



Agenda
Parks and Recreation Commission Meeting
Thursday, November 14, 2024
Richland City Hall ~ Council Chambers
625 Swift Boulevard

Regular Meeting - 6:00 p.m.

Welcome

Pledge of Allegiance

Call to Order/Attendance:

Approval of Agenda: (Approved by Motion)

1. Approval of the November 14, 2024, Parks and Recreation Commission Meeting Agenda

Public Comments:

Approval of Minutes: (Approved by Motion)

2. Approval of the Parks and Recreation Commission Minutes for:
 - October 24, 2024, Special Meeting
 - October 24, 2024, Workshop
 - October 26, 2024, Park Tour

Council Liaison Report:

Recreation Report:

Parks & Public Facilities Report:

Presentations:

3. Tumbleweed Music Festival
 - Katrina Knight, Tumbleweed Music Festival Coordinator
4. See3Slam
 - Terry Fleischman, Event Director
5. Park Closure
 - Christopher Waite, Parks & Public Facilities Director

Commission Comments:

Adjournment

Individuals who find it difficult to attend 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 before the meeting by calling the City Clerk's Office at 509-942-7389.



PARKS AND RECREATION COMMISSION AGENDA ITEM COVERSHEET

Meeting Date: 11/14/2024

Agenda Category: Approval of Minutes

Prepared By: Patty Roe, Administrative Assistant II

Subject:

Approval of the Parks and Recreation Commission Minutes for:

- October 24, 2024, Special Meeting
- October 24, 2024, Workshop
- October 26, 2024, Park Tour

Department:

Parks & Public Facilities

Recommended Motion:

Approve the minutes of the Parks and Recreation Commission for the following:

- October 24, 2024, Special Meeting and Workshop
- October 26, 2024, Park Tour

Summary:

Fiscal Impact:

Attachments:

1. 2024.10.24 Parks and Recreation Commission Special Meeting Minutes - Draft
2. 2024.11.24 Parks and Recreation Commission Workshop Minutes-DRAFT
3. 2024.10.26 Parks and Recreation Commission Park Tour Minutes - DRAFT



MINUTES

Richland Parks and Recreation Commission Special Meeting

Richland City Hall – Council Chambers

625 Swift Boulevard

Thursday, October 24, 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 Watrous, Hodges, and Buelt were present.

Commissioners Cunningham, Gubba, Thallapally, and Lunstad were absent.

Parks and Public Facilities Director Waite, Recreation Manager Piper, and Council Liaison Kent also attended.

APPROVAL OF THE OCTOBER 24, 2024, AGENDA:

Commissioner Buelt moved to approve the October 24, 2024, Parks and Recreation Commission Special Meeting agenda. Commissioner Gutierrez seconded the motion. Motion approved 5-0.

APPROVAL OF THE SEPTEMBER 12, 2024, MEETING MINUTES:

Commissioner Watrous moved to approve the September 12, 2024, Parks and Recreation Commission Meeting Minutes. Commissioner Gutierrez seconded the motion. Motion approved 5-0.

COUNCIL LIAISON REPORT:

Council Liaison Kent presented the Council Liaison Report.
Subjects included: 2025 City of Richland Budget and Strategic Plan.

RECREATION REPORT:

Recreation Manager Piper presented the Recreation Report.
Subjects included: Ironman, Fall Carnival, Treat Bags with swim passes at Richland Community Center on Halloween, Richland school district swim and dive season, youth basketball season registration, basketball officials needed, and an overview of those that attended the 2024 National Park and Recreation Association (NRPA) conference.

PARKS AND FACILITIES REPORT:

Parks and Public Facilities Director Waite presented the Parks and Public Facilities Report.

Subjects included the departure of seasonal employees, the beginning of winterization in parks, the restoration of trails and kiosks, and the preparation of Winter Wonderland.

PUBLIC COMMENTS:

None; public comment closed at 6:22 p.m.

NEW BUSINESS:

3. 2025 Capital Projects

- Parks and Public Facilities Director, Waite

Director Waite presented an overview of proposed Capital Improvement Projects (CIP) for 2025 as part of the City's budget process. Key projects discussed included:

West Village Park Phase 2: Installation of a new playground.

Jeannette Taylor Skate Park: Construction of a force main sewer line to enable the reopening of the comfort station.

Additional projects focused on infrastructure upgrades and service enhancements across various parks and facilities.

The Commission reviewed the proposals and provided initial feedback.

ADJOURNMENT:

The meeting adjourned at 6:31 p.m.

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

Reviewed by: _____
Chris Waite, Parks and Public Facilities Director

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

DRAFT



MINUTES

Richland Parks and Recreation Commission Workshop

Richland City Hall, Council Chambers

Thursday, October 24, 2024 ~ 6:30 p.m.

CALL TO ORDER:

Chair Mason called the meeting to order at 6:37 p.m.

ATTENDANCE:

Chair Mason, Vice Chair Gutierrez, and Commissioners Buelt, Hodges, and Watrous were present.

Commissioners Lunstad, Gubba, Cunningham, and Thallapally were absent.

Parks and Public Facilities Director Waite was also in attendance.

DISCUSSION ITEMS:

1. Post-Event Report: Ironman 70.3 Washington Tri-Cities

Staff provided an overview of the 2024 Ironman 70.3 event. The report highlighted strong community engagement, economic benefits to the area, and participant feedback. Opportunities for improvement in logistics and volunteer coordination were also discussed.

2. 2025 Parks, Recreation, and Open Space Comprehensive Plan

An update was given on developing the 2025 Comprehensive Plan, which outlines long-term goals for park development, recreational programming, and open space preservation. Staff invited feedback from the Commission as part of the ongoing public input process.

3. Initiative 52 in 25

The Director announced *Initiative 52 in 25*, a goal to visit all 52 parks within the City of Richland in 2025. The initiative aims to assess current conditions, gather community input, and identify improvement opportunities. Progress updates will be shared throughout the year.

ADJOURNMENT:

The workshop adjourned at 7:53 p.m.

Prepared by: _____
Patty Roe, Administrative Assistant II

Reviewed by: _____
Chris Waite, Parks and Public Facilities Director

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

DRAFT



MINUTES

Richland Parks and Recreation Commission Park Tour

Richland Community Center

Saturday, October 26, 2024, ~ 8:00 a.m.

ATTENDANCE:

Vice Chair Gutierrez, and Commissioners Hodges, Buelt, and Watrous were present.

Chair Mason and Commissioners Cunningham, Lunstad, Gubba, and Thallapally were absent.

The Parks and Public Facilities Director Waite, Recreation Manager Piper, Park Supervisor, and Council Liaison Kent were also in attendance.

PARK TOUR SITE LOCATIONS:

The Parks and Recreation Commission toured several key park sites to review current conditions and discuss proposed improvements.

1. Howard Amon Park – Sturgeon Cove Playground
2. Columbia Point Marina Park
3. Columbia Park West
4. West Village Park
5. Badger Mountain Community Park – Dog Park
6. Columbia Playfields
7. Jeannette Taylor Skate Park

The tour provided valuable insight into current park conditions and upcoming projects, informing future planning and decision-making.

ADJOURNMENT:

The park tour ended at 12:00 p.m.

Prepared by: _____
Patty Roe, Administrative Assistant II

Reviewed by: _____
Chris Waite, Parks and Public Facilities Director

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

DRAFT