

AGENDA

PARKS & RECREATION COMMISSION

June 11, 2025

Hybrid Meeting In-person and via Zoom



Join Zoom Meeting <https://us02web.zoom.us/j/85850733148> Meeting ID: 858 5073 3148

Accessibility

The City of Ellensburg strives to make our services, programs, and activities readily accessible.

- Closed Captioning is available to Zoom viewers. To enable closed captioning, you will need to click on the "CC" button at the bottom of your Zoom screen and then select either "Show Subtitle" or "View Full Transcript."
- Members of the public who do not speak English or who have limited proficiency may request an interpreter if they wish to participate in public meetings.
- The City will provide reasonable accommodation for members of the public with disabilities.

Please submit requests for language assistance or reasonable accommodation to the HR Director/ADA Coordinator by calling (509) 962-7222 or by email at ADACoordinator@ellensburgwa.gov. Five (5) business days' notice is appreciated.

**CITY OF ELLENSBURG
PARKS & RECREATION COMMISSION AGENDA
Council Chambers
501 North Anderson Street
Ellensburg, WA 98926
And remotely via Zoom
Wednesday, June 11, 2025
5:30 PM - Regular Meeting**

- 1. Call to Order**
- 2. Introduction of Commissioner Ron Parga**
- 3. Approval of Minutes**
 - 3.A Approval of Minutes April 9, 2025 Meeting
- 4. Citizen Comment**
- 5. New Business**
 - 5.A Park Plan Update Overview & Commission Involvement
 - 5.B Commission Adopted Parks
- 6. Unfinished Business - Updates**
 - 6.A Fieldhouse Project
 - 6.B Unity Park Completion
 - 6.C Kittitas Valley Memorial Pool & Fitness & CWU Pool Closure
- 7. Future Meeting Items**
- 8. Member Updates**
- 9. Staff Reports**
- 10. Adjournment**

Guidelines for Citizen Comments on Non-Agenda Items and Public Comments:

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.

Exhibit A: Scope of Work

PHASE 1: INVENTORY AND SYSTEM ASSESSMENT

MIG will initiate the project with a facilitated videoconference to confirm the project's goals, objectives, schedule, engagement strategy, communication protocols, and available information. We will submit an information request to the City, review background information, and update the inventory and base map. MIG will then join City staff touring parks to discuss system strengths and weaknesses and further assess park conditions. We will provide recommendations for the tour itinerary, planning on a 6 to 7-hour tour. MIG will facilitate the first project meeting with the PRAC followed by half-hour video interviews with up to six City or community leaders to help identify issues and opportunities the Plan should address.

Also in Phase I, MIG Team member, CAI, will provide a detailed review of the City's existing funding sources and current park impact fee program. This will include review of the adopted methodology, impact fee collections, and rates compared to regional jurisdictions to identify recommendations for the impact fee program, including any updates required by State law. CAI will also analyze historic funding sources used by the City for operations and capital investments. Trends in available revenues will be noted to assess the sustainability of each current revenue source. CAI will describe alternative revenue sources (and any restricted uses), including consideration of metropolitan park districts, sources of funding available to parks districts, and the pros and cons of forming a parks district. Findings from the fee and funding review will be summarized in a detailed technical memo. MIG will include this information in a summary of all Phase I findings in Brief #1.

- 1.1 Project Initiation Videoconference and Background Review
- 1.2 Parks System and Facility Inventory and Base Map
- 1.3 Key Leader Interview Videoconferences (6)
- 1.4 Parks and Facility Tour and Condition Assessment* (in person)
- 1.5 PRAC Meeting #1: SWOT* (in person)
- 1.6 Impact Fee and Funding Evaluation Memo
- 1.7 Brief #1: State of the System Summary
- 1.8 Project Management and Administration

**The Park Tour and PRAC Meeting will occur in the same trip.*

PHASE 2: NEEDS AND OPPORTUNITIES ANALYSIS

In Phase 2, MIG will attend a videoconference with the Comprehensive Plan team to coordinate outreach activities and discuss data that the Comprehensive Plan may provide to inform the PROS plan, such as demographics, tree canopy and habitat protection strategies, and climate mitigation and adaptation strategies. Following this call, MIG will develop questions, program online, and provide a link to launch a community-wide questionnaire to identify recreation use patterns and desired improvements. We will also facilitate either three targeted videoconference focus groups or develop interactive, informational materials that City staff can use to obtain feedback from groups at key locations and events. During this same time, MIG will also summarize trends, demographics, and community characteristics to include in and inform Brief #2. The short report will also include an evaluation of park land level of service (LOS), park access (through a GIS mapping analysis), and park and facility needs to serve existing residents and projected future residents, taking into account fluctuating needs due to the seasonal Central Washington University student population and outside visitors to City parks.

- 2.1 City Comprehensive Plan Coordination Videoconference
- 2.2 Community Needs Questionnaire (Online)
- 2.3 Focus Group Videoconferences (3) (or Pop-Up Materials)
- 2.4 Demographics, Trends, and Community Profile

- 25 Brief #2: LOS, Access, and Needs Analysis
- 26 PRAC Meeting #2 (Videoconference): Needs
- 27 Project Management and Administration

PHASE 3: GOALS, OBJECTIVES, AND ACTION PLANNING

In Phase 3, MIG will define the vision, goals, and objectives for the park and recreation system, together in one deliverable with site-specific recommendations that inform a capital improvement plan. The capital improvement plan will include capital and operations costs for both existing sites and any recommended new development. MIG will also develop prioritization criteria to inform an in-person prioritization workshop with community members and staff, as well as in a separate PRAC Meeting, so that MIG can deliver a strategically phased Action Plan for the future.

Following a discussion with City staff around costs and the funding sources documented in Phase 1, CAI will develop a short-term funding plan and spreadsheet accounting for existing resources, preferred additional sources, any potential district funding to match the outlay needed for capital, and operational investment over the next six years. Alternatively, if sustainable funds are not currently available, the Action Plan will be refined to show which projects are realistic based on forecasted funds, and which are desired if more funding is obtained (through grants, sponsorships, partnerships, donations, etc.).

- 31 Vision, Goals, and Objectives
- 32 Site Recommendations and Park System Map
- 33 CIP and Maintenance Cost Spreadsheet
- 34 Prioritization Workshop*(in person)
- 35 PRAC Meeting #3: Prioritization* (in person)
- 36 Action Plan
- 37 Funding Plan and Accounting Spreadsheet
- 38 Project Management and Administration

**The Prioritization Workshop and PRAC Meeting will occur in the same trip.*

PHASE 4: PLAN DEVELOPMENT AND IMPLEMENTATION

In Phase 4, MIG will create a document outline, then develop an Administrative Draft of the updated City of Ellensburg Comprehensive Park, Recreation, and Open Space (PROS) Plan for internal review. MIG will discuss any changes and refinements with City staff based on one set of consolidated, written City comments, resulting in a Public Draft Plan, with an Executive Summary that will help City leaders, staff, stakeholders, and residents easily understand and support key projects. MIG will support the adoption process by creating a digital forum to collect public comments, while also presenting the Plan to PRAC and Council. Based on consolidated comments from the City, MIG will deliver a Final Plan that will guide the enhancement, resilience, and sustainable development of Ellensburg’s park and recreation system.

- 4.1 Outline and Administrative Draft PROS Plan
- 4.2 Public Draft PROS Plan and Executive Summary
- 4.3 Online Comment Forum
- 4.4 PRAC Meeting #4: Draft Plan Review* (in person)
- 4.5 Council Meeting: Draft Plan Review* (in person)
- 4.6 Final PROS Plan
- 4.7 Project Management, Administration, and Close Out

**The PRAC Meeting is anticipated to be held as a special meeting that will occur in the same trip as the Council Meeting.*

SCOPE ASSUMPTIONS

The scope includes the assumptions noted below:

- The project management budget assumes a 9-month project.
- The City will provide consolidated documents and GIS data based on MIG's request for information, using MIG's Egnyte portal and links for the transmission of materials.
- To ensure cost efficiencies, MIG will combine in-person and videoconference meetings as noted in the scope and budget. All in-person work occurs in three meeting windows, which is based on meetings held on the same day or consecutive days.
- The Park and Recreation Advisory Committee (PRAC) is anticipated to include the Park and Recreation Commission, potentially with the addition of 4-6 key stakeholders, as identified by City staff. PRAC Meetings are scoped as 1.5-hour meetings, with one MIG staff attending. The Prioritization Workshop is scoped as a 1.5-hour meeting, with two MIG staff attending. Focus Groups are scoped as 1-hour videoconferences with two MIG staff attending. Key decisions will be noted in meeting memos (1-2 pages).
- MIG will meet with the City's Project Manager or Project Leadership Team (1-3 staff) in a 1.5-hour Project Initiation Videoconference followed by 1/2-hour biweekly meetings to proactively address project questions and keep the project on schedule. These coordination meetings may be cancelled if no coordination is needed at that point in the process.
- The City will arrange, advertise, promote, host, recruit participants, schedule, and identify locations for public meetings and outreach activities.
- The City will be responsible for all website updates, posts to social media, press releases, communications and promotion of online questionnaires and public meetings.
- MIG will provide digital/electronic files (pdfs) of all project reports, master plans, and PowerPoint presentations.
- For each round of revisions, City staff will provide a single, consolidated set of comments in track changes (for Word files) or pdf comments. City edits and comments will be incorporated into subsequent tasks and deliverables.
- If desired, the City may add a contingency fund to the project to cover unexpected costs, such as a change in the City's Project Manager or schedule (if this causes an extension of the project), the desire for paper copies of surveys, additional staff attending in-person meetings or videoconferences, etc. MIG will not use these contingency funds unless approved by the City's Project Manager.

Exhibit B: Schedule for the Work

	2025												2026																										
	June			July			Aug.			Sept.			Oct.			Nov.			Dec.			Jan.			Feb.														
	2	9	16	23	30	7	14	21	28	4	11	18	25	1	8	15	22	29	6	13	20	27	3	10	17	24	1	8	15	22	29	5	12	19	26	2	9	16	23
Phase 1: Inventory & System Assessment																																							
1.1	Project Initiation and Background Review	•																																					
1.2	Parks System and Facility Inventory and Base Map																																						
1.3	Key Leader Interview Videoconferences																																						
1.4	Parks and Facility Tour and Condition Assessment																																						
1.5	PRAC Meeting #1: SWOT																																						
1.6	Impact Fee and Funding Evaluation Memo																																						
1.7	Brief #1: State of the System Summary																																						
1.8	Project Management and Administration																																						
Phase 2: Needs & Opportunities Analysis																																							
2.1	City Comp Plan Coordination Videoconference																																						
2.2	Community Needs Questionnaire (Online)																																						
2.3	Focus Group Videoconferences																																						
2.4	Demographics, Trends, and Community Profile																																						
2.5	Brief #2: LOS, Access, and Needs Analysis																																						
2.6	PRAC Meeting #2 (Videoconference): Needs																																						
2.7	Project Management and Administration																																						
Phase 3: Goals, Objectives, & Action Planning																																							
3.1	Vision, Goals, and Objectives																																						
3.2	Site Recommendations and Park System Map																																						
3.3	CIP and Maintenance Cost Spreadsheet																																						
3.4	Prioritization Workshop																																						
3.5	PRAC Meeting #3: Prioritization																																						
3.6	Action Plan																																						
3.7	Funding Plan and Accounting Spreadsheet																																						
3.8	Project Management and Administration																																						
Phase 4: Plan Development & Implementation																																							
4.1	Outline and Administrative Draft PROS Plan																																						
4.2	Public Draft PROS Plan and Executive Summary																																						
4.3	Online Comment Forum																																						
4.4	PRAC Meeting #4: Draft Plan Review																																						
4.5	Council Meeting: Draft Plan Review																																						
4.6	Final PROS Plan																																						
4.7	Project Management, Administration, and Close Out																																						

- Planning, Analysis, and/or Production
- Milestone/Deliverable
- Meeting or Outreach Activity
- Project Team Meeting
- Major Holiday



Ellensburg | Comprehensive Parks, Recreation, and Open Space and Sustainable Funding Plan
 Exhibit D: Budget for Each Task

		MIG, Inc.												Subconsultants		MIG Direct Costs	Professional Fees Totals				
		Jon Pheanis <i>Principal-in-Charge</i>		Cindy Mendoza <i>Project Manager</i>		Elly Schaefer <i>DPM/Planner</i>		Jessa Miller <i>Project Associate</i>		Joey Nielsen <i>Engagement Specialist</i>		Justin Martin <i>Landscape Architect</i>		Project Administrator				MIG Labor Totals	CAI	Sub Totals	
		Hrs.@	\$225	Hrs.@	\$220	Hrs.@	\$160	Hrs.@	\$115	Hrs.@	\$120	Hrs.@	\$180	Hrs.@	\$125						
Task 1: INVENTORY AND SYSTEM ASSESSMENT																					
1.1	Project Initiation Videoconference and Background Review	2	\$450	2	\$440	2	\$320	2	\$230		\$0		\$0		\$0	8	\$1,440		\$0		\$1,440
1.2	Parks System and Facility Inventory and Base Map		\$0	2	\$440	4	\$640	14	\$1,610		\$0		\$0		\$0	20	\$2,690		\$0		\$2,690
1.3	Key Leader Interview Videoconferences (6)		\$0	1	\$220	6	\$960	10	\$1,150		\$0		\$0		\$0	17	\$2,330		\$0		\$2,330
1.4	Parks and Facility Tour and Condition Assessment		\$0	16	\$3,520	2	\$320		\$0		\$0	26	\$4,680		\$0	44	\$8,520		\$0	\$1,030	\$9,550
1.5	PRAC Meeting #1: SWOT		\$0	8	\$1,760	1	\$160	4	\$460		\$0		\$0		\$0	13	\$2,380		\$0	\$670	\$3,050
1.6	Impact Fee and Funding Evaluation Memo	1	\$225	2	\$440		\$0		\$0		\$0		\$0		\$0	3	\$665	\$7,500	\$7,500		\$8,165
1.7	Brief #1: State of the System Summary	4	\$900	2	\$440	10	\$1,600	24	\$2,760		\$0		\$0		\$0	40	\$5,700		\$0		\$5,700
1.8	Project Management and Administration	1	\$225	4	\$880	3	\$480		\$0		\$0		\$0	1	\$125	9	\$1,710		\$0	\$10	\$1,720
Subtotal		8	\$1,800	37	\$8,140	28	\$4,480	54	\$6,210	0	\$0	26	\$4,680	1	\$125	154	\$25,435	\$7,500	\$7,500	\$1,710	\$34,645
Task 2: NEEDS AND OPPORTUNITIES ANALYSIS																					
2.1	City Comprehensive Plan Coordination Videoconference		\$0	2	\$440	4	\$640		\$0		\$0		\$0		\$0	6	\$1,080		\$0		\$1,080
2.2	Community Needs Questionnaire (Online)		\$0	4	\$880	4	\$640	12	\$1,380	40	\$4,800		\$0		\$0	60	\$7,700		\$0	\$200	\$7,900
2.3	Focus Group Videoconferences (3) or Pop-Up Materials		\$0	2	\$440	8	\$1,280		\$0	12	\$1,440		\$0		\$0	22	\$3,160		\$0		\$3,160
2.4	Demographics, Trends, and Community Profile		\$0	2	\$440	4	\$640	6	\$690		\$0		\$0		\$0	12	\$1,770		\$0		\$1,770
2.5	Brief #2: LOS, Access, and Needs Analysis	4	\$900	6	\$1,320	18	\$2,880	32	\$3,680		\$0		\$0		\$0	60	\$8,780		\$0		\$8,780
2.6	PRAC Meeting #2 (Videoconference): Needs		\$0	2	\$440	2	\$320	4	\$460		\$0		\$0		\$0	8	\$1,220		\$0		\$1,220
2.7	Project Management and Administration	1	\$225	4	\$880	3	\$480		\$0		\$0		\$0	1	\$125	9	\$1,710		\$0	\$15	\$1,725
Subtotal		5	\$1,125	22	\$4,840	43	\$6,880	54	\$6,210	52	\$6,240	0	\$0	1	\$125	177	\$25,420	\$0	\$0	\$215	\$25,635
Task 3:																					
3.1	Vision, Goals, and Objectives	1	\$225	4	\$880	18	\$2,880	8	\$920		\$0		\$0		\$0	31	\$4,905		\$0		\$4,905
3.2	Site Recommendations and Park System Map	1	\$225	4	\$880	8	\$1,280	8	\$920		\$0	20	\$3,600		\$0	41	\$6,905		\$0		\$6,905
3.3	CIP and Maintenance Cost Spreadsheet	1	\$225	4	\$880	6	\$960	12	\$1,380		\$0	8	\$1,440		\$0	31	\$4,885		\$0		\$4,885
3.4	Prioritization Workshop		\$0	16	\$3,520	4	\$640	16	\$1,840		\$0		\$0		\$0	36	\$6,000		\$0	\$1,010	\$7,010
3.5	PRAC Meeting #3: Prioritization		\$0	8	\$1,760	1	\$160	8	\$920		\$0		\$0		\$0	17	\$2,840		\$0	\$485	\$3,325
3.6	Action Plan	2	\$450	4	\$880	8	\$1,280		\$0		\$0		\$0		\$0	14	\$2,610		\$0		\$2,610
3.7	Funding Plan and Accounting Spreadsheet	1	\$225	2	\$440		\$0		\$0		\$0		\$0		\$0	3	\$665	\$7,500	\$7,500		\$8,165
3.8	Project Management and Administration	1	\$225	8	\$1,760	4	\$640		\$0		\$0		\$0	1	\$125	14	\$2,750		\$0	\$15	\$2,765
Subtotal		7	\$1,575	50	\$11,000	49	\$7,840	52	\$5,980	0	\$0	28	\$5,040	1	\$125	187	\$31,560	\$7,500	\$7,500	\$1,510	\$40,570
Task 4:																					
4.1	Outline and Administrative Draft PROS Plan	4	\$900	10	\$2,200	16	\$2,560	40	\$4,600		\$0		\$0		\$0	70	\$10,260		\$0		\$10,260
4.2	Public Draft PROS Plan and Executive Summary	2	\$450	6	\$1,320	8	\$1,280	24	\$2,760		\$0		\$0		\$0	40	\$5,810		\$0		\$5,810
4.3	Online Comment Forum		\$0	2	\$440	4	\$640		\$0	8	\$960		\$0		\$0	14	\$2,040		\$0		\$2,040
4.4	PRAC Meeting #4: Draft Plan Review		\$0	8	\$1,760	1	\$160	4	\$460		\$0		\$0		\$0	13	\$2,380		\$0	\$485	\$2,865
4.5	Council Meeting: Draft Plan Review		\$0	8	\$1,760	1	\$160	2	\$230		\$0		\$0		\$0	11	\$2,150		\$0	\$485	\$2,635
4.6	Final PROS Plan	1	\$225	2	\$440	6	\$960	12	\$1,380		\$0		\$0		\$0	21	\$3,005		\$0		\$3,005
4.7	Project Management, Administration, and Close Out	1	\$225	4	\$880	2	\$320		\$0		\$0		\$0	1	\$125	8	\$1,550		\$0	\$14	\$1,564
Subtotal		8	\$1,800	40	\$8,800	38	\$6,080	82	\$9,430	8	\$960	0	\$0	1	\$125	177	\$27,195	\$0	\$0	\$984	\$28,179
SUBTOTAL		28	\$6,300	149	\$32,780	158	\$25,280	242	\$27,830	60	\$7,200	54	\$9,720	4	\$500	695	\$109,610	\$15,000	\$15,000	\$4,419	\$129,029
5% Markup (on Subconsultants and Direct Costs)																					\$971
TOTAL PROJECT COSTS																					\$130,000