

March 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. February 19, 2026 Parks and Recreation Advisory Board Minutes.

Suggestion Motion: I move to approve the February 19, 2026 Parks and Recreation Advisory Board Minutes.
5. OLD BUSINESS
 - A. Chelan Municipal Code 2.17 Update
 - B. Lakeside Park Renovation Update
6. NEW BUSINESS
 - A. Summer 2026 Parks Planning
 - B. Parks Facility Use & Fee Waiver Future Policy Discussion
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.



CITY OF CHELAN
Parks and Recreation Advisory Board Meeting
February 19, 2026

BOARDMEMBERS AND ADMINISTRATIVE PERSONNEL PRESENT

Boardmembers:

Janet Heg
Brad Nelson
Linda Reister
Todd Higley

Staff Present:

Parks and Recreation Director Audrey Cooper

Absent

Mat Engstrom

1. CALL TO ORDER AND ROLL CALL

The 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. January 15, 2026 Meeting Minutes

MOTION:	I move to approved the January 15, 2026 Minutes
MOVER:	Boardmember Brad Nelson
SECONDER:	Vice President Todd Higley
AYES:	Boardmember Brad Nelson, Vice President Todd Higley, President Linda Reister, Boardmember Janet Heg
NAYS:	None

RESULT:	Passed
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5. OLD BUSINESS

A. Chelan Municipal Code 2.17 Review & Discussion

Parks board members reviewed and discussed the updates presented to CMC 2.17, which incorporated requested updates on reporting on golf course operations. Parks Director Cooper provided the timeline the code updates would go through City Council for approval.

MOTION:	I move to recommend the changes to CMC 2.17 to City Council for final approval.
MOVER:	Vice President Todd Higley
SECONDER:	Boardmember Brad Nelson
AYES:	Boardmember Brad Nelson, Vice President Todd Higley, President Linda Reister, Boardmember Janet Heg
NAYS:	None
RESULT:	Passed

6. NEW BUSINESS

A. 2026 Parks and Recreation Advisory Board Goals

Parks board members shared and discussed their goals for the 2026 year as an Advisory Board to the Parks Department.

B. Parks Concessionaire Proposals

Director Cooper shared recent concessionaire requests brought to the parks department for consideration in Don Morse Park. There was discussion on the existing concessionaires within Don Morse Park and the Marina. No action was taken.

C. National Golf Foundation - Lake Chelan Golf Course Study

The parks board discussed and identified a representative to participate in a stakeholder focus group facilitated by National Golf Foundation for the Lake Chelan Golf Course Study. There was discussion on the topics to be communicated on behalf of the park board to the National Golf Foundation.

7. PARKS AND RECREATION DIRECTOR AND CITY STAFF COMMENTS

Director Cooper shared an upcoming Request for Proposals that will be issued for security

services in the parks this summer. An update on the Lakeside Park renovation project was provided. A tentative golf course opening date of March 13th was shared, weather pending.

8. BOARD COMMENTS

There was discussion about a property near the airport and the Columbia River that may be of interest to the City.

9. ADJOURNMENT

Final Comments / Motion to Adjourn Suggested Motion: I move to adjourn the meeting.

MOTION:	I move to adjourn the meeting.
MOVER:	Vice President Todd Higley
SECONDER:	Boardmember Brad Nelson
AYES:	Boardmember Brad Nelson, Vice President Todd Higley, President Linda Reister, Boardmember Janet Heg
NAYS:	None
RESULT:	Passed

**The meeting was adjourned
at 6:21 P.M.**

**Date
Approved:**

**Audrey Cooper
Parks and Recreation Director**

**[NAME]
Chair**















Staff have begun preparations for the 2026 summer season at Don Morse and Lakeside Parks. These efforts are intended to improve visitor awareness, support rule compliance, and help ensure a safe and enjoyable park experience during the 2026 summer season.

Security

- Staff have been coordinating with the Chelan County Sheriff's Office (CCSO) to explore scheduling off-duty deputies for additional patrols during peak summer weekends.
- CCSO presence is valuable for rules enforcement; however:
 - These shifts are outside the City's current contract with CCSO.
 - They come at a higher cost.
 - Deputy availability for extra-duty shifts can be limited.
- To help ensure consistent park coverage, Parks issued a Request for Proposals (RFP) for private security services in February. Private security has proven effective in providing a visible presence and educating park visitors on park rules. One proposal was received and is currently under evaluation.
- If awarded and approved by Council, staff anticipate using a hybrid security model:
 - CCSO will be contacted first to fill requested shifts.
 - If CCSO cannot cover shifts, Douglas County Sheriff's Office may be contacted.
 - Private security services would be scheduled for remaining dates where coverage is still needed.
- A fixed budget for security services is in place, so scheduling will prioritize:
 - Peak-use weekends, periods of highest enforcement need, and available budget

Parking Enforcement

- Several parking enforcement staff from the previous season are expected to return.
- Returning staff require less training and are already familiar with park operations, parking systems, and visitor interactions.
- They have also built relationships with regular park users, supporting consistent communication and enforcement.

Signage & Facility Improvements

- Additional A-frame signage is being added at key locations to better communicate park rules, such as parking lot entrances and near parking kiosks
- Signage will highlight major park rules and expectations in visible locations where visitors make parking and park-use decisions.
- The City has received new park grills for Don Morse and Lakeside Park with installation scheduled for April.
- Fencing improvements at Lakeside Park along Terrace Ave will direct parks guests to parking kiosk and rules signage
- Parking lot restriping at Lakeside to potentially add more stalls and help direct flow of vehicles

Public Communication

- Staff are coordinating with the City's communications staff to launch the "Know Before You Go" public information campaign again this year, focusing on parking, park rules, and visitor expectations.
- Messaging will be shared through online platforms and social media.

- Printed “Know Before You Go” postcards will also be available at City offices and distributed by staff and security in the park.