

# AGENDA AAEE COMMISSION May 19, 2026

Hybrid Meeting In-person and via Zoom



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Passcode: 807275

## 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.

## Rules for Public Comment

Any person engaging in conduct that disrupts, disturbs, or otherwise impedes the orderly conduct of the meeting including but not limited to:

1. Unduly repetitive or irrelevant remarks;
2. Use of intimidating, threatening, or abusive language;

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3. disobedience of an order to be seated or to discontinue further comments;
4. and/or engaging in violent behavior,

will be deemed out of order and may be removed from the meeting and/or have his or her virtual microphone muted.

**CITY OF ELLENSBURG**  
**AAEE COMMISSION AGENDA Council Chambers**  
**501 North Anderson Street**  
**Ellensburg, WA 98926**  
**And remotely via Zoom**  
**Tuesday, May 19, 2026**  
**3:00 PM - Regular Meeting**

- 1. Call to Order and Roll Call**
- 2. Approval of Agenda (No Public Comment)**
- 3. Public Comment PUBLIC COMMENT RULES FOR ALL MEETING PARTICIPANTS**  
1. Each speaker's comments are to be limited to 3 MINUTES and must state their name and city of residence. 2. Speakers are cautioned not to engage in conduct that disrupts, disturbs or otherwise impedes the orderly conduct of the AAEE Commission meeting. 3. Comments must be related to the commission's business or over which the Commission has control. 4. Speakers may not identify themselves as candidates for elective public office or make any statements which assist or discuss the campaign of a candidate for elective office or discuss or campaign for or against a ballot proposition.
- 4. Unfinished Business**  
4.A Spending Plan Discussion
- 5. Adjournment**



For more information on the Access, Advocacy, Equity, and Engagement Commission contact Public Information Officer Nicole Klauss at 509-925-8657.



Meeting Date: May 19, 2026  
**City of Ellensburg**  
**AAEE Commission Agenda Report**

**Agenda Subject:** Spending Plan Discussion  
**Submitted by:**  
**Department:** City Manager

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**Suggested Motion/Action:**

Consider the two requests for America250 and Juneteenth and overall spending plan and make a motion to forward the spending requests to City Council.

**Background/Summary:**

The AAEE Commission has a draft spending plan recommended by staff and two event funding requests up for consideration with upcoming deadlines. Juneteenth Celebration and America250 Unity Park Picnic proposals are both included in the agenda packet. Both events are City-sponsored events. The draft spending plan has been updated to match these amounts.

- Juneteenth Celebration Request - \$1,700
- America250 Community Picnic Request - \$1,500

There was not sufficient time to discuss both requests at the May 12 AAEE Commission meeting.

**Previous Council Action:**

The Commission decided to hold a special meeting to discuss these funding requests.

**Analysis:**

If the AAEE Commission wishes to provide funding to the Juneteenth Celebration, a motion would need to be made at this special meeting so a recommendation could be submitted to the City Council June 1 agenda packet (due 5/21). This timeline would be best for the America250 Picnic as well so staff can make event adjustments as needed based on funding. Staff would present your recommendations to the City Council on June 1, 2026 if any funding recommendations are made.

**Financial Impact:**

The AAEE Commission has \$10,000 to spend in 2026. None has been allocated. All expenditures must be approved by City Council.

Budget Adjustment: No

**Attachments:**

1. Draft AAEE Work Spending Plan
2. 2026 Juneteenth - AAEE Commission Grant Application
3. America 250 Community Picnic-Unity Park Proposal
4. Other funding sources America250
5. 2025 DEI Grant Program Outline

# Access Advocacy Equity & Engagement Commission (AAEE) Work Plan Options - DRAFT

- Community Conversations on City Policy Topics
- Proclamations/Days of Recognition
- Review Commission Roles - Update interview questions for membership
- Guidance on targeted outreach
- Translation and Interpretation Resources –develop and retain a list of local interpreters and translation services to aid City staff and refer other agencies as well
- Consult on workshops/event planning and outreach strategies
- Cultivate access points to distribute information to marginalized and micro-communities
- Develop workshops to educate staff on access/trust building for all groups in community (all services)

## Budget & Grants

- Accessibility
- Translation
- Equipment – purchase headsets?
- Survey – measurement, paid ads, etc.
- Grants – need policy – sustainable funding – alignment with other City programs – and metrics for impact

## Policy Reviews – Staff Initiated

- Fees, rate increases
- Housing app. Awareness
- City grant applications
- Plan reviews
- Comp Plan Climate Element (May/June)
- Chapter 9 Update
- Comp Plan open house this summer
- Aquatic facility planning

- Review Comms plans, community surveys, and outreach strategies for all City-wide plans
- Consider role in facilitating engagement activities with staff/consultant guidance/support
- Guidelines toolbox – accessibility
- Civic education – Ellensburg Academy? Civic Engagement in Kittitas County America 250 event?

## Events

- Juneteenth
- America 250
- Bike Month
- Ellensburg Academy (March)

## Measure Impact

- Qualitative and Quantitative
- Survey – Social Scientists
- Barriers Identified / Removed
- Demographics tracking

## AAEE Commission 2026 Work Plan Summarized

For the remainder of 2026, the AAEE Commission will focus on:

- Develop Spending Plan for 2026 (Requires Council Approval)
- Develop 2027 funding and policy for ongoing AAEE grants to establish a sustainable funding source and align timelines with other City grant programs. Forward to Council for consideration. (Urgent)
- Review and participate in the Comprehensive Plan Periodic Update (Chapter 9 and others) – Open House in July 2026
- Develop guidance on reaching marginalized groups for outreach for City-sponsored community events (to incorporate in AAEE grants)
- Support and participate in City-sponsored community events that are meant to bring the community together
- Participate in civic education opportunities
- Develop metrics and other standards to measure impact of committee work over time (Subcommittee/Staff)

<b>Action Item</b>	<b>Responsible Party</b>	<b>Due Date</b>
AAEE Spending Plan	Commission or Subcommittee/Staff Support	June 2026
Grant Policy	Subcommittee/Staff Support	June/July 2026
Comp Plan Chapter 9; Housing; Economic Development, etc. -Open House -Community Conversation	Commission or Subcommittee/Staff Support	July 2026 – Open House December 2026 - Complete
Outreach Guidance	Subcommittee/Staff	December 2026
Community Events -Juneteenth -Fourth of July/Independence Day/America 250 -Others	Commission or Subcommittee/Staff Support	September 2026
Build Metrics and Tools to measure Impact of	Subcommittee and Staff	December 2026

Commission and Grant Activities		
Access to Civic Education (Prepare item for Constitution Day or Ellensburg Academy)	Subcommittee	March 2027

## Draft 2026 Staff Recommended Spending Plan

**Juneteenth** - \$1,700 (request in agenda packet). Previously awarded \$1,310 in 2025 grant program.

**America 250** - \$1,500

**Interpretation Headsets** – one time purchase: \$3,000 for Language Mini 72MHz Interpretation System that includes 1 Transmitter, 1 Headworn Microphone, 20 Receivers, 20 Headphones, 1 Large Soft-Sided Carry case, and 1 24-Unit Drop-In Charging Tray. Similar to what the City has borrowed before.

**Translation** – Budget \$1,000 for translation of City flyers into Spanish. This could be available to all City departments, but the Commission would approve requests. (Average cost for 1 event flyer is ~\$100 (dependent on word count and base price)).



May 5th, 2026

City of Ellensburg  
Access, Advocacy, Equity, and Engagement Commission

RE: 2026 Access, Advocacy, Equity, and Engagement Grant Application

**1. OVERVIEW OF PROJECT PROPOSAL:**

Central Washington University proposes a collaborative celebration of Juneteenth on Thursday, June 19<sup>th</sup> from 4pm -9pm at Unity Park. This would mark the third year that our community celebrated Juneteenth in this manner. This year the collaboration was organized by Central Washington University, The Ellensburg Downtown Association, the City of Ellensburg Access, Advocacy, Equity, and Engagement commission, the Kittitas County Historical Museum, the Kittitas County Chamber of Commerce, Kittitas County League of Women Voters and community members.

The event intends to engage everyone in the community on the education and history associated with Juneteenth and provide broader understanding on the significance of freedom of African Americans from the institution of slavery, acknowledgement of the community contributions, and community celebration on the values of respect, justice, and peace that bring us together.

**OBJECTIVES:**

- Provide an engaging family atmosphere for the public to enjoy free live music and speaker entertainment
- To share the history and significance associated with Juneteenth
- To share local available resources for individuals to learn more about Juneteenth and its impact on our community.

The event will include the following resources as part of the celebration:

- CWU will have a dedicated website, exhibits, and curated book display at Brooks Library throughout the month of June.
- The Kittitas County Historic Museum will be open for extended hours on Juneteenth to all participants to gain understanding of local impacts.
- Lawn games and free face painting for children of all ages.

**2. BUDGET AND FUNDING:**

We are seeking seventeen hundred dollars (\$1,700) for the funding of entertainment, event supplies, and engagement activities. The breakdown is as follows:

**CAPITAL PLANNING & PROJECTS**

400 E University Way | Ellensburg WA 98926 | Office: 509-963-2906  
| Email: [Delano.palmer@cwu.edu](mailto:Delano.palmer@cwu.edu) | Web: [CWU.edu/operations/capital](http://CWU.edu/operations/capital)

CWU is an EEO/AA/Title IX Institution. For accommodation email: [DS@cwu.edu](mailto:DS@cwu.edu).

This is an electronic communication from Central Washington University.

<b>Event Purchases</b>	
Item	Cost
Day of Entertainment: Music	\$1,200.00
Printing	\$0.00 (in kind donation from SLICE)
Event Activities	\$300.00
Miscellaneous event supplies	\$200.00
<b>Total Expenses</b>	<b>\$1700.00</b>

Entertainment invoicing is proposed to go directly to Black Grenade Entertainment as was done with 2025 application. Black Grenade Entertainment is already part of City vendor database.

The project could still move forward with partial funding, if additional resources are secured to cover the gap. We have many partners at the table generously donating their time to help make this event a success.

**3. ADDITIONAL REQUESTS/NEEDS**

At the time of this submission, our group has already obtained the permit required for the use of Unity Park. We are seeking supplementary food truck vendors to park on the north end of Unity Park for food and snack. We may need to seek additional permits if a vendor is secured.

**4. PREVIOUS FUNDING**

We were able to obtain One thousand, seven hundred dollars (\$1,700) for last year’s Juneteenth celebration.

**5. ADDITIONAL INFORMATION**

Juneteenth is a rallying call for all of us to think about the meaning of freedom. It is important not only because it reminds us of what we have survived, but what we can achieve. Celebrating Juneteenth provides a mechanism to dismantle assumptions, divisive politics, and educate our community. It is an important holiday on the reflection on never repeating the mistakes of slavery from the past that would hold any person in bondage; and celebrating values of justice and liberty freely shared with all humanity regardless of race, color, identity, sexuality, religion, or creed. We’re excited to honor this holiday as a meaningful celebration of freedom!

Contact	Mal Stewman	Phone #	509-963-2906
Email	<a href="mailto:Malbert.Stewman@cwu.edu">Malbert.Stewman@cwu.edu</a>	Address	205 E 11 <sup>th</sup> Avenue, Ellensburg, WA 98926

# KITTITAS COUNTY AMERICA

# 250



## Community Picnic @ Unity Park

July 4, 2026  
2:00–6:00 pm

### America 250 Community Picnic Proposal:

#### Overview:

The City of Ellensburg proposes hosting a community-wide America 250 Community Picnic at Unity Park on Saturday, July 4, 2026, from 2:00–6:00 pm to celebrate the 250th anniversary of the United States. This event will bring together residents, families, veterans, artists, and local musicians for a relaxed gathering that reflects Ellensburg’s community spirit and creative cultural identity. Designed as a free, family-friendly event, the picnic will combine live music, interactive art, and community connection in an open park setting.

#### Event Goals:

- Celebrate America’s 250th anniversary through a local, community-centered lens
- Foster civic pride, celebrate a shared identity as Americans, and celebrate the diversity that is America
- Support local artists, musicians, and creatives
- Activate public space and encourage community gathering
- Provide an accessible, intergenerational event for residents and visitors

#### Event Details:

##### Community Picnic

- Encourage attendees to bring blankets, lawn chairs, sunshades, towels, and picnic meals
- Invite local restaurants to offer ‘take out’ specials
- Potentially have food vendors in the alley behind the park

##### Live Music & Entertainment

- Feature two regional bands representing a mix of genres
- Create a casual environment with scheduled performances and background music when bands are not playing
- Feature selected storytellers of shared service experiences during an open mic portion

## Interactive Art in the Park

- Invite local artists to create live, thematic artwork inspired by:
  - American identity and history
  - Community and belonging
  - Regional cultures and/or landscapes
- Hands-On Art Activities:
  - Collaborative 'mural' station
  - Thematic craft makers station to build create & take art

## Potential Community Partner Tables

- Library story station
- Community nonprofits
- City commissions
- Cultural organizations

## Event Atmosphere & Theme:

Rather than a formal or ceremonial tone, the America 250 Community Picnic will emphasize:

- Inclusivity and reflection
- Local storytelling and creativity
- A relaxed, welcoming environment

The event can incorporate subtle patriotic elements while prioritizing a diverse and contemporary expression of community identity.

## Proposed Budget & Event Needs:

Sound System	\$1,500.00
Portapotties & Hand Washing Station	\$350.00
Bands	\$1,800.00
Various Community Craft Station Supplies	\$500.00
Spanish translations	\$200.00
<b>Total:</b>	<b>\$4,350.00</b>

## Marketing & Promotion:

- Social media campaigns and community calendars
- Partnerships with local organizations and businesses
- Posters and flyers throughout Ellensburg
- Coordination with regional tourism and America 250 initiatives

## Community Impact:

- Strengthen community connections and civic pride
- Support the local creative economy
- Activate Unity Park as a vibrant public gathering space
- Contribute to Ellensburg's identity as a hub for arts, culture, and community events

## Nicole Klauss

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**From:** Kelle Vandenberg  
**Sent:** Tuesday, May 12, 2026 4:57 PM  
**To:** Nicole Klauss  
**Subject:** July 4th Community Picnic--Funding Pipeline and Budget

BUDGET	COST
Overall Sound day of (vendor)	\$1,500.00
Porta-potty/Handwashing Station	\$ 350.00
Bands (two bands)	\$1,800.00
Spanish Translations	\$ 200.00
Various Community Facing Craft Station and Supplies	\$ 500.00
<b>TOTAL BUDGET:</b>	<b>\$ 4,350.00</b>

### FUNDING PIPELINE

POTENTIAL FUNDING	AMOUNT	SECURED FUNDING	AMOUNT
AAEE Commission	\$1,500.00	Ellensburg Creative District	\$1,000-\$1,500.00
		County America 250 Committee	\$1,500.00

Kelle Vandenberg (she/her)  
 Arts & Economic Development Manager | **City of Ellensburg**  
 501 North Anderson Street | Ellensburg, WA 98926  
 P. (509) 962-7149 | C. (509) 607-0914  
[vandenbergk@ci.ellensburg.wa.us](mailto:vandenbergk@ci.ellensburg.wa.us)  
[www.ellensburgwa.gov](http://www.ellensburgwa.gov)





## 2025 Diversity, Equity & Inclusion Commission Grant Application

The City of Ellensburg is committed to creating a community with a lived and built environment that improves lives, supports all people, and provides residents with opportunities to flourish. It is important for the Ellensburg community to be inclusive, to celebrate diversity, and to provide equitable opportunities to all. Doing so can help create a thriving local economy, and environment in which individuals achieve their full potential.

### Who Can Apply

Applicants MUST:

- Be an individual and/or organization operating within the City of Ellensburg
- Be 18 years of age or older at the time of application
- Organizations that were funded the previous year may apply. New applications will take first consideration.

The Diversity, Equity & Inclusion Commission acknowledges that commissioners are often active community volunteers. Current Diversity, Equity & Inclusion Commission members and organizations of which they serve as board members\* or principals may apply for grant funding under the following conditions:

- They may not apply during their first year of service
- They may only apply every other year while in service

*\*A board member serves on a board of directors. A board of directors is a group of people who are elected to manage and oversee a company, non-profit, or government agency.*

### 2025 Grant Timeline

Grant information will be posted on the City of Ellensburg website and social media channels on **March 3, 2025**. Completed grant applications (submitted as a Word document or PDF) should be sent to DEI Commission staff Nicole Klauss at [klaussn@ellensburgwa.gov](mailto:klaussn@ellensburgwa.gov). Up to \$5,000 is available for grants in 2025.

The grant application period will close at **5 p.m. April 18, 2025**. The DEI Commission grant subcommittee will review applications and make a recommendation for funding at the May 13, 2025 DEI Commission meeting. All recommended grants will be forwarded to the Ellensburg City Council for review and approval. Awarded grant funds must be spent in the 2025 calendar year. Documentation is required for reimbursement from the City. A grant agreement must be signed before funds can be spent, which may require liability or other insurance be in place depending on the proposed use of the grant funds.

Applications will be scored on clarity and quality of project proposal, feasibility of project completion within the proposed timeline, community impact of project, and inclusivity and



collaboration.

### **Grant Guidelines**

What does this all mean? Supporting diversity, equity, and inclusion related educational opportunities, social gathering opportunities, and supporting access to community resources to create a sense of belonging within the community. Please answer the following questions in your application:

1. Overview of project proposal (maximum of 200 words):

*Briefly describe the project proposal and its objectives and how the project or program aligns with the goal to create belonging in the Ellensburg community.*

2. Budget and funding:

How much funding are you requesting from the City of Ellensburg's Diversity, Equity & Inclusion Commission for the project in total? Would your project work with partial funding?

3. Additional requests/needs (Optional)

Are there any additional requests you might have of the City for your project? For example, special permits?

4. Have you previously received funding from the DEI Commission? If so, what year(s)?

5. Additional information: (Optional)

Are there any other factors you would like to highlight as part of your application?  
How do you hope the project will serve the wider community?

Contact Name & Organization (if applicable):

Contact Email:

Contact Phone Number:

Contact Address:

### **AMERICANS WITH DISABILITIES ACT**

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