



**Parks & Recreation Commission
AGENDA**

Thursday, January 23, 2025, 6:00 pm

City Hall Council Chambers



- 1. CALL TO ORDER**
 - a) Roll Call
 - b) Pledge of Allegiance/Welcome
- 2. HONORS & RECOGNITIONS:**
- 3. APPROVAL OF AGENDA:** January 23, 2025
- 4. APPROVAL OF MINUTES:** October 24, 2024 Regular Meeting Minutes
- 5. VISITORS**
- 6. NEW BUSINESS**
 - a) Adopt 2025 Work Plan
 - b) Expectation on Commission Attendance Requirements
- 7. UNFINISHED BUSINESS**
- 8. Director's Update**
 - a) General Parks & Recreation items
- 9. POLL OF COMMISSION MEMBERS AND STAFF**
- 10. ADJOURNMENT**

The next regularly scheduled meeting is Thursday, February 27, 2025 at 6:00 pm.

To assure disabled persons the opportunity to participate in or benefit from City services, please provide twenty-four (24) hour advance notice for additional arrangements to reasonably accommodate special needs.



Parks & Recreation Commission
MINUTES
Thursday October 24, 2024, 6:00 pm
City Hall Council Chambers



1. CALL TO ORDER

- a. Commission Chair Ken Hahn called the meeting to order at 6:00 p.m.
- b. Brandon Lange led the Pledge of Allegiance.

Parks and Recreation Commissioners, City Council Liaison, and Staff Present:

Commission Chair Ken Hahn	Nick Farline, Parks, Facilities & Recreation Director
Commission Vice Chair Sergio Villegas	Brandon Lange, Recreation Manager
Commissioner Evelyn Martinez	Jamie O’neill, Parks Infrastructure Supervisor
Commissioner Uby Creek	Haley Pink, Recreation Supervisor
Commissioner Russel Del Gesso	Chase Wharton, Events Supervisor
	Drea Myers, Recorder

Parks and Recreation Commissioners Absent:

Commissioner Michelle Haffner-Excused

2. APPROVAL OF AGENDA

- a. Commission Del Gesso moved to approve the October 24, 2024 agenda as presented. Seconded by Commission Vice Chair Villegas, the motion carried unanimously.

3. APPROVAL OF MINUTES

Commissioner Martinez made a motion to approve the September 26, 2024 regular meeting minutes. Seconded by Commissioner Creek, the motion carried unanimously.

4. VISITORS

- a. Jennifer Burbidge – WRPA President

6. NEW BUSINESS

- a. Recreation Update- Haley Pink & Chase Wharton
- b. December Retreat Dates- December 5th 2024

7. UNFINISHED BUSINESS

- a. None

8. DIRECTOR’S UPDATE

- a. General Parks & Recreation items

9. POLL OF COMMISSION MEMBERS AND STAFF

10. ADJOURNMENT

The meeting adjourned at 7:50 p.m.

Respectfully submitted,
Drea Myers, Recorder

DRAFT

2025 Parks and Recreation Commission Work Plan



COUNCIL PRIORITY AREA	Comp Plan	TASKS DESCRIPTION	COMMISSION LEAD	STAFF LEAD	PROGRESS	2025 Recommendation	Priority
Community Safety, Economic Development, Infrastructure & Growth, Quality of Life,	Enhance Community Safety through safe parks	Park Safety Amenity Report	ALL	Jamie			M
		Park Prioritization Plan	ALL	Jamie			M
		Level of Service Changes	ALL	Jamie			M
Economic Development Quality of Life	Leverage the Potential of Recreation as an Economic Driver	WRPA Conference Involvement & Volunteering	ALL	CHASE/DREA			H
Economic Development Quality of Life Responsible Government	Leverage the Potential of Recreation as an Economic Driver	Recreation Program education	ALL	BRANDON			M
		Conduct community engagement (Arbor Day, River of Fire outreach, Numerica Family day).	ALL	Drea/Chase			H
Infrastructure & Growth	Maintain Recreation Infrastrucuture	Support Columbia Park reconveyance	KEN/SERGIO	Nick			L
		Monitor and recommend Park Mitigation and Impact Fee funded projects systemwide signage	ALL	Nick L			M
		Pathways & Trails Masterplan Implementation	KEN/SERGIO MICHELL	Nick F/Jamie			H
		Vancouver Pump Track Grand Opening	SERGIO/RUSSEL	Drea/Nick F			L
		War Memorials projects & maintenance	UBY/RUSSEL	Nick L			M
		Playground development	SERGIO/EVELYN	Nick L			M
		Dog Park (Columbia Park) Grand Opening and fundraising	EVELYN/RUSSEL MICHELL	Chase			L
		Columbia Park Friends of/ Volunteering Committee	KEN/UBY EVELYN	Haley/Nick F			M

The background features abstract, overlapping green geometric shapes in various shades of green, creating a modern and dynamic feel. The shapes are primarily located on the left and right sides of the slide, framing the central text.

Expectations & Role of Parks & Recreation Commission

Nick Farline- Parks, Recreation & Facilities Director

Purpose Parks & Recreation Commission

- ▶ The Parks and Recreation Commission is a seven-member body that works with the City of Kennewick's Parks and Recreation Department to provide citizen input into the City's recreational and parkland needs.
- ▶ The City's Parks and Recreation Department is charged with the responsibility of maintaining and developing over 646 acres of City owned parkland, 602 acres of which are developed, and administering the various recreational programs. Recreation is charged with but not limited to adult and/or youth activities, co-sponsored activities, large regional events, Southridge Events and Sport Complex, Keewaydin Community Center and Kennewick's City pool.

Purpose Parks & Recreation Commission

- ▶ The responsibilities of the Commission include:
 - ▶ Advising and making recommendations to the City Council for the management, control, improvements and beautification of all City parkland.
 - ▶ Periodically review whether the land that is being used for park purposes is adequate and recommending to the City Council when necessary, what additional land and grounds should be required and used for park purposes.
 - ▶ Study and appraise recreational needs for the City, and make quarterly reports to the City Council as to the effectiveness of the recreation program and make suggestions for the improvement thereof.
 - ▶ Make recommendations to the City Council for the establishment of needed recreational programs and facilities.

Requirements of Parks & recreation Commission

▶ 2.16.970: - Attendance Requirements.

- ▶ All members of boards or commissions or agencies shall be removed from their appointment if they have two or more unexcused absences in any calendar year. An unexcused absence is defined as a failure to notify the chairperson or secretary of their absence prior to the meeting, unless for a bona fide emergency.
- ▶ The expected minimum standard of attendance at all meetings is 75 percent, regardless of whether absences are excused or unexcused. (Ord. 5349 Sec. 9, 2011; Ord. 3915 Sec. 18, 2000)

Requirements of Parks & Recreation Commission

► Process

- Administrative Assistant emails calendar invite to Commission 2 weeks prior to scheduled meeting
- Commission requested to accept RSVP calendar invite or respond with unable to attend email no later than one week prior to the meeting.