



**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

Absent/To Be Excused:

Mark Ericks

Director Audrey Cooper
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

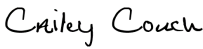
Final Comments / Motion to Adjourn Suggested Motion: I move to adjourn the meeting.

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:**

March 10, 2026

Signed by:

008EB4938C5D404

Cailey Couch
Deputy City Clerk

Signed by:

0BC2617A158B41E

Erin McCardle
Mayor