



City of Chelan

**City Council Meeting
May 26, 2026**

COUNCIL AND ADMINISTRATIVE PERSONNEL PRESENT

Mayor:

Erin McCardle

Councilmembers:

Agustin Benegas

Brad Chitty

Shane Collins

Jon Higgins

Tim Hollingsworth

Cesar Rivera-Vargas

Terry Sanders

Administrative Personnel:

City Administrator Laura McAloon

City Attorney Quentin Batjer

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

Public Works City Engineer Travis Denham

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

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

2. AGENDA CHANGES

Switched Item No. 12. Closed Session with Item No. 13 Adjournment.

3. CITIZEN COMMENTS

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

Andrew Manos, resident of Tacoma, voiced his concerns regarding the two parking stalls located at Lakeside Lodge and Suites, as a resident of the Lakeside Villa.

4. CONSENT AGENDA

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

A. May 26, 2026 Accounts Payable Checks and EFT's & Payroll Checks and EFT' s

May 26, 2026 Payroll Checks No. 103257 - 103265 & EFT's and Direct Deposits totaling \$323,075.42 and Accounts Payable Checks No. 212944 - 213025 & EFT' s totaling

\$1,485,286.60 and Void Check No. 212806 / RE-Issue and Invoice Check No. 212839 - Check issued to wrong vendor totaling \$0.00.

B. May 12, 2026 Council Meeting Minutes

MOTION:	Move to approve the Consent Agenda.
MOVER:	Councilmember Shane Collins
SECONDER:	Councilmember Tim Hollingsworth
AYES:	Councilmember Terry Sanders, Councilmember Agustin Bengas, Councilmember Brad Chitty, Councilmember Jon Higgins, Councilmember Cesar Rivera-Vargas, Councilmember Tim Hollingsworth, Councilmember Shane Collins
NAYS:	None
RESULT:	Passed

5. SPECIAL PRESENTATIONS, PROCLAMATIONS, AND AWARDS

A. Small Business Administration’s (SBA) Office of Disaster Recovery Presentation (Todd Broadman, Public Affairs Specialist – Field Operations Center West)

Todd Broadman, Public Affairs Specialist, visited the City to inform business owners that the Small Business Administration (SBA), in coordination with FEMA, is offering a low-interest federal disaster loan to Washington State businesses, private nonprofit (PNP) organizations and residents affected by severe storms, straight-line winds, flooding, landslides, and mudslides occurring December 5 – 19, 2025.

6. PUBLIC HEARINGS

A. Washington State Department of Health Water Use and Efficiency Goals

The Public Hearing opened at 5:31 p.m.

Public Works Director Youngren provided the staff report sharing the proposed Water Use and Efficiency Goal is to reduce average daily per capita consumption by ten (10) gallons within five (5) years through customer outreach, efficient irrigation practices, and waste elimination. The City's ongoing progress toward this goal includes billing inserts directing customers to conservation resources on the City website.

No public testimony was given.

The Public Hearing closed at 5:36 p.m.

7. MOTION CONSIDERATIONS

A. Ardurra Group Additional Services Addendum No. 2 to Task Authorization No. 1 for the Lift Station No. 1 Upgrades Project

Public Works Director Youngren presented the Additional Services Addendum No. 2 to Task Authorization No. 1 for the Lift Station No. 1 Upgrades. The project encountered a series of technical, regulatory, and site-specific challenges during design, including the discovery of contaminated soils that required coordination with the Washington State Department of Ecology, as well as additional structural, site layout, generator relocation, instrumentation, stormwater, and City-directed design modifications that were not included in the original scope.

MOTION:	Move to authorize the Mayor to finalize and execute the Ardurra Group Additional Services Addendum No. 2 to Task Authorization No. 1 for the Lift Station No. 1 Upgrades Project.
MOVER:	Councilmember Terry Sanders
SECONDER:	Councilmember Agustin Bengas
AYES:	Councilmember Terry Sanders, Councilmember Agustin Bengas, Councilmember Brad Chitty, Councilmember Jon Higgins, Councilmember Cesar Rivera-Vargas, Councilmember Tim Hollingsworth, Councilmember Shane Collins
NAYS:	None
RESULT:	Passed

B. RH2 Engineering, Inc. Amendment No. 1 to Task Authorization No. 15 for the Washington Booster Pump Station Improvements

Public Works Director Youngren presented Amendment No. 1 to Task Authorization No. 15. This amendment will complete the preliminary design report, evaluate the bypass pumping configurations, refine hydraulic modeling and system demands, assess control and telemetry improvements between the Washington Booster Pump Station and Fire Pump Station, and advance the 60-percent design plans.

MOTION:	Move to authorize the Mayor to finalize and execute the RH2 Engineering, Inc. Amendment No. 1 to Task Authorization No. 15 for the Washington Booster Pump Station Improvements.
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MOVER:	Councilmember Tim Hollingsworth
SECONDER:	Councilmember Brad Chitty
AYES:	Councilmember Terry Sanders, Councilmember Agustin Bengas, Councilmember Brad Chitty, Councilmember Jon Higgins, Councilmember Cesar Rivera-Vargas, Councilmember Tim Hollingsworth, Councilmember Shane Collins
NAYS:	None
RESULT:	Passed

C. Bayley Construction, LP Change Order No. 1 of the Contractor Agreement for the City of Chelan Recycling Center Replacement Project

Public Works Director Youngren shared Change Order No. 1 to the Contractors Agreement authorizes the early engagement of Mechanical, Electrical, and Plumbing (MEP) and metal building subcontractors to support design development, establish defensible construction pricing for insurance claim negotiations, and begin procurement activities to maintain the project schedule.

MOTION:	Move to authorize the Mayor to finalize and execute Bayley Construction, LP Change Order No. 1 of the Contractor Agreement for the City of Chelan Recycling Center Replacement Project.
MOVER:	Councilmember Tim Hollingsworth
SECONDER:	Councilmember Jon Higgins
AYES:	Councilmember Terry Sanders, Councilmember Agustin Bengas, Councilmember Brad Chitty, Councilmember Jon Higgins, Councilmember Cesar Rivera-Vargas, Councilmember Tim Hollingsworth, Councilmember Shane Collins
NAYS:	None
RESULT:	Passed

D. Ardurra Group, Inc. Additional Services Addendum No. 4 for the SR150 Sewer Main Replacement Project

Public Works Director Youngren presented Additional Services Addendum No. 4 to the State Route 150 Sewer Main Replacement Project. This addendum authorizes Plateau

CRM, a sub-consultant, to continue required archaeological monitoring through project completion and prepare the required final report for the Department of Archaeology and Historic Preservation (DAHP). The additional archaeological monitoring services are to meet regulatory requirements and support continued construction under extended work schedules.

MOTION:	Move to authorize the Mayor to finalize and execute the Ardurra Group, Inc. Additional Services Addendum No. 4 for the SR150 Sewer Main Replacement Project.
MOVER:	Councilmember Agustin Bengas
SECONDER:	Councilmember Shane Collins
AYES:	Councilmember Terry Sanders, Councilmember Agustin Bengas, Councilmember Brad Chitty, Councilmember Jon Higgins, Councilmember Cesar Rivera-Vargas, Councilmember Tim Hollingsworth, Councilmember Shane Collins
NAYS:	None
RESULT:	Passed

E. Washington State Department of Transportation (WSDOT) Local Agency Agreement for the Apple Blossom Trail

Public Works Director Youngren presented the Local Agency Agreement for the Apple Blossom Trail. This agreement authorizes the City to access federal highway funds awarded through the Chelan Douglas Transportation Council (CDTC) for preliminary engineering of the Woodin Avenue Pedestrian Extension project. Execution of the agreement with the Washington State Department of Transportation (WSDOT) is required to secure and preserve the federal funding, which is administered on behalf of the Federal Highway Administration (FHWA).

MOTION:	Move to authorize the Mayor to finalize and execute the Washington State Department of Transportation (WSDOT) Local Agency Agreement for the Apple Blossom Trail.
MOVER:	Councilmember Tim Hollingsworth
SECONDER:	Councilmember Agustin Bengas
AYES:	Councilmember Terry Sanders, Councilmember Agustin Bengas,

	Councilmember Brad Chitty, Councilmember Jon Higgins, Councilmember Cesar Rivera-Vargas, Councilmember Tim Hollingsworth, Councilmember Shane Collins
NAYS:	None
RESULT:	Passed

8. ADMINISTRATIVE REPORTS

A. Resolution No. 2026-14XX 2027-2032 Six-Year Transportation Improvement Program

Public Works Director Youngren led discussion of the draft 2027–2032 STIP, noting the proposed program includes four recurring annual projects and ten capital projects and studies over the six-year period. Projects are organized around four priority themes: enhancing pedestrian safety, preservation of existing pavements, easing traffic congestion, and development of new walking and biking pathways.

B. Response to Residents Coalition of Chelan County (RC3) Regarding Short Term Rental Cap

Community Development Director Ajax provided Council with a memo responding to concerns raised by the Residents Coalition of Chelan County (RC3), building on discussion from the April 7, 2026 workshop. The memo acknowledges shared concerns regarding housing supply, workforce challenges, and affordability, but explains that supporting research does not fully align with Chelan’s specific conditions. It outlines key areas where the analysis differs and recommends a targeted cap on STR conversions in select zones rather than a blanket cap.

Lynette Grandy, resident of Chelan, inquired if the Planning Commission reviewed the emails regarding the STRs.

Brian Patterson, resident of Manson and the President of RC3, thanked Community Development Director Ajax for the letter and expressed appreciation for the ongoing dialogue. He acknowledged the City and RC3 do not share the same position but stated that RC3 will continue engaging with the community to raise awareness and support further discussion.

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 Liaison Reports (Various Councilmembers)

C. Contract Intake Log (City Clerk Gallucci)

10. CITY ADMINISTRATOR AND DEPARTMENT REPORTS

City Administrator McAloon

She noted a correction to the Tentative Advanced Agenda, indicating Title 2 updates will be presented in July rather than June 9, 2026. She sought Council's direction on potential development of an outdoor ice rink.

City Attorney Batjer

None.

Deputy City Clerk Couch

None.

Community Development Director Ajax

None.

Finance Director Evans

Reported that staff are finalizing the City's annual report, including components for the airport and sewer district, and are preparing the budget schedule for staff and Council. She also noted that recruitment is underway to fill a front desk vacancy, with the position posted internally and expected to open to the public the week of June 1, 2026.

HR/Communications Director Coltman

Provided an update on cybersecurity efforts following a recent Chelan County ransomware incident. The City has implemented enhanced training tools, including Knowbe4, a cybersecurity program, launched this month, featuring phishing simulations and micro-learning opportunities for staff. He also reported on coordination with the Chelan County Sheriff's Office to provide de-escalation training for staff interacting with the public, particularly in situations involving behavioral or mental health challenges.

Parks and Recreation Director Cooper

Shared a recap of Memorial Day weekend, noting parks experienced high but manageable use levels. She reported that Allied Security has assumed operations of the Phoenix Security business. A ribbon cutting ceremony is scheduled for June 15, 2026 at 6:00 p.m. She also noted the City was awarded funding through the Clean Vessel Act via Washington State Parks for ongoing operation and maintenance of the pump-out station, with a funding agreement expected in June. Additionally, the final report from the National Golf Foundation (NGF) Consulting is anticipated soon, with discussion to follow.

Public Works Director Youngren

Director Youngren highlighted the upcoming Touch-a-Truck event on Emerson Street, with approximately 240 Morgen Owings Elementary students expected to attend. He also reported that Emerson Street sidewalk project is complete, with next steps including solicitation for curb and Americans with Disabilities Act (ADA) ramp improvements.

Chelan County Sargeant Huddleston

Provided a recap of Memorial Day weekend operations, highlighting activity, public safety coordination, including response to a shooting incident and impacts from a computer system outage. He also noted time spent supporting the City Parks operations and the significant park improvements with strong performance from Allied Security.

11. MAYOR AND COUNCIL COMMENTS

Mayor McCardle

Thanked Lynette Grandy for her comment tonight, acknowledging the level of effort, passion, and engagement she has contributed. She also recognized Brian Patterson noting his willingness to engage in respectful and meaningful discussion despite differing viewpoints, and acknowledged the significant work involved in the STR topic. She further addressed comments made on social media, expressing concern that they undermine the credibility of the Council.

Councilmember Benegas

He echoed prior comments and shared appreciation towards City staff, particularly Public Works Director Youngren, for the work related to the Apple Blossom funding.

Councilmember Chitty

Expressed appreciation for the public comment and thoughtful discussion with Community Development Director Ajax.

Councilmember Collins

Thanked Lynette Grandy, Brian Patterson, and John Olson for their participation tonight. He also thanked Public Works Director Youngren and encouraged continued engagement with the Parks and Recreation Advisory Board, and City staff regarding ongoing discussions. He noted the additional perspectives are valuable. He also provided a brief recap of Memorial Day weekend and commented positively on how construction projects were completed in advance.

Councilmember Higgins

Echoed earlier comments, commending the Sheriff's Department and thanking City staff, including Public Works Director Youngren and Community Development Director Ajax, for their information and responsiveness.

Councilmember Hollingsworth

Echoed appreciation for the evening’s discussions, thanking City staff for their responsiveness. He shared positive feedback received from the public regarding Memorial Day weekend, including comments about the Lakeside Trail, park conditions, restroom facilities, barbecue amenities, and the presence of security.

Councilmember Rivera-Vargas

Thanked City staff for their work and the Sheriff’s Office for their quick response to recent incidents.

Councilmember Sanders

Thanked attendees for public comment and acknowledged City staff efforts related to the STR discussion. He also noted Chelan High School student participation in the meeting tonight.

13. ADJOURNMENT

MOTION:	Motion to adjourn the meeting.
MOVER:	Councilmember Jon Higgins
SECONDER:	Councilmember Brad Chitty
AYES:	Councilmember Terry Sanders, Councilmember Agustin Bengas, Councilmember Brad Chitty, Councilmember Jon Higgins, Councilmember Cesar Rivera-Vargas, Councilmember Tim Hollingsworth, Councilmember Shane Collins
NAYS:	None
RESULT:	Passed

12. CLOSED SESSION

- A. RCW 42.30.140(4)(b) provides the Open Public Meetings Act does not apply to that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress. – No Final Action will be taken (City Attorney Batjer)

The meeting was adjourned at 7:26 P.M.

Date Approved:
June 09, 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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Cailey Couch

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Chelan, WA 98816

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Erin McCardle

mayor@cityofchelan.us

Mayor

City of Chelan

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Cailey Couch

caileyc@cityofchelan.gov

Acting, City Clerk

City of Chelan

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Payment Events	Status	Timestamps