

Encouraging projects and programs that contribute to the quality of life in Wenatchee by advising the Mayor and City Council on the arts, recreation, parks, and city cultural heritage. We strive to preserve, enhance, and protect open spaces and to enrich quality of life for present and future generations.

WENATCHEE ARTS, RECREATION AND PARKS COMMISSION

MEETING AGENDA

MASKS ARE REQUIRED TO BE WORN BY ATTENDEES
PHYSICAL DISTANCING WILL BE IN EFFECT DURING MEETING

Tuesday October 19, 2021 4:00-5:00pm

Public Services Center 1350 McKittrick Street, Wenatchee, WA 98801

ROLL CALL: (At least 4 Board members must be present for a quorum)

Board Position	Name	Officer	Term Ends	Term Number
Position 1	Lyle Markhart	Chair	December 31, 2022	Term 1
Position 2	Lisa Adan		December 31, 2022	Term 2
Position 3	Vacant		December 31, 2023	Term 1
Position 4	Blake Morrell		December 31, 2023	Term 2
Position 5	Morgan Mott		December 31, 2023	Term 2
Position 6	Luke Hedtke		December 31, 2021	Term 1
Position 7	Marlin Peterson	Vice Chair	December 31, 2021	Term 2
Position 8	Ryan Harmon		December 31, 2021	Term 1
Position 9	Student (vacant)		June 30, 2022	Term 1

PUBLIC COMMENT:

The "Public Comments" period is to provide the opportunity for members of the public to address the Board on items not on the agenda. The Board Chair will ask if there are any citizens wishing to address the Board. When recognized, please step up to the microphone, give your name and mailing address, and state the matter of your interest. If your interest is an agenda item, the Chair may suggest that your comments wait until that time. Citizen comments are limited to three minutes.

REGULAR AGENDA:

1.	September 21, 2021 Commission Meeting Minutes	Action	1 minute
2.	Rotary Park Peace Pole Project	Action	15 minutes
3.	Pool Season	Discussion	10 minutes
4.	Underpass Mural Proposal	Discussion	10 minutes
5.	Park Hours of Operation	Discussion	10 minutes
6.	2022 Budget	Informational	5 minutes
7.	Project updates	Informational	5 minutes
8.	Grant report	Informational	2 minute
9.	City Council items	Informational	1 minute

NEXT REGULAR MEETING: Tuesday November 16, 2021 at 4:00pm

November 16 - 2022 Budget, 2022 Work Plan
December - No Meeting

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Mayor's office at (509) 888-6204 (TTY 711). Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting (28 CFR 35.102-35.104 ADA Title 1.)



MEMO

Parks, Recreation and Cultural Services Department

To: Arts, Recreation and Parks Commission
From: David Erickson, Parks, Recreation and Cultural Services Director
Re: September 21, 2021 Meeting Minutes
Date: September 22, 2021

ACTION REQUESTED:

Move approval of the minutes from the September 21, 2021 Commission meeting.

**WENATCHEE ARTS, RECREATION AND PARKS COMMISSION
MEETING MINUTES**

Tuesday September 21, 2021

Wenatchee Public Services Center – Lower Level Training Room
1350 McKittrick Street, Wenatchee, WA 98801

CALL TO ORDER: The meeting was called to order at 4:01 p.m. by Chair Markhart

IN ATTENDANCE: Markhart, Harmon, Morrell, Adan

ABSENT: Mott (ex), Hedtke (ex), Peterson (unex)

PUBLIC COMMENTS: None.

REGULAR AGENDA:

- 1. Approval of the June 15, 2021 Commission Meeting Minutes.** *Commissioner Morrell moved approval of the June 15, 2021 meeting minutes. Commissioner Adan seconded, and the motion passed unanimously.*
- 2. Lions Club/Wenatchee Police – Lions Locomotive Park.** The Commission discussed issues at Lions Locomotive Park and enforcement limitations with Lions Club president Steve Evitt and Police Capitan Edgar Reinfeld.
- 3. Riverfront Park Master Plan Project.** An overview of the Riverfront Master Plan process, timeline and concept plans was provided by the department director. He encouraged commissioners to attend the September 28 workshop at Pybus and to provide comments.
- 4. Lower Castle Rock Conversion.** An overview of the Castle Rock conversion process and timeline was provided by the department director.

5. **Pool Season.** The pool season discussion was postponed to a future meeting.
6. **Park Hours of Operation.** The park hours of operation discussion was postponed to a future meeting.
7. **2022 Budget.** Staff provided the Commission with the 2022 budget requests and will keep them updated as the review process continues. The budget will shape the work plan for 2022.
8. **Customer Service Policy Update.** A copy of the updated departmental customer service policy was provided to the commission as an informational item.
9. **Project Updates.** Along with items included in the agenda packet, additional updates were provided on art walk brochures, elephant sculpture installation, native people memorial sculpture project, Lincoln Park construction, Rotary Park rock mulch project, Special Olympics Bowling, Youth Basketball cancellation, Fall into Fitness, Halloween Carnival, Homeless Sleep Center Project and Covid issues.
10. **Grant report.** A list of current grants was provided. Acceptance of the WWRP Grant for the foothills acquisition project is scheduled for City Council consideration on September 23rd and Chelan County Lodging Tax grant for Lincoln Park on October 14th.
11. **City Council items.** A list of City Council items was presented.

ADJOURN: The meeting adjourned at 5:08 p.m.



MEMO

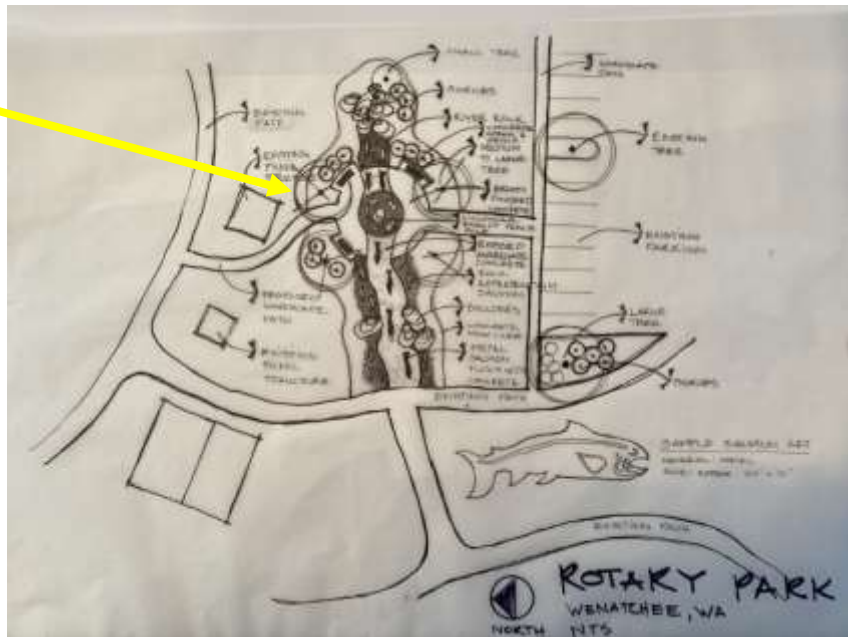
To: Arts, Recreation and Parks Commission
From: David Erickson, Parks, Recreation and Cultural Services Director
Re: Rotary Club – Rotary Park Peace Pole Project Proposal
Date: September 29, 2021

ACTION REQUESTED:

Discussion and motion to approve the project

BACKGROUND:

For the last 3 years the Rotary Club has been working with staff on developing a peace pole project for Rotary Park. Representatives from the Rotary Club will attend the meeting to present the project, answer questions and seek approval from the Commission to move the project to the implementation stage.





MEMO

Parks, Recreation and Cultural Services Department

To: Arts, Recreation and Parks Commission
From: David Erickson, Parks, Recreation and Cultural Services Director
Re: Pool Season
Date: June 2, 2021

ACTION REQUESTED:

Discussion

BACKGROUND:

The City pool is typically open for swim team and school use starting in mid to late May, then for general public use from mid-June until mid-August. In some previous years, the pool was open until Labor Day weekend however budget, available staffing and the amount of late season users did not warrant keeping the pool open that late in the year.

Staff would like to receive input and discuss the potential for establishing a defined regular pool season with regular season and pre-post season rates.





MEMO

Parks, Recreation and Cultural Services Department

To: Arts, Recreation and Parks Commission
From: Dave Erickson, Parks, Recreation and Cultural Services Director
Re: Underpass Mural Proposal
Date: October 7, 2021

ACTION REQUESTED:

Discuss and provide input on the potential pursuit of this project.

BACKGROUND:

The City has recently been charged with the maintenance of the area under the George Sellar Bridge. This area is a frequent target for tagging and graffiti. Cleaning the graffiti is very labor intensive. As a way to help mitigate the issue, staff is considering two potential options at this time.



One option is to paint the concrete with a gray concrete paint and then sealing the paint with an anti-graffiti coating. A second option is to conduct a call to artists process to paint a culturally relevant mural which could also possibly tie to the Locomotive theme of the park or serve as an exit/entry from Wenatchee.

There are dozens of examples of underpass murals available on the internet from around the Country. There is currently no budget for this project but perhaps the Lions Club could be approached as a potential sponsor.



A third option is to continue to clean the graffiti.



MEMO

Parks, Recreation and Cultural Services Department

To: Arts, Recreation and Parks Commission
From: Dave Erickson, Parks, Recreation and Cultural Services Director
Re: Park Operational Hours
Date: July 28, 2021

ACTION REQUESTED:

Discuss, provide input and consider recommending modifying park hours. If desired, provide a recommendation to the City Council on any changes and staff would prepare an ordinance to implement the change.

BACKGROUND:

PARK HOURS

Last year, as a way to help combat vandalism, illegal camping and other activity that occurs after dark in many of the City park areas, staff reviewed existing park operational hours and compared it to other communities/agencies around the State in an effort to identify Statewide trends and if changing the hours of operation might be warranted. The Police Chief was also consulted at that time.

The park hours of forty agencies were reviewed. These included: Ellensburg, Yakima, Spokane, Bremerton, Bellingham, Anacortes, Lynnwood, Longview, Olympia, Marysville, Mt. Vernon, Burlington, Eastmont MPD, Everett, Clarkston, Walla Walla, Moses Lake, Enumclaw, Chelan County PUD, Vancouver, Richland, Bothell, Edmonds, Shoreline, Kennewick, Pasco, Tukwila, Puyallup, Federal Way, SeaTac, Kent, Bellevue, Renton, Kirkland, Monroe, Port Angeles, Mill Creek, Mukilteo and Burien.

The following is a summary of the results:

<u>HOURS</u>	<u>RESPONSES</u>	<u>NOTES</u>
Dawn to Dusk	11	Defined as one half hour before dawn and one-half hour after dusk.
6:00am to Dusk	1	
6:30am to Dusk	1	
7:00am to Dusk	1	
5:00am to 10:00pm	1	
6:00am to 10:00pm	8	
7:00am to 10:00pm	2	

Dawn to 11:00pm 3
 5:00am to 11:00pm 3
 6:00am to 11:00pm 1

Open 24 hours 1

Variable Hours

Posted at each park 4 Variable from 4:00am to 9:00pm to open 24 hours.
 6:00am to 8:00pm October 1 through March 31
 6:00am to 11:00pm April 1 through September 30

Following the review, staff prepared a draft code revision to the hours of operation that changed the hours from 6:00am to 10:00pm, to all parks being open during daylight hours only. This was similar to the hours of operation for the city owned park properties in the foothills. PUD parks along the river close at 10:00pm.

This item was reviewed and discussed at the July, August and September 2020 Arts, Recreation and Parks Commission meetings. After a discussion, the Commission unanimously recommended approval of changing the park hours to dawn to dusk. The item was forwarded for City Council consideration and the City Council also unanimously approved the code change at their October 8, 2020 meeting. New signs were designed, ordered and installed and the hours took effect in November 2020.



SKATE PARK HOURS

Following daily complaints by skateboarders this summer and a meeting between park and police staff and the Mayor’s office, staff was directed to revisit the park hours for Hale Park specifically looking at establishing specific hours for that park that end beyond dusk, at 10:00pm or later.

Staff conducted an additional survey of skate park specific operational hours. 40 agencies that operate skate parks were reviewed including (in State): LaConner, Bremerton, Anacortes, Tacoma, Seattle, Walla Walla, Centralia, Napavine, Sulton, Longview, Woodinville, Monroe, Sedro Woolley, Mount Vernon, Olympia, Yakima, Spokane, Moses Lake, Bellevue, Renton, Edmonds, Everett, Mill Creek, Port Angeles, Kirkland, Pasco, Burlington, Richland, Kennewick, Pierce County, King County, Skagit County, Snohomish County, (and from outside the State), Lakeland, El Segundo, St. Petersburg, Charlotte, Los Angeles, Glen Ellen, Sterling Heights, and Portland.

The following is a summary of the results:

<u>HOURS</u>	<u>RESPONSES</u>	<u>NOTES</u>
8:00am to 4:30pm	1	
Dawn to Dusk	5	

6:00am to Dusk 1
 7:00am to Dusk 1
 8:00am to Dusk 2
 9:00am to Dusk 2
 10:00am to Dusk 1
 11:00am to Dusk 1

Not open during school hours

7:00am to 8:00pm 1
 8:00am to 8:00pm 1
 10:00am to 8:00pm 2

6:00am to 9:00pm 2

6:00am to 10:00pm 5
 7:00am to 10:00pm 1
 7:30am to 10:00pm 1
 8:00am to 10:00pm 2

Dawn to 11:00pm 1
 5:00am to 11:00pm 2
 7:00am to 11:00pm 2
 8:00am to 11:00pm 1

4:30am to 11:30pm 1

Open 24 hours 2

Variable Hours 3



7:00am to 10:00pm
 7:00am to 8:00pm

April through September
 October through March

9:00am to 5:00pm
 9:00am to 7:00pm
 9:00am to 8:00pm
 9:00am to 7:00pm

November through March
 April through June
 July through Labor Day
 Labor Day through October

8:00am to 9:30pm
 8:00am to 6:00pm
 12:00pm to 4:00pm

Monday through Friday
 Saturday
 Sunday

Unless it is a stand-alone facility, the skate area operational hours generally mirrored the park operational hours.

RESTROOM HOURS

Restroom hours is another area of concern as they are a routine target for vandalism, drug use and other issues.



Restrooms are typically opened and cleaned by park staff at the start of their shift which is between 5:30am and 8:00am, seven days a week. The time varies depending upon which park they start at on their route. Restrooms are closed and locked by staff at dark in the winter time as this corresponds with the end of their work day or by contracted security in the summer when it stays lighter later and is beyond staff work hours.

The PUD follows a similar method although they have a larger staff which allows their staff the ability to open and close the restrooms. They begin the process to open restrooms between 6:00-7:00am and close the restrooms typically around 7:30pm in the summer and 5:00-6:30pm in the winter.

If changes are made from the current code, there would be some cost (estimated at \$3,600) that would be incurred to replace and update park signs.



MEMO

Parks, Recreation and Cultural Services Department

To: Arts, Recreation and Parks Commission
 From: Dave Erickson, Parks, Recreation and Cultural Services Director
 Re: 2022 Budget
 Date: September 29, 2021

ACTION REQUESTED:

Update on the review process

BACKGROUND:

The 2022 budget process is continuing. Along with minor departmental operational budget adjustments, a number of additional one time, capital and recurring requests were presented for consideration at the September 23 City Council Finance Committee meeting. The following is a summary of departmental requests presented to the Committee and the results.

REQUEST	SUMMARY	AMOUNT	IN PRELIM BUDGET
Pool Operation Supplies Line Adjustment	Increased due to chemical costs	\$11,000	\$11,000
Security Cameras	Rotary and Lions Locomotive Park	\$37,000	\$37,000
Lincoln Park Baseball Field Dugout Repairs	Rebuilds 4 unstable dugouts	\$6,000	\$6,000
Lions Locomotive Park Juniper Replacement	Replaces juniper with grass	\$25,000	\$25,000
1st Street Planters	Polymer Soil amendments	\$5,000	\$5,000
5 th Street Median	Enhances plantings	\$2,500	\$2,500
Memorial Park - Native Peoples Memorial	Call to Artists in 2022. Build in 2023	\$10,000	\$10,000
Memorial Park Trash Cans	Replaces rubbermaid cans	\$3,000	\$3,000
Kiwanis Methow Park	Corrects design and operational issues	\$12,500	\$12,500
Park Rangers/Security	Staff or contracted park security	\$103,600	\$30,000
CAPITAL PROJECTS			
Lincoln Park Renovation	Construction	\$1,107,808	\$1,107,808
Kenzies Landing Development	Trailhead construction	\$89,000	\$89,000
Saddle Rock Remediation	Trails & drainage, habitat restoration	\$20,000	\$20,000
Foothills Acquisition Project	Acquisition	\$10,000	\$10,000
Pool Liner Replacement	Engineering in 2022, Construct 2023	\$530,000	\$0
Washington Park Improvements	Sidewalks, site furniture	\$100,000	\$100,000
Okanogan Street Park	Phase 1 - Construction	\$158,070	\$158,070
Maiden Lane Road Extension	Connect Maiden Lane to Kenzie's	\$373,700	\$0

The preliminary budget was delivered to the City Council on October 1. The Finance Committee is scheduled to review the budget again on October 14 and the City Council is scheduled to consider adoption of the budget at their November 18 meeting.



MEMO

Parks, Recreation and Cultural Services Department

To: Arts, Recreation and Parks Commission
From: Dave Erickson, Parks, Recreation and Cultural Services Director
Re: Project Updates
Date: October 1, 2021

ACTION REQUESTED:

Informational.

BACKGROUND:

The following is a list of current departmental activity. An update will be provided at the meeting.

ARTS

- Adopt a Sculpture Program – Looking for sponsors.
- Elephant Installation – November in Pioneer Park.
- Native Peoples Recognition Project – Call to Artists in 2022 (pending budget approval).
- Sculpture cleaning – This month.

PARKS

- Saddle Rock Remediation –Working through construction access issues. Engineering contract extension.
- Kenzie’s Landing – Engineering ongoing. Revising storm water plan due to Broadview and soil issues.
- Maiden Lane Extension – Engineering ongoing. Looking for funding.
- Lincoln Park – Building permit received. Ordered play equipment. Out to bid.
- Riverfront Park Master Plan – Ongoing. Design refinement.
- Lower Castle Rock conversion. – Appraisal should be received soon. Looking to complete acquisition of replacement property and project by end of year.
- Rotary Park Rock Mulch – Completed. Rotary Club Peace Pole Project.
- Upper Saddle Rock Acquisition – Moving ahead with boundary line adjustments.
- Lions Locomotive Park – Lions Club Fence Project.

RECREATION

- Special Needs Social Program – Programs twice per month. Pumpkin Painting Oct 13.
- Special Olympics Sports - Bowling is Ongoing.
- Indoor Playground – Planning underway.
- Youth Basketball – Cancelled again this year due to Covid.
- Halloween Carnival. – Planning underway with partner organizations.
- Fall Into Fitness – Ends October 21.

ADMINISTRATIVE

- Staff – Recreation Coordinator recruitment underway.
- 2022 Budget.
- Covid issues and guidelines.
- Homeless Sleep Center Project.
- Employee Performance Reviews.



MEMO

Parks, Recreation and Cultural Services Department

To: Arts, Recreation and Parks Commission
From: Dave Erickson, Parks, Recreation and Cultural Services Director
Re: Grant Update
Date: September 28, 2021

ACTION REQUESTED:
Informational.

BACKGROUND:

The following is an update of current grant related work. **New information is highlighted in ORANGE.**

RCO = State of Washington Recreation Conservation Office

YAF = Youth Athletic Facility Account

WWRP = Washington Wildlife and Recreation Program

LWCF = Land and Water Conservation Fund

Chelan Douglas Developmental Disabilities Grants

The grant provides funding support of the Special Needs Social Program. Received an \$8,000 grant to fund the Social Program for the 2021 program year.

Lincoln Park RCO Youth Athletic Facilities Grant

The \$263,192 grant would construct the full-size soccer/lacrosse field, new restrooms and safety fencing in Lincoln Park. Engineering is ongoing. **The grant extension was approved.**

Lincoln Park Improvement RCO WWRP Local Parks Grant

The \$500,000 grant will replace the stage and play area; add a water play area, second picnic shelter, bmx pump park, trees and upgrade utilities and parking in Lincoln Park. **The grant extension was approved**

Lincoln Park Improvement RCO LWCF Grant

The \$500,000 grant application will replace the stage and play area; add a water play area, second picnic shelter, bmx pump park, trees and upgrade utilities and parking in Lincoln Park **The grant extension was approved.**

Kenzie's Landing RCO WWRP Local Parks Grant

The \$1,000,000 acquisition/development grant application acquires approximately 60 acres, construct an access road, improve fire protection and construct trailhead in the northwest foothills. Engineering is ongoing. **The grant extension was approved**

Department of Ecology Remedial Action Grant

A second \$1,244,170 grant for the second phase of the Saddle Rock remediation project was approved. Engineering is ongoing with construction bidding in 2022.

City Pool RCO Youth Athletic Facilities Grant

The \$330,000 grant application to provide a portion of the funding required to replace the plaster liner and tiles in the pool following the 2022 season ranked 23rd out of 37 projects statewide. **Received the grant contract. The draft RFP for the project has been prepared. The grant match was not approved in the City 2022 preliminary budget.**

Foothills RCO WWRP Local Parks Grant

This project would acquire approximately 650 acres in the foothills for non-motorized recreation, education and habitat purposes. The project ranked 19th out of 92 projects statewide and was the 4th ranked acquisition project. **The grant contract was accepted by the City Council. Beginning the boundary line adjustment process.**

Chelan County LTAC Grant

Prepared and submitted a \$183,000 grant request to assist with the funding of the Lincoln Park soccer field. The project was selected for funding at a \$100,000 level. **The grant contract is scheduled for City Council consideration on October 14.**

Chelan County Distressed County Fund Request

A \$300,000 request was prepared and submitted to the County to assist with the funding of the Lincoln Park Project.

Community Development Block Grant (CDBG)

Discussions are underway to explore the possible use of CDBG funding to assist with funding the Lincoln Park Project. \$200,000 was budgeted for the project.



MEMO

Parks, Recreation and Cultural Services Department

To: Arts, Recreation and Parks Commission
From: Dave Erickson, Parks, Recreation and Cultural Services Director
Re: City Council Items
Date: September 29, 2021

ACTION REQUESTED:
Informational.

BACKGROUND:

The following is a report of parks, arts and recreation related items that the City Council has, or will be considering in the near future. The schedule is tentative and is subject to change.

January 28, 2021 City Council Meeting

- ✓ Pinnacles Prep Lease Amendment – **Approved**
- ✓ Artwork Donation Acceptance – **Approved**

March 11, 2021 City Council Meeting

- ✓ Parks and Recreation Program and Facility Covid Overview
- ✓ Chase Park Final Acceptance– **Approved**

April 8, 2021 City Council Meeting

- ✓ Appointment of Ryan Harmon to the Commission – **Approved**
- ✓ Park Design Standards and Development Policies update – **Approved**
- ✓ Arbor Day proclamation
- ✓ Lost and Found Policy and Procedure update – **Approved**
- ✓ Loose Needle Collection Policy and Procedure – **Approved**
- ✓ Camp and Temporary Structure Policy and Procedure – **Approved**

June 24, 2021 City Council Meeting

- ✓ Consider approval of Master Agreement with CDLT - **Approved**

July 8, 2021 City Council Meeting

- ✓ Consider award of Lincoln Park Pump Park Construction Contract – **Approved**
- ✓ Parks and Recreation Month Proclamation

August 12, 2021 City Council Meeting

- ✓ CPIF Grant Acceptance - **Accepted**

August 19, 2021 City Council Study Session

- ✓ Art Fund Budget Overview
- ✓ Riverfront Park Master Plan Overview

September 23, 2021

City Council Meeting

- ✓ Rescind Award of Lincoln Park Pump Park Construction Contract – **Approved**
- ✓ RCO WWRP Grant Acceptance – Foothills Acquisition - **Approved**

October 14, 2021

City Council Meeting

- ✓ Consider Reappointment of Ryan Harmon to the Commission
- ✓ Consider Chelan County LTAC Grant Acceptance for Lincoln Park
- ✓ Review 2022 Preliminary Budget

November 4, 2021

City Council Meeting

- ✓ Review Revised 2022 Budget, Public Hearing for Property Tax Levy

November 18, 2021

City Council Meeting

- ✓ Public Hearing on 2022 Budget, 2022 Budget Adoption