



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

MOTION:	Move to approve the Consent Agenda.
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

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).

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

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.

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

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).

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

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.

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

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.

MOTION:	Move to authorize the Mayor to finalize and execute the Washington State Council of County and City Employees (WSCCCE) Memorandum of Understanding – Standby Radius.
MOVER:	Councilmember Tim Hollingsworth
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.

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.

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

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.

MOTION:	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.
MOVER:	Councilmember Tim Hollingsworth
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

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.

MOTION:	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.
MOVER:	Councilmember Tim Hollingsworth
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

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

MOTION:	Move to adjourn.
MOVER:	Councilmember Jon Higgins
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

The meeting was adjourned at 7:35 P.M.

**Date Approved:
May 12, 2026**

Signed by:
Cailey Couch
D0BFB4938C5D404...

Cailey Couch
Deputy City Clerk

Signed by:
Erin McCardle
0BC2617A158B41F...

Erin McCardle
Mayor

Certificate Of Completion

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 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:
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 135 E Johnson Ave
 Chelan, WA 98816
 caileyc@cityofchelan.gov
 IP Address: 63.142.209.138

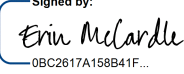
Record Tracking

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 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

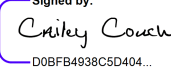
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Timestamp

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 Viewed: 5/13/2026 7:05:49 AM
 Signed: 5/13/2026 7:05:54 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

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Electronic Record and Signature Disclosure:
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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
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Certified Delivered	Security Checked	5/13/2026 12:50:03 PM
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Payment Events	Status	Timestamps
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