



**CITY OF RICHMOND**  
**Recreation & Parks Commission**  
**MEETING MINUTES**  
**Wednesday, November 5, 2025, 6:00 PM**  
**440 Civic Center Plaza – Council Chambers**

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, Jan Mignone, 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 6:04 pm

**ROLL CALL**

PRESENT: Joey Smith, Samantha Torres, Maryn Hurlbut, Jennifer Koscielniak, Jan Mignone 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 Commissioner Mignone, and carried unanimously by a voice vote.

**OPEN FORUM**

- Cordell Hindler shared he attended the Youth Council meeting and encouraged them to join the Recreation & Parks Commission, and he invited all to the Contra Costa Mayor's Conference on December 4<sup>th</sup> at the Pinole Senior Center at 6:30 pm at a cost of \$70 per person.
- Garry Hurlbut spoke regarding the Richmond Tennis program and their recent successful activities and shared that the light source at Nicholl Park has been vandalized, however, the Parks Department is working on the issue.

**ANNOUNCEMENTS THROUGH THE CHAIR**

- a.) Chair Smith advised the Next Commission meeting will be held December 3, 2025
- b.) The balance of the Commission Trust Account is \$413.08
- c.) Chair Smith welcomed Commissioner Jan Mignone, appointed on October 7, 2025

**CONSENT CALENDAR**

Treasurer Hurlbut motioned to approve the minutes for the October 8, 2025 Special Meeting, seconded by Secretary Torres, carried with an agreed voice vote with Commissioner Mignone abstaining.

**DEPARTMENT REPORTS FOR INFORMATION**

**Parks & Landscaping Division**

Jason Lacey, Parks & Landscape Superintendent, along with Alex White, Parks Supervisor, shared an overview of the structure, staffing and current capacity within the Department, as there have been many changes. In addition, Mr. Lacey discussed updates to the Parks Master Plan and fielded questions from the Commission.

## **Community Services– Recreation**

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

### **AD HOC COMMITTEE REPORTS**

#### **a.) Sustainability and Climate Responsiveness**

Per Commissioner Torres, there are no updates

#### **b.) Youth & Associate Commissioners Initiatives**

Per Chair Smith, no official meeting but members are reaching out to the community

#### **c.) Parks Amenities Lists Updates**

Per Commissioner Hurlbut, she has reached out to Commissioners for their preference on their responsible areas with some park assignments to be filled when more members are added to the commission.

### **DISCUSSION AND ACTION ITEMS**

#### **a.) ELECTION of Officers for the Recreation & Parks Commission**

Candidates Mignone and Torres briefly voiced their reasons to be elected as Chair. This was followed by a voice vote with those in favor of Commissioner Jan Mignone to be Hurlbut, Koscielniak, Mignone and Warren; Commissioner Torres voted for herself; and Chair Smith did not vote.

Vice Chair, candidates Koscielniak and Torres shared the details of holding this position. This was followed by a unanimous voice vote in favor of Commissioner Torres with Chair Smith not voting.

Secretary position received one nomination for Commissioner Koscielniak with no objections.

Treasurer office received one nomination for Commissioner Warren with no objections.

#### **b.) RECEIVE update on request to reduce the Commission membership**

Ms. Ranjana provided an update as to the nine (9) members seats of the Recreation & Parks Commission and changing the membership to seven (7) to help maintain quorum. She advised she has reached out to the Mayor's Office to suggest a reduction and received positive feedback and hopes to have more information soon.

Commissioner Hurlbut shared that reducing the membership would add more responsibilities to each commissioner and suggested there be more outreach to the community. In addition, she suggested changing the bylaws definition of quorum to count only the filled seats on the commission.

Ms. Maharaj stated the quorum definition has been confirmed by the City Clerk's Office to include vacant seats and Commissioner Hurlbut motioned to change the Recreation & Parks Commission by-laws to have the quorum definition changed and seconded by Commissioner Warren.

Due to discussions and uncertainties regarding the by-laws, it was unanimously decided to have further deliberation after staff circulates the by-laws for review.

### **COMMISSIONER LIAISON REPORTS**

Commissioner Smith asked the Park Department to address the flooding at Stewart Playlot as this is a continuous issue during the rainy season.

Commissioner Hurlbut shared that Youth Works has food cards to be given to those who qualify with food insecurities due to the government shutdown.

Commissioner Torres reached out to the community via social media on the renovations at Shields Reids Park and that Lucas Park is having a picnic event on Saturday, November 9, from 11am to 2pm. In addition, she shared the field use policy with Kennedy High and the school district has been updated to provide residents with priority for reservations.

Commissioner Warren appreciated the landscaping clean up at Tiller Park but voiced concern that Humbolt Park is currently overtaken by the unhoused and needs attention. In addition, he shared the need to have water fountains at our fields/parks locations to better serve the community and Mr. Lacey agreed but this is a cost challenge in which they are looking for ways to make this happen going forward.

**ADJOURNMENT**

The meeting adjourned at 8:12 pm

Respectfully Submitted,  
Christine George  
Executive Assistant