

Pursuant to Resolution No. 100-20, this meeting will be conducted remotely via Zoom. 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 and will be available in the record for review.



Agenda
Parks and Recreation Commission Meeting
Thursday, March 11, 2021
Zoom – Public Telephone Access: (206) 337-9723 or (253) 215-8782
Meeting ID No. 846 1513 0674

Commission Members: Chair Gutierrez, Vice-Chair Buelt and Commissioners Andrews, Doran, Henry, Mason, Richards, Slougher and Smith

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 March 11, 2021 Parks and Recreation Commission Meeting Agenda

Approval of Minutes: (Approved by Motion)

Approval of the February 11, 2021 Parks and Recreation Commission Meeting Minutes

Public Comments:

- Please limit public comments to 3 minutes. The public comment period is not an opportunity for dialogue with commissioners, or for posing questions with the expectation of an immediate answer. Many questions require an opportunity for information-gathering and deliberation. For this reason, commission will accept comments, but will not directly respond to comments, questions or concerns during public comment. Records intended for consideration must be given to the assistant staff liaison, Patty Roe by 4:00 p.m. the day of the meeting for distribution.

New Business:

- I. 2021 Park Partnership Program Applications
 - Joe Schiessl, Parks & Public Facilities Director

Commission Comments:

Adjournment

The next Parks and Recreation Commission Workshop is Thursday, March 25, 2021
The next Parks and Recreation Commission Meeting is Thursday, April 8, 2021

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.



MINUTES

Richland Parks and Recreation Commission Meeting
Thursday, February 11, 2021 ~ 6:00 p.m.

CALL TO ORDER:

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

ATTENDANCE:

Vice Chair Buelt and Commissioners Andrews, Doran, Slougher, Mason, Henry and Smith were present. Commissioners Chair Gutierrez and Commissioner Richards were absent.

Also, in attendance were Parks and Public Facilities Director Schiessl and Parks and Recreation Manager Jackson.

APPROVAL OF THE FEBRUARY 11, 2021 AGENDA:

Commissioner Doran **moved** to approve the February 11, 2021 Parks and Recreation Commission meeting agenda. Commissioner Andrews **seconded** the motion. Motion approved 7-0.

APPROVAL OF THE JANUARY 14, 2021 MEETING MINUTES:

Commissioner Andrews **moved** to approve the January 14, 2021 Parks and Recreation Commission meeting minutes with revision. Commissioner Doran **seconded** the motion. Motion approved 7-0.

RECREATION REPORT:

Parks and Recreation Manager Jackson presented the Recreation Report.

Subjects included: AARP Tax-Aide, Red Cross Blood Drive, NFL Flag Football registration, and employment opportunities for Aquatics and Rec-Aide positions.

PARKS AND FACILITIES REPORT:

Parks and Public Facilities Directory Schiessl

Subjects included: Seasonal employment opportunities in the Parks and Facilities department, March 1st sports fields will open for reservations and six new lights on the riverfront at Howard Amon.

PUBLIC COMMENTS:

Public Comment Card submitted by:

Francesca Maier, 2146 Hudson Avenue, Richland

Provided public comment on the SR240 and Duportail intersection.

Darrin Sweeney, 2836 Troon Court, Richland

Proposal to surplus the undeveloped land near Goethals Shelterbelt.

Public Comment closed at 6:24 p.m.

PRESENTATIONS:

1. 2020 Park Partnership Program Final Project Presentations
 - Joe Schiessl, Parks and Public Facilities Director

The three organizations participated in the 2020 Park Partnership Program and presented their projects to the Parks and Recreation Commission.

1. Tapteal Greenway Association
2. Richland Seniors Association
3. Sagebrush Montessori

UNFINISHED BUSINESS:

None

NEW BUSINESS:

None

ADJOURNMENT:

Meeting adjourned at 7:00 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: 3/11/2021

Agenda Category: New Business

Prepared By: Joe Schiessl, Parks & Public Facilities Director

Subject:
2021 Park Partnership Program Applications

Department:
Parks & Public Facilities

Recommended Motion:
The Parks and Recreation Commission recommends that Council approve _____
representing the 2021 Parks Partnership Program funding.

Summary:
Nine eligible applications were received for the 2021 Park Partnership Program. The City designates \$20,000 annually from the Park Reserve Fund to provide matching fund grants to eligible applicants making capital improvements to City parks, trails, open space and recreational facilities.

Organization: Crested Hills Home Owners Association

Project Location: Crested Hills Park

Project: Planting of ten (10) trees

Requesting: \$2,287.15

Organization: Friends of Badger Mountain (FOBM)

Project Location: Future Little Badger Mountain Preserve

Project: Geotechnical Evaluation, Conceptual North Face Public Trail Design & Construction Cost Estimate for the North Face Public Trail

Requesting: \$5,000.00

Organization: Horn Rapids Motorsports Complex (HRMC)

Project Location: Horn Rapids Motorsports Complex - Off Road Motorsports Park

Project: Additional fencing for the entrance and exit points at the Horn Rapids Motorsports Complex.

Requesting: \$5,000.00

Organization: Purple Sage Riders, Back Country Horsemen of Washington

Project Location: W.E. Johnson Park (Richland Horse Park)

Project: Construct a staging/parking area for horse trailers, add a trail obstacle course and renovate the jump/cavaletti area, add a 22-meter training circle and dress the by-pass trail, install signage and native/xeric plants, mow and spray per plan.

Requesting: \$5,000.00

Organization: REACH Museum

Project Location: REACH Museum Outdoor Learning Area

Project: Upgrades and enhancements for REACH Museum Ripple Trail which features native plants of the Hanford Reach National Monument. Providing hands-on learning opportunities for students and visitors to experience the natural beauty of the Columbia Basin.

Requesting: \$3,400.00

Organization: Richland Parkway Improvement Association (RPIA)

Project Location: The Parkway

Project: A 14' landscaped circle by The Theater will be converted into an outdoor live performance space for mini

events with inlayed art . The revamped space will
reduce maintenance, increase usability and display info on the location's history and art.

Requesting: \$1,000.00

Organization: SILAS Education

Project Location: Riverwalk west from Bateman Island to SR240; and Columbia Point Marina Park

Project: The Hanford Reach Solar System in installing Orbital Markers to show the orbital pathway of four (4) planets:
Venus, Earth, Mars, and Ceres. The sun is the Solar

Arches at The Reach Museum and three additional Orbital Markers are currently being installed.

Requesting: \$5,000.00

Organization: Sundance Ridge Home Owners Association

Project Location: Heritage Hills Park

Project: Add colored perennials, shrubs, and grasses to the rocky areas in front and behind the fence. Redo existing
drip line to water the new

plantings. And add drip line, plant grasses and shrubs to the side of the park.

Requesting: \$2,000.00

Organization: Tapteal Greenway

Project Location: Grayhawk Phase 3

Project: Expand the new native plant garden and install a bench that overlooks the Yakima River.

Requesting: \$1,400.00

Fiscal Impact:

Attachments:

1. Crested Hills Home Owners Association - Packet
2. Friends of Badger Mountain - Packet
3. Horn Rapids Motorsports Complex - Packet
4. Purple Sage Riders, Back Country Horsemen of WA - Packet
5. REACH - Packet
6. Richland Parkway Improvement Association (RPIA) - Packet
7. SILAS Education - Packet
8. Sundance Ridge HOA - Packet
9. Tapteal Geenway - Packet



City of Richland Parks and Public Facilities Department

2021 Park Partnership Program Application

Introduction:

The City of Richland is pleased to offer matching fund grants to eligible applicants making capital improvements to City parks, trails, open space and recreational facilities. The 2021 program year is budgeted at \$20,000.

Goals:

1. Improve or increase park and recreational opportunities for the general public.
2. Encourage private investment and participation in developing City Park and recreational amenities.
3. Enhance quality of life in Richland.

Program Guidelines:

1. To be eligible, projects must be located upon City-owned Park, facility, or recreational property, or within publicly accessible land or easements.
2. The program is open to service and civic groups, athletic and sports organizations, neighborhood park user groups and non-profit organizations.
3. Projects should be in conformance with park master plans, as applicable.
4. The project must be a construction, enhancement, or renovation project that provides its principle benefit to the general public.
5. Park Partnership Program applicants are required to provide a minimum match of one private dollar for each public dollar requested. Match may consist of cash, donated labor, donated materials, use of construction equipment or architectural/landscape design services.
 - a. Volunteer labor is valued at \$25.43 per hour.
 - b. Donated equipment value will be valued at the price of the commercial equipment rental rate.
 - c. Donated professional services will be valued at the "reasonable and customary" rate.
6. Projects shall be consistent and complimentary with surrounding land uses and neighborhood character and not create hazards or impact the functionality or usability of the park or facility.

Project Time Line:

Application Due Dates

Applicant must attend mandatory open-house zoom meeting on Thursday, February 4, 2021. Please contact Stacy Jackson, Contracts Administrator, at stjackson@ci.richland.wa.us to schedule your meeting time. All meetings will be pre-scheduled between the hours of 4:00pm – 6:00pm.

Application must be submitted by close of business on March 3, 2021.

Project Time Limit

All projects must be completed within one (1) year of execution of the contract. Awards will be rescinded for projects not ready for contracting within thirty (30) days of award.

Excess Monies

A second call for applications will be made in the fall of the same calendar year if there are unused funds from the initial disbursement.

Project Evaluation:

Written applications will be reviewed by the Director of Parks and Public Facilities to determine eligibility. Projects which fall within program guidelines will be forwarded to the Parks and Recreation Commission (PRC) and scheduled for mandatory five (5) minute oral presentation. The PRC will make a funding recommendation to the Richland City Council. A second five (5) minute presentation to the PRC will be made following completion of the project.

Applications that support the attached 2020 PRC goals will be provided greater consideration to receive funding than those that do not support the goals of the PRC.

Applicant Responsibilities:

Applicants are required to present a written narrative of the proposed project. This written narrative shall not be more than two pages (12-point font, 1" margins, and single sided) and include the following criteria:

1. Overview of the project design and budget
2. Description of primary beneficiary of the project including estimate of the number of people served
3. Objective/purpose of the proposal
4. Schedule
5. Maintenance Considerations

At the conclusion of the project the applicant shall complete the Final Work Plan, Budget Plan, and Match Pledge sheets and submit them to the City. The applicant shall contact staff upon completion of the project to schedule a final inspection, presentation date, and begin the project closeout and reimbursement process.

Application Instructions:

Project Applications: Applications may be obtained online.

Application Form: This form describes the project location, a brief description, contact person information and project costs.

Work Plan: List in chronological order, the specific steps you will take to complete this project. Next to each step identify who will be responsible for the activity and the estimated completion date.

Budget Plan: Complete each section of the budget plan and list each item needed to complete your project. Calculate the total cost for each section (include tax) and identify how each item will be covered (Cash, In-Kind, or City Mach).

Match Pledged: This form is provided to help solicit and gather match pledges. Applicant match can be pledged or secured at the time of application. Pledged means that the donor has made a verbal promise to provide the match item; secured means that the donor has signed the application's Match Pledged/Secured Form to confirm the commitment.



**City of Richland
Parks and Recreation Department**

**Park Partnership Program
Application**

Project Information

Name of Park: Crested Hill

Project Location in Park: Grass Area between sidewalk and park path along Clermont and Meadow Hills Drive

Brief Description of Project:

Planting of 10 trees, 6 along the Clermont Street and Four along the north side of the park along Meadows Hill Drive

(Attach narrative from the "Applicant Responsibilities Section")

Contact Information

Name (First and Last): Edward Smith

Organization Representing: Crested Hills Home Owners Association

Contact Address: 2249 Morency Dr

City/State/ZIP: Richland WA 99352

Home Phone: 5093929277

Work Phone: 5093929277

FAX:

E-mail: kehstennis@gmail.com

Project Cost

Amount from City (*maximum amt. \$5,000*): \$ 2287.15

Cash from Applicant: \$ 2287.15

"In-Kind" Amount (*Applicant and Other Sources*): \$ 0

Cash Other Sources: \$ 0

Total Project Cost: \$ 4574.3

DUE DATE: Close of business Wednesday, March 3, 2021



City of Richland Parks and Public Facilities Department Budget Plan

Budget Description: Please use this space to provide a brief description of the budget for your project.

Income Section (examples: cash on hand, business donations, individual donors, etc.):

Income – Confirmed: List sources of income that are confirmed at the time of application submission. This should include cash on hand that you are contributing to the project.

Income – Anticipated: List sources of income that are anticipated, but not confirmed at the time of application submission. This should include City match amount you are requesting.

Requested City Match Amount: List amount under "Income-Anticipated."

Item Description:	Income – Confirmed	Income - Anticipated
HOA Fees To Be Used	\$2414.30 – From HOA	
City Contribution		\$2414.30
Requested City Match Amount		
Total:	\$2414.30	\$2414.30

Expense Section:

Expense – Cash: List all project expenses that will be paid in cash. The total should equal the combined total of the Income Section.

In-Kind Amount: List the dollar value of any donated goods and services.

City Match Amount: List the portion of the line item that you plan to cover with your City match dollars. This amount should match the "Requested City Match Amount" listed above.

Item Description:	Expense – Cash	In-Kind Amount – Value of Donated Goods & Services	City Match Amount
Planting of 10 Trees	\$254.30 (HOA contribution to 2 hours labor cost per tree paid to the boy scouts)	2 hours/tree volunteer time from HOA for overseeing boy scouts (estimated volunteer labor time \$25.43/hour @ 2 hours = \$50.86/tree x 10 trees = \$506.80)	\$254.30 (City match requested for planting of trees to be paid to boy scouts)
Purchase of 10 Maple Trees	\$2160.00 – HOA contribution to purchase of 10 Trees	Gas and Time to procure and stage trees (2 hours at \$25.42/hr = \$50.86)	\$2160.00 – (City match requested for purchase of 10 Trees)
Total:	\$2414.30	\$557.66	\$2414.30

Expense Description: Trees planting will be done with a combination of HOA volunteers and hired local boy scout troop with at 2 hours total labor per tree



City of Richland Parks and Public Facilities Department Budget Plan

Budget Description: Please use this space to provide a brief description of the budget for your project.

The HOA will use home owner dues to cover their portion of the project cost. Tree cost quote from Jobs Nursery, \$400/tree for Maple Redpointe 2 3/4-3", 12/15'

Income Section (examples: cash on hand, business donations, individual donors, etc.):

Income – Confirmed: List sources of income that are confirmed at the time of application submission. This should include cash on hand that you are contributing to the project.

Income – Anticipated: List sources of income that are anticipated, but no confirmed at the time of application submission. This should include City match amount you are requesting.

Requested City Match Amount: List amount under "Income-Anticipated."

Item Description:	Income – Confirmed	Income - Anticipated
HOA Dues	2287.15	2287.15
Requested City Match Amount		2287.15
Total:	2287.15	2287.15

Expense Section:

Expense – Cash: List all project expenses that will be paid in cash. The total should equal the combined total of the Income Section.

In-Kind Amount: List the dollar value of any donated goods and services.

City Match Amount: List the portion of the line item that you plan to cover with your City match dollars. This amount should match the "Requested City Match Amount" listed above.

Item Description:	Expense – Cash	In-Kind Amount – Value of Donated Goods & Services	City Match Amount
5 Trees plus 2 hour/tree planting labor	2287.15		
5 Trees plus 2 hour/tree planting labor			2287.15
Total:	2287.15	0	2287.15

Expense Description: Please use this space to provide any additional information you might feel is necessary.

Total Project Costs includes the purchase of 10 trees at \$400 each (quote from Jobs Nursery) plus 2 hours per tree planting at \$25.43/hour



Match Pledge / Secured Form

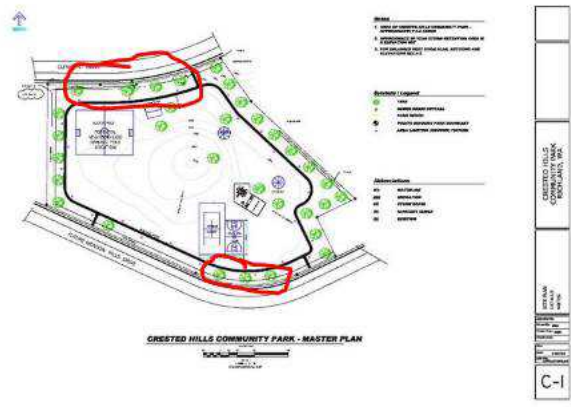
The following individuals, businesses, and organizations have made a commitment to donate the following items to _____ for its "In Kind" match.

(Applicant Name)

[illegible]

Crested Hills Tree Beautification Project

The Crested Hills HOA is looking to purchase and plant Ten Trees in cooperation with the City of Richland. The trees would be planted around the Crested Hills Park in the areas shown in the red circles. The area circled where six trees will be planted has a distance of 300' length and 42' width between the side walk and path that goes around the park (shown in attached picture below along Clermont). The area circled on the South side by where the basketball court is located and a future proposed tennis court would go is where the other four trees would be planted and it has length of 200' between the current trees and 120' width between the road and the park pathway (shown in the picture below next to basketball court).



Crested Hills Park Master Plan (North is Up on the map)



Area along Clermont where 6 of the trees would be planted



Area Adjacent to Basketball and future tennis court where 4 trees would be planted



Redpoint Maple as proposed by Jobs Nursery



Honey Suckle Tree proposed to plant Redpoint and Maple every other tree for the 6 trees along Clermont



Celebration Maple proposed with Honey Suckle for every other tree for the four trees along the south side by the basketball/tennis court area



City of Richland Parks and Public Facilities Department

2021 Park Partnership Program Application

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Program Guidelines:

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2. The program is open to service and civic groups, athletic and sports organizations, neighborhood park user groups and non-profit organizations.
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6. Projects shall be consistent and complimentary with surrounding land uses and neighborhood character and not create hazards or impact the functionality or usability of the park or facility.

Project Time Line:

Application Due Dates

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Application must be submitted by close of business on March 3, 2021.

Project Time Limit

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Project Evaluation:

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**City of Richland
Parks and Recreation Department**

**Park Partnership Program
Application**

Project Information

Name of Park: City of Richland, Future Little Badger Mountain Preserve

Project Location in Park: 2200 Skyview Loop (WestCliffe Heights - City of Richland North Face Parcels)
Richland WA

Brief Description of Project:

Geotechnical Evaluation, Conceptual North Face Public Trail Design & Construction Cost Estimate for the North Face Public Trail

(Attach narrative from the "Applicant Responsibilities Section")

Contact Information

Name (First and Last): David Comstock

Organization Representing: Friends of Badger Mountain (FOBM), a non-profit corporation

Contact Address: PO Box 24

City/State/ZIP: Richland, WA 99352

Home Phone: 509-521-8226

Work Phone:

FAX:

E-mail: dccjmb@yahoo.com

Project Cost

Amount from City (*maximum amt. \$5,000*): \$ \$5,000

Cash from Applicant: \$ \$17,728

"In-Kind" Amount (*Applicant and Other Sources*): \$ 0.0

Cash Other Sources: \$ \$29,917

Total Project Cost: \$ \$52,645

DUE DATE: Close of business Wednesday, March 3, 2021



City of Richland Parks and Public Facilities Department

Budget Plan

Budget Description: Please use this space to provide a brief description of the budget for your project.

A safe, constructible public trail is critical to opening the new City of Richland Public Park. Public trail design must be completed prior to North Face Trail Construction needed to open the new City of Richland Public Park - The Little Badger Mountain Preserve.
Toole Design Group (TDG) and Cornforth Geotechnical have design experience building public trails in the Columbia River Gorge along I-84. That challenging trail design experience will be directly applicable to the Little Badger North Face Trail Design.
Cornforth Geotechnical field evaluation will cost \$23,945.
Toole Design Group - North Face Trail Design work will cost \$28,700.
End result will be safe, constructible trail, easement, and BOM construction cost estimate (both

Income Section (examples: cash on hand, business donations, individual donors, etc.):

Income – Confirmed: List sources of income that are confirmed at the time of application submission. This should include cash on hand that you are contributing to the project.

Income – Anticipated: List sources of income that are anticipated, but no confirmed at the time of application submission. This should include City match amount you are requesting.

Requested City Match Amount: List amount under "Income-Anticipated."

Item Description:	Income – Confirmed	Income - Anticipated
FOBM (community fund raising)		\$17,728
WA State Grant - Amendment		\$24,917
3 Rivers Community Foundation		\$5,000
Requested City Match Amount		\$5000
Total:	\$0.0	\$52,645

Expense Section:

Expense – Cash: List all project expenses that will be paid in cash. The total should equal the combined total of the Income Section.

In-Kind Amount: List the dollar value of any donated goods and services.

City Match Amount: List the portion of the line item that you plan to cover with your City match dollars. This amount should match the "Requested City Match Amount" listed above.

Item Description:	Expense – Cash	In-Kind Amount – Value of Donated Goods & Services	City Match Amount
Cornforth Geotechnical field	\$23,945		\$2,500
Toole Design Group - North Face	\$28,700		\$2,500
Total:	\$52,645	\$0.0	\$5,000

Expense Description: Please use this space to provide any additional information you might feel is necessary.

Cornforth Geotechnical field evaluation will cost \$23,94.
Toole Design Group - North Face Trail Design work will cost \$28,700.



The following individuals, businesses, and organizations have made a commitment to donate the following items to Friends of Badger Mountain (FOBM) for its "In Kind" match.

[illegible]

January 18, 2021

David Comstock
Friends of Badger Mountain
PO Box 24
Richland, WA 99352

RE: Draft Scope of Work

Dear David,

Thank you again for contacting us regarding this opportunity to develop a conceptual design for the north face trail of Little Badger Mountain. The draft scope of work presented below is based on our conversations on April 3, 2020 and January 13, 2021. Please review the following and let us know if you have any changes that should be incorporated before we enter into contracting.

Project Background

The Friends of Badger Mountain (FOBM) acquired 648 acres of land on the crest and slopes of Badger Mountain and that land is now preserved as a Benton County open space public park for the community and the environment. FOBM has successfully organized the development of six trails throughout the site and are looking to provide a connection trail across the north face of Little Badger Mountain. The terrain and slope of the north face is steep. The trail location identified in April 2020 has a talus slope above and existing homes below resulting in a particularly challenging design. The trail location identified in January 2021 will be above the talus slope but will require a significant cut wall to ensure privacy to Lot 63 of the adjacent development.



Project Objectives

The goal of the project is to develop a preferred trail alignment and conceptual design plans based on results from test pits and geotechnical analysis for use in determining the optimal trail alignment location. The trail will connect the east edge of WestCliffe Heights either to an abandoned pad on the north face, approximately 1,000 feet to the west or connect to the top of the ridge northwest of Lot 63 in WestCliffe Heights Phase 2. The team will identify the most constructible trail alignment that will minimize construction impacts and maintain a maximum 10% grade. The project team will use the conceptual route identified by FOBM as the initial basis of alignment.

Task 1: Project Management and Coordination

Project Management

Consultant shall participate in up to 8 hours of meeting time for Project Management calls/meetings throughout the project for the FOBM Project Manager and Consultant Project Manager to discuss and coordinate the work program and deliverables and to resolve outstanding design issues identified at workshops. FOBM Project Manager shall determine how many and when Project Management Meetings are held. Project Management Meetings will be conducted by conference call.

Coordination

Coordination Meetings will include three Technical Advisory Committee (TAC) Meetings and two meetings for presentation of deliverables. It is assumed that the Coordination Meetings will consist of FOBM members and City of Richland staff who will be involved in future project design and delivery. They will guide project objectives and provide feedback on draft deliverables. Each TAC meeting is anticipated to last two hours and each Deliverable Presentation Meeting is anticipated to last one hour.

- TAC Meeting 1 (Kick-Off): Held at the project outset to serve as a kickoff for the project, define the project objectives, set the project schedule, and review the FOBM alignment upon which the concepts will be developed.
- Deliverable Presentation Meeting 1: Present an overview of Task 2 and 3 deliverables 3 weeks prior to TAC Meeting 2.
- TAC Meeting 2: Held at an agreed upon time for the Consultant to provide an outline/update of progress and seek feedback/review comments on Task 2 and Task 3 Conceptual Design deliverables such as draft geotechnical findings and trail alignment concept.
- Deliverable Presentation Meeting 2: Present an overview of Task 4 60% deliverables 3 weeks prior to TAC Meeting 3.
- TAC Meeting 3: Held after TAC members have reviewed the Task 4 Preliminary Design 60% plans to discuss requested changes and prepare for the final deliverables.

Deliverables

- Agendas and presentations for three TAC meetings.
- Draft geotechnical findings and draft trail alignment concept provided prior to TAC Meeting 2.
- Draft preliminary plans provided prior to TAC Meeting 3 (final design review meeting).

Task 2: Geotechnical

This task will include an initial geologic reconnaissance to develop preliminary geotechnical recommendations for the geometric design of the trail. A desktop review would be completed to develop a preliminary geologic model of the north slope of Little Badger Mountain. The review would utilize publicly available geologic literature and any

recent site development history that FOBM can provide. Any conditions encountered by grading operations during recent site work would be particularly helpful for this task. The desktop review would also involve coordination between the civil and geotechnical disciplines related to design requirements and design criteria that may be influenced by geotechnical conditions.

After the desktop geologic study, a site reconnaissance would be performed of the alignment and select portions of the slope away from the proposed trail. We understand that FOBM would stake the proposed alignment prior to our site visit. The purpose of the reconnaissance would be to observe surficial geologic exposures to refine the geologic model developed from the published literature. During the reconnaissance, geologists would attempt to locate exposures of bedrock, loess, and cataclysmic flood deposits. We anticipate the talus field and the ramp area between the Pad Site and West Cliff Heights Phase 2 would be two focus areas of the reconnaissance. The “top route” would be the third focus area. During the field reconnaissance, shallow test pits would be excavated using a geologic pick or similar tool to observe soils beneath surficial topsoil. We anticipate these pits would be up to 2 feet deep. A brief summary of the reconnaissance would be prepared following the field work. Annotated photos would be used to document field observations.

Engineers would utilize the results of the geologic reconnaissance and the preliminary geometric design of the trail to develop preliminary geotechnical design recommendations. The focus of the work is anticipated to be related to cut/fill slopes and any required retaining structures on the high or low sides of the trail. It is anticipated that any necessary retaining structures would utilize rockeries or mechanically-stabilized earth techniques. Recommendations for internal and local stability of each would be provided. Design recommendations would include generalized recommendations related to global slope stability. The preliminary geotechnical design recommendations would be summarized in a brief letter report

After civil designers refine the trail alignment based on the preliminary geotechnical design recommendations, engineers would review the design with special attention on any proposed retaining structures. If additional explorations are necessary to support the design, these recommendations would be forwarded to FOBM. One potential reason that additional explorations may be recommended is if shallow bedrock appears to be present along the proposed alignment. Shallow bedrock could complicate the design of low-side retaining structures and require costly rock excavation during construction. At this time, we anticipate that targeted, machine-excavated test pits may be required at select retaining structures along the trail; however, no retaining structure locations or geometries have been identified at this time.

Deliverables

- Geologic reconnaissance summary
- Preliminary geotechnical design recommendations letter

Assumptions

- Proposed trail alignments will be staked by FOBM prior to the site visit.

Task 3: Conceptual Design Engineering

This task will include research and preparation for the Conceptual Design. Consultant will develop a horizontal and vertical alignment for the proposed trail at the location determined through the Geotechnical review in Task 2. A typical section drawing will be providing reflecting the trail width of 5' and side slope treatments proposed to tie into existing ground. Side slopes treatments will be determined based upon geotechnical findings determined during Task 2.

Deliverables

- Conceptual Design Plans:
 - Roll plot PDF of horizontal and vertical trail alignment at 1"=40' scale.
 - Typical Cross Section depicting side slope treatments.
 - Conceptual Construction Cost Estimate.

Task 4: Preliminary Design Engineering

This task will include incorporation of FOBM and the City of Richland comments received on the Preliminary Conceptual Design following the TAC Meeting 2. The design will be updated to address comments and plans developed equivalent to a 60% design stage. TAC Meeting 3 following 60% plan reviews to discuss and request final changes for the final deliverables.

Deliverables

- Revised Trail Design Plans:
 - Civil Plan sheets showing plan and profile view at 1"=40' scale (3 plan sheets)
 - Typical Cross Section Sheet (2 sheets)
 - Preliminary Construction Cost Estimate

Assumptions

- FOBM will stake the conceptual route prior to geotechnical field work
- FOBM will provide topographical survey in cadd format.

Sincerely,



Sharon Daleo, P.E. | Engineering Director, Western U.S.

TOOLE DESIGN

319 SW Washington Street, Suite 420 | Portland, OR 97204
sdaleo@tooledesign.com | 503.205.4607 x257



City of Richland Parks and Public Facilities Department

2021 Park Partnership Program Application

Introduction:

The City of Richland is pleased to offer matching fund grants to eligible applicants making capital improvements to City parks, trails, open space and recreational facilities. The 2021 program year is budgeted at \$20,000.

Goals:

1. Improve or increase park and recreational opportunities for the general public.
2. Encourage private investment and participation in developing City Park and recreational amenities.
3. Enhance quality of life in Richland.

Program Guidelines:

1. To be eligible, projects must be located upon City-owned Park, facility, or recreational property, or within publicly accessible land or easements.
2. The program is open to service and civic groups, athletic and sports organizations, neighborhood park user groups and non-profit organizations.
3. Projects should be in conformance with park master plans, as applicable.
4. The project must be a construction, enhancement, or renovation project that provides its principle benefit to the general public.
5. Park Partnership Program applicants are required to provide a minimum match of one private dollar for each public dollar requested. Match may consist of cash, donated labor, donated materials, use of construction equipment or architectural/landscape design services.
 - a. Volunteer labor is valued at \$25.43 per hour.
 - b. Donated equipment value will be valued at the price of the commercial equipment rental rate.
 - c. Donated professional services will be valued at the "reasonable and customary" rate.
6. Projects shall be consistent and complimentary with surrounding land uses and neighborhood character and not create hazards or impact the functionality or usability of the park or facility.

Project Time Line:

Application Due Dates

Applicant must attend mandatory open-house zoom meeting on Thursday, February 4, 2021. Please contact Stacy Jackson, Contracts Administrator, at stjackson@ci.richland.wa.us to schedule your meeting time. All meetings will be pre-scheduled between the hours of 4:00pm – 6:00pm.

Application must be submitted by close of business on March 3, 2021.

Project Time Limit

All projects must be completed within one (1) year of execution of the contract. Awards will be rescinded for projects not ready for contracting within thirty (30) days of award.

Excess Monies

A second call for applications will be made in the fall of the same calendar year if there are unused funds from the initial disbursement.

Project Evaluation:

Written applications will be reviewed by the Director of Parks and Public Facilities to determine eligibility. Projects which fall within program guidelines will be forwarded to the Parks and Recreation Commission (PRC) and scheduled for mandatory five (5) minute oral presentation. The PRC will make a funding recommendation to the Richland City Council. A second five (5) minute presentation to the PRC will be made following completion of the project.

Applications that support the attached 2020 PRC goals will be provided greater consideration to receive funding than those that do not support the goals of the PRC.

Applicant Responsibilities:

Applicants are required to present a written narrative of the proposed project. This written narrative shall not be more than two pages (12-point font, 1" margins, and single sided) and include the following criteria:

1. Overview of the project design and budget
2. Description of primary beneficiary of the project including estimate of the number of people served
3. Objective/purpose of the proposal
4. Schedule
5. Maintenance Considerations

At the conclusion of the project the applicant shall complete the Final Work Plan, Budget Plan, and Match Pledge sheets and submit them to the City. The applicant shall contact staff upon completion of the project to schedule a final inspection, presentation date, and begin the project closeout and reimbursement process.

Application Instructions:

Project Applications: Applications may be obtained online.

Application Form: This form describes the project location, a brief description, contact person information and project costs.

Work Plan: List in chronological order, the specific steps you will take to complete this project. Next to each step identify who will be responsible for the activity and the estimated completion date.

Budget Plan: Complete each section of the budget plan and list each item needed to complete your project. Calculate the total cost for each section (include tax) and identify how each item will be covered (Cash, In-Kind, or City Mach).

Match Pledged: This form is provided to help solicit and gather match pledges. Applicant match can be pledged or secured at the time of application. Pledged means that the donor has made a verbal promise to provide the match item; secured means that the donor has signed the application's Match Pledged/Secured Form to confirm the commitment.



**City of Richland
Parks and Recreation Department**

**Park Partnership Program
Application**

Project Information

Name of Park: Horn Rapids Motorsports Complex Off Road Motorsports Park

Project Location in Park: Inside facility complex, in the South East Corner the Area 51 Track Facility

Brief Description of Project: HRMC Constructed a new user group track to enhance the facility and broaden the off-road opportunity. The safety of viewing spectators and users will be addressed by adding fencing for the entrance and exit points of this facility.

(Attach narrative from the "Applicant Responsibilities Section")

Contact Information

Name (First and Last): Ray and Patti Coffman, HRMC

Organization Representing: HRMC

Contact Address: 3432 Beardsley Dr., Bldg. A

City/State/ZIP: Richland, WA 99454

Home Phone: (509) 953-5242

Work Phone: (509) 496-2958

FAX:

E-mail: ray.coffman@hornrapidsmx.com

Project Cost

Amount from City (*maximum amt. \$5,000*): \$5,000

Cash from Applicant: \$7,000

"In-Kind" Amount (*Applicant and Other Sources*): \$6,000

Cash Other Sources: \$5,000

Total Project Cost: \$20,017

DUE DATE: Close of business Wednesday, March 3, 2021



City of Richland Parks and Public Facilities Department Budget Plan

Budget Description: Please use this space to provide a brief description of the budget for your project.

The proposed Fencing Plan for the ORV Park for Safety is mainly funded by HRMC. Signage is also a part of this project. The labor and construction of the estimated 6,000-feet of fencing will be provided by HRMC and Columbia Basin Fencing. Some of this project is underway to meet completion and funding goals.

Income Section (examples: cash on hand, business donations, individual donors, etc.):

Income – Confirmed: List sources of income that are confirmed at the time of application submission. This should include cash on hand that you are contributing to the project.

Income – Anticipated: List sources of income that are anticipated, but not confirmed at the time of application submission. This should include City match amount you are requesting.

Requested City Match Amount: List amount under "Income-Anticipated."

Item Description:	Income – Confirmed	Income - Anticipated
Area Signage	\$3,000	
Fencing, Gates, & Materials	\$8,000	
Labor Excavation		\$4,017
Requested City Match Amount		\$5,000
Total:	\$11,000	\$9,017

Expense Section:

Expense – Cash: List all project expenses that will be paid in cash. The total should equal the combined total of the Income Section.

In-Kind Amount: List the dollar value of any donated goods and services.

City Match Amount: List the portion of the line item that you plan to cover with your City match dollars. This amount should match the "Requested City Match Amount" listed above.

Item Description:	Expense – Cash	In-Kind Amount – Value of Donated Goods & Services	City Match Amount
Signage	\$3,000		
Fencing materials & gates	\$8,000		\$5,000
Excavation		\$4,017	
Total:	\$11,000	\$4,017	\$5,000

Expense Description: Please use this space to provide any additional information you might feel is necessary.

Total project is estimated to be \$15,000 from beginning to completion with \$4,017 in like kind for excavation work. Signage is in progress with \$3,000 in cash from HRMC for that line item. Excavation could exceed the \$4,000 and HRMC will adapt to complete the project in full.

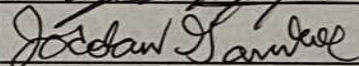


City of Richland
Parks and Public Facilities Department

Match Pledge / Secured Form

The following individuals, businesses, and organizations have made a commitment to donate the following items to
HRMC HORNBAPIDS ORV PARK for its "In Kind" match.

(Applicant Name)

Type of Work	Print Name (First and Last)	Address and Zip	Phone Number	Volunteer Hours	Estimated Value	Signature
EXCAVATION and FENCE Post set	RAY COFFMAN	3342 Beardsley RD Richland, WA 99354	509-953-5242	100	2,543.00	
GATE set and EXCAVATION	Jordan Gamble	3342 Beardsley RD. Richland, WA 99354	509-496-2958	58	1,474.94	

HRMC Area 51 Off Road facility and Chaos Sx track Safety Fencing
City of Richland Partner Grant Project March 11, 2021

Date: 2/18/21

Project Description:

The City of Richland Parks and Recreation Department in partnership with Horn Rapids Motorsports Complex, Inc. (HRMC) will use this Grant opportunity to fund a safety fencing project for the 300-acre Horn Rapids ORV Park in Richland. The primary recreational opportunity for this project would be to improve user and spectator safety to provide a pleasant experience at Horn Rapids ORV Park for motocross, ATV, UTV and 4x4 tracks. The Safety Fencing project will be used daily to maintain safety of user and non-user public. The ORV park tracks rely heavily on safe egress, as well as, use of the facility tracks. Communication to the user is important so that they know which area represents the proper user. We do not want heavy vehicles on a track with motorcycles and vice versa or users using the connected course in the wrong direction.

The ORV Park serves over 50,000 users annually and is operated 11 months out of the year. The user groups are made up of motocross (MX), X-Country, 4x4, ATV, UTV, and off road electric bicycles through events and weekly practice schedules. The demographics normally used at HRMC are 2 to 75 years old.

I am Ray Coffman President of Horn Rapids Motorsports Complex (HRMC) in partnership with the City of Richland Parks and Recreation. We currently just completed 15 successful years. HRMC is a fully licensed and insured Washington State Business. We formed a joint relationship with the City of Richland Parks and Recreation Department in 2006. This came about by the approval from the City Council in a joint effort to manage the current Horn Rapids Off-Road Facility to its fullest capability.

The City of Richland Parks and Recreation Board decided to move forward with requests for proposal to operate the facility for the users in its best interest. The council unanimously decided to move forward with HRMC as the operator and facilitator of the Horn Rapids Off-Road Vehicle Park. HRMC has currently signed an extended lease in conjunction with the City of Richland to privately operate the facility. HRMC has done so, successfully, for the past 15 years. The lease currently consists of three additional-15-year term renewals.

Horn Rapids ORV Park is the only off-road vehicle park within 150 miles radius. The park has grown from 10 events to over 51 events per year and sees over 50,000 users annually. Due to the mild climate, this park also is used by outside the area users during the winter shutdown of Straddeline and Spokane ORV Parks. Horn Rapids ORV Park operates 11-months out of the year for the users. Some events consist of; over 20 years of the annual EWDRA X-Country event to the AMA Loretta Lynn Youth MX Nationals, PacWest MX Nationals, local "Black Widow" MX Championship Series, ATV Nationals, to the home of 4 rounds of the largest Northwest MX National Event in the Northwest.

This facility also provides public services to 10 annual ATV safety training classes, as well as UTV/ATV training with the municipalities; such as, Richland Police Department and Hanford Hammer training courses. This park houses annual meets with the Make-A-Wish Foundation and the ARC Foundation for recreation and education for the community services. The facility

also offers numerous MX safety training courses through certified instructors (AMA, MSF, ASI) under an approved and accredited atmosphere.

The facility is asking for consideration and support for a partnership grant. This comes with a HRMC investing over \$150,000.00 for the infrastructure of this area prior to this grant opportunity to enhance the facility user group opportunities. The Horn Rapids ORV Sports Park is the only off-road facility in the West Coast that operates on an open year-round schedule for training, education, family outdoor recreation, and provides an off-road experience in a controlled, safe environment.

The park is staffed four days a week for consumer use with two on-site managers, two full-time office staff, and 18 part-time employees. These employees oversee the daily maintenance and operations of the Horn Rapids ORV Park. The employees provide safety and environmental management of the controlled off-road courses. The wages that provide jobs for the local economy are directly funded by the support and revenue from the current users. The park currently operates on a self-sustained maintenance and operation plan and has done so for the past 15-years, successfully. The safety fencing will help ensure our users remain a part of our program.

Need:

HRMC has adopted a long-range plan of improvements with the City of Richland Parks and Recreation Department with an emphasis on safety. Recently, HRMC invested over \$50,000 in a remote-controlled safety lighting system for our users on the Mx Track, so the fencing barrier goes hand in hand with the caution lighting system. This project maintenance was identified in the initial contract with the city to maintain the safety and integrity and liability of the facility.

The need for the safety fencing is also required due to the heavy use 11 months out of the year, in which helps segregate user groups to their proper skill level areas. Currently, all user group areas are fenced and controlled with entrance and exit points, as well as safety barriers—except for this current user group area. This park provides ORV opportunities for a combined population over 900,000 people. This will help bring the facility up to standards for its current use. This purchase will also ensure it remains consistent with the long-range Capital Improvement and Comprehensive plan goals adopted by the City of Richland for the Horn rapids ORV Park. This in which states: “Operate the park in a responsible & cost-effective manner and to provide for a safe, healthful and structured atmosphere for all ORV recreation users”.

Need Fulfillment:

The adopted parks, Recreation and open Space Plan recognizes this ORV Park as a very heavily used facility and significant as a recreation resource for ORV enthusiasts. Park attendance has increased 110% from 2007 to the point that; garbage, maintenance, and extended employee hours have increased.

Maintenance:

This grant is needed to purchase the safety fencing as it will cut down on the overuse of a non-controlled area and constantly having to police the public due to unauthorized use of this area and it increases maintenance to the track surfaces.

Readiness to proceed:

The facility readiness to proceed is immediate. The project is underway in phases with the current purchasing of signage and fencing to have the materials to proceed with project. The facilities primary maintenance objective is to maintain the facility in a cost-effective manner to allow for user growth and need. The facility with its wide-range open plan allows for expansion to the users as the need arises. Currently the park operates January 8th through December 15th, Thursday through Sunday between the hours of 8:00 am to 6:00 pm for all off road users and public and community supported safety programs. The project will create a more controlled user-friendly family off road experience. The facility has an immediate need to proceed.

Project Support:

Park attendance and length of the events has increased over 110% since 2007, this grant plan is a part of the park and recreation open space plan.

Cost Benefit:

A majority of the project match is coming from HRMC labor and excavation to complete the project and will be sustained and maintenance through the support of HRMC Maintenance program.

Supercross Chaos Track with Safety Fence Map





City of Richland Parks and Public Facilities Department

2021 Park Partnership Program Application

Introduction:

The City of Richland is pleased to offer matching fund grants to eligible applicants making capital improvements to City parks, trails, open space and recreational facilities. The 2021 program year is budgeted at \$20,000.

Goals:

1. Improve or increase park and recreational opportunities for the general public.
2. Encourage private investment and participation in developing City Park and recreational amenities.
3. Enhance quality of life in Richland.

Program Guidelines:

1. To be eligible, projects must be located upon City-owned Park, facility, or recreational property, or within publicly accessible land or easements.
2. The program is open to service and civic groups, athletic and sports organizations, neighborhood park user groups and non-profit organizations.
3. Projects should be in conformance with park master plans, as applicable.
4. The project must be a construction, enhancement, or renovation project that provides its principle benefit to the general public.
5. Park Partnership Program applicants are required to provide a minimum match of one private dollar for each public dollar requested. Match may consist of cash, donated labor, donated materials, use of construction equipment or architectural/landscape design services.
 - a. Volunteer labor is valued at \$25.43 per hour.
 - b. Donated equipment value will be valued at the price of the commercial equipment rental rate.
 - c. Donated professional services will be valued at the "reasonable and customary" rate.
6. Projects shall be consistent and complimentary with surrounding land uses and neighborhood character and not create hazards or impact the functionality or usability of the park or facility.

Project Time Line:

Application Due Dates

Applicant must attend mandatory open-house zoom meeting on Thursday, February 4, 2021. Please contact Stacy Jackson, Contracts Administrator, at stjackson@ci.richland.wa.us to schedule your meeting time. All meetings will be pre-scheduled between the hours of 4:00pm – 6:00pm.

Application must be submitted by close of business on March 3, 2021.

Project Time Limit

All projects must be completed within one (1) year of execution of the contract. Awards will be rescinded for projects not ready for contracting within thirty (30) days of award.

Excess Monies

A second call for applications will be made in the fall of the same calendar year if there are unused funds from the initial disbursement.

Project Evaluation:

Written applications will be reviewed by the Director of Parks and Public Facilities to determine eligibility. Projects which fall within program guidelines will be forwarded to the Parks and Recreation Commission (PRC) and scheduled for mandatory five (5) minute oral presentation. The PRC will make a funding recommendation to the Richland City Council. A second five (5) minute presentation to the PRC will be made following completion of the project.

Applications that support the attached 2020 PRC goals will be provided greater consideration to receive funding than those that do not support the goals of the PRC.

Applicant Responsibilities:

Applicants are required to present a written narrative of the proposed project. This written narrative shall not be more than two pages (12-point font, 1" margins, and single sided) and include the following criteria:

1. Overview of the project design and budget
2. Description of primary beneficiary of the project including estimate of the number of people served
3. Objective/purpose of the proposal
4. Schedule
5. Maintenance Considerations

At the conclusion of the project the applicant shall complete the Final Work Plan, Budget Plan, and Match Pledge sheets and submit them to the City. The applicant shall contact staff upon completion of the project to schedule a final inspection, presentation date, and begin the project closeout and reimbursement process.

Application Instructions:

Project Applications: Applications may be obtained online.

Application Form: This form describes the project location, a brief description, contact person information and project costs.

Work Plan: List in chronological order, the specific steps you will take to complete this project. Next to each step identify who will be responsible for the activity and the estimated completion date.

Budget Plan: Complete each section of the budget plan and list each item needed to complete your project. Calculate the total cost for each section (include tax) and identify how each item will be covered (Cash, In-Kind, or City Mach).

Match Pledged: This form is provided to help solicit and gather match pledges. Applicant match can be pledged or secured at the time of application. Pledged means that the donor has made a verbal promise to provide the match item; secured means that the donor has signed the application's Match Pledged/Secured Form to confirm the commitment.



**City of Richland
Parks and Recreation Department**

**Park Partnership Program
Application**

Project Information

Name of Park: Richland Horse Park (RHP)

Project Location in Park: The northern portion of RHP. See site plan for details.

Brief Description of Project:

Construct a staging/parking area for horse trailers; add a trail obstacle course and renovate the jump/cavaletti area; add a 22-meter training circle and dress the by-pass trail; install signage and native / xeric plants; mow and spray per plan.

(Attach narrative from the "Applicant Responsibilities Section")

Contact Information

Name (First and Last): Bill and Mary Bennett

Organization Representing: Purple Sage Riders, Back Country Horsemen of Washington

Contact Address: 712 North Riverside Drive

City/State/ZIP: West Richland, WA 99353

Home Phone: 479-886-3950

Work Phone:

FAX:

E-mail: mbennett.777@gmail.com

Project Cost

Amount from City (*maximum amt. \$5,000*): \$ 5,000

Cash from Applicant: \$ 2,000

"In-Kind" Amount (*Applicant and Other Sources*): \$ 17,260

Cash Other Sources: \$ 5,233

Total Project Cost: \$ 29,493

DUE DATE: Close of business Wednesday, March 3, 2021



City of Richland Parks and Public Facilities Department

Work Plan

Steps	Responsible Party	Completion Date
Establish by-pass trail, reroute main trail around parking, add 22-meter training circle	PSR & Community Volunteers	May 1, 2021
Spread chips on trails where needed; pick up trash	PSR & Community Volunteers	May 1, 2021
Mow designated areas	PSR & Community Volunteers	May 1, 2021
Move ecology blocks to create manure bins	PSR & Community Volunteers	May 1, 2021
Rock rake trails; remove hazards	PSR & Community Volunteers	May 1, 2021
Obtain City Planning permit for parking area	Mary Bennett; Carl Baker	June 1, 2021
Move logs to create barriers for native plant areas	PSR & Community Volunteers	June 1, 2021
Mow designated areas	PSR & Community Volunteers	June 1, 2021
Weed eat trailhead & along Hall Road; pick up trash	PSR & Community Volunteers	June 1, 2021
Lay out & install jumps & obstacles	PSR & Community Volunteers	June 1, 2021
Spray for weeds at trailhead	PSR & Community Volunteers	June 1, 2021
Pick up trash, pull weeds, general cleanup	PSR & Community Volunteers	June 1, 2021
Grade parking area; water plants	PSR & Community Volunteers	September 1, 2021
Lay gravel; water, roll, compact, & grade to drain	Tri Cities Asphalt	November 1, 2021
Install signage; plant trees	PSR & Community Volunteers	December 1, 2021
Create telephone pole barrier around parking area	PSR & Community Volunteers	December 1, 2021
Install native plants	PSR & Community Volunteers	December 1, 2021
Dress trails with chips, pick up trash, pull weeds	PSR & Community Volunteers	December 1, 2021
Dedication	PSR & Community Volunteers, City of Richland	TBD



City of Richland Parks and Public Facilities Department

Budget Plan

Budget Description: Please use this space to provide a brief description of the budget for your project.

The cost to complete project improvements for 2021 is estimated at \$29,493. The Purple Sage Riders, BCHW, will provide/arrange for cash donations, in-kind items, and volunteer hours totaling \$24,493. We request a City match of \$5,000.

Income Section (examples: cash on hand, business donations, individual donors, etc.):

Income – Confirmed: List sources of income that are confirmed at the time of application submission. This should include cash on hand that you are contributing to the project.

Income – Anticipated: List sources of income that are anticipated, but not confirmed at the time of application submission. This should include City match amount you are requesting.

Requested City Match Amount: List amount under "Income-Anticipated."

Item Description:	Income – Confirmed	Income - Anticipated
Cash on hand, plus commitments	\$6,283	
Back Country Horsemen of America grant		\$1,000
Requested City Match Amount		\$5,000
Total:	\$6,283	\$6,000

Expense Section:

Expense – Cash: List all project expenses that will be paid in cash. The total should equal the combined total of the Income Section.

In-Kind Amount: List the dollar value of any donated goods and services.

City Match Amount: List the portion of the line item that you plan to cover with your City match dollars. This amount should match the "Requested City Match Amount" listed above.

Item Description:	Expense – Cash	In-Kind Amount – Value of Donated Goods & Services	City Match Amount
Tri Cities Asphalt	\$5,914		\$5,000
Construction supplies, misc	\$ 669	\$ 50	
City fees	\$ 50		
Signage, cavaletti, obstacles, plants	\$ 600	\$ 1,400	
Volunteer hours, equip rental		\$15,810	
Total:	\$7,233	\$17,260	\$5,000

Expense Description: Please use this space to provide any additional information you might feel is necessary.

The City of Richland will deliver 550 linear feet of telephone poles to the Horse Park before September 30, 2021 for PSR to use in construction of the perimeter barrier. The City may choose to install the barrier itself at a later date.



The following individuals, businesses, and organizations have made a commitment to donate the following items to Purple Sage Riders, Back Country Horsemen of Washington for its “In Kind” match.

[illegible]

1. Overview of the project's design and budget.

The Purple Sage Riders (PSR), a local chapter of the Back Country Horsemen of Washington, has developed a plan to build a 93' x 210' parking area for horse trailers to include signage and landscaping, establish a trail obstacle course, renovate the jump area to eliminate hazards, add a by-pass trail and realign an existing trail around the new staging / parking area, and provide for continued maintenance of the Richland Horse Park (RHP).

The total budget for this proposal is estimated at **\$29,493**. PSR will contribute **\$24,493** from a combination of cash donations, volunteer hours, and donated equipment rental hours for these improvements. We are requesting a match of **\$5,000** from the City of Richland, which will partially fund the professional services of a contractor to install gravel needed for the new staging / parking area.

Specifically, PSR will:

- Obtain necessary City permit and oversee construction of a 93' x 210' staging / parking area near the trailhead at RHP for horse trailers using volunteer hours and equipment to clear, grade, and prepare the site; and professional services to install 4" gravel, compacted, rolled, watered, and sloped to drain. Repurpose existing ecology blocks to create corner "benches" under shade trees.
- Construct a barrier around the staging / parking area to match the parking area at WE Johnson using telephone poles provided by the City and rebar to create "feet." This is designed to prevent vehicular access to the RHP. The City may choose to build the perimeter barrier if unable to supply telephone poles by September 30, 2021.
- Install signage including: 1 enter sign, 4 exit only signs, 3 horse trailer parking signs, 1 Happy Trails – Purple Sage Riders sign, and 1 trail obstacle course sign.
- Expand the trail course by adding a by-pass trail, rerouting the existing main trail around the new staging / parking area, and adding one 22-meter training circle at the northern portion of the park. Add chips to trails where needed.
- Construct a Trail Obstacle Course to include a wagon wheel obstacle, a side pass obstacle, an up – down (pedestal) obstacle, and a squeeze obstacle modeled after the existing course at Riverside State Park. (See 2021 Trail Obstacle Course & Jump Renovation Plan.)
- Renovate the existing jump area by repurposing worn out jumps elsewhere on site to create bird habitat and replacing them with fresh logs, adding three jump cavaletti to be constructed by PSR offsite, and replacing boards on the walk-trot cavaletti to eliminate sharp edges. (See 2021 Trail Obstacle Course & Jump Renovation Plan.)

- Continue to beautify the space by planting two shade trees in the staging / parking area, additional xeric perennials at the monument sign planter, and additional native perennials at existing plots. Maintain desirable plants onsite (water, weed) with the goal of naturalizing to eliminate / reduce watering needs. Use tractor with brush hog to mow weeds in designated high-use areas and spot spray to decrease problems associated with noxious weeds (targeting Russian knapweed and yellow star thistle).

2. Description of primary beneficiary of the project including estimate of the number of people served.

RHP is surrounded by residents who enjoy horsemanship, which makes this space ideal for equestrian improvements. The Richland Riders Club is directly across the street with 140 memberships of families and individuals. Tri Cities Equestrian Center stables over 40 horses, also across the street. Adjacent on the northwest corner is Stredwick Stables, with about 30 horses. The proposal is supported by the many equestrian residential properties in the area, and local equestrian groups who trailer-in to use this space. Property owners and local businesses are grateful for the improvements, which increase property values and build a sense of local pride.

3. Objective/purpose of the proposal.

The objective is to providing a safe, designated space for equestrians to park their trailers, load and unload their horses, tack up (groom and saddle), and untack their equine partners. The vision for the Horse Park has always included a space near the rest area for this purpose because the existing parking area at W.E. Johnson is narrow and not designed for horse trailer parking. Large horse trailers are unable to turn and park if cars are in the lot. Sometimes, unknowingly, regular vehicles create a hazard by parking too close or blocking trailers. The new staging / parking area will be near the equine rest area where horse trailers can safely park and riders can tie their horses while preparing them to ride. The Trail Obstacle Course, improved trails, and renovation of the jump area add interest and value to this popular equestrian park.

4. Schedule.

The Purple Sage Riders and community volunteers will provide most of the work necessary to complete the proposal per the implementation schedule.

5. Maintenance considerations.

PSR is considering an Adopt-a-Park plan with the City to formalize the maintenance we continue to provide at RHP. As a nonprofit organization, part of our mission is to provide trail maintenance and service to ensure public lands remain open for stock use.

PSR and local equestrians are committed to the future of this project and have demonstrated their support to continued maintenance. Native landscaping continues to be hand-watered as needed. The first two years of monitoring shows a great need for weed abatement. The areas mowed last year have little tumbleweed growth, but a long-term plan needs to be developed that includes a timeline of when mowing and spraying should occur in order to obtain the best benefit.

Richland Horse Park
2021 Park Partnership Application

PURPLE SAGE RIDERS, BCHW

Cash Donations

Amount to Meet Project Minimums	Amount Received	Amount Pending	Difference
\$12,283	\$5,233	\$7,050	--

Item Donations

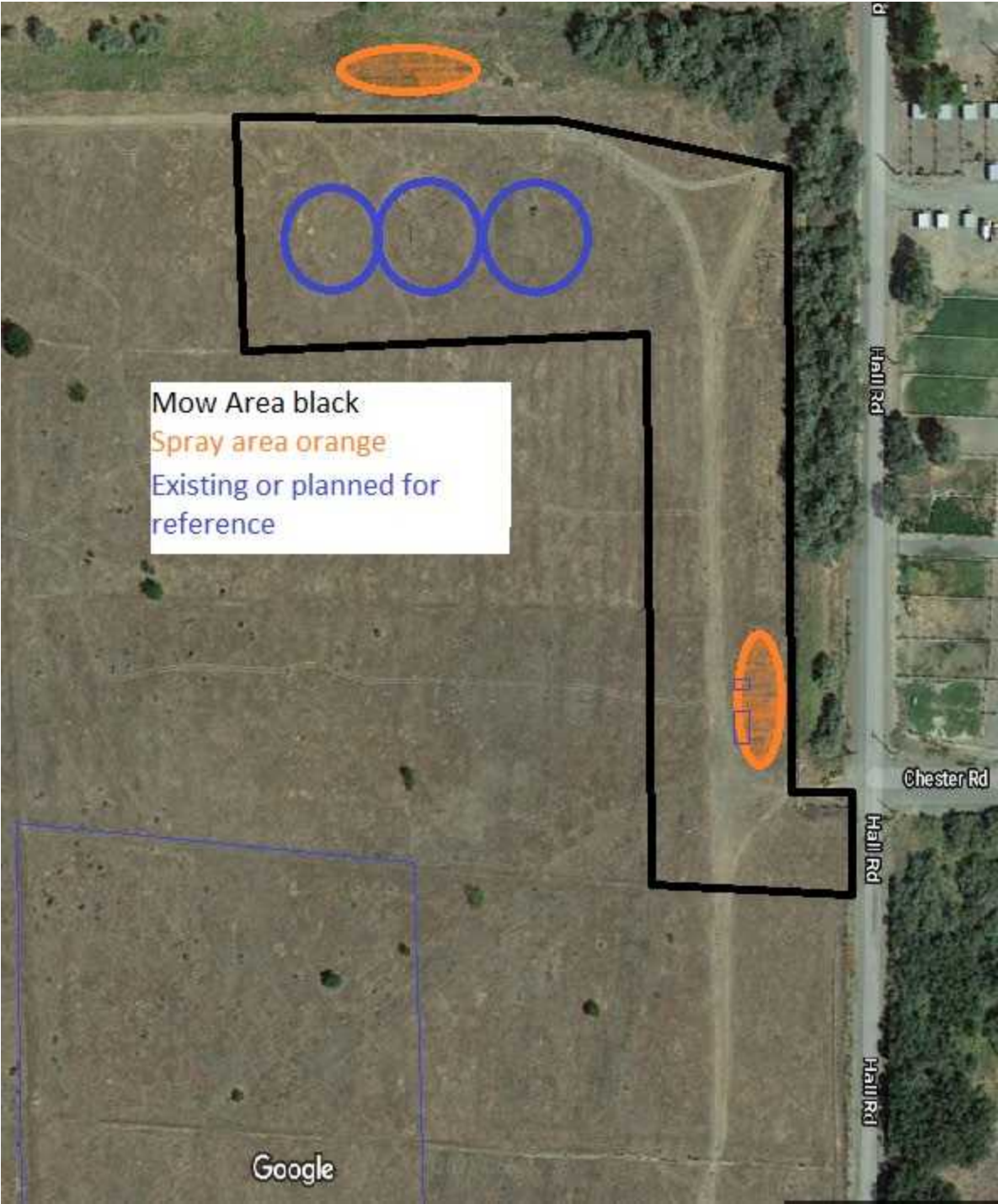
Donor / Item(s)	Value Rcv'd	Value Pending
PSR / 8' Cavaletti (3) @ \$150 ea	\$450	
Artistic Tree / 3 logs, delivered	\$400	
Garden Genies / 2 Trees + native plants	\$300	
PSR / Tractor Tires	\$150	
Tapteal Native Plants		\$100
Totals (as of 2/18)	\$1,300	\$100

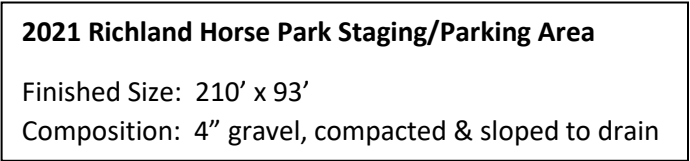
Cash Expense Details

Construction supplies	\$ 550
Tri Cities Asphalt	\$10,914
City Fees	\$ 50
Signage	\$ 600
Misc	\$ 169
Total	\$12,283

Donor Name / Organization	Amount Rcv'd	Amount Pending
City of Richland Match (TBD 3/11)		\$5,000
Purple Sage Riders (approved 2/18)	\$2,000	
Benton REA	\$1,000	
BCHA Grant (submitted 1/26; TBD 4/1)		\$1,000
Richland Riders Club (approved 2/17)		\$1,000
Rattlesnake Ridge Riders (approved 2/11)	\$ 250	
Dr. Menks Mobile Animal Vet	\$ 300	
Carol Lynn-Denhoed	\$ 250	
Tri Cities Equestrian Center	\$ 150	
40 Something Cowgirls (TBD 2/18)	\$100*	
Bill & Mary Bennett	\$ 500	
Carl Baker	\$ 100	
Ranch & Home	\$ 100	
Pat Foster	\$ 100	
Blandina Valenzuela		
George Hagen	\$ 100	
Franklin Co Saddle Club (Tack Swap)	\$ 58	
Home Depot voucher (Richland store)		\$ 50
Sue Marie Duffy 40SC (2/18)		
Daren & Heather Moorman	\$ 200	
Cynthia Macfarlan	\$ 25	
Totals (as of 2/18)	\$5,233	\$7,050

- 40sc will make an additional donation in September.





2021 Richland Horse Park Staging/Parking Area

Key to symbols:

 = Trail

 = Native plant groupings

 = Shade trees (seedless, thornless honey locust)

 = Perimeter barrier constructed from telephone poles to match parking area at WE Johnson

 = Signage, Purple Sage Riders Happy Trails

 = Signage, ENTER and Horse Trailer Parking Only

 = Signage, Horse Trailer Parking Only

 = Signage, EXIT ONLY

 = Existing signage, relocate out of staging / parking area

 = Repurpose ecology blocks to create barrier / seating under shade trees

Richland Horse Park

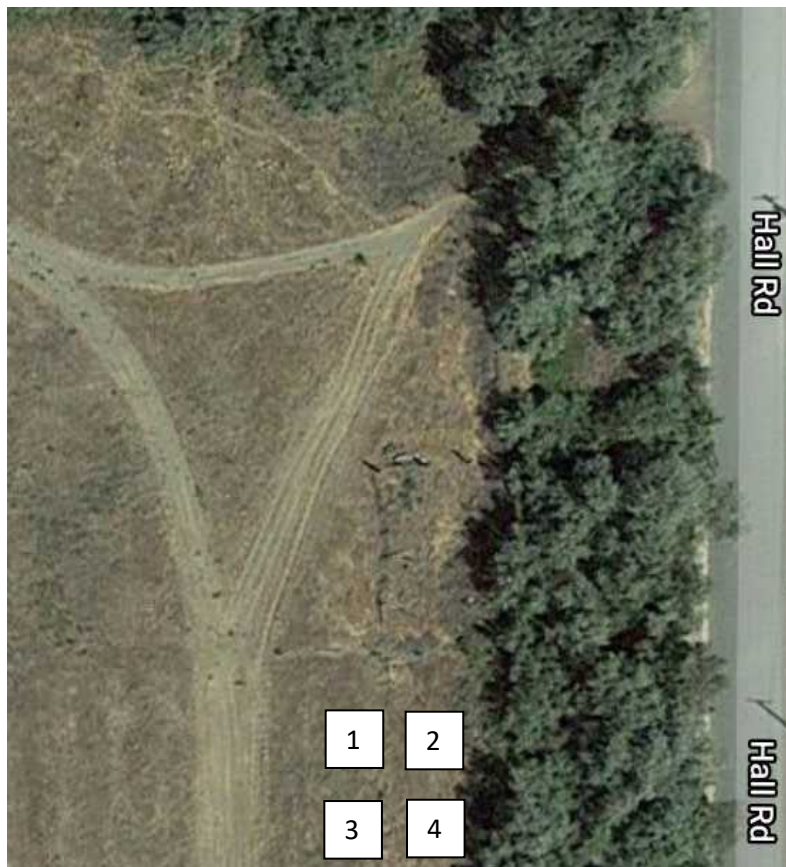
2021 Trail Obstacle Course & Jump Renovation Plan

PURPLE SAGE RIDERS, BCHW

Trail Obstacle Course

The Richland Horse Park was established in 2019 through a partnership of the City of Richland, the RHP Focus Group, the Purple Sage Riders chapter of the Back Country Horsemen of Washington, and other local equestrian groups and community volunteers. The trailhead is located at the intersection of Hall Road and Chester in Richland, WA 99354.

The Purple Sage Riders propose a trail obstacle course for the Horse Park designed to present the horse and rider with navigation challenges that mimic naturally occurring trail situations. The course would initially be about 200 feet long with 4 physically made obstacles. It is free and open to all horsemen during most of the year. Every horseman is expected to clean up and adhere to leave no trace guidelines.



Obstacle 1 = WAGON WHEEL

Goal = Improve horse eye – hoof coordination; requires accurate foot placement to avoid tripping.

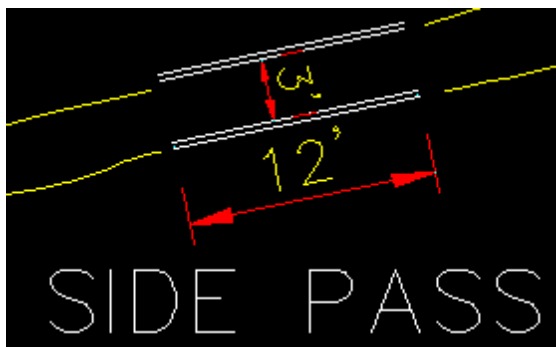


Supply List

- (1) 2" x 6" x 12' pressure-treated wood for spokes to attach
- (5) 4" x 4" x 12' pressure-treated wood for spokes
- Hardware, concrete

Obstacle 2 = SIDE PASS

Goal = Improve rider control; practice moving hindquarters and forehand independently.



Supply List

- (2) 4" x 4" x 12' pressure-treated wood attached parallel to ground with 3' gap.
- Hardware, concrete

Obstacle 3 = UP / DOWN

Goal = Improve horse depth / height perception; practice rider navigation over uneven terrain.



Supply List

- 1 Large tractor tire, about 6' diameter X 18" tall
- Concrete fill pieces found within the park and gravel for base.
- Concrete cap

Obstacle 4 = SQUEEZE

Goal = Improve horse and rider confidence traveling through confined spaces.



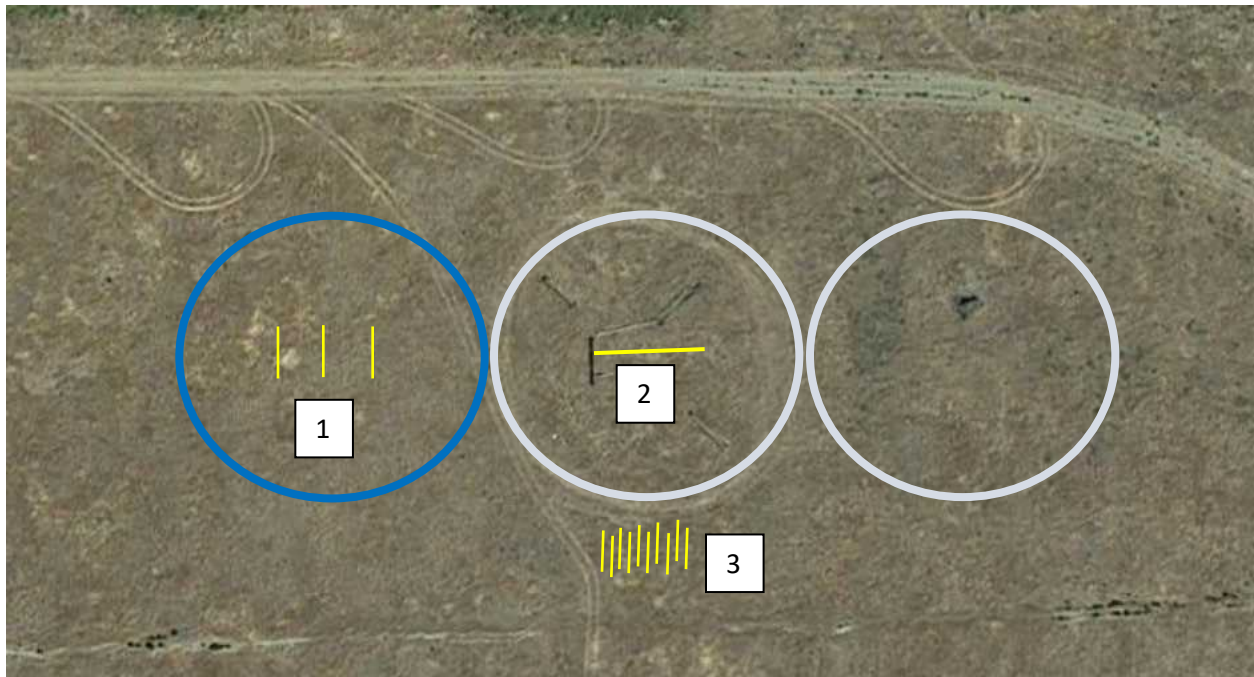
Supply List

- 2 Large tractor tires, about 6' diameter X 18" tall

Renovation of Jump Course / Training Circles

The existing Jump Course is worn out and badly in need of renovation. It includes about 8 remnant jumps used in the late 1970's – early 1980's as part of eventing / cross-country equestrian competitions, a few logs still usable, a string of walk – trot cavaletti that need new boards, a tree log pedestal, and 2 straw bales still usable. The jumps are located within training circles and the cavaletti are located to the south of the circles.

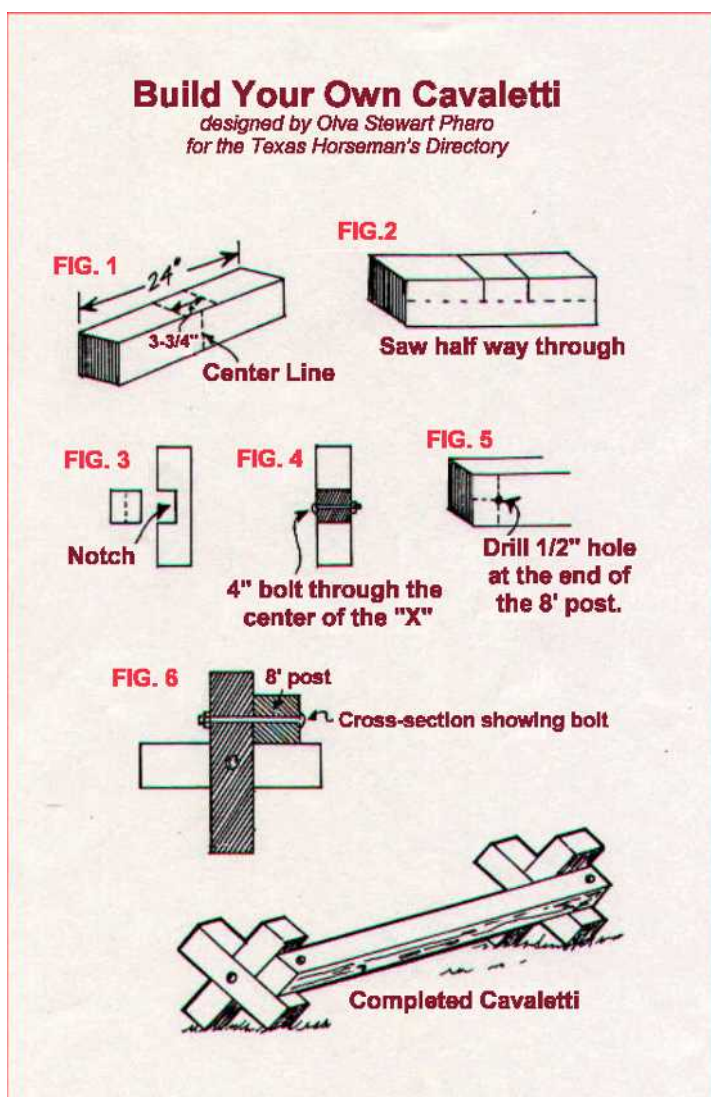
The Purple Sage Riders propose to add one additional 22-meter training circle for a total of three and remove worn out jumps replacing them with three new 8' jump cavaletti (1) and fresh-cut sizable logs (2). The existing walk – trot cavaletti will get replacement 8' wood peeler cores to eliminate sharp ends and will remain south of the training circles (3). Existing usable logs, tree log pedestal, and straw bales will remain. Deteriorated logs with no hardware will be repurposed elsewhere on site to create bird habitat.



Examples of worn out jumps:



Examples of fresh-cut logs and design of jump cavaletti:



STREDWICK
STABLES

RICHLAND
RIDERS
CLUB

TCEC
(TRI CITIES
EQUESTRIAN
CENTER)



NOTE: This site plan is for informational purposes and is NOT TO SCALE.

Key to Site Plan for Richland Horse Park 2021 Proposals



= 210' X 93' Staging / Parking Area, ~ 4" gravel, bounded by telephone poles mounted on "feet"



= Add Bypass Trail (to go diagonally from Northwest corner to staging / parking area)
& relocate trail around staging / parking area



= Add 22 Meter Training Circle (link to existing 22 meter training circles)



= Signage (1 Enter Only, 2 Exit Only, 3 Trailer Parking,



= Purple Sage Riders welcome sign



= Relocate existing signage



= Trees (2 honey locust, thornless/seedless)



= Manure Stations (repurpose existing ecology blocks)



= Side Pass (obstacle)



= Tractor Tire Up/Down (obstacle)



= Wagon Wheel (obstacle)



= Tractor Tire Squeeze (obstacle)



= Logs (add seating for demo area or use for jump circle)



= Log (replace broken jump)



= Cavaletti (3)

NOTE: ALL ITEMS IN GREY ARE EXISTING FEATURES AND ARE INCLUDED FOR REFERENCE ONLY.



City of Richland Parks and Public Facilities Department

2021 Park Partnership Program Application

Introduction:

The City of Richland is pleased to offer matching fund grants to eligible applicants making capital improvements to City parks, trails, open space and recreational facilities. The 2021 program year is budgeted at \$20,000.

Goals:

1. Improve or increase park and recreational opportunities for the general public.
2. Encourage private investment and participation in developing City Park and recreational amenities.
3. Enhance quality of life in Richland.

Program Guidelines:

1. To be eligible, projects must be located upon City-owned Park, facility, or recreational property, or within publicly accessible land or easements.
2. The program is open to service and civic groups, athletic and sports organizations, neighborhood park user groups and non-profit organizations.
3. Projects should be in conformance with park master plans, as applicable.
4. The project must be a construction, enhancement, or renovation project that provides its principle benefit to the general public.
5. Park Partnership Program applicants are required to provide a minimum match of one private dollar for each public dollar requested. Match may consist of cash, donated labor, donated materials, use of construction equipment or architectural/landscape design services.
 - a. Volunteer labor is valued at \$25.43 per hour.
 - b. Donated equipment value will be valued at the price of the commercial equipment rental rate.
 - c. Donated professional services will be valued at the "reasonable and customary" rate.
6. Projects shall be consistent and complimentary with surrounding land uses and neighborhood character and not create hazards or impact the functionality or usability of the park or facility.

Project Time Line:

Application Due Dates

Applicant must attend mandatory open-house zoom meeting on Thursday, February 4, 2021. Please contact Stacy Jackson, Contracts Administrator, at stjackson@ci.richland.wa.us to schedule your meeting time. All meetings will be pre-scheduled between the hours of 4:00pm – 6:00pm.

Application must be submitted by close of business on March 3, 2021.

Project Time Limit

All projects must be completed within one (1) year of execution of the contract. Awards will be rescinded for projects not ready for contracting within thirty (30) days of award.

Excess Monies

A second call for applications will be made in the fall of the same calendar year if there are unused funds from the initial disbursement.

Project Evaluation:

Written applications will be reviewed by the Director of Parks and Public Facilities to determine eligibility. Projects which fall within program guidelines will be forwarded to the Parks and Recreation Commission (PRC) and scheduled for mandatory five (5) minute oral presentation. The PRC will make a funding recommendation to the Richland City Council. A second five (5) minute presentation to the PRC will be made following completion of the project.

Applications that support the attached 2020 PRC goals will be provided greater consideration to receive funding than those that do not support the goals of the PRC.

Applicant Responsibilities:

Applicants are required to present a written narrative of the proposed project. This written narrative shall not be more than two pages (12-point font, 1" margins, and single sided) and include the following criteria:

1. Overview of the project design and budget
2. Description of primary beneficiary of the project including estimate of the number of people served
3. Objective/purpose of the proposal
4. Schedule
5. Maintenance Considerations

At the conclusion of the project the applicant shall complete the Final Work Plan, Budget Plan, and Match Pledge sheets and submit them to the City. The applicant shall contact staff upon completion of the project to schedule a final inspection, presentation date, and begin the project closeout and reimbursement process.

Application Instructions:

Project Applications: Applications may be obtained online.

Application Form: This form describes the project location, a brief description, contact person information and project costs.

Work Plan: List in chronological order, the specific steps you will take to complete this project. Next to each step identify who will be responsible for the activity and the estimated completion date.

Budget Plan: Complete each section of the budget plan and list each item needed to complete your project. Calculate the total cost for each section (include tax) and identify how each item will be covered (Cash, In-Kind, or City Mach).

Match Pledged: This form is provided to help solicit and gather match pledges. Applicant match can be pledged or secured at the time of application. Pledged means that the donor has made a verbal promise to provide the match item; secured means that the donor has signed the application's Match Pledged/Secured Form to confirm the commitment.



City of Richland Parks and Recreation Department

Park Partnership Program Application

Project Information

Name of Park: REACH Museum

Project Location in Park: Outdoor Learning Area

Brief Description of Project:

Upgrades and enhancements for REACH Museum Ripple Trail which features native plants of the Hanford Reach National Monument. Providing hands-on learning opportunities for students and visitors to experience the natural beauty of the Columbia Basin.

(Attach narrative from the "Applicant Responsibilities Section")

Contact Information

Name (First and Last): Rosanna Sharpe

Organization Representing: REACH Museum

Contact Address: 1943 Columbia Park Trail

City/State/ZIP: Richland, WA 99352

Home Phone: 206-566-8815

Work Phone: 509-943-4100

FAX: 509-221-1520

E-mail: rosannas@visitthereach.org

Project Cost

Amount from City (*maximum amt. \$5,000*): \$ \$3,400

Cash from Applicant: \$ \$3,760

"In-Kind" Amount (*Applicant and Other Sources*): \$ \$1,017

Cash Other Sources: \$ \$500

Total Project Cost: \$ \$8,677

DUE DATE: Close of business Wednesday, March 3, 2021



City of Richland Parks and Public Facilities Department Budget Plan

Budget Description: Please use this space to provide a brief description of the budget for your project.

Budget includes REACH staff and volunteer time to upgrade and enhance the Ripple Trail pathway. Planting 150 native plants, borders and installing interpretive signage on the Ripple Trail.

Income Section (examples: cash on hand, business donations, individual donors, etc.):

Income – Confirmed: List sources of income that are confirmed at the time of application submission. This should include cash on hand that you are contributing to the project.

Income – Anticipated: List sources of income that are anticipated, but not confirmed at the time of application submission. This should include City match amount you are requesting.

Requested City Match Amount: List amount under "Income-Anticipated."

Item Description:	Income – Confirmed	Income - Anticipated
Labor - Trail Upgrades & Enhancements	2000	
Labor - Planting	200	1017
Materials, Signs, Rentals	560	500
Native Plants	600	
Administrative Costs	400	
Requested City Match Amount		3400
Total:	3760	4917

Expense Section:

Expense – Cash: List all project expenses that will be paid in cash. The total should equal the combined total of the Income Section.

In-Kind Amount: List the dollar value of any donated goods and services.

City Match Amount: List the portion of the line item that you plan to cover with your City match dollars. This amount should match the "Requested City Match Amount" listed above.

Item Description:	Expense – Cash	In-Kind Amount – Value of Donated Goods & Services	City Match Amount
Labor-Trail	2000		2000
Labor-Planting	200	1017	
Administrative Costs	400		400
Materials, Signs, Equipment Rental	560	500	400
Plants	600		600
Total:	3760	1517	3400

Expense Description: Please use this space to provide any additional information you might feel is necessary.

The schedule for completing the project will be based on the seasonal timing of purchasing and planting the native plants.



City of Richland
Parks and Public Facilities Department

Match Pledge / Secured Form

The following individuals, businesses, and organizations have made a commitment to donate the following items to _____ for its "In Kind" match.
(Applicant Name)

Type of Work	Print Name (First and Last)	Address and Zip	Phone Number	Volunteer Hours	Estimated Value	Signature

Title and Description of Project

REACH Outdoor Learning Area Enhancement: Ripple Trail

Objectives of Project

The REACH Museum plans to add interpretive signage and landscaping to a 12,100 sq. ft. outdoor area of the museum, turning an underutilized space into a teaching area and exhibit. The space between the south wall of the building and the parking lot was originally shaped to mimic current ripples created by Ice Age floods. A pathway has been created over these ripples, passing by boulders that were carried to the Columbia Basin by the floods. The trail allows visitors to experience the terrain kinesthetically rather than just visually, and also encourages closer observation of the rocks and plants. Thoughtful placement of native plants will make the visual effect of the ripples clearer from a distance.

This enhancement will create a clear connection between the landscaping of the exhibit area and the natural heritage of our region, reflecting the architectural themes of the building. The experience of installing and caring for the new plants provides a service-learning opportunity for volunteer groups.

Methods to be Used

The trail itself is nearly completed with the construction of landscape features (ripple terrain, boulder placement) 63 ft. remains to be covered with gravel. Additional river rock is needed to define borders.

Interpretive signage content is designed by REACH education staff and expert partners. Signs are produced by iZone Imaging, a supplier to many museums, zoos, and parks. Panels are made of high-pressure laminate with a 10-year warranty against breakage and fading. The mounts are single-pedestal, in-ground posts, installed by facilities staff with the help of volunteers. Two interpretive signs will be placed at the Ripple Trail, one at either end, and the other three signs at various outdoor exhibit locations.

REACH staff is consulting with the Heritage Gardens program of the Benton and Franklin Conservation Districts to select appropriate plants for this area. Native plants that require little water, are well-adapted to the local climate, and reflect the natural beauty of our region will be chosen and installed in the fall of 2021. Reach staff will supervise and assist a team of volunteers with plant installation. Volunteers desiring a service-learning experience are being recruited, and will learn about the value of the particular species. Supplemental hand-watering will be handled by REACH staff and interns, if recommended.

On the attached diagram, steps 1 and 2 are already completed, steps 3 and 4 are partially completed. We plan to complete steps 5 and 6 with this partnership, and step 7 will be completed at a later time.

Anticipated Results of the Project

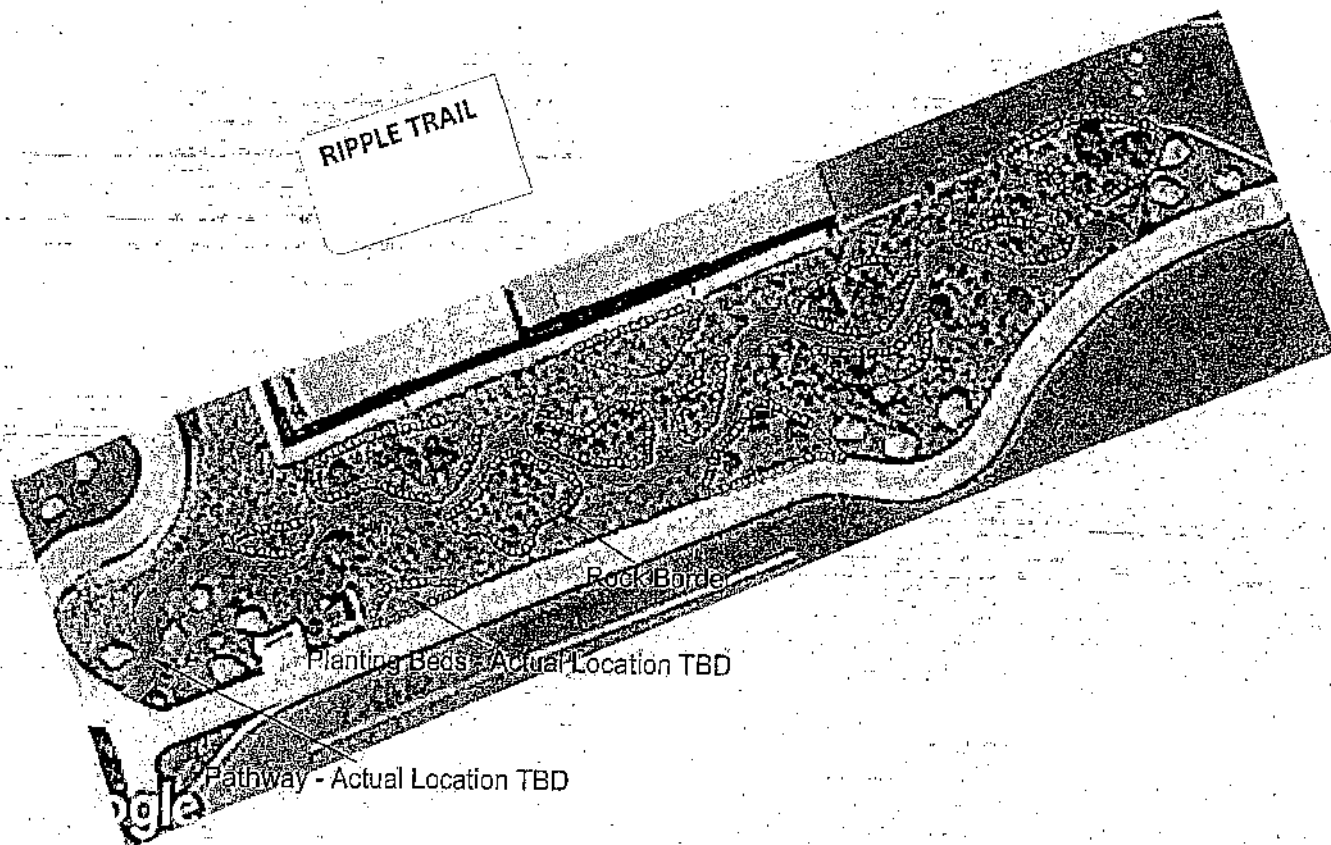
We know that these changes will enhance the value of this outdoor space for museum visitors as well as park users and passersby. This outdoor exhibit space will become much more interactive, and therefore attractive to a wider variety of visitors. A greater understanding of the geologic features builds a sense of pride in our community and region.

REACH education staff also looks forward to having this additional space that can be used for educational programs, allowing us to accommodate larger groups.

Estimated Number of People Served: 13,000

Hanford Reach Interpretive Center
Nature Walk - Shrub Steppe Example
Prepared by: Benton Conservation District, HLW
August 1, 2018

37
1



Notes:

- Step 1 - Define desired path through the area taking into consideration clumps of existing vegetation to be retained.
- Step 2 - Remove unwanted vegetation from proposed path using mechanical and chemical control methods as necessary.
- Step 3 - Apply 4 inches of crushed basalt to create the pathway. It may be necessary to remove soil to create a level surface for path installation.
- Step 4 - Delineate planting beds along the path using 4"-6" rock border.
This will allow REACH staff to perform chemical control outside of designated planting areas without the fear of killing desired species.
- Chemical control inside planting beds should be limited to hand pulling and the use of a pre-emergent.
- Step 5 - Remove unwanted plant material from planting beds.
- Step 6 - Plant additional desired species.
- Step 7 - Add informational placards to help visitors and staff identify plants.

REACH Outdoor Learning Area Enhancement: Ripple Trail

PROJECT BUDGET

Expenses	Description	Vendor	Cost
Pea Gravel	Trail – 3 cubic yds.	Beaver Bark	\$300
River Rock	4”– 6” Border Plant Beds – 1 cubic yd.	Beaver Bark	\$55
Equipment Rental	Tiller Rental – 1 Week	Sunbelt	\$195
Spray	Existing Vegetation	Home Depot	\$40
Pathway Weed Barrier	Landscape Fabric Weed Barrier	Home Depot	\$120
PVC Pipe	60ft. PVC Pipe-Irrigation System	Home Depot	\$150
Outdoor Signage	5 Interpretive Signs – 12” x 18”	iZone	\$600
Native Plants	150 Transplanted	Local Nursery	\$1,200
REACH Labor-Trail	2 staff x 80 hours = 160 hours	REACH	\$4,000
REACH Labor-Planting	2 staff x 4 hours = 8 hours	REACH	\$200
REACH Admin Costs	Grant Administration	REACH	\$800
Volunteer Labor	Planting – 10 volunteers x 4 hours	Volunteers	\$1017
Total			\$8,677



City of Richland Parks and Public Facilities Department

2021 Park Partnership Program Application

Introduction:

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Goals:

1. Improve or increase park and recreational opportunities for the general public.
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**City of Richland
Parks and Recreation Department**

**Park Partnership Program
Application**

Project Information

Name of Park: ^{The Parkway}

Project Location in Park: ^{Public easement in front of entrance to The Players Theater}

Brief Description of Project:

A 14' landscaped circle by The Theater will be converted into an outdoor live performance space for mini events with inlaid art. The revamped space will reduce maintenance, increase usability and display info on the location's history and art.

(Attach narrative from the "Applicant Responsibilities Section")

Contact Information

Name (First and Last): ^{Kristin Suter}

Organization Representing: ^{Richland Parkway Improvement Association (RPIA)}

Contact Address: ^{70 McMurray St}

City/State/ZIP: ^{Richland, WA 99354}

Home Phone: ⁵⁰³⁻²⁶⁰⁻³²⁶⁵

Work Phone:

FAX:

E-mail: ^{jupiterinthepark@zoho.com}

Project Cost

Amount from City (*maximum amt. \$5,000*): \$ ¹⁰⁰⁰

Cash from Applicant: \$ ^{26,780}

"In-Kind" Amount (*Applicant and Other Sources*): \$ ⁰

Cash Other Sources: \$ ¹⁸⁰⁰

Total Project Cost: \$ ^{28,580}

DUE DATE: Close of business Wednesday, March 3, 2021



**City of Richland
Parks and Public Facilities Department**

Work Plan

Steps	Responsible Party	Completion Date
Construct Metal artwork	Joseph Rastovich	Completed 2020
Structural engineering of pedestal	Meier Architecture & Engineering	Completed 2019
Remove current landscaping and cap irrigation system	Richland Players Theater	mid Spring 2021
Backfill area according to specs provided by the concrete technician	Richland Players Theater	mid Spring 2021
Fabricate Plaque for pedestal	TM Signs	mid Spring 2021
Electrical construction	Magnum Electric Services	late Spring 2021
Concrete construction and art	Cameron Umbridge, concrete technician	late Spring 2021



City of Richland Parks and Public Facilities Department

Budget Plan

Budget Description: Please use this space to provide a brief description of the budget for your project.

The RPIA has allocated \$30,000 in their fiscal budget for capital improvements in the Parkway. Expensive have already accrued and the organizations anticipates being able to meet all financial obligations.

Income Section (examples: cash on hand, business donations, individual donors, etc.):

Income – Confirmed: List sources of income that are confirmed at the time of application submission. This should include cash on hand that you are contributing to the project.

Income – Anticipated: List sources of income that are anticipated, but no confirmed at the time of application submission. This should include City match amount you are requesting.

Requested City Match Amount: List amount under "Income-Anticipated."

Item Description:	Income – Confirmed	Income - Anticipated
Cash on hand	30,000	
Business donation		1,800
Requested City Match Amount		1,000
Total:	30,000	2,800

Expense Section:

Expense – Cash: List all project expenses that will be paid in cash. The total should equal the combined total of the Income Section.

In-Kind Amount: List the dollar value of any donated goods and services.

City Match Amount: List the portion of the line item that you plan to cover with your City match dollars. This amount should match the "Requested City Match Amount" listed above.

Item Description:	Expense – Cash	In-Kind Amount – Value of Donated Goods & Services	City Match Amount
Plaque/pedestal	5,700		
Metal art and concrete inlay	18,080		
Electrical routing	3,800		
Demo of landscaping/irrigation			1,000
Incidentals	2,420		
Total:	30,000	0	1,000

Expense Description: Please use this space to provide any additional information you might feel is necessary.

Two 501c orgs are investing in this project: The RPIA and The Players Theater.

In lieu of direct monetary grant, we will happily accept the use of The City's arborist and systems engineers to transplant the tree in another park and cap irrigatio



Match Pledge / Secured Form

The following individuals, businesses, and organizations have made a commitment to donate the following items to _____ for its "In Kind" match.

(Applicant Name)

[illegible]



Overview of the project design and budget

The public easement area to be redesigned is a landscaped 14 foot circle adjacent to The Players Theater public entrance. It is maintained by the Players Theater, which is costly, labor intensive, and not the best use of the space. The landscaping will be replaced with maintenance free artwork and the public area converted into an outdoor live performance event space. The revamped space will be of direct use to the Richland Farmers Market and The Players Theater for live performances. The redesign will include inlayed metal and concrete art with a pedestal describing the art and location's history. The site will include accessible electrical service drawn from the city grid to provide power for performances.

Line Item	Budget
Remove current landscaping and cap irrigation system	\$1000
Backfill area according to specs provided by the concrete technician	\$800
Metal Artwork (already purchased)	\$2280
Structural engineering of pedestal (already purchased)	\$3000
Plaque for pedestal	\$2700
Electrical Bid	\$3,800
Concrete Bid	\$15,000
Total	\$28,580

Two 501c organizations are financially investing in this project: The Richland Parkway Improvement Association and The Players Theater.

Primary beneficiary of the project and estimate of the number of people served

The proposed project will be located in The Parkway, featuring a classic Main Street vibe with locally owned shops, restaurants, and services. Tourists and locals who patronize The Parkway will find the artwork as a happy accident, or intentionally seek it as the artwork is a part of a larger plan within the Columbia Basin to create a scaled solar system in size and distance to the Sun, located at the Reach Museum. The Players will use the staging space prior to the play's curtain call to perform live acts coordinating with the play's theme. The Farmers Market hosts musical performances and will use the space to accommodate large group performers. Specifically, it will increase park and rec opportunities for the annual 7,500 theater patrons and the 8,000 Friday morning farmers' market shoppers. Annual events supported by The Parkway's BID will also have access to the space.



Objective/purpose of the proposal

The objective is to provide access to art, education, and culture to The Parkway and The City of Richland. It may seem this a duplicate project with the orbital markers proposal by SILAS, but it is a separate entity, is not sharing funds, and the planetary sculpture has already been funded. The orbital markers only identify the distance a planet is from the sun, is experienced while walking along the Sacagawea Trail, and will include every planet that passes across the trail including a marker for Jupiter. This project is an artistic rendering of Jupiter, is scaled both in size and distance from the sun. This proposal, in addition to being a scaled model, will incorporate an impressionistic view of the planet as viewed by ancient Greeks. The planet itself will only be a mere 4 feet in diameter, while the space to be redesigned is a large 14 ft circle, and will transform the area into a more usable space. Currently, the location is not being maximized to its potential, is a drain on current resources (weeding, planting annuals, and watering) with minimal benefit, while the new design will provide a better quality experience for visitors to The Parkway.

In lieu of a direct monetary grant, we would be happy to accept the use of The City's arborist and systems engineers to transplant the tree in another park and cap off the irrigation respectively.

Schedule

Initiate and complete by end of Spring 2021- the electrician and concrete technician are ready to install the work, the metal artwork has been fabricated. We require permission from The City to draw current from The City grid, remove the landscaping, cap the irrigation, and accept the artwork as a donation. Approximately \$7,100 has been spent with the understanding this was project was desired by all parties involved.

Maintenance considerations

The Players Theater has committed to maintaining the hardscape in a similar manner to maintaining the current landscaping, and city codes for public easement, i.e. keeping clear of debris and litter.

All parts of the project have been designed with minimal maintenance requirements. The pedestal, metal fabrication, and concrete art is designed to withstand heavy pedestrian traffic, winter freezes, and summer heat.



Proposed electrical service route and current irrigation





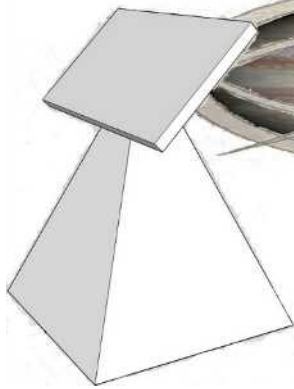
Future Design



4 metal inlays
representing 4 originally
discovered moons



Pedestal
40" tall by 30" square base



4ft diameter metal inlay





City of Richland Parks and Public Facilities Department

2021 Park Partnership Program Application

Introduction:

The City of Richland is pleased to offer matching fund grants to eligible applicants making capital improvements to City parks, trails, open space and recreational facilities. The 2021 program year is budgeted at \$20,000.

Goals:

1. Improve or increase park and recreational opportunities for the general public.
2. Encourage private investment and participation in developing City Park and recreational amenities.
3. Enhance quality of life in Richland.

Program Guidelines:

1. To be eligible, projects must be located upon City-owned Park, facility, or recreational property, or within publicly accessible land or easements.
2. The program is open to service and civic groups, athletic and sports organizations, neighborhood park user groups and non-profit organizations.
3. Projects should be in conformance with park master plans, as applicable.
4. The project must be a construction, enhancement, or renovation project that provides its principle benefit to the general public.
5. Park Partnership Program applicants are required to provide a minimum match of one private dollar for each public dollar requested. Match may consist of cash, donated labor, donated materials, use of construction equipment or architectural/landscape design services.
 - a. Volunteer labor is valued at \$25.43 per hour.
 - b. Donated equipment value will be valued at the price of the commercial equipment rental rate.
 - c. Donated professional services will be valued at the "reasonable and customary" rate.
6. Projects shall be consistent and complimentary with surrounding land uses and neighborhood character and not create hazards or impact the functionality or usability of the park or facility.

Project Time Line:

Application Due Dates

Applicant must attend mandatory open-house zoom meeting on Thursday, February 4, 2021. Please contact Stacy Jackson, Contracts Administrator, at stjackson@ci.richland.wa.us to schedule your meeting time. All meetings will be pre-scheduled between the hours of 4:00pm – 6:00pm.

Application must be submitted by close of business on March 3, 2021.

Project Time Limit

All projects must be completed within one (1) year of execution of the contract. Awards will be rescinded for projects not ready for contracting within thirty (30) days of award.

Excess Monies

A second call for applications will be made in the fall of the same calendar year if there are unused funds from the initial disbursement.

Project Evaluation:

Written applications will be reviewed by the Director of Parks and Public Facilities to determine eligibility. Projects which fall within program guidelines will be forwarded to the Parks and Recreation Commission (PRC) and scheduled for mandatory five (5) minute oral presentation. The PRC will make a funding recommendation to the Richland City Council. A second five (5) minute presentation to the PRC will be made following completion of the project.

Applications that support the attached 2020 PRC goals will be provided greater consideration to receive funding than those that do not support the goals of the PRC.

Applicant Responsibilities:

Applicants are required to present a written narrative of the proposed project. This written narrative shall not be more than two pages (12-point font, 1" margins, and single sided) and include the following criteria:

1. Overview of the project design and budget
2. Description of primary beneficiary of the project including estimate of the number of people served
3. Objective/purpose of the proposal
4. Schedule
5. Maintenance Considerations

At the conclusion of the project the applicant shall complete the Final Work Plan, Budget Plan, and Match Pledge sheets and submit them to the City. The applicant shall contact staff upon completion of the project to schedule a final inspection, presentation date, and begin the project closeout and reimbursement process.

Application Instructions:

Project Applications: Applications may be obtained online.

Application Form: This form describes the project location, a brief description, contact person information and project costs.

Work Plan: List in chronological order, the specific steps you will take to complete this project. Next to each step identify who will be responsible for the activity and the estimated completion date.

Budget Plan: Complete each section of the budget plan and list each item needed to complete your project. Calculate the total cost for each section (include tax) and identify how each item will be covered (Cash, In-Kind, or City Mach).

Match Pledged: This form is provided to help solicit and gather match pledges. Applicant match can be pledged or secured at the time of application. Pledged means that the donor has made a verbal promise to provide the match item; secured means that the donor has signed the application's Match Pledged/Secured Form to confirm the commitment.



City of Richland Parks and Recreation Department

Park Partnership Program Application

Project Information

Name of Park: Riverwalk west from Bateman Island to SR240; and Columbia Point Marina Park

Project Location in Park: Adjacent to the existing walkway

Brief Description of Project:

The Hanford Reach Solar System is installing Orbital Markers to show the orbital pathway of 4 planets: Venus, Earth, Mars, and Ceres. The sun is the Solar Arches at The Reach Museum and three additional Orbital Markers are currently being installed.

(Attach narrative from the "Applicant Responsibilities Section")

Contact Information

Name (First and Last): Trevor Macduff

Organization Representing: SILAS Education

Contact Address: 3909 W. Wernett Rd

City/State/ZIP: Pasco, WA 99301

Home Phone: 5092050557

Work Phone: 5092050557

FAX: n/a

E-mail: Trevor@silaseducation.org

Project Cost

Amount from City (*maximum amt. \$5,000*): \$ 5000

Cash from Applicant: \$ 4400

"In-Kind" Amount (*Applicant and Other Sources*): \$ 10300

Cash Other Sources: \$ 2200

Total Project Cost: \$ 16700

DUE DATE: Close of business Wednesday, March 3, 2021



City of Richland Parks and Public Facilities Department Budget Plan

Budget Description: Please use this space to provide a brief description of the budget for your project.

Installation labor- donated by FE&C
 Basalt- 50% discount from Woods Nursery
 Cutting- 33% discount from Drilling and Sawing Services, Inc
 Additional funding from donors and naming rights

Income Section (examples: cash on hand, business donations, individual donors, etc.):

Income – Confirmed: List sources of income that are confirmed at the time of application submission. This should include cash on hand that you are contributing to the project.

Income – Anticipated: List sources of income that are anticipated, but no confirmed at the time of application submission. This should include City match amount you are requesting.

Requested City Match Amount: List amount under "Income-Anticipated."

Item Description:	Income – Confirmed	Income - Anticipated
Basalt	300	
Basalt Cutting	800	
Artwork and installation	2600	2200
Fast signs	500	
Requested City Match Amount		5000
Total:	4200	7200

Expense Section:

Expense – Cash: List all project expenses that will be paid in cash. The total should equal the combined total of the Income Section.

In-Kind Amount: List the dollar value of any donated goods and services.

City Match Amount: List the portion of the line item that you plan to cover with your City match dollars. This amount should match the "Requested City Match Amount" listed above.

Item Description:	Expense – Cash	In-Kind Amount – Value of Donated Goods & Services	City Match Amount
Basalt installation	0	\$8000	
Basalt Cutting	\$800	\$400	\$800
Artwork and installation	\$4800	1600	4200
Basalt columns	300	300	n/a
Fast signs plaques	500		
Total:	6400	10,300	5000

Expense Description: Please use this space to provide any additional information you might feel is necessary.

This is the continuation and completion of the Orbital Markers for Richland's park system. My students have also designed concept sculptures for each planet representing its history, exploration, discovery, mythology, and geology.



City of Richland
Parks and Public Facilities Department

Match Pledge / Secured Form

The following individuals, businesses, and organizations have made a commitment to donate the following items to
SILAS Education _____ for its "In Kind" match.

(Applicant Name)

Type of Work	Print Name (First and Last)	Address and Zip	Phone Number	Volunteer Hours	Estimated Value	Signature
Basalt Installation	Richard French, FE&C	3240 Richardson Rd, Richland, WA 99354	509.375.1608		8000	Electronically via text
Basalt Columns	Zane Wood, Wood's Nursery	2615 Van Giesen, Richland, WA 99354	943.1926		300	Electronically via text
Basalt Cutting	Josh, Drilling and Sawing Services, Inc	1124 E 23rd Ave, Kennewick, WA 99337	509.521.5146		400	Electronically via text
Artwork discount	Joseph Rastovich, Savvio, LLC	404 S. AGUA MANSA CT. KENNEWICK, WA 99338	509-308-7647		1600	Electronically via text

HANFORD REACH SOLAR SYSTEM- OVERVIEW

Introduction:

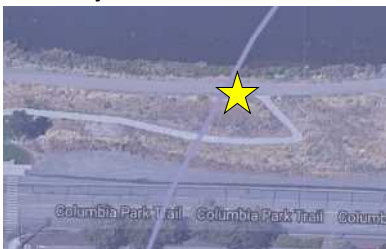
The Hanford Reach Solar System is a scaled model of our Solar System. It consists of a 40-ft diameter Sun (Solar Arches) located at The Reach Museum and artwork representing Solar System's planets and their orbits. The project includes creating matching ORBITAL MARKERS to be located at scaled distances from the Sun along the various riverfronts as well as PLANETARY SCULPTURES located at partner organizations throughout the greater Mid-Columbia. The ORBITAL MARKERS are similar markers demonstrating the scaled orbit of each planet with an informative plaque detailing the scale and directing visitors to more information. The PLANETARY SCULPTURES demonstrate the orbital distance **and** planetary diameter in the same scale in an artistic feature. The Reach museum hosts the Solar Arches as the Sun, and the rest of the planetary objects will be installed outside the campus of The Reach. An online map showing the orbits of the planets overlaid on Google Earth can be found here: <https://bit.ly/2W1Atbz>.

Purpose of Project/Statement of Need

The Hanford Reach Solar System offers unprecedented opportunities for the Mid-Columbia region with regards to education, tourism, community events, and recreation. A scaled model of the solar system allows families and teachers to recognize the vast expanse of space while they educate their children and students. The exhibit also becomes a draw for tourism to the region, enhancing our region and bringing people to patronize our businesses. Various community groups can integrate the solar system into their events. Imagine running from the Earth sculpture to the Solar Arches in less than 8 minutes! You've just run faster than the speed of light!! Most of all, these sculptures create a reason for families to get outside and explore our community. This project engages our community in learning, exploration, and activities as a part of the fabric of who we are in the Mid-Columbia.

PROPOSAL: This proposal is for matching funds to **install 4 markers denoting the orbits of Mercury, Venus, Mars, and Ceres**. Each marker would consist of a basalt column secured in a concrete base and topped with a corten steel replica of the Solar Arches. A stainless-steel plaque would detail the orbital and diameter measurements for the actual and scale sizes as well as direct visitors to learn more information online.

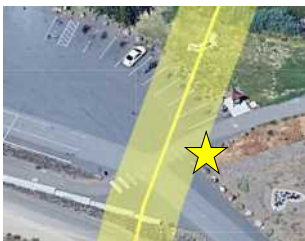
Mercury:



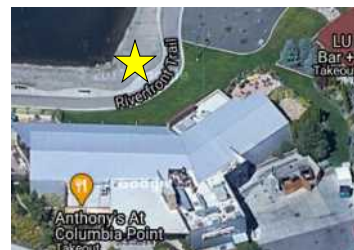
Mars:



Venus:



Ceres:



Overview of Project

- **Orbital Markers:**

Along our city Riverwalks there will be basalt pillars with a miniature sculpture of the Solar Arches placed at the scaled distance to each planet. An informative plaque will tell about the project and the scaled diameter. These are designed to blend with our natural environment by using basalt and corten steel to connect with our regional landscape. A stainless steel cut plaque will provide information about each planet and direct visitors to more information on The Reach website.

- **Locations/Sizes:**

Subject to final approval of each actual location by the recipient, the Orbital Markers will be placed along the Riverwalk at the following (straight line) scaled distances from the Reach Solar Arches using spheres of the following scaled diameters:

➤ Mercury:	0.3 miles	➤ Ceres:	2.2 miles	➤ Neptune:	24.5 miles
➤ Venus:	0.6 miles	➤ Jupiter:	4.2 miles	➤ Pluto:	32.2 mil
➤ Earth:	0.8 miles	➤ Saturn:	7.8 miles		
➤ Mars:	1.2 miles	➤ Uranus:	15.6 miles		

- **Project Implementation:**

Riverwalk- Orbital Markers:

- Orbital Markers will be along the Riverwalks in our various municipalities. Extending from the Solar Arches, conversations with the parks departments of Richland, Kennewick, and Pasco will deem appropriate installation sites and coordinate with additional stakeholders for compliance.
- SILAS Education has a resolution stating Joseph Rastovich of Savvio, Inc will be the sculptor for installation of the Orbital Markers.
- SILAS Education will coordinate fundraising efforts with the various entities to ensure payment is made in a timely manner.
- Manage construction and completion of the project consistent with the selected phasing, obtain appropriate approval and upon completion formally turn markers over to the managing municipality.
- Upon completion, the Orbital Markers will be turned over to the receiving municipality for liability and maintenance. SILAS Education will retain a support role to ensure the project remains viable and useful for the community.

- **Project Cost Estimate:**

- Orbital Markers: Based on preliminary designs (see Enclosure) the total cost of supplying, installing and finishing each marker is estimated at \$4,000 - \$4,500. This estimate excludes maintenance and other hosting costs. Total cost of the 7 markers (which is the max to fit in any one city) is estimated at \$28,000-\$32,000.



HANFORD REACH SOLAR SYSTEM PROJECT

**ORBITAL MARKER: COR-TEN (A588) STEEL MINI ARCHES OVER BASALT COLUMN w/LASER CUT 10ga
STAINLESS STEEL PLAQUE OVER COR-TEN STEEL BASE PLATE**

(Design by J. Rastovich/T. Macduff)



BASALT HEIGHT (above ground): ~ 30 inches

BASALT WIDTH (diameter): ~ 24 inches

MINI-ARCHES: COR-TEN (A588) STEEL FLAT STOCK $\frac{1}{2}$ " X 1"

MINI-ARCHES BASE: COR-TEN (A588) STEELPLATE $\frac{1}{4}$ " X 20" DIA

PLAQUE: LASER CUT 10ga STAINLESS STEEL SHEET 18" DIA

MINI-ARCH/PLAQUE ANCHORING TO BASALT: TBD



City of Richland Parks and Public Facilities Department

2021 Park Partnership Program Application

Introduction:

The City of Richland is pleased to offer matching fund grants to eligible applicants making capital improvements to City parks, trails, open space and recreational facilities. The 2021 program year is budgeted at \$20,000.

Goals:

1. Improve or increase park and recreational opportunities for the general public.
2. Encourage private investment and participation in developing City Park and recreational amenities.
3. Enhance quality of life in Richland.

Program Guidelines:

1. To be eligible, projects must be located upon City-owned Park, facility, or recreational property, or within publicly accessible land or easements.
2. The program is open to service and civic groups, athletic and sports organizations, neighborhood park user groups and non-profit organizations.
3. Projects should be in conformance with park master plans, as applicable.
4. The project must be a construction, enhancement, or renovation project that provides its principle benefit to the general public.
5. Park Partnership Program applicants are required to provide a minimum match of one private dollar for each public dollar requested. Match may consist of cash, donated labor, donated materials, use of construction equipment or architectural/landscape design services.
 - a. Volunteer labor is valued at \$25.43 per hour.
 - b. Donated equipment value will be valued at the price of the commercial equipment rental rate.
 - c. Donated professional services will be valued at the "reasonable and customary" rate.
6. Projects shall be consistent and complimentary with surrounding land uses and neighborhood character and not create hazards or impact the functionality or usability of the park or facility.

Project Time Line:

Application Due Dates

Applicant must attend mandatory open-house zoom meeting on Thursday, February 4, 2021. Please contact Stacy Jackson, Contracts Administrator, at stjackson@ci.richland.wa.us to schedule your meeting time. All meetings will be pre-scheduled between the hours of 4:00pm – 6:00pm.

Application must be submitted by close of business on March 3, 2021.

Project Time Limit

All projects must be completed within one (1) year of execution of the contract. Awards will be rescinded for projects not ready for contracting within thirty (30) days of award.

Excess Monies

A second call for applications will be made in the fall of the same calendar year if there are unused funds from the initial disbursement.

Project Evaluation:

Written applications will be reviewed by the Director of Parks and Public Facilities to determine eligibility. Projects which fall within program guidelines will be forwarded to the Parks and Recreation Commission (PRC) and scheduled for mandatory five (5) minute oral presentation. The PRC will make a funding recommendation to the Richland City Council. A second five (5) minute presentation to the PRC will be made following completion of the project.

Applications that support the attached 2020 PRC goals will be provided greater consideration to receive funding than those that do not support the goals of the PRC.

Applicant Responsibilities:

Applicants are required to present a written narrative of the proposed project. This written narrative shall not be more than two pages (12-point font, 1" margins, and single sided) and include the following criteria:

1. Overview of the project design and budget
2. Description of primary beneficiary of the project including estimate of the number of people served
3. Objective/purpose of the proposal
4. Schedule
5. Maintenance Considerations

At the conclusion of the project the applicant shall complete the Final Work Plan, Budget Plan, and Match Pledge sheets and submit them to the City. The applicant shall contact staff upon completion of the project to schedule a final inspection, presentation date, and begin the project closeout and reimbursement process.

Application Instructions:

Project Applications: Applications may be obtained online.

Application Form: This form describes the project location, a brief description, contact person information and project costs.

Work Plan: List in chronological order, the specific steps you will take to complete this project. Next to each step identify who will be responsible for the activity and the estimated completion date.

Budget Plan: Complete each section of the budget plan and list each item needed to complete your project. Calculate the total cost for each section (include tax) and identify how each item will be covered (Cash, In-Kind, or City Mach).

Match Pledged: This form is provided to help solicit and gather match pledges. Applicant match can be pledged or secured at the time of application. Pledged means that the donor has made a verbal promise to provide the match item; secured means that the donor has signed the application's Match Pledged/Secured Form to confirm the commitment.



**City of Richland
Parks and Recreation Department**

**Park Partnership Program
Application**

Project Information

Name of Park: ^{Heritage Hills}

Project Location in Park: ^{Rock Wall, Rock beds along front and side of the park}

Brief Description of Project:

We will add colored perennials, shrubs, and grasses to the rockery areas in front and behind the fence. We will redo existing drip line to water the new plantings. We will add drip line to the side of the park where we will plant grasses and shrubs.

(Attach narrative from the "Applicant Responsibilities Section")

Contact Information

Name (First and Last): ^{Becky Mayer}

Organization Representing: ^{Sundance Ridge HOA}

Contact Address: ^{424 Sundance Dr}

City/State/ZIP: ^{Richland, Wa 99352}

Home Phone: ⁵⁰⁹⁵³⁹⁷³¹⁴

Work Phone: ⁵⁰⁹⁵³⁹⁷³¹⁴

FAX:

E-mail: ^{beck_mayer@charter.net}

Project Cost

Amount from City (*maximum amt. \$5,000*): \$ ²⁰⁰⁰

Cash from Applicant: \$ ⁰

"In-Kind" Amount (*Applicant and Other Sources*): \$ ⁰

Cash Other Sources: \$ ²⁰⁰⁰

Total Project Cost: \$ ⁴⁰⁰⁰

DUE DATE: Close of business Wednesday, March 3, 2021



City of Richland Parks and Public Facilities Department Budget Plan

Budget Description: Please use this space to provide a brief description of the budget for your project.

The Sundance Ridge HOA is donating \$2000 to make park improvements. We are asking the city of Richland for matching funds of \$2000 to complete the project.

Income Section (examples: cash on hand, business donations, individual donors, etc.):

Income – Confirmed: List sources of income that are confirmed at the time of application submission. This should include cash on hand that you are contributing to the project.

Income – Anticipated: List sources of income that are anticipated, but not confirmed at the time of application submission. This should include City match amount you are requesting.

Requested City Match Amount: List amount under "Income-Anticipated."

Item Description:	Income – Confirmed	Income - Anticipated
HOA Donation	\$2000	
Requested City Match Amount		\$2000
Total:	\$2000	\$2000

Expense Section:

Expense – Cash: List all project expenses that will be paid in cash. The total should equal the combined total of the Income Section.

In-Kind Amount: List the dollar value of any donated goods and services.

City Match Amount: List the portion of the line item that you plan to cover with your City match dollars. This amount should match the "Requested City Match Amount" listed above.

Item Description:	Expense – Cash	In-Kind Amount – Value of Donated Goods & Services	City Match Amount
Trees, perennials, Shrubs, grasses	1250		1250
Extreme Landscape labor	500		500
Irrigation supplies	250		250
Total:	2000	0	2000

Expense Description: Please use this space to provide any additional information you might feel is necessary.

Extreme Landscape maintains our park and sprinkler system. They will be planting and install the drip line and any necessary sprinkler repairs and planting the shrubs, etc. in the rock bed areas.



The following individuals, businesses, and organizations have made a commitment to donate the following items to Heritage Hills Park for its “In Kind” match.

[illegible]

From: [Mayer Family](#)
To: [Jackson, Stacy](#)
Subject: Re: Application
Date: Wednesday, March 3, 2021 12:33:21 PM

HERITAGE HILLS PARK

Heritage Hills Park is a small neighborhood park located on Heritage Hills Dr. and Sundance Dr. It was established in 2014 and is approximately .75 acres. Over the years, the Sundance Ridge HOA has worked closely with the city of Richland to keep this park a desired location for our community members to spend time at.

The project will be to enhance the overall look of the park. Currently the park has a large grass area surrounded by rockeries, and rock beds. We would like to add plants, native grasses, and shrubs which will add color and texture throughout the seasons to the rock areas. Along with the plantings we will need to add drip lines for irrigation.

The budget for this project is \$4000 with the Sundance Ridge HOA donating \$2000. We are asking the city of Richland to match this donation.

The Heritage Hills Park serves approximately 4,500 residents which includes Sundance Ridge, Sundance Estates, and Hills West neighborhoods.

The objective of the proposal is to ask the city to match the HOA funds for enhancing the park and keeping it a place where community members can bring their families to enjoy the much needed green space.

Our goal is to have the project completed by the end of May 2021 so our community can enjoy the park for spring, summer and fall seasons.

The Sundance Ridge HOA fully maintains the park and will continue to do so.

Sent from my iPhone

Sent from my iPhone

> On Mar 3, 2021, at 10:23 AM, Jackson, Stacy <stjackson@ci.richland.wa.us> wrote:

>

> Good morning Becky.

> Thank you for following up. I did receive the application via Seamless docs, but I didn't see an attachment. If you would like to send me your written narrative via email, please send it directly to me and I will add it to your packet for the Commissioners to review.

>

> Thank you.

> Stacy

>

> -----Original Message-----

> From: Mayer Family <beck_mayer@charter.net>

> Sent: Tuesday, March 2, 2021 7:12 PM

> To: Jackson, Stacy <stjackson@CI.RICHLAND.WA.US>

> Subject: Application

>

> Good evening

> I just wanted to make sure you received both the written application and the application I submitted via the city of Richland website for the Heritage Hills park partnership. I didn't get a confirmation so I just wanted to make sure it was received.

> Thank you

> Becky Mayer

>

> Sent from my iPhone

>

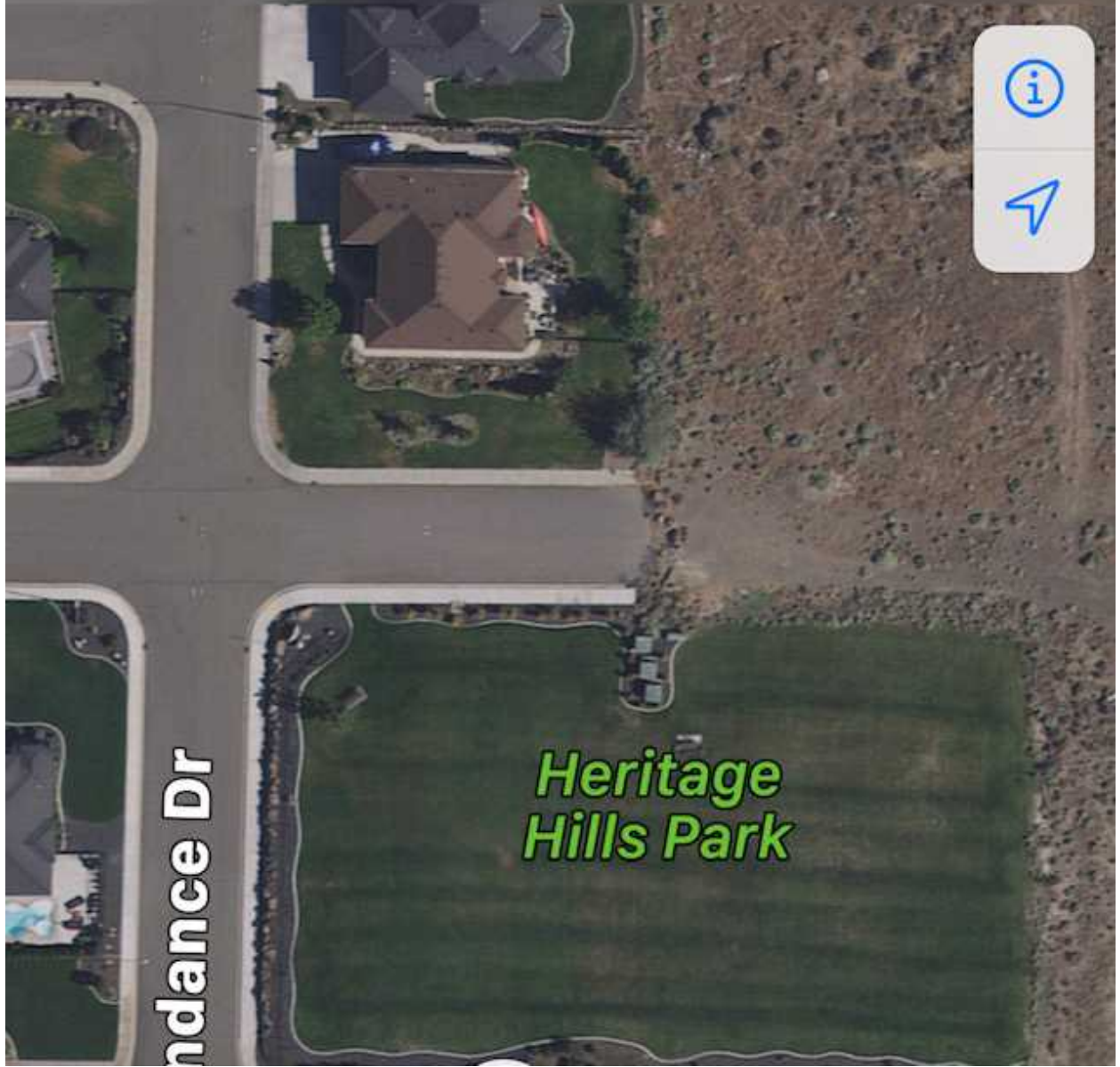
> Disclaimer: Emails and attachments sent to or from the City of Richland are public records subject to release

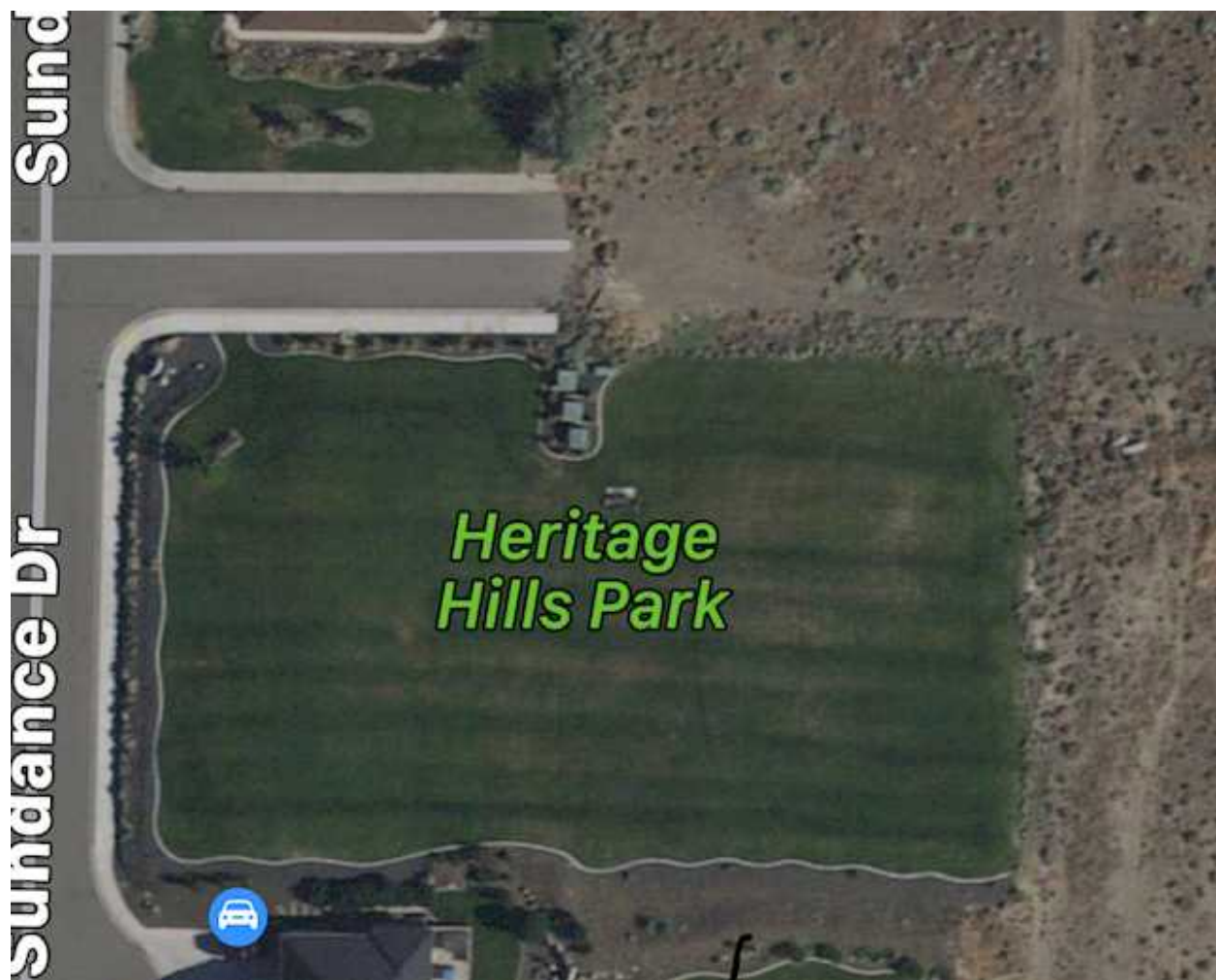
under the Washington Public Records Act, Chapter 42.56 RCW. Sender and Recipient have no expectation of privacy in emails transmitted to or from the City of Richland.

AT&T LTE

12:47 PM

83%







City of Richland Parks and Public Facilities Department

2021 Park Partnership Program Application

Introduction:

The City of Richland is pleased to offer matching fund grants to eligible applicants making capital improvements to City parks, trails, open space and recreational facilities. The 2021 program year is budgeted at \$20,000.

Goals:

1. Improve or increase park and recreational opportunities for the general public.
2. Encourage private investment and participation in developing City Park and recreational amenities.
3. Enhance quality of life in Richland.

Program Guidelines:

1. To be eligible, projects must be located upon City-owned Park, facility, or recreational property, or within publicly accessible land or easements.
2. The program is open to service and civic groups, athletic and sports organizations, neighborhood park user groups and non-profit organizations.
3. Projects should be in conformance with park master plans, as applicable.
4. The project must be a construction, enhancement, or renovation project that provides its principle benefit to the general public.
5. Park Partnership Program applicants are required to provide a minimum match of one private dollar for each public dollar requested. Match may consist of cash, donated labor, donated materials, use of construction equipment or architectural/landscape design services.
 - a. Volunteer labor is valued at \$25.43 per hour.
 - b. Donated equipment value will be valued at the price of the commercial equipment rental rate.
 - c. Donated professional services will be valued at the "reasonable and customary" rate.
6. Projects shall be consistent and complimentary with surrounding land uses and neighborhood character and not create hazards or impact the functionality or usability of the park or facility.

Project Time Line:

Application Due Dates

Applicant must attend mandatory open-house zoom meeting on Thursday, February 4, 2021. Please contact Stacy Jackson, Contracts Administrator, at stjackson@ci.richland.wa.us to schedule your meeting time. All meetings will be pre-scheduled between the hours of 4:00pm – 6:00pm.

Application must be submitted by close of business on March 3, 2021.

Project Time Limit

All projects must be completed within one (1) year of execution of the contract. Awards will be rescinded for projects not ready for contracting within thirty (30) days of award.

Excess Monies

A second call for applications will be made in the fall of the same calendar year if there are unused funds from the initial disbursement.

Project Evaluation:

Written applications will be reviewed by the Director of Parks and Public Facilities to determine eligibility. Projects which fall within program guidelines will be forwarded to the Parks and Recreation Commission (PRC) and scheduled for mandatory five (5) minute oral presentation. The PRC will make a funding recommendation to the Richland City Council. A second five (5) minute presentation to the PRC will be made following completion of the project.

Applications that support the attached 2020 PRC goals will be provided greater consideration to receive funding than those that do not support the goals of the PRC.

Applicant Responsibilities:

Applicants are required to present a written narrative of the proposed project. This written narrative shall not be more than two pages (12-point font, 1" margins, and single sided) and include the following criteria:

1. Overview of the project design and budget
2. Description of primary beneficiary of the project including estimate of the number of people served
3. Objective/purpose of the proposal
4. Schedule
5. Maintenance Considerations

At the conclusion of the project the applicant shall complete the Final Work Plan, Budget Plan, and Match Pledge sheets and submit them to the City. The applicant shall contact staff upon completion of the project to schedule a final inspection, presentation date, and begin the project closeout and reimbursement process.

Application Instructions:

Project Applications: Applications may be obtained online.

Application Form: This form describes the project location, a brief description, contact person information and project costs.

Work Plan: List in chronological order, the specific steps you will take to complete this project. Next to each step identify who will be responsible for the activity and the estimated completion date.

Budget Plan: Complete each section of the budget plan and list each item needed to complete your project. Calculate the total cost for each section (include tax) and identify how each item will be covered (Cash, In-Kind, or City Mach).

Match Pledged: This form is provided to help solicit and gather match pledges. Applicant match can be pledged or secured at the time of application. Pledged means that the donor has made a verbal promise to provide the match item; secured means that the donor has signed the application's Match Pledged/Secured Form to confirm the commitment.



**City of Richland
Parks and Recreation Department**

**Park Partnership Program
Application**

Project Information

Name of Park: ^{Grayhawk Phase 3}

Project Location in Park: ^{Adjacent to Tapteal Trail}

Brief Description of Project:

Expand the new native plant garden and install a bench that overlooks the Yakima River.

(Attach narrative from the "Applicant Responsibilities Section")

Contact Information

Name (First and Last): ^{Dirk Peterson}

Organization Representing: ^{Tapteal Greenway}

Contact Address: ^{PO Box 2002}

City/State/ZIP: ^{Richland, WA 99352}

Home Phone: ⁵⁰⁹⁻⁵²¹⁻⁵⁴³⁷

Work Phone:

FAX:

E-mail: ^{taptealgreenway@gmail.com}

Project Cost

Amount from City (*maximum amt. \$5,000*): \$ ^{1,400.00}

Cash from Applicant: \$ ^{0.00}

"In-Kind" Amount (*Applicant and Other Sources*): \$ ^{1,800.00}

Cash Other Sources: \$ ^{0.00}

Total Project Cost: \$ ^{3,200.00}

DUE DATE: Close of business Wednesday, March 3, 2021



City of Richland
Parks and Public Facilities Department

Work Plan

Steps	Responsible Party	Completion Date
Install bench	Tapteal Greenway	07/31/21
Install landscape rock border	Tapteal Greenway	08/31/21
Remove weeds and water existing plants	Tapteal Greenway	10/31/21
Install plants, watering tubes and signs	Tapteal Greenway	12/10/21
Supplemental watering and weeding	Tapteal Greenway	12/10/21



City of Richland Parks and Public Facilities Department

Budget Plan

Budget Description: Please use this space to provide a brief description of the budget for your project.

Tapteal Greenway will satisfy its match through volunteer labor and the donation of a bench. The City match will be used to cover cash expenses.

Income Section (examples: cash on hand, business donations, individual donors, etc.):

Income – Confirmed: List sources of income that are confirmed at the time of application submission. This should include cash on hand that you are contributing to the project.

Income – Anticipated: List sources of income that are anticipated, but not confirmed at the time of application submission. This should include City match amount you are requesting.

Requested City Match Amount: List amount under "Income-Anticipated."

Item Description:	Income – Confirmed	Income - Anticipated
NA		
Requested City Match Amount		1,400.00
Total:	0.00	1,400.00

Expense Section:

Expense – Cash: List all project expenses that will be paid in cash. The total should equal the combined total of the Income Section.

In-Kind Amount: List the dollar value of any donated goods and services.

City Match Amount: List the portion of the line item that you plan to cover with your City match dollars. This amount should match the "Requested City Match Amount" listed above.

Item Description:	Expense – Cash	In-Kind Amount – Value of Donated Goods & Services	City Match Amount
Volunteer labor		1,400.00	
Donated bench		400.00	
Supplies			200.00
Plants			800.00
Plant ID markers			400.00
Total:	0.00	1,800.00	1,400.00

Expense Description: Please use this space to provide any additional information you might feel is necessary.

If the plants are more expensive than anticipated the additional cost will be redistributed from other expenses.



(Applicant Name)

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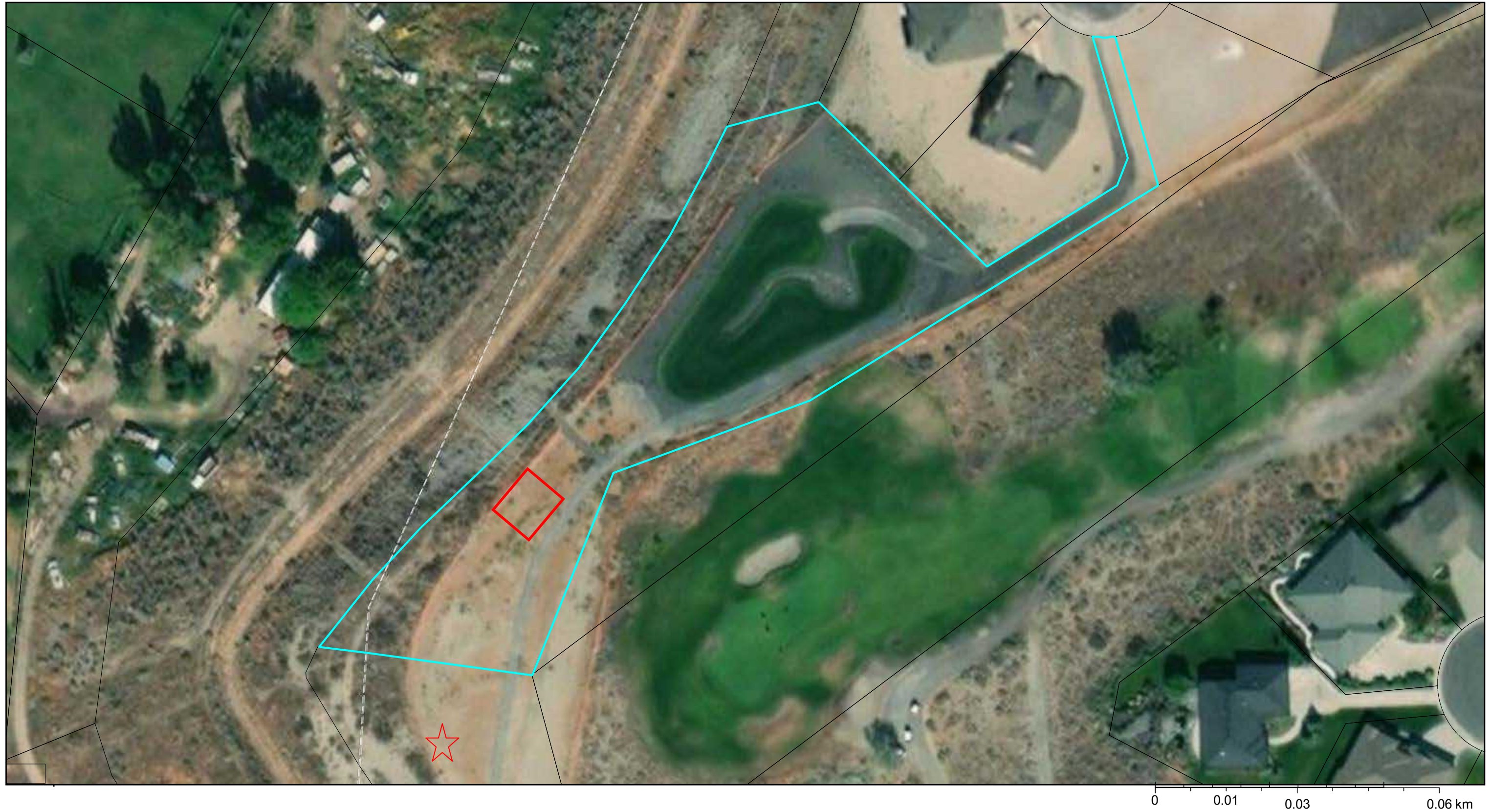
2021 Tapteal Greenway Proposal – Grayhawk Improvements

Last year Tapteal Greenway completed a project to create a roughly 50'x50' native plant garden on a City owned parcel in the Grayhawk Phase 3 development. This year we would like to perform additional improvements consisting of additional native planting and installing a bench overlooking the Yakima River.

The attachments show the locations of the planting area and the bench as well as a picture of the type of bench to be installed.

The plants would be the same selection planted last year but with the addition of desert parsley: Munro's globemallow, snow buckwheat, Indian ricegrass, needle & thread grass, bluebunch wheatgrass, green rabbitbrush, blue mountain prairie clover and sand penstemon. A variety of seeds, along with some seedlings, were planted in the area last fall. The resultant germination will determine the mix of plants to be purchased, but 10-20 of each species is expected. The plants will be installed with watering tubes.

Grayhawk Phase 3 Tract B



The red box indicates the location of the planting.

The red star indicates the location of the bench.

The planting and most of the trail is on parcel 129082030002000.

The bench is located on parcel 129082000005000



A bench identical to this will be installed. This bench was installed in 2016.



The red arrow shows the approximate location of the bench.
The red rectangle indicates the planting area.



This view is after coming up from the river and heading towards the planting area.
The red arrow shows the approximate location of the bench.