

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 November 21, 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)

Board Position	Name	Officer	Term Ends	Term Number
Position 1	Lyle Markhart		December 31, 2025	Term 2
Position 2	Kasey Koski		December 31, 2026	Term 2
Position 3	Darci Mattioda	Secretary	December 31, 2026	Term 2
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 1
Position 7	Megan Kassebaum		June 30, 2024	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 comments. 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.	Minutes from the September 19, 2023 Commission meeting	Action	1 minute
2.	2024 Budget and Work Plan	Informational/Discuss	10 minutes
3.	PUD Artwork re-location	Discuss	10 minutes
4.	Election of Secretary	Action	5 minutes
5.	Project updates	Informational/Discuss	10 minutes
6.	Grant report	Informational	2 minutes
7.	City Council items	Informational	1 minute
8.	Commissioner Comments	Informational	2 minutes

UPCOMING MEETINGS:

- Tuesday, January 16, 2024, at 4:00pm at City Hall – Regular 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: September 19, 2023 Meeting Minutes
Date: September 20, 2023

ACTION REQUESTED:

Move approval of the minutes from the September 19, 2023 Commission meeting.

WENATCHEE ARTS, RECREATION AND PARKS COMMISSION MEETING MINUTES

Tuesday September 19, 2023
Wenatchee City Hall – Council Chambers
301 Yakima Street, Wenatchee, WA 98801

CALL TO ORDER: The meeting was called to order at 4:00 p.m. by Chair Harmon

IN ATTENDANCE: Harmon, Markhart, Mattioda, Rohrbach, Koester, Kassebaum, Koski

ABSENT: None

OTHERS PRESENT: Cammy Coble, Dave Erickson, Edgar Reinfeld, Elisa Shafer

PUBLIC COMMENTS: Terry Valdez provided an overview of the Art Cart Program conducted over the summer and thanked the city for its support.

REGULAR AGENDA:

- 1. July 18, 2023 Commission Meeting Minutes. Commissioner Markhart moved approval of the July 18, 2023 meeting minutes. Commissioner Mattioda seconded the motion. The motion passed 7-0.**
- 2. Homeless Activity in the Parks** – Police Captain Edgar Reinfeld provided an overview and answered questions from the Commission about homeless activity in park areas, specifically Hale and Lions Locomotive Park, measures and methods to assist them, and challenges facing enforcement.
- 3. Parks, Recreation, and Open Space Plan Update.** After a very brief introduction by the Department Director who outlined the approval process and Planning Commission review, **Commissioner Markhart moved approval of the 2024-30 Parks, Recreation and Open Space Comprehensive Plan and forwarded the recommendation to the City Council for consideration. The motion was seconded by Commissioner Koski and it passed unanimously.**
- 4. Convention Center Artwork** – City Facilities Manager Elisa Schafer provided an overview of the \$12 million dollar Convention Center Renovation Project and the location for a new, focal point sculpture. All but two of the existing sculptures located at the Center will be able to be placed back at the Center following construction. The two that will be displaced will be located at Riverfront Park and Memorial Park. A request was made to defray some of the 1% for the art contribution through the

commissioning of the new sculpture. Following the discussion, ***Commissioner Markhart moved and Commissioner Mattioda seconded to deduct the contribution amount required from the project to the art fund by the cost of the new commissioned sculpture. The motion was amended to include a request to include the Commission in the Call to Artist process. The motion passed unanimously.***

5. Project Updates. Along with the report provided in the agenda packet, several items were discussed.

The 2024 budget request will be considered on September 28; A committee met to review and finalize Convention Center and Riverfront art distribution; Riverfront Park 100% plans should be ready by the end of October; grant amendments are the last piece to finish the Lower Castle Rock Conversion; and Drop in Volleyball begins on October 11.

A citizen request was made to have a reservation system for the new pickleball courts at Rotary Park. Following a discussion that included fees, time blocks, ability to reserve, and reserving versus first come first served use, the Commission recommended leaving the system as is for now and revisiting it in the future. Staff will follow up with the citizen.

A YouTube video provided by Firehouse Pets was shown which provided highlights about a Rainbow Bridge proposal for pet owners who have lost their pets. It allows them to place the pet's tags and leashes on a bridge as a memorial. Although the Commission liked the idea, the longevity/survivability of that type of memorial was a concern in light of the activity at Hale Park. They suggested Firehouse look at potentially a location by their business. Staff will follow up.

Cammy Coble presented a request from a citizen who would like to utilize the community garden beyond the set season. Following a discussion that included clean-up, water availability, and plants, Commissioners agreed that an extended season was acceptable. Staff will develop new procedures and modify policies to accommodate the extended use.

6. Grant report. A report was included in the agenda packet. Due to the newly required cultural resources monitoring and associated costs, the Lincoln Park grant application for the baseball fields is not going to be pursued.

7. City Council items. A report was included in the agenda packet.

8. Commissioner Comments.

Due to the late nature of the meeting, no comments were made.

ADJOURN: The meeting adjourned at 5:30 p.m.

Agenda Item 2



MEMO

Parks, Recreation and Cultural Services Department

To: Arts, Recreation and Parks Commission
From: Dave Erickson, Parks, Recreation and Cultural Services Director
Re: 2024 Budget and Work Plan
Date: October 31, 2023

ACTION REQUESTED:
Informational.

BACKGROUND:

The 2024 budget process will be complete by the time the Commission meets. The following is a summary of the budget and work plan items that made it through the process at the time of agenda preparation. If anything changes prior to the final adoption, it will be shared at the meeting.

ITEM	NOTES
Pioneer Park Murals	Pool building and park restroom
Tree Planting	Downtown, Cemetery, Pioneer, Pennsylvania, Chase
Lions Locomotive Slopes	Partnership Project with WSDOT
Play Area Fall Material	2 Semi Loads to add to all areas
Overseed Lincoln Soccer Field	Regular maintenance item
Russell Street Garden Raised Beds	Repurpose Methow beds to create beds at Russell Street, add signs
Trash Can Replacement/Addition	Add dome top cans at Lincoln
Convention Center Art Removal	Store at the PSC
Riverfront Park Art Removal	Store at the PSC
Art Brochure Printing	After trail & Convention Center projects are finished and art placed
McKittrick Streetscape	Contracted – Median construction in Spring
Cemetery Section Signs and Kiosk	If Historic Cemetery Grant is awarded
Rotary Park Parking Striping	Street crew re-stripe parking lot and mark ADA spots
Skyline Drive Overlook Striping	Street crew delineate parking
Convention Center Project Support	Provide support as needed for the construction project
Lions Locomotive Park Fence	WSDOT funded
Rock Mulch Addition	Orondo Median, 5th Street Roundabout, PSC
Island View Traffic Circle*	Mulch, art, water, and plant
P'Squosa Plaza	Contractor with City support - Plaza and artwork
Lincoln Park Baseball Field	Level and replace irrigation on one field
Lincoln Park Sidewalk	Adds sidewalk along the west side of Crawford Street parking lot
Kiwanis Methow Park Backstop	Replaces net with fence
Bighorn Ridge Cultural Resources	Cultural resources report for acquisition project
City Pool Project	Completes project.
Foothills Regional Rec. Area	Completes acquisition project.
Hale Park Shoreline Restoration	Consultant to prepare landscape and shoreline stabilization plan
Chase, Pioneer, Wash., Memorial Electrical	Replaces lighting, undergrounds power. If grant funded.



MEMO

Parks, Recreation and Cultural Services Department

To: Arts, Recreation and Parks Commission
From: Dave Erickson, Parks, Recreation and Cultural Services Director
Re: PUD Artwork re-location
Date: October 31, 2023

ACTION REQUESTED:

Discuss

BACKGROUND:

The PUD is in the process of selling its former headquarters building. Located on the grounds of the building is a sculpture titled “Granite Fern Flower.” The PUD would like to relocate the sculpture and requested input from the Commission to identify a site for its new home.





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 1, 2023

ACTION REQUESTED:

Elect Secretary for 2024– 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 2024.”

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.



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 1, 2023

ACTION REQUESTED:
Informational.

BACKGROUND:

The following is a list of current departmental activities.

ADMINISTRATION

- 2024 Budget
- Moving office
- Maintenance staff change

ARTS

- P'squosa Tribe Plaza Project – Ongoing. Met with engineers for 2024 plaza re-bid. Jud sculpture.
- Sculpture Cleaning

PARKS

- Riverfront Park – Design refinement is continuing. PUD bid in 2024.
- Lower Castle Rock Conversion – Completed.
- Upper Saddle Rock Acquisition – Final property in negotiations. Cultural resources report should be finished soon, PSA anticipated for Council on December 7th. Appraisal done. Review appraisal pending.
- City Pool Project – Should be shutting down for the winter December 11. Boiler starting December 1.
- Park Electrical and Engineering Support – Washington, Chase, Pioneer, and Memorial Parks wrapping up. Cemetery beginning. Looking into possible PUD funding for electrical.
- Comprehensive Plan Update – Approved by State.
- Winerizing parks. Restroom complaint.
- Hale Park clean up. 2,240 lbs metal and 15,000 lbs trash.

RECREATION

- Special Needs Social Program – ongoing twice a month
- Special Olympics Sports –Bowling – winter sports registration opening soon.
- Youth Basketball – underway through mid-December
- Pinnacles After School Program
- Fall Into Fitness - finished
- Indoor Playground - Started November 6
- Hike Series - finished
- Halloween Carnival
- Drop-In Volleyball



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 30, 2023

ACTION REQUESTED:
Informational.

BACKGROUND:

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

Chelan Douglas Developmental Disabilities Grants

The grant provides funding support for the Special Needs Social Program. The \$8,500 request for the 2023/24 program year was awarded.

City Pool RCO Youth Athletic Facilities Grant

The \$700,000 grant project will provide a portion of the funding required to replace the plaster liner and tiles in the pool. **Project underway.**

State Capital Budget Request

Worked with Senator Hawkins, submitted and received a \$533,500 capital budget request for the pool project. **Project underway.**

Foothills RCO WWRP Local Parks Grant

This project will acquire approximately 650 acres in the foothills for non-motorized recreation, education and habitat purposes. **One final property in negotiation.**

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 3rd statewide. The contract was received and accepted by the City Council. It was executed by the State.

Historic Cemetery Preservation Capital Grant

This project would provide funding to purchase and install section signs and an information kiosk and sign for the Cemetery. The application was for \$23,365. The application was submitted with a potential award in January 2024.

Arbor Day Transformational Habitat Restoration and Coastal Resilience Grant

Applied for a \$90,000 grant for funding to plant almost 100 trees in city areas and also hire an arborist to prepare an updated city tree inventory, management plan, and canopy coverage analysis.



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 9, 2023

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. – **Approved**

March 9, 2023 City Council Meeting

- ✓ Consider WMC code amendment to authorize angle parking adjacent to Washington Park on Wilson Street. – **Approved**

April 13, 2023 City Council Meeting

- ✓ Arbor Day Proclamation.
- ✓ Consider approval of the utilities maintenance agreement with WSDOT for the Highway 2 Roundabout Project. – **Approved**
- ✓ Consider approval of the interlocal project agreement with the Chelan PUD for the Highway 2 Roundabout Project. – **Approved**
- ✓ Consider approval of art services agreement with Jud Turner for Native Peoples Project. – **Approved**
- ✓ Consider approval of art services agreement with Kevin Pettelle for Native Peoples Project. – **Approved**
- ✓ Consider approval of art services agreement with Swede Albert for Native Peoples Project. – **Approved**
- ✓ Consider acceptance of the donation of the Rozanne’s Tango sculpture from the Beauty of Bronze. – **Approved**
- ✓ Consider acceptance of the donation of the three Bernard Hosey sculptures. – **Approved**

May 25, 2023 City Council Meeting

- ✓ Consider final acceptance of the Kenzie’s Landing Project. – **Approved**

June 22, 2023 City Council Meeting

- ✓ Consider re-appointment of student member Megan Kassebaum to the Arts, Recreation and Parks Commission. – **Approved**
- ✓ Consider final acceptance of the Saddle Rock Remediation Project. – **Approved**

July 13, 2023 City Council Meeting

- ✓ Parks and Recreation Month Proclamation.

August 17, 2023 Special City Council Meeting

- ✓ Agreement with the Washington State Department of Transportation for encampment cleanup by George Sellar Bridge Right of Way. – **Approved.**
- ✓ Washington State Recreation Conservation Office Grant Agreement for the Bighorn Ridge Project. – **Approved.**

September 14, 2023 City Council Meeting

- ✓ RCO Maintenance Grant Application Authorization.

October 12, 2023 City Council Meeting

- ✓ Consider adoption of the 2024-30 Parks, Recreation and Open Space Comprehensive Plan. – **Approved.**
- ✓ Commissioner Re-Appointments (Koski and Mattioda). – **Approved.**
- ✓ City Pool Project Change Order Number 1. – **Approved.**

October 26, 2023 City Council Meeting

- ✓ Hale Park Cleanup Presentation.

November 16, 2023 City Council Meeting

- ✓ 2024 City Budget Adoption.

December 7, 2023 City Council Meeting

- ✓ Gordanier Purchase Sale Agreement.

* Tentative



MEMO

Parks, Recreation and Cultural Services Department

To: Arts, Recreation and Parks Commission
From: Dave Erickson, Parks, Recreation and Cultural Services Director
Re: Commissioner Comments
Date: October 30, 2023

ACTION REQUESTED:

Informational.

BACKGROUND:

This item provides an opportunity for Commissioners to report about Committee assignments or items not included on the agenda.

- Sports Foundation – Ryan
- Arbor Day - Lyle