



**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.

Jeremiah 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 surplussed 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:**

March 10, 2026

Signed by:
Cailey Couch
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Cailey Couch
Deputy City Clerk

Signed by:
Erin McCardle
0BC2617A158B41F...

Erin McCardle
Mayor