

*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 October 15, 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)

<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	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 August 20, 2024 Commission meeting	Action	1 minute
2.	2025 Budget	Informational/Discuss	5 minutes
3.	Project updates	Informational/Discuss	10 minutes
4.	Grant report	Informational	2 minutes
5.	City Council items	Informational	1 minute
6.	Commissioner Comments	Informational	2 minutes

### **UPCOMING MEETINGS:**

- 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: August 20, 2024 Meeting Minutes  
Date: August 21, 2024

***ACTION REQUESTED:***

***Move approval of the minutes from the August 20, 2024 Commission meeting.***

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

Tuesday, August 20, 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, Koester, Rohrbach (via Teams), Belanger, Koski, Ronning

**ABSENT:** None

**OTHERS PRESENT:** Cammy Coble, Dave Erickson, Yareli Cruz

**PUBLIC COMMENTS:** None.

**REGULAR AGENDA:**

1. Minutes from the July 16, 2024 Commission meeting. ***Commissioner Markhart moved approval of the July 16, 2024 meeting minutes. Commissioner Ronning seconded the motion. The motion passed 6-0.***
2. **2025 Draft Budget.** A presentation was provided by Director Erickson on potential 2025 capital construction projects. Due to Citywide funding, requests are not anticipated to be funded with the possible exception of \$700,000 remaining in the park's capital account. The following ranked list was discussed: Pioneer Park sidewalk, Cemetery Road, Washington Park sidewalk, Pioneer Park electrical, Memorial Park electrical, Washington Park electrical, Chase Park electrical, and Cemetery niche walls. The commission concurred with the list and recommended requesting additional funding to complete more of the projects on the list. The budget process will continue through December.
3. **Inflatable Play Equipment Regulations.** This was a carry-over item from the July meeting. Information on the number of times inflatables have been permitted for use in the parks in previous years was presented. Following a discussion, it was recommended to allow the use of inflatable play equipment use as part of a special event with approval through the special event permit process.
6. **Project Updates.** Along with the report in the agenda packet, the following updates were provided: P'Squosa Plaza construction concrete for planter footings is scheduled to be poured on Friday. Some additional artwork from Riverfront Park arrived this week. That construction project is a couple of

weeks behind schedule. The Special Needs Social PRogrma is traeling to the Quincy Pool on Saturday. The kiosk for the Cemetery project should be installed this week and section signs will be here in September. The Kiwanis Methow Park backstop and fence panels are still at the powder coaters. Videos of Skyline Drive Overlook use, Hale Park vandalism and George Sellar Bridge use were shown.

7. **Grant report.** A report was included in the agenda packet.
8. **City Council items.** A report was included in the agenda packet. Director Erickson reported that one of the temporary maintenance staff may be recognized at the September 12<sup>th</sup> meeting for assisting a person to safety who rolled their car down and became trapped in the Broadview neighborhood.
9. **Commissioner Comments.**  
Commissioner Harmon reported that an Athletic Fair is being held in partnership with the school district similar to the Youth Sports Fair. Proceeds will be provided to the Sports Foundation. There are currently no vacancies on the Foundation Board.

Commissioner Markhart reported that the Arbor Day Committee won't meet until the first of the new year.

Commissioner Koester requested to add a tour of the Home of Peace Mausoleum to the next field trip.

**ADJOURN:** The meeting adjourned at 4:56 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: 2025 Budget  
 Date: September 27, 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.

Along with departmental operational budget adjustments, the following one-time and recurring requests were proposed for consideration. The budget process will continue through November. Arts items would be funded from the Art Fund. Highlights from Line Item Adjustments are anticipated to be available at the meeting. The Director presented the list of requests at the September 24 Finance Committee meeting. Decision notes are preliminary.

DIVISION	DESCRIPTION	ONE-TIME	RECURRING	NOTES
Cemetery	Section M Road	\$310,000		Not approved.
Cemetery	Niche Walls	\$90,000		Not approved.
Parks	Washington Park Security Lighting and Electrical	\$250,000		Not approved.
Parks	Washington Park Sidewalk and Parking	\$250,000		Some support but not approved.
Parks	Pioneer Park Security Lighting, and Electrical	\$290,000		Not approved.
Parks	Pioneer Park ADA Access and Sidewalk	\$410,000		\$350,000 included in preliminary.
Parks	Hale Park Shoreline Habitat Implementation	\$12,000		For test area. Included in preliminary.
Parks	Adjust Temp. Maintenance for Ecology Crew		\$50,000	Included in the original request
Parks	Rotary Park trail pavement overlay	\$35,000		Not approved.
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		Some support but not approved.
Parks	Chase Park Electrical and Security Lighting	\$175,000		Not approved.
Parks	Wenatchee Ave/Yakima Clock Repair	\$20,000		Postpone until after Museum Project.
Parks/Cemetery	Sanitation Back Bill and Addition			Incorporated into line item budget.
Admin	RecDesk Software		\$4,800	Postponed until 2026 due to current contract.
Arts	P'Squosa Plaza Completion and Event	\$145,000		Finishes 2023 contracts. Approved.
Arts	Art Brochure Printing	\$3,000		Approved.
Arts	Sculpture Commission/Purchase	\$10,000		Approved. Memorial Park pedestal
Arts	Community Art Support Grant	\$1,000		Approved.



# 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: September 30, 2024

***ACTION REQUESTED:***

***Informational.***

***BACKGROUND:***

The following is a list of current departmental activities.

**ADMINISTRATION**

- Budget 2025 – process ongoing. Finance Committee on September 24.
- Staffing. Annual temporary staff migration.
- Urban Park Rangers – Program development. Possible 2025 deployment if approved.
- Homeless Administrator – In Community Development Department. We will provide orientations October 7, 10 and 17.

**ARTS**

- P’Squosa Plaza Project – Plaza construction should be finished by the date of the meeting. Acceptance October 24.
- Tardeadas – Final one of season was held on September 22 in Lincoln Park.
- Summer Concert Series – Ended August 9.
- Movies in the Park – Were held September 7 (Wonka) and 14 (Migration) in Lincoln Park.
- Art Cart – Concluded August 14.
- Riverfront Park Art – Re-installation coordination is underway. Pedestal installation currently underway. Repair of damaged sculpture to begin in October.
- Art Cleaning – Underway and Make a Difference Day.
- Slab Gate – Locate at Hale Park/Ped Bridge following construction.
- Community Art Support Grant – Advertising beginning in October for 2025.
- Convention Center Call to Artists.

**PARKS**

- Hale Park Phase III Engineering – Still finalizing details. Site visit at the end of August with engineers to discuss constructability.
- Skyline Drive – Traffic control gates ordered. Gates shipped. Installation is targeted for October.
- City Pool Project – The project is finished except for the final paperwork. The City Council accepted the project on September 26.
- Kiwanis Methow Park Backstop Replacement – The project will be finished by the meeting date.
- Kiwanis Methow Park Decorative Fence Panels – Re-powder coated the once red panels and reinstalled.
- Cemetery Kiosk/Section Sign Project – The kiosk installation was completed on September 5. It is already being well used. The section signs arrived on September 26 and are installed.
- Maintenance - Responding to usual maintenance issues and vandalism.
- George Sellar Bridge Fence – Construction is slated to begin October 17. Contracted security during construction.
- Okanogan Community Garden Slope – Installing weed barrier and rock mulch on the southern slope for weed control on October 8.

- Trees. At the George Sellar Bridge: One was vandalized by a machete-wielding person, and one was removed due to people climbing it to access a business. Four others were pruned and one was vandalized with branches pulled off. At the Library: The diseased and hazardous tree was removed, stump ground a replacement tree is scheduled for planting later this fall. That tree will be an evergreen tree that may function as a City Christmas Tree. The rest of the area will be relandscaped next spring. 5<sup>th</sup> Street Median Trees that were destroyed by a driver and the Washington Park Memorial Tree arrived and were planted.

### **RECREATION**

- Special Needs Social Program – Ongoing twice a month. September 28 to Autumn Leaf Festival.
- Fall/Winter Recreation Guide – Distributed to schools September 4. Online and hard copies are available.
- Youth Basketball Registration – The deadline is October 10. The program begins on October 12.
- Special Olympics Bowling – Ongoing. Special Olympics winter sports registration is underway.
- Fall Into Fitness – Through mid-October.
- Skyhawks Camps – Volley Kats, Volleyball Camp, Flag Football Camp, Basketball Camp, Soccer Camp, Hoopster Tots, Soccer Tots underway.
- Halloween on the Ave - Preparations are underway.
- Adult Co-ed Drop-In Volleyball is underway.
- Indoor Playground - Begins November 4.



# 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 7, 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. **Prepared and submitted a final billing and report to finalize the grant. The final inspection by the State is on October 9<sup>th</sup>.**

**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 3<sup>rd</sup> statewide. The contract was received and accepted by the City Council. It was executed by the State. **Prepared and submitted a grant report. The appraisal was completed.**

**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. **Provided a progress report. Once construction is complete we will prepare and submit a final billing and report to finalize the grant. This should occur by the end of October.**

**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. The section signs were ordered arrived and installed. Prepared and submitted a grant report. We will prepare and submit a final billing and report near the end of 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: September 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 12, 2024**                      **City Council Meeting**

- ✓ Justin English recognition.

**September 26, 2024**                      **City Council Meeting**

- ✓ Ciy Pool Plumbing and Liner Project Final Acceptance. - **Approved**
- ✓ Ordinance 2024-21 to amend the camping code. - **Approved**

**October 10, 2024**                      **City Council Meeting**

- ✓ Review Preliminary 2025 budget.
- ✓ Project Agreement with CDLT for Balsamroot Fire Restoration.
- ✓ PUD Homewater Property Use Permit Cancellation.

**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.

**December 5, 2024**                      **City Council Meeting**

- ✓ Commissioner Harmon and Koester Re-Appointments

\* 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: September 30, 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