

AGENDA

PARKS & RECREATION COMMISSION

March 12, 2025

Hybrid Meeting In-person and via Zoom



<https://us02web.zoom.us/j/82910784134>

Meeting ID: 829 1078 4134

AMERICANS WITH DISABILITIES ACT

The City of Ellensburg strives to make our services, programs, and activities readily accessible and usable by individuals with disabilities. Reasonable accommodations will be made upon request. Please furnish the ADA Coordinator with your request in sufficient time for the City to provide a reasonable accommodation by calling the City of Ellensburg ADA Coordinator at (509) 962-7222 or email ADACoordinator@ellensburgwa.gov.

**CITY OF ELLENSBURG
PARKS & RECREATION COMMISSION AGENDA
Council Chambers
501 North Anderson Street
Ellensburg, WA 98926
And remotely via Zoom
Wednesday, March 12, 2025
5:30 PM - Regular Meeting**

- 1. Call to Order**
- 2. Approval of Minutes**
 - 2.A Approval of Minutes from January 16, 2025
- 3. Citizen Comment**
- 4. New Business**
 - 4.A Park Partnership Grant Funding Extension for Splash Pad Feasibility Study
 - 4.B PROS Plan Update Review
 - 4.C Unity Park Rules - Draft
- 5. Unfinished Business**
 - 5.A Department Fees
- 6. Future Meeting Items**
- 7. Member Updates**
- 8. Staff Reports**
- 9. Adjournment**

Purpose: Allow the public to address the Commission on subjects not on the regular Agenda at this particular meeting. Comments must concern the City's business or a matter over which the commission has control.

Procedure for Public Participation:

- When recognized, please state your name, and the subject to be discussed.
- 3 minute time limit for citizen comment on non-agenda items (without interruption). Commission will not act on issue. 5 minute time limit for the introduction of new business items, unless extended by a by a majority of Commission members present.
- Submit written comments to Staff representative.
- Speakers are cautioned not to make comments of a personal, impertinent or derogatory nature.

- The Commission does not take action at the meeting at which a subject is first introduced during the public comment period. You may wish to concisely state your concern and request placement of your matter on a future agenda.
- On agenda items each speaker's comments will be limited to 3 minutes.



For more information on the Ellensburg Parks and Recreation Commission, contact Parks and Recreation Director Brad Case at 509-925-8639.

The Contents of this agenda have been photocopied on recycled paper.

**Parks & Recreation Advisory Commission
Meeting Minutes – January 16, 2025**

DATE OF MEETING:	January 16, 2025
MEMBERS PRESENT:	Nikki Pollock, Frana Milan (remote), Marion Elliot (remote), Casey Fiske (Remote)
OTHERS PRESENT:	Parks & Recreation Director Case, 3 members of the public
LOCATION:	Meeting was held in the Council Conference Room and Remotely

CALL TO ORDER – Meeting called to order at 5:50pm

MEETING MINUTES – Minutes from the September 11, 2024 meeting were approved as submitted.

INTRODUCTIONS – Commission members introduced themselves as well as the three Commission applicants who were in attendance.

NEW BUSINESS

Parks & Recreation Department Fee Increase – Staff provided the Commission with an overview proposed fee adjustment at the Kittitas Valley Memorial Pool & Fitness Center. The last fee adjustment was done over 7 years ago, in that time operating expenses have significantly increased, specifically related to staffing and supplies.

2025 Projects – Staff provided an overview of potential projects taking place in 2025, including the park, recreation and open space plan update, a new playground installation at West Ellensburg Park, and if funding is available through the state, the construction of 8 tennis courts at Mt. View Park.

OLD BUSINESS

Fieldhouse Design Update – Staff will be presenting fieldhouse options at a City Council study session on February 3, 2025. Staff will present three concept plans at different price points with the goal of getting direction from Council on next steps.

Unity Park Update – Park restrooms have been closed due to delays getting the correct hardware for the door. In the spring the contractor will be back on site to repour sections of concrete that need to be replaced.

ITEMS FOR FUTURE MEETINGS

Boards & Commission Training - March

STAFF REPORTS 1. Park staff have experienced an increase in park vandalism, specifically park restrooms where community members are entering bathrooms that have been locked and winterized for the season and using them. In order to prevent this from happening at Veterans Memorial Park, staff placed ecology blocks in front of the restroom doors in order to keep people out of them. 2. Staff worked with the event organizers responsible for hosting miniature hydroplane boat races at Irene Rinehart Riverfront Park to reduce their race schedule from a total of 7 races to 4 races, all of which take place before mid-June. July and August are the busiest park use months so by shifting the races earlier in the season the community has access to all the park during those high demand months. 3. The Stan Bassett Youth Center is serving over 50 kids a day, this is the highest number of kids served daily since the facility started operating in 2001. 4. Effective in late 2024 the pool hours were reduced to address

budget concerns, resulting the facility being closed on Sundays. 5. The City, in partnership with Central Washington University, applied for a grant through the Department of Ecology to complete the Palouse to Cascades Reconnection Route. Grant awards will be made in early winter. 6. Staff met with a representative from the Ellensburg Rotary Clubs and a representative from an aquatic specialty company about a potential partnership to do build a splash pad at North Alder Street Park.

Meeting adjourned at 6:35pm

City of Ellensburg, Washington

REQUEST FOR QUALIFICATIONS (RFQ)

Comprehensive Parks, Recreation, & Open Space and Sustainable Funding Plan

March 2025

The City of Ellensburg, Washington is seeking responses from qualified firms or individuals interested in providing consultant services for the update of the 2026-32 City of Ellensburg Comprehensive Park, Recreation, and Open Space Plan which will include the development of a sustainable funding strategy for the City of Ellensburg Parks & Recreation Department.

Applicant qualifications will be evaluated based on the response to the 'Request for Qualifications' (RFQ). An in-person interview may be conducted after submission of the state of qualifications. Qualifications criteria are more fully set forth in the RFQ document.

Public notice is hereby given that the City of Ellensburg, has issued the above mentioned RFQ. The complete RFQ, including all submittal requirements, can be found on the City of Ellensburg's website at www.ci.ellensburg.wa.us. Please call 509-925-8639, if unable to access RFQ document online.

Statement of qualifications must be received no later than 5:00 pm PST on March 28, 2025.
Submit to:

Project Name:	Comprehensive Park, Recreation, and Open Space and Sustainable Funding Plan (2026-2032)
Project Date:	April 2025 – March 2026
Qualifications Due:	March 28, 2025 –No later than 5:00pm PST
Submitted To:	Brad Case Parks & Recreation Director 501 N Anderson, Ellensburg, WA 98926 caseb@ellensburg.wa.gov

Request for Qualifications

The City of Ellensburg is accepting statements of qualifications from a qualified consultant or consultant team to assist the City in updating the current six-year Parks, Recreation, & Open Space (PROS) plan and developing a sustainable funding strategy for the City of Ellensburg Parks & Recreation Department.

We are seeking a consultant or team of consultants who can:

1. Efficiently inventory, conduct research, and complete a needs assessment of the community's parks, open spaces, and recreation programs, and provide concise, realistic needs assessments with probable costs.
2. Create and manage a comprehensive public participation process for the project, in close consultation with City staff, including community members, staff, and elected and appointed officials. Separate public participation sessions may be required for the PROS plan and funding plan.
3. Assist us in evaluating and determining level of service ("LOS") standards for parks and facilities.
4. Develop a useful, readable planning document that will guide City's leadership in strategically managing Ellensburg's parks, open space, and recreation programs for the next 10 years.
5. Identify sustainable funding models for future parks and recreation facilities construction, maintenance and operations.

The maximum budget for this project is \$130,000.00.

BACKGROUND/PROJECT OVERVIEW

The City of Ellensburg owns and manages approximately 250 acres of parks and open space, including three (3) year around recreational facilities.

The most recent PROS plan was adopted by the City Council in March 2016, the City has completed a number of park development projects, lost an indoor recreational facility to a fire, and added a significant number of recreational programs. The PROS Plan now needs to be updated to include these efforts, and to comply with the Recreation and Conservation Funding Board, Manual 2 "Planning Policies and Guidelines" as provided by the State of Washington.

The sustainable funding component of the project would include an analysis of developing a metropolitan park district model, as well as any other similar options, and an analysis of the City's park impact fee rates and recommendations.

The City's three (3) year-round indoor recreational facilities include; the Kittitas Valley Memorial Pool & Fitness Center, Adult Activity Center, and the Stan Bassett Youth Center. Additionally, the City is currently planning for the construction of a fieldhouse that could include hard court surfaces for activities such as basketball, volleyball, and racquet sports, as well as a field turf for activities such as baseball, softball, soccer, football, and rugby.

PRELIMINARY SCOPE OF WORK

This planning project will be guided by a diverse project team composed of City staff, community members, Parks & Recreation Advisory Commission (PRAC), and the Ellensburg City Council. The team will provide input to the selected consulting team throughout the planning process.

The following is preliminary scope of work that may be modified during the contract negotiations with the selected consultant. The preliminary scope of work is intended to outline and describe the range of major tasks anticipated for the project but is not intended to be complete. The project will consist of the following tasks:

1. Needs Assessment and Public Involvement

- Review of the previous planning efforts, and city historical and cultural information.
- Evaluate the profile of the community, demographic trends, future growth potential, and 2024 census data.
- Extensive community involvement effort including focus groups, meetings with key stakeholders, neighborhood and community-wide public meetings, survey at-large community events, polling, and other types of surveys.
- Research of trends and statistics related to lifestyles to help guide recreation and health/wellness programming and facility development.

2. Inventory

- Inventory of parks and facilities using existing mapping, staff interviews, and on-site visits to verify amenities and assess the condition of the facilities and surrounding areas.

3. Assessment and Analysis

- Review and evaluate relevant plans.
- Assess organizational strengths, weaknesses and opportunities.
- Analyze level of service that is feasible and aligned with the desires of the community as expressed through the public involvement process.
- Analyze level of service needed for projected growth in Ellensburg.

- Explore finance and funding mechanisms to support development and sustainability of the system. Polling to include tolerance of funding methods.

4. **Recommendations: Goals, Objectives, and Action Plan**

- Identify and categorize recommendations into themes with goals, objectives, and an action plan for implementation.
- Develop an action plan for capital improvements including cost, funding source potentials, and timeframe to support the implementation of the plan.
- Develop a funding strategy, including recommended park impact fees adjustments.
- Prepare draft and final reports, including text, graphics, maps, park plans, etc. in electronic format for final adoption and distribution.

TENATIVE SCHEDULE

The following schedule may be modified as a result of consultant proposals and contract negotiations:

March 6, 2025:	Request for Qualifications published
March 28, 2025:	Submittal Deadline (5:00 pm PST)
March 31, 2025 – April 11, 2025:	Selection Process – including interview finalists
April 21, 2025:	City Council enters into Professional Services Agreement
May 1, 2025- February 1, 2026:	Project Start & Completion
February 2026:	Council Adoption Process
March 2026:	Final copies of plans due to City of Ellensburg

Note: The sustainable funding component work will be completed in tandem with the Park Plan update.

SUBMISSION REQUIREMENTS

All submittals must be in conformance with the requirements set forth in this RFQ. Submittals should be in 8 ½" by 11" format and shall not exceed fifteen (15) pages, including cover letter. As a minimum the following information shall be submitted:

1. An organizational chart and biographies for your project teams, including all sub-consultants.
2. A statement of the percentage of time your proposed key resources will have available to devote to the project.
3. A discussion of your team's approach to the project, including funding, and your plan to produce the required documents.
4. A proposed schedule for completing the work, including intermediate project stages leading to a final project and in sufficient detail to allow an assessment of the firm's ability to provide the resources necessary to meet the schedule.
5. Provide a minimum of three references from past similar projects. Provide the contact name and information from the public entity, or if not available a contact name and number of the current most knowledgeable person associated with the project.

SUBMITTALS

Preferred:

Qualifications titled **"Consulting Services for City of Ellensburg – Comprehensive Park, Recreation, and Open Space Plan & Sustainable Funding Plan (2026-2032)"** should be submitted as an e-mail attachment in PDF or MS Word format to: caseb@ellensburgwa.gov

Or:

One (1) unbound original mailed or delivered to:

Ellensburg PROS Plan RFQ
City of Ellensburg
Attn: Brad Case
501 N Anderson
Ellensburg, WA 98926

Note: faxed proposals or electronic proposals submitted as compressed files will not be accepted.

Contact

For additional information concerning this RFQ, or other aspect of the selection process, or the project in general, please contact via email:

Brad Case, Parks & Recreation Director

E-mail: caseb@ellensburgwa.gov

No communication shall occur regarding this RFQ, including requests for information, or speculation between the Consultant's or any of their individual members and any City elected official or employee other than those named above. Failure to comply with this provision may result in Consultant's proposal being removed from consideration. Any cost incurred by Consultant in preparation, transmittal, or presentation of any information or material submitted in response to the RFQ shall be borne solely by the Consultant.

Right to Reject Submittals

The City reserves the right to reject any and all submittals at any time with not penalty, or to waive immaterial defects and minor irregularities in any submittal.

Submittal Disposition

All material submitted in response to this RFQ shall become the property of the City upon delivery to the City's Purchasing Agent and will not be returned. All materials are subject to the Washington Public Records Act.

Project Contract

The Consultant will be required to use a City of Ellensburg Processional Services Agreement and accept all language contained within. Any consultant that has significant reservations concerning using this agreement should not submit on this request.

CONSULTANT SELECTION CRITERIA

Consultants will be evaluated on the following items:

- Responsiveness to the requirements of this RFQ
- Understanding of project scope
- Project approach
- Ability to meet the project schedule, within budget
- Expertise in inclusive Comprehensive Parks Planning & Funding
- Response of references from past similar projects

Final Selection Procedures

After review of the submittals by the City's Selection Committee, the City may at its discretion schedule interviews with one or more firms to help determine final selection of a firm.

Negotiation/Scope Development

The top-ranked firm will be asked to submit their prospective scope of services, schedule, and a fee proposal.

If, after negotiation and consideration, the City is unable to reach an acceptable agreement with the top-ranked firm, the City will terminate the negotiations with the top-ranked firm and, at its sole discretion, may enter into negotiations with the second ranked firm and/or withhold the award for any reason and/or elect to proceed with any of the proponents and/or re-solicit via a new RFQ.

Final Selection

Once an agreement is reached with a preferred Consultant, the City will provide a Professional Services Agreement for signatures and full execution.

-End-

Draft Unity Park Rules and regulations.

A. No alcoholic beverages shall be allowed, unless authorized and approved under the provisions of chapter 6.46 ECC.

B. It is unlawful to remove, destroy, mutilate, or deface any structure, monument, statue, wall, fence, railing, shrub, tree, plant, flower, lighting system, or irrigation system, or other property lawfully in any park.

C. Use of Unity Park for a special event that prohibits the general use of the park must be authorized under the provision of chapter 6.64 ECC

D. Riding skateboards, skates, scooters, rollerblades, bicycles or motorized recreational vehicles inside the park is prohibited.

E. Driving poles, stakes, or flags in the ground is prohibited.

F. Pets shall be on a leash and pet owners shall be required to clean up after their pets.

F. It is unlawful to throw or deposit any refuse or other material in any park, except at designated receptacles, or to take garbage or refuse generated outside a park to a park for disposal.

F. No overnight camping is allowed in any park without prior written permission and subject to such conditions as may be issued by the department director, or his/her designee.

I. No person shall use, operate, or play in any park any machine or device producing sound or noise which unreasonably disturbs or interferes with the peace, comfort or repose of others unless authorized and approved under the provisions of chapter 6.64 ECC.

J. Inflatable amusement devices such as inflatable slides, inflatable rock climbing walls, inflatable bounce houses, and other inflatable structures are prohibited in park facilities unless the activity is part of a city sponsored event or has been given approval through the City's special event permit process.

K. It is unlawful to erect any signboard, sign, advertising, decoration, or similar structure on or in any park property without the permission of the parks and recreation director or his/her designee.

L. Park shall be closed between the hours of 11:00 p.m. and 5:00 a.m. unless otherwise provided by the city parks and recreation department. It is unlawful for any persons to remain in the park between the stated hours unless written permission is granted by the department director or his/her designee.

Chapter 6.64 ECC relates to the city's 'Special Event' regulations ([insert QR code?](#))

PARKS & RECREATION FEES

Parks & Recreation Commission

March 12, 2025

1

FEE CATEGORIES

- KVMP Fees
- Facility Rental Fees – picnic shelter rentals, facility rentals at the Adult Activity Center and Stan Bassett Youth Center
- Athletic Field Use Fees
- Special Event Fees – summer trips and tours, Gladiator Dash
- Athletic Registration Fees – youth and adult sports
- Program Fees – daily activities at the AAC

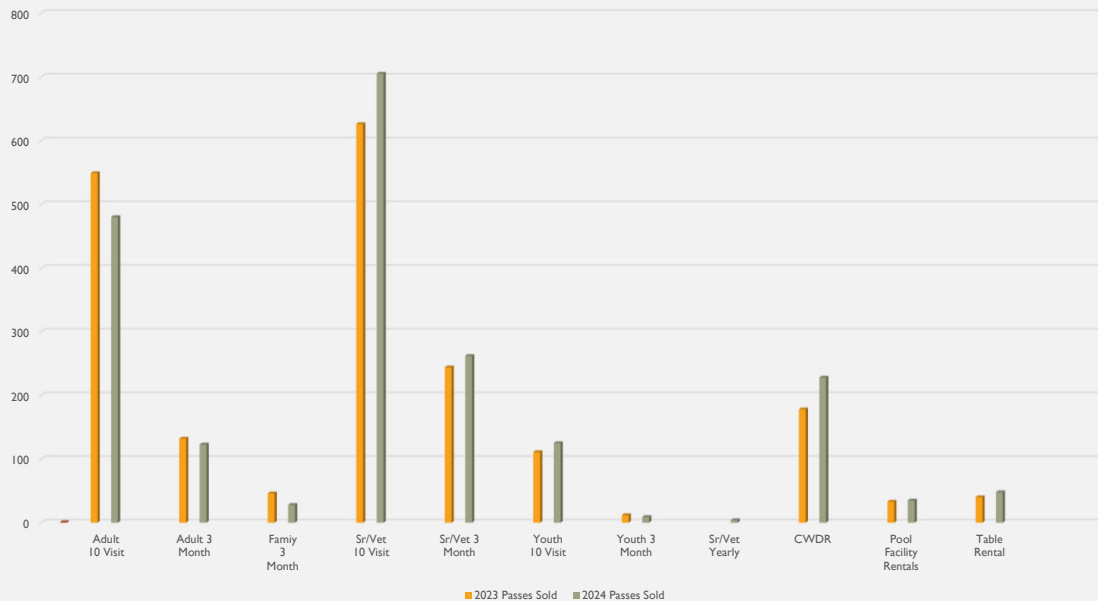
2

KVMP RATES – PROPOSED SHOWN IN RED

	SINGLE ADMISSION				10-VISIT PASS			
	In-City / Out-City	In-City / Out-City	In-City / Out-City	In-City / Out-City	In-City / Out-City	In-City / Out-City	In-City / Out-City	In-City / Out-City
	2017-2024	+10% increase over 2024 rates	+15% increase over 2024 rates	+20% increase over 2024 rates	2017-2024	+20% increase over 2024 rates	+25% increase over 2024 rates	+30% increase over 2024 rates
					~ 24-27% discount on single admission			
YOUTH	3.00 / 3.60	3.30 / 4.00	3.45 / 4.15	3.60 / 4.30	21.90 / 27.40	26.30 / 32.90	27.40 / 34.25	28.50 / 35.60
ADULT	6.00 / 7.20	6.60 / 8.00	6.90 / 8.30	7.20 / 8.60	43.80 / 54.80	52.60 / 65.80	54.75 / 68.50	57.00 / 71.25
SR / VET	3.00 / 3.60	3.30 / 4.00	3.45 / 4.15	3.60 / 4.30	21.90 / 27.40	26.30 / 32.90	27.40 / 34.25	28.50 / 35.60
		+30% increase over 2024 rates	+40% increase over 2024 rates	+50% increase over 2024 rates				
FAMILY	6.50 / 8.40	8.45 / 10.95	9.10 / 11.75	9.75 / 12.60				
	3-MONTH PASS				ANNUAL PASS			
	In-City / Out-City	In-City / Out-City	In-City / Out-City	In-City / Out-City	In-City / Out-City	In-City / Out-City	In-City / Out-City	In-City / Out-City
	2017-2024	+20% increase over 2024 rates	+25% increase over 2024 rates	+30% increase over 2024 rates	2017-2024	+20% increase over 2024 rates	+25% increase over 2024 rates	+30% increase over 2024 rates
	~15% discount off 2x/week for 13 weeks				5% discount off 3-month rate x 4			
YOUTH	66.25 / 82.70	79.50 / 99.25	82.80 / 103.40	86.15 / 107.50	251.75 / 314.10	302.10 / 377.00	314.65 / 393.00	327.40 / 408.50
ADULT	132.50 / 165.40	159.00 / 198.50	165.60 / 206.80	172.30 / 215.00	503.50 / 628.20	604.20 / 753.85	629.30 / 785.85	654.75 / 817.00
SR / VET	66.25 / 82.40	79.50 / 99.25	82.80 / 103.40	86.15 / 107.50	251.75 / 314.10	302.10 / 377.00	314.65 / 393.00	327.40 / 408.50
FAMILY	232.05 / 265.00	278.50 / 318.00	290.10 / 331.25	301.70 / 344.50	881.60 / 1006.95	1058.00 / 1207.20	1102.40 / 1258.75	1146.50 / 1309.10
		+200% increase over 2024 rates	+300% increase over 2024 rates	+400% increase over 2024 rates				
FRIDAY A/S	.25 / .35	.50	.75	1.00	Proposing to drop	I/C and O/C for this	swim	
	SWIM LESSONS				RENTALS & MISC			
	In-City / Out-City	In-City / Out-City	In-City / Out-City	In-City / Out-City	2017-2024 rates	+30% increase over 2024 rates	+40% increase over 2024 rates	
	2017-2024	+20% increase over 2024 rates	+25% increase over 2024 rates	+30% increase over 2024 rates				
Per lesson	4.40 / 5.80	5.30 / 6.95	5.50 / 7.25	5.70 / 7.55	Private Rental	126.75 / hr	165.00 / hr	177.45 / hr
8-lessons	35.20 / 46.40	42.40 / 55.60	44.00 / 58.00	45.60 / 60.40	Table Rental (2)	35.00 / swim	45.50 / swim	49.00 / swim
					Locker Rental	5/month or 2.5/Sr	6.5/month or 3.25/Sr	8.45/month or 3.5/Sr
					Birthday Party	TBD		

3

2023 & 2024 KMVP Passes Sold



4

ADULT ACTIVITY CENTER RENTAL RATES

FEES LAST INCREASED SOMETIME BETWEEN 1988-1994

Classifications:

A City-sponsored senior activities or free, broad-based community events with wide interest and involvement, e.g., a public forum, nonprofit community festival.

B Public programs, meetings, educational, recreational, and cultural programs; activities of nonprofit groups, organizations, local government agencies, and nonsponsored senior activities.

C Private noncommercial events; state and federal government uses; group activities of commercial entities not selling a product or service.

D Convention and trade show activities; activities of commercial entities selling a product or service on a one-time or occasional basis.

Hourly rates (all rentals include the use of bathroom and lobby):

Room	A	B	C	D
Ballroom	NC	\$40.00 <u>\$15.00</u>	\$45.00 <u>\$20.00</u>	\$25.00 <u>\$30.00</u>
Conference room	NC	\$3.00 <u>\$5.00</u>	\$6.00 <u>\$8.00</u>	\$9.00 <u>\$11.00</u>
Kitchen	NC	\$3.00 <u>\$5.00</u>	\$6.00 <u>\$8.00</u>	\$9.00 <u>\$11.00</u>

5

ATHLETIC FIELD USE

PREVIOUS

- \$20 per youth team per season
- \$50 per adult team per season
- \$200 per tournament
- Lights \$5 per game/ \$8.00 per hour complex (Whitney Park)

PROPOSED

- \$30 per youth team per season
- \$60 per adult team per season
- Tournament fee – next page
- Lights - \$35 per field per hour

6

TOURNAMENT FEES AT ROTARY PARK

Tournament Rental Fee

Four Plex	Day 1 includes initial prep for each field	\$600
	Day 2 includes initial prep for each field	\$500
Greear Field	Day 1 includes initial field prep	\$175
	Day 2 includes initial field prep	\$125
Sigler Field	Day 1 includes initial field prep	\$150
	Day 2 includes initial field prep	\$100
Softball Fields (2 fields)	Day 1 includes initial field prep	\$250
	Day 2 includes initial field prep	\$200

Field Maintenance

Four Plex	Price per field	\$30
Greear Field & Sigler Field	Price per field	\$45
Softball Fields	Price per field	\$40

7

PICNIC SHELTER RATES

RENTALS AVAILABLE JUNE 1 – END OF SEPTEMBER; 158 RENTALS IN 2024

Current Park Rental Fees

- 4 hr block of time
- 1-50 people \$31.50
- 51-100 people \$42.00
- IRRP upper pond & grass open space at Reed Park \$50 per day

Proposed

- Adding an hour to the block of time; 9am-2pm or 3pm-8pm
- \$50 per 5 hour block regardless of # of attendees
- \$100 for a full day rental
- IRRP upper pond & grass open space at Reed Park \$100 per day

8