



Agenda
Parks & Recreation Commission Meeting
Thursday, June 12, 2025
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)

Approval of Minutes: (Approved by Motion)

1. Approval of the May 8, 2025 Parks and Recreation Commission Meeting Minutes

Council Liaison Report:

Recreation Report:

Parks & Public Facilities Report:

Public Comments:

New Business:

2. Richland Library Donation Recognition Plaque
 - Chris Waite, Parks & Public Facilities Director

Commission Comments:

Adjournment

Richland City Hall is ADA accessible. 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: 6/12/2025

Agenda Category: Approval of Minutes

Prepared By: Patty Roe, Administrative Assistant II

Subject:

Approval of the May 8, 2025 Parks and Recreation Commission Meeting Minutes

Department:

Parks & Public Facilities

Recommended Motion:

Approve the minutes of the Parks and Recreation Commission meeting held on May 8, 2025.

Summary:

Fiscal Impact:

None.

Attachments:

1. 2025.05.08 Parks and Recreation Commission Meeting Minutes - DRAFT



MINUTES

RICHLAND PARKS AND RECREATION COMMISSION MEETING

Thursday, May 8, 2025

Richland City Hall ~ Council Chambers

625 Swift Boulevard

Regular Meeting - 6:00 p.m.

Welcome

Pledge of Allegiance

Call to Order/Attendance:

Chair Mason	Present
Vice Chair Gutierrez	Present
Commissioner Buelt	Present
Commissioner Jones	Present
Commissioner Hodges	Present
Commissioner Thompson	Present
Commissioner Watrous	Present
Commissioner Thallapally	Not Present
Commissioner Kreis	Present

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

Approval of Agenda: (Approved by Motion)

1. **Commissioner Buelt moved to approve the May 8, 2025, Parks and Recreation Commission Meeting agenda, and Commissioner Hodges seconded the motion. Motion carried 8-0.**

Approval of Minutes: (Approved by Motion)

2. **Commissioner Kreis moved and Commissioner Hodges seconded the motion to approve the minutes of the April 10, 2025, Parks and Recreation Commission Regular Meeting and the April 24, 2025, Workshop Minutes. Motion carried 8-0.**

Council Liaison Report:

3. Council Liaison, Mayor Pro Tem Kent, subjects included:

Richland Public Library Project: A groundbreaking was held for the new all-ages area, a project significantly supported by a donation from the Richland Library Foundation.

2026 Budget Process: The City officially started its 2026 budget planning process and actively encourages public participation and feedback to help shape priorities and investments.

Recreation Report:

4. Recreation Coordinator Jen Davis, subjects included:

George Prout Pool: Opened early for lap swim, ahead of the regular season.

Staffing: Actively hiring pool staff in preparation for the summer season.

WRPA Conference: Highlighted that the Washington Recreation & Park Association (WRPA) Conference was held locally in the Tri-Cities.

Sports Programming: The volleyball league is wrapping up its current season.

Publications: The Summer Activity Guide has been published and is available to the public.

Facility Maintenance: The Richland Community Center will be closed for scheduled maintenance on May 14–16.

Parks & Public Facilities Report:

5. Parks and Public Facilities Director Waite, subjects included:

Howard Amon Park – Sturgeon Cove Playground: A grand opening will be held to celebrate the new accessible playground.

West Village Park: Planning is underway, and the city will seek community feedback and ideas for the future playground and park development.

PROS Plan: The Parks, Recreation, and Open Space (PROS) Plan is in the data collection phase, gathering community input and analyzing existing assets.

WRPA Conference: Highlighted staff involvement in sessions and regional collaboration during the Tri-Cities-hosted conference.

Leslie Groves Tennis Courts: An update on the tennis courts involving maintenance or resurfacing plans was provided.

South Orchard Park Land Exchange: An update was given on a potential land exchange that could impact park planning in that area.

Ongoing Maintenance and Improvements: Staff manage seasonal landscaping, irrigation, trail development, and general park enhancements across the city.

Public Comments:

6. Dave and Lori Bower, Richland

Mr. and Mrs. Bowers, residents of the Meadow Springs neighborhood, voiced concerns about late-night park usage and safety issues at Claybell Park. She asked the Commission to consider options for enhanced security or earlier closure hours to address the disturbances and promote a safer park environment.

New Business:

7. 2026-2031 Transportation Improvement Program (TIP)

Public Works Director, D'Alessandro

Director D'Alessandro presented the TIP program to the commission, stating that RCW 35.77.010 requires local jurisdictions to prepare and adopt a perpetual six-year Transportation Improvement Program (TIP). The City of Richland's TIP is combined with other local and state TIPs into a statewide program for managing state and federal transportation funds. The TIP identifies priority transportation projects for which the city intends to seek grant funding. The process includes multiple public involvement opportunities, with review and comment periods through the Parks & Recreation and Planning Commission. The draft TIP is posted online for public feedback, and both commissions will hold meetings to consider it. The Parks & Recreation Commission was asked to recommend approval, after which a public hearing will be held at a City Council meeting before final adoption. Unless significant opposition arises, staff will suggest that the Council adopt the TIP based on the commission's recommendations.

Vice Chair Gutierrez moved that the Parks and Recreation Commission recommend to the Council to adopt the 2026-2031 Transportation Improvement Program. Commissioner Buelt seconded the motion. Motion carried 8-0.

8. Revocable License Agreement and a Construction and Maintenance Agreement with Heavy 2 LLC on Keene Road Trail

Parks and Public Facilities Director, Waite

The City of Richland owns and operates Keene Road Trail Park, adjacent to commercial property at 999 Queensgate Drive owned by Heavy 2 LLC (H2). H2

has applied for a commercial building and proposes constructing frontage landscaping improvements on a portion of the park bordering their property. Proposed enhancements include a pedestrian path, concrete seating slabs, shrubs, rock mulch, and trees to improve the park's aesthetics and usability. Staff recommends entering into a revocable license agreement and a construction and maintenance agreement with H2 to authorize their use of city-owned parkland and ensure that H2 will construct and maintain the improvements at its own expense.

Vice Chair Gutierrez moved the recommendation that the City Council approve the Revocable License Agreement and a Construction and Maintenance Agreement, including a maintenance bond in the agreement with Heavy 2 LLC for landscape improvements to Keene Road Trail adjacent to 999 Queensgate Drive. Commissioner Jones seconded the motion. Motion carried 8-0.

Adjournment

Meeting adjourned at 7:21 PM

APPROVED:

Samantha Mason, Parks & Recreation Commission Chair

PREPARED BY:

Patty Roe, Administrative Assistant II



PARKS AND RECREATION COMMISSION AGENDA ITEM COVERSHEET

Meeting Date: 6/12/2025

Agenda Category: New Business

Prepared By: Chris Waite, Parks & Public Facilities Director

Subject:
Richland Library Donation Recognition Plaque

Department:
Parks & Public Facilities

Recommended Motion:
Motion to approve the donation plaque that was recommended to City Council to acknowledge the Richland Library Foundation's donation for the Library Outdoor Space.

Summary:
In accordance with the City's Plaques and Markers Policy, any plaque proposed for installation in a City park or on City property must be reviewed by the Parks and Recreation Commission (PRC) and approved by City Council. While the City Council has already approved the plaque, this item serves as a housekeeping step to formally present the plaque to the PRC as required.

The proposed plaque recognizes the contributions of the Richland Public Library Foundation and its donors to the outdoor library project. Per policy, plaque requests must be reviewed by the Parks and Facilities Supervisors and the Parks and Public Facilities Director, and include PRC review prior to Council action. This step was inadvertently bypassed.

The proposed plaque has the following text:
"A day without a friend is like a pot without a single drop of honey left inside." — Winnie the Pooh
With gratitude to The Richland Public Library Foundation and its community donors for supporting this shared space where stories and friendships grow.

Staff recommends a bronze plaque mounted to concrete.

Fiscal Impact:

Attachments: