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 the quality of life for present and future generations.

WENATCHEE ARTS, RECREATION AND PARKS COMMISSION MEETING AGENDA Tuesday July 16, 2024 4:00-5:00pm Wenatchee City Hall - 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	Secretary	December 31, 2026	Term 2
Position 3	Darci Ronning	Vice Chair	December 31, 2026	Term 2
Position 4	Sean Koester	Chair	December 31, 2024	Term 1
Position 5	Nick Rohrbach		December 31, 2024	Term 1
Position 6	Ryan Harmon		December 31, 2024	Term 1
Position 7	Clementine Belanger		June 30, 2025	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 April 16, 2024 Commission meeting	Action	1 minute
2.	Community Art Support Grants – Sydney McElroy	Discuss	10 minutes
3.	Saddle Rock Accessible Trail – CDLT	Presentation	15 minutes
4.	2025 Draft Budget	Informational/Discuss	5 minutes
5.	Inflatable Play Equipment Regulations	Discuss/Action	10 minutes
6.	Project updates	Informational/Discuss	5 minutes
7.	Grant report	Informational	2 minutes
8.	City Council items	Informational	1 minute
9.	Commissioner Comments	Informational	2 minutes

UPCOMING MEETINGS:

- Tuesday, August 20, 2024, at 4:00pm at City Hall Regular Meeting
- Tuesday, September 17, 2024, at 4:00pm at City Hall Regular Meeting
- Tuesday, October 15, 2024, at 4:00pm at City Hall Regular Meeting
- Tuesday, November 19, 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).



To:Arts, Recreation and Parks CommissionFrom:David Erickson, Parks, Recreation and Cultural Services DirectorRe:April 16, 2024 Meeting MinutesDate:April 17, 2024

ACTION REQUESTED:

Move approval of the minutes from the April 16, 2024 Commission meeting.

WENATCHEE ARTS, RECREATION AND PARKS COMMISSION MEETING MINUTES

Tuesday April 16, 2024 Wenatchee City Hall – Council Chambers 301 Yakima Street, Wenatchee, WA 98801

CALL TO ORDER: The meeting was called to order at 4:01 p.m. by Chair Koester **IN ATTENDANCE:** Harmon, Markhart, Ronning, Koester, Kassebaum, Rohrbach **ABSENT:** Koski (ex)

OTHERS PRESENT: Cammy Coble, Dave Erickson, Caryl Andre, Sydney McElroy, Catie Hoffmann. **PUBLIC COMMENTS:** Susan Ballinger attended the meeting and presented information about Birdfest in Kiwanis Methow Park and their groups desire to repaint the park restroom mural to realistic colors and add migratory bird murals on the outside of the kiosko seat walls.

REGULAR AGENDA:

- 1. Minutes from the March 19, 2024 Commission meeting. *Commissioner Markhart moved approval* of the March 19, 2024 meeting minutes. *Commissioner Kassebaum seconded the motion. The* motion passed 6-0.
- 2. Recreation Division Report Recreation Supervisor Caryl Andre introduced Recreation Coordinators Sydney McElroy and Catie Hoffmann and Administrative Assistant Cammy Coble. She then presented an overview of recreation programs and services.
- **3. Project Updates.** Along with the report provided in the agenda packet, the following updates were provided: the pool project is continuing with the final pipe connections underway and plaster beginning on April 30. A reopening ceremony is planned for May 22 at 5pm. The artwork at the convention center will be moved in the next two weeks, and the P'Squosa Plaza project is set to start construction on June 24. Commissioners were invited to look and provide comments on the bronze sculptures this week so the work on the final sculpture can commence.
- 6. Grant report. A report was included in the agenda packet. Additional information was provided on the following: Staff is waiting for the Cemetery grant contract, and the Washington Invasive Species Grant and Washington Cities Risk Management Grant were both successful.

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

8. Commissioner Comments.

Commissioner Harmon reported that the Sports Foundation would be meeting next Tuesday via Teams.

Commissioner Markhart reported that he accepted the Arbor Day proclamation and would report on tree sales next month.

Commissioner Koester reported that he bowls better than Commissioner Markhart.

ADJOURN: The meeting adjourned at 4:49 p.m.



То:	Arts, Recreation and Parks Commission
From:	Dave Erickson, Parks, Recreation and Cultural Services Director
Re:	Community Art Support Grant Review
Date:	June 27, 2024

ACTION REQUESTED:

Review the program

BACKGROUND:

The Community Art Support Grant Program began in 2008. The purpose of the program is to promote rich art experiences within the community. Creativity is fundamental to being human and is a critical resource to individual, community, and economic life. Creative communities are vibrant, humanizing places, nurturing personal growth, sparking cultural and technological breakthroughs, producing jobs and wealth, and accepting a variety of lifestyles and cultures.

The City is committed to the growth, prosperity, and excellence of Wenatchee, and all those who live and work here. The nurturing of a community where ideas can flourish is the key to success. Ideas take root where creativity is cultivated and creativity thrives where communities are committed to ideas. Building a community of ideas means empowering all people with the ability to express and use the genius of their own creativity and bring it to bear as responsible citizens.

Since the program began, 45 grants totaling over \$45,000 have been awarded to organizations to provide art, dance, and music classes, creation of works of art, and other performing arts activities. Funding is provided through the 1% for the arts fund. The last award was in 2018 as the remaining fund balance was being used for the Lincoln Park Performing Arts Stage.

Project Eligibility

- 1. Projects must occur or be installed within the City of Wenatchee between July 19th, 2024, and December 2nd, 2024, and be open and accessible to the general public
- Applicants must be organizations or agencies who reside or work in the City of Wenatchee and are currently directly and demonstrably involved with the visual, literary, or performing arts. Individuals are not eligible for this grant. Individual artists who wish to apply for funding must partner with a qualified organization
- 3. Proposals must range in value from \$500 to \$1000;
- 4. A 50/50 match is required in cash, in-kind services, or time;
- 5. Reimbursement for ongoing operating funds is not eligible for funding.

Selection

The Arts, Recreation and Parks Commission reviews and ranks applications according to the criteria below. \$1,000 is available this year for this program.

Criteria

Applications will be reviewed and rated according to the following criteria. Meeting all the criteria will

increase the competitive position of the application. Commissioners will be provided score sheets to use for each application. 100 points are possible as follows:

10 points	The Scope of Work is well planned and ready to proceed upon approval and the application demonstrates the ability and experience to complete a quality project.
10 points	The application contains a realistic and accurate budget (5 points) and a complete workplan. (5 points)
20 points	The proposal includes a dollar for dollar match in time, cash or in-kind donations. The applicant must demonstrate that the match is secured and ready to be expended.
10 points	The proposal heightens public awareness of the arts, helps the public understand the creative process, and/or demonstrates how the community benefits from the arts.
20 points	The proposal directly addresses and impacts the goals and objectives of the Parks, Recreation and Open Space Comprehensive Plan.
10 points	The proposal is unique and authentic. Identify the value of your proposal and focus on those assets where you can be unique. Dare to be different, not simply the lookalike of another.
10 points	The proposal embraces diversity. Diversity gives birth to creativity, innovation, and positive economic impact. The proposal brings together people of different backgrounds and experiences to contribute a diversity of ideas, expressions, talents, and perspectives.
10 points	The proposal invests in and builds on the quality of place and celebrates a sense of community and/or the arts. While inherited features such as climate, natural resources, and population are important, other critical features such as arts and culture, open and green spaces, vibrant downtown, and centers of learning can be built and strengthened.

The match requirement

A dollar-for-dollar match is required. For example, if the grant request is for \$1,000, the application should prove that the project has a match package valued at \$1,000 or more. The total match package can include components from any combination of the following four (4) categories:

- **Donated professional services or skilled labor** valued at the "reasonable and customary rate" for the services being performed (includes artist's labor). Professional services provided by architects and engineers must be hired on the basis of qualifications, and not their willingness to perform those services at a reduced rate.
- Volunteer labor valued at \$18 per hour.
- Donated materials, services or supplies such as art materials, gallery space, or advertising.
- Cash that you have "in hand."

Verification: A key to making the application competitive is to demonstrate that the match is ready to go. There are a number of options that can be used to prove that the cash match, materials, professional time and/or volunteer time are secured. The following is a list of examples of documentation that can be used to prove match security:

1. Volunteer and/or Professional Time

Pledge letters from individuals or organizations promising to donate a specific number of hours and explaining what type of work each will do for your proposal.

2. Donations of Materials, Supplies, and Others

- *Pledge letters* on company letterhead pledging a specific material donation and its retail value.
- Invoice or bid form showing type of donation and value.

3. Cash Match

- Fundraising plan If the cash match is not secured by the application deadline, provide a detailed fundraising plan including a timeline and stating methods for raising cash and how much money will be raised with each method or event. The fundraising plan will be reviewed for credibility.
- Letter of commitment from the applicant specifically noting the cash to be applied to the proposal.

Earlier this year, the program was revived and promoted through a variety of media sources including KPQ, La Nueva, NCWLife, and the Wenatchee World, and also through several online sources. Applications were due on June 24th. From this, no applications were received.



KPQ

Staff recommends re-budgeting and advertising the program in 2025 and is requesting input from the Commission on the program eligibility/qualifications/criteria/funding amounts for potential modifications to help entice applications.

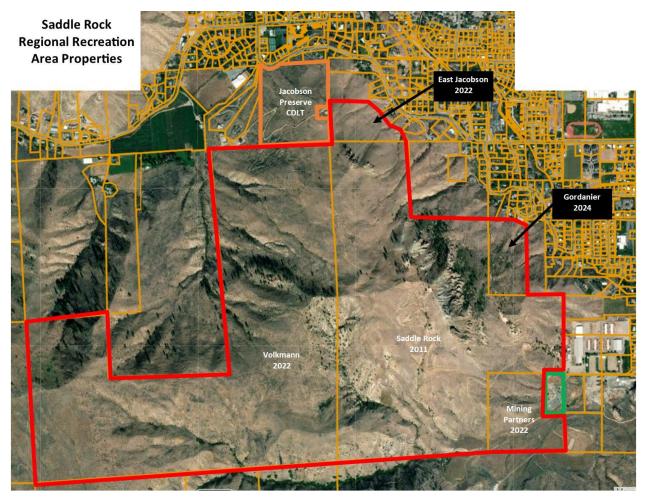


То:	Arts, Recreation and Parks Commission
From:	Dave Erickson, Parks, Recreation and Cultural Services Director
Re:	Saddle Rock Accessible Trail - CDLT
Date:	July 2, 2024

ACTION REQUESTED: Informational

BACKGROUND:

Ryan Graig and Erin Keeley from the Chelan Douglas Land Trust are scheduled to attend the meeting to provide an overview of a proposed trail plan for the Wenatchee Mining Partners Property adjacent to Saddle Rock and the Saddle Rock Gateway.



A copy of their presentation is attached separately to the agenda packet.



To:Arts, Recreation and Parks CommissionFrom:Dave Erickson, Parks, Recreation and Cultural Services DirectorRe:2025 BudgetDate:June 14, 2024

ACTION REQUESTED: Informational

BACKGROUND:

The 2025 budget process is underway. Budget comparitive information from 2014 to the present was provided previously in the quarterly and annual reports and is available on the Plan and Document section of the parks and recreation page of the City website.

Along with departmental operational budget adjustments, the following one-time and recurring requests are proposed for consideration however we have learned that funding of budget requests is unlikely due to rising costs of other City services. The costs shown are preliminary estimates and additional information will be provided at the meeting. The budget process will continue through early December. Arts items would be funded from the Art Fund with the exception of P'Squosa Plaza which is a carry-over item.

DIVISION	DESCRIPTION	ONE-TIME	RECURRING
Cemetery	Section M Road	\$279,100	
Cemetery	Niche Walls	\$87,000	
Parks	Washington Park Lighting and Electrical	\$240,000	
Parks	Washington Park Sidewalk and Parking	\$247,200	
Parks	Pioneer Park Lighting, and Electrical	\$290,000	
Parks	Pioneer Park ADA Access and Sidewalk	\$392,500	
Parks	Hale Park Shoreline Habitat Implementation	\$12,000	
Parks	Adjust Temporary Maintenance for Ecology Crew		\$50,000
Parks	Rotary Park trail pavement overlay	\$35,000	
Parks	Bighorn Ridge Acquisition	\$10,000	
Parks	Memorial Park Electrical and Lighting	\$700,000	
Parks	Chase Park Electrical and Lighting	\$150,000	
Arts	P'Squosa Plaza Completion and Event	\$163,000	
Arts	Art Brochure Printing	\$3,000	
Arts	SR 285 Banners	\$25,000	
Arts	Community Art Support Grant (Performing Arts)	\$1,000	
Admin	RecDesk Software*		\$4,800



To:Arts, Recreation and Parks CommissionFrom:Dave Erickson, Parks, Recreation and Cultural Services DirectorRe:Inflatable Play Equipment RegulationsDate:June 29, 2024

ACTION REQUESTED: Discuss with possible action.

BACKGROUND:

Inflatable play equipment regulations were created in 2012 as the use of bounce houses, inflatable slides, and other air-filled structures were becoming more prevalent in City Park areas for events ranging from community events to birthday parties. While these structures are fun, they can pose a danger to children, damage city property and increase liability to the City.

Inflatable structures are generally thought of as soft and safe, but there is a risk in playing in them. Unfortunately, thousands of injuries and even deaths have been associated with inflatable amusement structures.



ce 2000, 28 people have died and at least 479 others have been injured when gusts of wind have caused bouncy they to hinw away

After conducting research, consulting with Park Maintenance staff and obtaining information from the Association of Washington Cities (AWC) - the City insurance provider at the time, staff developed the final regulations that were reviewed and adopted. The regulations address Insurance, placement, supervision, and other requirements for the use. The policies were again reviewed in June, July, and November 2015 by the Park Board and updated. Staff provided our policies to the new City insurance carrier in early 2024 for review. They indicated that our policies were well written and that they don't advise their clients to allow or disallow the use of such structures.

The policies are as follows:

CITY OF WENATCHEE PARKS, RECREATION AND CULTURAL SERVICES INFLATABLE PLAY EQUIPMENT REGULATIONS

INTRODUCTION

Inflatable Play Equipment Regulations have been created to address the increasing popularity of the use of bounce houses, inflatable slides and other air-filled structures in City Park areas for events ranging from community events to birthday parties. While these structures are fun, they can pose a danger to children if used improperly.

Inflatable structures are generally thought of as soft and safe, there is a risk in playing in them. Unfortunately, thousands of injuries and even deaths have been associated with inflatable amusement structures.

Frequent causes of injury include:

- Improper anchoring.
- Using during winds in excess of 20 mph.
- Improper set-up of equipment.
- Rapid deflation/collapse caused by power source interruption.
- Lack of adequate supervision including overcrowding.
- Spilling or falling from the inflatable during entry or exit.
- Improperly grouping users by age group and or size.

REQUIREMENTS

You are welcome to use inflatable play equipment during your event in City park areas. Any "Bounce House" or other temporary "Inflatable Play Structure" (referred to as "inflatables" in this document) that is proposed to be used in a City park area must meet the following requirements.

- 1.0 A park Facility Use or Special Event Permit application for the use of the City park must be completed.
- 2.0 Privately owned inflatables are <u>not allowed</u> in City parks. Only inflatables owned by vendors currently licensed for business by the City can be used. A list is available by contacting the Parks, Recreation and Cultural Services Department.
 - 2.1 The vendor must provide proof of liability insurance, with a minimum of \$2,000,000 per occurrence, \$5,000,000 annual aggregate commercial general liability limits, and name the City of Wenatchee as an additional insured on the vendor's policy.
 - 2.2 The vendor must obtain an annual operating permit from the Department of Labor and Industries (L&I) for each amusement ride or inflatable per RCW 67.42 and WAC 296-403A and provide proof of successful inspection of equipment by L&I before installation.
- 3.0 Inflatables with water slides and slip n' slides are not allowed in parks due to the excessive wear on the park grounds created by the water and foot traffic.
- 4.0 Placement of the inflatable must be at a preauthorized location within the park. The location must be coordinated with Park Maintenance personnel a minimum of 48 hours prior to the scheduled use.
- 5.0 Inflatables must be set up no sooner than the park event reserved time and taken down and removed no later than the scheduled end time of the event. Inflatables are not allowed to remain in the park overnight.
- 6.0 Wenatchee Municipal Code prohibits motor vehicles in park areas. Inflatables must be hand carried or carted into, and from the park.
- 7.0 Inflatables must be set up and removed by trained and qualified representatives of the inflatable vendor in compliance with the manufacturer's specifications.
- 8.0 Inflatables must be free standing and weighted. Ground stakes are prohibited in City parks. Inflatables must not be tied or tethered to trees, tables, or other park amenities or structures.
- 9.0 Electricity at the parks may not be used to operate the inflatables. Vendors must use their own power source in the form of a "low noise" electrical generator. This equipment may not be fueled on the park grass areas. It is permissible to fuel this equipment in park parking areas.
- 10.0 Permit holders, vendors and participants of the inflatable are jointly and severally responsible for all damage caused by their use of the inflatable in the City's parks.
- 11.0 The permit holder must agree to abide by all park rules, along with City, state and federal laws.

- 12.0 Inflatable renters must provide adequate and appropriate adult supervision so that the use is in compliance with the manufacturer's recommendations and reflects a safe level of operation.
- 13.0 The permit holder and inflatable vendor agree to jointly and severally indemnify, protect, defend save and hold harmless the City of Wenatchee, its officers, employees, agents, and volunteers from and against any and all liability, claims, suits, and causes of action for death or injury to persons, or property damage, resulting from intentional or negligent acts, errors or omissions of user and/or the inflatable vendor arising out of the setup, or operation of the Inflatable, or from any violation of any federal, state, or municipal law or ordinance, to the extent caused, in whole or in part, by the willful misconduct, negligent acts, or omissions of user and/or the Inflatable vendor which occurs related to the setup, use or operation of the Inflatable.
- 14.0 The City is not responsible or liable for any damage to the Inflatable or injury to users of the Inflatable or other similar inflatables.

I agree to the requirements set forth above for the use of Inflatables in the City of Wenatchee park areas. I represent that I an authorized to bind the users and participants to the above conditions of use of the inflatable.

As inflatable play equipment is becoming more easily acquired by individuals, the city is running into difficulties with some vendors/individuals who refuse to obtain the required insurance or business licensing requirements and operate in the parks without proper permitting. This increases the risk to the City. Additional information will be provided at the meeting for discussion.



To:Arts, Recreation and Parks CommissionFrom:Dave Erickson, Parks, Recreation and Cultural Services DirectorRe:Project/Program UpdatesDate:July 1, 2024

ACTION REQUESTED:

Informational.

BACKGROUND:

The following is a list of current departmental activities.

ADMINISTRATION

- Clementine Belanger was appointed to the Commission on June 27.
- Budget 2025.

<u>ARTS</u>

- P'Squosa Plaza Project Plaza construction to began July 1 and should last about 6 weeks.
- Pioneer Park Murals Completed by the meeting date.
- Riverfront Park Sculptures moved. One damaged. The repair cost is estimated at \$5,000.
- Tardeadas June 23 and September 22.
- Summer Concert Series July 12 August 9.
- Movies in the Park September 7 and 14
- Art Cart June 28 August 14

<u>PARKS</u>

- Hale Park Phase III Project should conclude this month.
- City Pool Project Deck coating after August 17.
- Kiwanis Methow Park Backstop Replacement Underway.
- Responding to usual maintenance issues.
- Cemetery Kiosk Project Underway.
- Boot Cleaning Stations Arrived and should be installed by the meeting date.
- Splash Pads Both were repaired after vandalism and filter valve failure.

RECREATION

- Special Needs Social Program ongoing twice a month
- Skyhawks Sports Camps June 17- August 16.
- Day Camp June 17 August 23.
- Park Wading Pool Program June 24 August 16.
- Gardening Seminars continuing through October.
- Swimming Lessons June 24 August 15.
- Youth Tennis July 8-19.



Parks, Recreation and Cultural Services Department

To:Arts, Recreation and Parks CommissionFrom:Dave Erickson, Parks, Recreation and Cultural Services DirectorRe:Grant UpdateDate:July 1, 2024

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. Presented the \$8,500 request for the 2024/25 program year and are awaiting the results.

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. We will have one final billing and final report in August to finalize the grant.

State Capital Budget Request

Received a \$533,500 capital budget request for the pool project. The grant was closed/completed!

RCO WWRP Local Parks Grant (Bighorn Ridge)

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.

Arbor Day Transformational Habitat Restoration and Coastal Resilience Grant

Applied for a \$310,000 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. Potential funding for shoreline restoration work was included.

Washington Cities Insurance Authority Risk Mitigation Grant

Prepared and submitted a \$15,776 grant to fund half of the Kiwanis Methow Park backstop replacement project. The grant was successful and the project is underway.

Washington Invasive Species Council Grant

The grants were successful. The signs and boot-cleaning stations for Kenzie's' Landing and Saddlerock were ordered, delivered, and installed.

Historic Cemetery Preservation Capital Grant

This project would provide funding to purchase and install section signs and an information kiosk for the Cemetery. The application was for \$23,265. Received notification that the grant was successful. The contract was approved and the final design is underway. The kiosk was ordered and arrived.



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: June 19, 2024

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 soon. The schedule is tentative and is subject to change.

January 11, 2024 City Council Meeting

 \checkmark Consider approval of the Gordanier Purchase Sale Agreement. - Approved

February 8, 2024 City Council Meeting

Consider selection of Pacific Engineering for the Hale Park Phase III engineering project. - Approved

February 22, 2024 **City Council Meeting**

Consider award of the P'Squosa Plaza, plaza construction bid to JM Pacific Construction Inc. - Approved

March 7, 2024 City Council Meeting

 \checkmark Consider acceptance of the Granite Fern Flower sculpture donation. - Approved

April 11, 2024 City Council Meeting – At Wenatchee Valley College

Arbor Day Proclamation.

May 23, 2024 **City Council Meeting**

Consider acceptance of DAHP Historic Cemetery Grant. - Approved

June 13, 2024 **City Council Worksession and Special Meeting**

- Discuss the homeless program. \checkmark
- 1 Consider approval of an ordinance updating the camping section of the municipal code. - Approved
- 1 Consider approval of an ordinance updating the shopping cart section of the municipal code. - Approved

June 20, 2024 **City Council Worksession and Special Meeting**

 \checkmark Discuss the Weidner Streetscape Proposal.

June 27, 2024 **City Council Meeting**

Consider appointing Clementine Belanger to the student position of the Arts, Recreation and Parks Commission. - Approved

July 11, 2024 **City Council Meeting**

 \checkmark Parks and Recreation Month Proclamation.

* Tentative



Parks, Recreation and Cultural Services Department

To:Arts, Recreation and Parks CommissionFrom:Dave Erickson, Parks, Recreation and Cultural Services DirectorRe:Commissioner CommentsDate:June 26, 2024

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