



Agenda

Parks and Recreation Commission Meeting

Thursday, April 9, 2026

625 Swift Boulevard

Regular Meeting - 6:00 p.m.

Welcome

Pledge of Allegiance

Call to Order/Attendance

Approval of Agenda (Approved by Motion)

1. Approval of the Agenda for the April 9, 2026, Parks and Recreation Commission Meeting

Presentations

2. Recreation Special Event Process Overview
- Julie Piper, Recreation Manager

Public Comments: Please limit public comments to 2 minutes per speaker.

Approval of Minutes (Approved by Motion)

3. Approval of the Minutes for the March 19, 2026, Parks and Recreation Commission Special Meeting
- Patty Roe, Administrative Assistant II

New Business

Unfinished Business

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 and on the [City's YouTube Channel](#).

Richland City Hall is ADA accessible. 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: 4/9/2026

Agenda Category: Presentations

Prepared By: Julie Piper, Recreation Manager

Subject

Recreation Special Event Process Overview

Department

Parks & Public Facilities

Recommended Motion

Discussion Only

Summary

The Recreation Manager will provide a presentation outlining the full process for planning and executing a Recreation Special Event from start to finish. The presentation will offer the Commission an overview of the key steps required to successfully coordinate community events hosted by the Recreation Division.

Topics will include initial event concept development, internal planning and scheduling, budgeting and resource allocation, coordination with City departments and external partners, permitting and risk management requirements, marketing and public outreach, staffing and volunteer coordination, event-day logistics, and post-event evaluation.

The presentation is intended to provide the Commission with a comprehensive understanding of the scope of work required to deliver special events that serve the community and support the Department's recreation goals.

Fiscal Impact

Attachments



MINUTES

Parks and Recreation Commission Special Meeting
Wednesday, March 19, 2026
Richland City Hall ~ Council Chambers
625 Swift Boulevard

Parks and Recreation Commission Special Meeting - 6:00 p.m.

Welcome and Roll Call

Chair Gutierrez welcomed those in the audience and expressed appreciation for their attendance.

Attendance: Chair Gutierrez	Present
Vice Chair Hodges	Absent
Commissioner Buelt	Present
Commissioner Jones	Absent
Commissioner Watrous	Present
Commissioner Thompson	Present
Commissioner Mason	Present
Commissioner Thallapally	Present
Commissioner Kreis	Present

Also present were Recreation Manager Piper, Parks & Public Facilities Director Waite, Council Liaison Holten, and Administrative Assistant II Roe.

Approval of Agenda

1. Approval of the March 19, 2026, Parks and Recreation Commission Special Meeting Agenda

COMMISSIONER KREIS MOVED, AND COMMISSIONER BUELT SECONDED THE MOTION TO APPROVE THE MARCH 19, 2026, PARKS AND RECREATION COMMISSION MEETING AGENDA. MOTION CARRIED 6-0.

Presentations

None.

Approval of Minutes

2. Approval of February 12, 2026, Parks and Recreation Commission Meeting Minutes and February 26, 2026, Parks and Recreation Commission Workshop Minutes

COMMISSION BUELT, AND COMMISSIONER THALLAPALLY SECONDED THE

MOTION TO APPROVE THE FEBRUARY 12, 2026, PARKS AND RECREATION COMMISSION MEETING MINUTES AND FEBRUARY 26, 2026 PARKS AND RECREATION COMMISSION WORKSHOP MINUTES. MOTION CARRIED 6-0.

New Business

3. 2026 Park Partnership Program Applications

- Chris Waite, Parks & Recreation Facilities Director

Staff reported that four applications were submitted for the 2026 Park Partnership Program, which provides matching grant funds for projects that enhance City-owned parks, trails, open space, and recreation facilities. Following staff review, two applications were determined to meet program requirements and were eligible for Commission consideration. One application did not meet the required submission requirement and was not eligible for further review, and one application was determined to be ineligible under the program guidelines. Staff noted that the 2026 Park Partnership Program budget is \$40,000.

The Commission reviewed the eligible applications, including proposals from Evergreen Mountain Bike Alliance – Columbia Basin Chapter for preliminary and final design work of a family-friendly bike park at Badger Mountain Community Park, and Tapteal Greenway for habitat restoration at the Amon Creek Natural Preserve. Staff recommended funding both projects for a total allocation of \$4,600, noting that each project provides a direct public benefit through recreation enhancements and environmental restoration.

The Commission also reviewed the Tri-City R/C Modelers' application for repairs to irrigation system components. Staff did not recommend funding this application because the proposed project did not meet the program's guidelines requiring a direct public benefit. Staff noted they are working separately with the organization to address the irrigation system concerns outside of the Park Partnership Program.

COMMISSIONER THOMPSON MOVED TO RECOMMEND THAT THE CITY COUNCIL APPROVE THE FUNDING FOR THE 2026 PARK PARTNERSHIP PROGRAM APPLICATIONS FROM THE EVERGREEN MOUNTAIN BIKE ALLIANCE (REQUESTED FUNDS \$3000) AND TAPTEAL GREENWAY (REQUESTED FUNDS \$1600) FOR A TOTAL PARK PARTNERSHIP PROGRAM ALLOCATION OF \$4600. COMMISSIONER THALLAPALLY SECONDED. MOTION CARRIED 6-0.

Public Comments

None.

Council Liaison Report

Council Liaison Holten provided an update regarding the City Council's approval of the Parks and Recreation Commission member appointments.

Recreation Report

Recreation Manager Piper provided updates on current recreation programs and upcoming events. She reported on the upcoming Bunny Brunch event, a continued need for volleyball coaches, and that applications are currently being accepted for lifeguard positions at George Prout Pool. She also shared that the youth basketball program is concluding and that registration is now open for the NFL Youth Flag Football spring league.

Parks & Public Facilities Report

Director Waite provided updates on current projects and upcoming events. He shared information regarding the April 24 celebration in partnership with Yakima Fisheries, recognizing the causeway salmon run. Additional updates included project progress on the Leslie Groves Tennis Courts fencing, the Riverfront Trail restoration project platform, revisions to the Parks, Recreation, and Open Space (PROS) Plan, and the Columbia Playfield parking lot project, which remains in the design phase. He also provided an update on the West Village Playground project.

Adjournment

Chair Gutierrez adjourned the meeting at 7:38 p.m.

APPROVED:

Maria Gutierrez, Commission Chair

PREPARED BY:

Patty Roe, Administrative Assistant II