



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:**
March 10, 2026

Signed by:
Cailey Couch
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Cailey Couch
Deputy City Clerk

Signed by:
Erin McCardle
0BC2617A158B41F...
Erin McCardle
Mayor