

**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. MINUTES
  - A. Approve September 3, 2024 Minutes of the City Council Workshop Meeting (Deputy City Clerk Couch) 3 - 5  
[September 3, 2024 Minutes](#)
  - B. Approve September 24, 2024 Minutes of the Regular City Council Meeting (Deputy City Clerk Couch) 6 - 11  
[September 24, 2024 Minutes](#)  
*Suggested Motion: I move to approve the Minutes.*
5. CONSENT AGENDA  
All items under the Consent Agenda are approved with one motion.
  - A. Approve October 8, 2024 Accounts Payable Checks and EFT's & Payroll Checks and EFT's (Councilmember Chitty)
  - B. Excuse Councilmember Dietrich from the September 24, 2024 Regular City Council Meeting (Mayor McCardle)  
*Suggested Motion: I move to approve the Consent Agenda.*
6. SPECIAL PRESENTATIONS
  - A. 2023 Wastewater Treatment Plant Outstanding Performance Award 12 - 13  
(Public Works Director Youngren)  
[Department of Ecology Award Letter](#)
  - B. 2024 Arbor Day Proclamation (Mayor McCardle) 14  
[2024 Arbor Day Proclamation](#)
  - C. 2024 Breast Cancer Awareness Proclamation (Mayor McCardle) 15  
[2024 Breast Cancer Awareness Month Proclamation](#)
7. PUBLIC HEARINGS
  - A. Proposed Amendments to the Six-Year Transportation Improvement Program (STIP) (Public Works Director Youngren) 16 - 21  
[Agenda Bill No. 2024-026B](#)  
*Suggested Motion: None.*
8. MOTION CONSIDERATIONS
  - A. Community Benefit Grant Policy & Funding Amount Finalization 22 - 25  
(HR/Communications Director Coltman)  
[Agenda Bill No. 2024-039B](#)

*Suggested Motion: I move to finalize the Community Benefit Grant Application Policy and set the maximum funding amount for the 2025 Community Benefit Grant Awards at \$111,250.*

9. ADMINISTRATIVE REPORTS

A. None

10. INFORMATIONAL ITEMS

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

A. Tentative Advanced Agenda (City Administrator Farris)

26 - 29

[Tentative Advanced Agenda](#)

11. CITY ADMINISTRATOR/DEPARTMENT REPORTS

12. MAYOR AND COUNCIL COMMENTS

13. RECESS - AIRPORT BOARD MEETING

A. [Lake Chelan Airport Board Agenda Packet](#)

14. EXECUTIVE SESSION

A. None

15. MOTION TO ADJOURN

A. Final Comments/Motion to Adjourn (Mayor McCardle)

*Suggested Motion: I move to adjourn.*

16. ADJOURNMENT

17. VISION, GUIDING PRINCIPALS & OUTCOMES

**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 Principals & 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 Special City Council Meeting on October 10, 2024, beginning at 4:00 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 under Government - City Council - Agendas & Minutes. The City provides special accommodations, such as hearing devices and wheelchair access for City Council meetings. Anyone needing special assistance, please contact the City Clerk's office at 509-682-8019 at least three business days prior to the meeting.



**CITY OF CHELAN**  
**City Council Workshop Meeting - September**  
**3, 2024**

**COUNCIL AND ADMINISTRATIVE PERSONNEL PRESENT**

**Mayor:**

Erin McCardle

**Councilmembers:**

Brad Chitty

Shari Dietrich (Absent/Excused)

Mark Ericks (via Zoom)

Bob Goedde

Jon Higgins

Tim Hollingsworth

Terry Sanders

**Staff Present:**

City Administrator Wade Farris (via Zoom)

Community Development Director John Ajax

Deputy City Clerk Cailey Couch

Finance Director Jackie Tupling

Parks & Recreation Director Paul Horne

Public Works Director Jake Youngren

Operations Manager Jackson Enstrom

Records Clerk Kali Taylor

1. CALL TO ORDER AND ROLL CALL

A. The meeting was called to order at 4:00 p.m.

2. AGENDA CHANGES

A. Item 3D Public Works Vehicle Discussion is now item 3A.

3. WORKSHOP TOPICS

A. Public Works Vehicle Discussion

Public Works Director Youngren shared a few equipment challenges the department is dealing with when it comes to getting replacement equipment and vehicles.

1. The cost of a garbage truck has increased \$50,000 from around \$375,000 to \$425,000 from what has been budgeted.

2. The new regulations regarding emissions are coming into effect in the near future are making it difficult to purchase diesel parts at a reasonable price. As a solution, Public Works seeks to issue a purchase order immediately, however, the motor will be paid for and delivered in the fiscal year of 2025.

B. Lake Chelan Chamber of Commerce Tourism Discussion

Mike Steele, Executive Director of the Lake Chelan Chamber of Commerce, provided a brief introduction of the workings of the Chamber's income and expenditures and guidelines they must follow.

Council and Mr. Steele discussed the following questions:

1. How does the City view the role of the Chamber and its representation of small business?

2. What is the role of the City in supporting tourism and tourism activities?

3. Does the City see other opportunities for economic development?

4. What are the positive and negative effects of tourism on local community life and what needs addressing?

A Committee was formed consisting of the Mayor, City Administrator Farris, Councilmember Sanders, Councilmember Higgins, Councilmember Ericks, Public Works Director Youngren, Parks and Recreation Director Horne, Finance Director Tupling, Executive Director Steele and his board members to have a deeper conversation over the next few weeks to develop an agreement between the City of Chelan and the Lake Chelan Chamber of Commerce Lodging Tax Funds Agreement.

C. Ag Tourism Update

Community Development Director Ajax updated Council with an recommendation that has been presented to the Planning Commission that will preserve Ag Tourism inside the Urban Growth Area. This recommendation is removing the Ag Tourism provision for home stay units completely.

D. Parks & Recreation Open Space (PROS) Plan Discussion

Parks and Recreation Director Horne provided an overview of the City's Recreation and background information for the decisions ahead regarding service provisions being in-house as a full time Recreation Coordinator or led by the Boys & Girls Club.

4. MOTION TO ADJOURN

A. Final Comments / Motion to Adjourn

**Motion to adjourn the meeting.**

Moved by Councilmember Goedde, seconded by Councilmember Hollingsworth.

***Motion passed unanimously.***

5. ADJOURNMENT

The meeting was adjourned at 5:36 p.m.

Date Approved:

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Cailey Couch  
Deputy City Clerk

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Erin McCardle  
Mayor

6. VISION, GUIDING PRINCIPALS & OUTCOMES

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**The next meeting will be a City Council Regular Meeting on September 10, 2024, beginning at 6:00 p.m. in Council Chambers, 135 E. Johnson Avenue, Chelan, Washington.**

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**CITY OF CHELAN**  
**City Council Meeting - September 24, 2024**

**COUNCIL AND ADMINISTRATIVE PERSONNEL PRESENT**

**Mayor:**

Erin McCardle

**Councilmembers:**

Brad Chitty

Shari Dietrich (Absent / Excused)

Mark Ericks

Bob Goedde

Jon Higgins

Tim Hollingsworth

Terry Sanders

**Staff Present:**

City Administrator Wade Farris (via Zoom)

City Attorney Quentin Batjer

City Clerk Peri Gallucci

Deputy City Clerk Cailey Couch

Community Development Director John Ajax

Finance Director Jackie Tupling

HR/Communication Director Chad Coltman

Parks and Recreation Director Paul Horne (via Zoom)

Public Works Director Jake Youngren

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

A. The meeting was called to order at 6:01 p.m.

2. AGENDA CHANGES

A. None.

3. CITIZEN COMMENTS

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

A. Tammy Hague, Resident of Chelan, voiced her concerns regarding the parking in Lakeside.

B. Stan Morse, Resident of Chelan, voiced his concerns regarding the parking in Lakeside.

C. Jackie DePaoli, Resident of Chelan, voiced her concerns regarding Lakeside Park.

D. Vicki DePaoli, Resident of Chelan, voiced her concerns regarding Lakeside Park.

E. Dave Copeland, Resident of Chelan, voiced his concerns regarding Lakeside Park.

F. Barry DePaoli, Resident of Chelan, voiced his concerns regarding Lakeside Park.

G. Linda Candler, Resident of Chelan, voiced her concerns about stormwater in her neighborhood.

H. Mark Reimers, Resident of Chelan, asked the City to reconsider card room restrictions.

4. MINUTES

A. August 27, 2024 Minutes of the Regular City Council Meeting

**Motion to approve the minutes.**

Moved by Councilmember Sanders, seconded by Councilmember Chitty.

***Motion passed unanimously.***

5. CONSENT AGENDA

**All items under the Consent Agenda are approved with one motion.**

- A. September 24, 2024 Accounts Payable Checks No. 209622 - 209693 and EFT's totaling \$566,597.91 & Payroll Checks No. 102858 - 102867 Direct Deposits, and EFT's totaling \$262,242.50.
- B. Excuse Councilmember Hollingsworth from the Regular City Council Meeting on September 10, 2024
- C. 2026 Growth Management Act (GMA) Climate Planning Grant Acceptance
- D. KRCI, LLC Lift Station No. 5 Retainage Release
- E. Chelan Fruit Extension to the Memorandum of Understanding of Utility Easements and Right of Way Acquisition

**Motion to approve the Consent Agenda.**

Moved by Councilmember Sanders, seconded by Councilmember Chitty.

***Motion passed unanimously.***

6. SPECIAL PRESENTATIONS

- A. Finance and Accounting Week September 23 - 27, 2024  
Mayor McCardle proclaimed September 23 - 27, 2024 as Finance and Accounting Week.

7. PUBLIC HEARINGS

- A. None.

8. ADMINISTRATIVE REPORTS

- A. Our Valley Our Future Update  
Steve Maher, Coordinator of Our Valley Our Future, presented the preliminary findings of the recent survey.
- B. Mears Design Group Design Update on the Golf Course Irrigation  
Troy Mears, Principal of Mears Design, provided an update on the Golf Course Irrigation Design Project.
- C. Transportation Improvement Program Survey Findings and Recap of the Open House  
HR/Communications Director Coltman provided an update on the Transportation Improvement Program Survey findings and the Open House held on September 12, 2024.  
The top three concerns were:
  - 1. Easing traffic congestion
  - 2. Emergency evacuation routes
  - 3. Enhancing pedestrian safety

From the survey, 72% were in favor of restoring the Woodin Avenue bridge into two-way traffic which will alleviate the congestion, improve pedestrian safety and emergency evacuation.

D. 2025 State & Federal Legislative Agenda

Mayor McCardle presented a draft of 2025 State and Federal Legislative Agenda and requested Council input.

9. MOTION CONSIDERATIONS

A. RH2 Engineering, Inc. Amendment No. 1 to Task Authorization No. 21-2023 for the West Woodin Avenue and Center Street Pedestrian Crossing Permitting

During the design phase, the City and RH2 Engineering, Inc. (RH2) coordinated with WSDOT regarding the improvements to the Woodin Avenue and Center Street Pedestrian Crossing and WSDOT explained their design approval processes. The design approval process is more robust and requires additional effort than originally assumed.

**Motion to authorize the Mayor to finalize and execute RH2 Engineering, Inc. Amendment No. 1 to Task Authorization No. 21-2023 for the West Woodin Avenue and Center Street Pedestrian Crossing Permitting.**

Moved by Councilmember Hollingsworth, seconded by Councilmember Ericks.

***Motion passed unanimously.***

B. Okanogan County Transit Authority Interlocal Agreement

Okanogan County Transit Authority (OCTA) dba TranGo is now servicing the Chelan area and is seeking use of the restroom facilities within the City of Chelan for their transit bus drivers and employees.

**Motion to authorize the Mayor to finalize and execute the Okanogan County Transit Authority Interlocal Agreement.**

Moved by Councilmember Hollingsworth, seconded by Councilmember Ericks.

***Motion passed unanimously.***

10. INFORMATIONAL ITEMS

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

A. Tentative Advanced Agenda

B. Council Committee Reports

11. CITY ADMINISTRATOR/DEPARTMENT REPORTS

A. City Administrator Farris

- Expressed gratitude to the Finance Department in recognition of Finance and Accounting Week, taking place from September 23 - 27, 2024.

B. City Attorney Batjer

- None.

C. City Clerk Gallucci

- None.

D. Community Development Director Ajax

- Stated the Planning Commission meeting had been rescheduled from

September 18, 2024 to September 25, 2024.

- Expressed gratitude to the Finance Department in recognition of Finance and Accounting Week, taking place from September 23 - 27, 2024.

E. Finance Director Tupling

- Expressed gratitude to the City Council and the Mayor for acknowledging her staff during Finance and Accounting Week. Recognized her team and provided an overview of the responsibilities each member has within the department.

F. HR/Communications Director Coltman

Human Resources:

- Shared an offer for the Community Development Director position and the Parks and Recreation Assistant Director/ Capital Project Manager position has been extended. An offer should be going out by the end of this week for the Code Enforcement position.

Communications:

- Shared the City's website has a new 'Community Feedback' landing page, which has a variety of surveys for the public to engage on.

G. Public Works Director Youngren

- Reminded residents to fill out the water quality survey, which is available on the City Website.
- Stated the department sent a few vehicles and one piece of equipment to Yarbboro Auction.

## 12. MAYOR AND COUNCIL COMMENTS

A. Mayor McCardle

- Expressed gratitude to the Finance Department in recognition of Finance and Accounting Week, taking place from September 23 - 27, 2024.
- Stated the Transportation Benefit District provides a funding source for projects the Chelan community wants that are difficult, and/or impossible to find funding for.

B. Councilmember Chitty

- Expressed gratitude to the Finance Department in recognition of Finance and Accounting Week, taking place from September 23 - 27, 2024.

C. Councilmember Ericks

- Provided a recap of the Historic Downtown Chelan Association Board meeting he and Councilmember Chitty attended.
- Thanked Communications Director Coltman and Public Works Director Youngren for organizing the Transportation Open House on September 12, 2024.
- Expressed gratitude to the Finance Department in recognition of Finance and Accounting Week, taking place from September 23 - 27, 2024.

D. Councilmember Goedde

- Acknowledged a change in the crowd of people that have been visiting the City.

E. Councilmember Higgins

- Reminded Council and Staff they for the citizens of Chelan. Care must be taken to avoid stepping on people's toes while listening to the feedback they are sharing in these surveys.
- Expressed gratitude to the Finance Department in recognition of Finance and Accounting Week, taking place from September 23 - 27, 2024.
- Stated the new carpet in the Council Chambers and hallway looks great.

F. Councilmember Hollingsworth

- Passed.

G. Councilmember Sanders

- Expressed gratitude to the Finance Department in recognition of Finance and Accounting Week, taking place from September 23 - 27, 2024.
- Thanked Communications Director Coltman and Public Works Director Youngren for organizing the Transportation Open House on September 12, 2024.
- Acknowledged the Friends of Lakeside sharing their comments regarding parking and Lakeside Park.
- Agreed with Councilmember Higgins comments. Council and staff work for the citizens and need to listen to their feedback.

13. RECESS - AIRPORT BOARD MEETING

- A. The City Council meeting recessed at 8:06 p.m. to allow the Mayor and Councilmembers to participate in the Airport Board meeting. The Council meeting reconvened at time 8:07 p.m. following the adjournment of the Airport Board Meeting.

14. EXECUTIVE SESSION

- A. None.

15. MOTION TO ADJOURN

- A. Final Comments/Motion to Adjourn

**Motion to adjourn.**

Moved by Councilmember Hollingsworth, seconded by Councilmember Sanders.

***Motion passed unanimously.***

16. ADJOURNMENT

The meeting was adjourned at 8:07 p.m.

Date Approved:

\_\_\_\_\_  
Cailey Couch  
Deputy City Clerk

\_\_\_\_\_  
Erin McCardle  
Mayor

17. VISION, GUIDING PRINCIPALS & OUTCOMES

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**The next meeting will be a City Council Workshop Meeting on October 1, beginning at 4:00 p.m. in Council Chambers, 135 E. Johnson Avenue, Chelan, Washington.**

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STATE OF WASHINGTON  
**DEPARTMENT OF ECOLOGY**

PO Box 47600, Olympia, WA 98504-7600 • 360-407-6000



July 17, 2024

The Honorable Erin McCardle  
Mayor of Chelan  
PO BOX 1669  
Chelan, WA 98816

**RE: 2023 Wastewater Treatment Plant Outstanding Performance Awards**

Dear Mayor McCardle:

Congratulations! The Chelan Wastewater Treatment Plant is receiving the 2023 "Wastewater Treatment Plant Outstanding Performance" award. Of approximately 300 wastewater treatment plants statewide, yours is one of 118 that achieved top performance of its wastewater treatment plant operations in 2023.

Ecology evaluates specific domestic wastewater treatment plant information for individual permit compliance. Your plant is one of the top performers for regularly meeting numeric effluent limits and permit criteria, for conducting monitoring, and for reporting data as required. It takes diligent operators and a strong management team, working effectively together, to achieve this high level of performance.

Turning wastewater into water clean enough to discharge takes efficient process control, skill, teamwork, and good judgement. This truly is a 24/7 responsibility. Ecology appreciates the extraordinary level of effort your plant's operator's make to protect water quality and provide a critical service to the community.

Talented and proficient operators are critical to successful plant operations and protecting the health of Washington's waters. Your excellent record is a credit to the dedicated operators who are responsible for running the award-winning Chelan Wastewater Treatment Plant.

We will announce the full list of 2023 award recipients, including the Chelan Wastewater Treatment Plant, in the coming weeks.

ASOS JUL 17 2024  
The Honorable Erin McCardle  
July 17, 2024  
Page 2

Please contact Lindsay Hunsperger at 509-208-1285 or [lindsay.hunsperger@ecy.wa.gov](mailto:lindsay.hunsperger@ecy.wa.gov) if you have any questions or comments about your award.

Thank you for the excellent service your operators provide to your community and the waters of Washington.

Sincerely,



Vincent McGowan, P.E.  
Water Quality Program Manager





## *City of Chelan Arbor Day Proclamation*

*Whereas*, In 1872 Sterling Morton proposed to the Nebraska Board of Agriculture that special day be set aside for the planting of trees, and

*Whereas*, the holiday called Arbor Day was first observed with more than a million trees in Nebraska, and

*Whereas*, Arbor Day is now observed throughout the nation and the world, and

*Whereas*, trees and reduce the erosion of our precious topsoil by wind and water, lower our heating and cooling costs, moderate the temperature, clean the air, produce oxygen, and provide habitat for wildlife, and

*Whereas*, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood products and

*Whereas*, trees in the City of Chelan increase property values, enhance the economic vitality of business areas and beautify our community, and

*Whereas*, trees, wherever they are planted, are a source of joy and spiritual renewal,

**NOW THEREFORE**, I, Erin McCardle, Mayor do hereby proclaim October 15, 2024 as Arbor Day in Chelan, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and I urge all citizens to plant and care for trees to gladden the heart and promote the well-being of this and future generations.

Dated this 8th day of October in the year 2024.



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Erin McCardle, Mayor

# City of Chelan Proclamation

## 2024 National Breast Cancer Awareness Month



**WHEREAS**, October is National Breast Cancer Awareness Month and is dedicated to increasing public knowledge about the importance of early detection to ensure that the message is heard by thousands of women and their families; and

**WHEREAS**, October 18, 2024 is National Mammography Day, there is currently no known cure for breast cancer, and it's early diagnosis is critical to survival, mammograms are the best method to detect tumors before they can be felt, women are encouraged to make a mammogram appointment; and

**WHEREAS**, breast cancer is the second leading cause of cancer death among women and the chance of developing breast cancer at some time in a woman's life is 1 in 8; and

**WHEREAS**, In the United States by the end of 2024 it is estimated 360,000 will be diagnosed with breast cancer; and an estimated 42,780 will die. In Washington state alone its estimated 7,450 will be diagnosed with breast cancer and an estimated 960 will die; and

**WHEREAS**, although breast cancer in men is rare, male breast cancer is about 1 in 726 and accounts for less than one percent of all breast cancer diagnoses. In the United States an estimated 2,790 men will be diagnosed with breast cancer and approximately 530 will die by the end of 2024; and

**WHEREAS**, death rates from breast cancer have declined 42% from 1989 to 2021, and this change is believed to be the result of earlier detection through screening, increased awareness and improved treatment; and

**WHEREAS**, many great strides have been made in breast cancer awareness and treatment, although there remains much to be accomplished.

**NOW, THEREFORE**, I Erin McCardle, Mayor of the City of Chelan, do hereby proclaim the month of October 2024 as **NATIONAL BREAST CANCER AWARENESS MONTH** in the City of Chelan and ask all employees and citizens to join in this worthwhile cause, to celebrate successes and memorialize lost battles.



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Erin McCardle, Mayor  
October 8, 2024



# CITY OF CHELAN

CITY COUNCIL

08 Oct 2024

Subject/Title: Proposed Amendments to the Six Year-Transportation Improvement Program (STIP)

Department: Public Works

Staff Contact: Jake Youngren

Reviewed By: City Administrator  
Finance Director

## GOVERNING LEGISLATION

RCW 35.77.010(1) Perpetual advanced six-year plans for coordination transportation program expenditures – Nonmotorized transportation – Railroad right-of-way. "The legislative body of each city and town, pursuant to one or more public hearings thereon, shall prepare and adopt a comprehensive transportation program for the ensuing six calendar years...The six year plan for each city or town shall specifically set forth those projects and programs of regional significance for inclusion in the transportation program within that region."

## PREVIOUS COUNCIL ACTION TAKEN

Council adopts a Six-Year Transportation Improvement Program (STIP) every year. A Public Hearing was held on June 11, 2024 to adopt the 2025-2030 Six-Year Transportation Improvement Program. On June 25, 2024 Council approved Resolution No. 2024-1442. On September 24, 2024 Staff presented survey results and provided a recap of the September 12, 2024 Open House.

## OVERVIEW

The City is proposing to amend the current Six-Year Transportation Plan (STIP) to incorporate additional projects that reflect the valuable feedback gathered during our recent public outreach efforts and community survey. This amendment aims to enhance the City's transportation infrastructure and align City initiatives with the needs and priorities expressed by residents.

## **Public Engagement:**

- The City solicited a transportation survey which 591 residents of the Chelan Valley (City and surrounding communities) completed the survey, sharing 509 "thoughts" on transportation, and rated each other's thoughts over 14,000 times. Many respondents advocate for restoring the Woodin Avenue Bridge to two-way traffic to alleviate downtown congestion and enhance emergency evacuation routes. There are also calls for better walking and biking paths, particularly along the south shore and between Chelan and Manson, to ensure pedestrian safety. Additional suggestions include creating dedicated parking areas, improving intersections, and enhancing public transportation options. Overall, the focus is on reducing traffic bottlenecks, increasing safety, and providing better infrastructure for both residents and tourists. When filtering out responses from those outside the City limits, residents responded by ranking the following priorities:

1. Easing Traffic Congestion
2. Enhancing Pedestrian Safety/Walkability
3. Emergency Evacuation Routes
4. Safer Access to Schools
5. Improving Accessibility for an Aging Population
6. Preservation of Existing Pavement Surfaces
7. Creating New Walking and Biking Pathways
8. Beautifying Streets

- The City conducted an Transportation Open House where the mechanics of how the City' Street Department worked were explained and attendees were given the opportunity to vote on which projects they thought would be the best use of funds. Staff believes we should expand the community engagement efforts to see if this is reinforced with a larger sample size. The following were the results of the voting exercise:

Project	Million	Total \$	# of Votes
Reverse Bridge Direction	1	35	35
Crosswalks	1	21	21
Lakeside Parking	2	38	19
2 Way Bridge	8	112	14
Sidewalks	2	22	11
Street Preservation	2	14	7
Northshore Trail	4	20	5
Intersection Improvements	4	12	3

## **Proposed Amendments:**

Based on the feedback, staff is proposing to add the following projects to the City's STIP:

<b>Project Name</b>	<b>Priority Theme</b>	<b>Project Category</b>	<b>Description</b>
Neighborhood Sidewalk Expansion Initiative	Enhancing Pedestrian Safety	Recurring Annual Project	This project would implement an annual project to enhance and expand sidewalk infrastructure in areas that currently lack, promoting safe pedestrian routes.
ADA Compliance Improvement Project	Improving Accessibility	Recurring Annual Project	This annual project will work to address ADA deficiencies that have been identified in the City's ADA Transition Plan.
Annual Pavement Preservation Project	Preservation of Existing Pavement	Recurring Annual Project	This project aims to extend the lifespan of roadways by applying preventive maintenance techniques.
Woodin Avenue Bridge Conversion to 2-way	Easing Traffic Congestion	Capital Project	Convert the existing Woodin Avenue Bridge to accommodate two-way vehicular traffic with sidewalks on both sides.
Woodin Avenue Bridge Directional Change	Easing Traffic Congestion	Capital Project	Change the direction of traffic on the Woodin Avenue Bridge.
Lakeside Park Access and Parking Analysis	Easing Traffic Congestion	Study/Assessment	This analysis would identify opportunities for

Regional  
Transportation  
Plan

Emergency  
Evacuation  
Routes

Study/Assessment

additional parking and explore safe access alternatives for lakeside community and park  
A regional transportation plan conducted by the MPO will provide data-driven insights, facilitates coordinated planning efforts across jurisdictions, enhances funding opportunities, evaluates emergency preparedness, and promotes sustainable transportation solutions that meet the needs of the community.

The Sanders Street Project has been removed from the proposed STIP amendment as it is complete. The "Northshore Bypass Study" was removed and replaced with the "Regional Transportation Plan".

If the Transportation Benefit District (TBD) Sales Tax ballot measure passes, it would be the recommendation of staff to assess each project so all stakeholders have a clear understanding of the project scope, goals, and expected outcomes. An evaluation process to prioritize each project on the STIP is recommended.

Refer to the attached Proposed STIP Amendments for details. It is the intent that this document will serve as a starting point for Council discussion and can be altered at the discretion of Council prior to formal adoption.

## FINANCIAL IMPLICATIONS

None at this time.

## ATTACHMENTS

1. Proposed Amendments to the Six-Year Transportation Improvement Program (STIP)

## SUGGESTED MOTION

Suggested Motion: None.

2024 City of Chelan Six-Year Transportation Improvement Program

							Funding Breakdown			
Project Name	Priority Theme	Project Category	Description	Design Year	Constr. Year	Total Project Cost	City Funds	Federal Funds	State Funds	Other
Neighborhood Sidewalk Expansion Initiative	Enhancing Pedestrian Safety	Recurring Annual Project	This project would implement an annual project to enhance and expand sidewalk infrastructure in areas that currently lack, promoting safe pedestrian routes.	Annual	Annual	\$ 250,000				\$ 250,000
ADA Compliance Improvement Project	Improving Accessibility	Recurring Annual Project	This annual project will work to address ADA deficiencies that have been identified in the City's ADA Transition Plan.	Annual	Annual	\$ 130,000				\$ 130,000
Annual Pavement Preservation Project	Preservation of Existing Pavement	Recurring Annual Project	This project aims to extend the lifespan of roadways by applying preventive maintenance techniques.	Annual	Annual	\$ 250,000				\$ 250,000
Downtown Revitalization Project	Enhancing Pedestrian Safety	Capital Project	Upgrade 100 and 200 blocks of Woodin Avenue and adjacent areas. Improvements to include, but not be limited to, sidewalk, lighting, irrigation, power/communciation, and landscaping.	2024	2026	\$ 2,350,000	\$ 350,000		\$ 2,000,000	
Woodin Avenue Bridge Conversion to 2-way	Easing Traffic Congestion	Capital Project	Convert the existing Woodin Avenue Bridge to accommodate two-way vehicular traffic with sidewalks on both sides.	2026	2027	\$ 8,000,000				\$ 8,000,000
Woodin Avenue Bridge Directional Change	Easing Traffic Congestion	Capital Project	Change the direction of traffic on the Woodin Avenue Bridge.	2026	2027	\$ 1,000,000				\$ 1,000,000
Woodin and Sanders Intersection	Easing Traffic Congestion	Capital Project	Construction of a new roundabout at the intersection of Woodin and Sanders to ease traffic congestion.	2027	2028	\$ 3,500,000	\$ 500,000		\$ 3,000,000	
Woodin Ave. Traffic Calming	Easing Traffic Congestion	Capital Project	Safety Improvements from Woodin/Webster intersection to Woodin Avenue Bridge.	2026	2027	\$ 500,000	\$ 250,000		\$ 250,000	
Farnham/Webster Intersection Pedestrian Improvements	Enhancing Pedestrian Safety	Capital Project	Pedestrian improvements to crossing at Farnham and Webster, to include pedestrian channeling, RRFBs, and advanced warnings.	2025	2025	\$ 325,000	\$ 50,000		\$ 275,000	
Sanders St. Pedestrian Improvements	Enhancing Pedestrian Safety	Capital Project	New crosswalks and bubl-outs on Sanders at Okanogan and Wapato and improved bike line between the interesections.	2024	2025	\$ 819,759	\$ 10,667	\$ 709,092	\$ 100,000	
Columbia St. Improvements	Enhancing Pedestrian Safety	Capital Project	Upgrade ped and bicycle facilities, SR 150 to Allen.	2026	2027	\$ 300,000	\$ 50,000		\$ 250,000	
Apple Blossom Pedestrian Trail	New Walking/Biking Pathways	Capital Project	Extend pedestrian facilities from the football field to Apple Blossom Dr.	2025	2026	\$ 1,300,000	\$ 575,000			\$ 725,000
Lakeside Trail	New Walking/Biking Pathways	Capital Project	Multi-use trail from Woodin/Webster to Water St./Terrace Ave.	2024	2025	\$ 3,752,500	\$ 250,500		\$ 3,502,000	
Northshore Trail	New Walking/Biking Pathways	Capital Project	Extend the existing Northshore Trail from Bighorn Way to the end the City limits near Rocky Point.	2025	2026	\$ 9,600,000	\$ 800,000	\$ 8,000,000		\$ 800,000
2025 Downtown Preservation and Complete Streets Project	Preservation of Existing Pavement	Capital Project	Consolidating multiple years worth of preservation money to gain economy of scale through a larger, single year project.	2024	2025	\$ 1,000,000	\$ 1,000,000			
Lakeside Park Access and Parking Analysis	Easing Traffic Congestion	Study/Assessment	This analysis would identify opportunites for additional parking and explore safe access alternatives for lakeside community and park	2025		\$ 100,000				\$ 100,000
Regional Transportation Plan	Emergency Evacuation Routes	Study/Assessment	A regional transportation plan conducted by the MPO will provide data-driven insights, facilitats coordinated planning efforts across jurisdictions, enhances funding opportunities, evaluates emergency preparedness, and promotes sustainable transportation solutions that meet the needs of the community.	2025		\$ 275,000	\$ 25,000			\$ 250,000
TOTALS						\$ 33,452,259	\$ 3,861,167	\$ 8,709,092	\$ 9,377,000	\$ 11,505,000



# CITY OF CHELAN

## CITY COUNCIL

08 Oct 2024

Subject/Title: Community Benefit Grant Policy & Funding Amount Finalization

Department: Administration

Staff Contact: Chad Coltman

Reviewed By: City Administrator  
Finance Director

## GOVERNING LEGISLATION

RCW 35A.11.020 Powers vested in legislative bodies of noncharter and charter code cities. "...The legislative body of each code city shall have power to organize and regulate its internal affairs within the provisions of this title..."

## PREVIOUS COUNCIL ACTION TAKEN

Council began the policy discussion at the September 10, 2024 City Council Meeting.

## OVERVIEW

In order to create a more structured Community Benefit Grant Program, Staff is recommending a policy to benchmark the revenue from issuing Short Term Rental (STR) Licenses to fund the Community Benefit Grant Program. STRs can be a controversial topic in our community, with a range of opinions regarding their positive and negative impacts on the community. By utilizing the funds collected from STR licenses to support non-profits in our community, the City can leverage an aspect of tourism to directly benefit some of the most in-need in our community and allow STR property owners the opportunity to partner with the City in supporting vital services through our non-profit agencies.

Currently, the City's fees are \$250.00 for STR renewals and \$500.00 for new STR licenses. In 2024 the City expects approximately 375 renewals and 35 new licenses to be issued, with a total anticipated revenue of \$111,250. The renewal period is November - December each year. Staff recommends using this current year estimate (\$111,250) for the coming budget year's Community Benefit Grant

allocation amount.

This will allow for a predefined sum of money that the City would distribute to the awarded agencies each year, rather than basing the total grant amount on the number of applications or amounts requested. This would obviously constrain the total grant amount awarded, but also require Council to be more specific and selective in their awarding of Community Benefit Grants. To aid in this, Staff has also created a criterion (attached) to help Council rank and score each applicant and to provide a recommendation on how much to award. Council would complete these evaluation worksheets upon the completion of the Agency presentations, and Staff would collect and summarize the scores. Based on these values, Staff would create the recommendation for final agency grants awards for Council review and adoption within the budget.

#### FINANCIAL IMPLICATIONS

None at this time.

#### ATTACHMENTS

1. Community Benefit Grant Evaluation Criteria

#### SUGGESTED MOTION

Suggested Motion: I move to finalize the Community Benefit Grant Application Policy and set the maximum funding amount for the 2025 Community Benefit Grant awards at \$111,250.

# Community Benefit Grant

## Organization Evaluation Criteria



The City of Chelan is proud to support the vital work of local non-profit organizations through our Community Benefit Grant. This grant program is designed to provide financial assistance to non-profits that enhance the quality of life in our community, foster community engagement, and address the needs of our residents. By allocating funds from the City's budget, we aim to empower these organizations to continue their important work and contribute to the health, safety, and well-being of Chelan's residents.

City Council Members are entrusted with the responsibility of conducting a fair and unbiased review of each application submitted for the Community Benefit Grant. It is essential that members approach this process with impartiality, setting aside any personal opinions, affiliations, or biases they may have toward specific organizations. Each applicant should be evaluated solely on the merits of their proposal, their ability to serve Chelan residents, and how well they align with the established evaluation criteria. By maintaining a consistent, transparent, and equitable review process, Council Members ensure that all non-profits are given an equal opportunity to access funding, fostering a fair and inclusive community-driven grant program.

*In preparation for the presentations and scoring, please review the application, prospectus and IRS form 990 and record any follow-up questions you may have for the organization.*

### Rating Scale

Council Members would rate each criterion (e.g., financial need, alignment with the City's vision, track record of success) on this 5-point scale.

- 1 – Poor: The applicant does not meet the criterion or presents minimal evidence supporting it.
- 2 – Fair: The applicant meets the criterion at a basic level, but there are noticeable gaps or weaknesses.
- 3 – Good: The applicant adequately meets the criterion, providing reasonable evidence of their ability to deliver.
- 4 – Very Good: The applicant exceeds expectations for the criterion, demonstrating strong alignment and capacity.
- 5 – Outstanding: The applicant fully meets or surpasses the criterion, providing exceptional evidence and a compelling case.

Staff will then add up the scores to rank the applicants overall and use the total score to make decisions more equitably. A recommendation for final grant awards will be given back to City Council for final review based on the feedback provided.

# Community Benefit Grant

## Organization Evaluation Criteria



Councilmember Name:	
Organization:	

Scoring: 1-Poor, 2-Fair, 3-Good, 4-Very Good, 5-Outstanding

Question	Response Notes	Score (1-5)
Is the organization a 501c3 in good standing? <i>Review the provided IRS Form 990, application question #6 and/or review listing on Guidestar.org</i>		
Is the purpose and program clearly understood?  <i>Review the provided prospectus, application and presentation.</i>		
Do they serve the residents of Chelan? <i>Review the provided application questions #8-11 and organization's presentation</i>		
Do they have a track record of success?  <i>Review the provided prospectus, application and organization's presentation and consider the growth of residents served over the last 3 years in question #8.</i>		
Do they have a legitimate financial need?  <i>Review the provided application question 3-5 and 13.</i>		
Will the amount requested make a meaningful difference in their ability to deliver their services to the community? <i>Review the provided application question 3-5 and 13.</i>		
Do the services help Chelan to be more: <ul style="list-style-type: none"> <li>• Visionary &amp; Strategic: A City that is forward-thinking, collaborative and fiscally responsible.</li> <li>• Thriving and &amp; Connected: A vibrant, well-planned City where residents have a sense of home.</li> <li>• Healthy &amp; Sustainable: A flourishing City that supports an active community.</li> <li>• Accessible and Welcoming: A safe City where everyone can find community.</li> </ul>		
Are there any concerns from Council, Staff or Community Members in supporting this organization?		

### Final Recommendation:

Suggested Grant Amount: \_\_\_\_\_

- ☐ Strongly Recommend
- ☐ Recommend with Reservations
- ☐ Do Not Recommend

### Additional Comments/Notes:

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## **DRAFT**

### **TENTATIVE ADVANCED AGENDA WORKSHEET**

For Planning Discussion Purposes Only

as of October 4, 2024

Please note this is a work in progress; items are tentative and subject to change.

#### **October 10, 2024 Special Meeting - Budget Workshop**

1. 2025 Proposed Operating Budget Discussion (Tupling)

#### **October 15, 2024 Special Meeting - Budget Workshop**

1. Community Agency Benefit Grant Presentations (Tupling)
  - a. Lake Chelan School District – Brad Wilson
  - b. Chelan Valley Hope – Tamra Hively
  - c. Lake Chelan Valley Habitat for Humanity – Michelle Fanton
  - d. Heritage Heights – Sue or Melissa
  - e. Thrive Chelan Valley - Stefani Morgan
  - f. Lake Chelan Community Center – Maribel Cruz
  - g. Chelan Valley Feral Cat Project – Wendy Isenhardt
  - h. Chelan Valley Special Olympics – Brooke Sanders
  - i. Chelan Valley Housing Trust – Scott Meyers
  - l. Roots Community School – Rachel Robison
  - m. Only Seven Seconds – Katlyn Slone
  - n. Lake Chelan Food Bank – Richard Batdorf
2. Community Agency Benefit Grant – No Presentation (Tupling)
  - a.
3. 2025 Operating Budget Discussion Continued (Tupling)

#### **October 22, 2024 City Council**

1. Minutes
2. Consent Agenda
  - a. Checks and Payroll
  - b. Growth Management Act (GMA) Grant Award (Ajax)
3. Special Presentations
  - a.
4. Public Hearings
  - a.
5. Motion Considerations
  - a. Resolution No. 2024-XXXX Six-Year Transportation Improvement Program (STIP) Amendment (Youngren)
  - b. Resolution No. 2024-1444 Americans with Disabilities Act (ADA) Transition Plan (Youngren)
  - c. Cascade Public Infrastructure Fund Grant Interlocal Agreement (CPIF) (Youngren)
6. Administrative Reports
  - a. FCS Group (Youngren)
  - b. 2025 Proposed Operating Budget Continued Discussion (Tupling)
  - c. Discussion of the Community Benefit Grant Applications (Mayor)
7. Informational Items
  - a. Tentative Advanced Agenda (Farris)
  - b. Council Committee Reports (Various Councilmembers)

**October 22, 2024 Airport Board**

1. Minutes
2. Consent Agenda
  - a. Checks and Payroll

**October 22, 2024 Transportation Benefit District Meeting**

1. Minutes
  - a. July 23, 2024

**October 24, 2024 Special Meeting Budget Workshop**

1. Review Restricted Funds
2. 2025 Capital Project Discussion
3. 2025 Operation Budget Continued Discussion

**November 6, 2024 Workshop**

1. 2025 Capital Improvement Project (CIP) Review

**November 12, 2024 City Council**

1. Minutes
2. Consent Agenda
  - a. Checks and Payroll
3. Special Presentations
  - a.
4. Public Hearings
  - a. 2025 Property Tax Levy & Other Revenue Sources (Tupling)
5. Motion Considerations
  - a. 2025 Prosecution Services Agreement (Farris)
  - b. WVHS Agreement (Farris)
  - c. MG Consulting Services (Gallucci)
6. Administrative Reports
  - a. Rate Resolution Discussion (Farris)
  - b. DRAFT Lake Chelan Chamber of Commerce Contract Discussion (Mayor)
  - c. 2025 Capital Project Discussion (Tupling)
7. Informational Items
  - a. Tentative Advanced Agenda (Farris)
  - b. Council Committee Reports (Various Councilmembers)

**November 12, 2024 Airport Board**

1. Minutes
2. Consent Agenda
  - a. Checks and Payroll

**November 14, 2024 Special Meeting - Budget Workshop**

1. 2025 Capital Improvement Projects (CIP) Update (Tupling)
2. 2025 Operating Budget Update (Tupling)
3. Final Review of Operating Budget (Tupling)

**November 26, 2024 City Council**

1. Minutes
2. Consent Agenda
  - a. Checks and Payroll
  - b. Ordinance No. 2024-16XX Property Tax Levy & Other Revenue Sources (Tupling)
3. Special Presentations
  - a.
4. Public Hearings
  - a. 2025 Proposed Final Budget (Tupling)
5. Motion Considerations
  - a. Lake Chelan Chamber of Commerce Contract (Mayor)
6. Administrative Reports
  - a. Rate Resolution Discussion (Farris)
7. Informational Items
  - a. Tentative Advanced Agenda
  - b. Council Committee Reports (Various Councilmembers)

**November 26, 2024 Airport Board**

1. Minutes
2. Consent Agenda
  - a. Checks and Payroll
3. Public Hearing
  - a. 2025 Proposed Final Budget (Tupling)

**December 3, 2024 Workshop**

1. Budget Workshop

**December 10, 2024 Airport Board**

1. Minutes
2. Consent Agenda
  - a. Checks and Payroll
  - b. Authorization to Pay Year-End Expenditures (Tupling)
3. Motion Considerations
  - a. 2024 Lake Chelan Airport Budget Amendment Recommendation (Tupling)
  - b. 2025 Lake Chelan Airport Budget Adoption Recommendation (Tupling)

**December 10, 2024 City Council**

1. Minutes
2. Consent Agenda
  - a. Checks and Payroll
  - b. Authorization to Pay Year-End Expenditures (Tupling)
  - c. Appointment of Advisory Board and Commission positions (Mayor)
    - Library Advisory Board - Position No. 1, No. 3
    - Parks and Recreation Advisory Board - Position No. 1, No. 2
    - Planning Commission - Commissioner
  - d. Rate Resolution Adoption
3. Special Presentations
  - a.
4. Public Hearings

- a.
- 5. Motion Considerations
  - a. Resolution No. 2024-XXXX 2024 Lake Chelan Airport Budget Amendment
  - b. Ordinance No. 2024-XXXX 2024 City Budget Amendment
  - c. Resolution No. 2024-XXXX 2025 Lake Chelan Airport Budget Adoption
  - d. Ordinance No. 2024-XXXX 2025 City Budget Adoption
  - e. Ordinance No. 2024-XXXX TIF Mitigation (Ajax)
- 6. Administrative Reports
  - a.
- 7. Informational Items
  - a. Tentative Advanced Agenda
  - b. Council Committee Reports (Various Councilmembers)

**Upcoming Topics:**

January 2025

- a. Fuel RFQ – Lake Chelan Airport (Farris)