



Parks & Recreation Advisory Commission Agenda
5:30pm – June 14, 2023
City Hall Council Conference Room & Remotely

Join Zoom Meeting

<https://us02web.zoom.us/j/83625040252>

Meeting ID: 836 2504 0252

- I. Call to Order
- II. Approval of Minutes
 - a. May 10, 2023
- III. Citizen Comment on Non-Agenda Items
- IV. New Business
 - a. Poetry Pole & Wind Phone Installation at Wippel Park – Keely Murphy Pickerel
 - b. Park Partnership Program Review
- V. Old Business
 - a. Rotary Park Concept Plan Review
- VI. Items for July 12, 2023 Meeting
- 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 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 mintues.

**Parks & Recreation Advisory Commission
Meeting Minutes – May 10, 2023**

DATE OF MEETING:	May 10, 2023
MEMBERS PRESENT:	Jackie Adams, Frana Milan, Nick Zentner, Ali Brown
OTHERS PRESENT:	Parks & Recreation Director Case, three members of the public
LOCATION:	Meeting was held in the City Council Conference Room and Remotely

CALL TO ORDER – Meeting called to order at 5:30pm

MEETING MINUTES – Meeting minutes from the April 12, 2023 meeting were approved as submitted.

NEW BUSINESS – Rotary Park Master Plan Stakeholder Meeting Review – Jackie Adams, Stakeholder Representing the Parks & Recreation Commission – Commissioner Adams provided the Commission with a summary of the stakeholder meeting that took place virtually on April 19, 2023. In total 10 different groups attended the meeting, most of which already use Rotary Park, such as the Kittitas Valley Junior Soccer Association and Ellensburg Youth Baseball. There were a few groups in attendance that currently aren't using the park for their activities but that would like to, a few of those include the Ellensburg Disc Golf Club, EPiC (Ellensburg Pickleball Club), and the Kittitas County Railroad History Association.

ITEMS FOR MAY10, 2023 MEETING

Poetry Pole and Wind Phone Proposal at Wippel Park

Discussion about Commission Roles and Opportunities for Greater Community Impact

COMMISSION MEMBER REPORTS/OTHER BUSINESS

Staff acknowledged the letter Kathleen Kelleher wrote to the Commission explaining her reason for not seeing reappointment to the Commission.

Commissioner Zentner commented on the increase in traffic at Reed Park, and the surrounding neighborhood, over the course of the last few weeks. He inquired about what the next steps were in the Reed Park planning process and if the process needed to start over from the beginning. Staff stated that the process would not have to start over and that the intention is to develop a new plan incorporating feedback heard at the March 6th Council meeting as well as with the meeting with the Legion.

STAFF REPORTS – 1. Reed Park Plan Update – City staff met with members of the American Legion Board to discuss concerns Legion member shared with City Council on March 6th regarding the preferred Reed Park master plan. 2. Unity Park – staff provided an update on the appeal of the Landmarks & Design Commission approval of the park design and demolition of the old Wells Fargo drive thru bank building. 3. The garden projects at Wippel Park are underway. 4. The 'Ride to Renslow' bike ride is scheduled for May 20th, there will be shorter ride to North Alder Street Park also offered.

Meeting adjourned at 6:10pm.

City of Ellensburg Wippel Park Art Installment Proposal

Interactive Art Features: The Poetry Pole & The Wind Phone

A Poetry Pole

Narrative: I propose an installation of a post carved with the word “Poetry”. I also propose I be the “Keeper of Pole”.

History: The idea of a poetry pole is simple and pure in its invitation. Poetry is for everyone. Very much in the same spirit of how the garden is also for everyone.

The first Poetry Pole was “planted” by Jim Bodeen of Blue Begonia Press in Yakima, WA, in 1996 after he visited the home of Pablo Neruda in Chile where people leave poems and messages on the fence posts outside Neruda’s home.

Jim's poetry pole is a 6-foot cedar post with the word “poetry” carved into it where people have pinned their poems for decades. The poetry pole was moved to Selah in 2011 under the care of Dan Peters (my mentor), who inherited Blue Begonia Press.



I would like to propose that the pollinator garden be home to a new Poetry Pole in Ellensburg.

Jim said of the poetry pole: *“The pole, intersecting the Path of Butterflies and Hummingbirds with the Path of the Mailman, validates and confirms the actions of poetry in the world...Planted in an out-of-the-way place, the poetry pole is a source of truth. Poems here are written directly to the muse without editors intervening,” said Jim. “Poetry poles are places to share spiritual insights, longings, and truth.”*

There are [more poetry poles](https://wapoetlaureate.org/2018/07/12/she-who-shines-for-all/) planted in the poetry pole tradition Jim started. The WA State Poet Laureate (2018 – 2021), Claudia Castro Luna, highlighted the poetry pole and the others that have bloomed since: <https://wapoetlaureate.org/2018/07/12/she-who-shines-for-all/>

Procurement & Maintenance:

I am offering to provide the post carved with the word “Poetry” and to also be the “Keeper of Pole” as Jim was for many, many years. I live one block away from Wippel Park. I would keep things tidy as well as clear and collect the poems after they have had some time in the weather.

Placement:

The poetry pole would do well set back a bit from the main walkways with enough space for small gatherings and field trips. With the help of the parks crew, the base/post of the wind phone can be anchored into the ground. I can create a Google placemark for project site with site photographs.

The Wind Phone

Narrative: I propose the installation of an unconnected vintage telephone inside an enclosure designed as a memorial to lost loved ones where people can send their words on the wind.

The History: [The "wind phone" was first imagined in Japan by Itaru Sasaki](#). It is an unconnected rotary phone where people can send their words on the wind to people they have lost. According to Sasaki, the wind phone was not designed with any specific religious connotation, but rather as a way to reflect on his loss. He stated: *"Because my thoughts couldn't be relayed over a regular phone line, I wanted them to be carried on the wind."* More wind phones around the world have been installed since.

As Ellensburg is known for its wind, this seems a perfect complement to the poetry pole. Both the poetry pole and the wind phone are broad invitations to offer our hearts—to connect with something outside of us. Both help us process what is inside of us with words offered in text or in voice—but both don't require an answer. The words are freely given.

Procurement & Maintenance:

Rather than a full telephone booth, I propose a very simple partial enclosure so it will be protected some from the weather. I have a vintage/industrial telephone enclosure (see below) from New York City that has a decorative element making it both attractive and durable.

I am offering to provide the enclosure and to create the wind phone as a public piece installed with a quality, heavy vintage telephone and plaque. Inside the enclosure, the plaque will explain what the wind phone is and invite people to use it. I will also check on it after harsh weather to make sure it is in good shape and will replace the telephone, if needed.

Placement & Installment

The wind phone would be best placed away from other features as it invites contemplation and solitude. With the help of the parks crew, the base/post of the wind phone can be anchored into the ground. I can create a Google placemark for project site with site photographs.

Community Benefits:

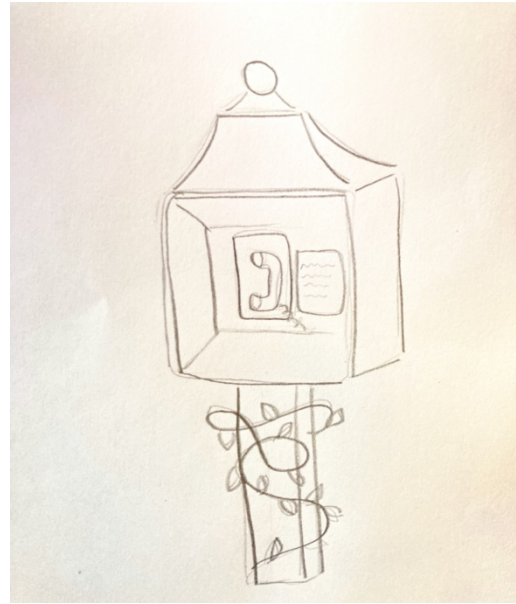
- **Field trips:** YVCC students often took field trips to the poetry pole to read and share their work. Our poetry pole would provide this opportunity for individuals, students, and groups of all ages here, too.
- **Readings:** I could explore hosting an annual reading at the Poetry Pole and other classes/groups may wish to host readings at the park, too.
- **Online Presence:** I could also create a social media page to share photos and invite people to share poems on the poetry pole and visit the garden.
- **Potential community anthology:** Begonia Press published an anthology of over 200 poems collected over 10 years from the pole called *Weathered Pages*, so this could be an option should the Ellensburg pole give the gifts I expect it will. On the back of *Weathered Pages*: *"Poems collected here represent a decade of testimony pinned and flying from a cedar post planted in a garden... There is room on the Poetry Pole for everybody."*

- **Common humanity:** Perhaps the most important benefit of both the pole and the phone is their ability to remind us we are all part of the human experience, and by sharing our words (whether in poetry or on the wind), we connect something inside of us with something outside of us.

Thank you for considering these two open-ended features as meaningful additions to Ellensburg's reimagined Wippel Park.



Vintage enclosure before paint and telephone/plaque installed



Sketch of finished wind phone



The poetry pole and the cosmos



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 \$18,908.62 (eighteen thousand nine hundred and eight dollars and sixty-two cents) available for projects.

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: Hard or electronic completed applications must be submitted by August 31st. Hard copies of the applications can be submitted to the Parks & Recreation Department Administrative Office, located on the 2nd floor of City Hall, 501 N Anderson, Ellensburg, WA 98926 (City Hall closes at 5pm).

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 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. 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 or request City staff to perform any work associated with the project other than what would be considered routine park work (example; park staff would 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 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, or 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 caseb@cityofellensburg.org:

City of Ellensburg Parks & Recreation Administrative Office
501 N Anderson
Ellensburg, WA 98926
Due Date: August 31, 2023

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

3. 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.

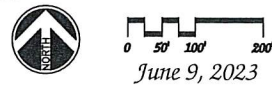
A call for projects will run on the City's website (www.ci.ellensburg.wa.us) and other forms of City social media.

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

Rotary Park Expansion

West Ellensburg, Washington

Concept 'A'



June 9, 2023

Parking Totals

* Existing Parking Stalls	383
* Proposed Parking Stalls	1,096
Possible Total Stalls	= 1,479

Existing Multi-Use Fields

- * Open grass lawn area - Irrigated
- * Can be striped for multiple sports field options/quantities

Multi-Use Fields

- * Synthetic Turf Surface
- * 195' x 330' Soccer Fields
- * Can be striped for multiple other field options/quantities

- * Existing Flag Pole & Donor Plaza
- * Soccer / Tournament Restroom & Concessions

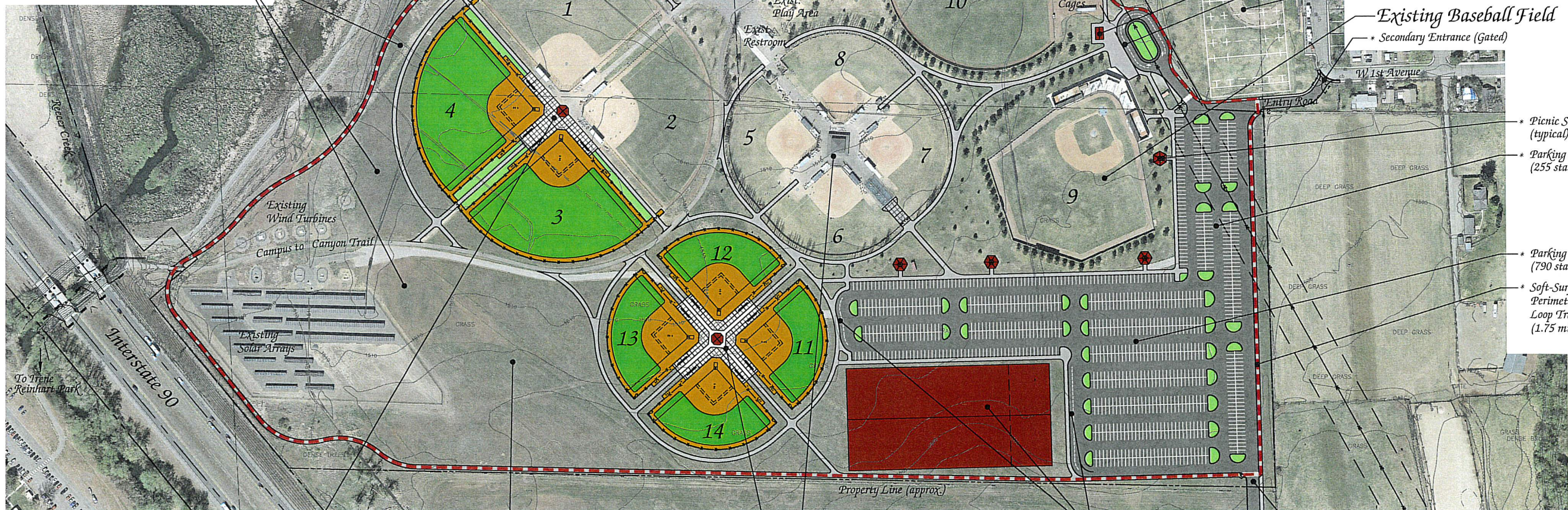
Baseball / Softball Field

- * Synthetic Turf Surfaces
- * N/E/W Backstop & Plaza Area
- * Outfield size can be varied with portable, temporary fencing

- * Soft-Surface Perimeter Loop Trail (1.75 miles)

Disc Golf Area

18 Holes on Varied Terrain



* Entrance Gate

Existing Off-Leash Park Areas

- * Separate Fenced Large / Small Animal Areas with Controlled Access Gates
- * N/E/W Shelters in each area

* Expanded Parking (51 Stalls)

* Existing Parking (383 Stalls)

Existing BMX Areas

West Ellensburg Park

- * Existing Playground
- * Existing Pickleball / Tennis Court
- * N/E/W Pickleball / Tennis Court

Existing Baseball Field

- * Restroom / Concessions Building
- * Passenger Drop-Off Lane Area

Existing Rugby Field

Existing Baseball Field

- * Secondary Entrance (Gated)

* Picnic Shelter (typical)

* Parking (N/S) (255 stalls)

* Parking (E/W) (790 stalls)

* Soft-Surface Perimeter Loop Trail (1.75 miles)

Softball Complex

- * 4 Softball Fields (300' outfields) (2 Fields are Existing)
- * Irrigated & Lighted
- * Fenced Outfields / Skinned Infields
- * Restroom / Concessions Building

Disc Golf Area

* 18 Holes on Varied Terrain

Youth Baseball Fields

- * 4 Fields (200' outfields)
- * Irrigated & Lighted
- * Fenced Outfields & Skinned Infields
- * Restroom / Concessions Building

Existing Youth Baseball Fields

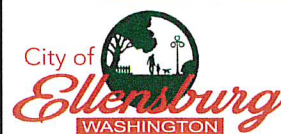
- * 4 Lighted Fields (200' outfields)
- * Irrigated
- * Fenced Outfields & Skinned Infields
- * Restroom / Concessions Building

Field House

- * Multi-sport capable
- * 100,000 to 125,000 square feet
- * Passenger Drop-Off Lane Areas

Primary Park Entry

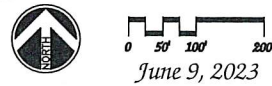
- * Via Anderson Road
- * 30' road width
- * Pedestrian Access



Rotary Park Expansion

West Ellensburg, Washington

Concept 'B'



June 9, 2023

Parking Totals

* Existing Parking Stalls 383
* Proposed Parking Stalls 963
Possible Total Stalls = 1,346

Existing Multi-Use Fields

* Open grass lawn area - Irrigated
* Can be striped for multiple sports field options/quantities

Multi-Use Fields

* Synthetic Turf Surface
* 195' x 330' Soccer Fields
* Can be striped for multiple other field options/quantities

* Existing Flag Pole & Donor Plaza
* Soccer / Tournament Restroom & Concessions

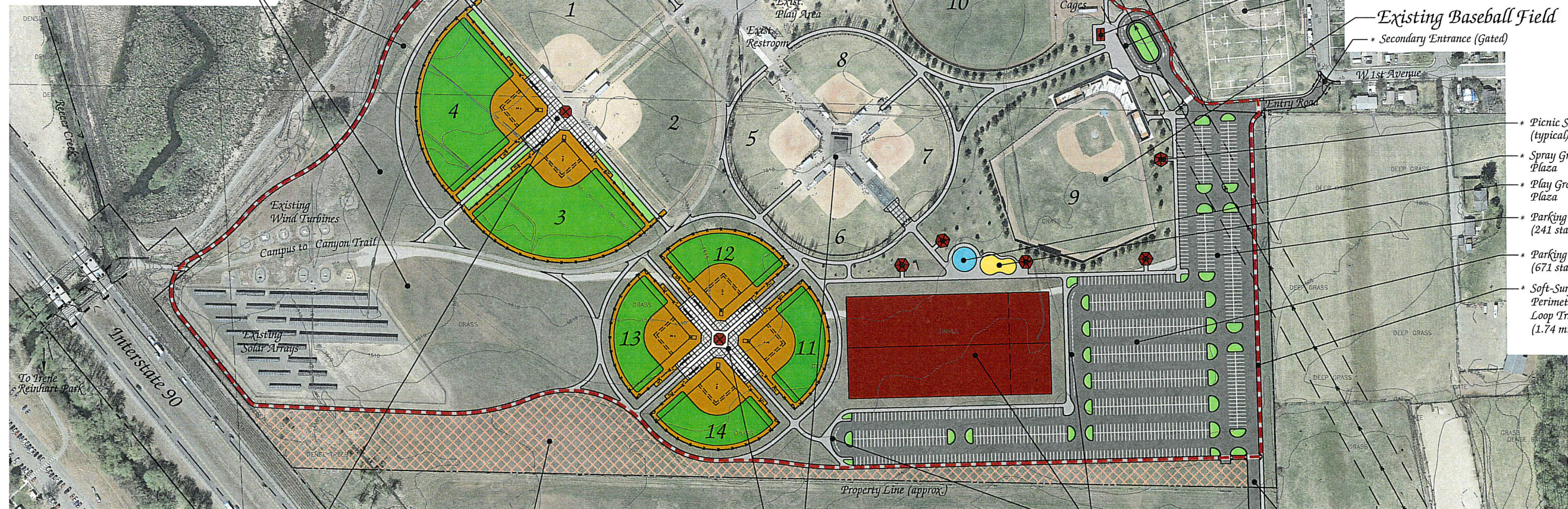
Baseball / Softball Field

* Synthetic Turf Surfaces
* Existing Backstop with NEW Plaza
* Outfield size can be varied with portable, temporary fencing

* Soft-Surface Perimeter Loop Trail (1.74 miles)

Disc Golf Area

18 Holes on Varied Terrain



Existing Off-Leash Park Areas

* Separate fenced Large / Small Animal Areas with Controlled Access Gates
* NEW Shelters in each area

* Expanded Parking (51 Stalls)
* Existing Parking (383 Stalls)

Existing BMX Areas

West Ellensburg Park

* Existing Playground
* Existing Pickleball / Tennis Court
* NEW Pickleball / Tennis Court

Existing Baseball Field

* Restroom / Concessions Building
* Passenger Drop-Off Lane Area

Existing Rugby Field

Existing Baseball Field

* Secondary Entrance (Gated)

* Picnic Shelter (typical)

* Spray Ground Plaza

* Play Ground Plaza

* Parking (N/S) (241 stalls)

* Parking (E/W) (671 stalls)

* Soft-Surface Perimeter Loop Trail (1.74 miles)

Softball Complex

* 4 Softball Fields (300' outfields)
* (2 Fields are Existing)
* Irrigated & Lighted
* Fenced Outfields / Skinned Infields
* Restroom / Concessions Building

Riding Railroad Area

* Approximately 4.86 Acres
* 7.5" Gauge Railroad Track
* 1/8 Scale Historic Buildings

Youth Baseball Fields

* 4 Fields (200' outfields)
* Irrigated & Lighted
* Fenced Outfields & Skinned Infields
* Restroom / Concessions Building

Existing Youth Baseball Fields

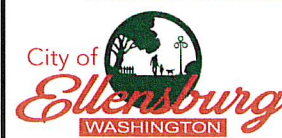
* 4 Lighted Fields (200' outfields)
* Irrigated
* Fenced Outfields & Skinned Infields
* Restroom / Concessions Building

Field House

* Multi-sport capable
* 100,000 to 125,000 square feet
* Passenger Drop-Off Lane Areas

Primary Park Entry

* Via Anderson Road
* 30' road width
* Pedestrian Access



Rotary Park Expansion

West Ellensburg, Washington

Concept 'C'



0 50 100 200
June 9, 2023

Parking Totals

* Existing Parking Stalls 383
* Proposed Parking Stalls 1,341
Possible Total Stalls = 1,724

Existing Multi-Use Fields

* Open grass lawn area - Irrigated
* Can be striped for multiple sports field options/quantities

Multi-Use Fields

* Synthetic Turf Surface
* 195' x 330' Soccer Fields
* Can be striped for multiple other field options/quantities

* Existing Flag Pole & Donor Plaza
* Soccer / Tournament Restroom & Concessions

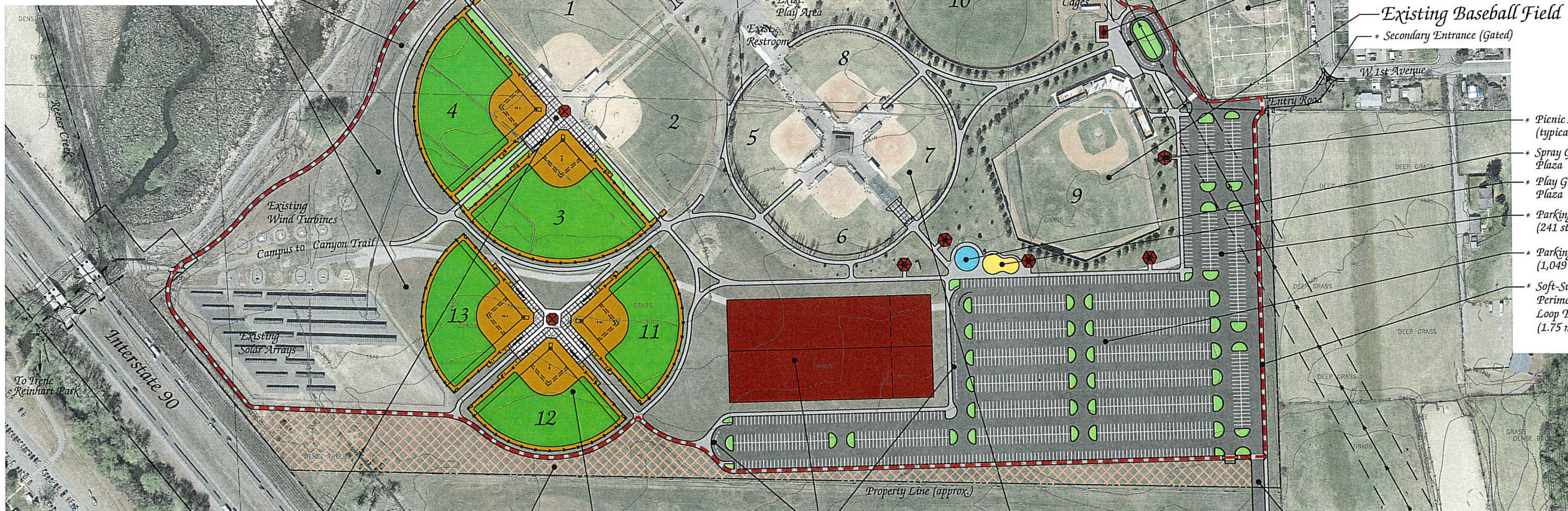
Baseball / Softball Field

* Synthetic Turf Surfaces
* Existing Backstop with N/E/W Plaza
* Outfield size can be varied with portable, temporary fencing

* Soft-Surface Perimeter Loop Trail (1.75 miles)

Disc Golf Area

* 18 Holes on Varied Terrain



Softball Complex

* 4 Softball Fields (300' outfields)
* (2 Fields are Existing)
* Irrigated & Lighted
* Fenced Outfields / Skinned Infields
* Restroom / Concessions Building

Riding Railroad Area

* Approximately 4.86 Acres
* 7.5" Gauge Railroad Track
* 1/8 Scale Historic Buildings

Youth Baseball Fields

* 3 Fields (250' outfields)
* Irrigated & Lighted
* Fenced Outfields & Skinned Infields
* Restroom / Concessions Building

Field House

* Multi-sport capable
* 100,000 to 125,000 square feet
* Passenger Drop - Off Lane Areas

Existing Youth Baseball Fields

* 4 Lighted Fields (200' outfields)
* Irrigated
* Fenced Outfields & Skinned Infields
* Restroom / Concessions Building

Primary Park Entry

* Via Anderson Road
* 30' road width
* Pedestrian Access

