



Parks & Recreation Advisory Commission Agenda
5:30 pm Wednesday, March 9, 2022
Hybrid Option

Join Zoom Meeting

<https://us02web.zoom.us/j/81746383431>

Meeting ID: 817 4638 3431

- I. Call to Order
- II. Approval of February 9, 2022 Meeting Minutes
- III. Citizen Comment on Non-Agenda Items
- IV. New Business
 - a. Commission Reappointment Process
- V. Old Business
 - a. Project Updates
 - i. Unity Park Master Plan
 - ii. Pearl Street Promenade
 - iii. Reed Park
- VI. April Meeting – Change of Date
- VII. Commission Member Reports / Other Business
- VIII. Staff Reports
- IX. Adjournment

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

Purpose: Allow the public to address the Parks & Recreation Commission on subjects that are not on the regular Agenda at this particular meeting. Comments must concern the City's business or a matter over which the committee has control.

Procedure for Public Participation:

- When recognized, please state your name, and the subject to be discussed.
- Three-minute time limit for citizen comment on non-agenda items (without interruption). Commission will not act on issue. Five-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 Parks & Recreation 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.

**Parks & Recreation Advisory Commission
Meeting Minutes – February 9, 2022**

DATE OF MEETING: February 9, 2022
MEMBERS PRESENT: Laci Harrison (remotely), Dan Witkowski (remotely), Ali Brown (remotely), Ali Burton (remotely), Kathleen Kelleher (remotely), Fiona Corner (remotely) Nikki Pollock (remotely)
OTHERS PRESENT: Parks & Recreation Director Case, Council Liaison Monica Miller and two members from the public
LOCATION: Meeting was held at the Council Conference Room and Remotely

CALL TO ORDER – Commission Chair Harrison called the meeting to order at 5:30pm.

MEETING MINUTES - The meeting minutes from the January 12, 2022 meeting were approved with a correction to Commission member Harrison's last name. ***All in favor.***

NEW BUSINESS – Unity Park Master Plan Draft Public Engagement Process – Staff reviewed with the Commission a draft process being considered for the development of the Unity Park master plan which is outlined as follows:

Step One - Reengagement- bring back the three stakeholder groups (city staff & commissions, event organizers, downtown business owners and residents). Would be half a day event, an hour with each group, could do this remotely. City staff would identify and invite stakeholder members, many of the original stakeholders are still in the community.

Step Two - Community Outreach – Walker Macy would develop a set of questions or information that staff would get out to the community to gather feedback on park design. This would include outreach through 'Be Heard Eburg' the city's online community engagement platform, civic organization talking tour, working with and having the Ellensburg Downtown Association set up focus groups.

Step Three - Refining and Developing Two Concept Plans – The city would provide you with the all the information we receive during steps 1 & 2, WM works their magic and comes up with the two concept plans.

Step Four – Taking it to the Streets – We take the concept plans and roll them out to the stakeholder groups, parks & recreation commission and community. We envision this being the only visit WM would make to Ellensburg.

Step 5 – Final Plan – based on additional information received in step 4, WM develops the final plan which is then presented remotely to the Parks & Recreation Commission and City Council for final approval.

The Commission asked if the remote meetings could include closed captioning (staff will research) and making sure that ADA accessibility within the park and the streets/parking along Pearl and 4th Avenue is something that is included in the park planning.

Pearl Street Promenade Pedestrianization Report Review - Staff gave an overview of the ECONorthwest final report on the Pedestrianization of Pearl Street. Project next steps includes Walker|Macy, through the Unity Park design work, looking at options on how to create connectivity between Unity Park and Pearl Street and for Council to revisit some of the strategies identified in the 2019 parking plan. Commission members had comments about the number of community members who participated in the 'BeHeard Eburg' survey expressing concerns about the project and concerns about to access businesses for those who are disabled.

OLD BUSINESS – Commission Chair Harrison talked about the increase of dog waste being left at city parks, specifically at North Alder Street Park and the Palouse to Cascade Trail Reconnection Route, where she picked up multiple bucket's worth of waste. This issue has recently been highlighted through various social media posts about waste along the State owned and operated section of the Palouse to Cascades Trail and at Paul Rogers Park. Staff stated that there are 19 mutt mitt dispensers located throughout the Ellensburg parks system, including 2 at City Hall. Staff will reach out to the property management teams at the two large apartment complexes bordering North Alder Street Park and the Palouse to Cascades Trail Reconnection asking for assistance in reminding their tenants that there is a leash law and that pet owners must pick up after their pets, as well as place additional temporary signage at parks reminding people to pick up after their pets.

COMMISSION MEMBER REPORTS

Commission Chair Harrison

UPCOMING MEETING ITEMS

Update on Unity Park

STAFF REPORT

1. Due to staffing shortages the hours at the Kittitas Valley Memorial & Fitness Center will be reduced. 2. Park picnic rentals will be available to rent June 1 – October 2. Those wishing to use shelters outside of these dates can use them on a first come first serve basis. 3. The Ellensburg Racquet & Recreation Center has been seeing a lot of use the past three months. 4. Park restrooms are scheduled to open back up for the season on Monday, March 21, the first day of the Ellensburg School District's spring break. 5. The city athletics program is currently registering kids for the youth running club and youth volleyball. 6. Field lights for the Rotary Park youth baseball/softball fields are scheduled to arrive Monday, February 14th. 7. Graffiti at the Kiwanis Park picnic shelter is scheduled to be removed in the next couple of days. The cold weather has prevented park staff from painting over it.

Meeting adjourned at 6:50pm.



TO: Board & Commission Staff & Directors
FROM: Heidi Behrends Cerniwey, City Manager
Laurie Gigstead, Executive Assistant
DATE: March 8, 2022
RE: Revised Appointment Process for City Boards & Commissions, 2/22/2022

Background: At the meeting on February 22, 2022, the Ellensburg City Council provided direction for a new administrative process to appoint and re-appoint members of the City's Boards and Commissions. The revision was preceded by a goal to encourage informed and engaged representatives of the community and to offer opportunities for new voices to serve in these advisory roles.

1. **Application:** An application for appointment or re-appointment will be available on the City website or by contacting the City Manager's Office. Applications may be submitted at any time, but applications will only be considered when an opening on a board and commission exists.
 - a. New applicants and those interested in re-appointment will submit the designated application form.
 - b. The application will include a notification for the requirement to attend a board or commission meeting prior to being interviewed and considered for appointment to a position on that board or commission.
 - c. Application closing dates will be published for each position opening.
 - d. Applicants wishing to be re-appointed when their current term ends will need to re-apply for consideration.
 - e. Applications are kept on file for six (6) months.
2. **Requirement to Attend Meeting:** New applicants will be invited to attend the board or commission's next meeting. Applicants should notify staff or the chair of their intention to attend the meeting and will be encouraged by the chair to introduce themselves, when appropriate. Note: All City meetings will continue to offer remote attendance options.
 - a. Applicants must attend at least one board or commission meeting prior to being interviewed and considered for appointment to a position on that board or commission.
3. **Interview:** A panel that consists of the board or commission staff or chair and the Council liaison or member, in addition to one or more members of the board or commission (may not equal or exceed a quorum), will interview the applicants that meet the qualifications for appointment.
 - a. Sample interview questions will be provided to board and commission staff
 - b. Each applicant will be asked the same general questions, limited in scope to their qualifications and ability to serve on the commission.
 - c. The panel will select an applicant to recommend to City Council for appointment from those interviewed. Staff role is to provide guidance and support to the interview panel and do not participate as decision-makers in the selection process.
 - d. If no applicants are qualified or applicant(s) withdraw, the panel may request additional public notice to post the position to attract applicants for consideration.

Any additional posting actions will be reported to Council at the next regular or special meeting.

4. **Recommendation & Council Appointment:** The board/commission designated interview team will make a formal recommendation for appointment to the City Council at the next regular or special meeting.
 - a. Staff will submit a brief memo addressed to the full City Council (template link) outlining their recommendation for appointment to the vacant seat. This will include applications for the recommended appointee and all applicants interviewed for the position. Personal information and addresses of applicants will be redacted (per RCW 42.56.230(3)).
 - b. City Manager's Office staff will create the agenda item for the agenda and invite the recommended applicant to the meeting to introduce themselves to the Council. Staff may be requested to attend the meeting to answer questions about the appointment process.
 - c. City Council has full authority to confirm, modify, or reject the recommended appointment at the open meeting.
 - d. City Manager's Office staff will notify the Board and Commission staff of the official appointment decision.

Board and Commission staff will receive training on interview skills, implicit bias, and onboarding new members.

Recruitment Actions and Principles for City Board and Commission Members:

- **Actively recruit community members for service:**
 - Be proactive in announcing and recruiting for openings (i.e. in October for December expirations and in March for May expirations)
 - Executive team staff (PIO and Manager's Office) will advertise upcoming terms that will expire and potential vacancies – noting accepting new applications until ____.)
 - Tell our story – people need to understand the role, purpose, and opportunity available for service
 - Be inclusive with language of materials with service opportunities, especially Spanish translation for materials and translator services available for meeting participation
 - Students are an important part of our community and policy changes should consider impacts on their ability to serve on boards and commissions