



City of Longview

Agenda

Parks and Recreation Board

Monday, May 16, 2022

5:00 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, April 18th at 5:00 p.m. in the Training Room, on the 2nd floor of City Hall 1525 Broadway St., Longview. The meeting is also available via 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. APPROVAL OF MINUTES

22-000315 PRAB Draft Meeting Minutes - 04.18.2022

3. CHANGES TO THE AGENDA

4. CONSTITUENT COMMENTS

5. BOARD MEMBER COMMENTS

22-000324 Glenda Johnson submitted comments via email in her absence from the meeting. Her comments are as follows:

1. Neighbors and I have seen evidence of beaver activity on Lake Sacajawea--seen in the north- west section. What is our wildlife policy?
2. Dave and I went to the Bingo party fundraiser by the Park Foundation board. Introduced myself to the Vice-chair and expressed an interest in being a liaison. She took my name and email so we will see where this leads.
3. I am looking to start seeking Park Champions for each of the parks. These folk could be extra eyes and hands and would build park pride.
4. I am also ready to start planning for Fall bulb planting. Would like to have framework in place for seeking bulb donations/helpers during Go Fourth celebrations.

6. TREE BOARD COMMENTS

7. **REPORTS**

22-000316 Parks Division Report - May 2022

22-000317 Recreation Division Report - May 2022 (to be provided in writing at meeting)

22-000318 Director Report - May 2022

8. **OLD BUSINESS**

22-000319 LCC Cloney Park Paint Project

22-000320 Dog Park Locations

9. **NEW BUSINESS**

22-000321 Library Story Walk

22-000322 Parks & Recreation Advisory Board Liasons

22-000323 Parks & Recreation Comprehensive Plan Kick-off

10. **ADJOURNMENT**



City of Longview

Minutes

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

Parks and Recreation Board

Monday, April 18, 2022

5:00 PM

Recreation Office,
2920 Douglas Street, Longview WA

1. **ROLL CALL**

Members Present: Rayleen Aguirre, Glenda Johnson, Jenny Oskey & Claire Pang

Members Absent: Michelle Rabideau

Constituents Present: Jennie Castle, Eric Bassier (Zoom) & Jeri Dalglish (Zoom)

Council Members Present: Spencer Boudreau

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

2. **APPROVAL OF MINUTES**

22-000235 Parks & Recreation Advisory Board Draft Meeting Minutes - 03.21.2022

A motion was made by Board Member Claire Pang, seconded by Board Member Jenny Oskey, to accept minutes as presented. The motion carried by the following vote:

Ayes: Board Member Rayleen Aguirre, Board Member Jenny Oskey, Board Member Claire Pang, Board Member Glenda Johnson

Nays: None

3. **CHANGES TO THE AGENDA**

A motion was made by Board Member Claire Pang, seconded by Board Member Glenda Johnson, to move 22-000239 Cloney Park Pump Track Request Presentation and 22-000241 Partnership with Lower Columbia College for mural work at Cloney Park ahead of Constituent Comments. The motion carried by the following vote:

Ayes: Board Member Rayleen Aguirre, Board Member Jenny Oskey, Board Member Claire Pang, Board Member Glenda Johnson

Nays: None

4. **CONSTITUENT COMMENTS**

N/A

5. **BOARD MEMBER COMMENTS**

Board Member Glenda Johnson will be absent at the May meeting. Board Member Claire Pang requested information on submitting agenda items for upcoming board meetings.

6. **TREE BOARD COMMENTS**

N/A

7. **REPORTS**

22-000236 Parks Division Report April 2022

22-000237 Recreation Division Report April 2022**22-000238 Parks & Recreation Directors Report - Verbal****8. OLD BUSINESS**

N/A

9. NEW BUSINESS**22-000239 Cloney Park Pump Track Request Presentation**

A motion was made by Board Member Glenda Johnson, seconded by Board Member Claire Pang, to approve initial fundraising efforts. The motion carried by the following vote:

Ayes: Board Member Rayleen Aguirre, Board Member Jenny Oskey, Board Member Claire Pang, Board Member Glenda Johnson

Nays: None

22-000240 Victoria Freeman Historic Sign Installation

A motion was made by Board Member Glenda Johnson, seconded by Board Member Jenny Oskey, to recommend the project pending design approval by the board. The motion carried by the following vote:

Ayes: Board Member Rayleen Aguirre, Board Member Jenny Oskey, Board Member Claire Pang, Board Member Glenda Johnson

Nays: None

22-000241 Partnership with Lower Columbia College for mural work at Cloney Skate Park

A motion was made by Board Member Claire Pang, seconded by Board Member Glenda Johnson, to recommend the approval of the project. The motion carried by the following vote:

Ayes: Board Member Rayleen Aguirre, Board Member Jenny Oskey, Board Member Claire Pang, Board Member Glenda Johnson

Nays: None

22-000243 Dog Park Locations

A motion was made by Board Member Claire Pang, seconded by Board Member Jenny Oskey, to consider dog park locations, 1st - 7th Avenue Park, 2nd - John Null Park, 3rd - Roy Morse Park. The motion carried by the following vote:

Ayes: Board Member Rayleen Aguirre, Board Member Jenny Oskey, Board Member Claire Pang, Board Member Glenda Johnson

Nays: None

10. ADJOURNMENT

A motion was made by Board Member Claire Pang, seconded by Board Member Rayleen Aguirre, to adjourn the meeting at 6:27 PM. The motion carried by the following vote:

Ayes: Board Member Rayleen Aguirre, Board Member Jenny Oskey, Board Member Claire Pang, Board Member Glenda Johnson

Nays: None

Next meeting is scheduled for May 16th at 5:00 PM.

22-000244 Upcoming Agenda Topics

Parks Maintenance & Urban Forestry Report

Parks Board May 16, 2022

Parks Maintenance

- In April, 113 park maintenance work orders completed
 - Storm damage
 - Rec related tasks
 - Vandalism repair
 - Infrastructure maintenance
 - Small equipment repair
 - Preventative maintenance
 - Cleanup/housekeeping
 - Weed control
 - Moss control
 - Trash collection/litter
 - Sports field maintenance at Roy Morse
 - Wildlife control
 - Parts/Supplies
 - Equipment purchase/repair
 - Planting
 - Mowing
 - Edging
 - Bed maintenance
 - Drainage project
 - Construction projects
 - Inventory
 - Training
- Vandalism
 - Vandercook Park 2 hours
 - Broken net on pickle ball court
 - Victoria Freeman Park 4 hours
 - Installed a new light on the MAC to prevent vandalism
 - Lake Sacajawea Park 4 hours
 - Fixed bathroom door
 - Some minor graffiti cleanup accounted for within trash collection
- In April, 9 sharps collected
 - 5 Lake Sacajawea Park and 4 City shop

- Staff development
 - 4/19 Noxious Weed Identification Workshop (5 staff)
 - 4/21 Parks & Urban Forestry Risk Management (10 staff)
 - 4/27 First Aid/CRP/AED/Bloodborne pathogens (1 staff)
 - 5/4 Pesticide testing (1 staff)
- Project highlight: Lake Sacajawea Park bed and path maintenance



Urban Forestry

- In April, 30 work orders completed
 - Emergency call-outs
 - Crown cleaning
 - Crown elevation
 - Crown clearance
 - Crown thinning
 - Tree removal
 - Tree inspections
- Snow storm clean up
 - All day April 11 and about half the day of April 12 were used on clean up
- Emergency call-outs
 - Privately-owned tree split due to weight of snow blocking both lanes of traffic (2 hours)
- Staff development
 - 4/11-5/26 CDL training/licensing (1 staff)
 - 4/21 Parks & Urban Forestry Risk Management (4 staff)
 - 4/27 First Aid/CRP/AED/Bloodborne pathogens (2 staff)
- Tree Canopy Assessment
 - Contract finalized
 - Kick off meeting
- City GIS information provided to PlanIt Geo
- Arbor Day planting April 12





City of Longview

Agenda Summary

LCC Cloney Park Paint Project

SUMMARY STATEMENT:

Funding for this project has been made possible by the Lower Columbia College and the Longview Parks and Recreation Foundations. Ray Cooper, Instructor of Art, Design, Visual, and Performing Arts at LCC, will be bringing his advanced painting students to Cloney Park to paint a mural on the skate park elements. The board initially supported the project in concept and was awaiting final drawings. Attached is the artwork that was decided on by the student body.

RECOMMENDED ACTION:

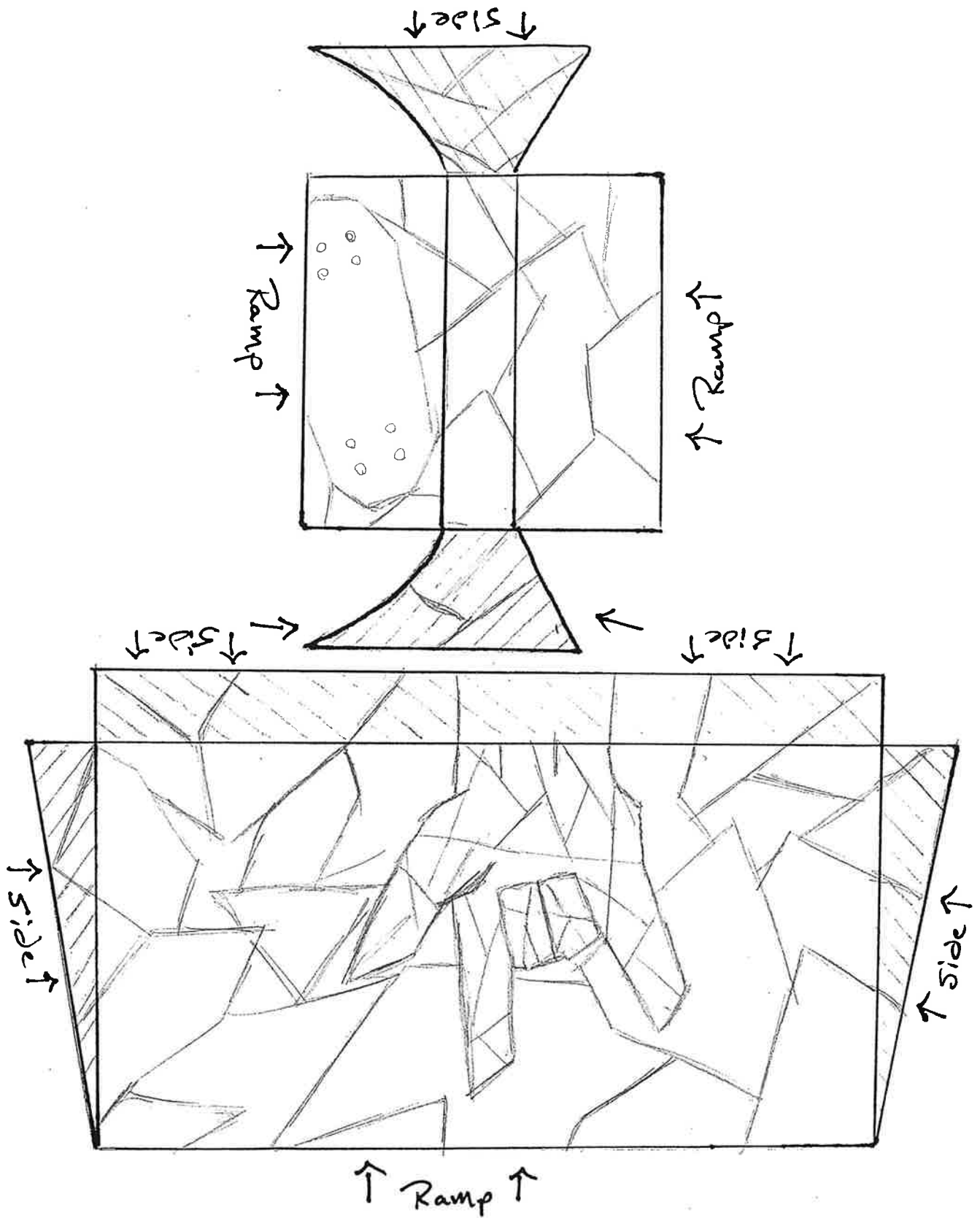
Motion to recommend the artwork provided by LCC for the installation of a mural at Cloney Skate Park.

STAFF CONTACT:

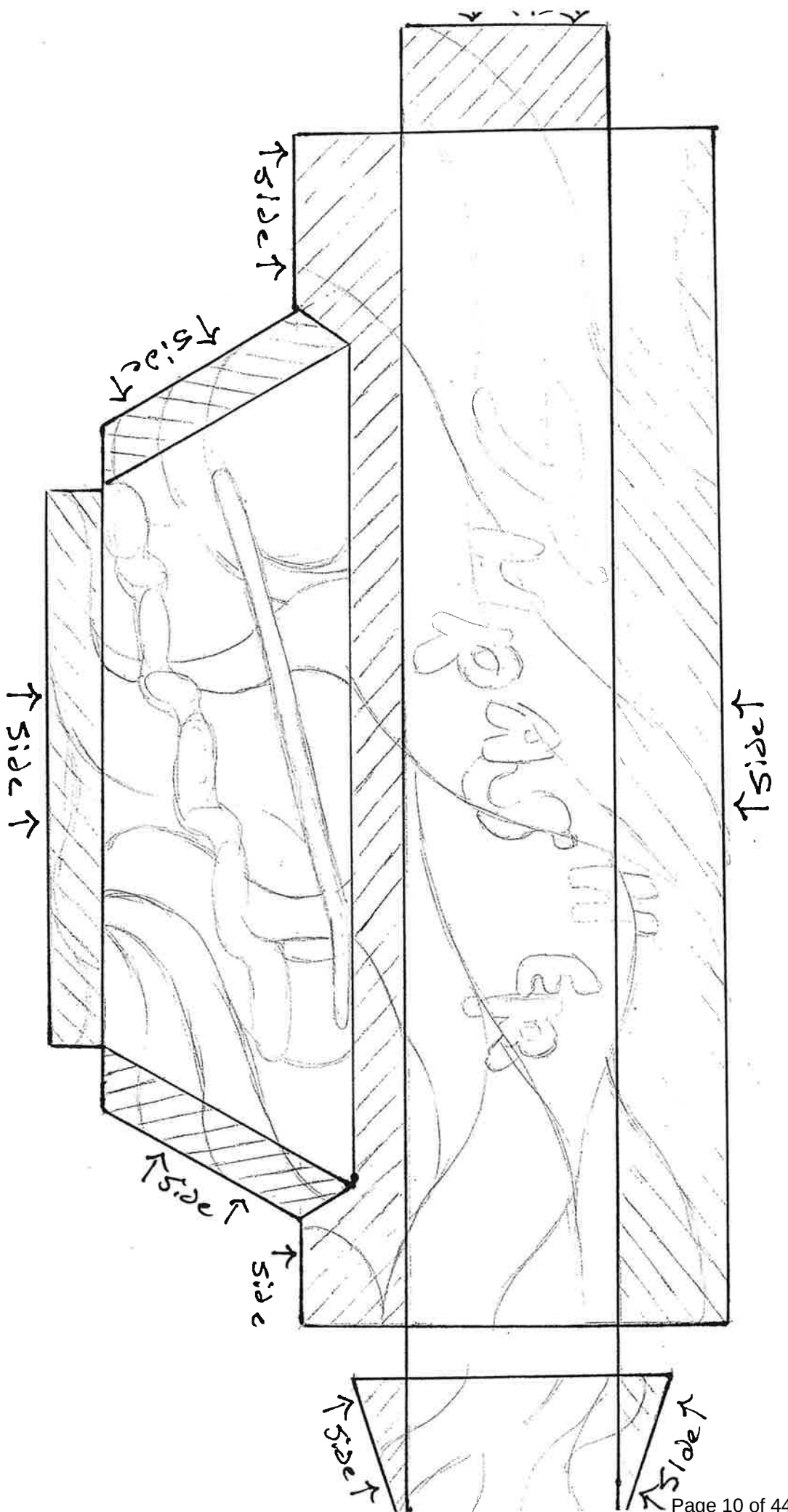
Jennifer Wills

Attachments:

1. Art Detail for Cloney Park



Park Feature 6
(page 1051)



Park Feature 2
(Page 1081)

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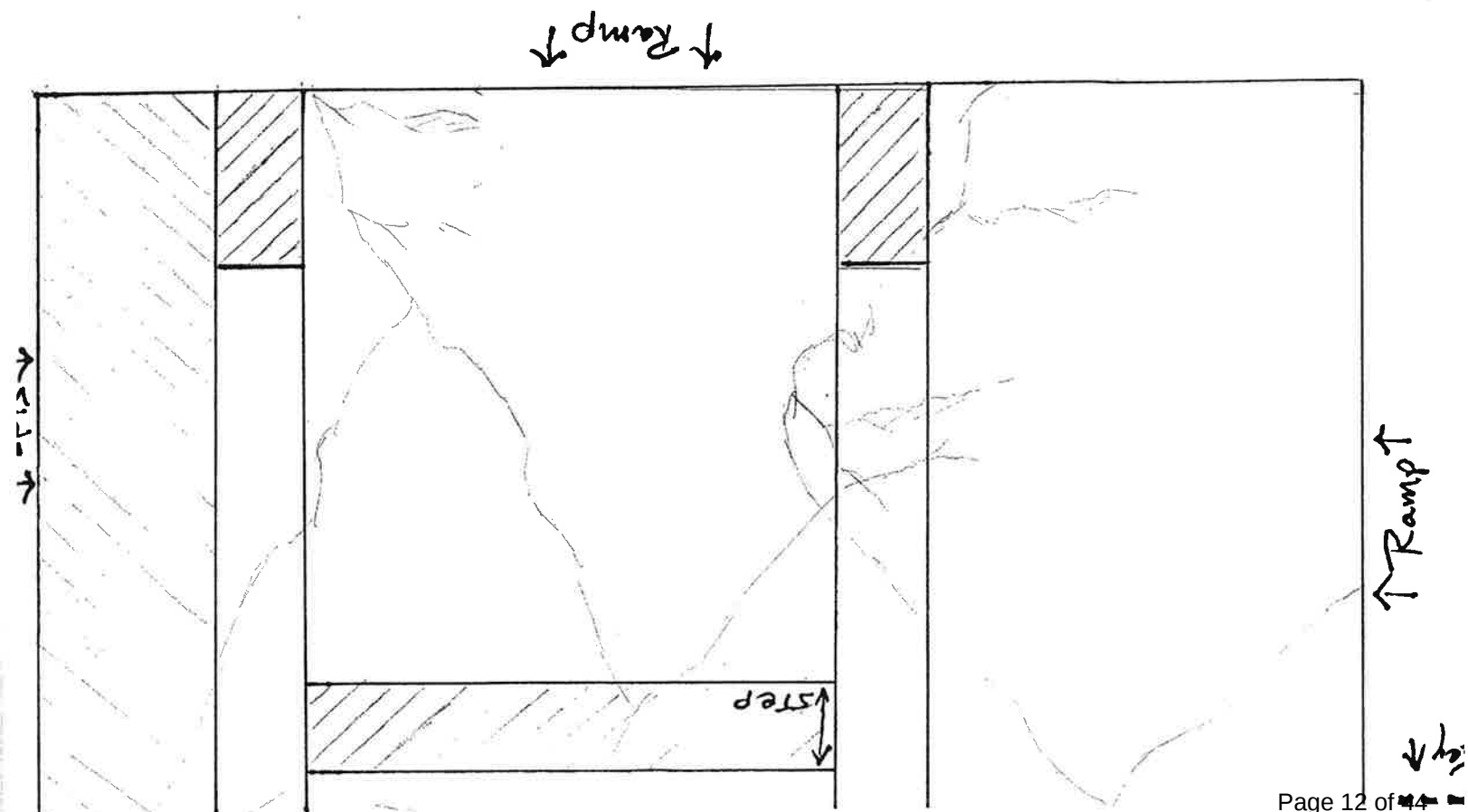
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Park Feature 1
(Page 1051)

Park feature 3
(Phase 2 of 2)



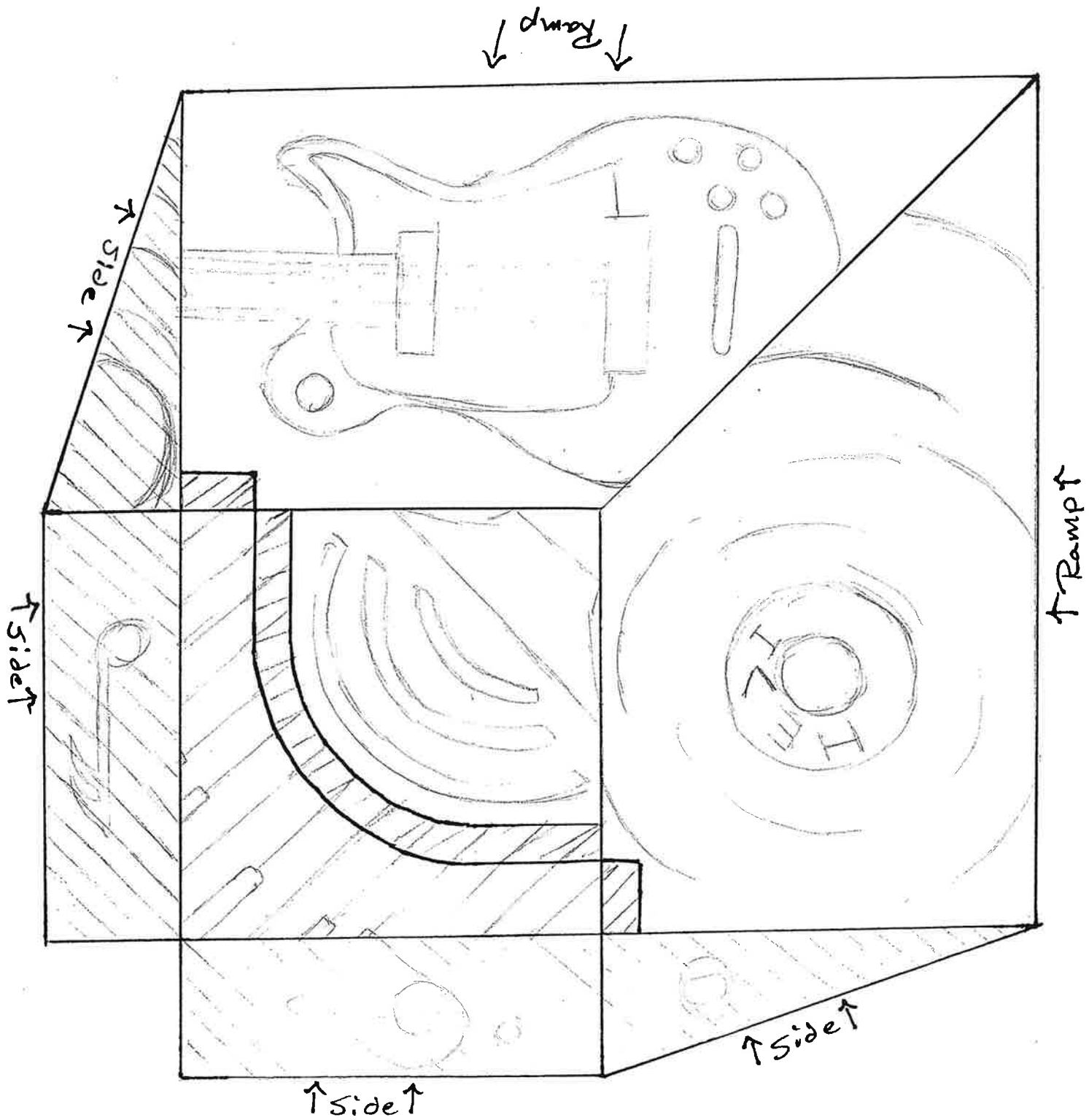
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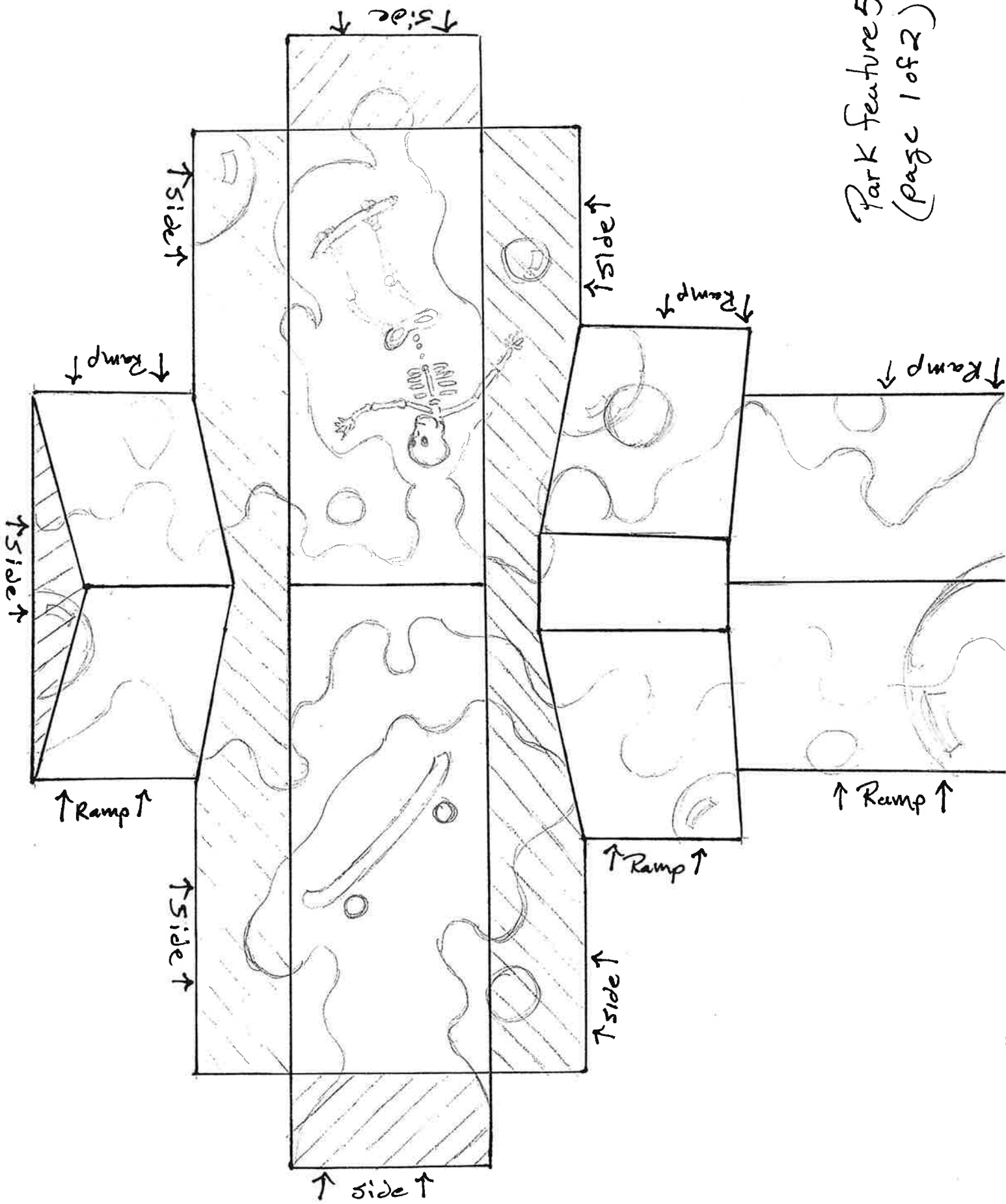
Park Feature 3

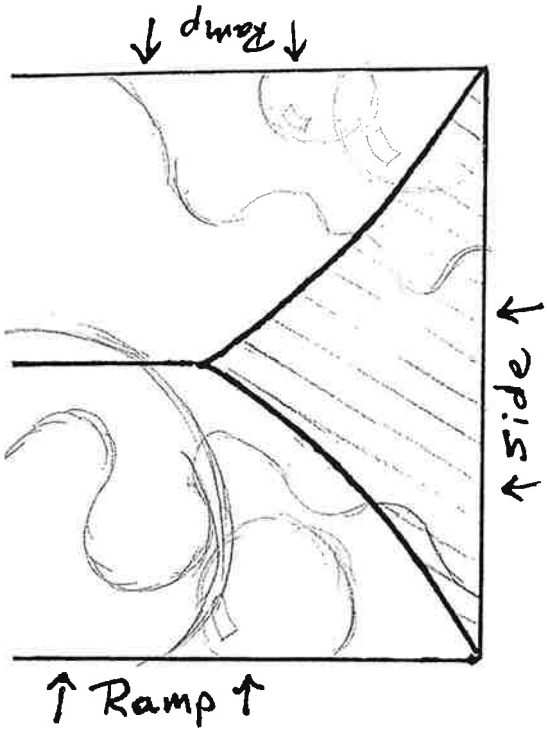
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Park feature 5
(page 1 of 2)



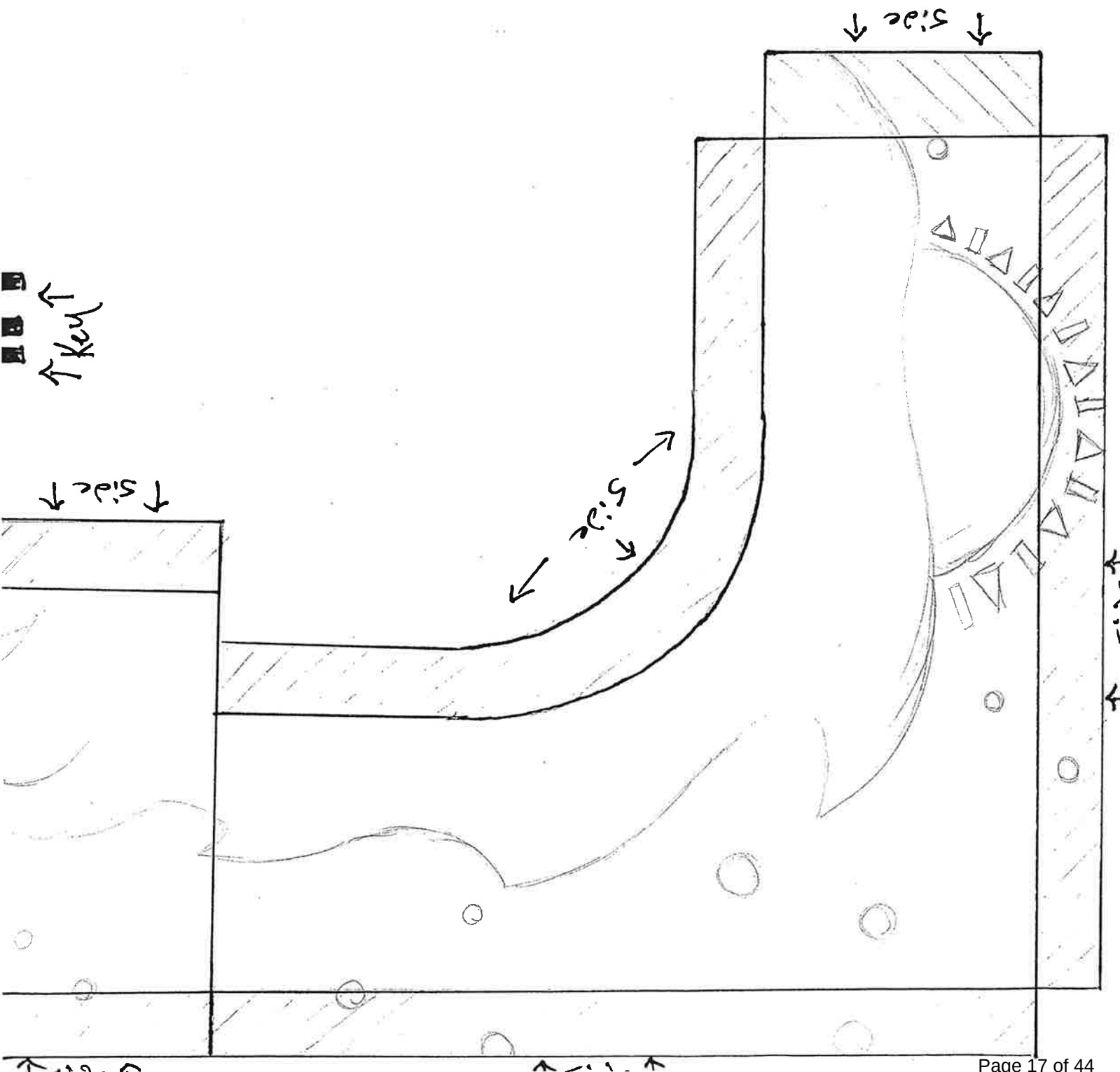


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Park Feature 5
(page 2 of 2)

Back feature 7
(page 1053)



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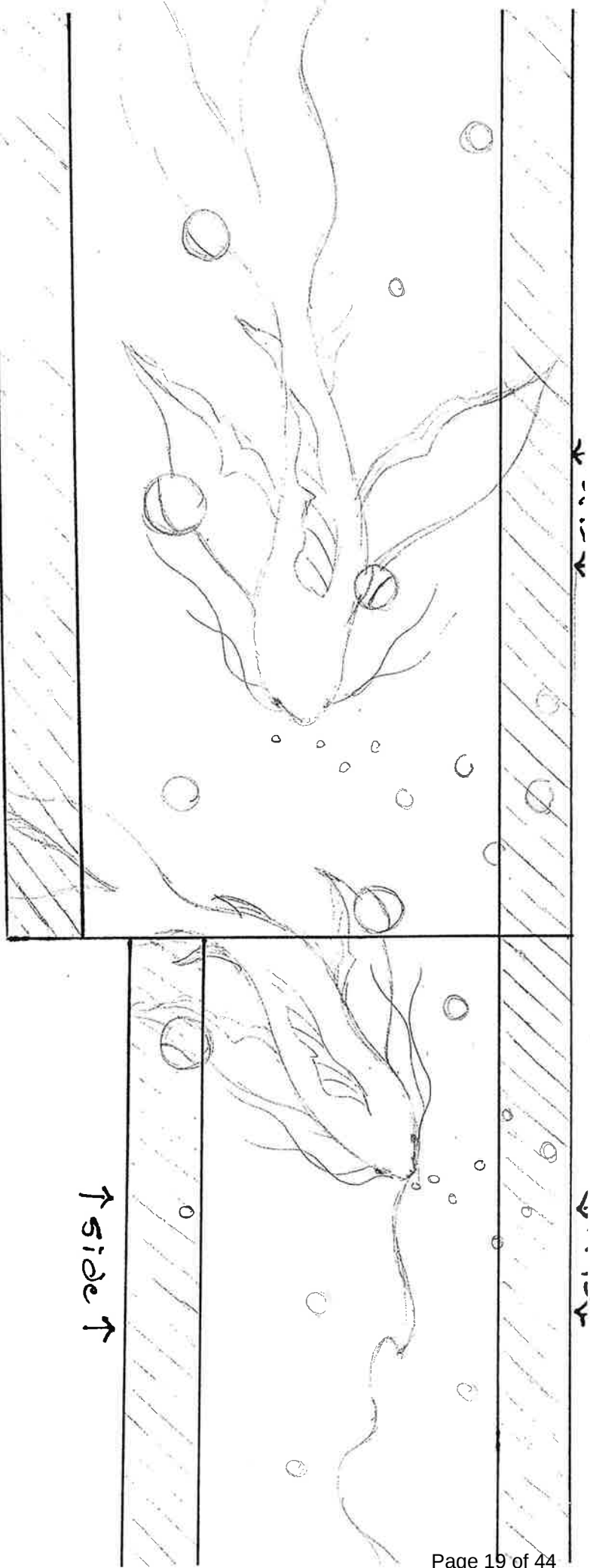
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Park Feature 7
(page 3 of 3)

↑ Key ↑

↑ Side ↑



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Park Feature 7

(page 2 of 3)



City of Longview

Agenda Summary

Dog Park Locations

SUMMARY STATEMENT:

Staff will discuss the possibility of locations for the installation of a dog park at 7th Avenue Park, John Null Park, and Roy Morse Park. Staff is looking for the Park Board to discuss the merits of each park, the need/size/scope, and what parks should be a priority for future development of the sites.

RECOMMENDED ACTION:

Motion to recommend _____ park(s) in order of priority for a future dog park location.

STAFF CONTACT: Jennifer Wills

Attachments: None



City of Longview

Agenda Summary

Library Story Walk

SUMMARY:

The Longview Library would like to install two permanent story walks at Archie Anderson and Roy Morse Park. Staff will present their findings from their previous temporary story walk at Lake Sacajawea and discuss what a permanent installation will look like.

RECOMMENDED ACTION:

Motion to recommend _____ park(s) for a permanent story walk.

STAFF CONTACT: Jennifer Wills

Attachments:

1. PARKS Longview StoryWalk for City Presentation (PARKS VERSION)

Longview StoryWalks

Jakob Collins and Joanne Dallas

2022 Capstone Project



How It All Began...

- StoryWalks became popular for library programming during the Pandemic.
- Our knowledge of our community identified a need for:
 - Exposure to books and reading.
 - Free, outdoor experiences.
 - Opportunities for family engagement
- StoryWalks were a perfect fit!



Project Overview

Partner Organization: Longview Public Library in Longview, WA

Goals:

- Create two StoryWalks in different locations.
- Utilize Google Forms for digital survey responses and a logbook for physical survey responses.
- Examine the data and create visualizations.
- Deliver visualizations to the City of Longview along with an assessment of whether or not they should invest in a permanent StoryWalk.



Advertising

- Facebook Event on the Longview Public Library's page, shared by Parks and Recreation.
- Included in the Longview Public Library's newsletter.
- Ad and article in the Columbia River Reader, a local newspaper.
- Article in The Daily News, another local newspaper.
- Emails to Kessler Elementary School and Head Start.



What did we learn?

- Consistency between physical and digital surveys.
- Better social media engagement.
- Importance of accessibility.
- Importance of budgeting: actual cost far outweighed anticipated costs



Survey Totals

Lake Sacajawea:

- Physical: 41
- Digital: 22

Longview Public Library:

- Physical: 11
- Digital: 5

Total Responses:

- 79



People Totals

Lake Sacajawea:

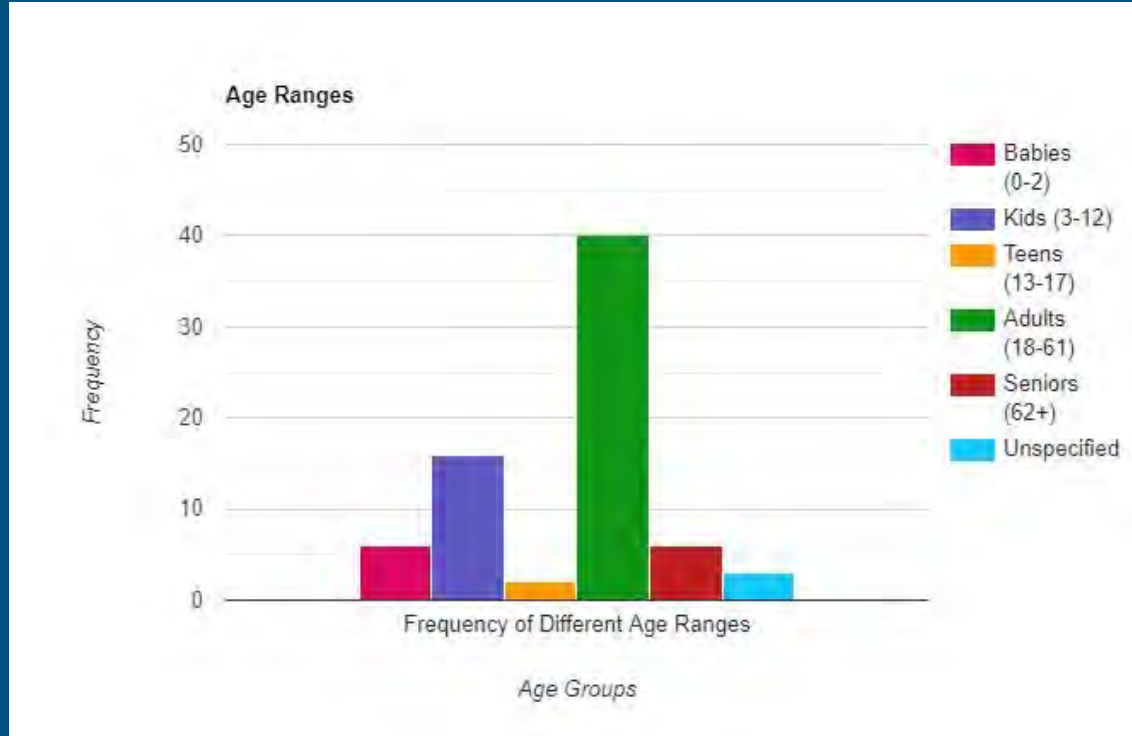
125 *

Longview Public Library

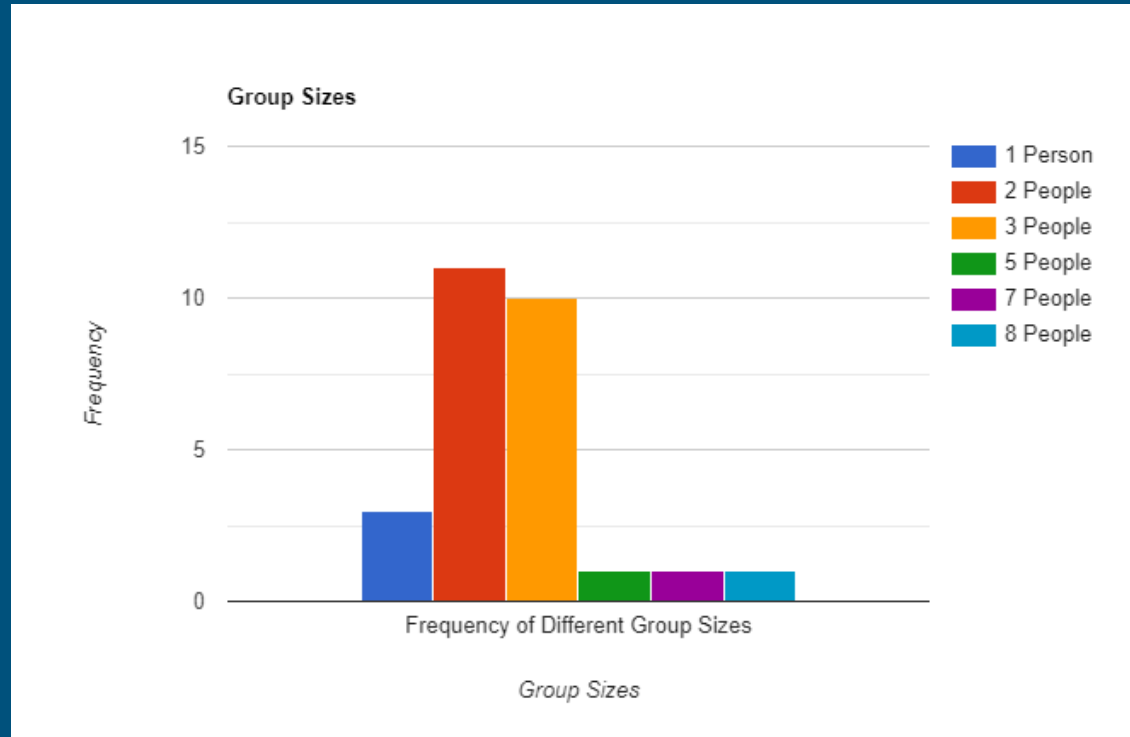
61 *

* Some did not indicate the number of participants, so for these we assumed 1.

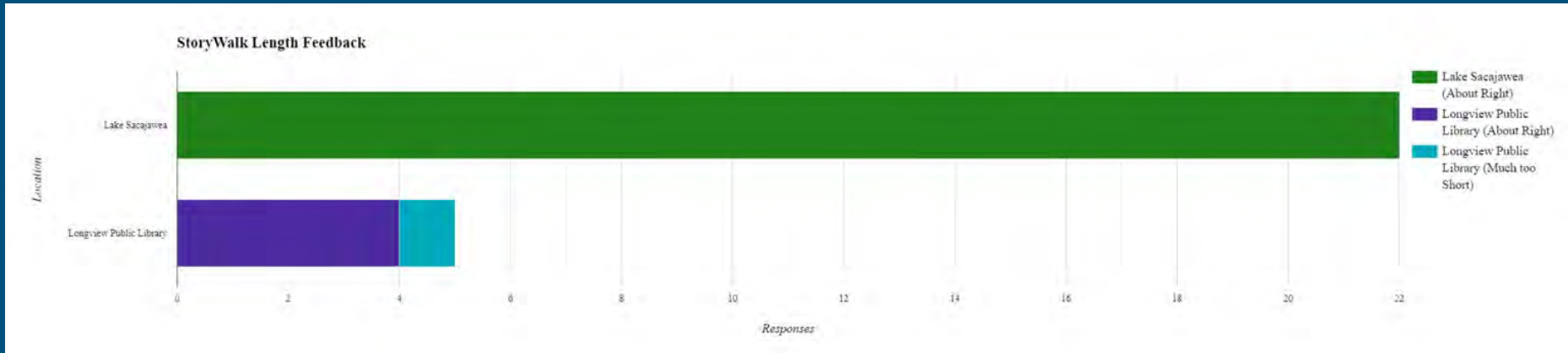
Data Visualizations (Digital Survey Only)



Data Visualizations (Digital Survey Only)



Data Visualizations (Digital Survey Only)



- Lake Sacajawea Storywalk: About ½ Mile
- Longview Public Library StoryWalk: About ¼ Mile

Word Cloud (Location Suggestions)



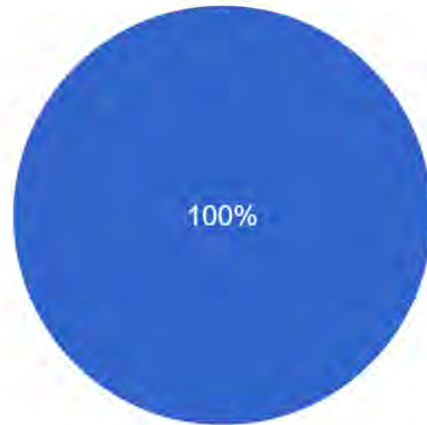
Word Cloud (Key Comments)



The Verdict?

Would you like to see the City of Longview permanently add Storywalks to the current or other locations in Longview?

27 responses



- Yes
- Maybe
- No
- I don't have an opinion either way

Possible StoryWalk Locations



Roy Morse Park

Positives:

- Next to sports fields and disc golf
- Contains a path
- Available parking

Negatives:

- Risk of getting hit with flying objects
- Some hills cause accessibility issues
- Playground location is far away from the path
- Path is not long enough

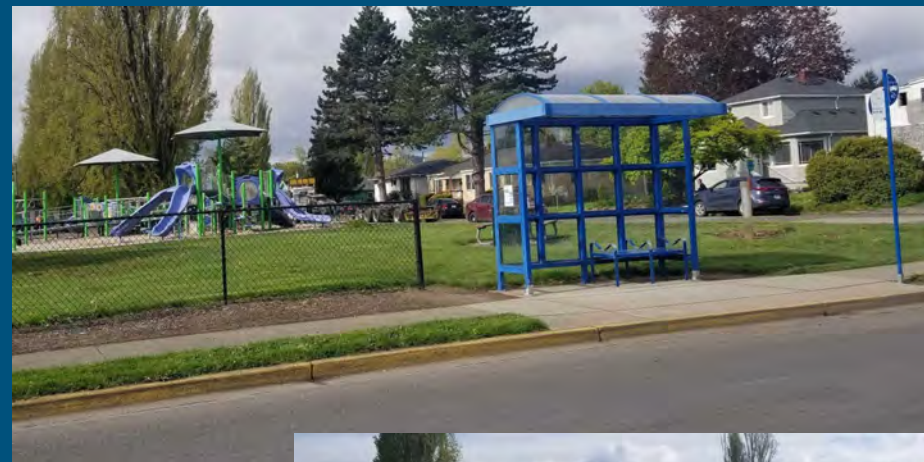
Archie Anderson Park

Positive:

- Next to playground
- Contains a flat, accessible trail
- On a bus route

Negatives:

- Limited parking
- Noise from Industrial Rd.
 - Takes away from outdoor experience
 - Hard to converse



Recommendation:

Victoria Freeman Park

Positives:

- Next to Youth and Family Link
- Contains playground
- Available parking
- Flat
- Fitting legacy to Freeman who valued education and family, worked to raise money to purchase the park, sidewalks and paved streets in the neighborhood.

Negatives:

- No trail or path making it inaccessible to strollers and wheelchairs



Equipment Recommendations

20 x Angled aluminum post mounts

- Aluminum post and aluminum frame
- Black texture powder coat
- 18hx24w
- 45 degree display angle
- Includes (2) 18x24 pieces of acrylic for page display
- Hardware kit



What's Next? Selecting a Vendor

Quotes

Barking Dog: \$6,090

Pannier Graphics: \$5,220

Vacker Sign: \$5,440

Recommendation: Vacker Sign



And then?



Order the posts by the end of June using ARPA grant funds.



City of Longview

Agenda Summary

Parks & Recreation Advisory Board Liasons

SUMMARY: The Parks and Recreation Advisory Board allows for a designee to attend the Planning Commission as a liaison from the Board. Jenny Oskey has expressed interest in being the liaison to the Planning Commission. Additionally, Glenda Johnson has been in contact with the Longview Parks and Recreation Foundation as a possible liaison. The Foundation Liaison could be an Ad Hoc position or could be adopted officially into the Bylaws whichever the board sees fit and in concurrence with the Foundation Board.

RECOMMENDED ACTION: Motion to recommend Jenny Oskey as the Planning Commission liaison and Glenda Johnson as the Foundation liaison.

STAFF CONTACT: Jennifer Wills

Attachments: None



City of Longview

Agenda Summary

Parks & Recreation Comprehensive Plan Kick-off

SUMMARY: Staff will outline the time frame for the 2023 – 2029 Park and Recreation Comprehensive Plan and discuss the purpose and process.

RECOMMENDED ACTION: Information Only

STAFF CONTACT: Jennifer Wills

Attachments:

1. P&R Comprehensive Plan Kick Off

1.0 INTRODUCTION

1.1 PURPOSE OF PLAN

The purpose of this plan is to develop and establish a community supported road map for the provision of high quality parks, trails, facilities, programs, and open spaces throughout the City of Longview. The comprehensive plan identifies current and future parks and recreation needs and sets forth goals, objectives, standards, and guidelines to improve the above-mentioned areas. Implementation of city policies and recommendations for future recreational facilities are included in this document. This plan was based on Washington State Recreation and Conservation Office (RCO) guidelines.

The RCO Manual 2; Planning Policies and Guidelines (2021), provides direction for planning efforts such as this undertaking. It notes that “planning is vital to the success of any effort to provide recreation opportunities or to conserve habitat. Planning that engages people, supporters and opponents alike, will help ensure that the right actions are taken for the right reasons at the right time.” Demonstrating eligibility for RCO funding is one of the principal objectives of this activity.

1.2 EXECUTIVE SUMMARY

The City of Longview’s 2016 Parks and Recreation Plan is the result of efforts led by the Parks and Recreation Department staff, directed by the Parks and Recreation Advisory Board. This Plan update continues the city’s long history of planning and providing a high quality parks and recreation system. This plan responds to the many changes that have occurred over the past several years, reaffirms the system wide vision, goals and objectives, and outlines new strategies for the future.

Updating the Parks and Recreation Comprehensive Plan will:

- Provide an update of the city’s existing parks, open spaces, recreation facilities, and trails;
- Ensure the plan accurately reflects the changes in public perceptions, needs and interests related to the park and recreation system;
- Remain current with changing social, economic, and environmental conditions;
- Recommends new projects and implementation strategies to guide development of the system;
- Addresses state-wide requirements and renews the City’s eligibility for grants through Washington State Recreation and Conservation Office;
- Aid in meeting the city wide initiatives set forth by Longview City Council.

The Population section of the document compares 1990, 2000, 2010, 2020 Census data, and is supplemented with 2020 Washington State Office of Financial Management data where appropriate. The planning process followed procedures recommended by the Washington State Recreation and Conservation Office (RCO) and the document contains the elements necessary to satisfy RCO planning requirements, thus making the City eligible to compete for state grants and other funding opportunities.

1.3 PLANNING PROCESS

The planning process for preparing the Parks and Recreation Comprehensive Plan update comprised of four phases depicted below.



- **Analysis and Review:** The initial phase will consist of a review of changes since the 2016 Parks and Recreation Comprehensive Plan, including changes in land use, system inventory, park improvements, funding opportunities and partnerships.
- **Community Needs Assessment:** During this phase, the planning team will conduct public outreach using a range of sources, and met with City staff and community stakeholders to create a strong foundation to base the plan.
- **Plan Development:** During the third phase, the planning team will collect input from the community and discussed the preferred future system with City staff and the Parks and Recreation Advisory Board. The planning team also revisited the goals and objectives with the outcomes of the first phase and developed updated recommendations and directions for the Comprehensive Plan update.
- **Plan Adoption:** The Plan Adoption phase consists of Draft Plan development with a detailed implementation strategy, public hearings to review the plan, and adoption by City Council.

1.4 PUBLIC PARTICIPATION

Involvement from the public is a major contributor towards the Park and Recreation Comprehensive Plan update. The planning team will solicit feedback from community members, stakeholders, and City leaders in a variety of ways to ensure that the updated plan reflects the priorities and needs of the community.

This plan will rely on the following primary public outreach opportunities:

- **Community Survey:** The survey is a key tool for broadening participation and validating the input received via the community intercept events. The design on the survey will allow for comparison of data sets between the 2009, 2015, and current survey.
- **City Website:** The City's main website, along with the Parks and Recreation websites, will provide information about the Plan and the community involvement opportunities to the public throughout the planning process.

- **City Staff Strategy Session:** The planning team will meet with City department heads from parks, planning, and public works to identify opportunities, challenges, and needs facing the system. These meetings will served to refine key recommendations in the updated plan.
- **Public Meetings:** The planning team will work with Park and Recreation Advisory Board, Mint Valley Golf Advisory Board, and Visual Arts Commission throughout the stages of the planning process. The meetings will serve as a time to go through each section of the plan and provide for feedback and suggestions from the advisory groups along the way.
- **Community Forum and Events:** These activities will allow the public to learn about the plan at specific Comprehensive Plan public meetings and at popular community events. There will be at least two events during when the survey was open which consisted of a series of open ended topics that allowed participants to express their needs and provide comments related to the future of the system. Members of the planning team will be available to respond to questions and provide more detailed information about the project. The planning team will also use Parks and Recreation special events to educate, promote, and announce the community survey.

1.5 AMENDING THE COMPREHENSIVE PLAN

The planning process for parks, recreation, and open space does not end with the adoption of the Comprehensive Plan. Throughout the six years, factors such as population growth, new development, land acquisition, and community need could directly affect the planning for the future. The City will take a pro-active approach to track the progress of the plan to ensure it meets the needs of the community and make amendments as needed.

- **Development Review** - All planning throughout the City should be consistent between planning documents. This is crucial to ensure that smart growth and forward thinking development options include parks, recreation, and open space especially in areas of deficiency laid out within the plan.
- **Two Year Review** - The City, along with the appropriate board, should review the plan every two years to ensure that amenities, facilities, or other significant changes are reflected within the plan. This will enable to the City to show a measurable impact of daily work and guide future decisions. A two year work plan that includes short term accomplishments, goals, and future initiatives should take place three times throughout the six year plan.
- **Six Year Update** - Every six years the City will undergo a full comprehensive update of the plan to maintain the eligibility of state and federal park and recreation grants.