



City of Chelan

**City Council Meeting
August 11, 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

Community Development Building Official Casey
Tjeerdsma

Deputy City Clerk Cailey Couch

Community Development Director John Ajax

Finance Director Heidi Evans

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

None.

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. August 11, 2026 Accounts Payable Checks and EFT's & Payroll Checks and EFT' s

August 11, 2026 Payroll Checks No. 103307 - 103319 EFT' s & Direct Deposits totaling
\$546,558.67 and Accounts Payable Checks No. 213385 - 213473 & EFT's totaling
\$494,435.65

B. July 28, 2026 Regular Council Meeting Minutes

C. August 4, 2026 Special Workshop Council Meeting Minutes

MOTION:	Move to approve the consent agenda.
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.

5. SPECIAL PRESENTATIONS, PROCLAMATIONS, AND AWARDS

A. Housing Authority of Chelan County & the City of Wenatchee Presentation

Executive Director Sasha Sleiman provided an overview of the Housing Authority of Chelan County and the City of Wenatchee, highlighting its affordable housing programs and efforts to serve seniors, low-income families, and agricultural workers throughout the region. She discussed challenges applicants face due to program requirements and regulations, as well as ongoing efforts to increase public awareness of available housing resources. Future initiatives include a new online resident services platform, preservation and expansion of affordable housing opportunities, and continued exploration of workforce housing solutions.

6. PUBLIC HEARINGS

A. None

7. MOTION CONSIDERATIONS

A. U.S. Department of Transportation Federal Aviation Administration Grant Offer for Airport Improvement Program (AIP) Project No. 3-53-0013-019-2026

City Administrator McAloon reported the City applied for Federal Aviation Administration (FAA) Airport Improvement Program (AIP) funding to complete a supplemental update to the Lake Chelan Airport Master Plan. The grant supports additional analysis of aircraft operations, public outreach, and updates to the Airport Layout Plan to ensure future airport improvements align with current FAA requirements, environmental considerations, and long-term operational needs. The total project cost is estimated at \$459,800, with the

FAA funding \$418,000 and the remaining local match shared among WSDOT Aviation, the Chelan Douglas Regional Port Authority, and the City.

MOTION:	Move to authorize the City Administrator as Airport Manager to execute and accept FAA Grant Offer for Airport Improvement Program (AIP) Project No. 3-53-0013-019-2026.
MOVER:	Councilmember Shane Collins
SECONDER:	Councilmember Terry Sanders
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. Resolution No. 2026-1486 Education Service Center has The Interlocal Purchasing System (TIPS) Purchasing Co-op Interlocal

Parks and Recreation Director Cooper presented The Interlocal Purchasing System (TIPS), a cooperative purchasing program administered by Region 8 Education Service Center in Texas. The program provides access to competitively solicited vendor contracts and purchasing services designed to improve procurement efficiency and help public agencies obtain best-value pricing. Noting participation does not obligate the City to make purchases through TIPS but provides an additional procurement tool when it is cost-effective and consistent with applicable purchasing requirements.

MOTION:	Move to adopt Resolution No. 2026-1486.
MOVER:	Councilmember Terry Sanders
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
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8. ADMINISTRATIVE REPORTS

A. Resolution No. 2026-14XX Affordable Housing Grant Funding Policy

Finance Director Evans continued discussion of the City's Housing Grant Funding Program and presented a substantially revised policy and application developed in response to feedback from Council, affordable housing organizations, and the City Attorney. She also reviewed the Affordable Housing Fund's revenue sources, noting that state-shared housing tax revenues have the greatest spending restrictions, while developer and Council-designated contributions provide greater flexibility to support local housing initiatives.

B. Life Safety Inspection Vault Fire Professional Services Agreement for Fire Protection Inspections

Building Official Tjeerdsma introduced Jim Ribail, Vice President of LIV (Life Safety Inspection Vault), who provided an overview of the platform for receiving fire and life safety inspection reports. The system provides centralized management of third-party and fire department inspections, compliance tracking, permit records, and deficiency reporting, while improving communication between property owners, contractors, and the City. Staff noted that there is no direct cost to the City, as platform fees are paid by inspection contractors.

9. INFORMATIONAL ITEMS

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

A. Tentative Advanced Agenda

B. Contract Intake Report

10. CITY ADMINISTRATOR AND DEPARTMENT REPORTS

City Administrator McAloon

Noted Todd Higley has assumed the role of Interim Operations Manager at the Lake Chelan Airport. He is working with City staff to develop standard operating procedures and plans to meet with airport tenants to maintain open communication, improve operations, and achieve full compliance. In addition, she reported the sole bid received for the library project exceeded the engineer's estimate by approximately \$100,000. After discussions with the bidder, staff determined that substantial risk contingencies had been built into the proposal. To better evaluate project conditions and prepare a more competitive bid package, staff authorized exploratory work not to exceed \$5,000. The evaluation is expected to be completed by the end of the week.

City Attorney Batjer

None.

Community Development Director Ajax

Reported the Chelan River Heights project application has been submitted and is currently under review, representing progress toward additional affordable housing opportunities.

Finance Director Evans

Reported that staff is currently focused on preparation and development of the City's 2027 budget.

Parks and Recreation Director Cooper

Shared there are two greenkeeper positions open at the municipal golf course, noting challenges in filling the vacancy during the mid-season. Reported the smoke conditions continue to affect operations across multiple departments. Staff has established procedures to follow regarding the request for cancelation at the City's RV park due to the smoke. Lastly, reviewed the proposed agenda for the upcoming Parks and Recreation Advisory Board meeting next week.

Public Works Director Youngren

None.

Sargent Huddleson

Provided a summary of law enforcement and emergency response activities during the previous three (3) weeks, including support for wildfire response efforts. He shared the Marine Unit 2 is ready for activity on the water, but there has been limited water activity due to the fire, and the department has reassigned the marine patrol officer to City enforcement activities. Lastly, noted that Sheriff Morrison approved 32 hours of overtime enforcement to address bridge jumping concerns and enhance public safety in the area.

11. MAYOR AND COUNCIL COMMENTS

Mayor McCardle

Thanked first responders for their efforts during the wildfire response and noted that a fire camp accommodating approximately 200 to 250 personnel would be established within the city limits the following week. She also encouraged feedback from councilmembers on the Association of Washington Cities' (AWC) legislative priorities. Additionally, she shared concerns from local businesses, noting that August bookings were significantly lower than normal during what is typically the peak tourism season.

Councilmember Benegas

Expressed gratitude that many residents still have their homes, while recognizing that others have experienced losses due to the fires. He also inquired about the status of park benches and whether any funding remains available.

Councilmember Chitty

Thanked first responders and the Sheriff's Office for their hard work during a difficult time for the community. He provided a recap of the recent jail tour and discussed ongoing concerns related to bridge jumping, expressing support for the installation of a physical barrier to improve safety.

Councilmember Collins

Shared a recap of the recent community fire meeting, and his tour of the Chelan Regional Justice Center tour.

Councilmember Higgins

Thanked Vickie Carr and Sasha Sleiman, and Jim Ribail for their presentations, and also expressed appreciation to first responders and City staff for their continued efforts.

Councilmember Hollingsworth

Encouraged residents to support local businesses that have been impacted by the wildfire and thanked the Sheriff's Office for their service. He also requested information regarding refund policies for activities affected by smoky conditions.

Councilmember Rivera-Vargas

Thanked first responders for their efforts over the past three (3) weeks and gave special recognition to the Entiat Hotshots for their work on the fire response.

Councilmember Sanders

Thanked Jim for his presentation and expressed support for those affected by the wildfire. He also thanked community members for remaining informed and engaged throughout the incident and commended the Housing Authority presentation, noting the significant regulatory challenges involved in developing housing projects. He concluded by sharing that August would be his final month serving on the Council, as he will be moving outside the city limits.

12. EXECUTIVE SESSION

None.

13. ADJOURNMENT

MOTION:	Move to adjourn the meeting.
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

The meeting was adjourned at _____
P.M.

Date
Approved:

Cailey Couch
Deputy City Clerk

Erin McCardle
Mayor