



**Parks & Recreation Commission
AGENDA**

Thursday, January 28, 2021, 6:00 pm
Virtual 'Zoom' Meeting - updated



Link: <https://zoom.us/j/97909996554?pwd=Z1hlMGZJaWJ4MCtRK21UN1JOVFdLQT09>

1. CALL TO ORDER

- a. Roll Call
- b. Pledge of Allegiance/Welcome

2. HONORS & RECOGNITIONS:

3. APPROVAL OF AGENDA: January 28, 2021

4. APPROVAL OF MINUTES:

August 27, 2020 Regular Meeting and December 3, 2020 Special Meeting

5. VISITORS

6. NEW BUSINESS

- a. Park closing time exception (KAC 9-44-020)
- b. 2021 Schedule
- c. 2021 Work Plan
- d. P & R Commissioners
 - Terms expiring 3/31/21: D Aeling, T Fischer
 - Open position (R Van Slycke resigned, term expires 3/31/24)

Re-apply online: <https://www.go2kennewick.com/FormCenter/Boards-Commissions-11/Boards-and-Commissions-Application-76>

7. UNFINISHED BUSINESS

8. POLL OF COMMISSION MEMBERS AND STAFF

9. ADJOURNMENT

The next scheduled meeting is Thursday, February 25, 2021 at 6:00 pm, via Virtual Zoom Meeting, unless otherwise noted.

<H:\Parks\ Division Public\Commission\2021\Jan 2021\01-28-2021 P and R Agenda UPDATED.docx>

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.

9-44 RULES AND REGULATIONS FOR CITY PARKS

SECTION:

- 9-44-010: Purpose
- 9-44-020: Park Rules
- 9-44-025: Trespassing
- 9-44-030: Posting of Rules
- 9-44-040: Open to Public Events

9-44-010: Purpose: Certain rules and regulations governing the operation of the City parks and recreational areas are adopted by the Parks and Recreation Commission in order to achieve the greatest amount of good for the residents of the City and community in general.

9-44-020: Park Rules: The following are hereby adopted as park rules and regulations of the City of Kennewick, which are applicable to all public parks and recreational areas owned by or include the control of the officials of the City of Kennewick:

- (1) Parks close one-half hour after sunset until 6:00 a.m. Written permission from City of Kennewick Parks Department may be obtained for special events; an exception is granted from these hours for access to and from Columbia Park Golf Course for food and beverage service with approved vendor during regular business hours.
- (2) All dogs must be on leashes;
- (3) No horse riding is allowed;
- (4) Defacing or destroying property is prohibited;
- (5) Areas being irrigated or mowed are closed to public use;
- (6) All waste material must be deposited in refuse cans;
- (7) Kite flying is prohibited in Kenwood Park due to hazardous conditions;
- (8) No alcohol allowed on park/recreation premises. Written permission may be obtained for special events in Columbia Park;
- (9) No golf practice use, except within the boundaries of the Columbia Park Golf Course;
- (10) Pet owners must pick up pet waste and deposit in refuse containers;
- (11) At fishing lagoon at the east end of Columbia Park;
 - (a) Only juveniles (14 years and younger) and persons with disabilities with a reduced fee license are allowed to fish;
 - (b) Fishing Season is year round;
 - (c) Daily fishing limit is a total of five (5) game fish, no minimum size;
 - (d) No bird feeding;
 - (e) No swimming allowed;
 - (f) No floating devices allowed without a permit;
 - (g) No ice skating or ice fishing.
- (12) Tobacco products use is not permitted within 20-feet of park playgrounds and tot-lots.

9-44-025: Trespassing: In addition to such other penalties as may be imposed by law for the violation of posted rules and regulations or the commission of other offenses in Kennewick Municipal Parks, the Kennewick Police or the Director of Parks and Recreation are authorized to issue trespass notifications to any person against whom they have probable cause to believe have committed a crime or infraction while on a City park. The trespass notification will be valid for 30 to 365 days and will identify the park or parks from which the offender is excluded. The Park Commission may extend or expand this notice by motion.

9-44-030: Posting of Rules: These rules and regulations are to be posted at conspicuous places in the City parks and recreational areas. The authority and penalties for the above rules and regulations are indicated in Kennewick Municipal Code 10.08.040.

9-44-040: Open to Public Events: "Open to Public" events are not allowed except with written permission from the Parks and Recreation Department.



Parks & Recreation Commission
MINUTES
Thursday, August 27, 2020, 6:00 pm
Webex Meeting



1. CALL TO ORDER

- a. Commissioner Hahn called the meeting to order at 6:02 pm. Recorder Quintanilla completed a roll call.
- b. Chairman Fischer led the Pledge of Allegiance and welcomed all in attendance.

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

Commissioner Ken Hahn
Commissioner Linda Stroben
Commissioner Dean Aeling
Commissioner Jack Anderson
Commissioner Ty Fischer
Commissioner Robb Heston

Jim Millbauer, City Council Liaison
Emily Estes-Cross, Parks and Recreation Director
Greg Duffy, Parks and Facilities Deputy Director
Isa Quintanilla, Recorder

2. HONORS & RECOGNITION – None

3. APPROVAL OF AGENDA

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

4. APPROVAL OF MINUTES

Commissioner Anderson made a motion to approve the June 25, 2020 Minutes adding a correction that Commissioner Stroben was voted in as “Co-Chair,” which should have been “Vice-Chair.” With that change, and second from Commissioner Stroben, the motion carried unanimously.

5. VISITORS –This meeting, held online thru Webex, had no visitors in attendance.

6. NEW BUSINESS

a. **Park Hills Maintenance Agreement**

Ms. Estes-Cross stated the Parks Hills Maintenance Agreement is defunct. In summary, neighbors entered into an agreement to construct and maintain the park on residential lots the city would have otherwise sold. In 2005, the neighbors requested that the City take it over as only two members of the Committee were taking care of it. Soon after the Committee dissolved. In 2013, the City conducted outreach meetings and distributed brochures to re-start the agreement with current homeowners. No volunteers came forward, and the City has maintained the park since. The minimum average maintenance cost is about \$5,000, however the park needs improvements to remain safe and compliant. This park is not in the Parks & Recreation Comprehensive Plan. Options for moving forward include (1) begin another neighborhood outreach campaign since so much time has passed since the last one, to see if an entity comes forward to take over the maintenance agreement; and/or (2) decommission the park,

potentially leading to surplus (property sale). If sold, there is no guarantee the revenue will fund improvements at other parks in the area. If outreach begins, Commissioners were asked to consider participating, get involved at the meetings.

b. Kennewick National Youth Baseball - presentation

Jared Moran, Vice-President of Kennewick National Youth Baseball, submitted a 2019-2020 Annual Report to share with the Commission. Due to Covid-19, the presentation was a delayed. Staff presented the report to the Commission on behalf of Mr. Moran. The report shows successes and projects completed in 2019. The 2020 projects are on hold while youth baseball is also on hold. Ms. Estes-Cross stated that this has been a beneficial partnership. After reviewing the presentation, Chairman Hahn requested that staff send thank you note to Mr. Moran.

The Kennewick School District requested permission to utilize the KNYB parking lot for additional parking needed for safe operations during the Covid-19 crisis. This was a win-win.

c. Covid 19 – impacts and response

- Parks crew continues to keep up with sanitation, edging, mowing, irrigation breaks in the parks and public spaces.
- Revenue has ceased due to no programs, no events, no rentals, as a result of Covid 19 restrictions.
- There is an increase in park use, and an uptick in homelessness in several parks.
- Minimal delays on capital projects already in process, however no new projects are starting.
- To discourage gatherings, all fields are closed to the public, bases have been pulled. There are no rentals at this time, yet unsanctioned games are happening, teams are showing up.
- City of Kennewick and Police Department are connecting with groups in the parks/fields educating them on social distancing and state guidelines.
- The Ken Serier Memorial Pool and aquatic splash parks are closed and will not open. The City is following CDC guidelines.
- Columbia Park Golf Tri-Plex is open, including foot golf. It is not known if disc golf has opened.
- Commissioners were asked to contact staff if they see something that needs attention.

- d. Commissioner Resignation – Commissioner Robert VanSlycke resigned effective 7/27/20, due to a new job, out of town. Due to meeting limitations and constraints of Covid, this position may remain open until early 2021.**

7. OLD BUSINESS

a. 2020 Park Audit Survey results

Deputy Director Greg Duffy thanked the Commissioners for all their contributions and involvement. Completing Park Audits is an important task which serves as an opportunity for staff to see the parks through fresh eyes and crews to follow up on areas noted. The six parks audited this year include Horse Heaven Hills, Layton,

Inspiration, Yelm, Keewaydin, and Zintel Park. The two low-scoring parks (Keewaydin and Layton Park) are getting a little more attention. Cleanliness is impacted by increased homelessness, overall higher use, and subsequently more trash. Zintel Canyon Park has flooding issues. Some of the challenges in this area are return flows from irrigation, water run off due to flood control, a levy, and intakes. A citywide Mitigation Committee, with a host of public agencies involved, is reviewing these issues.

b. 2020 Self-Guided Site Tour of Parks/Facilities

The 2020 Site Tour was a self-guided tour this year due to Covid-19, where Commissioners drove to sites throughout the City to view accomplishments, successes and challenges. This year the eight sites selected by staff were: Keewaydin Community Center, Monolopy Park, Underwood Park, Vancouver Park, Highlands Grange Park, Sunset Park, Desert Hills Challenge Course, and Southridge Complex. A PowerPoint of locations was shared with Commissioners. Funding, Community Development Block Grants, deadlines, and delays due to Covid-19 were discussed.

8. Poll of Commissioners and Staff

The annual Area Wide Joint Commission Meeting 2020 has been cancelled due to the pandemic. Pasco will host in 2021.

The All Community Senior Picnic 2020 has also been cancelled due to the pandemic. Richland will host in 2021.

Commissioner Stroben commented that the parks look great. She goes with family to have lunch and takes walks. She appreciates all the hard work from Parks crew and staff.

Commissioner Anderson said that he has completed park audits for quite a few years. He has visited Horse Heaven Hills on many occasions and is very impressed on how well it is maintained, the pride, well kept, lack of graffiti. He asked that Mr. Duffy thank the Parks crew.

Commissioner Heston mentioned that he was at Yelm Park two days ago and the park looks great. It was good to see people in the park, playing soccer and walking their dogs.

Commissioner Fischer congratulated the Parks crew for maintaining the parks. He audited Layton Park and stated it needs some work and has some challenges. He also stated that a neighbor is requesting basketball hoops be placed at Kenwood Park on Garfield. Commissioner Fisher asked about a window cleaning business vehicle parking in the area of 27th and Union. Commissioner Hahn stated that they have moved on.

City Councilman Jim Millbauer, Liaison to the Parks and Recreation Commission, commented that it was good to see the pouring of the pad and two basketball hoops at Underwood Park. He stated that he rides his bike along the Bob Olson Parkway regularly and is very impressed with the Desert Hills Challenge Course. Councilman Millbauer stated that today's agenda was very informative.



**Parks & Recreation Commission
MINUTES
Thursday, December 3, 2020, 6:00 pm
Virtual ' Zoom' Special Meeting**



1. CALL TO ORDER

- a. Commissioner Hahn called the meeting to order at 6:02 pm. Recorder Quintanilla completed a roll call.

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

Commissioner Ken Hahn

Jim Millbauer, City Council Liaison

Commissioner Dean Aeling (6:04pm)

Emily Estes-Cross, Parks and Recreation Director

Commissioner Jack Anderson

Greg Duffy, Parks and Facilities Deputy Director

Commissioner Ty Fischer

Ian Dezember, Parks Maintenance Manager

Commissioner Rob Heston

Isa Quintanilla, Recorder

Absent: unexcused

Commissioner Linda Stroben

2. VISITORS –This meeting, held online thru Zoom had two visitors:

Dennis Fife President of Master Gardeners Foundation Benton Franklin Counties
509-440-3070 fifedi@gmail.com

David Hammond Member of Benton Franklin Master Gardeners
509-528-8484 dfhamm@gmail.com

6. NEW BUSINESS

- a. Master Gardeners request for modification to greenhouse project at Highlands Grange Park by adding a fence.

Chairman Ken Hahn reminded the Commissioners that several months ago, Master Gardeners requested to place a greenhouse near their gardens at the Highlands Grange Park. This was approved. They are awaiting final inspection as this is almost 100% complete.

Mr. Fife and Mr. Hammond explained there has been vandalism at the site, including damage to the building and a monument stolen. They are very concerned about their plants stored in the green house prior to their annual plant sales, valued between \$5,000 - \$10,000. They are requesting to add a vinyl-coated black fence, similar to a chain link fence, to secure the greenhouse. They have received quotes and have the funds to pay for the project. They believe the fence will deter the vandalism. Once approved, it can be installed in two to three days. Parks and Facilities Manager Ian Dezember asked that the Master Gardeners call-in for a locate before digging the ground for fence posts. They agreed. It was asked if they considered adding barbed wire on top of the fence. They felt this was not necessary and added that those who want to get in will find a way.

Commissioner Heston made a motion to amend the greenhouse project to include a fence, paid by the Master Gardeners, with a second from Commissioner Anderson. The motion passed unanimously.

9. ADJOURNMENT

The meeting adjourned at 6:11 p.m.

Respectfully submitted,

Isa Quintanilla, Recorder



Parks and Recreation Commission 2021 Draft Meeting Schedule

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

Date	Topic
January 28	<ul style="list-style-type: none"> • P&R Commission 2021 Meeting Date/Topics • 2021 Department Project Overview • Park Impact and Mitigation Fee Project Status • Commission Work Plan • P & R Commissioners – terms expiring 3/31/21 <ul style="list-style-type: none"> ○ Ty Fischer ○ Dean Aeling ○ Open position (R Van Slycke resignation) ○ Re-apply on-line <p>https://www.go2kennewick.com/FormCenter/Boards-Commissions-11/Boards-and-Commissions-Application-76</p>
February 25	<ul style="list-style-type: none"> • Park & Recreation Marketing Plan Update • Concessionaire Recommendation • Youth Membership Update
March 25	<ul style="list-style-type: none"> • Regular Scheduled Meeting
April 22 Arbor Day TBD Numerica Pavilion Grand Opening TBD	<ul style="list-style-type: none"> • Election of Officers • Park Audit Assignments • Grid Kids Annual Plan
May 27	<ul style="list-style-type: none"> • Tour of Parks and Facilities
June 24	<ul style="list-style-type: none"> • Park Audits – Return to Staff
July 22	<ul style="list-style-type: none"> • Park Audit Results
August 3 August 26	<ul style="list-style-type: none"> • National Night Out – P&R Commission Booth at SR • Regular Scheduled Meeting
September TBD	<ul style="list-style-type: none"> • TC Area Joint Meeting (Hosted by Pasco) – Date/Time TBA • All Senior Community Picnic (hosted by Richland) Date/Time TBA
October 28	<ul style="list-style-type: none"> • Regular Scheduled Meeting
November 18 (3 rd Thurs.)	<ul style="list-style-type: none"> • Kennewick Boards & Commission Banquet, Three Rivers Convention Center - Date/Time TBA
December 9 - Tentative	<ul style="list-style-type: none"> • Commission Retreat – Establish 2022 Work Plan Goals

DRAFT 2021-22 Parks and Recreation Commission Work Plan



Draft Revised 1/28/21

COUNCIL PRIORITY AREA	GOAL	TASKS DESCRIPTION	COMMISSION LEAD	STAFF LEAD	PROGRESS	TARGET DATE
1 Community Safety, Economic Development, Infrastructure & Growth, Quality of Life, Responsible Government	Sustain Parks & Recreation	Assess Park Hills Park use, recommend future to City Council	Ken Hahn	Emily Estes-Cross	Outreach spring 2021; 6/24 findings; July/Aug Council recommendation	
		Assess Vancouver Park use, recommend sustainable operating plan			Tentative 2022 initiative	
		Assess Layton Park use, recommend sustainable operating plan			Tentative 2022 initiative	
2 Economic Development Quality of Life	Sustain partnership with Arts Commission	Continue to facilitate park identifier and public art opportunities (KCC public art wall; park murals; roundabout art; solar markers)		Rohana Carmichael	Ongoing	
		Conduct community engagement (Arbor Day, Community Service Day, National Night Out, Keewaydin Ribbon Cutting)	All	Brandon Lange	Ongoing	
3 Economic Development Quality of Life Responsible Government	Increase public awareness and education regarding Parks & Recreation	Keewaydin Community Center rebranding (event) and art wall facilitation	Linda Stroben	Drew Tomasino	Renovation and Covid contingent	
		Golf Tri-Plex operation model and agreement recommendation		Brandon Lange	Aug/Sept review	
		Support Columbia Park USACE reconveyance initiative		Emily Estes-Cross	Ongoing	
4 Infrastructure & Growth	Capital Projects	Canal Drive tree replacement strategy and recommendation		Ian Dezemmer	July/Aug recommendation	
		Prioritize feasible Columbia Park enhancements based on the Parks & Recreation Comprehensive Plan and nature-based use needs	Ken Hahn, Dean Aeling, & Ty Fischer	Greg Duffy		Oct
		Conduct Park Audits	All	Ian Dezemmer	May/June	May - June

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2021 Parks & Recreation Commission



H:\Parks\Division Public\Commission\Members\Commission Roster P&R 2021.xlsx

Commissioners 2021		Title	Phone	Term Expires
Ken Hahn	Chairman	253-229-6301	kenh99@live.com	Mar. 31, 2023
Dean Aeling	Commissioner	509-539-1004	ada1977wsu@gmail.com	Mar. 31, 2021
Jack Anderson	Commissioner	509-727-3279 509-783-5804 509-222-6534 w	andersonsjack@aol.com	Mar. 31, 2024
Linda Stroben	Vice Chair	509-531-4057	lbritain@hotmail.com	Mar. 31, 2022
Ty Fischer	Commissioner	509-528-3198	ty.fischer@ksd.org	Mar. 31, 2021
Robb Heston	Commissioner	509-727-3218	phillieswc08@live.com	Mar. 31, 2023
<i>(Appointed, replaced vacancy G Falk)</i>				
Staff Liaisons				
Council Liaison				
Jim Millbauer - 2020	Councilman, Liaison	509-820-2349	jim.millbauer@ci.kennewick.wa.us	appointed JAN. 2020
Steve Lee - Substitute 2020	Councilman, Liaison		steve.lee@ci.kennewick.wa.us	(back-up)
Staff Liaisons				
Emily Estes-Cross, Parks & Recreation Director		509-585-4258	emily.estes-cross@ci.kennewick.wa.us	509-820-8211
Greg Duffy, Deputy Director Parks, Capital Projects		509-585-4522	greg.duffy@ci.kennewick.wa.us	509-727-8626
Drew Tomasino, Recreation & Community Services Supervisor		509-585-4525	drew.tomasino@ci.kennewick.wa.us	509-619-2538
Brandon Lange, Recreation, Facility & Marketing Supervisor		509-585-4279	brandon.lange@ci.kennewick.wa.us	509-572-7718