



CITY OF RICHMOND
Recreation & Parks Commission
SPECIAL MEETING MINUTES

Wednesday, October 8, 2025, 6:00 PM

Richmond Recreation Complex – 3230 Macdonald Ave. – Social Hall

This meeting is held in a building that is accessible to people with disabilities.

Board Members: Joey Smith, Chair; VACANT, Vice Chair; Samantha Torres, Secretary; Maryn Hurlbut, Treasurer
Commissioners: Jennifer Koscielniak, Michael Warren
Staff Liaison: Ranjana Maharaj, Deputy Director for Community Services-Recreation

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Meeting called to order by Chair Joey Smith at 6:00 pm

ROLL CALL

PRESENT: Joey Smith, Samantha Torres, Maryn Hurlbut, Jennifer Koscielniak, and Michael Warren

Chair Smith provided a brief overview of the meeting procedures and the Mission of the Recreation & Parks Commission.

AGENDA REVIEW

Motion by Treasurer Hurlbut to approve the agenda as presented, seconded by Secretary Torres, and carried unanimously by a voice vote.

OPEN FORUM

- Garry Hurlbut spoke regarding the Richmond Tennis program and their accomplishments specifically in the youth community.
- Maryn Hurlbut thanked former Commissioner Allison Blakeley for her service while on the Recreation & Parks Commission.
- Samantha Torres shared the MLK field has been damaged for eight weeks and while is in need of repairs.

ANNOUNCEMENTS THROUGH THE CHAIR

- a.) Chair Smith advised the Next Commission meeting will be held November 5, 2025, and shared that until the Recreation & Parks Commission has full membership both herself and Commissioner Hurlbut will remain on the panel to ensure quorum is met.
- b.) The balance of the Commission Trust Account is \$413.08
- c.) Chair Smith welcomed both Commissioners Jennifer Koscielniak and Michael Warren, who briefly provided an introduction and their interests in the community.

CONSENT CALENDAR

Treasurer Hurlbut motioned to approve the minutes for the June 5, 2024, meeting, seconded by Commissioner Warren, carried with an agreed voice vote with Commissioners Koscielniak and Warren abstaining.

DEPARTMENT REPORTS FOR INFORMATION

Community Services Division – Recreation & Neighborhood Services

Ranjana Maharaj, Deputy Director for Community Services-Recreation, provided a detailed oral and visual report on upcoming and recent Recreation activities.

Treasurer Hurlbut asked to schedule a meeting to discuss the Snowball event and Ms. Maharaj will contact Recreation Supervisor Kymberlyn Carson-Thrower to coordinate. In addition, Secretary Torres questioned the current Parks Amenities listing and Ms. Maharaj will inquire with the Parks Department for updates.

Further discussion involved creating an Ad Hoc committee for the Park Amenities List updates to include Commissioner's Hurlbut, Torres and Koscielniak.

DISCUSSION AND ACTION ITEMS

a.) APPROVE Memorial Bench for Pia Angela Göktürk (Approved by City Council November 19, 2024)

Ms. Maharaj advised this item was already approved by City Council and installed by the Parks Department, as the Recreation & Parks Commission was unable to hold a meeting due to quorum so this item remained on the agenda for information purposes only.

b.) NOMINATE Committee for Election of Officers

After discussion, the nomination committee will include Maryn, Samantha, Jennifer and Michael with the following nominations being submitted for Samantha Torres as Chair; Jennifer Koscielniak as Vice Chair; and Michael Warren as Secretary and Treasurer and will be sent to all members, including the newly appointed Commissioner Jan Mignone.

c.) DISCUSS reducing the membership seats for the Recreation & Park Commission

There was an open discussion to have the Recreation & Parks Commission current panel of nine (9) be reduced to match the City Council seats by representing the seven (7) districts to maintain quorum.

Commissioner Hurlbut recommended not reducing the number of seats but changing the bylaws definition of quorum to count only the filled seats on the commission.

Ms. Maharaj will follow up with the Mayor's office for further direction.

COMMISSIONER LIAISON REPORTS

Commissioners shared brief updates and are excited to get the Recreation & Parks Commission back to their regularly scheduled meetings.

ADJOURNMENT

The meeting adjourned at 7:43 pm

Respectfully Submitted,
Christine George
Executive Assistant