



Agenda
Parks and Recreation Commission Meeting
Thursday, October 8, 2020 at 6:00 p.m.
Join the Zoom meeting [here](#).
Public Telephone Access: 1 (206) 337-9723 Meeting ID: 938 4980 3294

Pursuant to Resolution No. 100-20, this meeting will be conducted remotely via Zoom and broadcast live on CityView Channel 192 and at ci.richland.wa.us. If you wish to provide comments for the Public Comments portion of the meeting, please register [here](#) by 4:00 p.m. on the day of the meeting. Only those who register by the 4:00 p.m. deadline will be permitted to speak or have their comments read into the record during the meeting. Written comments that exceed three minutes when read aloud may not be read in their entirety, but will be available in the record for review.

Commission Members: Chair Gutierrez, Vice-Chair Doran and Commissioners Andrews, Berry, Buel, Greer, Richards, Slougher and White

Liaisons: Council Liaison Kent
Staff Liaison: Parks and Public Facilities Director Schiessl

Regular Meeting - 6:00 p.m.

Welcome

Pledge of Allegiance

Roll Call

Approval of Agenda: (Approved by Motion)

Approval of the October 8, 2020 Parks and Recreation Commission Meeting

Approval of Minutes: (Approved by Motion)

Approval of the March 12, 2020 Parks and Recreation Commission Meeting Minutes

Approval of the June 9, 2020 Parks and Recreation Commission Special Meeting Minutes

Council Liaison Report:

Recreation Report:

Parks & Public Facilities Report:

Public Comments:

If you wish to provide comments for the Public Comments portion of the meeting, please register [here](#) by 4:00 p.m. on the day of the meeting. Only those who register by the 4:00 p.m. deadline will be permitted to speak or have their comments read into the record during the meeting. Written comments that exceed three minutes when read aloud may not be read in their entirety, but will be available in the record for review. Reminder

Presentations:

Unfinished Business:

New Business:

1. Don Pratt Trailhead Park Memorial Donation Concept
 - Joe Schiessl, Parks & Public Facilities Director
2. Citizen Proposal to Rename Stevens Park to Pehrson Park
 - Joe Schiessl, Parks & Public Facilities Director
3. HOA Proposal to Modify Crested Hills Park Master Plan
 - Joe Schiessl, Parks & Public Facilities Director
4. Columbia Point Tract D Park Concept
 - Joe Schiessl, Parks & Public Facilities Director
5. Capital Project Updates
 - Joe Schiessl, Parks & Public Facilities Director

Commission Comments:

Adjournment

The next Parks and Recreation Commission Workshop is Thursday, October 22, 2020

The next Parks and Recreation Commission Meeting is Thursday, November 12, 2020

This meeting is broadcast live on CityView Channel 192 and online at ci.richland.wa.us

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 942-7389.



PARKS AND RECREATION COMMISSION AGENDA ITEM COVERSHEET

Meeting Date: 10/8/2020

Agenda Category: Approval of Minutes

Prepared By:

Subject:

Approval of the March 12, 2020 Parks and Recreation Commission Meeting Minutes

Department:

Parks & Public Facilities

Recommended Motion:

Summary:

Fiscal Impact:

Attachments:

1. 2020.03.12 Parks and Recreation Commission Meeting Minutes



MINUTES

Richland Parks and Recreation Commission Meeting
City Hall, Council Chamber – 625 Swift Boulevard
Thursday, March 12, 2020 ~ 7:00 p.m.

CALL TO ORDER:

Chair Gutierrez called the meeting to order at 7:00 p.m.

ATTENDANCE:

Chair Gutierrez, Vice Chair Doran and Commissioners Andrews, Berry, Buelt, Richards and Slougher were present. Commissioners White and Greer were absent. Also in attendance were Parks and Public Facilities Director Schiessl, Parks and Recreation Manager Jackson and Mayor Pro Tem Kent.

APPROVAL OF THE MARCH 12, 2020 AGENDA:

Vice Chair Doran **moved** to approve the March 12, 2020 Parks and Recreation Commission meeting agenda. Commissioner Andrews **seconded** the motion. Motion approved 7-0.

APPROVAL OF THE FEBRUARY 13, 2020 MEETING MINUTES:

Vice Chair Doran **moved** to approve the February 13, 2020 Parks and Recreation Commission meeting minutes. Commissioner Andrews **seconded** the motion. Motion approved 7-0.

COUNCIL LIAISON REPORT:

Mayor Pro Tem Kent presented the Council Liaison Report. Subjects included: City of Richland COVID-19 information and update was presented by Parks and Public Facilities Director Schiessl.

RECREATION REPORT:

Parks and Recreation Manager Jackson presented the Recreation Report. Subjects included: Summer event planning is in full swing which include, Richland Regatta, softball and baseball tournaments, NFL Flag football league and other private events scheduled both in parks and at the community center.

PARKS AND FACILITIES REPORT:

Park and Public Facilities Director Schiessl

Subjects included: Consideration of moving start time of the Parks and Recreation Commission meetings to 6:00 p.m.

PUBLIC COMMENTS:

None – Public comment closed at 7:13 p.m.

PRESENTATIONS:

None

UNFINISHED BUSINESS:

None

NEW BUSINESS:

1. 2020 Park Partnership Program Applications Parks and Public Facilities Director, Schiessl

The 2020 Park Partnership Program is a grant opportunity funded by the Undesignated Park Reserve Fund (UPRF). The UPRF is funded by lease revenue of park land. Grants may not exceed \$5,000 and must be matched at least 1:1 with non-city funds including contribution of in-kind labor and services.

The total amount of 2020 Park Partnership Program grant requests is \$18,344. The 2020 Park Partnership Program budget is \$20,000 and a total of five applications were received. The amount remaining is \$1656.

- 1) REACH Museum: Interpretive Sign Replacement and New Hops Trellis
Amount requested: \$5,000
- 2) SILAS Education: Hanford Reach Solar System Marker Amount requested:
\$4,344
- 3) Richland Lacrosse: Multi-Sport Wall Amount requested: \$5,000
- 4) Tapteal Greenway: Native Plant Garden Amount requested: \$1,500
- 5) Tri-Cities Dog Park Society: Eight (8) Round Picnic Tables \$2,500

Chair Gutierrez **moved** to recommend that City Council approve the 2020 Park Partnership Program grant requests as follows:

- 1) REACH Museum in the amount of \$5,000, once the budget reflects correctly on form.
- 2) SILAS Education in the amount of \$4,344, once the budget is revised and allocation is reflected on the budget sheet.
- 3) Tapteal Greenway in the amount of \$1,500.
- 4) Tri-Cities Dog Park Society in the amount of \$2,500.

Total approved for the 2020 Park Partnership Program requests: \$13,344.

PARKS AND RECREATION COMMISSIONER COMMENTS:

Chair Gutierrez: Thanked both youth commissioners Berry and Greer for serving on the Parks and Recreation Commission board.

ADJOURNMENT:

Meeting adjourned at 9:05 p.m.

Reviewed by: Joe Schiessl, Parks and Public Facilities Director

Approved by: _____
Chair Maria Gutierrez, Richland Parks and Recreation Commission



PARKS AND RECREATION COMMISSION AGENDA ITEM COVERSHEET

Meeting Date: 10/8/2020

Agenda Category: Approval of Minutes

Prepared By:

Subject:

Approval of the June 9, 2020 Parks and Recreation Commission Special Meeting Minutes

Department:

Parks & Public Facilities

Recommended Motion:

Summary:

Fiscal Impact:

Attachments:

1. 2020.06.09 Parks and Recreation Commission Special Meeting Minutes



MINUTES

Richland Parks and Recreation Special Commission Meeting

Thursday, June 9, 2020 ~ 6:00 p.m.

Public Telephone Access: 1-888-788-0099 (Toll Free)

Meeting ID No. 991 6226 7098

CALL TO ORDER:

Chair Gutierrez called the meeting to order at 6:00 p.m.

ATTENDANCE:

Chair Gutierrez, Vice Chair Doran and Commissioners Buelt, Richards and Slougher were present. Commissioners Smith, Mason and Andrews were absent. Also in attendance were Parks and Recreation Manager Jackson and Mayor Pro Tem Kent.

APPROVAL OF THE JUNE 9, 2020 AGENDA:

Vice Chair Doran **moved** to approve the June 9, 2020 Special Parks and Recreation Commission special meeting agenda. Commissioner Richards **seconded** the motion. Motion approved 5-0.

NEW BUSINESS:

1. 2021-2026 Transportation Improvement Program

Pete Rogalsky, Public Works Director

Julie West, Transportation & Development Manager

Each year, the City of Richland prepares a six-year Transportation Improvement Program (TIP), a comprehensive program identifying improvement projects over the next six calendar years.

Typically, staff introduces the TIP to the Parks and Recreation Commission in a workshop setting, followed by a formal presentation during a regular commission meeting. Commission members are then asked to formalize a recommendation to the City Council regarding the staff-prepared TIP.

This year's TIP preparation was adjusted in an effort to comply with current COVID-

19 orders regarding public meetings. Staff distributed a draft TIP to the Parks and Recreation Commission electronically, requesting members to submit their questions and comments in writing. Since the timeline for consideration of the TIP has been compressed Public Works staff is available to take questions and comments from commission members either in writing or at the planned Commission meeting.

The Commission is advised that the TIP presented in this staff report contains minor project description changes from the version distributed earlier. These changes are in response to review comments by the Planning Commission.

Staff is now seeking a formal recommendation to the City Council.

Vice Chair Doran **moved** that the Parks and Recreation Commission recommend that the City Council adopt of the 2021-2026 Transportation Improvement Program as presented by staff. Commissioner Slougher **seconded** the motion. Motion approved 5-0.

ADJOURNMENT:

Meeting adjourned at 6:58 p.m.

Reviewed by: Joe Schiessl, Parks and Public Facilities Director

Approved by: _____
Chair Maria Gutierrez, Richland Parks and Recreation Commission



PARKS AND RECREATION COMMISSION AGENDA ITEM COVERSHEET

Meeting Date: 10/8/2020

Agenda Category: New Business

Prepared By: Joe Schiessl, Parks & Public Facilities Director

Subject:

Don Pratt Trailhead Park Memorial Donation Concept

Department:

Parks & Public Facilities

Recommended Motion:

Discussion only.

Summary:

Friends of the late Don Pratt are beginning to discuss a memorial at Trailhead Park in his recognition. Staff will overview some ideas that have been generally discussed to date.

Fiscal Impact:

There is no fiscal impact to discuss the potential project.

Attachments:



PARKS AND RECREATION COMMISSION AGENDA ITEM COVERSHEET

Meeting Date: 10/8/2020

Agenda Category: New Business

Prepared By: Joe Schiessl, Parks & Public Facilities Director

Subject:

Citizen Proposal to Rename Stevens Park to Pehrson Park

Department:

Parks & Public Facilities

Recommended Motion:

Discussion only.

Summary:

A citizen has proposed to Staff that the City rename Stevens Park to Pehrson Park in honor of the City's original founding architect/planner.

Fiscal Impact:

There is no fiscal impact to discuss the potential project.

Attachments:



PARKS AND RECREATION COMMISSION AGENDA ITEM COVERSHEET

Meeting Date: 10/8/2020

Agenda Category: New Business

Prepared By: Joe Schiessl, Parks & Public Facilities Director

Subject:

HOA Proposal to Modify Crested Hills Park Master Plan

Department:

Parks & Public Facilities

Recommended Motion:

Discussion only.

Summary:

The Crested Hills HOA is discussing ideas with staff to improve Crested Hills Park. Staff will share those ideas with the PRC.

Fiscal Impact:

There is no fiscal impact to discuss the potential project.

Attachments:



PARKS AND RECREATION COMMISSION AGENDA ITEM COVERSHEET

Meeting Date: 10/8/2020

Agenda Category: New Business

Prepared By: Joe Schiessl, Parks & Public Facilities Director

Subject:

Columbia Point Tract D Park Concept

Department:

Parks & Public Facilities

Recommended Motion:

Discussion only.

Summary:

The City is negotiating with a potential purchaser of Tracts D and E and a new, adjacent park is part of the initial planning. Staff will update the PRC on the latest thinking about this future park.

Fiscal Impact:

Attachments:



PARKS AND RECREATION COMMISSION AGENDA ITEM COVERSHEET

Meeting Date: 10/8/2020

Agenda Category: New Business

Prepared By: Joe Schiessl, Parks & Public Facilities Director

Subject:

Capital Project Updates

Department:

Parks & Public Facilities

Recommended Motion:

Discussion only.

Summary:

There are several capital projects that are about to begin and others that are in the pipeline. Staff will provide a status update to the PRC.

Fiscal Impact:

There is no fiscal impact to discuss the projects.

Attachments: