



Agenda
Parks and Recreation Commission Meeting
Thursday, April 11, 2024
Richland City Hall ~ Council Chambers
625 Swift Boulevard

Commission Members: Chair Mason, Vice-Chair Gutierrez, and Members Buel, Cunningham, Gubba, Hodges, Lunstad, and Thallapally

Council Liaison: Mayor Pro Tem Kent

Staff Liaison: Deputy City Manager Schiessl

Regular Meeting - 6:00 p.m.

Welcome

Pledge of Allegiance

Call to Order/Attendance:

Approval of Agenda: (Approved by Motion)

1. Approval of the April 11, 2024, Parks and Recreation Commission Meeting Agenda
 - Patty Roe, Administrative Assistant II

Approval of Minutes: (Approved by Motion)

2. Approval of the March 14, 2024 Parks and Recreation Commission Meeting Minutes
 - Patty Roe, Administrative Assistant II

Council Liaison Report:

Recreation Report:

Parks & Public Facilities Report:

Public Comments:

Presentations:

Unfinished Business:

New Business:

3. 2024 Park Partnership Program Applications
 - Joe Schiessl, Deputy City Manager
4. Columbia Park West
 - Joe Schiessl, Deputy City Manager

Commission Comments:

Adjournment

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: 4/11/2024

Agenda Category: Approval of Minutes

Prepared By: Patty Roe, Administrative Assistant II

Subject:

Approval of the March 14, 2024 Parks and Recreation Commission Meeting Minutes

Department:

Parks & Public Facilities

Recommended Motion:

Motion to approve the minutes of the Parks and Recreation Commission meeting held on March 14, 2024.

Summary:

Fiscal Impact:

Attachments:

1. 2024.03.14 Parks and Recreation Commission Meeting Minutes



MINUTES

Richland Parks and Recreation Commission Meeting

Richland City Hall – Council Chambers

625 Swift Boulevard

Thursday, March 14, 2024 ~ 6:00 p.m.

CALL TO ORDER:

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

ATTENDANCE:

Chair Mason, Vice Chair Gutierrez, and Commissioners Arnquist, Heaton, and Lunstad were present.

Commissioners Cunningham, Buelt, Nune and Thallapally were absent.

Also in attendance were Deputy City Manager Schiessl, Recreation Manager Piper, Contract Administrator Jackson, and Council Liaison Kent.

APPROVAL OF THE MARCH 14, 2024, AGENDA:

Vice Chair Gutierrez moved to approve the March 14, 2024, Parks and Recreation Commission meeting agenda. Commissioner Lunstad seconded the motion. Motion approved 5-0.

APPROVAL OF THE FOLLOWING MEETING MINUTES:

- February 8, 2024 Meeting

Commissioner Lunstad moved to approve the Parks and Recreation Commission Meeting minutes as written. Vice Chair Gutierrez seconded the motion. Motion approved 5-0.

COUNCIL LIAISON REPORT:

Council Liaison Kent presented the Council Liaison Report.

Subjects included the reappointment of Vice Chair Gutierrez to the Parks and Recreation Commission.

RECREATION REPORT:

Recreation Coordinator Gartside presented the Recreation Report.

Subjects included: March 16, 2024, Special Olympics of Washington Tri-Cities Polar Plunge and History of the Houses volunteer walk; March 23, 2024, Ready, Set, Hop! color walk and egg hunt and a week of fun activities in the park and community center.

PARKS AND FACILITIES REPORT:

Deputy City Manager Schiessl presented the Parks and Public Facilities Report.

Subjects included the announcement of the Parks and Public Facilities Director, Chris Waite, with a start date of April 29, 2024.

PUBLIC COMMENTS:

None. Public comments closed at 6:11 p.m.

PRESENTATIONS:

3. 2023 Park Partnership Program Project Completion Report:

Tri City Radio Control Modelers (TCRCM)

Vice President Castaneda and President Holland

Vice President Castaneda presented an overview of the TCRCM improvements made from the matching grants received from the 2023 Park Partnership Program.

Castaneda and Holland presented and engaged in a question-and-answer conversation with the commission.

UNFINISHED BUSINESS:

NEW BUSINESS:

4. Updated Application for the 2024 Park Partnership Program

Deputy City Manager Schiessl

Deputy City Manager Schiessl provided an update on the revised application for the 2024 Park Partnership Program. Schiessl explained that the program is intended to provide funding to applicants who make qualified improvements to the parks, and the revisions made will align the program with less complex volunteer projects.

Schiessl engaged in a question-and-answer conversation regarding the revised application with the commission.

No recommendation was needed for the business item; it was a discussion only.

5. Sturgeon Cove Playground
Deputy City Manager Schiessl

Deputy City Manager presented the commission with a revised proposal to increase the size of the Sturgeon Cove Playground in Howard Amon Park. Schiessl explained that the revised project would result in the structure being slightly wider and longer than the existing structure. The originally scoped project was significantly smaller in all dimensions. The updated scope of work will include a shade structure near the playground with the approved donation from Zinsley.

Schiessl engaged in a question-and-answer presentation with the commission regarding the revised Sturgeon Cove Playground at Howard Amon Park.

Commissioner Heaton recommended that a new resolution supersede Richland City Council Resolution 2023-137, which will authorize an increased scope of improvements for the Sturgeon Cove Playground replacement project. Vice Chair Gutierrez seconded the motion. Motion approved 5-0.

ADJOURNMENT:

The meeting adjourned at 7:00 p.m.

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

Reviewed by: _____
Joe Schiessl, Deputy City Manager

Approved by: _____
Chair Mason, Richland Parks and Recreation Commission



PARKS AND RECREATION COMMISSION AGENDA ITEM COVERSHEET

Meeting Date: 4/11/2024

Agenda Category: New Business

Prepared By: Joe Schiessl, Deputy City Manager

Subject:

2024 Park Partnership Program Applications

Department:

Parks & Public Facilities

Recommended Motion:

I move that the Parks and Recreation Commission recommend that the Richland City Council fund the Park Partnership Program application from Purple Sage Riders Chapter of the Back Country Horsemen of Washington in the amount of \$_____ and the application from Tri-City Radio Control Modelers in the amount of \$_____.

Summary:

Two (2) eligible applications were received for the 2024 Park Partnership Program. This program offers matching fund grants to eligible applicants making improvements to city-owned parks, trails, open space, and recreation facilities. The 2024 Park Partnership Program is currently budgeted at \$40,000.

The applications are as follows:

Organization: Purple Sage Riders Chapter of the Back Country Horsemen of Washington

Project Location: WE Johnson Park

Requesting: \$4,000

Organization: Tri-City Radio Control Modelers

Project Location: 5000 Beardsley Rd

Requesting: \$6,669

Fiscal Impact:

The City budgeted \$40,000 for the 2024 Park Partnership Program.

Attachments:

1. Purple Sage Riders
2. Tri-City Radio Control Modelers



City of Richland Parks and Public Facilities Department

2024 Park Partnership Program Application

Introduction:

The City of Richland is pleased to offer matching fund grants to eligible applicants making improvements to City owned parks, trails, open space, and recreational facilities. The 2024 program year is currently budgeted at \$40,000.

Goals:

1. Improve or increase park and recreational opportunities for the general public.
2. Encourage private investment and participation in developing City Park and recreational amenities.
3. Enhance quality of life in Richland.

Program Guidelines:

1. To be eligible, proposed projects must be located upon City-owned Parks, park facilities, recreational properties, or within publicly accessible park land or easements.
2. This program is open to service and civic groups, athletic and sports organizations, private individuals, neighborhood park user groups, and non-profit organizations.
3. Proposed projects should be in conformance with park master plans, as applicable.
4. The proposed project must be an enhancement or renovation project that provides benefit to the general public year-round.
5. The proposed project must not require City labor components, permitting, or any additional ongoing City maintenance aside from normal wear and tear.
6. Park Partnership Program applicants must provide a minimum match of one private dollar for each public dollar requested, up to the allowable amount outlined in RCW 35.21.278. Private dollar matches may consist of cash, donated labor, and/or donated materials.
 - a. Volunteer labor value is based on current Washington State L&I rates and requirements.
7. Proposed projects must be consistent and complimentary with surrounding land uses and neighborhood character, and not create hazards or impact the functionality or usability of the park or facility.
8. Projects that require a long term (more than one year) commitment will not be considered.

Project Timeline:

Application Due Dates - *Application are due by close of business on March 15, 2024.*

All applicants must schedule and attend a mandatory pre-application zoom meeting before **Thursday, February 29, 2024**. Please contact Stacy Jackson, Contracts Administrator, at stjackson@ci.richland.wa.us to schedule your meeting. All meetings will be scheduled between the hours of 8:00am – 5:00pm, unless otherwise agreed upon by both parties.

Project Time Limit

All selected projects must be completed within one (1) year of execution of the contract. Awards may be rescinded for projects not ready for contracting within thirty (30) days of award.

Project Evaluation:

All applications will be reviewed by the Director of Parks and Public Facilities, or his/her designee, to determine eligibility. Proposed projects which fall within the program guidelines will be forwarded to the Parks and Recreation Commission (PRC) for consideration. If selected, applicant will be scheduled for a mandatory five (5) minute oral presentation to present at the next available PRC meeting. If approved, the PRC will make a funding recommendation to the Richland City Council.

Projects that align with current Park and Recreation Commission goals will be given higher consideration to those that do not.

Applicant Responsibilities:

All applicants are required to complete the online application (must be filled out completely to be considered) and provide an additional narrative of the proposed project. The narrative must include the following criteria:

1. Overview of the project design and anticipated budget.
2. How the project meets the goals of the program, primary beneficiary of the proposed project, and the object/purpose of the project.
3. Proposed Project Schedule and completion date.
4. Any possible maintenance considerations.
5. Aerial view of location of project within the park.
6. Renderings and/or photos of proposed project, if applicable.

Project Completion:

Upon completion of projects, applicants will have the option of submitting a finalized written report or presenting a five (5) minute presentation to the PRC highlighting the completed project.

All applicants are responsible for contacting staff to schedule a final inspection and submitting all paperwork for reimbursement processing before contract expiration.



**City of Richland
Parks and Recreation Department**

**Park Partnership Program
Application**

Project Information

Name of Park: WE Johnson

Project Location within Park: Horse Park and Colyak parking area border

Brief Description of Project:

Replace one telephone pole barrier on the North side of the Colyak archery parking area with a gate that can be unlocked to allow event parking. Erect two additional day pens similar to those in place. Add signage encouraging manure pickup. Add one or more trail obstacles to the existing trail obstacle area. Plant a few additional climate-appropriate trees. General cleanup of horse park area. The work will be performed as a work party in late spring (probably May) and another work party in early Fall (September) as well as (Attach narrative from the "Applicant Responsibilities Section")



Contact Information

Name (First and Last): Dawn Kammenzind and Carl Baker

Organization Representing: Purple Sage Riders chapter of the Back Country Horsemen of Washington

UBI Number of Organization: 602-785-855

Business Address: PO Box 1132

City/State/ZIP: Ellensburg, WA 98926

Home Phone: 509-528-7296

Work Phone: 509-539-5502

FAX:

E-mail: dekammen@gmail.com

Project Cost

Requested Amount from City (*maximum amt. \$8,000*): \$ \$4,000.00

Cash from Applicant: \$ \$4,000.00

"In-Kind" Amount (*Applicant and Other Sources*): \$ \$8,000.00

Cash from Other Sources: \$ \$0.00

Total Project Cost: \$ 12000

APPLICATION DUE DATE: Close of business Friday, March 15, 2024



**City of Richland
Parks and Public Facilities Department**

Work Plan

Steps (Chronological)	Responsible Party	Completion Date
Acquire or fabricate single-arm gate	PSR	June, 2024
Acquire two day pens	PSR	April, 2024
Acquire Trees	PSR	September, 2024
Acquire manure cleanup signs	PSR	April, 2024
Install single arm gate	PSR	September, 2024
Install day pen panels	PSR	June, 2024
Install trail obstacle	PSR	September, 2024
Plant trees	PSR	September, 2024
Install manure cleanup signs	PSR	May, 2024
General cleanup	PSR	September, 2024



City of Richland Parks and Public Facilities Department

Budget Plan

Budget Description: Please use this space to provide a brief description of the budget for your project.

PSR will buy hardware and provide labor for the project. The city of Richland will reimburse 1/3 of the total actual project cost on completion.

Income Section (examples: cash on hand, business donations, individual donors, etc.):

Income – Confirmed: List sources of income that are confirmed at the time of application submission. This should include cash on hand that you are contributing to the project.

Income – Anticipated: List sources of income that are anticipated, but not confirmed at the time of application submission. This should include City match amount you are requesting.

Requested City Match Amount: List amount under "Income-Anticipated."

Item Description:	Income – Confirmed	Income - Anticipated
PSR cash Donation	4000	0
PSR labor donation	8000	
Requested City Match Amount		4000
Total:	\$12,000.00	\$4,000.00

Expense Section:

Expense – Cash: List all project expenses that will be paid in cash. The total should equal the combined total of the Income Section.

In-Kind Amount: List the dollar value of any donated goods and services.

City Match Amount: List the portion of the line item that you plan to cover with your City match dollars. This amount should match the "Requested City Match Amount" listed above.

Item Description:	Expense – Cash	In-Kind Amount – Value of Donated Goods & Services	City Match Amount
Gate & Panel pens & trail obstacle	3500		
Supplies and hardware (posts & concrete)	200		
Trees		200	
Signs	100		
Labor		8000	
Total:	\$3,800.00	\$8,200.00	\$4,000.00

Expense Description: Please use this space to provide any additional information you might feel is necessary.

PSR has cash on hand to cover project expenses.



**City of Richland
Parks and Public Facilities Department**

Match Pledge / Secured Form

The following individuals, businesses, and organizations have made a commitment to donate the following items to PSR Chapter of BCHW _____ for its “In Kind” match.

(Applicant Name)

Type of Work	Print Name (First and Last)	Address and Zip	Phone Number	Volunteer Hours	Estimated Value	Signature
Fabrication	PSR Members			40	800	
Construction/Installation	PSR Members			40	800	
Planning	PSR Members			40	800	
	Carl Baker	4501 W Lattin Ct	509-528-7296	40	800	Carl Baker
	Dawn Kammenzind	58204 N 339 PRNE	509-539-5502	40	800	Dawn Kammenzind
	Tawny Carrier	586 Stoneridge Lane	509-979-5314	40	800	Tawny Carrier
	Gary Westergard	219911 East Perkins Rd	509-572-7452	60	1200	Gary Westergard

This project is intended to continue improvements to the Richland Horse Park portion of WE Johnson Park. Previous Park Partnership improvements included:

- Installing a large, etched monument sign to identify the Horse Park;
- creating a gravel parking lot that will support larger horse trailers;
- removing unsafe broken corrals, trash, glass, and wire (this is an ongoing effort);
- improving the trailhead and relocating it to a safer location off the roadway;
- installing 2 - 12' x 12' day pens to accommodate horses that don't stand well tied to a trailer;
- Creation of a trail obstacle area modeled after one approved by Washington State Parks at Riverside Equestrian Park in Spokane.

This next project includes:

- Providing 2 additional day pens
- Replacing one section of telephone barrier along the North side of the Colyak Bow Hunter parking lot with a lockable gate to allow for special event parking. The City of Richland and PSR will be able to unlock the gate independently and Colyak Bow Hunter club will also be provided with access. Installation of this gate would provide an area for parking to support the Equine Trail Sport events that PSR has sponsored as well as Colyak Bow Hunter club events. Specific gate location will be selected in cooperation with Colyak and the City of Richland.
- Design, build and install an additional trail obstacle in the trail obstacle portion of the park
- Install signs requesting that parking area users clean up their horse manure
- Plant a small number of climate-appropriate trees (probably donated by the local native plant society)
- General park cleanup, trash and litter removal



City of Richland Parks and Public Facilities Department

2024 Park Partnership Program Application

Introduction:

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Goals:

1. Improve or increase park and recreational opportunities for the general public.
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3. Enhance quality of life in Richland.

Program Guidelines:

1. To be eligible, proposed projects must be located upon City-owned Parks, park facilities, recreational properties, or within publicly accessible park land or easements.
2. This program is open to service and civic groups, athletic and sports organizations, private individuals, neighborhood park user groups, and non-profit organizations.
3. Proposed projects should be in conformance with park master plans, as applicable.
4. The proposed project must be an enhancement or renovation project that provides benefit to the general public year-round.
5. The proposed project must not require City labor components, permitting, or any additional ongoing City maintenance aside from normal wear and tear.
6. Park Partnership Program applicants must provide a minimum match of one private dollar for each public dollar requested, up to the allowable amount outlined in RCW 35.21.278. Private dollar matches may consist of cash, donated labor, and/or donated materials.
 - a. Volunteer labor value is based on current Washington State L&I rates and requirements.
7. Proposed projects must be consistent and complimentary with surrounding land uses and neighborhood character, and not create hazards or impact the functionality or usability of the park or facility.
8. Projects that require a long term (more than one year) commitment will not be considered.

Project Timeline:

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Project Time Limit

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Project Evaluation:

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Applicant Responsibilities:

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2. How the project meets the goals of the program, primary beneficiary of the proposed project, and the object/purpose of the project.
3. Proposed Project Schedule and completion date.
4. Any possible maintenance considerations.
5. Aerial view of location of project within the park.
6. Renderings and/or photos of proposed project, if applicable.

Project Completion:

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**City of Richland
Parks and Recreation Department**

**Park Partnership Program
Application**

Project Information

Name of Park: Tri-City R/C Modelers

Project Location within Park: On cement pad by conex and in/around our central

Brief Description of Project:

to increase our members' safety, digital and physical connection to the community. We're requesting help purchasing an AED, weather station, web cams with the required gear. We would also like help with the expenses of building a bulletin board, cement ramp into the conex for our lawnmower and lastly, filling in roadway potholes with cement.

(Attach narrative from the "Applicant Responsibilities Section")

Contact Information

Name (First and Last): Guillermo Castaneda, Vice President TCRCM

Organization Representing: Tri-City R/C Modelers (TCRCM)

UBI Number of Organization: 601810080

Business Address: 2389 Legacy Ln

City/State/ZIP: Richland WA 99352

Home Phone: 310 938-5226

Work Phone: 310 938-5226

FAX:

E-mail: guillermocast@gmail.com

Project Cost

Requested Amount from City (*maximum amt. \$8,000*): \$ \$6,669.00

Cash from Applicant: \$ \$11,248.00

"In-Kind" Amount (*Applicant and Other Sources*): \$ \$8,962.00

Cash from Other Sources: \$ \$0.00

Total Project Cost: \$ 20210

APPLICATION DUE DATE: Close of business Friday, March 15, 2024



**City of Richland
Parks and Public Facilities Department**

Work Plan

Steps (Chronological)	Responsible Party	Completion Date
PURCHASE AND INSTALL AED	TCRCM	7/15/24
WEBCAM PROJECT		
determine placement and purchase webcams 	TCRCM	7/15/24
purchase networking equipment	TCRCM	7/15/24
install and make system operational	TCRCM	8/15/24
WEATHER STATION PROJECT		
determine placement and purchase equipment 	TCRCM	7/15/24
install and make operational	TCRCM	8/15/24
BULLETIN BOARD PROJECT		
design and obtain permits (if needed)	TCRCM	5/31/24
purchase building materials	TCRCM	6/15/24
build and assemble bulletin board	TCRCM	7/15/24
CEMENT CONEX RAMP PROJECT		
purchase materials	TCRCM	5/31/24
build forms and pour cement	TCRCM	6/15/24
ROADWAY REPAIRS PROJECT		
purchase materials	TCRCM	5/31/24
build forms and pour cement	TCRCM	6/15/24
HELIPAD PROJECT		
determine placement and purchase materials 	TCRCM	8/15/24
build forms and pour cement	TCRCM	9/1/24



City of Richland Parks and Public Facilities Department

Budget Plan

Budget Description: Please use this space to provide a brief description of the budget for your project.

TCRCM will use \$11,248 in club finds to fund all projects, city will reimburse \$6,669

Income Section (examples: cash on hand, business donations, individual donors, etc.):

Income – Confirmed: List sources of income that are confirmed at the time of application submission. This should include cash on hand that you are contributing to the project.

Income – Anticipated: List sources of income that are anticipated, but no confirmed at the time of application submission. This should include City match amount you are requesting.

Requested City Match Amount: List amount under “Income-Anticipated.”

Item Description:	Income – Confirmed	Income - Anticipated
cash on hand	\$11,248	0
Requested City Match Amount		\$6669.15
Total:	\$11,248.00	\$6,669.15

Expense Section:

Expense – Cash: List all project expenses that will be paid in cash. The total should equal the combined total of the Income Section.

In-Kind Amount: List the dollar value of any donated goods and services.

City Match Amount: List the portion of the line item that you plan to cover with your City match dollars. This amount should match the “Requested City Match Amount” listed above.

Item Description:	Expense – Cash	In-Kind Amount – Value of Donated Goods & Services	City Match Amount
AED	\$2800	\$114.16	\$961.67
Webcams and weather station	\$3050	\$1427.00	\$1477.41
Bulletin board	\$1960	\$3424.80	\$1776.98
Conex ramp and road repair	\$1440	\$2854.00	\$1417.02
Helipads	\$1998	\$1141.60	\$1036.07
Total:	\$11,248.00	\$8,961.56	\$6,669.15

Expense Description: Please use this space to provide any additional information you might feel is necessary.

All in-kind funds are determined labor at \$28.54 per hour (2023 rate)



City of Richland
Parks and Public Facilities Department
Match Pledge / Secured Form

The following individuals, businesses, and organizations have made a commitment to donate the following items to various volunteers _____ for its "In Kind" match.

(Applicant Name)

Type of Work	Print Name (First and Last)	Address and Zip	Phone Number	Volunteer Hours	Estimated Value	Signature
AED install	Various volunteers			4	\$114.16	
Webcam project	Various volunteers			40	\$1141.60	
Weather station project	Various volunteers			10	\$285.40	
Bulletin board project	Various volunteers			120	\$3424.80	
Conex ramp project	Various volunteers			60	\$1712.40	
Roadway repair project	Various volunteers			40	\$1141.60	
Helipad project	Various volunteers			40	\$1141.60	

3/15/2024

We are requesting funding for the following projects

1. AED- to help safeguard our mature community
2. Webcams- we would like to add live streaming of what is happening at the field on our website
3. Weather station- another feature we would like to add to our website, because our sport is dependent on weather conditions, it would benefit our membership being able to see what the weather is at the field
4. Bulletin board- this is meant to share information with our members that don't have access to on line tools.
5. Cement ramp for lawn mower into the conex- in order to store our lawnmower in the conex, we need to overcome a 6" lip. We need a permanent solution that keep volunteers from moving ramps every time the mower is used
6. Roadway repair- we have giant potholes in the road leading to our facility, we're currently using gravel to fill the holes bur we want a permanent repair
7. Helipads- we want to install two helipads on the field to better manage and improve our rotor winged members' experience on the field

Thank you for your consideration.

Guillermo Castañeda



PARKS AND RECREATION COMMISSION AGENDA ITEM COVERSHEET

Meeting Date: 4/11/2024

Agenda Category: New Business

Prepared By: Joe Schiessl, Deputy City Manager

Subject:
Columbia Park West

Department:
Parks & Public Facilities

Recommended Motion:
Discussion only.

Summary:
Staff will discuss Columbia Park West with the Parks and Recreation Commission.

Fiscal Impact:
None.

Attachments: