



Agenda
Parks and Recreation Commission Meeting & Special Workshop
Thursday, April 10, 2025
Richland City Hall ~ Council Chambers 625 Swift Boulevard

Commission Members: Chair Mason, Vice-Chair Gutierrez, and Members Buelt, Thompson, Jones, Hodges, Watrous, Thallapally, and Kreis

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)

Approval of Minutes: (Approved by Motion)

1. Approval of Minutes for Parks and Recreation Commission Special Meeting held on March 27, 2025

Council Liaison Report:

Recreation Report:

Parks & Public Facilities Report:

Public Comments:

Presentation:

2. 2025 Parks, Recreation and Open Space Comprehensive Plan
 - Chris Waite, Parks & Public Facilities Director

Commission Comments:

Adjournment

Special Workshop:

Call to Order/Attendance:

Discussion Items:

3. Introduction of the 2025 Parks, Recreation, and Open Space (PROS) Comprehensive Plan
 - Chris Waite, Parks & Public Facilities Director

Commissioner 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: 4/10/2025

Agenda Category: Approval of Minutes

Prepared By: Patty Roe, Administrative Assistant II

Subject:

Approval of Minutes for Parks and Recreation Commission Special Meeting held on March 27, 2025

Department:

Parks & Public Facilities

Recommended Motion:

Motion to approve the minutes of the Parks and Recreation Commission Special meeting held on March 27, 2025.

Summary:

Approve the minutes of the Parks and Recreation Commission Special meeting held on March 27, 2025.

Fiscal Impact:

None.

Attachments:

- I. 2025.03.27 Parks and Recreation Commission Meeting Minutes - DRAFT



MINUTES

RICHLAND PARKS AND RECREATION COMMISSION SPECIAL MEETING

Thursday, March 27, 2025

Richland City Hall ~ Council Chambers
625 Swift Boulevard

Special Meeting - 6:00 p.m.

Welcome

Pledge of Allegiance

Call to Order/Attendance:

Chair Mason	Present
Vice Chair Gutierrez	Present
Commissioner Buelt	Not Present
Commissioner Cunningham	Present
Commissioner Hodges	Present
Commissioner Lunstad	Present
Commissioner Watrous	Not Present
Commissioner Thallapally	Present (entered at 6:05 p.m.)
Commissioner Gubba	Present (entered at 6:03 p.m.)

Also present were the Council Liaison/Mayor Pro Tem Kent, Staff Liaison/Parks and Public Facilities Director Waite, Recreation Manager Piper, and Administrative Assistant II Roe.

Approval of Agenda: (Approved by Motion)

1. Approval of the March 27, 2025, Parks and Recreation Commission Special Meeting agenda.

Vice Chair Gutierrez moved, and Commissioner Hodges seconded the motion to approve the revised March 27, 2025 Parks and Recreation Commission Special Meeting agenda. Motion carried 5-0.

Approval of Minutes: (Approved by Motion)

2. Approval of March 13, 2025, Parks and Recreation Commission Meeting Minutes

Vice Chair Gutierrez moved, and Commissioner Lunstad seconded the motion to approve the minutes of the March 13, 2025, Recreation Regular Meeting. Motion carried 5-0.

Council Liaison Report:

3. Mayor Pro Tem Kent provided the Council Report.

Subjects included: Mayor Pro Tem Kent welcomed all those in attendance who are presenting for the Park Partnership Program.

Recreation Report:

4. Recreation Manager Piper provided the Recreation Report.

Subjects included: Recreation Manager Piper provided updates on various topics, including the Parks and Recreation Tour with Rivers Edge School students, the Rivers Edge Career Exploration Program with City Shops staff, an update on the NFL Football League, and other recreation programs and upcoming events.

Parks & Public Facilities Report:

5. Parks & Public Facilities Director Waite provided the Parks & Public Facilities Report.

Subjects included: Director Waite provided updates on several topics, including the recent fire at the Yakima Delta, the Howard Amon Sturgeon Cove Playground ribbon-cutting ceremony scheduled for May 16, 2025, and his **"52 in 25"** park tour initiative, in which he plans to visit 52 parks in 2025, opting to wait for warmer weather to continue with the program.

Public Comments:

6. None. Public Comment closed at 6:14 p.m.

New Business:

7. 2025 Park Partnership Program Application Review
- Chris Waite, Parks & Public Facilities Director

Four (4) eligible applications were received for the 2025 Park Partnership Program. This year, the city has designated \$40,000 from the Park Reserve Fund to provide matching grants to eligible applicants making capital improvements to City parks, trails, open space, and recreation facilities. The following organizations presented their proposed improvement projects. The Commission reviewed the financial impact. The total allocation from the Park Reserve Fund would be **\$24,653.22**, leaving a remaining balance of **\$15,346.78** from the **\$40,000** available for 2025.

a) Tapteal Greenway – Chamna Park

Vice President of Tapteal Greenway, McBurney proposed developing a “scavenger hunt” experience along the Chamna Nature Preserve trail system, including signage and an interactive webpage. The project aims to encourage park users to explore the natural area.

Commissioners inquired about the exact placement of signs, coordination with the US Army Corps of Engineers (USACE), and review requirements for sign design and webpage content. It was noted that the budget needs to reflect the applicant's contribution. **Funding Request: \$653.22**

b) REACH Foundation – Leslie Groves Park

Committee member Wiemers presented the proposal to design, fabricate, and install a new interpretive kiosk with three panels and update two existing kiosks with additional educational signage.

Commissioners appreciated the effort to enhance educational opportunities at the park; commissioners discussed the roles and responsibilities and asked for clarification on whether this project would require staff to maintain further discussions with staff regarding this project before the start of the project. The commission viewed their submittal as a great model example for future Park Partnership Program applications. **Funding Request: \$8,000**

c) Tri-City Kart Club (TCKC) – Kart Track Improvements

[Representative Name] outlined the project to install additional external curbing in selected track areas to improve layout and enhance safety for racers.

Commission members asked about the impact on track operations and how the improvements align with safety regulations. No additional requirements were noted. **Funding Request: \$8,000**

d) Allied Arts Association – Sculpture Garden at Gallery at the Park

A representative of the Allied Arts Association, Jecha, proposed developing a Sculpture Garden in the grassy area west of the building, featuring rotating exhibits from local sculptors.

Commission members requested details on irrigation plans, concrete installation, and planting depths. The project will require submission to tribal partners per the City's memorandum of understanding (MOU), and tree removal adjustments must align with grant criteria. The main discussion involved the removal of a pine tree within the project area. The Commission asked for clarification on how the removal of the tree would be mitigated and whether replacement plantings or alternative measures were planned. **Funding Request: \$8,000**

Vice Chair Gutierrez moved that the Parks and Recreation Commission recommends that the City Council approve \$24,653.22 of funds representing the 2025 Park Partnership Program to Tapteal Greenway, REACH Foundation, Tri-City Kart Club (TCKC), and Allied Arts Association with the clarification that the Allied Arts Association will provide mitigation for removal of the current tree. Commissioner Thallapally seconded the motion. Motion carried 7-0.

Adjournment:

Meeting adjourned at 7:41 p.m.

Samantha Mason, Parks & Recreation Commission Chair

Patty Roe, Administrative Assistant II

DATE PUBLISHED:

March 27, 2025



PARKS AND RECREATION COMMISSION AGENDA ITEM COVERSHEET

Meeting Date: 4/10/2025

Agenda Category: Presentation

Prepared By: Chris Waite, Parks & Public Facilities Director

Subject:

2025 Parks, Recreation and Open Space Comprehensive Plan

Department:

Parks & Public Facilities

Recommended Motion:

N/A

Summary:

The City of Richland is conducting a 2025 Parks, Recreation and Open Space (PROS) Comprehensive Plan. This process is conducted every six (6) years. The City recently awarded a contract with the consultant MIG to conduct the PROS plan update. This presentation will introduce the consultant, timeline, steps and goals of the PROS Plan.

Fiscal Impact:

N/A

Attachments:



PARKS AND RECREATION COMMISSION AGENDA ITEM COVERSHEET

Meeting Date: 4/10/2025

Agenda Category: Discussion Items

Prepared By: Chris Waite, Parks & Public Facilities Director

Subject:

Introduction of the 2025 Parks, Recreation, and Open Space (PROS) Comprehensive Plan

Department:

Parks & Public Facilities

Recommended Motion:

Discussion only.

Summary:

The City of Richland has initiated the process of updating its Parks, Recreation, and Open Space (PROS) Comprehensive Plan. This plan is updated every six (6) years and serves as a guiding document for planning and prioritizing parks, trails, recreation facilities, and open space services throughout the city.

The City recently awarded a contract to MIG, a consulting firm with extensive experience in parks and recreation planning, to lead the PROS Plan update.

During this workshop, staff and MIG will engage with the Parks and Recreation Commission on topics most relevant to the park system that should be included in the PROS Plan. This presentation will also serve as an opportunity for the Commission to meet the consulting team and begin discussions on priorities and community needs.

This item is for discussion only. Staff welcomes the Commission's feedback and input as we begin the PROS Plan update process.

Fiscal Impact:

Attachments: