



**Parks & Recreation Advisory Commission Agenda
5:30 pm Wednesday, May 11, 2022
City Hall Council Chambers & Hybrid**

Join Zoom Meeting

<https://us02web.zoom.us/j/85228170059>

Meeting ID: 852 2817 0059

- I. Call to Order
- II. Approval of April 20, 2022 Meeting Minutes
- III. Citizen Comment on Non-Agenda Items
- IV. New Business
- V. Old Business
 - a. Skatepark Mural – Jason Clifton
 - b. Review of Park Partnership Application
 - c. Review of Unity Park Stakeholders Meetings – Commission Chair Knudson & Staff
- VI. Commission Member Reports / Other Business
- VII. Staff Reports
- VIII. 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 – April 20, 2022**

DATE OF MEETING: April 20, 2022
MEMBERS PRESENT: Laci Harrison, Dan Witkowski, Ali Brown, Ali Burton, Fiona Corner, Nikki Pollock
OTHERS PRESENT: Parks & Recreation Director Case, Josephine Camarillo, Library Director & Staff Member to the Ellensburg Arts Commission, Jackie Adams, Commission Applicant
LOCATION: Meeting was held at the Council Chambers and Remotely

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

MEETING MINUTES - The meeting minutes from the March 9, 2022 meeting were approved with one change reflecting Ali Brown attending the meeting. ***All in favor.***

INTRODUCTION – Jackie Adams introduced herself to the Commission stating that she had applied to the serve on the Commission.

NEW BUSINESS – Skate Park Mural Application – Josephine Camarillo, City staff member for the Arts Commission, provided background information on a mural proposal that went before the Arts Commission in 2018 from Jason Clifton painting a mural at the Ellensburg skate park. Funding in the amount of \$2,500 was approved for the project and Mr. Clifton subsequently painted the mural without going getting approval from the Parks & Recreation Commission or the Ellensburg City Council. In order for the City to release funding for the mural, Mr. Clifton will need to get approval for the mural from the Parks & Recreation Commission and the City Council.

The mural did not approve the mural based on concerns regarding the artist circumventing the public process, mural subject matter, and the concern that the long-term plan for the skatepark is at a different location than the current site. The Commission requested that Mr. Clifton attend the next Commission meeting to address these concerns. ***All in favor.***

**OLD BUSINESS
PROJECT UPDATES**

Unity Park & Reed Park Master Plan Stakeholder Appointment – Stakeholder groups are being put together for the master planning of Unity Park and Reed Park, both efforts will include one member from the Parks & Recreation Commission serving as a stakeholder. Commission Chair Knudson was selected to serve on the Unity Park stakeholders' group and Commissioner Kelleher was selected to serve on the Reed Park stakeholders group.

Whitfield Triangle & Pearl Street Promenade Update

Whitfield Triangle – The City Council held a public hearing to surplus the property but decided to send the issue back to staff to explore developing the property through a private/public partnership, options for a local improvement district, and options for surplus with height restrictions.

Pearl Street Promenade – The City Council elected to take the idea of a permanent or seasonal closure of Pearl Street off the table for future consideration and to continue to use the systems in place for temporary street closures.

ITEMS FOR MAY 11, 2022 MEETING

Continuation of skate park mural project.

COMMISSION MEMBER REPORTS

Staff was asked when the parks would open for the season; park restrooms will open March 21st and the front gate at Irene Rinehart Riverfront Park will open April 4th.

STAFF REPORT

1. Jack Frost, long time Commission member, passed away April 7th. Jack served on the Commission for 11 years. 2. Council held a retreat on April 15th, much of which was dedicated to a discussion about parks & recreation and how the city can meet future indoor and outdoor recreational needs of the community. 3. The Downtown Spring Clean Up is scheduled for Saturday April 23rd. 4. Staff is seeing a significant increase in graffiti in city park facilities. 5. For the first time in three years the City was able to host the flashlight egg hunt at Rotary Park, there was a lot of community at the event. 6. Staff attended the Washington Recreation and Park Association Conference in Bellevue. Lots of new professionals in attendance.

Meeting adjourned at 6:45pm.



City of Ellensburg Parks & Recreation Department '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 year the 'Park Partnership Program' will have a total of \$15,617.00 (fifteen thousand six hundred and seventeen dollars) available for projects.

Goals

- To improve or increase park, open space, wildlife habitat, and recreational opportunities for the general public.
- 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 Timeline

Application Due Dates: Applications must be submitted by 5:00pm on August 31st. Applications shall be submitted to the Parks & Recreation Department Administrative Office, located on the 2nd floor of City Hall, 501 N Anderson, Ellensburg, WA 98926.

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: All projects must be completed within twelve (12) months of award. Awards will be rescinded for projects not ready for contracting within thirty (30) days of award.

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. 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 the standard IRS rate.
 - 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. Any anticipated work performed by City employees in the execution of the project must be included in the total amount funding being requested. A standard rate of \$40.00 per hour should be used for City staff time; this rate includes wages and benefits.

Applicant Responsibilities

Applicants are required to present their project to the Parks & Recreation Commission at the Commission’s regularly scheduled September, and if necessary, October, meeting. Commission meetings take place the second Wednesday of month at 5:30 pm in the Council Conference Room, located on the first floor of Ellensburg City Hall. 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 caseb@cityofellensburg.org:

City of Ellensburg Parks & Recreation Administrative Office
501 N Anderson
Ellensburg, WA 98926
Due Date: August 31, 2021

City of Ellensburg Parks & Recreation Department
‘Parks Partnership Program’
Work Plan

Action Item	Responsible Party	Start Date	Completion Date

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

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

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

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

4. Construction Capital				
	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).

A call for projects will be posted at City owned recreational facilities and at Ellensburg City Hall.

Unsuccessful applicants from the previous three years will be notified about the call for projects.