

APPLICATION FOR 2015 LODGING TAX FOR TOURISM-RELATED, MUNICIPALITY-OWNED CAPITAL PROJECTS AND COUNTY OPERATIONS

Applicant Information – Capital Project

Name of Municipality: City of Roslyn

Mailing Address: Box 451, Roslyn, WA 98941

Contact Person and Title: Chris Martin, Project Manager

Phone: 509-699-1163

Email: chm.martin@gmail.com

Project Title: Slim Runje Field and Events Center Capital Improvements

Project Location: Slim Runje Park, Roslyn, WA
Third and Washington, Roslyn, WA
3 Blocks from downtown Roslyn

Funding Request: The City of Roslyn is requesting \$70,000 to match \$25,000 City cash on hand, \$25,000 private donation, and approximately \$27,000 in in-kind volunteer labor.

Application Requirements

- ____ 1. The project qualifies for lodging tax funds as a capital expenditure of a tourism- related facility owned or operated by a municipality or is supporting the operations of tourism-related facilities owned or operated by a Kittitas County.
- ____ 2. The applicant has submitted only one application for capital project funding in the current year.
- ____ 3. If the application is not from Kittitas County, the municipality's lodging tax advisory committee (or equivalent) has been informed of the project and endorsed it. A letter from the municipality is included.
- ____ 4. Lodging tax capital project funds are not being substituted for other funds that are already secured or applied for (if applicable).
- ____ 5. Applicant has secured matching funds of at least 30% of the total project costs.

- ____ 6. A completed project budget is included in the application (if applicable).
- ____ 7. A detailed 8 1/2 X 11 vicinity map that clearly shows the project is included (if applicable).

Tourism-Related Capital Project Narrative (If Applicable)

1. **Project Description:** Please describe the project in detail. Indicate the major work to be completed, any milestones that need to be overcome in order for the project to move forward, and include a comparison of existing and proposed conditions. Also please include your operations/maintenance funding strategy and business plan for long-term project sustainability.

Slim Runje Field has been at the center of Upper County recreation and activities for more than 120 years. In its hey day the facility hosted large scale baseball and softball tournaments and many ethnic, recreational and community events. Roslyn had an active baseball team. Some historical photos are included in our proposed plan. Today the facility is run-down; recent additions like children's play equipment were added without the benefit of a comprehensive facility plan.

Over the past four years the City has engaged the University of Washington's Storefront Studio (Department of Architecture and Built Environment) to develop restoration plans for many of our public spaces. Of particular interest to the City was a plan for Slim Runje Field due to its deteriorated condition and prime location. The students in the 2014 Storefront Studio created a detailed plan for Slim Runje Field which calls for a reconfiguration of some of the elements and reconstruction of long lost elements. The students wrote:

In its heyday, Runje Field, the large ball field of Roslyn, hosted spectacular baseball games, festivals, and other large community events. Now a run-down, muddy space, it sits largely unused. This proposal seeks to revive its historic grandeur at a modest, small-town scale. Large covered bench seating would activate the field, providing seating for baseball games and community events.

The proposed bench design is reminiscent of the old mine shafts. Wood composite and metal roofing combine Roslyn's historic aesthetic with modern practicality.

In addition to many one-time events Slim Runje Field hosts the following annually:

High Country Logging Show

Run to Roslyn – Car show

AARF Doggy Olympics

Historic Vintage Trailer Show

The Croatian Picnic

Black Pioneer Days (dates back to 1890)

With improved restroom and children's facilities this park that was once the center of activity in the region will be able to host larger multi-day events and tournaments and expand the scope of some of the current events.

The City of Roslyn annual Parks Budget (partially funded by event permit fees) will insure long term maintenance of the facility. We will budget a depreciation and general maintenance schedule and our new Public Works Director (hiring in process now) will be charged with ensuring that the City has a proper O&M plan in place for the facility. The new ADA/Family restrooms and refurbished existing restrooms will have them locked at night like our other public restrooms to avoid the vandalism that damaged the existing ones. We have an agreement with the Cle Elum Rolsyn Police Department that they lock them at 8pm unless an event is permitted.

We do not have a formal business plan for the facility as we do not feel a marketing/business plan is needed. Because of the lack of amenities, some groups have chosen other venues. The current City administration recognizes the economic driver that multi-day events are and has streamlined the event approval process and has a stated policy of welcoming events to the City of Roslyn. We believe the facility improvements and the policy of welcoming events will be sufficient. Most importantly this is not a new venue or project that can "fail." This is an existing 120 year old facility that has had no upgrades in more than 50 years.

2. **Infrastructure Improvements:** Please explain the specific infrastructure issues the project addresses and how they directly affect tourism. Explain how the improvements will promote tourism in Kittitas County and indicate specifically how the improvements will directly increase economic activity resulting from tourists.

The project will build the following infrastructure to support multi-day events and activities in the upper county:

1. **ADA and family-friendly restrooms.** *One workable restroom currently exists. Improved facilities will allow our park to host larger events for crowds as well as insure the continued use of the park for existing events. We have had to close one set of restrooms in recent years impacting events. The improved restroom will also allow us to accommodate larger events like Mountain Bike Race Series that want camping access. The addition of an ADA/Family restroom will eliminate a long walk for those tourists needing such a facility.*
2. **Bleachers for event seating.** *In the early 1900's when Runje Fied hosted many baseball games, there were a grandstand. It was removed in the 1950's. The bleachers are needed to ensure seating for all events. By designing moveable bleachers we can insure their use is cross-functional and can support the layout of each event. They will be built in a way that additional seating sections can be added as the use of the facility increases.*

3. **Wading pool and enhanced children's area.** By enhancing and improving safety of the Children's play area we make the facility more conducive to long timeframe events. Children have a limited attention span and often want to leave events like car and logging shows. The play area relieves this pressure allowing parents to stay longer.
4. **Aesthetic improvements** to the facility including plantings, fencing, and the proposed signage will significantly enhance the appeal of the facility allowing Slim Runje Field to return to its historic use as a tournament and large event facility.
5. **A connector trail from Suncadia to Roslyn and Slim Runje Field.** Currently Suncadia guests must drive on existing roadways to get to Slim Runje Field. However, the facility is much closer to Suncadia than most realize. We will build and sign a pedestrian/bike trail from the Suncadia property line to the Slim Runje Field and Events Center. Suncadia will build a spur from the property line to their extensive trail system.
6. **Repair irrigation system and grade baseball field.** The sensitivity of the current irrigation system under the fields has discouraged event planners from using the field – liability for damage to the system was too great. As well, the poor quality of the field itself has been an impediment to event planners who have considering using the field.

Slim Runje Field is located in the City of Roslyn a short three block walk from City Center. Events at the field generate significant boosts in overnight stays at lodging facilities in Cle Elum and Suncadia, and event goers rely on Roslyn businesses for food and other sustenance.

Most importantly an enhanced facility will allow the City to both host and create larger and longer duration events. If we can improve the park and address some of the safety/usability issues we anticipate hosting outdoor music and art weeks, mountain bike races through our 300 acre urban forest, and other events that compliment the rural lifestyle in the upper county.

3. Use of Grant Funds: Please explain exactly how the requested funds will be used. Include an itemized list.

Grant Funds (in addition to City funds and contributions) will be used as follows:

1. *Build family/ADA Restroom and refurbish existing restroom*
2. *Build moveable bleachers for the event facility – they will be able to be moved via forklift from baseball field to other areas for different events. We currently have to rent bleachers for events.*
3. *Plant circle of trees per plan attached*
4. *Build and sign connector trail from Suncadia trail system to the Slim Runje Field and Events Center.*
5. *Re-locate play equipment per plan.*
6. *Change fencing on tennis courts per plan attached*
7. *Create permanent “nationality” signage per plan attached. Roslyn has a rich ethnic heritage and the proposed signage will highlight this history providing a context to the historic cemeteries and recognizing the diversity of our community*
8. *Repair irrigation system*
9. *Grade baseball field for drainage to allow events to use this part of the field at all times.*
10. *Install perimeter fence per plan attached*

4. Real Property: If real property acquisition is a component of the project, please explain. Include any information of property already secured or evidence of the ability to secure the real property.

There is no real property acquisition – the City owns the park.

5. Capital Assets: If capital asset acquisition is a component of the project, please explain. Include any bids solicited and received from potential vendors willing to supply the asset. *All capital asset purchases require at least three bids.* If you have already selected one of the bids, please provide justifications in writing.

The City will secure at least three firm bids for capital items once funds are secured. Our current rough order of magnitude pricing is based on discussions with contractors and comps for similar project scopes. The only capital item requiring purchase as we understand your definition is the filtration system for the wading water feature.

6. Coordination: Please explain how this project has been coordinated with other jurisdictions as well as affected stakeholders. Please include letters of support from stakeholders.

There are no other affected jurisdictions. Please see attached letters of support from stakeholders.

7. Studies: Please attach any feasibility or other studies that demonstrate linkages between the proposed project and the anticipated tourism impacts.

We do not have project specific studies. However the general literature on economic development is replete with evidence that municipal infrastructure improvements drive tourism and related economic gains.

8. Project Readiness: Please provide a detailed project schedule, including milestones necessary for completion as mentioned in question 1 above. On the schedule, indicate items completed and exactly where in the schedule the project is at this time. Be sure to include expected completion date.

This project has been in planning for several years and in 2014 the Storefront Studio completed planning and feasibility analysis – the project is ready to submit for permitting and City and private funds are available to execute the project. A detailed schedule is attached.

Please see attached schedule.

9. Applicant Certification: Please sign below in agreement with statement of certification.

Certification is hereby given that the information provided is accurate and the applicable attachments are complete and included as part of the application package.

I further certify that the application thresholds are met at the time of application.

 Chris Martin, Project Manager 1/30/2015
Signature of Official Representative Title Date

Tourism-Related Capital Project Budget (If Applicable)

All applicants for capital project funding must supply a detailed and complete project budget utilizing the following basic format:

Funding Sources

Lodging Tax Funds Request

Other Grant Funds

List By Source (indicate if secured or applied)

Other Local Government Funds List By Source

Private Funds

List By Source (may include in-kind)

Total Available Funding

Project Expenses

Real Property or "Right-of-Way" Acquisition Cost Capital Asset Cost

Construction Cost or "Hard" Cost

Include an itemized list of general costs

For example: asset type and cost, site prep, building foundation and structure, mechanical work, finish work, site restoration, electrical work, technology, etc.

Soft Cost

Include an itemized list of soft costs

For example: design fees, construction management fees, survey costs, engineering fees, permitting costs, special inspections, cultural resource surveys, etc.

Total Project Costs

**Tourism-Related Facility Operational Funding Narrative (Kittitas
County Applications Only)**

1. Operational Spending: Please explain your request for operational funding and how it is directly related to supporting the operations of a tourism-related facility owned or operated by a municipality or public facilities district.

2. Applicant Certification: Please sign below in agreement with statement of certification.

Certification is hereby given that the information provided is accurate and the applicable attachments are complete and included as part of the application package.

I further certify that the application thresholds are met at the time of application.

Signature of Official Representative Title Date

Lodging Tax Capital Project Rating Form

Criteria Points Possible Application Questions Points Awarded

Demonstrated Need	Up to 20	Question 5
Stakeholder Support	Up to 5	Question 6
Feasibility Analysis Completed	10 Yes = 10 No = 0	Question 7
Promotes Tourism/ Increases Economic Activity Resulting From Tourists	Up to 25	Question 2
Project Readiness	Up to 20	Question 8
Applicant's Matching Funds	Up to 20 Less than 30% = 0 30% - 35% = 5 36% - 39% = 10 40% - 50% = 15 50% or more = 20	

Slim Runje Field Events Center 2015 Improvements
City of Roslyn

Sources and Uses of Funds						% of cost	Notes
FUNDING SOURCESS							
Lodging Tax Request						48%	
City of Roslyn Parks Budget 2015					\$ 25,000.00	17%	
Private Contributions Secured					\$ 25,000.00	17%	Contingent on \$70,000 from County
In-kind labor					\$ 27,000.00	18%	1000 hours @ 27.62
TOTAL AVAILABLE FUNDING					\$ 147,000.00		
PROJECT EXPENSES							
Real Property of "Right of Way" Acquisition		Materials	Labor	Soft costs	Total		Notes
Capital Asset Cost					\$0.00		
Contruction Costs					\$3,500.00		Water feature filtration
Soft costs (planning and permits)					\$ 115,055.00		
					\$ 4,850.00		
Project expense detail							
ADA Restroom: addition and rehabilitation							
Planning & Permits				\$ 1,200.00	\$ 1,200.00		
Site work	\$ 1,000.00	\$ 1,500.00			2,500.00		
Foundation work	\$ 1,300.00	\$ 800.00			2,100.00		
Framing/Masonry	\$ 1,750.00	\$ 2,200.00			3,950.00		
Plumbing	\$ 1,200.00	\$ 1,800.00			3,000.00		
Electrical	\$ 1,200.00	\$ 2,100.00			3,300.00		
Roofing	\$ 800.00	\$ 750.00			1,550.00		
Painting and finish	\$ 400.00	\$ 1,900.00			2,300.00		
Wood architectural features	\$ 1,500.00	\$ 750.00			2,250.00		
Sub total ADA Restroom Addition	\$ 9,150.00	\$ 11,800.00			22,150.00		
Build moveable bleachers							
Planning & Permits				\$ 850.00	\$ 850.00		
Build metal base	\$ 1,500.00	\$ 750.00			2,250.00		
Wood - local - comers lumber rogh cut	\$ 4,500.00	\$ 2,800.00			7,300.00		
Fastners and misc supplies	\$ 400.00				400.00		
Sub total moveable bleachers					10,800.00		

Slim Runje Field Events Center 2015 Improvements

[illegible]

Slim Runje Field Events Center Construction Schedule

	Planning	Funding	Permitting	Construction
Sep-14	Storefront Studio Presentation to Community			
Oct-14	City Council Adoption of Storefront Studio Plans			
Nov-14				
Dec-14		Private contribution pledged with contingencies		
		Final City Budget Adopted - \$25,000 for park plan. Application to Lodging Tax Capital Projects Fund		
Jan-15				
Feb-15				
Mar-15				
Apr-15		Determination award on County Lodging Tax Funds		
	Final 2015 Construction Plan approval based on funds available. Prepare bid documents for bidding. Go to bid.		Submit permit application for final plan based on available funds	Begin field grading, site work, and irrigation repair. - City crew/volunteer work crews work to begin
May-15				
Jun-15	Select bidder for contracted work.			Contracted work to begin.
Jul-15				Continued Construction
Aug-15				Continued Construction
				Grand Opening of Restored Runje Field & Events Center in conjunction with High Country Logging Show.
Sep-15				
Oct-15				Punchlist work
Nov-15				
Dec-15				



January 28, 2015

Mr. Geoff Scherer
Mayor, City of Roslyn
Box 451
Roslyn, WA 98941

Dear Mayor Scherer:

Suncadia is very supportive of the proposed plan for the Slim Runje Field and Events Center. In particular we appreciate the inclusion of funds for a bike/pedestrian connection from Runje Field to Suncadia's property boundary where we will work to continue the path to our existing network when our budget allows.

Sincerely,

Paul Eisenberg
Senior Vice President, Development

Kathleen Michael
PO Box 475
Roslyn, WA 98941

28 January 2015

Mr. Geoff Scherer
Mayor, City of Roslyn
PO Box 451

Dear Mr. Mayor:

I am writing on behalf of the Vintage Trailer Rally which has been held at Roslyn's Runje Field for the past 5 years. This weekend long event has gained in popularity drawing 128 trailers last year! Visitors from all over the region come to the rally filling local overnight housing and help support local businesses throughout the entire weekend.

While the trailer rally participants have thoroughly enjoyed their stay in Roslyn over the past years, discussions to change the venue have been entertained due to lack of adequate restroom facilities.

The proposed park improvements developed by the University of Washington and their planned implementation will help alleviate much of the current issues at Runje Field. Additional play facilities for children would also complement the overall appeal making the venue more inviting and accessible for visitors and local families. Overall, these improvements will help make future trailer rallies a continued success and further enhance our relationship with the Roslyn community.

Thank you for your time and consideration!

Sincerely,



Kathleen Michael
Volunteer
2015 Roslyn Vintage Trailer Rally

Kim Ross
Volunteer Event Coordinator
2015 Roslyn Vintage Trailer Rally

High Country Logging Show
Box 384
Roslyn, WA 98941

25 January 2015

Geoff Scherer
Mayor, City of Roslyn
Box 451
Roslyn, WA 98941

Dear Mayor Scherer:

We are writing to support the proposed enhancements to Slim Runje Field. The High Country Log Show brings hundreds of spectators, many of who stay overnight in nearby lodging and at Suncadia, to our community.

The proposed restroom renovations, bleacher construction, and other improvements to the park will make a nicer venue for our visitors. The children's play area and wading pool will significantly improve the park by providing some amenities for kids on hot event days.

Thank you for working to make this happen.

Sincerely,

Ben Flower
High Country Log Show

A handwritten signature in black ink that reads "Ben Flower". The signature is written in a cursive, flowing style with a large initial "B" and "F".

Chris Martin
PO Box 761
Roslyn, WA 98941

30 January 2015

Mr. Geoff Scherer
Mayor, City of Roslyn
Box 451
Roslyn, WA 98941

RE: Roslyn Park Restoration

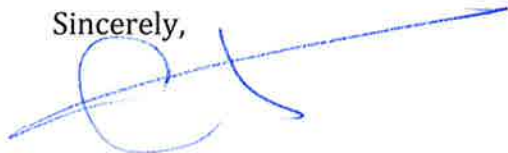
Dear Mayor Scherer:

This letter is to affirm our commitment to contribute \$25,000 to the City of Roslyn for enhancements to Slim Runje Field per the plan developed by the Storefront Studio/University of Washington. Our commitment is predicated on the following:

1. The City of Roslyn pledge a similar amount.
2. The City receives at least \$50,000 from the lodging tax grant application.
3. Suncadia is supportive of a connecting trail being part of the grant application
4. Volunteer labor is provided for much of the work where feasible.

Susie and I are delighted to be able to help move the City's vision forward and appreciate your leadership on these matters.

Sincerely,

A handwritten signature in blue ink, appearing to be 'Chris Martin', with a long horizontal stroke extending to the right.

Chris Martin

RTown Community
PO Box 197
Roslyn, WA 98941



Kittitas County Lodging Tax Advisory Committee
Kittitas County Commissioners
205 West 5th Avenue, Suite 108
Ellensburg, WA 98926

Dear Committee Members,

Our organization wishes to support the City of Roslyn's request for improvements to the Slim Runje Park in Roslyn. This park has long been a central meeting place for neighbors and an event space for local ethnic, cultural, and recreational organizations. This request seeks to return the park to the first-class facility it was in the early part of the last century. Presently, the fields flood; there are few options for seating; and the bathrooms are limited. It would be a huge value to have the bleachers. Restoration of the park, including the wading pool, would allow the return to its historic use by the public and reinforce Roslyn's designation as a National Historic District.

RTown Community would love to be able to host events in the space and expand our local art events to this area. If the City receives funds for improvements, we would hope to do so in the very near future. Our events serve locals, weekend residents, and visitors who come to the area for our recreation and cultural opportunities.

Please give careful consideration to this application. Thank you.

Sincerely,

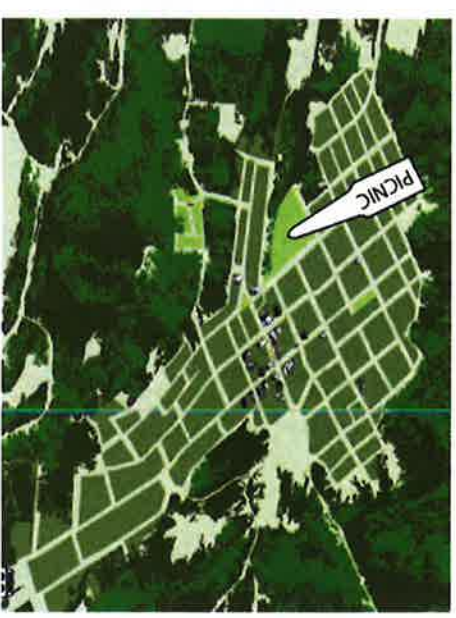
A handwritten signature in black ink that reads "Peg Bryant". The signature is fluid and cursive, with a long horizontal line extending from the end of the name.

Peg Bryant, President
RTown Community

PIONEER PARK

A Location of Community Activity

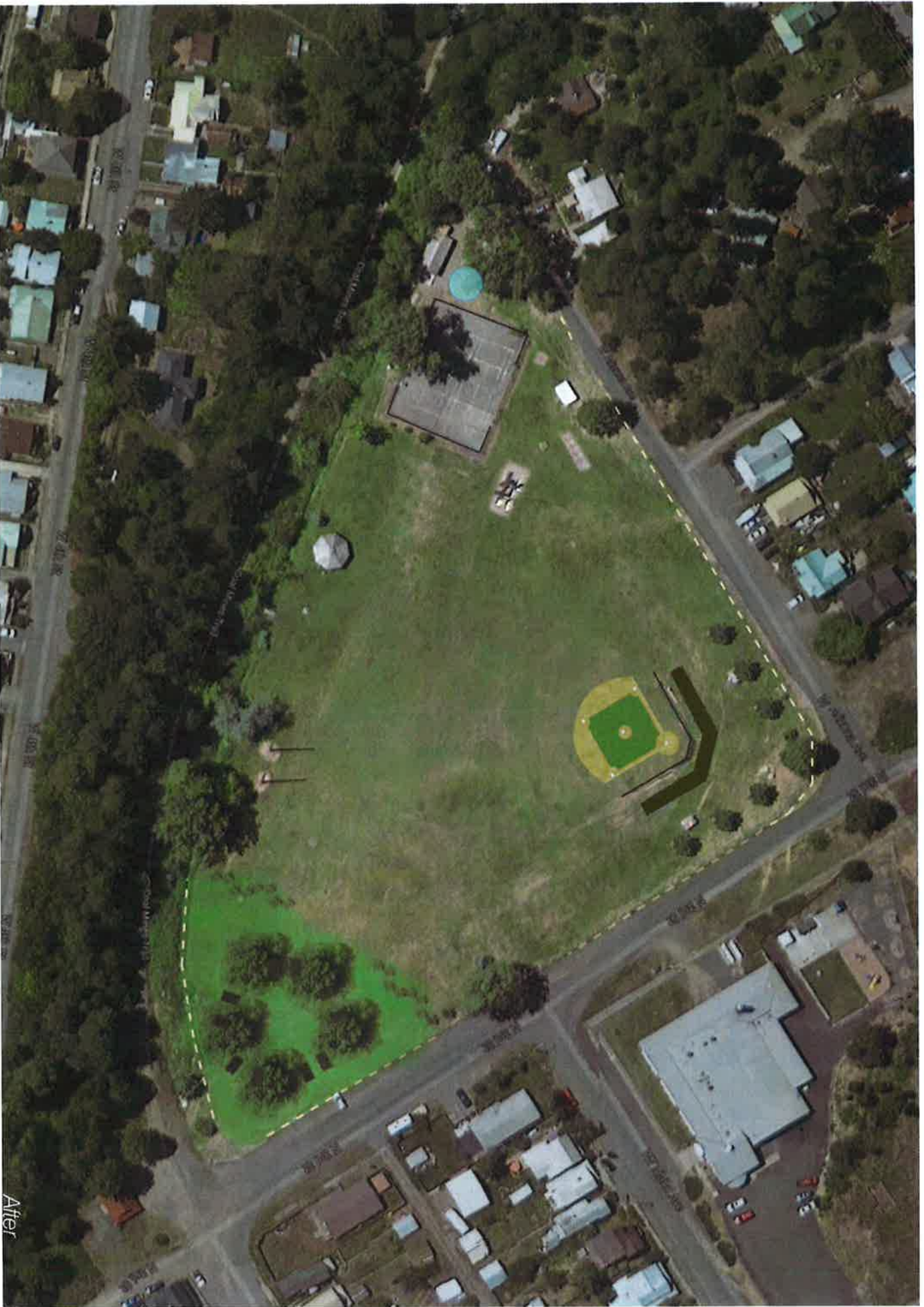
ELIZABETH ERLANDSON



Pioneer Park is a location in Roslyn with great potential to provide the community with well-rounded outdoor activities. By re-envisioning the layout of the park, three areas of community activity can be developed to provide community involvement and enjoyment year round. Pioneer Park will be the place to be for individuals of all ages.

Three Regions:
Activity Area | Baseball Field | Community Picnic Area





The activity area is the zone of Pioneer Park located near the tennis courts. It is proposed that the playground currently located near the busy street be moved to this region to create a focus of activity for adults and children as well as safety. The chain link fence dividing the tennis court from the grass should be partially removed to create free movement between the two spaces. Children will be able to travel from the playground to the court to play tennis or shoot some hoops in basketball with the newly developed friendly activity area. At one point, Pioneer Park had a kiddie pool located behind the tennis courts that provided children a cooling activity in the



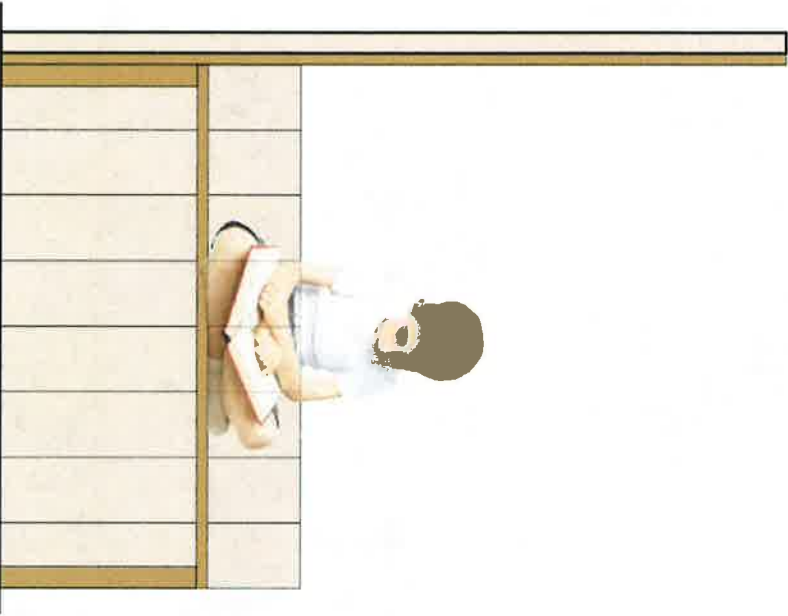
hot summer sun. Unfortunately this has since been filled in with only a ring as evidence of it ever being there. The space around this is an excellent location for parents to bring their children for lunch where they can safely watch their children enjoy the surrounding activities. There are currently a few picnic tables protected from the sun by trees that shade the space excellently. There is also a covered picnic area and a stage, again space for activities year round and even musical performances on those nice days. First, it is proposed that the red shed be removed and an addition built to the existing building that the red shed be removed and an addition built to the existing building for a coherent appearance. Second, it is proposed that the kiddie pool be reinstated to provide that entertainment that children once enjoyed and promoted family outings to the park.



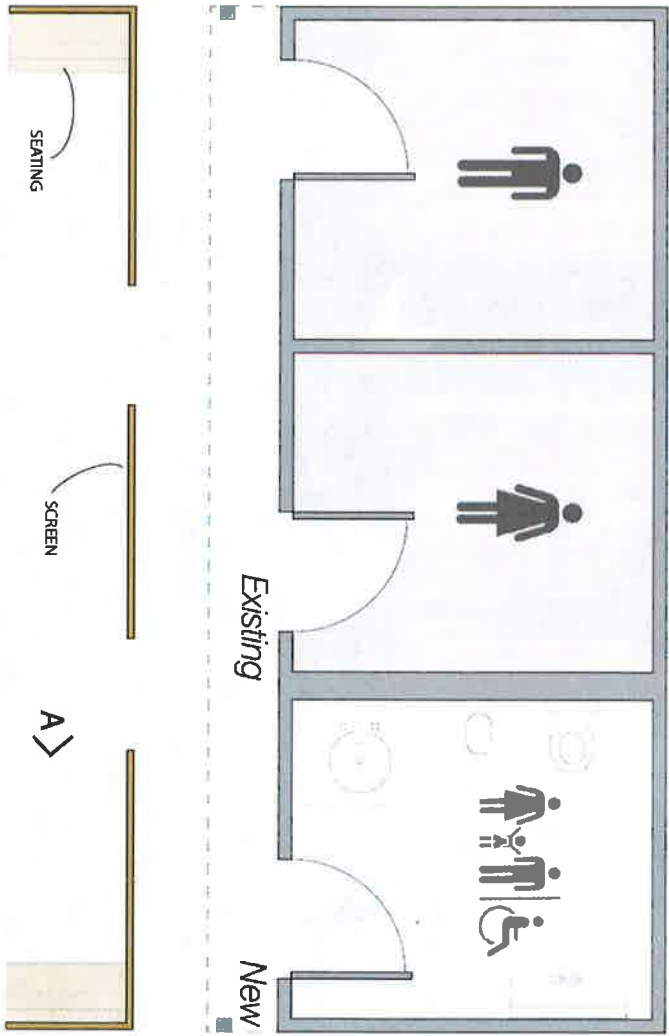
Restroom: Privacy and Addition

The activity area also houses the location of one of two bathrooms available to park users. The second is located near the opening of the Coal Miners Trail. With a new paint job, this bathroom will be conveniently located so parents do not have to walk all the way across the field to take their children to the restroom. To provide extra privacy to the restrooms, a wooden panel is proposed in front of the entrances with respective images of male and female baseball players to represent the bathrooms

behind. This will create an exterior walkway and seating area while people wait for their friends or for kids to read a book. It is made of wood with the construction being fairly simple and inexpensive. Tiling around the restroom will create a sense of unity. This restroom has individual male and female bathrooms but no family restroom. It is proposed that an addition be developed to create a family restroom for parents with little children that will be handicap accessible and have a baby changing table.



Elevation (A)



Plan



"When we were kids we loved the job of baseball shagger. It was hard to come by baseballs back then and teams didn't want to lose any so they'd hire us kids to chase out of bound balls for 25 cents a game. Sometimes the balls would go in the pond and we'd go in after them. More often than not, we'd run across garter snakes in there. Boy, we'd hear the crack of that bat and if the ball flew out of bounds, we were gone."

- Images of America: Roslyn

Runje Field:

Pioneer Park is a location in Roslyn with great baseball history. It was a pastime that joined the community together and provided entertainment for all at the historic Runje Field. Over time it has not been preserved and is currently underused. So let's play ball by bringing back a stadium that will provide ample seating for the crowd of eager baseball fans to watch league games on sunny days! Two phases are provided in the development of the seating. The first phase is to create two sets of

seating located behind each team's dugout. The traditional stadium seating is designed to be long and shallow to allow for multiple uses whether it be for games, for having lunch with friends, or simply reading a book. The second phase develops a completed stadium seating that would wrap around home base. The history of Roslyn baseball can be displayed on banners attached to a new fence that encircles the park to distinguish it from the street.



Runje Field Phase 2



Before



After Phase 1



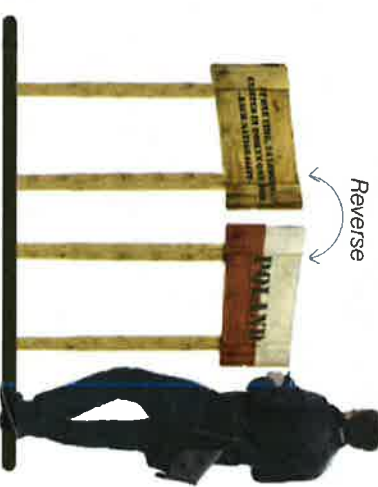
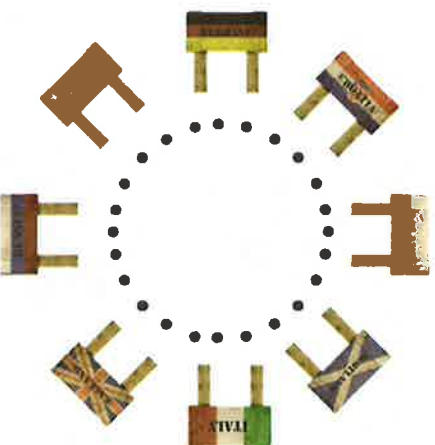
Historic Runje Field



Long Stadium Seating



Runje Field From Road



Community Area: Picnic and Meeting Space

By moving the playground equipment to the tennis court region, this space becomes an excellent location for community events. It would become a grove of trees intertwined with covered picnic tables to create a shaded location for summer picnics, or a place for teens to come and hang out at after getting ice cream. This space will also be the location of a Roslyn melting pot memorial. This is composed of twenty-four wood signs that are stained with the flag representing each nationality and facts on the back about the history of Roslyn.



Picnic Area Exterior



Picnic Area Interior