



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:**

March 10, 2026

Signed by:
Cailey Couch
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Cailey Couch
Deputy City Clerk

Signed by:
Erin McCardle
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Erin McCardle
Mayor