



Agenda

Parks and Recreation Commission Meeting

Thursday, September 10, 2026

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)

1. Approval of the September 10, 2026 Parks & Recreation Commission Meeting Agenda

Presentations

2. None

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

Approval of Minutes (Approved by Motion)

3. Approval of the August 13, 2026 Parks & Recreation Commission Meeting and Special Workshop Meeting Minutes and the August 27, 2026 Parks & Recreation Commission Workshop Meeting Minutes
 - Patty Roe, Administrative Assistant II

New Business

4. 2027 Capital Improvement Plan
 - Chris Waite, Parks & Public Facilities Director

Unfinished Business

5. None

Council Liaison Report

Recreation Report

Parks & Public Facilities Report

Commission Comments

Adjournment

This meeting will be broadcast live on Spectrum Channel 192, on the City's website at richlandwa.gov/CityViewTV and on You Tube at <https://www.youtube.com/@RichlandCityViewTV>.

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 STAFF REPORT

Meeting Date: 9/10/2026

Agenda Category: Approval of Minutes

Prepared By: Patty Roe, Administrative Assistant II

Subject

Approval of the August 13, 2026 Parks & Recreation Commission Meeting and Special Workshop Meeting Minutes and the August 27, 2026 Parks & Recreation Commission Workshop Meeting Minutes

Department

Parks & Public Facilities

Recommended Motion

Approve the minutes for the August 13, 2026 Parks & Recreation Commission Meeting and Special Workshop and the August 27, 2026 Parks & Recreation Commission Workshop.

Summary

Fiscal Impact

Attachments

1. DRAFT 2026.08.13 Parks and Recreation Commission Meeting & Special Workshop
2. DRAFT 2026.08.27 Parks and Recreation Commission Workshop Minutes



Minutes

Parks and Recreation Commission Meeting

Thursday, August 13, 2026

Richland City Hall - Council Chambers

625 Swift Boulevard

Regular Meeting - 6:00 p.m.

Welcome

Call to Order/Attendance

Director Waite welcomed those in attendance and expressed appreciation for their attendance. Due to the absence of the Chair and Vice Chair, Director Waite called for a motion to select a Chair Pro Tem for the August 13, 2026, meeting.

COMMISSIONER THOMPSON MOVED TO APPOINT COMMISSIONER BUELT TO SERVE AS CHAIR PRO TEM FOR THE AUGUST 13, 2026, MEETING DUE TO THE ABSENCE OF BOTH CHAIR AND VICE CHAIR. COMMISSIONER WATROUS SECONDED THE MOTION. MOTION CARRIED 5-0.

Attendance:

Chair Gutierrez	Absent
Vice Chair Hodges	Absent
Commissioner Buelt	Present
Commissioner Bostrom	Present
Commissioner Watrous	Present
Commissioner Thompson	Present
Commissioner Morel	Present
Commissioner Motkuri	Absent
Commissioner Kries	Absent

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

Approval of Agenda

1. Approval of the August 13, 2026, Parks & Recreation Commission Meeting and Special Workshop Agenda.

COMMISSIONER MOREL MOVED, AND COMMISSIONER BOSTROM SECONDED THE MOTION TO APPROVE THE AUGUST 13, 2026, PARKS AND RECREATION COMMISSION MEETING AGENDA. MOTION CARRIED 5-0.

Presentations

None

Public Comments

Gregory Levee, a Richland resident, provided public comments regarding the potential development of a dog park in North Richland. Levee suggested Stevens Park as a possible location for consideration as a future dog park and encouraged the city to explore the site as part of future park planning

Approval of Minutes

2. Approval of the Minutes for July 9, 2026, Parks & Recreation Commission Meeting and July 18, 2026, Retreat

COMMISSIONER THOMPSON MOVED, AND COMMISSIONER BOSTROM SECONDED THE MOTION TO APPROVE THE JULY 9, 2026, PARKS AND RECREATION COMMISSION MEETING AND JULY 18, 2026, RETREAT MINUTES. MOTION CARRIED 5-0.

New Business

3. South Badger Neighborhood Park Land Exchange
Chris Waite, Parks & Public Facilities Director

Director Waite presented a proposed land exchange with Nor Am Investment, LLC, involving the future neighborhood park site in the Badger Mountain Subarea, formerly known as South Orchard Park. He explained that the existing City-owned parcel was originally planned as a neighborhood park adjacent to a proposed school site; however, the school district later abandoned the school plans, and a private HOA park was developed nearby, reducing the need and strategic value of the City parcel.

Director Waite reported that staff evaluated a land exchange to relocate the future park to a larger parcel in an underserved area of the Badger Mountain Subarea. The proposed replacement property would improve the distribution of parks, provide greater separation from existing recreational amenities, and better align with current and anticipated residential development. The Parks and Recreation Commission previously reviewed and supported the proposed exchange in 2025.

He also noted that City staff participated in a virtual neighborhood meeting in December 2025 to discuss the proposal and answer residents' questions, with no opposition expressed. As part of the exchange, Nor Am Investment, LLC would reimburse the City for long-range planning costs previously incurred for the existing park parcel.

Director Waite explained that pursuant to Richland Municipal Code Chapter 3.06, the

existing property must first be declared surplus before it can be exchanged. The Economic Development Commission and Planning Commission will also review the surplus proposal before final consideration by the City Council.

COMMISSIONER THOMPSON MOVED THAT THE PARKS AND RECREATION COMMISSION RECOMMEND TO CITY COUNCIL THAT THE EXISTING CITY-OWNED PARK PARCEL IN THE BADGER MOUNTAIN SUBAREA, PREVIOUSLY REFERRED TO AS SOUTH ORCHARD PARK, BE DECLARED SURPLUS TO THE CITY'S PRESENT AND FUTURE PARK NEEDS AND EXCHANGED WITH NOR AM INVESTMENT, LLC FOR THE PROPOSED SURVEYED REPLACEMENT PARCEL. COMMISSIONER MOREL SECONDED THE MOTION. MOTION CARRIED 5-0.

Unfinished Business

None

Council Liaison Report

Council Liaison Holten provided an update on recent City Council activities. She discussed her tour of the American Cruise Lines vessel and noted that the Tri-Cities is their number one tour destination. She also shared observations regarding shade structures in other communities she has visited and discussed potential considerations for Richland.

Councilmember Holten reported that the City recently passed an ordinance allowing the Police Department to issue a misdemeanor citation to parents or guardians when minors are illegally operating motorized vehicles on streets and pathways.

She also provided an update on the Jadwin Building, which the City recently purchased, and shared information about a connection she made with the family associated with Lawless Park.

Recreation Report

Interim Recreation Manager Davis provided an update on current and upcoming Recreation programs, activities, and community events. Items discussed included the Rec & Roll mobile pop-up play days, volleyball program, lap swim at George Prout Pool, Outdoor Movie Series, Family Bingo, and NFL Flag Football registration. Davis also provided information regarding the War Time Walk, the Live@5 concert held the previous evening at John Dam Plaza, and the upcoming National Night Out event scheduled for August 20.

Davis also reminded the Commission of upcoming community events, including the Ironman Tri-Cities event scheduled for September 20 and the upcoming Tumbleweed Festival, including its scheduled dates.

Parks & Public Facilities Report

Director Waite provided an update on the Mobile Security Units in City parks, including a summary of the positive results from the pilot program at Claybell Park. He discussed the effectiveness of having the units present and provided an update on other locations throughout the City where permanent and mobile security units will be deployed.

Director Waite also discussed the recently adopted ordinance addressing the illegal or improper use of motorized vehicles by juveniles on City pathways. Additional updates included events canceled due to poor air quality, the proposed installation of interpretive signs at Wye Park, and project updates on the Leslie Groves tennis courts and the Columbia Playfields parking lot.

Adjournment

Meeting adjourned at 7:02 PM

Special Workshop

Presentation

1. Transportation System Plan (TSP) Proposal
Carlo D'Alessandro, Public Works Director

Consultants from Transpo Group presented an overview of the Active Transportation Plan, one of several planning efforts being completed as part of the City's Future in Focus initiative. The presentation provided an overview of the proposed bicycle network and recommended active transportation projects. The Commission discussed the proposed network and project recommendations and provided feedback for consideration as the plan moves forward.

Special Workshop Adjournment

Special Workshop adjourned at 8:00 PM

APPROVED

ATTEST

Maria Gutierrez, Chair

Patty Roe, Administrative Assistant II

DATE APPROVED:

DATE PUBLISHED:



Minutes

Parks and Recreation Commission Workshop
Thursday, August 27, 2026
Richland Community Center
500 Amon Park Drive

Regular Workshop - 6:00 p.m.

Call to Order/Attendance

Chair Gutierrez	Present
Vice Chair Hodges	Present
Commissioner Buelt	Absent
Commissioner Morel	Present
Commissioner Watrous	Present
Commissioner Thompson	Present
Commissioner Bostrom	Present
Commissioner Motkuri	Absent
Commissioner Kreis	Present

Also present were Parks & Public Facilities Director Waite, Parks & Public Facilities Project Manager Wieber, and Administrative Assistant II Roe.

Presentations

None

Discussion Items

1. Trail Signage Audit Update
Donald Wieber, Parks & Public Facilities Project Manager

Parks & Public Facilities Project Manager Wieber presented the findings of the City's Trail Signage Audit. The presentation reviewed trail entry points, existing signage, wayfinding, and opportunities to improve trail user information. The Commission discussed the assessment findings and potential future improvements to enhance navigation and the overall trail user experience.

Adjournment

Workshop adjourned at 6:46 PM

DRAFT

APPROVED

ATTEST

Maria Gutierrez, Chair

Patty Roe, Administrative Assistant II

DATE APPROVED:

DATE PUBLISHED:



PARKS & RECREATION COMMISSION AGENDA ITEM STAFF REPORT

Meeting Date: 9/10/2026

Agenda Category: New Business

Prepared By: Chris Waite, Parks & Public Facilities Director

Subject

2027 Capital Improvement Plan

Department/Office

Parks & Public Facilities

Document Type

Parks & Recreation Commission Item

Recommended Motion

Discussion Only.

Summary

Staff will provide the Parks & Recreation Commission with an overview of proposed Parks and Public Facilities Capital Improvement Program (CIP) requests for the 2027 budget cycle. A summary sheet of the proposed requests is attached to the agenda, and staff will provide a more in-depth presentation at the meeting outlining the projects, anticipated costs, funding sources, and purpose and need for each request.

The presentation will provide the Commission an opportunity to review the proposed 2027 capital priorities and ask questions of staff.

Fiscal Impact

None.

Attachments

- I. 2027 PRC CIP

2027 Parks and Public Facilities Capital Improvement Plan

Project Title	Amount	Funding Source	Notes
Columbia Point Playground	\$200,000	Hotel/Motel Lodging Funds	\$900,000 in existing funds applied to project
Columbia Point Shoreline Stabilization	\$250,000	Hotel/Motel Lodging Funds	Design and Permitting
W.E. Johnson Archery Range Upgrades	\$75,000	Grant	RCO 100% funding if successful
Meadows East Playground Replacement	\$550,000	Parks Reserve Fund - Park District 2	
W.E Johnson Culvert A&E	\$50,000	Parks Reserve Fund - Park District 1	FY2027 design/engineering; additional \$50,000 Public Safety Sales Tax programmed in FY2028
Columbia Park West and Wye Park Long Range Plan Update	\$175,000	Grant(s)	RCO recreation planning grant anticipated
Pathway Renew and Replace	\$260,000	REET - Real Estate Excise Tax 2nd 1/4%	Keene Rd. Trail 1 mile segment reconstruct
Parking Lot Renew and Replace	\$276,000	REET - Real Estate Excise Tax 1st 1/4%	Central Richland Park and Facility Parking Lots
Horn Rapids Trail Improvements	\$50,000	REET - Real Estate Excise Tax 1st 1/4%	FY2027 planning; additional \$450,000 programmed in FY2028
Robotic Field Striping Equipment	\$80,000	Lodging Tax	Two robotic field striping machines
Athletic Field Infield Groomer	\$63,000	Lodging Tax	
SaveStation at John Dam Plaza	\$15,000	Lodging Tax	Public AED SaveStation
Richland Community Center Furniture	\$66,000	General Fund	Original request; chair quantity/cost may be revised
Trail Safety Signage	\$120,000	Safety and Security Funds	Use existing Safety and Security Program

Ongoing & Future Projects

Project Title	Amount	Funding Source	Notes
Snyder Boat Launch Restroom	\$100,000	Hotel/Motel Lodging Funds	Funding programmed in FY2028
Horn Rapids Athletic Complex Upgrade	\$2,200,000	Grant	RCO Grant applied for, if successful FY2028
Little Badger Parking Lot & Trailhead	\$300,000	Hotel/Motel Lodging Funds	RCO Grant applied for, if successful FY2028