

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

Tuesday May 17, 2022 4:00-5:00pm

Wenatchee City Hall Second Floor Council Chambers

301 Yakima 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		December 31, 2022	Term 1
Position 2	Lisa Adan		December 31, 2022	Term 2
Position 3	Kasey Koski		December 31, 2023	Term 1
Position 4	Vacant		December 31, 2023	Term 1
Position 5	Morgan Mott		December 31, 2023	Term 2
Position 6	Vacant		December 31, 2024	Term 1
Position 7	Nick Rohrbach		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.	April 19, 2022 Commission Meeting Minutes	Action	1 minute
2.	Interagency MOU for Mgt of Rec. Opportunities on Public Land in Central Wa.	Action	5 minutes
3.	Native Peoples Project Design Team Selection	Action	25 minutes
4.	Election of Officers	Action	8 minutes
5.	Project updates	Informational	3 minutes
6.	Grant report	Informational	1 minute
7.	City Council items	Informational	1 minute

NEXT REGULAR MEETING: Tuesday June 21, 2022 at 4:00pm at City Hall

June 21 – 2023 Budget, Hwy 2 Roundabout Art

July 19 – Hwy 2 Roundabout Art

August 16 - Construction Tour (Lincoln, Saddle Rock, Kenzie's Landing, City Pool, Rotary, Locomotive, Washington, Methow, Okanogan)

September 20 – Native People Project Design Team Presentations & Scoring, Hwy 2 Roundabout Art, 2023 Budget

October 18 – Pinnacles Prep Presentation, 2023 Budget

November 15 -

Wenatchee City Hall is open for the public to attend meetings in person. The public may also participate in the meeting via phone by calling: (509) 888-3298, passcode 05239#. If you have questions about participating in the meeting, please contact Cammy Coble at ccoble@wenatchewa.gov or (509) 888-3284.

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: April 19, 2022 Meeting Minutes
Date: April 22, 2022

ACTION REQUESTED:

Move approval of the minutes from the April 19, 2022 Commission meeting.

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

Tuesday April 19, 2022

Public Services Center 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, Koski, Mott, Rohrbach, Harmon

ABSENT: Adan (ex)

OTHERS PRESENT: Rufus Woods, Calista Peterson, Justin Erickson, Sarah Fitzgerald, Cammy Coble, Jerred Gardner, Sydney McElroy, Caryl Andre, Dave Erickson

PUBLIC COMMENTS: None.

REGULAR AGENDA:

1. March 15, 2022 Commission Meeting Minutes. ***Commissioner Koski moved approval of the March 15, 2022 meeting minutes. Commissioner Harmon seconded, and the motion passed unanimously.***
2. **Election of Officers. *This item was postponed to the May meeting.***
3. **Consideration of Art Donation.** With the pending sale of the Wenatchee World building, Rufus Woods requested the City consider acceptance of the donation of the By-Line Time sculpture. Following a presentation by Mr. Woods and discussion, ***Commissioner Koski moved approval of the acceptance of the donation and to forward the recommendation to the City Council for consideration. Commissioner Mott seconded and the motion was approved 5-0.***
4. **Recreation Division Report.** Recreation Supervisor Caryl Andre introduced Recreation Coordinators Sarah Fitzgerald and Sydney McElroy and presented a report describing annual recreation programs and events.
5. **Park Maintenance and Operations Report.** Park Maintenance Lead, Jerred Gardner presented a report covering the work performed annually by park maintenance staff.

6. **Highway 2 Roundabout Project.** A continued discussion was held on potential artwork in the planned roundabout at the intersection of Highway 2 and Easy Street. Information from a meeting with WSDOT and Federal Highway Administration personnel was presented. The Commission discussed landscaping, if artwork should be included, and if so which if any of the proposals should be selected. Following the discussion, ***Commissioner Rohrbach moved selection of the Valley of Fruition Concept and to forward the recommendation to the City Council for consideration. Commissioner Harmon seconded and the motion was approved unanimously.*** If approved by City Council, additional refinement would occur over the summer.
7. **Parque Padrinos Facility Use Agreement.** A facility use agreement was presented that would help define roles and responsibilities for use of Kiwanis Methow Park by Parque Padrinos. ***Commissioner Koski moved approval of the agreement and to forward the recommendation to the City Council for consideration. Commissioner Mott seconded and the motion was approved unanimously.***
8. **Maintenance Agreement with WSDOT.** A maintenance agreement was presented that would allow the City the ability to bill WSDOT for cleanup work associated with encampments within the State right of way. ***Commissioner Harmon moved approval of the agreement and to forward the recommendation to the City Council for consideration. Commissioner Koski seconded and the motion was approved unanimously.***
3. **Project Updates.** Along with the report provided in the agenda packet, the Department Director provided updates on the Saddle Rock Remediation Project, Kenzie's Landing Project, Okanogan Street Community Garden Project, Maiden Lane Temporary Extension, Lincoln Park Construction, City Pool Project and Arbor Day.
2. **Grant report.** A report was included in the agenda packet.
3. **City Council items.** A list of City Council items was provided.

ADJOURN: The meeting adjourned at 5:24 p.m.



MEMO

Parks, Recreation and Cultural Services Department

To: Arts, Recreation and Parks Commission
From: Dave Erickson, Parks, Recreation and Cultural Services Director
Re: Interagency MOU for Management of Recreation Opportunities on Public Land in Central Washington
Date: May 4, 2022

ACTION REQUESTED:

Move approval of the Interagency MOU and forward the recommendation to the City Council for consideration.

BACKGROUND:

TREAD formed in 2017 with a goal of bringing local recreational stakeholders together (motorized, non-motorized, water, snow and land) to coordinate thoughtfully and sustainably to provide the best recreation experiences possible, thus improving the quality of life for everyone who lives in or visits the Central Washington region. TREAD facilitates a quarterly Ex-Officio group of stakeholders composed of representatives of local and county government, federal and state agencies, and other entities who represent outdoor recreation. Ex-Officio members share a joint vision of sustainable recreation, coordinated public land management, recreation economy, partnerships, and community health; but also express concerns of increasing public demand and uncertainty about the future of recreation.

This MOU is a product of conversations where TREAD, as lead facilitator, engaged partners and stakeholders to identify and track solutions to meet recreational demands, to the best of our ability, now and in the future.

The Memorandum of Understanding (MOU) is entered into by the above partners to define their respective roles in the development and implementation of sustainable, economically beneficial recreation opportunities on lands open to the public in Central Washington.

The department director has served as the City's exoficio member of Tread since its formation.

Due to formatting issues, the agreement is attached separately to the agenda.



MEMO

Parks, Recreation and Cultural Services Department

To: Arts, Recreation and Parks Commission
From: Dave Erickson, Parks, Recreation and Cultural Services Director
Re: Native Peoples Project Design Team Selection
Date: April 21, 2022

ACTION REQUESTED:

Score submissions and select the top three designers to continue to participate in the design process.

BACKGROUND:

The master plan for Memorial Park that was created from a public involvement process includes a project to recognize the first people of Wenatchee. The project would be located at the confluence of the park walkway system. A few examples from the park master plan are:



The project was initially planned for 2025 but was moved ahead by the City Council during the 2022 budget process. The project is now scheduled for design in 2022 with construction in 2023 after the Apple Blossom Festival. The following is the schedule:

Call to Artists	March 17, 2022
Submission Deadline	May 13, 2022 - 2:00pm
Review and Selection of Finalists:	May 25, 2022
Concept Plan Submittal Date:	August 29, 2022
Public Review/Display of Finalist Concepts:	August 30-September 20, 2022
City Complete Review/Finalist Presentations:	September 20, 2022, 4:00pm
City Council Award Contract:	October 13, 2022
Preliminary Design:	October 2022-January 2023
Final Design Approval	April 14, 2023
Project Construction may begin in park	June 6, 2023
Project Construction Complete/Dedication	October 31, 2023

The draft Call to Artists for the project was presented at the February Commission meeting for review. Following this, the solicitation was distributed to over 475 artists and designers on the small works roster. It was also provided to representatives of the local tribes. The deadline to return initial submissions is May 13.

The submissions will be emailed to Commissioners on May 13 along with score sheets and scoring criteria. It is hoped that Commissioners will score the submittals and bring the completed score sheets to the meeting so they may be tabulated, discussed and the top three designers selected.



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:

This item was postponed from several previous meetings.

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: **Vacant**

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: Markhart 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: Koski 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: Mott



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: May 3, 2022

ACTION REQUESTED:
Informational.

BACKGROUND:

The following is a list of current departmental activity.

ARTS

- Native Peoples Project – Ongoing.
- Highway 2/Easy Street Roundabout – Ongoing. Artist Selection Finance Committee 4/28, PW Committee 5/3, Council 5/12.
- Concerts in the Park – July 8-August 5 in Centennial Park. Fridays at 7pm.
- Movies in the Park – Lego Movie - 9/10, Encanto – 9/17.
- By-Line Time Donation – City Council approved on 4/28. Re-locating the sculpture is underway.
- Gathering of Owls Sculpture – This sculpture will also need to be moved due to the Wenatchee World building sale.

PARKS

- Saddle Rock Remediation – Bid Opening 4/26, Finance Committee 4/28, Public Works Committee 5/3, Council 5/12.
- Kenzie's Landing – Bid Awarded on 4/28 to Hurst Construction.
- Okanogan Street Community Garden – 2022 Goals: Water, sidewalk, fence, landscaping, irrigation and street treatment.
- Maiden Lane Extension – Bid Opening pushed to May 9 due to Public Works. Award anticipated for May 12.
- Lincoln Park – Construction ongoing.
- City Pool – Engineering Ongoing. Pool filled for use May 16. Bid - 6/1, due - 7/5. Award - 7/14.
- Lower Castle Rock Conversion – State Cultural Resources process ongoing.
- Rotary Park Peace Pole and Pickleball Court Projects – Construction 7/25-10/11.
- Upper Saddle Rock Acquisition – Acquisitions ongoing. Appraisals, Environmental and Cultural Reports underway.
- Riverfront Park – Working with PUD on Scope of Work.
- Bighorn Ridge – Grant application submitted, present June 6-10 and August 22-26.
- Washington Park Sidewalk Project – Scheduled for late spring. Meeting with contractors.
- Hale Park Memorial Bench Pads – Anticipated for week of June 6. Waiting for bench to arrive.
- Security Cameras – Waiting for cameras. Supply chain issues. Light Pole Installation at Pennsylvania Park.
- 5th Street Median Landscaping – Set for installation week of June 20.
- Kiwanis Methow and Lions Locomotive Parks - Landscaping project ongoing.
- Saddle Rock Link Transit Stop Design.
- WSDOT Agreement and Parque Padrinos Agreement – 4/28 Finance Committee, 5/3 Public Works Committee, 5/12 Council
- Engineering Agreement Amendments – For Lincoln and Kenzie's Landing to extend end date – 5/12 Council.
- Mitigation Bank Agreement – May 26?

RECREATION

- Special Needs Social Program - Egg Hunt 4/21, Apple Blossom 4/28.
- Special Olympics Spring Sports – Soccer, Cycling, Swimming, Track and Field are wrapping up. Softball begins (6/29) and Golf (6/27).
- The Adult Drop-in Volleyball Program is continuing on Wednesday nights until 5/18.
- The Women's Volleyball League finished 5/3.
- Youth Track and Field began 5/9.
- Summer Day Camp (6/13) and Skyhawks Sports Camp (6/20) registration is underway.



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: May 2, 2022

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 2021/22 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. **Construction underway.**

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. **Construction underway.**

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. **Construction underway.**

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 **Construction bidding underway March 15.**

Department of Ecology Remedial Action Grant

A second \$1,244,170 grant for the second phase of the Saddle Rock remediation project was approved. **Construction bidding underway March 29.**

City Pool RCO Youth Athletic Facilities Grant

The \$350,000 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. **Engineering is underway.**

State Capital Budget Request

Worked with Senator Hawkins and submitted a \$550,000 capital budget request for the pool project. **The project received full funding.**

Foothills RCO WWRP Local Parks Grant

This project will acquire approximately 650 acres in the foothills for non-motorized recreation, education and habitat purposes. **Appraisals, Property Negotiations, Cultural Resources and Environmental Reviews underway.**

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. **Construction underway.**

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. **Construction underway.**

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. **Construction underway.**

Risk Management Service Agency Loss Control Grant Request

A \$10,000 request was prepared and submitted to assist with the funding of the Lincoln Park Project. **Construction underway.**

RCO WWRP Local Parks Grant

This project will acquire approximately 134 acres in the foothills for non-motorized recreation, education and habitat purposes. **The initial application was completed and submitted. The application will be presented at the Technical Review Meeting June 6-10 and the Project Evaluation Meeting August 22-26.**



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: May 1, 2022

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 13, 2022 City Council Meeting

- ✓ Consider appointing Kasey Koski to the Commission - **Approved**
- ✓ Award Lincoln Park construction contract - **Approved**
- ✓ Consider purchase sale agreement for Saddle Rock Access/Castle Rock conversion replacement property - **Approved**
- ✓ Consider acceptance of the State RCO Youth Athletic Facilities Grant for the Pool Liner Project - **Approved**
- ✓ Consider adoption of the Riverfront Park Master Plan and incorporating the plan into City planning documents - **Approved**

February 10, 2022 City Council Meeting

- ✓ Consider approval of change order number 1 – pump park paving for the Lincoln Park Project - **Approved.**

February 24, 2022 City Council Meeting

- ✓ Consider selection of Pool Engineering contractor - **Approved**

March 10, 2022 City Council Meeting

- ✓ Consider selection of Okanogan Street Community Garden engineering contractor - **Approved**

March 24, 2022 City Council Meeting

- ✓ Consider authorizing a State grant application for the Bighorn Ridge Project - **Approved**
- ✓ Consider amendment of GeoEngineers contract for Saddle Rock construction management - **Approved**

April 14, 2022 City Council Meeting

- ✓ Arbor Day proclamation

April 28, 2022 City Council Meeting

- ✓ Consider award of Kenzie’s Landing construction contract - **Approved**
- ✓ Consider acceptance of By-Line Time art donation - **Approved**

May 12, 2022

City Council Meeting

- ✓ Consider approval of the Parque Padrinos facility use agreement*
- ✓ Consider award of Highway 2/Easy Street design/construction contract*
- ✓ Consider approval of an agreement with WSDOT for the cleanup of encampments*
- ✓ Consider award of Saddle Rock remediation construction contract*
- ✓ Consider award of Maiden Lane Temporary Extension construction contract*
- ✓ Consider approval of engineering contract amendments for the Kenzie's Landing and Lincoln Park Projects.

May 26, 2022

City Council Meeting

- ✓ Consider approval of mitigation bank agreement*
- ✓ Consider approval of funding agreement with the Land Trust for the Saddle Rock Project*

July 14, 2022

City Council Meeting

- ✓ Consider award of City Pool construction contract*
- ✓ Parks and recreation month proclamation

October 13, 2022

City Council Meeting

- ✓ Consider award of Native Peoples Project design/construction contract*

* Tentative