

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 November 16, 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, 2024	Term 2
Position 7	Vacant		December 31, 2024	Term 1
Position 8	Ryan Harmon		December 31, 2024	Term 2
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.	Riverfront Park Master Plan Preferred Concept	Discussion	10 minutes
3.	2022 Election of Officers	Action	5 minutes
4.	2022 Budget	Informational	5 minutes
5.	Project updates	Informational	5 minutes
6.	Grant report	Informational	2 minute
7.	City Council items	Informational	1 minute

NEXT REGULAR MEETING: Tuesday January 18, 2022 at 4:00pm

2022 Work Plan, Roundabout Artist Selection

February 15 – Native Peoples Project Call to Artists, Roundabout Design Review and Recommendation

March 15

April 19

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. There was no quorum in October.

**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

Parks, Recreation and Cultural Services Department

To: Arts, Recreation and Parks Commission
From: David Erickson, Parks, Recreation and Cultural Services Director
Re: Riverfront Park Master Plan
Date: October 21, 2021

ACTION REQUESTED:

Informational and discussion

BACKGROUND:

For the last several months the City and PUD have been working with the community to prepare an update to the master plan for Riverfront Park. Information about the project and preliminary concept plans were presented at the previous commission meetings for review, feedback and discussion.

The design process is wrapping up and a preferred alternative has been created. It is based on the site analysis, open house input, design committee workshops and online survey responses. The most recent survey had over 700 responses. The plan will be presented at the meeting.



MEMO

Parks, Recreation and Cultural Services Department

To: Arts, Recreation and Parks Commission
From: Dave Erickson, Parks, Recreation and Cultural Services Director
Re: Election of Officers
Date: November 1, 2021

ACTION REQUESTED:

Elect Chair, Vice Chair and Secretary for 2022– Process outlined below.

BACKGROUND:

COMMISSION OFFICERS:

In a perfect world, each year the Commission would elect a new secretary. After the one-year term is over, the secretary assumes the role of vice chair and the vice chair moves to the chair position. The Wenatchee Municipal Code describes this process and duties of each position:

“Officers, meetings, bylaws and quorum

(1) The Commission shall, elect a chairperson to serve a one-year term. At the conclusion of the term, the vice chairperson assumes the position of chairperson and the secretary assumes the position of vice chairperson. A new secretary is elected. The chairperson will preside at all meetings, preserve order and decorum, enforce the rules and regulations of the Commission, sign all letters and documents as authorized by the Commission and as prescribed by law and will otherwise perform the duties evolving upon a presiding officer.

(2) The Commission shall select a vice-chair-person to serve a one-year term. In the event the chairperson is absent, the vice chairperson fills the role of the chairperson.

(3) The Commission shall also select a secretary of the Commission. In the event the chairperson and vice chairperson are both absent, the secretary will act in the chairperson capacity, representing the Commission and conducting business. The secretary is responsible for preparing the minutes of the Commission meetings.

(4) In the event that the chairperson, vice chairperson and secretary are absent, an acting chairperson may be elected by a majority vote from the remaining Commission members present for the purpose of representing the Commission and conducting business.”

THE PROCESS

This year, we are looking for officers for each of the positions. How to appoint/elect. The nomination process is as follows:

When the Commission is ready to select a new Secretary, the Chair will open nominations for the position. Commissioners would then nominate a hopefully willing candidate. The nomination would read:

“I nominate _____ to serve as Secretary of the Arts, Recreation and Parks Commission for 2022.”

The Chair would then ask if there are other nominations.

After the slate of candidates is proposed, the nominations are closed and a vote on each of the nominations takes place. In the event of a tie, the Chair casts the deciding vote.

This process would be repeated for the Vice Chair and Chair positions.

COMMISSION SUB COMMITTEES:

The Commission also has a few sub-committees with specific focuses. The following is general information about each of the sub-committees. The areas marked **Vacant** need volunteers to fill the positions.

Sports Foundation – Through a written agreement with the Wenatchee Valley Sports Foundation, two members of the Arts, Recreation and Parks Commission serve on the Sports Foundation Board. The Sports Foundation solicits funding to provide scholarships and support for programs and projects throughout the Wenatchee Valley. They meet monthly at Noon. The main business item of the Board is to award scholarships.

Committee members are: Position 1: Markhart Position 2: Hedtke

Parks Facilities Committee – Three members of the Commission may serve on the Facilities Committee. The Committee reviews park development and acquisition projects as well as operational items as needed by department staff. The Committee generally meets quarterly. Meetings typically last about one hour.

Committee members are: Position 1: **Vacant** Position 2: Mott Position 3: **Vacant**

Arts Committee - Three members of the Commission may serve on the Arts Committee. The Committee reviews art programmatic, acquisition and maintenance items. The Committee generally meets as needed depending upon projects or programs. This Committee is expected to be busy in 2022 with several projects underway.

Committee members are: Position 1: **Vacant** Position 2: Mott Position 3: **Vacant**

Arbor Day Committee – One or more members of the Commission may participate with the Greater Wenatchee Arbor Day Committee. The Committee coordinates and conducts the annual Arbor Day tree distribution event. The Committee generally meets once a month from January through April. Meetings typically last about one to one and a half hours.

Committee members are: Position 1: **Vacant**



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: November 2, 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. The following is a summary of departmental requests presented and the results so far.

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 Project	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 of the project	\$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	\$20,000
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
Highway 2/Easy Street Roundabout***	Art/Landscaping for Roundabout	\$200,000	\$200,000

* Engineering for the pool project was added to the budget. Construction would occur in early 2023.

** Endeavoring to find funding to complete the road connection.

*** The project was added to the work plan. A Call to Artists process is underway. Additional information will be provided at the meeting.

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: November 3, 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 – Ongoing - Looking for sponsors.
- Elephant Installation – Anticipated for this month in Pioneer Park.
- Native Peoples Project – Call to Artists in 2022 (pending City budget approval).
- Sculpture cleaning – Completed until spring. Preparing a “how to” manual.
- Highway 2/Easy Street Roundabout – Call to Artists process underway. Closes January 3.

PARKS

- Saddle Rock Remediation – Engineering contract extension scheduled for Council consideration.
- Kenzie’s Landing – Engineering ongoing. Revising plans due to Broadview stormwater and soil issues.
- Maiden Lane Extension – Engineering ongoing. Looking for funding.
- Lincoln Park – Out to bid with bid opening on December 15.
- City Pool – Circulation pressure test on November 4.
- Lower Castle Rock Conversion. – Cultural Resources underway. Review appraisal complete on converted property. Complete acquisition of replacement property by end of year. Land Trust receiving complaint calls.
- Rotary Park Peace Pole Project – Continuing to work with Rotary Club.
- Upper Saddle Rock Acquisition – Moving ahead with boundary line adjustments with CDLT.
- Lions Locomotive Park – Fence too expensive for Lions. Another car drove in the park.
- Kiwanis Methow Park – Daily restroom issues and other vandalism.
- Hale Park – Off Leash Area, added additional surface material.
- General Parks – Winterized irrigation and restrooms. Final mowing of the year complete, now on to leaves.

RECREATION

- Special Needs Social Program – Programs twice per month. Thanksgiving event on November 17.
- Special Olympics Sports - Bowling concluded October 26. Waiting for State to issue a decision on winter sports.
- Indoor Playground – November 8-March 17 at City Hall.
- Youth Basketball – Cancelled again this year due to Covid requirements.
- Halloween Carnival – October 31 from 1-3pm in front of Convention Center.
- Fall Into Fitness – Ended October 21.
- Adult Cod-ed Drop-in Volleyball – Began October 20 on Wednesday nights through next May.

ADMINISTRATIVE

- Staff – Recreation Coordinator recruitment underway. First application review on November 17.
- 2022 Budget.
- Covid issues and guidelines.
- 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: October 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. **The project is out to bid.**

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 project is out to bid.**

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 project is out to bid.**

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.

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. Accepting the grant is scheduled for City Council on November 4.**

Foothills RCO WWRP Local Parks Grant

This project would acquire approximately 650 acres in the foothills for non-motorized recreation, education and habitat purposes. 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 City Council accepted the grant. The project is out to bid.**

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. \$115,200 was approved for the project and the grant agreement was accepted by the City. **The project is out to bid.**

Community Development Block Grant (CDBG)

This request would provide CDBG funding to assist with funding the Lincoln Park Project. \$200,000 was budgeted for the project. **The project is out to bid.**

Community Foundation of North Central Washington Regional Impact Grant (CDBG)

A \$10,000 grant request was prepared, submitted and presented to the Community Foundation. The grant request would provide funding assistance for the Call to Artist process for the Native Peoples Recognition Project. **We should know the result by the end of November.**



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: October 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 - **Approved**
- ✓ Consider Reappointment of Lukas Hedtke to the Commission - **Approved**
- ✓ Consider Chelan County LTAC Grant Acceptance for Lincoln Park - **Approved**
- ✓ Review 2022 Preliminary Budget

November 4, 2021

City Council Meeting

- ✓ Review Revised 2022 Budget, Public Hearing for Property Tax Levy.
- ✓ Consider Acceptance of the State RCO Youth Athletic Facilities Grant for the Pool Liner Project.

November 18, 2021

City Council Meeting

- ✓ Public Hearing on 2022 Budget, 2022 Budget Adoption
- ✓ Consider Amending the contract with Geo Engineers for the Saddle Rock Remediation Project.

January 13, 2022

City Council Meeting

- ✓ Award Lincoln Park Construction Contract*
- ✓ Consider purchase sale agreement for Castle Rock Conversion Replacement Property*

February 10, 2022

City Council Meeting

- ✓ Consider award of Highway 2/Easy Street Design Contract*

* Tentative