



Agenda
Parks and Recreation Commission Meeting
Thursday, November 10, 2022
Richland City Hall ~ Council Chambers
625 Swift Boulevard

Commission Members: Chair Buelt, Vice-Chair Gutierrez and Members Arnquist, Dalton, Lunstad, Mason and Thallapally

Liaisons: Council Liaison: Kent
Council Liaison Alternate: Richardson
Staff Liaison: Schiessl

Regular Meeting - 6:00 p.m.

Welcome

Pledge of Allegiance

Roll Call

Approval of Agenda: (Approved by Motion)

1. Approval of the November 10, 2022 Parks and Recreation Commission Meeting Agenda

Approval of Minutes: (Approved by Motion)

2. Approval of the Minutes for the October 13, 2022 Parks and Recreation Commission Meeting, October 13, 2022 Parks and Recreation Commission Special Workshop and the October 27, 2022 Parks and Recreation Commission Workshop.

Council Liaison Report:

Recreation Report:

Parks & Public Facilities Report:

Public Comments:

Presentations:

3. Little Badger Mountain
- Ruvim Tyutyunnik , P & PF Project Manager

Unfinished Business:

New Business:

4. Draft 2023 Capital Project Review
- Joe Schiessl, Deputy City Manager

Commission Comments:

Adjournment

Richland City Hall is ADA accessible. Any individual who has difficulty attending the meeting in-person may request to provide comments remotely. (Ch. 42.30 RCW) Requests for sign interpreters, audio equipment, and/or other special services must be received 48 hours prior to the meeting by calling the City Clerk's Office at 509-942-7389.



PARKS AND RECREATION COMMISSION AGENDA ITEM COVERSHEET

Meeting Date: 11/10/2022

Agenda Category: Approval of Minutes

Prepared By: Patty Roe, Administrative Assistant II

Subject:

Approval of the Minutes for the October 13, 2022 Parks and Recreation Commission Meeting, October 13, 2022 Parks and Recreation Commission Special Workshop and the October 27, 2022 Parks and Recreation Commission Workshop.

Department:

Parks & Public Facilities

Recommended Motion:

Approval of the minutes for the October 13, 2022 Parks and Recreation Commission (PRC) Meeting, October 13, 2022 PRC Special Workshop and October 27, 2022 PRC Workshop.

Summary:

Fiscal Impact:

Attachments:

1. 2022.10.13 Parks and Recreation Commission Meeting Minutes
2. 2022.10.13 Parks and Recreation Commission Special Workshop Minutes
3. 2022.10.27 Parks and Recreation Commission Workshop Minutes



MINUTES

Richland Parks and Recreation Commission Meeting

Richland City Hall – Council Chambers

625 Swift Boulevard

Thursday, October 13, 2022 ~ 6:00 p.m.

CALL TO ORDER:

Chair Buelt called the meeting to order at 6:00 p.m.

ATTENDANCE:

Chair Buelt, Commissioners Gutierrez, Arnquist, Lunstad, Dalton, and Thallapally were present.

Commissioner Mason was absent.

Also, in attendance were Deputy City Manager Schiessl, Recreation Manager Jackson, Council Liaison Kent, and alternate Council Liaison Richardson.

APPROVAL OF THE OCTOBER 13, 2022 AGENDA:

Commissioner Gutierrez **moved** to approve the October 13, 2022 Parks and Recreation Commission meeting agenda. Commissioner Lunstad **seconded** the motion. Motion approved 6-0.

APPROVAL OF THE AUGUST 11, 2022 PARKS AND RECREATION COMMISSION MEETING AND SEPTEMBER 22, 2022 WORKSHOP MINUTES:

Commissioner Gutierrez **moved** to approve the August 11, 2022 Parks and Recreation Commission Meeting and September 22, 2022 Workshop minutes. Commissioner Arnquist **seconded** the motion. Motion approved 6-0.

COUNCIL LIAISON REPORT:

Council Liaison Kent presented the Council Liaison Report.

Subjects included: Thanked City of Pasco for hosting the 2022 All Area Parks and Recreation Meeting, and 2023 Budget Kickoff.

RECREATION REPORT:

Recreation Manager Jackson presented the Recreation Report.

Subjects included: Washington Recreation and Parks Association (WRPA) meet and greet, Tri-Cities will be host for 2025 WRPA, and the following events and programs - dueling pianos, NFL flag football, registration open for youth basketball league, large softball tournaments at Horn and Columbia Playfields and pickleball tournaments held at Claybell Park.

PARKS AND FACILITIES REPORT:

Deputy City Manager Schiessl presented the Parks and Facilities Report.

Subjects included: Meet and greet for the Parks and Public Facilities Director candidates held on October 17, 2022, 2023 Draft Capital projects is ready for review and the Health Department posting water quality regarding toxic algae.

PUBLIC COMMENTS:

None, Public comment closed at 6:18 p.m.

PRESENTATIONS:

UNFINISHED BUSINESS:

NEW BUSINESS:

1. 2022 Parks and Recreation Commission Vice Chair Election

The Parks and Recreation Commission entertained nominations for the vacant Vice Chair position. Chair Buelt **moved** to nominate Maria Gutierrez as Vice Chair, Commissioner Arnquist **seconded** the motion. Motion passed 6-0.

2022 Parks and Recreation Commission Vice Chair - Maria Gutierrez

ADJOURNMENT:

Meeting adjourned at 6:35 p.m.

Prepared by: _____
Patty Roe, Parks and Public Facilities - Administrative Assistant II

Reviewed by: _____
Joe Schiessl, Deputy City Manager

Approved by: _____
Chair Jim Buelt, Richland Parks and Recreation - Chair



MINUTES

Richland Parks and Recreation Commission Special Workshop

Richland City Hall – Council Chamber

625 Swift Boulevard

Thursday, October 13, 2022 ~ 6:00 p.m.

CALL TO ORDER:

Chair Buelt called the meeting to order at 6:40 p.m.

ATTENDANCE:

Chair Buelt, Vice Chair Gutierrez and Commissioners Arnquist, Lunstad, Dalton, and Thallapally were present.

Commissioner Mason was absent.

Also, in attendance were Deputy City Manager Schiessl, Recreation Manager Jackson, Council Liaison Kent, and Council Liaison Alternate Richardson.

DISCUSSION ITEMS:

1. Parks and Recreation Commission Vacancy
2. North Richland Bike Path
3. Fish Cleaning on City Docks
4. Parks and Recreation Commission Goal 1 Objective 3 – Increase Student Involvement

ADJOURNMENT:

Workshop adjourned at 7:13 p.m.

Prepared by: _____
Patty Roe, Administrative Assistant II

Reviewed by: _____
Joe Schiessl, Deputy City Manager

Approved by: _____
Chair Jim Buelt, Richland Parks and Recreation Commission



MINUTES

Richland Parks and Recreation Commission Workshop
Richland Community Center – Meeting Room
Thursday, October 27, 2022 ~ 6:00 p.m.

CALL TO ORDER:

Chair Buelt called the meeting to order at 6:00 p.m.

ATTENDANCE:

Chair Buelt, Vice Chair Gutierrez and Commissioners Arnquist, Mason, Lunstad, Dalton, and Thallapally were present.

Also, in attendance were Deputy City Manager Schiessl, Recreation Manager Jackson, Parks and Facilities Supervisor Harper, and Parks and Public Facilities Project Manager Tyutyunnik.

DISCUSSION ITEMS:

1. Leslie Groves Short Term Park Maintenance Plan
Parks and Public Facilities Supervisor was present to lead discussion.
2. Draft 2023 Capital Projects
Parks and Public Facilities Project Manager was present to lead discussion.
3. Trail Speeds
Recreation Intern William Henry was present (Zoom) for discussion.

ADJOURNMENT:

Workshop adjourned at 8:18 p.m.

Prepared by: _____
Patty Roe, Administrative Assistant II

Reviewed by: _____
Joe Schiessl, Deputy City Manager

Approved by: _____
Chair Jim Buelt, Richland Parks and Recreation Commission



PARKS AND RECREATION COMMISSION AGENDA ITEM COVERSHEET

Meeting Date: 11/10/2022

Agenda Category: New Business

Prepared By: Joe Schiessl, Deputy City Manager

Subject:

Draft 2023 Capital Project Review

Department:

Parks & Public Facilities

Recommended Motion:

The Parks and Recreation Commission recommends that Council adopt the 2023 capital projects as presented.

Summary:

Staff will present the proposed Capital Improvement Projects (CIP) anticipated in the draft 2023 budget.

Fiscal Impact:

There is not a fiscal impact for the Parks Commission to recommend approval of the draft 2023 capital projects. The final fiscal impact of the 2023 budget will be determined by the City Council.

Attachments:

1. 2023 CIP Budget - Cleargov Report

Parks & Public Facilities 2023 Capital Improvement Plan Budget				
Request Title	FY 2023 Capital Cost	Budgeted Years Capital Cost	Department Administering Project	Project Description
Columbia Pt. Golf Course Clubhouse Modernization & Course Improvements	\$100,000.00	\$100,000.00	Parks & Public Facilities	A 10-year management agreement with the Columbia Point Golf Course operator (CourseCo) includes a required contribution of \$75,000 from the operator, or up to \$100,000 if the City provides a matching \$100,000 for clubhouse and course improvements in an effort to improve the profitability of the golf course. This money will be used to improve the beverage/food capabilities of the facility.
City Hall Improvements	\$100,000.00	\$100,000.00	Parks & Public Facilities	This project includes upgrades that would improve the staff & public experience when inside our City Hall facility. Improvements include multiple additional sound deadening assemblies in the lobby to mitigate acoustic disruptions when the lobby is busy with the public applying for a permit or paying a utility bill. Also included is the enhancement of the waiting area for potential new hires near the Human Resources suite. The City of Richland takes pride in hiring great people, and would like to make potential candidates feel welcome in a properly furnished & comfortable waiting area. Along with this, there will be minor furnishing upgrades in the lobby & common areas to improve user experience in the building.
City View Park Planning & Construction	\$75,000.00	\$2,170,000.00	Parks & Public Facilities	This project is for the design, engineering, and construction of a city park on 5.5 acres of agricultural land that the City of Richland acquired from the Washington State Department of Natural Resources. This project assumes design and engineering in 2023, and construction of the park in 2025.
Economy Inn Site Improvements	\$187,500.00	\$187,500.00	Parks & Public Facilities	In June of 2022, the City of Richland purchased the Economy Inn Hotel & Site. This project includes the completion of the the demolition of the building & beautifcation of the site. The City’s long range plan for the site is to one day house a new Fire Station 71. This site is one of the first things people see as they enter the downtown Richland area, & the City would like to develop the site into a more visually appealing green space with some vegetation & a potential flagpole or City monument.
Keene Road Parking Lot Connectivity	\$245,000.00	\$245,000.00	Parks & Public Facilities	This project proposes the devolpoment of a parking lot on a section of City-Owned land just southwest of the Sherwin Williams store parking lot off of Keene Rd. The current site conditons are made up of a dusty, dry section of land that has no compelling use to the City. Currently, this section of land serves as a unofficial, undeveloped connector between two parking lots & is used often for parking by the staff that work in nearby businesses. Developing this section of land into a paved parking lot will relieve the City of the consistent dust problem from this site & provide a more visually appealing & useful parking area. The proposed site for the parking lot also happens to by directly adjacent to the highly used Keen trail & could be utlized as another one of many access points to that trail.
Shops 100 Cooling Tower & Plumbing Replacement	\$400,000.00	\$400,000.00	Parks & Public Facilities	The City Shops Building 100 is in need of cooling tower replacement and a large scale domestic plumbing replacement. The maintenance staff along with consultation from industry professionals have assessed the existing equipment & have identified the cooling tower as having reached it’s end of life. The maintenance staff has also encountered an alarming number of domestic plumbing lines failing with erosion where the domestic lines change directions in the system.
City Wide Dock Replacement	\$40,000.00	\$340,000.00	Parks & Public Facilities	This project includes the initiation of a professional study of all City of Richland owned docks. The study will include current conditions, life expectancy, & best maintenance practices for our docks. With information from this study, the City of Richland will initiate the permit process for the most demanding dock replacement & then complete the project once properly permitted.
Leslie Groves Long Range Planning	\$50,000.00	\$50,000.00	Parks & Public Facilities	The Leslie Groves Park area is composed of roughly 149 acres of developed & undeveloped park land along the Columbia River. The City has received feedback on the management of the undeveloped areas of the park. The feedback has ranged from comments about the safety & sight lines of walking trails through the park, fire breaks, and wildlife habitat & native species preservation. The City will engage in a long-range planning effort to clearly outline the future amenities in this park & how the park is to be maintained. These efforts will include feedback from any stakeholders, expert consultants, & the general public.
Library Outdoor Children's Area	\$55,000.00	\$255,000.00	Parks & Public Facilities	In 2023 planning & design to be completed for outdoor recrerational improvements in the library, along with the purchase of outdoor furniture for library users to enjoy the outdoors. In 2024, the construction of the outdoor recreation area to be completed. The current plan for the outdoor recreational area will include a fenced area for safety, some green space for open play, & a few simple outdoor recreational amenities in which young library visitors can utilize.

Mandated Facility Energy Improvements	\$50,000.00	\$100,000.00	Parks & Public Facilities	This project includes the planning & execution of increasing the energy efficiency of City of Richland buildings. The 2019 Clean Buildings Act has guidelines for energy efficiency that must be followed by 2026. There are early incentive programs which benefit an entity to start abiding by the mandated energy improvements in years leading up to 2026; The City of Richland would like to take advantage of these. This will be done by assessing existing HVAC & electrical systems with help from expert consultants & existing city employees. Once the assessment is complete, the City will begin to make the necessary corrections & upgrades.
Shops Building 300 Improvements	\$40,000.00	\$140,000.00	Parks & Public Facilities	This project will include a number of physical improvements to the building & surrounding area, as well as a planning/design effort for future expansion to prepare for anticipated growth. In 2024, hire architectural & engineering services to design an expansion to the shops 300 building that brings the city the most value for our cost, and improve the security to the sites’ fencing. In 2023, add a much needed locker room for the staff located in that building.
Park and Facility ADA improvements	\$50,000.00	\$118,000.00	Parks & Public Facilities	Improve accessibility in City parks and facilities in compliance with the Americans with Disabilities Act. Projects will be in various locations and include sidewalks, ramps, bathrooms, furniture, parking, technology, lighting, guardrails, and other accessibility improvements. 2023 - The focus will be to update the entrances & restroom facilities at the George Prout Aquatic Complex to increase ADA accessibility.
Park Playground Renewal and Replacement	\$90,000.00	\$770,000.00	Parks & Public Facilities	Park playgrounds and safety surfacing are amenities that require continuous monitoring and upkeep to adhere to safety expectations. Playgrounds must be updated or replaced as they age and this project includes the anticipated investment schedule. 2023 - Meadows East Park. 2024 - Chaparalle, Claybell #1, Craighill Parks. 2025 - Jason Lee Park. 2026 - Leslie Groves Park.
Park and Facility Parking Lot and Recreational Pathway Renewal	\$180,000.00	\$360,000.00	Parks & Public Facilities	Manage and maintain park, facility, and municipal parking lots and recreational trails. 2023 - Paul Liddell Park, Columbia Point Marina stripe & crackseal, McMurray Park pathway, & Striping at various locations.
Wayfinding Signage & Gateway Entrance Improvements	\$125,000.00	\$125,000.00	Parks & Public Facilities	2022 - fabricate and install street wayfinding signs with an emphasis on completing vehicular directional signage. 2023 - Install park directional signage & trail markers.
City Facilities Renewal and Improvement Program	\$256,500.00	\$1,426,500.00	Parks & Public Facilities	This project is intended to fund ongoing renewal and improvement projects to existing facilities outside the scope and capability of the annual operating budget. Projects are contemplated in life cycle planning for each facility. Major improvement projects are outside the capability of this renewal and improvement program and are separated out into their own capital improvement projects.
Citywide Park Renewal and Improvement Program	\$443,000.00	\$1,193,000.00	Parks & Public Facilities	The City’s park maintenance operating budget absorbs the expense of basic operations and small repairs. This renewal and improvement program is intended to be used for ongoing park improvement beyond the capability of the maintenance operating budget including: bathrooms, ball field turf and minor fencing replacement, minor playground safety surfacing replacement, trail and parking lot crack sealing/repairs/overlays, replacing park amenities, court resurfacing, irrigation system upgrades, and other similarly scaled projects. Major improvement projects are outside the capability of this renewal and improvement program and are separated out into their own capital improvement projects.
Leslie Groves Park Enhancements	\$240,000.00	\$240,000.00	Parks & Public Facilities	Leslie Groves Park is a waterfront park serving north Richland. The park has seen increased use and is popular with residents and visitors. 2022 - replace a non-ADA bathroom at Snyder Street and rebuild tennis courts. 2023 - replace aging fitness equipment
Columbia River Shoreline Stabilization	\$200,000.00	\$200,000.00	Parks & Public Facilities	The Columbia and Yakima Rivers are valuable economic and recreational amenities. The shoreline along the Columbia River has eroded particularly south of the Shilo Inn and along Columbia Point Marina Park. In 2017, Shannon & Wilson completed a preliminary report on the cause of the erosion and several options to stabilize and protect the shoreline from further damage. 2021 - 2024 obtain permits and implement bank stabilization and vegetation enhancement & shoreline access for a sections of the shoreline south of the Shilo Inn to the I-182 Interstate bridge. COVID delayed progress on this project in 2020.

Columbia Point Marina Park - Marina Enhancements	\$200,000.00	\$200,000.00	Parks & Public Facilities	Columbia Point Marina Park is the City's top rated marina and is located in the heart of Columbia Point. Use of the marina has grown steadily over the years along with the development of neighborhood restaurants and hotels. 2022 - Complete environmental, cultural resource study and permitting to widen the marina opening. 2023 - widen the opening to accommodate marina traffic and large vessels.
West Village Park (30 ac) Phase 1 Improvements	\$0.00	\$1,000,000.00	Parks & Public Facilities	West Village Park is the larger, 30 acre park of two planned City parks in Badger Mountain South. Per the Badger Mountain South Development Agreement, the first phase of the 30 acre West Village Park is triggered by the issuance of the 400th building permit. The City has 18 months from that point to complete the first phase of park improvements. There are a number of phases identified in the agreement, the first of which is to install irrigation and turf on 10 acres of the 30 acre park. Phase 2 is triggered at 1,000 building permits and includes a complete full build out of the first phase 10 acres. Phase 3 is triggered at 1,750 building permits and includes turf and irrigation on the remaining 20 acres. Phase 4 is triggered at 2,750 building permits and includes full build out of the remaining 20 acres.
South Orchard Park (6ac) at Badger Mountain South	\$50,000.00	\$930,000.00	Parks & Public Facilities	South Orchard Park is the smaller of two future parks in the Badger Mountain South neighborhood. Per the Badger Mountain South Development Agreement the first phase of the 6 acre South Orchard Park is triggered at the issuance of the 250th building permit within South Orchard Park or East Market Neighborhoods. The City has 18 months from that point to complete the first phase of park improvements. The City plans to fund a master planning & design exercise in 2023 to prepare for the buildout of the park. There are 2 phases identified in the agreement, the first of which is anticipated in 2024 to install irrigation and turf on the entire 6 acres designated Neighborhood Park amenity. Phase 2 is triggered at 750 building permits and includes a complete full build out of the 6 acres.
Citywide Safety and Security Enhancements	\$60,000.00	\$180,000.00	Parks & Public Facilities	This program provides enhanced safety features to recreation facilities and public streets. Specific program elements may include projects in support of the Crime Prevention Through Environmental Design (CPTED) program intended to increase safety and security at public places, pedestrian and bicycle safety features on roads and pathways, and neighborhood traffic calming features.
Badger Mountain Park Improvements	\$125,000.00	\$125,000.00	Parks & Public Facilities	Badger Mountain Park is a regional park and includes several popular tourist amenities including a lighted multipurpose field (Wiser Field), a dog park, a water splash pad, and three game-ready little league fields centrally located on the Keene Road corridor. 2022 - 2026 construct parking lot in phases with storm drainage, landscaping and lighting, improve drainge in the dog park, and improve landscaping in the Keene Road parking lot. The existing north gravel parking lot creates dust and is uneven in places creating access issues. Paving the parking lot would better meet the community's expectations for the facility and enhance sports tourism opportunities. 2023 - replace safety surfacing at the playground.
RCC Maintenance Storage Addition	\$25,000.00	\$325,000.00	Parks & Public Facilities	In past years, the City of Richland had possessed an area designated for maintenance storage to serve Howard Amon Park. In light of a recent apartment complex development, that storage space was withdrawn from the City of Richland maintenance staff. Prior to it's loss, the maintenance staff utilized this storage heavily. This project proposes design & engineering services in 2023, with construction of the maintenance storage addition to the RCC in 2024.
Howard Amon Playground Replacement	\$450,000.00	\$450,000.00	Parks & Public Facilities	This project includes the complete replacement of the Howard Amon Playground. This highly used recreational amenity is nearing its end of life & is in need of replacement. The City will work with playground vendors to create a replcacment that will be enjoyed by all current users of the existing playground.
Howard Amon Park Fitness Station	\$409,250.00	\$409,250.00	Parks & Public Facilities	The project will install a fitness station in Howard Amon Park near the Richland Community Center. The National Fitness Campaign Fitness Court Studio is an innovative program to provide residents with access to free outdoor fitness equipment and self-serve fitness coaching and education. The project will install a painted concrete pad whereon National Fitness Campaign equipment will be installed.