PARKS AND RECREATION COMMISSION
MEETING AGENDA
February 9 at 6:00 p.m.
Frost Campus – Meeting Room
1010 E. Chemical Drive

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1. **CALL TO ORDER**
   Roll Call/Pledge of Allegiance/Welcome

2. **HONORS & RECOGNITIONS**

3. **APPROVAL OF AGENDA:** February 9, 2017

4. **APPROVAL OF MINUTES:** November 3, 2016

5. **VISITORS**

6. **NEW BUSINESS**
   - **a.** Approval 2017 Parks and Recreation Commission Work Plan – Cheryl Bolin, Parks, Facilities & Recreation Director and Ian Napier, Customer Relations, Programs, & Facilities Manager
   - **b.** Approval 2017 Parks and Recreation Commission Meeting Schedule – Cheryl Bolin, Parks, Facilities & Recreation Director
   - **c.** Open Public Meetings Act Discussion – Cheryl Bolin, Parks, Facilities & Recreation Director

7. **UNFINISHED BUSINESS**
   - **a.** Election of Commission Officers – Cheryl Bolin, Parks, Facilities & Recreation Director
     - i. Vacancy (1)
     - ii. Expiring Term (1)

8. **DIRECTOR'S MESSAGE:** Cheryl Bolin, Parks, Facilities & Recreation Director
   - i. Capital Projects
   - ii. Programming

9. **POLL OF COMMISSION MEMBERS AND STAFF**

10. **ADJOURNMENT**

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 AND RECREATION COMMISSION MEETING MINUTES

November 3, 2016, 6:00 p.m.

Southridge Sports & Events Complex – Pavilion Conference Room

2901 Southridge Blvd - A

I. CALL TO ORDER

a. The meeting was called to order by Vice Chairman Mark Reed at 6:03p.m.
b. Recorder, Sara Allington, called the roll and found the following:
    i. Present: Vice Chairman Mark Reed, Commissioners Dean Aeling, Jack Anderson, Ken Hahn
    ii. Excused: Commissioner Ty Fischer
    iii. Unexcused: Chairman Ben Rutledge
    iv. Staff: Cheryl Bolin, Parks, Facilities & Recreation Director; Greg Duffy, Facilities Manager; Ian Napier, Customer Service Relations and Program Manager; Tiffney Hill, Parks & Recreation Supervisor
    v. Recorder: Sara Allington

II. APPROVAL OF AGENDA

a. Commissioner Ken Hahn moved to approve the agenda. Commissioner Dean Aeling seconded the motion. The agenda was approved unanimously.

III. APPROVAL OF MINUTES

a. Commissioner Dean Aeling moved to approve the minutes dated July 14, 2016. Commissioner Jack Anderson seconded the motion. The minutes were approved unanimously.

IV. UNFINISHED BUSINES

a. Kennewick Senior Center Program Model Change – Cheryl Bolin, Parks, Facilities & Recreation Director
    i. Commissioner Dean Aeling moved to approve the motion to recommend City Council to approve the Kennewick Senior Center program shift from a senior center program model to a community center program model to

include; a facility name change, continuation of existing older adult programming, and an expansion of programming scope. Commissioner Jack Anderson seconded the motion. The recommendation was approved unanimously.

b. Discussion of Refocus Committee Members – Ben Rutledge, Chairman

V. **NEW BUSINESS:**

a. Parks & Recreation Commission Vacancy – Cheryl Bolin, Parks, Facilities & Recreation Director
b. Parks & Recreation Retreat Discussion – Cheryl Bolin, Parks, Facilities & Recreation Director
   i. What are commissioner’s motivation, vision and expectations of the upcoming retreat? An email will be sent to each commissioner with these question outlined.
c. Director’s Report – Cheryl Bolin, Parks, Facilities & Recreation Director

VI. **POLL OF COMMISSION MEMBERS AND STAFF**

VII. ADJOURNMENT

a. The meeting was adjourned by Vice Chairman Mark Reed at 7:33p.m.

Kennewick Parks and Recreation Commission Work Plan 2017

Item/Council Priority Area	Description	Accountability	Due Date/Status
Sustaining Parks and Recreation - Strategies **Community Safety - Economic Development - Infrastructure and Growth - Quality of Life - Responsible Government**	• Update Parks Comp Plan • Develop Community Engagement Process • Identify alternative funding sources • Determine feasibility for each option • Develop plan • Prepare report and present report to Council		
Host Joint City Commission Retreat: Arts & Planning **Quality of Life/Economic Development**	• Request City Council's support - approval • If approved, develop agenda, secure date and location, etc.		
Recreation Programming Strategy **Quality of Life**	• Update Marketing Strategy – to include goals, objectives, and outcomes. • Present Updated Marketing plan to the Commission on ____ • Commission to continue representation at Family Expo – Jan 27 & 28 2017, National Night Out Aug 2017 • Develop an informational PowerPoint to present to Community Service groups, current and potential partners, and local business • Year End Presentation to Commission on outcomes of marketing plan		

Earn the Commission for Accreditation of Parks and Recreation Agencies (CAPRA) accreditation **Economic Development - Quality of Life - Responsible Government**	• Review CAPRA requirements • Provide CAPRA training • Create CAPRA Self – Assessment Plan • Establish Core Values • Attend Professional Conferences		
Capital Projects **Infrastructure and Growth**	Columbia Park • Develop Plan for POD to include: alternative funding, design, construction • Presentation on Columbia Park Master Plan • Preliminary development of a work plan for the future development of the east end of based on the conveyance proceedings. • Preliminary development of a work plan for the future development of the campground in Columbia Park		

Leading the Way

Kennewick Parks and Recreation Commission
2017 Draft Meeting Schedule

Meetings are held on the 2nd Thursday of each month
6:00 p.m. Location TBA

Date	Topic
January 12	• Draft P&R Commission Work Plan
January 27 – 28	• Commissioners attend Family Expo at TRAC
February 9	• Election of Officers • Approval of P&R Commission Work Plan
March 9	
April 13	
May 11	
June 8	• Midyear Status Reports
July 13	
August 3	• National Night Out P&R Commission Booth
August 10	
September 14	
October - TBD	• Tri-City Area Parks & Recreation Commissions Meeting
November 9	• Year End Reports – Planning for Retreat
December 2 ***(Saturday)***	• P&R Retreat – Prepare goals for 2017