



City of Chelan

**City Council Meeting
March 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

Deputy City Clerk Cailey Couch

Finance Director Heidi Evans

HR/Communication Director Chad Coltman

Parks & Recreation Director Audrey Cooper

Public Works Director Jake Youngren

Absent/To Be Excused:

Mark Ericks

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

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

2. AGENDA CHANGES

Move Item 9B Interwest Communications Bid Award Professional Services Contract for Security Services City-Wide to a Motion Consideration as Item 9F.

Rename the title of Item 9F to Interwest Communications Bid Award and Contractors Agreement for Security Services City-Wide. Suggested Motions will read:

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

Suggested Motion No. 2: I move to award the Security Services City-Wide project to Interwest Communications and authorize the Mayor to finalize and execute the contractor's agreement with Interwest Communications.

3. CITIZEN COMMENTS

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

Kyle Burn, Resident of Chelan, thanked Councilmembers for the Lakeside Trail project. He expressed appreciation to City Administrator McAloon for her quick response regarding safety concerns at East Center Street and West Woodin Avenue. He then shared that while his wife was attempting to cross the street, using the crosswalk, at East Center Street and West Woodin Avenue, seven (7) cars passed without stopping, and she was nearly struck by a distracted driver once she entered the crosswalk with a green safety flag in hand. He emphasized the importance of making Chelan a safe place for families and urged the Council to prioritize pedestrian safety throughout the community.

Jolene Moore, Resident of Chelan, thanked the City Council and staff for their service to the community. She also raised awareness about the potential construction on the Butte and asked where she could find additional information regarding the proposed development.

Jan McMullen, Resident of Chelan, shared that a great city is built by great people and expressed her concerns regarding the Home Occupation Code.

4. MINUTES

- A. January 6, 2026 Workshop Council Meeting Minutes
- B. January 13, 2026 Regular Council Meeting Minutes
- C. January 27, 2026 Regular Council Meeting Minutes
- D. February 3, 2026 Workshop Council Meeting Minutes
- E. February 10, 2026 Regular Council Meeting Minutes
- F. February 24, 2026 Regular Council Meeting Minutes
- G. March 3, 2026 Workshop Council Meeting Minutes

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| MOTION: | Motion to approve the Minutes. |
| 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 |

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
- B. March 10, 2026 Accounts Payable Checks and EFT's & Payroll Checks and EFT's

March 10, 2026 Accounts Payable Checks No. 212457 - 212542 and EFT's totaling \$1,010,243,28 & Payroll Check No. 103206 - 103217 and EFT's and Direct Deposits totaling \$401,047.83.

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| MOTION: | Motion to approve the Consent Agenda. |
| MOVER: | Councilmember Augustin Benegas |
| 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 |

6. SPECIAL PRESENTATIONS

- A. National Agricultural Week Proclamation

Mayor McCardle proclaimed March 15 - 21, 2026 as National Agriculture Week in Chelan.

7. PUBLIC HEARINGS

- A. None

8. MOTION CONSIDERATIONS

- A. Award Funding to the Community Benefit Grant Applicants

City Administrator McAloon reported Council had reached consensus on five (5) of the eight (8) grant award amounts through the scoring process. After further discussion, Council revised the remaining dollar amounts and awarded a total of \$120,000 in 2026 Community Benefit Grants to eight (8) community organizations.

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| MOTION: | Motion to award the 2026 Community Benefit Grants in the total amount of \$120,000 as follows: Thrive Chelan Valley - \$35,000 Only 7 Seconds - \$12,500 Special Olympics - \$5,000 Lake Chelan Food Bank - \$15,000 Chelan Valley Hope \$35,000 Chelan Valley Community Nurse - \$8,000 Chelan Valley Connect - \$500 Meals on Wheels (OCTN) - \$9,000 |
| MOVER: | Councilmember Tim Hollingsworth |
| 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 |

B. 2026 Chelan County Comprehensive Emergency Management Plan

This item was moved from Item 8B to Item 8A.

Sergeant Reinfeld of the Chelan County Sheriff’s Office provided a high-level overview of the 2026 Chelan County Comprehensive Emergency Management Plan, noting that the document is required by law and is continuously updated throughout the year.

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| MOTION: | Motion to authorize the Mayor to finalize and execute the 2026 Chelan County Comprehensive Emergency Management Plan. |
| 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 |

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

Public Works Director Youngren presented Amendment No. 2 for RH2 Engineering, Inc. (RH2) to complete field measurements, update the design geometry, and prepare a gravity retaining wall under four (4) feet in height. RH2 will also revise the construction cost estimate, quantity summary, front-end documents, and specifications, submit a revised Design Documentation Package to the Washington State Department of Transportation (WSDOT), and coordinate plan reviews with Link Transit at the 90 percent and bid-ready design stages.

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| MOTION: | Motion 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. |
| 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 |

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| MOTION: | Motion to 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. |
| 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 |

D. Gaukroger, Wilson, and Wright Access and Utility Easement (Canyon Place Easement)

Public Works Director Youngren shared Pinnacle Surveying submitted two access and utility easements dated February 19, 2026, covering portions of Lots 39, 40, and 41 in Gaukroger’s Subdivision. Both easements follow a shared 30-footwide corridor extending from Golf Course Road to Canyon Place.

Easement #1 establishes a 30-foot access and utility corridor across two City-owned parcels (AFN 2556999 and 2557001) to serve Lots 39, 40, and the westerly portion of Lot 41

Easement #2 provides access and utility rights across the easterly portion of Lot 41, benefiting Lots 39 and 40

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| MOTION: | Motion 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. |
| MOVER: | Councilmember Terry Sanders |
| SECONDER: | Councilmember Jon Higgins |
| AYES: | Councilmember Terry Sanders, Councilmember Augustin Benegas, Councilmember Brad Chitty, Councilmember Jon Higgins, Councilmember Shane Collins |
| NAYS: | None |
| RESULT: | Passed |

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

Public Works Director Youngren explained the City’s agreement with RH2 Engineering, Inc. (RH2) included design, permitting, and construction support for the federally funded Sanders Street Pedestrian Improvement Project, with construction expected to conclude in summer of 2026 and project closeout in winter of 2027. He noted that because the project was fully grant funded and City construction staff were focused on higher-priority utility projects, the Supplemental Agreement No. 2 reassigned construction management responsibilities to RH2 and increased the contract by \$156,416.03 at no additional cost to the City.

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| MOTION: | Motion to suspend the Council Action Matrix to approve the Washington State Department of Transportation Supplemental Agreement No. 2 for the Sanders Street Pedestrian Improvement. |
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| MOVER: | Councilmember Terry Sanders |
| 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 |

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| MOTION: | Motion 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. |
| 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 |

F. Interwest Communications Bid Award Professional Services Contract for Security Services City-Wide

This item was moved from an Administrative Report as Item 9B to a Motion Consideration as Item 8F.

Public Works Director Youngren presented the Interwest Communications contract for a city-wide security upgrade that included a new camera systems and access control installations across seven (7) City facilities and six (6) park locations. The project scope covers improvements at the Wastewater and Water Treatment Plants, Public Works, City Hall, the Marina, Don Morse Park, and the Parks Office, along with access control on (seventeen) 17 restroom doors at multiple park sites, all integrated into the City’s existing platform with remote-monitoring capability. The total project cost is \$214,515.06, inclusive of sales tax.

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| MOTION: | Motion to suspend the Council Action Matrix for the approval of the Interwest Communications Bid Award and Professional Services Contract for City-Wide Security Services. |
| MOVER: | Councilmember Terry Sanders |
| 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 |

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| MOTION: | Motion to authorize the Mayor to finalize and execute the Interwest Communications Bid Award and Professional Services Contract for City-Wide Security Services. |
| MOVER: | Councilmember Terry Sanders |
| 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 |

9. ADMINISTRATIVE REPORTS

A. Chelan Fire District No. 7 Amendment No. 1 to the Airport Lease Lot No. 2

City Administrator McAloon shared during a comprehensive review of the Lake Chelan Airport leases, it was identified that the existing agreement provided below-market rent to Chelan County Fire Protection District No. 7 in recognition of their on-site public safety and fire response services and that this justification was not clearly stated in the lease agreement. To align the document with the State Auditor's best practices, City Attorney Batjer prepared an amendment clarifying that reduced rent is granted in exchange for the services.

B. Federal Aviation Administration (FAA) Grant Application for the Design Phase of the Runway 2/20 Rehabilitation Project

City Administrator McAloon shared an overview of the Federal Aviation Administration (FAA) grant application for the design and bidding phase of the Lake Chelan Airport Runway 2/20 Rehabilitation Project. The design phase will prepare plans, specifications, and contract documents for future construction, which is expected to include milling and overlay/inlay of approximately 3,506 feet of runway pavement, crack sealing, localized patching, shoulder grading, and restriping to meet FAA standards. The rehabilitation work is anticipated to extend the runway's useful life by an estimated 10 to 15 years.

10. INFORMATIONAL ITEMS

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

- A. Tentative Advanced Agenda
- B. Council Liaison Committee Report
- C. Contract Intake Report

11. CITY ADMINISTRATOR AND DEPARTMENT REPORTS

City Administrator McAloon

Reported City staff is creating a standardized system for policies within the City. In addition, the Chelan Municipal Code, Title 1 will be presented for the first look at a future meeting.

City Attorney Batjer

None.

Deputy City Clerk Couch

None.

Finance Director Evans

Reported the 2024 audit had been completed and that the exit interview is scheduled for March 18, 2026, at 9:30 a.m. Council was advised to notify the Office of the City Clerk if they wished to attend so that a public notice can be issued, if a quorum is to be expected. She noted there were no audit findings, only recommendations. She also reminded Council that the National Golf Foundation was completing its study of the Lake Chelan Municipal Golf Course and that staff continued work on financial policies.

HR/Communications Director Coltman

Shared the transition to the .gov domain had been completed. He recognized the following staff anniversaries: Gage Trovillo, Golf Maintenance – 2 years; and David Ferry, Nick Pittman, and Carl Puckett, Utility Crew – 3 years. He also announced upcoming events,

including the Earth Day and Chelan Fire Centennial Celebration on April 18, 2026, and the Comprehensive Plan Open House with City staff and Chelan County on April 21, 2026, beginning at 6:00 p.m.

Parks and Recreation Director Cooper

Shared the Lake Chelan Municipal Golf Course is scheduled to open on Friday, March 13, 2026. She reported that Parks and RV campsites had experienced increased usage and provided a brief recap of the Lakeside Park Renovations Project.

Public Works Director Youngren

Provided an update on the Markeson Street waterline project and reported that construction dates would soon be released for the Sanders Street Pedestrian Improvement Project and the State Route 150 Sewer Line Improvement Project.

12. MAYOR AND COUNCIL COMMENTS

Mayor McCardle

Provided a recap of the Chelan Douglas Regional Port Authority meeting, commending Public Works City Engineer Denham for his presentation on the waterline and Operations Manager Tim Ike of J-U-B Engineers for their update on the Environmental Assessment at the Lake Chelan Municipal Airport. She also shared that she will attend the Manson Community Council meeting next week and will be traveling to Washington, D.C. on Thursday to advocate for funding. Councilmembers were asked to RSVP to the Office of the City Clerk regarding the Council Retreat scheduled for Tuesday, June 30, 2026, beginning at 5:15 p.m.

Councilmember Benegas

Inquired about the purchase of a new garbage truck after noticing a related payment in the warrants this week and was informed of an upcoming Touch-a-Truck event to be held this spring by the Public Works Department.

Councilmember Chitty

Thanked the Public Works Department for their hard work on ongoing projects and thanked the residents who provided citizen comments during the meeting.

Councilmember Collins

Thanked the residents who provided citizen comments during the meeting regarding the issues in Lakeside and shared that he appreciated the agriculture proclamation.

Councilmember Higgins

Thanked the residents who provided citizen comments during the meeting regarding the issues in Lakeside and thanked City staff for their work.

Councilmember Hollingsworth

None.

Councilmember Sanders

Shared his appreciation for the citizen comments received this evening, affirmed the importance of pedestrian safety, thanked City Attorney Batjer for his assistance with complex motions, and acknowledged the local Fish and Wildlife Department for their response in trapping a cougar that had been spotted near Chelan High School.

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.

At 6:36 p.m. Mayor McCardle stated there would be an Executive Session regarding 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 for ten minutes. Legal counsel will be present and no action will be taken.

Council Chambers were cleared, and the Executive Session began at 6:32 p.m to 6:42 p.m. At 6:42 p.m. the Executive Session was extended by ten (10) minutes to 6:52 p.m. At 6:52 p.m., the Executive Session was extended by ten (10) minutes to 7:02 p.m. At 7:02 p.m. the Executive Session was extended by five (5) minutes to 7:07 p.m. At 7:07 p.m. the Executive Session was extended by three (3) minutes to 7:10 p.m. At 7:10 p.m. the Executive Session ended, and the City Council meeting resumed.

14. ADJOURNMENT

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| MOTION: | Motion to Adjourn. |
| MOVER: | Councilmember Terry Sanders |
| SECONDER: | Councilmember Brad Chitty |
| AYES: | Councilmember Terry Sanders, Councilmember Augustin Benegas, Councilmember Brad Chitty, Councilmember Jon Higgins, Councilmember Tim Hollingsworth, Councilmember Shane Collins |

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| NAYS: | None |
| RESULT: | Passed |

The meeting was adjourned at 7:10 P.M.

Date

Approved: April 14, 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