

**CITY OF CHELAN
CITY COUNCIL AGENDA**

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

2. AGENDA CHANGES

3. CITIZEN COMMENTS

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

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 August 25, 2026 Accounts Payable Checks and EFT's & Payroll Checks and EFT' s (Councilmember Higgins)

B. Approve the August 11, 2026 Regular Council Meeting Minutes (Deputy City Clerk Couch)

C. Resolution No. 2026-1487 Washington State Department of Health Water Use and Efficiency Goals (Public Works Director Youngren)

5. SPECIAL PRESENTATIONS, PROCLAMATIONS, AND AWARDS

A. Our Valley Our Future Update (Rachel Evey, Executive Director / Mayor McCardle)

6. PUBLIC HEARINGS

A. None

7. MOTION CONSIDERATIONS

A. Resolution No. 2026-1488 Affordable Housing Grant Funding Policy (Finance Director Evans)

B. Ardurra Group Additional Services Addendum No. 3 for Construction Management Agreement for CC-1 Lift Station (Public Works Director Youngren)

C. Chelan Luxury Garages, LLC Relinquishment of Easement (Public Works Director Youngren)

D. Chelan Luxury Garages, LLC Dedication of Right of Way (Public Works Director Youngren)

E. Chelan Luxury Garages, LLC Sewer and Water Utility Easement (Public Works Director Youngren)

F. KRCL, LLC Change Order No. 2 to the Lakeside Trail Project (Public Works Director Youngren)

G. USDA Forest Service Emergency Facilities and Land Use Agreement (City

Administrator McAloon)

- H. Noble Strategies LLC dba Tower Consulting Additional Services Addendum No. 4 and Additional Services Addendum No. 5 to the Master Client Services Agreement for Assistance with Grants and Funding Applications (City Administrator McAloon)
- I. Chelan County Regional Justice Center Interlocal Agreement for Inmate Housing (Regional Justice Center Director Sharp / City Administrator McAloon)

8. ADMINISTRATIVE REPORTS

- A. 2027 Legislative Priorities (City Administrator McAloon)
- B. Athletic Field Use and Fees Policy (Parks and Recreation Director Cooper)

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)
- D. Lake Chelan Chamber of Commerce Financial Report (Finance Director Evans)

10. CITY ADMINISTRATOR AND DEPARTMENT REPORTS

11. MAYOR AND COUNCIL COMMENTS

12. EXECUTIVE SESSION

- A. None

13. 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 Workshop on September 01, 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

**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

Subject/Title: Resolution No. 2026-1487 Washington State Department of Health Water Use and Efficiency Goals (Public Works Director Youngren)

Department: Public Works

Staff Contact: Jake Youngren

Guiding Principles: Healthy & Sustainable

Initiatives: Modernize Resource

Reviewed By: City Administrator, City Attorney and Finance Director

Number of Looks: Look No. 2 of 2

PREVIOUS ACTION TAKEN

The last Water Use Efficiency (WUE) goals were reviewed in 2019. A public hearing was held on May 26, 2026.

OVERVIEW

WAC 246-290-830 requires the elected governing body of a public water system to establish Water Use Efficiency (WUE) goals that are measurable and have a defined timeframe. On April 23, 2019, Council established the City's WUE goals as follows:

- Supply Side Goal to maintain distribution system leakage below 10 percent
- Demand Side Goal to reduce average day demand by 5 percent by December 31, 2024

The 2024 Demand Side Goal had expired and updated goals are required. The proposed updated Demand Side Goal is to reduce average daily per capita consumption by 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's website. Please refer to the attached WUE Goal document (Exhibit A) and conservation tips document (Exhibit B) for full details.

A public hearing on this item was held on May 26, 2026. No further public hearing is required prior to adoption. Council is now being asked to formally adopt the resolution

establishing the updated goals.

FINANCIAL IMPLICATIONS

None anticipated. Implementation of demand-side measures is expected to be minimal in cost and consistent with existing operations.

ATTACHMENTS

1. Resolution No. 2026-1487

SUGGESTED MOTION

I move to adopt Resolution No. 2026-1487.

RESOLUTION NO. 2026-1482

A RESOLUTION OF THE CITY OF CHELAN, WASHINGTON, ESTABLISHING UPDATED WATER USE EFFICIENCY (WUE) GOALS FOR THE CITY'S PUBLIC WATER SYSTEM PURSUANT TO WAC 246-290-830.

WHEREAS, WAC 246-290-830 requires the elected governing body of a public water system to establish Water Use Efficiency (WUE) goals that are measurable and have a defined timeframe; and

WHEREAS, on April 23, 2019, the City Council established the City's WUE goals, consisting of a Supply Side Goal to maintain distribution system leakage below ten percent (10%), and a Demand Side Goal to reduce average day demand by five percent (5%) by December 31, 2024; and

WHEREAS, the Demand Side Goal established in 2019 expired on December 31, 2024, and WAC 246-290-830 requires the City to establish an updated, measurable Demand Side Goal with a defined timeframe; and

WHEREAS, City staff have prepared an updated Demand Side Goal to reduce average daily per capita consumption by ten (10) gallons within five (5) years, to be achieved through customer outreach, efficient irrigation practices, and elimination of water waste, as more fully described in Exhibit "A", attached hereto; and

WHEREAS, the City is making ongoing progress toward this goal, including through billing inserts directing customers to water conservation resources on the City's website, as more fully described in Exhibit "B", attached hereto;

NOW THEREFORE THE CITY COUNCIL OF THE CITY OF CHELAN, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. Supply Side Goal. The City Council hereby reaffirms the City's Supply Side Goal to maintain distribution system leakage below ten percent (10%).

Section 2. Demand Side Goal. The City Council hereby establishes an updated Demand Side Goal to reduce average daily per capita water consumption by ten (10) gallons within five (5) years of the effective date of this resolution, to be achieved through customer outreach, efficient irrigation practices, and elimination of water waste, as more fully described in Exhibit "A", attached hereto and incorporated herein by reference.

Section 3. Progress Reporting. The City's ongoing and future progress toward the Demand Side Goal, including customer education and outreach materials, shall be documented and made available as described in Exhibit "B", attached hereto and incorporated herein by reference.

Section 4. Severability. If any section, sentence, clause, or phrase of this resolution should be 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 resolution.

ADOPTED by the City Council of the City of Chelan, Washington, this 25th day of August, 2026.

ATTEST/ AUTHENTICATED:

ADOPTED:

Cailey Couch, Acting City Clerk

Erin McCardle, Mayor

APPROVED AS TO FORM:

By: _____
Quentin Batjer, City Attorney

Exhibit A

Water use efficiency goal

Customer WUE Goal (Demand Side):

Working with customers to conserve water by eliminating waste, upgrading efficient irrigation systems, and watering only when and as needed for optimal landscape health. Within 5 years, reduce average daily per capita consumption by 10 gallons.

Customer (Demand Side) Goal Progress:

We are sending letter heads out in our billing with directions to our website on how to spot waste, adjust irrigation timing, and use of efficient equipment, with quick and easy to follow tips.

10 Easy Ways to Conserve Water

Adjust your irrigation schedule

1

Water between 5 a.m. and 9 a.m. to reduce evaporation and follow the City's recommended schedule.

Water at night wisely

2

Nighttime watering keeps lawns damp without affecting growth. Avoid irrigation from 9 a.m. to 5 p.m.

Don't overwater your lawn

3

Overwatering wastes water and money and causes unnecessary plant stress.

Follow the 1-inch rule

4

One inch of water per week keeps most grass types healthy throughout the summer.

Plant drought-tolerant species

5

Choose native plants and grasses suited to the Chelan Valley climate.

Don't water pavement

6

Avoid watering sidewalks, driveways, patios, and other impervious surfaces.

Limit use of washing machines

7

Run washers and dishwashers only when full. Avoid operating between 5 a.m. and 11 a.m.

Turn off the tap

8

Don't leave water running while shaving, brushing teeth, rinsing dishes, or preparing food.

Shower instead of bathe

9

Showers use far less water than baths. Keep showers to five minutes or less.

Chill water in the fridge

10

Store drinking water in the refrigerator instead of running the tap until it cools.



COMMUNITY OUTREACH REPORT

JUNE 2026

INTRODUCTION

By Steve Maher, Coordinator of Our Valley Our Future

In October 2025, Our Valley Our Future (OVOF) began the development of the region's third five-year Action Plan, for the years 2027-31. As with the previous two Action Plans, OVOF engaged residents of Chelan and Douglas counties for their assessment of the region and their ideas on how to improve the quality of life for all.

This “community visioning” process, coupled with quantitative data and a trends analysis, is foundational in developing the new Action Plan and serves as a resource for other planning efforts across the region.

This report shares the results from Phase 2: Engaging the Community. OVOF's phased approach to develop the 2027-31 Action Plan is the same process used for the Action Plans published in 2017 and 2022.



In Phase 2, a community survey, interviews, and listening sessions provided answers to key questions:

- What do you value most about living in our valley?
- What is one way you see our valley changing now?
- What is the biggest challenge for the future of our valley?
- What is our valley's greatest strength as a place to live?
- What is our valley's greatest weakness as a place to live?
- What is one 'vision idea' you have for the future of our valley?

For comparative purposes, four of the questions — values, changes, challenges, vision ideas — were asked during the development of the last two Action Plans. Tracking answers helps OVOF and other organizations determine how public perceptions are changing over time.

Now, OVOF is in Phase 3 of developing the 2027-31 Action Plan. The content featured in this report is being utilized by six Action Teams, groups of volunteers that analyze and vet ideas from Phase 2. Action Team members represent multiple sectors and are considered knowledgeable in their field.

Action Teams will turn what residents have told OVOF into actionable projects and programs. Action Teams are organized by OVOF's focus areas:



**SHARED
PROSPERITY**



**SAFE, HEALTHY,
SUPPORTED PEOPLE**



**WELL-PLANNED
REGION**



**EDUCATED AND
INSPIRED PEOPLE**



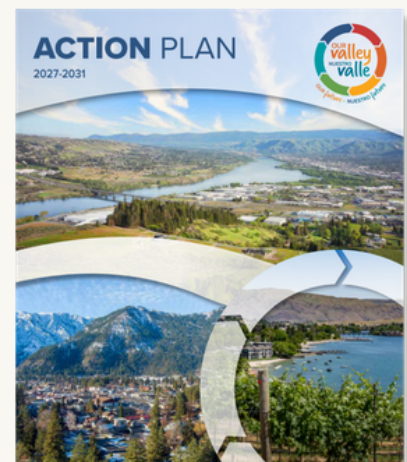
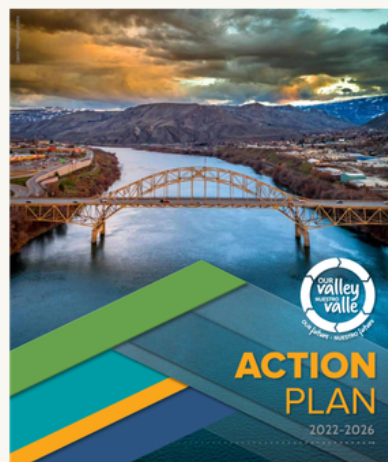
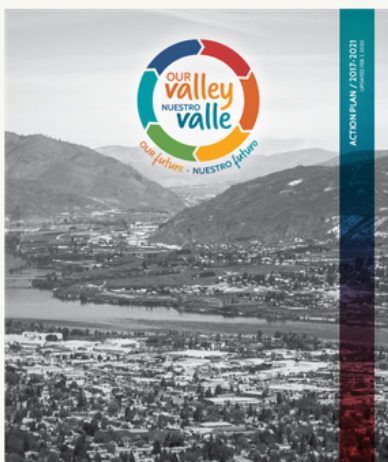
**SUSTAINABLE
ENVIRONMENT**



**INCLUSIVE AND ENGAGED
COMMUNITIES**

During Phase 4, residents will be invited to provide feedback on the recommended projects and programs. Feedback will revise and prioritize the Action Team's recommendations.

The final 2027-31 Action Plan will be released in early 2027.



COMMUNITY PARTICIPATION

To collect information for the 2027-31 Action Plan, Our Valley Our Future engaged Chelan and Douglas County residents through a survey, listening sessions, stakeholder interviews, and community events or meetings.

In total, 2,669 residents were engaged during Phase 2 of the 2027-31 Action Plan development.



701 respondents to the community survey



20 listening sessions with **269** total participants



57 interviews with stakeholders, leaders, and influencers



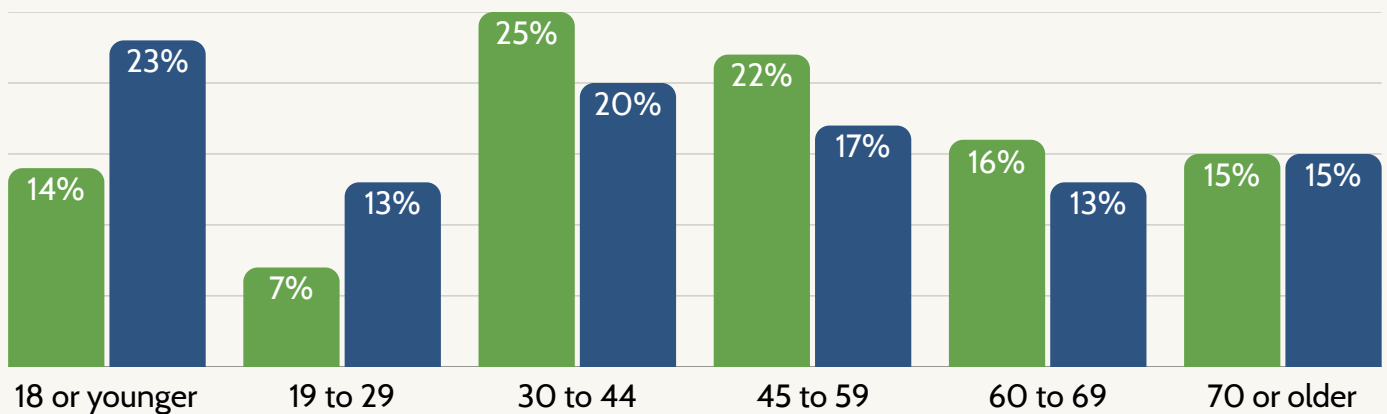
1,647 residents engaged through events and meetings



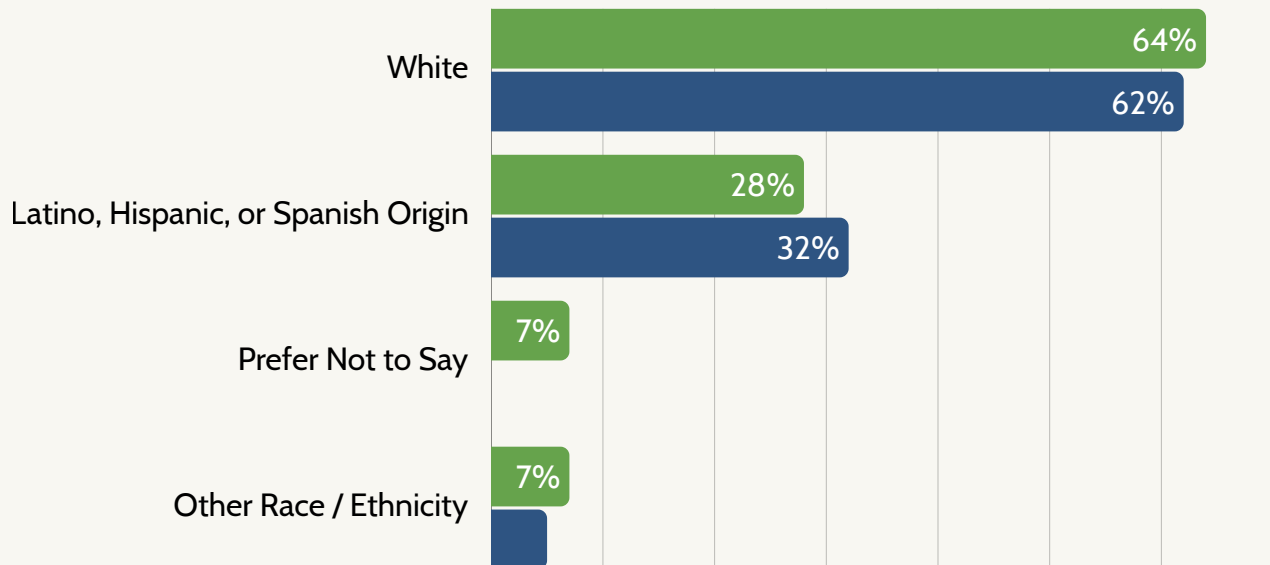
Survey

The community survey opened March 2 and closed May 31. It was provided in English and Spanish. The majority of respondents responded online. Some responded with a paper version through partner organizations.

Aside from those under 30 years old, the age of **Survey Respondents** closely aligns with the population of **Chelan & Douglas Counties**.

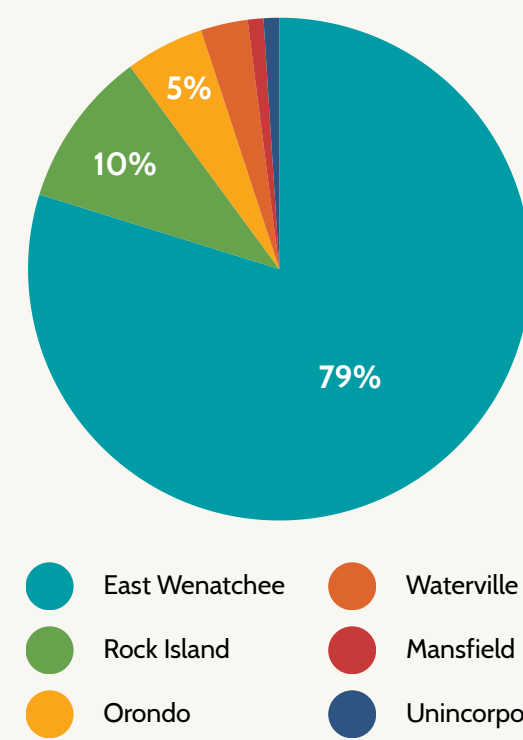
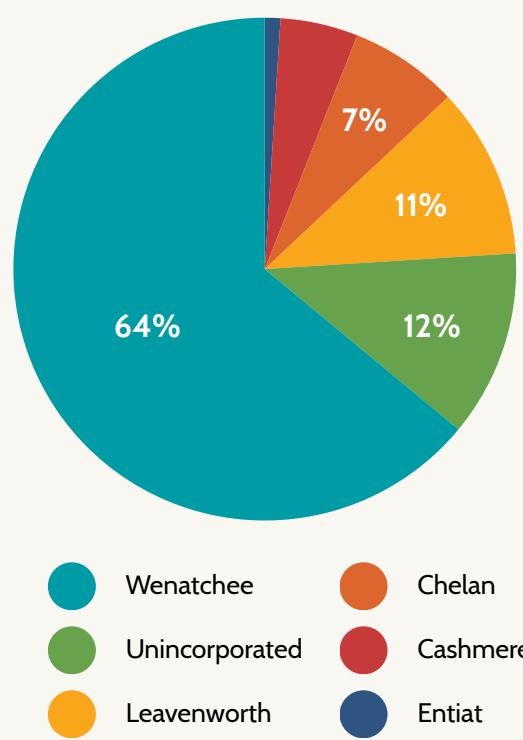
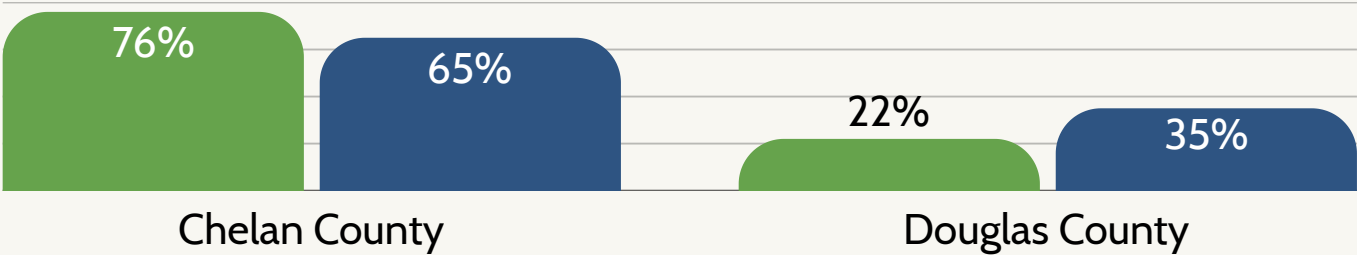


The race / ethnicity of **Survey Respondents** closely aligns with the population of **Chelan & Douglas Counties**.



The total responses equal more than 100 percent as some respondents selected more than one race/ethnicity.

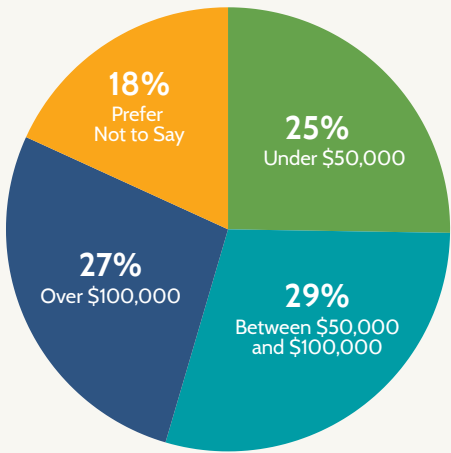
The majority **Survey Respondents** reside in Chelan County, outweighing the general population of **Chelan & Douglas Counties**.



Respondents' Personal Annual Income

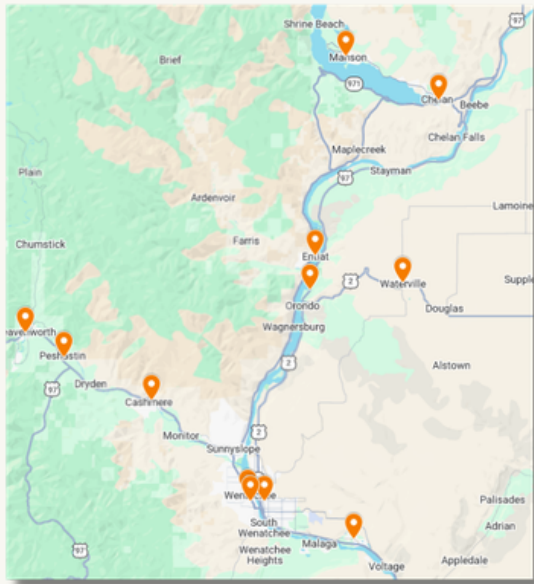
*The average personal income for Chelan & Douglas Counties in 2024 was **\$66,105**.*

U.S. Department of Commerce



Listening Sessions

Our Valley Our Future sought residents' perspective on the region, their individual community, and their experience through 20 listening sessions, conducted in both English and Spanish. Listening sessions were facilitated and hosted across Chelan and Douglas Counties



Place Based Sessions

Cashmere	Orondo
Chelan	Peshastin
East Wenatchee	Rock Island
Entiat	Waterville
Leavenworth	South Wenatchee
Manson	Wenatchee

Communities of Interest

Our Valley Our Future also hosted listening sessions with trusted community partners to connect with groups of residents.

Business Owners	Healthcare Workers	Latino Leaders
College Students	High School Students	Veterans
Farmworkers	Immigrants	Social Service Workers



MAIN FINDINGS

Values Hold Steady

Core community values are the beliefs, principles, and norms that individuals within a community hold in common and care deeply about. They unify community and create a sense of belonging among residents, leading to more effective collaboration and a greater sense of purpose and direction.

Compared to a decade ago when OVOF developed the first Action Plan, the region's values remain the same. The following are the values mentioned the most across the survey, listening sessions, and stakeholder interviews.

Natural Environment

Scenery, open spaces, mountains, rivers, lakes, forests, wildlife, plant life.

Outdoor Recreation Opportunities

Year-round activities for a variety of skillsets, age groups, and income levels.

Community Connectedness

Sense of community, small-town feel, collaboration, cohesion, volunteerism.

Services and Amenities

Affordable utilities, transportation benefits, and arts and culture experiences.

Public Safety

Low crime rates across the region and a general feeling of safety due to the familiarity of people in the community.

Rural-Urban Balance

Residents' appreciation of having both lifestyles present in the region. This is a new core value not mentioned previously.

Change, Change, Change

Residents shared that Chelan and Douglas Counties continue to experience change in several key areas.

Population growth continues to be the most cited change. During the pandemic in 2021, people called attention to an influx of remote workers, younger people, retirees, and visitors. This year, residents talked about growth as something continuous or consistent.

Housing issues remain high on residents' list of changes. Many essential workers and younger people are priced out of the housing market and have considered relocating. In the same vein, residents cited the increase in construction of a variety of housing types.

Discord was cited by residents, rooted in politics, religious influence, lifestyles, and culture. During the pandemic in 2021, discord was definitely present as well but it has morphed and not receded as many hoped.

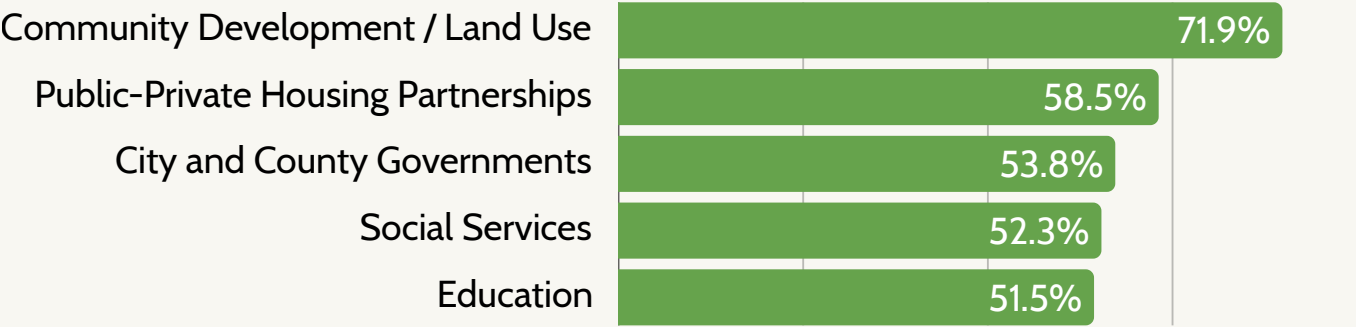
Economic inequities were cited as something that began in the pandemic and have exacerbated since then. These inequities are reflected in food insecurity, homelessness, and a lack of healthcare access.

Agriculture, both the industry itself and presence of orchards, was cited as an ongoing change. Residents shared that more small orchards are going away, more automation is occurring in the packing sheds, and there are more costs and mounting losses for businesses.

Collaboration

84% of survey respondents said there should be more collaboration in the region.

Areas survey respondents want to see more collaboration.



Weight of Growth and Other Big Challenges

Across all outreach methods, *managing continued growth* was identified by residents as the top challenge for Chelan and Douglas Counties.

Other significant challenges mentioned by residents were the need for affordable housing, threats to the natural environment and resources, spikes in the cost of living, decline in healthcare and mental health services, and transportation infrastructure. Residents express fear that treasured attributes may be lost forever. There is a call for greater resiliency — whether it's more housing or forest management or preventing overuse of resources.

There is recognition from some residents that factors outside the local region are impacting challenges.

Top community challenges, rated by survey respondents.



Community Tensions

Across the survey, listening sessions, and stakeholder interviews, residents contradicted each other, which reflects a community in genuine tension with different groups experiencing the same region in fundamentally different ways.

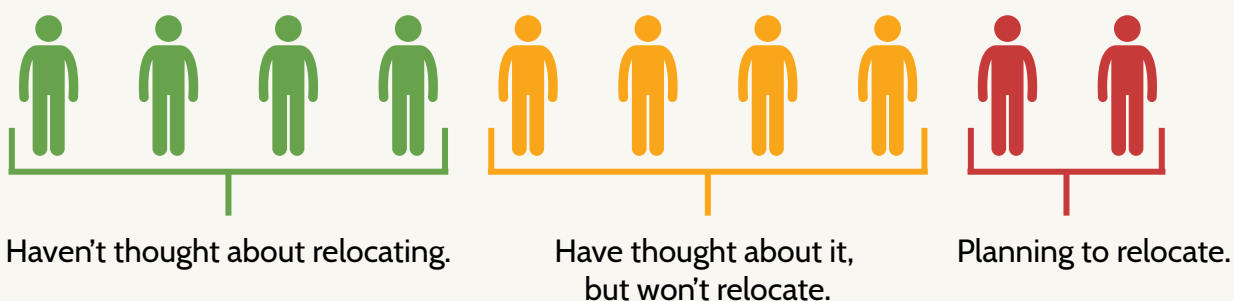
On one hand, some residents say they value the region's long-standing sense of community and friendliness. On the other hand, some residents say community divisiveness is tearing the social fabric apart.

On one hand, community stakeholders believe they are engaged in a lot of collaborative projects. Meanwhile, the general public shared through the survey and listening sessions that much more collaboration is needed.

On one hand, some residents decry orchards being torn out for homes and vertical housing construction (e.g. Majestic Apartments in Downtown Wenatchee). On the other hand, some want the housing stock to increase and see a lack of buildable land.

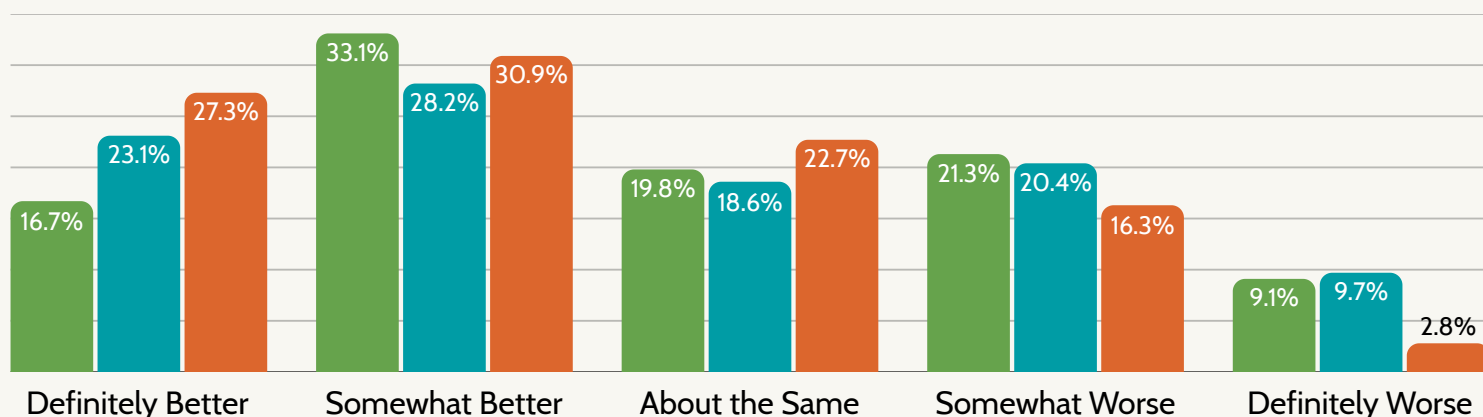
Cost of Living

For survey respondents, due to the rising cost of living and lagging income levels....



Optimism Declined

When asked whether the region would be a better or worse place to live in the future, **respondents in 2026** were less optimistic compared to **2021 respondents** and **respondents from 10 years ago**.



STAY ENGAGED



Provide feedback this fall on the recommended projects and programs from Action Teams for the 2027-31 Action Plan.



Sign up for OVOF's monthly e-newsletter, available in English and Spanish, at ourvalleyourfuture.org.



Follow us on social media.

THANK YOU

This report was written by Steve Maher, OVOF coordinator, and edited and designed by Rachel Evey, OVOF executive director.

Thank you to listening session location hosts: CAFÉ, Cashmere Library, Chelan Douglas Community Action Council, City of East Wenatchee, Entiat Library, Lake Chelan Chamber of Commerce, Leavenworth Library, Manson Library, Orondo School District, Parque Padrinos at Methow Park, Peshastin Library, Rock Island Fire Station, Waterville Library, Wenatchee High School AVID, Wenatchee Library, Wenatchee Valley College, Wenatchee Valley Veterans Hall.

Thank you to our Action Plan Gold Sponsors.





Our mission is to empower the people and organizations of Our Valley to co-create and achieve our region's shared vision.

ourvalleyourfuture.org





City of Chelan

August 25, 2026

WHO WE ARE

Empowering people and organizations
to co-create and achieve our
region's shared vision.

WHAT WE DO

01 Lead **community visioning** every 5 years, ensuring all voices are heard

02 Create an **Action Plan** shaped by thousands of residents

03 Support partners with coordination, data, and communication

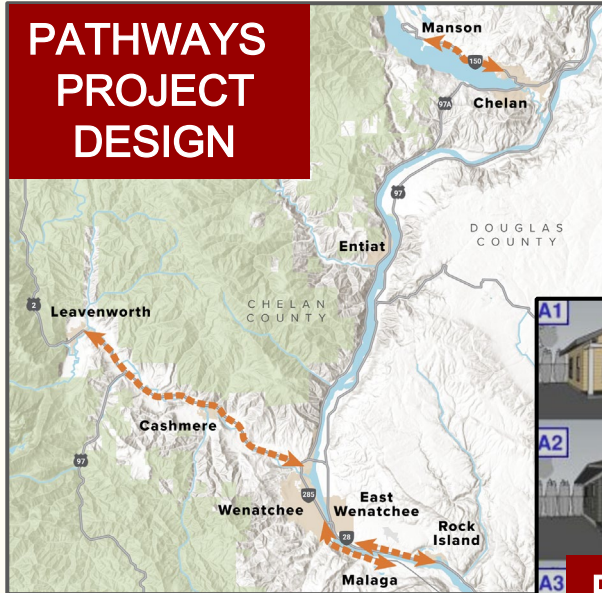
04 Keep our region **focused** on both today and the future



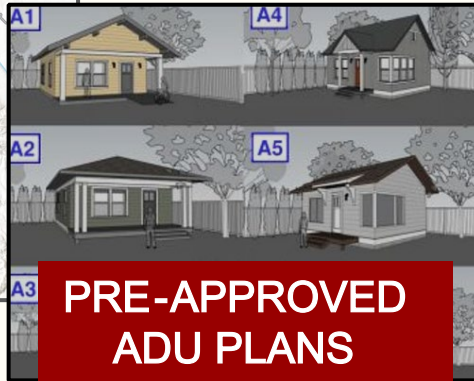
TEN YEARS OF ACHIEVING OUR SHARED VISION

SUCCESSSES

PATHWAYS PROJECT DESIGN



sustainable
NCW



PRE-APPROVED ADU PLANS



SUCCESSSES



Leadership Institute of NCW
Instituto de Liderazgo del área NCW



TRADES DISTRICT

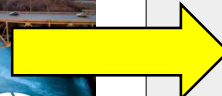
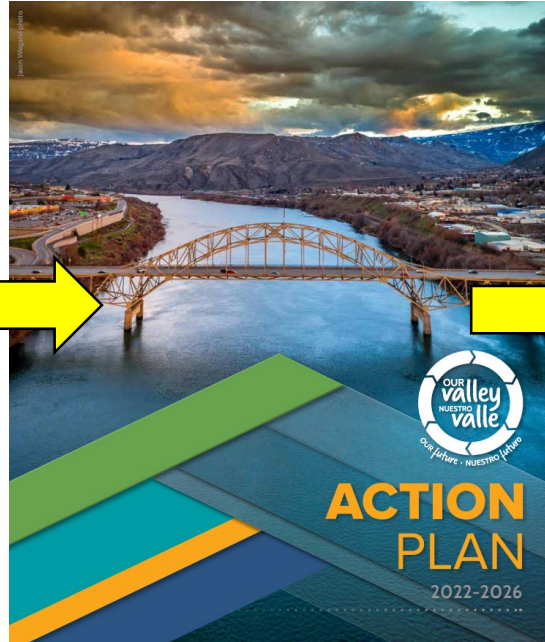
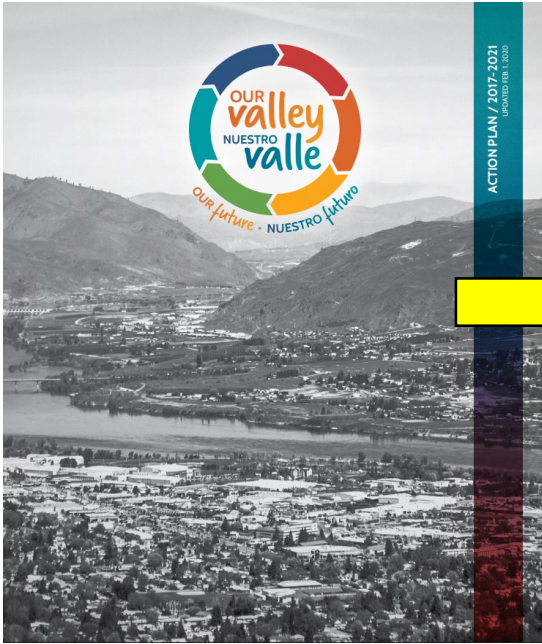


**DOUGLAS PUD
GREEN HYDROGEN**



ACTION PLAN DEVELOPMENT

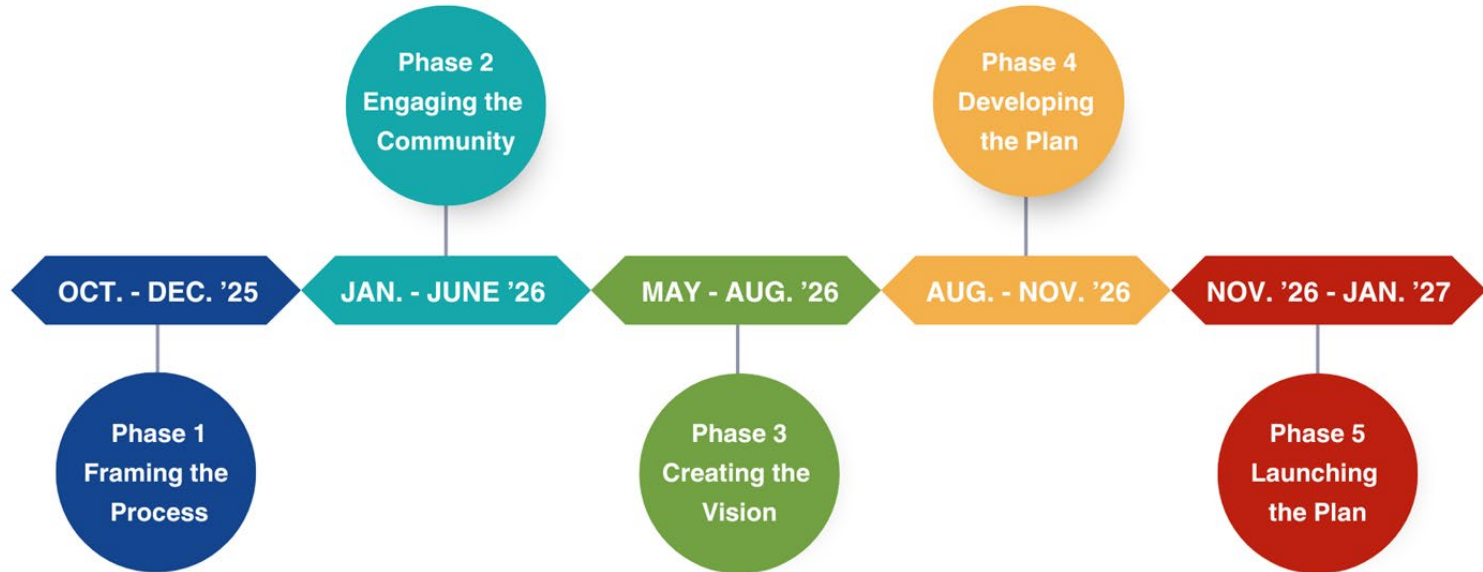
Making our *shared vision* a reality.



COMING SOON

ACTION PLAN
2027 -31

Community Visioning Process



Phase 2
Engaging the
Community

JAN. - JUNE '26



COMMUNITY OUTREACH
REPORT

JUNE 2026

Community Participation



701



269



57



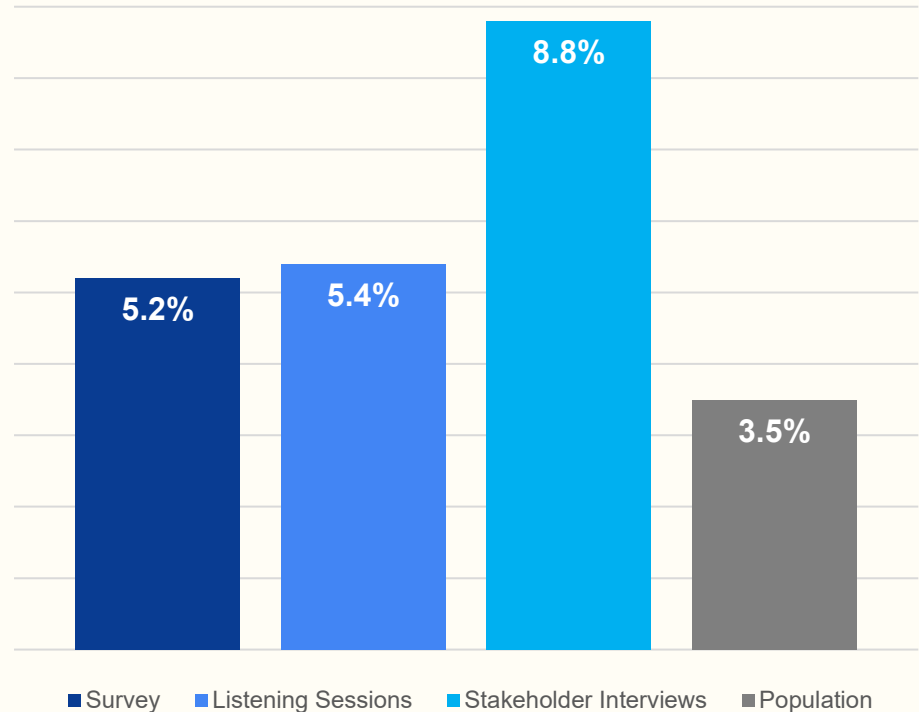
1,647

Community Participation

- Aside from those under 30 years old, the age of Survey Respondents closely aligns with the population of Chelan & Douglas Counties.
- The race / ethnicity of Survey Respondents closely aligns with the population of Chelan & Douglas Counties.
- The majority Survey Respondents reside in Chelan County, outweighing the general population of Chelan & Douglas Counties.

Chelan Participation

City of Chelan residents had **greater participation** in all visioning areas compared to their portion of the general population of Chelan and Douglas Counties.



Main Findings

1. Core community values have remained the same compared to the first and second Action Plans (2017 and 2022).
2. The region continues to change, although it feels different than five years ago.
3. An overwhelming majority of survey respondents think there should be more collaboration in the region, especially around community development and land use.
4. Managing continued growth was identified as the top challenge for the region.

Main Findings

5. There are some tensions in the community, reflected by residents giving feedback in direct contradiction with each other.
6. Due to the cost of living, the majority of residents have thought about or are planning to relocate.
7. Respondents are less optimistic about the future compared to five and ten years ago.



WHAT'S NEXT?

MAY - AUG. '26

**Phase 3
Creating the
Vision**



Our Shared Prosperity



Our Inclusive, Engaged Communities



Our Safe, Healthy, Supported People



Our Educated, Inspired People



Our Well-Planned Resilient Region



Our Sustainable Environment



TRUSTED PARTNER





THANK YOU

ourvalleyourfuture.org



Subject/Title: Resolution No. 2026-1488 Affordable Housing Grant Funding Policy
(Finance Director Evans)

Department: Finance

Staff Contact: Heidi Evans

Guiding Principles: Accessible & Welcoming

Initiatives: Diversify Housing Options

Reviewed By: City Administrator, City Attorney and Finance Director

Number of Looks: Look No. 3 of 3

PREVIOUS ACTION TAKEN

The Affordable Housing Policy and application was originally adopted on June 23, 2020. Council discussed this item during the June 2, August 4, and August 11, 2026 Council meetings.

OVERVIEW

This is a continued discussion by the Council regarding the parameters of the City's Housing Grant Funding Program and builds on the discussion had by Council during the June 2, 2026 workshop. Between feedback provided by City Council, area affordable housing agencies, and the City Attorney, staff is presenting a complete overhaul of the policy and application than what was previously reviewed in June. This newly proposed policy aims to better explain to applicants that funding may come from multiple sources that have varying levels of restrictions to be able to award from and lastly, depending upon how the funding is utilized, may come with additional protections for the City, such as deed restrictions for capital awards and measurable deliverables for supporting initiatives such as rental assistance, first time homebuyer classes and other such programs that support area housing initiatives.

To recap the funding side of this conversation: the Affordable Housing Fund (Fund 105) receives funding from three (3) main sources: state shared tax revenue, developer contributions, and council designated contributions during the budget cycle. The City receives approximately \$15,500 a year from affordable & supportive housing state shared tax revenue, and those funds can be spent in accordance with RCW 82.14.540 and Chapters 3.84 & 3.86 of Chelan Municipal Code. These are the most restricted dollars in Fund 105. Funds received from developer or Council-driven contributions are more flexible and will be governed by the Council's final policy.

FINANCIAL IMPLICATIONS

The total fund balance as of May 28, 2026 is \$133,214.72 of available funding it could award; \$16,805.81 is restricted as it originates from the state tax revenue and the remaining \$116,408.91 could potentially be awarded under the Affordable Housing Policy. The City has approximately \$15,500 of state shared tax funds they could award each year, but Council did not designate any funding contributions in 2026, nor are there any developer contributions anticipated for the year. Staff is recommending no more than \$50,000 be awarded each year until a more sustainable source of funding can be determined.

ATTACHMENTS

1. Capital Award Agreement & Covenant Worksheet
2. Program Services Agreement Worksheet
3. Resolution No. 2026-1488

SUGGESTED MOTION

I move to adopt Resolution No. 2026-1488 and open a special Affordable Housing Grant application process for 2026 from September 1, 2026 - October 15, 2026 with the total funds to be awarded not to exceed \$50,000.

CAPITAL AWARD AGREEMENT

For Fund 105 awards tied to identified real property

Agreement No. _____ Council Approval: _____ Effective Date: _____

This Agreement is between the City of Chelan, a Washington municipal corporation (City), and _____, a _____ (Recipient). The completed Award Schedule and recorded Affordable Housing Covenant are part of the award.

1. Project, Award, and Eligible Costs

Recipient shall complete the Project on the Property identified in the Award Schedule and provide the assisted units and affordability required by the Covenant. The City will pay no more than the Award Amount and only for eligible, documented costs in the approved budget. Costs outside the eligible period are not payable unless the City approves them in writing and the funding source permits.

2. Conditions and Disbursement

Before disbursement, Recipient shall provide evidence satisfactory to the City of site control, authority to sign, required permits, committed financing, approved plans and budget, insurance, acceptable title condition, and recording of the Covenant and any additional security. The City may require lienholder consent, subordination, or a deed of trust.

Payment will be by reimbursement after Recipient pays an eligible cost, unless the Award Schedule authorizes a documented escrow or closing disbursement. Each request must include invoices, proof of payment, completion or inspection evidence, and certification that the cost is eligible and not paid by another source.

3. Completion and Compliance

Recipient shall complete the Project and place the assisted units in service by the date in the Award Schedule. Recipient shall promptly report any material delay, cost overrun, financing change, casualty, lien, or other risk. The City is not responsible for cost overruns unless it approves a written amendment.

Recipient shall comply with the Covenant and all Special Funding Requirements throughout the Compliance Period. Recipient shall submit required reports, retain relevant records through six years after the Compliance Period or longer if required, and permit reasonable City and auditor inspection of the Property and records.

4. Default and Remedies

A default includes failure to complete the Project, use funds for eligible costs, place assisted units in service, provide required records, or comply with the Covenant or Award Schedule. The City may suspend payment, require cure, terminate, recover disbursed amounts, enforce the Covenant, seek injunctive relief, or exercise any security remedy. Repayment will be calculated under the Covenant unless a Special Funding Requirement provides a stricter lawful remedy.

5. Transfers, Liens, and Legal Compliance

Recipient shall not transfer, refinance, further encumber, or change control of the Property or Recipient except as permitted by the Covenant and Special Funding Requirements. Recipient is responsible for permits, land use, building and fire codes, environmental review, accessibility, fair housing, nondiscrimination, contractor licensing, insurance, and applicable public works, procurement, and prevailing-wage requirements.

6. General Terms

To the extent permitted by law, Recipient shall defend, indemnify, and hold the City harmless from claims arising from Recipient's negligent acts or omissions, construction, ownership, operation, or breach. Recipient is an independent entity. This Agreement, the Award Schedule, and Covenant are the entire agreement. Amendments must be written and authorized. Washington law governs and venue lies in Chelan County. No waiver is continuing, no third party is a beneficiary, and an invalid provision does not affect the remainder.

CITY OF CHELAN

By: _____

Name/Title: _____

Date: _____

RECIPIENT

By: _____

Name/Title: _____

Date: _____

CAPITAL AWARD SCHEDULE

Also serves as Covenant Exhibit B and must be recorded with the Covenant.

Item	Award Term
Project and public benefit	[Describe the Project and the public benefit purchased or preserved by the City.]
Property	<i>Address: _____ Parcel No.: _____ Legal description: Covenant Exhibit A.</i>
Assisted units	[Identify all assisted units and whether the restrictions apply to all or specified units.]
Award Amount	<i>Not to exceed \$ _____.</i>
Eligible period	<i>From _____ through _____.</i>
Approved budget	[List eligible cost categories and amounts.]
Milestones and completion	[State milestones and the placed-in-service deadline.]
Disbursement	[State reimbursement, escrow, retainage, and supporting-document requirements.]
Reports	[State construction, final, and annual compliance reports.]
Funding source and authority	[Identify the specific Fund 105 revenue and controlling authority.]
Affordability requirements	<i>Income limit: _____% AMI. Rental or ownership restrictions: _____. Compliance Period: fifteen (15) years beginning on the Commencement Date defined in the Covenant, or any longer period stated under Special Funding Requirements.</i>
Security and priority	[State Covenant priority, lienholder consents, deed of trust, and permitted subordination.]
Insurance	[State required coverages and endorsements.]
Special funding requirements	[State source-specific use, cost, income, reporting, retention, remedy, and other requirements.]

AFFORDABLE HOUSING COVENANT

After recording, return to: City of Chelan, 135 E. Johnson Avenue, Chelan, WA 98816

Recording instruction: Record this Covenant together with Covenant Exhibit A (Legal Description) and Covenant Exhibit B (Capital Award Schedule).

Recording Information

Grantor/Owner	_____
Grantee/Beneficiary	City of Chelan
Abbreviated legal description	_____
Assessor parcel number	_____
Related agreement	Capital Award Agreement No. _____

This Affordable Housing Covenant (Covenant) is made by _____ (Owner) for the benefit of the City of Chelan (City). Owner owns the property legally described in Exhibit A (Property). In consideration of a City award of \$ _____ for the Project, Owner covenants as follows:

1. Assisted Housing and Compliance Period

The Covenant encumbers the Property and the following assisted units: _____. The units shall be used for the approved affordable-housing purpose and maintained in safe, habitable condition. The Compliance Period begins on the later of (a) the date this Covenant is recorded or (b) the date the City confirms in writing that the Project has been placed in service (Commencement Date). The Compliance Period continues for fifteen (15) years after the Commencement Date, or for any longer period required by Covenant Exhibit B.

2. Occupancy, Rent, and Sale Requirements

During the Compliance Period, assisted units may be occupied only by households meeting the income limit and eligibility method in Covenant Exhibit B. Rental units are subject to the stated rent, utility-allowance, increase, and recertification requirements. Ownership units are subject to the stated purchaser, price, resale, appreciation, equity-sharing, and recapture requirements. Owner may not use a fee or alternate arrangement to evade a restriction or convert an assisted unit to an inconsistent use, including short-term rental.

3. Reporting, Records, and Inspection

By _____ each year, Owner shall provide the City's compliance certification and supporting schedule. Owner shall retain eligibility, lease, rent, sale, expense, and transfer records as required by the Agreement and permit reasonable inspection of the Property and relevant records, subject to lawful privacy protections.

4. Running with the Land; Transfers and Liens

This Covenant runs with the land and binds Owner and every successor. A transfer does not release the Property. Owner shall give the City at least 30 days' written notice before transfer and obtain a written assumption from the successor in a City-approved form. Owner shall not permit a lien or encumbrance to extinguish or impair this Covenant except as the City expressly agrees in a recorded instrument consistent with the funding source.

5. Default, Cure, and Repayment

Default includes an ineligible occupant or use, excessive rent or sale price, false certification, failure to report, prohibited transfer, impairment of priority, or breach of the Agreement. Except for fraud, intentional misrepresentation, unlawful transfer, imminent loss, or a source requiring immediate action, the City shall give written notice and at least 30 days to cure, with reasonable additional time if cure requires and Owner diligently proceeds.

Unless Covenant Exhibit B requires a different remedy, the Repayable Amount equals the City award multiplied by the full months remaining in the Compliance Period divided by the total months in the Compliance Period. The full award may be due for fraud, intentional misrepresentation, failure to record or preserve required priority, failure to complete or place the Project in service, or ineligible use of funds. Repayment does not prevent equitable relief needed to preserve affordability.

6. Enforcement; Casualty; Amendment

The City may seek specific performance, injunction, repayment, damages, or another lawful remedy. Remedies are cumulative. Owner shall promptly notify the City of material casualty or condemnation. Proceeds shall be used to restore the assisted housing unless the City approves another lawful disposition consistent with the public investment. Any amendment or release must be authorized, signed, and recorded, and may not violate a funding-source restriction. After all obligations end, the City will provide or record an appropriate release.

OWNER/GRANTOR

By: _____

Name/Title: _____

Date: _____

CITY ACCEPTANCE

By: _____

Name/Title: _____

Date: _____

Notary Acknowledgment

STATE OF WASHINGTON)
) ss.
COUNTY OF _____)

I certify that I know or have satisfactory evidence that _____ signed this instrument, on oath stated that the signer was authorized to execute it, and acknowledged it as the _____ of _____ to be the free and voluntary act of that entity for the uses and purposes stated.

Dated: _____

Notary Public in and for the State of Washington
My appointment expires: _____

COVENANT EXHIBIT A

LEGAL DESCRIPTION

[Insert a title- or surveyor-confirmed complete legal description.]

AFFORDABLE HOUSING PROGRAM SERVICES AGREEMENT

For noncapital awards from Fund 105

Agreement No. _____ Council Approval: _____ Effective Date: _____

This Agreement is between the City of Chelan, a Washington municipal corporation (City), and _____, a _____ (Provider). The completed Award Schedule is part of this Agreement.

1. Services, Term, and Payment

Provider shall deliver the services and public benefit stated in the Award Schedule during the Performance Period. The City will pay no more than the Award Amount and only for eligible, documented performance. Payment will be by reimbursement or completed milestone as stated in the Award Schedule. Unspent or unearned funds remain with the City.

Each payment request must include an invoice, supporting cost and performance records, and Provider's certification that the request is for eligible, nonduplicative costs incurred during the Performance Period and that the related services were delivered to eligible households. The City may reject unsupported, ineligible, unreasonable, duplicative, or improperly allocated costs.

2. Use of Funds and Eligibility

Provider shall use City funds only for the approved services and budget. Provider shall comply with the Special Funding Requirements in the Award Schedule, including eligible uses, household-income limits, geography, cost limits, reporting, and record retention. If a requirement conflicts with this Agreement, the more restrictive lawful requirement controls.

Provider shall verify eligibility before counting a household or service for payment, using the method in the Award Schedule. Shared costs must be allocated by a consistent, documented method. Provider may not charge the City for a cost paid by another source. Direct personnel costs and administrative costs must be supported by appropriate allocation records.

3. Reports, Records, and City Review

Provider shall submit the reports stated in the Award Schedule and a final report and invoice within _____ days after the Performance Period. Provider shall maintain complete eligibility, service, expenditure, payment, and allocation records for six years after final payment, or longer if the Award Schedule requires. Provider shall permit the City and authorized auditors to inspect relevant records on reasonable notice, subject to lawful privacy protections.

The City may monitor performance, request supporting information, require reasonable corrective action, and suspend payment while a material compliance issue remains unresolved. Acceptance of a payment or report does not waive a later-discovered error.

4. Default, Repayment, and Termination

Provider shall repay amounts that are ineligible, unsupported, duplicative, unearned, misused, or attributable to a material failure to perform. The City will give written notice. Except where immediate action is warranted by fraud, intentional misrepresentation, unlawful expenditure, or risk of loss, Provider has 15 days to respond and 30 days to cure. Amounts finally due must be repaid within 30 days.

The City may terminate for an uncured material breach. Either party may terminate for convenience on 30 days' written notice unless a funding restriction requires otherwise. The City owes only for eligible, documented performance accepted through the termination date.

5. General Terms

Provider is an independent contractor and is responsible for its personnel, taxes, supervision, and subcontractors. Provider shall comply with applicable law, including fair housing, nondiscrimination, accessibility, licensing, confidentiality, and any source-specific requirements in the Award Schedule. Provider shall disclose any material change to relationships identified in its application and shall apply written eligibility criteria consistently.

To the extent permitted by law, Provider shall defend, indemnify, and hold the City harmless from claims arising from Provider's negligent acts or omissions or breach of this Agreement. Required insurance, if any, is stated in the Award Schedule. This provision will be conformed if Provider is a public agency.

Notices must be sent to the City Administrator, City of Chelan, 135 E. Johnson Avenue, Chelan, WA 98816, and to Provider at the address in the Award Schedule. This Agreement and the Award Schedule are the entire agreement. Amendments, assignments, and material subcontracts require written City approval. Washington law governs and venue lies in Chelan County. No waiver is continuing, no third party is a beneficiary, and an invalid provision does not affect the remainder.

CITY OF CHELAN

By: _____

Name/Title: _____

Date: _____

PROVIDER

By: _____

Name/Title: _____

Date: _____

AWARD SCHEDULE

Item	Award Term
Program and public benefit	<i>[Identify the services the City is purchasing and the resulting public benefit.]</i>
Eligible population	<i>[State who may receive services, including geography and applicable income limit.]</i>
Services and deliverables	<i>[State the services, quantities, milestones, and how performance will be measured.]</i>
Eligibility method	<i>[State how eligibility will be verified and documented.]</i>
Performance Period	From _____ through _____.
Award Amount	Not to exceed \$ _____.
Approved budget	<i>[List eligible cost categories and any category limits.]</i>
Payment terms	<i>[State reimbursement or milestone terms and required support.]</i>
Reports	<i>[State contents and due dates.]</i>
Provider notice address	<i>[Insert mailing and email address.]</i>
Key personnel/subcontractors	<i>[Identify if material to the award.]</i>
Funding source and authority	<i>[Identify the specific Fund 105 revenue and controlling statute, agreement, or other authority.]</i>
Special funding requirements	<i>[State eligible uses, income methodology and limit, geographic or recipient limits, administrative-cost limit, separate accounting, retention period, insurance, and other source requirements.]</i>

Invoice certification. By submitting an invoice, Provider certifies that the requested amount is eligible, documented, nonduplicative, incurred during the Performance Period, associated with services delivered to eligible households, and supported by retained records.

RESOLUTION NO. 2026-14888

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CHELAN, WASHINGTON, ADOPTING AN AMENDED AFFORDABLE HOUSING FUND POLICY AND APPLICATION, ESTABLISHING CAPITAL AND PROGRAM AWARD CATEGORIES, AND SUPERSEDING THE POLICY AND APPLICATION PREVIOUSLY ADOPTED.

WHEREAS, in 2019, the City Council adopted the original affordable housing policy and application process; and

WHEREAS, amendments were made earlier in 2026 to Chapter 3.84 — Housing Fund 105 and Chapter 3.86 — Sales or Use Tax for Affordable Housing to bring language consistent with legislative changes that have occurred since the inception of the 2019 affordable housing policy; and

WHEREAS, in addition to the affordable and supporting housing sales and use tax proceeds collected under Chapter 3.86 and RCW 82.14.540, the City may receive developer contributions earmarked for affordable housing purposes and/or City Council may designate funding during the budget adoption or amendment process to allocate towards affordable housing, making a policy on how to award such funding necessary; and

WHEREAS, the City has identified that affordable housing needs in the community are served both by real property development and by programs and services—including rental assistance, housing counseling, and case management—that do not involve the development or ownership of real property, and the City Council finds it in the public interest to make Housing Fund 105 available to support both; and

WHEREAS, the City Council finds that awards involving real property shall continue to be secured by a recorded deed restriction, and that awards for programs and services shall instead be secured by a written grant or service agreement providing for defined performance terms, reporting, and a right of recapture, so that the City receives a defined and enforceable public benefit in exchange for any award made under this Policy; and

WHEREAS, monies collected under Chapter 3.86 and RCW 82.14.540 are subject to income limitations established by that statute, and the City Council finds it necessary to confirm that those limitations continue to apply to any award funded from that source regardless of the general eligibility standard otherwise established in the Policy; and

WHEREAS, the City Council has adopted a conflict of interest procedure, consistent with chapter 42.23 RCW, to address circumstances in which a City officer has a remote interest in an Applicant organization.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CHELAN AS FOLLOWS:

Section 1. The City Council hereby adopts and approves the Affordable Housing Fund Policy attached hereto as Exhibit 1, and the Application for Affordable Housing Funds (Appendix A) attached hereto as Exhibit 2, each as amended.

Section 2. The Affordable Housing Fund Policy and Application adopted by this Resolution supersede and replace the Affordable Housing Fund Policy and Application previously adopted by the City Council.

Section 3. This Resolution shall take effect immediately upon adoption.

ADOPTED by the City Council of the City of Chelan, Washington, this 25th day of August 2026.

APPROVED:

By: _____

Erin McCardle, Mayor

AUTHENTICATED:

By: _____
Cailey Couch, Acting City Clerk

APPROVED AS TO FORM:

By: _____
Quentin Batjer, City Attorney

Exhibit A

City of Chelan Affordable Housing Fund Policy

1. Purpose and scope

Housing Fund 105 supports affordable housing within the City of Chelan. The fund receives money from multiple sources, which may include document-recording surcharge distributions, affordable-housing sales and use tax proceeds, grants, donations, Council appropriations, general facilities charge allocations, and developer contributions. Deposit into Fund 105 does not alter a restriction attached to a source.

This Policy establishes a single process for considering proposals involving real property and proposals for housing programs, services, or assistance. It does not expand the lawful uses of any funding source or create an entitlement to an award.

2. Definitions

“AMI” means area median income for the geographic area and methodology specified by the applicable funding source, adjusted for household size. When a source does not specify a measure, AMI means the current HUD median family income for the Wenatchee metropolitan statistical area, adjusted for household size.

“Applicant” means a nonprofit organization, public agency, housing authority, or for-profit organization submitting an application.

“Capital Award” means an award that finances acquisition, construction, conversion, rehabilitation, preservation, infrastructure, general facilities charges, or another cost associated with identified real property.

“Program Services Award” means an award for defined housing assistance, rental assistance, education, counseling, stabilization, case management, operations, maintenance, or other services that does not finance an interest in identified real property.

“Restricted Money” means money subject to a statutory, ordinance, grant, donor, contractual, interlocal, development-agreement, or other legal restriction.

“Unrestricted Money” means money for which staff has documented that no source-specific restriction applies, but which remains subject to constitutional and general municipal-law requirements.

3. General eligibility

An eligible proposal must advance an identified affordable-housing objective in the City’s Comprehensive Plan and provide, preserve, support, or facilitate housing or housing-related assistance for income-eligible households. An applicant may propose to serve households at or below 120% of AMI. That outer application threshold does not determine whether a particular source or award structure may lawfully fund the proposal.

The City may approve, reject, reduce, condition, defer, or request modification of any proposal. The City may give priority to lower-income households, proposals that leverage other resources, urgent local needs, and proposals providing the greatest documented public benefit per City dollar.

4. Funding-source determination

Before scoring or recommending an award, Finance staff shall complete a Funding-Source Compliance Worksheet identifying each proposed source and its authorized uses, income limits, administrative-cost limits, geographic limits, award-recipient restrictions, duration, reporting duties, and available balance. The City Attorney shall review any unresolved authority or restriction issue.

Restricted Money may be used only for purposes and beneficiaries authorized by that source. If more than one source funds an award, the City shall separately account for the expenditures attributable to each source unless every expenditure satisfies every applicable restriction.

Without limiting the required source review:

- Money received under CMC chapter 3.86 and RCW 82.14.540 may be used only for the purposes authorized by RCW 82.14.540(6), subject to its income limits and administrative-cost limitation.
- Document-recording surcharge money may be used only as permitted by RCW 36.22.250, other applicable law, and the governing Chelan County interlocal agreement.
- Grant proceeds, donations, and developer contributions remain subject to all accepted conditions and agreement terms.
- General municipal funds used as a loan or grant for development or preservation of housing under RCW 35.21.685 may serve only households within that statute's income limit.

5. Award tracks

5.2 *Capital Awards*

Capital Awards may offset specific, documented project costs, including acquisition, construction, conversion, rehabilitation, preservation, accessibility improvements, eligible infrastructure, construction financing costs, and general facilities charges, if lawful for the selected source. Unless the City approves a documented closing disbursement or another protected method, payment shall be by reimbursement after the recipient incurs the approved cost. Payment may be conditioned on completion, issuance of required approvals, availability of other committed financing, and commencement of service to eligible households.

A loan or grant of general municipal funds for development or preservation of housing under RCW 35.21.685 shall serve households at or below = the applicable metropolitan-area median income thresholds established within RCW 35.21.685. A Capital Award serving households above that limit may be considered only with Unrestricted Money and only if, before approval, the City Attorney determines that another lawful structure and authority applies and the Council finds that the City is purchasing reasonably commensurate, enforceable value. The application threshold of 120% AMI is not independent authority for such an award.

5.2 *Program Services Awards*

A Program Services Award purchases defined services or assistance that advance the City's affordable-housing objectives. Examples may include rental assistance, eviction prevention, housing navigation, homeownership education, counseling, income-qualified housing stabilization, and eligible housing operations or maintenance. An example is not an eligible use of every funding source.

Each Program Services Award shall be governed by a written agreement executed before disbursement. The agreement shall state the services, eligible population, source-specific restrictions, measurable deliverables, approved budget, payment method, documentation, reporting, records retention, monitoring, and recapture remedies. Payment shall be by reimbursement or documented milestone unless the City approves another method supported by adequate controls.

6. Recorded security for Capital Awards

Before disbursement of a Capital Award, the recipient and all persons whose consent is needed to bind the property shall execute and record a City-approved affordability covenant, deed of trust, loan instrument, or other recorded security. The instrument must run with the land or otherwise bind the owner and successors for the stated term; identify the assisted units or property; state the occupancy, income, rent, sale-price, and use restrictions; require compliance reporting; permit City monitoring; and provide enforceable remedies, including repayment or recapture.

The award resolution or motion and recorded instrument shall state a definite commencement date and term. The term shall be at least the longest period required by a funding source or other applicable law. If no source establishes a term, the term shall not be less than five years. A term shorter than fifteen years requires express Council findings addressing the amount and type of assistance, number of assisted units, useful life of the funded improvement, other recorded restrictions, anticipated duration of the public benefit, and why the shorter term provides reasonably commensurate value. Council may require a longer term.

The recorded instrument shall include a repayment schedule appropriate to the award. Unless Council approves a different schedule supported by findings, the repayable amount shall decline in equal annual increments over the required term. Misrepresentation, unauthorized transfer, failure to record or maintain required priority, or use for an ineligible purpose may make the full unpaid amount immediately due.

7. Program agreement controls

A Program Services Award does not require a deed restriction unless the award is later used to finance identified real property. The agreement must provide the City enforceable consideration and, at minimum:

- define the services or assistance to be delivered and the public benefit purchased by the City;
- identify the source, eligible uses, eligible population, and applicable income measure and limit;

- state the number of households or other measurable outputs and the performance period;
- require a lawful and documented method for verifying eligibility while protecting confidential personal information;
- separate direct assistance, direct service-delivery costs, and general administrative overhead;
- require invoices, expenditure support, periodic performance reports, and a final report;
- retain City monitoring and audit access and require records retention for at least six years after final payment, or longer if the source requires; and
- permit the City to suspend payment and recapture amounts that are ineligible, undocumented, unearned, misused, or attributable to an uncured failure to perform.

8. Administrative and operational costs

Unless a funding source imposes a lower limit, general administrative overhead should not exceed 25% of the requested award. Council may approve a higher percentage when the applicant separately identifies the costs and Council makes written findings that the costs are necessary, reasonable, allocable to the funded work, and consistent with the source. Personnel costs for employees who directly deliver funded services are direct program costs to the extent supported by time or other allocation records.

9. Application and review

The annual application period is January 1 through March 1, unless Council or the City Administrator establishes an additional application period. Applicants shall use the current application and provide all requested authority, budget, project, conflict, and eligibility-verification information. Staff may reject an incomplete application or request clarification.

After the funding-source determination, staff shall evaluate proposals for legal eligibility, Comprehensive Plan consistency, need, feasibility, organizational capacity, leverage, public benefit, cost reasonableness, readiness, monitoring capacity, and risk. Staff shall recommend the source, award track, amount, term, payment method, security, performance measures, and conditions. Final approval rests with Council unless Council has lawfully delegated the decision.

10. Conflicts of interest

Each applicant shall disclose any financial, employment, management, officer, director, board, family, or other material relationship with a City officer or employee. A City officer or employee with a relationship to an applicant shall disclose it to the City Clerk and City Attorney before participating in review or consideration.

The City Attorney shall determine whether the relationship presents a prohibited beneficial interest, a remote interest under RCW 42.23.040, another statutory exception, or an appearance issue. A connected Councilmember shall not review, score, deliberate, recommend, vote on, or attempt to influence the application. Any disclosure, legal disposition, and required nonparticipation shall occur before contract formation and be noted in the official minutes. Nothing

in this Policy expands an exception under chapter 42.23 RCW; service as a nonprofit director is not automatically deemed a statutory remote interest.

11.Reporting, records, and audit

Every recipient shall provide the reports required by the award documents and funding source. The City may inspect the funded work, review eligibility and expenditure support, and audit compliance. Recipients shall maintain records for at least six years after final payment or the end of the affordability term, whichever is later, unless a longer period applies. Personally identifying eligibility records shall be collected, transmitted, stored, and disclosed only as permitted by law and the agreement.

12.Nondiscrimination and legal compliance

Every recipient shall comply with applicable fair housing, civil rights, nondiscrimination, accessibility, public works, prevailing wage, licensing, permitting, environmental, records, and other laws. The City will determine which requirements apply to a particular award. An award does not represent that a project is exempt from otherwise applicable law.

13.Remedies

The City may withhold or suspend payment, require corrective action, terminate an award, recover overpayments, recapture ineligible or unearned amounts, enforce recorded restrictions, and pursue any contractual or legal remedy. The award documents shall state notice and cure rights appropriate to the risk, except that fraud, intentional misrepresentation, unlawful expenditure, or unauthorized transfer may permit immediate relief.

14.Administration and amendments

The City Administrator may approve administrative forms and nonsubstantive revisions consistent with this Policy. Council approval is required to change applicant eligibility, permitted uses, income limits, Council approval authority, minimum security, or conflict procedures. This Policy remains effective until amended or repealed.

Exhibit B

Application for Affordable Housing Funds

IMPORTANT

Applicants may propose to serve households at or below 120% AMI, but the City will determine which funding source and legal award structure, if any, may be used. A source may require a lower income limit or narrower use.

Application period and submission

Annual applications are accepted January 1 through March 1 unless the City announces an additional period. Submit a signed application and attachments to Chelan City Hall, P.O. Box 1669, 135 E. Johnson Avenue, Chelan, WA 98816. The City may request clarification, reject an incomplete application, or approve, deny, reduce, defer, or condition a request.

Applicant information

1. Legal name of applicant

2. Entity type and state of formation

3. Mailing address and website

4. Primary contact, title, phone, and email

5. Authorized signatory and title

6. List governing board members, officers, partners, members, or owners, as applicable

7. Describe the applicant's mission, history, and experience delivering the proposed work

Award requested

Select one primary track:

- ☐ Capital Award: acquisition, construction, conversion, rehabilitation, preservation, infrastructure, or costs tied to identified real property

- ☐ Program Services Award: housing assistance, rental assistance, education, counseling, stabilization, operations, maintenance, or other defined services not financing identified real property
- ☐ Combined proposal: complete both Capital and Program sections and provide separate budgets

8. Amount requested from the City

9. Brief project or program name and summary

10. Requested performance period and proposed payment schedule

Section A
Public benefit and beneficiaries (all applicants)

A1. Describe the housing need and the specific public benefit the City would receive

A2. Identify the geographic area served and explain the connection to the City of Chelan

A3. Check every household-income tier the proposal will serve:

☐ ≤30% AMI ☐ ≤50% AMI ☐ ≤60% AMI ☐ ≤80% AMI ☐ ≤100% AMI ☐ ≤120% AMI

A4. State the number of households or units expected in each checked tier

A5. Describe how household eligibility will be verified, documented, protected, and reported

A6. Identify measurable outputs and outcomes, including the number served, units produced or preserved, assistance delivered, and completion dates

A7. Explain consistency with the City’s Comprehensive Plan, including the Housing Element

A8. Explain what will occur if the City provides less than the amount requested or no award

Section B
Budget and funding (all applicants)

Cost category	Total cost	City request	% of City request
Direct assistance to households	\$	\$	
Direct service-delivery personnel	\$	\$	
Property acquisition/construction/rehabilitation	\$	\$	
General facilities charges/infrastructure	\$	\$	
Other direct project or program costs	\$	\$	
General administrative overhead	\$	\$	%
Total	\$	\$	100%

B1. Provide a detailed budget narrative. Explain allocation methods for shared personnel or overhead

B2. List all other funding sources, amounts, status, restrictions, and expected commitment dates

B3. Describe procurement or cost-comparison methods that will be used

Section C

Capital Award details

Complete this section for any proposal involving identified real property, including acquisition, construction, rehabilitation, preservation, infrastructure, or general facilities charges.

C1. Property address, parcel number, and legal description

C2. Current owner and applicant's legal interest in the property. Attach the vesting deed, purchase agreement, lease, or site-control document

C3. Total units at completion, assisted units, tenure (rental or ownership), bedrooms, rents or sale prices, and income limits by unit

C4. Detailed development schedule, permits, financing commitments, and conditions remaining

C5. Specific costs to be paid or reimbursed with City funds

C6. Assessed value, any appraisal, existing debt, proposed debt, and lien priority

**C7. Other affordability covenants or regulatory agreements, including term and priority.
Attach copies**

C8. Proposed affordability term and explanation of how it reasonably preserves the City's investment

C9. Describe the applicant's capacity to monitor tenant, purchaser, rent, resale, and other compliance throughout the term

Capital Award acknowledgment

A Capital Award requires City-approved recorded security before disbursement. If no source requires a longer period, the minimum term is five years. A term shorter than fifteen years requires express Council findings. The final instrument and remedies are determined by the City at award.

**Section D
Program Services Award details**

Complete this section for housing programs, services, or assistance not financing identified real property.

D1. Describe each service or form of assistance and the amount or frequency to be delivered

D2. State the number of households to be served and the proposed performance milestones

D3. Describe intake, eligibility verification, duplication-of-benefits controls, payment controls, and supervisory review

D4. Explain how expenditures and staff time will be documented

D5. Describe reporting systems and the applicant's ability to retain records for at least six years

D6. Identify any direct payment to or on behalf of an individual and explain how payment will be verified and safeguarded

Program Services Award acknowledgment

A Program Services Award is governed by a written agreement with defined deliverables, reimbursement or milestone payments, eligibility and expenditure documentation, reporting,

monitoring, and recapture. No deed restriction is required unless City funds are used for identified real property.

Section E

Relationships and conflicts

E1. Does any City elected official, officer, employee, or immediate family member have a financial, employment, management, officer, director, board, ownership, or other material relationship with the applicant or proposed subcontractor? ☐ No ☐ Yes

E2. If yes, identify each person, relationship, compensation if any, and dates of service

Disclosure does not determine eligibility. The City will review the relationship under chapter 42.23 RCW and City policy before the application is evaluated or a contract is formed.

Required attachments

- ☐ Entity formation and good-standing information;
- ☐ Board or governing-body authorization to apply and sign;
- ☐ Detailed budget and committed/pending funding documentation;
- ☐ Most recent financial statements and current operating budget;
- ☐ Policies or procedures for income verification, confidentiality, payments, and internal controls, if applicable;
- ☐ For Capital Awards: site control, legal description, plans, schedule, sources and uses, pro forma, existing covenants, title information, and any appraisal; and
- ☐ For Program Services Awards: implementation plan, milestones, sample eligibility documentation, and reporting format.

Certification

The undersigned certifies that: (1) the information submitted is true and complete to the best of the signer's knowledge; (2) the signer is authorized to submit the application; (3) the applicant has reviewed the Affordable Housing Fund Policy; (4) the applicant understands that the City may apply a lower income limit or narrower use based on the selected funding source; (5) no award exists until Council or an authorized delegate approves it and all required documents are executed; and (6) the applicant will disclose any material change before award or payment.

AUTHORIZED SIGNATURE

PRINTED NAME AND TITLE

DATE

For a nonprofit or public entity, one authorized officer signs. For a partnership, limited liability company, or other private entity, attach evidence that the signer may bind the applicant. All owners and lienholders whose consent is needed to record required security must sign the final award documents, not necessarily this application.

Subject/Title: Ardurra Group Additional Services Addendum No. 3 for Construction Management Agreement for CC-1 Lift Station (Public Works Director Youngren)

Department: Public Works

Staff Contact: Jake Youngren

Guiding Principles: Accessible & Welcoming

Initiatives: Manage Growth

Reviewed By: City Administrator and Finance Director

Number of Looks: Look No. 1 of 1

PREVIOUS ACTION TAKEN

On July 28, 2026 Council approved BOSS Construction Bid Award and Construction Documents for CC-1 Lift Station.

OVERVIEW

Ardurra Group, Inc. has submitted Additional Services Addendum No. 3 (ASA#3) under the existing professional services agreement dated May 29, 2024, to provide construction administration support for the CC-1 Lift Station Upgrade project. This is a partial and limited scope of construction management support, somewhat more than originally anticipated, due to the vacancy in the City's construction manager and inspector position. The City's new hire for that role will not start until August 24, 2026, with construction on this project beginning September 8, 2026. Given the limited onboarding time between the new employee's start date and construction start, staff wanted to ensure the City has adequate consultant support available as needed during that transition. Additionally, this project is highly mechanical and electrical in nature, which requires more involvement from those specific engineering trades than a typical civil-focused construction support scope. It should be noted that the City will be providing almost the entire on-site construction observation scope and the majority of the project management scope; Ardurra's budget for those two tasks reflects supplemental, as-needed support rather than primary coverage.

The scope of work and associated budget by task are as follows:

- **Project Coordination:** Overall management of construction administration services, quality control, communications, and monthly invoicing/budget monitoring over the

approximately 30-week construction duration. The City will handle the majority of day-to-day project management directly.

- **Pre-Construction Coordination:** Bid award coordination, conformed plan set preparation, and leading the pre-construction meeting.
- **Submittal Review:** Review of an estimated 40 contractor submittals, averaging 3 hours each across applicable disciplines.
- **RFI Responses:** Review and response to an estimated 20 RFIs, averaging 4 hours each.
- **Change Order Assistance:** Technical review and recommendations on an estimated 4 change orders, averaging 10 hours each.
- **Site Visits:** 6 monthly site visits by the Project Manager.
- **Construction Observation:** As-needed observation, budgeted at 40 hours total (approximately 4 round trips from Spokane). The City will provide almost all day-to-day on-site construction observation directly; this line item is intended as supplemental support only.
- **Construction Meetings and Misc. Coordination:** Virtual attendance at construction meetings as requested, plus general contractor and agency coordination.
- **Project Closeout:** Punch list preparation and closeout documentation support (final back-check walkthrough to be performed by City staff).
- **Record Drawings:** Not included in this scope; available as an additional service if needed.

Combined, these tasks make up Ardurra's direct labor and expenses, totaling **\$125,950** in labor and **\$2,400** in estimated expenses (mileage for site visits and observation trips).

In addition to Ardurra's direct scope, this ASA includes two subconsultants:

- **Cultural Resources Monitoring (Plateau CRM) – \$99,000:** State law and permitting requirements call for archaeological monitoring during all ground-disturbing activity on this project. Because the exact number of days requiring monitoring cannot be precisely known in advance, this figure is purely an assumption-based budget, built around an estimated 60 person-days of field monitoring across the construction period, which is expected to run from September through April. Given the uncertainty in exactly how many monitoring days will ultimately be needed, this line item could require a future amendment if ground-disturbing work runs longer than anticipated or encounters conditions requiring extended monitoring. Staff looked into alternative providers, including the Cascadia Conservation District, but found their pricing was not meaningfully lower and their availability was potentially more limited. Given Plateau's demonstrated reliability on this and other City projects, staff recommend continuing with Plateau as a subconsultant to Ardurra, while acknowledging this remains one of the more costly components of the overall scope.
- **Construction Materials Testing (AAR Testing and Inspection, Inc.) – \$26,753:** Soil

compaction, concrete, grout, anchor, and asphalt testing and special inspection services required for the project.

With a 10% markup on subconsultant costs (\$12,575.30), the subconsultant and expense total is **\$138,328.30**.

Refer to the attached agreement for details.

FINANCIAL IMPLICATIONS

Contract is billed on a time and materials basis not to exceed: \$266,678.30. Adequate funds budgeted.

ATTACHMENTS

1. Ardurra Group Additional Services Addendum No. 3 for Construction Management of CC-1 Lift Station

SUGGESTED MOTION

I move to authorize the Mayor to finalize and execute Additional Services Addendum #03 with Ardurra Group, Inc. for construction support services on the CC-1 Lift Station Upgrade project.



August 19, 2026

*Travis Denham, P.E. / City of Chelan
50 Chelan Falls Hwy.
Chelan, WA 98816*

E-MAIL DELIVERY WITH PDF ATTACHMENT

Tdenham@cityofchelan.us

RE: CC-1 Lift Station Upgrade
Additional Services Addendum #03 – Construction Support

Dear Travis:

Ardurra Group, Inc. is pleased to provide the enclosed Additional Services Addendum (ASA) for the referenced project. The ASA is pursuant to our agreement dated *May 29, 2024*.

This additional services authorization covers construction administration support for the CC-1 Lift Station Upgrade project. Ardurra will provide construction administration including pre-construction meeting support, submittal review, RFI response, change order coordination, answering contractor questions, site visits, limited construction observation, punch list preparation, and close out support. Additionally, cultural resources monitoring and material testing services will be provided by sub-consultants to Ardurra under this agreement.

If agreeable, please sign the attached ASA and return the fully executed copy. We will commence the services described in the ASA upon receipt of the fully executed copy. In the interim, please do not hesitate to call with questions.

Sincerely,

Jake Bender, PE
Senior Project Manager



ADDITIONAL SERVICES ADDENDUM

THIS ADDITIONAL SERVICES ADDENDUM is pursuant to the *Agreement* date May 29, 2024, by and between Ardurra Group, Inc. (Consultant), and the *City of Chelan* (Client) for the Professional Services described below.

PROJECT NAME: CC-1 Lift Station Upgrade

CLIENT: City of Chelan

ARDURRA PROJECT NUMBER: 240217

1. Description of additional services to be provided by Consultant are attached.
2. Estimated Completion Date: See attached Scope.
3. The compensation to be paid Ardurra for providing the requested services shall be:

- | | | |
|---------------|----|--|
| <u> </u> | A. | Lump Sum amount of: |
| <u> X </u> | B. | Time and Materials charge of \$266,678 |
| <u> </u> | C. | Unit Cost/Time Charges: |

IN WITNESS WHEREOF, this Addendum is accepted on the date first above written subject to the terms and conditions above stated and the provisions set forth in the above-described Agreement.

Ardurra Group, Inc.

CLIENT:

SIGNED: 
TYPED NAME: David Jacobs
TITLE: Regional Water Practice Director
DATE: 8/20/2026

SIGNED: _____
TYPED NAME: _____
TITLE: _____
DATE: _____

Return one fully executed copy to Consultant



1717 South Rustle Street, Suite 201
Spokane, WA 99224

ASA#3 SCOPE OF WORK

PROJECT NAME:	CC-1 Lift Station Upgrade Project
CONSULTANT CONTACT:	Jake Bender, P.E. Ardurra Group
CONTRACT AMOUNT:	\$266,678

This Additional Services Agreement covers construction administration support for the CC-1 Lift Station Upgrade project. Under this agreement, Ardurra will provide:

- Pre-construction meeting support
- Submittal review
- RFI responses
- Change order coordination
- Responses to contractor questions
- Site visits and limited construction observation
- Virtual attendance at weekly construction meetings as requested
- Punch list preparation
- Project closeout support

In addition, Ardurra will retain subconsultants to provide cultural resources monitoring and materials testing services.

This scope assumes a construction start date of September 8, 2026, and a substantial completion date of April 30, 2027, in accordance with the project contract documents. A construction duration of approximately 30 weeks is assumed as the basis for the construction support scope.

Scope of Services

1. Project Coordination

Conduct overall management of the construction administration services and administrative tasks of a general nature as required over the duration of the project. This task includes efforts for construction-phase coordination, quality control, communications, and general project management to maintain continuity and flexibility throughout construction. This task also includes time for monthly invoicing and monitoring budget items. This scope of work assumes a total construction duration of approximately 30 weeks, from the start of construction (September 8, 2026) to substantial completion (April 30, 2027), with final completion and closeout activities following in accordance with the project contract documents.

2. Pre-Construction Coordination

Consultant will coordinate the bid award for the selected contractor, including responding to City questions related to the bid evaluation and recommendation of award as needed. Following award, Consultant will prepare a conformed set of plans and project documents incorporating all addenda and clarifications issued during bidding and will provide electronic (CAD) files to the contractor as needed for construction.

Consultant will prepare an agenda and lead a pre-construction meeting held on-site at the City Public Works building. City staff will participate in the meeting. The pre-construction meeting will be attended in person by the Project Manager and Construction Inspector; other Consultant staff and participants may attend virtually as needed.

3. Submittal Review

Consultant will review and respond to submittals from the contractor during construction as requested by the City. Submittals are anticipated to include discipline-specific items such as mechanical and electrical equipment data, structural shop drawings, instrumentation and controls, concrete mix designs, piping and valves, and other materials and equipment required for the lift station upgrade and site improvements.

It is assumed that approximately 40 submittals will be received over the course of construction that will require Consultant review. For budgeting purposes, an average of 3 hours per submittal is assumed, including review by the Senior Engineer/Project Manager and supporting staff (e.g., mechanical, electrical, structural, and civil disciplines as applicable), coordination of comments, and preparation of formal responses to the City and contractor.

4. Request for Information (RFI) Responses

Consultant will review and respond to contractor Requests for Information (RFIs) during construction as requested by the City. RFIs are anticipated to include questions related to contract interpretation, field conditions, coordination between disciplines, constructability issues, clarification of design intent, and proposed substitutions or deviations from the contract documents. These may involve civil, structural, mechanical, electrical, and instrumentation/control aspects of the work, as well as site and utility coordination.

It is assumed that approximately 20 RFIs will be received during construction that will require consultant review. For budgeting purposes, an average of 4 hours per RFI is assumed, including technical review, internal coordination as needed, preparation of a written response, and communication with the City and contractor.

5. Change Order Assistance

Consultant will provide support to the City for review and coordination of contractor change order requests during construction. Change order efforts may include evaluation of contractor proposals related to changed field conditions, quantity adjustments, design clarifications, value engineering ideas, schedule impacts, and other modifications to the work. This task includes coordination across relevant disciplines (civil, structural, mechanical, electrical, and instrumentation/control, as applicable) to confirm the technical basis and cost/schedule implications of each proposed change.

Consultant will assist the City by reviewing change order pricing and supporting documentation, developing or reviewing independent cost estimates as appropriate, and providing written recommendations to the City regarding acceptance, modification, or rejection of each change order. Consultant will also assist in preparing or reviewing change order documents for execution.

For budgeting purposes, it is assumed that approximately 4 change orders will be processed during the project that will require consultant review, with an average of 10 hours per change order for technical review, internal coordination, cost/schedule evaluation, and preparation of written recommendations and supporting documentation.

6. Site Visits

Consultant will visit the site to observe construction progress and address field questions as required during the construction phase. Site visits will be used to visually review work in place, discuss construction issues with the contractor and City staff, and confirm general conformance with the intent of the contract documents. Field observations may include civil, structural, mechanical, electrical, and instrumentation/control elements of the lift station upgrade and associated site improvements.

For budgeting purposes, it is assumed that the Project Manager will conduct monthly site visits over the duration of construction, for a total of 6 site visits. Each visit will include travel time, on-site observation, coordination with the contractor and City, and preparation of brief follow-up notes or emails documenting key issues and action

items.

7. Construction Observation

Provide construction observation during construction, as requested by the City, to observe conformance of the work with the engineering documents and to support the Consultant's ability to certify that construction was completed in accordance with the approved plans and specifications. Observation activities may include, but are not limited to, materials review, testing procedure observation, workmanship observation, quantity tracking, erosion and sediment control compliance, and observation of pressure testing.

For this scope and budget, construction observation will be provided on an as-needed basis upon request by the City. The budget assumes a total of 40 observation hours, which includes travel time, on-site observation, coordination with the contractor and City staff, and documentation of field observations. This level of effort assumes four (4) round trips from Spokane to the project site.

8. Construction Meetings and Miscellaneous Construction Coordination

Consultant will provide construction meeting support and miscellaneous construction coordination services throughout the duration of the project. This work will include participation in regular construction progress meetings when requested by the city, coordination with the contractor and agencies, and general construction-phase support to the City.

The Project Manager and discipline engineers (e.g., civil, structural, mechanical, electrical, and instrumentation/control) will participate virtually in construction meetings as required, depending on the agenda topics and issues under discussion.

Miscellaneous construction coordination efforts will include:

- Responding to general contractor questions and coordinating clarifications of the contract documents
- Coordinating with regulatory and review agencies such as Washington State Department of Ecology (ECY), Washington State Department of Transportation (WSDOT), and the Washington State Department of Archaeology and Historic Preservation (DAHP), as needed
- Reviewing contractor payment applications, including verification of quantities and progress, and providing recommendations to the City
- Coordinating with subconsultants (e.g., cultural resources monitoring, materials testing) as needed
- Performing other construction-phase coordination tasks reasonably required to support successful project delivery and compliance with project requirements

This task is intended to provide ongoing communication, coordination, and documentation to support timely resolution of construction issues and maintain alignment between the contractor, City, Consultant, and involved agencies during the construction phase.

9. Project Close Out

Consultant Consultant will perform a project site walkthrough at substantial completion to observe the work and document remaining construction items to be included on the contractor punch list. Consultant will prepare the punch list and provide it to the City and contractor for corrective action.

This proposal assumes the final completion back-check site walkthrough to confirm that punch list items have been addressed and that the work is in conformance with the contract documents will be completed by city staff.

As part of project closeout, Consultant will assist the City with closeout documentation of final completion including reviewing final pay applications and contract changes.

10. Record Drawings

Final record drawings preparation is not included in this scope. Record drawings can be provided as an additional service.

11. Cultural Resource Monitoring Services (Subconsultant)

Plateau CRM (Plateau) will provide cultural resource monitoring services as a subconsultant to Ardurra. These services will be conducted in compliance with the scope and methods outlined in Plateau's attached proposal.

12. Construction Materials Testing Services (Subconsultant)

AAR Testing and Inspection, Inc (AAR) will provide construction materials testing services as a subconsultant to Ardurra. These services will be conducted in compliance with the scope and methods outlined in AAR's attached proposal.

Cost of Services

Services will be billed on a Time and Material (T&M) basis. If approved in writing by City, additional services, if required, will be billed on a time and materials basis. A breakdown of estimated fees by categories is included in the attached labor estimate.

Project Schedule

See the project timeline below and attached draft project schedule.

Item	Expected Completion
Signed ASA	August 2026
Pre-construction Meeting	August 26, 2026
Construction NTP	September 8, 2026
Substantial Completion	April 30, 2027
Final Completion	May 28, 2027

Assumptions

- The Consultant's role is advisory, focused on engineering judgment, design intent clarification, and technical support rather than operational decision making.
- The Consultant will provide construction observation when requested by the city.
- Observation hours are limited to 40 hours over the course of the project.
- Design clarifications are limited to the original contract intent; significant redesign or new alternatives will be considered additional services.
- Responses to RFIs rely on existing design information; extensive re-analysis or field redesign will be treated as extra work.
- Record drawings preparation is not include in this scope of work. Preparation of record drawings can be provided as an additional service.
- The City will serve as the primary point of contact with the contractor, with Consultant communication routed through the City unless directed otherwise.
- Consultant participation in meetings is limited to when specifically requested by city staff.
- Site visits by the Consultant will occur periodically at key milestones, or when specifically requested, and are not intended as continuous monitoring.
- Review of pay applications will be limited to technical components or quantities, without certifying payments or verifying daily production.
- Change order support is advisory, providing technical input without negotiating directly with the contractor.
- The Consultant is not responsible for construction means and methods, including temporary works, shoring, bypass pumping, or sequencing.
- Bypass pumping plans are reviewed only for conformance with design intent, not designed or certified by the Consultant.
- Existing utility information is based on available records; unexpected conflicts or relocations may require additional services.
- Trench safety and excavation support systems are the contractor's responsibility and are not reviewed or approved by the Consultant.
- Cultural monitoring services are provided by a subconsultant; the contractor and the City are responsible for coordinating the cultural monitor's schedule and ensuring site access.
- Materials testing services are provided by a subconsultant; the contractor and the City are responsible for

coordinating testing schedules, sample timing, and site access.

- The Consultant does not manage or direct subconsultants in the field; the contractor and the City serve as the primary points of contact for all subconsultant coordination.
- Subconsultant deliverables such as monitoring reports or test results are provided to the Consultant for review, but the Consultant does not oversee daily subconsultant activities.
- Any delays or additional costs resulting from subconsultant scheduling, access, or coordination issues are the responsibility of the contractor and the City, not the Consultant.
- This scope does not include any public coordination with property owners.
- Construction survey staking is not included.
- As-built survey is not included.
- The City will lead funding closeout with the Washington State Department of Ecology (ECY); the Consultant will provide technical support as requested but will not be responsible for funding administration.
- Commissioning services for the pumps or electrical controls are not included.

Exclusions and/or Additional Services

- Direct construction management responsibilities, including directing contractor activities, sequencing work, or managing schedules.
- Negotiation of change orders or claims with the contractor; consultant involvement is limited to technical input only.
- Redesign of project elements, development of new alternatives, or significant revisions to the original design intent.
- Detailed engineering analysis required to respond to RFIs that go beyond clarifications of existing design information
- Preparation of new permit applications, permit modifications, or environmental compliance monitoring.
- Review or approval of contractor means and methods, including temporary works, shoring, or trench safety.
- Continuous attendance at field coordination meetings, daily briefings, or unscheduled site visits.
- Surveying services, including construction staking, layout verification, or as built field measurements.
- Preparation of record drawings beyond incorporating contractor or city provided redlines and as built information.
- Cultural monitoring services beyond reviewing reports or findings provided by the cultural resources subconsultant.
- Management, scheduling, or coordination of subconsultants in the field; the contractor and the city are responsible for coordinating schedules, site access, and daily needs for cultural monitors and materials testing personnel.
- Public outreach, stakeholder coordination, or communication with property owners
- Anything not specifically described above.
- Commissioning or training services are not included in this scope of work.

Period of Service

If the period of service for the tasks identified above is extended beyond what is shown, the compensation amount for the ENGINEER's services may be appropriately adjusted to account for salary adjustments and the extended duration of project management and administrative services.

Schedule Impacts

CITY acknowledges that the ENGINEER will not be responsible for impacts to the schedule caused by actions of others over which the ENGINEER has no control.

Attachments:

[1] Labor Estimate

[2] Cultural Resource Monitoring Scope of Services (Plateau CRM)

[3] Construction Material Testing Services (AAR Testing and Inspection, Inc.)



1717 South Rustle Street, Suite 201
Spokane, WA 99224
Ph: (509) 319-2580

Attachment 1. Labor Estimate

Project Budget Estimate
City of Chelan
CC-1 Lift Station Upgrade - Construction Support
Man-hour Estimate
August 3, 2026

Assumptions: Construction Start September 8, 2026
Substantial Completion April 30, 20219
Construction Duration 30 weeks

ITEM NO.	DESCRIPTION OF WORK	Total Man-hours	Project Manager	Construction Inspector	Staff Civil Engineer	Staff Electrical Engineer	Staff Structural Engineer	Landscape Architect	Admin.
1	Project Coordination								
	Project Management/Coordination/Admin	30	24						6
2	Pre-Construction Coordination								
	Bid Award/Conformed Documents	16	8		8				
	Electronic Documents Coordination	10	2		8				
	Pre-con meeting	24	10	4	4	2	2	2	
3	Submittal Review								
	Submittal reviews (40)	120	10	10	40	20	20	20	
4	RFI Responses								
	RFI Response (20)	80	10		30	20	10	10	
5	Change Order Assistance								
	Change Order Assistance (4)	40	10		10	10	10		
6	Site Visits								
	Site Visit (6)	60	60						
7	Construction Observation								
	Construction Observation	40		40					
8	Misc. Construction Coordination								
	Construction Meetings and Misc. Coordination	154	30	24	30	30	20	20	
9	Project Close Out								
	Substantial Completion (site visit/punch list)	40	10	10	10			10	
	O&M Manual	0							
	Close out support	22	10			4	4	4	
10	Record Drawings								
	Record Drawing Preparation	0							
	TOTAL OF HOURS	636	184	88	140	86	66	66	6

A. Summary Estimated Man-Hour Costs

Personnel	Man-hour	Rate	Extension
Project Manager	184	\$285.00	\$52,440.00
Construction Inspector	88	\$150.00	\$13,200.00
Staff Civil Engineer	140	\$150.00	\$21,000.00
Staff Electrical Engineer	86	\$170.00	\$14,620.00
Staff Structural Engineer	66	\$170.00	\$11,220.00
Landscape Architect	66	\$195.00	\$12,870.00
Administrative	6	\$100.00	\$600.00
Total Labor Cost	636		\$125,950.00

B. Estimated Expenses

	No.	Rate	
Vehicle Mileage (Site Visits 6)	1920	\$0.75	\$1,440.00
Vehicle Mileage (Const Obs. 4 visits)	1,280	\$0.75	\$960.00
Total Estimated Expenses			\$2,400.00

C. Subconsultants

Plateau CRM - Cultural Monitoring	\$99,000.00
AAR - Material Testing	\$26,753.00
Markup (10%)	\$12,575.30
Total Estimated Expenses	\$138,328.30

TOTAL **\$266,678.30**



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Attachment 2. Plateau CRM – Cultural Monitoring Proposal



PROJECT PRICE PROPOSAL

By
Plateau Archaeological Investigations, LLC
dba Plateau CRM
P.O. Box 714, Pullman, Washington 99163

To: Ardurra

Project: Archaeological Monitoring for the Chelan CC1 Lift Station and Gravity Sewer Project, Chelan County, Washington

Date: August 18, 2026

Price: \$99,000 Total price for 60 person days of cultural resource field monitoring

This price estimate includes an informal background review, 8-hour shifts of field monitoring by a professional archaeologist, travel and related expenses, and report preparation. In the case of breakdown or changed plans, our archaeologist will remain onsite for an appropriate period of time to ensure availability should work commence. This is Not-to-Exceed budget using the published GSA rates. Following completion of fieldwork, Plateau will prepare a report for submission to your office, the lead agency, and the Department of Archaeology and Historic Preservation (DAHP). Each additional 8-hour working day of field monitoring is \$1,650. If a work shift exceeds the 8-hour estimate, the project will be billed at \$1,845.00/person day.

Signatures:

Jake Bender
Ardurra

Date

David A. Harder, Vice President
Plateau CRM

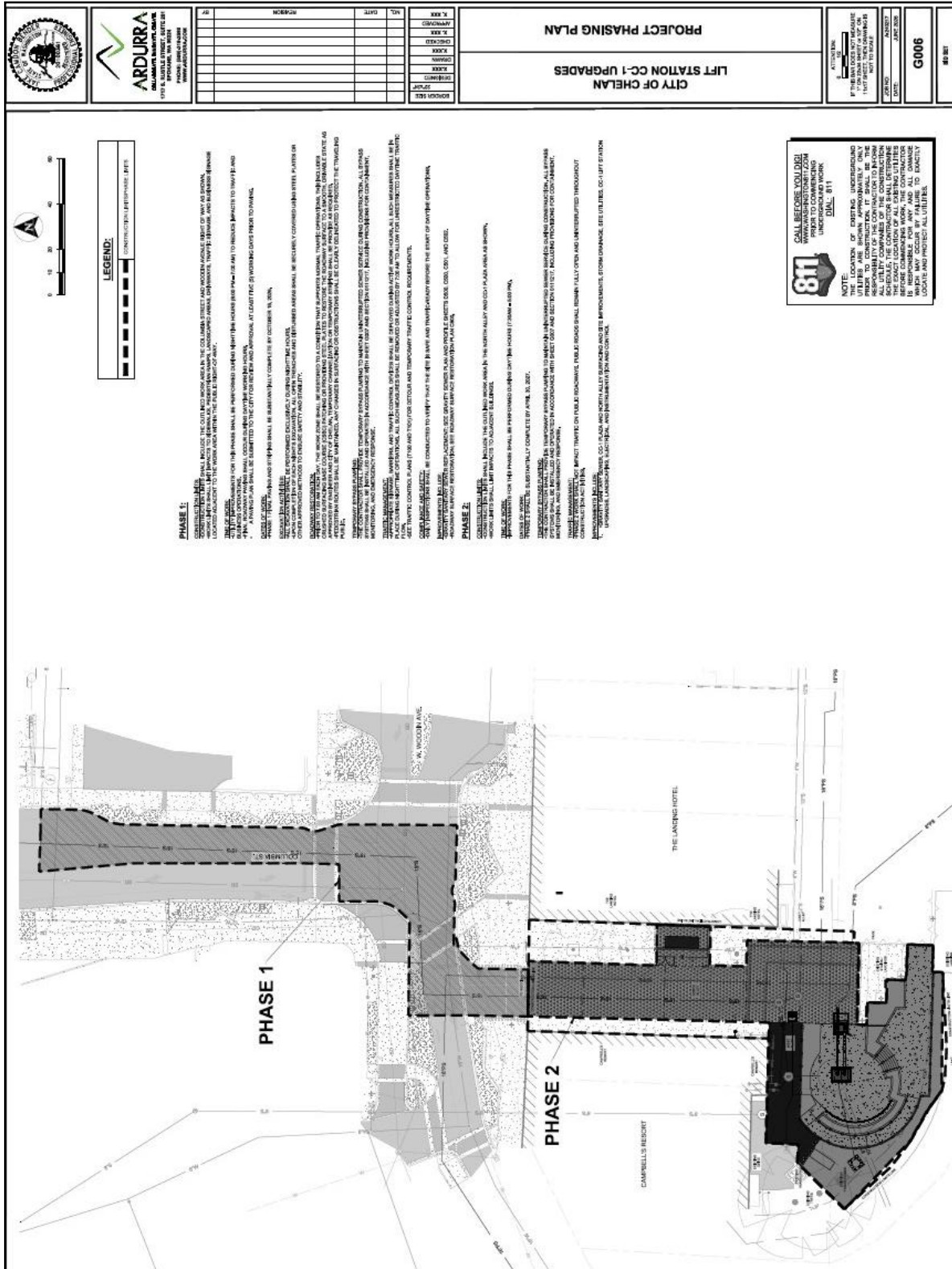
August 18, 2026

Date

The City of Chelan is preparing to complete the construction of a gravity sewer and a lift station in downtown Chelan, Washington. The project will also include improvements to the riverwalk and pavilion area by adding new seating, stairways, fencing, and lighting. The Project Area covers approximately 0.37 acres and lies in Section 13 of Township 22 North, Range 22 East, Willamette Meridian. Please review the attached map to verify the project location.

- 1 This agreement is for Archaeological Monitoring of the areas to be impacted during the proposed Chelan CC1 Lift Station and Gravity Sewer Project, Chelan County, Washington. The purpose of the investigation is to document cultural resources during the undertaking.
 - 1.1 The area of potential effect to be investigated is the physical location of ground-disturbing work for the project.
- 2 Additional permitting for this project may be required.
 - 2.1 No additional permitting from any State or Federal Agency is known to be required at this time. No permitting time is included in this proposal.
- 3 Plateau CRM will conduct the archaeological monitoring.
 - 3.1 Plateau CRM will provide an archaeological monitor for each day of ground-disturbing work.
 - 3.2 The archaeologist(s) will monitor all new ground-disturbing impacts in native and non-native sediments.
 - 3.3 The archaeologist(s) may not monitor backfilling unless required by a State or Federal Agency.
 - 3.4 The archaeologist(s) will screen sediment samples at intervals throughout the ground-disturbing areas.
 - 3.5 The archaeologist(s) will record cultural resources and their identified locations during monitoring.
 - 3.6 The archaeologist(s) will follow the Unanticipated/Inadvertent Discovery Protocol prepared for this project and will adhere to all requirements within.
 - 3.6.1 A copy of the Unanticipated/Inadvertent Discovery Protocol should be retained on site by the Foreman and Site Inspector, as well as the archaeologist, to ensure that protocols are understood by construction crews.
- 4 Additional days of monitoring may be required for this project.
 - 4.1 Additional monitoring days are not included in this proposal.
 - 4.2 If a work shift exceeds the 8-hour estimate, the project will be billed at \$1,845.00/person day.
 - 4.3 Any additional days on site will be billed at \$1,845.00 per day.
- 5 This project will consist of a background search if not previously conducted under a cultural resource survey, field investigation of the project area to identify any cultural resources, research of public documents to help identify potential traditional cultural properties, and preparation of a report.

- 5.1 This proposal does not include interviewing tribal elders to help identify possible Traditional Cultural Properties.
- 6 If cultural resources are located during this project, further work, investigation, or analysis may be required to evaluate whether the resource(s) is/are eligible for inclusion on the National Register of Historic Places; this monitoring could result in additional work; any such additional work, investigation, evaluation, or analysis is not included in this price proposal.
 - 6.1 This proposal does not include the inventory or formal National Register of Historic Places (NRHP) evaluation of any buildings, bridges, or other structures near the project area whose evaluation may be requested by interested or other parties.
 - 6.2 This proposal does include preparation of archaeological site or isolate forms as needed.
- 7 An email describing the findings of the field investigation will be sent to Jake Bender of Ardurra within five working days of completion of the fieldwork.
 - 7.1 An electronic draft copy of the report in Portable Document Format (PDF) will be provided to Ardurra within one hundred and twenty (120) days of completion of the fieldwork.
 - 7.2 Any review and comment upon the draft report will be provided to Plateau CRM within thirty days of receiving the draft report.
 - 7.3 Plateau CRM will upload the final report to the DAHP's WISAARD portal and provide contact information to request a review of the documentation. Since the submittal process varies by funding and permitting agency, Plateau CRM will assist with submissions and verify that the reports are submitted with all appropriate cover sheets and/or exhibits.
- 8 Ardurra agrees to provide any of the following that are available or possible:
 - 8.1 All available correspondence related to cultural resources from or to the funding or permitting agency, DAHP, or any other interested parties.
 - 8.2 The most current set of project plans, preferably in an electronic format.
 - 8.3 Geographic Information System (GIS) data for the project.
 - 8.4 Timelines for proposed construction.
 - 8.5 Anticipated project close date for billing and invoicing purposes.
- 9 Plateau CRM will provide monthly invoices to the client throughout the duration of the fieldwork and report preparation.
 - 9.1 Invoices will be rendered after the completion of payroll at the beginning of each month.





1717 South Rustle Street, Suite 201
Spokane, WA 99224
Ph: (509) 319-2580

Attachment 3. AAR Testing and Inspection, Inc – Construction Material Testing Proposal



AAR TESTING AND INSPECTION, INC.

112 Olds Station Road, Suite 100
Wenatchee, WA 98801
www.aartesting.com
(509) 888-4457

July 30, 2026

Jake Bender, PE
Ardurra
123 Ohme Garden Rd
Wenatchee, WA 98801

**Subject: Proposal to Provide Materials Testing
City of Chelan Lift Station CC-1 Upgrades
10 E Woodin Ave
Chelan, WA 98816**

Dear Mr. Jake Bender, PE

AAR Testing and Inspection, Inc. is pleased to provide you with our services for the above-mentioned project. For your information and review, we have included proposal scope of work and cost estimate. We are prepared to commit the resources, staffing and expertise necessary for quality-oriented services. We are available to immediately start this project.

PROJECT SUMMARY

The Project consists of the construction and modification of a public sewer lift station, including demolition of the existing CMU building and removal of all existing triplex lift station components. Additional improvements include installation of a new backup generator, construction of a new force main, water main installation, and storm drainage enhancements. Site work will include landscaping and general site improvements such as retaining walls, asphalt and concrete surfacing, stairs and handrails, fencing, irrigation, plantings, and other items necessary to complete the work.

SCOPE OF SERVICES

We understand that the following services will most likely be required.

**Soil Compaction
Epoxy Anchors**

**Reinforced Concrete
Asphalt (HMA) Compaction**

**Non-shrink Grout
Night Work (After 6PM)**

PROPOSAL REFERENCES

Drawings by Ardurra dated June 17, 2026

Email communication with Jake Bender, PE of Ardurra

COST

AAR Testing and Inspection proposes to provide our services on a time and materials basis. All inspections are based on four hours minimum portal to portal per site visit. See the attached proposal for estimated quantities and costs.

Overtime/Minimum/Rush Charges; if required, hours worked on any project in excess of eight hours per day, before 06:00 or after 18:00 hours or on weekends, will be charged at 150% of the regular hourly rate.

Our cost estimates are based on time and materials for the project. Final total cost for our scope of work is dependent upon contractors work scheduling. We have based our estimates on our experiences with similar projects. We will keep client informed of our budget as the project progresses.

REPORTING

Our field personnel will provide verbal results to the project superintendent after completion of each inspection and will submit an electronic inspection report prior to leaving the site. If a deficiency exists, our inspector will notify the onsite project personnel.

STAFFING

Our level of involvement is expected to be full-time/periodic depending upon the actual schedule and sequencing of construction activities. We request that services be scheduled 24 hours in advance of the time our personnel are needed at the project site. Requests made less than 24 hours in advance may require an additional fee. We are prepared to commit the resources, staffing and expertise necessary for a quality-oriented inspection program.

Inspectors for this project will be certified by the Washington Association of Building Officials (WABO), International Code Council (ICC), American Welding Society (AWS), and the American Concrete Institute (ACI). These certifications ensure the highest construction quality will be achieved by providing experienced and qualified Special Inspectors. Our staff members take pride in the work they do and are pro-active when conducting their inspections. This pro-active approach ensures that construction schedules are met and that costly delays are not incurred. We are proud of the fact that we work as a project team member and continuously work with the project team to solve any conflicts that may arise during the project.

CLOSURE

We appreciate your consideration and look forward to working with you on this project. Authorization to proceed can be indicated by signing below and returning it to our office. If you have questions or wish to discuss any aspect of our proposal, please call at (509) 393-3226 or email the undersigned.

Sincerely,

AAR TESTING AND INSPECTION, INC.



Anthony Melone
Assistant Project
Manager
anthony.melone@socotec



Robin Radach
Senior Project Manager
robin.radach@socotec.us

Attachments: Estimated Cost Breakdown
 Contract
 Project Set Up Form

ESTIMATED COST BREAKDOWN

City of Chelan Lift Station CC-1 Upgrades

10 E Woodin Ave

Chelan, WA 98816

FIELD INSPECTION

Special Inspection Items	Trips	Hours / Trip	Quantity	Unit	Rate	Total
Soil Compaction Testing	5	4	20	Hour	\$80.00	\$1,600.00
Reinforced Concrete Inspection	12	4	48	Hour	\$78.00	\$3,744.00
Non Shrink Grout Sampling	1	4	4	Hour	\$78.00	\$312.00
Post Installed Anchor Inspection	2	4	8	Hour	\$78.00	\$624.00
Asphalt (HMA) Compaction Testing	1	8	8	Hour	\$80.00	\$640.00
Night Work (8hr min)	10	8	80	Hour	\$120.00	\$9,600.00

FIELD INSPECTION SUBTOTAL

\$16,520.00

MATERIALS TESTING

Materials Testing Items	Quantity	Unit	Rate	Total
Concrete Compressive Strength	60	Each	\$25.00	\$1,500.00
Non Shrink Grout Compressive Strength	3	Each	\$36.00	\$108.00
Maximum Density of Soil (Proctor)	4	Each	\$200.00	\$800.00
Sieve Analysis	3	Each	\$125.00	\$375.00
Fracture Face	3	Each	\$85.00	\$255.00
Sand Equivalent	3	Each	\$85.00	\$255.00
Asphalt (HMA) Oil Content by Ignition Oven	1	Each	\$160.00	\$160.00
Asphalt (HMA) Rice Density	1	Each	\$110.00	\$110.00
Asphalt (HMA) Extracted Aggregate Gradation	1	Each	\$125.00	\$125.00
Gyratory Compaction	1	Each	\$300.00	\$300.00

MATERIALS TESTING SUBTOTAL

\$3,988.00

MISCELLANEOUS

Miscellaneous Items	Quantity	Unit	Rate	Total
Trip Charge	31	Per Trip	\$50.00	\$1,550.00
Cylinder Pickup	12	Per Trip	\$200.00	\$2,400.00
Sample Pickup	3	Per Trip	\$200.00	\$600.00
Project Management	15	Hour	\$100.00	\$1,500.00
Administration	3	Hour	\$65.00	\$195.00

MISCELLANEOUS SUBTOTAL

\$6,245.00

TOTAL ESTIMATE

\$26,753.00

AAR TESTING AND INSPECTION, INC.

Special Inspection and/or Materials Testing Services Agreement

PARTIES

This agreement entered in Redmond, WA, between the following below on **July 30, 2026**

Hereinafter called "Client"	and	hereinafter called "Consultant"
Ardurra		AAR Testing and Inspection Inc.
123 Ohme Garden Rd		7128 180th Avenue NE, Suite C101
Wenatchee, WA 98801		Redmond, WA 98052

PROJECT

Client engages Consultant to provide services in connection with:

City of Chelan Lift Station CC-1 Upgrades
10 E Woodin Ave
Chelan, WA 98816

SCOPE OF SERVICES

Consultant agrees to perform services as follows:

Provide services as outlined in AAR's proposal, dated **July 30, 2026**

Client agrees that all services not expressly included are excluded from Consultant’s Scope of Services.

COMPENSATION

Client agrees to compensate Consultant for such services as follows:

As described in AAR’s proposal, dated **July 30, 2026**

For time and materials basis estimated to be **\$26,753.00**

Client and Consultant acknowledge that each has read and agrees to the scope and fee described in the proposal.

Client: Ardurra	Consultant: AAR Testing and Inspection, Inc.
Signature: _____	Signature: _____
Name: _____	Name: _____
Title: _____	Title: _____
Date: _____	Date: _____

PROJECT SET UP FORM

City of Chelan Lift Station CC-1 Upgrades

10 E Woodin Ave

Chelan, WA 98816

To ensure AAR Testing and Inspection, Inc. has all of the necessary information to start this project, please complete following information and send back with signed contract.

CLIENT NAME

COMPANY NAME

CLIENT ADDRESS

CLIENT PHONE NUMBER

CLIENT EMAIL

REPORT DISTRIBUTION CONTACT

Name and email of all individuals who should receive copies of inspection reports (this includes City inspectors, etc.)

ON-SITE CONTACT

Name, employer, phone number and email address

PERMIT NUMBER & BUILDING JURISDICTION

Inspection reports will NOT be left on site without a permit number for the work being performed.

COUNTY INSPECTOR'S NAME

Only required in Unincorporated King and Snohomish Counties

INVOICE DELIVERY METHOD

Mailed or E-mail (if e-mailed, specify email address)

SCOPE OF SERVICES

Using the list below, please circle all types of services AAR Testing is to provide for this project:

Concrete Sampling

Steel Reinforcement

Post Tension Slabs

Masonry Construction

Shotcrete Application

Auger Cast Piles

Soil Nailing

Lateral Framing

Structural Steel/ Welding

Epoxy Anchors

Wedge Anchors

Fireproofing

Soil Compaction / Proctors

Asphalt Densities / Rice Density

Rebar Location / GPR Services

Laboratory Testing Services



Subject/Title: Chelan Luxury Garages, LLC Relinquishment of Easement (Public Works Director Youngren)
Department: Public Works
Staff Contact: Jake Youngren
Guiding Principles: Visionary & Strategic
Initiatives: Strengthen Strategic Partnership
Reviewed By: City Administrator, City Attorney and Finance Director
Number of Looks: Look No. 1 of 1

PREVIOUS ACTION TAKEN

None.

OVERVIEW

The City of Chelan owns Lot 1 of Brownfield Short Plat No. 2860, recorded in Book SP-11 of Short Plats, Page 56, under Auditor's File No. 9404270016 (Assessor's Tax Parcel No. 27 23 18 420 150). This property is burdened by a thirty (30) foot wide easement running along its Northern and Western borders, benefiting the Chelan Luxury Garages property, now Parcels A and B of Boundary Line Adjustment No. 2025-01CH (Assessor's Tax Parcel Nos. 27 23 18 420 167 and 27 23 18 420 195).

Under the original terms of Brownfield Short Plat No. 2860, this easement terminates upon sale of the Chelan Luxury Garages property to a party unrelated to Brownfield. Brownfield Land, LLC sold the property to an unrelated party by deed recorded May 25, 2006, under Auditor's File No. 2227982, which triggered termination of the easement by its own terms. This Relinquishment of Easement formally vacates, cancels, and annuls the easement of record to clear title, for the mutual benefit of both parties.

The document has been signed by Chris Sandberg, Authorized Agent for Chelan Luxury Garages, LLC, and notarized on August 5, 2026. City acceptance is completed by the signature of the Mayor, as provided on the final page of the document.

FINANCIAL IMPLICATIONS

No payment or consideration is exchanged between the parties; the relinquishment is executed to clear title on an easement that has already terminated by its own terms, for the mutual benefit of the City and Chelan Luxury Garages, LLC. No City funds, maintenance obligations, or budget amendments are associated with this action.

ATTACHMENTS

1. Chelan Luxury Garages, LLC Relinquishment of Easement

SUGGESTED MOTION

I move to authorize the Mayor to finalize and execute the Chelan Luxury Garages, LLC Relinquishment of Easement.

AFTER RECORDING MAIL TO:

RELINQUISHMENT OF EASEMENT

GRANTOR: (1) City of Chelan, a Washington municipal corporation

GRANTEE: (1) Chelan Luxury Garages, LLC, a Washington limited liability company

Reference number of document released: **9404270016**

ABBR. LEGAL DESCRIPTION: Lot 1, Brownfield Short Plat No. 2860; Parcels A & B,
BLA 2025-01CH

ASSESSOR'S TAX PARCEL ID: 27 23 18 420 150

27 23 18 420 167

27 23 18 420 195

I. RECITALS

1. The City of Chelan, a Washington municipal corporation, is the owner of the following described real property situated in Chelan County, Washington, referred to hereinafter as “the City property”:

Lot 1 of Brownfield Short Plat No. 2860, Chelan County Washington, recorded in Book SP-11 of Short Plats, Page 56, under Auditor’s File No. 9404270016.

Assessor’s Tax Parcel No. 27 23 18 420 150

2. Chelan Luxury Garages, LLC, a Washington limited liability company, is the owner of the following described property situated in Chelan County, Washington, referred to hereafter as “the Chelan Luxury Garages property”:

Parcels A and B of Boundary Line Adjustment 2025-01CH, Chelan County, Washington, recorded March 25, 2025 under Auditor’s File No 2605715.

Assessor’s Tax Parcel Nos. 27 23 18 420 167 and 27 23 18 420 195

RELINQUISHMENT OF EASEMENT -1-

3. The City property is burdened by a thirty (30) foot wide easement for the benefit of the Chelan Luxury Garages property, as dedicated in Brownfield Short Plat No. 2860, Chelan County Washington, recorded in Book SP-11 of Short Plats, Page 56, under Auditor's File No. 9404270016. Said easement runs adjacent to the Northern and Western borders of the City property, and is referred to hereafter as "the easement."

4. Pursuant to the terms of Brownfield Short Plat No. 2860, the easement terminates upon the sale of the Chelan Luxury Garages property to a party unrelated to Brownfield.

5. Brownfield Land, LLC, a Washington limited liability company, sold the Chelan Luxury Garages property to an unrelated party by that Deed recorded May 25, 2006 under Auditor's File No. 2227982.

Therefore, in consideration of clearing title and for the mutual benefit to the parties it is hereby agreed as follows:

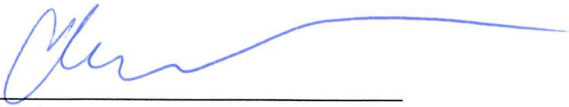
II. RELINQUISHMENT OF EASEMENT

It is hereby agreed that the thirty (30) foot wide easement running adjacent to the Northern and Western borders of the City property as set forth in Brownfield Short Plat No. 2860, Chelan County Washington, recorded in Book SP-11 of Short Plats, Page 56, under Auditor's File No. 9404270016, benefiting the Chelan Luxury Garages property and burdening the City property is vacated, cancelled, and annulled and that all rights for easement created or contemplated by Brownfield Short Plat No. 2860, Chelan County Washington, recorded in Book SP-11 of Short Plats, Page 56, under Auditor's File No. 9404270016 are hereby relinquished and terminated. See Exhibit A for reference.

[Intentionally left blank]

DATED this 5th day of August, 2026.

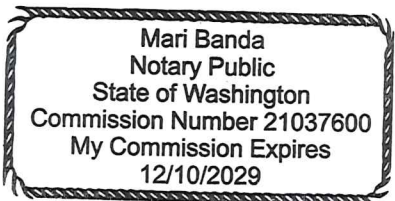
Chelan Luxury Garages, LLC, a
Washington limited liability company

By: 
Chris Sandberg, Authorized Agent

STATE OF WASHINGTON)
) ss.
COUNTY OF Okanogan)

On this 5th day of August, 2026, before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared Chris Sandberg, to me known to be the Authorized Agent of Chelan Luxury Garages, LLC, a Washington limited liability company, and acknowledged the said instrument to be the free and voluntary act and deed of said company, for the uses and purposes therein mentioned.

Witness my hand and official seal hereto affixed the day and year first above written.




Notary Public in and for the State
of Washington, residing at Brewster, WA 98812
My Commission Expires 12/10/2029

RELINQUISHMENT OF EASEMENT -3-

By the signature of it's authorized representative, below, the City of Chelan accepts the relinquishment of easement.

DATED this ____ day of _____, 2026.

City of Chelan

By: _____
Erin McCardle, Mayor

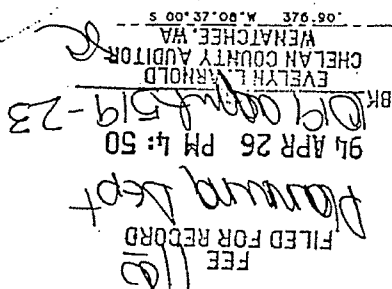
STATE OF WASHINGTON)
) ss.
COUNTY OF CHELAN)

On this ____ day of _____, 2026 before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared Erin McCardle, Mayor of the City of Chelan, a Washington municipal corporation, that executed the foregoing instrument, and acknowledged the said instrument to be the free and voluntary act and deed for the uses and purposes therein mentioned.

Witness my hand and official seal hereto affixed the day and year first above written.

Notary Public in and for the State
of Washington, residing at _____
My Commission Expires _____

5





Subject/Title: Chelan Luxury Garages, LLC Dedication of Right of Way (Public Works Director Youngren)
Department: Public Works
Staff Contact: Jake Youngren
Guiding Principles: Accessible & Welcoming
Initiatives: Manage Growth
Reviewed By: City Administrator, City Attorney and Finance Director
Number of Looks: Look No. 1 of 1

PREVIOUS ACTION TAKEN

None.

OVERVIEW

Chelan Luxury Garages, LLC, a Washington limited liability company, has submitted a Dedication of Right of Way conveying to the City of Chelan the Westerly thirty (30) feet of Lot 2 of Brownfield Short Plat No. 2860, as recorded in Book SP-11 of Short Plats, Page 56, under Auditor's File No. 9404270016. This area is now constituted as Parcel A and a portion of Parcel B of Boundary Line Adjustment No. 2025-01CH, recorded March 25, 2025 under Auditor's File No. 2605715.

The dedicated right of way is identified as Jessie Street and is shown on the attached survey exhibit (Exhibit A). The underlying corridor was originally reserved as a private access and utility easement along the western border of Lot 2 of Short Plat No. 2860, recorded April 26, 1994. As a condition of development of the Chelan Luxury Garages property (Assessor's Tax Parcel Nos. 27 23 18 420 167 and 27 23 18 420 195), the developer is required to dedicate this private easement as a public roadway, consistent with the City's standard land division and boundary line adjustment requirements for dedication of rights-of-way.

The Dedication document has been signed by Chris Sandberg, Authorized Agent for Chelan Luxury Garages, LLC, and notarized on August 19, 2026. The document includes a standard waiver of damage claims against the City arising from the establishment, construction, drainage, and maintenance of the dedicated public road. City acceptance is

completed by the signature of the Mayor, as provided on the final page of the document.

FINANCIAL IMPLICATIONS

No purchase price or payment to the Grantor is associated with this dedication; the right of way is conveyed to the City at no cost as a condition of development approval. The City assumes future maintenance responsibility for the dedicated portion of Jessie Street once constructed and accepted, consistent with other public rights of way, to be funded through the Public Works street maintenance budget. Recording fees with the Chelan County Auditor are the responsibility of the Grantor/developer under the standard development approval process. No budget amendment is required for this action.

ATTACHMENTS

1. Chelan Luxury Garages, LLC Dedication Right of Way

SUGGESTED MOTION

I move to accept the Dedication of Right of Way from Chelan Luxury Garages, LLC for Jessie Street, and to authorize the Mayor to finalize and execute the Dedication of Right of Way on behalf of the City of Chelan.

AFTER RECORDING MAIL TO:

DEDICATION OF RIGHT OF WAY

GRANTOR: (1) Chelan Luxury Garages, LLC, a Washington limited liability company

GRANTEE: (1) City of Chelan, a Washington municipal corporation

ABBR. LEGAL DESCRIPTION: Lots A & B, BLA 2025-01CH

ASSESSOR'S TAX PARCEL ID: 27 23 18 420 167
27 23 18 420 195

I. PARTIES and PROPERTY

A. Chelan Luxury Garages, LLC, a Washington limited liability company, is the owner in fee simple, of the following described property situated in Chelan County, Washington, referred to hereafter as “the Chelan Luxury Garages property”:

Parcel A: Assessor’s Tax Parcel No. 27 23 18 420 167

The South 300.00 feet of the West 335.00 feet of Lot 2 of Brownfield Short Plat No. 2860, Chelan County, Washington recorded in Book SP-11 of Short Plats, Page 56, under Auditor’s File No. 9404270016.

Also known as Parcel A of Boundary Line Adjustment 2025-01CH, Chelan County, Washington, recorded March 25, 2025 under Auditor’s File No 2605715.

Parcel B: Assessor’s Tax Parcel No. 27 23 18 420 195

Lots 2 and 3 combined, of Brownfield Short Plat No. 2860, Chelan County, Washington recorded in Book SP-11 of Short Plats, Page 56, under Auditor’s File No. 9404270016., except the South 300.00 feet of the West 335.00 feet thereof.

Also known as Parcel B of Boundary Line Adjustment 2025-01CH, Chelan County, Washington, recorded March 25, 2025 under Auditor’s File No 2605715.

B. The City of Chelan, is a Washington municipal corporation.

II. RECITAL

A. WHEREAS, Brownfield Short Plat No. 2860 recorded April 26, 1994 under Auditor's File No. 9404270016 reserved a private access and utility easement along the Western border of Lot 2 of SP 2860; and

B. WHEREAS, Lots 2 and 3 of Brownfield Short Plat No. 2860 were adjusted by that Boundary Line Adjustment No. 2025-01CH recorded March 25, 2025 under Auditor's File No. 2605715 and are now Parcel A and Parcel B of the Chelan Luxury Garages property, described above; and

C. WHEREAS, as a condition of the development of the Chelan Luxury Garages property, the undersigned is required to dedicate said private access and utility easement as a public roadway.

NOW, THEREFORE, it is hereby agreed as follows:

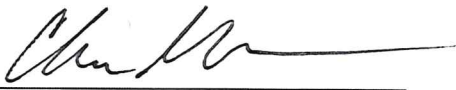
III. DEDICATION

A. Chelan Luxury Garages, LLC, a Washington limited liability company, hereby declares and dedicates to the use of the public forever the Westerly thirty (30) feet of Lot 2 of Brownfield Short Plat No. 2860, Chelan County, Washington recorded in Book SP-11 of Short Plats, Page 56, under Auditor's File No. 9404270016, which is now constituted as Parcel A and a portion of Parcel B of Boundary Line Adjustment 2025-01CH, Chelan County, Washington, recorded March 25, 2025 under Auditor's File No 2605715. Said right of way dedication is known as Jessie Street. See the attached Exhibit A for illustrated purposes.

B. Chelan Luxury Garages, LLC, a Washington limited liability company, and its successors and assigns, does hereby waive all claims for damages against any governmental authority which may be occasioned to the adjacent lands by the establishment, construction, drainage, and maintenance of public roads.

DATED this 19 day of August, 2026.

Chelan Luxury Garages, LLC, a
Washington limited liability company

By: 
Chris Sandberg, Authorized Agent

STATE OF WASHINGTON)
) ss.
COUNTY OF Chelan)

On this 19 day of August, 2026, before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared Chris Sandberg, to me known to be the Authorized Agent of Chelan Luxury Garages, LLC, a Washington limited liability company, and acknowledged the said instrument to be the free and voluntary act and deed of said company, for the uses and purposes therein mentioned.

Witness my hand and official seal hereto affixed the day and year first above written.




Notary Public in and for the State Orinda
of Washington, residing at Washington
My Commission Expires 6/26/2030

By the signature of it's authorized representative, below, the City of Chelan accepts this dedication of right of way.

DATED this ____ day of _____, 2026.

City of Chelan

By: _____
Erin McCardle, Mayor

STATE OF WASHINGTON)
) ss.
COUNTY OF CHELAN)

On this ____ day of _____, 2026 before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared Erin McCardle, Mayor of the City of Chelan, a Washington municipal corporation, that executed the foregoing instrument, and acknowledged the said instrument to be the free and voluntary act and deed for the uses and purposes therein mentioned.

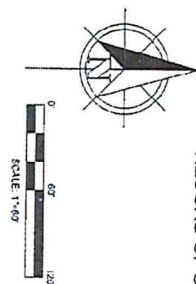
Witness my hand and official seal hereto affixed the day and year first above written.

Notary Public in and for the State
of Washington, residing at _____
My Commission Expires _____

CHELAN LUXURY GARAGES

A PORTION OF THE NORTHWEST QUARTER OF THE SOUTHEAST QUARTER
SECTION 18, TOWNSHIP 27 NORTH, RANGE 23 EAST, W.M.

EXHIBIT



CONSENT AND WAIVER OF CLAIMS:

IN WITNESS WHEREOF WE HAVE HERE TO SET OUR SIGNATURES
THIS 26 DAY OF March 2025

NOTARY PUBLIC
STATE OF NEW YORK
CHRIS SANDERG
CHILAN LUXURY GARAGES, LLC (CHRIS SANDERG)

STATE OF Washington, COUNTY OF Chelan, 1955

DATE 11 DAY OF March 2025

CHIRIS SANDERGO
NOTARY PUBLIC
AND FOR THE STATE OF *Washington*
COUNTY OF *King*
COMM. NO. *2-1001258*
WASHINGTON

BOUNDARY DESCRIPTION
 OLD PARCEL A - 1 P.M. 2723182420167

OLD PARCEL R - T.P. N. 772318420195
LOT 3 OF BROWNFIELD SHORT PLAT NO. 2850, CHELAN COUNTY, WASHINGTON, RECORDED
IN BOOK SP-11 OF SHORT PLATS, PAGE 59, UNDER AUDITOR'S FILE NO. 949276016.

NEW PARCEL B - 1 P.M. 772313470105
OTS 2 AND 3, COMBINED, OF HROWNFIELD SOUT PLAT NO 2660 CHELSEA COUNTY
PAGE 59, UNDER AUDITOR'S FILE NO. 6404270016.

SURVEY NOTES

4. ALL DISTANCES ARE IN U.S. SURVEY FEET.
5. TRAVERSE AND TOPOGRAPHY WERE PERFORMED WITH TRIMBLE R12 GPS EQUIPMENT
6. MEETS OR EXCEEDS THE STANDARDS CONTAINED IN WAC 332-130-000.
7. THIS SURVEY IS BASED UPON DOCUMENTS SOURCED FROM PUBLIC RECORDS WITHIN
THE OFFICE OF THE CLERK OF SUPERIOR COURT.

1 CHELSEA COUNTY SHORT PLAT NO. 2450 FOR MINE BROWNS FIELD, BOOK 9P11, PAGE 54

BOUNDARY LINE ADJUSTMENT NO. 21-2025-001CH
HEREBY APPROVED BY AND FOR THE CITY OF CHELAN, CHELAN COUNTY, WA

TREASURER'S CERTIFICATE

3/18/25
I hereby find good
and have been deposited with the Chemung County Treasurer
this 19 day of March, 2025.

AMERICAN COUNTY TREASURER: James J. [illegible] DATE Feb 12

FILED SEP 25 1963 FBI - MEMPHIS

Grading: 0 Sk: 11

COUNTY AUDITOR

IN MARCH 2025

JESSE LEE REDELL, PUG



COMPLETE DESIGN INC.
 "Construction Design Specialists"
 PO BOX 1414 | WINTERVILLE, PA 15387 | PH 717.461.1234 | FAX 717.461.1235

DRAWN BY: JLR
 DATE: 2.10.2025
 PROJECT NO: 24-0224

SHEET
1 OF 1



Subject/Title: Chelan Luxury Garages, LLC Sewer and Water Utility Easement
(Public Works Director Youngren)
Department: Public Works
Staff Contact: Jake Youngren
Guiding Principles: Accessible & Welcoming
Initiatives: Modernize Resource
Reviewed By: City Administrator, City Attorney and Finance Director
Number of Looks: Look No.1 of 1

PREVIOUS ACTION TAKEN

None.

OVERVIEW

Chelan Luxury Garages, LLC, owner of Parcels A and B of Boundary Line Adjustment No. 2025-01CH (Assessor's Tax Parcel Nos. 27 23 18 420 167 and 27 23 18 420 195), has granted the City of Chelan a perpetual, sixty (60) foot wide easement for sewer and water utilities across the Chelan Luxury Garages property. The easement benefits the City's adjacent property, Lot 1 of Brownfield Short Plat No. 2860 (Assessor's Tax Parcel No. 27 23 18 420 150).

The easement is described as running along the southern border of Parcel A of BLA 2025-01CH easterly to the southeast corner of Parcel A, then continuing easterly along the most southerly border of Parcel B to the Southeast corner of Parcel B, as depicted in Exhibit A to the easement document.

The easement is granted without monetary consideration; the instrument is recorded solely to establish the easement of record. Chelan Luxury Garages, LLC has executed the easement through its authorized agent, Chris Sandberg, on August 11, 2026. City execution by the Mayor is needed to finalize the easement and allow it to be recorded with the Chelan County Auditor.

FINANCIAL IMPLICATIONS

There is no monetary consideration associated with this easement; the only direct cost to the City is the standard Chelan County Auditor recording fee. Acceptance of utility easements dedicated to the City for long-term operation and maintenance is standard practice under the City's development standards, so this does not represent an unusual or additional maintenance burden beyond what is typically assumed with new utility infrastructure.

ATTACHMENTS

1. Chelan Luxury Garages, LLC Sewer and Water Utility Easement

SUGGESTED MOTION

I move to authorize the Mayor to finalize and execute the Sewer and Water Utility Easement with Chelan Luxury Garages, LLC, and authorize recording of the easement with the Chelan County Auditor.

AFTER RECORDING MAIL TO:

EASEMENT
(for Sewer and Water Utilities)

GRANTOR: (1) Chelan Luxury Garages, LLC, a Washington limited liability company

GRANTEE: (1) City of Chelan, a Washington municipal corporation

ABBR. LEGAL DESCRIPTION: Lot 1, Brownfield Short Plat No. 2860; Lots A & B, BLA 2025-01CH

ASSESSOR'S TAX PARCEL ID: 27 23 18 420 150
 27 23 18 420 167
 27 23 18 420 195

I. PARTIES and PROPERTY

1. The City of Chelan, a Washington municipal corporation, is the owner of the following described real property situated in Chelan County, Washington, referred to hereinafter as "the City property":

Lot 1 of Brownfield Short Plat No. 2860, Chelan County Washington, recorded in Book SP-11 of Short Plats, Page 56, under Auditor's File No. 9404270016.

Assessor's Tax Parcel No. 27 23 18 420 150

2. Chelan Luxury Garages, LLC, a Washington limited liability company, is the owner of the following described property situated in Chelan County, Washington, referred to hereafter as "the Chelan Luxury Garages property":

Parcels A and B of Boundary Line Adjustment 2025-01CH, Chelan County, Washington, recorded March 25, 2025 under Auditor's File No 2605715.

Assessor's Tax Parcel Nos. 27 23 18 420 167 and 27 23 18 420 195

II. EASEMENT

A. Chelan Luxury Garages, LLC, a Washington limited liability company, as Grantor, hereby conveys and grants to the City of Chelan, a Washington municipal corporation, as Grantee, a sixty (60) foot wide easement as described herein of the type described herein for the purposes described herein.

B. Purpose. The purpose of this easement is for sewer and water utilities.

C. Consideration. This instrument is recorded to establish the easement on record without consideration.

D. Benefited Parcels: This easement shall benefit the City property, described above.

E. Burdened Parcels: This easement shall burden the Chelan Luxury Garages property, described above.

F. Description and Location of Easement. The easement is described as sixty (60) feet wide commencing at the Southwest corner of Parcel A of BLA 2025-01CH, and thence running Easterly adjacent to the Southern border of the Parcel A of BLA 2025-01CH to the Southeast corner of Parcel A of BLA 2025-01CH, thence continuing Easterly adjacent to the most Southerly border of Parcel B of BLA 2025-01CH to the Southeast corner of Parcel B of BLA 2025-01CH, and the terminus of this easement. See the attached Exhibit A.

G. Term of Easement. The term of this easement is perpetual.

H. Appurtenant Easement. The benefits and burdens granted and imposed by this instrument shall run with the lands described herein, and shall be binding upon and inure to the benefit of the respective owners, transferees, successors, assigns and heirs of all persons claiming by, through or under the Parties hereto.

I. Attorney Fees. In the event any party employs legal counsel to enforce any covenant of this easement, or to pursue any other remedy on default as provided herein, or by law, the substantially prevailing party shall be entitled to recover all reasonable attorney's fees and costs incurred therein.

DATED this 11 day of August, 2026.

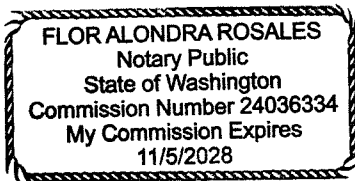
Chelan Luxury Garages, LLC, a
Washington limited liability company

By: [Signature]
Chris Sandberg, Authorized Agent

STATE OF WASHINGTON)
) ss.
COUNTY OF Okanogan)

On this 11 day of August, 2026, before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared Chris Sandberg, to me known to be the Authorized Agent of Chelan Luxury Garages, LLC, a Washington limited liability company, and acknowledged the said instrument to be the free and voluntary act and deed of said company, for the uses and purposes therein mentioned.

Witness my hand and official seal hereto affixed the day and year first above written.



Flor A Rosales
Notary Public in and for the State
of Washington, residing at Brewster
My Commission Expires 11/05/2028

DATED this ____ day of _____, 2026.

City of Chelan

By: _____
Erin McCardle, Mayor

STATE OF WASHINGTON)
) ss.
COUNTY OF CHELAN)

On this ____ day of _____, 2026 before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared Erin McCardle, Mayor of the City of Chelan, a Washington municipal corporation, that executed the foregoing instrument, and acknowledged the said instrument to be the free and voluntary act and deed for the uses and purposes therein mentioned.

Witness my hand and official seal hereto affixed the day and year first above written.

Notary Public in and for the State
of Washington, residing at _____
My Commission Expires _____



Subject/Title: KRCI, LLC Change Order No. 2 to the Lakeside Trail Project (Public Works Director Youngren)
Department: Public Works
Staff Contact: Jake Youngren
Guiding Principles: Accessible & Welcoming
Initiatives: Modernize Resource
Reviewed By: City Administrator and the Finance Director
Number of Looks: Look No. 1 of 1

PREVIOUS ACTION TAKEN

This has been an ongoing topic since September 2019.

OVERVIEW

KRCI is the prime contractor on the US97A Lakeside Trail project, extending from Water Street to W Woodin Avenue. Change Order No. 2 was ordered by the Engineer under Section 1-04.4 of the Standard Specifications and addresses a time extension and five additional work items:

- **Item 1 – Time Extension:** Eighteen working days are added to the contract due to critical path impacts, including sewer work under Wall B (10 days), a pole relocation at Slidewaters (1 day), a WQ-B tie-in adjustment (1 day), trench drain and re-grade work at 1932 W Woodin Ave (2 days), remobilization for re-grading at 1220 W Woodin Ave (2 days), and adjustment of the pedestrian island at Park Street (2 days), all per City direction.
- **Item 2 – 1210 Driveway Paving:** A delay in obtaining the Temporary Construction Permit from the property owner at 1210 West Woodin Avenue required the driveway to be graded and paved after substantial completion, along with remobilization of equipment and the paving subcontractor. Paid as a lump sum of \$19,087.98.
- **Item 3 – Removing Temporary Paint Lines:** Addresses a gap in the contract for paying removal of temporary pavement markings placed during construction. 10,257 linear feet at \$1.40/LF, totaling \$14,359.80.
- **Item 4 – Relocate RRFB:** Covers relocation of the Rectangular Rapid Flashing Beacon near US-97A and South E Street, including removal, relocation, and reinstallation per WSDOT Standard Specifications Section 8-20. Paid as a lump sum

of \$4,280.02.

- **Item 5 – Asphalt Repair:** Additional pavement areas identified by WSDOT and the City as needing repair to support relocated traffic lanes. Paid as a lump sum: Area 1 (\$14,583.00) and Area 2 (\$4,697.00), totaling \$19,280.00.

The change order was recommended for approval by the Project Engineer on 7/27/2026 and approval was recommended by the prime contractor on 8/19/2026. Refer to the attached agenda bill for details.

FINANCIAL IMPLICATIONS

The original contract amount was \$3,794,010.00. Change Order No. 2 reflects a net change of \$57,007.80, bringing the estimated contract amount to \$3,879,251.88. The change order also adds eighteen working days to the contract schedule. Costs are broken out as \$19,087.98 for 1210 driveway paving, \$14,359.80 for removal of temporary paint lines, \$4,280.02 for RRFB relocation, and \$19,280.00 for asphalt repair, with the time extension itself carrying no direct cost impact. Adequate project funds available.

ATTACHMENTS

1. KRCL, LLC Change Order No. 2 to the Lakeside Trail Project

SUGGESTED MOTION

I move to authorize the Mayor to finalize and execute the KRCL, LLC Change Order No. 2 for the Lakeside Trail project.



Change Order

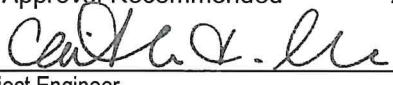
Contract Number	Contract Title US97A Lakeside Trail - Water St to W Woodin Ave	Federal Aid Number
Change Order Number 2	Change Description Time Extension and Additional Work Items	Date 7/27/26
Prime Contractor / Design-Builder KRCI		

☒ Ordered by Engineer under the terms of Section 1-04.4 of the Standard Specifications
☐ Change proposed by Contractor / Design-Builder

Change Description
Item 1: A time extension was necessitated by the following critical path work items: • 10 days for sewer under Wall B, per City direction • 1 day for pole at Slidewaters, per City direction • 1 day for WQ-B tie-in adjustment, per City direction • 2 days for trench drain and re-grade at 1932 W Woodin Ave, per City direction • 2 days for remobilization at 1220 W Woodin Ave for re-grading, per City direction • 2 days for adjustment of pedestrian island at Park Street, per City direction Total working days to be added: 18
Item 2: Due to a delay in obtaining the Temporary Construction Permit from the property owner at 1210 West Woodin Avenue, this driveway was graded and paved after substantial completion of the project, and required re-mobilization of equipment and the paving subcontractor. "1210 Driveway Paving" will be paid as a lump sum, and shall meet the Contract requirements for Commercial HMA as outlined in the Contract Manual. \$19,087.98 will be paid based on the attached cost breakdown.

Verbal Approval Given By Rox Hoskins	Verbal Approval Date	Working Days +/- 18
---	----------------------	------------------------

Original Contract Amount 3,794,010.00	Current Contract Amount 8,822,244.08	Est. Net Change This C.O. 57,007.80	Est. Contract Amount 3,879,251.88
--	---	--	--------------------------------------

☒ Approval Recommended  Project Engineer 7/27/2026 Date	Approved Approving Authority per C.A. Agreement Date
Approval Recommended  By Prime Contractor 8-19-2026 Date	Other Approval As Required Signature Date Representing

Contract Number	Contract Title	Change Order Number
	US97A Lakeside Trail - Water St to W Woodin Ave	2

Change Description Cont.

Item 3: "Removing Temporary Paint Lines" will be paid by the linear foot of paint line removed and shall include all work as specified in WSDOT 8-22.3(6). This change is to address the lack of a method for paying for the removal of temporary paint lines placed during construction. 10,257 LF at \$1.40/LF will be paid for a total of \$14,359.80.

Item 4: This item is to address payment for the relocation of the Rectangular Rapid Flashing Beacon (RRFB) near the intersection of US-97A and South E Street, which was not covered under other items of work.

"Relocate RRFB" will be paid as a lump sum and will include the necessary work to remove the existing RRFB posts, move to new location, and re-install per Section 8-20 of the WSDOT Standard Specifications and the Special Provisions.

\$4,280.02 will be paid based on the attached cost breakdown.

Item 5: In the course of construction, additional areas of pavement within US-97A were identified by WSDOT and the City of Chelan to be in need of repair to support the relocated traffic lanes. These areas were marked in the field and cost estimates were provided by KRCI as shown in the attached files.

"Asphalt Repair" will be paid as a lump sum and will include all work to sawcut, remove, and haul asphalt pavement, perform traffic control, haul and place rock subgrade, and pave to finished grade.

Area 1: \$14,583.00

Area 2: \$4,697.00

Total LS cost: \$19,280

CHANGE ORDER REQUEST WORKSHEET

PRIME CONTRACTOR: KRCI LLC
 PROJECT NAME: SR 97A Lake Side Trail
 OWNER: City of Chelan

DESCRIPTION OF WORK: finis and pave driveway at the Kawasaki building
 DATE(S) WORK PERFORMED:

LABOR / CLASSIFICATION	HOURS WORKED		WAGE RATE	TAXES 15.95%	AMOUNT
	REG.	O.T.			
Loader	4.00		\$ 85.08	\$54.28	\$394.60
Excavator	5.00		\$ 85.08	\$67.85	\$493.25
Roller	4.00		\$ 80.71	\$51.49	\$374.33
BobCat	6.00		\$ 80.71	\$77.24	\$561.50
Foreman	12.00		\$ 87.22	\$166.94	\$1,213.58
General Labor	12.00		\$ 52.24	\$99.99	\$726.87
LA-Jackhammer	2.00		\$ 53.07	\$16.93	\$123.07
Dump Truck	12.00		\$ 62.25	\$119.15	\$866.15
Dump & Pup			\$ 62.45	\$0.00	\$0.00
Tractor/Trailer (LB)			\$ 62.14	\$0.00	\$0.00
Water TruckOther Trk	4.00		\$ 62.14	\$39.65	\$288.21
SUBTOTAL					\$5,041.55
L & I INS. 0101			\$ 1.59		\$90.63
SUBTOTAL					\$5,132.18
OVER HEAD & PROFIT 29%					\$1,488.33
LABOR TOTAL					\$6,620.52

EQUIPMENT	HOURS WORKED		RENTAL RATES		AMOUNT
	REG.				
EX15	5.00		88.55		\$442.75
LD6	1.00		89.40		\$89.40
PU26	12.00		33.09		\$397.08
Pup Trailer			14.53		\$0.00
RL2	4.00		37.63		\$150.52
SKIDSTR2	6.00		75.41		\$452.46
TR9	12.00		78.34		\$940.08
WT1&WT2	4.00		60.33		\$241.32
SUBTOTAL					\$2,713.61
OVER HEAD & PROFIT 21%					\$569.86
EQUIPMENT TOTAL					\$3,283.47

MATERIAL/SERVICES	AMOUNT
gravel	\$720.00
0-SUBTOTAL	\$720.00
OVER HEAD & PROFIT 21%	\$151.20
MATERIALS TOTAL	\$871.20

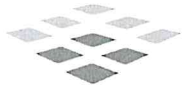
paid as Bid Item 26
Crushed Surfacing
Base Course

SUBCONTRACTOR	AMOUNT
paving sub	\$8,200.00
SUBTOTAL	\$8,200.00
OVER HEAD & PROFIT 12%	\$984.00
SUBCONTRACTOR TOTAL	\$9,184.00

GRAND TOTAL (excluding WSST)

-\$19,959.18

\$19,087.98



Proposal Request

PROJECT: (Name and Address)

US97A Lakeside Trail - Water Street to W
Woodin Ave

Proposal Request No.: 1

Date: 7/3/25

TO: (Contractor Name and Address)

KRCI

Contract No.:

Contract Date:

Please submit an itemized quotation for changes in the Contract Sum and/or Time incidental to proposed modifications to the Contract Documents described herein.

This is not a Change Order nor a direction to proceed with the work described herein.

Description: (Written description of the work)

This request is to add an item for REMOVING TEMPORARY PAINT LINES, per linear foot.

Please provide a proposed cost to remove approximately ~~38,500~~ linear feet of temporary pavement markings.

total quantity of paint lines
removed has been revised

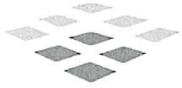
Attachments: (List attached documents that support description)

The modified price for this work \$1.40 per LF. KRCI reduce its markup to get this processed through. the sub is set on the price of \$1.30 due to have to mob 3 time to do the work and the first round of removal was more difficult than he expected.

Facilities Office

By: Caitlin Mehall

Date: 6/17/26



Proposal Request

PROJECT: (Name and Address)

US97A Lakeside Trail - Water Street to W
Woodin Ave

Proposal Request No.: 2

Date: 6/17/26

TO: (Contractor Name and Address)

KRCI

Contract No.:

Contract Date:

Please submit an itemized quotation for changes in the Contract Sum and/or Time incidental to proposed modifications to the Contract Documents described herein.

This is not a Change Order nor a direction to proceed with the work described herein.

Description: (Written description of the work)

This request is to add an item for RELOCATE RECTANGULAR RAPID FLASHING BEACON (RRFB), lump sum.

Please provide a proposed cost to relocate the RRFB as shown on Plan sheet CH-07. This should not include the sign replacements that were included as an adjustment to Bid Item 68 Permanent Signing.

Attachments: (List attached documents that support description)

The cost to preform this work is \$4280.02 as shown on the cost break down sheet attached.

Facilities Office

By: Caitlin Mehall

Date: 6/17/26

FORCE ACCOUNT REQUEST WORKSHEET

PRIME CONTRACTOR: KRCI LLC
 PROJECT NAME: Lakeside trail
 OWNER: City of Chelan

DESCRIPTION OF WORK:	Relocated RRFB
DATE(S) WORK PERFORMED:	

LABOR / CLASSIFICATION	HOURS WORKED		WAGE RATE	TAXES 17.29%	AMOUNT
	REG.	O.T.			
Loader	1.00		\$ 79.31	\$13.71	\$93.02
Excavator	4.00		\$ 79.31	\$54.85	\$372.09
Foreman	12.00		\$ 81.32	\$168.72	\$1,144.56
General Labor	12.00		\$ 52.52	\$108.97	\$739.21
Cleanup Labor	8.00		\$ 52.52	\$72.65	\$492.81
Dump Truck (solo)	1.00		\$ 59.15	\$10.23	\$69.38
SUBTOTAL					\$2,911.07
L & I INS. 0101			\$ 1.59		\$58.83
SUBTOTAL					\$2,969.90
OVER HEAD & PROFIT 29%					\$861.27
LABOR TOTAL					<u>\$3,831.17</u>

EQUIPMENT	HOURS WORKED		RENTAL RATES		AMOUNT
	REG.				
EX12	4.00		\$ 50.30		\$201.20
LD10	1.00		\$ 75.24		\$75.24
TR2	1.00		\$ 94.51		\$94.51
SUBTOTAL					\$370.95
OVER HEAD & PROFIT 21%					\$77.90
EQUIPMENT TOTAL					<u>\$448.85</u>

MATERIAL/SERVICES		AMOUNT
		\$0.00
SUBTOTAL		\$0.00
OVER HEAD & PROFIT 21%		\$0.00
MATERIALS TOTAL		\$0.00

SUBCONTRACTOR	AMOUNT
SUBTOTAL	\$0.00
OVER HEAD & PROFIT 12%	\$0.00
SUBCONTRACTOR TOTAL	\$0.00
GRAND TOTAL (excluding WSST)	\$4,280.02

KRCI LLC

Item 5

125 McGee Street SE
East WENATCHEE, WA 98802
USA

Phone: (509) 884-5258
Fax: (509) 884-3625

To: City Of Chelan Address: 50 Chelan Falls Hwy. Chelan, WA 98816	Contact: Phone: Fax:
Project Name: Lake Side Trail Pavement Repair 52 X15 Project Location:	Bid Number: Bid Date:

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
1	Saw Cutting	1.00	LS	\$300.00	\$300.00
2	Removal	23.00	LS	\$82.00	\$1,886.00
3	Traffic	1.00	LDAY	\$3,500.00	\$3,500.00
4	PAVEMENT REPAIR	29.00	TON	\$250.00	\$7,250.00
5	GRAVEL	27.00	TON	\$61.00	\$1,647.00

Total Bid Price: \$14,583.00

Notes:

- Contractor warrants that all materials and equipment shall be new unless otherwise specified, of good quality, in conformance with the Contract Documents, and free from defective workmanship and materials. Contractor's warranty does not include remedies for defects or damages caused by normal wear and tear during normal usage, use for a purpose for which the Project was not intended, improper or insufficient maintenance, modifications performed by Owner or others retained by Owner, or abuse. Contractor shall have no warranty obligations for materials or equipment beyond the manufacturer's warranty. If within one year of the date of final invoicing, any portion of the Work is found to be not in conformance with the Contract Documents, Owner shall promptly notify Contractor in writing. Unless Owner provides written acceptance of the condition, Contractor shall promptly correct the Defective Work at its own cost and time and bear the expense of additional services required for correction of any Defective Work for which it is responsible. However, should owner employ a second contractor to correct the Defective Work without the explicit written instruction of Contractor, the warranty becomes void.
- If any dispute arises between the parties, the parties will make a good faith effort to first resolve without resorting to litigation. In the event the dispute cannot be resolved and either party wishes to file a complaint, that complaint shall be filed in Douglas Co., WA. If suit is filed in a Superior court, the dispute will be decided according to the mandatory arbitration rules of the county in which the suit is filed, regardless of the amount in dispute, and each party expressly waives the dollar limits currently in effect according to the mandatory arbitration rules of the county in which suit is filed. The prevailing party shall be awarded its reasonable costs and attorney fees.
- Prior to making final payment to the contractor, the customer may inspect the work to determine that the work has been completed according to the contract. The customer may prepare a single, written punch list of work that the customer believes should be completed or corrected according to the contract.
- This offer is valid for 10 days.
- Costs are subject to acceptance of KRCI LLC standard contract; any legal costs resulting from alterations to the standard form are billed at 100% plus 15% markup. Standard contract available upon request.
- EXCLUDED: P&P Bond; WSST; Retainage; Engineering & Design; Asphalt Repair & Striping; Inspection Fees; Permits & Fees; Survey; Rock Excavation & Blasting; Unsuitable Soils - Over Excavation & Import of Suitable Backfill; Dewatering; Liquidated Damages; Cold Weather Protection or Frozen Soil; Prevailing Wage; Overtime or Weekend Work; Existing or Unknown Utility Conflicts and Repair; Retaining Walls; New Irrigation; Hydroseeding; Traffic Control; Archaeological Monitor

Payment Terms:

DUE 10TH OF MONTH FOLLOWING INVOICE DATE

ACCEPTED: The above prices, specifications and conditions are satisfactory and are hereby accepted. Buyer: _____ Signature: _____ Date of Acceptance: _____	CONFIRMED: KRCI LLC Authorized Signature: _____ Estimator: _____
---	---

KRCI LLC

Item 5

125 McGee Street SE
East WENATCHEE, WA 98802
USA

Phone: (509) 884-5258
Fax: (509) 884-3625

To:	City Of Chelan	Contact:	
Address:	50 Chelan Falls Hwy. Chelan, WA 98816	Phone:	
		Fax:	
Project Name:	Lake Side Trail Pavement Repaire East Street	Bid Number:	
Project Location:		Bid Date:	

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
1	Saw Cutting	1.00	LS	\$200.00	\$200.00
2	Removal	10.00	LS	\$82.00	\$820.00
3	Traffic	1.00	LDAY	\$1,500.00	\$1,500.00
4	PAVEMENT REPAIR	7.00	TON	\$250.00	\$1,750.00
5	GRAVEL	7.00	TON	\$61.00	\$427.00

Total Bid Price: \$4,697.00

Notes:

- Contractor warrants that all materials and equipment shall be new unless otherwise specified, of good quality, in conformance with the Contract Documents, and free from defective workmanship and materials. Contractors warranty does not include remedies for defects or damages caused by normal wear and tear during normal usage, use for a purpose for which the Project was not intended improper or insufficient maintenance, modifications per formed by Owner or others retained by Owner, or abuse. Contractor shall have no warranty obligations for materials or equipment beyond the manufacturers warranty. If within one year of the date of final invoicing, any portion of the Work is found to be not in conformance with the Contract Documents, Owner shall promptly notify Contractor in writing. Unless Owner provides written acceptance of the condition, Contractor shall promptly correct the Defective Work at its own cost and time and bear the expense of additional services required for correction of any Defective Work for which it is responsible. However, should owner employ a second contractor to correct the Defective Work without the explicit written instruction of Contractor, the warranty becomes void.
- If any dispute arises between the parties, the parties will make a good faith effort to first resolve without resorting to litigation. In the event the dispute cannot be resolved and either party wishes to file a complaint, that complaint shall be filed in Douglas Co., WA. If suit is filed in a Superior court, the dispute will be decided according to the mandatory arbitration rules of the county in which the suit filed, regardless of the amount in dispute, and each party expressly waives the dollar limits currently in effect according to the mandatory arbitration rules of the county in which suit is filed. The prevailing party shall be awarded its reasonable costs and attorney fees.
- Prior to making final payment to the contractor, the customer may inspect the work to determine that the work has been completed according to the contract. The customer may prepare a single, written punch list of work that the customer believes should be completed or corrected according to the contract.
- This offer is valid for 10 days.
- Costs are subject to acceptance of KRCI LLC standard contract, any legal costs resulting from alterations to the standard form are billed at 100% plus 15% markup. Standard contract available upon request.
- EXCLUDED: P&P Bond; WSST; Retainage; Engineering & Design; Asphalt Repair& Striping; Inspection Fees; Permits & Fees; Survey; Rock Excavation & Blasting; Unsuitable Soils - Over Excavation & Import of Suitable Backfill; Dewatering; Liquidated Damages; Cold Weather Protection or Frozen Soil; Prevailing Wage; Overtime or Weekend Work; Existing or Unknown Utility Conflicts and Repair; Retaining Walls ; New Irrigation; Hydroseeding; Traffic Control; Archaeological Monitor

Payment Terms:

DUE 10TH OF MONTH FOLLOWING INVOICE DATE

ACCEPTED: The above prices, specifications and conditions are satisfactory and are hereby accepted. Buyer: _____ Signature: _____ Date of Acceptance: _____	CONFIRMED: KRCI LLC Authorized Signature: _____ Estimator: _____
---	---



Subject/Title: USDA Forest Service Emergency Facilities and Land Use Agreement
(City Administrator McAloon)

Department: Airport

Staff Contact: Laura McAloon

Guiding Principles: Healthy & Sustainable

Initiatives: Strengthen Strategic Partnership

Reviewed By: City Administrator and Finance Director

Number of Looks: Look No. 1 of 1

PREVIOUS ACTION TAKEN

None.

OVERVIEW

On August 17, 2026, the current fire response team and USDA Forest Service reached out and requested emergency approval of the use of the Lake Chelan Airport by a single helicopter as part of the air support for the Little Giant Fire. City Administrator/Airport Manager McAloon provided verbal authorization to allow the helicopter to take immediate advantage of the improving smoke situation and use the unimproved Airport field for landing/storage. The attached Emergency Facilities and Land Use Agreement was provided to the City for submittal to the City Council and ratification of the verbal authorization.

Should the use of the Lake Chelan Airport increase to accommodate additional aircraft, the City will renegotiate the daily rate. Fuel will be purchased at retail pricing and the helicopter pilots will have the same use of LCA facilities as any other pilot landing at our airport.

FINANCIAL IMPLICATIONS

For each day that the land/facilities are used, the Government will pay the rate of \$300.00 per day (or as indicated below). Ordinary wear and tear is included in the rate. The minimum amount guaranteed to be paid under this agreement shall be \$300.00. The maximum amount to be paid under this agreement shall not exceed \$30,000.00. Payment shall be in accordance with the Incident Agency payment procedures.

ATTACHMENTS

1. USDA Forest Service Emergency Facilities and Land Use Agreement

SUGGESTED MOTION

I move to authorize the Mayor to finalize and execute the USDA Forest Service Emergency Facilities and Land Use Agreement.

EMERGENCY FACILITIES & LAND USE AGREEMENT

rev. 04/2025

INCIDENT AGENCY (name, address, phone number) USDA Forest Service At-Incident Management Support Branch (AIMS) 26 Fort Missoula Road Missoula, MT 59804 Attn: Larry Robillard – 208-407-6003		Page 1 of 3 AGREEMENT NUMBER MUST APPEAR ON ALL PAPERS RELATING TO THIS AGREEMENT AGREEMENT NUMBER: 1204H126K54103	
OWNER (name, address, phone number-include day/night/cell) City of Chelan - Chelan Airport P.O. Box 1669, Chelan, WA 98816-1669 Attn: Laura Mcaloon Ph: 509-434-8705 POINT OF CONTACT (if applicable): EMAIL: lauram@cityofchelan.gov PAYMENT ADDRESS: ☒ Same as above, or _____ UEI: Q97JHJNST437 REGISTERED IN SAM.GOV: ☒ Yes or ☐ No, Vendor Code Information Worksheet attached EIN/SSN (only if not in SAM): County: State: Township: Range: Section:		EFFECTIVE DATES a. beginning: 8/17/2026 b. ending: End of Incident INCIDENT NAME: <u>Little Giant</u> INCIDENT NUMBER: <u>WA-OWF-260406</u> RESOURCE ORDER NUMBER: <u>S-1101</u>	
TYPE OF CONTRACTOR ("X" APPROPRIATE BOXES): ☐ SMALL BUSINESS ☐ LARGE BUSINESS ☐ SMALL DISADVANTAGED OWNED ☐ WOMEN OWNED ☐ HUBZONE ☐ SERVICE DISABLED VETERAN ☐ PUBLIC ENTITY ☐ GOVERNMENT ☒ OTHER			
The owner of the property described herein, or the duly appointed representative of the owner, agrees to furnish the land/facilities for use as: Helibase.			
DESCRIPTION OF LAND/FACILITIES: Address or specific location. If street or highway address is unavailable, use distance from nearest city, crossroads, or other significant landmark. The local description of how to get to the land/facilities is also acceptable. (attach separate sheet if more space is necessary)			
Additional Point of Contact at airport - Todd Higley / 360-913-2167 / toddh@cityofchelan.gov Agreement is for Chelan airport to position a Type 1 helicopter. Includes use of restrooms, showers and kitchen. Positioning one type 1 aircraft near airport. Incident will provide for dust abatement and there is a fill point available near airport that can be utilized. This agreement is subject to ratification of the city council – planned to meet Tuesday, 8/25/2026. See attached photos.			
RATE: For each day that the land/facilities are used, the Government will pay the rate of \$300.00 per day (or as indicated below). Ordinary wear and tear is included in the rate. The minimum amount guaranteed to be paid under this agreement shall be \$300.00. The maximum amount to be paid under this agreement shall not exceed \$30,000.00. Payment shall be in accordance with the Incident Agency payment procedures.			
_ Note: All restoration details are outlined on page 2 of this agreement.			
UTILITIES AND SERVICES: ☒ The above rate includes utility charges for the following: ☐ DIESEL ☐ GAS ☐ ELECTRICITY ☒ WATER ☒ TOILET SUPPLIES ☐ JANITORIAL SERVICES & SUPPLIES ☐ TRASH REMOVAL ☐ SEPTIC SERVICE ☐ EXISTING TELECOMMUNICATIONS ☐ The above rate excludes utility charges. The Government will pay the owner the sum determined due by the Contracting Officer based on:			

RESTORATION: Restoration beyond ordinary wear and tear.

☐ Restoration costs have been pre-negotiated. The Government restoration of land/facilities includes:

☐ Work to be performed: _____

OR

☐ A one-time payment of _____ to cover the restoration associated with this agreement.

☒ No restoration costs have been pre-negotiated for this agreement. Restoration above ordinary wear and tear and associated with the performance of the agreement will be assessed upon completion of the agreement. Request for restoration shall be submitted in writing to the contracting officer.

ALTERATIONS: The Government may make alterations, attach fixtures or signs, erect temporary structures in or upon the land/facilities, install temporary culverts, trenching for utilities, which shall be the property of the Government. Alterations will be removed by the Government after the termination of the emergency use, unless otherwise agreed.

ORAL STATEMENTS: Oral statements or commitments supplementary or contrary to any provisions of this Agreement shall not be considered as modifying or affecting the provisions of this Agreement.

ORDINARY WEAR AND TEAR: Ordinary wear and tear is based on the customary use of the land/facilities, and not the use resulting from the incident.

CONDITION REPORTS: A joint pre and post-use physical inspection report of the land/facilities shall be made and signed by the parties; the purpose of the inspections shall be to reflect the existing site condition.

OTHER: Describe in detail:

TERMS AND CONDITIONS: See attachment.

INSURANCE/ INDEMINIFICATION: The United States Federal Government is self-insured and does not have the authority to indemnify and hold harmless the Owner, from any and all claims, liabilities, losses, damages, charges, etc. The Owner does not have the authority to indemnify and hold harmless the United States Federal Government from any and all claims, liabilities, losses, damages, charges etc. The Owner will be responsible for errors, omissions and negligence of its employees. The United States Federal Government will be responsible for errors, omissions and negligence of its employees to the extent provided by Congress under the Federal Tort Claims Act [28 U.S.C. 1346(b), 2401(b), 2671-2680, as amended by P.L. 89-506, 80-Stat. 306].

CHECKLIST(s): See attachment. Fill in the following drawing showing the land/facilities under agreement. Include buildings, roads, paved areas, utility lines, fences, ditches, landscaping and any other physical features which help describe the area.

FEDERAL ACQUISITION REGULATION CLAUSES:

FAR 52.252-2 Clauses Incorporated by Reference (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es): www.acquisition.gov/

FAR 52.213-4 Terms and Conditions -- Simplified Acquisitions (Other Than Commercial Items) (JAN 2025)(DEVIATION FEB 2025)

FAR 52.222-3 Convict Labor (June 2003)

FAR 52.232-1 Payments (APR 1984)

FAR 52.232-11 Extras (APR 1984)

FAR 52.232-17 Interest (MAY 2014)

FAR 52.232-25 Prompt Payment (JAN 2017)

FAR 52.233-1 Disputes (MAY 2014) ALT I (DEC 1991)

FAR 52.243-1 Changes—Fixed Price (AUG 1987)ALT I(APR 1984)

Loss, Damage or Destruction: The Government will assume liability for the loss, damage, or destruction of facilities furnished under this Agreement, provided that no reimbursement will be made for loss, damage, or destruction when due to (1) ordinary wear and tear or (2) the fault or negligence of the owner or the owner's agent(s).

OWNER / OWNER'S AGENT SIGNATURE:

DATE:

CONTRACTING OFFICER'S SIGNATURE:

DATE:

PRINT NAME AND TITLE:

PHONE NUMBER:

EMAIL:

PRINT NAME AND TITLE: Larry Robillard – Contracting Officer

PHONE NUMBER: 208-407-6003

EMAIL: larry.robillard@usda.gov

[illegible][illegible]

OWNER / OWNER'S AGENT SIGNATURE:	DATE:	GOVERNMENT AGENT/ EMPLOYEE'S SIGNATURE:	DATE:
PRINT NAME AND TITLE:		PRINT NAME AND TITLE:	



Lake Chelan Airport - S10

Lake Aero

Kelly Ln

Kelly Ln

Image © 2026 Airbus

Google Earth

EXHIBIT

CONTRACTOR PERFORMANCE RATING (May 2020)			
Contractor/Company Name	Resource Type and Equipment ID (Engine/Dozer/Water Tender/etc.)	Fire Name and Number	
Agreement Number		Equipment Resource Order #	Dates covered by this evaluation
Contracting Officer Name			
Evaluation Form Instruction: The intent of this form is to communicate information from the incident to contracting officers, contracting officer representatives and administrators. Please ensure that contact information is correct and LEGIBLE so that follow up communication is possible, when needed. This form is available for use by any government representative that interacts with vendors (IE: fire line supervisors, dispatchers, finance sections, inspectors, etc.)			
In Summary: ✓ Check either SATISFACTORY or UNSATISFACTORY for each question. ✓ Use the space allowed to provide a short synopsis or bullet-points, as needed. A narrative/justification is not necessary for vendors that were rated Satisfactory in all categories on this evaluation. Additional pages can be used as need.			
Quality of Service: Was the Vendor's <i>Quality of Service</i> (knowledge of the job, physical condition of personnel, attitude, decisions under stress, initiative, use of safe practices, crew organization, performance of resource, equipment organization/reliability, and supervisory performance) satisfactory on this incident? ☐ SATISFACTORY ☐ UNSATISFACTORY			
Narrative/justification:			
Timeliness: Did the Contractor arrive when instructed and complete assigned work in a timely and satisfactory manner while on the incident? ☐ SATISFACTORY ☐ UNSATISFACTORY			
Narrative/justification:			
Business Relations: Did the Contractor complete administrative work as required (IE: check in, finance and demob) and conduct themselves in a professional and satisfactory manner while on the incident? ☐ SATISFACTORY ☐ UNSATISFACTORY			
Narrative/justification:			
Rated by (Government signature):		Home Unit Phone Number and Address:	
Printed Name / Position on Incident:			
		Date:	
Contractor Comments:			
Resource Operator/Lead (Signature):		Printed Name: Phone Number:	
		Date:	

RESOURCE ORDER	Initial Date/Time	2. Incident / Project Name LITTLE GIANT				3. Incident / Project WA-OWF-260406	Financial Codes P6 SUKG (0617) [P] SOA:7363708826 LDP: 39210 CFAA 221-CSR SVXR (Only to be used for NICC Orders)
SUPPLY	07-15-2026 1817 PST					4. Office Reference Number 260406	9. Jurisdiction / Agency Okanogan - Wenatchee National Forest
5. Descriptive Location OKA-WEN Supervisors Office		6. TWN	RNG	SEC	Base MDM	8. Incident Base / Phone Number Central Washington Interagency Communication Center 509-884-3473 ORDERING 303-918-6388 Expanded 509-415-3325 COMMS - Missy Parker 360-481-3344 Christopher Woody 816-255-0441	10. Ordering Office Central Washington Interagency Communication Center
		LAT. 48° 00' 58" N					
		LONG. 120° 50' 48" W					

11. Aircraft Information							
Bearing	Distance	VOR	Contact Name	Frequency Type	Assigned Frequency	Reload Base	Other Aircraft / Hazards
NaN°	3952	NL		FQAA - Air to Air AM	FQAA - 118.7500 TX 118.7500 RX 118.7500		
NaN°	3953	ZYT		FQAA - Air to Air AM	FQAA - 125.7500 TX 125.7500 RX 125.7500		
NaN°	3955	YYT		FQAG - Air to Ground FM	FQAG - 167.9500 TX 167.9500 RX 167.9500		
				FQAG - Air to Ground FM	FQAG - 168.4000 TX 168.4000 RX 168.4000		
				FQDE - Deck	FQDE - 163.1000 TX 163.1000 RX 163.1000		
				FQTA - Tactical	FQTA - 166.7250 TX 166.7250 (110.9) RX 166.7250 (110.9)		
				FQTA - Tactical	FQTA - 166.7750 TX 166.7750 (110.9) RX 166.7750 (110.9)		
				FQTA - Tactical	FQTA - 168.2500 TX 168.2500 (110.9) RX 168.2500 (110.9)		
				FQTA - Tactical	FQTA - 168.6000 TX 168.6000 (110.9) RX 168.6000 (110.9)		
				FQTO - Takeoff and Landing	FQTO - 172.6125 TX 172.6125 RX 172.6125		

12. Request Number	Ordered Date/Time	From	To	Qty	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-1101	2026-08-17 1708 PDT	Expanded 509-415-3325	WA-CWC	1	Service - Land Rental	2026-08-17 1700 PDT	LITTLE GIANT WA-OWF-260406	WA-CWC	WA-CWC	Invalid date		Pending		Filled: City of Chelan 1204H126K4108			

12. Request Number	Ordered Date/Time	From	To	Qty	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
Travel Mode G		Financial Code P6 SUKG (0617)			Named Request	Special Needs GM 1300 Needed for T1 helicopter POC: Jenny Pew 541-490-7263								Navigation/Reporting Instructions Incident Jetport(s): EAT* 32 Kelly Lane Chelan, WA 98816			

13. User Documentation																	
Req. No.	Documentation															Entered By	



Subject/Title: Noble Strategies LLC dba Tower Consulting Additional Services Addendum No. 4 and Additional Services Addendum No. 5 to the Master Client Services Agreement for Assistance with Grants and Funding Applications (City Administrator McAloon)

Department: Administration

Staff Contact: Laura McAloon

Guiding Principles: Visionary & Strategic

Initiatives: Modernize Resource

Reviewed By: City Administrator, City Attorney and Finance Director

Number of Looks: Look No. 1 of 1

PREVIOUS ACTION TAKEN

On February 13, 2026 Council approved Noble Strategies LLC dba Tower Consulting Master Client Services Agreement for Assistance with Grants and Funding Applications. On June 25, 2024 Council approved Addendum No. 1. On May 13, 2025 Council approved Addendum No. 2. On October 14, 2025 Council approved Addendum No. 3.

OVERVIEW

The current \$60,000 grant consulting contract with Tower Consulting is nearly exhausted at mid-year, driven by a jump from 7 grant applications in 2025 to 12 so far in 2026. Staff are requesting approval of an Addendum to increase the amount of the contract by \$20,000 for a total FY26 value of \$80,000. This amount will enable us to complete pending applications and anticipated funding applications through the end of 2026. Additional Services Addendum No. 4 would accomplish the year's anticipated work and is included in the packet materials.

Since 2023, the City's ~\$190K investment in the services of a grant writer has returned \$14.1M in secured awards (roughly \$74 for every \$1 spent), with an additional \$28.7M in applications still pending decision. Included in the packet materials is a full analysis of the grant applications submitted and outcome by year.

It is important to note that our grant application approach is very strategic and used to facilitate the full funding of City infrastructure projects that have previously been identified and scoped as capital needs - these are not projects that we build because we received a grant, rather, the grant replaces local dollars in the financing of known needs. In addition, the City has partnered with other area organizations like the Chelan School District and Historic Downtown Chelan Association to obtain grants that funded community benefits.

In addition to the requested continuation of grant writing services for the balance of 2026, staff are also recommending the approval of Addendum No. 5 for new grant administration services not previously included in Tower Consulting's scope of work. The retainer fee for this grant administration work is \$5800/month for a total of 5 months (August through December), plus a contingency budget of \$5800 for unanticipated work. The maximum cost of this additional grant administration work is \$34,800, which will be funded by the Public Works current professional services budget.

These additional services are intended to be temporary through the end of 2026 and are needed due to current staffing and capacity constraints and the high number of current grant contracts for existing public works projects. With the recent turnover in the role of the Construction Project Manager position and a family medical leave in the Public Works Department, staff believe the utilization of Tower Consulting for grant management and administration is the most cost-effective method of ensuring the City stays current on required reporting to the funding agencies and, most urgently, the submittal and tracking of reimbursement requests to the funding agencies for costs already incurred by the City on public infrastructure projects. A full list of the open grant contracts is included as Exhibit A to Addendum No. 5.

The Administration and Department heads are working collaboratively to develop internal training and duties for existing employees to provide these grant administration duties in the future and implement additional cross-training and Finance Department support for these duties. The outside services contract is a temporary need triggered by multiple factors and our plan is to implement grant management procedures that avoid the city-wide gap in training on the process and procedures necessary to ensure reimbursement and compliance.

FINANCIAL IMPLICATIONS

ASA No. 4 - Increased cost of \$20,000 for FY26 which will be covered by existing budget authority in the Administration budget

ASA No. 5 - Additional cost of \$34,800 for FY26 which will be covered by existing budget authority in the Public Works budget

ATTACHMENTS

1. Tower Consulting Additional Services Addendum No. 4
2. Tower Consulting Additional Services Addendum No. 5
3. 2026 Chelan Tower Funding To Date Summary 7/17/2026

SUGGESTED MOTION

I move to authorize the Mayor to finalize and execute the Noble Strategies LLC dba Tower Consulting Addendums No. 4 and No. 5 to the Master Client Services Agreement for Assistance with Grants and Funding Applications.



Additional Service Addendum

This Additional Services Addendum (**ASA No. 4**) is an addendum to the Master Services Agreement signed by and between Noble Strategies LLC, a Washington limited liability company, dba Tower Consulting ("Tower" or "Contractor") and City of Chelan, ("Client").

Agreement

1. Tower shall provide additional services or more specifically defined services to Client as stated below:

Continue services provided under the existing Master Services Agreement (MSA), with an amended contract amount of **\$80,000** for **2026 funding support** (January 1 – December 31, 2026).

Current Contract: \$60,000.00

Contract Amendment: \$20,000.00

New Contract Total: \$80,000.00

2. **Shall Increase** the Not to Exceed fee listed in the Master Services Agreement to **\$80,000.00** ("Total Fee"), reflecting a \$20,000.00 increase for continued on-call funding support services.
3. **No Other Changes.** Unless otherwise specifically modified in this Addendum, all other terms and definitions in the Master Services Agreement shall remain the same and binding on the parties.

Agreed:

Client Name: _____

Noble Strategies, LLC

Signature: _____

Signature: _____

By: _____

By: Annalisa Noble

Title: _____

Title: Owner

Date: _____

Date: July 31, 2026



Additional Service Addendum

This Additional Services Addendum (**ASA No. 5**) is an addendum to the Master Services Agreement signed by and between Noble Strategies LLC, a Washington limited liability company, dba Tower Consulting ("Tower" or "Contractor") and City of Chelan, ("Client").

Agreement

1. Tower shall provide additional services or more specifically defined services to Client as stated below:

Continue services provided under the existing Master Services Agreement (MSA), with an amended contract amount of **\$34,800.00** for funding support from August 1 – December 31, 2026. Refer to Exhibit A on the following page for the scope and budget.

2026 Budget Total: \$34,800.00

2. **Shall Increase** the Not to Exceed fee listed in the Master Services Agreement by **\$34,800.00** ("Total Fee") for the Funding Administration services described in Exhibit A.
3. **No Other Changes.** Unless otherwise specifically modified in this Addendum, all other terms and definitions in the Master Services Agreement shall remain the same and binding on the parties.

Agreed:

Client Name: _____

Noble Strategies, LLC

Signature: _____

Signature: _____

By: _____

By: Annalisa Noble

Title: _____

Title: Owner

Date: _____

Date: July 31, 2026

Exhibit A

Monthly Funding Administration Services

Tower Consulting is pleased to offer professional funding administration support services to assist the City of Chelan in managing awarded grant and loan funding for its priority infrastructure projects. This proposal outlines the scope, fixed fee, and schedule for these services.

BACKGROUND | Due to current staffing and capacity constraints and the high number of contracts requiring simultaneous management, the City of Chelan identified an urgent, immediate need for additional support in its Public Works Department. Tower Consulting has been authorized to begin providing this support right away to help alleviate potential cash flow and compliance risk, starting with the priority items of multiple open TIB contracts and a large Ecology sewer contract. Beginning in August, Tower's role will formally expand to include ongoing monthly funding administration support — helping the City stay current on required reports and reimbursement requests and remain in compliance and compiling and organizing funding administration files to help ensure audit readiness. Given the number of open contracts currently identified, this retainer is structured around an estimated monthly hour commitment rather than a project-by-project scope, allowing Tower to dedicate consistent, good-faith capacity focused on the highest priority items each month.

SCOPE OF WORK | Tower will provide funding administration support services to help the City of Chelan's Public Works Department stay current and compliant across its portfolio of open federal, state, and local funding contracts, prioritizing the Transportation Improvement Board (TIB) and Department of Ecology (ECY) contracts identified by the City as most urgent.

This support will initially cover the following open funding contracts, as identified by the City:

Identified Open City Funding Contracts			
No.	Funding Source	Funding Type	Project
1	Transportation Improvement Board (TIB)	State	Farnham and Webster Pedestrian Improvements
2	Transportation Improvement Board (TIB)	State	TIB Project TBD
3	Department of Ecology (ECY) Chelan County Public Utility District (PUD)	State County	Sewer Collection System



4	Department of Ecology (ECY)	State	Stormwater Management Action Plan
5	Chelan County Cascade Public Infrastructure Fund (CPIF)	County	Washington St. BPS
6	Department of Commerce (DOC)	State	Airport Waterline
7	Department of Commerce (DOC)	State	East Chelan Reservoir
8	Connecting Housing to Infrastructure Program (CHIP)	State	Anderson Rd. Sewer Infrastructure
9	Federal Highway Administration (FHWA), administered through Washington State Department of Transportation (WSDOT)	Federal	Sanders St. Pedestrian Improvements
10	Federal Highway Administration (FHWA), administered through Washington State Department of Transportation (WSDOT)	Federal	Apple Blossom Trail
11	Federal Highway Administration (FHWA)	Federal	SS4A Safety Action Plan

Tower's monthly consulting tasks under this scope will include:

- Lead the preparation and submission of reimbursement requests for eligible project expenses, working closely with City staff to gather necessary documentation and confirm accuracy prior to submission
- Track reporting deadlines and lead the preparation of required progress and compliance reports for each funding source, in coordination with City staff for review and final submission
- Coordinate directly with funding agency contacts to resolve reimbursement or reporting issues, keeping City staff informed and involved as needed
- Work with City staff to gather, organize, and maintain funding administration files (correspondence, reports, reimbursement documentation) to support audit readiness
- Monitor contract terms, deadlines, and compliance requirements across all identified funding contracts, flagging items requiring City input or action
- Provide regular status updates to City staff on the progress and standing of each open contract

ASSUMPTIONS | This scope and fee are based on the following assumptions:



- This retainer covers the funding contracts identified in the Scope of Work section above; if additional open contracts are identified during the retainer term, the scope and fee may need to be adjusted accordingly
- The fee is based on an estimated monthly hour commitment (up to 35 hours/month) rather than a fixed scope per contract, reflecting the number of contracts requiring simultaneous attention; hours will be prioritized toward the highest-need items each month
- The City will provide timely access to project files, documentation, and staff coordination needed to prepare and submit reimbursement requests and reports
- The City retains ultimate ownership and responsibility for its funding contracts and compliance obligations; Tower's role is to provide dedicated support and leadership in managing this work as an extension of City staff
- In good faith, and given the staffing and capacity commitments Tower is making to support this scope, the City agrees to maintain this retainer through the full term (August 1 – December 31, 2026) rather than canceling services early, even if internal staffing changes occur during this period
- This retainer covers the period of August 1 through December 31, 2026, and may continue on a month-to-month basis thereafter under the same terms unless otherwise revised or terminated by either party; Tower reserves the right to propose adjustments to scope or fee as needed based on the volume and constraints of open contracts

SCHEDULE | This retainer will be provided at minimum for the period of August 1, 2026 through December 31, 2026. Services may continue on a month-to-month basis beyond this period, as needed, at the same monthly rate outlined in the Fee Structure below.

FEE STRUCTURE | Tower's fee for this retainer is \$29,000 (\$5,800/month for five months, August through December 2026), plus a separate contingency budget of \$5,800 (20% of the retainer) to cover unanticipated scope changes, additional support, or delays due to late information — for a total not-to-exceed amount of **\$34,800**.

1. **Fixed Monthly Retainer Fee:** \$29,000 total (\$5,800/month, August–December 2026)
2. **Contingency Budget (separate from retainer):** \$5,800, billed only with the City's written authorization

Tower will bill against the contingency budget only with the City's written authorization, on either an hourly or fixed-fee basis depending on the nature of the work. It is rare for the full contingency budget to be used, but its inclusion allows work to move forward without administrative delay if needed.





City of Chelan Funding To Date, July 17th, 2026

Annalisa Noble (Tower Consulting) Funding Progress Report

Executive Summary

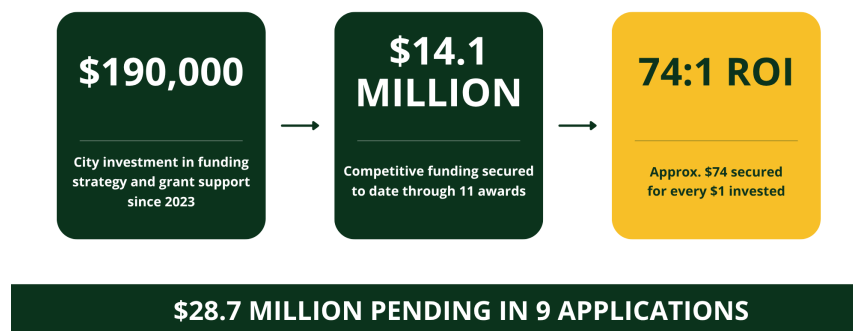
From 2023 to July 17, 2026, Annalisa has provided the City of Chelan with strategic funding expertise to advance its infrastructure and community priorities. This includes grant writing, funding research, and ongoing coordination with state and federal agencies. To date, Annalisa has helped submit **32 competitive funding applications**, requesting a total of **\$81 million**. Of these, **11 applications have been awarded**, securing **\$14.1 million** for the City, with another **9 applications totaling \$28.7 million** currently pending. In 2026 alone, Annalisa has helped submit or finalize **12 applications to date** (including 3 currently in final preparation for submission this month), representing **\$29,459,570** in funding requested — already **surpassing half of the total funding requested across the prior three years combined**.

While securing awards is the most visible result, the majority of the work happens behind the scenes. Tower's monthly support includes coordinating across City departments and funders, developing funding strategies, assessing project readiness, and maintaining proactive relationships with agency staff. This work involves frequent calls, meetings, and follow-ups with regulators and program officers—often months before an application is submitted—to ensure the City is well-positioned for success. These efforts allow Chelan to stay ahead of funding cycles, adapt to changing program rules, and consistently compete for **high-impact opportunities**.

SUMMARY OF FUNDING ACTIVITY					
Year	Applications Submitted	Applications Awarded	Total Requested	Total Awarded	Pending
2023	3	3	\$5,732,000	\$5,732,000	\$0
2024	10	2	\$29,934,000	\$477,000	\$0
2025	7	4	\$15,917,261	\$7,198,541	\$0
2026	12	2	\$29,459,570	\$736,000	\$28,698,570
Total	32	11	\$81,042,831	\$14,143,541	\$28,698,570

Return on Investment

That investment of time and effort translates directly into financial return. Since 2023, the City has invested approximately **\$190,000** in funding services support, resulting in **\$14.1 million** secured to date — **a return of roughly \$74 for every \$1 spent**. An additional **\$28.7 million** in applications is pending decision — any awards from this pipeline would add directly to that return.



2026 Funding Opportunities

2026 FUNDING (* = Estimated Date)				
Application Due	Application Status	Funding Program	Total	Project
January 27, 2026	Awarded	LCP: Representative Mike Steele - State District 12	\$716K	Lake Chelan School District Upgrades to the Performing Arts Center (PAC) sound and lighting system
January 27, 2026	Awarded	LCP: Representative Mike Steele - State District 12	\$20K	Library Analysis
January 2026	Not Awarded	WCIA Risk Reduction Grant Program	\$25K	Parks Security Project
March 25, 2026	Submitted	CDS: US Senator Patty Murray - Congressional District 8	\$5M	East Chelan Water System Improvements
April 27, 2026	Submitted	CDS: US Senator Maria Cantwell - Congressional District 8	\$5M	East Chelan Water System Improvements
April 29, 2026	Submitted	USACE Section 1332	\$7M	East Chelan Water Project (Phase 3, Transmission Piping Construction)
April 29, 2026	Submitted	USACE Section 219	\$7M	East Chelan Water Project (Phase 3, Transmission Piping Construction)
July 15, 2026	Submitted	RCO: Planning for Recreation Access (PRA)	\$200K	Don Morse Park Planning
July 15, 2026	Submitted	RCO: Planning for Recreation Access (PRA)	\$175K	Chelan Gorge Park Planning
July 27, 2026	Submitting by 7/27	Community Economic Revitalization Board (CERB) Grant	\$75K	Lake Chelan Economic Diversification Strategy
July 31, 2026	Submitting by 7/31	TIB Small City Programs + Complete Streets	\$1.7M	Imagine Downtown Chelan
July 31, 2026	Submitting by 7/31	EPA Community Grant	\$2.5M	East Chelan Water Project (Phase 2, Booster Pump Station Construction)



2025: Summary of Funding Projects

2025 FUNDING				
Applied	Award Status	Funding Program	Total	Project
March	Awarded	Rep. Steele LCP	\$3M	East Chelan Water Project (Phase 1, Design & RoW)
April	Not Awarded	Rep. Schrier CPF	\$2.5M	East Chelan Water Project (Phase 2, Booster Pump Station Construction)
May	*Not awarded, no budget approved for USACE *Reapply annually until awarded	USACE Section 219	\$3M	East Chelan Water Project (Phase 1, Design & RoW)
May	*Not awarded, no budget approved for USACE *Reapply annually until awarded	USACE Section 1332	\$2.5M	East Chelan Water Project (Phase 2, Booster Pump Station Construction)
June	Awarded	Senator Murray CDS	\$2.5M	East Chelan Water Project (Phase 2, Booster Pump Station Construction)
July	Awarded	TIB	\$317,261	Farnham St. and Webster Ave. Pedestrian Improvements
September	Awarded	CHIP	Applied \$2.1M Awarded \$1.3M	Chelan River Heights: Anderson Rd Infrastructure Improvements



2023-2024: Summary of Funding Projects

2024 FUNDING				
Applied	Award Status	Funding Program	Total	Project
March	Not Awarded	Rep. Schrier CDS	\$2.8M	Lake Chelan Shared-Use Community Connector Pathway
March	Not Awarded	Chelan Co. LTAC	\$50K	Chelan Gorge Park Improvements
April	Not Awarded	Senator Cantwell CDS	\$2.8M	Lake Chelan Shared-Use Community Connector
April	Not Awarded	Senator Murray CDS	\$2.5M	East Chelan Water Reservoir Project
April	Awarded	DOT SS4A	\$177K	Transportation Safety Action Plan
April	Not Awarded	RCO COAF	\$840K	Chelan Gorge Baseball Diamond Improvements
May	Not Awarded	WSDOT PBP	\$2.2M	Apple Blossom Multiuse Trail Project
June	Not Awarded	WSDOT SRTS	\$267K	Farnham-Webster Pedestrian Safety Project
June	Awarded	Chelan Co. CPIF	\$300K	Washington St. Water Booster Pump Station Capacity
September	Earmarked*	USACE Section 219	\$18M*	East Chelan Water Project

2023 FUNDING				
Applied	Award Status	Funding Program	Total	Project
September	Awarded	RCO LPM	\$100K	Chelan Parks Surface Maintenance of Parking Lots
October	Awarded	ECY CWSRF	\$222K	Stormwater Management Action Plan
October	Awarded	ECY CWSRF	\$5.41M	Sewer Collection Improvements

Terms

CDS: Congressionally Directed Spending | **CERB:** Community Economic Revitalization Board | **CPF:** Community Project Funding | **Chelan Co. CPIF:** Cascade Public Infrastructure Fund | **Chelan Co. LTAC:** Lodging Tax Capital Application | **DOH DWSRF:** Department of Health, Drinking Water State Revolving Fund | **DOT SS4A:** Department of Transportation, Safe Streets and Roads for All, Planning and Construction | **ECY CWSRF:** Department of Ecology, Clean Water State Revolving Fund | **EPA:** Environmental Protection Agency Community Grants Program | **LCP:** Local Community Project | **DOC PWB:** Department of Commerce, Public Works Board, Construction Funding Program | **LCIP:** Library Capital Improvement Program | **RCO LPM:** Recreation and Conservation Office, Local Parks Maintenance | **RCO COAF:** Community Outdoor Athletic Facilities | **RCO PRA:** Planning for Recreation Access | **TIB:** Transportation Improvement Board | **WSDOT PBP:** Washington State Department of Transportation, Pedestrian and Bicycle Program | **WSDOT SRTS:** Washington State Department of Transportation, Safe Routes to School Program | **DOC CHIP:** Connecting Housing to Infrastructure Program | **USACE:** United States Army Corps of Engineers, Sections 219 and 1332 | **WCIA:** WA Cities Insurance Authority Risk Reduction Grant Program





Subject/Title: Chelan County Regional Justice Center Interlocal Agreement for Inmate Housing (Regional Justice Center Director Sharp / City Administrator McAloon)

Department: Administration

Staff Contact: Laura McAloon

Guiding Principles: Thriving & Connected

Initiatives: Strengthen Strategic Partnership

Reviewed By: City Administrator, City Attorney and Finance Director

Number of Looks: Look No. 2 of 2

PREVIOUS ACTION TAKEN

The City has contracted with the Chelan County Regional Justice Center for inmate housing since 2004 as required by state law.

OVERVIEW

The Chelan County Regional Justice Center (CCRJC) provides the City with correctional housing services for persons incarcerated for crimes committed in Chelan city limits. Incarceration can occur pre-conviction while awaiting trial or post-conviction to serve a sentence. The CCRJC interlocal agreement has historically been calculated based on inmate population estimates from prior years with cost inflation figures adjusted regularly. For FY 2027 CCRJC proposes a new model using actual days of inmate housing, billed monthly. Medical expenses incurred for an inmate while incarcerated will continue to be the responsibility of the City and are billed on an as incurred basis.

The proposed Interlocal Agreement Between Chelan County, Washington and the City of Chelan, Washington for the Housing of Inmates in the Chelan County Regional Justice Center has a one-year term, concluding December 31, 2027. Termination may be initiated sooner than the expiration date upon 90 days written notice by either party.

The City Attorney has reviewed and approved this final agreement.

FINANCIAL IMPLICATIONS

Current monthly rate for 2026 is \$12,846.78. This is based on the annual fee of \$154,161.36, and the annual fee has consistently increased 5% YOY (year-over-year). The

average number of inmate days housed over the past 3 years is approximately 707 and is trending down. As of April 30, 2025 the City's actual inmate housing days totaled 178, as compared to 268 for the same period in 2025.

Under the new agreement methodology and using actual days of housing in the prior 3 years, here are the monthly amounts the City would have paid for housing using the same methodology as is proposed for 2027:

2023: $748 * \$213 = \$159,324 / 12 = \$13,277$

2024: $794 * \$213 = \$169,122 / 12 = \$14,093.50$

2025: $580 * \$213 = \$123,540 / 12 = \$10,295$

If we conservatively budget in FY27 for 800 nights at \$213/night, the annual budgeted cost would be \$170,400. Over 2026 figures, that constitutes a 10.5% increase in costs for the City. If we use the 3 year average of 707 inmate days at \$213, the estimated cost would be \$150,591, which constitutes approximately a 2.3% decrease in costs for the City.

ATTACHMENTS

1. 2027 Chelan County Regional Justice Center Interlocal Agreement for Inmate Housing

SUGGESTED MOTION

I move to authorize the Mayor to finalize and execute the Interlocal Agreement Between Chelan County, Washington and the City of Chelan, Washington for the Housing of Inmates in the Chelan County Regional Justice Center, subject to final approval of the form of the agreement by the City Attorney.

**INTERLOCAL AGREEMENT BETWEEN CHELAN COUNTY, WASHINGTON AND THE CITY OF
CHELAN, WASHINGTON, FOR THE HOUSING OF INMATES IN THE CHELAN COUNTY
REGIONAL JUSTICE CENTER**

THIS INTERLOCAL AGREEMENT is made and entered into on this _____ day of _____, 20____ by and between the City of CHELAN, Washington, a Washington municipal corporation, hereinafter referred to as “City”, and Chelan County, Washington, hereinafter referred to as “Chelan County”, each party having been duly organized and now existing under the laws of the State of Washington.

WITNESSETH:

WHEREAS, The Chelan County Regional Justice Center and the City Mayor or designee are authorized by law to have charge and custody of the County Jail and the City prisoners or inmates, respectively; and

WHEREAS, the City wishes to designate the CCRJC as a place of confinement for the incarceration of one or more inmates lawfully committed to its custody; and

WHEREAS, Chelan County Regional Justice Center is desirous of accepting and keeping in its custody such inmate(s) in the CCRJC for a rate of compensation mutually agreed upon by the parties hereto; and

WHEREAS, RCW 39.34.080 and other Washington law, as amended, authorizes any county to contract with any other county or city to perform any governmental service, activity or undertaking which each contracting county is authorized by law to perform; and

WHEREAS, the governing bodies of each of the parties hereto have determined to enter into this Agreement as authorized and provided for by RCW 39.34.080 and other Washington law, as amended,

NOW, THEREFORE, in consideration of the above and foregoing recitals, the payments to be made, the mutual promises and covenants herein contained, and for other good and valuable consideration, the parties hereto agree as follows:

1. GOVERNING LAW

The parties hereto agree that, except where expressly otherwise provided, the laws and administrative rules and regulations of the State of Washington shall govern in any matter relating to an inmate or inmates confined pursuant to this Agreement.

2. DURATION

This Agreement shall enter into full force and effect from **January 1, 2027 and end December 31, 2027**, subject to termination as provided by Section 3 herein. Nothing in this Agreement shall be construed to require the City to house inmates in Chelan County continuously.

3. **TERMINATION**

(a) Termination of this Agreement by either party may be accomplished on ninety (90) days written notice to the other party and to the State Office of Financial Management as required by RCW 70.48.090 stating the grounds for said termination and specifying plans for accommodating the affected prisoners.

(b) In the event of termination of this agreement for any reason, the City shall compensate Chelan County for prisoners housed by Chelan County after notice of such termination until the City retakes its inmates in the same manner and at the same rates as if this Agreement had not been terminated.

The city and county agree that this contract terminates on December 31, 2027 and the county's notice provisions in RCW 70.48.090 are satisfied for termination on December 31, 2027.

4. **MAILING ADDRESSES**

All notices, reports, and correspondence to the respective parties of this Agreement shall be sent to the following:

Chelan County: Chelan County Regional Justice Center
401 Washington St., Level 2
Wenatchee, WA 98801

Primary Contact Person: Chris Sharp, Director
Secondary Contact: Jeff Jones, Business Manager

City of Chelan: City of Chelan
P.O. Box 1669
Chelan, WA 98816

Primary Contact Person: Erin McCardle, Mayor
Secondary Contact: Finance Director

Notices mailed shall be deemed given on the date mailed. The parties shall notify each other in writing of any change of address.

5. **DEFINITIONS**

The parties hereby agree that the following terms shall have the specified meanings unless indicated otherwise herein:

Day. One prisoner day shall be each day or portion thereof which a prisoner appears in custody on the jail management system. The count shall be conducted by the jail management system and each participating jurisdiction shall be charged for each prisoner who is detained in the Regional Justice Center on a charge and/or conviction from the participating jurisdiction.

6. COMPENSATION

(a) Daily Rate: The Contract Agency agrees to pay the county a daily rate for each day or portion of a day a Contract Agency inmate is in custody at the jail facilities. The daily bed rate for 2027 is \$213.00 per day.

(b) No Split Billing: No split billing between agencies for inmates that may be in custody on multiple jurisdictions charges. Each Contract Agency will be responsible for their inmates at the daily rate established.

(c) Billing: The County will bill the Contract Agency each month for amounts due to the County under this agreement for the services rendered in the prior calendar month. (The County will run a report from the Jail Management System that will provide how many total bed days the Contract Agency has accumulated for the previous month).

An invoice will be sent on the (1st) first of each month unless it is a weekend or holiday, in this case it will be sent on the first available business day, with the amount due 30 days following the invoice. **If payment is not made by the due date, a late fee of 1% per month of the past due amount will be added to the balance. Late fees will continue to accrue monthly (12% per annum) until the account is current.**

7. RIGHT OF INSPECTION

The City shall have the right to inspect, at all reasonable times, all Chelan County facilities in which inmates of the City are confined in order to determine if such jail maintains standards of confinement acceptable to the City and that such inmates therein are treated equally regardless of race, religion, color, creed or national origin; provided, however, that Chelan County shall be obligated to manage, maintain and operate its facilities consistent with all applicable federal, state and local laws and regulations.

8. FURLOUGHS, PASSES, AND WORK RELEASE

Chelan County agrees that no early releases or alternatives to incarceration, including furloughs, passes, electronic home detention or work release shall be granted to any inmate housed pursuant to this Agreement without written authorization by the committing court.

9. INMATE ACCOUNTS

Chelan County shall establish and maintain an account for each inmate received from the City and shall credit to such account all money which is received and shall make disbursements, debiting such accounts in accurate amounts for the inmate's personal needs. Disbursements shall be made in limited amounts as are reasonably necessary for personal maintenance. The Director of the CCRJC shall be accountable to the City for such inmate funds. At either the termination of this Agreement, the inmate's death, release from incarceration, or return to either the City or indefinite release to the court, the inmate's money shall be transferred to either the inmate's account in care of the City, at such time the City shall be accountable to the inmate for said fund, or to the inmate.

10. **INMATE PROPERTY**

The City may transfer to Chelan County only limited amounts of personal property of the City's inmates' recovered from or surrendered by inmates to the City upon booking. Personal property in excess of one simple "grocery bag" shall at no time be transferred to Chelan County.

11. **RESPONSIBILITY FOR OFFENDER'S CUSTODY**

It shall be the responsibility of Chelan County to confine the inmate or inmates; to provide treatment, including the furnishing of subsistence and all necessary medical and hospital services and supplies; to provide for the inmates' physical needs; to make available to them programs and/or treatment consistent with the individual needs; to retain them in said custody; to supervise them; to maintain proper discipline and control; to make certain that they receive no special privileges and that the sentence and orders of the committing court in the State are faithfully executed; provided that nothing herein contained shall be construed to require Chelan County, or any of its agents, to provide service, treatment, facilities or programs for any inmates confined pursuant to this Agreement, which it does not provide for similar inmates not confined pursuant to this Agreement. Nothing herein shall be construed as to require Chelan County to provide services, treatment, facilities or programs to the City's inmates above, beyond or in addition to that required by applicable law.

12. **MEDICAL SERVICES**

(a) Inmates shall receive such medical, psychiatric and dental treatment when emergent and necessary to safeguard their health while housed in the CCRJC. Chelan County shall provide or arrange for the providing of such medical, psychiatric and dental services. Except for routine minor medical services provided in the CCRJC, the City shall pay directly or reimburse Chelan County for any and all costs associated with the delivery of any emergency and/or major medical service provided to the City's inmates. The City shall be responsible for any and all medical, psychiatric and dental treatment provided outside of the CCRJC and shall be billed therefore. Examples of medical services which may be provided in the CCRJC but which are not routine, and for which the City shall be billed include, but are not necessarily limited to, HIV/AIDS treatment, chemotherapy, dialysis treatment, and hemophiliac treatment and all prescriptions. No dental treatment can be provided in the CCRJC; all dental treatment of the City's inmates shall be billed to the City.

(b) An adequate record of all such services shall be kept by Chelan County for the City's review at its request, to the extent consistent with confidentiality regulations. Any medical or dental services of major consequence shall be reported to the City as soon as time permits.

(c) Should medical, psychiatric or dental services require hospitalization, the City agrees to compensate Chelan County dollar for dollar any amount expended or cost incurred in providing the same; provided that, except in emergencies, the City will be notified by contacting **Finance Director at 509-682-8036** prior to the inmate's transfer to a hospital, if and when circumstances allow, or as soon afterward as practicable. Medical cost recovery will be split between User Agencies if the individual has multiple jurisdiction billings.

(d) The City shall be responsible for non-routine healthcare costs for inmates arrested and incarcerated on a felony offense until that charge is filed in Superior Court. Thereafter, the responsibility

for non-routine healthcare costs for inmates arrested and incarcerated on a felony offense shall lie with Chelan County.

13. **DISCIPLINE**

Chelan County shall have physical control over and power to execute disciplinary authority over all inmates of the City's. However, nothing contained herein shall be construed to authorize or permit the imposition of a type of discipline prohibited by applicable law.

14. **RECORDS AND REPORTS**

(a) The City shall forward to Chelan County before or at the time of delivery of each inmate a copy of all inmate records pertaining to the inmate's present incarceration. If additional information is requested regarding a particular inmate, the parties shall mutually cooperate to provide any additional information in a timely manner.

(b) Chelan County shall keep all necessary and pertinent records concerning such inmates in the manner mutually agreed upon by the parties hereto. During an inmate's confinement in Chelan County, the City shall upon request be entitled to receive and be furnished with copies of any report or records associated with said inmate(s) incarceration.

15. **REMOVAL FROM THE JAIL**

An inmate of the City's legally confined in Chelan County shall not be removed there from by any person without written authorization from the City or by order of any court having jurisdiction. The City hereby designates **Finance Director** the official authorized to direct Chelan County to remove the City's inmates from the CCRJC. Chelan County agrees that no early releases or alternatives to incarceration including furloughs, passes, work release, work crews or electronic home detention shall be granted to any inmate without written authorization from the committing court. This paragraph shall not apply to an emergency necessitating the immediate removal of the inmate for medical, psychiatric, dental treatment or other catastrophic condition presenting an eminent danger to the safety of the inmate or to the inmates or personnel of Chelan County. In the event of any such emergency removal, Chelan County shall inform the City of the whereabouts of the inmate or inmates so removed, at the earliest practicable time, and shall exercise all reasonable care for the safe keeping and custody of such inmate or inmates.

16. **ESCAPES**

In the event any City inmate escapes from Chelan County's custody, Chelan County will use all reasonable means to recapture the inmate. The escape shall be reported immediately to the City. Chelan County shall have the primary responsibility for and authority to direct the pursuit and retaking of the inmate or inmates within its own territory. Any cost in connection therewith shall be chargeable to and borne by Chelan County; however, Chelan County shall not be required to expend unreasonable amounts to pursue and return inmates from other counties, states or countries.

17. **DEATH OF AN INMATE**

(a) In the event of the death of a City inmate, the Chelan County Coroner shall be notified. The City shall receive copies of any records made at or in connection with such notification.

(b) Chelan County shall immediately notify the City of the death of a City inmate, furnish information as requested, and follow the instructions of the City with regard to the disposition of the body. In the case of an unattended death, suspicious death, or criminal case, the Chelan County Coroner would have authority over the deceased and would coordinate with local law enforcement to finish the investigation prior to the release of the deceased inmate. The City hereby designates **Finance Director** the official authorized to request information from and provide instructions to Chelan County regarding deceased inmates. The body shall not be released except on written order of said appropriate official of the City. Written notice shall be provided within three (3) weekdays of receipt by the City of notice of such death. All expenses relative to any necessary preparation of the body and shipment charges shall be paid by the City. With the City's consent, Chelan County may arrange for burial and all matters related or incidental thereto, and all such expenses shall be paid by the City. The provisions of this paragraph shall govern only the relations between or among the parties hereto and shall not affect the liability of any relative or other persons for the disposition of the deceased or for any expenses connected therewith.

(c) The City shall receive a certified copy of the death certificate for any of its inmates who have died while in Chelan County's custody.

18. **HOLD HARMLESS AND INDEMNIFICATION**

Chelan County agrees to hold harmless, indemnify and defend the City, its officers, agents and employees, from and against any and all claims, losses, or liability, for injuries, sickness or death of persons, or damage to property, arising out of any willful misconduct or negligent act, error, or omission of Chelan County, its officers, agents, or employees, in connection with the services required by the Agreement, provided, however, that:

(a) Chelan County's obligations to indemnify, defend and hold harmless shall not extend to injuries, sickness, death or damage caused by or resulting from the sole willful misconduct or negligence of the City, its officers, agents or employees or sub-consultants; and

(b) Chelan County's obligations to indemnify, defend and hold harmless for injuries, sickness, death or damage caused by or resulting from the concurrent negligence or willful misconduct of the Chelan County and the City or of Chelan County and a third party other than an officer, agent or employee of Chelan County, shall apply only to the extent of the negligence or willful misconduct of Chelan County.

19. **RIGHT OF REFUSAL AND TRANSPORTATION**

(a) Chelan County shall have the right to refuse to accept any inmate from the City when, in the opinion of Chelan County, its inmate census is at capacity that there is a substantial risk that, through usual operation of the jail, the reasonable operational capacity limits of the jail might be reached or exceeded.

(b) Chelan County shall further have the right to refuse to accept any inmate from the City who, in the judgment of Chelan County, has a current illness or injury which may adversely affect the operations of the CCRJC, has a history of serious medical problems, or presents a substantial risk of self-harm.

20. **INDEPENDENT CONTRACTOR**

In providing services under this contract, Chelan County is an independent contractor and neither it or its officers, agents or employees are employees of the City for any purpose, including responsibility for any federal or state tax, industrial insurance or Social Security liability. Neither shall the provision of services under this Agreement give rise to any claim of career service or civil service rights, which may accrue to an employee of the City under any applicable law, rule or regulation.

21. **GENERAL PROVISIONS**

(a) Severability. In the event any provisions of this Agreement shall be determined to be unenforceable or otherwise invalid for any reason, such provisions shall be enforced and valid to the extent permitted by law. All provisions of this Agreement are severable and unenforceability or invalidity of a single provision herein shall not affect the remaining provisions.

(b) Governing Law and Venue. This Agreement shall be governed by the laws of the State of Washington, and venue for any lawsuit shall be the Chelan County Superior Court.

(c) Attorney's Fees. In the event it is necessary for either party to utilize the services of an attorney to enforce any of the terms of this Agreement, such enforcing party shall be entitled to compensation for its reasonable attorney's fees and costs. In the event of litigation regarding any terms of this Agreement, the substantially prevailing party shall be entitled, in addition other relief, to such reasonable attorney's fees and costs as determined by the Court.

(d) Waiver of Breach. The waiver by either party of the breach of any provision of this Agreement by the other party must be in writing and shall not operate nor be construed as a waiver of any subsequent breach by such other party.

(e) Savings Clause. Nothing in this Agreement shall be construed so as to require the commission of any act contrary to law, and wherever there is any conflict between any provisions of this Agreement and any statute, law, public regulation or ordinance, the latter shall prevail but in such event, the provisions of this Agreement affected shall be curtailed and limited only to the extent necessary to bring it within legal requirements.

(f) Filing. This Agreement shall be filed with the Chelan County Auditor's Office pursuant to RCW 39.34.040.

22. **INTERPRETATION**

This Agreement has been submitted to the scrutiny of all parties and their counsel, if desired, and it shall be given a fair and reasonable interpretation in accordance with its words, without consideration or weight given to its being drafted by any party or its counsel. All words used in the singular shall include the plural; the present tense shall include the future tense; and the masculine gender shall include the feminine and neuter gender.

23. **ACCESS TO RECORDS CLAUSE**

The parties hereby agree that authorized representatives of the parties shall have access to any books, documents, paper and record of the other party that are pertinent to this Agreement for the purposes of making audits, examinations, excerpts and transcriptions. All such records and all other records pertinent to this Agreement, and work undertaken pursuant to this Agreement shall be retained by the parties for a period of three (3) years after the final expiration date of this Agreement or any amendments hereto, unless a longer period is required to resolve audit, findings or litigation. In such cases, the parties may expressly agree by an amendment or separate agreement for such longer period for record retention.

24. **ENTIRE AGREEMENT**

This Agreement represents the entire integrated Agreement between the City and Chelan County and supersedes all prior negotiations, representations or agreements, either written or oral.

IN WITNESS WHEREOF, the above and foregoing Agreement has been executed in duplicate by the parties hereto and made affective on the day and year first above written.

CITY OF CHELAN, WA

BOARD OF CHELAN COUNTY
COMMISSIONERS

By: _____

Shon Smith, Chair

ATTEST:

Kevin Overbay, Commissioner

City Clerk

Brad Hawkins, Commissioner

DATED: _____

ATTEST:

Anabel Torres
Clerk of the Board

DATED: _____

Approved as to Form:

City of _____ Attorney

Chris Sharp, Director
Chelan County Regional Justice Center

Approved as to Form:

Robert Sealby, Chelan County Prosecutor



Subject/Title: 2027 Legislative Priorities (City Administrator McAloon)

Department: Administration

Staff Contact: Laura McAloon

Guiding Principles: Visionary & Strategic

Initiatives: Establish a Long-Range Economic Strategy

Reviewed By: City Administrator and Finance Director

Number of Looks: Look No. 1 of 3

PREVIOUS ACTION TAKEN

None.

OVERVIEW

FINANCIAL IMPLICATIONS

None.

ATTACHMENTS

1. 2027 AWC Legislative Priorities

SUGGESTED MOTION

None.

2027 AWC Legislative Priorities Committee Straw Poll

	Priority	Support	Not At This Time
1. Increase the state contributions to the municipal criminal justice assistance account to maintain state investments made via HB 2015 and assist with growing indigent defense and other criminal justice system costs.			
2. Authorize local short-term rental tax dedicated to affordable housing.			
3. Increase the share of liquor and cannabis revenue shared with cities and towns and making shared revenues as flexible as possible allowing them to be spent on any general government purpose.			
4. Support ongoing efforts to revise the property tax cap to reflect inflation.			
5. Fully fund an ongoing local government fiscal health account proposed as part of the legislative approach to SB 6364 (tax on millionaires). Beginning in 2029, the account should be funded at an amount intended to backfill lost revenue from sales tax exemptions and reflect a commitment to share statewide revenue generated within cities and towns back to those communities; and include a growth factor that keeps up with revenue growth and inflation.			
6. Undertake a collaborative study between state and local government to develop recommendations for a long-term update to Washington's local tax structure to improve fiscal sustainability and move to a more progressive set of revenue options.			
7. Increase state funding for the Municipal Criminal Justice Assistance Account (MCJAA). Expand the eligibility of the MCJAA to ensure these funds can be used to support the full spectrum of public safety needs in cities statewide. The MCJAA has the capability of being a critical resource to support the ongoing crisis in indigent defense funding while ensuring cities have the flexibility to allocate resources where they can be most effective. This state account provides an ongoing, permanent mechanism to fund public safety and criminal justice needs including recruiting and retention of law enforcement officers and co-response.			
8. Expand the timeframe to use the HB 2015 public safety grant funding – the funds are restricted to 2028, but because the grant program was delayed, more time is needed.			
9. Clarify the ability to and establish appropriate requirements when using generative AI in police reports.			
10. Create stronger standards for scrap yards to address metal theft issues.			
11. Identify sustainable state and local revenue sources to fund local transportation preservation, maintenance, and operations, with direct distributions to cities and towns; increase the maximum weight of vehicles on which a TBD can levy a vehicle license fee from 6,000 to 9,000 pounds; and increase to 0.2% the amount of TBD sales tax that jurisdictions can levy through councilmanic authority.			

12. Work to limit cities' transportation-related liability by modifying the state's minimum liability insurance requirements, allowing courts to consider failure to comply with seatbelt laws as evidence of negligence, and providing cities with a defense to claims for injury or wrongful death where the claimant was engaged in a felony or in a traffic-related misdemeanor, such as impaired driving, reckless driving, or racing.			
13. Advocate for direct and meaningful investments in local infrastructure for operations and maintenance of aging systems. Preserve reliable revenue streams for the PWAA, authorize at least \$500 million for the Account to fund competitive award cycles in the 2027-29 biennium.			
14. Ensure regulatory requirements, including proposals related to procurement and contracting, are balanced and take into account the impacts on local governments and ratepayers.			
15. Provide support for more technical assistance to smaller jurisdictions to allow them to successfully seek and manage PWAA awards.			
16. Increase funding and enhance eligibility for the Connecting Housing and Infrastructure Program (CHIP). CHIP is a capital budget program that provides state funding to cities to cover certain infrastructure costs that would otherwise be borne by affordable housing developers. Currently it can fund costs associated with sewer, water, and stormwater infrastructure. Expansion could include impact fees, sidewalks, public works improvement, ADA compliance, off-site requirements, and road improvements associated with affordable housing projects. Non-profit providers could be the grant applicant with indication of city support to remove administrative burden from the city and improve program efficiency. Consider allowing CHIP to support projects up to 100% of AMI. The previous biennial funding level was \$100 million, we could ask for \$125-50 million.			
17. Clarify HB 1220 obligation to plan for and accommodate growth and specific income levels is a planning level responsibility not a requirement to identify funding. This would also address the desire of cities who participate in interlocal agreement agencies like ARCH clarity on the "who gets credit for pooled investments" issue.			
18. Provide authority to suspend impact fees without having to backfill for affordable and market rate projects.			
19. Authorize HB 1406 and HB 1590 funds to be used for digital/ai permitting solutions.			



Subject/Title: Athletic Field Use and Fees Policy (Parks and Recreation Director Cooper)
Department: Parks and Recreation
Staff Contact: Audrey Cooper
Guiding Principles: Accessible & Welcoming
Initiatives: Enhance Youth and Family Well-being
Reviewed By: City Administrator and Finance Director
Number of Looks: Look No. 1 of 2

PREVIOUS ACTION TAKEN

During the City's budget and rates and fees discussions in 2025, City Council considered the question of charging fees for organized use of the athletic fields at Chelan Gorge Park. During those discussions, Council expressed a desire to establish a framework that would allow the City to recover a portion of maintenance and operational costs while also maintaining flexibility to support community-serving organizations through reduced fees when appropriate.

OVERVIEW

Staff have developed the attached Draft Athletic Facility Use & Fees Policy. The policy establishes a consistent process for reserving athletic facilities, outlines scheduling priorities, and creates a formal process for reviewing and approving fee discount requests. The goal is to balance equitable access to public facilities, responsible stewardship of City assets, and the community benefits provided by youth sports and other recreational programs. The Parks and Recreation Advisory Board has reviewed the draft policy and provided feedback on eligibility criteria, scheduling priorities, and the fee discount process. The resulting draft incorporates Park Board input and is intended to provide clear and transparent guidance for both staff and user groups. A key component of the policy is the establishment of objective criteria for evaluating requests for fee reductions. Concurrently with the development of this policy, the Parks and Recreation Advisory Board and staff have been working with local athletic user groups to better understand the current condition and needs of the ballfields at Chelan Gorge Park from a user perspective. This effort recognizes that any future fee structure might be accompanied by ongoing investment in the facilities being used. Input received from user groups has provided valuable insight into how field improvements, maintenance expectations, and user fees can work together to support the City's athletic facilities. As

part of policy development, staff also consulted with the Lake Chelan School District regarding their practices for scheduling athletic facilities and charging fees to non-school users. While the City's facilities and operational responsibilities differ from those of the School District, the information helped inform staff's understanding of local recreational facility use and fee administration.

The proposed policy is intended to:

- Establish a fair and transparent process for reserving City athletic facilities.
- Clearly define facility use priorities.
- Provide a formal process for reviewing requests for fee discounts and waivers.
- Support responsible management and maintenance of City athletic facilities.
- Provide consistency for staff, user groups, and future Council consideration of athletic facility fees.

The policy itself does not establish fee amounts. Fee levels would continue to be adopted through the City's Rate and Fee Resolution. Currently, there are no fees for use of the ballfields at Chelan Gorge Park, per directive of City Council during the 2025 budget process. There are established fees for use of the sand volleyball courts at Don Morse Park.

FINANCIAL IMPLICATIONS

There is no direct fiscal impact associated with adoption of the policy. The policy establishes the framework through which future athletic facility fees and fee discount requests may be administered. Any future changes to athletic facility fees would be considered separately through the City's Rates and Fees process.

ATTACHMENTS

1. DRAFT Field Usage and Fees Policy
2. DRAFT Waiver Request Form

SUGGESTED MOTION

None.

1. Purpose

The City of Chelan owns and/or maintains athletic facilities at multiple park locations. The City recognizes the benefits of providing recreational facilities to the community. It is the goal and intention of the City for facilities to be equitably available for use in the promotion of health, education, and general welfare of the community and as a means of enhancing cultural, recreational, or intellectual opportunities.

Community property has expenses associated with its maintenance to protect the condition and longevity of City assets. The City recognizes the importance of considering the benefit to the community when assessing user/rental fees and remains committed to keeping such fees reasonable. Fees for use are intended to recover a portion of the costs associated with maintenance, staffing, and facility operations.

2. Definitions

- a. Applicant/User Group – Individual or organization requesting facility use
- b. Athletic Facility (Facility) – Baseball Fields, Softball fields, Volleyball Courts, Tennis Courts, Basketball Courts, all current and future within City of Chelan parks inventory
- c. Resident – Individual with primary residence within Chelan city limits
- d. Youth Program – 75% or more participation under age 18
- e. Adult Program – 75% or more participation aged 18 and over
- f. Senior Program – 75% or more participation aged 55 and over
- g. Non-Profit Organization – Registered 501(c)(3), designated by the Internal Revenue Service, in good standing with Washington Secretary of State
- h. Commercial Use – Activities intended for profit, including camps, clinics, and private instruction
- i. League Play – Organized series of games under a recognized association or program
- j. Tournament – Multiple teams competing in a structured event over one or more days
- k. Practice – Team or individual skill development session
- l. Season – The designated period of organized play
- m. Facility Closure – Temporary suspension of play due to maintenance, weather, or safety conditions.

Athletic Facility Use & Fees Policy

3. Prioritization and Scheduling of Facility Use

The following uses and users shall have priority in the listed order on the use of City facilities, and any other uses shall only be permitted to the extent they do not impair these uses.

- 1) Scheduled maintenance by City staff, agents, or city-hired contractors shall take precedence. However, the City shall make every effort to schedule maintenance in advance and to exercise this priority only in extraordinary circumstances where there is a risk of harm to individuals or property. City staff shall make every effort to provide maximum possible advance notice to affected parties.
- 2) Scheduled programs run directly by City Staff shall have priority over programs and activities run by other entities
- 3) Scheduled programs directly run by the Lake Chelan School District
- 4) Scheduled use by existing leagues and organizations that provide youth programs to local youth, 75% or higher of participation from the Lake Chelan Valley (Chelan, Manson, Lake Chelan School District)
- 5) Scheduled use by existing leagues or organizations that provide senior programs
- 6) Scheduled use by existing leagues or organizations that provide adult programs
- 7) Use by the General Public. Use by the general public shall be subordinate to the above-listed uses and shall generally be permitted on a first-come, first serve basis.

Reservations will be permitted up to one (1) year in advance.

4. Application and Reservation Process

All organized facility use requires a reservation and permit. Applications are completed online [here](#) and reviewed by City staff. Processing follows the prioritization system outlined in section 3. Reservations are confirmed only after fees are paid and permits issued. Transfers or subletting of reservations are prohibited.

5. Fees

Fees are intended to recover a portion of the City's costs associated with the management and use of the City's facilities. Fees are established by City Council through the Rate and Fee Schedule.

Fees and charges for use of City facilities may be discounted as follows:

Athletic Facility Use & Fees Policy

- The Parks & Recreation Director can provide a 25% discount per request to any non-profit organization, as designated by the Internal Revenue Service, that is in good standing with the Washington Secretary of State
- Any discount request more than 25%, may be given to any non-profit organization, as designated by the Internal Revenue Service, that is in good standing with the Washington Secretary of State, that provides youth recreational programs demonstrating a clear public benefit. Requests should be made in writing no less than forty-five (45) days prior to the season. In evaluating requests, the Parks and Recreation Advisory Board and Parks & Recreation Director shall consider factors including, but not limited to:
 - The percentage of participants residing within Chelan City limits;
 - The percentage of participants residing within the Lake Chelan Valley (Chelan, Manson, or Lake Chelan School District boundary);
 - The percentage of participants receiving financial assistance or scholarships;
 - The value of documented in-kind contributions or volunteer services provided to the City of Chelan Parks & Recreation department that directly supports park facilities.
 - Any other factor deemed relevant to the request.

The Parks and Recreation Advisory Board and Parks & Recreation Director shall review each request and make a recommendation for the discount amount. Final approval shall be granted by the City Administrator.

Fee Waiver Request Forms, Appendix A, are available online [here\(link\)](#).

6. Facility Maintenance and Use Rules

City staff perform routine park maintenance at athletic facilities, such as mowing, general facility and irrigation maintenance, restroom cleaning, initial set-up of goals, and trash and litter removal. User groups are responsible for facility specific preparation, such as striping of fields, setting bases or goals, or infield and sand raking. Unauthorized facility maintenance or modification is prohibited.

All users must comply with posted park rules and Chelan Municipal Code. Users must leave facilities clean and free of debris. Facilities may be closed or play suspended at any time due to unsafe or unsuitable conditions, as determined by City staff. Damage beyond normal wear may result in additional charges or loss of facility use privileges.

7. Insurance

Athletic Facility Use & Fees Policy

Commercial General Liability insurance in the amount of one million dollars (\$1,000,000) per occurrence, two million dollars (\$2,000,000) aggregate, Participant liability in the amount of one million dollars (\$1,000,000) per occurrence, and property damage in the amount of five hundred thousand dollars (\$500,000) shall name the City as an additional insured and proof of such insurance shall be provided to the City prior to the event.

8. Policy Updates

The policy may be reviewed and updated periodically, with recommendations by the Parks and Recreation Advisory Board and adoption by City Council.

Appendices

A. Fee Waiver Request Form



Fee Waiver Request Form for Non-Profit Organizations

(Pursuant to Athletic Facility Use & Fees Policy)

Request Date

Requestor Information

Request/Event Details

Parks & Recreation Director Recommendation

Approve

Decline

Signature

Date:

Name

Comment

City Administrator Decision

Approve

Decline

Signature

Date:

Name

Comment



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.

August 18, 2026

September 1, 2026 City Council Workshop

1. Budget Workshop No. 2 (Evans)
 - Presentation of interfund transfer models proposed for 2027. Council provides staff with direction.
2. Lake Chelan Chamber of Commerce Quarterly Update (Steele / McAloon) CONFIRMED
3. Golf Course Business Plan (Cooper)

September 8, 2026 Joint Planning Commission & City Council Meeting

1. Comprehensive Plan Update (Ajax)
 - A. Transpo Group Presentation (Youngren) (CONFIRMED, IN-PERSON)
 - B. Comprehensive Plan Update from the August 19th Planning Commission Economy & Climate:
 - Chapter 5 (Economic Development)
 - Chapter 10 (Climate Change and Resiliency)

City Council Meeting

1. Consent Agenda
 - a. Voucher / Minutes
 - b. Living Stone Church Lease Agreement Extension (McAloon) (L2-2)
2. Special Presentations, Proclamations, and Awards
 - a. Boys & Girls Club of Snohomish County Recap of Summer Program (Chavez/Evans) (CONFIRMED)
3. Public Hearings
 - a.
4. Motion Considerations
 - a. Athletic Field Use and Fees Policy (Cooper) (L2-2)
 - b. Life Safety Inspection Vault Fire Professional Services Agreement for Fire Protection Inspections (Ajax) (L2-2)
5. Administrative Reports
 - a. Resolution No. 2026-14XX 2027 Legislative Priorities (McAloon) (L2-3)
 - b. Artificial Intelligence (AI) Use Policy (Coltman) (L1-2)
6. Informational Items
 - a. Tentative Advanced Agenda (McAloon)
 - b. Council Committee Reports (Various Councilmembers)
 - c. Contract Intake Log (Gallucci)

September 22, City Council Meeting

1. Consent Agenda
 - a. Voucher / Minutes
2. Special Presentations, Proclamations, and Awards
 - a. Finance & Account Week Proclamation – September 23 – 27, 2026 (Mayor)
3. Public Hearings
 - a.
4. Motion Considerations

- a. Resolution No. 2026-14XX 2027 Legislative Priorities (McAloon) (L3-3)
- 5. Administrative Reports
 - a. Comprehensive Plan Update from the September 16th Planning Commission Meeting
 - Infrastructure & Services:
 - Chapter 6 (Utilities)
 - Chapter 7 (Capital Facilities)
 - Chapter 8 (Parks and Recreation)
 - b. Parks Department End of Summer Recap (Cooper) (L1-1)
- 6. Informational Items
 - a. Tentative Advanced Agenda (McAloon)
 - b. Council Committee Reports (Various Councilmembers)
 - c. Contract Intake Log (Gallucci)
 - d. Lake Chelan Chamber of Commerce Financial Report (Evans)

October 6, 2026 City Council Workshop

- 1. Golf Course RFP Review (Cooper)

October 8, 2026 City Council Workshop – SPECIAL MEETING // THURSDAY

- 1. Budget Workshop No. 3 (Evans)
 - Presentation of City Hall Departments & “Other” funds (lodging, housing, etc.) operating to City Council.

October 13, 2026 City Council Meeting

- 1. Consent Agenda
 - a. Voucher / Minutes
- 2. Special Presentations, Proclamations, and Awards
 - a. Arbor Day Proclamation (Mayor)
 - b. Breast Cancer Awareness Month (Mayor)
- 3. Public Hearings
 - a.
- 4. Motion Considerations
 - a.
- 5. Administrative Reports
 - a.
- 6. Informational Items
 - a. Tentative Advanced Agenda (McAloon)
 - b. Council Committee Reports (Various Councilmembers)
 - c. Contract Intake Log (Gallucci)

October 15, 2026 City Council Workshop – SPECIAL MEETING // THURSDAY

- 1. Budget Workshop No. 4 (Evans)
 - Presentation of Parks and Public Works Operating and Enterprise fund budgets to City Council.

October 20, 2026 City Council Workshop – SPECIAL MEETING // TUESDAY

- 1. Budget Workshop No. 5 (Evans)

- Review of operating budgets. Presentation of Personnel scenarios, Rates & Fees, along with 301 General Fund capital requests to City Council.

October 27, 2026 City Council Meeting

1. Consent Agenda
 - a. Voucher / Minutes
2. Special Presentations, Proclamations, and Awards
 - a.
3. Public Hearings
 - a. Preliminary Budget (Evans)
4. Motion Considerations
 - a.
5. Administrative Reports
 - a. Comprehensive Plan Update from the October 21st Planning Commission
Mobility & Final Comment:
Chapter 9 (Transportation)
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 Q3 Report (Evans)
 - d. Contract Intake Log (Gallucci)

Upcoming Topics:

1. CDRPA / City Joint Meeting (McAloon)
 - September 2026
2. Chelan Fire Protection District No. 7 Interlocal Agreement for Fire Protection (McAloon)
3. Public Works Project Status Quarterly Update (Youngren)
4. Lake Chelan Airport Quarterly Reports (Evans)
 - January 27 – Q4 Report
5. Lake Chelan Chamber of Commerce Quarterly Update (Steele) December 1 (CONFIRMED)
6. Boys & Girls Club of Snohomish County (Evans) (CONFIRMED Months)
 - November (Recap of Fall and into Winter)
7. Comprehensive Plan (CONFIRMED)
 - November 10 – Briefing
 - November 24 – Public Hearing
 - December 8 – Adoption
8. [Company Name] Bid Award for Library Moisture Mitigation Project (McAloon) (L1-1)
9. Ordinance No. 2026-16XX Title 2 Administration and Personnel (McAloon) (L1-X)
 - Fix November 3 meeting or have motion to hold on 11/3
10. Employee End of Season Award Policy (Coltman) (L1-1X)
11. Chelan Valley Community Health (Manuel Navarro, CEO) 12/08/2026 - CONFIRMED
12. 2027 Budget Calendar – CONFIRMED

MONTH	DATE	TASK	DESIRED OUTCOME
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November	11/3/2026	Council Budget Workshop #6	Presentation of Capital Budgets
November	11/3/2026	Revenue Public Hearing	Required public hearing for revenue sources for the coming year; includes consideration of possible increase in property tax.
November	11/10/2026	Adoption of Tax Ordinance & Levy Certification	City Council votes to adopt the tax ordinance and levy certification.
November	11/12/2026	Council Budget Workshop #7	Final review of operating, capital, personnel, rates and fees and other funds to City Council for final feedback. Budget
November	11/13/2026	Final Draft Made Public	Final/complete draft of budget made available for public viewing.
November	11/24/2026	Final Budget Public Hearing	Required public hearing
December	12/1/2026	Council Budget Workshop #8	Review projected year-end fund balances.
December	12/8/2026	Adoption of Final Budget	City Council votes to adopt 2027 Budget
December	12/8/2026	Adoption of Rates and Fees	City Council votes to adopt 2027 Rate & Fee Schedule.

Liaison Committee Report

Name of Meeting: *

Manson WA Community Council

Date of Meeting: *

2026-08-18

Key Meeting Notes: *

Meeting notes should consist of key agenda items that had significant discussion. Each item can be briefly summarized in 2 - 4 sentences.

Committee discussed projects proposed by the Chelan Regional Port Authority related to the leftler field property, potential for park spaces and incubator businesses and a link bus transfer/park station.

Committee applied for council operational funding from the Community Foundation of NCW.

Work continues for doing an incorporation feasibility study. Working on first draft expected in the next few weeks.

Committee had discussion around communication improvements as a committee, bylaws and future need for possible additional meeting.

Meeting recording on Manson WA Community Council Facebook page

Upload applicable meeting documents here if available:

Max upload is 25MB per file

Submitted By

Signature *

Agustin Benegas

Signature Date *

2026-08-19

Liaison Committee Report

Name of Meeting: *

Chelan Valley Housing Trust

Date of Meeting: *

2026-08-17

Key Meeting Notes: *

Meeting notes should consist of key agenda items that had significant discussion. Each item can be briefly summarized in 2 - 4 sentences.

CVHT is submitting a housing trust fund application for around 4 million from the state. Deadline is August 27th. Final draft will be in review with the consultant firm RCAC.

Upcoming events. Cultura car show on August 29th 5-10pm. Donor outreach event September 9th 5:30-7:30pm. Ruby U presentation scheduled for September 17th at 7pm

Upload applicable meeting documents here if available:

Max upload is 25MB per file

Submitted By

Signature *

Jon M Higgins

Signature Date *

2026-08-20

Submission Date	City Point of Contact	Department	Company Name	Project Name, Project Number and Document Name if applicable	Term Start Date	Term End Date	Select a Contract Term:	Dollar Value
8/17/2026	Chad Coltman	HR/Communications	Civic Web DocAccess	Statement of Work - Website ADA Accessibility - DocAccess Module 001-000-000-518-90-49-00	2026-08-21	2027-12-31	Original End Date	\$5,362.80
8/5/2026	Laura McAloon	Admin	Impel Construction	Exploratory Work Agreement for the Moisture Mitigation Project	2026-08-05	2026-08-31	Original End Date	\$5,000.00

Lake Chelan Chamber of Commerce
Budget vs. Actual Report - FY2026

BARS	Description	2026 Budget	Reported totals thru June 2nd council	July	August	YTD Total	Balance
				2nd Council	1st Council		
104-000-000-557-35-41-10	Wages	\$242,000	\$113,593.12	\$10,466.31	\$9,519.23	\$133,578.66	\$108,421.34
104-000-000-557-35-41-20	Benefits	\$22,000	\$12,884.77	\$0.00	\$2,231.76	\$15,116.53	\$6,883.47
104-000-000-557-35-41-30	Supplies & Materials	\$6,500	\$2,707.93	\$656.17	\$203.28	\$3,567.38	\$2,932.62
104-000-000-557-35-41-40	Advertisement (Marketing)	\$398,000	\$173,746.90	\$11,770.00	\$5,489.55	\$191,006.45	\$206,993.55
104-000-000-557-35-41-41	Visitor Center (Building Rent)	\$30,500	\$10,190.00	\$2,038.00	\$0.00	\$12,228.00	\$18,272.00
104-000-000-557-35-41-42	Legal and Professional Fees	\$29,000	\$18,751.50	\$0.00	\$2,991.25	\$21,742.75	\$7,257.25
104-000-000-557-35-41-43	Permits	\$1,000	\$382.95	\$20.00	\$0.00	\$402.95	\$597.05
104-000-000-557-35-41-44	Utilities	\$12,000	\$4,211.47	\$639.50	\$0.00	\$4,850.97	\$7,149.03
104-000-000-557-35-41-45	Insurance	\$9,000	\$0.00	\$0.00	\$0.00	\$0.00	\$9,000.00
		\$750,000	\$336,468.64	\$25,589.98	\$20,435.07	\$382,493.69	\$367,506.31