



Agenda  
Parks & Recreation Commission Meeting  
Thursday, January 8, 2026  
Richland City Hall ~ Council Chambers  
625 Swift Boulevard

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**Regular Meeting - 6:00 p.m.**

**Welcome**

**Pledge of Allegiance**

**Call to Order/Attendance:**

**Approval of Agenda:** (Approved by Motion)

1. Approval of the January 8, 2026 Parks and Recreation Commission Meeting Agenda

**Presentations:**

2. Meals on Wheels Program Update
  - Chris Waite, Parks & Public Facilities Director

**Public Comments:** Please limit public comments to 2 minutes.

**Approval of Minutes:** (Approved by Motion)

3. Approval of the Minutes for the December 11, 2025, Parks and Recreation Commission Meeting and Special Workshop

**Council Liaison Report:**

**Recreation Report:**

**Parks & Public Facilities Report:**

**Commission Comments:**

**Adjournment**

This meeting will be broadcast live on [CityView Channel 192](#) on the City's website.

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: 1/8/2026

Agenda Category: Approval of Minutes

Prepared By: Patty Roe, Administrative Assistant II

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**Subject**

Approval of the Minutes for the December 11, 2025, Parks and Recreation Commission Meeting and Special Workshop

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**Department**

Parks & Public Facilities

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**Recommended Motion**

Motion to approve the minutes for the Parks and Recreation Commission Meeting and Special Workshop held on December 11, 2025.

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**Summary**

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**Fiscal Impact**

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**Attachments**

1. DRAFT 2025.12.11 Parks and Recreation Commission Meeting and Special Workshop Minutes



MINUTES  
 Richland Parks & Recreation Commission Meeting & Special Workshop  
 Thursday, December 11, 2025  
 Richland City Hall ~ Council Chambers  
 625 Swift Boulevard

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**Parks & Recreation Commission Regular Meeting - 6:00 p.m.**

**Welcome**

**Pledge of Allegiance**

**Attendance:**

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

Also present were the Council Liaison/Mayor Pro Tem Kent, Parks and Facilities Supervisor Colvin, Parks and Facilities Supervisor Garcia, Recreation Manager Piper, and Administrative Assistant II Roe.

**Approval of Agenda:** (Approved by Motion)

**COMMISSIONER JONES MOVED AND COMMISSIONER HODGES SECONDED THE MOTION TO APPROVE THE DECEMBER 11, 2025 PARKS AND RECREATION COMMISSION MEETING AGENDA. MOTION CARRIED 8-0.**

**Approval of Minutes:** (Approved by Motion)

**COMMISSIONER THOMPSON MOVED, AND COMMISSIONER KREIS SECONDED THE MOTION TO APPROVE THE PARKS AND RECREATION COMMISSION MINUTES FOR THE SEPTEMBER 25, 2025, WORKSHOP, NOVEMBER 13, 2025, MEETING, AND NOVEMBER 19, 2025, SPECIAL WORKSHOP. MOTION CARRIED 8-0.**

**Council Liaison Report:**

Mayor Pro Tem Kent provided an update on recent City Council actions and discussions related to parks, recreation, and public facilities, including ongoing City priorities and coordination with staff and advisory commissions.

## **Recreation Report:**

Recreation Manager Piper provided an update on current recreation programs and seasonal operations, noting program participation, upcoming activities, and ongoing efforts to meet community recreation needs.

## **Parks & Public Facilities Report:**

Parks Supervisor Colvin provided an update on park maintenance, public facility operations, and ongoing and upcoming projects, and highlighted staff efforts to maintain safe, clean, and accessible parks and facilities.

## **Public Comments:**

Public Comments closed at 6:19 PM

## **New Business:**

### **3. 2026 Parks and Recreation Commission Chair and Vice Chair Election - Parks and Facilities Supervisor Colvin**

**COMMISSIONER JONES MOVED TO ELECT MARIA GUTIERREZ AS CHAIR AND KARLEE HODGES AS VICE CHAIR FOR THE PARKS AND RECREATION COMMISSION FOR THE 2026 CALENDAR YEAR. COMMISSIONER THALLAPALLY SECONDED THE MOTION. MOTION APPROVED 8-0.**

### **4. West Village Community Park Playground Design Concept - Parks and Facilities Supervisor, Colvin**

Supervisor Colvin presented the final playground concept for Phase 2 of West Village Community Park. The design reflects community input gathered during a June engagement event, including strong support for adding swings and incorporating a fire-station theme. The concept also identifies the proposed location of a future shade structure, noted as outside the current project scope and budget and included only for long-term planning context.

To support a larger and more inclusive playground, staff secured additional funding in the 2026 budget. The project will combine the \$450,000 carried over from 2025 with \$300,000 in new 2026 funding, supplemented by \$100,000 from park reserves, for a total of \$850,000.

Staff requested Commission feedback on the final concept and recommended that the Commission forward approval to the City Council, authorizing staff to proceed with final design and construction document preparation.

**COMMISSIONER BUELT MOVED THAT THE PARKS AND RECREATION COMMISSION RECOMMEND TO CITY COUNCIL TO APPROVE THE FINAL PLAYGROUND CONCEPT FOR WEST VILLAGE COMMUNITY PARK PHASE 2. COMMISSIONER THALLAPALLY SECONDED THE MOTION. MOTION APPROVED 8-0.**

## Adjournment

The meeting was adjourned at 6:58 PM.

### Parks and Recreation Commission Special Workshop

Attendance:

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

Also present were the Council Liaison/Mayor Pro Tem Kent, Recreation Manager Piper, and Administrative Assistant II Roe.

#### 1. Parks and Recreation, and Open Space Project Plan Discussion

The Commission provided a follow-up discussion to the November workshop on the Parks, Recreation, and Open Space (PROS) Plan. The presentation included a review of community survey results and the preliminary project prioritization framework. Staff invited additional comments and discussion from the Commission. Feedback from this meeting will be used to refine priorities and guide development of the draft PROS Plan.

Discussion only.

Special Workshop Adjournment:

The Special Workshop adjourned at 7:51 PM

APPROVED:

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Maria Gutierrez, Parks & Recreation Commission Vice Chair

PREPARED BY:

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Patty Roe, Administrative Assistant II