



City of Longview

Agenda

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

Parks and Recreation Board

Monday, October 18, 2021

5:00 PM

Recreation Office,
2920 Douglas Street, Longview WA

NOTICE IS HEREBY GIVEN, in accordance with RCW Chapter 42.30, that the Parks and Recreation Advisory Board of the City of Longview, Washington, will be holding a regular meeting on Friday, October 18th, at 5:00 p.m. at the Council Chamber, City Hall, 1525 Broadway St, Longview. The meeting is also available by Zoom.

Join Zoom Meeting

<https://us02web.zoom.us/j/87633191752>

Meeting ID: 876 3319 1752

Dial by your location:

- +1 253 215 8782 US (Tacoma)
- +1 669 900 6833 US (San Jose)
- +1 346 248 7799 US (Houston)
- +1 408 638 0968 US (San Jose)
- +1 646 876 9923 US (New York)
- +1 301 715 8592 US (Washington DC)
- +1 312 626 6799 US (Chicago)

Meeting ID: 876 3319 1752

The City Hall is accessible for persons with disabilities. Special equipment to assist the hearing impaired is also available. Please contact the City Executive Offices at 360.442.5004 48 hours in advance if you require special accommodations to attend the meeting.

1. ROLL CALL

2. APPROVAL OF MINUTES

21- PRAB Draft Minutes 07.19.2021
0001015

3. CHANGES TO THE AGENDA

4. CONSTITUENT COMMENTS

21- Longview Resident: Dick Ford regarding Pickelball
0001016

5. BOARD MEMBER COMMENTS**6. TREE BOARD COMMENTS****7. REPORTS**

21- Park Maintenance Division Report
0001017

21- Recreation Division Report August 2021
0001018

21- Directors Report
0001019

8. OLD BUSINESS

21- Felicia Conley Memorial Playground
0001020

9. NEW BUSINESS

21- Sculpture Donation for Cloney Park
0001021

21- Recommendations for Policy Regarding Allowing Military Honors in Parks
0001022

10. ADJOURNMENT



City of Longview

Minutes

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

Parks and Recreation Board

Monday, July 19, 2021

6:00 PM

Recreation Office,
2920 Douglas Street, Longview WA

1. ROLL CALL

Members Present: Rayleen Aguirre, Spencer Boudreau, Jenny Oskey

Members Absent: Michelle Rabideau & Claire Pang

Constituents Present: Bill Kasch, Linda Curry, Kathleen Butler, Ella Aguirre & Elise Aguirre

Staff Present: Jennifer Wills, Melissa Harbour, Joanna Martin, Justin Brown

2. APPROVAL OF MINUTES

21-000856 PRAB DRAFT Minutes 06.17.2021

A motion was made by Rayleen Aguirre, seconded by Jenny Oskey, to approve the minutes as written. The motion carried by the following vote:

Ayes: All

Nays: None

3. CHANGES TO THE AGENDA

Tree Board & Constituent Comments moved to top of the agenda, directly after Approval of Minutes.

4. CONSTITUENT COMMENTS

Bill Kasch, Longview Resident provided a copy of a City of Longview Donation of Signs and Transfer of Ownership signed and dated the 28th of July, 2020 showing the transfer of 5 signs. Additionally, Mr. Kasch asked for the following considerations:

- 1. A ban on all fireworks citywide - Response from staff: A ban on fireworks would not be handled by this advisory board but rather by City Council*
- 2. A fountain to be placed on Kessler Blvd - Response from staff: This request has been officially made and rejected previously by another homeowner on the Old Westside due to costs associated with monthly electrical fees and the cost of replacement pumps.*
- 3. Downtown clean-up on a more frequent basis - Response from staff: The Downtowners perform official clean-up events 3 to 4 times per year as of 2017. The Park Maintenance Department is responsible for the right-of-way shrubbery and performs maintenance.*
- 4. Memorial Bench on Lion's Island - Response from staff: See New Business*

5. BOARD MEMBER COMMENTS

Rayleen Aguirre presented the Parks and Recreation staff with the proclamation from the previous City Council Meeting for July 2021 Parks and Recreation month. Mrs. Aguirre also commented on the recent enjoyment of the golf course and the large number of groups playing. Spencer Boudreau asked the Park Maintenance Manager to consider adjustments to the Hemlock Pedestrian Bridge to help with the significant glare during

sunny days and potential slipping hazard during rainy days. A request was made to include Hemlock Pedestrian Bridge on the agenda under new business for the next meeting.

6. TREE BOARD COMMENTS

21-000857 Kathy Butler - 2324 Lee Avenue (Norway Maple)

Ms. Butler has attended the meeting this evening to request the removal of the street tree in the right of way, owned by the City of Longview be removed and considered a nuisance. The Urban Forestry Department has inspected the tree and talked with the homeowner at length. The tree is extremely healthy and does not fall within the guidelines for removal per the Tree Removal Policy. She is concerned that she is unable to maintain the tree due to her physical limitations. A discussion ensued regarding the possibility of thinning the tree to aid with the dropping of seeds. It is possible that the tree has been thinned in the recent past. Joanna Martin will look in to the schedule for tree maintenance. Linda Curry, longtime friend of Ms. Butler was also present in support of removal of the tree due to the struggles she has witnessed Ms. Butler have with clean-up.

The board also discussed the sidewalk damage that has occurred as a result of the tree, and clarified that any tree removal and/or repair would take place in conjunction with sidewalk repair when appropriate. Currently, the list per quarter has approximately 50 sidewalk repairs with direct tree concerns attached. The board recommended Ms. Butler talk to city council directly to ask them to overrule the policy if she would like. Director Jennifer Wills also provided information to obtain a list of service organizations that are willing to assist homeowners in property maintenance when they are unable due to physical limitations.

7. REPORTS

21-000858 Park Maintenance Division Report July 2021

A written report was provided by Joanna Martin prior to the meeting and read aloud during the meeting. See attached report.

21-000860 Recreation Division Report July 2021

A written report was provided by Justin Brown prior to the meeting and read aloud during the meeting. See attached report.

21-000865 Directors Report - Verbal

Director Jennifer Wills provided a verbal report on:

- 1. Lake Sacajawea Concessionaire Requests*
- 2. Concerts in the Park Sponsor Appreciation Night - July 29th*
- 3. ADA Committee and the potential award of funds to install push-button open/close doors at the McClelland Center and Recreation Office as well as funding for Hearing Impairment translators that have been cost prohibitive in the past.*
- 4. Mint Valley Golf Course - tentative movie night, Sept. 10th*
- 5. Cloney RFP meeting*

8. OLD BUSINESS

21-000861 Naming of Archie Anderson Playground - Felicia Connelly

A motion was made by Spencer Boudreau, seconded by Jenny Oskey, to recommend the ADA playground at Archie Anderson/Highlands Park be changed to the Felicia Conley Memorial

Playground to honor Felicia Conley's memory. The motion carried by the following vote:

Ayes: All

Nays: None

21-000862 Memorial Bench - Lion's Island

A motion was made by Rayleen Aguirre, seconded by Spencer Boudreau, to offer the option to purchase a memorial bench for the tip end of Lion's Island to the next person on the waitlist. Discussion included the clarification of the total number of benches at Lake Sacajawea (65) and specifically the number of benches on Kuntz Island (2). The current waitlist has 18 to 20 requests and in the past 17 years new benches have not been purchased and/or installed. The motion carried by the following vote:

Ayes: All

Nays: None

Additionally, Jennifer Wills will look in to the possibility of finding an alternative way of honoring Bill Kasch as his request for a specific memorial bench on Lion's Island in his honor would require the current waitlist to be overlooked and therefore not appropriate.

9. NEW BUSINESS

21-000863 Review of Park and Recreation Bylaws

A motion was made by Spencer Boudreau, seconded by Jenny Oskey, to add a section to "Organization and Membership" titled "Youth Representative" with the following verbiage; "A youth representative of high school age can be appointed to the board to provide input and youth perspective, but will not be a voting member. Youth representative shall be a resident of the City of Longview, and shall attend a Longview School, public or private, or a course of the same equivalent. Youth representative will be required to miss no more than three scheduled meetings per year, as already outlined previously for regular board members. Youth representative is not a voting member of the Parks and Recreation Advisory Board as there is no guarantee that they would be of legal voting age in an election. Youth representative is there to provide input but not exercise a vote. This avoids potential conflicts if a youth representative is of relation to another voting member as has been the trend with youth representatives until recently."

The motion carried by the following vote:

Ayes: All

Nays: None

A motion was made by Spencer Boudreau, seconded by Rayleen Aguirre, to revisit the bylaws as a group annually, each February. The motion carried by the following vote:

Ayes: All

Nays: None

Note: Director Wills will review guidelines pertaining to voting in absentia via virtual meetings and report back to the board as requested.

21-000864 Skate Park Assessment

A report was provided to the board showing the results of a recent Skatepark Assessment conducted by Grindline. The report is embedded and was meant to update the members of the board on the current condition of the skatepark as well as the maintenance costs and potential improvements recommended.

10. ADJOURNMENT

The meeting was adjourned at 7:52 p.m.

*Melissa Harbour
Administrative Assistant*

Parks Maintenance & Urban Forestry Report

Parks Board October 18, 2021

Parks Maintenance

- With the hiring of 2 new staff to help with the trash route, we are able to open the Japanese Island daily from 7:00 AM to 3:30 PM.
- Tennant Way Landscape Cleanup
 - Weeding, Tree Pruning and Picking Up Trash
 - \$16,521 for 399 hours of staff time
 - \$94 for 12 trips hauling garbage and clippings to Waste Control
 - Mulch Application
 - \$10,115 for 305 hours of staff time
 - \$3,386 for 210 yards of mulch (paid for by Storm Water)
- 11 full-time and 8 part-time staff completed 292 park maintenance work orders in September
 - Hand watering
 - Recreation division related task
 - Vandalism repair
 - Playground inspect/repair
 - Restrooms/plumbing
 - Table/bench repair
 - Preventative maintenance
 - Weed Control
 - Insect Control
 - Trash collection/litter
 - Restroom cleaning
 - String trimming
 - Sports field maintenance
 - Wildlife control
 - Security maintenance
 - Equipment purchase/repair
 - Mowing
 - Top dressing
 - Edging
 - Irrigation adjustments & repairs
 - Bed maintenance

- o Mulch or chips application
 - o Power washing
 - o Drainage project
 - o Hauling wood/debris/material
 - o Electrical repair
 - o Construction project
 - o Training
- Vandalism
 - o Car drove through a planter bed and fence at John Null Park in August
 - 38.5 hours to repair
 - \$2,459 for staff time, hauling to Waste Control and replacement fence parts
 - o Replaced dead bolt on Hemlock restroom
 - 2 hours to repair
 - \$237 for staff time and new dead bolt lock
- 19 sharps collected

Urban Forestry

- 4 full-time and 2 part-time staff completed 66 work orders in September
 - o Emergency call-outs
 - o Storm damage
 - o Crown cleaning
 - o Crown elevation
 - o Crown clearance
 - o Crown thinning
 - o Hand watering
 - o Insect control
 - o Stump removal
 - o Tree removal
 - o Hauling wood, debris and materials
 - o Tree inspections
- 8 callouts for 14 hours and a staff cost of \$969

Recreation Division

Memo



**PARKS &
RECREATION**
CITY OF LONGVIEW

To: Jen Wills

From: Recreation Staff

Date: August 10, 2021

Re: August Report

AUGUST DIVISION HIGHLIGHTS

2021 Goals

I. Connect the Community

II. Quality Experience

III. Vision 2025

- **Grants/Fundraising:**

- UPDATED: Applied for WRPA/AWV/OPSI SEEK grant for the amount of \$50,000 to purchase a new van for the Recreation division. The grant was approved and then was unapproved due to a no-capitol purchase provision that was previously unknown. Re-wrote the grant ask and was again awarded \$50,000 to purchase outdoor equipment and hire contractors to teach outdoor classes at summer camp.
- Application is pending with CCDP for \$50,000. The application is asking for funding to purchase a recreation van.

Goals: II, III

- **Programs**

- Super Summers at Archie Anderson has started. Over the first week we have averaged 23 kids per day. They have already taken their first field trip to kayak at lake Sacajawea. This is a free CDBG funded program.
- The partnership Summer School program has ended. The program was ultimately successful and served an average of 75 kids per day. They participated in STEM learning with LSD and did Recreation activities like; woodworking, court sports, gardening, cooking, kayaking, etc.
- Adult softball Fall registration is currently is closed. 12 total men's teams and 9 total coed teams. This is our largest men's fall division in the last 6 years.

- Concerts in the park are now over. It is estimated that our average attendance is on par with pre-pandemic numbers, averaging ~700 per concert.
- Movies in the park have now started. The first of three movies was shown on August 13th.

Goals: I, II, III

- **Marketing:**

- Fall Brochure will be released on August 16th. Post card mailers have been ordered and will be delivered directly to homes indicating registration is open this week.

Goals: I, II, III

- **Facility/Rentals**

- 8 Outdoor Park rentals
- 9 Indoor facility rentals
- 5 individual kayak rentals

Goals: I, II, III

Upcoming events:

Movie in the Park – August 20th (Inside Out), 27th (Tom & Jerry)

Fall Program registration opened – August 16th

After School Program begins – August 31st



FELICIA CONLEY

Memorial Playground

*Dedicated on behalf of the City of Longview
in honor of a life filled with community service
to the Highlands Neighborhood, and an endless
supply of compassionate advocacy.*



**PARKS &
RECREATION**

CITY OF LONGVIEW

Longview Visual Arts Commission
Attention: Jennifer Wills, Director of Parks and Recreation
2920 Douglas Street
Longview, WA 98632

Dear Members,

I am pleased to donate “Radically Inclusive World,” an Ivan McClean sculpture, to the City of Longview.



The Longview Outdoor Gallery is beneficial and impactful not only to the citizens of Longview but to those who visit. Each piece tells a story of the artist, but also bits of our own story can be found, too, connecting us all, such as art will do.

It was my honor to purchase this art piece at the 2021 Harper’s Playground Summer Soiree. “Harper’s Playground is driven by the vision of a world in which everyone is included.” They “create playgrounds where people of all abilities connect through play and thrive.” The spherical five foot high metal sculpture is comprised of individual, unique pieces fitting together to complete the sphere. In my eyes, it’s the perfect representation of an inclusive community.

I would like to temporarily donate the piece downtown to be enjoyed as part of the outdoor gallery, with the permanent location at Cloney Park after its renovation. It is my understanding that the vision for Cloney Park will provide a naturally inclusive playground that is physically, socially, and emotionally inviting; Radically Inclusive.

Sincerely,

Laura Shearer



Ivan McClean & Laura Shearer
Sept. 25, 2021, Harper’s Playground Summer Soiree

The DOD recognizes the important role that funeral planners perform in ensuring that our veterans receive military funeral honors. This brochure and the Military Funeral Honors website were designed to assist you in making these arrangements on behalf of the family. The DOD would like to thank you for your continued support and commitment to our nation's veterans.



The rendering of military funeral honors is one way we show the nation's deep gratitude to those who, in times of war and peace, have faithfully defended and served our country. This ceremonial paying of respect is the final tribute provided to the veteran and the family that supported them during their service. The tradition of providing military funeral honors, in some form, began in ancient Greece and Rome. The funeral honors protocol of today traces its roots to these ancient ceremonies, as well as to historical American experiences.



The Military OneSource website, at <https://www.MilitaryOneSource.mil/military-life-cycle/veterans-military-funeral-honors>, has current links to legislation and the Department of Veterans Affairs, a Military Funeral Honors directory by service, and other useful information for veterans, families and funeral directors.

Note: It is important to the family that the service casualty office be notified of the veteran's death, as this office may be able to provide additional information or resources to the family.



The DOD pledges to work with you to ensure that each request for military funeral honors is handled immediately so the family is treated with dignity, sensitivity and respect.



For more information, visit <https://www.MilitaryOneSource.mil/military-life-cycle/veterans-military-funeral-honors>



MILITARY FUNERAL HONORS



**MILITARY
ONE SOURCE**



The Department of Defense is committed to recognizing the sacrifice and contributions of our nation's veterans by providing honors upon request by the family of an eligible veteran.

How much does a military funeral honors detail cost?

The DOD will provide military funeral honors at no cost to the family.

What are the core elements of the Military Funeral Honors program?

The law mandates that the service secretary render military funeral honors for an eligible veteran upon request by the family. A funeral honors detail, at a minimum, shall consist of no fewer than two members of the armed forces. One member of the detail shall be a representative from the service branch of the deceased veteran. The honor detail will, at a minimum, perform a ceremony that includes the folding and presentation of the American flag and the playing of Taps. Taps will be played by a bugler, if available, or by ceremonial bugle or electronic recording. The veteran's service branch representative will present the flag. Upon request by the family for full military funeral honors, the detail will include the additional element of a gun salute, subject to what is permitted at the place honors are presented.

How much notice should be provided for the honors request?

The military services request at least 48 hours notice in order to organize and transport the

funeral honors detail. However, submit all requests to the service in which the decedent served.

Who is eligible?

- Military members on active duty
- Military retirees
- Members and former members of the Selected Reserve
- Eligible U.S. veterans of any war
- Other U.S. veterans who served at least one term of enlistment and separated under conditions other than dishonorable

Who is not eligible?

Some veterans are not eligible for military funeral honors. This includes, for example, those discharged from the armed forces under dishonorable conditions and individuals sentenced to death for a federal or state capital offense. There are other offenses that may make a veteran ineligible for military funeral honors. The service casualty office is responsible for determining eligibility for military funeral honors, so all requests for honors should be forwarded there for verification. Further clarification on eligibility is available in Title 10 and Title 38, United States Code, which is available on Military OneSource at <https://www.militaryonesource.mil/leaders-service-providers/casualty-assistance/governing-laws-and-directives>.

How can a veterans service organization assist in performing military funeral honors for the funeral service?

The DOD recognizes the valuable role that members of VSOs play in honoring our veterans.

Many of these organizations have close working relationships with cemeteries and funeral homes in their regions and are often the first stop in arranging military funeral honors for our veterans. However, the DOD requests that the funeral directors make contact with the service casualty office of the veteran to coordinate military funeral honors. The DOD has implemented an Authorized Provider Partnership Program, which provides support and training to VSOs. This program allows organizations to augment the legislated two-person uniformed member detail and provide additional elements for the veteran's funeral. The veteran's service branch representative will present the flag as required by law.

For more information on the AP3, please visit Military OneSource at <https://www.militaryonesource.mil/leaders-service-providers/casualty-assistance/authorized-provider-partnership-program>.

How can funeral planners assist the DOD with improving the Military Funeral Honors program?

The DOD appreciates your feedback on the Military Funeral Honors Program and the services provided by DOD funeral honors personnel. You can help improve the services offered to veterans and their families by sending your comments to the following address:

Deputy Assistant Secretary of Defense
(Military Community and Family Policy)
Attn: Military Funeral Honors
1500 Defense Pentagon
Washington, D.C., 20301-1500