



Parks & Recreation Commission

AGENDA

Wednesday, March 01, 2023, 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:** March 01, 2023
- 4. APPROVAL OF MINUTES:** October 27, 2022 Regular Meeting Minutes
- 5. VISITORS**
 - a. Robert Wirtzberger
- 6. NEW BUSINESS**
 - a. Adopt 2023 Work Plan
 - b. Adopt 2023 Meeting Schedule
 - c. Parks & Recreation Capital Projects 2023 Overview
 - d. Expectations for Commission Attendance
- 7. UNFINISHED BUSINESS**
 - a. None
- 8. Director's Update**
 - a. Comprehensive Plan Update
 - b. Youth member on Commission
 - c. General Parks & Recreation items
- 9. POLL OF COMMISSION MEMBERS AND STAFF**
- 10. ADJOURNMENT**

The next regularly scheduled meeting is Thursday, March 23, 2023 at 6:00 pm, unless otherwise noted. Meeting location is City of Kennewick Council Chambers.

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 27, 2022 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 Ian Dezember led the Pledge of Allegiance.

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

Commission Chair Ken Hahn	Ian Dezember, Parks & Facilities Manager
Commission Vice Chair Linda Stroben	Drea Myers, Recorder
Commissioner Ty Fischer	
Commissioner Eveylyn Martinez	
Nick Farline, Parks & Recreation Director	

Parks and Recreation Commissioners Absent:

Loren Anderson, Council Liaison (excused)
Commissioner Robb Heston (unexcused)
Commissioner Jack Anderson (excused)

2. HONORS & RECOGNITION – None

3. APPROVAL OF AGENDA

Commissioner Martinez moved to approve the agenda as presented. Seconded by Commissioner Stroben, the motion carried unanimously.

4. APPROVAL OF MINUTES

Commissioner Fischer made a motion to approve the July 28, 2022 regular meeting minutes. With a second from Commissioner Stroben, the motion carried unanimously.

5. VISITORS –None.

6. NEW BUSINESS

a. December Retreat – Discussed a plan to meet in early December for a retreat. We will create a work schedule for 2023 in a non-public forum. A calendar invite will go out to Commissioners next week.

b. Audubon Trail Future Discussion- City of Kennewick Parks, Recreation and Facilities has an agreement in place with Audubon Society signed in 2007. It is 10-year agreement with at 5-year extension bringing us to 2022. With that agreement expiring, Audubon Society reached out to us to negotiate a new agreement. Director Farline met with Audubon Society at the trail, prior to the meeting he walked the trail. The trail has not been maintained for a number of years. Minor brushing on the sides appeared to be completed, but the state of the trail is not safe for walking. The pavement has root heaves throughout. The Audubon Society asked if the City would be able to fix the trail and take on the maintenance of the

trail. The trail itself would be a capital project as well as trying to get approval for the equipment to the trail. In addition, the Audubon Society doesn't have the funding or staff to put into the trail. Our recommendation is to decommission the trail. This trail has been seeing a lot of delinquent behavior as there is a structure on the path. The structure was intended as a look out, but it is a safety hazard and needs to come down. Commission Chair Hahn went to the trail and described how uneven the ground beneath his feet was. He noticed rotted logs that at one time were benches but are now falling apart. The trail has sections that are unpassable and the City does not have the funds to fix this trail. With this being a safety concern, our department recommends closing the trail. Commissioner Martinez asked how City of Richland is able to maintain and make changes along the water. Commission Chair Hahn advised the City of Richland owns that property, the shoreline & Columbia Park is owned by the Corps of Engineers so we must get approval for any work done in that area through the Corps of Engineers. Staff and Commission agree this is a safety hazard. Commission Chair Hahn made a motion to approve the temporary closure of the Audubon Trail. Seconded by Commissioner Stroben, the motion carried unanimously.

c. Park Audit Report-Manger Ian Dezember went through the park audits reports completed by our Parks & Recreation Commissioners.

- **Southridge** Commissioners Hahn and Martinez reported weeds near the pavilion. There is a project in the early planning stages to correct this area. City also plans to refill bark and/or switching over to basalt rock. Strong winds make bark difficult in this area, which is why we may switch to basalt.
- **Grange Park** Commissioner Heston reported a small amount of debris from a couple gazebo rentals. Graffiti on the basketball courts and nets needed replaced. Some cracking on the courts, not a safety hazard at this time but we will consider it in our next budget.
- **John Day Park** Commissioner Anderson reported parking spots need stripping. Ian plans to have stripping done to correct that. Small amount of weeds at this park along the arborvitae trees.
- **Kenwood Park** Commissioner Fischer reports weeds in planters that need pulled and some light pruning. Lights were on during the day, facilities will look into this as the lights should not be on during the day. Drinking fountain needs maintenance. Suggested having some grills available for use during summer.
- **Hawthorn Park** small amount of pruning and weed removal needed at the park.
- **Jay Perry Park** Commissioner Stroben reported the drinking fountain needs maintenance, its dribbling water instead of a constant flow. A few cracks and holes in the surface. Minor graffiti. There was a small amount of weeds and debris as well.

7. UNFINISHED BUSINESS

- a. **None**

8. Directors Update:

- a. Dog Park-We presented this agenda item to CDBG for funding. The dog park was not funded, however a splash pad near the pool was funded. City of Kennewick Parks & Recreation department will do some community outreach near the locations we are considering for a dog park. Once we have community feedback will go back to CDBG and present the plan for funding.

- b. General Parks & Recreation Items- Our department has two exciting changes. We extended an offer for a Parks Planning and Capital Improvement Projects Manager and promoted our Events Coordinator to Events Supervisor, we will back fill that position. Update on our six year CIP budget plan will be reviewed at the next workshop with Council. Our department will answer any questions. The budget should be adopted by the middle of November.

9. POLL OF COMMISSION MEMBERS AND STAFF

- Commission Chair Hahn: Requested any workplan ideas from the Commissioners are to be emailed to Drea. Commission Chair Hahn discussed Kason's Cause, an eight year old who presented to the City on the challenges he faces at most parks.
- Commission Vice Chair Stroben: None
- Commissioner Fischer: Counted the trees on one side of Bob-Olsen and he counted just under 500 trees on one side.
- Commissioner Martinez: A couple observations while visiting Hansen Park. The lack of lighting now that it is dark earlier is there a way to get lighting. Facility Manager Ian Dezember answered with an explanation of park hours. They close a half hour after sunset, if we light them up people will be there after hours. To update this we would have to amend our municipal code. Commissioner Martinez would like to continue this conversation. Commissioner Martinez requested we refill dog-waste station bags and asked about bathrooms possibly opening earlier for use.
- Mr. Farline: On July 22nd a formal resignation was given to the City of Kennewick from Commissioner Dean Aeling. Clerk will post this opening once we have another opening.
- Mr. Dezember: Scoreboards are installed and ready to go. The light pole on civic field two has been replaced. City has received approval from the Corps of Engineers to replace the driving range pole.

10. ADJOURNMENT

The meeting adjourned at 8:10 p.m.

Respectfully submitted,
Drea Myers, Recorder

DRAFT 2023 Parks and Recreation Commission Work Plan

Updated 2/24/23



COUNCIL PRIORITY AREA	GOAL	TASKS DESCRIPTION	COMMISSION LEAD	STAFF LEAD	PROGRESS	2023 Recommendation	Priority
Community Safety, Economic Development, Infrastructure & Growth, Quality of Life, Responsible Government	Sustain equitable access to parks and recreation	Make recommendation to Staff for use of Park Hills Park funds		N. Farline		carry forward	M
		Parks & Recreation Comprehensive Plan		N. Farline	Selected BerryDunn as consulting agency	New	H
		Motorized personal transportation park use Code recommendation.			Recommend speed limits, signage, or other rules to Council Spring 2022.	carry forward	L
Economic Development Quality of Life	Arts Commission placemaking partnership	Continue to facilitate park identifier and public art opportunities (park murals; solar markers).		Rohana Carmichael	Ongoing	carry forward	L
Economic Development Quality of Life Responsible Government	Increase public awareness and education regarding parks & recreation	Conduct community engagement (Arbor Day, Community Service Day, etc.).		Drea Myers	Ongoing	carry forward	M
		Parks & Recreation Fee's		Brandon Lange	Update fee's for Park rentals and facilities	carry forward	H
		Support Columbia Park reconveyance		N. Farline	Ongoing. Establish MOU with CTUIR in 2023. USACE negotiations ongoing.	carry forward	H
		Monitor and recommend Park Mitigation and Impact Fee funded projects		N. Lagunas		ongoing	M
Infrastructure & Growth	Capital and Mitigation / Impact Fund Projects	Community Outreach for Dog Park		N. Laganus	Design pending completion of deadline driven ARPA projects	carry forward	H
		Lawrence Scott Park Project grand opening		N. Laganus	Project on schedule for late May opening	carry forward	H
		Conduct Park Audits	All	Drea Myers	Assigned in April for completion by June. Staff report in July/August.	carry forward	M



Parks and Recreation Commission 2023 Draft Meeting Schedule

Meetings are held on the 4th Thursday of each month
6:00 p.m., City Council Chambers

Date	Topic
January 26	• Canceled
February 23	• Moved to March 1st
March 1	• P&R Commission Work Plan adoption • P&R Commission 2023 Meeting Date/Topics adoption • Comprehensive Plan update • Parks & Recreation Capital Projects 2023 Overview • Expectations for Commission attendance Boards & Commissions Banquet Area Joint Meeting • Parks and Recreation Comp Plan update
March 2	• Boards and Commission Banquet
March 23	• TBD
April 27	• Election of Officers • Park Audit Assignments • Grid Kids Annual Plan • Parks and Recreation Comp Plan update
April 29 Arbor Day	• Hansen Park
May 25	• Dog Park Community Outreach strategy • Parks and Recreation Comp Plan update - o Comp Plan Survey updates
June 22	• Park Audits – Return to Staff • Parks and Recreation Comp Plan update
July 27	• Presentation by BerryDunn on Final Draft Parks & Recreation Comp plan
August 1	• National Night Out – P&R Commission Booth at SR
August 24	• Final Comp Plan Update • Comprehensive Recreation Division update
September 28	• Park Audits results
October 26	• Regular Scheduled Meeting
November No Meeting	• Thanksgiving
December TBD	• Commission Retreat – Establish 2024 Work Plan Goals

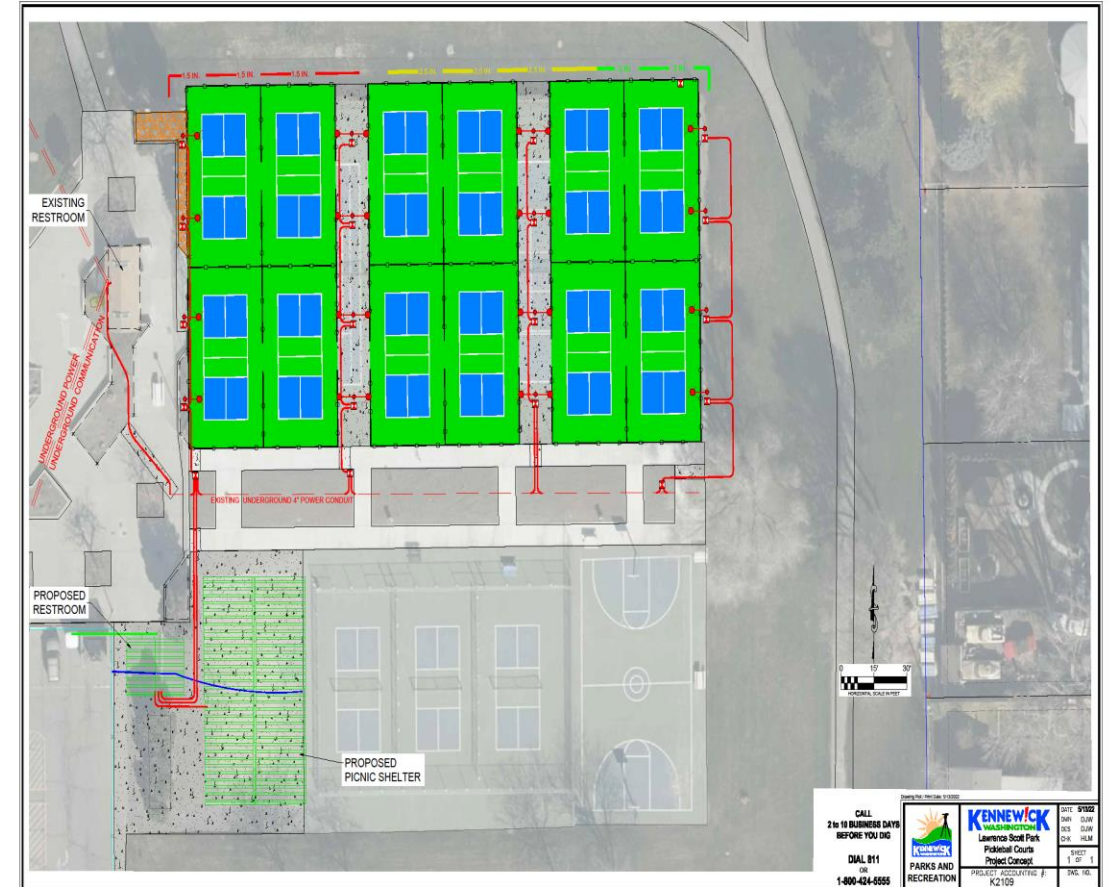
Capital Improvement Projects

Parks, Recreation, and Facilities



Lawrence Scott Park – Pickle Ball Complex

- Project Scope: addition of 12 courts, restroom, and pavilion
- Budget – Funded '22 \$1.3M
- Current Deliverables
 - Pavilion – est complete Early Mar '23
 - Lighting – est complete Mid Mar '23
 - Restroom – est complete Mid Mar '23
 - Court Surfacing & Net install – est complete Mid-April – Requires 55° and rising temps
- Estimated completion Mid-April '23



Community Center Remodel

- Project Scope: Complete the remaining interior portions of the remodel
- Budget – Funded '19 \$100K
- Current Deliverables
 - Design Complete
 - Out for Bid – Est Q3 '23



Columbia Park – Driving Range Pole

- Project Scope: Repair snapped netting pole on north side of range.
- Budget – Funded '22 \$25K
- Current Deliverables
 - Contractor acquired
 - Requisition new pole – Est complete Mar '23
 - Estimated project completion Mar '23



Columbia Park – Restroom Repair (Insurance)

- Project Scope: Repair fire damaged restroom that services POD.
- Budget – Engineer Est. \$350K
- Current Deliverables
 - Design Complete.
 - Out for Bid – 21 Feb '23
 - Bid Opening – 7 Mar '23
- Estimated completion Jul-Aug '23



Southridge Turf

- Project Scope: Remove 6 inches of compacted soil/rock in grassy area behind the Carousel. Replace with new soil and turf.
- Budget- Funded '22 Est. \$70K
- Current Deliverables
 - Est completion Q3 '23



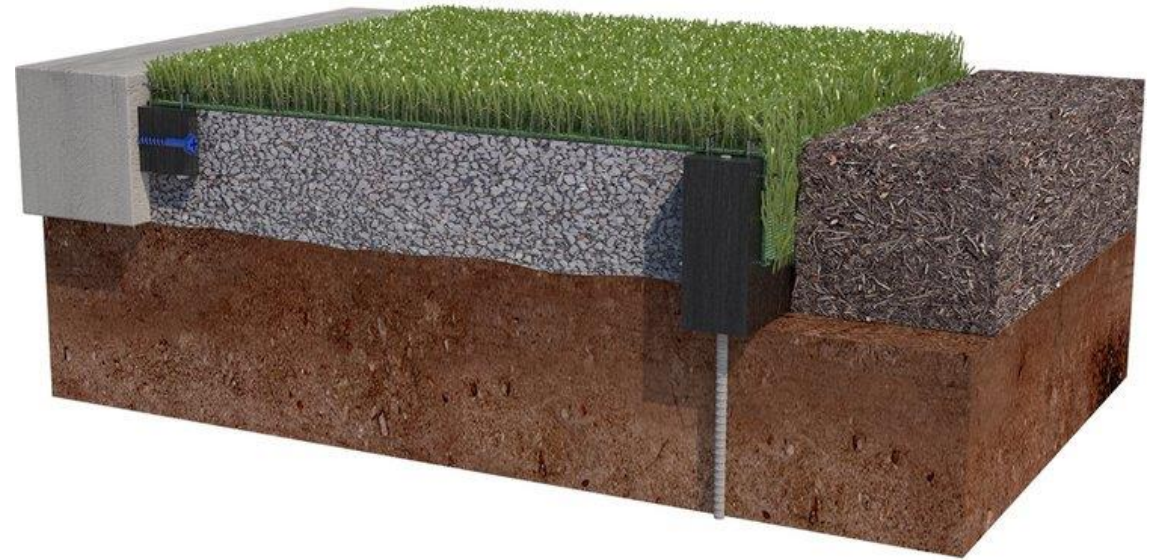
Columbia Park – Campground Demo

- Project Scope: removal of remaining derelict buildings
- Budget – Funded '23 \$160K
- Current Deliverables
 - Planning – Est completion Q2 '23
 - Execution – Est completion Q3 '23



Hard Surfacing

- Project Scope: repair/replace hard surfacing at various locations, to include upgrading surfaces to more reliable materials (pictured).
- Budget - Funded '23 \$400K (one-time expense)
- Southridge PIP Surface
- Zintel Playground tiles
- Inspiration Park tiles
- Current Deliverables
 - Install surfacing – Q1-3 '23



Pool Chlorinator

- Project Scope: Replace gas chlorination system with tablet feeder system, and install new pool heaters.
- Budget - Funded '22 \$204K
- Current Deliverables
 - Notice to Proceed – 17 Jan '23
 - Material arrival – Est 4 Apr '23
- Completion 1 May '23



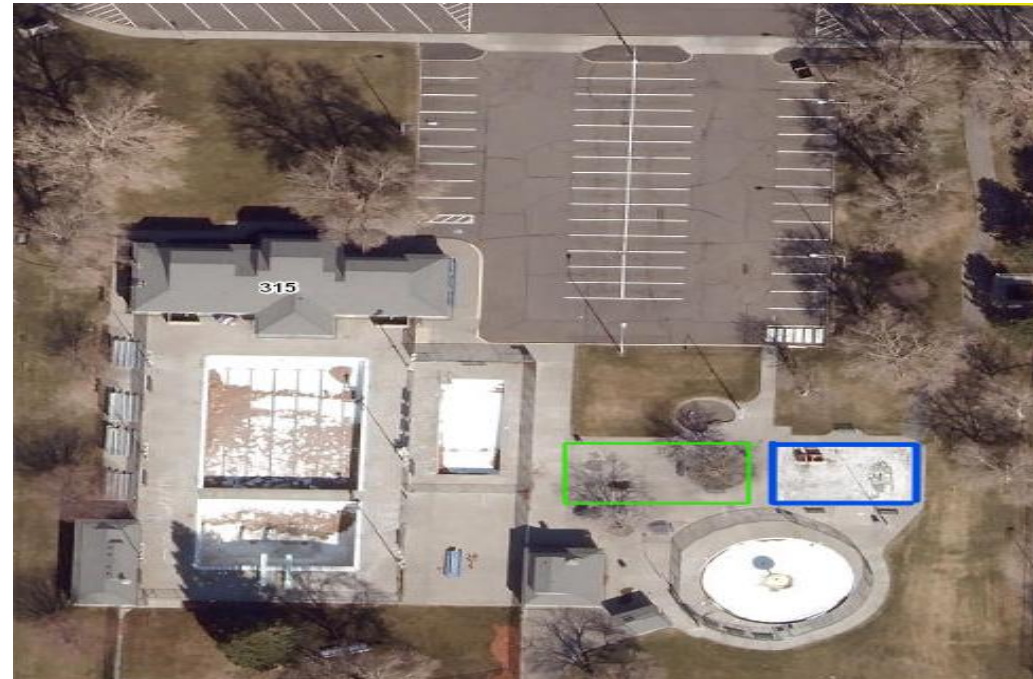
East Boat Launch – Float Rehabilitation

- Project Scope: replace floatation system and decking, with a focus on increasing light transference to meet WDFW requirements.
- Budget – Funded '22 \$180K
- Current Deliverables
 - Design – Est completion Mar '23
- Estimated completion End of April-May '23



Civic Center – Splash Pad (CDBG)

- Project Scope: replace dilapidated water implement (near mushroom pool) with an inclusive re-circulating chlorinated splash pad, and sun shade shelter
- Budget – Funded '22 \$500K
- Current Deliverables
 - Design – Complete
 - Est project completion Sept '23



Southridge In-field Rehabilitation

- Project Scope: Level nine infields and place infield additive (DuraEdge or like product).
- Budget- Funded '22 Est. \$281K
- Current Deliverables
 - Material – July '23
 - Ground prep –July '23
 - Final completion – August '23



Numerica Pavilion – Lighting & Flooring

- Project Scope: Replace lights throughout the Numerica Pavilion with energy efficient LED's. Replace lighting control system with app. Replace current sports flooring.
- Budget – Funded '22 Est. \$180K
- Estimated timeline – August 21, 2022 through September 17, 2022.

