



City of Longview

Agenda

1525 Broadway
Longview, WA 98632
www.ci.longview.wa.us

Parks and Recreation Board

Monday, January 27, 2020

5:00 PM

Recreation Office,
2920 Douglas Street, Longview WA

1. ROLL CALL
2. ELECTION OF CHAIR AND VICE CHAIR
3. APPROVAL OF MINUTES
20-00064 PRAB Minutes 12.19.2019
4. CHANGES TO THE AGENDA
5. CONSTITUENT COMMENTS
6. BOARD MEMBER COMMENTS
7. TREE BOARD COMMENTS
8. REPORTS
20-00067 Park Division Report

20-00068 Recreation Division Report

20-00069 Directors Report
9. OLD BUSINESS
10. NEW BUSINESS
20-00065 New Log Arch Design - Presented by Jeff Wilson

20-00066 Signage Approval - Gearhart Offleash Dog Park
11. ADJOURNMENT



City of Longview

Minutes

1525 Broadway
Longview, WA 98632
www.ci.longview.wa.us

Parks and Recreation Board

Monday, December 16, 2019

5:00 PM

Recreation Office,
2920 Douglas Street, Longview WA

1. **ROLL CALL**

Present: Austi Baudro, Rayleen Aguirre, Spencer Boudreau, Cameron Carson, Jenny Oskey, Antonio DaSilva

Absent: N/A

Staff Present: Jennifer Wills, Curt Nedved, Melissa Harbour, Justin Brown

2. **APPROVAL OF MINUTES**

A motion was made by Jenny Oskey, seconded by Spencer Boudreau, to approve the draft minutes of the October 21, 2019. The motion carried by the following vote:

Ayes: All

Nays: None

19-000419 PRAB Minutes DRAFT 10.21.19

3. **CHANGES TO THE AGENDA**

N/A

4. **CONSTITUENT COMMENTS**

N/A

5. **BOARD MEMBER COMMENTS**

Rayleen Aguirre discussed a "spin the wheel" adventure item she recently came across on a recent trip out of town and suggested the Parks Department consider a similar attraction locally. Spencer Boudreau discussed interest in obtaining funding for a mini ice-skating rink at RA Long Park.

6. **TREE BOARD COMMENTS**

Curt Nedved provided an update on the previous topic of tree removal stating all 30 property owner requests have been obtained.

7. **REPORTS**

19-000518 Parks Division Report Nov 2019

A full report was embedded and emailed to the board prior to this meeting. Additionally, Curt Nedved indicated that leaf removal, tree planting, Christmas light installation and homelessness dominated the majority of crew time over the past 90 days.

19-000519 Recreation Division Report Nov 2019

A full report was embedded and emailed to the board prior to this meeting. Additionally Justin Brown discussed recent negotiations with the School District for Youth Basketball Gym usage as well as the overall success of the Youth Basketball League's first year. Santa's Breakfast was well attended with both sessions reaching full capacity. The event was held at Grant's at the Monticello which was well received. Update on Elks Memorial kitchen remodel was also discussed.

19-000521 Directors Report

A verbal report by Jennifer Wills, Director of Parks and Recreation included the following topics;

A) Attendance at the Harper's Playground Training in Portland.

1. Moving forward, Director Wills plans to advocate for the Parks & Recreation Department to install a full inclusive park similar to the model created by Harper's Playground.

B) Rails to Trails negotiations are still happening with the intention for resolution as of March of 2020.

C) A semi-permanent homeless encampment is currently under construction and the Parks and Recreation staff have been heavily involved in the process.

8. OLD BUSINESS

N/A

9. NEW BUSINESS**19-000520 Neighborhood Park Grants 2020**

The 2020 Neighborhood Park Grant Program is open and accepting applications. An official announcement was made to the Daily News and the City of Longview website has been updated with the details and application for download.

10. ADJOURNMENT

The meeting was adjourned at 5:43 PM. The next meeting is scheduled for January 27, 2020 at 5:00 PM.

Employee Usage Summary Report

1/21/2020

7:49 AM

Employee	Class	*Total Cost	Units	*Avg. Rate
0059 Bishop Ron		\$35,500.18	723.75	\$49.05
0849 Ruhland Kristi		\$39.99	1.00	\$39.99
0968 Ross Jeremy		\$69,919.08	1,617.00	\$43.24
1312 Stacey Aaron		\$65,221.04	1,402.00	\$46.52
1555 Ingram James		\$60,505.05	1,533.75	\$39.45
1664 Rodriguez Israel		\$76,439.96	1,687.00	\$45.31
2007 Nedved Curt		\$0.00	0	\$0.00
2016 Worel Pattie		\$60,879.55	1,541.25	\$39.50
2028 Owen Sam		\$79,598.89	1,578.25	\$50.43
2032 DaSilva Albert		\$74,312.50	1,546.00	\$48.07
2096 Beaty Kevin		\$78,193.96	1,760.75	\$44.41
2449 Smith Regan		\$4,103.86	228.50	\$17.96
2481 Ingram Robin		\$19,930.47	999.50	\$19.94
2644 Thiner Jamie		\$798.00	66.50	\$12.00
2669 Schneiders Kyle		\$68,471.19	1,762.75	\$38.84
2683 Snyder Cameron		\$260.42	14.50	\$0.00
2737 Kangas Bruce		\$65,468.98	1,652.75	\$39.61
2739 Hurley Kyle		\$21,394.85	1,191.25	\$17.96
2773 Emerson Darrell		\$20,645.02	1,149.50	\$17.96
2790 Grumbois Darryl		\$24,632.14	1,371.50	\$17.96
2796 Vincent Jason		\$72,894.26	1,835.75	\$39.71
2797 Briones Chris		\$67,853.67	1,705.75	\$39.78
2813 Wallis Steven		\$0.00	15.50	\$0.00
2827 Beam Trevor		\$11,037.00	1,086.00	\$10.16
2839 Taylor, Mike		\$11,691.00	1,151.80	\$10.15
2849 Williamson, Jacob		\$2,805.00	233.75	\$12.00
2859 Peters Jim		\$0.00	210.50	\$0.00
2868 Ashby Emily		\$0.00	150.75	\$0.00
2886 Blomdahl Daniel		\$0.00	363.25	\$0.00
2904 Poor, Cody		\$0.00	12.00	\$0.00
2905 Estey, Shannon		\$0.00	202.50	\$0.00
2909 Mako Dean		\$0.00	221.00	\$0.00
9998 Peters Jim		\$0.00	10.00	\$0.00
9999 WCC Crew		\$0.00	295.00	\$0.00
		\$992,596.06	29,321.05	

* A 'Hidden' field indicates permission to view the secured field is turned off.

Equipment Usage Summary Report

1/21/20

7:50 /

Equipment	UOM	Total Cost	Units	Avg Unit Co
16-131 Engineering Pickup		\$0.00	301.25	\$0.00
38-104 Storm Dump		\$0.00	449.75	\$0.00
38-801 1/2 TON PICKUP	Hours	\$581.25	116.25	\$5.00
6-100 TRUCK, FREIGHTLINER TREE	Hours	\$253.50	6.50	\$39.00
6-106 STUMPGRINDER (PLATE#30058D	Hours	\$3,661.30	77.90	\$47.00
6-131 CHIPPER	Hours	\$11,522.50	230.45	\$50.00
6-132 TRUCK, DUMP W/WINCH	Hours	\$17,628.00	678.00	\$26.00
6-151 BACKHOE	Hours	\$2,130.00	71.00	\$30.00
6-171 CHIP TRUCK WITH CRANE	Hours	\$33,893.75	1,355.75	\$25.00
6-172 Aerial Lift Truck	Hours	\$97,031.25	1,293.75	\$75.00
6-173 Tilt Trailer 22'	Hours	\$52.50	6.50	\$8.00
6-181 SmithCo V72 Sweeper	Each	\$4,725.00	189.00	\$25.00
6-705 BUFFALO BLOWER	Hours	\$175.00	17.50	\$10.00
6-707 12X20 TILT TRAILER	Hours	\$487.50	32.50	\$15.00
6-708 5225 TRACTOR	Hours	\$14,026.25	400.75	\$35.00
6-802 580D, Mower	Hours	\$15,190.50	799.50	\$19.00
6-803 PICKUP, 2 TON FLATBED	Hours	\$11,310.00	471.25	\$24.00
6-900 BACKHOE, CASE	Hours	\$16,825.75	454.75	\$37.00
6-913 Water Truck	Hours	\$1,435.50	43.50	\$33.00
7-110 TRUCK, AERIAL BUCKET	Hours	\$10,008.00	834.00	\$12.00
7-131 MOWER, 4000 NO CAB	Hours	\$16,976.50	893.50	\$19.00
7-141 MOWER, TORO ZERO TURN	Hours	\$2,943.75	196.25	\$15.00
7-142 TRUCK, DUMP 3YD	Hours	\$31,182.00	1,299.25	\$24.00
7-151 MOWER, 5910 TORO	Hours	\$8,341.00	439.00	\$19.00
7-172 Gator TX	Hours	\$3,135.00	313.50	\$10.00
7-173 Ford F-250	Hours	\$750.75	57.75	\$13.00
7-175 INFIELD PRO 5040	Hours	\$1,376.25	263.00	\$5.00
7-181 Trailer Dump	Hours	\$3,483.75	232.25	\$15.00
7-182 Trailer Utility	Hours	\$1,893.75	126.25	\$15.00
7-199 Tracker boat		\$19,225.00	24.50	\$784.00
7-199A Boat Trailer EZ Loader		\$8,550.00	9.50	\$900.00
7-27 BOAT/TRAILER PLATE# D33585	Hours	\$0.00	2.50	\$0.00
7-27A BOAT	Hours	\$0.00	7.00	\$0.00
7-402 BOAT MOTOR	Hours	\$0.00	12.00	\$0.00
7-43A TRAILER	Hours	\$12.00	0.50	\$24.00
7-507 PRO GATOR	Hours	\$2,712.50	271.25	\$10.00
7-509 SPRAYER, SKID-MOUNT LSS240	Hours	\$15.00	12.50	\$1.00
7-600A Restroom truck		\$29,217.89	2,247.53	\$13.00
7-601 AUGER,POST HOLE DIGGER	Hours	\$30.00	4.50	\$6.00
7-605 4 X 4 LOADER W/BUCKET	Hours	\$8,261.00	375.50	\$22.00
7-606 18' TANDEM AXLE TRAILER	Hours	\$1,597.50	106.50	\$15.00

Equipment Usage Summary Report

1/21/20

7:50 A

Equipment	UOM	Total Cost	Units	Avg Unit Co
7-706 3/4 TN EXTENDED CAB W/UTIL	Hours	\$21,640.50	1,030.50	\$21.0
7-802 MOWER, ROTARY - LARGE AREA	Hours	\$17,057.25	897.75	\$19.0
7-904 PICKUP, 3/4 TON 4X2 SC	Hours	\$17,022.20	1,309.40	\$13.0
7-905 PICKUP, 3/4 TON 4X2 SC	Hours	\$3,169.40	243.80	\$13.0
ATPT2180 Chainsaw Stihl 362	Each	\$3,000.00	3.75	\$800.0
ATPT2151 Hydraulic Chainsaw	Each	\$6.75	0.75	\$9.0
ATPT2152 CHAINSAW MS201T	Each	\$612.40	76.55	\$8.0
ATPT2153 CHAINSAW MS-261	Hours	\$0.00	36.25	\$0.0
ATPT2154 CHAINSAW MS460	Hours	\$0.00	11.75	\$0.0
ATPT2155 POWER PRUNER STIHL	Hours	\$0.00	30.05	\$0.0
ATPT2157 PRUNER, POWER - STIHL	Hours	\$0.00	10.45	\$0.0
ATPT2158 POWER PRUNER STIHL	Hours	\$0.00	2.70	\$0.0
ATPT2159 CHAINSAW 880	Hours	\$0.00	3.15	\$0.0
ATPT2161 CHAINSAW STIHL 201 T	Hours	\$0.00	28.80	\$0.0
ATPT2163 CHAINSAW MS 250 STIHL	Hours	\$0.00	26.75	\$0.0
ATPT2165 CHAINSAW MS 200T	Hours	\$0.00	0.00	\$0.0
ATPT2166 BLOWER HANDHELD	Hours	\$0.00	0.25	\$0.0
ATPT2167 CHAINSAW STIHL MS250	Hours	\$0.00	4.25	\$0.0
ATPT2169 CHAINSAW STIHL BATTERY	Hours	\$0.00	0.00	\$0.0
ATPT2173 STIHL POWER PRUNE BATTERY	Hours	\$0.00	1.00	\$0.0
ATPT2175 CHAINSAW STIHL MS362	Hours	\$0.00	28.40	\$0.0
ATPT2176 POWER PRUNER STIHL	Hours	\$0.00	21.80	\$0.0
ATPT2177 BLOWER 450C STIHL	Hours	\$0.00	1.50	\$0.0
ATPT2178 CHAINSAW MS250 WINDSTORM	Hours	\$0.00	2.50	\$0.0
ATPT2181 MS201T Chainsaw	Each	\$0.00	0.55	\$0.0
RMPT2031 MOWER, PROLINE 21",TORO"	Hours	\$0.00	1.25	\$0.0
RMPT2035 BLOWER, BACK PACK	Hours	\$0.00	8.25	\$0.0
RMPT2081 powerhead	Hours	\$0.00	74.25	\$0.0
TRPT2034 MOWER 21 HONDA HRX 217"	Hours	\$0.00	5.75	\$0.0
TRPT2035 MOWER 21 HONDA HRX 217"	Hours	\$0.00	97.50	\$0.0
TRPT2036 MOWER 21 HONDA HRX 217	Hours	\$25,915.00	36.50	\$710.0
TRPT2061 WEEDWHIP STIHL POWERHEAD	Hours	\$0.00	1.00	\$0.0
TRPT2075 WEEDWHIP STIHL	Hours	\$0.00	210.75	\$0.0
TRPT2080 WEEDWHIP	Hours	\$0.00	86.50	\$0.0
TRPT2081 WEEDWHIP STIHL	Hours	\$0.00	130.00	\$0.0
TRPT2082 WEEDWHIP STIHL	Hours	\$0.00	41.05	\$0.0
TRPT2087 Weedwhip Stihl	Hours	\$0.00	86.00	\$0.0
TRPT2088 WEEDWHIP POWERHEAD	Hours	\$0.00	55.50	\$0.0
TRPT2090 Weedwhip Stihl	Hours	\$0.00	28.00	\$0.0
TRPT2092 HS 45	Hours	\$0.00	73.15	\$0.0
TRPT2095 Hedge Trimmer HS45	Each	\$427.70	61.10	\$7.0

Equipment Usage Summary Report

1/21/20

7:50 AM

Equipment	UOM	Total Cost	Units	Avg Unit Cost
TRPT2099 HEDGE TRIMMER ATTCHMENT	Hours	\$0.00	1.00	\$0.00
TRPT2100 POWER HEAD	Hours	\$0.00	30.00	\$0.00
TRPT2101 WEEDWHIP	Hours	\$0.00	121.00	\$0.00
TRPT2102 WEEDWHIP STIHL	Hours	\$0.00	96.25	\$0.00
TRPT2122 EDGER, EDGEMASTER GX 120	Hours	\$3,000.00	2.50	\$1,200.00
TRPT2123 EDGER EDGEMASTER	Hours	\$168,000.00	112.00	\$1,500.00
TRPT2125 EDGER EDGEMASTER	Hours	\$50,405.00	29.00	\$1,738.10
TRPT2126 EDGER EDGEMASTER	Hours	\$4,500.00	3.00	\$1,500.00
TRPT2149 CHAINSAW STIHL MS170	Hours	\$0.00	3.75	\$0.00
TRPT2152 BLOWER BACKPACK	Hours	\$0.00	79.50	\$0.00
TRPT2155 POWER PRUNER STIHL	Hours	\$0.00	5.50	\$0.00
TRPT2157 BACKPACK BLOWER STIHL	Hours	\$0.00	87.25	\$0.00
TRPT2158 BACKPACK BLOWER STIHL	Hours	\$9,112.50	20.25	\$450.00
TRPT2164 BLOWER BACKPACK	Hours	\$0.00	1.50	\$0.00
TRPT2166 BLOWER BACKPACK	Hours	\$0.00	27.75	\$0.00
TRPT2167 BLOWER BACKPACK	Hours	\$0.00	60.00	\$0.00
TRPT2167A BLOWER HANDHELD	Hours	\$0.00	6.15	\$0.00
TRPT2170 BLOWER BACKPACK STIHL BR600	Hours	\$1,142.00	142.75	\$8.00
TRPT2171 BLOWER BACKPACK STIHL BR600	Hours	\$42,875.00	85.75	\$500.00
TRPT2224 CEMENT MIXER	Hours	\$0.00	0.75	\$0.00
TRPT2225 EARTH AUGER	Hours	\$0.00	8.00	\$0.00
TRPT2251 PRESSURE WASHER SHARK	Hours	\$0.00	20.00	\$0.00
TRPT2253 Pressure Washer Stihl	Each	\$0.00	13.75	\$0.00
		\$748,526.89	20,450.98	

Task Labor Hours Summary Report

1/21/2020

7:52 AM

Task	Labor Hours
1001 1001-EMERGENCY CALL-OUT - ** DESCRIBE**	52.25
1011 1011-STORM DAMAGE -**DESCRIBE**	465.75
1020 1020-CROWN CLEANING	517.75
1021 1021-CROWN ELEVATION	1,562.50
1022 1022-CROWN CLEARANCE	408.50
1023 1023-CROWN THINNING	340.50
1024 1024-CROWN RESTORATION/TRAINING	137.50
150 150-BRUSH REMOVAL-CHIPPER	201.25
170 170-HAND WATERING	188.25
180 180-LEAF PICKUP/MULCHING	1,216.25
191 191-REC RELATED TASKS	167.00
203 203-INSPECTIONS - Parks	233.25
206 206-FRUIT CONTROL/CHEM APPLICATION	108.00
210 210-VANDALISM REPAIR - **DESCRIBE**	307.50
212 212-HOLIDAY RELATED	143.75
215 215-BLEACHER REPAIR	4.00
216 216-INFRASTRUCTURE MAINTENANCE	679.75
217 217-SIGNAGE	178.25
218 218-FLAGS & BANNERS	22.50
219 219-FENCING	323.75
220 220-FENCE REPAIR	5.00
230 230-PLAYGROUND INSPECT/REPAIR	322.25
231 231-PLAYGROUND (DE)/(CON)STRUCTION	1,055.50
235 235-PATH MAINT./REPAIR	221.25
240 240-RESTROOM/PLUMBING	53.75
241 241-DRINKING FOUNTAIN REPAIR	60.50
244 244-TABLE/BENCH HAUL/SETUP	269.50
245 245-TABLE/BENCH REPAIR	55.75
270 270-SMALL EQUIPMENT REPAIR	14.50
280 280-PREVENTIVE MAINTENANCE	1,647.80
281 281-DRIVE TIME	25.50
290 290-CLEANUP/HOUSEKEEPING	517.25
304 304-WEED CONTROL	795.50
305 305-INSECT CONTROL	2.50
307 307-MOSS CONTROL	8.50
320 320-TRASH COLLECTION/LITTER	2,936.55
330 330-RESTROOM CLEANING	520.25
350 350-STRING TRIMMING	1,292.50
360 360-SPORTS FIELD MAINTENANCE	629.70
390 390-WILDLIFE CONTROL	553.00
392 392-SECURITY MAINTENANCE	108.00
394 394-PARTS/SUPPLIES	163.50
397 397-EQUIPMENT PURCHASE/REPAIR	80.75
403 403-PLANTING - Any & All	504.25
404 404-STAKING	11.00
410 410-HAND MOWING 21"	143.75
412 412-RIDE MOWING 48"	202.50
421 421-RIDE MOWING 72"	1.00
422 422-RIDE MOWING 4000D	1,512.50
423 423-RIDE MOWING 580D	631.75

Task Labor Hours Summary Report

1/21/2020

7:52 AM

Task	Labor Hours
424 424-BRUSH HOG	52.50
425 425-RIDE MOWING 5910	536.00
456 456-FERTILIZING	25.00
460 460-TOP DRESSING	33.25
465 465-AERATION/SLICING	60.00
470 470-SEEDING	7.00
474 474-EDGING	386.50
475 475-IRRIGATION ADJUSTMENT	94.00
476 476-IRRIGATION REPAIR	295.25
477 477-IRRIGATION INSTALLATION	102.00
490 490-SOD LAYING/REMOVAL	16.00
501 501-ROOT PRUNE/BARRIER	0
520 520-BED MAINTENANCE	1,310.75
530 530-SHRUB REMOVAL	12.00
560 560-MULCH OR CHIPS APPLICATION	430.50
606 606-REMOVE - STUMP	387.25
607 607-TREE REMOVAL	1,142.50
607A 607A-TREE REMOVAL-SIDEWALK REPAIR	728.00
614 614-POWER WASHING	126.50
640 640-DRAINAGE PROJECT	19.50
660 660-HAULING (WOOD/DEBRIS/MATERIAL)	298.50
670 670-PAINTING	45.50
680 680-ELECTRICAL REPAIR	149.75
690 690-TRAFFIC CONTROL	2.50
695 695-SAFETY SUPPLIES	0.50
697 697-CONSTRUCTION PROJECTS	334.00
800 800-ADMINISTRATIVE TASKS	369.25
805 805-INVENTORY	71.00
810 810-SITE INSPECTIONS (TREES) **DESCRIBE**	58.00
815 815-TRAINING	330.25
830 830-CREW MEETING	111.50
850 850-SAFETY MEETING	98.00
999 999-HOMELESS CAMPS	80.00
Total:	29,317.55

Task Summary Report

1/21/2020

7:52 AM

Task	**WOs	Units	*Total Cost	*Avg. Cost/Unit
1001 1001-EMERGENCY CALL-OUT - ** DESCRIBE**	19	0	\$4,021.20	\$0.00
1011 1011-STORM DAMAGE -**DESCRIBE**	126	0	\$47,607.03	\$0.00
1020 1020-CROWN CLEANING	63	0	\$40,732.46	\$0.00
1021 1021-CROWN ELEVATION	152	2.00	\$85,502.79	\$42,751.40
1022 1022-CROWN CLEARANCE	42	0	\$32,192.30	\$0.00
1023 1023-CROWN THINNING	46	0	\$27,109.90	\$0.00
1024 1024-CROWN RESTORATION/TRAINING	7	0	\$1,332.77	\$0.00
150 150-BRUSH REMOVAL-CHIPPER	42	0	\$11,383.45	\$0.00
170 170-HAND WATERING	40	0	\$5,588.97	\$0.00
180 180-LEAF PICKUP/MULCHING	435	0	\$98,303.56	\$0.00
191 191-REC RELATED TASKS	20	0	\$14,105.93	\$0.00
203 203-INSPECTIONS - Parks	20	0	\$763.42	\$0.00
206 206-FRUIT CONTROL/CHEM APPLICATION	9	0	\$5,549.78	\$0.00
210 210-VANDALISM REPAIR - **DESCRIBE**	70	0	\$14,560.73	\$0.00
212 212-HOLIDAY RELATED	6	0	\$9,704.46	\$0.00
215 215-BLEACHER REPAIR	1	0	\$319.41	\$0.00
216 216-INFRASTRUCTURE MAINTENANCE	115	0	\$37,463.14	\$0.00
217 217-SIGNAGE	22	1.00	\$7,306.00	\$7,306.00
218 218-FLAGS & BANNERS	4	0	\$1,007.33	\$0.00
219 219-FENCING	19	0	\$16,226.33	\$0.00
220 220-FENCE REPAIR	4	0	\$227.66	\$0.00
230 230-PLAYGROUND INSPECT/REPAIR	213	0	\$15,275.18	\$0.00
231 231-PLAYGROUND (DE)/(CON)STRUCTION	9	0	\$170,630.29	\$0.00
235 235-PATH MAINT./REPAIR	191	0	\$28,635.04	\$0.00
240 240-RESTROOM/PLUMBING	15	0	\$3,206.06	\$0.00
241 241-DRINKING FOUNTAIN REPAIR	14	0	\$2,548.46	\$0.00
244 244-TABLE/BENCH HAUL/SETUP	19	0	\$13,317.50	\$0.00
245 245-TABLE/BENCH REPAIR	8	0	\$2,532.61	\$0.00
270 270-SMALL EQUIPMENT REPAIR	6	0	\$964.90	\$0.00
280 280-PREVENTIVE MAINTENANCE	766	10.00	\$75,865.13	\$7,586.51
281 281-DRIVE TIME	21	0	\$1,101.22	\$0.00
290 290-CLEANUP/HOUSEKEEPING	88	0	\$22,922.47	\$0.00
304 304-WEED CONTROL	253	0	\$36,160.27	\$0.00
305 305-INSECT CONTROL	2	0	\$125.64	\$0.00
307 307-MOSS CONTROL	11	0	\$508.10	\$0.00
320 320-TRASH COLLECTION/LITTER	2,676	0	\$75,183.88	\$0.00
330 330-RESTROOM CLEANING	174	0	\$11,940.76	\$0.00
350 350-STRING TRIMMING	208	0	\$46,821.60	\$0.00
360 360-SPORTS FIELD MAINTENANCE	67	0	\$23,220.04	\$0.00
390 390-WILDLIFE CONTROL	271	0	\$24,421.79	\$0.00
392 392-SECURITY MAINTENANCE	24	0	\$5,715.60	\$0.00
394 394-PARTS/SUPPLIES	85	0	\$18,771.10	\$0.00
397 397-EQUIPMENT PURCHASE/REPAIR	46	0	\$4,570.93	\$0.00
403 403-PLANTING - Any & All	23	0	\$27,135.86	\$0.00
404 404-STAKING	3	0	\$600.73	\$0.00
410 410-HAND MOWING 21"	534	0	\$29,950.21	\$0.00
412 412-RIDE MOWING 48"	515	0	\$13,940.40	\$0.00
421 421-RIDE MOWING 72"	1	0	\$40.16	\$0.00
422 422-RIDE MOWING 4000D	740	0	\$92,058.96	\$0.00
423 423-RIDE MOWING 580D	294	0	\$40,038.08	\$0.00

* A 'Hidden' field indicates permission to view the secured field is turned off.

**Due to possible multiple tasks per work order the sum of the work orders per task will not necessarily equal the Total WO's.

Task Summary Report

1/21/2020

7:52 AM

Task	**WOs	Units	*Total Cost	*Avg. Cost/Unit
424 424-BRUSH HOG	18	0	\$3,768.89	\$0.00
425 425-RIDE MOWING 5910	738	0	\$33,339.21	\$0.00
456 456-FERTILIZING	10	0	\$868.39	\$0.00
460 460-TOP DRESSING	16	0	\$1,901.69	\$0.00
465 465-AERATION/SLICING	24	0	\$3,058.25	\$0.00
470 470-SEEDING	4	0	\$365.82	\$0.00
474 474-EDGING	101	0	\$237,362.60	\$0.00
475 475-IRRIGATION ADJUSTMENT	38	0	\$4,853.36	\$0.00
476 476-IRRIGATION REPAIR	36	0	\$14,241.46	\$0.00
477 477-IRRIGATION INSTALLATION	13	0	\$4,831.03	\$0.00
490 490-SOD LAYING/REMOVAL	1	0	\$548.26	\$0.00
501 501-ROOT PRUNE/BARRIER	1	0	\$0.00	\$0.00
520 520-BED MAINTENANCE	116	0	\$53,268.85	\$0.00
530 530-SHRUB REMOVAL	6	0	\$762.00	\$0.00
560 560-MULCH OR CHIPS APPLICATION	57	0	\$28,785.16	\$0.00
606 606-REMOVE - STUMP	17	0	\$23,364.90	\$0.00
607 607-TREE REMOVAL	128	0	\$90,430.02	\$0.00
607A 607A-TREE REMOVAL-SIDEWALK REPAIR	36	0	\$53,066.11	\$0.00
614 614-POWER WASHING	13	0	\$7,436.79	\$0.00
640 640-DRAINAGE PROJECT	6	0	\$920.85	\$0.00
660 660-HAULING (WOOD/DEBRIS/MATERIAL)	63	0	\$16,407.88	\$0.00
670 670-PAINTING	8	0	\$2,860.95	\$0.00
680 680-ELECTRICAL REPAIR	25	0	\$7,848.10	\$0.00
690 690-TRAFFIC CONTROL	1	0	\$204.10	\$0.00
695 695-SAFETY SUPPLIES	1	0	\$95.88	\$0.00
697 697-CONSTRUCTION PROJECTS	22	0	\$16,555.71	\$0.00
800 800-ADMINISTRATIVE TASKS	138	0	\$13,877.24	\$0.00
805 805-INVENTORY	17	0	\$4,202.68	\$0.00
810 810-SITE INSPECTIONS (TREES) **DESCRIBE**	77	0	\$4,745.79	\$0.00
815 815-TRAINING	38	0	\$13,911.04	\$0.00
830 830-CREW MEETING	30	0	\$3,980.99	\$0.00
850 850-SAFETY MEETING	24	0	\$3,598.17	\$0.00
999 999-HOMELESS CAMPS	13	0	\$4,724.83	\$0.00
Totals:	7,837		\$1,905,398.59	

* A 'Hidden' field indicates permission to view the secured field is turned off.

**Due to possible multiple tasks per work order the sum of the work orders per task will not necessarily equal the Total WO's.

Memo

To: PARKS & RECREATION ADVISORY BOARD/TREE BOARD
From: Curt J. Nedved Parks Manager
CC: Jennifer Wills
Date: 1-21-20
Re: BOARD REPORT FOR THE PERIOD OF DECEMBER 15TH 2019
THROUGH JANUARY 18TH 2020

TREE BOARD REPORT

- Removed 34 trees
- Machine ground 27 stumps
- Chipped brush and hauled debris at Golf course
- Completed 11 site inspections
- Responded to 1 afterhours call
- Pruned trees
- Started the yearly crown elevation and clearance pruning
- 2 Incidents of vehicles causing tree damage at Mint Farm
- Tree planting complete for the year

TREE CITY USA®

Trees planted 2019



PARKS BOARD REPORT

- Vandalism costs of \$3864 for this period
- 4 vandalism WO's created this period
- Vandalism to path lights at Lake Sacajawea and Highlands trail
- Take down of Christmas lights at RA Long Park, Lions Island, Squirrel Bridge and Downtown
- Some lights remain at RA Long, too wet to enter with equipment
- Top dressed and graded paths at Lake
- Leaf cleanup complete for the year
- Started moss control in turf and on sidewalks, pathways and roofs
- Mole activity is heavy and control continues
- Rest room cleaning continues 7 days a week
- Obtained trapping permit for beaver and nutria at Lake Sacajawea
- Sharps collection of 7 units this period
- Completed a complete deep cleaning of Hemlock rest rooms
- Resurface of floor and painting on hold for weather
- RA Long electrical now working as needed for Christmas light timer and security lighting
- Completed preventative maintenance on all power equipment
- Clean up and organization of tool room and shop area
- Completed inventory for power and hand tools, supplies and materials
- Confirming and adding missing inventory into Lucy
- Cleanup of City Hall grounds and start of turf regeneration
- Added mutt mitt dispenser and sharps collection at Alabama encampment
- Portable service has voiced concerns with vandalism to their units

Recreation Division

Mem o

To: Jen Wills

From: Recreation Staff

Date: January 23, 2020

Re: December Report

DECEMBER DIVISION HIGHLIGHTS



2019 Goals

- I. Connect the Community
- II. Quality Experience
- III. Vision 2025

- **Foundation:**

- The Foundation took December off from meeting/activity and will meet in January for bylaw updates, budget planning, and to help host the Teen Center Kitchen Open House on Jan 23rd.
- Fundraising:
 - Will be reported at January meeting.

Goals: I, II, III

- **Grants/Fundraising:**

- Completed reporting for 2019 grants and final billing for CDBG.
- Planning with staff to determine goals/projects for 2020.

Goals: II, III

- **Sponsorship:**

- Worked on report of sponsorship and funding sources for 2019, begin goals planning for 2020.
- Sponsor commitment for 2020 events so far from PUD, Fibre Federal Credit Union, Comcast, Interfor, 5 Rivers Construction, Mike Wallin Realty, Longview Recycling, Red Canoe Credit Union, Cascade Networks by Wave, Port of Longview, Longview Orthopedic, PRWorth Excavation.

- **Marketing/Outreach:**

- o Completed design of upcoming Winter/Spring brochure with a publish date just prior to Thanksgiving break.
- o Coordinating posts on Instagram with posts of Facebook to boost community awareness and networking. Currently followed by 436, and increase of 40 followers this month, with 3 posts in December getting an average engagement of 20. Highest performing post reached 250 with over 25 new viewers reached.
- o Produced Winter/Spring School flyer for distribution to Longview/Kelso schools. Flyer to Kelso schools included an ad for River Cities Transit Youth Bus Pass, offsetting the cost of that distribution by 50%.

Goals: I, II, III

- **Programs**

- o Teen Christmas Party. Prizes, gifts, dj, food donated by Fibre Federal Credit Union. Fibre volunteers came and assisted with the party 35 teens attended.
- o FLL Lego Robotic team Thunderbots competed in December and won the Robot performance award which qualified the team for the state semifinals on Jan 19.
- o Breakfast with Santa was held at the Monticello Hotel this year. We received many positive comments about the beautiful facility and hope to partner with them again next year. We had great volunteers from Girl Scouts and RALong high school in addition to volunteer cooks, Santa and photographer.
- o First season of Youth Basketball league ended in December. Evaluations will be sent to coaches and parents.
- o The annual Holiday Bazaar at the McClelland was once again sold out. Very good public attendance this year.

Goals: I, II, III

- **Rentals**

- o There were 43 rentals uses at the McClelland and Womans Club combined. Private and ongoing rentals.

Goals: I, II

Things to Know: (Upcoming Events/News)

January 23: Teen Center Kitchen Renovation Open House

February 21-23: Father Daughter Dance Imaginarium





fun NOW fun Later

2020 winter/spring youth activities



PARKS & RECREATION
CITY OF LONGVIEW



Before Earth Day

25th Year!

EARTH DAY

April 18th
10am - 3:30pm
Cowlitz County Expo Center
Free Event!

Acrobatics
Ages 6 - 12
\$35.00
Session I: Feb 1-29
Sat 10 - 11am
Session II: Feb 28-Mar 27
Fri 7:30 - 8:30pm

Being at Home Alone - How to Stay Safe
Ages 8 - 14
\$29.00
Mar 14
Sat 9 - 12pm

C is for Cookie Kid's Baking
Ages 6 - 12
\$31.00
Mar 25
Wed 4 - 6pm

Horsemanship
Ages 6 - 16
\$51.00
Session I: Feb 4-18
Tue 5:30 - 6:30pm
Session II: Mar 11-25
Wed 5:30 - 6:30pm

Jazz Ballet
Ages 6 - 12
\$35.00
Session I: Feb 5-26
Session II: Mar 4-25
Session III: Apr 1-29
Wed 7 - 8pm

Soccer For Little Ones
Ages 4 - 6
\$29.00
Feb 22-Mar 14
Sat 10 - 10:45am

Valentine's Cooking for Kids
Ages 7 - 12
\$35.00
Feb 8
Sat 9am - 12pm

Ballet
Ages 6 - 8
\$35.00
Session I: Feb 4-25
Session II: Mar 3-24
Session III: Apr 14-May 5
Tue 4:45 - 5:45pm

Bouldering & Rock Climbing
Ages 5 - 11
\$51.00
Feb 22-Mar 14
Sat 11-11:45am

Cupcake Baking Party
Ages 6 - 12
\$15.00
Sat, 9 - 11am
Session I: Jan 11
Session II: Feb 8
Session III: Mar 14
Session IV: Apr 11
Thu 6 - 8pm
Session I: Jan 30
Session II: Feb 27
Session III: Mar 26
Session IV: Apr 30

Nature Art
Ages 6 - 12
\$29.00
Session I: Mar 14
Session II: Apr 25
Sat 9:30am - 12pm

Paint & Sip My Grown Up & Me
All ages welcome!
\$25.00
Jan 16
Thu 6:30 - 8:30pm

Paint & Sip Heart String Art
All ages welcome!
\$25.00
Feb 13
Thu 6:30 - 8:30pm

Yoga Kids
Ages 5 - 12
\$25.00
Session I: Jan 9-30
Session II: Feb 6-27
Session III: Mar 5-26
Session IV: Apr 2-30
Thu 4:30 - 5:30pm

Babysitting-Safe & Fun
Ages 9 - 14
\$29.00
Jan 11
Sat 9am - 12pm

Bowling
Ages 4 - 8
\$35.00
Session I: Feb 5-26
Wed 4 - 5pm
Ages 8 - 12
Session II: Apr 1-29
Wed 4 - 5pm

Guitar
Ages 9 & up
\$75.00 per session
Session I: Beginning
Jan 16 - Feb 20
Session II: Intermediate
Feb 27 - Apr 2
Thu 6:30 - 7:15pm

Hula
Ages 5 - 12
\$39.00
Mar 10-Apr 14
Tue 5 - 5:55pm

Paint & Sip Acrylic Pouring
All ages welcome!
\$25.00
Mar 12
Thu 6:30 - 8:30pm

Paint & Sip Chunky Mini Blanket Workshops
Ages 7 & up
\$45.00
Workshop #1: Apr 9
Workshop #2: Apr 23
Thu 6:30 - 8:30pm



KID'S FISH IN
PRESENTED BY **Rotary**
Longview Early Edition
April 25
Sessions begin at 8AM
\$10/person Ages 5-14



PARKS & RECREATION
CITY OF LONGVIEW
360-442-5400
2920 DOUGLAS ST. LONGVIEW
MYLONGVIEW.COM/REC
f /LONGVIEWRECREATION

APPROVED FOR DISTRIBUTION NOT ENDORSED BY THE
LONGVIEW SCHOOL DISTRICT

LEGO Spring Break Camp
Ages 6 - 9
\$51.00
Apr 6-10
Mon - Fri
9am - 12pm

Spring Break Day Camp
Grades K - 5
Per Day: \$29.00
Full Week: \$99.00
Apr 6-10
Mon - Fri
7:30am - 5:30pm





PARKS & RECREATION

CITY OF LONGVIEW

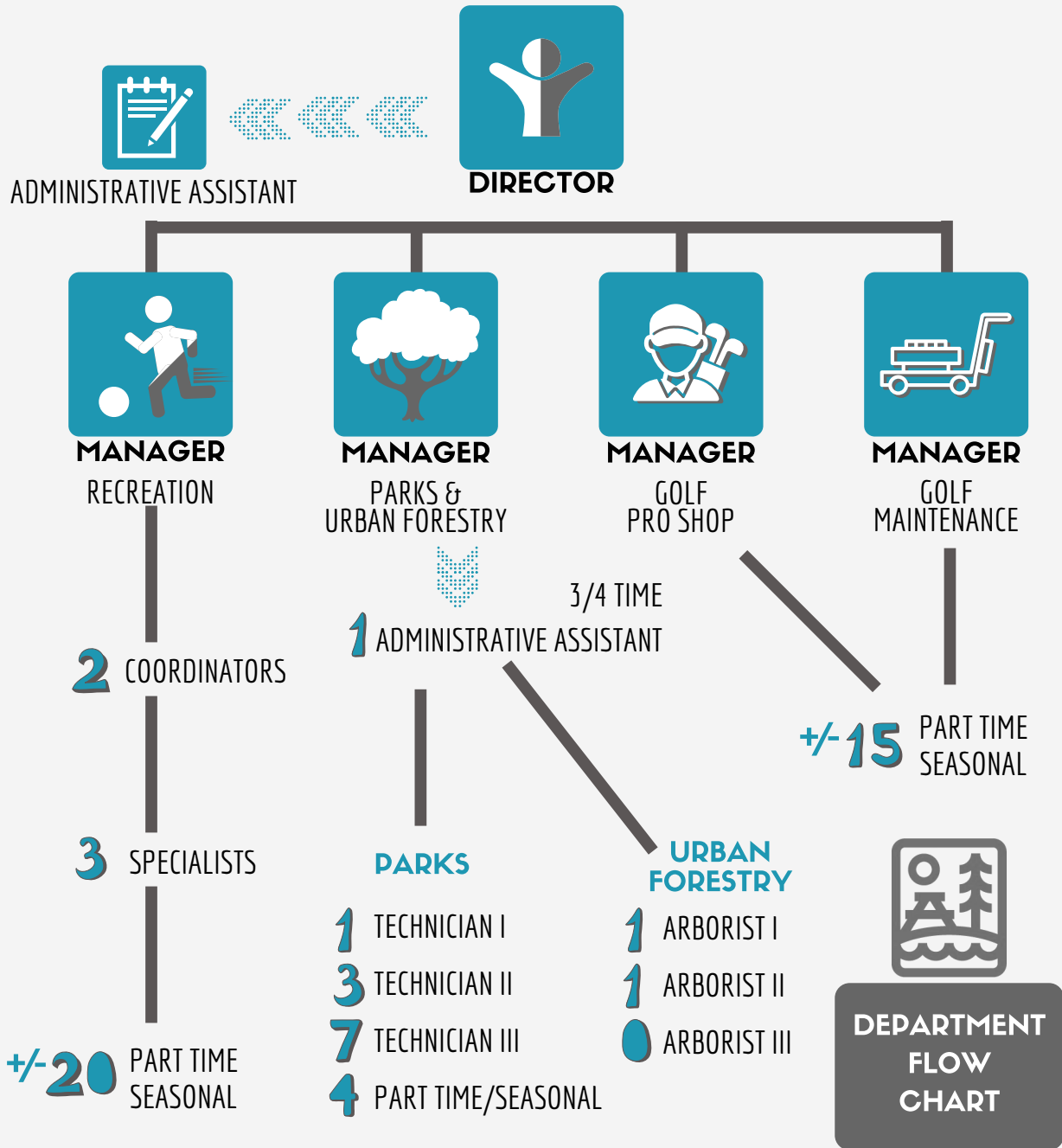


2019 ANNUAL REPORT

PARKS | RECREATION | URBAN FORESTRY | GOLF

PARKS & RECREATION

CITY OF LONGVIEW





ANNUAL REPORT

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DIRECTOR'S MESSAGE

A Letter to My Future Self - Parks & Recreation Director

Dear Future Self,

I am writing to you from your desk on December 31, 2019. I never thought 2020 would actually get here. That magical year from your younger self where we would be flying around in cars like the Jetsons and the world would look drastically different. The world does look different, but not in the ways we had dreamed about. Some of those changes have been good, like medical advancements and technology, and some not so good, like increasingly fast-paced stressful lives.

I wanted to let you know, that 2020 is going to be an amazing year. You will have successes, failures, and many moments in between. You will make memories, meet new people, create new partnerships, and help provide for a healthy community. Time will fly... for some reason it feels like each year it's picking up speed.

On December 31, 2019, stop and take a moment to reflect. 2019 was crazy year; our team took on a management of a golf course, countless enrichment programs and epic community events, playground installations, and park projects. Our small but mighty team has spent this past year working tirelessly to create amazing opportunities for those in Longview and those who visit. You are part of an incredible team that has made the quality of life better for our community and you should be very proud.

Now I ask you to visualize what 2020 will look like. Create in your mind what a successful year looks like. Imagine completing all that you want to do and being surrounded by positive people looking to make an impact in our world. Now think about the tough days, the difficult times, and prepare by imagining facing those trying moments with patience, grace, and an open mind. 2020 won't be perfect, but it will be wonderful.

Be very excited. It's not going to be easy; nothing is easy when you are trying to grow and improve – it's actually downright messy at times. We will stumble, have setbacks, and wish we could have done more for our little town. Don't worry so much about that, we will be successful in our endeavors to make Longview a happier, healthier, and more playful place to be. Everything our team does has that goal in mind, and that's how you'll know we are headed in the right direction.

You will have days that you will get frustrated, you know this from past years. Things might not progress at the speed you like, projects may not turn out as planned, or one thoughtless unkind act will make you wonder if it's all worth it – **Don't Give Up.** Remind our team that we are here for the greater good, the people who do care (and there are a lot of them), and a City poised for greatness. **It... is... all... worth... it, and it always will be.**

You will have days where your cheeks hurt from smiling and your heart is bursting with joy!... Watching children learn the game of golf in our First Tee program, seeing families enjoying time together at community events, hearing about someone completing their first 5k, high-fiving a child as they catch their first fish, watching the seasons transform the lake into the crown jewel that it is. We are helping create these memories, we are an integral part of our community, and we are making a difference.

2020 is going to be fantastic. I promise we will have enough time to make an impact and make our community better, so stop stressing so much about it. You miss the fun when you stress. Be open to new opportunities, seek out those who want to be involved, ask people to join our mission, and solicit for feedback and truly listen.

Enjoy it, all of it – each and every day of next year, because no matter what, there is something good happening if you take the time to look. We will grow, we will learn new things, and we will improve all for the betterment of our little town.

Get ready, because 2020 is going to be a whole lot of fun!

Jennifer Wills
Parks & Recreation Director



Summer Concerts @ The Lake

The Greatness of a Community:

Is most accurately measured by the compassionate actions of it's members.

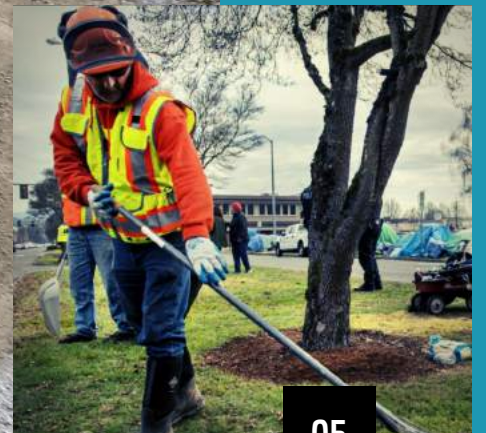


Special Guests After School



Family Rock Climbing

PARKS



PARK MAINTENANCE

By The Numbers

18 PARKS

01 DISC GOLF

08 TRAILS

07 TENNIS &
PICKLEBALL

23 PLAY
GROUNDS

04 SPORTS
COMPLEXES

20 PICNIC
SHELTERS

645 ACRES OF
PARK LAND

04 PASSIVE
GARDENS

24 ACRES OF
MEDIANS

02 BOAT
LAUNCHES

13 FULL TIME
STAFF

In addition to our daily duties....



Archie Anderson Park Playground

New for 2019, the Department installed an Inclusive Playground to enrich children's lives through play and to create spaces that eliminate barriers to the play experience regardless of age and ability. The Department received a \$90,000 CDBG grant to help fund this opportunity for the Highlands Neighborhood. Play Has No Limits!



Homeless & Vandalism

2019 saw a marked increase in required resources in both time and supplies for duties related to homelessness and vandalism. For vandalism alone, labor hours were 1,637 hours with \$18,675 in supplies. 78 sharps were collected, along with 6 major homeless encampment debris removals and over 75 excessive trash abandonment collections.



Community Involvement

The Department plays a major role in the community. We are actively involved in many special events and activities such as the Go 4th Festival, Crafted Beer and Food Festival, Squirreelfest, downtown decorations for holidays and flower baskets, downtown street tree illumination, and holiday lighting at both Lion's Island and R. A. Long Park.



Log Arch Removal

During an inspection of the Log Arches at Lake Sacajawea, we became aware of an insect infestation that required their removal due to compromised structural integrity. The log arches were donated and installed in 1976 by the 23 Club. Local groups are working together to see if they can be replaced in the coming year.

RECREATION





COMMUNITY EVENTS

36 Total Events

- o 14 Community Wide
- o 10 Running Events
- o 1 Triathlon
- o 6 Summer Concerts
- o 5 Movies in the Park

Attendance at Free Events

- o Earth Day 3569
- o Mud Day 415
- o Summer Concerts 15000
- o Movies 2000
- o Extreme Machine 3500
- o Total 24484

PROGRAMS FOR EVERYONE

Youth

208 Programs/1,621 Participants

Out of School

54 Programs/735 Participants

Adult Sports & Leagues

14 Programs/ 1,688 Participants

Adult Classes

130 Programs/1,035 Participants

Specialized Recreation

13 Programs/520 Participants

Teen Programs

177 Participants

Facility & Park Rentals

2,032 Hours Rented/478 Rentals



INVOLVEMENT

WE DON'T DO THIS ALONE - IT TAKES A VILLAGE!

GRANTS & FOUNDATION

The Department received \$50,547.50 in grants including funding for summer camp programs at Archie Anderson and playground replacement at Victoria Freeman Park. The Foundation donated \$55,500 for teen programs, garden, and commercial kitchen renovation!



SPONSORSHIP & DONORS

In-Kind Donations:

\$36,200

Sponsorships and Donations
for Events and Programs:

\$66,204



VOLUNTEERS

From one-time events to ongoing involvement, volunteers make what we do for our community possible. This year alone, 475 Volunteers gave over 4,000 hours of their time and energy. That equates to over \$60,000 in volunteer involvement donated (x\$15 per hour)





"Golfers are the most important visitor on our course. They are not dependent on us, we are dependent on them. They are not an interruption of our work, they are the purpose of it. Providing quality products and great customer service will create lifelong course loyalty and we strive to be the best in our area. Golfers have a choice on where to play and we want them to pick Mint Valley."

Golf Maintenance and Pro Shop Operations **2019 Management Transition**

From Contract to Municipal Administration



From an empty Pro Shop on January 1, 2019



To a fully stocked and functioning Pro Shop and Restaurant



Upgraded Range:
New mats and
dividers provide a
better customer
experience.



PRO SHOP ACCOMPLISHMENTS

- January 1, Accepted Management of the Entire Course
- Received New Fleet of 50 Carts
- Initiated a Partnership as a Titleist Course
- Fully Stocked a Wide Variety of Pro Shop Merchandise
- Enhanced Driving Range Facility and Equipment
- Constructed Indoor Teaching and Fitting Facility
- Introduced The First Tee Partnership - Course & School District
- Increased Brand Awareness and Social Media Presence
- Transitioned to Cloud Based Point of Sale System
- Renovated and Upgraded Kitchen and Restaurant
- Created a Fully Functioning Club Repair Room
- Hosted a Drive In Movie on the 18th Hole
- Reinstated Moonlight Run and Golf Tournament

PLAY INCREASES

33% Increase in
Rounds
over 2018

2019 Rounds

18 Holes - 17,379
9 Holes - 6,365
Season Pass - 10,760
Par 3 - 1,527

REVENUE INCREASES

\$1M+

Only the 2nd
Time in the
History of the
Course.
Last time
was in 2008.

USE INCREASES



Drive in Movie on 18



144 Youth Participants
Were Involved in Our
Inaugural First Tee Program

MILESTONES @ MINT

GOLF MAINTENANCE

Keeping the Course Up and Rolling



Sanding allows for increased firmness and drainage for year round play in the Northwest.

ACCOMPLISHMENTS



New Greens Roller



Continued Irrigation Repair
on 40+ Year Old System

1. Orchestrated two successful early spring and fall season aeration for improved course health
2. Set up a new wash station for private carts
3. Removed 7 dead trees
4. Upgraded 18th green to electrically controlled sprinkler heads
5. Repaired severely damaged areas of cart paths around clubhouse
6. Maintained disease free greens
7. Fixed broken drainage on #1 green
8. Repaired 6 main line breaks in irrigation
9. Added 20 yards of bunker sand to traps
10. Rolled greens daily during summer months that rolled between 9-10.5 on stimp meter all year
11. Reroofed the driving range building
12. Kept course well maintained all year for golfing public



URBAN FORESTRY

STREET &
PARK TREES

URBAN FORESTRY

Accomplishments



TREE CITY USA - 35 Years & Counting

Met all Tree City USA Requirements and hosted two Arbor Day Celebrations - Partnership with Cowlitz PUD, School District and Lower Columbia School Gardens.

POLICY

Adopted and initiated new standards for the Tree Removal Policy. Property owners can request and pay to have their street tree removed if the tree is identified on the Prohibited Species List - maximum 30 requests annually.

REDUCTION & EFFICIENCY

- After hour call-ins were reduced
- Leaf Clean Up 849 Hours, 5 year average = 1,300 Hours
- Tree inventory complete and in use with Lucity
- Collaborated with Street Department and Contractors for sidewalk removal and replacement projects

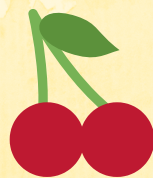


Longest
Running
Tree City, USA
in Washington

2019 NUMBERS URBAN FORESTRY



307
TREES
PLANTED



1,012
FRUIT
CONTROL



7
EMERGENCY
CALL OUTS



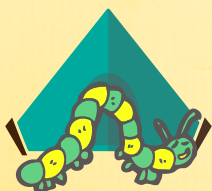
3,317
TREES
PRUNED



368
TREES
REMOVED



4,175
VACANT
PLANT SITES



27
TENT
CATERPILLAR
CALLS



335
STUMPS
GROUND



0
APHID
CALLS



**Our mission is
to build a
healthy
community by
providing
high quality
recreation and
park services
for everyone!**

**LONGVIEW PARKS & RECREATION
2920 DOUGLAS STREET
LONGVIEW, WA 98632
WWW.MYLONGVIEW.COM
360.442.5400**

