pool coverage maintained by the Public Entity shall be excess of the Contractor's insurance and shall not contribute with it.

9.7 Contractor's Insurance for Other Losses

The Contractor shall assume full responsibility for all loss or damage from any cause whatsoever to any tools, Contractor's employee owned tools, machinery, equipment, or motor vehicles owned or rented by the Contractor, or the Contractor's agents, suppliers, contractors or subcontractors as well as to any temporary structures, scaffolding and protective fences.

9.8 Waiver of Subrogation

The Contractor and the Public Entity waive all rights against each other, any of their Subcontractors, Sub-subcontractors, agents and employees, each of the other, for damages caused by fire or other perils to the extent covered by Builders Risk insurance or other property insurance obtained pursuant to the Insurance Requirements Section of this Contract or other property insurance applicable to the work. The policies shall provide such waivers by endorsement or otherwise.

9.9 Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A: VII.

9.10 Verification of Coverage

Contractor shall furnish the Public Entity with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsements, evidencing the insurance requirements of the Contractor before commencement of the work. Upon request by the Public Entity, the Contractor shall furnish certified copies of all required insurance policies, including endorsements, required in this contract and evidence of all subcontractors' coverage.

9.11 Subcontractors

The Contractor shall cause each and every Subcontractor to provide insurance coverage that complies with all applicable requirements of the Contractor-provided insurance as set forth herein, except the Contractor shall have sole responsibility for determining the limits of coverage

required to be obtained by Subcontractors. The Contractor shall ensure that the Public Entity is an additional insured on each and every Subcontractor's Commercial General liability insurance policy using an endorsement at least as broad as ISO Additional Insured endorsement CG 20 38 04 13.

9.12 Notice of Cancellation

The Contractor shall provide the Public Entity and all Additional Insureds for this work with written notice of any policy cancellation within two business days of their receipt of such notice.

9.13 Failure to Maintain Insurance

Failure on the part of the Contractor to maintain the insurance as required shall constitute a material breach of contract, upon which the Public Entity may, after giving five business days notice to the Contractor to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the Public Entity on demand, or at the sole discretion of the Public Entity, offset against funds due the Contractor from the Public Entity.

ARTICLE X INDEMNIFICATION (CONTRACTOR/CITY)

10.1 Contractor shall defend, indemnify and hold the City, its officers, officials, employees, contractors and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the Contractor in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

10.2 However, should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the City, its officers, officials, employees, and volunteers, the Contractor's liability hereunder shall be only to the extent of the Contractor's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Contractor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

10.3 No liability shall attach to the City by reason of entering into this Agreement except as expressly provided herein.

ARTICLE XI

WARRANTIES, GUARANTEES/WORKING CONDITIONS

11.1 Contractor shall, and by this agreement hereby does, assign all manufacturer warranties and guarantees related to the Work to City. Unless otherwise provided in the Contract Documents or the manufacturer warranty, all labor and materials furnished by the Contractor are **guaranteed** against all defects in materials and workmanship for a period of one (1) year from the date of acceptance of the completion of the Work. All warranties and guarantees shall inure to the benefit of City.

11.2 Contractor shall take all necessary and proper safety precautions in connection with the Work performed pursuant to this Agreement so as to avoid all injury to persons and all damage to property. The Contractor shall maintain lights, barriers, supports and guards as shall be necessary and proper to effect this end. The Contractor shall comply with all federal, state and local laws, statutes, regulations and ordinances which govern labor, employment and occupational safety and health of the contractor's employees and other persons on or about the premises. Failure on the part of the Contractor and/or Contractor's employees to practice safe working procedures may result in the Contractor's immediate suspension and Work may not resume until safe working conditions are established. Repeated failures may result in termination of the Agreement for Breach.

11.3 Contractor shall supervise and direct the performance of work competently and efficiently, devoting such attention thereto and applying such skill and expertise as may be necessary to perform the work in accordance with this Agreement. Contractor shall be solely responsible for the means, methods, techniques, sequences and procedures of construction. Contractor shall provide competent and suitably qualified personnel to perform the work as set out above and shall at all times maintain good discipline and order at the work site.

11.4 Contractor shall furnish and assume full responsibility for all materials, equipment, labor, transportation, equipment and machinery, tools, appliances, fuel, power, utilities, and any and all other facilities and incidentals necessarily covered by this Contract.

11.5 Contractor shall clean-up and remove all rubbish and debris from the Work area on a daily basis and upon the completion of the Work. In the event of a dispute over this responsibility for clean-up, the decision of the City allocating responsibility shall be final. The Contractor shall pay without reimbursement for the cost of all clean-up and removal of rubbish and debris left upon the premises contrary to this paragraph. Should and Contractor fail to clean-up and remove all its rubbish and debris as per this paragraph, then the City may have this done and charge all expenses thereof to the Contractor.

11.6 Contractor shall employ no person in connection with the performance of this Agreement who may be objectionable to the City and the Contractor shall remove any such person upon written notice from the City.

11.7 Contractor shall cooperate with the City and other Contractors and subcontractors whose work might interfere with the Contractor's Work, and shall participate in the preparation of

coordinated plans and drawings in areas of congestion, specifically noting and advising the City of any such interference.

11.8 Contractor shall cooperate with the City in scheduling and performing Contractor's Work to avoid conflict or interference with the work of others.

11.9 Contractor shall promptly submit shop drawings and samples as required by the Contract Documents in order to perform the Work efficiently, expeditiously and in a manner that will not cause delay in the progress of the Work of the City of other Contractors.

ARTICLE XII CONTRACTOR'S RESPONSIBILITIES

12.1 Contractor shall make all claims promptly to the City for additional work, extensions of time, and damage for delays or otherwise, in accordance with the Contract Documents.

12.2 Contractor shall not assign this Agreement without the written consent of the City or subcontract the whole of this Agreement without the written consent of the City, or further subcontract portions of the Agreement without written consent of the City. The Contractor shall not assign any amounts due or to become due under this Agreement without written notice to the City.

12.3 Contractor warrants that all materials and equipment furnished and incorporated by it in the Project shall be new unless otherwise specified, and that all Work under this Agreement shall be of good quality, free from faults and defects and in conformance with the Contract Documents. All Work not conforming to these standards may be considered defective. The warranty provided in the Paragraph shall be in addition to and not in limitation of any other warranty or remedy required by law or by the Contract Documents.

12.4 Contractor agrees that the City's equipment will be available to the Contractor only at the City's discretion and on mutually satisfactory terms.

12.5 Contractor shall furnish periodic progress reports, including a work schedule, on the Work as mutually agreed, including information on the status of materials and equipment under this Agreement which may be in the course of preparation or manufacture.

12.6 Contractor shall give all notices and comply with all laws, ordinances, rules, regulations and orders of any public authority bearing on the performance of the Work under this Agreement. The Contractor shall secure and pay for all permits, fees and licenses necessary for the execution of the Work.

12.7 Contractor agrees that all Work shall be done subject to the final approval of the City.

12.8 Contractor shall promptly correct Work rejected by the City for failing to conform to the requirements of the Contract Documents, whether observed before or after Substantial Completion and whether or not fabricated, installed or completed, and shall correct any Work found to be not in accordance with the requirements of the Contract Documents within a period of one year from the date of Substantial Completion of the Agreement or by terms of an applicable special warranty required by the Contract Documents.

12.9 Nothing contained in this Agreement shall be construed to establish a period of limitation with respect to other obligations which the Contractor might have under the Contract Documents. Establishment of the time period of one year as described in the preceding paragraph relates only to the specific obligation of the Contractor to correct the Work, and has no relationship to the time within which the obligation to comply with the Contract Documents may be sought to be enforced, nor to the time within which proceedings may be commenced to establish the Contractor's liability with respect to the Contractor's obligations other than specifically to correct the Work.

12.10 If the Contractor defaults or persistently fails or neglects to carry out the Work in accordance with the Contract Documents or fails to perform a provision of the Agreement, the City, after three (3) days' written notice to the Contractor and without prejudice to any other remedy the City may have, may make good such deficiencies and may deduct the cost thereof, including compensation for consultant's services and expenses, including but not limited to, architects and engineers made necessary thereby, from the payment then or thereafter due the Contractor. Alternatively, at the City's option, the City may terminate the Agreement and take possession of the site and of all materials, equipment, tools, and construction equipment and machinery thereon owned by the Contractor and may finish the Work by whatever method the City may deem expedient. If the unpaid balance of the Stipulated Sum, if any, exceeds costs of finishing the Work, including compensation for consultant's services and expenses made necessary thereby, such excess shall be paid to the Contractor, but if such costs exceed such unpaid balance, the Contractor shall pay the difference to the City, provided that in no event shall such payment cause the Stipulated Sum to be exceeded.

12.11 Contractor shall supply the names and addresses of all its employees, materialmen and subcontractors performing work or providing material to the Project pursuant to this Agreement.

12.12 Contractor shall not discriminate in any manner related to the performance of the Work on the basis of race, religion, sex, age, national origin or any other protected class or category.

ARTICLE XIII DEFAULT/DELAY/LIQUIDATED DAMAGES

13.1 If the Contractor neglects to prosecute the Work diligently and properly or fails to perform any provisions of this Agreement, the City, after five (5) working days' written notice to the Contractor to cure the deficiencies stated therein, may, without prejudice to any other remedy

the City may have:

13.1.1 Cure such deficiencies and deduct the costs thereof from the payments then or thereafter due the Contractor, or

13.1.2 Terminate this Agreement and seek liquidated damages.

13.2 In the event this Agreement is terminated, and in addition to any other remedy the City may have, the Contractor shall pay the City liquidated damages in the amount of five hundred Dollars (\$500) per working day until a replacement Contractor can resume the Work contemplated by this Agreement.

13.3 In the event the Contractor is unable to complete the Work within the Agreement time, in addition to any other remedy the City may have, the Contractor shall pay the City liquidated damages in the amount of five hundred Dollars (\$500) per working day from the completion date set forth in Article III until the Work is fully completed and performed and is satisfactory to the City.

13.4 The Contractor recognizes and acknowledges that time is of the essence of the completion of the Work, and that delays in completing the work prior to the date of Substantial Completion inconveniences the public and interferes with and delays commerce. The date of substantial completion is important as the Project must be completed prior to the Memorial Day weekend, where substantial use of the Project will occur. The Contractor further recognizes that delays in the completion of the Work also costs taxpayers undue sums of money, adding time needed for administration, engineering, inspection and supervision. Finally, the Contractor agrees that it is impractical to calculate the actual cost of delays, and the per diem amount in Sections 13.2 and 13.3 represents a reasonable estimate of the damages to the City if the Work is not completed on the date of Substantial completion, and that such amount does not constitute a penalty in order to secure performance.

ARTICLE XIV ARBITRATION

14.1 In the event the Parties cannot agree on a matter arising from this Agreement, they shall consult together and attempt to resolve the dispute. In the event they cannot agree upon a resolution of the dispute, they shall submit the dispute to an Arbitrator pursuant to RCW 7.04. The Arbitrator shall be an attorney licensed to practice law in the State of Washington having at least 15 years' experience in contract dispute resolution and principally practicing in Chelan, Douglas or Okanogan Counties. If the parties cannot agree on an arbitrator, the Arbitrator shall be appointed by a judge of the Chelan County Superior Court. The Parties may agree to attempt to have the Arbitrator first attempt to mediate the dispute before proceeding to an arbitration. All decisions of the Arbitrator shall be final and binding on the Parties. The Parties shall equally bear the cost of the Mediator. All decisions of the Mediator as arbitrator shall be enforceable in a federal or state court in the eastern district of Washington.

ARTICLE XV GENERAL PROVISIONS

15.1 **City's Representative.** Except as otherwise directed or designated by City, in writing, the City Administrator or his/her designee, shall be the City's representative for the Project. The administrator shall have authority to act on behalf of the City, except as otherwise provided in this Agreement, or as otherwise provided in writing, for all matters relative to the Project and this Agreement.

15.2 **Entire Agreement.** This Agreement constitutes the entire agreement between the City and Contractor. There are no understandings or agreements between the City and the Contractor other than those set forth in this Agreement and in the Contract Documents referred to herein. No other statement, representation or promise has been made to induce either party to enter into this Agreement, This Agreement may not be modified, except with written agreement executed by the parties.

15.3 **Independent Contractor.** The Contractor and the City agree that the Contractor is an independent Contractor with respect to the Work provided pursuant to this Agreement. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the Parties hereto. Neither Contractor nor any employee of Contractor shall be entitled to any benefits afforded City employees by virtue of the Work provided under this Agreement. The City shall not be responsible for withholding or otherwise deducting federal income tax or Social Security or for contributing to the State Industrial Insurance program, or otherwise assuming the duties of an employer with respect to the Contractor, or any employees of Contractor.

15.4 **Site Visitation.** Execution of the Agreement by the Contractor is a representation that the Contractor has visited the site and become familiar with the local conditions under which the Work is to be performed.

15.5 **Governing Law and Venue.** This Agreement shall be governed exclusively by the laws of the State of Washington. Any court of competent jurisdiction in Chelan County, Washington, shall be the only proper venue for any and all suits brought to enforce the provisions of this Agreement.

15.6 **Attorney's Fees.** If any legal action or other proceeding is brought for the enforcement of this Agreement, or because of an alleged dispute, breach, default, or misrepresentation in connection with any of the provisions of the Agreement, the successful or substantially prevailing party shall be entitled to recover reasonable attorney's fees and other costs incurred in that action, arbitration or proceeding, in addition to any other relief to which it or he/she may be entitled.

15.7 **Waive 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 or be construed as a waiver of any subsequent breach by such other party.

15.8 **Notice.** Any notices shall be effective if personally served upon the other party or if mailed by registered or certified mail, return receipt request, to the following addresses:

City:

City of Chelan
PO Box 1669
Chelan, WA 98816

Contractor:

15.9 **Registration and Bond.** The Contractor represents that the Contractor is bonded in compliance with Washington State law and is licensed with the State of Washington, as evidenced by the following:

License Number: _____

THE CONTRACTOR HEREBY ACKNOWLEDGES, GUARANTEES, AND REPRESENTS THAT AFTER AN OPPORTUNITY TO CONSULT WITH HIS/HER ATTORNEY HE/SHE HAS CAREFULLY READ THIS AGREEMENT, FULLY UNDERSTANDS THE TERMS THEREOF, AND FINDS IT TO BE A COMPLETE, WRITTEN STATEMENT OF THE TERMS AND CONDITIONS OF THE AGREEMENT.

CITY

CONTRACTOR

By: _____

By: _____

Dated: _____

Dated: _____

Exhibit A

SCOPE OF WORK

Wastewater Treatment Plant

- Furnish and install (1) wall mounted network equipment rack for camera equipment in main building.
- Furnish and install (4) 5MP 180 degree cameras.
- Furnish and install (3) 4MP bullet cameras.
- Furnish and install (1) OpenEye 16-channel 16TB NVR with remote viewing via app or computer.
- Furnish and install (7) 3-year camera channel license.
- Furnish and install (2) point to point wireless bridges for connectivity to remote buildings.
- Furnish and install (1) POE switch for power and connectivity.
- Furnish and install (1) access control on one door (electric strike, card reader).
- Furnish and install (1) single door access control panel.
- Furnish and install the category 6 cabling and pathway necessary for camera and access control installation.
- Furnish and install (2) outdoor rated enclosure with POE for remote locations. Proposal includes electrician wiring enclosure to existing panels in each building.
- Connect access control system to City of Chelans existing system.
- Washington State L&I Electrical permit is included.
- All work is to be conducted during regular business hours 7am-5pm, Monday-Friday (holidays excluded).

Water Treatment Plant

- Furnish and install (1) wall mounted network equipment rack for camera equipment in main building.
- Furnish and install (2) 5MP 180 degree cameras.
- Furnish and install (5) 4MP bullet cameras.
- Furnish and install (1) 8MP varifocal lens bullet camera (focused on water tank).
- Furnish and install (1) OpenEye 16-channel 12TB NVR with remote viewing via app or computer.



- Furnish and install (8) 3-year camera channel license.
- Furnish and install (1) 2-strand single-mode fiber from main building to remote building below.
- Furnish and install (1) POE switches for power and connectivity.
- Furnish and install (1) access control on one door (magnetic lock, card reader, request to exit button).
- Furnish and install (1) single door access control panel.
- Furnish and install the category 6 cabling and pathway necessary for camera and access control installation.
- Furnish and install (1) outdoor rated enclosure with POE for remote locations. Proposal includes electrician wiring enclosure to existing panels in each building.
- Connect access control system to City of Chelans existing system.
- Washington State L&I Electrical permit is included.
- All work is to be conducted during regular business hours 7am-5pm, Monday-Friday (holidays excluded).

Public Works Building

- Furnish and install (2) 5MP 180 degree cameras.
- Furnish and install (4) 4MP bullet cameras.
- Furnish and install (1) OpenEye 16-channel 12TB NVR with remote viewing via app or computer.
- Furnish and install (6) 3-year camera channel license.
- Furnish and install (2) POE switches for power and connectivity.
- Furnish and install (1) access control on two doors (electric strike, card reader).
- Furnish and install (2) single door access control panel.
- Furnish and install the category 6 cabling and pathway necessary for camera and access control installation.
- Furnish the labor to redo Public Works reception area door. Locked side on the customer side and free egress on the employee side.
- Connect new access control doors to City of Chelans existing system.
- Washington State L&I Electrical permit is included.
- All work is to be conducted during regular business hours 7am-5pm, Monday-Friday (holidays excluded).



1A Marina

- Furnish and install (2) 3MP PTZ camera with 30X zoom lens.
- Furnish and install (2) 3-year camera channel license.
- Furnish and install (1) point to point wireless bridges for connectivity to parks maintenance building(Don Morse). Proposal assumes camera will be connecting to Don Morse NVR.
- Furnish and install (1) POE switches for power and connectivity.
- Furnish and install the category 6 cabling and pathway necessary for camera and access control installation.
- Washington State L&I Electrical permit is included.
- All work is to be conducted during regular business hours 7am-5pm, Monday-Friday (holidays excluded).

1B Don Morse

- Furnish and install (1) 5MP 180 degree camera.
- Furnish and install (1) 4MP bullet camera.
- Furnish and install (1) OpenEye 16-channel 8TB NVR with remote viewing via app or computer.
- Furnish and install (2) 3-year camera channel license.
- Furnish the labor to add existing camera at parks maintenance building on to new system.
- Furnish and install the category 6 cabling and pathway necessary for camera and access control installation.
- Washington State L&I Electrical permit is included.
- All work is to be conducted during regular business hours 7am-5pm, Monday-Friday (holidays excluded).

1C Parks Office

- Furnish and install (1) 3MP PTZ camera with 30X zoom lens.
- Furnish and install (2) 4MP bullet camera.
- Furnish and install (1) OpenEye 16-channel 8TB NVR with remote viewing via app or computer.



- Furnish and install the category 6 cabling and pathway necessary for camera and access control installation.
- Washington State L&I Electrical permit is included.
- All work is to be conducted during regular business hours 7am-5pm, Monday-Friday (holidays excluded).

Parks Avigilon Access Control - Restrooms

- Furnish and install access control on (17) restroom doors. Locations: Lake Shore RV Park (6 doors), Don Morse (3 doors), Marina (2 doors), Downtown (2 doors), Lakeside Park (2 Doors), and Chelan Gorge Park (2 Doors).
- Furnish and install (6) keypad card readers for Lake Shore RV Park. All other doors will have an electric strike only and unlock/lock on schedule.
- Furnish and install cellular routers for connectivity at remote restrooms (Lakeside and Chelan Gorge Park) with no access to network or no line of site for point to point wireless bridge. Cellular routers require sim card and service plan.
- Furnish and install (1) point to point wireless bridges at Don Morse restroom for connectivity to parks maintenance building(Don Morse).
- Washington State L&I Electrical permit is included.
- All work is to be conducted during regular business hours 7am-5pm, Monday-Friday (holidays excluded).

City Hall

- Furnish and install (2) 4MP indoor mini dome cameras.
- Furnish and install (5) 4MP bullet camera.
- Furnish and install (1) OpenEye 16-channel 12TB NVR with remote viewing via app or computer.
- Furnish and install (7) 3-year camera channel license.
- Furnish and install the category 6 cabling and pathway necessary for camera and access control installation.
- Washington State L&I Electrical permit is included.
- All work is to be conducted during regular business hours 7am-5pm, Monday-Friday (holidays excluded).

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Terms

- This proposal is valid for 30 days after submission. All Invoices are NET 30 days.
- **This Proposal was created utilizing the Washington State Master Contract 05620-07.**

EXCLUSIONS

- All items not specified in our proposal above.



PROJECT PRICING

Description	Subtotal
Wastewater Treatment Plant	\$30,076.50
Water Treatment Plant	\$31,648.78
Public Works	\$28,879.12
1A Marina	\$12,834.95
1B Don Morse	\$8,753.52
1C Parks Office	\$10,847.47
City Hall	\$18,038.76
Lake Shore RV Park Access Control	\$18,129.97
Don Morse Access Control	\$9,252.91
Marina Access Control	\$7,000.08
Downtown Access Control	\$7,074.33
Lakeside Park Access Control	\$7,459.08
Chelan Gorge Park Access Control	\$7,350.49
Subtotal	\$197,345.96
Tax (8.7%)	+\$17,169.10
Total	\$214,515.06



Recurring Monthly Services	Price	Qty	Subtotal
Avigilon Alta Entry License	\$20.00	21	\$420
Cellular Internet Service	\$50.00	2	\$100.00
Subtotal			\$520.00
Tax (8.7%)			\$45.24
Recurring Monthly Services Total			\$565.24



PROPOSAL SIGN-OFF

Interwest Communications proposes to complete this project and/or service outlined in this proposal for an all-inclusive fee of \$197,345.96. This includes project management, equipment, materials, labor, scheduling, supervision, and quality assurance.

Additional charges will be included if changes are made to the project scope once this document has been signed.

The next step is to agree to this proposal (in addition to any changes that have been noted in the presentation of this document), and to sign the contractual agreement which references the document above.

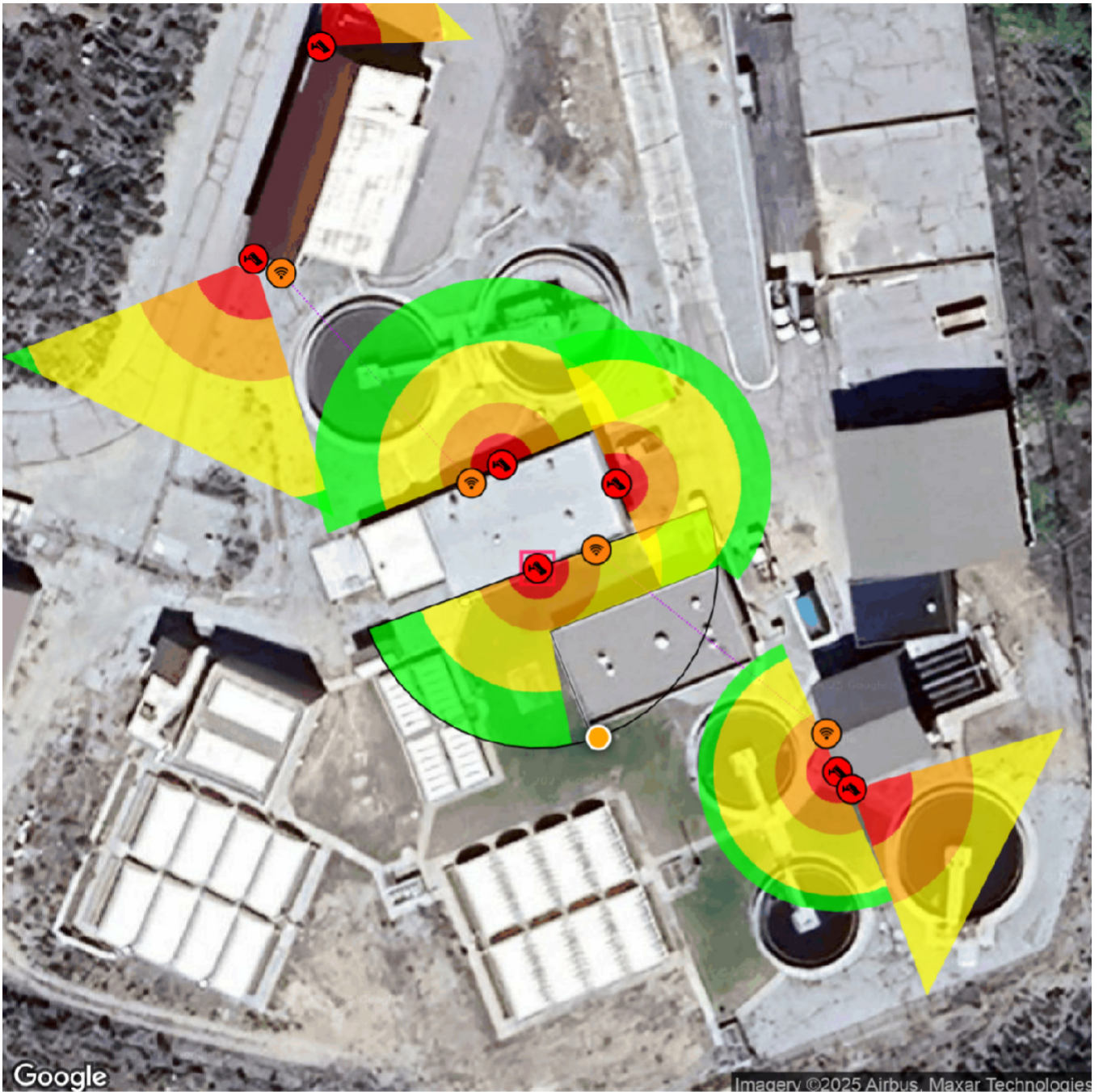
 **SIGNATURE**
Alex Saucedo

Alex Saucedo
Project Manager
Interwest Communications

 **SIGNATURE**
Rox Hoskins

Rox Hoskins
City of Chelan









ABOUT INTERWEST COMMUNICATIONS

Interwest Communications was started in 1987 by Richard Magnussen in Denver, CO. After deregulation and the break-up of AT&T and the Baby Bells' monopoly, Richard identified an opportunity to provide telecommunications services to businesses of all sizes. Through slow and steady growth, Interwest Communications is now one of the largest telecommunications contractors in the Northwest. We are a privately held, debt-free corporation.

We understand that technology can be intimidating. That's why you need to call in the experts. At Interwest Communications, we offer you the most up to date and cost effective solutions to fit your budget and your needs. Safety, value, efficiency, and environmental stewardship are our number one priorities.

Certifications, Insurance, and Safety

All our crew members are licensed, certified, insured, and bonded. We guarantee that your low-voltage electrical project will be perfectly executed with the highest standards of professional conduct.

Interwest Communications crews are fully safety certified, first aid trained, and covered by workers compensation insurance. We also employ Certified Network Infrastructure Design Professionals and uphold the highest standards of quality and integrity.

Our Recent Projects

- Cascade High School: 1,500 CAT6 UTP, Optical Fiber Backbone, and Valcom Engineered Soltuions Clock/Intercom System.
- Rock Foundry Inc.: 500 CAT6 F/UTP, Optical Fiber Backbone Campuswide, Access Control and CCTV facility-wide.
- Apple City Financial: 200 CAT6A UTP, 130 MTP Fiber trunks, cassettes, and fiber shelves for data center rows and PODs.



TESTIMONIALS

"Best Experience with a Phone Provider EVER! These guys went out of their way to test different service options to help us pay less for phone service and also provided a great new Phone System to work for our small office. I never felt like we were just a small customer for them. Eric was super to work with and kept us updated before the actual install and provided training that made sense but wasn't complicated. If there was more than a 5-Star option to rate Eric and the Interwest Team -- they would have it from BCI."

KIM BOSTON, BOSTON CONSULTING, INC.

"My experience with this organization has been nothing but positive. The service we get from them is professional and of high quality. There is always a "go the extra mile" attitude. I appreciate working with a company like them, they earn their pay through their hard work and their knowledge of which wire to clip."

DAVID REEVES, STEMILT GROWERS

"Interwest has been absolutely awesome and so easy to deal with! Friendly and knowledgeable. We just had a super complex system installed and they got it up and running quickly and have answered all of our questions along the way."

HEATHER SMITH, KELLY RIGHT REAL ESTATE

"Interwest has been fantastic to work with. Their communication, quality of work, and professionalism are all top notch. Have had several wiring jobs performed by them and each time the experience has been great and the final product couldn't have been better."

KORBAN KAVANAGH, TRI-CITIES COMMUNITY HEALTH



PARTNERSHIPS

Interwest Communications has aligned ourselves to some of the most well-known technology manufacturers in the industry.

- Leviton Network Solutions Premier Contractor
- Berk-Tek OASIS Partner
- OCC(Optical Cable Company) Certified Partner
- Corning Optical Communications Partner
- nCompass Partner (Ortronics & Superior Essex)
- Milestone Systems Gold Partner (Video Management System)
- AXIS Communications Partner(IP cameras and access control)
- Kantech Access Control Certified
- Brivo Security Partner
- Avigilon Video Partner
- Valcom Engineered Solutions Partner
- Bogen Engineered System Partner
- NEC Double Diamond Partner
- Fortinet Certified Partner
- Ruckus Wireless Authorized Dealer
- IC Realtime Video Partner

CORNING

brivo
simply better security

AXIS
COMMUNICATIONS

**SUPERIOR
ESSEX**

milestone

NEC

OCC
OPTICAL CABLE CORPORATION

Berk-Tek **LEVITON**
TECHNOLOGIES

BELDEN
SENDING ALL THE RIGHT SIGNALS

FORTINET

legrand

avigilon
a Motorola Solutions Company

BROCADE

ruckus

BOGEN
COMMUNICATIONS, INC.





City of Chelan

2026-034

CITY COUNCIL

March 10, 2026

Subject/Title: Federal Aviation Administration (FAA) Grant Application for the Design Phase of the Runway 2/20 Rehabilitation Project (City Administrator McAloon)

Department: Administration

Staff Contact: Laura McAloon

Guiding Principles: Thriving & Connected

Initiatives: Modernize Resource

Reviewed By:

Number of Looks: Look 1-2

GOVERNING LEGISLATION

RCW 35A.11.010 Rights, powers, and privileges. "Each city governed under this optional municipal code...and, by and through its legislative body, such municipality may contract and be contracted with..."

PREVIOUS ACTION TAKEN

No previous action has taken place specifically for this grant but Council did authorize the Mayor to finalize and execute the WSDOT grant for this project at the March 3, 2026 Council Workshop.

OVERVIEW

Runway 2/20 Rehabilitation Project - Design and Bidding Phase
Milling, Overlay/Inlay, crack sealing, patching, pavement markings, and shoulder grading as needed to meet standards.

This Federal Aviation Administration (FAA) grant application is for the design and bidding phase of the Lake Chelan Airport Runway 2/20 Rehabilitation Project. This grant will develop plans, specifications and contract documents, and include assistance with the bidding process. The construction part of the project will include mill and inlay/overlay of

existing pavement measuring approximately 3,506-ft x 60-ft, crack filling, localized surface repair, shoulder grading, paving fabric if warranted, and re-striping of pavement markings. This it expected to add an additional 10 to 15 years of safe operational use to the existing runway.

FINANCIAL IMPLICATIONS

\$7,500 to be split between the City of Chelan and Chelan Douglas Regional Port Authority. Sufficient budget is available.

ATTACHMENTS

1. 1 - Application for Federal Assistance Form 454
2. 2a-Application for Federal-Assistance Form 5100-100

SUGGESTED MOTION

None.

Application for Federal Assistance SF-424

*1. Type of Submission: Preapplication Application Changed/Corrected Application	*2. Type of Application New Continuation Revision	* If Revision, select appropriate letter(s): * Other (Specify)
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*3. Date Received: 4. Applicant Identifier:

5a. Federal Entity Identifier:	*5b. Federal Award Identifier: AIP 3-53-0013-020-2026
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State Use Only:

6. Date Received by State:	7. State Application Identifier:
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8. APPLICANT INFORMATION:

*a. Legal Name:

*b. Employer/Taxpayer Identification Number (EIN/TIN):	*c. UEI:
--	----------

d. Address:

*Street 1: _____
Street 2: _____
*City: _____
County/Parish: _____
*State: Province: _____
*Country: _____
*Zip / Postal Code: _____

e. Organizational Unit:

Department Name:	Division Name:
------------------	----------------

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: _____ *First Name: _____
Middle Name: _____
*Last Name: _____
Suffix: _____

Title:

Organizational Affiliation:

*Telephone Number: Fax Number:

*Email:

Application for Federal Assistance SF-424

***9. Type of Applicant 1: Select Applicant Type:**

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

*Other (Specify)

***10. Name of Federal Agency:**

***11. Catalog of Federal Domestic Assistance Number:**

CFDA No: CFDA Title:

***12. Funding Opportunity Number:**

*Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

***15. Descriptive Title of Applicant's Project:**

Attach supporting documents as specified in agency instructions.

Application for Federal Assistance SF-424**16. Congressional Districts Of:**

*a. Applicant:

*b. Program/Project:

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

*a. Start Date:

*b. End Date:

18. Estimated Funding (\$):

*a. Federal _____

*b. Applicant _____

*c. State _____

*d. Local _____

*e. Other _____

*f. Program Income _____

*g. TOTAL _____

***19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on _____ .
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

***20. Is the Applicant Delinquent On Any Federal Debt?**

Yes No

If "Yes", explain:

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)

**** I AGREE**

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: _____ *First Name: _____

Middle Name: _____

*Last Name: _____

Suffix: _____

*Title:

*Telephone Number:

Fax Number:

* Email:

*Signature of Authorized Representative:

*Date Signed:



U.S. Department
of Transportation
**Federal Aviation
Administration**

FAA Form 5100-100, Application for Federal Assistance (Development and Equipment Projects)

Paperwork Reduction Act Burden Statement

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0569. Public reporting for this collection of information is estimated to be approximately 28 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are required under 49 U.S.C. Section 47105 to retain a benefit and to meet the reporting requirements of 2 CFR 200; no assurance of confidentiality is provided. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Aviation Administration, 10101 Hillwood Parkway, Fort Worth, TX 76177-1524.

INSTRUCTIONS FOR FORM 5100-100

PART I – Application for Federal Assistance

Part I of the Application for Federal Assistance consists of a completed Standard Form (SF) 424. The remaining parts of Form 5100-100 (Parts II, III and IV) represent continuation pages that the Sponsor must attach to the associated SF-424 form. The signature of the Sponsor's authorized representative on the SF-424 form represents acceptance of the representations and certifications made within the corresponding FAA 5100-100 form.

PART II – Project Approval Information

This information is necessary for the Federal Aviation Administration to evaluate this request for Federal assistance. Responses do not require an explanation unless explicitly requested by the question.

SECTION A. STATUTORY CONDITIONS

Item 1 – Indicate whether the Sponsor maintains an active registration in the Federal System for Award Management (SAM). Pursuant to 2 CFR §25.200(b), a Sponsor must maintain an active registration in the Central Contractor Registration repository (housed within SAM) with current information at the time of the application and during the active period of the Federal award.

Item 2 – Indicate whether the Sponsor can commence the project within the same fiscal year the grant is made or within 6 months of when the grant is made, whichever is later. Attach explanation for negative responses. This information is considered when allocating discretionary funds. (49 U.S.C. § 47115(d)(2))

Item 3 – Indicate whether the Sponsor can complete the project without unreasonable delays. If applicable, provide listing of foreseeable events (winter shutdown, land acquisition issues, non-aeronautical events, etc.) that have potential to delay completion of the project. (49 USC § 47106(a))

Item 4 – Indicate whether the environmental review (i.e. environmental assessment, mitigated FONSI, etc.) identified impacts or effects on the environment that require mitigating measures that lessen the impact or effect on the environment. If yes, provide a summary listing of mitigating measures. (49 U.S.C. § 47106(c))

Item 5 – Indicate whether the project covered by this request is also covered by an approved Passenger Facility Charge (PFC) application or other Federal assistance program by selecting all applicable check boxes (49 U.S.C. § 40117(d) and 2 CFR § 200.403). If the approved PFC application only addresses the Sponsor's AIP matching share, select the appropriate check box.

If the project, or portions thereof, is covered by another Federal assistance program, identify the Federal assistance program by name and the Catalog of Federal Domestic Assistance (CFDA) number.

Item 6 – Indicate whether the Sponsor intends to seek reimbursement of Sponsor indirect costs as defined by 2 CFR §200.414 and 2 CFR Appendix VII to Part 200. This information request **does not** include the indirect costs claimed by a for-profit entity (e.g. consultant).

- The de minimis rate may only be used if the Sponsor has not previously received a negotiated Indirect Cost Rate (ICR) and does not exceed the limitations prescribed in Appendix VII to Part 200.
- A Sponsor with an existing approved negotiated ICR must identify the ICR value, the name of the cognizant agency that approved the ICR and the date of approval.

SECTION B. CERTIFICATION REGARDING LOBBYING

This section addresses the Sponsor's declaration regarding lobbying activities. The declaration made in the section are under signature of the authorized representative as identified in box 21 of form SF-424, to which this form is attached.

Title 31 U.S.C. § 1352 establishes that no appropriated funds may be expended by a recipient of a Federal grant to pay any person for influencing or attempting to influence an officer or employee of any agency, Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this covered Federal assistance action. Pursuant to 40 CFR part 20, this certification attests that the Sponsor has not made, and will not make, any prohibited payment by 31 U.S.C. § 1352.

SECTION C. REPRESENTATIONS AND CERTIFICATION

1. **Compatible Land Use** (49 U.S.C. § 47107(a)(10)) – Identify actions the Sponsor has taken to assure land uses in close proximity to the airport are compatible with normal airport operations.
2. **Defaults** – Confirm that Sponsor is not in default on any obligation to the United States or any agency of the United States government.
3. **Possible Disabilities** – Confirm that Sponsor has no facts or circumstances (i.e. legal, financial or otherwise) that might adversely affect the Sponsor in completing the project and carrying out the provisions of the associated Grant Assurances.
4. **Consistency with Local Plans** (49 U.S.C. § 47106(a)) – Confirm project is consistent with plans (existing at the time the project is approved) of public agencies authorized by the State in which the airport is located to plan.
5. **Consideration of Local Interests** (49 U.S.C. § 47106(b)) – Confirm the Sponsor has given fair consideration to the community in and near the project.
6. **Consultation with Users** (49 U.S.C. § 47105(a)) - Confirm the Sponsor has consulted with airport users that will be affected by the project.
7. **Public Hearings** (49 U.S.C. § 47106(c)) – For projects involving the location of an airport, runway or major runway extension, confirm the Sponsor:
 - a. Provided an opportunity for a public hearing to consider economic, social and environmental effects of the project.
 - b. Has voting representation from the communities in which the project is located; or has advised the communities that they have the right to petition the Secretary about the proposed project.
8. **Air and Water Quality Standards** - Confirm Sponsor will comply with applicable air and water quality standards.
9. **Exclusive Rights** (49 U.S.C. § 47107(a)) – Identify all instances of exclusive rights to conduct aeronautical services at the airport.
10. **Land (49 U.S.C. § 47106(b))** –
 - a. Identify property interests specific to the development project and/or land acquisition. The declaration of property interest is to be based upon a title opinion submitted by an attorney. When identifying the property interest, use the same parcel numbers as used to identify the property on the associated Exhibit A property map.
Example: “*Sponsor maintains property interest as depicted within the property table on the Exhibit A property map dated __/__/__ originally filed with AIP Project ###.*”
 - b. Complete this subpart if the Sponsor proposes a project for which they have not yet obtained appropriate property interests. Note that the work may not commence until Sponsor obtains acceptable property interests. Identify such property by parcel number that corresponds to the associated Exhibit A property map.
 - c. Complete this subpart when acquiring property interests under the grant. Identify such property by parcel number that corresponds to the associated Exhibit A property map.

PART III – Budget Information

SECTION A. GENERAL

1. Assistance Listing Number - Show the Assistance Listing Number from which the assistance is requested.

2. Functional or Other Breakout: Indicate “Airport Improvement Program”. Prepare a separate set of Part III forms for other Federal program categories.

SECTION B. CALCULATION OF FEDERAL GRANT

When applying for a new grant, use the Total Amount Column only. Use all columns when requesting revisions of previously awarded amounts.

Line 1 - Enter amounts needed for administration expenses, which may include such items as: legal fees, mailing/shipping expenses, audit fees and documented Sponsor employee time that is necessary to administer the grant.

Line 2 - Enter amounts pertaining to allowable preliminary expenses. These include such expenses as independent fee estimate preparation, advertising expenses and permits.

Line 3 - Enter amounts directly associated with the acquisition of land, existing structures, and related right-of-way.

Line 4 - Enter fees for architectural engineering basic services.

Line 5 - Enter amounts for architectural engineering special services (e.g. surveys, tests and borings).

Line 6 - Enter fees for inspection, testing and monitoring of construction and related programs.

Line 7 - Enter amounts associated with the development of land where the primary purpose of the grant is land improvement. Site work normally associated with major construction should be excluded from this category and shown on line 11.

Line 8 - Enter the dollar amounts needed to provide relocation advisory assistance, and the net amounts for replacement (last resort) housing. Do not include relocation administration expenses on this Line; include them on Line 1.

Line 9 - Enter the estimated amount of relocation payments to be made to displaced persons, business concerns, and non-profit organizations for moving expenses and replacement housing.

Line 10 - Enter the cost of demolition or removal of improvements on developed land. Reduce the costs on this line by the amount of expected proceeds from the sale of salvage, if so instructed by the Federal grantor agency. Otherwise, show the proceeds on Line 15.

Line 11 - Enter amounts for the actual construction of, addition to or restoration of a facility. Include in this category the amounts of project improvements such as grading, drainage, paving, marking, lighting, buildings, seeding/sodding, etc.

Line 12 - Enter amounts for equipment. Examples include ARFF vehicles, SRE equipment, AWOS equipment, interactive training, NAVAID equipment, etc.)

Line 13 - Enter miscellaneous amounts for items not specifically covered by previous categories.

Line 14 - Enter the sum of Lines 1-13.

Line 15 - Enter the estimated amount of program income that will be earned during the grant period and applied to the program. Examples include vehicle trade-in value, sale of millings resulting from project, credits passed on from contractor, etc. This line may be used to indicate applied liquidated damages.

Line 16 - Enter the difference between Line 14 and Line 15.

Line 17 - Enter the aggregate amount for those items, which are a part of the project but not subject to Federal participation. Refer to Section C, exclusions.

Line 18 - Enter the subtotal sum of Lines 16 and 17. (This is the amount to which the matching share ratio prescribed in program legislation is applied.)

Line 19 - Indicate the total amount of the Federal assistance requested. This value is determined by multiplying the grant participation rate by the amount indicated in line 18.

Line 20 - Indicate the amount of the Grantee's share (from Section D).

Line 21 - Indicate the amount of other shares (from Section D)

Line 22 - Indicate sum of Lines 19, 20 and 21.

SECTION C. EXCLUSIONS

Line 23 a-g - Identify and list those costs which are part of the project cost but are not subject to Federal participation because of program legislation or Federal grantor agency instructions. The total amount on Line g should agree with the amount shown on Line 17 of Section B.

SECTION D. PROPOSED METHOD OF FINANCING NON-FEDERAL SHARE

Line 24 a-g - Show the source of the grantee's share. If cash is not immediately available, specify the actions completed to date and those actions remaining to make cash available under Section E - Remarks. Indicate also the period of time that will be required after execution of the grant agreement to obtain the funds. If there is a non-cash contribution, explain what this contribution will consist of.

Line 24h - Indicate total of Lines 24 a-g. This amount must equal the amount in Section B, Line 20.

Line 25a - Show the amount that will be contributed by a State or state agency, only if the applicant is not a State or state agency. If there is a non-cash or other contribution, explain what the contribution will consist of under Section E - Remarks.

Line 25b - Show the amount that will be contributed from other sources. If there is a non-cash contribution, explain what the contribution will consist of under Section E - Remarks.

Line 25c - Show the total of Lines 25a and 25b. This amount must be the same as the amount shown in Section B, Line 21.

Line 26 - Enter the totals of Lines 24h and 25c.

SECTION E. OTHER REMARKS

Make any remarks pertinent to the project and provide any other information required by these instructions or the grantor agency. Attach additional sheets, if necessary.

PART IV – Program Narrative

Prepare the program narrative statement in accordance with the following instructions for all new grant programs. Requests for supplemental assistance should be responsive to Item 5b only. Requests for continuation or refunding or other changes of an approved project should be responsive to Item 5c only.

1. OBJECTIVES AND NEED FOR THIS ASSISTANCE

Provide a short and concise description of the proposed improvement. Include a narrative on why this improvement is needed.

2. RESULTS OR BENEFITS EXPECTED

Identify results and benefits to be derived. For example, include a description of who will occupy the facility and show how the facility will be used. For land acquisition or development projects, explain how the project will benefit the public.

3. APPROACH

- a. Outline a plan of action pertaining to the scope and detail of how the Sponsor proposes to accomplish the work.
- b. Cite factors, which might accelerate or decelerate the work, and your reason for taking this approach as opposed to others. Describe any unusual features of the project such as construction approach, reductions in cost or time or extraordinary social and community involvements.
- c. Provide projections of project milestone dates. As a minimum, identify target dates for defining project costs (i.e. bid opening or completion of negotiations), anticipated issuance of notice-to-proceed and anticipated project completion date.
- d. Identify monitoring and oversight mechanisms the Sponsor proposes to implement.
- e. List key individuals and entities such as consultant, Sponsor personnel and contractor who will work on the project. Provide a short description of the nature of their effort or contribution.

4. GEOGRAPHIC LOCATION

Identify location of the project. This will typically be the name of the airport.

5. IF APPLICABLE, PROVIDE THE FOLLOWING INFORMATION:

- a. Describe the relationship between this project and other work planned, anticipated or underway under the Federal Assistance listed under Part II, Section A, Item 5.
- b. Explain the reason for all requests for supplemental assistance and justify the need for additional funding.
- c. If there have been significant changes in the project objectives, location, approach or time delays, explain and justify. For other requests for changes or amendments, explain the reason for the change(s). If the scope, budget, or objectives have changed or an extension of time is necessary, explain the circumstances and justify.

6. SPONSOR'S REPRESENTATIVE

Identify contact information of Sponsor's representative.

Application for Federal Assistance (Development and Equipment Projects)

PART II – PROJECT APPROVAL INFORMATION

Part II - SECTION A			
The term "Sponsor" refers to the applicant name provided in box 8 of the associated SF-424 form.			
Item 1. Does Sponsor maintain an active registration in the System for Award Management (www.SAM.gov)?	Yes	No	
Item 2. Can Sponsor commence the work identified in the application in the fiscal year the grant is made or within six months after the grant is made, whichever is later?	Yes	No	N/A
Item 3. Are there any foreseeable events that would delay completion of the project? If yes, provide attachment to this form that lists the events.	Yes	No	N/A
Item 4. Will the project(s) covered by this request have impacts or effects on the environment that require mitigating measures? If yes, attach a summary listing of mitigating measures to this application and identify the name and date of the environmental document(s).	Yes	No	N/A
Item 5. Is the project covered by this request included in an approved Passenger Facility Charge (PFC) application or other Federal assistance program? If yes, please identify other funding sources by checking all applicable boxes.	Yes	No	N/A
The project is included in an <i>approved</i> PFC application. If included in an approved PFC application, does the application <i>only</i> address AIP matching share? Yes No The project is included in another Federal Assistance program. Its CFDA number is below.			
Item 6. Will the requested Federal assistance include Sponsor indirect costs as described in 2 CFR Appendix VII to Part 200, States and Local Government and Indian Tribe Indirect Cost Proposals?	Yes	No	N/A
If the request for Federal assistance includes a claim for allowable indirect costs, select the applicable indirect cost rate the Sponsor proposes to apply:			
De Minimis rate of 10% as permitted by 2 CFR § 200.414. Negotiated Rate equal to % as approved by (the Cognizant Agency) on (Date) (2 CFR part 200, appendix VII).			
<i>Note: Refer to the instructions for limitations of application associated with claiming Sponsor indirect costs.</i>			

PART II - SECTION B

Certification Regarding Lobbying

The declarations made on this page are under the signature of the authorized representative as identified in box 21 of form SF-424, to which this form is attached. The term "Sponsor" refers to the applicant name provided in box 8 of the associated SF-424 form.

The Authorized Representative certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Sponsor, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Authorized Representative shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The Authorized Representative shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

PART II – SECTION C

The Sponsor hereby represents and certifies as follows:

1. Compatible Land Use – The Sponsor has taken the following actions to assure compatible usage of land adjacent to or in the vicinity of the airport:

2. Defaults – The Sponsor is not in default on any obligation to the United States or any agency of the United States Government relative to the development, operation, or maintenance of any airport, except as stated herewith:

3. Possible Disabilities – There are no facts or circumstances (including the existence of effective or proposed leases, use agreements or other legal instruments affecting use of the Airport or the existence of pending litigation or other legal proceedings) which in reasonable probability might make it impossible for the Sponsor to carry out and complete the Project or carry out the provisions of the Grant Assurances, either by limiting its legal or financial ability or otherwise, except as follows:

4. Consistency with Local Plans – The project is reasonably consistent with plans existing at the time of submission of this application) of public agencies that are authorized by the State in which the project is located to plan for the development of the area surrounding the airport.

5. Consideration of Local Interest – It has given fair consideration to the interest of communities in or near where the project may be located.

6. Consultation with Users – In making a decision to undertake an airport development project under Title 49, United States Code, it has consulted with airport users that will potentially be affected by the project (§ 47105(a)(2)).

7. Public Hearings – In projects involving the location of an airport, an airport runway or a major runway extension, it has afforded the opportunity for public hearings for the purpose of considering the economic, social, and environmental effects of the airport or runway location and its consistency with goals and objectives of such planning as has been carried out by the community and it shall, when requested by the Secretary, submit a copy of the transcript of such hearings to the Secretary. Further, for such projects, it has on its management board either voting representation from the communities where the project is located or has advised the communities that they have the right to petition the Secretary concerning a proposed project.

8. Air and Water Quality Standards – In projects involving airport location, a major runway extension, or runway location it will provide for the Governor of the state in which the project is located to certify in writing to the Secretary that the project will be located, designed, constructed, and operated so as to comply with applicable and air and water quality standards. In any case where such standards have not been approved and where applicable air and water quality standards have been promulgated by the Administrator of the Environmental Protection Agency, certification shall be obtained from such Administrator. Notice of certification or refusal to certify shall be provided within sixty days after the project application has been received by the Secretary.

PART II – SECTION C (Continued)

9. Exclusive Rights – There is no grant of an exclusive right for the conduct of any aeronautical activity at any airport owned or controlled by the Sponsor except as follows:

10. Land – (a) The sponsor holds the following property interest in the following areas of land, which are to be developed or used as part of or in connection with the Airport subject to the following exceptions, encumbrances, and adverse interests, all of which areas are identified on the aforementioned property map designated as Exhibit “A”. [1]

The Sponsor further certifies that the above is based on a title examination by a qualified attorney or title company and that such attorney or title company has determined that the Sponsor holds the above property interests.

(b) The Sponsor will acquire within a reasonable time, but in any event prior to the start of any construction work under the Project, the following property interest in the following areas of land on which such construction work is to be performed, all of which areas are identified on the aforementioned property map designated as Exhibit “A”. [1]

(c) The Sponsor will acquire within a reasonable time, and if feasible prior to the completion of all construction work under the Project, the following property interest in the following areas of land which are to be developed or used as part of or in connection with the Airport as it will be upon completion of the Project, all of which areas are identified on the aforementioned property map designated as Exhibit “A”. [1]

¹ State the character of property interest in each area and list and identify for each all exceptions, encumbrances, and adverse interests of every kind and nature, including liens, easements, leases, etc. The separate areas of land need only be identified here by the area numbers shown on the property map.

PART III – BUDGET INFORMATION – CONSTRUCTION

SECTION A – GENERAL
1. Assistance Listing Number:
2. Functional or Other Breakout:

SECTION B – CALCULATION OF FEDERAL GRANT			
Cost Classification	Latest Approved Amount (Use only for revisions)	Adjustment + or (-) Amount (Use only for revisions)	Total Amount Required
1. Administration expense			
2. Preliminary expense			
3. Land, structures, right-of-way			
4. Architectural engineering basic fees			
5. Other Architectural engineering fees			
6. Project inspection fees			
7. Land development			
8. Relocation Expenses			
9. Relocation payments to Individuals and Businesses			
10. Demolition and removal			
11. Construction and project improvement			
12. Equipment			
13. Miscellaneous			
14. Subtotal (Lines 1 through 13)			
15. Estimated Income (if applicable)			
16. Net Project Amount (Line 14 minus 15)			
17. Less: Ineligible Exclusions (Section C, line 23 g.)			
18. Subtotal (Lines 16 through 17)			
19. Federal Share requested of Line 18			
20. Grantee share			
21. Other shares			
22. TOTAL PROJECT (Lines 19, 20 & 21)			

SECTION C – EXCLUSIONS	
23. Classification (Description of non-participating work)	Amount Ineligible for Participation
a.	
b.	
c.	
d.	
e.	
f.	
g. Total	

SECTION D – PROPOSED METHOD OF FINANCING NON-FEDERAL SHARE	
24. Grantee Share – Fund Categories	Amount
a. Securities	
b. Mortgages	
c. Appropriations (by Applicant)	
d. Bonds	
e. Tax Levies	
f. Non-Cash	
g. Other (Explain):	
h. TOTAL - Grantee share	
25. Other Shares	Amount
a. State	
b. Other	
c. TOTAL - Other Shares	
26. TOTAL NON-FEDERAL FINANCING	

SECTION E – REMARKS (Attach sheets if additional space is required)

PART IV – PROGRAM NARRATIVE
(Suggested Format)

PROJECT:
AIRPORT:
1. Objective:
2. Benefits Anticipated:
3. Approach: (See approved Scope of Work in Final Application)
4. Geographic Location:
5. If Applicable, Provide Additional Information:
6. Sponsor's Representative: (include address & telephone number)



City of Chelan

DRAFT

TENTATIVE ADVANCED AGENDA

For Planning Discussion Purposes Only - this is a work in progress; items are tentative and subject to change.

March 3, 2026

March 24, 2026 City Council Meeting

1. Minutes
2. Consent Agenda - Benegas
 - a.
3. Special Presentations
 - a. Community Development Week April 6-10, 2026 (McCardle)
4. Public Hearings
 - a.
5. Motion Considerations
 - a. Chelan Fire District No. 7 Amendment No. 1 to the Airport Lease Lot No. 2 (McAloon)(L2-2)
 - b. Ordinance No. 2026-16XX Home Occupancy (Ajax)(L3-3)
 - c. Federal Aviation Administration (FAA) Grant Application for the Design Phase of the Runway 2/20 Rehabilitation Project (McAloon) (L2-2)
 - d. Resolution No. 2026-14XX Amendment to the STIP (Youngren) (L3-3)
 - e. CHIP Grant - No Match (Coltman) (L1-1)
6. Administrative Reports
 - a. Ordinance No. 2026-16XX Budget Amendment No. 1 (Evans) (L1-3)
 - b. Resolution No. 2026-14XX Rate Resolution – Special Events (McAloon) (L2-2)
 - c. Resolution No. 2026-14XX Council Rules of Procedure (Gallucci) (L1-3)
 - d. Ordinance No. 2026-16XX Title 1 General Provisions and Title 2 Administration and Personnel of the Chelan Municipal Code (McAloon) (L2-3)
 - Parks and Recreation Advisory Board Code Update (Cooper)
 - Closure of the Lake Chelan Airport Board (Batjer)
 - Review of Directors Job Descriptions (HR/Communications Director Coltman)
 - e. [Company Name] Professional Services Agreement for Security Services in City Parks (Cooper) (L1-3)
 - f. Affordable Housing GFC/Connection Fees Discount/ 105 Fund Policy (Coltman)(L1-3)
7. Informational Items
 - a. Tentative Advanced Agenda (McAloon)
 - b. Council Committee Reports (Various Councilmembers)
 - c. Lake Chelan Chamber of Commerce Financial Report (Evans)
 - d. Contract Intake Report (Gallucci)

April 7, 2026 City Council Workshop

1. Joint Operating Meeting with the Chelan Douglas Regional Port Authority
2. Lake Chelan Chamber of Commerce Quarterly Report Update (Steele)
3. Ordinance No. 2026-16XX Budget Amendment No. 1 (Evans)(L2-3)
4. Public Works Project Status Quarterly Update (Youngren)
5. Logo Refresh (Coltman)
6. Short Term Rental Cap (Ajax)
6. [Company Name] Professional Services Agreement for Security Services in City Parks (Cooper) (L2-3)

April 14, 2026 City Council Meeting

1. Minutes
2. Consent Agenda - Collins
 - a.
3. Special Presentations
 - a. Chelan Fire & Rescue Centennial Day April 18, 2026 (McCardle)
 - b. Earth Day – April 22, 2026 (McCardle)
 - c. Our Valley Our Future Presentation (McCardle)
4. Public Hearings
 - a.
5. Motion Considerations
 - a. Ordinance No. 2026-16XX Budget Amendment No. 1 (Evans) (L3-3)
 - b. Resolution No. 2026-14XX Rate Resolution – Special Events (McAloon) (L2-2)
 - c. [Company Name] Professional Services Agreement for Security Services in City Parks (Cooper) (L3-3)
 - d. Resolution No. 2026-14XX Council Rules of Procedure (Gallucci) (L1-3)
 - e. Ordinance No. 2026-16XX Title 1 General Provisions and Title 2 Administration and Personnel of the Chelan Municipal Code (McAloon) (L2-3)
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 - a. Affordable Housing GFC/Connection Fees Discount/ 105 Fund Policy (Coltman)(L2-3)
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 - a. Tentative Advanced Agenda (McAloon)
 - b. Council Committee Reports (Various Councilmembers)
 - c. Lake Chelan Chamber of Commerce Financial Report (Evans)
 - d. Contract Intake Log (Gallucci)
 - e. Lake Chelan Airport Quarter 1 Financial Report (Evans)

April 21, 2026 Comprehensive Plan Preview Open House – Chelan Community Center

1.

April 28, 2026 City Council Meeting

1. Minutes
2. Consent Agenda - Collins
 - a.
3. Special Presentations
 - a. Professional Municipal Clerks Week – May 3 – 9, 2026 (McCardle)
4. Public Hearings
 - a.
5. Motion Considerations
 - a. Affordable Housing GFC/Connection Fees Discount Policy (Coltman)(L3-3)
6. Administrative Reports
 - a. Q1 Financial Report Presentation (Evans)
7. Informational Items
 - a. Tentative Advanced Agenda (McAloon)

- b. Council Committee Reports (Various Councilmembers)
- c. Lake Chelan Chamber of Commerce Financial Report (Evans)
- d. Contract Intake Report (Gallucci)

May 5, 2026 City Council Workshop

- 1. National Golf Foundation Presentation of Findings (Cooper)

May 12, 2026 City Council Meeting

- 1. Minutes
- 2. Consent Agenda
 - a.
- 3. Special Presentations
 - a. National Public Works Week – May 17 – 23, 2026
- 4. Public Hearings
 - a.
- 5. Motion Considerations
 - a.
- 6. Administrative Reports
 - a.
- 7. Informational Items
 - a. Tentative Advanced Agenda (McAloon)
 - b. Council Committee Reports (Various Councilmembers)
 - c. Lake Chelan Chamber of Commerce Financial Report (Evans)
 - d. Contract Intake Log (Gallucci)

May 26, 2026 City Council Meeting

- 1. Minutes
- 2. Consent Agenda
 - a.
- 3. Special Presentations
 - a.
- 4. Public Hearings
 - a.
- 5. Motion Considerations
 - a.
- 6. Administrative Reports
 - a.
- 7. Informational Items
 - a. Tentative Advanced Agenda (McAloon)
 - b. Council Committee Reports (Various Councilmembers)
 - c. Lake Chelan Chamber of Commerce Financial Report (Evans)
 - d. Contract Intake Log (Gallucci)

Upcoming Topics:

1. Chelan Fire Protection District No. 7 Interlocal Agreement for Fire Protection (McAloon)
2. Public Works Project Status Update – July, October (Youngren)
3. Lake Chelan Airport Quarterly Reports (Evans)
 - Q2 – July, Q3 – October, Q4 – January 27
4. Chelan Valley Feral Cat Project (Evans)
 - July 2026
5. Lake Chelan Chamber of Commerce Quarterly Update (Steele / McAloon)
 - Confirmed Scheduled Date: August 4, December 1
6. CDRPA / City Joint Meeting (McAloon)
 - September 2026

Proclamations:

Retirement of Outgoing Finance Director Tupling - June
Main Street Week – June
Parks & Recreation Professionals Day – July
Finance & Accounting Week – September
Arbor Day – Spring or Fall
Breast Cancer Awareness Week - October

Liaison Committee Report

Name of Meeting: *

Manson Community Council

Date of Meeting: *

2026-02-17

Key Meeting Notes: *

Meeting notes should consist of key agenda items that had significant discussion. Each item can be briefly summarized in 2 - 4 sentences.

Presentation made by Link Transit Planning Manager related to link services available and number of fleets.

Council discussed their request to State Legislature for \$200k budget provision for an incorporation feasibility study. Letter of response from Reps shows support though not hopeful for funding due to other funding requests.

Council chair positions voted on.

Council rep Renee, attended Manson to Chelan Pathways stakeholders meeting .

Council discussing Manson zoning changes and dark skies as Comprehensive Plan is developed

Upload applicable meeting documents here if available:

Max upload is 25MB per file

Submitted By

Signature *

Agustin Benegas

Signature Date *

2026-02-20

Liaison Committee Report

Name of Meeting: *

Planning Commission Meeting

Date of Meeting: *

2026-02-18

Key Meeting Notes: *

Meeting notes should consist of key agenda items that had significant discussion. Each item can be briefly summarized in 2 - 4 sentences.

Two main topics for the February meeting

1) Sign code review: my takeaway was:

Sign lighting criteria (what should that look like?)

Should sign code be consistent throughout the city or is downtown to have different code?

2) Presentation on report from Our Valley Our Future Housing Solutions Group (Information in attachment)

Public comment was given with the opinion of no lighted signs allowed

Upload applicable meeting documents here if available:

Max upload is 25MB per file

Submitted By

Signature *

Brad Chitty

Signature Date *

2026-02-21

**CITY OF CHELAN
PLANNING COMMISSION AGENDA**

1. CALL TO ORDER

2. AGENDA CHANGES

3. MINUTES

A) January 21, 2026 Minutes of the Planning Commission

Suggested Motion: I move to approve the January 21, 2026 Minutes of the Planning Commission

4. ADMINISTRATIVE REPORTS

A) Sign Code Update Work Session

B) Our Valley Our Future Housing Solutions Group: February Meeting

5. CITIZEN COMMENTS

Items not on the agenda. Time limited per the Planning Commission Chair.

6. COMMISSIONER COMMENTS

7. ADJOURNMENT

Final Comments / Motion to Adjourn Suggested Motion: I move to adjourn the meeting.

Our Vision

Chelan is a rural lakeside community surrounded by pristine natural beauty where generations of visitors and residents enjoy an exceptional quality of life.

Our Guiding Principles & Outcomes

Visionary & Strategic - A city that is forward-thinking, collaborative, and fiscally responsible.

Thriving & Connected - A vibrant, well-planned city where residents have a sense of home.

Healthy & Sustainable - A flourishing city that supports an active community.

Accessible & Welcoming - A safe city where everyone can find community.

The next Planning Commission meeting will be on March 18, 2026, beginning at 5:15 p.m. in Council Chambers, 135 E. Johnson Avenue, Chelan, Washington.

A Chelan Planning Commission meeting packet is available for review on the City's Website: City of Chelan under Government - Advisory Boards & Commissions - Planning Commission. The City provides special accommodations, such as hearing devices and wheelchair access for public meetings. Anyone needing special assistance, please contact the City Clerk's office at 509-682-8019 at least three business days prior to the meeting.

Liaison Committee Report

Name of Meeting: *

PARAB

Date of Meeting: *

2026-02-19

Key Meeting Notes: *

Meeting notes should consist of key agenda items that had significant discussion. Each item can be briefly summarized in 2 - 4 sentences.

Called to Order @ 5:15pm

Parks board moved and accepted the changes to the CMC 2.17 regarding Parks advisory board roles and responsibilities.

PARAB Goals for 2026 discussed

Discussion on Concessionaire proposals - Private charter sailboat tours and mobile sauna

NGF LCGC study - discussion about what board vice-chair will take to his meeting with NGF consultant as the PARAB representative.

Updates from parks director on security services for parks in 2026. 5 RFP's have been submitted

Update on Lakeside park renovations - playground, dock, building/bathrooms

Adjourned 6:21pm

Upload applicable meeting documents here if available:

Max upload is 25MB per file

Parks Agenda Packet 2.19.26.pdf

242.95KB

Submitted By

Signature *

Shane Collins

Signature Date *

2026-02-20

**CITY OF CHELAN
PARKS AND RECREATION ADVISORY
BOARD AGENDA**

1. CALL TO ORDER AND ROLL CALL
2. AGENDA CHANGES
3. CITIZEN COMMENTS
Items not on the agenda. Time limited per the President.
4. MINUTES
 - A. January 15, 2026 Meeting Minutes
5. OLD BUSINESS
 - A. Chelan Municipal Code 2.17 Review & Discussion
6. NEW BUSINESS
 - A. 2026 Parks and Recreation Advisory Board Goals
 - B. Parks Concessionaire Proposals
 - C. National Golf Foundation - Lake Chelan Golf Course Study
7. PARKS AND RECREATION DIRECTOR AND CITY STAFF COMMENTS
8. BOARD COMMENTS
9. ADJOURNMENT
Final Comments / Motion to Adjourn Suggested Motion: I move to adjourn the meeting.

BOARD MEMBERS AND ADMINISTRATIVE PERSONNEL PRESENT

Board Members:

Janet Heg
Brad Nelson
Linda Reister
Mat Engstrom
Todd Higley

Staff Present:

Interim Parks and Recreation Director Audrey Cooper
City Administrator Laura McAloon

1. CALL TO ORDER AND ROLL CALL

Meeting was called to order at 5:15pm.

2. AGENDA CHANGES

no agenda changes.

3. CITIZEN COMMENTS

Items not on the agenda. Time limited per the President.

none.

4. MINUTES

A. November 21, 2025 Minutes

Motion: I move to approve the November 21, 2025 Minutes.

MOVER:	Boardmember Janet Heg
SECONDER:	Vice President Todd Higley
AYES:	Boardmember Brad Nelson, Vice President Todd Higley, President Linda Reister, Boardmember Janet Heg, Boardmember Mat Engstrom
NAYS:	None
RESULT:	Passed

5. OLD BUSINESS

A. Chelan Municipal Code 2.17 Review & Discussion

Park board members discussed the redlined Chelan Municipal Code for the Parks and Recreation Advisory Board. There was discussion around the removal of the requirement for the Golf Professional to attend all Park Board meetings. Interim Parks Director Cooper

shared that this code has not been updated since 2007 and that the current code reflects an old organizational structure of the department. Park board members requested that language be added to the code that states the Parks Director will provide regular reports of the commercial operations of the parks to allow for regular representation from requested Parks staff who oversee commercial operations such as the golf course, RV Park, Marina, and Putting Course. An updated redlined code will be provided at the February meeting for Park Board approval before moving to City Council for review and approval. Discussion also took place on membership and the desire to ensure that the selection of Park Board members by the Mayor is representative of the whole community.

6. NEW BUSINESS

A. Park Board Member Introductions

Park Board members, City Staff, and City Council Liasons shared introductions and a park, outdoor space, or recreational activity that has been meaningful to their life and why.

B. 2026 President & Vice-President Appointments

Parks board members nominated and voted on appointments for the 2026 President & Vice President positions.

Motion: I move to nominate Linda Reister as 2026 Parks and Recreation Advisory Board President.

MOVER:	Vice President Todd Higley
SECONDER:	Boardmember Mat Engstrom
AYES:	Boardmember Brad Nelson, Vice President Todd Higley, President Linda Reister, Boardmember Janet Heg, Boardmember Mat Engstrom
NAYS:	None
RESULT:	Passed

Motion: I move to nominate Todd Higley as 2026 Parks and Recreation Advisory Board Vice-President.

MOVER:	Vice President Linda Reister
SECONDER:	Boardmember Mat Engstrom
AYES:	Boardmember Brad Nelson, Vice President Todd Higley, President Linda Reister, Boardmember Janet Heg, Boardmember Mat

	Engstrom
NAYS:	None
RESULT:	Passed

C. OPMA Training

Park Board members discussed the OPMA training required for all elected and appointed officials every two years. Board Members requested that the training email be sent out again for those who have not completed it.

7. PARKS & RECREATION DIRECTOR AND CITY STAFF COMMENTS

A. Administrative Report from Interim Parks Director

Interim Parks Director Cooper provided an update to the Parks Board on activities within the parks department since their last meeting in November. Updates include the submission of a grant application for operations and maintenance of the boater pump out station in the marina, new golf carts at the golf course, the selection of a consultant for the golf course study, and minor capital projects anticipated this year. Photos were shared with updates on the capital renovation at Lakeside Park.

8. BOARD COMMENTS

Janet Heg shared that the technology for the virtual meeting attendance worked well. With the better technology, the Parks Board Meetings will remain at the Parks Office.

Todd Higley requested that Parks Board members bring to next month's meeting any topics of interest that they want to work into the meeting schedule for the year.

9. ADJOURNMENT

Motion: I move to Adjourn the January 15, 2026 Parks and Recreation Advisory Board Meeting.

MOVER:	Vice President Todd Higley
SECONDER:	Boardmember Mat Engstrom
AYES:	Boardmember Brad Nelson, Vice President Todd Higley, President Linda Reister, Boardmember Janet Heg, Boardmember Mat Engstrom
NAYS:	None
RESULT:	Passed

Meeting adjourned at 6:19pm.

Chapter 2.17 PARKS AND RECREATION ADVISORY BOARD

2.17.010 Created.

The parks and recreation advisory board is hereby created and shall serve in an advisory capacity to the mayor and city council.

(Ord. 1335 § 1 (part), 2007: Ord. 1237 § 3 (part), 2001)

2.17.020 Membership, terms, residence requirements, vacancies.

- A. *Membership.* The parks and recreation advisory board shall consist of five members, who shall be appointed by the mayor, subject to confirmation by the city council. All members must reside within the city limits of the City of Chelan.
- B. *Compensation.* Board members shall receive no compensation for their service.
- C. *Term of Office.* The term of office shall be for two years and expire on December 31st. Positions 1 and 2 expire on even-numbered years and positions 3, 4 and 5 expire on odd-numbered years.
- D. *Vacancies.* When a vacancy occurs, the replacement shall be for the remainder of the unexpired term.
- E. *Absences.* When a board member fails to attend three consecutive regular meetings of the board, the absences shall be reported to the mayor by the president or vice-president of the board. The mayor may declare the position of such absent member vacant, or may excuse the absences.

(Ord. 1335 § 1 (part), 2007: Ord. 1237 § 3 (part), 2001)

2.17.030 Organization and meetings.

- A. *Election of officers.* At the first regular meeting of each year, members of the parks and recreation advisory board shall elect from the members a president and vice-president. Such individuals shall hold office for one year.
- B. *Duties of officers.* It shall be the duty of the president to preside at all meetings of the board and of the vice-president to preside at all meetings in the absence of the president.
- 1. *Secretary.* The city parks and recreation director or designee shall serve as the secretary of the board. The secretary shall keep minutes of all meetings and of all proceedings of the board and provide copies of the same to the ~~city administrator~~city clerk's office.
- C. *Quorum.* A majority of the appointed board members shall constitute a quorum for the transaction of business, and affirmative votes from a majority of the board members present shall be necessary to carry any proposition.
- D. *Staff involvement.* The parks and recreation director ~~and golf professional~~ or respective the director's designee(s) shall attend all meetings of the board to provide technical assistance concerning parks, recreation and golf matters. The director shall ensure the board receives regular reports on department operations, including golf course operations, and may designate appropriate supervisory or program staff to present such reports.

E. *Meetings.* The board shall meet one time per month and upon call of the president, as necessary.

1. All meetings of the board are open to the public.

(Ord. 1335 § 1 (part), 2007: Ord. 1318 § 1, 2006; Ord. 1237 § 3 (part), 2001)

2.17.040 Responsibilities.

The parks and recreation advisory board shall act in an advisory capacity to the mayor and city council and shall study, investigate, counsel and develop and/or update written plans for the development of parks, the golf course and other recreational resources within the city taking into consideration the requirements of all grant fund agencies. Further, the board shall be responsible for the following:

- A. ~~Preparing and/or R~~reviewing the long range park and recreation plans, specific park master plans and related public involvement for the City of Chelan;
- B. Recommending proposed land acquisitions, easements and leases;
- C. Reviewing and recommending proposed intergovernmental, concession and franchise agreements;
- D. ~~Reviewing and recommending long range and recreational program plans;~~
- E. Recommending major policies related to the management and operation of the city's park and recreation system;
- F. Reviewing long-term funding and financing to implement and manage the city's park and recreation system;
- G. ~~Preparation~~ Reviewing and providing recommendations of a capital improvement plan that identifies funded priority projects;
- H. ~~Preparing~~ Reviewing preliminary budget expense and fee recommendations for mayor and city council consideration;
- I. ~~Preparation~~ Providing guidance ~~on~~ a public involvement program that solicits volunteer support and encourages public participation in the implementation and operation of Chelan's park and recreation system;
- J. ~~Developing, implementing and R~~reviewing a comprehensive community forestry program, including tree management and Arbor Day activities, and annual work plan;
- K. Encourage presenting a monthly board meeting report to the city council at the first regular city council meeting following the regular monthly board meeting;
- L. Such other and further responsibilities as may be assigned to the board by the mayor and city council.

(Ord. 1335 § 1 (part), 2007: Ord. 1237 § 3 (part), 2001)

Submission Date	City Point of Contact	Department	Company Name	Project Name, Project Number and Document Name if applicable	Term Start Date	Term End Date	Select a Contract Term:	This expense is included in our current budget.	Council Action	Dollar Value
3/4/2026 3:43:06 PM	Audrey Cooper	Parks and Recreation	Wenatchee Valley Senior Softball	2026 Wenatchee Valley Senior Softball Facility Use Agreement	2026-03-04	2026-12-31	Original End Date	N/A	No	\$0.00
3/3/2026 2:01:25 PM	Rox Hoskins	Public Works	Virtual Project Manager	Public Works Software Subscription: Virtual Project Manager. Split between Water (40%), Sewer (40%), Streets (20%). Renews Annually, \$17,000 Annual Subscription, 1 time \$6,000 Fee for integration.	2026-03-03	2026-03-03	Auto Renewal	Yes	No	\$23,000.00
2/26/2026 4:02:43 PM	Chad Coltman	Admin	KnowBe4	Cybersecurity Software	2026-03-02	2027-02-28	Original End Date	Yes	No	\$2,848.23