

January 15, 2026
5:15 PM

**CITY OF CHELAN
PARKS AND RECREATION ADVISORY
BOARD AGENDA**

Parks and Recreation
Administration Building
Meeting Room

1. CALL TO ORDER AND ROLL CALL
2. AGENDA CHANGES
3. CITIZEN COMMENTS
Items not on the agenda. Time limited per the President.
4. MINUTES
 - A. November 21, 2025 Minutes
5. OLD BUSINESS
 - A. Chelan Municipal Code 2.17 Review & Discussion
6. NEW BUSINESS
 - A. Park Board Member Introductions
 - B. 2026 President & Vice-President Appointments
 - C. OPMA Training
7. PARKS & RECREATION DIRECTOR AND CITY STAFF COMMENTS
 - A. Administrative Report from Interim Parks Director
8. BOARD COMMENTS
9. ADJOURNMENT

Parks & Recreation Advisory Board Minutes of November 21, 2025

Attendance:	Collins	y	Flaten	N	Higley	y	Heg	Y	Reister	y	Sanders	n	Chitty	y	Cooper	y
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Call to Order

The meeting was called to order at 5:17 pm by Shane Collins.

September Minutes (No Quorum in October)

Motion by Linda Reister to Approve the September Minutes. Second by Janet Heg. Minutes Approved.

Ballfield Rates Updates

Interim Parks Director Cooper gave an update that the ballfield rental rates will be removed from the 2026 Rate Resolution until City staff can craft a policy to present to City Council with the rates that would provide a mechanism to grant fee waivers to qualifying groups. Cooper and Finance Director Evans consulted with MRSC for guidance on how to administer fee waivers equitably. The best path forward is to craft a fee waiver policy to adopt with the fees. Staff will be working on this policy in the coming months and will bring it back to Parks Board and City Council.

Golf Course 2025 Season Report

Golf Pro Jim Oscarson presented on the 2025 season at the Lake Chelan Golf Course. The 2025 season had the most rounds in the course's history, nearly 30,000 rounds. Various improvements to the golf course this year include a redone driving range including artificial turf mats and a redone men's 9th tee box. Oscarson shared about the course conditions throughout the season, the leagues that play weekly, and the seasonal staffing levels. There was discussion on the relationship with, and level of service provided by the Albatross, the F&B provider.

Golf Financial Presentation

Finance Director Evans presented on the profit & loss of the golf course over the last 10 years with and without Capital improvements included in the sheets. Evans described the plan for the 2026 budget to use 2% Lodging Tax dollars to support the operations of the golf course. Evans explained the policy that the Golf Course, including all other commercial operations, requires a beginning fund balance of 3-months operating expenses which contributed to the \$700k contribution from 2% to the Golf Course in 2026. There was discussion on future taxpayer funding for the course as well as plan in Q1 2026 to have a study completed to provide recommendations for a long-term sustainable financial future at the course.

Park Board Comments, Ideas, etc.

Linda Reister stated that she wants to consider giving the fields back to the PUD to maintain at the end of the lease. She said that it could be a win-win. Reister thanked Shane Collins for serving on the Park Board, as it was his last meeting as a Board member.

Shane Collins thanked Jim and Heidi for their presentations. Collins asked about the status of updating the Parks Board bylaws and wants to keep making progress.

No Comments from Todd Higley or Janet Heg.

Upcoming Meeting

There will be no December meeting. There was discussion about moving Park Board meetings to City Hall if we continue to have virtual attendees for better technology and room set up.

Meeting Adjourned

@ 6:35PM

Audrey Cooper, Interim Parks Director

Chapter 2.17 PARKS AND RECREATION ADVISORY BOARD

2.17.010 Created.

The parks and recreation advisory board is hereby created and shall serve in an advisory capacity to the mayor and city council.

(Ord. 1335 § 1 (part), 2007: Ord. 1237 § 3 (part), 2001)

2.17.020 Membership, terms, residence requirements, vacancies.

- A. *Membership.* The parks and recreation advisory board shall consist of five members, who shall be appointed by the mayor, subject to confirmation by the city council. All members must reside within the city limits of the City of Chelan.
- B. *Compensation.* Board members shall receive no compensation for their service.
- C. *Term of Office.* The term of office shall be for two years and expire on December 31st. Positions 1 and 2 expire on even-numbered years and positions 3, 4 and 5 expire on odd-numbered years.
- D. *Vacancies.* When a vacancy occurs, the replacement shall be for the remainder of the unexpired term.
- E. *Absences.* When a board member fails to attend three consecutive regular meetings of the board, the absences shall be reported to the mayor by the president or vice-president of the board. The mayor may declare the position of such absent member vacant, or may excuse the absences.

(Ord. 1335 § 1 (part), 2007: Ord. 1237 § 3 (part), 2001)

2.17.030 Organization and meetings.

- A. *Election of officers.* At the first regular meeting of each year, members of the parks and recreation advisory board shall elect from the members a president and vice-president. Such individuals shall hold office for one year.
- B. *Duties of officers.* It shall be the duty of the president to preside at all meetings of the board and of the vice-president to preside at all meetings in the absence of the president.
- 1. *Secretary.* The city parks and recreation director or designee shall serve as the secretary of the board. The secretary shall keep minutes of all meetings and of all proceedings of the board and provide copies of the same to the ~~city administrator~~city clerk's office.
- C. *Quorum.* A majority of the appointed board members shall constitute a quorum for the transaction of business, and affirmative votes from a majority of the board members present shall be necessary to carry any proposition.
- D. *Staff involvement.* The parks and recreation director ~~and golf professional~~ or respective designees shall attend all meetings of the board to provide technical assistance concerning parks, recreation and golf matters.
- E. *Meetings.* The board shall meet one time per month and upon call of the president, as necessary.
 - 1. All meetings of the board are open to the public.

(Ord. 1335 § 1 (part), 2007; Ord. 1318 § 1, 2006; Ord. 1237 § 3 (part), 2001)

2.17.040 Responsibilities.

The parks and recreation advisory board shall act in an advisory capacity to the mayor and city council and shall study, investigate, counsel and develop and/or update written plans for the development of parks, the golf course and other recreational resources within the city taking into consideration the requirements of all grant fund agencies. Further, the board shall be responsible for the following:

- A. ~~Preparing and/or R~~reviewing the long range park and recreation plans, specific park master plans and related public involvement for the City of Chelan;
- B. Recommending proposed land acquisitions, easements and leases;
- C. Reviewing and recommending proposed intergovernmental, concession and franchise agreements;
- D. ~~Reviewing and recommending long range and recreational program plans;~~
- E. Recommending major policies related to the management and operation of the city's park and recreation system;
- F. Reviewing long-term funding and financing to implement and manage the city's park and recreation system;
- G. ~~Preparation~~ Reviewing and providing recommendations of a capital improvement plan that identifies funded priority projects;
- H. ~~Preparing~~ Reviewing preliminary budget expense and fee recommendations for mayor and city council consideration;
- I. ~~Preparation~~ Providing guidance e ~~on~~ a public involvement program that solicits volunteer support and encourages public participation in the implementation and operation of Chelan's park and recreation system;
- J. ~~Developing, implementing and R~~reviewing a comprehensive community forestry program, including tree management and Arbor Day activities, and annual work plan;
- K. Encourage presenting a monthly board meeting report to the city council at the first regular city council meeting following the regular monthly board meeting;
- L. Such other and further responsibilities as may be assigned to the board by the mayor and city council.

(Ord. 1335 § 1 (part), 2007; Ord. 1237 § 3 (part), 2001)