City of Richmond - RECREATION AND PARKS COMMISSION
Community Services Building, Council Chambers, 440 Civic Center Plaza

MINUTES
WEDNESDAY, NOVEMBER 6, 2019, 6:00 PM

A. CALL TO ORDER AND PLEDGE OF ALLEGIANCE
Meeting called to order by Chair Hurlbut at 6:00 p.m.

B. ROLL CALL
PRESENT: Maryn Hurlbut, Pardip Saini, Soheila Bana, Joey Smith, Eleanor Thompson
ABSENT: Remi Payne

C. AGENDA REVIEW AND ADOPTION
   ▪ Presentations b. & c. are postponed. Commissioner Bana motioned to accept the agenda with changes;
     Vice-Chair Smith seconded; passed unanimously.

D. ANNOUNCEMENTS & REPORTS THROUGH THE CHAIR
   ▪ Outstanding Items
     1. Commission Roundtable work session scheduled for Tuesday, November 12, 2019
     2. Commission Trust balance: $413.08
     3. Announced several events; highlighted collection of funds for Snowball
   ▪ Membership Changes
     1. Welcome to Brendan Havenar-Daughton

E. OPEN FORUM
   ▪ Cordell Hindler, Richmond resident – invited Commission members to several events
   ▪ Melvin Willis, Councilmember – thanked Commission for work on Snowball

F. CONSENT CALENDAR
   ▪ APPROVE – October 2, 2019 minutes
     1. Commissioner Bana motioned to accept the minutes; Commissioner ____ seconded; passed unanimously.

G. STAFF REPORTS
   ▪ Parks and Landscaping Division – oral & visual report provided by Greg Hardesty
   ▪ Engineering & Capital Improvement Projects – no report
   ▪ Community Services Department – oral & visual report provided by Rochelle Polk

H. PRESENTATIONS, DISCUSSIONS, & ACTION ITEMS
   ▪ Review bench donation application from Karen Hanson – Cheryl Black, sister of Karen Hanson, presented
     background information of Karen Hanson’s bench request. The bench is in honor of Cheryl Black’s son
     who has passed. The Parks & Landscaping Division has approved and the family is requesting Commission
     approval.
     1. Commissioner Bana motioned to accept the proposal and approve the installation; Commissioner
        Thompson seconded; passed unanimously.

I. COMMISSIONER LIAISON REPORTS
   ▪ Commissioner Bana – talked about Richmond Promise and a presentation from the Fire Department
   ▪ Commissioner Havenar-Daughton – spoke about his future work with the Commission
   ▪ Commissioner Saini – spoke about his work
   ▪ Vice-Chair Smith – spoke about several events she attended and her discussion with community members
     about the Commission; invited Commissioners to events in December
   ▪ Commissioner Thompson – attended several events and meetings
Chair Hurlbut – reminded everyone of her Commission email address; spoke about Indian Fountain; asked
for nominations for Secretary and Treasurer; asked about ensuring occupancy rates are posted in every
Community Center rental space

A. ACTION ITEMS RECAP

B. FUTURE AGENDA ITEM RECOMMENDATIONS

C. ADJOURNMENT
Meeting adjourned at 7:15 p.m.

D. SCHEDULED MEETINGS
Round Table Discussion – Tuesday, November 12, 2019
Commission Meeting – Wednesday, December 4, 2019, 6:00 p.m., Community Services Building, Council
Chambers, 440 Civic Center Plaza.

Minutes respectfully submitted by:

Ms. Johann M. Frazier, Executive Secretary