

City of Richland Resolution No. 100-20 temporarily designates virtual locations for all municipal meetings. This meeting will be conducted remotely via Zoom. Members of the public may attend this meeting remotely by selecting the Zoom link or by calling the phone numbers provided. 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 during the meeting. Public comments will be limited to three minutes per speaker.



## Agenda

Parks and Recreation Commission Meeting

Thursday, March 10, 2022 - 6:00 p.m.

Join the Zoom meeting [here](#)

Public Meeting Access: (206) 337-9723 or (253) 215-8782

Meeting ID No. 814 1092 7563

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**Commission Members:** Chair Buel, Vice-Chair Brooks and Members Aldous, Arnquist, Gutierrez, Henry, Lunstad, Mason and Sullivan

**Liaisons:** Council Liaison: Kent  
Council Liaison Alternate: Richardson  
Staff Liaison: Schiessl

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

#### **Welcome**

#### **Pledge of Allegiance**

#### **Roll Call**

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

Approval of the March 10, 2022 Parks and Recreation Commission Meeting Agenda

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

Approval of the February 24, 2022 Parks and Recreation Commission Special Meeting Minutes

Approval of the February 24, 2022 Parks and Recreation Commission Workshop Minutes

#### **Council Liaison Report:**

#### **Recreation Report:**

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

#### **Public Comments:**

#### **Presentations:**

#### **Unfinished Business:**

#### **New Business:**

- I. 2022 Park Partnership Program Application Review
  - Stacy Jackson

**Commission Comments:**

**Adjournment**

**The next Parks and Recreation Commission Workshop is Thursday, March 24, 2022**  
**The next Parks and Recreation Commission Meeting is Thursday, April 14, 2022**

This meeting is broadcast live on CityView Channel 192 and online at [ci.richland.wa.us](http://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 509-942-7389.



## **MINUTES**

### **Richland Parks and Recreation Commission Special Meeting**

#### **Remote Meeting**

**Thursday, February 24, 2022 ~ 6:00 p.m.**

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#### **CALL TO ORDER:**

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

#### **ATTENDANCE:**

Chair Buelt, Vice Chair Brooks and Commissioners Aldous, Arnquist, Gutierrez, Mason, Henry, and Lunstad were present.

Commissioner Sullivan was absent.

Also, in attendance were Parks and Public Facilities Director Schiessl, Recreation Manager Jackson, and Council Liaison Alternate Richardson.

#### **APPROVAL OF THE FEBRUARY 24, 2022 SPECIAL MEETING AGENDA:**

Commissioner Gutierrez moved to approve the February 24, 2022 Parks and Recreation Commission Special Meeting agenda. Commissioner Mason seconded the motion. Motion approved 8-0.

#### **APPROVAL OF THE JANUARY 13, 2022 MEETING AND JANUARY 27, 2022 WORKSHOP MINUTES:**

Commissioner Lunstad moved to approve the January 13, 2022 Parks and Recreation Commission Meeting minutes. Commissioner Aldous seconded the motion. Motion approved 8-0.

Commissioner Aldous moved to approve the January 27, 2022 Parks and Recreation Commission Workshop minutes. Vice Chair Brooks seconded the motion. Motion approved 8-0.

#### **COUNCIL LIAISON REPORT:**

Council Liaison Alternate Richardson presented the Council Liaison Report. Subjects included: Purchase and sale agreement to acquire the Economy Inn Property located at 515 George Washington Way.

## **RECREATION REPORT:**

Recreation Manager Jackson presented the Recreation Report.

Subjects included: One week left for recreation youth basketball season, registration open for spring league NFL Flag Football and Aloha Series grass volleyball program, E-Activity Guide available with several options of programs and classes, and park shelter reservations are available for rent.

## **PARKS AND FACILITIES REPORT:**

Parks and Public Facilities Director Schiessl presented the Parks and Facilities Report.

Subjects included: Purchase of property, streetscape and landscape plan for the 515 George Washington Way property, Library Strategic Plan, and March 21<sup>st</sup> mask mandate and updated changes to come.

## **PUBLIC COMMENTS:**

Nancy Doran, 1516 Johnston Avenue, Richland

Ms. Doran provided statements regarding the clean-up at Leslie Groves shoreline. Ms. Doran suggested that the Parks and Recreation Commission develop a comprehensive plan to revegetate the area with native plants and pollinators. Doran stated that she believes that any major changes in this area should have involved public comment. Ms. Doran would also like to suggest how information from the public is being passed on to the Parks and Recreation Commission be readdressed.

Kelsey Kelmel, 86016 N. Harrington Road, West Richland

Ms. Kelmel provided statements regarding the maintenance work completed south of Snyder. Kelmel suggested the creation and implementation of more hyperlocal native planting citywide and holistic comprehensive maintenance practices that would create resilient ecosystems. Ms. Kelmel also suggested utilizing local resources, programs and other conservation organizations that know how the non-human species are affected, find other examples from other parks and cities that have successfully incorporated such plantings and mimic them, identify desirable native plants that already exist and incorporate practices that promote the health and spread of these species, know your plants or collaborate with those that do, provide clear messaging and signage to educate the public. Lastly, Ms. Kelmel suggested ideas on how the community could get involved to create healthy ecosystems.

Kris McKinney, 1806 Hunt Avenue, Richland

Mr. McKinney thanked the city staff for he clean-up efforts at Leslie Groves Park, adding that the clean-up addressed developing safety and fire load issues and is in favor to eradicate the Russian olive plants and create space for nature habitat in the future.

Lower Columbia Basin Audubon Society- Conservation Chair, Dana Ward,  
10112 Maple Drive, Pasco



Conservation Chair Ward shared the Audubon's concern with the removal of vegetation, tree trimming at Leslie Groves Park. Mr. Ward voiced his concerns for the welfare of the native birds and their habitat and shared how the birds in this area depend on the land for food and shelter and how the birds have been using the area for a seed source.

Jane Abel, 225 Indian Court, Richland

Ms. Abel commented on the removal of large areas of vegetation at south Leslie Groves Park. Ms. Abel stated correspondence was sent regarding the needs of wildlife and how devastating the clean-up was to the habitat. Ms. Abel agreed with the previous speaker and provided suggestions when replanting which would accommodate birds and pollinators.

Paul Knutzen, 5401 Ridgeline Drive, Kennewick

Mr. Knutzen provided statements supporting the landowners request to purchase the encroached property at Claybell Park, 341 Gleneagles Court.

Jeffrey Stevenson, 1612 Hains Avenue, Richland

Mr. Stevenson thanked the city for the clean-up efforts at Leslie Groves Park. Stevenson agreed that the clean-up has provided safety for public and welcomes the city for additional clean-up in the future.

Debbie Berkowitz, 544 Franklin St.

Ms. Berkowitz also provided statements regarding the removal vegetation Leslie Groves south, north of Snyder St. and Hains St. Levee, Berkowitz also suggested that the PRC review the letters sent by Ms. Abel. Berkowitz included statements referring to the Richland Municipal Code (RMC), Title 26 Shoreline Management. Ms. Berkowitz suggested that the PRC and staff converse with all stakeholders to discuss a plan for restoring and improving habitat for birds, pollinators, and other wildlife in this area.

Adam Fyall, 182 Alder Avenue, Richland

Mr. Fyall provided statements regarding Claybell Park Encroachment correspondence which was submitted on February 10, 2022 on behalf of Tapteal Greenway.  
(Correspondence attached)

Public Comment closed at 6:44 p.m.

## **PRESENTATIONS:**

None

## **UNFINISHED BUSINESS:**

1. Property Encroachment at Claybell Park and Owner Request to Purchase
  - Joe Schiessl, Parks and Public Facilities Director

The City acquired property adjacent to Claybell Park on April 8, 1980 known as Tract C of Willobwrook No. 1. The property at 341 Gleneagles Court, abutting Tract C, encroaches (1,348 square feet) upon the City's property and the owner is requesting to purchase the land. The encroachment is presumed to pre-exist the City's acquisition of Tract C on April 8, 1980 as the building permit for 341 Gleneagles Court was issued on September 1, 1976.

The Parks and Recreation Commission originally considered this item consistent with RMC 3.06 on January 13, 2022 and recommended on a split vote to sell the encroachment area as requested by 341 Gleneagles Court. The item was re-discussed by the PRC on January 27, 2022 based on new property ownership information (reflected in the first paragraph herein). The PRC desires to obtain additional public feedback on this item. Per the Richland Municipal Code, the Parks and Recreation Commission, Physical Planning Commission and Economic Development Committee must first make a recommendation to the Richland City Council for their final decision.

The process includes two steps. First, should the property be surplussed? Items C 1-4 in 3.06.010 (attached) must be satisfied for an affirmation of the first question. Second, if the answer to the first question is yes, and the property is declared surplus by the City Council, how will it be sold, leased, or otherwise transferred? Items A-B in 3.06.040 must be evaluated to determine the desired process. The choices are a direct negotiation with one party or a public sale or auction available to any buyer. In this case, item 3.06.040 A (direct negotiation) would apply because the adjacent owner has requested to purchase the property, the encroachment does not meet the minimum lot size of the zoning district and could not constitute a legal property, and there is no access to the encroachment site.

**No action required; the January 13, 2022 recommendation stands.**

Per Roberts Rules of Order and the City Attorney, if the Parks and Recreation Commission desires to change the January 13, 2022 recommendation, a member previously voting on the affirmative side of the split vote will need to bring a motion to rescind (or amend) the previous decision. A decision to rescind (or amend) must be approved by a two-thirds majority. Any member can make a new motion after that.

## **NEW BUSINESS:**

1. 2022 Parks and Recreation Commission (PRC) Goals  
Joe Schiessl, Parks and Public Facilities Director

The 2022 Parks and Recreation Commission Goals have been discussed and developed by the PRC at several meetings and are now ready for adoption and presentation to the City Council.

**Commissioner Gutierrez moved to adopt the 2022 Parks and Recreation Commission Goals with the following revisions:**

**P&RC Goal 2**

**Objective 2 – Review the maintenance agreements of relevant park partners to identify and recommend best practices with such groups as Friends of Badger Mountain and Tapteal Greenway Association.**

**Objective 3 – Partner with stakeholders to make recommendations for the maintenance, long term development and land use designation of Leslie Groves Park south of Snyder Street and north of Hains Levee comfort station.**

**Vice Chair Brooks seconded the motion.  
Motion approved 8-0.**

**2. Park Hours**

Joe Schiessl, Parks and Public Facilities Director

RMC 9.22.075 provides for park hours across all City parks. Draft Ordinance 2022-07 will be considered by Council February 15 and will provide opportunity to amend park hours to address exigent circumstances based on recent discussions by the Parks and Recreation Commission.

**Commissioner Lunstad moved to recommend that Council adopt Resolution No. 2022-07. Commission Aldous seconded the motion.  
Motion approved 8-0.**

**ADJOURNMENT:**

Meeting adjourned at 7:35 p.m.

Reviewed by: Joe Schiessl, Parks and Public Facilities Director

Approved by: \_\_\_\_\_  
Chair Jim Buelt, Richland Parks and Recreation Commission



10 February 2022

Joe Schiessl  
Parks & Facilities Director  
City of Richland  
625 Swift Boulevard  
Richland WA 99352

**Re: Claybell Park Encroachment**

Dear Joe:

The Tapteal Greenway board has considered the request by the homeowner at 341 Gleneagles Court to purchase land he believed was his, but is, in fact, an encroachment into Claybell Park. The homeowner requests the purchase in order to provide an adequate setback in order to undertake an improvement to his property.

The parcel being encroached upon was originally known as Tract C of Willowbrook No. 1 and was transferred to the City from The Quadrant Corporation on 8 April 1980. The adjacent home was built in 1976 and the current resident purchased the property in 1978. It has been claimed that the current fence line was established prior to the City taking ownership of the adjacent parcel in 1980.

Accepting the statement that the encroaching fence existed at the time the City took ownership of the adjacent parcel, City staff take the position that the encroachment was existing and knowable to the City and by not identifying and correcting the encroachment in 1980 the City in effect accepted the encroachment. The only party this encroachment was easily knowable to is the property owner. The obvious clue is that the two corners of the fence extend further south than the neighboring fences. The City side of the property is heavily vegetated and this fence line is not easily observed.

The homeowner has no legal claim to the property by adverse possession as adverse possession claims against municipalities are banned by RCW 7.28.090. Whether he, or the City, knew he was encroaching or not is irrelevant since legally the land in question is city land and has been since it was acquired in 1980. There is no statute of limitations to RCW 7.28.090. Just because Richland did not monitor the encroachment area does not allow the homeowner to assert any claim to it. When it is said that the land was acquired "as is", the "as is" does not legitimize the encroachment. "As is" simply means the City acquired a fence and a strip of lawn.

In reference to RCW 7.28.090 and as discussed by Oskar Rey of The Municipal Research and Services Center, which is a nonprofit organization that helps local governments across Washington State better serve their communities by providing legal and policy guidance:

"As the court observed, the government holds land for the benefit of the public. Immunizing certain public property from adverse possession claims prevents injury to the public in cases where the government cannot or does not monitor land for trespasses or encroachments."

No documentation has been submitted showing the City approved the location of the encroaching fence. It is hard to believe that a wooden fence constructed before 1980 would be replaced for the first time in 2021. Until recently a no fee permit was required by the City for fence construction. It is interesting to note that the attached site plan submitted in 2002 shows the correct property boundaries and indicates an existing fence on the west side of the property but neglects to show the encroaching fence along the south boundary.

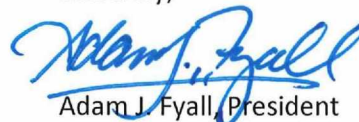
The Tapteal Greenway Board of Directors believes it is inappropriate to sell park land, especially in a case like this, as there is no clear benefit of the proposed sale to the public. This would create a detrimental precedent. Property lines are known or knowable and private encroachment, accidental or not, results in a loss of land held for the benefit of the public and wildlife. Encroachments and other forms of private misuse of public resources are not uncommon and we encourage the City to protect property lines and public property.

At this time we do not oppose a variance that would allow the homeowner to complete his project as long as the issuing of the variance and the improvement project meet City requirements and as long as the improvement does not adversely impact or fall on City land. We understand the improvement is a swimming pool and we would consider, as one example, draining of pool water into the adjacent wetland and ultimately to Amon Creek to be an unacceptable negative impact. To help prevent impacts to City land, we request that the fence be moved back to the true property line.

If however, the City elects to sell the property, we request that the sale proceeds be earmarked for trail or habitat improvements within the adjacent Amon Creek Natural Preserve.

Thank you for the opportunity to comment.

Sincerely,



Adam J. Fyall, President  
Tapteal Greenway

att: site plan

| SETBACKS |  |
|----------|--|
| RIM      |  |
| F - 20'  |  |
| R - 25'  |  |
| S - 10'  |  |

*Addition Only*

CITY OF RICHLAND  
PLANNING &  
ZONING CODES  
APPROVED  
BY *Mr R Hu*  
DATE *2-Dec-02*

*Revised*

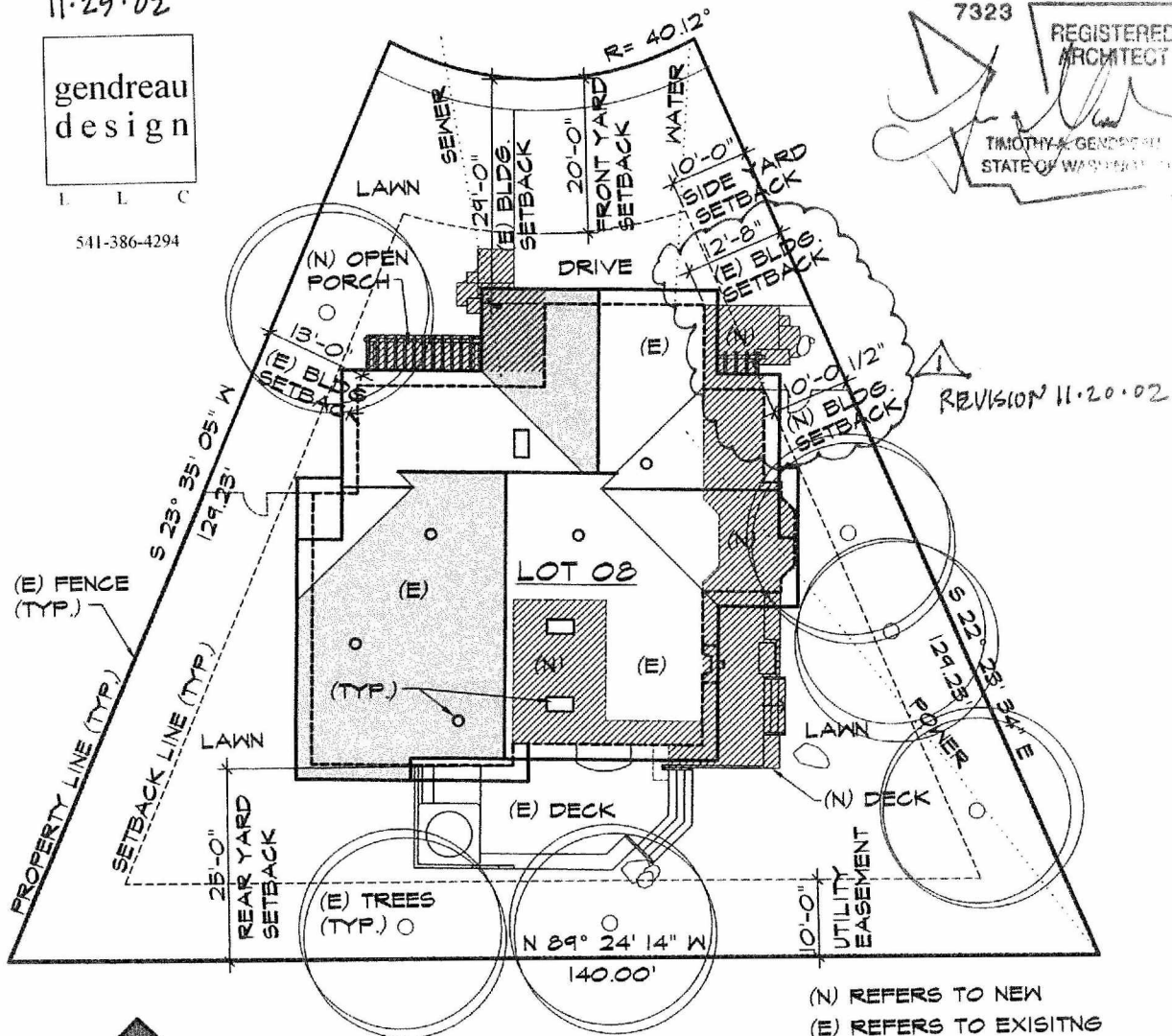
11.25.02

gendreau  
design

I L C

541-386-4294

7323  
REGISTERED  
ARCHITECT  
*Timothy A. Gendreau*  
TIMOTHY A. GENDREAU  
STATE OF WASHINGTON



**SITE PLAN**  
SCALE: 1" = 20'-0"

341 Gleneagles Ct  
Lot 8 Blk 2  
Meadow Springs  
2nd Nine phase 1



## **MINUTES**

### **Richland Parks and Recreation Commission Workshop**

#### **Remote Workshop**

**Thursday, February 24, 2022 ~ 6:30 p.m.**

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#### **CALL TO ORDER:**

Chair Buelt called the workshop to order at 7:38 p.m.

#### **ATTENDANCE:**

Chair Buelt, Vice Chair Brooks and Commissioners Aldous, Arnquist, Mason, Lunstad, Henry and Gutierrez were present.

Commissioners Sullivan was absent.

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

#### **DISCUSSION ITEMS:**

1. West Village Park in Badger Mountain South  
Joe Schiessl, Parks and Public Facilities Director

Discussion regarding the City's contract with SPVV Landscape Architects to refine the long-range plan for West Village Park based on recent public participation. SPVV will also create construction documents and construction administration services for phase one of park development. SPVV Principal Thomas Sherry will lead the discussion the Parks and Recreation Commission on this subject. (Documents attached)

2. Comprehensive Plan Update  
Joe Schiessl, Parks and Public Facilities Director

Schiessl provided the PRC information regarding the Comprehensive Plan and explained the document guides the development of regulations that govern land development and infrastructure decisions. The adopted 2017 Comprehensive Plan includes a parks section and the section includes a map titled "Parks, Schools and Open Space" (page 101 Of Supplement document). The City also utilizes the adopted Park and Recreation Master Plan 2019-2025 for planning purposes and the document includes several goals, policies, data points, and maps. One map is found on page 44 and is the source map for the map found in the Comprehensive Plan.

The draft map (Attachment 1) is a proposed revision to the map currently found in the Comprehensive Plan. The draft map is a hybrid of the two referenced maps in the Park and Recreation Master Plan and will include helpful information on trails when City Planners and others are implementing the Comprehensive Plan. The Comprehensive Plan amendment cycle occurs once annually, and new applications are due March 1. The revised map contains information already presented in two existing maps, plus the inclusion of trails on Little Badger Mountain which were not part of the existing trails map, and other small improvements for trail connectivity. The inclusion of trails into the Comprehensive Plan will improve the development review and infrastructure planning.

Schiessl stated that the 2022 Comprehensive Plan package, including this application, will be considered by the Planning Commission and City Council.

### **ADJOURNMENT:**

Workshop adjourned at 9:00 p.m.

Reviewed by: Joe Schiessl, Parks and Public Facilities Director

Approved by: \_\_\_\_\_  
Chair Jim Buelt, Richland Parks and Recreation Commission



# West Village Community Park

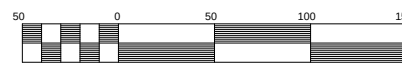
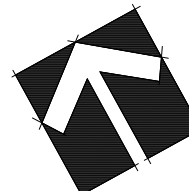
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# West Village Community Park

2 /24/22

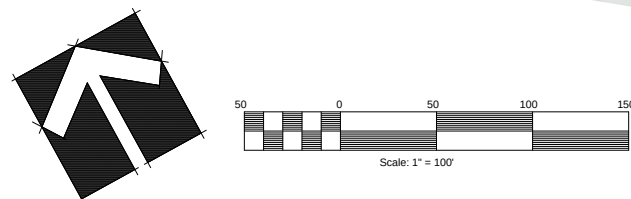


GOOGLE EARTH IMAGE OF SITE WITH ORIGINAL MASTER PLAN OVERLAY



# West Village Community Park

2 /24/22



**OUR REVISED MASTER PLAN**





**IN-GROUND SPRAYERS**



**SPRAYERS**



**SPLASH PAD CONCEPT, WATER ODYSSEY**



**SIMPLE SPRAY, WATER ODYSSEY**



**SPLASH PAD CONCEPT, WATER ODYSSEY**



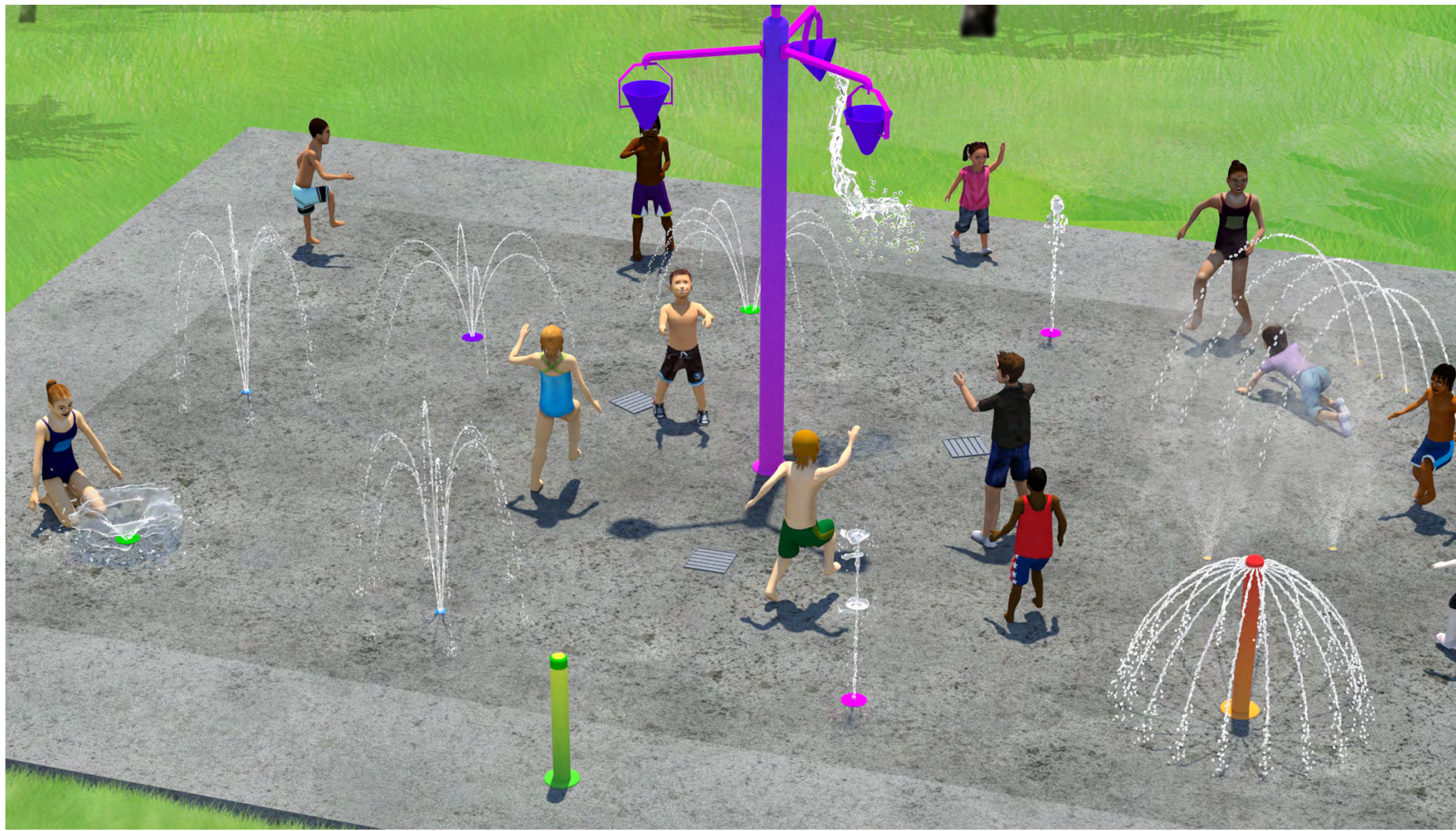
**WATER FLOWER, WATER ODYSSEY**



**OVER & UNDER, WATER ODYSSEY**



**SPLASH PAD CONCEPT, WATER ODYSSEY**



**SPLASH PAD CONCEPT, WATER ODYSSEY**



**BABY LONGLEGS, WATER ODYSSEY**



**WATER RING, WATER ODYSSEY**



**WATER WICKETS, WATER ODYSSEY**



**SPLASH-O-LATOR, WATER ODYSSEY**

# **SPLASH PAD**





WOOD FIBER AND POURED-IN-PLACE SURFACING



RIVERFRONT PARK NORTH BANK PLAYGROUND



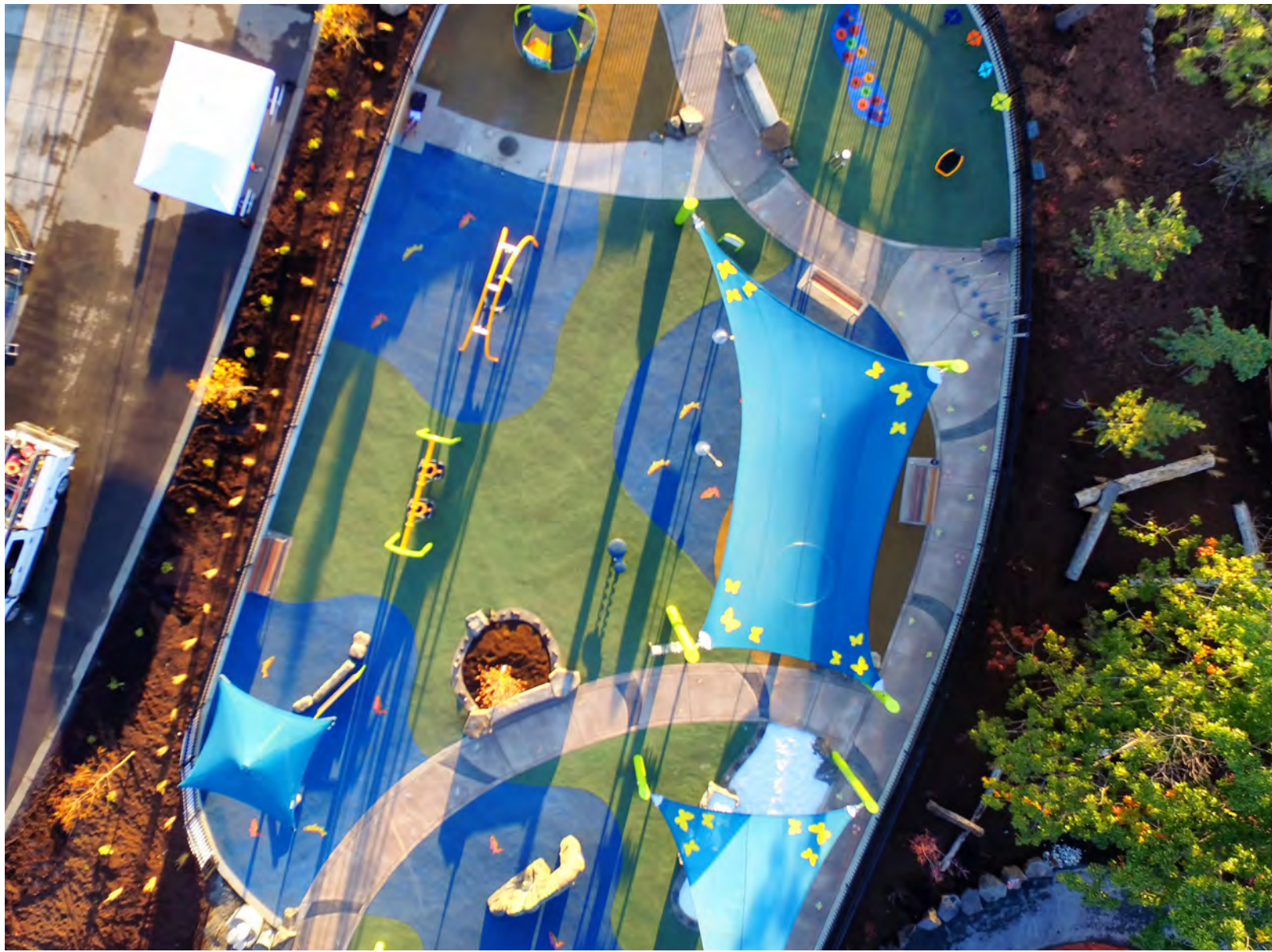
NET CLIMBER



ROLLER SLIDE



CABLE, NET, AND STRUCTURE CLIMBERS



COLORFUL SURFACING & SHADE SAILS



HILLSLIDE



ORCHARD PARK PLAYGROUND CONCEPT



ZIPLINE



ZIPLINE



SWINGSET AT ORCHARD PARK

# PLAYGROUND





STEPPING PAWS



MINI HILL CLIMB



BALANCE BEAM



JUMP HURDLES



PET WASTE STATION



TEETER TOTTER



WOOD MULCH SURFACING



AGILITY JUMPS



DOUBLE-GATED ENTRANCE



SHADE & SEATING



TUNNEL



WATER STATION



TRAINING PLATFORM

# DOG PARK





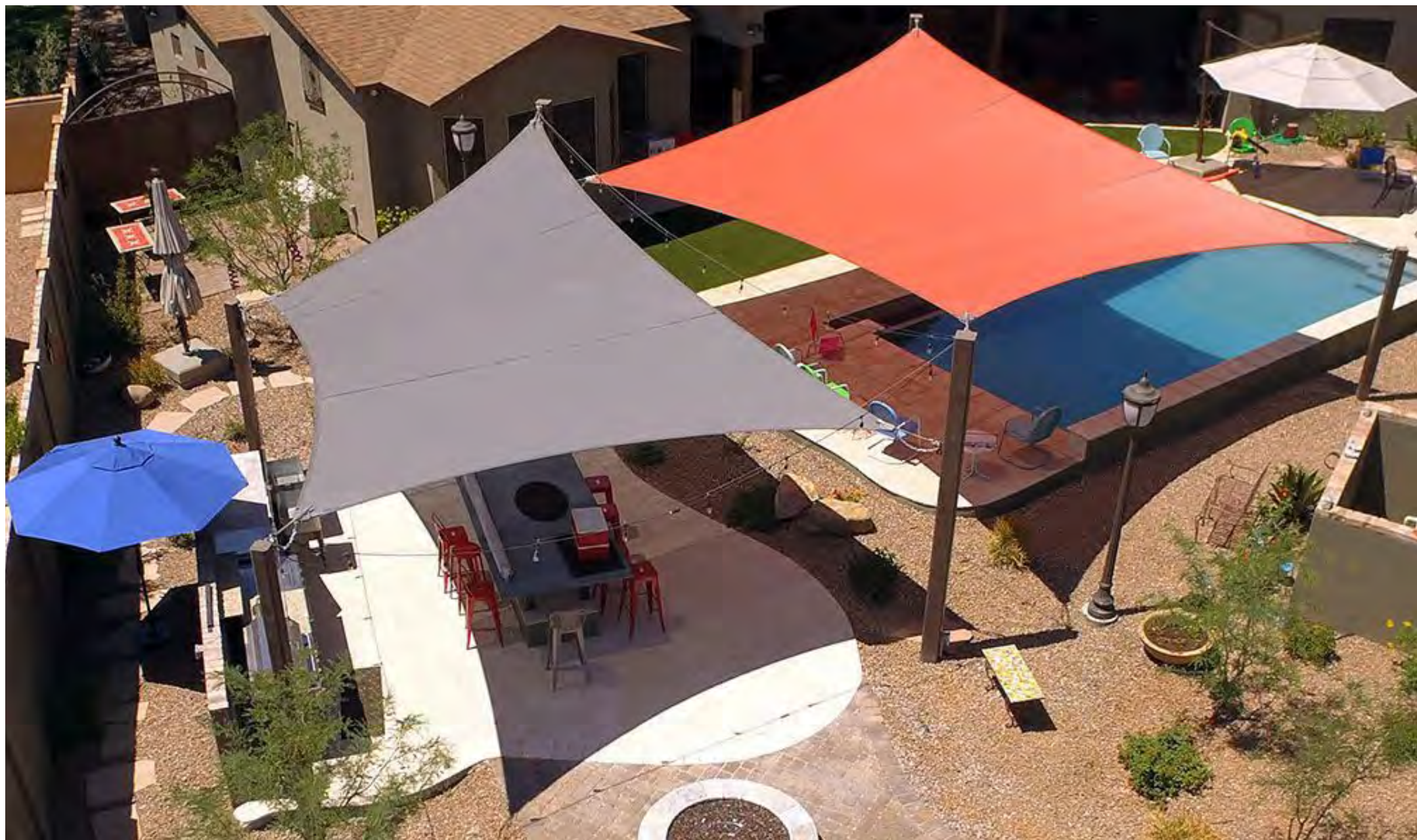
**MATURE TREES PROVIDE SHADE FOR PLAYGROUND**



**TREES PLANTED BETWEEN PLAY AREAS WILL PROVIDE SHADE**



**TREES AND SHADE SAILS**



**SHADE SAILS**



**SHADE SAILS**



**SHADE SAILS**



**SHADE SAILS AT KENNEWICK HIGH SCHOOL**



**SHADE SAILS AT RIVERFRONT PARK HAVERMALE ISLAND**



**MATURE TREES PROVIDE SHADE FOR PLAYGROUND**





**WINDSCREEN**



**WINDSCREEN**



**SHADED PICKLEBALL COURT**



**SHADE NEAR PICKLEBALL COURT**



**SHADE NEAR PICKLEBALL COURT**



**LIGHTED COURTS**

# PICKLEBALL





## PARKS AND RECREATION COMMISSION AGENDA ITEM COVERSHEET

Meeting Date: 3/10/2022

Agenda Category: New Business

Prepared By: Stacy Jackson

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**Subject:**

2022 Park Partnership Program Application Review

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**Department:**

Parks & Public Facilities

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**Recommended Motion:**

The Parks and Recreation Commission recommends that Council approve \_\_\_\_\_ representing the 2022 Parks Partnership Program funding.

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**Summary:**

Five (5) eligible applications were received for the 2022 Park Partnership Program. This year the City has designated \$40,000 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. The applications are as follows:

Organization: Allied Arts Association

Project Location: Howard Amon Park

Project: Update landscaping on adjacent land to Allied Arts Building at the entrance to Howard Amon Park.

**Requesting: \$8,000.00**

Organization: G6

Project Location: Horn Rapids Athletic Complex

Project: To obtain a design for a Velosolutions Pump Track which will include renderings, plans, and material list to continue with fundraising for a full buildout in 2023. The design will be completed by Velosolutions and American Ramp Company, which specialize in state-of-the-art asphalt pump tracks.

**Requesting: \$4,750.00**

Organization: Horn Rapids Motorsports Complex

Project Location: Horn Rapids Motorsports Complex

Project: Replacing 30 amp electrical infrastructure with 200 amp electrical infrastructure in Berm bathrooms.

**Requesting: \$8,000.00**

Organization: Richland National Little League

Project Location: Badger Mountain Sports Complex

Project: Safety netting to protect spectators and concession stand patrons between fields 1 and 2.

**Requesting: \$5,000.00**

Organization: Tri-Cities Radio Control Modelers

Project Location: Horn Rapids Off Road Vehicle Park

Project: Re-seed the fields due to drought damage in 2021, replace an existing 30-year-old storage shed with a Connex container, build five (5) additional flight stations, and build one (1) bench-like station to charge electric batteries.

**Requesting: \$3,520.00**



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**Fiscal Impact:**

If all projects are approved, the fiscal impact would be \$29,270.00 from the Park Reserve Fund. The current fund has \$40,000 approved for 2022-2023 projects.

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**Attachments:**

1. Allied Arts Association - Packet
2. G6 - Packet
3. Horn Rapids Motorsports Complex - Packet
4. Richland National Little League - Packet
5. Tri-Cities Radio Control Modelers - Packet





## City of Richland Parks and Public Facilities Department

# 2022 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 2022 program year is budgeted at \$40,000.

### 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, individuals, 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, planning, or renovation project that provides its principal benefit to the general public.
5. The project must not require a City labor component to the proposed project, unless otherwise agreed upon by both parties.
6. 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 \$28.54 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.
7. 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.
- 8.
9. Projects that require a long term (more than one year) commitment require a second agreement.

### Project Timeline:

#### Application Due Dates

Applicant must attend mandatory open house zoom meeting on Wednesday, February 9, 2022. Please contact Stacy Jackson, Contracts Administrator, at [stjackson@ci.richland.wa.us](mailto:stjackson@ci.richland.wa.us) to schedule your meeting time. All meetings will be pre-scheduled between the hours of 3:00pm – 5:00pm.



***Application must be submitted by close of business on March 1, 2022.***

### **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 may 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 a mandatory five (5) minute oral presentation. The PRC will make a funding recommendation to the Richland City Council. Applicants will have the option of a finalized written report or a second five (5) minute presentation to the PRC will be made following completion of the project.

Applications that support the attached 2022 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 and include the following criteria:

1. Overview of the project design and budget
2. Description of primary beneficiary of the project Objective/purpose of the proposal
3. Proposed Project Schedule
4. 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 or written report, 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: Howard Amon Park

Project Location in Park: Land adjacent to Allied Arts Building, 89 Lee Blvd, at the entrance to Howard Amon Park

Brief Description of Project:

Update landscaping by removing existing sod, removing, cleaning and replacing rocks, installing weed barrier, plants, ground cover, concrete slabs, picnic table and benches.

(Attach narrative from the "Applicant Responsibilities Section")

**Contact Information**

Name (First and Last): Mary Jecha

Organization Representing: Allied Arts Association

Contact Address: 89 Lee Blvd

City/State/ZIP: Richland, WA 99352

Home Phone: 509-946-6758

Work Phone: 509-943-9815

FAX: N/A

E-mail: maryjecha@gmail.com

**Project Cost**

Amount from City (*maximum amt. \$8,000*): \$ 8,000.

Cash from Applicant: \$ 7,875.

"In-Kind" Amount (*Applicant and Other Sources*): \$ 8,253.35

Cash Other Sources: \$ Undetermined

Total Project Cost: \$ 16,946

***DUE DATE: Close of business Wednesday, March 1, 2022***





City of Richland  
Parks and Public Facilities Department

## Work Plan

| Steps                                         | Responsible Party   | Completion Date |
|-----------------------------------------------|---------------------|-----------------|
| Install concrete pad & fencing                | Boy Scout Troop 168 | Apr 2022        |
| Remove, clean & replace rock and weed barrier | Boy Scout Troop 168 | Apr 2022        |
| Install sidewalk                              | City of Richland    | Jul 2022        |
| Install concrete slabs                        | City of Richland    | Jul 2022        |
| Install ground cover and plants               | city of Richland    | Jul 2022        |
| Backfill under existing sidewalk              | City of Richland    | Jul 2022        |
| Install picnic table and benches              | City of Richland    | Jul 2022        |
| Install lights, outlets, spotlight            | City of Richland    | Jul 2022        |
|                                               |                     |                 |
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# 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 money for this project comes primarily from donated funds. However Allied Arts has sufficient funds available to cover expenses exceeding the donated amount.

### 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 |
|------------------------------------|--------------------|----------------------|
| Donations to Project               | \$7,875            |                      |
|                                    |                    |                      |
|                                    |                    |                      |
|                                    |                    |                      |
|                                    |                    |                      |
| <b>Requested City Match Amount</b> |                    | <b>\$8,000</b>       |
| <b>Total:</b>                      | <b>\$7,875</b>     | <b>\$8,000</b>       |

### 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 |
|----------------------------------------|------------------|----------------------------------------------------|-------------------|
| Remove sod, install fence, clean rocks |                  | \$8,253.35                                         |                   |
| Electrical                             | \$3,885.         |                                                    |                   |
| Repair mosaic wall                     | 401.             |                                                    |                   |
| Paving slabs, ground cover, plants     | 4,660.           |                                                    |                   |
| Picnic table, benches, bike rack       | 8,000.           |                                                    |                   |
| <b>Total:</b>                          | <b>\$16,946.</b> | <b>\$8,253.35</b>                                  | <b>\$8,000.</b>   |

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

City of Richland in cooperation with Allied Arts has agreed to provide labor and material to perform some of the work. In return, Allied Arts will pay for all material and labor.





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<br>(First and Last) | Address and Zip | Phone<br>Number | Volunteer<br>Hours | Estimated<br>Value | Signature |
|--------------|--------------------------------|-----------------|-----------------|--------------------|--------------------|-----------|
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ALLIED Arts ASSOCIATION  
NARRATIVE FOR  
CITY OF RICHLAND  
PARTNERSHIP PROGRAM APPLICATION

This project will provide an attractive backdrop for an outdoor sculpture garden and will enhance the beauty of the historic Gallery at the Park building owned by the City. This plot of land is located at the entrance to Howard Amon Park and is the section first viewed by all people turning onto Lee Boulevard towards the Park. Howard Amon Park is the heart of the City, providing a variety of activities for all ages and serving all Richland residents, and beautifying the Gallery at the Park will improve the overall image of the Park.

The goal of this project is to create a cleaner, more elegant space for the City and its residents. To accomplish this, we will need to renovate several different aspects of this plot of land.

In order to enhance the aesthetic of the building and the surrounding area, we will hire artists to paint murals on the boarded-up door and windows of the historic section of the building, and we will repair the mosaic on the retaining wall that was damaged during construction of a new sidewalk.

We will remove and clean all rocks, replace weed barrier, and then replace the rocks. We will also backfill under the recently-installed sidewalk to support the concrete. After removing all turf, we will install a concrete walkway and pads.

We will build a fenced enclosure to hide trash receptacles and utility boxes.

For maintenance and security, we will need to install lighting, electrical outlets, and other outdoor accent lighting. We will also install a picnic table and park benches to give passersby a place to rest and mingle.

To further improve the aesthetic, we will install native, low-maintenance plants and low-maintenance ground covering over the remainder of the area.





## City of Richland Parks and Public Facilities Department

# 2022 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 2022 program year is budgeted at \$40,000.

### 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, individuals, 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, planning, or renovation project that provides its principal benefit to the general public.
5. The project must not require a City labor component to the proposed project, unless otherwise agreed upon by both parties.
6. 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 \$28.54 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.
7. 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.
- 8.
9. Projects that require a long term (more than one year) commitment require a second agreement.

### Project Timeline:

#### Application Due Dates

Applicant must attend mandatory open house zoom meeting on Wednesday, February 9, 2022. Please contact Stacy Jackson, Contracts Administrator, at [stjackson@ci.richland.wa.us](mailto:stjackson@ci.richland.wa.us) to schedule your meeting time. All meetings will be pre-scheduled between the hours of 3:00pm – 5:00pm.



***Application must be submitted by close of business on March 1, 2022.***

### **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 may 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 a mandatory five (5) minute oral presentation. The PRC will make a funding recommendation to the Richland City Council. Applicants will have the option of a finalized written report or a second five (5) minute presentation to the PRC will be made following completion of the project.

Applications that support the attached 2022 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 and include the following criteria:

1. Overview of the project design and budget
2. Description of primary beneficiary of the project Objective/purpose of the proposal
3. Proposed Project Schedule
4. 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 or written report, 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 ATHLETIC COMPLEX

Project Location in Park: NON DEVELOPED, OPEN GROUND ON THE WEST SIDE OF THE MAIN PARKING LOT  
REFER TO ATTACHED IMAGE

#### Brief Description of Project:

WE WOULD LIKE TO GET THE DESIGN PHASE OF THE VELOSOLUTIONS PUMP TRACK GOING SO WE HAVE RENDERINGS, PLANS, AND MATERIALS LIST IN ORDER TO CONTINUE WITH FUNDRAISING FOR FULL BUILDOUT IN 2023.  
THE DESIGN WILL BE COMPLETED BY VELOSOLUTIONS AND AMERICAN RAMP COMPANY WHICH SPECIALIZE IN STATE-OF-THE-ART ASPHALT PUMP TRACKS.

(Attach narrative from the "Applicant Responsibilities Section")

### Contact Information

Name (First and Last): JASEN GIBBONS

Organization Representing: G6

Contact Address: 1907 W 2ND ST

City/State/ZIP: GRANDVIEW, WA 98930

Home Phone: 509-531-7267

Work Phone: 509-531-7267

FAX: n/a

E-mail: JASEN@DIRTBOYDESIGNS.COM

### Project Cost

Amount from City (*maximum amt. \$8,000*): \$ 4,750

Cash from Applicant: \$ 250

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

Cash Other Sources: \$ 4,500

Total Project Cost: \$ 9,500

***DUE DATE: Close of business Wednesday, March 1, 2022***









# 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 ONE-TIME DESIGN FEE OF \$9,500 WILL BE PAID TO AMERICAN RAMP COMPANY WHICH WILL BE CONTRACTED TO DESIGN A UNIQUE AND PROFESSIONAL ASPHALT PUMP TRACK DESIGN FOR THE "HORN RAPIDS PUMP TRACK"! THE DESIGN CONTRACT INCLUDES:  
 - COMMUNITY ENGAGEMENT MEETING (WORKSHOP AND COMMUNITY INPUT FOR DESIGN IDEAS)  
 - SITE REVIEW  
 - DESIGN REVISIONS  
 - COST ESTIMATE  
 - DELIVERABLES

### 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 |
|------------------------------------|--------------------|----------------------|
| PUMP TRACK DESIGN FEE              | 250                | 4,500                |
|                                    |                    |                      |
|                                    |                    |                      |
|                                    |                    |                      |
|                                    |                    |                      |
| <b>Requested City Match Amount</b> |                    | 4,750                |
| <b>Total:</b>                      | 250                | 9500                 |

### 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 |
|-----------------------|----------------|----------------------------------------------------|-------------------|
| PUMP TRACK DESIGN FEE | 9,500          |                                                    |                   |
|                       |                |                                                    |                   |
|                       |                |                                                    |                   |
|                       |                |                                                    |                   |
|                       |                |                                                    |                   |
| <b>Total:</b>         | 9,500          | 0                                                  | 4,750             |

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

If the grant is awarded I will immediately begin a fundraising effort through social media and business affiliations to secure the remaining amount of funding needed for the design fee.





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<br>(First and Last) | Address and Zip | Phone<br>Number | Volunteer<br>Hours | Estimated<br>Value | Signature |
|--------------|--------------------------------|-----------------|-----------------|--------------------|--------------------|-----------|
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## **City of Richland Parks and Public Facilities Department**

# **2022 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 2022 program year is budgeted at \$40,000.

### **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, individuals, 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, planning, or renovation project that provides its principal benefit to the general public.
5. The project must not require a City labor component to the proposed project, unless otherwise agreed upon by both parties.
6. 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 \$28.54 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.
7. 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.
- 8.
9. Projects that require a long term (more than one year) commitment require a second agreement.

### **Project Timeline:**

#### **Application Due Dates**

Applicant must attend mandatory open house zoom meeting on Wednesday, February 9, 2022. Please contact Stacy Jackson, Contracts Administrator, at [stjackson@ci.richland.wa.us](mailto:stjackson@ci.richland.wa.us) to schedule your meeting time. All meetings will be pre-scheduled between the hours of 3:00pm – 5:00pm.



***Application must be submitted by close of business on March 1, 2022.***

### **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 may 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 a mandatory five (5) minute oral presentation. The PRC will make a funding recommendation to the Richland City Council. Applicants will have the option of a finalized written report or a second five (5) minute presentation to the PRC will be made following completion of the project.

Applications that support the attached 2022 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 and include the following criteria:

1. Overview of the project design and budget
2. Description of primary beneficiary of the project Objective/purpose of the proposal
3. Proposed Project Schedule
4. 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 or written report, 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: <sup>Horn Rapids Motorsports Complex</sup>

Project Location in Park: <sup>Electrical Infrastructure in Berm Bathroom</sup>

#### Brief Description of Project:

We will be replacing our 30 amp electrical infrastructure with 200 amp electrical infrastructure at our Berm Bathrooms. It is a safety risk to run our current infrastructure without this upgrade, which we have temporarily disabled to prevent issue. Because of that, our facility is running at reduced capacity, and needs to be upgraded.

(Attach narrative from the "Applicant Responsibilities Section")

#### Contact Information

Name (First and Last): <sup>Ray Coffman</sup>

Organization Representing: <sup>Horn Rapids Motorsports Complex (HRMC)</sup>

Contact Address: <sup>3432 Beardsley Dr. BLDG A</sup>

City/State/ZIP: <sup>Richland, WA, 99354</sup>

Home Phone: <sup>(509) 496-2958</sup>

Work Phone: <sup>(509) 496-2958</sup>

FAX: <sup>-</sup>

E-mail: <sup>hrmc.office@hornrapidsmx.com</sup>

#### Project Cost

Amount from City (*maximum amt. \$8,000*): \$ <sup>8000</sup>

Cash from Applicant: \$ <sup>8127</sup>

"In-Kind" Amount (*Applicant and Other Sources*): \$ <sup>5708</sup>

Cash Other Sources: \$ <sup>0</sup>

Total Project Cost: \$ <sup>21835</sup>

***DUE DATE: Close of business Wednesday, March 1, 2022***









# 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.

HRMC will be funding this project. We anticipate help from the City in the form of the Park Partnership program.  
 \$8127 will come from HRMC in Cash.  
 \$8000 will come from Granted City Partnership  
 \$5708 of volunteer labor.

## 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                       | 8127               |                      |
| Requested City Match Amount        |                    | 8000                 |
|                                    |                    |                      |
|                                    |                    |                      |
|                                    |                    |                      |
| <b>Requested City Match Amount</b> |                    |                      |
| <b>Total:</b>                      | 8127               | 8000                 |

## 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 |
|-----------------------------------|----------------|----------------------------------------------------|-------------------|
| Materials                         | 2202           |                                                    | 2200              |
| Electrician Labor                 | 5096           |                                                    | 5000              |
| Trencher Rental & Labor           | 283            |                                                    | 260               |
| Core Drill through Concrete walls | 546            |                                                    | 540               |
| Other Labor                       |                | 5708                                               |                   |
| <b>Total:</b>                     | 8127           | 5708                                               | 8000              |

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

Total of project cost is \$21,835 for the infrastructure electrical upgrade. Total project will be monitored by state city building codes and reviewed with Alpine Electric Licensed, Certified, and Bonded Electricians.





**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, INC. Horn Rapids Motorsports Complex ORV Park **for its “In Kind” match.**

**(Applicant Name)**

| Type of Work   | Print Name<br>(First and Last) | Address and Zip                 | Phone<br>Number | Volunteer<br>Hours | Estimated<br>Value | Signature      |
|----------------|--------------------------------|---------------------------------|-----------------|--------------------|--------------------|----------------|
| Excavation     | Ray Coffman                    | 3432 beardsley Dr BLDG A, 99354 | (509) 496-2958  | 50                 | 1427               | Ray Coffman    |
| Excavation     | Devon Coffman                  | 3432 beardsley Dr BLDG A, 99354 | (509) 496-2958  | 50                 | 1427               | Devon Coffman  |
| Ditching       | Mason Childers                 | 3432 beardsley Dr BLDG A, 99354 | (509) 496-2958  | 50                 | 1427               | Mason Childers |
| Administrative | Everett Brooks                 | 3432 beardsley Dr BLDG A, 99354 | (509) 496-2958  | 50                 | 1427               | Everett Brooks |
|                |                                |                                 |                 |                    |                    |                |
|                |                                |                                 |                 |                    |                    |                |
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## **Park Partnership Program Narrative**

Richland Parks and Recreation in partnership with HRMC Inc will use this Grant opportunity to fund a safety Electrical Power Supply upgrade 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 great experience at Horn Rapids ORV Park motocross, ATV, UTV and 4x4 tracks.

The ORV Park serves over 50,000 users annually and is operated 11 months out of the year. Over the past eight years, the Horn Rapids ORV Park has grown its usage by an average of 25% per year. The park has grown from 10 events to running over 51 events per year.

Our main electrical panel for the mx berm bathroom is in the process of being revamped from its previous temporary 30-amp power box to a 200-amp panel, along with improving the electrical conduit at the location. Our project goal is to protect the health of the public while providing better service. With the previous 30-amp panel, which is nearly 30 years old, we have noticed multiple breaker kicks and safety issues that could result in fires and other safety hazards. These safety issues can easily be addressed by upgrading our electrical infrastructure to be able to handle 200 amps of power. The proposal for this project is \$21,835. We expect the project to take 1 week from start and plan to start it in late April.

With this power upgrade we would be able to properly serve the needs of our users. On average for an event, we have 105 campers<sup>1</sup> but we can only safely service 74 of them with our current electrical infrastructure. Upgrading this 30-amp power unit to a 200-amp power unit gives us the room we need to utilize the 5 existing units we currently have installed but were unable to use, plus around 7 more new units for the first phase of our electrical upgrade addendum.

1. Along with campers we have day use; a form of service we provide to our customers that allows them to hook up to power and water for the day.



There will be no new maintenance considerations. Replacing infrastructure will reduce the overall maintenance of the facility, as there will be less potential fire hazards from inadequate electrical infrastructure.

HRMC has all the equipment and manpower necessary to perform these renovations correctly and safely without any City labor components. At HRMC we hope you consider us for the park partnership program to help us better serve our community.





## City of Richland Parks and Public Facilities Department

# 2022 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 2022 program year is budgeted at \$40,000.

### 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, individuals, 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, planning, or renovation project that provides its principal benefit to the general public.
5. The project must not require a City labor component to the proposed project, unless otherwise agreed upon by both parties.
6. 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 \$28.54 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.
7. 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.
- 8.
9. Projects that require a long term (more than one year) commitment require a second agreement.

### Project Timeline:

#### Application Due Dates

Applicant must attend mandatory open house zoom meeting on Wednesday, February 9, 2022. Please contact Stacy Jackson, Contracts Administrator, at [stjackson@ci.richland.wa.us](mailto:stjackson@ci.richland.wa.us) to schedule your meeting time. All meetings will be pre-scheduled between the hours of 3:00pm – 5:00pm.



***Application must be submitted by close of business on March 1, 2022.***

### **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 may 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 a mandatory five (5) minute oral presentation. The PRC will make a funding recommendation to the Richland City Council. Applicants will have the option of a finalized written report or a second five (5) minute presentation to the PRC will be made following completion of the project.

Applications that support the attached 2022 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 and include the following criteria:

1. Overview of the project design and budget
2. Description of primary beneficiary of the project Objective/purpose of the proposal
3. Proposed Project Schedule
4. 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 or written report, 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: Badger Mountain Sports Complex

Project Location in Park: Baseball spectator and concessions area between baseball fields 1 and 2

#### Brief Description of Project:

Our intention is to provide safety netting to protect spectators and concession stand patrons between fields 1 and 2. This netting would help prevent incidents of personal injury from batted balls that regally leave the field of play from these 2 fields, often times occurring with spectators looking the other direction. This would provide a valuable safety resource for many spectators of baseball, both within our league, and during the numerous tournaments hosted throughout the season on our fields.

(Attach narrative from the "Applicant Responsibilities Section")

#### Contact Information

Name (First and Last): Nathan Watkins

Organization Representing: Richland National Little League

Contact Address: 4456 Highview St

City/State/ZIP: Richland WA 99352

Home Phone: 8016826471

Work Phone: 509-783-1000

FAX: N/A

E-mail: president@richlandnational.com

#### Project Cost

Amount from City (*maximum amt. \$8,000*): \$ \$5,000

Cash from Applicant: \$ \$5,000-\$10,000

"In-Kind" Amount (*Applicant and Other Sources*): \$ Any more required to complete project

Cash Other Sources: \$ 0

Total Project Cost: \$ \$10,000- 15,000 estimated

***DUE DATE: Close of business Wednesday, March 1, 2022***





City of Richland  
Parks and Public Facilities Department

## Work Plan

| Steps                                                                     | Responsible Party                   | Completion Date     |
|---------------------------------------------------------------------------|-------------------------------------|---------------------|
| Meet with Frontier Fencing for preliminary project and financial proposal | Nathan Watkins                      | 3/8/22              |
| Final proposal and plans to submit to city for approval                   | Nathan Watkins                      | April 2022          |
| Install from Frontier Fencing                                             | Nathan Watkins and Frontier Fencing | June 2022?          |
| Annual winterizing                                                        | RNLL board with fencing company     | November every year |
| Spring maintenance/setup                                                  | RNLL board with fencing company     | March every year    |
|                                                                           |                                     |                     |
|                                                                           |                                     |                     |
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# 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.

Anticipated budget of \$10,000 contingent on meeting next week with Frontier Fencing, to include winterizing and maintenance, which will likely be supported by future business donations. Current commitment from 3 local business to match and assist in funding needs beyond city grant.

### 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 |
|------------------------------------|--------------------|----------------------|
| Dairy Queen                        |                    | Up to \$5000         |
| Tire Factory                       |                    | Up to \$5000         |
| TD Mobile RV                       |                    | \$500                |
| City match amount                  |                    |                      |
|                                    |                    |                      |
| <b>Requested City Match Amount</b> |                    | <b>\$5000</b>        |
| <b>Total:</b>                      | 0                  | Up to \$15000        |

### 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 |
|------------------------------------|----------------|----------------------------------------------------|-------------------|
| Awaiting bid from Frontier Fencing | \$15000        |                                                    |                   |
|                                    |                |                                                    |                   |
|                                    |                |                                                    |                   |
|                                    |                |                                                    |                   |
|                                    |                |                                                    |                   |
| <b>Total:</b>                      | Up to \$15,000 | \$5000-10000                                       | \$5000            |

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

We are awaiting a final bid from the business listed above, which we hope to have prior to the oral presentation on March 10. Once received, these figures will be updated to reflect this. Current estimate for the project is \$10000-15000, with a request for funds from the city to March the lower end (\$5000)





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  
Richland National Little League for its "In Kind" match.

(Applicant Name)

| Type of Work | Print Name<br>(First and Last) | Address and Zip | Phone<br>Number | Volunteer<br>Hours | Estimated<br>Value | Signature |
|--------------|--------------------------------|-----------------|-----------------|--------------------|--------------------|-----------|
| Funding      | Dairy Queen                    |                 |                 |                    | Up to \$5000       |           |
| Funding      | Tire Factory                   |                 |                 |                    | Up to \$5000       |           |
| Funding      | TD Mobile RV                   |                 |                 |                    | \$500              |           |
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## Proposed Safety Netting Project Description

### Richland National Little League

For several years, our little league board has had ongoing conversations regarding various safety components associated with our facilities. We are required every year to submit a safety plan to little league international to ensure we are doing everything possible to keep our athletes and their families safe. More recently we have had growing concern regarding an area between 2 of our fields that batted baseballs frequently leave the field of play. This has presented several close calls with regards to the safety of our spectators watching games on these 2 fields, as well as in a general concession stand area. As a solution, we have a desire to hang netting, which would be suspended over top of this area from the clubhouse building, to the field one backstop and over the field 2 backstop so that people can watch games without fear or risk of being hit by an errant baseball travelling from the field they are watching or the field behind them. This would enhance the experience for families enjoying watching their children play baseball and protect our league and the city from potential liability associated with injuries. We plan to work with a reputable local business to install and maintain this netting.





## City of Richland Parks and Public Facilities Department

# 2022 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 2022 program year is budgeted at \$40,000.

### 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, individuals, 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, planning, or renovation project that provides its principal benefit to the general public.
5. The project must not require a City labor component to the proposed project, unless otherwise agreed upon by both parties.
6. 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 \$28.54 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.
7. 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.
- 8.
9. Projects that require a long term (more than one year) commitment require a second agreement.

### Project Timeline:

#### Application Due Dates

Applicant must attend mandatory open house zoom meeting on Wednesday, February 9, 2022. Please contact Stacy Jackson, Contracts Administrator, at [stjackson@ci.richland.wa.us](mailto:stjackson@ci.richland.wa.us) to schedule your meeting time. All meetings will be pre-scheduled between the hours of 3:00pm – 5:00pm.



***Application must be submitted by close of business on March 1, 2022.***

### **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 may 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 a mandatory five (5) minute oral presentation. The PRC will make a funding recommendation to the Richland City Council. Applicants will have the option of a finalized written report or a second five (5) minute presentation to the PRC will be made following completion of the project.

Applications that support the attached 2022 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 and include the following criteria:

1. Overview of the project design and budget
2. Description of primary beneficiary of the project Objective/purpose of the proposal
3. Proposed Project Schedule
4. 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 or written report, 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: Tri-Cities Radio Control Modelers

Project Location in Park: Beardsley Road]  
Richland, WA

Brief Description of Project:

1. Re-seed the field because of drought damage in 2021.
2. Replace existing 30 year old storage shed with a Connex container
3. Add additional flight stations
4. Build stations to charge electric batteries

(Attach narrative from the "Applicant Responsibilities Section")

#### Contact Information

Name (First and Last): Don Paddock

Organization Representing: Tri-Cities Radio Control Modelers

Contact Address: 2574 Magnolia Ct

City/State/ZIP: Richland, WA 99354

Home Phone: 509-620-0909

Work Phone: 509-628-0909

FAX: None

E-mail: Paddockdon@gmail.com

#### Project Cost

Amount from City (*maximum amt. \$8,000*): \$ 3,520.00

Cash from Applicant: \$ 3,520.00

"In-Kind" Amount (*Applicant and Other Sources*): \$ 1,255.76

Cash Other Sources: \$ 0

Total Project Cost: \$ 8,295.76

***DUE DATE: Close of business Wednesday, March 1, 2022***









# 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.

Our club currently has over \$6,000 set aside for capital projects.  
Club members have agreed to contribute their time to complete these projects.  
We have used current prices from various suppliers to determine the cost of these projects.

### 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 |
|------------------------------------|--------------------|----------------------|
| Re-Seed Field                      | \$270              | 0                    |
| Build Flight Stations              | \$150              | 0                    |
| Build Charging Stations            | \$100              | 0                    |
| Install Connex Container           | \$3,000            | 0                    |
|                                    |                    | 0                    |
| <b>Requested City Match Amount</b> | \$3,520            | 0                    |
| <b>Total:</b>                      | \$7,040            | 0                    |

### 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 |
|--------------------------|----------------|----------------------------------------------------|-------------------|
| Re-Seed the Field        | \$270.00       | \$285.40                                           | \$270.00          |
| Build Flight Stations    | \$150.00       | \$570.80                                           | \$150.00          |
| Build Charging Stations  | \$2100.00      | \$285.40                                           | \$100.00          |
| Install Connex Container | \$3,000.00     | \$114.16                                           | \$3,000.00        |
|                          |                |                                                    |                   |
| <b>Total:</b>            | \$3,520.00     | \$1,255.76                                         | \$3,520.00        |

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

Please see attached narrative description of the projects.





**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  
Tri-Cities Radio Control Modelers for its "In Kind" match.

(Applicant Name)

| Type of Work | Print Name<br>(First and Last) | Address and Zip                 | Phone<br>Number | Volunteer<br>Hours | Estimated<br>Value | Signature    |
|--------------|--------------------------------|---------------------------------|-----------------|--------------------|--------------------|--------------|
| Labor        | Don Paddock                    | 2574 Magnolia Ct Richland 99354 | 509-628-0909    | 8                  | \$228.32           | Don Paddock  |
| Labor        | Jim Anderson                   | 2772 Grey Hawk Lp Richland 9354 | 509-554-2711    | 8                  | \$228.32           | Jim Anderson |
| Labor        | Bob Anderson                   | 1107 Maple Pl Richland 99354    | 509-946-0126    | 8                  | \$228.32           | Bob Anderson |
| Labor        | Larry Fitch                    | 5799 Norma St W Richland 99353  | 509-967-5095    | 7                  | \$199.78           | Larry Fitch  |
| Labor        | Dave Holland                   | 16 S. Bent Kennewick 99338      | 509-627-8354    | 7                  | \$199.78           | Dave Holland |
| Labor        | John Patton                    | 2615 S Fillmore Kenn 99338      | 509-551-8768    | 6                  | \$171.24           | John Patton  |
|              |                                |                                 |                 |                    |                    |              |
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**From:** [Don Paddock](#)  
**To:** [Jackson, Stacy](#)  
**Subject:** Narrative  
**Date:** Wednesday, March 2, 2022 2:24:56 PM

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Let's try it this way:

City Of Richland  
Parks and Public Facilities Department  
2022 Park Partnership Program Application

The Tri-Cities Radio Control Modelers (TCRCM) is a club that is dedicated to the promotion and enjoyment of the hobby of flying radio controlled model airplanes. The club has been in existence since the 1960's and has enjoyed the partnership with the City of Richland for over thirty years. This partnership consists of the City of Richland providing a location for us to fly our model airplanes and for the club to properly maintain the site and to encourage and educate others in the hobby of RC model airplanes.

TCRCM is applying to the Parks and Public Facilities Department for financial assistance under the 2022 Parks Partnership Program. We have four distinct projects for which we are applying for assistance. These include:

1. Re-Seed the flying field
2. Purchase and install a Connex container to replace the existing storage building
3. Build additional flight stations
4. Build stations to charge the electric batteries used to power the airplanes

Following is additional information regarding each of the projects:

1. Re-Seed The Flying Field

In June of 2021 we recorded record hot temperatures at the flying site and at the same time the irrigation system failed to work properly. As a result, much of the grass at the field died. We are now in need of 100 pounds of grass seed at \$450 and six bags of peat moss at \$90 to re-seed the field so that we can effectively use the field this year. The project will involve spreading the seed and covering it with peat moss to insure the seeds stay in place and germinate properly. This work will be done in the month of March so the field will be ready when the flying season starts, generally in April. The club will provide the labor, estimated to be 10 man hours, to complete the work. The total cost will be \$825.40

The primary beneficiaries of the project will be the members and guests who come out to fly.

Other beneficiaries are modelers from all over the northwest who come to compete at at least two contests that are held annually at the field. These contests will attract as many as thirty pilots plus many spectators. The TCRCM field is known as one of the premier model airplane flying sites in the northwest because of both the excellent grass runway and the large, unobstructed area in which to fly the airplanes.

The club also hosts a Learn To Fly day in which we encourage persons who have an interest in flying radio controlled airplanes to come out and fly with our excellent crew of qualified flight instructors. They are also provided a barbecue lunch in addition to the opportunity to win various RC related products and airplanes in a raffle.

In years past the club has hosted a fun day for the clients who are served by The ARC of the Tri-Cities. These people are entertained with various types of flight demonstrations, an opportunity to fly with and Instructor, and a luncheon. Law enforcement and fire departments in the area have also taken part in this activity by bringing various pieces of equipment for the participants to inspect and learn about. We did not hold this event in 2020 or 2021 because of the virus situation. We will be contacting The ARC to see about getting this program on our respective schedules this year.

We will do this project in the month of March so that the field will be ready for the flying season which generally begins in April.

The only maintenance that will be required is the normal weekly mowing that is a part of the regular club routine. No other maintenance will be required.

2. Purchase and install a Connex container.

Approximately twenty-five years ago the club installed a 10x20 metal shed that is used to store the mower and other related lawn maintenance equipment. Over the years it has suffered from weather damage. In the winter of 2021-2022 a severe wind storm caused significant damage to the structure. We have been able to patch it up so that the equipment is still secure but more strong winds will soon make it unable to use.

We have been in contact with a supplier of the Connex style containers and have been told that we can obtain a container and have it delivered to our site and installed for a price of \$6,000. This container will be located on the concrete pad where the existing structure is



located. The club will provide four hours of labor to install this container. The total cost will be \$6,114.16.

We plan to have the container delivered and installed in June.

This project will benefit the club members directly because it will insure that our maintenance equipment will be adequately protected, thus protecting our investment in this equipment. Non-club members such as those from out of town who come to fly in contests held at the field will be secondary beneficiaries.

Once the container shed is installed there will not be any need for routine maintenance.

### 3. Build additional flight stations.

Our club membership has grown by over thirty members in the last two years. At the end of 2021 we had 75 members. Currently there are five stations where members can prepare their planes to fly. Other members have been using tables normally reserved for spectators and guests. We would like to build five additional flight stations to make it more convenient for our members to get their planes ready to fly. These will be portable with wheels so we can move them to mow the grass and also use them where it is most convenient.

The immediate beneficiaries of this project will be the members. The secondary beneficiaries will be spectators and guest who will be able to enjoy the tables located under a covered spectator area.

We have determined that the materials will cost \$300. Club members will donate 20 hours of labor to build these stations. The total cost will be \$870.80.

These stations will be built in April. No additional maintenance will be required once they are completed.

### 4. Build electric battery charging stations.

Up until about fifteen years ago most model airplanes were powered by internal combustion engines that use either gasoline or a nitro/methanol based fuel. Soon after the turn of the century battery and electric motor technology improved so that this type of propulsion system became practical for model airplanes. As a result, approximately two-thirds of the planes flown at our field are now electric powered. Even though most of us have multiple batteries for our planes, the normal flight time of less than ten minutes means that we need to recharge the batteries throughout the day.

We have determined that we can construct a bench-like structure that will attach to our existing spectator gazebo to enable us to charge our batteries at the field. The cost will be \$200 for lumber and wiring materials. The club will donate ten hours of labor to build this structure. The total cost will be \$485.40

The primary beneficiaries will be the club members and guests who come out to fly, including those from out of town who take part in the contests held at the field.

We plan to build this in May with a completion date of June .

Once this is completed there will not be any other maintenance required.

These projects will all be in keeping with the ambience of our location on Beardsley Rd.

Thank you for your consideration of these projects.

Donald Paddock, Vice President, TCRCM

Sent from my iPad