

**CITY OF CHELAN  
CITY COUNCIL AGENDA**

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL
2. CITY COUNCIL APPLICANT INTERVIEWS
  - A. List of Applicants - in alphabetical order, by first name (Mayor McCardle)
    - Ben Laughlin
    - Brant Jones
    - Cesar Rivera-Vargas
    - Lars Strandberg
    - Pamela Gean Van Gerpen
    - Todd Higley

The interview and appointment process will be held **on Tuesday, May 12, 2026, beginning at 5:15 p.m., or shortly thereafter**, in Council Chambers at City Hall. Interviews will be conducted in alphabetical order by first name.

Each applicant will be provided up to eight (8) minutes to address the Council. During their remarks, they are requested to address each of the following questions individually:

1. How do you see your role on City Council in shaping its decisions and representing community viewpoints; what special skills or viewpoints do you believe you would bring to Council?
2. Please explain the difference in the roles, duties, and authority between the mayor and a councilmember.
3. Explain your motivation for serving on Council and what your priorities would be while in the position. How do you hope to make progress on these priorities?
4. A major part of the Council agenda in the coming months will be devoted to reviewing and adopting our budget. Recognizing that there are specific fiscal and statutory constraints on City government, how would you balance and evaluate fiscal realities with competing policy objectives?
5. What else would you like to say about yourself, your priorities or your vision for Chelan that you feel is important and has not been addressed?

**Please note:** Responses should reflect your own judgment and priorities, and please let us know if AI was used in the development of your statement. There will be no question-and-answer period during the allotted interview time. Given the number of applicants, we respectfully ask that you plan your remarks accordingly to ensure all questions are addressed within the allotted time. City Council Councilmembers will have reviewed your application materials in advance.

Following the interviews, the Council will adjourn into Executive Session to discuss the applicants and then return to open session to potentially take action. If a nomination is made, a motion and vote will be taken. The successful

applicant will be administered the Oath of Office and seated immediately. The appointed individual must be prepared to participate in the regularly scheduled City Council meeting immediately following the appointment.

Council Position No. 5 currently has approximately eighteen (18) months remaining in the term; however, under state law, this appointment will expire upon certification of the November 2, 2027 election. To serve the remainder of the term, the appointed individual will need to run for office in the November 2027 general election.

3. EXECUTIVE SESSION

- A. RCW 42.30.110(1)(h) - To Evaluate the Qualifications of a Candidate for Appointment to Elective Office - Action May be Taken (City Attorney Batjer)

4. CITY COUNCIL POSITION NO. 5 OATH OF OFFICE

5. AGENDA CHANGES

6. CITIZEN COMMENTS

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

7. CONSENT AGENDA

All items under the Consent Agenda are approved with one motion. Suggested Motion: I move to approve the Consent Agenda.

- A. Approve May 12, 2026 Accounts Payable Checks and EFT's & Payroll Checks and EFT' s (Councilmember Collins)
- B. Approve the April 07, 2026 Council Workshop Meeting Minutes (Deputy City Clerk Couch)
- C. Approve the April 14, 2026 Regular Council Meeting Minutes (Deputy City Clerk Couch)
- D. Approve the April 28, 2026 Regular Council Meeting Minutes (Deputy City Clerk Couch)
- E. Approve the May 05, 2026 Council Workshop Meeting Minutes (Deputy City Clerk Couch)
- F. Ordinance No. 2026-1659 Title 1. General Provisions of the Chelan Municipal Code (City Administrator McAloon)

8. SPECIAL PRESENTATIONS, PROCLAMATIONS, AND AWARDS

- A. National Public Works Week Proclamation (Mayor McCardle)

9. PUBLIC HEARINGS

- A. None

10. MOTION CONSIDERATIONS

- A. None

11. ADMINISTRATIVE REPORTS

- A. Comprehensive Plan Discussion (Community Development Director Ajax)

12. INFORMATIONAL ITEMS

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

- A. Tentative Advanced Agenda (City Administrator McAloon)
- B. Lake Chelan Chamber of Commerce Financial Report (Finance Director Evans)
- C. Contract Intake Log (City Clerk Gallucci)
- D. Parks Department - Memorial Day Weekend Update (Parks and Recreation Director Cooper)

13. CITY ADMINISTRATOR AND DEPARTMENT REPORTS

14. MAYOR AND COUNCIL COMMENTS

15. ADJOURNMENT

**Our Vision**

Chelan is a rural lakeside community surrounded by pristine natural beauty where generations of visitors and residents enjoy an exceptional quality of life.

**Our Guiding Principles & Outcomes**

Visionary & Strategic - A city that is forward-thinking, collaborative, and fiscally responsible.

Thriving & Connected - A vibrant, well-planned city where residents have a sense of home.

Healthy & Sustainable - A flourishing city that supports an active community.

Accessible & Welcoming - A safe city where everyone can find community.

The next meeting will be a City Council Regular Meeting on May 26, 2026, beginning at 5:15 p.m. in Council Chambers, 135 E. Johnson Avenue, Chelan, Washington.

A City Council meeting packet is available for review on the City's Website: City of Chelan under Government - City Council Meetings & Agendas.

# City of Chelan Councilmember Application



## Contact Information

**Name \***

Ben Laughlin

**Street Address \***

[REDACTED]

**City, State ZIP Code \***

Chelan Wa 98816

**Phone # \***

[REDACTED]

**E-mail Address \***

[REDACTED]

I live within the City limits of Chelan and have for a year or more. \*

Yes

I am a registered voter as of the date of signing this application. (RCW 35A.12.030) \*

Yes

I am willing to serve as a councilmember until the certification of the next election for this position. (RCW 42.12.070(6)) \*

Yes

## Qualifications

Please provide your background, qualifications and why you are interested in becoming a City Councilmember.

\*

Community Service

1995-2002 Rec Association volunteer.

2011-2017 Co-founder Riverwalk Closet, a free clothing charity.

2015-2016 Volunteer Firefighter.

2018-2021 Co-founder Fresh Winds Restoration, providing work for the homeless then donating profits to local charities.

2018 -2024 Asst Coach AAU basketball.

2021 Citizens Advisory Group fire district 7.

2024- 2025 Spent countless hours meeting with council members, department heads, School District, and most importantly, reaching out to voters for input concerning Chelan's future.

2025 Ran for city council position #7 and received 44% of the vote.

I am currently involved with a group of business owners and private citizens working to increase off season revenue.

In addition, I am currently a member of the Lake Chelan School District Facilities Advisory Team.

Please upload documents here:

## Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am appointed for Council, any false statements, omissions, or other misrepresentations made by me on this application may result in my forfeiture

of the appointment pursuant to RCW 42.12.010.

Signature \*

Date \*

*Ben Laughlin*

03/25/2026

Our Policy

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**It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age or disability.**

**Thank you for completing this application form and for your interest in serving on City Council.**

# City of Chelan Councilmember Application



## Contact Information

Name \*

Brant Jones

Street Address \*

[REDACTED]

City, State ZIP Code \*

Chelan Wa 98816

Phone # \*

[REDACTED]

E-mail Address \*

[REDACTED]

I live within the City limits of Chelan and have for a year or more. \*

Yes

I am a registered voter as of the date of signing this application. (RCW 35A.12.030) \*

Yes

I am willing to serve as a councilmember until the certification of the next election for this position. (RCW 42.12.070(6)) \*

Yes

## Qualifications

Please provide your background, qualifications and why you are interested in becoming a City Councilmember.

\*

I am an executive chef, I have ran a successful catering operation, a restaurant in downtown Chelan and executive chef for a local winery for 15 years. And purchaser for and business in townThe past eight years I ever come to be interested in Chelan and its operations.

Please upload documents here:

## Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am appointed for Council, any false statements, omissions, or other misrepresentations made by me on this application may result in my forfeiture of the appointment pursuant to RCW 42.12.010.

Signature \*

*Brant Jones*

Date \*

03/30/2026

## Our Policy

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**It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age or disability.**

**Thank you for completing this application form and for your interest in serving on City Council.**



Contact Information

Name \*

Cesar Rivera-Vargas

Street Address \*

[Redacted]

City, State ZIP Code \*

Chelan wa 98816

Phone # \*

[Redacted]

E-mail Address \*

[Redacted]

I live within the City limits of Chelan and have for a year or more. \*

Yes

I am a registered voter as of the date of signing this application. (RCW 35A.12.030) \*

Yes

I am willing to serve as a councilmember until the certification of the next election for this position. (RCW 42.12.070(6)) \*

Yes

Qualifications

Please provide your background, qualifications and why you are interested in becoming a City Councilmember.

\*

I am interested in becoming a City Councilmember because I care deeply about the community I live in and want to be involved in helping it grow in a responsible and practical way. I take pride in where I'm from, and I believe my background has prepared me to serve effectively and make sound decisions on behalf of the public.

I previously served two terms as a Trustee for Carpenters Local 816, an elected position that also placed me on the Executive Board. In that role, I was involved in overseeing day-to-day operations, reviewing and approving expenditures, and helping allocate funds where they were most needed. This experience required accountability, transparency, and the ability to make decisions that impacted a large group of members—skills that directly translate to city governance.

In addition, I received leadership training through the Carpenters Union at the International Training Center in Las Vegas, where I was trained to serve as a union officer and delegate. That training focused on leadership, representation, and responsible decision-making, all of which I believe are essential qualities for a City Councilmember.

I am committed to serving the community to the best of my ability, listening to residents, and contributing to decisions that support the long-term success of the city.

Please upload documents here:

## Agreement and Signature

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**By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am appointed for Council, any false statements, omissions, or other misrepresentations made by me on this application may result in my forfeiture of the appointment pursuant to RCW 42.12.010.**

Signature \*

Date \*

*Cesar Jesus Rivera-Vargas*

04/19/2026

## Our Policy

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**It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age or disability.**

**Thank you for completing this application form and for your interest in serving on City Council.**

# City of Chelan Councilmember Application



## Contact Information

**Name \***

Lars Strandberg

**Street Address \***

[REDACTED]

**City, State ZIP Code \***

Chelan, WA 98816

**Phone # \***

[REDACTED]

**E-mail Address \***

[REDACTED]

**I live within the City limits of Chelan and have for a year or more. \***

Yes

**I am a registered voter as of the date of signing this application. (RCW 35A.12.030) \***

Yes

**I am willing to serve as a councilmember until the certification of the next election for this position. (RCW 42.12.070(6)) \***

Yes

## Qualifications

**Please provide your background, qualifications and why you are interested in becoming a City Councilmember.**

\*

My name is Lars Strandberg and I'm applying for the position of Chelan City Council Position #5. A little bit about me. I was born in SE Washington and attended College at the University of Idaho. After college I served as a Helicopter pilot in the Marine Corps for 10 years and deployed overseas multiple times. My mom lived on the South shore since the late 90s, and we always enjoyed our visits to Lake Chelan. In 2008, after my military service; my wife (JoAnne), 2 kids and I moved to Chelan and began our life in this beautiful valley. Our children were raised in the Chelan school district and benefited from the professional instructors and the volunteer sports leaders in the area. In 2010, we purchased our home in downtown Chelan and that is where we currently live. JoAnne started work at Culinary Apple soon after moving here and in 2020 we purchased the business from Dave and Mary Weldy. I believe it's important to serve the community you live in and I have donated time to the HDCA on the Downtown Revitalization Committee and by maintaining the holiday lights on the downtown buildings and bridge. We have actively supported the Chelan Community as local business owners to help keep our community strong. Now that our kids are in college and in the local workforce, I would like to engage in the city government as the community faces the challenges of maintaining the historical character of the city and meeting the needs of growth and increased tourism. There are many challenges facing our city but with the excellent City Staff and dedicated City Council we have the tools in place to be successful. I would be honored to serve on the Chelan City Council. Thank you.

Please upload documents here:

## Agreement and Signature

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**By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am appointed for Council, any false statements, omissions, or other misrepresentations made by me on this application may result in my forfeiture of the appointment pursuant to RCW 42.12.010.**

Signature \*

*Lars Strandberg*

Date \*

04/01/2026

## Our Policy

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**Thank you for completing this application form and for your interest in serving on City Council.**

# City of Chelan Councilmember Application



## Contact Information

**Name \***

Pamela Gean Van Gerpen

**Street Address \***

[REDACTED]

**City, State ZIP Code \***

Chelan

**Phone # \***

[REDACTED]

**E-mail Address \***

[REDACTED]

**I live within the City limits of Chelan and have for a year or more. \***

Yes

**I am a registered voter as of the date of signing this application. (RCW 35A.12.030) \***

Yes

**I am willing to serve as a councilmember until the certification of the next election for this position. (RCW 42.12.070(6)) \***

Yes

## Qualifications

**Please provide your background, qualifications and why you are interested in becoming a City Councilmember.**

\*

I am interested in serving to contribute a practical, community-focused perspective during this vacancy. I care about Chelan and the decisions that impact residents, and I believe I can provide thoughtful input, particularly around financial responsibility and long-term planning. I am not seeking a long-term political role, but I am willing to step in and serve the remainder of this term in a meaningful and productive way.

I have served for over eight years on the Board of Chelan Hills Maintenance Association, including my current role as Treasurer and previously as Secretary, where I have been involved in budgeting, financial oversight, and long-term planning for a large community. This work also requires a working understanding of governing documents and applicable municipal codes as they relate to our community.

In addition, I spent over 30 years working for Boeing, including an international assignment, where I worked with a range of teams and leadership levels. That experience provided a strong foundation in structured decision-making, accountability, and working through complex issues.

I approach decisions with common sense, transparency, and a focus on understanding the purpose, cost, and long-term impact before moving forward. I value respectful discussion, being prepared, and making decisions that reflect the best interests of the community as a whole.

**Please upload documents here:**

## Agreement and Signature

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By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am appointed for Council, any false statements, omissions, or other misrepresentations made by me on this application may result in my forfeiture of the appointment pursuant to RCW 42.12.010.

Signature \*

Date \*

03/27/2026

*Pamela G Van Gerpen*

## Our Policy

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It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age or disability.

Thank you for completing this application form and for your interest in serving on City Council.

# City of Chelan Councilmember Application



## Contact Information

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**Name \***

Todd Higley

**Street Address \***

[REDACTED]

**City, State ZIP Code \***

Chelan

**Phone # \***

[REDACTED]

**E-mail Address \***

[REDACTED]

**I live within the City limits of Chelan and have for a year or more. \***

Yes

**I am a registered voter as of the date of signing this application. (RCW 35A.12.030) \***

Yes

**I am willing to serve as a councilmember until the certification of the next election for this position. (RCW 42.12.070(6)) \***

Yes

## Qualifications

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**Please provide your background, qualifications and why you are interested in becoming a City Councilmember.**

\*

I've lived in Chelan since 2012 and have built my life, business, and family here. I'm the owner of Skydive Chelan and Airsports Chelan—two businesses that support tourism, create local jobs, and highlight the natural beauty of our region. I bring over 30 years of risk management and business experience, along with a strong commitment to safety, leadership, and teamwork.

I currently serve on the Chelan City Parks Board and stay involved in youth sports as a coach for soccer, baseball, and basketball. As a father to a 7-year-old, I care deeply about the future we're creating for the next generation.

Through my businesses, I've worked closely with young adults and have seen the challenges they face, especially around affordable housing. Chelan needs smart, forward-thinking solutions that preserve our community's character while making room for growth.

Chelan is changing, and how we manage that change matters. I want to help guide thoughtful development that supports our economy, protects our quality of life, and keeps Chelan livable for all.

**Please upload documents here:**

## Agreement and Signature

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**By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am appointed for Council, any false statements, omissions, or other misrepresentations made by me on this application may result in my forfeiture of the appointment pursuant to RCW 42.12.010.**

**Signature \***

*Todd Higley*

**Date \***

04/19/2026

## Our Policy

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**Thank you for completing this application form and for your interest in serving on City Council.**



# City of Chelan

**City Council Workshop Meeting  
April 7, 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 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. JOINT MEETING WITH THE CHELAN DOUGLAS REGIONAL PORT AUTHORITY**

**A. CALL TO ORDER AND ROLL CALL**

The meeting was called to order at 5:16 p.m.

The Chelan Douglas Regional Port Authority (CDRPA) acknowledged the City is working diligently and reaffirmed their support for the City's efforts. Noting while success is expected, it will require significant work.

The meeting was adjourned at 7:03 p.m.

**3. AGENDA CHANGES**

None.

#### 4. WORKSHOP DISCUSSION TOPICS

##### A. Chelan Valley Economic Update

Mayor McCardle presented a high-level economic situational analysis of Chelan. The discussion was organized around four key areas: an overview of how the City is funded, including primary operating revenue sources and expenditures; an analysis of the local economy, including retail trends, sector composition, and employment; identification of strategic risks and pressure points, such as reliance on construction, seasonal tourism impacts, and the absence of stabilizing economic anchors; and a forward-looking discussion focused on developing a year-round economic strategy, establishing key performance indicators (KPIs), and identifying next steps.

##### B. Joint Meeting with the Chelan Douglas Regional Port Authority

City Administrator/Airport Manager McAloon provided an update on the operations and activities, including the implementation of a QR code system for tiedown payments, amendments to the fire district lease, ongoing building permit activity, exterior remodel improvements to the pilots' lounge, and installation of a vending machine.

##### C. Lake Chelan Chamber of Commerce Quarterly Report

Executive Director Mike Steele presented a quarterly update that included a recap of Winterfest 2026. In addition, it was shared that Chelan will feature a drone show in place of fireworks for the Fourth of July celebration, while Manson will host the fireworks display.

##### D. Short Term Rental Cap

Community Development Director Ajax led a discussion with City Council in response to two (2) letters received from the Residents Coalition of Chelan County (RC3) requesting a Short Term Rental (STR) cap and what the City is doing to address affordability. Staff is requesting Council direction on how to respond to RC3's letters and input on potential next steps for STR policy.

##### E. Ordinance No. 2026-16XX Budget Amendment No. 2

Finance Director Evans shared the proposed Budget Amendment No. 2 would establish beginning fund balances, provide spending authority on capital projects, update applicable operating expenditures, and add expected/additional revenue for capital projects that was not previously accounted for during the 2026 budget adoption process. This is Look No.1 of 3.

F. PPC Solutions, Inc. dba Phoenix Protective Corp Professional Services Agreement for Security Services in City Parks

Parks and Recreation Director Cooper, provided look no. two of three of the Phoenix Protective Corp Professional Services Agreement for Security Services in City Parks. With no feedback received from Council this item will be placed in the Consent Agenda during the April 14, 2026 meeting.

5. MOTION CONSIDERATION

A. Resolution No. 2026-1479 Public Works Construction Night Shift Differential

City Engineer Denham shared a temporary night work stipend was proposed for Resident Engineer Nelson due to the modified schedules, extended coverage, and increased staffing and inspection demands required by the project. These adjustments resulted from construction activities being scheduled primarily during nighttime hours to minimize traffic impacts and maintain safety. In addition, noting that with one crew working at night and two crews during the day, extended construction hours required inspection coverage of up to 21 hours per day, resulting in the temporary reassignment of two utility workers from their regular duties to out-of-class positions to support inspection efforts.

<b>MOTION:</b>	Move to adopt Resolution No. 2026-1479.
<b>MOVER:</b>	Councilmember Tim Hollingsworth
<b>SECONDER:</b>	Councilmember Jon Higgins
<b>AYES:</b>	Councilmember Augustin Benegas, Councilmember Brad Chitty, Councilmember Jon Higgins, Councilmember Tim Hollingsworth, Councilmember Shane Collins
<b>NAYS:</b>	None
<b>RESULT:</b>	Passed

6. CITY ADMINISTRATOR AND DEPARTMENT REPORTS

City Administrator McAloon

Provided a recap of the meeting she and Community Development Director Ajax had with Chelan County regarding the Tax Increment Financing District.

City Clerk Gallucci

None.

Community Development Director Ajax

None.

Finance Director Evans

None.

HR/Communications Director Coltman

None.

Parks and Recreation Director Cooper

She provided an update on the Lakeside Park Renovations and the Golf Maintenance team is beginning improvements on Hole No. 17.

Public Works Director Youngren

None.

## 7. MAYOR AND COUNCIL COMMENTS

Mayor McCardle

None.

Councilmember Benegas

Mentioned a lot of great information was discussed tonight.

Councilmember Chitty

He would like to see more community involvement when creating a new logo for the city. In addition, shared he appreciated having the Chelan Douglas Regional Port Authority Board here in person.

Councilmember Collins

None.

Councilmember Higgins

Stated he agreed with Councilmember Hollingsworth comments.

Councilmember Hollingsworth

Stated he agreed with Councilmember Chitty regarding the logo and that the logo needs to represent the community.

Councilmember Sanders

None.

## 8. ADJOURNMENT

The meeting was adjourned at 7:41 P.M.

Date

Approved:

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Cailey Couch

---

Erin McCardle



# City of Chelan

**City Council Meeting  
April 14, 2026**

## **COUNCIL AND ADMINISTRATIVE PERSONNEL PRESENT**

**Mayor Pro Tem:**

Tim Hollingsworth

**Councilmembers:**

Augustin Benegas

Brad Chitty

Shane Collins

Jon Higgins

Terry Sanders

**Administrative Personnel Present:**

City Administrator Laura McAloon

City Attorney Quentin Batjer

City Clerk Kali Taylor - Acting

Community Development Director John Ajax

Finance Director Heidi Evans

HR/Communications Director Chad Coltman

Parks & Recreation 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 5:18 p.m.

2. AGENDA CHANGES

Move item 4F - 4L from the Consent Agenda to item 7C - 7G as Motion Considerations.

3. CITIZEN COMMENTS

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

None.

4. CONSENT AGENDA

All items under the Consent Agenda are approved with one motion.

- A. Approve April 14, 2026 Accounts Payable Checks and EFT's & Payroll Checks and EFT's

April 14, 2026 Payroll Check No. 103222 - 103235, EFT's & Direct Deposits totaling \$562,372.56 and Accounts Payable Check No. 212632 - 212762 and EFT's totaling \$908,333.67.

- B. Approve the March 10, 2026 Regular Council Meeting Minutes

- C. Approve the March 24, 2026 Regular Council Meeting Minutes
- D. Excuse Councilmember Collins from the March 24, 2026 City Council Regular Meeting
- E. Excuse Councilmember Sanders from the April 7, 2026 City Council Workshop Meeting
- F. PPC Solutions, Inc. dba Phoenix Protective Corp Professional Services Agreement for Security Services in City Parks

<b>MOTION:</b>	Move to approve the Consent Agenda.
<b>MOVER:</b>	Councilmember Terry Sanders
<b>SECONDER:</b>	Councilmember Augustin Benegas
<b>AYES:</b>	Councilmember Terry Sanders, Councilmember Augustin Benegas, Councilmember Brad Chitty, Councilmember Jon Higgins, Councilmember Tim Hollingsworth, Councilmember Shane Collins
<b>NAYS:</b>	None
<b>RESULT:</b>	Passed

5. SPECIAL PRESENTATIONS, PROCLAMATIONS, AND AWARDS

- A. Chelan Fire & Rescue Centennial Day Proclamation

Mayor Pro Tem Hollingsworth proclaimed April 18, 2026 as Chelan Fire & Rescue Centennial Day in Chelan.

- B. Chelan Earth Day Proclamation

Mayor Pro Tem Hollingsworth proclaimed April 22, 2026 as Earth Day in Chelan.

6. PUBLIC HEARINGS

- A. None

7. MOTION CONSIDERATIONS

- A. Ardurra Group Task Order Authorization for the Anderson Road Sewer Mainline Installation Project

Public Works Director Youngren presented a task order to advance the design and bidding of a proposed public gravity sewer extension of approximately 1,300-foot between Anderson Road and State Route 150. This project is intended to provide needed infrastructure to support the planned development in the Anderson Road area, including

the Chelan River Heights affordable housing project.

<b>MOTION:</b>	Move to authorize the Mayor to finalize and execute the Ardurra Group Task Order Authorization for the Anderson Road Sewer Mainline Installation Project.
<b>MOVER:</b>	Councilmember Shane Collins
<b>SECONDER:</b>	Councilmember Brad Chitty
<b>AYES:</b>	Councilmember Terry Sanders, Councilmember Augustin Benegas, Councilmember Brad Chitty, Councilmember Jon Higgins, Councilmember Tim Hollingsworth, Councilmember Shane Collins
<b>NAYS:</b>	None
<b>RESULT:</b>	Passed

**B. RH2 Engineering Inc. Task Authorization No. 17 for the Raw Water Pump Station Generator Project Design**

Public Works Director Youngren presented Task Authorization No. 17 which will provide design and bidding services for the installation of a stationary standby generator at the City’s Raw Water Pump Station. To ensure continuous operation during power outages and emergencies, the City has requested the design of a generator system that will be installed partially over the existing pumping station structure.

<b>MOTION:</b>	Move to authorize the Mayor to finalize and execute the RH2 Engineering Inc. Task Authorization No. 17 for the Raw Water Pump Station Generator Project Design.
<b>MOVER:</b>	Councilmember Jon Higgins
<b>SECONDER:</b>	Councilmember Terry Sanders
<b>AYES:</b>	Councilmember Terry Sanders, Councilmember Augustin Benegas, Councilmember Brad Chitty, Councilmember Jon Higgins, Councilmember Tim Hollingsworth, Councilmember Shane Collins
<b>NAYS:</b>	None
<b>RESULT:</b>	Passed

**C. City Administrator Job Description**

This item was moved from the Consent Agenda to a Motion Consideration for further discussion. HR/Communications Director reported that the City is reviewing and modernizing job descriptions to ensure they are accurate and aligned with current state law and best practices. This effort is being coordinated with updates to Chapter 2 of the City Code; however, the full job descriptions will not be codified. Instead, only a brief summary of director-level roles will be included.

<b>MOTION:</b>	Move to approve the job description for the City Administrator position.
<b>MOVER:</b>	Councilmember Jon Higgins
<b>SECONDER:</b>	Councilmember Terry Sanders
<b>AYES:</b>	Councilmember Terry Sanders, Councilmember Augustin Benegas, Councilmember Brad Chitty, Councilmember Jon Higgins, Councilmember Tim Hollingsworth, Councilmember Shane Collins
<b>NAYS:</b>	None
<b>RESULT:</b>	Passed

**D. City Clerk Job Description**

This item was moved from the Consent Agenda to a Motion Consideration and discussed as one item under item 7C - City Administrator Job Description.

<b>MOTION:</b>	Move to approve the job description for the City Clerk position.
<b>MOVER:</b>	Councilmember Augustin Benegas
<b>SECONDER:</b>	Councilmember Jon Higgins
<b>AYES:</b>	Councilmember Terry Sanders, Councilmember Augustin Benegas, Councilmember Brad Chitty, Councilmember Jon Higgins, Councilmember Tim Hollingsworth, Councilmember Shane Collins
<b>NAYS:</b>	None
<b>RESULT:</b>	Passed

**E. Community Development Director Job Description**

This item was moved from the Consent Agenda to a Motion Consideration and discussed as one item under item 7C - City Administrator Job Description.

<b>MOTION:</b>	Move to approve the job description for the Community Development Director position.
<b>MOVER:</b>	Councilmember Shane Collins
<b>SECONDER:</b>	Councilmember Augustin Benegas
<b>AYES:</b>	Councilmember Terry Sanders, Councilmember Augustin Benegas, Councilmember Brad Chitty, Councilmember Jon Higgins, Councilmember Tim Hollingsworth, Councilmember Shane Collins
<b>NAYS:</b>	None
<b>RESULT:</b>	Passed

**F. Finance Director Job Description**

This item was moved from the Consent Agenda to a Motion Consideration and discussed as one item under item 7C - City Administrator Job Description.

<b>MOTION:</b>	Move to approve the job description for the Finance Director position.
<b>MOVER:</b>	Councilmember Jon Higgins
<b>SECONDER:</b>	Councilmember Brad Chitty
<b>AYES:</b>	Councilmember Terry Sanders, Councilmember Augustin Benegas, Councilmember Brad Chitty, Councilmember Jon Higgins, Councilmember Tim Hollingsworth, Councilmember Shane Collins
<b>NAYS:</b>	None
<b>RESULT:</b>	Passed

**G. HR/Communications Director Job Description**

This item was moved from the Consent Agenda to a Motion Consideration and discussed as one item under item 7C - City Administrator Job Description.

<b>MOTION:</b>	Move to approve the job description for the HR/Communications Director position.
<b>MOVER:</b>	Councilmember Shane Collins
<b>SECONDER:</b>	Councilmember Jon Higgins
<b>AYES:</b>	Councilmember Terry Sanders, Councilmember Augustin Benegas, Councilmember Brad Chitty, Councilmember Jon Higgins, Councilmember Tim Hollingsworth, Councilmember Shane Collins
<b>NAYS:</b>	None
<b>RESULT:</b>	Passed

**H. Parks and Recreation Director Job Description**

This item was moved from the Consent Agenda to a Motion Consideration and discussed as one item under item 7C - City Administrator Job Description.

<b>MOTION:</b>	Move to approve the job description for the Parks and Recreation Director position.
<b>MOVER:</b>	Councilmember Augustin Benegas
<b>SECONDER:</b>	Councilmember Shane Collins
<b>AYES:</b>	Councilmember Terry Sanders, Councilmember Augustin Benegas, Councilmember Brad Chitty, Councilmember Jon Higgins, Councilmember Tim Hollingsworth, Councilmember Shane Collins
<b>NAYS:</b>	None
<b>RESULT:</b>	Passed

I. Public Works Director Job Description

This item was moved from the Consent Agenda to a Motion Consideration and discussed as one item under item 7C - City Administrator Job Description.

<b>MOTION:</b>	Move to approve the job description for the Public Works Director position.
<b>MOVER:</b>	Councilmember Jon Higgins
<b>SECONDER:</b>	Councilmember Terry Sanders
<b>AYES:</b>	Councilmember Terry Sanders, Councilmember Augustin Benegas, Councilmember Brad Chitty, Councilmember Jon Higgins, Councilmember Tim Hollingsworth, Councilmember Shane Collins
<b>NAYS:</b>	None
<b>RESULT:</b>	Passed

8. ADMINISTRATIVE REPORTS

A. Ordinance No. 2026-16XX Budget Amendment No. 2

Finance Director Evans presented Look No. 2 of 3 of the proposed Budget Amendment No. 2, which will establish beginning fund balances, provide spending authority on capital projects, update applicable operating expenditures, and add expected/additional revenue for capital projects that was not previously accounted for during the 2026 budget adoption process.

B. Ordinance No. 2026-16XX Amendment to Chapter 3.84 & 3.86; Repeal Chapter 3.85 & Create 3.87

Finance Director Evans presented the proposed amendments to Chapter 3.84 — Housing Fund 105 as well as Chapter 3.86 — Sales of Use Tax for Affordable Housing which will bring the Chelan Municipal Code (CMC) consistent with the current Revised Code of Washington (RCW). She also proposed repealing Chapter 3.85 — Donations to the City and creating a new Chapter 3.87, which consolidates Chapter 3.84 & 3.86 together as they are both related to affordable housing.

C. Ordinance No. 2026-16XX Title 1. General Provisions of the Chelan Municipal Code

City Administrator McAloon presented the proposed changes to Title 1 of the Chelan Municipal Code, noting it was last updated in the mid-1970s when the City transitioned from a Town to a non-charter Code City operating under the Optional Municipal Code of Chapter 35A of the Revised Code of Washington (RCW). The updates included gender-neutral language, removing outdated governance provisions such as the ward-based

council election system, and revising code language to align with current state law.

## 9. 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)

## 10. CITY ADMINISTRATOR AND DEPARTMENT REPORTS

### City Administrator McAloon

Encouraged members of the public to apply for the vacant councilmember position. The application window is scheduled to close on April 29, 2026 at 5:00 p.m. Interviews are scheduled during the Regular City Council meeting on May 12, 2026, beginning at 5:15 p.m.

### City Attorney Batjer

None.

### Community Development Director Ajax

Stated a Planning Commission meeting is scheduled for April 15, 2026, at 5:15 p.m., during which sign code updates would be discussed.

### Finance Director Evans

She mentioned the Finance Department is working on a procurement policy and annual reports for the City and the Lake Chelan Airport are due the end of May. She also stated she will be presenting the first quarter financial report during the April 28, 2026 meeting.

### HR/Communications Director Coltman

Reminded attendees of several upcoming events, including Chelan Fire & Rescue Centennial Day and the Earth Day Fair taking place over the weekend, as well as the Sneak Peek Community Development Comprehensive Plan Update Open House on Tuesday, April 21, 2026, at 6:00 p.m.

- Rox Hoskins, Capital Project Manager - 1 year
- Libby Hagen, Assistant Recreation Supervisor - 2 years
- Romiro Sanchez, Utility Crew – 2 years
- Ricardo Castro, Building Services Supervisor - 4 years
- Chad Wagg, Water Treatment Plant Operator - 5 years
- Kali Taylor, Records Manager - 5 years
- Travis Denham, City Engineer - 5 years

- Heri Virrueta, Utility Crew Foreman - 10 years
- Stephanie Wall-Jaquish, Wastewater Treatment Plant - 10 years
- Paulina Reyes, Custodian - 16 years
- Mark Lawrence, Assistant Golf Pro - 18 years

Parks and Recreation Director Cooper

She shared the Parks Maintenance crew will be relocating playground equipment at Don Morse Park due to safety concerns. She also reported that the putting course opens on May 1, 2026, and stated that the seasonal hiring process is progressing well.

Public Works Director Youngren

Reported of the following construction update: State Route 150 sewer line project is well underway and going well, Sanders Street project will begin April 27, 2026, there will be some activity on the Lakeside Trail as the punch list of items are wrapped up. The City purchased two rapid flashing beacons for the crosswalk at Emerson and Johnson. Shared the Historic Downtown Chelan Association (HDCA) ordered the Big Belly trash cans that are now installed and located in various locations around the downtown corridor. Lastly stated, there was a waterline break in the alley located behind Apple Cup Cafe today.

11. MAYOR AND COUNCIL COMMENTS

Mayor Pro Tem Hollingsworth

Reflected on his timeserving as Mayor Pro Tem, noting his favorite part is the opportunity to attend staff meetings. He also reflected on recent community milestones, including the Chelan Fire and Rescues 100-year Centennial Celebration and the 125th anniversary celebration held at Campbell’s Resort.

Councilmember Benegas

Expressed appreciation for City staff and the effort in updating the job descriptions.

Councilmember Chitty

Thanked City staff for keeping him informed and providing education on community concerns and related topics.

Councilmember Collins

Congratulated Records Manager Taylor on her five-year work anniversary with the City and expressed enthusiasm for the community events scheduled for Saturday. He also reflected on his recent vacation, noting that City parks serve as a cornerstone of communities and that having an ADA-accessible park will be beneficial.

Councilmember Higgins

Reflected on childhood experiences playing on playground equipment, noting the safety concerns that would be recognized today. Reminded the community the parade will begin at 10:00 a.m. on Saturday. Also expressed interest in observing how the Big Belly trash cans perform over the summer, noting they are already accumulating ice cream residue.

Councilmember Sanders

Expressed appreciation for the Chelan Fire and Rescue 100-year celebration, requested additional information regarding the Lakeside Trail proposed by Washington State Department of Transportation (WSDOT), and asked Parks and Recreation Director Cooper for an update regarding the National Golf Foundation Study. He also recognized the Mayor Pro Tem for his work during the meeting.

12. EXECUTIVE SESSION

A. None

13. ADJOURNMENT

<b>MOTION:</b>	Move to adjourn.
<b>MOVER:</b>	Councilmember Jon Higgins
<b>SECONDER:</b>	Councilmember Terry Sanders
<b>AYES:</b>	Councilmember Terry Sanders, Councilmember Augustin Benegas, Councilmember Brad Chitty, Councilmember Jon Higgins, Councilmember Tim Hollingsworth, Councilmember Shane Collins
<b>NAYS:</b>	None
<b>RESULT:</b>	Passed

**The meeting was adjourned at 6:49 P.M.**

**Date  
Approved:**

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**Cailey Couch  
Deputy City Clerk**

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**Erin McCardle  
Mayor**



# City of Chelan

**City Council Meeting  
April 28, 2026**

## **COUNCIL AND ADMINISTRATIVE PERSONNEL PRESENT**

**Mayor:**

Erin McCardle

**Councilmembers:**

Augustin Benegas  
Brad Chitty (via Zoom)  
Shane Collins  
Jon Higgins  
Tim Hollingsworth  
Terry Sanders

**Administrative Personnel:**

City Administrator Laura McAloon  
City Attorney Quentin Batjer (via Zoom)  
Community Development Director John Ajax  
Deputy City Clerk Cailey Couch  
Finance Director Heidi Evans  
HR/Communication Director Chad Coltman  
Parks & Recreation 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 5:15 p.m.

2. AGENDA CHANGES

Item 5A - Chelan County Sheriff's Office Annual Report was removed from the agenda.

3. CITIZEN COMMENTS

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

None.

4. CONSENT AGENDA

All items under the Consent Agenda are approved with one motion. Suggested Motion: I move to approve the Consent Agenda.

- A. Approve April 28, 2026 Accounts Payable Checks and EFT's & Payroll Checks and EFT's

April 28, 2026 Accounts Payable Checks No. 212763 - 212838 & EFT's totaling \$1,305,140.20 and Payroll Checks No. 103236 - 103242 EFT's and Direct Deposits totaling \$333,046.89.

- B. Resolution No. 2026-1480 Delegated Authority Policy
- C. Ordinance No. 2026-1655 Budget Amendment No. 2

<b>MOTION:</b>	Move to approve the Consent Agenda.
<b>MOVER:</b>	Councilmember Shane Collins
<b>SECONDER:</b>	Councilmember Jon Higgins
<b>AYES:</b>	Councilmember Terry Sanders, Councilmember Augustin Benegas, Councilmember Brad Chitty, Councilmember Jon Higgins, Councilmember Tim Hollingsworth, Councilmember Shane Collins
<b>NAYS:</b>	None
<b>RESULT:</b>	Passed

5. SPECIAL PRESENTATIONS, PROCLAMATIONS, AND AWARDS

Mayor McCardle recognized Records Manager Taylor for earning a Government Archives and Records Administration (GARA) Certificate.

- A. Chelan County Sheriff's Office Annual Report

This item was removed from the agenda.

- B. Our Valley Our Future Presentation

Rachel Evey, Executive Director, and Boardmember Alma Chacón of Our Valley Our Future, provided an overview of the regional initiative focused on community-driven visioning, collaboration, and implementation of long-term priorities. Outlining the organization’s role in gathering public input, developing action plans, and supporting partner organizations through coordination and resources. She highlighted current efforts, including the 2026 community visioning process and ongoing working groups addressing key issues such as housing, wildfire preparedness, and economic sustainability, while also noting past successes and previewing the upcoming 2027–2031 Action Plan.

6. PUBLIC HEARINGS

- A. None

7. MOTION CONSIDERATIONS

- A. Ordinance No. 2026-1656 Amendment to Chapter 3.84

Finance Director Evans presented Ordinance No. 2026-1656, proposing amendments to Chapter 3.84 — Housing Fund 105 to bring the Chelan Municipal Code (CMC) consistent with the current Revised Code of Washington (RCW).

<b>MOTION:</b>	Move to adopt Ordinance No. 2026-1656.
<b>MOVER:</b>	Councilmember Jon Higgins
<b>SECONDER:</b>	Councilmember Tim Hollingsworth
<b>AYES:</b>	Councilmember Terry Sanders, Councilmember Augustin Benegas, Councilmember Brad Chitty, Councilmember Jon Higgins, Councilmember Tim Hollingsworth, Councilmember Shane Collins
<b>NAYS:</b>	None
<b>RESULT:</b>	Passed

**B. Ordinance No. 2026-1657 Repeal Chapter 3.85 & Create 3.87**

Finance Director Evans presented Ordinance No. 2026-1657, proposing repealing Chapter 3.85 — Donations to the City and creating a new Chapter 3.87, which consolidates Chapter 3.84 and 3.86 together as they are both related to affordable housing.

<b>MOTION:</b>	Move to adopt Ordinance No. 2026-1657.
<b>MOVER:</b>	Councilmember Tim Hollingsworth
<b>SECONDER:</b>	Councilmember Terry Sanders
<b>AYES:</b>	Councilmember Terry Sanders, Councilmember Augustin Benegas, Councilmember Brad Chitty, Councilmember Jon Higgins, Councilmember Tim Hollingsworth, Councilmember Shane Collins
<b>NAYS:</b>	None
<b>RESULT:</b>	Passed

**C. Ordinance No. 2026-1658 Amendment to Chapter 3.86**

Finance Director Evans presented Ordinance No. 2026-1656, proposing amendments to Chapter 3.86 — Sales of Use Tax for Affordable Housing to bring the Chelan Municipal Code (CMC) consistent with the current Revised Code of Washington (RCW).

<b>MOTION:</b>	Move to adopt Ordinance No. 2026-1658.
<b>MOVER:</b>	Councilmember Tim Hollingsworth
<b>SECONDER:</b>	Councilmember Augustin Benegas
<b>AYES:</b>	Councilmember Terry Sanders, Councilmember Augustin Benegas, Councilmember Brad Chitty, Councilmember Jon Higgins, Councilmember Tim Hollingsworth, Councilmember Shane Collins
<b>NAYS:</b>	None
<b>RESULT:</b>	Passed

D. Resolution No. 2026-1481 Authorized Signers on Financial Accounts

Finance Director Evans presented Resolution No. 2026-1481, updating the authorized signers and release account information on the City’s financial accounts.

<b>MOTION:</b>	Move to adopt Resolution No. 2026-1481.
<b>MOVER:</b>	Councilmember Terry Sanders
<b>SECONDER:</b>	Councilmember Tim Hollingsworth
<b>AYES:</b>	Councilmember Terry Sanders, Councilmember Augustin Benegas, Councilmember Brad Chitty, Councilmember Jon Higgins, Councilmember Tim Hollingsworth, Councilmember Shane Collins
<b>NAYS:</b>	None
<b>RESULT:</b>	Passed

E. Washington State Council of County and City Employees (WSCCCE) Memorandum of Understanding for the Standby Radius

HR/Communications Director Coltman presented the proposed Memorandum of Agreement (MOA) which establishes a modification to the standby duty requirements outlined in Section 6.4 of the current Collective Bargaining Agreement (CBA). Under the existing CBA, employees assigned to standby duty must reside within 45 minutes of the City. The proposed MOA revises this standard to require employees on standby to be able to physically report to their assigned City facility within 75 minutes of being contacted for a callout. The pilot would be effective April 15, 2026, through December 31, 2026.

<b>MOTION:</b>	Move to authorize the Mayor to finalize and execute the Washington State Council of County and City Employees (WSCCCE) Memorandum of Understanding – Standby Radius.
<b>MOVER:</b>	Councilmember Tim Hollingsworth
<b>SECONDER:</b>	Councilmember Jon Higgins
<b>AYES:</b>	Councilmember Terry Sanders, Councilmember Augustin Benegas, Councilmember Brad Chitty, Councilmember Jon Higgins, Councilmember Tim Hollingsworth, Councilmember Shane Collins
<b>NAYS:</b>	None
<b>RESULT:</b>	Passed.

F. RH2 Engineering, Inc. Task Authorization No. 18 General Water Rights Assistance

Public Works Director Youngren presented Task Authorization No. 18 which authorizes RH2 Engineering, Inc. to perform general water rights assistance services. This would include reviewing and updating the City's water use data, preparing administrative division

applications for two surface water rights held in conjunction with the Chelan River Irrigation District, filing multiple applications for extension of full beneficial use, performing Certified Water Rights Examiner process for the wastewater treatment plant, and submitting point-of-diversion change requests to the Chelan County Water Conservancy Board.

<b>MOTION:</b>	Move to authorize the Mayor to finalize and execute the RH2 Engineering, Inc. Task Authorization No. 18 General Water Rights Assistance.
<b>MOVER:</b>	Councilmember Tim Hollingsworth
<b>SECONDER:</b>	Councilmember Augustin Benegas
<b>AYES:</b>	Councilmember Terry Sanders, Councilmember Augustin Benegas, Councilmember Brad Chitty, Councilmember Jon Higgins, Councilmember Tim Hollingsworth, Councilmember Shane Collins
<b>NAYS:</b>	None
<b>RESULT:</b>	Passed

**G. RH2 Engineering, Inc. Amendment No. 1 to Task Authorization No. 27 Airport Transmission Main Bid Ready Design**

Public Works Director Youngren presented Amendment No. 1 to Task Authorization 27, authorizing RH2 Engineering, Inc. to advance the project to bid-ready design documents for the 16-inch water main serving the Chelan Airport. The design includes a parallel small-diameter recirculation line and a small pump station at the Airport to circulate water back to the City’s system, ensuring water quality in the new main.

<b>MOTION:</b>	Move to authorize the Mayor to finalize and execute RH2 Engineering, Inc. Amendment No. 1 to Task Authorization No. 27 Airport Transmission Main Bid Ready Design, in an amount not to exceed \$340,621.
<b>MOVER:</b>	Councilmember Tim Hollingsworth
<b>SECONDER:</b>	Councilmember Shane Collins
<b>AYES:</b>	Councilmember Terry Sanders, Councilmember Augustin Benegas, Councilmember Brad Chitty, Councilmember Jon Higgins, Councilmember Tim Hollingsworth, Councilmember Shane Collins
<b>NAYS:</b>	None
<b>RESULT:</b>	Passed

**H. Varela Engineering & Management Task Order No. 2 East Chelan Reservoir Water Improvements Easements and Surveying Services**

Public Works Director Youngren presented Task Order No. 2, which authorizes Varela

Engineering & Management to assist the City with right-of-way and easement acquisitions for approximately 25 parcels, including surveying and the preparation of exhibits to support those acquisitions.

<b>MOTION:</b>	Move to authorize the Mayor to finalize and execute the Varela Engineering & Management Task Order No. 2 East Chelan Reservoir Water Improvements Easements and Surveying Services, in an amount not to exceed \$334,240.
<b>MOVER:</b>	Councilmember Tim Hollingsworth
<b>SECONDER:</b>	Councilmember Shane Collins
<b>AYES:</b>	Councilmember Terry Sanders, Councilmember Augustin Benegas, Councilmember Brad Chitty, Councilmember Jon Higgins, Councilmember Tim Hollingsworth, Councilmember Shane Collins
<b>NAYS:</b>	None
<b>RESULT:</b>	Passed

8. ADMINISTRATIVE REPORTS

A. First Quarter Financial Report Presentation

Finance Director Evans presented the first quarter financial report, highlighting key updates on water, sewer, transportation, sanitation and recycling operations; golf course revenues and maintenance and pro shop expenditures; parks revenues and expenditures (including general, RV park, marina, putting course, and downtown); lodging tax revenue and destination development; tourism impacts; and general fund revenues, expenditures, takeaways, and next steps.

B. Ordinance No. 2026-16XX Title 1. General Provisions of the Chelan Municipal Code

City Administrator McAloon presented the proposed changes to Title 1 of the Chelan Municipal Code for look no. two of three.

9. INFORMATIONAL ITEMS

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

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

10. CITY ADMINISTRATOR AND DEPARTMENT REPORTS

City Administrator McAloon

She shared City staff expressed a desire for increased employee recognition and opportunities to come together as one team. In response, HR/Communications Director Coltman is hosting quarterly all staff meetings, and additional employee recognition efforts will be presented to City Council. She also reminded everyone that the application window for the City Council position closes tomorrow, April 29, 2026, at 5:00 p.m., noting that six applications have been received to date.

City Attorney Batjer

None.

Community Development Director Ajax

None.

Deputy City Clerk Couch

None.

Finance Director Evans

None.

HR/Communications Director Coltman

He provided a recap of the Comprehensive Plan Sneak Peek event and introduced the Lake Line newsletter.

Parks and Recreation Director Cooper

She shared the Parks and Recreation Advisory Board will hold a special meeting, so they can join City Council for the presentation and discussion of the National Golf Foundation presentation happening on May 5, 2026. In addition, listing off a few things happening on May 1, 2026: Putting Course will open, downtown parking enforcement starts, and the Boat races will be this weekend as well.

Public Works Director Youngren

None.

## 11. MAYOR AND COUNCIL COMMENTS

Mayor McCardle

Shared the Our Valley Our Future online survey closes May 31, 2026, thanked Mayor Pro Tem Hollingsworth for covering the April 14, 2026 meeting and shared the proposed topics currently scheduled for the May 5, 2026 meeting.

Councilmember Benegas

Recognized Parks and Recreation Director Cooper for her work within the City.

Councilmember Chitty

He thanked Councilmember Collins and Councilmember Higgins for reviewing the vouchers on his behalf, congratulated Records Manager Taylor, and recognized Community Development Director Ajax for a job well done presenting the Comprehensive Plan Sneak Peek.

#### Councilmember Collins

He reflected on the Our Valley Our Future presentation, congratulated Records Manager Taylor, and encouraged residents to support businesses along Manson Highway that have been significantly impacted by ongoing construction in front of their locations.

#### Councilmember Higgins

He thanked Rachel Evey of Our Valley Our Future for the presentation and expressed appreciation to Finance Director Evans for digging in and presenting the first quarter financial update.

#### Councilmember Hollingsworth

Reflected on the Earth Day Celebration, and recognized Community Development Director Ajax for a job well done presenting the Comprehensive Plan Sneak Peek.

#### Councilmember Sanders

He expressed appreciation for the Our Valley Our Future presentation, thanked City staff for the informative updates provided, and expressed interest in the upcoming findings of the National Golf Foundation study. He also noted that Finance Director Evans presented valuable financial information and inquired with Parks and Recreation Director Cooper about preparations for Memorial Day weekend and the upcoming summer peak season.

## 12. EXECUTIVE SESSION

- A. RCW 42.30.110 (1)(b) To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price. No Action is anticipated.

At 7:08 p.m. Mayor McCardle stated there would be an Executive Session regarding RCW 42.30.110 (1)(b) To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price, with no action anticipates, for ten (10) minutes. Council Chambers were cleared, and the Executive Session began at 7:15 p.m. to 7:25 p.m. At 7:25 p.m. the Executive Session was extended by five (5) minutes 7:30 p.m. At 7:30 p.m. the Executive Session was extended for another five (5) minutes 7:35 p.m., At 7:35 the Executive Session ended, and the City Council meeting resumed.

13. ADJOURNMENT

<b>MOTION:</b>	Move to adjourn.
<b>MOVER:</b>	Councilmember Jon Higgins
<b>SECONDER:</b>	Councilmember Shane Collins
<b>AYES:</b>	Councilmember Terry Sanders, Councilmember Augustin Benegas, Councilmember Brad Chitty, Councilmember Jon Higgins, Councilmember Tim Hollingsworth, Councilmember Shane Collins
<b>NAYS:</b>	None
<b>RESULT:</b>	Passed

**The meeting was adjourned at 7:35 P.M.      Date**  
**Approved:**

\_\_\_\_\_  
**Cailey Couch**  
**Deputy City Clerk**

\_\_\_\_\_  
**Erin McCardle**  
**Mayor**



# City of Chelan

City Council Workshop Meeting  
May 5, 2026

## COUNCIL AND ADMINISTRATIVE PERSONNEL PRESENT

**Mayor:**

Erin McCardle

**Councilmembers:**

Augustin Benegas  
Brad Chitty (via Zoom)  
Shane Collins  
Jon Higgins  
Tim Hollingsworth  
Terry Sanders

**Administrative Personnel:**

City Administrator Laura McAloon  
Community Development Director John Ajax  
Deputy City Clerk Cailey Couch  
Finance Director Heidi Evans  
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. CALL THE PARKS AND RECREATION ADVISORY BOARD TO ORDER AND ROLL CALL

The meeting was called to order at 5:16 p.m.

3. AGENDA CHANGES

None.

4. SPECIAL PRESENTATIONS, PROCLAMATIONS, AND AWARDS

A. Professional Municipal Clerks Week Proclamation (Mayor McCardle)

Mayor McCardle proclaimed May 3 - 9, 2026 as Professional Municipal Clerks Week.

B. National Golf Foundation Presentation of Findings (Parks and Recreation Director Cooper)

Richard Singer presented the National Golf Foundation's findings from the Operations and Financial Evaluation of the Lake Chelan Golf Course. Mr. Singer reviewed the course's physical condition, operations, and overall performance, including a summary of

performance from 2021 through 2025. He also addressed the putting course, external factors and industry trends affecting golf operations, and provided final recommendations to the City related to structure, operations, physical improvements, and comparative metrics.

C. Transpo Group Presentation (Public Works Director Youngren)

Daniel Hendricks, Project Engineer with Transpo Group, Inc., presented the Downtown Traffic Analysis to the City Council, summarizing the study's purpose and approach. He explained the analysis evaluated level of service (LOS) and travel times over a 20-year horizon, including potential impacts of converting the Woodin Avenue bridge to two-way or one-way westbound flow. The analysis focused on operational impacts in the bridge vicinity using LOS and travel time as key comparison measures and included a comparison of bridge options.

5. WORKSHOP DISCUSSION TOPICS

A. Resolution No. 2026-14XX 2027-2031 Six Year Transportation Improvement Program (Public Works Director Youngren)

Public Works Director Youngren led the discussion of Look No. 1 of 3 for the proposed 2027–2031 Six-Year Transportation Program (STIP). He reviewed each line item on the adopted 2025 STIP explaining his reasoning for categorizing the projects into four groups: recurring annual programs, projects in flight or funded, major capital projects, and studies and planning. He will bring a draft of the proposed 2027-2031 STIP to the May 28, 2026 meeting for further discussion.

6. CITY ADMINISTRATOR AND DEPARTMENT REPORTS

City Administrator McAloon

None.

Community Development Director Ajax

He shared that he will be speaking at St. Andrew's Church on Wednesday, May 6, 2026, regarding the proposed sign code.

Deputy City Clerk Couch

None.

Finance Director Evans

She shared the Finance Department is working on the annual report for the City and Lake Chelan Airport Board.

Parks and Recreation Director Cooper

None.

Public Works Director Youngren

He provided a brief update on current construction projects underway.

7. MAYOR AND COUNCIL COMMENTS

Mayor McCardle

She addressed the recent emails from Residents Coalition of Chelan County (RC3), noting that while there is shared agreement on the core values, there are differences in how to address the issues. She stated staff is preparing a data-driven response outlining current efforts to address affordability and other concerns raised in the correspondence. She concluded by thanking Public Works Director Youngren for the STIP presentation and discussion.

Councilmember Benegas

He questioned the reasoning behind the location of the pedestrian crossing on Webster Street.

Councilmember Chitty

None.

Councilmember Collins

Thanked Mr. Singer of the National Golf Foundation and Mr. Hendricks of Transpo Group for their presentations tonight.

Councilmember Higgins

Stated the safety of electric bikes and scooters is a concern, and agreed Council should have a discussion on the issues.

Councilmember Hollingsworth

Support was expressed for discussing an ordinance to establish guidelines and enforcement for the safe use of electric bikes and scooters. Feedback was shared regarding pedestrian crossing issues on Webster Street, noting a desire to see safety improvements such as the installation of reflectors. He further reported receiving a significant volume of correspondence related to short-term rentals.

Councilmember Sanders

He noted the need for Council to discuss and consider an ordinance establishing guidelines and enforcement for the safe use of electric bikes and scooters. He also raised concerns regarding recent short-term rental (STR) correspondence and suggested Council engage in a more in-depth discussion on the topic. Lastly thanked Mr. Singer of the National Golf Foundation and Mr. Hendricks of Transpo Group for their presentations.

8. ADJOURNMENT OF THE PARKS AND RECREATION ADVISORY BOARD

The meeting was adjourned at 6:11 p.m.

9. ADJOURNMENT

<b>MOTION:</b>	Move to adjourn the meeting.
<b>MOVER:</b>	Councilmember Tim Hollingsworth
<b>SECONDER:</b>	Councilmember Jon Higgins
<b>AYES:</b>	Councilmember Terry Sanders, Councilmember Augustin Benegas, Councilmember Brad Chitty, Councilmember Jon Higgins, Councilmember Tim Hollingsworth, Councilmember Shane Collins
<b>NAYS:</b>	None
<b>RESULT:</b>	Passed

**The meeting was adjourned at 7:53 P.M.      Date**  
**Approved:**

\_\_\_\_\_  
**Cailey Couch**  
**Deputy City Clerk**

\_\_\_\_\_  
**Erin McCardle**  
**Mayor**



## CITY COUNCIL

May 12, 2026

Subject/Title: Ordinance No. 2026-1659 Title 1. General Provisions of the Chelan Municipal Code (City Administrator McAloon)

Department: Administration

Staff Contact: Laura McAloon

Guiding Principles: Thriving & Connected

Initiatives: Modernize Resource

Reviewed By: City Administrator, Finance Director, and City Attorney

Number of Looks: Look No. 3 of 3

## PREVIOUS ACTION TAKEN

Council has reviewed the proposed changes on March 24, and April 28, 2026.

## OVERVIEW

Title 1 of the Chelan Municipal Code was last updated in the mid 1970s when the City transitioned its form of government from a Town to a non-charter Code City operating under the Optional Municipal Code of Chapter 35A of the Revised Code of Washington (RCW). The updates being prepared include gender neutral language, removal of previously rescinded governance references, such as the historical ward representation system for elections of City Councilmembers, and revisions to bring code language into conformance with state law.

A redline version showing all edits to Title 1 is included in your packet for your review, along with a clean version with all edits accepted for ease of reading.

## FINANCIAL IMPLICATIONS

None.

## ATTACHMENTS

1. Title 1 GENERAL PROVISIONS REDLINE 4.23.26
2. Ordinance No. 2026-1659

**SUGGESTED MOTION**

I move to adopt Ordinance No. 2026-1659.

## Title 1 GENERAL PROVISIONS

### Chapter 1.01 CODE ADOPTION

#### 1.01.010 Adoption.

~~Notwithstanding anything Pursuant to the provisions of sections 35A. of the Revised Code of Washington, there is adopted the Chelan Municipal Code, with all the applicable rights, powers, privileges, duties and obligations set forth in title 35A of said Revised Code of Washington as the same now exists, including, but not by way of limitation, those set forth in Chapter 35A of said title, and further including any and all supplements, amendments or other modifications of said title hereafter at any time enacted.~~

Pursuant to RCW 35.21.500 through 35.21.570, the Chelan Municipal Code is hereby adopted as the official code of the City of Chelan.

**Commented [QB1]:** This does not make sense. Maybe something like:

Pursuant to RCW 35.21.500 through 35.21.570, the Chelan Municipal Code is hereby adopted as the official code of the City of Chelan.

#### 1.01.020 Title—Citation—Reference.

This code shall be known as the "Chelan Municipal Code" and it shall be sufficient to refer to said code as the "Chelan Municipal Code" in any prosecution for the violation of any provision thereof or in any proceeding at law or equity. It shall be sufficient to designate any ordinance adding to, amending, correcting or repealing all or any part or portion thereof as an addition to, amendment to, correction or repeal of the Chelan Municipal Code. Further reference may be had to the titles, chapters, sections and subsections of the Chelan Municipal Code and such references shall apply to that numbered title, chapter, section or subsection as it appears in the code.

#### 1.01.030 Codification authority.

This code consists of all the regulatory and penal ordinances and certain ~~of the~~ administrative ordinances of the City of Chelan, as codified and compiled pursuant to the applicable provisions of ~~sections 3535A of the Revised Code of Washington law.~~

**Commented [QB2]:** Consider revising to:

This code consists of the regulatory and penal ordinances and certain administrative ordinances of the City of Chelan, as codified and compiled pursuant to applicable provisions of Washington law.

#### 1.01.040 Ordinances passed prior to adoption of the code.

The last ordinance included in the initial code is ordinance 499, passed April 1, 1975.

#### 1.01.050 Reference applies to all amendments.

Whenever a reference is made to this code as the "Chelan Municipal Code" or to any portion thereof, or to any ordinance of the City, the reference shall apply to all amendments, corrections and additions heretofore, now or hereafter made.

(Ord. 512 § 5, 1975)

**1.01.060 Title, chapter and section headings.**

Title, chapter and section headings contained herein shall not be deemed to govern, limit, modify or in any manner affect this scope, meaning or intent of the provisions of any title, chapter or section hereof.

(Ord. 512 § 6, 1975)

**1.01.070 Reference to specific ordinances.**

The provisions of this code shall not in any manner affect matters of record which refer to, or are otherwise connected with ordinances which are therein specifically designated by number or otherwise and which are included within the code, but such reference shall be construed to apply to the corresponding provisions contained within this code.

(Ord. 512 § 7, 1975)

**1.01.080 Effect of code on past actions and obligations.**

~~Neither the adoption of this code nor the repeal or amendment hereby of the any prior ordinance or part or portion of any ordinance of the city shall in any manner affect the prosecution for violations of ordinances, which any violations were committed, penalty incurred, fee due, bond or deposit posted, or right or obligation accrued before prior to the effective date of this code hereof, nor be construed as a waiver of any license, fee, or penalty at the effective date due and unpaid under such ordinances, nor be construed as affecting any of the provisions of such ordinances relating to the collection of any such license, fee, or penalty, or the penal provisions applicable to any violation thereof, nor to affect the validity of any bond or cash deposit in lieu thereof, required to be posted, filed or deposited pursuant to any ordinance and all rights and obligations thereunder appertaining shall continue in full force and effect. Such matters may be enforced and collected as if this code had not been adopted, repealed or amended.~~

(Ord. 512 § 8, 1975)

**1.01.090 Effective date.**

This code shall become effective on the date the ordinance adopting this code as the "Chelan Municipal Code" becomes effective.

(Ord. 512 § 9, 1975)

**1.01.100 Constitutionality.**

If any section, subsection, sentence, clause or phrase of this code is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this code. The council declares that it would have passed this code, and each section, subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases had been declared invalid or unconstitutional, and if for any reason this code should be declared invalid or unconstitutional, then the original ordinance or ordinances shall be in full force and effect.

(Ord. 512 § 10, 1975)

**Commented [PG4R3]:** We don't have any prosecutorial authority

**Commented [QB5R3]:** I would keep. It does more than preserve criminal prosecutions, it also acts as a savings clause. I think something more along the lines of a general savings clause:

Neither the adoption of this code nor the repeal or amendment of any prior ordinance shall affect any violation committed, penalty incurred, fee due, bond or deposit posted, or right or obligation accrued before the effective date of this code. Such matters may be enforced and collected as if this code had not been adopted, repealed, or amended.

**Commented [PG3]:** Do we need to keep this section?

## Chapter 1.04 GENERAL PROVISIONS

### 1.04.010 Definitions.

The following words and phrases whenever used in the ordinances of the City of Chelan shall be construed as defined in this section unless from the context a different meaning is intended or unless a different meaning is specifically defined and more particularly directed to the use of such words or phrases:

- A. *Alley* means a strip of land dedicated to public use providing vehicular and pedestrian access to the rear side of properties which abut and are served by a public street.
- B. *City* means the City of Chelan, Washington or the area within the territorial limits of the City of Chelan, Washington, and such territory outside of the *city* over which the *city* has jurisdiction or control by virtue of any constitutional or statutory *provision*.
- C. *Computation of time* means the time within which an act is to be done. It shall be computed by excluding the first day and including the last day; and if the last day be Sunday or a legal holiday, that day shall be excluded.
- D. *Council* means the city council of the City of Chelan, Washington. "All its members" or "all council" mean the total number of councilmembers provided by the general laws of the state of Washington.
- E. *County* means the County of Chelan, Washington.
- F. *Cul-de-sac* means a street closed at one end by an area of sufficient size for turning vehicles around.
- G. *Law* denotes applicable federal law, the constitution and statutes of the state of Washington, the ordinances of the City of Chelan and, when appropriate, any and all rules and regulations which may be promulgated thereunder.
- H. *May* is permissive.
- I. *Month* means a calendar month.
- J. *Must and shall*. Each is mandatory.
- K. *Oath* shall be construed to include an affirmation or declaration in all cases in which, by law, an affirmation may be substituted for an oath and in such cases the words "swear" and "sworn" shall be equivalent to the words "affirm" and "affirmed."
- L. *Ordinance* means a law of the City of Chelan; provided, that a temporary or special law, administrative action, order or directive may be in the form of a resolution.
- M. *Owner* applied to a building or land includes any part owner, joint owner, tenant in common, joint tenant or tenant by the entirety, of the whole or a part of such building or land.
- N. *Person* means natural person, joint venture, joint stock company, partnership, association, club, company, corporation, business, trust, organization, or the manager, lessee, agent, servant, officer or employee of any of them.
- O. *Personal property* includes money, goods, chattels, things in action, and evidences of *debt*.
- P. *Preceding and following* mean next before and next after, respectively.
- Q. *Private road* means a right-of-way which has not been dedicated for public use, and is maintained solely by private individuals. Private roads may have public utilities located within them if the owner(s)

**Commented [CC6]:** Can we remove 'City of Chelan' through out the document since it is listed here, section B.

**Commented [QB7R6]:** Not necessary. I would keep. The full name may be clearer in specific contexts. Also, where it refers back to the defined term, it should be capitalized.

**Commented [CC8]:** Clarification on O., Please.

**Commented [QB9R8]:** Added comma. The definition is archaic but comprehensive.

of the private road have provided the appropriate public entity written easement(s) for installation, expansion, repair and maintenance of the utilities and a written hold harmless agreement for damage which may occur during the public entity's installation, expansion, repair and/or maintenance of such utilities. Private roads shall be posted with a sign meeting the requirements of the sign code as set forth in Chapter 17.58 of this code as now exists or is hereafter amended. Private roads shall be governed by standards of dimension and construction adopted by the City as now exist or as may be hereafter amended, which shall include but are not limited to fire service and access provisions.

- R. *Property* includes real and personal property.
- S. *Real property* includes lands, tenements and hereditaments.
- T. *Record* means a record as defined by RCW 42.56.010, as now existing or hereafter amended, is defined in RCW 42.56.010(3) as any writing that is prepared, owned, used, or retained by any state or local government agency, and which contains information that relates to the conduct of government, or the performance of any governmental or proprietary function.
- U. *Road* shall be synonymous with the term "street" (see "Street").
- V. *Sidewalk* means that portion of a street between the curb line and the adjacent property line intended for the use of pedestrians.
- W. *State* means the state of Washington.
- ~~WX~~. *Street* includes all streets, roads, highways, avenues, lanes, alleys, courts, cul-de-sacs, places, squares, sidewalks, curbs, or other public ways in this cityCity which have been or may hereafter be dedicated and open to public use, or such other public property so designated in any law of this state. The terms "street" and "road" shall be interchangeable. A street may also serve as a location of public utilities, pedestrian walkways, public open space and recreation areas, cut and fill slopes and drainage improvements.
- Y. *Tenant and occupant*, applied to a building or land, includes any person who occupies whole or a part of such building or land, whether alone or with others.
- Z. *Title of office*. Use of the title of any officer, employee, board or commission means that officer, employee, department, board or commission of the City of Chelan.
- AA. *Writing or Written* includes traditional written records and electronic records to the extent recognized by applicable law, includes ~~include not only traditional written records, but also photos, maps, videos, voicemails, webpages, emails, text messages, and social media content (RCW 42.56.010(4))~~.
- AABB. *Signature* includes a manual or electronic signature to the extent recognized by applicable law includes ink or electronic format (RCW 1.80.060).
- BBCC. *Year* means a calendar year.
- CCDD. All words and phrases shall be construed and understood according to the common and approved usage of the language; but technical words and phrases and such others as may have acquired a peculiar and appropriate meaning in the law shall be construed and understood according to such peculiar and appropriate meaning.
- DD EE. When an act is required by an ordinance, the same being such that it may be done as well by an agent as by the principal, such requirement shall be construed as to include all such acts performed by an authorized agent.

(Ord. 1061 § 1, 1997; Ord. 479 § 1, 1974)

Commented [QB10]: Should be renumbered to "X"?  
And there are two AAs.

Commented [CC11]: Electronic/docuSign - there should be language in RCWs or WACs on how to update this

Commented [GU12]: Electronic/docuSign - there should be language in RCWs or WACs on how to update this

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#### 1.04.020 Grammatical interpretation.

The following grammatical rules shall apply in the ordinances of the City of Chelan:

- A. *Gender.* ~~They/them includes all gender types~~ Words importing one gender include all genders.
- B. *Singular and Plural.* The singular number includes the plural and the plural includes the singular.
- C. *Tenses.* Words used in the present tense include the past and the future tenses and vice versa, unless manifestly inapplicable.
- D. *Use of words and phrases.* Words and phrases not specifically defined shall be construed according to the context and approved usage of the language.

(Ord. 479 § 2, 1974)

#### 1.04.030 Prohibited acts include causing, permitting etc.

Whenever in the ordinances of the City of Chelan, any act or omission is made unlawful, it shall include causing, allowing, permitting, aiding, abetting, suffering, or concealing the fact of such act or omission.

(Ord. 479 § 3, 1974)

#### 1.04.040 Construction.

The provisions of the ordinances of the City of Chelan, and all proceedings under them are to be construed with a view to effect their objects and to promote justice.

(Ord. 479 § 4, 1974)

#### 1.04.050 Repeal shall not revive any ordinances.

The repeal of an ordinance shall not repeal the repealing clause of such ordinance or revive any ordinance which has been repealed thereby.

(Ord. 479 § 5, 1974)

### Chapter 1.08 CLASSIFICATION OF CITY<sup>1</sup>

#### 1.08.010 Adoption.

Notwithstanding anything contained in the existing ordinances of the City of Chelan to the contrary, the City of Chelan, ~~Washington~~, hereby adopts the classification of a noncharter code city, ~~endowed~~ with all ~~the applicable~~ rights, powers, privileges, duties and obligations ~~of noncharter code cities~~ as set forth in ~~Title 35A of said Revised Code of Washington~~ RCW, ~~as the same now existings or hereafter amended, including, but not by way of limitation,~~

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<sup>1</sup>State law reference(s)—For statutory provisions authorizing the adoption of a noncharter code city classification and delineating the powers, rights and privileges of same, see RCW Ch. 35A.11 and RCW 35A.21.160.

those set forth in Chapter 35A.11 of said title, and further including any and all supplements, amendments or other modifications of said title hereafter at any time enacted.

(Ord. 429 § 1, 1971)

#### 1.08.020 ~~Government.~~

The current plan of government of the town of Chelan being mayor-council, under the applicable statutes relating to towns, shall be retained as the plan of government after the reclassification to that of a noncharter code city.

(Ord. 429 § 2, 1971)

#### 1.08.030 ~~Filing with State Secretary.~~

The clerk of the town shall, upon September 8, 1971, file with the office of the Secretary of the state of Washington, a certified copy of the ordinance codified in this chapter.

(Ord. 429 § 3, 1971)

#### 1.08.040 ~~Classification designated.~~

Upon the filing of a certified copy of the ordinance codified in this chapter as is set forth above, this town shall be classified as a noncharter code city, and the name of this town shall henceforth be the City of Chelan.

(Ord. 429 § 5, 1971)

**Commented [CC13]:** Do we need this section 1.08.020 - 1.08.040?

**Commented [QB14R13]:** .020-.040 are not needed anymore. They refer to one-time acts which were completed long ago.

## Chapter 1.12 ORDINANCES: PROCEDURES, PUBLICATION<sup>2</sup>

### 1.12.010 ~~Passage of ordinances.~~

~~All ordinances hereafter adopted by the Council of the City of Chelan shall be passed in the following manner: Any proposed ordinance shall be first handed to the City Clerk. It shall be placed upon the agenda for a future meeting of the Council. The Mayor shall then call for discussion thereon and the matter shall be put to a vote upon motion to adopt the proposed ordinance. The passage of an ordinance shall require the affirmative vote of a majority of the whole membership of the Council. Ordinances shall be introduced, considered, and adopted by the city council in the manner provided by applicable law and rules of procedure adopted by the council. Passage of an ordinance shall require the affirmative vote required by state law.~~

(Ord. 480 § 1, 1974; Ord. 59 § 1, 1912)

**Commented [CC15]:** Can this be removed and placed in CROP, as a procedure?

**Commented [QB16R15]:** A better alternative is to reference workflow/process elements to the CROP. Something along the lines of:

### 1.12.020 ~~Signature—Records.~~

Ordinances shall be signed by the mayor and attested to by the City Clerk. The City Clerk shall authenticate ~~by their signature all~~ ordinances and resolutions adopted by the Council and shall ~~record in full all ordinances and~~

Ordinances shall be introduced, considered, and adopted by the city council in the manner provided by applicable law and rules of procedure adopted by the council. Passage of an ordinance shall require the affirmative vote required by state law

<sup>2</sup>State law reference(s)—For statutory provisions relating to the passage, publication and recording of ordinances under a mayor-council plan of government, see RCW 35A.12.130, 35A.12.150, 35A. 12. 160.

resolutions adopted by the council. ~~The clerk shall keep a record in a digital format located on the City's website of all ordinances and resolutions, as adopted~~ maintain the City's official record of such ordinances and resolutions in accordance with applicable law and City practice. The City Clerk may maintain copies in digital format on the City's website for public access

(Ord. 480 § 2, 1974; Ord. 59 § 2, 1912)

#### 1.12.030 Reserved.

#### 1.12.040 Validation Mayor approval or veto.

Every ordinance passed by the Council shall be presented to the Mayor. If the Mayor approves the ordinance, the Mayor shall sign it. If the Mayor disapproves it, the Mayor shall return it to the Council with written objections, and the Council shall enter the objections in the record and reconsider the ordinance. If, upon reconsideration, the vote required by state law is cast in favor of passage, the ordinance shall become effective notwithstanding the veto. If the Mayor neither approves nor vetoes the ordinance within the time allowed by law, the ordinance shall take effect without the Mayor's signature. Every ordinance which passes the council must be presented to the mayor. If they approve it, they shall sign it, but if not, they shall return it with their written objections to the council and the council shall cause their objections to be raised during the open public meeting and proceed to a reconsideration thereof. If upon reconsideration a majority, plus one, of the whole membership of the council, voting upon a call of ayes and nays, favor its passage, the ordinance shall become valid notwithstanding the mayor's veto. If the mayor fails for ten days to either approve or veto an ordinance, it shall become valid without his approval.

(Ord. 480 § 4, 1974)

Commented [QB17]: This tracks RCW 35A.12.

## Chapter 1.20 RIGHT OF ENTRY

#### 1.20.010 Right of entry for inspection.

Whenever necessary to inspect for compliance with any ordinance or resolution, or whenever there is reasonable cause to believe that a violation exists in any building or on any premises within the jurisdiction of the City, any authorized City official may, upon presentation of proper credentials, enter the building or premises at reasonable times to inspect or perform duties imposed by ordinance ~~Whenever necessary to make an inspection to enforce any ordinance or resolution, or whenever there is reasonable cause to believe there exists an ordinance or resolution violation in any building or upon any premises within the jurisdiction of the city any authorized official of the City of Chelan, may, upon presentation of proper credentials, enter such building or premises at all reasonable times to inspect the same or to perform any duty imposed upon him by ordinance; provided, that except in emergency situations or when consent of the owner and/or occupant to the inspection has been otherwise obtained, he shall give the owner and/or occupant, if they can be located after reasonable effort, 24 hours written notice of the authorized official's intention to inspect.~~ The notice transmitted to the owner and/or occupant shall state that the property owner has the right to refuse entry and that in the event such entry is refused, inspection may be made only upon issuance of a search warrant by a duly authorized magistrate. In the event the owner and/or occupant refuses entry after such request has been made, the official is empowered to seek assistance from any court of competent jurisdiction in obtaining such entry.

(Ord. 495 § 1, 1975)

(Supp. No. 10)

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## Chapter 1.24 GENERAL PENALTY<sup>3</sup>

### 1.24.01~~10~~ General penalty.

Unless otherwise specified, any person violating any of the provisions or failing to comply with any of the mandatory requirements of the ordinances of the City of Chelan, shall be guilty of a misdemeanor. Except in cases where a different penalty is prescribed by any ordinance of the ~~city~~City, any person convicted of a misdemeanor under the ordinances of the City of Chelan shall be punished by a fine of not more than \$1,000.00, or by imprisonment in jail for a term not to exceed 90 days, or by both such fine and imprisonment. It shall be a separate offense for each and every day any violation of any provision of the ordinances of the City of Chelan is committed, continued or permitted by any individual. In the event an ordinance of the ~~city~~City addresses conduct which is also a crime as set forth in the Revised Code of Washington ("RCW"), the penalty provision set forth in the RCW shall be controlling if the corresponding ordinance provides for a penalty which is different from the RCW, as mandated by RCW 35.21.163, as it now exists or is hereafter amended.

(Ord. 992 § 1, 1994: Ord. 966 § 1, 1993: Ord. 497 § 1, 1975)

**Commented [QB19R18]:** It's fine for misdemeanors. For gross misdemeanors, its 1 year/\$5,000.

**Commented [PG18]:** Quentin - please confirm days and fine.

## Chapter 1.30 COPIES, CERTIFICATIONS AND TRANSCRIPTIONS OF CITY RECORDS

### 1.30.005 Maintenance of ~~city~~City-wide index.

The ~~city~~City Council finds that it is unduly burdensome to maintain a ~~city~~City-wide index of public records and that to attempt to maintain such an index would be disruptive to the ~~city~~City's operations.

(Ord. 1394 § 2, 2009)

### 1.30.010 Form for request.

~~All persons~~Any person requesting to inspect or obtain copies of public records of the City shall submit the request to the City Clerk or Public Records Officer through the City's electronic public records portal or in another written form approved by the City Clerk or Public Records Officer.

~~This section does not apply to records requests made by City elected officials, appointed officers, or employees in the course of their official duties. If such a request is outside the scope of official duties, the Public Records Act and applicable fees shall apply.~~

~~The City Clerk or Public Records Officer may waive the form requirement for governmental agencies requesting courtesy copies for nonadversarial governmental purposes, except for ~~city~~City-elected officials and ~~city~~City-appointed officers or employees desiring to inspect or receive a copy of any public record of the ~~city~~City must make their request to the ~~City~~City Clerk/~~Public~~Public Records Officer through the electronic public records portal or a written form specified by the ~~City~~City Clerk/~~Public~~Public Records Officer. However, if the request is not pursuant pursuant to the duties of the elected official, ~~City~~City-appointed officers and employees, then the Public Records Act~~

<sup>3</sup>State law reference(s)—For statutory provisions authorizing non-charter code cities to impose penalties of fine not exceeding \$5,000.00 or imprisonment for any term not exceeding one year or both for the violations of ordinances, constituting a misdemeanor or gross misdemeanor, see RCW 35A.11.020.

including the charging of the fees will apply. The City Clerk/Public Records Officer may waive this requirement for governmental agencies requesting courtesy copies of City records for purposes that are nonadversarial to the City.

(Ord. 1180 § 1 (part), 2000)

### 1.30.020 Response or denial of request.

Responses to requests for public records shall be made promptly and pursuant to guidelines established in Chapter 42.56 RCW as the same exists now or may hereafter be amended. Within five business days of receiving a written public record request, the cityCity must respond by either:

- A. Providing the record;
- B. Acknowledging that the cityCity has received the request and providing a reasonable estimate of the time the cityCity will require to respond to the request; or
- C. Denying the public record request. Denials must be accompanied by a written statement of specific reasons therefor.

Additional time required to respond to a request may be based on the need to clarify the intent of the request, to locate and assemble the information requested, to notify third persons or agencies affected by the request, or to determine whether any of the information requested is exempt and that a denial should be made as to all or part of the request. The cityCity may ask the requestor to clarify what information the requestor is seeking. If the requestor fails to clarify the request within thirty days, the City need not respond further to the unclear portion of the request.~~If the requestor fails to clarify the request within thirty days the city need not respond to it.~~

(Ord. 1394 § 3, 2009; Ord. 1180 § 1 (part), 2000)

### 1.30.030 Certain records exempt.

The cityCity adopts all exemptions to the disclosure of public records set out in Chapter 42.56 RCW and including any additional-other exemptions ~~in other statutes provided by applicable law~~, as the same exists now or may be hereafter amended.

(Ord. 1394 § 4, 2009; Ord. 1180 § 1 (part), 2000)

### 1.30.040 Copying fees.

No fee shall be charged for the inspection of public records. Charges for copies of public records shall be governed by RCW 42.56.120, as now existing or hereafter amended, and by any fee schedule adopted by the City consistent with that statute. The City may waive copying charges as permitted by law. Copying fees shall not be charged to City elected officials, appointed officers, or employees for requests made in the course of official duties, or for reasonable courtesy copies provided to other governmental agencies for nonadversarial governmental purposes.

~~Any person who requests a copy of any public record from the City Clerk shall pay to the City Clerk/Public Records Officer or a designee the statutory default photocopying charges. Copying fees are governed by RCW 42.56.120 as it now exists or is hereafter amended. Copying fees shall not be charged to elected officials, appointed officers or employees of the city or for reasonable amounts of courtesy copies for other governmental agencies for purposes that are nonadversarial to the City.~~

**Commented [QB20]:** This is unclear. Revised:

Any person requesting to inspect or obtain copies of public records of the City shall submit the request to the City Clerk or Public Records Officer through the City's electronic public records portal or in another written form approved by the City Clerk or Public Records Officer.  
This section does not apply to records requests made by City elected officials, appointed officers, or employees in the course of their official duties. If such a request is outside the scope of official duties, the Public Records Act and applicable fees shall apply. The City Clerk or Public Records Officer may waive the form requirement for governmental agencies requesting courtesy copies for nonadversarial governmental purposes.

**Commented [QB21]:** Should be updated ("photocopying" is too narrow) and cleaned up to track RCW 42.56.120. Consider rewriting thusly:

No fee shall be charged for the inspection of public records. Charges for copies of public records shall be governed by RCW 42.56.120, as now existing or hereafter amended, and by any fee schedule adopted by the city consistent with that statute. The city may waive copying charges as permitted by law. Copying fees shall not be charged to city elected officials, appointed officers, or employees for requests made in the course of official duties, or for reasonable courtesy copies provided to other governmental agencies for nonadversarial governmental purposes.

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(Ord. 1180 § 1 (part), 2000)

**1.30.050 Transcriptions.**

Charges for transcription services, if any, shall be established in accordance with applicable law and city resolution.

(Ord. 1180 § 1 (part), 2000)

**1.30.060 Certification fees.**

The City Clerk/Public Records Officer shall establish fees for the certification of public records and such fees shall be effective upon approval by resolution of the city council. The City Clerk shall determine the manner in which, as consistent with applicable law, records and groups of records are to be certified.

(Ord. 1180 § 1 (part), 2000)

**1.30.070 Modifications to fees and charges.**

All fees and charges identified in this chapter may be modified by the city clerk/public records officer as approved by resolution of the City Council or as statutorily required otherwise authorized by applicable law. All fees and charges established pursuant to this chapter shall reflect the actual costs of the services provided.

(Ord. 1180 § 1 (part), 2000)

**Commented [QB22]:** What's going on here? Should be repealed or should have text. Reviewing the existing .050 language, it appears fine but could be simplified:  
  
Charges for transcription services, if any, shall be established in accordance with applicable law and city resolution.

**ORDINANCE NO. 2026-1659**

**AN ORDINANCE OF THE CITY OF CHELAN, WASHINGTON, RELATING TO GENERAL PROVISIONS; AMENDING TITLE 1 OF THE CHELAN MUNICIPAL CODE; ADOPTING UPDATED PROVISIONS REGARDING CODE ADOPTION, DEFINITIONS, ORDINANCE PROCEDURES, RIGHT OF ENTRY, GENERAL PENALTIES, AND PUBLIC RECORDS; PROVIDING FOR SEVERABILITY, CORRECTIONS, AND AN EFFECTIVE DATE.**

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**WHEREAS**, the City of Chelan has adopted and codified Title 1 of the Chelan Municipal Code, entitled “General Provisions”; and

**WHEREAS**, Title 1 includes provisions relating to code adoption, definitions, ordinance procedures, right of entry, general penalties, and City records; and

**WHEREAS**, the City Council finds it appropriate to update Title 1 to improve clarity, conform provisions to current City practice, and align the code with applicable Washington law; and

**WHEREAS**, the City Council desires to amend Title 1 as set forth in **Exhibit A**, with additions shown by underline and deletions shown by strikethrough.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CHELAN, WASHINGTON, DO ORDAIN AS FOLLOWS:

**Section 1. Amendment of Title 1.** Chelan Municipal Code Title 1, entitled “General Provisions,” is hereby amended as set forth in Exhibit A, attached hereto and incorporated herein by this reference. Exhibit A sets forth the revised or amended sections at full length.

**Section 2. Legislative Format.** In Exhibit A, underlined text indicates additions to the Chelan Municipal Code and stricken text indicates deletions from the Chelan Municipal Code. Text shown without underline or strikethrough is unchanged.

**Section 3. Codification.** The City Clerk, in consultation with the City Attorney and the City’s codifier, is authorized to codify the amendments adopted by this ordinance, assign appropriate section and subsection numbers, and omit or modify formatting, legislative history, and editorial notes as necessary for publication of the Chelan Municipal Code.

**Section 4. Severability.** If any section, sentence, clause, or phrase of this ordinance is held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this ordinance.

**Section 5. Corrections by City Clerk.** Upon approval of the City Attorney, the City Clerk is authorized to make necessary technical corrections to this ordinance, including correction of clerical errors; references to other local, state, or federal laws, codes, rules, or regulations; or section and subsection numbering.

**Section 6. Effective Date.** This ordinance shall be published in the official newspaper of the City as provided by law and shall take effect thirty (30) days after final passage, as provided by law.

ADOPTED by the City Council of the City of Chelan, Washington, this 12th day of May 2026.

APPROVED:

By: \_\_\_\_\_  
Erin McCardle, Mayor

AUTHENTICATED:

By: \_\_\_\_\_  
Peri Gallucci, City Clerk

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Quentin Batjer, City Attorney

**FILED WITH THE CITY CLERK: April 24, 2026**

**PASSED BY THE CITY COUNCIL:**

**PUBLISHED:**

**EFFECTIVE DATE:**

**ORDINANCE NO.: 2026-1659**

## Title 1 GENERAL PROVISIONS

### Chapter 1.01 CODE ADOPTION

#### **1.01.010 Adoption.**

Pursuant to RCW 35.21.500 through 35.21.570, the Chelan Municipal Code is hereby adopted as the official code of the City of Chelan.

#### **1.01.020 Title—Citation—Reference.**

This code shall be known as the "Chelan Municipal Code" and it shall be sufficient to refer to said code as the "Chelan Municipal Code" in any prosecution for the violation of any provision thereof or in any proceeding at law or equity. It shall be sufficient to designate any ordinance adding to, amending, correcting or repealing all or any part or portion thereof as an addition to, amendment to, correction or repeal of the Chelan Municipal Code. Further reference may be had to the titles, chapters, sections and subsections of the Chelan Municipal Code and such references shall apply to that numbered title, chapter, section or subsection as it appears in the code.

#### **1.01.030 Codification authority.**

This code consists of all the regulatory and penal ordinances and certain administrative ordinances of the City of Chelan, as codified and compiled pursuant to the applicable provisions of Washington law.

#### **1.01.040 Ordinances passed prior to adoption of the code.**

The last ordinance included in the initial code is ordinance 499, passed April 1, 1975.

#### **1.01.050 Reference applies to all amendments.**

Whenever a reference is made to this code as the "Chelan Municipal Code" or to any portion thereof, or to any ordinance of the City, the reference shall apply to all amendments, corrections and additions heretofore, now or hereafter made.

(Ord. 512 § 5, 1975)

#### **1.01.060 Title, chapter and section headings.**

Title, chapter and section headings contained herein shall not be deemed to govern, limit, modify or in any manner affect this scope, meaning or intent of the provisions of any title, chapter or section hereof.

(Ord. 512 § 6, 1975)

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### **1.01.070 Reference to specific ordinances.**

The provisions of this code shall not in any manner affect matters of record which refer to, or are otherwise connected with ordinances which are therein specifically designated by number or otherwise and which are included within the code, but such reference shall be construed to apply to the corresponding provisions contained within this code.

(Ord. 512 § 7, 1975)

### **1.01.080 Effect of code on past actions and obligations.**

Neither the adoption of this code nor the repeal or amendment hereby of any prior ordinance shall affect any violation committed, penalty incurred, fee due, bond or deposit posted, or right or obligation accrued before the effective date of this code. Such matters may be enforced and collected as if this code had not been adopted, repealed or amended.

(Ord. 512 § 8, 1975)

### **1.01.090 Effective date.**

This code shall become effective on the date the ordinance adopting this code as the "Chelan Municipal Code" becomes effective.

(Ord. 512 § 9, 1975)

### **1.01.100 Constitutionality.**

If any section, subsection, sentence, clause or phrase of this code is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this code. The council declares that it would have passed this code, and each section, subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases had been declared invalid or unconstitutional, and if for any reason this code should be declared invalid or unconstitutional, then the original ordinance or ordinances shall be in full force and effect.

(Ord. 512 § 10, 1975)

## **Chapter 1.04 GENERAL PROVISIONS**

### **1.04.010 Definitions.**

The following words and phrases whenever used in the ordinances of the City of Chelan shall be construed as defined in this section unless from the context a different meaning is intended or unless a different meaning is specifically defined and more particularly directed to the use of such words or phrases:

- A. *Alley* means a strip of land dedicated to public use providing vehicular and pedestrian access to the rear side of properties which abut and are served by a public street.

- 
- B. *City* means the City of Chelan, Washington or the area within the territorial limits of the City of Chelan, Washington, and such territory outside of the City over which the City has jurisdiction or control by virtue of any constitutional or statutory provision.
  - C. *Computation of time* means the time within which an act is to be done. It shall be computed by excluding the first day and including the last day; and if the last day be Sunday or a legal holiday, that day shall be excluded.
  - D. *Council* means the city council of the City of Chelan, Washington. "All its members" or "all council" mean the total number of councilmembers provided by the general laws of the state of Washington.
  - E. *County* means the County of Chelan, Washington.
  - F. *Cul-de-sac* means a street closed at one end by an area of sufficient size for turning vehicles around.
  - G. *Law* denotes applicable federal law, the constitution and statutes of the state of Washington, the ordinances of the City of Chelan and, when appropriate, any and all rules and regulations which may be promulgated thereunder.
  - H. *May* is permissive.
  - I. *Month* means a calendar month.
  - J. *Must and shall*. Each is mandatory.
  - K. *Oath* shall be construed to include an affirmation or declaration in all cases in which, by law, an affirmation may be substituted for an oath and in such cases the words "swear" and "sworn" shall be equivalent to the words "affirm" and "affirmed."
  - L. *Ordinance* means a law of the City of Chelan; provided, that a temporary or special law, administrative action, order or directive may be in the form of a resolution.
  - M. *Owner* applied to a building or land includes any part owner, joint owner, tenant in common, joint tenant or tenant by the entirety, of the whole or a part of such building or land.
  - N. *Person* means natural person, joint venture, joint stock company, partnership, association, club, company, corporation, business, trust, organization, or the manager, lessee, agent, servant, officer or employee of any of them.
  - O. *Personal property* includes money, goods, chattels, things in action, and evidences of debt.
  - P. *Preceding and following* mean next before and next after, respectively.
  - Q. *Private road* means a right-of-way which has not been dedicated for public use, and is maintained solely by private individuals. Private roads may have public utilities located within them if the owner(s) of the private road have provided the appropriate public entity written easement(s) for installation, expansion, repair and maintenance of the utilities and a written hold harmless agreement for damage which may occur during the public entity's installation, expansion, repair and/or maintenance of such utilities. Private roads shall be posted with a sign meeting the requirements of the sign code as set forth in Chapter 17.58 of this code as now exists or is hereafter amended. Private roads shall be governed by standards of dimension and construction adopted by the City as now exist or as may be hereafter amended, which shall include but are not limited to fire service and access provisions.
  - R. *Property* includes real and personal property.
  - S. *Real property* includes lands, tenements and hereditaments.
  - T. *Record* means a record as defined by RCW 42.56.010, as now existing or hereafter amended..
  - U. *Road* shall be synonymous with the term "street" (see "Street").

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- V. *Sidewalk* means that portion of a street between the curb line and the adjacent property line intended for the use of pedestrians.
  - W. *State* means the state of Washington.
  - X. *Street* includes all streets, roads, highways, avenues, lanes, alleys, courts, cul-de-sacs, places, squares, sidewalks, curbs, or other public ways in this City which have been or may hereafter be dedicated and open to public use, or such other public property so designated in any law of this state. The terms "street" and "road" shall be interchangeable. A street may also serve as a location of public utilities, pedestrian walkways, public open space and recreation areas, cut and fill slopes and drainage improvements.
  - Y. *Tenant* and *occupant*, applied to a building or land, includes any person who occupies whole or a part of such building or land, whether alone or with others.
  - Z. *Title of office*. Use of the title of any officer, employee, board or commission means that officer, employee, department, board or commission of the City of Chelan.
  - AA. *Writing or Written* includes traditional written records and electronic records to the extent recognized by applicable law..
  - BB. *Signature* includes a manual or electronic signature to the extent recognized by applicable law.
  - CC. *Year* means a calendar year.
  - DD. All words and phrases shall be construed and understood according to the common and approved usage of the language; but technical words and phrases and such others as may have acquired a peculiar and appropriate meaning in the law shall be construed and understood according to such peculiar and appropriate meaning.
  - EE. When an act is required by an ordinance, the same being such that it may be done as well by an agent as by the principal, such requirement shall be construed as to include all such acts performed by an authorized agent.

(Ord. 1061 § 1, 1997; Ord. 479 § 1, 1974)

#### **1.04.020 Grammatical interpretation.**

The following grammatical rules shall apply in the ordinances of the City of Chelan:

- A. *Gender*. Words importing one gender include all genders.
- B. *Singular and Plural*. The singular number includes the plural and the plural includes the singular.
- C. *Tenses*. Words used in the present tense include the past and the future tenses and vice versa, unless manifestly inapplicable.
- D. *Use of words and phrases*. Words and phrases not specifically defined shall be construed according to the context and approved usage of the language.

(Ord. 479 § 2, 1974)

#### **1.04.030 Prohibited acts include causing, permitting etc.**

Whenever in the ordinances of the City of Chelan, any act or omission is made unlawful, it shall include causing, allowing, permitting, aiding, abetting, suffering, or concealing the fact of such act or omission.

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(Ord. 479 § 3, 1974)

**1.04.040 Construction.**

The provisions of the ordinances of the City of Chelan, and all proceedings under them are to be construed with a view to effect their objects and to promote justice.

(Ord. 479 § 4, 1974)

**1.04.050 Repeal shall not revive any ordinances.**

The repeal of an ordinance shall not repeal the repealing clause of such ordinance or revive any ordinance which has been repealed thereby.

(Ord. 479 § 5, 1974)

**Chapter 1.08 CLASSIFICATION OF CITY<sup>1</sup>**

**1.08.010 Adoption.**

Notwithstanding anything contained in the existing ordinances of the City of Chelan to the contrary, the City of Chelan hereby adopts the classification of a noncharter code city, with all rights, powers, privileges, duties and obligations as set forth in Title 35A RCW, as now existing or hereafter amended.

(Ord. 429 § 1, 1971)

**Chapter 1.12 ORDINANCES: PROCEDURES, PUBLICATION<sup>2</sup>**

**1.12.010 Passage of ordinances.**

Ordinances shall be introduced, considered, and adopted by the city council in the manner provided by applicable law and rules of procedure adopted by the council. Passage of an ordinance shall require the affirmative vote required by state law.

(Ord. 480 § 1, 1974; Ord. 59 § 1, 1912)

**1.12.020 Signature—Records.**

Ordinances shall be signed by the mayor and attested to by the City Clerk. The City Clerk shall authenticate ordinances and resolutions adopted by the Council and shall maintain the City's official record of such ordinances

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<sup>1</sup>State law reference(s)—For statutory provisions authorizing the adoption of a noncharter code city classification and delineating the powers, rights and privileges of same, see RCW Ch. 35A.11 and RCW 35A.21.160.

<sup>2</sup>State law reference(s)—For statutory provisions relating to the passage, publication and recording of ordinances under a mayor-council plan of government, see RCW 35A.12.130, 35A.12.150, 35A. 12. 160.

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and resolutions in accordance with applicable law and City practice. The City Clerk may maintain copies in digital format on the City's website for public access

(Ord. 480 § 2, 1974; Ord. 59 § 2, 1912)

**1.12.030 Reserved.**

**1.12.040 Mayor approval or veto.**

Every ordinance passed by the Council shall be presented to the Mayor. If the Mayor approves the ordinance, the Mayor shall sign it. If the Mayor disapproves it, the Mayor shall return it to the Council with written objections, and the Council shall enter the objections in the record and reconsider the ordinance. If, upon reconsideration, the vote required by state law is cast in favor of passage, the ordinance shall become effective notwithstanding the veto. If the Mayor neither approves nor vetoes the ordinance within the time allowed by law, the ordinance shall take effect without the Mayor's signature.

(Ord. 480 § 4, 1974)

## **Chapter 1.20 RIGHT OF ENTRY**

**1.20.010 Right of entry for inspection.**

Whenever necessary to inspect for compliance with any ordinance or resolution, or whenever there is reasonable cause to believe that a violation exists in any building or on any premises within the jurisdiction of the City, any authorized City official may, upon presentation of proper credentials, enter the building or premises at reasonable times to inspect or perform duties imposed by ordinance. The notice transmitted to the owner and/or occupant shall state that the property owner has the right to refuse entry and that in the event such entry is refused, inspection may be made only upon issuance of a search warrant by a duly authorized magistrate. In the event the owner and/or occupant refuses entry after such request has been made, the official is empowered to seek assistance from any court of competent jurisdiction in obtaining such entry.

(Ord. 495 § 1, 1975)

## **Chapter 1.24 GENERAL PENALTY<sup>3</sup>**

**1.24.010 General penalty.**

Unless otherwise specified, any person violating any of the provisions or failing to comply with any of the mandatory requirements of the ordinances of the City of Chelan, shall be guilty of a misdemeanor. Except in cases where a different penalty is prescribed by any ordinance of the City, any person convicted of a misdemeanor under the ordinances of the City of Chelan shall be punished by a fine of not more than \$1,000.00, or by imprisonment in

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<sup>3</sup>State law reference(s)—For statutory provisions authorizing non-charter code cities to impose penalties of fine not exceeding \$5,000.00 or imprisonment for any term not exceeding one year or both for the violations of ordinances, constituting a misdemeanor or gross misdemeanor, see RCW 35A.11.020.

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jail for a term not to exceed 90 days, or by both such fine and imprisonment. It shall be a separate offense for each and every day any violation of any provision of the ordinances of the City of Chelan is committed, continued or permitted by any individual. In the event an ordinance of the City addresses conduct which is also a crime as set forth in the Revised Code of Washington, the penalty provision set forth in the RCW shall be controlling if the corresponding ordinance provides for a penalty which is different from the RCW, as mandated by RCW 35.21.163, as it now exists or is hereafter amended.

(Ord. 992 § 1, 1994: Ord. 966 § 1, 1993: Ord. 497 § 1, 1975)

## **Chapter 1.30 COPIES, CERTIFICATIONS AND TRANSCRIPTIONS OF CITY RECORDS**

### **1.30.005 Maintenance of City-wide index.**

The City Council finds that it is unduly burdensome to maintain a City-wide index of public records and that to attempt to maintain such an index would be disruptive to the City's operations.

(Ord. 1394 § 2, 2009)

### **1.30.010 Form for request.**

Any person requesting to inspect or obtain copies of public records of the City shall submit the request to the City Clerk or Public Records Officer through the City's electronic public records portal or in another written form approved by the City Clerk or Public Records Officer.

This section does not apply to records requests made by City elected officials, appointed officers, or employees in the course of their official duties. If such a request is outside the scope of official duties, the Public Records Act and applicable fees shall apply.

The City Clerk or Public Records Officer may waive the form requirement for governmental agencies requesting courtesy copies for nonadversarial governmental purposes..

(Ord. 1180 § 1 (part), 2000)

### **1.30.020 Response or denial of request.**

Responses to requests for public records shall be made promptly and pursuant to guidelines established in Chapter 42.56 RCW as the same exists now or may hereafter be amended. Within five business days of receiving a written public record request, the City must respond by either:

- A. Providing the record;
- B. Acknowledging that the City has received the request and providing a reasonable estimate of the time the City will require to respond to the request; or
- C. Denying the public record request. Denials must be accompanied by a written statement of specific reasons therefor.

Additional time required to respond to a request may be based on the need to clarify the intent of the request, to locate and assemble the information requested, to notify third persons or agencies affected by the request, or to determine whether any of the information requested is exempt and that a denial should be made as to all or part of the request. The City may ask the requestor to clarify what information the requestor is seeking. If the requestor fails to clarify the request within thirty days, the City need not respond further to the unclear portion of the request.

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(Ord. 1394 § 3, 2009; Ord. 1180 § 1 (part), 2000)

### **1.30.030 Certain records exempt.**

The City adopts all exemptions to the disclosure of public records set out in Chapter 42.56 RCW and any other exemptions provided by applicable law, as the same exists now or may be hereafter amended.

(Ord. 1394 § 4, 2009; Ord. 1180 § 1 (part), 2000)

### **1.30.040 Copying fees.**

No fee shall be charged for the inspection of public records. Charges for copies of public records shall be governed by RCW 42.56.120, as now existing or hereafter amended, and by any fee schedule adopted by the City consistent with that statute. The City may waive copying charges as permitted by law. Copying fees shall not be charged to City elected officials, appointed officers, or employees for requests made in the course of official duties, or for reasonable courtesy copies provided to other governmental agencies for nonadversarial governmental purposes.

(Ord. 1180 § 1 (part), 2000)

### **1.30.050 Transcriptions.**

Charges for transcription services, if any, shall be established in accordance with applicable law and city resolution.

(Ord. 1180 § 1 (part), 2000)

### **1.30.060 Certification fees.**

The City Clerk/Public Records Officer shall establish fees for the certification of public records and such fees shall be effective upon approval by resolution of the city council. The City Clerk shall determine the manner in which, as consistent with applicable law, records and groups of records are to be certified.

(Ord. 1180 § 1 (part), 2000)

### **1.30.070 Modifications to fees and charges.**

All fees and charges identified in this chapter may be modified by resolution of the City Council or as otherwise authorized by applicable law. All fees and charges established pursuant to this chapter shall reflect the actual costs of the services provided.

(Ord. 1180 § 1 (part), 2000)

# National Public Works Week

## May 17-23, 2026



# City of Chelan

**WHEREAS**, public works professionals focus on infrastructure, facilities, and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life, and well-being of the people of the City of Chelan; and,

**WHEREAS**, these infrastructure, facilities, and services could not be provided without the dedicated efforts of our public works professionals—the engineers, managers, and employees who operate our water and sewer treatment plants, lead our engineering initiatives, and maintain our utility and street systems; and,

**WHEREAS**, the City of Chelan is committed to being Visionary and Strategic, ensuring that future growth is supported by high-quality public infrastructure through long-range, fiscally responsible strategies; and,

**WHEREAS**, our Public Works staff embodies our CLEAR values, demonstrating Excellence by seeking innovative programs and Accountability by acting as stewards of the public’s trust; and,

**WHEREAS**, it is in the public interest for citizens and civic leaders to recognize that a Thriving and Connected Chelan depends on the reliable utilities and safe streets provided by these professionals; and,

**WHEREAS**, the year 2026 marks the 66th annual National Public Works Week sponsored by the American Public Works Association;

**NOW THEREFORE IT BE RESOLVED**, the City Council of the City of Chelan, Washington, hereby designate the week of May 17 – 23, 2026, as National Public Works Week in the City of Chelan. I urge all citizens to join in activities designed to pay tribute to our public works professionals, engineers, and staff, and to recognize the substantial contributions they make to protecting our health, safety, and exceptional quality of life.

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Erin McCardle, Mayor  
May 12, 2026



Subject/Title: Comprehensive Plan Discussion (Community Development Director Ajax)

Department: Community Development

Staff Contact: John Ajax

Guiding Principles: Visionary & Strategic

Initiatives: Manage Growth

Reviewed By: City Administrator

Number of Looks: Look No. 1 of 1

**PREVIOUS ACTION TAKEN**

None.

**OVERVIEW**

Staff has organized public review around five grouped Planning Commission hearings held on the regular third Wednesday meeting dates from June through October, each themed to keep related elements together for efficient deliberation and clearer public engagement. The number of hearings may be reduced if the Planning Commission prefers to consolidate into fewer hearings.

Two parallel state-agency reviews begin the end of May:

- The Department of Commerce 60-day review under RCW 36.70A.106, and
- SEPA threshold determination under Ch. 43.21C RCW.

Following the Planning Commission's recommendation in November, Council action is anticipated over three (3) meetings, with final adoption targeted for the first half of December — ahead of the State deadline. A presentation deck and a one-page schedule chart suitable for posting and public distribution are attached for Council reference.

**FINANCIAL IMPLICATIONS**

None.

## ATTACHMENTS

1. Chelan Comprehensive Plan - Schedule
2. Chelan Comprehensive Plan - Slide Deck

## SUGGESTED MOTION

None.

# Public Review Process & Hearing Schedule

Early December 2026

## A. PLANNING COMMISSION PUBLIC HEARINGS

Five grouped hearings, June – October 2026 · 3rd Wednesday of each month · 5:30 p.m. · Council Chambers

#	DATE	THEME	CHAPTERS & ITEMS UNDER PUBLIC HEARING
01	Jun 17, 2026	Foundation	Ch. 1 Overview & Vision · Ch. 2 Land Use · Critical Areas Ordinance compliance updates
02	Jul 15, 2026	Community & Housing	Ch. 3 Subarea Plans · Ch. 4 Housing · ESHB 2266 STEP housing code amendments
03	Aug 19, 2026	Economy & Climate	Ch. 5 Economic Development · Ch. 10 Climate Change & Resiliency
04	Sep 16, 2026	Infrastructure & Services	Ch. 6 Utilities · Ch. 7 Capital Facilities · Ch. 8 Parks & Recreation
05	Oct 21, 2026	Mobility & Final Comment	Ch. 9 Transportation * · Peterson Place private comp plan proposal · Omnibus public comment on full plan

\* Transportation Element is in development with the City's consultant and will be posted prior to its public hearing.

## B. CITY COUNCIL REVIEW & ADOPTION

November – December 2026 · 2nd & 4th Tuesdays · 6:00 p.m.

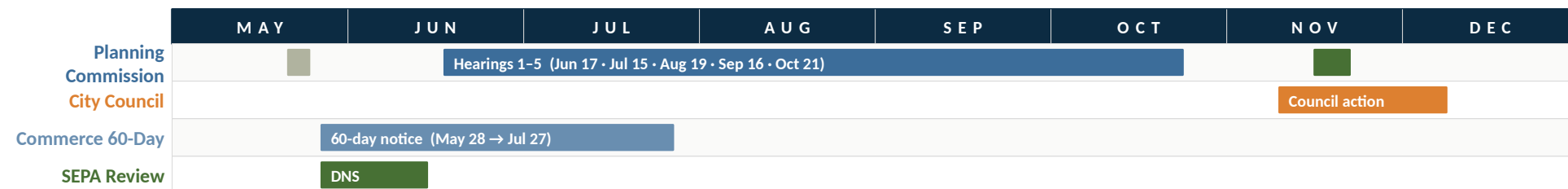


## C. STATE REVIEW (PARALLEL TRACKS)

Both must conclude before Council adoption

Commerce 60-Day	Late May → Late Jul 2026	RCW 36.70A.106
SEPA Threshold	Late May → Mid-Jun 2026	Ch. 43.21C RCW

## D. MASTER TIMELINE · ALL TRACKS AT A GLANCE



CITY OF CHELAN, WASHINGTON

# 2026 Comprehensive Plan

*Public Review Process & Hearing Schedule*

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June – December 2026

DRAFTS · [cityofchelan.gov/complan](https://cityofchelan.gov/complan)

PRESENTED BY

**Community Development Department**

PERIODIC UPDATE PER

RCW 36.70A.130 (Growth Management Act)

# From draft chapters to adopted plan

9

## Draft Chapters Online

Of 10 total — Transportation in development

60

## Day Commerce Review

Required by RCW 36.70A.106

Dec

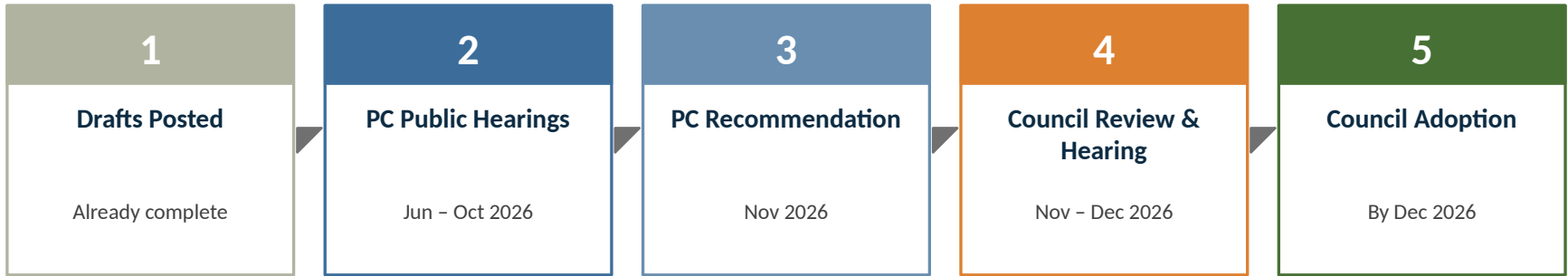
## 2026 Adoption Target

Aligned to GMA periodic update deadline

**This is the final and most public phase.** Nine of the ten elements have been drafted, internally reconciled for consistency, and posted at [cityofchelan.gov/compplan](https://cityofchelan.gov/compplan). The Transportation Element remains in development with the City's consultant and will be posted prior to its public hearing. Over the next seven months, the Planning Commission will hold a series of grouped public hearings, the City Council will deliberate on the Commission's recommendation, and the State will conduct its parallel agency review. The plan must be adopted by December 2026 to meet the State-mandated periodic update deadline.

# How we get from drafts to adopted plan

Required by Chapter 19.40 CMC and RCW 36.70A (Growth Management Act)



## PARALLEL TRACK

### State Agency Review (runs alongside Steps 2-4)

**Department of Commerce 60-day review** — submitted late May 2026, comment period closes late July 2026. **SEPA threshold determination** — issued late May 2026, public comment closes mid-June 2026. Both must conclude before Council adoption.

# Two state-required reviews running in parallel

## Department of Commerce 60-Day Review

*Required by RCW 36.70A.106*

Before adopting any comprehensive plan amendment, the City must give the Department of Commerce at least 60 days' notice to review the draft and forward it to other state agencies for comment.

### T I M E L I N E

- Late May 2026** Notice of intent submitted to Commerce with full draft
- Jun - Jul 2026** 60-day state agency review window
- Late Jul 2026** Comment period closes; City addresses any agency comments

## SEPA Threshold Determination

*State Environmental Policy Act, Ch. 43.21C RCW*

Adopting a comprehensive plan is a non-project action under SEPA. The City issues an environmental review document — typically a Determination of Non-Significance (DNS) — with a public comment period.

### T I M E L I N E

- Late May 2026** Threshold determination issued; public notice published
- Mid-Jun 2026** Public comment period closes (14-day minimum)
- Late Jun 2026** Final determination; appeal period runs concurrent with hearings

# Five grouped public hearings, June – October 2026

All hearings held during regular Planning Commission meetings, 3rd Wednesday of each month, 5:30 p.m., Council Chambers

#	DATE	THEME	CHAPTERS & ITEMS UNDER PUBLIC HEARING
01	Jun 17, 2026	<i>Foundation</i>	Ch. 1 Overview & Vision · Ch. 2 Land Use · Critical Areas Ordinance compliance updates
02	Jul 15, 2026	<i>Community &amp; Housing</i>	Ch. 3 Subarea Plans · Ch. 4 Housing · ESHB 2266 STEP housing code amendments
03	Aug 19, 2026	<i>Economy &amp; Climate</i>	Ch. 5 Economic Development · Ch. 10 Climate Change & Resiliency
04	Sep 16, 2026	<i>Infrastructure &amp; Services</i>	Ch. 6 Utilities · Ch. 7 Capital Facilities · Ch. 8 Parks & Recreation
05	Oct 21, 2026	<i>Mobility &amp; Final Comment</i>	Ch. 9 Transportation * · Peterson Place private comp plan proposal · Omnibus public comment on full plan

\* Transportation Element is in development with the City's consultant and will be posted prior to its public hearing. · Additional hearings may be scheduled if testimony or unresolved issues warrant; hearings may be continued from one meeting to the next per CMC 19.40.

# Three companion items reviewed concurrently

STATE LAW

## ESHB 2266

### *STEP Housing*

A 2026 state law requiring cities to allow Permanent Supportive, Transitional, Indoor Emergency Housing, and Indoor Emergency Shelter ("STEP") in any zone within the urban growth area where residential or hotel uses are already allowed — except industrial zones.

*Implemented through code amendments to CMC Title 17, paired with the Land Use and Housing element updates.*

Heard in Hearing 02 (Jul 15)

REGULATORY

## Critical Areas Ordinance

### *Compliance Updates*

Targeted, minor updates to the existing Critical Areas chapter for compliance with new state law and Best Available Science requirements. Not a full rewrite — refinements to keep the City's regulations current.

*Tied to the Land Use Element. Public hearing held alongside the Land Use review.*

Heard in Hearing 01 (Jun 17)

PRIVATE PROPOSAL

## Peterson Place

### *Private Comp Plan Amendment*

A privately-initiated comprehensive plan amendment proposing a roundabout and roadway connection at Peterson Place. Reviewed as part of the Transportation Element update so any changes are consistent with the City's broader mobility framework.

*Public testimony specific to this proposal will be taken with the Transportation Element.*

Heard in Hearing 05 (Oct 21)

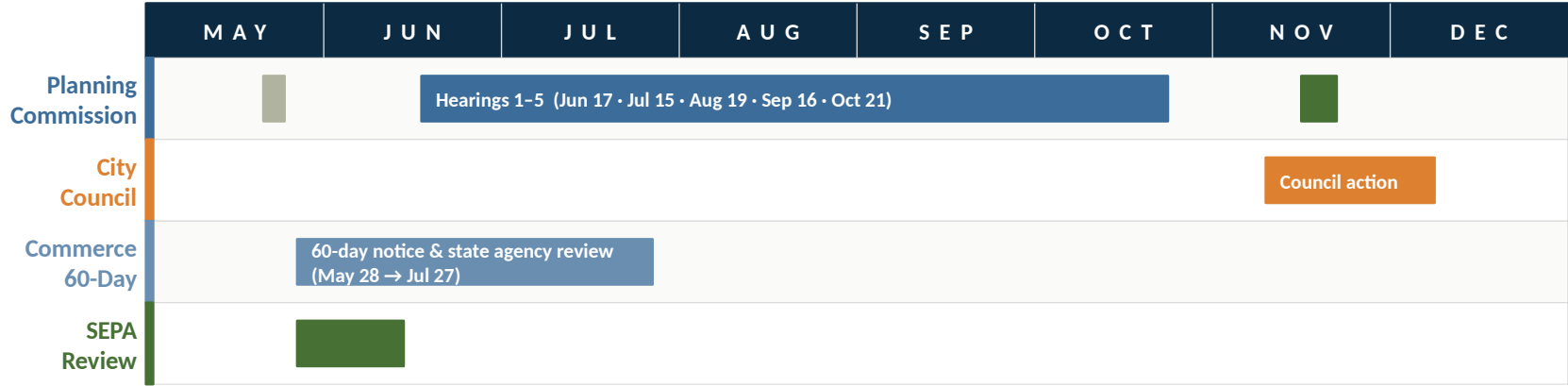
# Review and adoption — November & early December 2026

Council reviews the Planning Commission's recommendation, holds its own public hearing, and takes final action by ordinance. Council meets the 2nd and 4th Tuesdays of the month, 6:00 p.m.

<b>Nov 10</b>	<b>Nov 24</b>	<b>Dec 8</b>
<b>Council Briefing</b>  Staff presents the Planning Commission's emerging recommendation; Council discussion; first reading of adopting ordinance introduced.	<b>Council Public Hearing</b>  Formal Council public hearing on the comp plan, code amendments, and Peterson Place. Council direction to staff on any amendments.	<b>Council Adoption</b>  Council deliberation on hearing testimony; second reading and final vote on the adopting ordinance. Plan transmitted to Commerce.

**Adoption target:** First half of December 2026, well ahead of the State-mandated periodic update deadline. Dec 8 is the second Tuesday — the regular Council meeting at which the adopting ordinance receives its final vote. The schedule is built to keep all key actions in November and early December.

# All review tracks at a glance



■ Planning Commission hearings     
 ■ City Council action     
 ■ Commerce 60-day review     
 ■ SEPA review

All Planning Commission meetings begin at 5:30 p.m. in Council Chambers. Council meetings begin at 6:00 p.m.

# Three ways to weigh in on the plan

## 01

### Read the Drafts

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Nine of ten chapter drafts are posted online:

[cityofchelan.gov/compplan](http://cityofchelan.gov/compplan)

Transportation Element is still in development and will be posted prior to its public hearing.

Print copies available at City Hall and the Chelan Public Library.

## 02

### Attend a Hearing

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Each of the five Planning Commission hearings (Jun – Oct) includes time for public testimony.

Hearings are held in Council Chambers and broadcast online. No sign-up required.

## 03

### Submit Written Comment

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Email written comments anytime to the Community Development Department.

Written comments received before each hearing are entered into the record.

Comments can address any chapter, code amendment, or the plan as a whole.

T H E P L A N A H E A D

# Questions, Comments, and Discussion

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Comprehensive Plan Update Page

[cityofchelan.gov/compplan](http://cityofchelan.gov/compplan)

**Community Development Department**

City of Chelan · 135 E. Johnson Avenue · Chelan, WA 98816



# City of Chelan

**DRAFT**

TENTATIVE ADVANCED AGENDA  
For Planning Discussion Purposes Only - this is a work in  
progress;  
items are tentative and subject to change.  
May 4, 2026

## May 26, 2026 City Council Meeting

1. Consent Agenda - Collins
  - a. Voucher / Minutes
2. Special Presentations, Proclamations, and Awards
  - a.
3. Public Hearings
  - a. Washington State Department of Health Water Use and Efficiency Goals (Youngren)
4. Motion Considerations
  - a.
5. Administrative Reports
  - a. Ordinance No. 2026-16XX Title 2 Administration and Personnel (McAloon) (L1-3)
  - b. Resolution No. 2026-14XX Council Rules of Procedure (Gallucci) (L1-2)
  - c. Ordinance No. 2026-16XX Procurement Procedure (Evans) (L1-2)
6. Informational Items
  - a. Tentative Advanced Agenda (McAloon)
  - b. Council Committee Reports (Various Councilmembers)
  - c. Contract Intake Log (Gallucci)

## June 02, 2026 City Council Workshop

1. Special Presentations, Proclamations, and Awards
  - a. Main Street Week – June 8-14 (McCardle)
2. Workshop Discussion Items
  - a. Policy Level Discussion and Housing Grant Funding (McAloon/Evans)
  - b. Rate Cost Recovery, City Fees and Licenses (Special Events) (McAloon)
  - c. Comprehensive Plan Discussion (Ajax)

## June 09, 2026 City Council Meeting

1. Consent Agenda
  - a. Voucher / Minutes
2. Special Presentations, Proclamations, and Awards
  - a. Retirement of Outgoing Finance Director Tupling Proclamation (McCardle)
  - b. Boys & Girls Club Seasonal Update (Chavez/McCardle) - CONFIRMED
3. Public Hearings
  - a.
4. Motion Considerations
  - a. Resolution No. 2026-14XX Council Rules of Procedure (Gallucci) (L2-2)
  - b. Ordinance No. 2026-16XX Procurement Procedure (Evans) (L2-2)
5. Administrative Reports
  - a. Ordinance No. 2026-16XX Title 2 Administration and Personnel (McAloon) (L2-3)
6. Informational Items
  - a. Tentative Advanced Agenda (McAloon)
  - b. Council Committee Reports (Various Councilmembers)

- c. Lake Chelan Chamber of Commerce Financial Report (Evans)
- d. Contract Intake Log (Gallucci)

June 23, 2026 City Council Meeting - CANCELLED

June 30, 2026 Council Strategic Retreat

1.

July 14, 2026 City Council Meeting

- 1. Consent Agenda
  - a. Voucher / Minutes
- 2. Special Presentations, Proclamations, and Awards
  - a. Chelan Valley Feral Cat Project (Gallucci)
  - b. Parks & Recreation Professionals Day Proclamation – July 17, 2026
- 3. Public Hearings
  - a.
- 4. Motion Considerations
  - a. Ordinance No. 2026-16XX Title 2 Administration and Personnel (McAloon) (L3-3)
- 5. Administrative Reports
  - a.
- 6. Informational Items
  - a. Tentative Advanced Agenda (McAloon)
  - b. Council Committee Reports (Various Councilmembers)
  - c. Contract Intake Log (Gallucci)

July 28, 2026 City Council Meeting

- 1. Consent Agenda
  - a. Voucher / Minutes
- 2. Special Presentations, Proclamations, and Awards
  - a.
- 3. Public Hearings
  - a.
- 4. Motion Considerations
  - a.
- 5. Administrative Reports
  - a. Public Works Project Status Update (Youngren)
- 6. Informational Items
  - a. Tentative Advanced Agenda (McAloon)
  - b. Council Committee Reports (Various Councilmembers)
  - c. Lake Chelan Chamber of Commerce Financial Report (Evans)
  - d. Lake Chelan Airport Quarterly Report (Evans)
  - d. Contract Intake Log (Gallucci)

Upcoming Topics:

1. Chelan Fire Protection District No. 7 Interlocal Agreement for Fire Protection (McAloon)
2. Chelan County Sheriff's Office Annual Report (McCardle)
3. Public Works Project Status Update - (Skipped Q2) October (Youngren)
4. Lake Chelan Airport Quarterly Reports (Evans)
  - October, Q4 – January 27
6. Lake Chelan Chamber of Commerce Quarterly Update (Steele / McAloon)
  - Confirmed Scheduled Date: August 4, December 1
7. CDRPA / City Joint Meeting (McAloon)
  - September 2026
8. Boys & Girls Club of Snohomish County (Evans) (CONFIRMED Months)
  - September (Recap of Summer), November (Recap of Fall and into Winter)
9. Potential Parking Update

Upcoming Proclamations:

Finance & Accounting Week – September

Arbor Day – Fall

Breast Cancer Awareness Week - October

BARS	Description	2026 Budget	Jan-Apr	May	YTD Totals	Balance
			Totals	1st council - *Pending*		
104-000-000-557-35-41-10	Wages	\$242,000	\$61,568.78	\$8,496.73	\$70,065.51	\$171,934.49
104-000-000-557-35-41-20	Benefits	\$22,000	\$5,987.84	\$98.08	\$6,085.92	\$15,914.08
104-000-000-557-35-41-30	Supplies & Materials	\$6,500	\$1,361.86	\$350.60	\$1,712.46	\$4,787.54
104-000-000-557-35-41-40	Advertisement (Marketing)	\$398,000	\$125,102.35	\$5,888.07	\$130,990.42	\$267,009.58
104-000-000-557-35-41-41	Visitor Center (Building Rent)	\$30,500	\$4,076.00	\$2,038.00	\$6,114.00	\$24,386.00
104-000-000-557-35-41-42	Legal and Professional Fees	\$29,000	\$10,379.00	\$95.00	\$10,474.00	\$18,526.00
104-000-000-557-35-41-43	Permits	\$1,000	\$0.00	\$280.00	\$280.00	\$720.00
104-000-000-557-35-41-44	Utilities	\$12,000	\$1,819.58	\$783.98	\$2,603.56	\$9,396.44
104-000-000-557-35-41-45	Insurance	\$9,000	\$0.00	\$0.00	\$0.00	\$9,000.00
		<b>\$750,000</b>	<b>\$210,295.41</b>	<b>\$18,030.46</b>	<b>\$228,325.87</b>	<b>\$521,674.13</b>

Submission Date	Submitter	City Point of Contact	Company Name	Project Name, Project Number and Document Name if applicable	Term Start Date	Term End Date	Select a Contract Term:	Dollar Value
5/7/2026 13:17	Audrey Cooper	Audrey Cooper	Pacific Engineering & Design	Lakeside Park Mitigation Monitoring and Reporting	5/18/2026	12/31/2026	Original End Date	\$12,500
5/6/2026 11:23	Audrey Cooper	Audrey Cooper	Cascade Central Construction	Lakeside Park Renovation	8/18/2025	5/6/2026	Extended End Date	\$3,830.07
5/5/2026 14:16	Drew Belton	Travis Denham	OpenGov	Asset Management Software. Formerly Cartegraph	4/15/2026	4/14/2027	Auto Renewal	\$15,296.23

## **Parks Department – Memorial Day Weekend Update**

As the City heads into Memorial Day weekend, Parks staff are focused on getting facilities, staffing, and operations ready for the start of the busy season in our waterfront parks.

The RV Park is filling up for the holiday weekend, with all Prime Sites fully booked. There are still standard RV and RV/Tent sites available. We anticipate booking more reservations between now and the holiday weekend as many guests wait for the ten-day forecast before they book a campsite this time of year.

Seasonal marina staff will be working over the holiday weekend to assist with anticipated increases in boat activity. The increase of woody debris on the lake is making its way onto Park beaches and into the Marina. Staff are working to clean up debris as quickly as possible; this will be an ongoing issue this year. City staff are tracking time and expenses associated with the debris removal to seek reimbursement and assistance from WCIA and FEMA. Parks is partnering again this year with Chelan County Natural Resources to offer voluntary watercraft inspections at the Marina. Their inspection team will be set up in the Marina parking lot on select weekends throughout the season.

Phoenix Security will begin their weekend/holiday coverage starting Memorial Day Weekend. Their staff will be onsite at both Don Morse and Lakeside parks to provide a security presence and assist with communicating park rules. Chelan County Sheriff's Office will also have a presence in the parks over the upcoming holiday weekend to support a safe and family-friendly environment in the parks.

Maintenance crews have completed installation of charcoal grills and hot coal bins at both Don Morse and Lakeside parks. A-frame signage will be deployed at all paid parking lot entrances to clearly communicate park rules and parking requirements.

At Lakeside Park, fencing and parking lot striping improvements are nearly complete and will help improve traffic flow. You may notice that the chain link fencing is still on site around the playground and restroom area. Some final punch list items are nearing completion by the contractor in the restroom building and playground. We are also giving certain lawn areas as much time as possible to establish before heavy foot traffic. The goal is to fully reopen the park by Memorial Day weekend at the latest. Some areas of the park will continue to be fenced off after opening to allow plants and grass to establish.

The Parks department is thrilled to have returning parking enforcement staff this season, which reduces training time and builds on relationships established last year. Overall, the Parks department is in a good position heading into the holiday weekend and ready for increased visitation.