

*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 January 17, 2023 4:00-5:00pm  
Wenatchee City Hall First Floor Council Chambers  
301 Yakima Street, Wenatchee, WA 98801**

**ROLL CALL:** (At least 4 Commissioners must be present for a quorum)

<b>Board Position</b>	<b>Name</b>	<b>Officer</b>	<b>Term Ends</b>	<b>Term Number</b>
Position 1	Lyle Markhart		December 31, 2025	Term 2
Position 2	Kasey Koski		December 31, 2023	Term 1
Position 3	Darci Mattioda		December 31, 2023	Term 1
Position 4	Sean Koester	Vice Chair	December 31, 2024	Term 1
Position 5	Nick Rohrbach		December 31, 2024	Term 1
Position 6	Ryan Harmon	Chair	December 31, 2024	Term 2
Position 7	Student (vacant)		June 30, 2023	Term 1

### **PUBLIC COMMENT:**

The "Public Comments" period is to provide the opportunity for members of the public to address the Commission on items not on the agenda. The Commission Chair will ask if there are any citizens wishing to make public comment. 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:**

	Welcome New Member		
1.	Minutes from the November 15, 2022 Commission meeting	Action	1 minute
2.	Election of Secretary	Action	5 minutes
3.	Department Fee Policy	Discussion/Action	10 minutes
4.	PROS Plan Update Introduction	Informational	10 minutes
5.	Project updates	Informational/Discuss	10 minutes
6.	Grant report	Informational	2 minutes
7.	City Council items	Informational	1 minute

### **UPCOMING MEETINGS:**

- Tuesday February 21, 2023 at 4:00pm at City Hall – Regular Commission Meeting
- Tuesday March 21, 2023 at 4:00pm at City Hall – Regular Commission Meeting

*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@wenatcheewa.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: November 15, 2022 Meeting Minutes  
Date: November 16, 2022

***ACTION REQUESTED:***

***Move approval of the minutes from the November 15, 2022 Commission meeting.***

## WENATCHEE ARTS, RECREATION AND PARKS COMMISSION MEETING MINUTES

Tuesday November 15, 2022  
Wenatchee City Hall – Council Chambers  
301 Yakima Street, Wenatchee, WA 98801

**CALL TO ORDER:** The meeting was called to order at 4:02 p.m. by Vice Chair Harmon

**IN ATTENDANCE:** Koski, Rohrbach, Harmon, Koester, Mattioda, Adan, Markhart

**ABSENT:** Mott (ex)

**OTHERS PRESENT:** Cammy Coble, Dave Erickson, Sara Rolfs, Pinnacles Prep Students

**PUBLIC COMMENTS:** None.

**REGULAR AGENDA:**

- 1. October 18, 2022 Commission Meeting Minutes.** *Commissioner Koester moved approval of the October 18, 2022 meeting minutes. Commissioner Rohrbach seconded the motion. The motion passed 6-0.*
- 2. Pinnacles Prep Student Park Design Presentations.** Pinnacles Prep students worked on a project to use math to design a community park. Two concept designs were presented by four students.
- 3. Annual Fee Review.** The department director presented an overview of the various fees and charges the department charges for services with some recommended changes based upon the previous meeting input. Following input and a discussion, *Commissioner Rohrbach moved approval of the fees as presented. Commissioner Harmon moved to amend the motion to adopt the fees as presented and authorize the director to also create a pre-season pool rental rate. Commissioner Adan seconded the motion to the amendment and the amendment was approved 7-0. Commissioner Mattioda seconded the original motion and that motion was approved 7-0.* The proposed fee structure will be brought back in January and the Cemetery fees in April.
- 5. Project Updates.** Along with the report provided in the agenda packet, the department director provided additional updates about the 2023 budget, Lincoln Park Project, Kenzie's Landing Project and Rotary Park Pickleball Court Project.

An extended discussion about the Native Peoples Project was conducted. Among other items, the commission expressed their dissatisfaction with the direction of project and lack of tribal involvement and outreach, and prioritization of the project by the artist. Following the discussion, Commissioner Rohrbach moved to extinguish the contract with Land Expressions and re-advertise the project. Commissioner Harmon seconded the motion and the motion passed unanimously with a 7-0 vote.

6. **Grant report.** A report was included in the agenda packet.
7. **City Council items.** A list of City Council items was provided. The ribbon cutting for City Hall is on November 17<sup>th</sup> at 4:30pm.
8. **Commissioner Comments:** As this was her last meeting, Commissioners thanked Lisa Adan for her 6 years' service.

**ADJOURN:** The meeting adjourned at 4:53 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: Election of a Secretary and Committee Appointments  
Date: November 16, 2022

**ACTION REQUESTED:**

***Elect Secretary and Fill Committees for 2023– Process outlined below.***

**BACKGROUND:**

Each year the Commission elects 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**

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 2023.”

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.

**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: Harmon

**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: Koester      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: **Vacant**      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: Fee Update and Policy  
 Date: November 24, 2022

**ACTION REQUESTED:**

**Discussion**

**BACKGROUND:**

Last October and November the annual review of parks and recreation fees was completed and the fees were adopted. The current fee schedule is contained on the following pages. Following the meeting, a Commissioner introduced the concept of developing a policy that incorporates a standardized annual fee adjustment to help streamline the update process.

We have incorporated automatic annual updates in the past with ongoing agreements such as those for Velocity and Pinnacles Prep. Those rates are automatically adjusted annually based upon the Consumer Price Index (CPI) from the previous year. The language typically reads:

"The fees will be adjusted by the same percent of increase/decrease as the CPI Pacific Cities and U.S. City Average, West – B/C (Dec. 1996=100), as published by the U.S. Department of Labor, Bureau of Labor and Statistics, for the period December 31 to December 31 of the immediately preceding year on an annual basis."

The follow is a summary of the CPI rates for the last ten years:

YEAR	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
CPI %	1.3	1.4	0.6	0.5	1.8	2.7	2.9	2.2	0.0	5.0

TEST EXAMPLES: The ten-year CPI average is 2.04. Using that as multiplier, a few examples of what impacts it would have on the existing rates are as follows:

PROGRAM/FACILITY	CURRENT	CPI %	CPI AMOUNT	NEW RATE
Youth Public Swim	\$3.00/\$3.25	2.04	\$0.06/\$0.07	\$3.06/\$3.07*
Youth Basketball	\$48.50/\$53.00	2.04	\$0.99/\$1.08	\$49.49/\$54.08
Picnic Shelter Rental (Resident 4 hours)	\$57.00	2.04	\$1.16	\$58.16

Proposed Fee Adjustment Policy Guidance

- Automatically adjust all fees annually based upon the annual CPI rate.
- Round the drop-in programs up to the nearest whole dollar. This will ease cash handling.
- City resident rates continue 10% discount from non-resident rates.
- Review all fees and charges every five years or as needed and adjust due to changing market rates.
- Pool Regular Season defined as starting the first Saturday after school is released for the year.

**2023 PARKS AND RECREATION FEES AND CHARGES**  
 Residents are classified as living within the Wenatchee City Limits  
 \* Includes Washington State Sales Tax

<b>SWIMMING POOL FEES</b>	<b>RESIDENT</b>	<b>NON-RESIDENT</b>
<b>GENERAL ADMISSIONS</b>		
Public Swim*:		
Youth:	\$3.00	\$3.25
City Recreation Day Camp Participant:	\$1.00	\$1.00
Adult:	\$3.00	\$3.25
Senior:	\$2.00	\$2.25
Family:	\$7.00	\$7.75
Lap Swim*:		
Youth:	\$3.00	\$3.25
Adult:	\$3.00	\$3.25
Senior:	\$2.00	\$2.25
Dog Paddle Swim*:	\$5.00	\$5.50
General Admission 10 visit punch card*:		
Youth:	\$27.00	\$29.25
Adult:	\$27.00	\$29.25
Senior:	\$18.00	\$20.25
Season Pass*:		
Youth:	\$63.00	\$69.00
Adult:	\$63.00	\$69.00
Senior:	\$42.00	\$46.00
Family:	\$148.00	\$162.00
Shower Only:	\$1.00	\$1.25
<b>CLASSES</b>		
Swimming Lessons (per 30-minute lesson):	\$4.00	\$4.50
Adult Lessons (per 30-minute lesson):	\$8.00	\$9.00
Private Lessons (per 30-minute lesson):	\$25.00	\$27.50
Semi-Private Lesson (2 People per 30-minute lesson)	\$21.00	\$23.00
Water Exercise Class*:		
Youth:	\$3.00	\$3.25
Adult:	\$4.00	\$4.50
Senior:	\$3.00	\$3.25

Water Exercise 10 visit discount card\*:

Youth:	\$27.00	\$29.25
Adult:	\$36.00	\$39.50
Senior:	\$27.00	\$29.25

Special Needs Water Fitness:\*

\$5.25	\$5.25
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**RENTALS**

Public Pool Rental:

	Pre-Season		Regular Season	
0-100 people	\$138/hour	\$152/hour	\$125/hour	\$138/hour
101-150 people	\$151/hour	\$166/hour	\$137/hour	\$151/hour
151-200 people	\$175/hour	\$193/hour	\$159/hour	\$175/hour
201-250 people	\$208/hour	\$229/hour	\$189/hour	\$208/hour
251 to capacity	\$240/hour	\$264/hour	\$218/hour	\$240/hour

Diving tank only:

\$44/hour	\$52/hour	\$40/hour	\$44/hour
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Competitive Team Rentals:

Swim Meet Rental:	\$800/day	\$880/day	\$600/day	\$660/day
Practice Rental Rate (per lane per hour):	\$8.00	\$9.00	\$6.00	\$8.00



## RECREATION PROGRAM FEES

**RESIDENT      NON-RESIDENT**

### SPECIAL NEEDS

Special Needs Exercise*:	\$5.25	\$5.25
Special Olympic Programs*:	\$5.25	\$5.25

### ATHLETICS

Track*:	\$37.00	\$40.50
Tennis Lessons (per 5 lesson session):	\$31.50	\$35.00
Youth Basketball Instruction Program:	\$48.50	\$53.00
Women's Volleyball League*:	\$20.00	\$22.00
Drop-In Volleyball*:	\$2.00	\$2.25
Drop-In Volleyball 10 Visit Pass*:	\$18.00	\$20.00
Youth Athletic Team Sponsorship:	\$100.00	\$100.00

### OUTDOOR RECREATION

Hiking and Nature Camp:	\$47.00	\$51.00
Guided Family Hikes	\$5.00	\$5.50
Snow Shoe Instruction Program:		
Youth	\$5.25	\$6.00
Adult	\$8.00	\$8.50

### YOUTH AND FAMILY

Day Camp (per person per day):	\$28.00	\$31.00
Late pick up fee (per 15 minutes):	\$15.00	\$15.00
Tween Camp (per person per day)*:	\$28.00	\$31.00
Indoor Playground*:	\$2.00	\$2.25
Indoor Playground 10 Visit Fun Pass*:	\$18.00	\$20.00

## PARK FEES

	<b>RESIDENT</b>	<b>NON-RESIDENT</b>
Alcoholic Beverage Area Permit:	\$100.00	\$110.00
Special Event Permit Fee for groups of 200 or more people:	\$190.00	\$209.00
Park Maintenance Call Out Service Fee (2-hour minimum):	\$65.00	\$65.00
Electrical Permit Charge	\$300.00	\$300.00
Damage and cleaning deposit (Resident and Non-Resident)	\$500.00	\$500.00
Damage and cleaning billed at \$160 per hour plus materials or charges.		
Memorial Bench	\$2,200.00	\$2,200.00
Memorial Tree	\$350.00	\$350.00
Give Your Dog A Bone	\$95.00	\$95.00
Community Garden Annual Plot Fee:	\$15.00	\$16.50
Park Concession Fees:		
Park Concession Permit Fee:	\$100.00	\$100.00
Concession Operation Fee:	\$25.00/week	\$25.00/week

Transaction/Change Charge: Equal to 25 percent of the registration or reservation fee.

Refund Processing Fee: Fee shall be equal to 25 percent of the registration or reservation fee rounded to the nearest \$.25.

Picnic shelter reservation fee for groups of less than 200 people:

	Mon-Thurs Resident <u>0-4 hours/Day</u>	Mon-Thurs Non Resident <u>0-4 hours/Day</u>	Fri-Sun Resident <u>0-4 hours/Day</u>	Fri-Sun Non Resident <u>0-4 hours/Day</u>
Rotary Park	\$37.00/\$79.00	\$40.50/\$87.00	\$53.00/\$111.00	\$58.00/\$122.00
Washington Park	\$37.00/\$79.00	\$40.50/\$87.00	\$53.00/\$111.00	\$58.00/\$122.00
Lincoln Park	\$37.00/\$79.00	\$40.50/\$87.00	\$53.00/\$111.00	\$58.00/\$122.00
Hale Park	\$37.00/\$79.00	\$40.50/\$87.00	\$53.00/\$111.00	\$58.00/\$122.00
Pennsylvania Park	\$11.00/\$26.50	\$11.50/\$29.00	\$12.50/\$30.50	\$14.00/\$34.00
Saddle Rock	\$37.00/\$79.00	\$40.50/\$87.00	\$53.00/\$111.00	\$58.00/\$122.00

Stage reservation fee for groups of less than 200 people (more than 200 people is a Special Event):

	Mon-Thurs Resident 0-4 hours/Day	Mon-Thurs Non Resident 0-4 hours/Day	Fri-Sun Resident 0-4 hours/Day	Fri-Sun Non Resident 0-4 hours/Day
Lincoln Park	\$37.00/\$79.00	\$40.50/\$87.00	\$53.00/\$111.00	\$58.00/\$122.00
Centennial Park	\$37.00/\$79.00	\$40.50/\$87.00	\$53.00/\$111.00	\$58.00/\$122.00
Methow Park <sup>(kiosko)</sup>	\$37.00/\$79.00	\$40.50/\$87.00	\$53.00/\$111.00	\$58.00/\$122.00

Other park areas available to rent for groups of less than 200 people:

	0-4 hours/Day	0-4 hours/Day
Pioneer Park (fireplace area)	Resident: \$37.00/\$79.00	Non Resident: \$40.50/\$87.00
Memorial Park (non-special event)	Resident: \$37.00/\$79.00	Non Resident: \$40.50/\$87.00

Wading Pool Rental (4 hour minimum): Resident: \$40.00/hour Non Resident: \$44.00/hour

## CEMETERY FEES AND CHARGES

### LOT PRICES

Adult	\$1,173.00
Adult – Section O	\$1,173.00
Infant	\$511.00
Cremation	\$706.00
Outside Niche – Wall A and B	\$978.00
Outside Niche – Wall C and D	\$1,205.00
Inside Niche (Row A)	\$1,093.00
Inside Niche (Row B)	\$1,322.00
Inside Niche (Row C)	\$1,997.00
Inside Niche (Row D)	\$2,202.00
Inside Niche (Row E)	\$3,414.00
Inside Niche (Row F)	\$4,629.00
Inside Niche (Row G)	\$3,521.00
Inside Niche (Row H)	\$2,868.00
Inside Niche (Row I)	\$2,202.00
Inside Niche (Row J)	\$1,548.00
Inside Niche (Row K)	\$1,093.00
Second Usage	\$306.00

### CONTRACT PURCHASE

Contract purchase of lots may be made with an initial payment of not less than \$150.00 per lot. Twenty-five dollars of such price shall be considered a service charge and a sum equal to the balance of the total purchase price of said lot shall be paid to the city within 12 months of the date of initial payment. The deferred balance of the purchase price shall at all times bear interest at the rate of 12 percent per annum.

In the event payments, including the service charge, equal to the total purchase price of the lot are not made by the purchaser within a 12-month period, a service charge in the amount of \$100.00 shall be retained by the city and the balance of funds previously paid returned to purchaser.

### OPENING AND CLOSING

Adult	\$659.00
Infant	\$270.00
Cremation	\$270.00
Saturday interment	\$575.00
Disinurment	\$270.00
Disinterment	\$1,356.00
Common Vault	\$136.00
Crypt	\$659.00
Niche	\$270.00

### INSCRIPTIONS

Crypt	\$269.00
Niche	\$269.00

### MARKER SETTING

Full granite 20x44 or 20x32	\$191.00
Concrete border 12x24 or 12x36	\$329.00
Cremation and infant 12x20 or 12x24	\$132.00

Cremation and infant 8x16 w/concrete	\$173.00
Flower vase block 12x12	\$132.00
Upright single marker 24"x12"x24"H	\$369.00
Upright double marker 36"x12"x36"H	\$477.00
Vase set in concrete	\$132.00
Setting of non-city vase canister	\$13.00
<b>FOUNDATION CONSTRUCTION</b>	
Foundation for upright single marker	\$553.00
Foundation for upright double marker	\$775.00
<b>MISCELLANEOUS</b>	
Flower vase	\$37.00
Flower vase insert	\$18.00
Vases for niche wall	\$25.00
<b>BURIAL VAULTS</b>	
Trigard marble (Tremont)	\$2,364.00
Trigard imperial (Heritage)	\$1,495.00
Trigard (Oxford)	\$1,195.00
Graveliner	\$895.00
Delivery of vaults	\$215.00
<b>CREMATION BURIAL VAULTS</b>	
Harmony	\$367.00
Graveliner	\$153.00
<b>MAUSOLEUM</b>	
Single name plate	\$254.00
Companion family name	\$233.00
Companion given name	\$233.00
Flower vase and holder	\$120.00
<b>INSIDE NICHE</b>	
Single name plate	\$145.00
Companion family and given name	\$169.00
Companion given name	\$102.00
Bud vase and holder	\$144.00

**MEMORIAL MARKER PRICES**

Stone Group		Memorial Marker Size						
		8x16	12x24	12x36	20x32	20x44	2' Slant	3' Slant
Group 1	Sierra White	\$461.00	\$652.00	\$942.00	\$1,078.00	\$1,472.00	\$1,522.00	\$1,802.00
Group 1b	Sunset	N/A	\$652.00	N/A	N/A	N/A	N/A	N/A
Group 2	Memory Rose, Georgia Gray, Saint Cloud Gray, Mahogany, Morning Rose	\$486.00	\$742.00	\$1,047.00	\$1,287.00	\$1,712.00	\$1,749.00	\$2,030.00
Group 3	American Bouquet, Academy Black, Diamond Gray, Colonial Rose, Rainbow	\$601.00	\$862.00	\$1,110.00	\$1,352.00	\$1,781.00	\$1,811.00	\$2,090.00
Group 4	Bahama Blue, Barre Gray, Jet Mist, Paradisio, Royal Emerald, Twilight Red, Autumn Brown	\$663.00	\$906.00	\$1,202.00	\$1,414.00	\$1,926.00	\$1,941.00	\$2,221.00
Group 5	Melrose Black, Wasau Red	\$729.00	\$1,022.00	\$1,307.00	\$1,485.00	\$2,008.00	\$2,088.00	\$2,369.00
Group 6	Blue Pearl, Mt. Red, Salisbry Pink	\$875.00	\$1,221.00	\$1,562.00	\$1,794.00	\$2,356.00	\$2,533.00	\$2,822.00

**MISCELLANEOUS ITEMS AND CHARGES**

12" x 12" Vase Block Granite vase block with premium vase – All colors – 1/2 price of 12x24 marker plus \$100.00 for core hole and premium vase.

Base for slants	20 x 32	20 x 44
Concrete	\$95.00	\$110.00
Unpolished	\$300.00	\$400.00

Special Artwork	\$110.00
Emblems	\$50.00
Match Existing Marker Design	\$80.00
Two Names on 12x24 or 8 x 16	\$50.00
Final Dates	\$190.00 for first 4 letters, \$4.00 each letter over 4
Outline Letters	\$213.00 for first 4 letters, \$6.00 each letter over 4
Memorial Bench with plaque	\$2,000.00

**ENDOWMENT CHARGE**

An endowment care fee calculated at fifteen (15) percent of the entire project cost including lot purchase, excavation, foundation construction, columbarium purchase, installation and restoration shall be charged upon all items listed in subsection of this section except for lots in Section O and niches in Outside Niche – Walls C and D upon which a 30 percent endowment care fee will be charged.

**OVERTIME CHARGE**

After 4:00 p.m. Monday through Friday & 12:00pm Saturday \$545.00/hour



# MEMO

To: Arts, Recreation and Parks Commission  
From: Dave Erickson, Parks, Recreation and Cultural Services Director  
Re: Parks, Recreation and Open Space Comprehensive Plan update introduction  
Date: November 21, 2022

***ACTION REQUESTED:***

***None.***

***BACKGROUND:***

The Parks, Recreation and Open Space (PROS) Plan establishes a framework to guide the acquisition, development and improvement of park areas and the provision of recreational services throughout the City of Wenatchee for a six-year period.

The current PROS Plan is scheduled to expire at the end of 2023. If the City wishes to remain eligible for many State, Federal and private grant programs it will need to update and adopt a new plan that meets specific State criteria no later than then end of 2023.

The update process will take the better portion of a year. Staff will prepare the plan update and the Arts, Recreation and Parks Commission will be asked to review and comment on each of the plan sections as they are drafted. The chapters will be posted on the City website as they become available. The following is a summary of each section of the document.

The first chapter of the plan is a basic introduction to the document. The second chapter describes the planning area. The third chapter describes the existing public, semi-public and private parks, arts and recreation resources within the planning area. The fourth chapter describes the methodology for determining the demand and need and contains a summary of public survey responses and public meeting comments. The fifth chapter of the plan contains the goals, objectives and strategic actions. Applicable goals and objectives not completed in the current plan will be pulled from each section of the document and carried forward into the new plan if they are still relevant. The sixth chapter contains a summary of the capital investment plan and describes the project ranking criteria. It also contains a summary of common parks and recreation funding mechanisms.

To meet the deadline for adoption and acceptance by the State, staff developed a draft timeline of work plan tasks. The timeline, an overview of the planning process and the draft cover, preface and table of contents 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: Project Updates  
Date: January 6, 2022

## ***ACTION REQUESTED:***

***Informational.***

## ***BACKGROUND:***

The following is a list of current departmental activity.

## **ADMINISTRATION**

- Staffing changes

## **ARTS**

- **Native Peoples Project** – Update and handout provided at meeting for discussion.
- Highway 2/Easy Street Roundabout – PUD review complete, art plan provided to WSDOT. Construct July -September.
- Art Cleaning and Maintenance Manual.

## **PARKS**

- **Kenzie's Landing** – Dedication 4pm April 21, 2023. Striping, wheel stops, signs and a few details left to complete in March.
- Okanogan Street Community Garden – Phase two underway in late spring.
- Riverfront Park – Design refinement continuing.
- **Lincoln Park** – Construction ongoing. Update provided at meeting. Baseball Field Project to begin in June.
- Lower Castle Rock Conversion – State process still ongoing.
- Rotary Park Pickleball Court Project – Scheduled to be completed in March/April depending on weather. Arrow Construction and City crew.
- Kiwanis Methow Park – Fence and railing.
- Upper Saddle Rock Acquisition – East Jacobson complete. Volkman complete. One more in negotiations.
- Lions Locomotive Park Landscaping Project – Updating quotes for west side of interchange.
- City Pool Project – Scheduled to begin July 31 and run through October.
- Trash Receptacle Project – New cans ordered for Centennial, Pennsylvania, Chase and Washington.
- Tree Planting – Ordering trees for spring planting in Washington, Lincoln, Pioneer, Cemetery, Downtown.
- Park Electrical Plans RFQ – Due 1/25.
- Engineering Support RFQ – Due 1/26.

## **RECREATION**

- Special Olympics Sports –Basketball, Cheerleading, Nordic Skiing, Alpine Skiing, Figure Skating and Speed Skating underway.
- Youth Basketball - Finished.
- Special Needs Social Program – Twice per month.
- Indoor Playground – City Hall second floor - started November 14 and runs through March.
- Adult Co-Ed Drop in Volleyball Wednesday nights from 8-10pm at Foothills Middle School.
- Snow Shoe Hikes – Saturdays in January. At capacity.
- Women's Volleyball League – Registration.
- Bundle Up Festival and Youth Sports Fair.
- Summer Recreation Guide – Production getting underway. Print end of February.



# 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: December 7, 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. The \$8,500 request for the 2022/23 program year was awarded.

**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 ongoing.**

**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 ongoing.**

**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 ongoing.**

**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 on hold until the end of March. Preparation of the final grant report and billing are completed.**

**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 is complete, final billing was submitted. Awaiting the release of the Agreed Order.**



### **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. **Finalized construction contract. Project set to begin July 31, 2023.**

### **State Capital Budget Request**

Worked with Senator Hawkins, submitted and received a \$533,500 capital budget request for the pool project. **Finalized construction contract. Project set to begin July 31, 2023.**

### **Foothills RCO WWRP Local Parks Grant**

This project will acquire approximately 650 acres in the foothills for non-motorized recreation, education and habitat purposes. **Two properties finished one final property in negotiation. Requested an extension through the end of 2023.**

### **RCO WWRP Local Parks Grant**

This project will acquire approximately 134 acres in the foothills for non-motorized recreation, education and habitat purposes. The application ranked 3<sup>rd</sup> statewide and should receive full funding in 2023.



# 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: December 26, 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 12, 2023      City Council Meeting**

- ✓ Consider appointment of student member Megan Kassebaum to the Arts, Recreation and Parks Commission.