



2/26/2026

**PARKS & RECREATION COMMISSION AGENDA
CITY HALL COUNCIL CHAMBERS - 210 W 6TH AVE**

6:00 PM

1. CALL TO ORDER

- a. Roll Call
- b. Pledge of Allegiance

2. APPROVAL OF AGENDA

- a. February 26, 2026

3. APPROVAL OF MINUTES

- a. January 22, 2026

4. VISITORS

- a. Doug with Club 509
- b. John McIntosh-Col Park Hwy replica signage

5. NEW BUSINESS

- a. Workplan Discussion
- b. Grant Program

6. UNFINISHED BUSINESS

7. POLL OF COMMISSION MEMBERS AND STAFF

8. NEXT MEETING DATE: MARCH 26, 2026 AT 6:00 P.M. IN CITY HALL COUNCIL CHAMBERS

9. ADJOURNMENT



**Parks & Recreation Commission
MINUTES**
Thursday January 22, 2026, 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. Drea Myers completed a roll call.
- b. Commissioner Martinez led the Pledge of Allegiance.

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

Commission Chair Ken Hahn	Brandon Lange, Recreation Manger
Commission Vice Chair Sergio Villegas	Haley Pink, Recreation Supervisor
Commissioner Evelyn Martinez	Chase Wharton, Events Supervisor
Commissioner Uby Creek	Drea Myers, Recorder
Commissioner Michelle Haffner	

Parks and Recreation Commissioners Absent:

Commissioner Joe Thornton

2. HONORS & RECOGNITION

- a. NA

3. APPROVAL OF AGENDA

- a. Commissioner Creek moved to approve the January 22, 2026 agenda as presented. Seconded by Commissioner Villegas, the motion carried unanimously.

4. APPROVAL OF MINUTES

- a. Commissioner Martinez made a motion to approve the August 28, 2025 regular meeting minutes. Seconded by Commissioner Haffner, the motion was carried out unanimously.

5. VISITORS

- a. NA

6. NEW BUSINESS

- a. Recreation Update
 - *Power point presentation given by Recreation staff and the Brock Lenard from Kamiakin Youth Lacross tournament director gave a recap of their shoot out tournament.
- b. Introduction to Jared Williams
 - *Quick introduction to our new Parks Maintenance Supervisor
- c. Adopt 2026 Work Plan
 - *Motion was made by Vice Chair Villegas to adopt the 2026 Work Plan. Seconded by Commissioner Martinez, the motion carried unanimously.
- d. Adopt 2026 Meeting Schedule

*Commissioner Creek made a motion to approve the 2026 Meeting Schedule. Seconded by Commissioner Haffner, the motion carried unanimously.

At this point in the meeting, Commission Chair Hahn recognized that there was a visitor that was missed. Commissioner Martinez made a motion to allow the visitor to speak. Seconded by Commission Vice Chair Villegas, motion carried unanimously. John Sutton spoke about the skate park. He would like to see some improvements to the skate park.

7. UNFINISHED BUSINESS

a. N/A

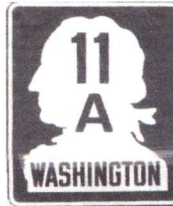
8. POLL OF COMMISSION MEMBERS AND STAFF

9. ADJOURNMENT

The meeting adjourned at 7:16 p.m.

Respectfully submitted,
Drea Myers, Recorder

MS. DREA MYERS
ADMINSTRATIVE ASSISTANT
KENNEWICK PARKS AND
RECREATION DEPARTMENT



420 W. 31ST AVE.
KENNEWICK, WA. 99337-5024
509.539.3787
game293@myyahoo.com

MEMORANDUM

February 17th, 2026

BY HAND DELIVERY

Dear Ms. Myers,

I am a 54-year resident of Kennewick, and I have been interested in local history; especially including our city's Parks and Recreation facilities.

This matter involves some little-known history. About 100 years ago, this year, the American Association of State Highway Officials (AASHO)¹ created the "First Interstate Highway System" known as the United States (U.S.) Route System. In an amazing example of interstate cooperation, the state highway engineers of the 48 states collaborated on a national basis to create and publish a national highway map for the first time showing the new US Route (federal) system. Washington state was included on the national map and Rand McNally, a map publisher, even issued an atlas. Prior to this time highways were named, not numbered. This revolutionary step changed our highways to a nationally numbered system with uniform signage and route markers.

This is particularly significant because Columbia Park contains one of the only original U.S. highway segments, using concrete pavement, still in existence in Washington. U.S. 410 was established in 1926 and routed through what is now Columbia Park before the nearby freeway was completed in 1951. I believe it was one of the first paved state highways in Benton County and is an official segment of the "Yellowstone Trail Route".²

I propose to honor this unique history with historically correct replica signage³ at key points in Columbia Park. I strongly believe this would be a

¹ Now known as the American Association of State Highway and Transportation Officials (AASHTO).

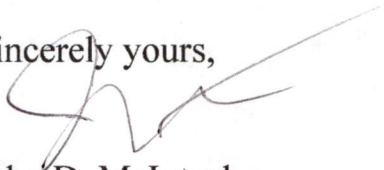
² See Yellowstonetrail.org

³ Attachment I shows a Washington State Highway Commission standard manual page depicting specifications for ca. 1926. Attachment II shows the US 410 route shield marker ca. 1926. Attachment III shows the "Historic Highway Program signage used in other states.

striking outdoor exhibit and enhance the experience of this historic site for visitors. It should include where appropriate, the "Historic Highway" route shield markers for US 410 shown in Attachment III.

I would respectfully request the opportunity to address the Commission on this proposal at your next available meeting.

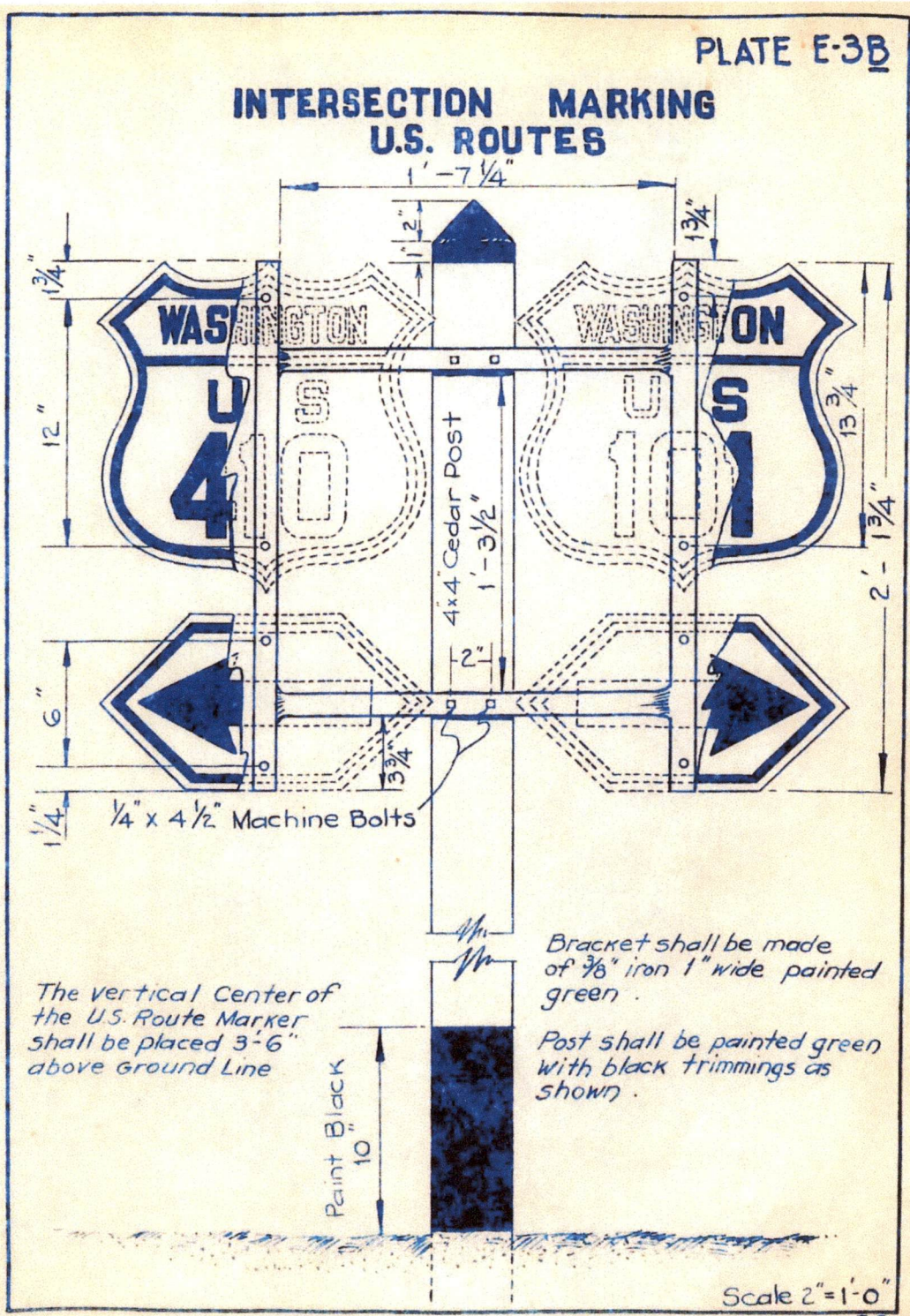
Sincerely yours,

A handwritten signature in black ink, appearing to read "John D. McIntosh", written over the closing "Sincerely yours,".

John D. McIntosh

C: file

Attachment I





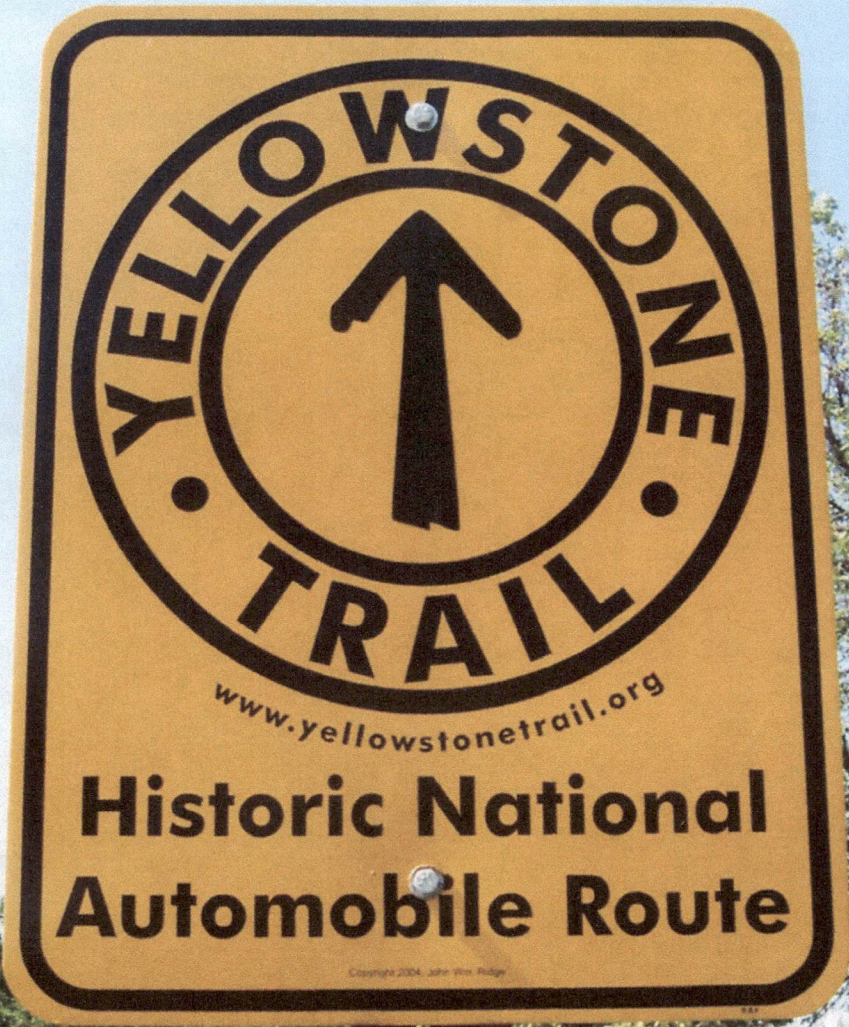
Attachment II



Attachment III. This is a sample of the “Historic Highway” program signage currently in use. It is proposed that former US 410 in Columbia Park and environs be so marked to promote visitor interest in local history. It should read US 410.



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2026 Parks and Recreation Commission Work Plan



COUNCIL PRIORITY AREA	Comp Plan	TASKS DESCRIPTION	COMMISSION LEAD	STAFF LEAD	PROGRESS
Community Safety	Enhance Community Safety Through Safe Parks	Park Assessments	All	Jared	
		Review, assess, and recommend updates to facility and park safety environment.	Joe, Sergio	Jared, Haley, and Drea	
Responsible Government	Organizational Excellence and Financial Stewardship	Present to Council as needed.	Ken, Uby	Drea/Director	
		Solicit donations and research grant opportunities while providing input.	Michelle	Director/Brandon	
Quality of Life	Leverage the Potential of Recreation as an Economic Driver	Community engagement (Arbor Day, NNO, Family Fun Day, Rec-2-U, 9/11, Veterans Day, Earth Day, Youth Basketball, etc.). Every Commissioner attends at least 1 event/program and Commission presence at all events.	All	Brandon/Drea	
		Support new recreation initiatives. Develop plan for advocacy to Council. - Pool	Ken	Haley/Director	
		Support new recreation initiatives. Develop plan for advocacy to Council. - Lawrence Scott Park	Sergio	Brandon	
		Support new recreation initiatives. Develop plan for advocacy to Council. - Wigeon Way Trail System	Michelle, Evelyn	Director	
	Maintain Recreation Infrastructure	Senior and Adult Programming Evaluations (KCC location).	Uby	Haley	
Economic Development	Organizational Excellence and Financial Stewardship	Identify and recommend potential funding mechanisms for future recreational facilities.	Joe, Ken, Sergio	Director	
Infrastructure and Growth	Maintain Recreation Infrastructure	Assist with design of Columbia Park splash pad.	Michelle	Jared and Chase	
		Develop plan to add a minimum of 3 new dog park amenities.	Evelyn	Jared and Chase	

Fee Waiver Grant Program

A New Approach for Community Events

Presented by Chase Wharton, Events Supervisor



Understanding the Current Grant Process

- **Why:** Fee waivers support community events
- **2025 Amount Waived:** 12 events, total of \$28,113.26
- **Example Recipients**
 - **Salmon Summit:** Waive \$3,990.00 - benefits 50+ local elementary schools and over 2,000 children
 - **Veterans Resource Expo:** Waive \$6,987.00 - connects 100's of veterans to housing, employment, counseling, social, clothing, and more
- **Pain Point #1:** Current process has inefficiencies, lacks proper structure, and hinders equitable distribution
- **Pain Point #2:** Current recipients are not encouraged to become self sufficient

Event Name	Event Sponsor	Total Event Cost	In-Kind Sponsorship	Amount Paid to City
Royal Family Fairy Tale Ball	Royal Family Kids	\$7,975.00	\$2,500.00	\$5,475.00
Salmon Summit	Benton Conservation District	\$4,440.00	\$3,990.00	\$450.00
Vintage at the Ridge	Gesa Carousel of Dreams	\$7,414.00	\$2,228.00	\$5,186.00
Camp Trios	Trios Health	\$4,570.00	\$4,320.00	\$250.00
Windy River Open	Tri Cities Disc Golf Club	\$775.00	\$675.00	\$275.00
WSU Benton Franklin Master Gardner Program Plant Sale	WSU Master Gardeners	\$769.26	\$419.26	\$50.00
Kennewick Police Community Cares Car Show	KPD/ High Desert Maintenance Inc.	\$1,916.00	\$1,216.00	\$250.00
KPD/KSD Crossing Guard Picnic	Kennewick Police Department	\$1,090.00		\$0.00
iCan Bike	Kiwanis of the Horse Heaven Hills	\$3,620.00	\$3,370.00	\$250.00
Nuclear Meltdown	Tri Cities Disc Golf Club	\$1,000.00	\$750.00	\$250.00
Riverfest	Pasco Chamber of Commerce	\$2,108.00	\$1,658.00	\$450.00
Veterans Stand Down	Columbia Basin Veteran's Center	\$7,337.00	\$6,987.00	\$350.00
		Total Due:	In-Kind Sponsorship	Total Collected:
		\$43,014.26	\$28,113.26	\$13,236.00

Purpose of Program

Supporting vibrant public events that benefit our community

- Clearer guidelines and selection process
- Promote equitable and inclusive access to fee waivers
- Strengthen review process and oversight
- Cap total amount available
- Cap amount available per event
- Encourage events to become self-sustaining
- Encourage other, new events, to use waiver as a jumping off point
- Involve Parks and Recreation Commission in process



Determine Eligibility

Essential criteria for qualification

- Event is Open to the public
- Community-focused
- Good financial standing with the City
- 501(c) nonprofits, government agencies, or proceeds support non-profits
- NOT receiving funding from any other City of Kennewick source*

*City of Kennewick has a separate policy adopted from the KAC 9-20 allowing certain events that provide extraordinary public benefit to receive direct fee waivers of all fees, outside of this Grant Process. Those receiving a direct waiver are not eligible for this grant process.





\$25,000

Total Grant Pool Available

\$3,000

Maximum Grant Amount Per Event

3 Years

Duration of Declining Support

Waivable Fees

Understanding fees that can be waived for eligible events

- Park and facility rentals
- Set-up and teardown fees
- City-owned equipment rentals

The City does not waive fees for:

- City Staffing
- Any contractual services the City has with other companies (i.e Waste Management, Janitorial)
- Beer or liquor permits or related costs
- Reimbursement for past events or expenses
- Events that promote political agendas



Application Review Process

- Submission of completed applications after conditional event approval is granted
- Review by the evaluation committee
 - Three City Parks and Recreation Staff
- Scoring based on established criteria - **next slide**
- Final recommendations provided to Parks and Recreation Director
- Recreation Director briefs Parks and Recreation Commission, allowing for questions and comments
 - Final decision made by Parks and Recreation Director



Application Scoring Criteria

- Merit (25%) - 15 pts Available
 - Brings a unique event to the community.
 - Event will become self-sustaining by year 4.
- Equity (25%) - 15 pts Available
 - Focuses on reaching underserved or underrepresented audiences.
 - Creates access and opportunity to the community.
- Community Impact (25%) - 15 pts Available
 - Meets a specific community need or demand.
 - Encourages collaboration with local organizations, groups, and businesses.
- Marketing & Promotion (25%) - 15 pts Available
 - The Event positively impacts the Kennewick Parks system.
 - Plans to maintain or increase the amount of attendees.



Scoring Matrix

Each Year The Amount Available to a Single Event Diminishes, encouraging self-sustaining habits and Opening Opportunity for Others

Score	Year 1	Year 2	Year 3	Year 4
50 – 60 pts	100%	70%	30%	0%
40 – 49 pts	80%	40%	20%	0%
30 – 39 pts	60%	30%	10%	0%
20 – 29 pts	40%	20%	0%	0%
10 – 19 pts	20%	10%	0%	0%
0 – 9 pts	10%	0%	0%	0%





Questions?

Thank you - We welcome your inquiries.

Name | Title

Chase Wharton | Events Supervisor

Email

chase.wharton@ci.kennewick.wa.us

Phone Number

509-975-1238