



City of Longview

Agenda SPECIAL MEETING

Parks and Recreation Board

Monday, March 7, 2022

5:15 PM

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

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 Monday, March 7th at 5:15 p.m. in the Council Chambers, on the 2nd floor of City Hall 1525 Broadway St., Longview. The meeting is also available by Zoom.

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

Meeting ID: 876 3319 1752

One tap mobile

+12532158782,,87633191752# US (Tacoma)

+16699006833,,87633191752# US (San Jose)

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. CHANGES TO THE AGENDA
3. CONSTITUENT COMMENTS
4. BOARD MEMBER COMMENTS
5. TREE BOARD COMMENTS
6. OLD BUSINESS
7. NEW BUSINESS

22-000153 Review of Bylaws, Scope & Responsibilities of the Parks and Recreation Advisory Board

22-000154 Discussion/Proposal Related to Youth Sports Field Access

22-000155 Longview Girls Softball Proposal ~ 7th Avenue Youth Sports Fields Fencing

8. ADJOURNMENT

BYLAWS

Longview Parks and Recreation Board

Revised March 21, 2011

ORGANIZATION AND MEMBERSHIP

The Parks and Recreation Board (Board) shall consist of five (5) members appointed by the City Council (Council). The members of said Board shall serve three (3) year terms without compensation, and no member shall be employed by the Parks and Recreation Department of the city of Longview during his/her term on the Board.

At least four (4) of the Board members shall be residents of the City of Longview. The remaining position may be filled by a resident of the Longview School District.

Terms begin January 1st. In the event of a vacancy prior to the completion of the full term, the Council shall appoint a replacement for the unexpired term.

Absence from three (3) meetings within a year without notifying the Chairperson or the Parks and Recreation Department Administrative Office shall be considered as a formal resignation and an appointment shall be made to fill said vacancy at the pleasure of the Council.

ELECTIONS AND OFFICERS

A Chairperson and Vice-Chairperson shall be elected at the January monthly meeting to serve terms of one year.

DUTIES OF OFFICERS

The Chairperson shall preside over all meetings, enforce the rules and regulations of the Board and perform the duties devolving upon a presiding officer. In his/her absence, the Vice-Chairperson shall preside over the meetings.

MEETINGS

The Board meetings are open to the public.

The regular meeting of the Board shall be at 5:00 p.m. on the third Monday of each month except when that date falls on a holiday or some other conflict justifying a change in the date. In such cases, the Board will determine an alternate meeting date or may cancel the meeting for that month.

Special meetings may be called by the Chairperson or upon the written request of at least three (3) Board members. Special meetings can only convene after every Board member has been duly notified.

QUORUM

A majority of three (3) members shall constitute a quorum.

DUTIES OF MEMBERS

It shall be the duty of the Board:

- (1) To make studies and recommendations to the City Manager and/or Council concerning the long-range acquisition and improvement of lands for public recreation and park purposes. In making such studies and recommendations, the Board shall take into account the adequacy of the location of parks in relation to the present and future populations of the city and it shall be their further duty to periodically review the present park and recreational facilities and make recommendations to best utilize such facilities to meet public needs. The Board shall make recommendations on such other matters as may be referred to them by the Director, the City Manager, or the Council.
- (2) To formulate an orderly program for the acquisition of land, waterways, buildings, facilities and equipment, and for the development, operation and maintenance of an adequate system of public parks, playgrounds and recreational facilities within and without city boundaries, in cooperation with other departments of the city and other public and private bodies.
- (3) To formulate a recreation program, such program to include plans for utilization of available parks, playgrounds, and recreation and community facilities. The Board shall keep continuously cognizant of the operation of the recreation program so as to be in a position to suggest, from time to time, such program changes as shall be consistent with available facilities and budgetary constraints.
- (4) To review, modify and/or recommend a tentative program and budget and make recommendations concerning the same and other aspects of the administration of

the Parks and Recreation Department to the Director for submission to the City Manager.

RESPONSIBILITIES OF MEMBERS

- (1) It shall be the Responsibility of each member of the Board to take an active part in Board deliberations and to act in whatever capacity he/she may be called upon.
- (2) All action of the Board shall take place at a regular or special meeting, and must be made a matter of record. The consent of individual members outside of Board meetings is not an act of the Board and is not binding.
- (3) Members of the Board have no more authority as individuals than have other citizens of the city.
- (4) The Board shall establish a long-term philosophy toward the recreational development of the area. All questions should be considered from the future as well as the present viewpoint.
- (5) The Board is a policy recommending body. It should deal impartially with all questions, which it considers. The Board represents the city of Longview as a whole and it should make decisions consistent with the welfare of the whole.
- (6) The Board work is primarily that of general policy recommendations to the Director, the City Manager, and the Council rather than that of administration. The Director is given the authority and responsibility for managing the Parks and Recreation Department affairs. The Director, as manager, shall report accomplishments and needs, and make recommendations in legal meetings.
- (7) Board members should be careful to conduct all business in legal meetings. Complaints relative to the Parks and Recreation Department policies should be heard in Board meetings not by individual Board members. If a proposition or complaint comes to a Board member, he/she should be courteous but should not commit himself/herself. Routine matters should be referred to the Director. Matters of policy should come before the Board in session.
- (8) The citizen who has either a proposition or a complaint, which deserves the attention of the Board, may submit it in person, in writing, or electronically. Board members shall make all decisions in Board meetings and stand together on the decisions of the majority.

PARLIAMENTARY PROCEDURES

Robert Rules of Order (Revised) shall govern procedures of the Board meetings.

COMMUNICATIONS

All communications written to outside groups shall be identified as from the Board. Written requests from outside groups should be received by 5:00 p.m. on the day of the meeting of the Board in order to be considered at that Board meeting.

AMENDMENTS

These rules may be altered, amended, revised or supplemented by a majority vote of the members of the Board.

SPECIAL COMMITTEE

The Chairperson with Board consent may appoint Special Committees for the purpose of gathering information; and review and make recommendations to the total Board on such matters as the Chairperson may deem appropriate and necessary and which are within the scope of the Board's authority.

Examples of such committees may be for reviewing of finances, policies, bylaws, acquisitions, development, planning, complaints, etc. but shall not include such thing as personnel matters, staffing, scheduling, etc. that are the responsibility and authority of the Director.

In general, the special committee organization is a convenient and more efficient way for the Board to give more thought to the matters coming before it, by delegation of some review and investigation functions to a portion of its members rather than reviewing all matters by the complete membership.

EX-OFFICIO MEMBER DESIGNATED

The Board may designate one of its members together with such alternates as it might deem necessary to serve as an ex-officio (non-voting) member of the Planning Commission.

AGENDA

An agenda shall be prepared by the Director and sent to Board members prior to the scheduled meeting.