



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.

APPROVED:



Samantha Mason, Parks & Recreation Commission Chair

PREPARED BY:



Patty Roe, Administrative Assistant II

DATE APPROVED:

DATE PUBLISHED: