



Agenda
Parks and Recreation Commission Meeting
Thursday, March 13, 2025
Richland City Hall ~ Council Chambers
625 Swift Boulevard

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

Council Liaison: Mayor Pro Tem Kent

Staff Liaison: Parks & Public Facilities Director Waite

Regular Meeting - 6:00 p.m.

Welcome

Pledge of Allegiance

Call to Order/Attendance:

Approval of Agenda: (Approved by Motion)

1. Approval of the March 10, 2025 Parks and Recreation Commission Meeting Agenda

Approval of Minutes: (Approved by Motion)

2. Approval of the January 9, 2025, Parks and Recreation Commission Meeting Minutes

Council Liaison Report:

Recreation Report:

Parks & Public Facilities Report:

Public Comments:

Presentations:

3. Park Reopening Update
 - Chris Waite, Parks & Public Facilities Director
4. Amon Preserve Restoration
 - Chris Waite, Parks & Public Facilities Director

New Business:

5. 2025 Parks and Recreation Commission Goals
 - Samantha Mason, Parks and Recreation Commission Chair

Commission Comments:

Adjournment

Individuals who find it difficult to attend the in-person meeting 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: 3/13/2025

Agenda Category: Approval of Minutes

Prepared By:

Subject:

Approval of the January 9, 2025, Parks and Recreation Commission Meeting and January 23, 2025 Workshop Minutes

Department:

Parks & Public Facilities

Recommended Motion:

Summary:

Fiscal Impact:

Attachments:

1. 2025.01.09 Parks and Recreation Commission Meeting Minutes - Draft
2. 2025.01.23 Parks and Recreation Commission Workshop Minutes



MINUTES

Richland Parks and Recreation Commission Meeting

Richland City Hall – Council Chambers

625 Swift Boulevard

Thursday, January 9, 2025 ~ 6:00 p.m.

CALL TO ORDER:

Chair Mason called the meeting to order at 6:01 p.m.

ATTENDANCE:

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

Commissioners Gubba and Thallapally were absent.

Parks and Public Facilities Director Waite and Recreation Manager Piper also attended.

APPROVAL OF THE JANUARY 9, 2025, AGENDA:

Commissioner Lunstad moved to approve the January 25, 2025, Parks and Recreation Commission meeting agenda. Vice Chair seconded the motion. Motion approved 7-0.

APPROVAL OF THE FOLLOWING PARKS AND RECREATION COMMISSION MINUTES:

- November 14, 2024 Meeting
- December 12, 2024 Meeting and December 12, 2024 Special Workshop

Commissioner Hodges moved to approve the meeting and special workshop minutes. Vice Chair Gutierrez seconded the motion. Motion approved 7-0.

RECREATION REPORT:

Recreation Manager Piper presented the Recreation Report.

Subjects included: Youth basketball league grades 1-6, volleyball league, spring flag football registration, BINGO, Heart Safe class, Cool Desert Night, and other summer special event, and recreation programs.

PARKS AND FACILITIES REPORT:

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

Subjects included: the “52 in 25” program, RFQ for the comprehensive park, trails, and open space plan, and updates on West Village Park and Howards Amon playground.

PUBLIC COMMENTS:

None. Closed 6:20 p.m.

PRESENTATIONS:

3. Downtown Connectivity Project Update and National Environment Policy Act (NEPA) Section 4(f) De Minimis Review

- Sheldon Williamson, Public Works Capital Project Manager

The presentation included updates on projects and positive impacts on parks and recreation. The three locations discussed were Jefferson Park, John Dam Plaza, and Gillespie Parkway.

4. Placement of the Bernard Hosey Art Sculpture

- Julie Piper, Recreation Manager

Piper presented and discussed the placement of the third donated art sculpture, “*On the Edge*.” The proposed location for the installation is Trailhead Park. The discussion included site suitability, visibility, and potential community engagement. Further evaluation and approval may be required before proceeding with the installation.

ADJOURNMENT:

The meeting adjourned at 7:11 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



MINUTES

Richland Parks and Recreation Commission Workshop

Richland Community Center – Meeting Room

Thursday, 23, 2025 ~ 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 Hodges, Buelt, Lunstad, Watrous, Cunningham, Thallapally, and Gubba were present.

Also in attendance was the Parks and Public Facilities Director Waite

DISCUSSION ITEMS:

1. 52 in '25 Monthly Park Tours
Discussed implementing a series of monthly park tours in 2025 to visit and evaluate parks throughout the year, promoting awareness and engagement.
2. Placement of Bernard Hosey Sculpture
Review the proposed location for the Bernard Hosey sculpture, considering visibility, accessibility, and artistic impact within the park system.
3. Parks and Recreation Commission 2025 Goals
Final edits on establishing key objectives for the Commission in 2025, focusing on park improvements, community engagement, and strategic planning.
4. 2025 Parks and Recreation Commission Park Tour
Discussed a plan for an annual Commission Park tour to assess facilities, identify needs, and prioritize future projects.
5. 2025 Commission Vacancies
Overview of upcoming vacancies on the Commission, recruitment efforts, and the appointment process to ensure continued leadership and representation.

ADJOURNMENT:

The workshop adjourned at 7:45 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



PARKS AND RECREATION COMMISSION AGENDA ITEM COVERSHEET

Meeting Date: 3/13/2025

Agenda Category: New Business

Prepared By: Samantha Mason
Parks and Recreation Commission Chair

Subject:
2025 Parks and Recreation Commission Goals

Department:
Parks & Public Facilities

Recommended Motion:
Motion to adopt the 2025 Parks and Recreation Commission Goals as presented (or as amended).

Summary:
The PRC has discussed the 2025 Parks and Recreation Commission (PRC) goals at previous meetings and workshops and is now ready for final editing and adoption. The goals will be presented to the City Council at a future council meeting.

Fiscal Impact:

Attachments:
I. PRC 2025 Parks and Recreation Commission Goals - DRAFT

Parks and Recreation Commission (P&RC) Goals for Calendar Year 2024

The Parks and Recreation Commission (P&RC) annually identifies goals that further develop and enhance the City of Richland Parks and recreation facilities. The P&RC goals are measurable with specific performance objectives that can be monitored and tracked throughout the year.

The Parks and Recreation Commission established the following goals and objectives.

P&RC Goal 1 – Work with staff to provide programs and recreational services for Richland. (Strategic Leadership Plan Focus 3 & 5)

Objective 1 – Enhance student involvement by connecting with key volunteer groups (e.g., National Honor Society, Key Club, AVID) to develop volunteer opportunities, recreation ideas, and recreation programming.

Objective 2 – Provide additional community engagement opportunities with the Commission to promote communication and public outreach through enhanced Commissioner participation in community events. (52 parks in '25)

Objective 3 – Review the Park Partnership Program with staff and promote the Program to increase applications and participation.

Objective 4 – Collaborate and engage with other relevant commissions via workshops or annual meeting to strive for better alignment. (Arts, Library, Planning Commission).

P&RC Goal 2 – Support staff in identifying and prioritizing unique natural habitats, ecologically sensitive areas, significant landforms, and appropriate native vegetation areas to protect as natural open spaces (Strategic Leadership Plan Focus 4)

Objective 1 – Provide review and support to staff on updates to long-term strategic plans within park facilities. (e.g., the Comprehensive Plan, park hours)

Objective 2 – Develop recommendations to discourage unwanted activities and promote responsible use of parks and their associated facilities, including effective communication techniques to the public.

Objective 3 – The Commission will proactively become informed on trends to improve safety in parks and public facilities in an effort to support efficient and fiscally responsible infrastructure changes or improvements. (e.g. Park closures related to safety, cost of improved new restroom facilities)

P&RC Goal 3 – Promote user-friendliness and safety in Richland Parks and Recreation facilities by reviewing safety data and the use of facilities. (Strategic Leadership Plan Focus 6)

? Objective 1 – Examine public survey results and data regarding safety in Richland Parks, Trails, and Recreation Facilities, including bicycle and pedestrian safety and toxic algae bloom, to determine a path forward for implementation.

Objective 2 – Provide review and support to staff on updates to policies and park management procedures.

Objective 3 – Develop recommendations to discourage unwanted activities and promote responsible use in parks and their associated facilities, including communication techniques to the public.

P&RC Goal 4 Support the management of significant resources that provide citizens with an exceptional quality of life while balancing the realities of accommodating a growing community (Strategic Leadership Plan Focus 4).

Objective 1 – Participate in collaboration opportunities for improved resource management and sustainability in the parks and associated facilities.

Objective 2 – Promote the development of multipurpose fields within the park system. (Hanford Legacy)