

February 19, 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. January 15, 2026 Meeting Minutes
5. OLD BUSINESS
 - A. Chelan Municipal Code 2.17 Review & Discussion
6. NEW BUSINESS
 - A. 2026 Parks and Recreation Advisory Board Goals
 - B. Parks Concessionaire Proposals
 - C. National Golf Foundation - Lake Chelan Golf Course Study
7. PARKS AND RECREATION DIRECTOR AND CITY STAFF COMMENTS
8. BOARD COMMENTS
9. ADJOURNMENT
Final Comments / Motion to Adjourn Suggested Motion: I move to adjourn the meeting.

BOARD MEMBERS AND ADMINISTRATIVE PERSONNEL PRESENT

Board Members:

Janet Heg
Brad Nelson
Linda Reister
Mat Engstrom
Todd Higley

Staff Present:

Interim Parks and Recreation Director Audrey Cooper
City Administrator Laura McAloon

1. CALL TO ORDER AND ROLL CALL

Meeting was called to order at 5:15pm.

2. AGENDA CHANGES

no agenda changes.

3. CITIZEN COMMENTS

Items not on the agenda. Time limited per the President.

none.

4. MINUTES

A. November 21, 2025 Minutes

Motion: I move to approve the November 21, 2025 Minutes.

MOVER:	Boardmember Janet Heg
SECONDER:	Vice President Todd Higley
AYES:	Boardmember Brad Nelson, Vice President Todd Higley, President Linda Reister, Boardmember Janet Heg, Boardmember Mat Engstrom
NAYS:	None
RESULT:	Passed

5. OLD BUSINESS

A. Chelan Municipal Code 2.17 Review & Discussion

Park board members discussed the redlined Chelan Municipal Code for the Parks and Recreation Advisory Board. There was discussion around the removal of the requirement for the Golf Professional to attend all Park Board meetings. Interim Parks Director Cooper

shared that this code has not been updated since 2007 and that the current code reflects an old organizational structure of the department. Park board members requested that language be added to the code that states the Parks Director will provide regular reports of the commercial operations of the parks to allow for regular representation from requested Parks staff who oversee commercial operations such as the golf course, RV Park, Marina, and Putting Course. An updated redlined code will be provided at the February meeting for Park Board approval before moving to City Council for review and approval. Discussion also took place on membership and the desire to ensure that the selection of Park Board members by the Mayor is representative of the whole community.

6. NEW BUSINESS

A. Park Board Member Introductions

Park Board members, City Staff, and City Council Liasons shared introductions and a park, outdoor space, or recreational activity that has been meaningful to their life and why.

B. 2026 President & Vice-President Appointments

Parks board members nominated and voted on appointments for the 2026 President & Vice President positions.

Motion: I move to nominate Linda Reister as 2026 Parks and Recreation Advisory Board President.

MOVER:	Vice President Todd Higley
SECONDER:	Boardmember Mat Engstrom
AYES:	Boardmember Brad Nelson, Vice President Todd Higley, President Linda Reister, Boardmember Janet Heg, Boardmember Mat Engstrom
NAYS:	None
RESULT:	Passed

Motion: I move to nominate Todd Higley as 2026 Parks and Recreation Advisory Board Vice-President.

MOVER:	Vice President Linda Reister
SECONDER:	Boardmember Mat Engstrom
AYES:	Boardmember Brad Nelson, Vice President Todd Higley, President Linda Reister, Boardmember Janet Heg, Boardmember Mat

	Engstrom
NAYS:	None
RESULT:	Passed

C. OPMA Training

Park Board members discussed the OPMA training required for all elected and appointed officials every two years. Board Members requested that the training email be sent out again for those who have not completed it.

7. PARKS & RECREATION DIRECTOR AND CITY STAFF COMMENTS

A. Administrative Report from Interim Parks Director

Interim Parks Director Cooper provided an update to the Parks Board on activities within the parks department since their last meeting in November. Updates include the submission of a grant application for operations and maintenance of the boater pump out station in the marina, new golf carts at the golf course, the selection of a consultant for the golf course study, and minor capital projects anticipated this year. Photos were shared with updates on the capital renovation at Lakeside Park.

8. BOARD COMMENTS

Janet Heg shared that the technology for the virtual meeting attendance worked well. With the better technology, the Parks Board Meetings will remain at the Parks Office.

Todd Higley requested that Parks Board members bring to next month's meeting any topics of interest that they want to work into the meeting schedule for the year.

9. ADJOURNMENT

Motion: I move to Adjourn the January 15, 2026 Parks and Recreation Advisory Board Meeting.

MOVER:	Vice President Todd Higley
SECONDER:	Boardmember Mat Engstrom
AYES:	Boardmember Brad Nelson, Vice President Todd Higley, President Linda Reister, Boardmember Janet Heg, Boardmember Mat Engstrom
NAYS:	None
RESULT:	Passed

Meeting adjourned at 6:19pm.

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 the director's designee(s) shall attend all meetings of the board to provide technical assistance concerning parks, recreation and golf matters. The director shall ensure the board receives regular reports on department operations, including golf course operations, and may designate appropriate supervisory or program staff to present such reports.

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 ~~of 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)