

# AGENDA

## PARKS & RECREATION COMMISSION

### October 8, 2025

Hybrid Meeting In-person and via Zoom



<https://us02web.zoom.us/j/87564852536?pwd=knB4XS2PH97iRkfw64HZu5366lnPxK.1>

Meeting ID: 875 6485 2536

Passcode: 167054

#### Accessibility

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- 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](mailto:ADACoordinator@ellensburgwa.gov). Five (5) business days' notice is appreciated.*

**CITY OF ELLENSBURG  
PARKS & RECREATION ADVISORY COMMISSION AGENDA  
Council Chambers  
501 North Anderson Street  
Ellensburg, WA 98926  
And remotely via Zoom  
Wednesday, October 8, 2025  
5:30 PM - Regular Meeting**

**1. Approval of Minutes**

1.A Approval of Minutes from September 10, 2025, Parks & Recreation Commission meeting

**2. Citizen Comment**

**3. New Business**

3.A Request to Place Seasonal Portable Disc Golf Baskets at Rotary Park and IRRP – Jeremy Lange

**4. Unfinished Business**

4.A Update on the Park, Recreation, and Open Space Plan – Cindy Mendoza, MIG

**5. Future Meeting Items**

**6. Commission Member Updates / Other Business**

**7. Staff Reports**

**8. 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.

**Parks & Recreation Advisory Commission  
Meeting Minutes – September 10, 2025**

**DATE OF MEETING:** September 10, 2025  
**MEMBERS PRESENT:** Nikki Pollock, Frana Milan (remote), Ron Parga, Charlie Smith, Devin Shea, Casey Fiske (remote)  
**OTHERS PRESENT:** Council Liaison Thompson (remote), Council Liaison Beauchamp (arrived late), Parks & Recreation Director Case, approximately 9 members from the public  
**LOCATION:** Meeting was held in the Council Chambers and Virtually

**CALL TO ORDER** – Meeting called to order at 5:35pm

**MEETING MINUTES** – Minutes from the August 13, 2025 meeting were approved.

**NEW BUSINESS – Park Partnership Presentations and Funding Recommendation**

Five applications were submitted for funding through the Park Partnership Program. The total amount of money available in this year's program is \$22,25.94, the five applications requested a total of \$42,320.00. The following projects were submitted:

**EPiC Pickleball Court Improvements** – Project Description – refresh equipment in parks, add functional and beautification features, maintain courts: 1) Crack repair and resurfacing at West Ellensburg, 2) Install paver patio courtside at West Ellensburg, 3) Install benches at West Ellensburg; 4) Install new nets at West Ellensburg; 5) Install storage poles; 6) Insulate storage container at West Ellensburg. EPiC requested \$9,300.00.

**Kittitas Environmental Education Network** – EcoExplorers Club – Project Description – Funds from the program will be used to provide support for the KEEN EcoExplorers Club, a new afterschool program designed to provide middle school students with safe, structured, and enriching experience in the outdoors. The club meets every Wednesday, from 1pm-5pm in city park facilities and Helen McCabe Park. Funds will be used to help with staffing and supplies and to cover costs using KEEN's bus for transport to and from city parks. KEEN requested \$4,250.00.

**Ellensburg Area Swim Team (EAST) Storage Request** – EAST is requesting support to add secure storage shed on the deck of Kittitas Valley Memorial Pool & Fitness Center, purchase 3 pacing clocks, and refurbish the viewing area display case. EAST requested \$4,420.00.

**Kittitas County Railroad History Association (KCRHA) Rotary Park Miniature Railroad** – The request would result in the construction 2,800 linear feet of an out and back loop track. This works represents phase I of a much larger project. The KCRHA requested \$10,000.00.

Kiwanis Park Basketball Court Project – The Kiwanis Club requested funding to remove the old baseball court at Kiwanis Park and replace it with a full-court, asphalt court with 9' hoops. The layout and condition of the current court results in an underutilized court. The proposed court would cater to players of all ages and provide a unique basketball experience for our community. The request was for \$14,350.00.

The Commission heard a presentation from each of the applicants, scored the projects and deliberated over funding allocation. At motion and second was made to fund the EAST and KCHRA at their full ask, fund EPiC with the remaining balance. The KEEN and Kiwanis Club projects did not receive funding.

Motion passed all in favor. Commissioner Praga recused himself from this item due to his involvement as a Board Member for one of the organizations that submitted an application.

## **6 Year Capital Improvement Schedule Update**

Each year the City updates its 6-year capital improvement schedule for parks and recreation. As a part of that process, the Commission provides their recommendations on what projects should be prioritized, added, or dropped from the improvement schedule. The following recommendations were made by the Commission for the 2026-2032 plan:

- Move the Mt. View Park Tennis Court Development project to #7 on the list indicating that the project is a higher priority.
- Add a general “Kiwanis Park Improvements’ line, staff will determine a value of those improvements based on information provided in the 2016-2022 Park, Recreation and Open Space Plan.
- Adding a \$500,000.00 line item for improvements at the Kittitas Valley Memorial Pool & Fitness Center.

## **COMMISSION MEMBER REPORTS**

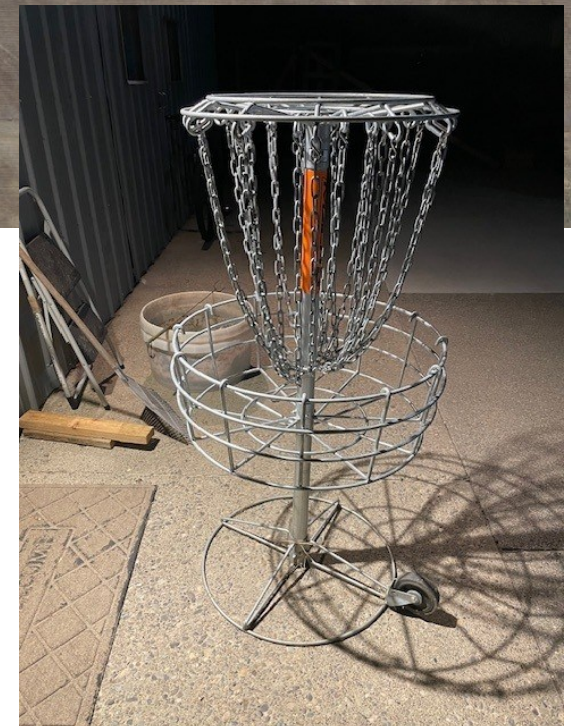
### **STAFF REPORTS**

Staff reported the following: 1. The Wall That Heals, hosted at Rotary Park, was a great event. Special thanks to the event co-chairs, Russell Colmore and Henry Johnston. 2. The annual pool shutdown is complete. The pool is closed for two weeks each year to perform maintenance, as a part of this year’s maintenance, city staff replaced roof shingles on a portion of the sloped roof that has been leaking. 3. Katelyn Perez, Adult Activity Center Coordinator, will be on leave for the next few months. Aaron Riojas was hired to serve as temporary coordinator during her absence. 4. Seasonal employees in the Parks Maintenance Division are reaching the end of their season with us, as a result, staffing levels in parks will be significantly reduced.

Meeting was adjourned at 8pm.



The request is to place portable baskets (like the photo to the right) along the pathway from Rotary to Irene Rinehart Riverfront Park (IRRP) and through the main parking lot at IRRP (basket alignment shown as red line). The baskets would be placed November 1, 2025 after the front gate at IRRP is closed for the season, and removed no later than March 15, 2026. The portable baskets are owned by the Ellensburg Disc Golf Club, the city would not be responsible for any baskets that are damaged or go missing.





# ELLENSBURG PARKS, RECREATION, OPEN SPACE, AND SUSTAINABLE FUNDING PLAN

**Parks & Recreation Commission Meeting**  
October 8, 2025



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## Presentation Overview

- Planning Process & Needs Assessment Overview
- Demographics
- Outreach Results
- Trends & Market Findings
- Parks, Facilities, and Trails
- Maintenance & Funding
- Key Needs
- Next Steps
- Q&A/Discussion

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# PROS PLANNING PROCESS & NEEDS ASSESSMENT OVERVIEW

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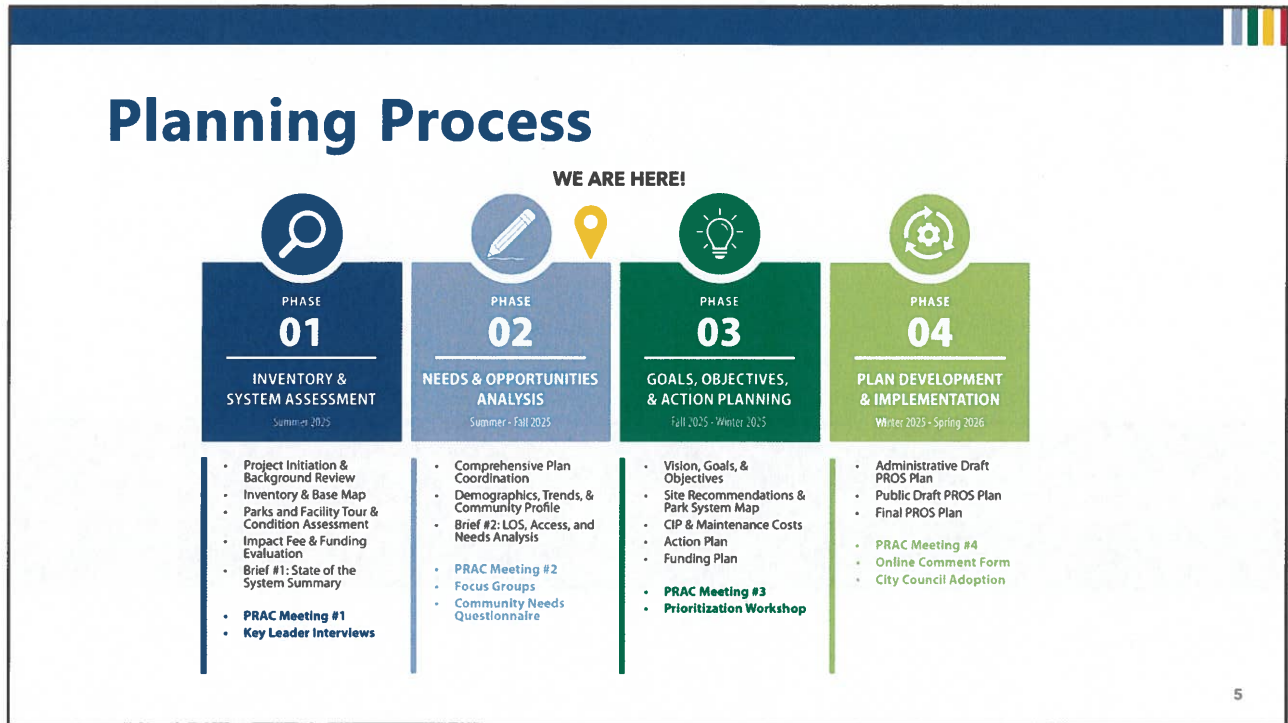
## PROS Plan Purpose

To update the 2016 Plan to create a realistic and community-supported investment strategy for enhancements to City Parks, recreation facilities, trails, programs, and services over the next 10 years.

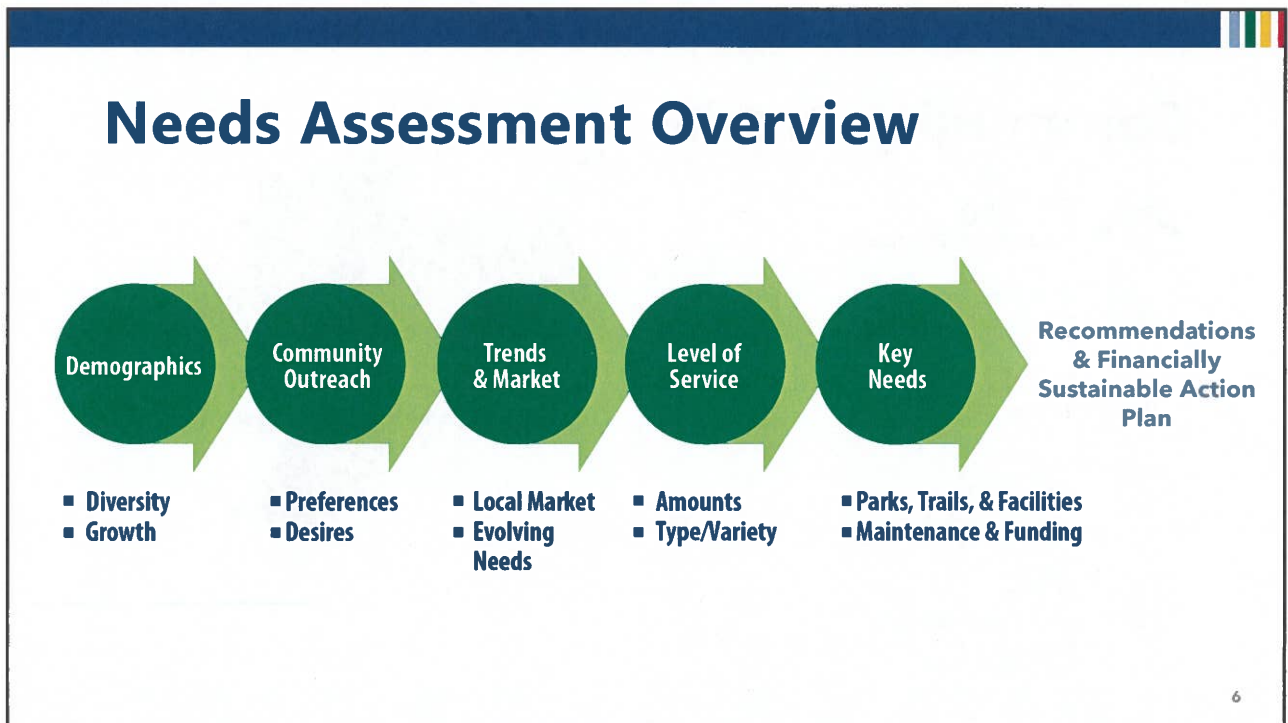
**This planning process will set the framework for future:**

ACQUISITION	MAINTENANCE	DEVELOPMENT	REHABILITATION
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# DEMOGRAPHICS

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## Community Profile



**21,260**  
Population (2025 estimate)



**25,631**  
2046 Population Estimate (20.6% increase)



**9,242**  
Housing Units



**24.9%**  
Non-White Population  
More diverse than Kittitas County (20.2%)  
and less diverse than the State (35.7%)



**21%**  
Live Below Poverty Line  
More living in poverty than Kittitas County (14.3%)  
and the State (9.9%)



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# Community Profile

## Age

**15.1%**  
Ellensburg residents are **under 18**

**10.9%**  
Ellensburg residents are **over 65**

**26.7**  
Median Age

This median age is lower than Kittitas County (37.9) and the State (38.2); likely largely attributed to the presence of Central Washington University.

### 2010-2023 Age Range Change

Age Range	Change (%)
Under 18	+1.3%
18-64	-3.8%
65 & Over	+2.5%

SOURCE: 2010 and 2023 American Community Survey 5-Year Estimates

# Other Park Users

## Central Washington University

- 2024-25 Enrollment: **10,527**, 49.5% of Ellensburg's total 2025 population
- 380-acre campus including various indoor and outdoor recreation facilities
- Increases demand on City facilities during the academic year

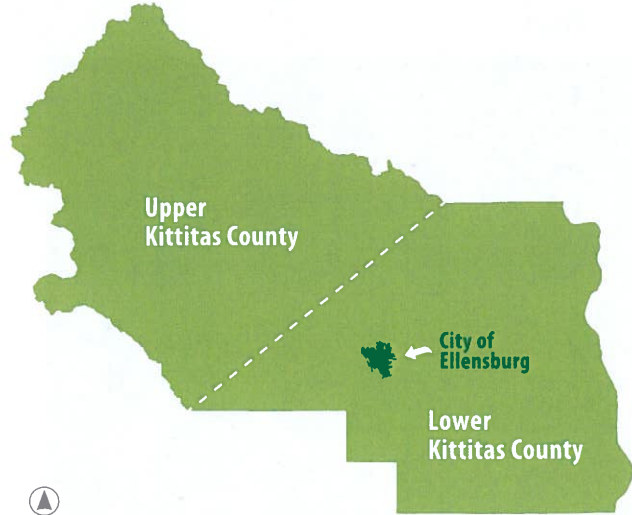




# Other Park Users

## Kittitas County Residents

- Many of Ellensburg’s park and recreation users are Lower Kittitas County residents



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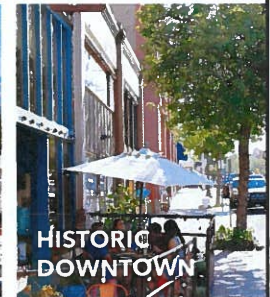
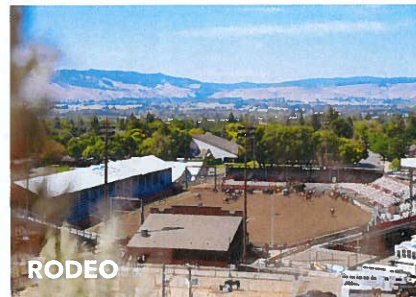
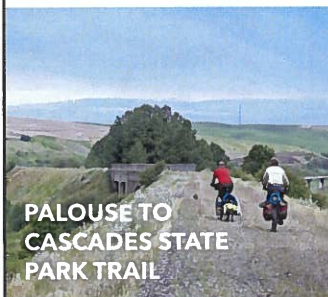
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# Other Park Users

## Visitors



- Visitors spent **\$359.0 million** in Kittitas County and **\$187.1 million** in Ellensburg in 2024, with most visitors coming from the Seattle-Tacoma-Bellevue market
- Most visitors come to Ellensburg for **events** and **outdoor recreation**
- Tourism is strongest from **July-December**



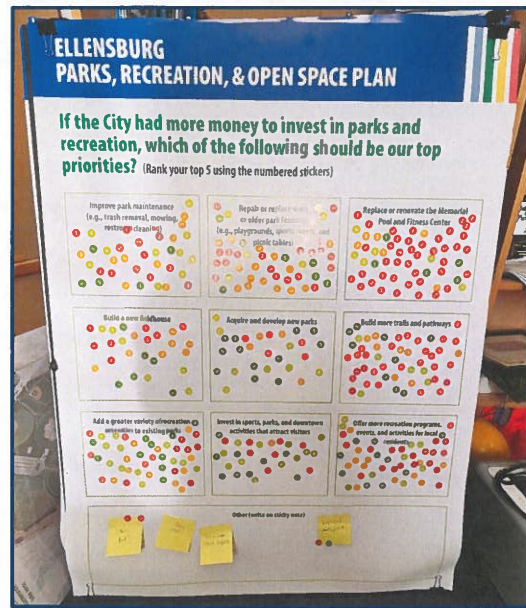
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## Engagement to Date

- **Pop-ups**
  - Farmer’s Market
  - Hal Holmes Center Open House
  - Bite of the Burg
- **Online Community Survey**
  - August 16 - September 28, 2025



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# Community Online Questionnaire

Who responded?



**1,125 Total Respondents  
in 6 weeks**

### City Residents

80% of respondents live in Ellensburg

### County Residents

19% of respondents live nearby in lower Kittitas County

### Diverse Users

Respondents represent a wide spectrum of different types of park users

### Frequent Users

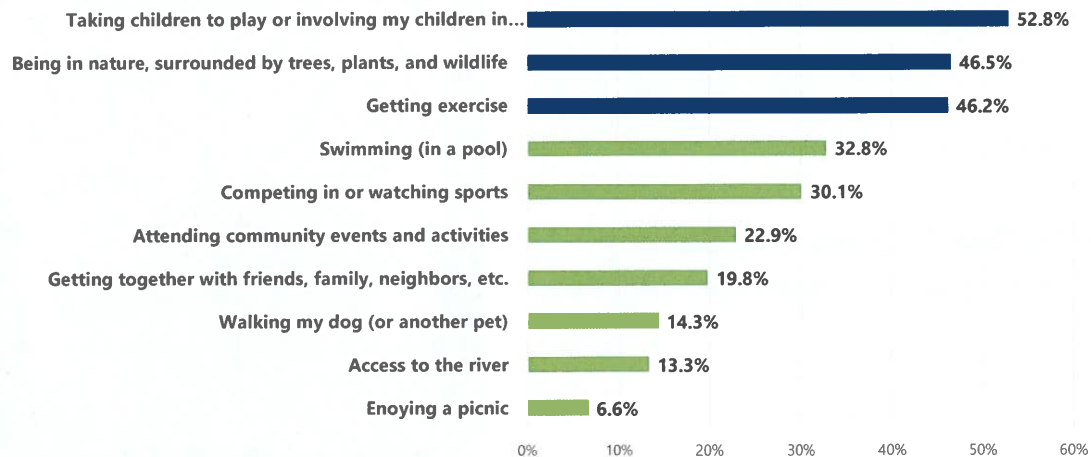
70% of respondents use a City park or recreation facility weekly

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# Community Online Questionnaire

Top Reasons for Visiting Parks and Recreation Facilities



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## Community Online Questionnaire

### Ranked Priorities for Top Features or Facilities to Be Improved or Added

Feature or Facility	Survey Ranking (All Responses)	Pop-Up Rankings (All Responses)
Swimming pool	<b>1</b>	<b>1</b>
Splash pad	<b>2</b>	4
Additional indoor recreation space/sport courts	<b>3</b>	-
Neighborhood playgrounds	4	7
Picnic shelters, pavilions, or shade structures	5	10
Multi-use trails	6	<b>3</b>
Sports fields	7	-
Greenspace, trees, and natural habitat areas	8	<b>2</b>
Universal, all-inclusive playground	9	9
Nature trails	10	8
Art, cultural, or interpretive elements	-	5
Community Gardens	-	6

**Top Results**  
Improvements to the swimming pool is a top priority.

ES0

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## Community Online Questionnaire

### Ranked Top Priorities for Investment

Feature or Facility	Survey Ranking (Non-Residents)	Survey Ranking (Residents)	Pop-Up Rankings (All Responses)
Replace/renovate Memorial Pool	<b>1</b>	<b>1</b>	<b>1</b>
Repair/replace older park features	<b>2</b>	<b>2</b>	<b>2</b>
Build a new fieldhouse	<b>3</b>	<b>3</b>	5
Add variety to existing parks	4	4	4
Offer more programs/events	5	5	6
Invest in sports/parks/downtown	6	8	9
Build more trails and pathways	7	7	<b>3</b>
Acquire and develop new parks	8	6	8
Replace/renovate Adult Activity Center	9	9	-
Improve park maintenance	10	10	7

**Top Results**  
Memorial pool renovations and repairing/replacing older park features are the top two funding priorities.

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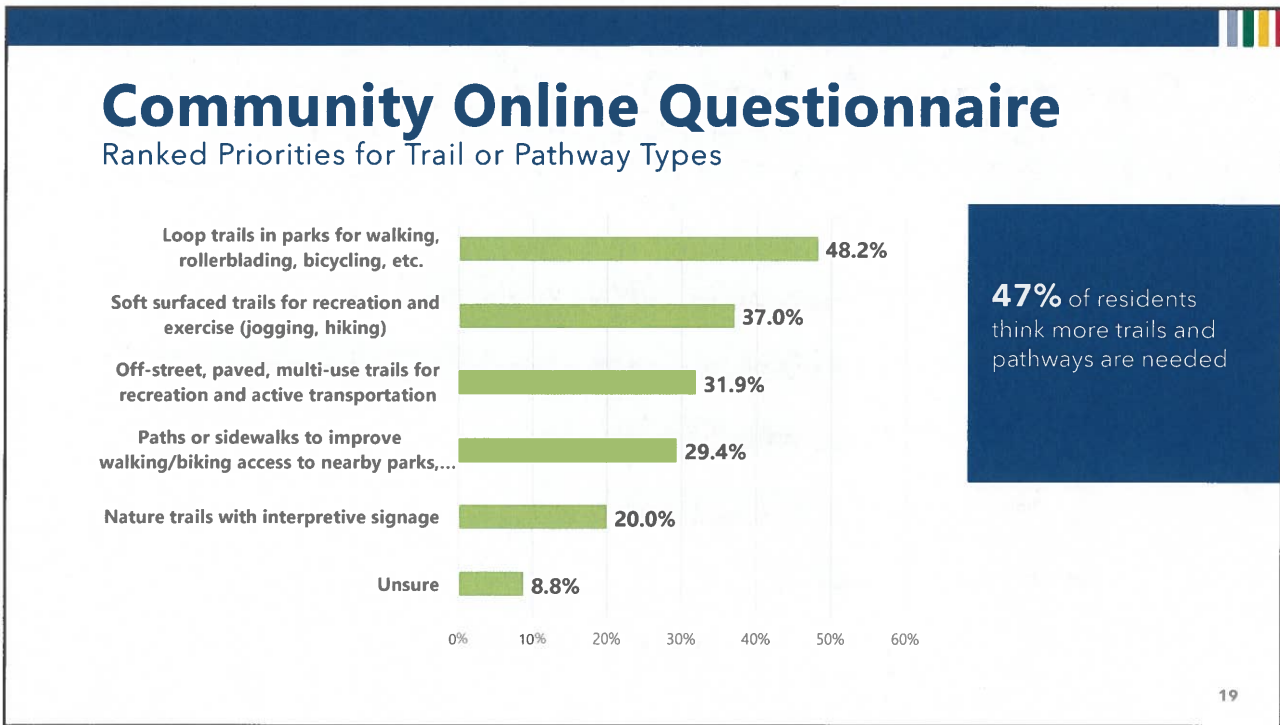
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**Slide 17**

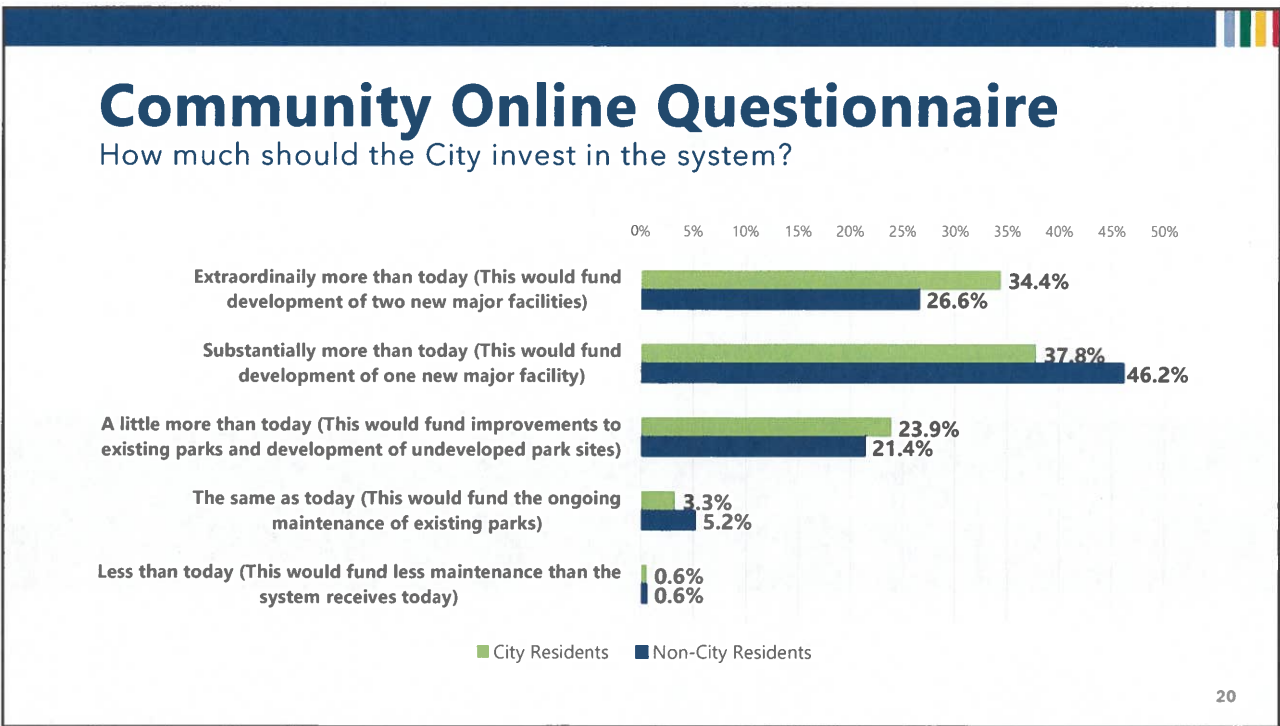
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**ES0** We are going to break this one down by residents and non-residents as well.

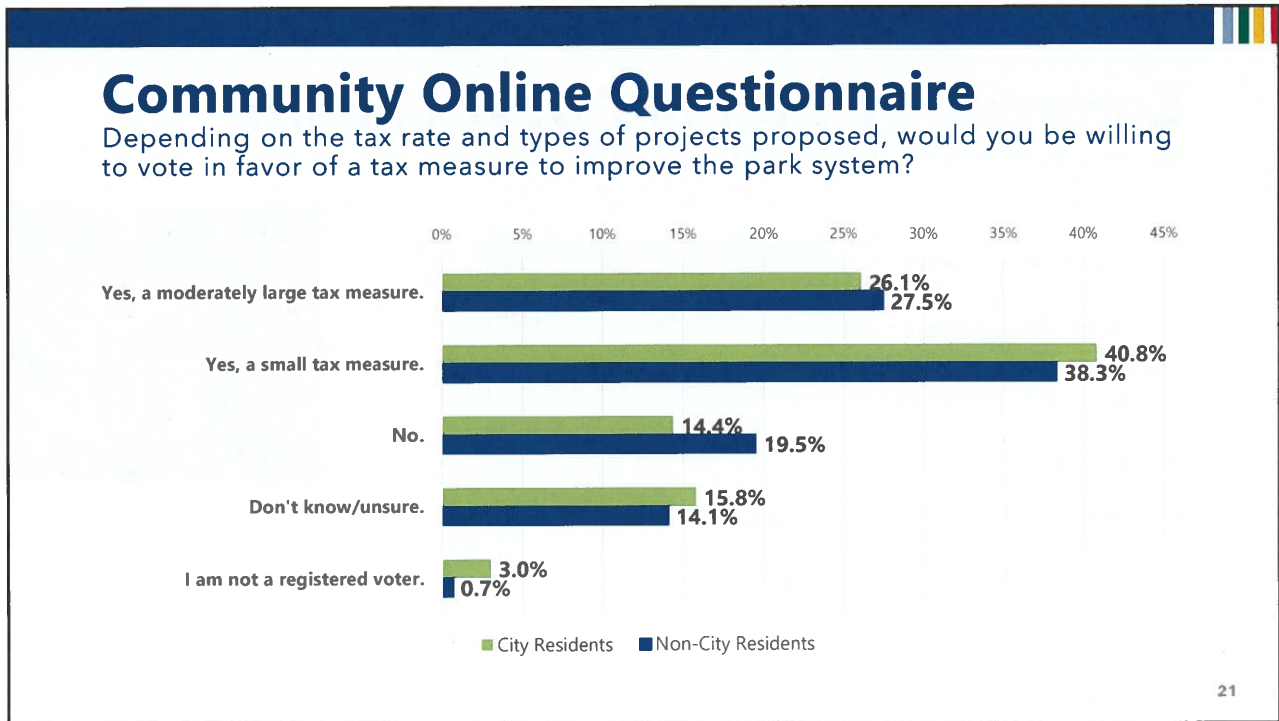
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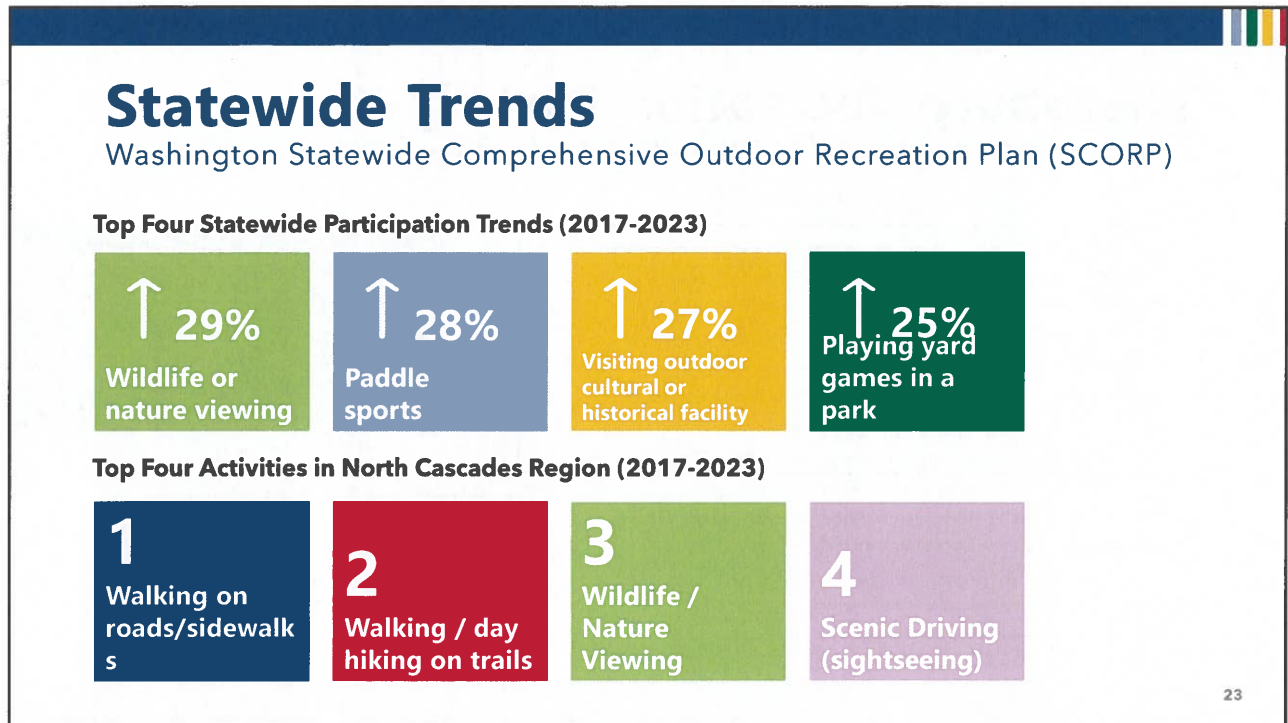
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# TRENDS & MARKET FINDINGS

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## Local Opportunities

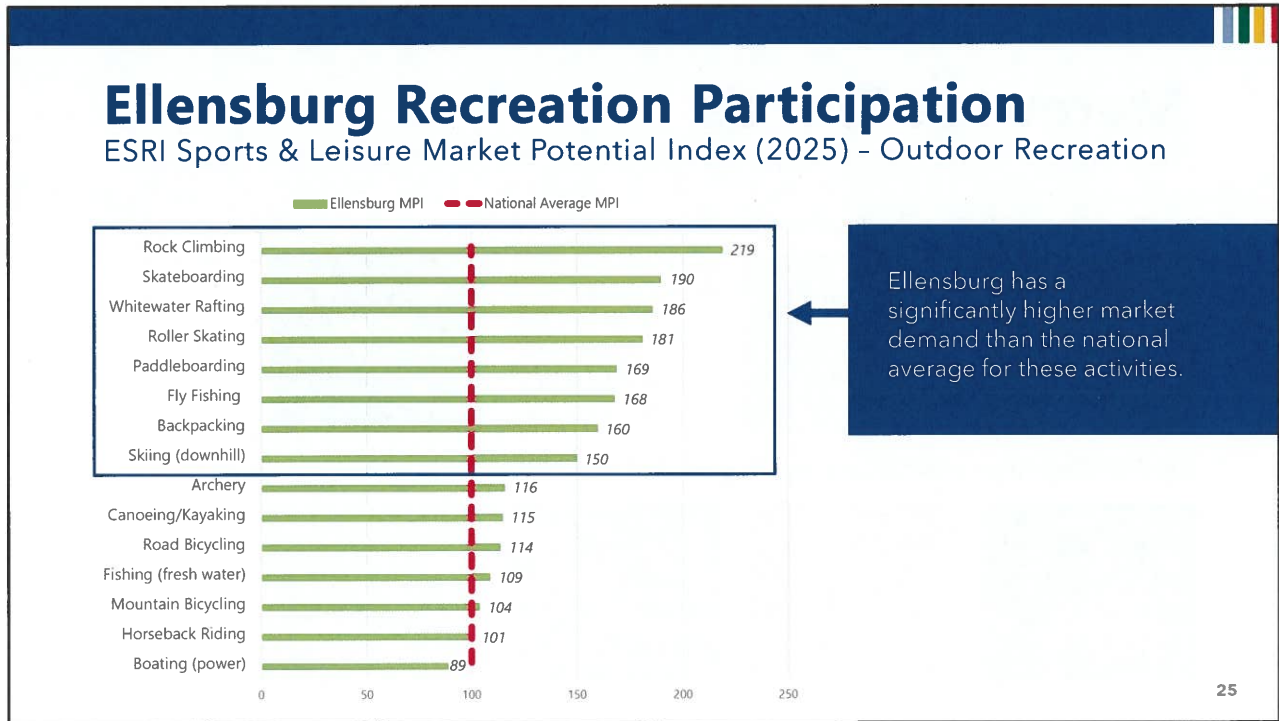
Kittitas County Tourism Strategic Plan 2025-2035

- **Enhancing trail connectivity & outdoor access**
- **Developing sport tourism infrastructure** (sports fields, recreation centers, multi-use event venues)
- **Strategic marketing and visitor education** to highlight year-round recreation opportunities
- **Reinvestment in community infrastructure** (trailheads, signage, public transit options, and downtown revitalization efforts)



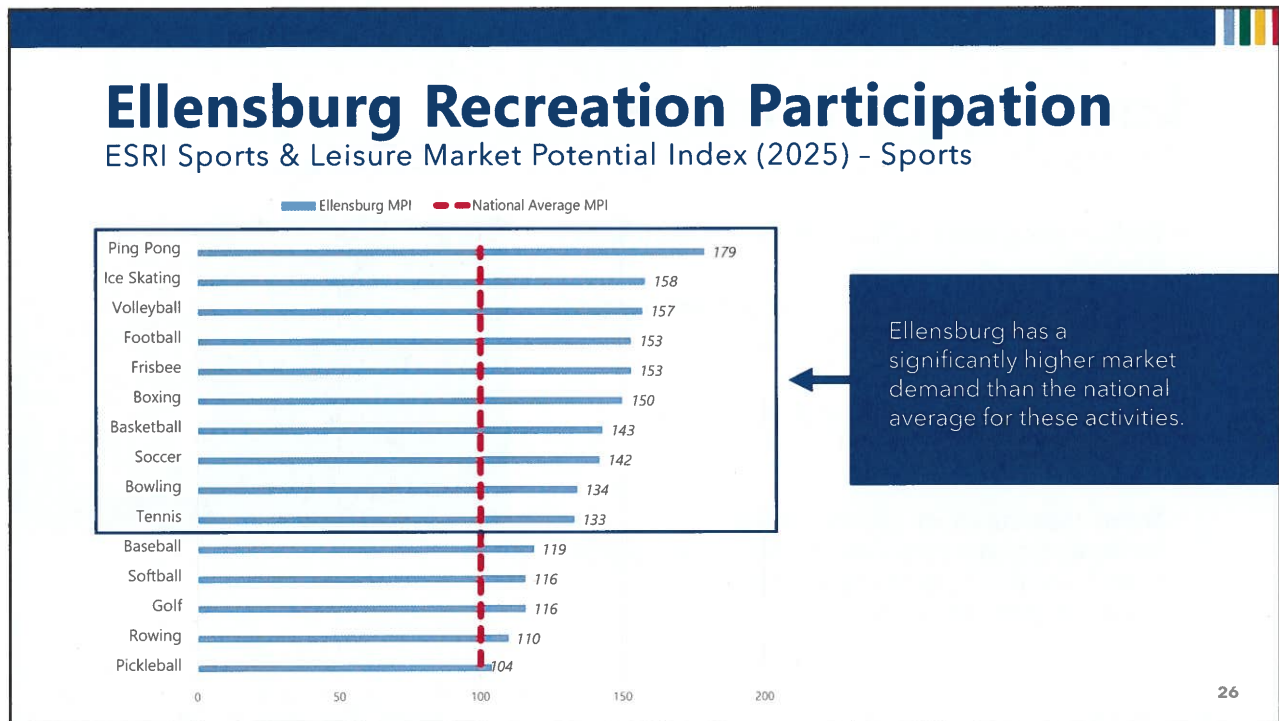
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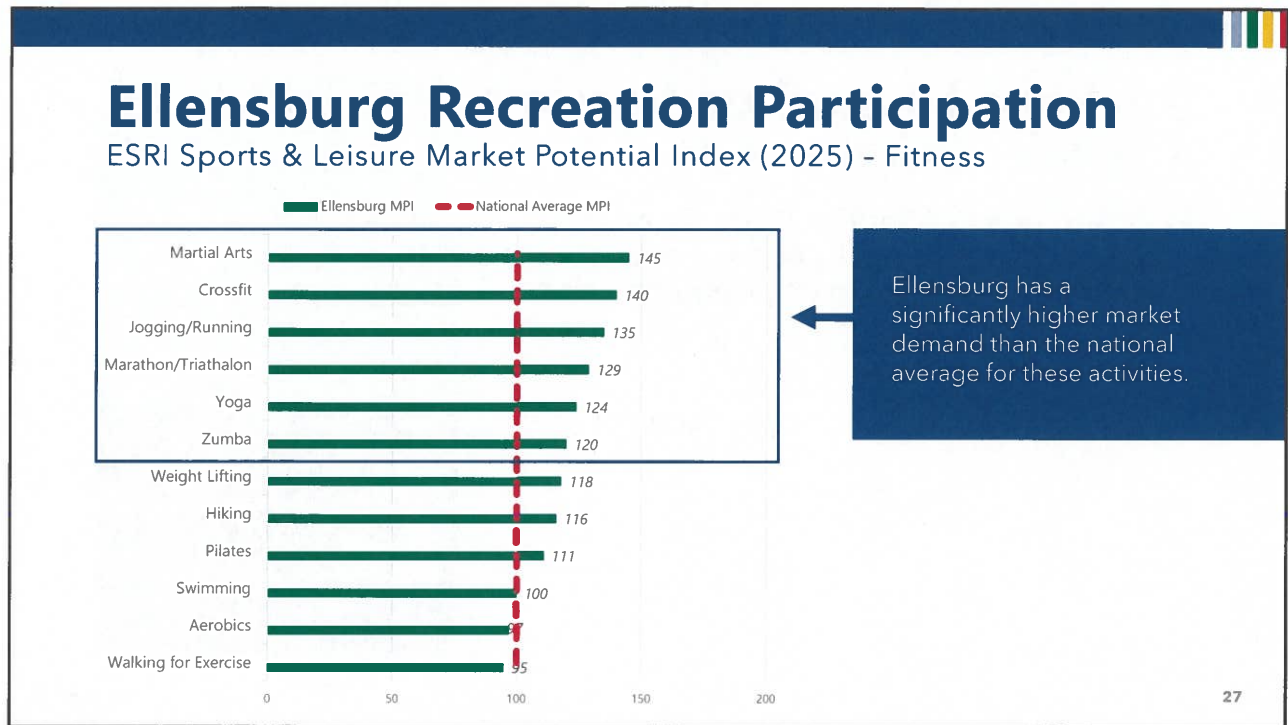
Ellensburg has a significantly higher market demand than the national average for these activities.

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Ellensburg has a significantly higher market demand than the national average for these activities.

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# PARKS, FACILITIES, TRAILS, MAINTENANCE & OPERATIONS


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## Parkland Level of Service

Is existing parkland enough?

**Parkland Level of Service (LOS) Standards measure the amount of parkland available to a community relative to its population size.**

- This is expressed as a ratio of acres of parkland per 1,000 residents.
- A higher LOS means more parkland per resident.



2025 Park Acres: **350.6**



2025 Population: **21,260**

2025 Acres per 1,000 People: **16.5** LOS

2046 Projected Population: **25,631**



2046 Acres per 1,000 People: **13.7** LOS  
If no new parks are added.

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## Parkland Level of Service

**Ellensburg Parkland Overall LOS**

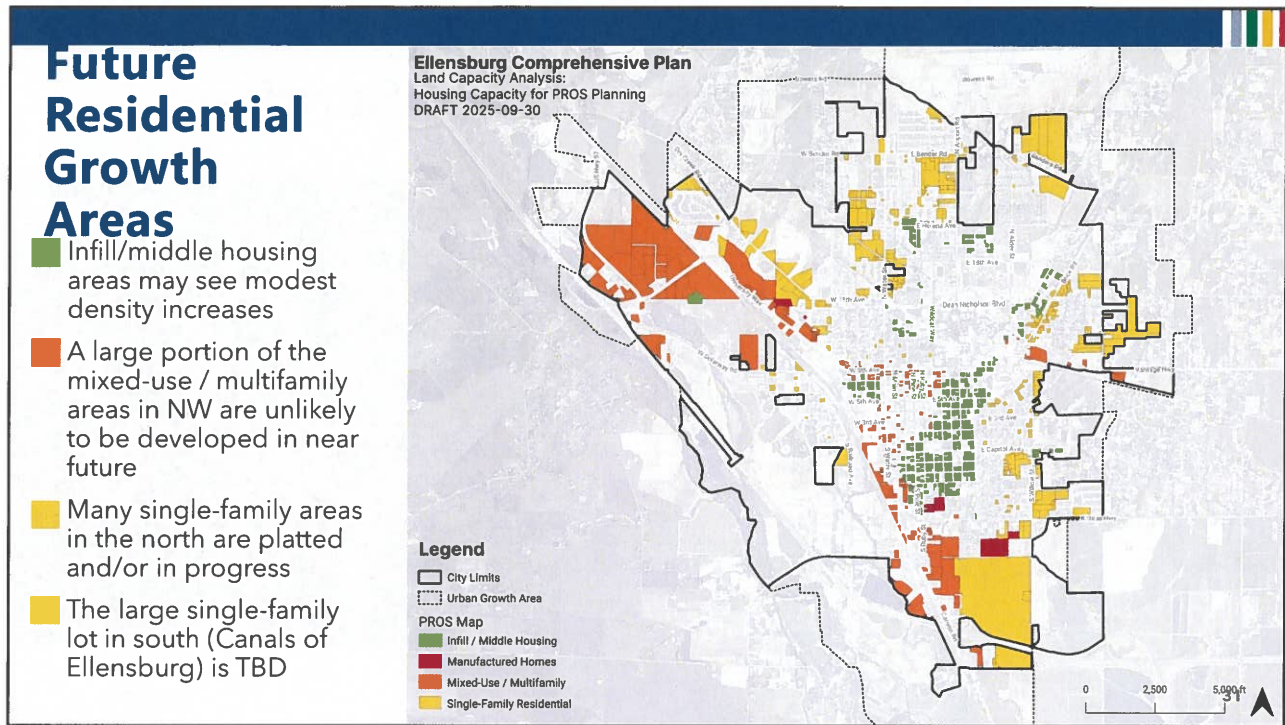
NRPA Park Metric Category	Ellensburg (2025)	Ellensburg (2046)	National Agencies Population 20,000 to 49,999
<b>Acres per 1,000 Residents (LOS)</b>			
Lower Quartile			5.7
Median	<b>16.5</b>	13.7	10.9
Upper Quartile			17.5

### LOS Benchmarking

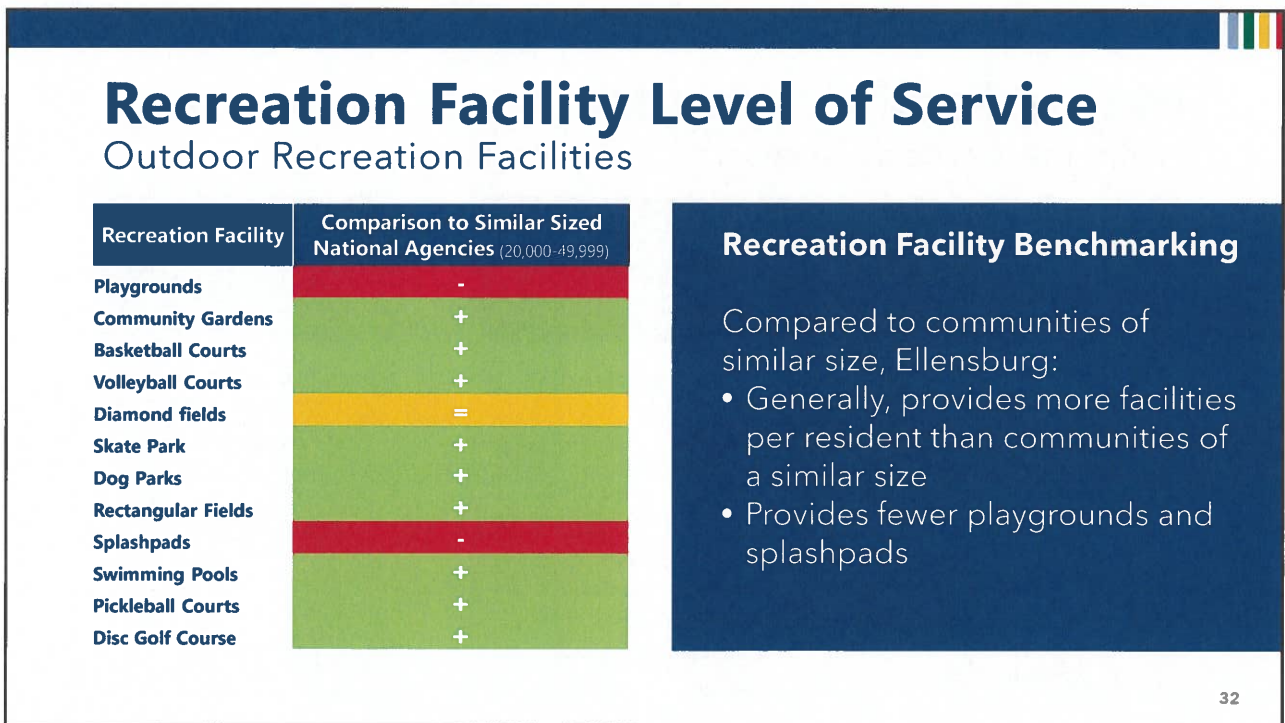
Ellensburg's existing and future parkland LOS is higher than the median of other similarly sized cities.

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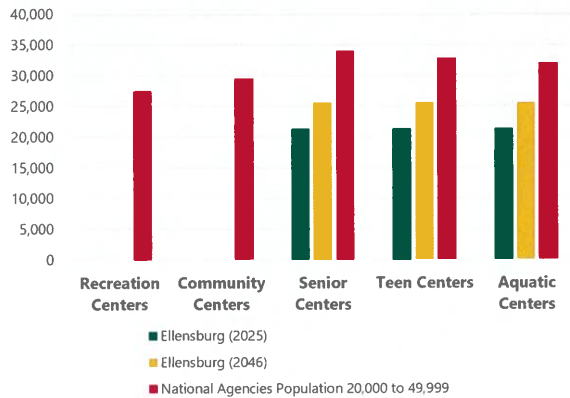
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# Recreation Facility Level of Service

## Indoor Recreation Facilities

Number of Residents Per Major Recreation Facility



### Major Facility Benchmarking

63% of agencies of Ellensburg's size provide a recreation center, and 60% provide a community center.

# Major Facility Needs

## Preliminary Needs Assessment Findings

### FIELDHOUSE

- Will support sports, programs, and social gatherings
- Would replace community center
- Will serve more people and varied interests
- Council approved RFP for development partnership strategy

### MEMORIAL POOL & FITNESS

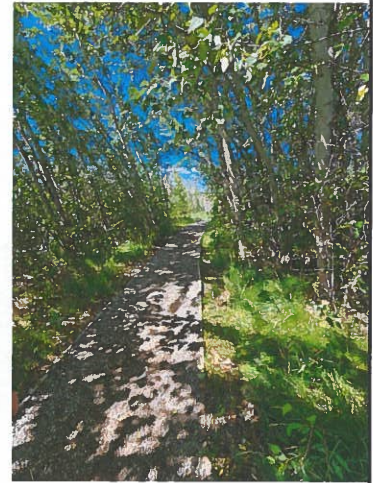
- Supports aquatics and limited fitness opportunities
- Needs repair and long-term replacement
- Serves specialized interests
- HVAC and flat roof repairs underway; slanted roof repairs are budgeted
- Full facility assessment is needed

### ADULT/SENIOR AND YOUTH CENTERS

- Supports variety of passive activities and gatherings
- Will need reinvestment as facilities age
- Serves targeted age groups and limited uses
- No improvements in motion
- Needs should be revisited after fieldhouse is developed and as buildings age

## Trails

- Trail connections are needed to connect the State **Palouse-Cascades Trail** around the city
- **Loop trails** can provide an active recreation opportunities within parks
- **Ellensburg's Comprehensive Plan** is currently being updated and will include a more in-depth trails analysis



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## Maintenance and Funding Needs

- Ellensburg has only **1 City maintenance staff**. More staff will be needed as parks and facilities are added.
- **More recreation staff** will be needed to support fieldhouse operations and pool operations (when built or replaced).
- **16% cost recovery rate (2024)**
  - Revenues through program and user fees, facility rentals, etc., have declined relative to operations and maintenance expenditures.
  - Additional funding sources are needed.
- **Capital Expenditures (2024): \$0**
  - 2023: \$426,248
  - Last 10 Years: \$1,816,548

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**Key Needs**  
Preliminary Needs Assessment Findings

<p><b>TOP NEEDS</b></p> <ul style="list-style-type: none"> <li>• Splash Pad</li> <li>• Critical Pool Repairs</li> <li>• Fieldhouse Development</li> <li>• Playground Replacements</li> </ul>	<p><b>SECONDARY NEEDS</b></p> <ul style="list-style-type: none"> <li>• Repair/Replacement of Older Park Features</li> <li>• Rotary Park Development (next phase)</li> <li>• Riverfront Park Improvements (e.g., trails, picnic area, non-motorized boat launch)</li> <li>• New Neighborhood Parks (with new growth)</li> </ul>	<p><b>LONG-TERM NEEDS</b></p> <ul style="list-style-type: none"> <li>• Pool Renovation (New Facility)</li> <li>• Reed Park Renovation</li> <li>• Multiuse Trail Connections</li> <li>• Greater Variety of Facilities</li> </ul>
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**What do you think are the key needs for the community?**

*Any other questions or comments?*

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**NEXT STEPS**

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# Next Steps

- Vision, Goals, & Objectives
- Site Recommendations
- CIP & Maintenance Costs
- PRAC Meeting #3 (November or December)

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## ELLENSBURG PARKS, RECREATION, OPEN SPACE, AND SUSTAINABLE FUNDING PLAN

**Parks & Recreation Commission Meeting**  
October 8, 2025



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