

AGENDA PARKS & RECREATION COMMISSION July 9, 2025

Hybrid Meeting In-person and via Zoom



Join Zoom Meeting

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Meeting ID: 845 7836 9049

Passcode: 555045

Accessibility

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

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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.

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**CITY OF ELLENSBURG
PARKS & RECREATION COMMISSION AGENDA
Council Chambers
501 North Anderson Street
Ellensburg, WA 98926
And remotely via Zoom
Wednesday, July 9, 2025
5:30 PM - Regular Meeting**

- 1. Call to Order**
- 2. Approval of Minutes**
- 3. Citizen Comment**
- 4. New Business**
 - 4.A Park, Recreation and Opens Space Plan – MIG
- 5. Unfinished Business**
- 6. Future Meeting Items**
- 7. Member Updates**
- 8. Staff Reports**
- 9. 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.



agenda

Comprehensive Parks, Recreation, Open Space and Sustainable Funding Plan

PRAC Meeting #1

Date **Wednesday, July 9, 2025**

Time **5:30 p.m. (PT)**

(Call to Order, Approval of Previous Minutes, Non-Agenda Comments)

5 minutes

Welcome

- Consultant introductions
- Agenda overview
- Public participation in meeting

20 minutes

Presentation: Planning Process and System Overview

- Purpose of the PROS Plan
- Phases/tasks/schedule overview
- Engagement approach/activities and key stakeholders, partnerships
- System overview, key considerations, terminology, analysis approach, importance of funding

60 minutes

Clarifying Questions & Discussion

(open format)

- Do you have any questions about the planning process?

(around the horn style)

- What are you excited and/or passionate about in Ellensburg's park and recreation system? What is working well in the parks and recreation system today?

TBD

5 minutes

- What are the most pressing needs for improvement? What opportunities and challenges should this plan address?
- Are there other key stakeholders we should engage with or strategies we should use to involve the community?

Public Comment

- Up to three minutes per person

Next Steps

- Next steps
- Tentative future meeting dates
- How to support the PROS Plan update process



CITY OF ELLENSBURG

Parks, Recreation, Open Space, and Sustainable Funding Plan

PRAC #1 Presentation

JULY 9, 2025



Agenda

- Presentation: Planning Process and System Overview
 - Purpose and process
 - Engagement
 - Key considerations
- Commission Clarifying Questions & Discussion
- Public Comment
- Next Steps



Jon Pheanis, AICP
Principal-in-Charge,
MIG



Cindy Mendoza, CPRP
Project Manager,
MIG



Michaela Jellicoe
Senior Economist,
CAI



Justin Martin,
PLA, ASLA
Landscape
Architect



Elly Schaefer
Parks & Recreation
Planner



Joey Nielsen
Engagement Specialist



Jessa Miller
Project Associate &
GIS Analyst



Other Skills
Park construction,
CPSI, ADA accessibility,
graphics, economic
development

Purpose & Process

Purpose of the Plan

Update the 2016 Plan to create a realistic and community-supported investment strategy for park improvements and operations.

This planning process will:

- Identify community priorities for the next 10 years
- Identify needs for parks, outdoor and indoor recreation facilities, and programs
- Create a prioritized capital improvement plan
- Identify a sustainable funding strategy to balance desired improvements, development, and ongoing operations
- Ensure RCO compliance for grant applications





PHASE
01

**INVENTORY &
SYSTEM ASSESSMENT**

Summer 2025

- Project Initiation & Background Review
- Inventory & Base Map
- Parks and Facility Tour & Condition Assessment
- Impact Fee & Funding Evaluation
- Brief #1: State of the System Summary
- **PRAC Meeting #1**
- **Key Leader Interviews**



PHASE
02

**NEEDS & OPPORTUNITIES
ANALYSIS**

Summer - Fall 2025

- Comprehensive Plan Coordination
- Demographics, Trends, & Community Profile
- Brief #2: LOS, Access, and Needs Analysis
- **PRAC Meeting #2**
- **Focus Groups**
- **Community Needs Questionnaire**



PHASE
03

**GOALS, OBJECTIVES,
& ACTION PLANNING**

Fall 2025 - Winter 2025

- Vision, Goals, & Objectives
- Site Recommendations & Park System Map
- CIP & Maintenance Costs
- Action Plan
- Funding Plan
- **PRAC Meeting #3**
- **Prioritization Workshop**



PHASE
04

**PLAN DEVELOPMENT
& IMPLEMENTATION**

Winter 2025 - Spring 2026

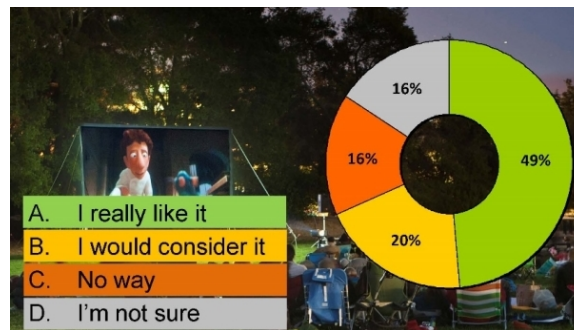
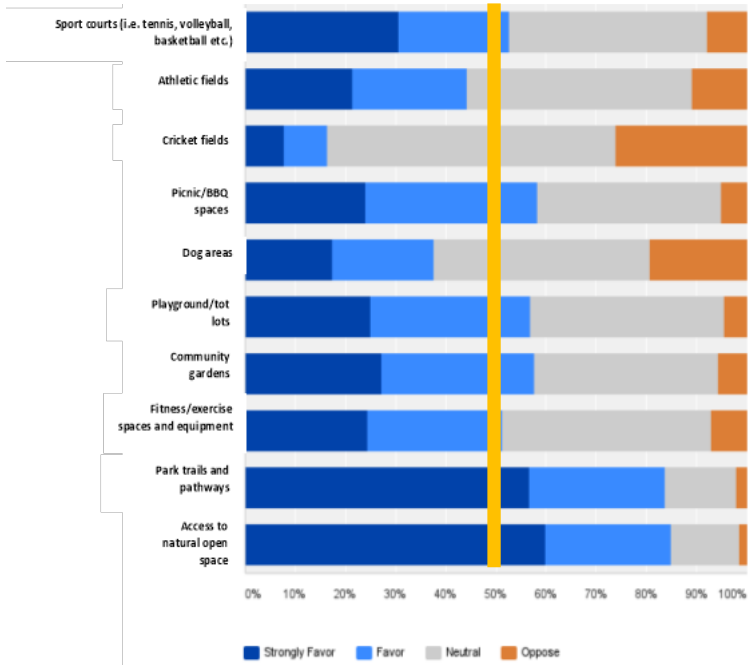
- Administrative Draft PROS Plan
- Public Draft PROS Plan
- Final PROS Plan
- **PRAC Meeting #4**
- **Online Comment Form**
- **City Council Adoption**

Engagement

Outreach & Engagement Goals

- Ensure the Plan reflects City priorities and goals.
- Involve **as many people as possible**.
- Involve a **broad cross-section of the community**, including diverse demographic groups.
- Identify and involve **key stakeholders and partners**.
- Identify and reach out to **underrepresented groups**.
- Document community preferences for park investment and willingness to pay for enhanced services.
- Foster long-term support for parks and recreation.

Engagement Opportunities



- Community Needs Online Questionnaire
- Pop-Up Events
- Prioritization Workshop
- Draft Plan Review

Park & Recreation Commission Oversight

- Check in at key milestones.
- Share insights on your adopted parks, plus the entire park system.
- Help promote outreach activities.
- Ensure the plan addresses key community priorities.
- Provide guidance and support plan adoption and implementation.

#	Meeting	Date
1	Orientation & SWOT Discussion	July 2025
2	Needs Analysis (Video Presentation)	Sept 2025
3	Prioritization	Nov 2025
4	Draft Plan Review	Feb 2026

Key Community Group Involvement



Key Considerations

Park System Elements & Services

Inventory and Analysis



Parks and Open Space



Recreation Facilities



Community & Rec Centers



Programs & Events



Support Amenities

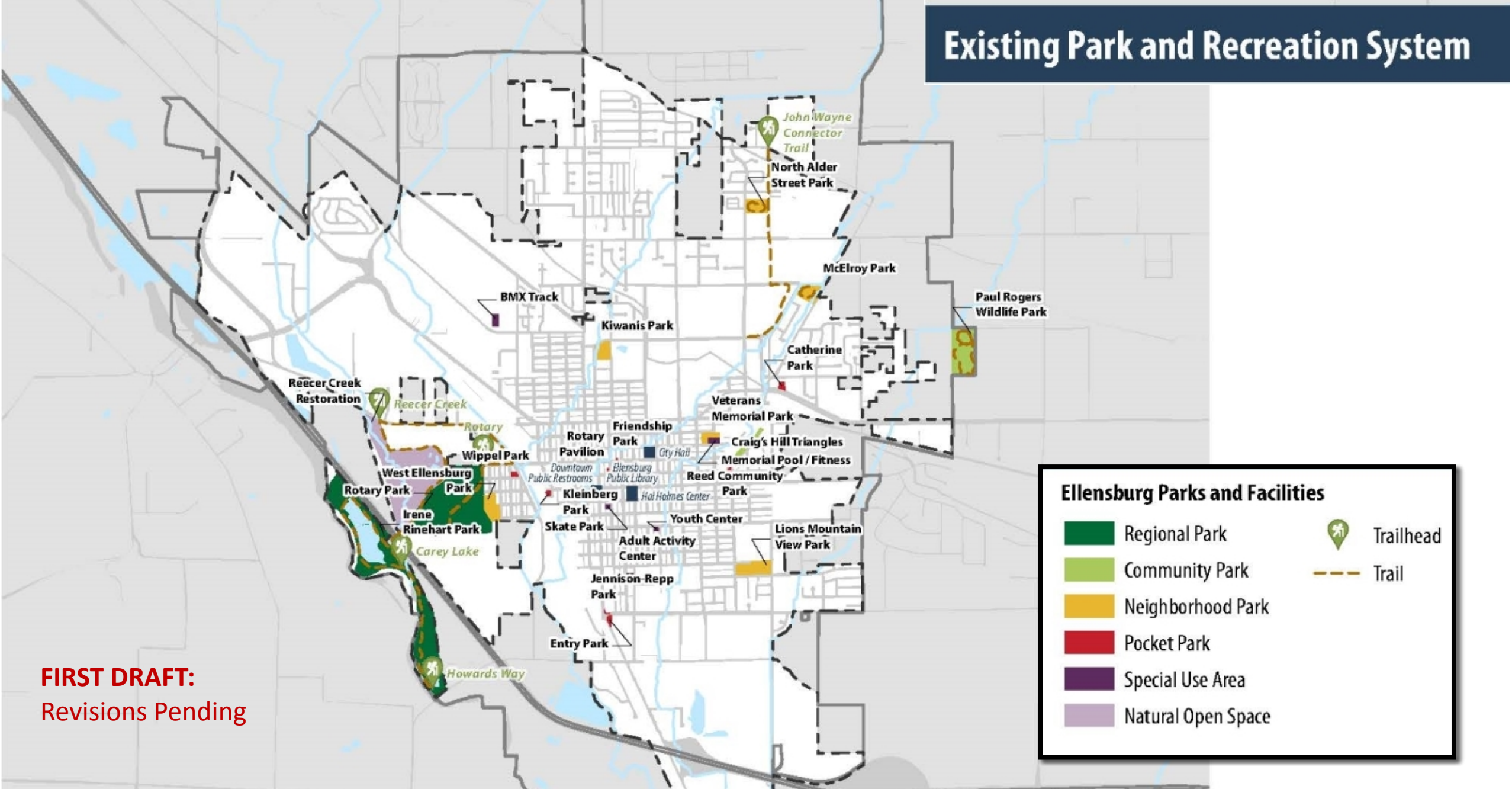


Trails



Maintenance

Existing Park and Recreation System



Ellensburg Parks and Facilities

- Regional Park
- Community Park
- Neighborhood Park
- Pocket Park
- Special Use Area
- Natural Open Space
- Trail
- Trailhead

FIRST DRAFT:
Revisions Pending

Key Considerations

- Coordination with Comprehensive Plan update and Urban Forest Management project
- Upswing in park use and a growing community
- Normal wear and tear of well-used recreation assets
- New fieldhouse in design
- Resident and visitor's use of facilities (including CWU students)
- Community priorities
- Financially sustainable implantation strategy

Evaluation Lenses

**FISCAL
SUSTAINABILITY**

**ASSET
MANAGEMENT &
MAINTENANCE**

**RECREATION
OPPORTUNITIES
FOR ALL**

**COMMUNITY
IDENTITY AND
PROGRAMS**

**ACTIVITY &
HEALTH**

**EVOLVING
TRENDS**

**CAPITAL PROJECT
PHASING**

**OPERATIONS &
FUNDING**

Financial Sustainability



- **Capital costs:** One-time costs for improvements, replacement, development, or acquisition.
- **Operations costs:** Ongoing costs for park and facility maintenance, operations, programming, and management.
- **Partnerships:** Coordination with other public and private entities through cost sharing, joint facility use, coordinated events, and volunteer services.
- **Funding sources:** Realistic funding levels and willingness to pay for enhanced parks and recreation opportunities.

The community's willingness to pay for parks, recreation facilities, and programs will help identify the RIGHT level of service (LOS) to provide.

Setting standards based on the right LOS will support financial sustainability.

Clarifying Questions & Discussion

Clarifying Questions

- Do you have any questions about the presentation or planning process?

Discussion

- What are you excited about in Ellensburg's park and recreation system?
- What is working well in the parks and recreation system today?

Discussion

- What are the most pressing needs for improvement?
- What opportunities and challenges should this plan address?

Discussion

- Are there key stakeholders and community groups we should engage with or specific strategies we should use to involve the community?

Public Comment

Next Steps

Next Steps

- Parks System Inventory and Conditions Assessment
- Baseline Funding Analysis
- Commissioner Questionnaire on Adopted Parks
- Key Leader Interviews
- Community Needs Questionnaire Development



Ways that Everyone Can Get Involved and Support the PROS Plan Update

- Check out the Parks & Recreation Department webpage for more information:
<https://ci.ellensburg.wa.us/768/Parks-Recreation>
- Attend PRAC meetings to provide input and testimony.
- Invite friends, family, teammates, and colleagues to get involved.
- Share with us any ideas for improvements, including any projects your community group may be willing to support!





CITY OF ELLENSBURG

Parks, Recreation, Open Space, and Sustainable Funding Plan

PRAC #1 Presentation

JULY 9, 2025

