

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 November 19, 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 October 15, 2024 Commission meeting	Action	1 minute
2.	2025 Budget	Informational/Discuss	5 minutes
3.	Comprehensive Plan Goals Update	Informational	10 minutes
4.	Project updates	Informational/Discuss	10 minutes
5.	Grant report	Informational	2 minutes
6.	City Council items	Informational	1 minute
7.	Commissioner Comments	Informational	2 minutes

UPCOMING MEETINGS:

- Thursday, December 5, 2024 at 4:00pm at City Hall – Holiday Open House
- Tuesday, January 21, 2025 at 4:00pm at City Hall – Regular Meeting
 - Convention Center Artwork, Fee Update, Election of Officer
- Tuesday, February 17, 2025 at 4:00pm at City Hall – Regular Meeting
 - CASG Applications
- Tuesday, March 18, 2025 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: October 15, 2024 Meeting Minutes
Date: October 16, 2024

ACTION REQUESTED:

Move approval of the minutes from the October 15, 2024 Commission meeting.

WENATCHEE ARTS, RECREATION AND PARKS COMMISSION MEETING MINUTES

Tuesday, October 15, 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 Chair Koester

IN ATTENDANCE: Harmon, Markhart, Koester, Rohrbach Koski, Ronning

ABSENT: Belanger (ex)

OTHERS PRESENT: Cammy Coble, Dave Erickson

PUBLIC COMMENTS: None.

REGULAR AGENDA:

1. Minutes from the August 20, 2024 Commission meeting. ***Commissioner Markhart moved approval of the August 20, 2024 meeting minutes. Commissioner Koski 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, art projects and other requests. The Pioneer Park sidewalk was included in the preliminary budget. He also provided an overview of the line item budget and made note of some increases including pool operational supplies and utilities, park utilities and vandalism supplies and a decrease in cemetery grave sale revenues. The budget process will continue through November 14.
3. **Project Updates.** Along with the report in the agenda packet, the following updates were provided: P'Squosa Plaza construction is almost complete. The pavers had to be reinstalled due to quality issues. Josh Mathena started work for the City as the Homeless Administrator. Advertising for the Community Art Support Grants is beginning this month. The Skyline Drive Gates have arrived and will be installed in the next month or so. The Kiwanis Methow Park backstop is almost finished. Construction of the George Sellar Bridge fence is set to begin on the 17th. Rock much was added to the Okanogan Community Garden's south slopes. The Graham tile mural is being readied for installation at City Hall. Trees were planted in Lincoln and Memorial Parks.

4. **Grant report.** A report was included in the agenda packet. The pool grant was closed. Work on the Bighorn Ridge Grant is ramping up with the review appraisal, cultural resources report, phase one site assessment, and purchase sale agreements being prepared.
5. **City Council items.** A report was included in the agenda packet. Director Erickson reported that the Balsamroot fire restoration agreement was approved and work is underway. The Homewater use permit cancellation was also approved.
6. **Commissioner Comments.**
Commissioner Harmon had several reports.
 - The art banners on North Wenatchee Avenue have been installed.
 - The Pedestrian Bridge Extension Project is out to bid with bids due on November 21st and possible award on December 5. The project will be under construction from April 2025 through November 2026.
 - The Worthen Street Trail Project construction is set to begin next week. The project will be between Thurston Street and Hale Park and include trail separation and widening, lighting and other features.
 - The Sports Foundation is working on goals, financials, a transition plan for Caryl and Bundle Up Fest Planning. Bundle Up is scheduled for January 18th.

ADJOURN: The meeting adjourned at 4:28 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: October 31, 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. 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: Comprehensive Plan Goal Recap
Date: October 31, 2024

ACTION REQUESTED:

Informational

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 plan spans the years 2024-2030. The fifth chapter of the plan contains the goals, objectives, and strategic actions. The plan may be found here:

<https://www.wenatcheewa.gov/home/showpublisheddocument/29067/638327762474670000>

A handout will be provided at the meeting and staff will present an update on the progress toward achieving the strategic actions.



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: October 31, 2024

ACTION REQUESTED:
Informational.

BACKGROUND:

The following is a list of current departmental activities.

ADMINISTRATION

- Budget 2025 – process ongoing.
- Urban Park Rangers – Program development. Possible 2025 deployment if approved.
- Homeless Administrator – In Community Development Department. Working closely with on program development.

ARTS

- P'Squosa Plaza Project – Plaza construction should be finished by the date of the meeting. Seat wall caps are scheduled to be finished on November 13. Sculptures are progressing. City Council acceptance is anticipated for December 5.
- Riverfront Park Art – Pedestal and art installation is currently underway. Repair of damaged sculpture underway.
- Art Cleaning – Make a Difference Day.
- Community Art Support Grant – Advertising underway. Deadline to apply is in January. Applications on website.
- Convention Center Call to Artists - January Commission meeting.
- Rock N Roll Skateboard vandalism repair – Underway.

PARKS

- Hale Park Phase III Engineering – Still finalizing details. Should be completed by November 19.
- Skyline Drive – Traffic control gate installation first week of December.
- City Pool Project – The project is finished except for the final paperwork. Working with the contractor on some construction-related issues.
- Saddle Rock EV Station – The damaged station is scheduled to be replaced on November 18.
- Kiwanis Methow Park Backstop Replacement – Currently waiting on the gate to be installed.
- Cemetery Kiosk/Section Sign Project – Finished.
- Maintenance - Responding to usual maintenance issues, leaves and vandalism. Tina the Triceratops – here around the week of December 6th.
- George Sellar Bridge Fence – Construction underway. It should be finished by the meeting date.
- Trees. Removed six rotten trees from downtown. Replanting four if we can find replacements.

RECREATION

- Special Needs Social Program – Ongoing twice a month.
- Youth Basketball Registration – Ongoing through mid-December.
- Special Olympics Bowling concluded. Registration is underway for Basketball, Alpine Skiing, Nordic Skiing, Speed Skating, Figure Skating, Cheerleading, and Snowboarding.

- Fall Into Fitness – Finished.
- Skyhawks Camps – Volley Kats, Volleyball Camp, Flag Football Camp, Basketball Camp, Soccer Camp, Hoopster Tots, Soccer Tots – Ongoing.
- Halloween on the Ave – October 31st.
- Adult Co-ed Drop-In Volleyball - Ongoing.
- Indoor Playground – Began 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: November 5, 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.

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. **Prepared and submitted a grant report. Ordered the review appraisal, phase one environmental site assessment and cultural resources report. The review appraisal should be finished by the end of the month and the other two reports by the end of Spring 2025. Preparation of the purchase/sale agreement is underway.**

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. **Prepared and submitted a final billing and report to finalize and close out 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. **Prepared and submitted a final billing and report to finalize and close out 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: October 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**

- ✓ City 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.- **Approved**
- ✓ PUD Homewater Property Use Permit Cancellation. - **Approved**

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
- ✓ Final Acceptance of the P'Squosa Plaza, Plaza Construction Project by JM Pacific

* 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, 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