

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 August 20, 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 July 16, 2024 Commission meeting	Action	1 minute
2.	2025 Draft Budget	Informational/Discuss	5 minutes
3.	Inflatable Play Equipment Regulations	Discuss	10 minutes
4.	Project updates	Informational/Discuss	5 minutes
5.	Grant report	Informational	2 minutes
6.	City Council items	Informational	1 minute
7.	Commissioner Comments	Informational	2 minutes

UPCOMING MEETINGS:

- 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@wenatcheeewa.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: July 16, 2024 Meeting Minutes
Date: July 17, 2024

ACTION REQUESTED:

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

WENATCHEE ARTS, RECREATION AND PARKS COMMISSION MEETING MINUTES

Tuesday, July 16, 2024

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 Vice Chair Ronning

IN ATTENDANCE: Harmon, Markhart, Koester (via Zoom), Belanger

ABSENT: Rohrbach (ex)

OTHERS PRESENT: Cammy Coble, Dave Erickson, Sydney McElroy, Ryan Graig, Erin Keeley, Susan Burgoon.

PUBLIC COMMENTS: Susan Burgoon asked questions regarding the function of the Forestry Board.

REGULAR AGENDA:

The Commission welcomed Clementine Belanger.

1. Minutes from the April 16, 2024 Commission meeting. ***Commissioner Koski moved approval of the April 16, 2024 meeting minutes. Commissioner Markhart seconded the motion. The motion passed 5-0.***
2. **Community Art Support Grants** – Recreation Coordinator McElroy provided background on the grant program and requested input. Recommendations included advertising the program in the Fall of 2024 for a January 2025 release, sending the announcement to the NCW Arts Alliance, and emphasizing the partnership aspect over the individuals not eligible portion of the application.
3. **Saddle Rock Accessible Trail.** Ryan Graig and Erin Keeley from the Chelan Douglas Land Trust provided an overview of the planning work for an accessible trail to be located on the Saddle Rock Regional Recreation Area Property. The final design report should be available by the end of the year. The Commission was supportive of the project and asked if paving the trail was a consideration. Paving was not desired to allow for a natural trail experience.
4. **2025 Draft Budget.** The draft 2025 budget request was provided by Director Erickson. Due to Citywide funding, requests are not anticipated to be funded. The budget process will continue through December.

5. **Inflatable Play Equipment Regulations.** Background on the park inflatable play equipment regulations was provided by Director Erickson. Discussion was held about whether to continue to allow their use in the parks, insurance, and liability. The item will be brought back at a future meeting with information on the number of times inflatables have been used in the parks in the last year and also if the reservation system can be modified to accommodate incorporating the policy language.
6. **Project Updates.** Along with the report provided in the agenda packet, the following updates were provided: P'Squosa Plaza construction pre-construction meeting is tomorrow, Kevin Jones will be playing in the summer concert series on Friday, Martha Flores will be at the art cart program tomorrow in Kiwanis Methow Park, the boot cleaning stations have been installed. The director also presented a PowerPoint about Calls for Service in the parks with crime statistics.
7. **Grant report.** A report was included in the agenda packet. The State Capital Budget grant and Washington Invasive Species Council grants have been completed. Staff is still waiting to hear if the Arbor Day Transformational Habitat Restoration and Coastal Resilience Grant will be funded.
8. **City Council items.** A report was included in the agenda packet. Commissioner Markhart accepted the Parks and Recreation Month Proclamation at the last City Council meeting. He read the proclamation.
9. **Commissioner Comments.**
Commissioner Harmon reported that the Sports Foundation would be meeting next Tuesday.

Commissioner Markhart reported that the Arbor Day Committee didn't meet.

ADJOURN: The meeting adjourned at 5:09 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: 2025 Budget
 Date: July 30, 2024

ACTION REQUESTED:
Informational

BACKGROUND:

The 2025 budget process is ongoing. Budget comparative 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 being proposed for consideration. The Parks and Recreation Director met with the Finance Director to discuss the budget process. Budget information is due to be submitted for consideration by Labor Day. The costs shown are preliminary estimates. 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 to finish the artist contracts. Highlights from Line Item Adjustments are anticipated to be available at the meeting.

DIVISION	DESCRIPTION	ONE-TIME	RECURRING	NOTES
Cemetery	Section M Road	\$310,000		
Cemetery	Niche Walls	\$90,000		
Parks	Washington Park Security Lighting and Electrical	\$250,000		
Parks	Washington Park Sidewalk and Parking	\$250,000		
Parks	Pioneer Park Security Lighting, and Electrical	\$290,000		
Parks	Pioneer Park ADA Access and Sidewalk	\$410,000		
Parks	Hale Park Shoreline Habitat Implementation	\$12,000		Amount for test area TBD
Parks	Adjust Temp. Maintenance for Ecology Crew		\$50,000	Included as part of the original staffing request
Parks	Rotary Park trail pavement overlay	\$35,000		
Parks	McKittrick Landscape Maintenance		\$12,000	Carryover from 2024
Parks	Bighorn Ridge Acquisition	\$10,000		Carryover from 2024
Parks	Memorial Park Electrical and Security Lighting	\$700,000		
Parks	Chase Park Electrical and Security Lighting	\$175,000		
Admin	RecDesk Software		\$4,800	Postponed until 2026
Arts	P’Squosa Plaza Completion and Event	\$145,000		Carryover from 2024
Arts	Art Brochure Printing	\$3,000		
Arts	SR 285 Banners	\$25,000		
Arts	Community Art Support Grant (Performing Arts)	\$1,000		



MEMO

Parks, Recreation and Cultural Services Department

To: Arts, Recreation and Parks Commission
 From: Dave Erickson, Parks, Recreation and Cultural Services Director
 Re: Inflatable Play Equipment Regulations
 Date: July 29, 2024

ACTION REQUESTED:
Continued Discussion from the June meeting.

BACKGROUND:

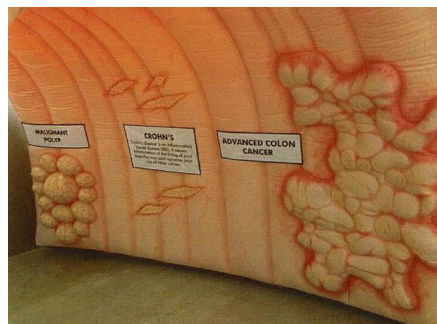
As inflatable play equipment is becoming more easily acquired by individuals, the city is experiencing difficulties with some vendors/individuals who refuse to obtain the required insurance or business licensing requirements for inflatable use and then operate in the parks without proper permitting. This increases risk and liability to the City. Permit applications are available for download on the City website parks page but due to programming limitations, cannot be effectively incorporated into the current facility reservation module of the online reservation software.

Permits for the use of inflatable play equipment have been issued as follows for the last three years:

YEAR	PERMITS	EVENTS
2024	2	<ul style="list-style-type: none"> • Health Fair/Kids Day- Special event- Methow Park* • Apple Blossom- Special Event- Memorial Park
2023	4	<ul style="list-style-type: none"> • Health Fair/Kids Day- Special event- Methow Park* • Apple Blossom- Special Event- Memorial Park • Wenatchee Pride- Memorial Park • Private Rental – Shelter Reservation @ Washington Park
2022	4	<ul style="list-style-type: none"> • Private Rental- Shelter Reservation @ Washington Park • Health Fair/Kids Day- Special event- Methow Park* • Apple Blossom- Special Event- Memorial Park • Wenatchee Pride- Memorial Park

Information from 2021 and 2020 was not used for comparison purposes due to Covid impacts to park use.

* The Health Fair used the inflatable colon pictured below.





MEMO

Parks, Recreation and Cultural Services Department

To: Arts, Recreation and Parks Commission
From: Dave Erickson, Parks, Recreation and Cultural Services Director
Re: Project/Program Updates
Date: August 1, 2024

ACTION REQUESTED:

Informational.

BACKGROUND:

The following is a list of current departmental activities.

ADMINISTRATION

- Budget 2025.
- Staffing. Annual staff migration.

ARTS

- P'Squosa Plaza Project – Plaza construction underway. Plaza should be finished by the end of September.
- Tardeadas – September 22.
- Summer Concert Series – Through August 9, Friday nights at 7pm in Lincoln Park.
- Movies in the Park – September 7 (Wonka) and 14 (Migration). Lincoln Park at 7:30pm.
- Art Cart – Concludes August 14.
- Riverfront Park Art – Re-installation in August/September, Repair damaged sculpture in October.

PARKS

- Hale Park Phase III Engineering – Project should conclude this month.
- Skyline Drive - VIDEO
- City Pool Project – Deck coating and final punch list items August 19-22.
- Kiwanis Methow Park Backstop Replacement – Ongoing. Project should conclude by the end of the month.
- Kiwanis Methow Park Decorative Fence Panels – Repair should be finished by the end of September.
- Cemetery Kiosk/Section Sign Project – Ongoing. The kiosk installation should be finished by the end of August, the Section signs were ordered and should arrive by the end of September. The kiosk map is in production.
- City Pool – End of season August 17.
- 5th Street Median Trees and Memorial Tree Planting – September.
- Maintenance - Responding to usual maintenance issues and vandalism. VIDEO

RECREATION

- Special Needs Social Program – Ongoing twice a month
- Skyhawks Sports Camps - Conclude August 16.
- Day Camp - Concludes August 23.
- Park Wading Pool Program - Concludes August 16.
- Gardening Seminars continuing monthly through October.
- Swimming Lessons - Conclude August 15.
- Fall/Winter Recreation Guide – At printers, distribution in early September.



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: August 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. **Received the grant and the grant agreement.**

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 to prepare and submit a final billing and report in August to finalize the grant.**

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 sub-recipient 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. **The Arbor Day Foundation was not selected to receive funding which then trickles down to us, the DNR and Hillsborough Oregon not receiving funding.**

Washington Cities Insurance Authority Risk Mitigation Grant

This \$15,776 grant was received to fund half of the Kiwanis Methow Park backstop replacement project. The grant was successful. **The project should be finished by the end of August. We will have to prepare and submit a final billing and report in August to finalize the grant**

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 of the kiosk sign is underway. **The kiosk was ordered, arrived and installed by the meeting date. The section signs were ordered. The project should be finished by the end of September. We will have to prepare and submit a final billing and report in September/October to finalize the grant.**



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: July 30, 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

✓ 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

✓ 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.

✓ Consider approval of an ordinance updating the camping section of the municipal code. - **Approved**

✓ Consider approval of an ordinance updating the shopping cart section of the municipal code. - **Approved**

June 20, 2024

City Council Worksession and Special Meeting

✓ 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

✓ Parks and Recreation Month Proclamation.

September 26, 2024 **City Council Meeting**
✓ Ciy Pool Plumbing and Liner Project Final Acceptance.*

October 10, 2024 **City Council Meeting**
✓ Review Preliminary 2025 budget.

November 7, 2024 **City Council Meeting**
✓ Review of 2025 preliminary budget.

November 14, 2024 **City Council Meeting**
✓ Public Hearing on the 2025 Budget
✓ Ordinance to adopt the 2025 Budget.

* 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: 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.

- Wenatchee Valley Sports Foundation – Ryan
- Arbor Day – Lyle
- Other