



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

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

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.

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

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.

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

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.

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

D. 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.

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

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.

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

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.

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

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.

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

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.

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

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

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

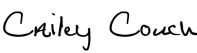
A. None

13. ADJOURNMENT


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

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

**Date Approved:
May 12, 2026**

Signed by:

 D0BFB4938C5D404...

Cailey Couch
Deputy City Clerk

Signed by:

 0BC2617A158B41F...

Erin McCardle
Mayor

Certificate Of Completion

Envelope Id: 7C30599C-DD34-8E68-80A4-223B6FA3B5F2
 Subject: Complete with Docusign: Approved 05/12: CityofChelanMIN_20260414.pdf
 Source Envelope:
 Document Pages: 9
 Certificate Pages: 2
 AutoNav: Enabled
 Envelopeld Stamping: Enabled
 Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Status: Completed
 Envelope Originator:
 Cailey Couch
 135 E Johnson Ave
 Chelan, WA 98816
 caileyc@cityofchelan.gov
 IP Address: 63.142.209.138

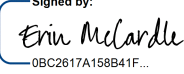
Record Tracking

Status: Original
 5/12/2026 2:44:37 PM
 Holder: Cailey Couch
 caileyc@cityofchelan.gov
 Location: DocuSign

Signer Events

Erin McCardle
 mayor@cityofchelan.us
 Mayor
 City of Chelan
 Security Level: Email, Account Authentication
 (None)

Signature

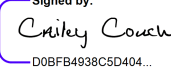
Signed by:

 0BC2617A158B41F...
 Signature Adoption: Pre-selected Style
 Using IP Address: 63.142.215.93
 Signed using mobile

Timestamp

Sent: 5/13/2026 7:00:07 AM
 Viewed: 5/13/2026 7:06:08 AM
 Signed: 5/13/2026 7:06:12 AM

Electronic Record and Signature Disclosure:
 Not Offered via Docusign

Cailey Couch
 caileyc@cityofchelan.gov
 Acting, City Clerk
 City of Chelan
 Security Level: Email, Account Authentication
 (None)

Signed by:

 D0BFB4938C5D404...
 Signature Adoption: Pre-selected Style
 Using IP Address: 63.142.209.138

Sent: 5/13/2026 7:06:14 AM
 Viewed: 5/13/2026 12:49:51 PM
 Signed: 5/13/2026 12:49:57 PM

Electronic Record and Signature Disclosure:
 Not Offered via Docusign

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	5/13/2026 7:00:07 AM
Certified Delivered	Security Checked	5/13/2026 12:49:51 PM
Signing Complete	Security Checked	5/13/2026 12:49:57 PM

Envelope Summary Events	Status	Timestamps
Completed	Security Checked	5/13/2026 12:49:57 PM

Payment Events	Status	Timestamps
-----------------------	---------------	-------------------