

AGENDA

PARKS & RECREATION COMMISSION

June 10, 2026

Hybrid Meeting In-person and via Zoom



Join Zoom Meeting -

<https://us02web.zoom.us/j/84750530618?pwd=kqoJdiCiRdGwEffuo2pGW3JnalFkeZ.1>

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.

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. A Request for Accommodation form may be obtained on the first floor of City Hall or by calling the City of Ellensburg ADA Coordinator at (509) 962-7222 or email ADAcordinator@ci.ellensburg.wa.us

**CITY OF ELLENSBURG
PARKS & RECREATION COMMISSION AGENDA
Council Conference Room
501 North Anderson Street
Ellensburg, WA 98926
And remotely via Zoom
Wednesday, June 10, 2026
5:30 PM - Regular Meeting**

1. Approval of Minutes

1.A Approve May 13, 2026 Parks & Recreation Commission Minutes

2. Public Comment

3. New Business

3.A Park Partnership Program Review

4. Unfinished Business

4.A Recreation Facility Update

4.B Pool Survey

4.C Pool Assessment

5. Commission Member Reports / Other Business

6. Staff Reports

7. 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.



City of Ellensburg ‘Park Partnership Program’

Introduction

Each year the Ellensburg City Council designates .3% of the previous year’s (April 1 – March 31) general sales tax revenue to provide matching funds to community groups wishing to make capital improvements at City parks, trails, open space and recreational facilities. This years ‘Park Partnership Program’ will have a total of \$25,907.68 (twenty-five thousand nine hundred and seven dollars and sixty-eight cents) available for projects.

Program Goals

- To improve or increase park, open space, wildlife habitat, and recreational opportunities for the general public through capital improvement projects, including the purchase of equipment.
- Foster public initiative and participation in developing City parks and recreational facilities.
- Enhance the quality of life in Ellensburg.

Program Guidelines

Eligible Applicants: Service and civic groups, athletic/sports organizations, neighborhood park user groups and non-profit organizations. Partnerships among individuals and/or groups will also be considered.

Eligible Sites: City owned, leased or controlled parks, trails, open space and recreational facilities used by the general public have first priority. Facilities and amenities may serve passive, active, or special interest recreation activities.

Project Time Line

Application Due Dates: Applications must be submitted by 5:00pm on August 31, 2026. Applications shall be submitted to Gretchen Delaford, Executive Assistant to the City Manager, located on the 1st floor of City Hall, 501 N Anderson, Ellensburg, WA 98926, or emailed to delafordg@ellensburgwa.gov.

Award Decisions: Award decisions will be made by City Council at a regularly scheduled November Council meeting. A contract will be executed to outline the specific conditions of the project if awarded.

Project Time Limit: Projects must be completed within 12 (twelve) months of award, however an extension may be granted through approval of the Parks & Recreation Commission.

Project Evaluation

Written applications will be reviewed by the Parks & Recreation Director to determine eligibility. All eligible projects will be forwarded to the Parks & Recreation Commission to be scored by a rating system with the highest-ranking projects moving onto an oral presentation with the Commission.

Project Eligibility

1. Projects must be located on publicly owned property to be eligible.
2. Projects should be in conformance to any applicable master plan.
3. Public bid laws may be applicable for purchases made by the applicant. Please contact the City Parks & Recreation Director, or his/her designee, to determine if public bid law applies to your project.
4. Indoor and outdoor recreational facilities are eligible for partnership funding.
5. A project can be submitted to only one city grant program.
6. Park Partnership applicants are required to provide match for each dollar requested. Match may consist of cash, donated labor, donated materials, use of construction equipment, or architectural/landscape design services.
 - a. Volunteer labor is valued at \$36.14, a rate set by the Independent Sector ([Value of Volunteer Time Report | Independent Sector Resources](#))
 - b. Equipment donations will be valued at the price the equipment would be rented for per hour.
 - c. Donated professional services will be valued at the “reasonable and customary” rate.
 - d. The applicant may not use City staff time as match or request City staff to perform any work associated with the project other than what would be considered routine park work (example; park staff could go out and mark sprinkler heads for a project, however park staff will not relocate sprinkler lines to accommodate a project – the project applicant would need to hire a company to perform that work).

Applicant Responsibilities

Applicants are required to present their project to the Parks & Recreation Commission at the Commission’s regularly scheduled September and/or October meeting.

Commission meetings take place on the second Wednesday of month at 5:30 pm in the City Hall Council Conference Room, and remotely.

Presentations are limited to 10 (ten) minutes and must address the following subject matter:

1. Please explain the public benefits of the project.
2. Give an overview of the project's design and budget.
3. Describe ease of project maintenance and on-going operation.
4. Provide evidence this project has demonstrated support from the neighborhood or user groups.
5. Provide evidence the project is in an appropriate location concerning neighborhood impacts, access, environmental impacts, and proximity to potential facility users.

The Commission will then have up to 5 (five) minutes to ask the applicant questions about their project. Please note that the Commission will be given copies of your project application in advance of the meeting. The Commission will make a funding recommendation to the City Council. The application becomes invalid if the applicant or designated representative is not present at the Commission meeting to present their project. Applicants may be asked to present their project to the City Council.

Applicant Instructions

Applications Packets include the following:

Project Description: This form describes the project location, a brief description, contact person information, and project costs.

Work Plan: List the specific steps you will take to complete this project. Next to each step identify who will be responsible for the activity and the estimated date of completion.

Budget Plan: List each resource and quantity needed to complete your project. Calculate the total cost for each resource including tax. Next, breakdown the total cost of each resource by how much is applicant "in-kind", applicant cash, and how much of the City's match (if any) you will spend on this project.

Match Pledged: This form is provided to help solicit and gather match pledges. Applicant match can be pledged or secured at the time of application. Pledged means that the donor has made a verbal promise to provide the match item; secured means that the donor has signed the application's Match Pledge/Secured Form to confirm the commitment.

City of Ellensburg Parks & Recreation Department
'Park Partnership Program'
Project Description

Project Information

Project Name:

Description of the project:

Project Location (if located within a park facility please be specific):

Contact Person

Name:

Organization Representing:

Contact Address:

City/State/Zip:

Phone:

E-mail:

Project Cost

Amount Requested from the City: \$

Cash Amount from Applicant: \$

"In-Kind" Amount from Applicant: \$

Cash from other Sources: \$

Please list other sources:

Total Project Cost: \$

Return completed Application or email to delafordg@ellensburgwa.gov:

City Manager's Office – 1st floor City Hall
501 N Anderson
Ellensburg, WA 98926
Due Date: August 31, 2026

City of Ellensburg Parks & Recreation Department
 'Park Partnership Program'
Budget Plan

1. Personnel				
Description	Total Cost	Applicant "In-Kind"	Applicant Cash	City's Cash Match
Sub Total	\$	\$	\$	\$

2. Supplies / Equipment / Materials				
Description	Total Cost	Applicant "In-Kind"	Applicant Cash	City's Cash Match
Sub Total	\$	\$	\$	\$

3. Professional Services				
Description	Total Cost	Applicant "In-Kind"	Applicant Cash	City's Cash Match
Sub Total	\$	\$	\$	\$

4. Construction Capital				
Description	Total Cost	Applicant "In-Kind"	Applicant Cash	City's Cash Match
Sub Total	\$	\$	\$	\$

Project Total	Total Cost	Applicant "In-Kind"	Applicant Cash	City's Cash Match

Notification Process

A call for projects will be published in the Daily Record, the City's official newspaper. A call for projects will run on the City's website (www.ci.ellensburg.wa.us).

KITTIAS VALLEY MEMORIAL POOL PRIORITIES

SHAPE THE FUTURE OF SWIMMING, PLAY, LESSONS, FITNESS AND MORE!

A new or renovated pool facility was a clear priority from the community while developing the 2026-2032 Parks, Recreation, Open Space, and Sustainable Funding Plan (PROS Plan). The City is continuing to explore that idea by asking for more specific ideas about what that project might include.

WHAT'S HAPPENING NOW?

The City is NOT considering closing Memorial Pool, but the existing facility needs ongoing investment. Memorial Pool was built in 1977, the City recently completed roof and HVAC improvements and will also be conducting a comprehensive facility assessment. Public attention has increased since Central Washington University announced closure of its pool in the spring of 2025. At the same time, Ellensburg is studying both the future of the current facility and the possibility of a future aquatic center.

Kittias Valley Memorial Pool & Fitness Center

Existing community pool and fitness center that's available for swimming, aquatics programs, and drop-in fitness.

LOCATION: Veterans Memorial Park

AMENITIES: 25m indoor pool, hot tub, training pool, wet/dry sauna, fitness center, play area, and 1m diving board.

USE: Well used community facility that is experiencing increased demand as a result of the closure of the aquatic facilities at Central Washington University.

CURRENT STATUS: Dated and in need of expensive repairs.



HOW YOUR INPUT WILL BE USED

Your input will help the City move from a general community priority for aquatics to a clearer understanding of what a future facility should include. Responses from the questionnaire and pop-up boards will be used to identify the pool types, activities, support spaces, and amenities that matter most to the community, as well as the user groups people want the facility to serve. This feedback will also help the City understand where there is strong support, where there may be trade-offs, and what questions need further study as planning moves forward.



KITTIAS VALLEY MEMORIAL POOL PRIORITIES

How are you connected to Ellensburg? (Select all that apply)

I live in Ellensburg

I work in Ellensburg or own a business here

I go to school/college in Ellensburg

I live nearby, in lower Kittias County

I visit Ellensburg periodically (from farther away)

I have children or family members who participate in activities in Ellensburg

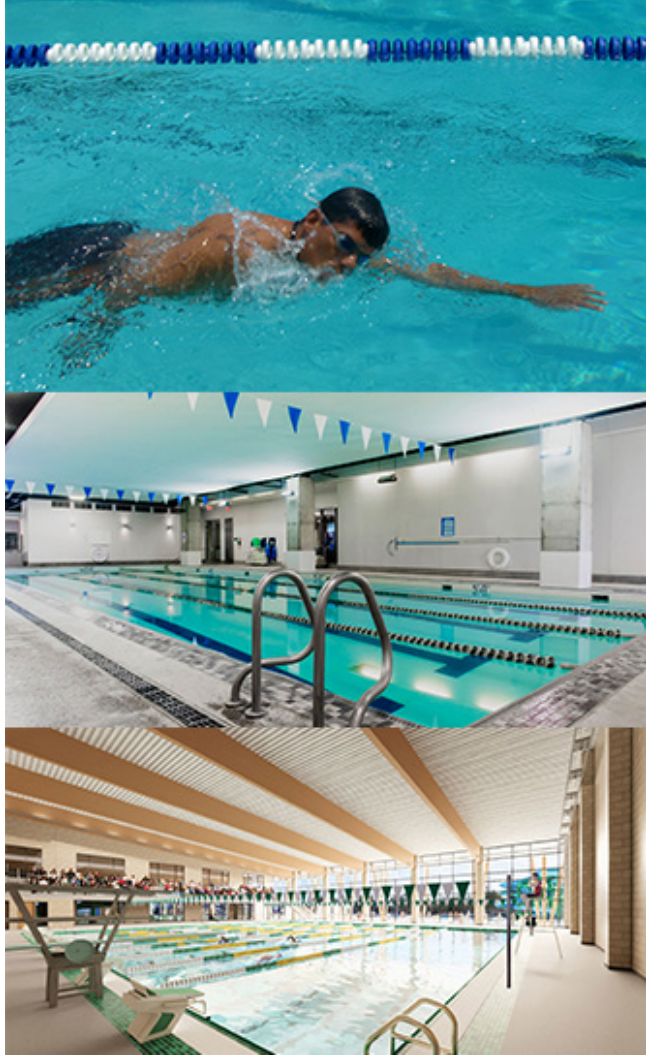
None of the above



KITTIAS VALLEY MEMORIAL POOL PRIORITIES

What types of pool spaces and features are MOST important for a future aquatic facility? (Place a dot for each of your top 3)

Lane, lap, fitness, or competition pool
(cool water)



Teaching, or therapy pool
(warm water)



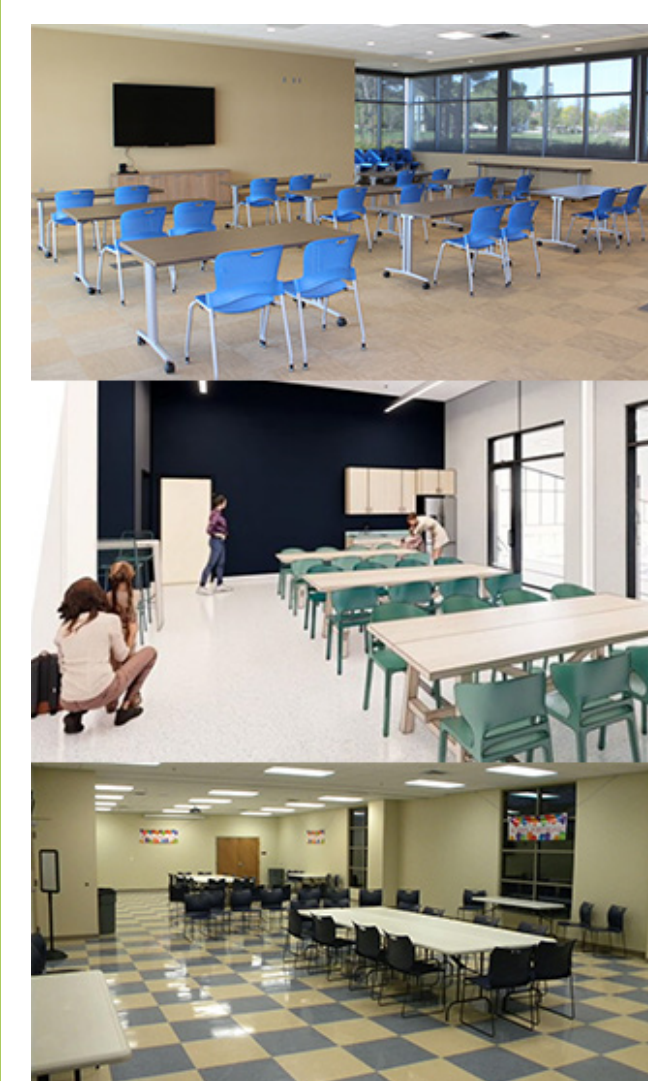
Shallow recreation pool
(warm water)



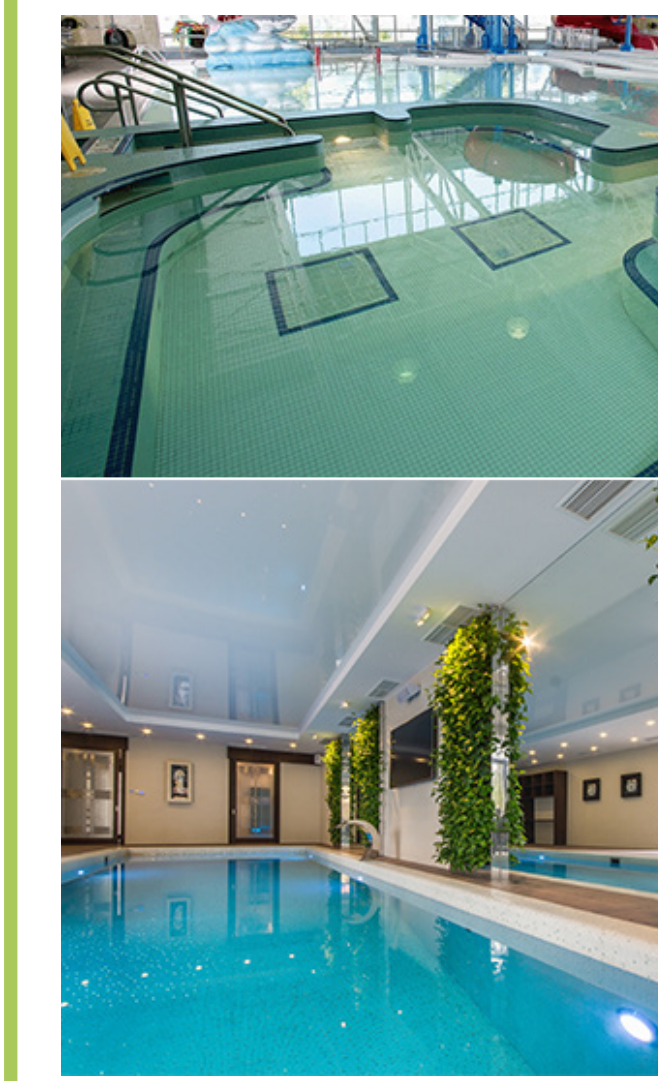
Slide(s) and play features



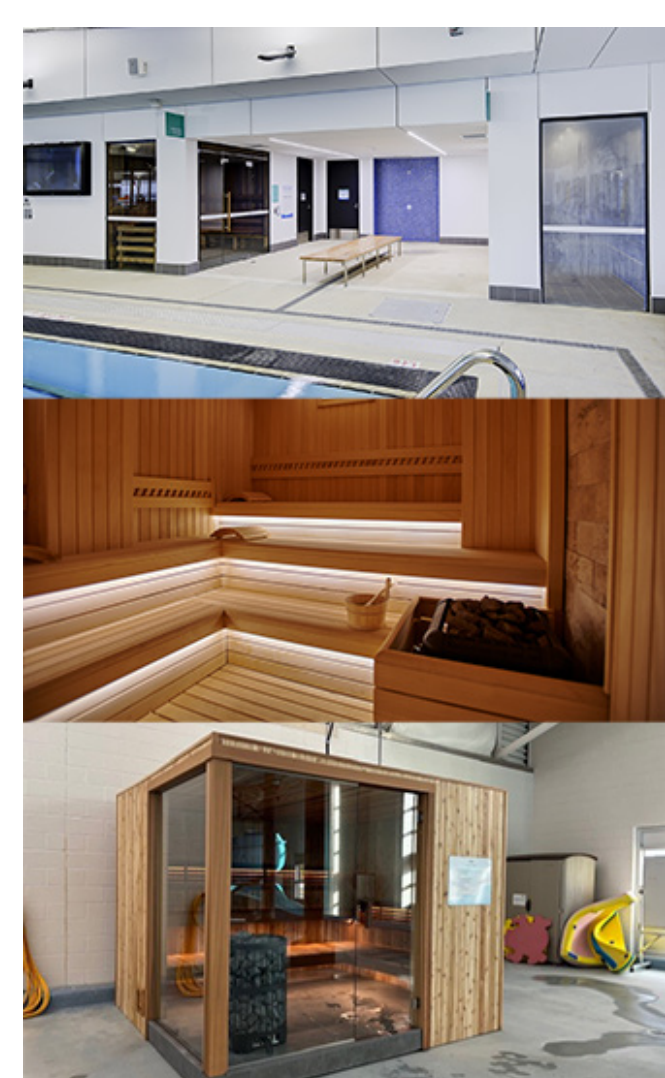
Party room, classroom, or community room



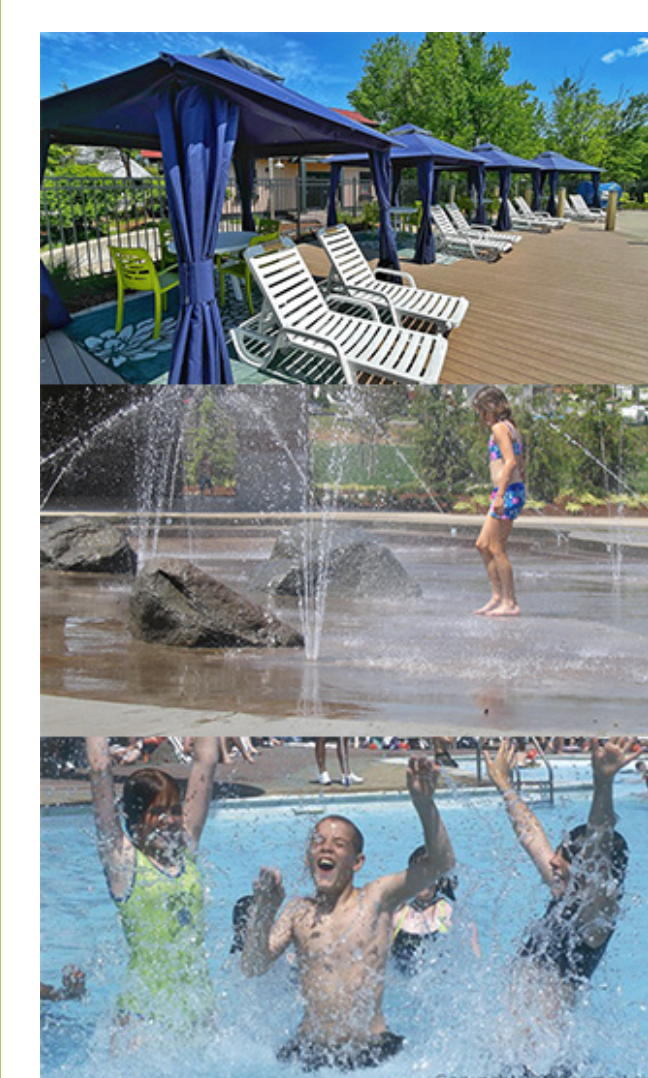
Hot tub or spa pool



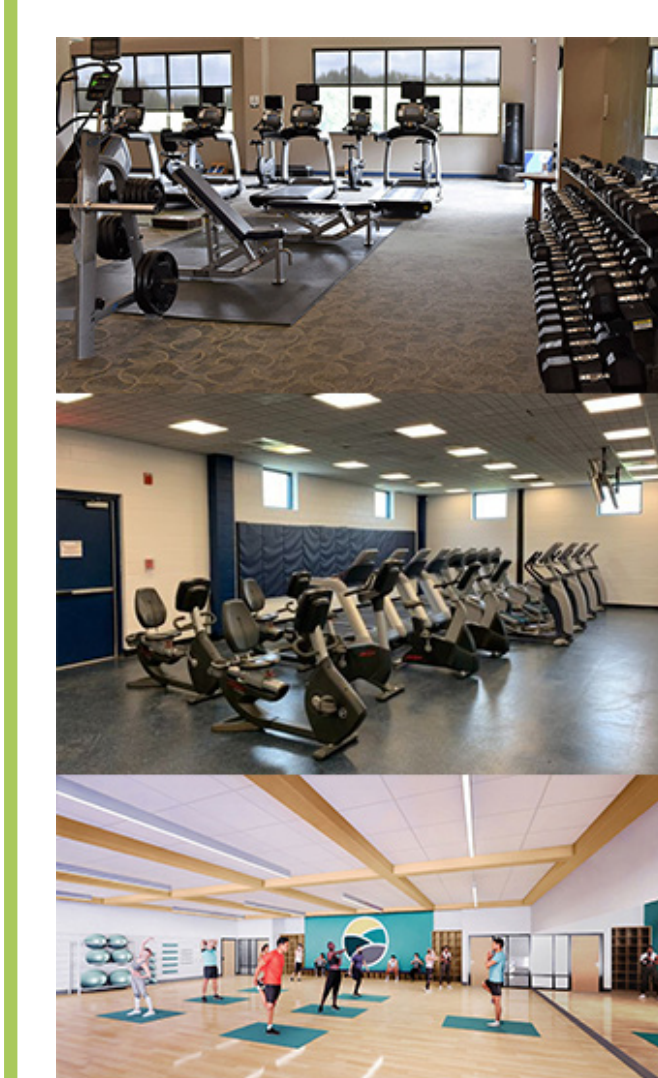
Sauna or steam room



Indoor/outdoor access or future outdoor expansion



Fitness space within the same building



Other (write on sticky note)

