City of Longview

Agenda

Parks and Recreation Board

Monday, August 21, 2023	**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 meeting on August 21, 2023 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 online and/or via telephone.

Microsoft Teams meeting

Join on your computer, mobile app or room device

Click here to join the meeting

Meeting ID: 229 956 634 565

Passcode: gSusnf

Download Teams | Join on the web

Or call in (audio only)

+1 213-631-2692,,525776909# United States, Los Angeles

+1 347-973-4395,,525776909# United States, New York City

Phone Conference ID: 525 776 909#

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. CALL TO ORDER

23-001420 Microsoft Teams meeting

Join on your computer, mobile app or room device

Click here to join the meeting

Meeting ID: 229 956 634 565

Passcode: gSusnf

Download Teams | Join on the web

Or call in (audio only)

+1 213-631-2692,,525776909#	United States, Los Angeles
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Phone Conference ID: 525 776 909#

2. FLAG SALUTE

3. ROLL CALL

4. APPROVAL OF MINUTES

23-001419 PRAB Draft Meeting Minutes 06.12.2023

5. CHANGES TO THE AGENDA

6. CONSTITUENT/BOARD MEMBER COMMENTS

7. OLD BUSINESS

8. NEW BUSINESS

23-001421 A.PROHIBITED SPECIES LIST ADDITIONS

SUMMARY: The Parks Department seeks to add additional tree species to the prohibited list.

RECOMMENDED ACTION: Seeking a motion to include the following trees to the prohibited tree list:

- **Ash due to Emerald Ash Borer**
- **English Hawthorne is a Class C Noxious Weed/Tree**
- **Lindens due to the large amount of flowers and fruit, which creates quite a mess and is hard to clean up.**
- **London plane is a hybrid cross of America sycamore which is already on the prohibited list due to the round fruit that it drops.**
- **Russian Olive is a Class C Noxious Weed/Tree**
- **Saltcedar is a Class B Noxious Weed/Tree**
- **Tree-of-heaven is a Class C Noxious Weed/Tree**

STAFF CONTACT: Joanna Martin, Parks & Urban Forestry Manager

23-001425

B. GERHART GARDENS PARK SWING SET

SUMMARY: The Parks Department is recommending removing the Gerhart Gardens Park swing set. The swing set is the only remaining piece of play equipment at Gerhart Gardens Park. The swing set is in good condition, but the play area itself is in poor condition. The wooden border around the play area is rotten and the steel spikes continue to become exposed. We either need to invest in building a new play area or remove the swing set. This set gets very little use at Gerhart and dust from the neighboring property causes the chips to become compacted, which creates a fall surface that doesn't meet safety standards. So it is the Parks Department recommendation to remove the swing set. If removal is approved, the swing set will be relocated to Lake Sacajawea Park in the Elks play area. The frame of the current swing set in the Elks play area has been repaired multiple times. The Gerhart swing set is a more study design and is in better condition than the Elks set. With this playground seeing a lot more use, including by teenagers attending the Teen Center, a more sturdy

swing set would be beneficial.
RECOMMENDED ACTION: Seeking a motion to recommend removal of the swing set at Gerhart Gardens Park.
STAFF CONTACT: Joanna Martin, Parks & Urban Forestry Manager

23-001423 **A. Parks & Urban Forestry Division Report**
B. Recreation Division Report
C. Director's Report

10. ADJOURNMENT

City of Longview

Minutes

Parks and Recreation Board

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

Monday, June 12, 2023 **5:00 PM** **Recreation Office, 2920 Douglas Street, Longview WA**

1. HYBRID MEETING

23-001249

Microsoft Teams meeting

Join on your computer, mobile app or room device
Click here to join the meeting
Meeting ID: 229 956 634 565
Passcode: gSusnf
Download Teams | Join on the web
Or call in (audio only)
+1 213-631-2692,,525776909# **United States, Los Angeles**
+1 347-973-4395,,525776909# **United States, New York City**
Phone Conference ID: 525 776 909#

2. CALL TO ORDER

Meeting called to order by Chair Person Claire Pang

3. FLAG SALUTE

4. ROLL CALL

Members Present: Board Member Rayleen Aguirre, Board Member Jenny Oskey, Board Member Claire Pang, Board Member Oliver Black, Board Member Glenda Johnson
Members Absent:
Constituents Present: Bill Kasch, Cal Fowler, Mark McCrady, Jeff Wilson, Eric Halverson, Dave Johnson
Council Members Present: Spencer Boudreau
Staff Present: Jennifer Wills, Melissa Harbour, Joanna Martin, Kris Swanson

5. APPROVAL OF MINUTES

23-001241 PRAB Draft Minutes 05.15.2023

A motion was made by Board Member Aguirre and seconded by Board Member Johnson to approve the draft minutes as approved. The motion passed with the following vote:

Ayes: Rayleen Aguirre, Jenny Oskey, Claire Pang, Oliver Black, Glenda Johnson
Nays: None
Abstain: None
Yes 5, No 0, Abstained 0

6. CONSTITUENT/BOARD MEMBER COMMENTS

Board member Rayleen Aguirre provided comment.

7. CHANGES TO THE AGENDA

8. OLD BUSINESS

23-001244 A. FOUNTAIN AT SOUTH END OF LAKE SACAJAWEA (10 Minutes)

SUMMARY:

Bill Kasch is seeking a recommendation to raise funds and install a 3rd fountain on the south end of Lake Sacajawea. Historic Preservation met in May of 2023 and approved a Certificate of Appropriateness. The cost of the fountain is estimated at $15,000 and the cost to install the electrical service and fountain at that location is $15,000 with an additional $350 per month in electrical cost to the department in perpetuity.

RECOMMENDED ACTION:

Seeking a motion

STAFF CONTACT: Jennifer Wills, Parks & Recreation Director

A motion was made by Board Member Aguirre and seconded by Board Member Oskey to recommend the raising of funds and installation of a 3rd fountain on the south end of Lake Sacajawea. The motion failed with the following vote:
Ayes: Rayleen Aguirre
Nays: Board Member Oskey, Board Member Pang, Board Member Black, Board Member Johnson
Abstain: None
Yes 1, No 4, Abstained 0

9. NEW BUSINESS

23-001242 A. JOHN NULL PARK TENNIS COURT REQUEST TO RENAME (10 Minutes)

SUMMARY:

The Longview Pickleball worked with local individuals and businesses to raise funds to convert the four John Null tennis courts into eight pickleball courts. Local business, Bud Clary, donated over 1/3 of the funds for the project. The Longview Pickleball Club is requesting to name the new pickleball courts “Clary Courts”.

RECOMMENDED ACTION:

Seeking a motion

STAFF CONTACT: Jennifer Wills, Parks & Recreation Director

A motion was made by Board Member Aguirre and seconded by Board Member Johnson to rename the John Null Park Tennis Courts to "Clary Courts". The motion passed with the following vote:
Ayes: Rayleen Aguirre, Jenny Oskey, Claire Pang, Oliver Black, Glenda Johnson
Nays: None
Abstain: None
Yes 5, No 0, Abstained 0

23-001245 B. COMMERATIVE PLAQUE AT LAKE SACAJAWEA (10 Minutes)

SUMMARY:

The applicant proposes to replace the existing damaged sign marker at Lake Sacajawea that displayed the Go 4th Logo and install a 4x4 post with 8x10 plaque honoring Arleen Hubble. The remains of the old marker would be removed and the new one would be placed about 10 feet north of the current location, near the west end of the foot bridge off Nichols Boulevard. The Historic Preservation approved a Certificate of Appropriateness at their meeting in May of 2023.
RECOMMENDED ACTION:
Seeking a motion
STAFF CONTACT: Jennifer Wills, Parks & Recreation Director
A motion was made by Board Member Aguirre and seconded by Board Member Johnson to replace the existing/damaged sign marker at Lake Sacajawea with a 4 x 4 post with an 8 x 10 plaque honoring Arlene Hubble. The motion passed with the following vote:
Ayes: Rayleen Aguirre, Jenny Oskey, Claire Pang, Oliver Black, Glenda Johnson
Nays: None
Abstain: None
Yes 5, No 0, Abstained 0

23-001243 C. METROPOLITAN PARK DISTRICT PRESENTATION (25 Minutes)
SUMMARY:
A Metropolitan Park District is a junior taxing district approved by voters to provide dedicated and sustainable funding for Longview's Parks and Recreation programs and facilities. This could extend the useful life of our parks and playgrounds, address safety and security issues, invest in underserved neighborhoods, improve energy efficiency, preserve new open spaces, and help with maintenance and upkeep.
More information can be found here: Municipal Research and Services Center (MRSC) Overview of Metropolitan Park Districts
RECOMMENDED ACTION:
Seeking a motion
STAFF CONTACT: Jennifer Wills, Parks & Recreation Director
A motion was made by Board Member Black and seconded by Board Member Johnson to recommend the creation of a Metropolitan Park District to City Council with the current Parks & Recreation Advisory Board as the MPD Board and a $.50 levy as the baseline tax. The motion passed with the following vote:
Ayes: Claire Pang, Oliver Black, Glenda Johnson
Nays: Board Member Aguirre, Board Member Oskey
Abstain: None
Yes 3, No 2, Abstained 0

23-001248 A. Council Liaison Report (Verbal)
B. Park Division Report (Verbal)
C. Recreation Division Report (None)
D. Directors Report (Verbal)
Spencer Boudreau provided a Council Liaison Report
Joanna Martin provided a verbal Parks Division Report
No Recreation Division Report provided
Jennifer Wills provided a verbal Director's Report

11. ADJOURNMENT

The meeting was adjourned at 06:35 P.M.
The next meeting is scheduled for July 17, 2023 at 5:00 P.M.

TREE REPLACEMENT APPLICATION

POLICY

Annually, the City of Longview Urban Forestry Program will grant up to 30 approved Tree Replacement Applications. Applicants must be the property owner or have written approval from the property owner with their contact information. Trees eligible for replacement must be one of the species identified on the City of Longview's "Prohibited Trees" list the Urban Forest Management Plan. The policy allows for a prohibited tree to be replaced with an approved tree to create a neutral effect on the urban forest population. The cost of this replacement is $300.

PROCESS & PRIORITIES

Completed applications can be emailed to parks@mylongview.com or mailed to 2920 Douglas St, Longview, WA 98632. The Parks and Urban Forestry Department reviews applications on a quarterly basis at the end of March, June, September and December. Requests will be reviewed in the order they are received. Trees will be replaced within one calendar year from date of application. Trees causing hardscape damage will receive priority scheduling and healthy trees will be slated for removal within regular staff work load. Once the 30 approved replacement requests have been granted, property owners will need to reapply the following January.

PROHIBITED TREES

Trees approved for replacement under this policy:

Poplar	Weeping Willow	Cottonwood	Kwansan Cherry
Conifers	Box Elder	Catalpa	Birch
Mulberry	Ginko (Female)	Hawthorn	Horse Chestnut
Sycamore	Flowering Plum	Crabapple	Sweet Gum

PROCEDURE FOR TREE REPLACEMENT

The Parks Manager or his/her designee will contact the property owner to discuss the request, removal process and any applicable alternatives after the quarterly review has been completed. After application is approved, the $300 replacement fee payment is needed to initiate the replacement process. If payment is not received within 30 days of approval, applicant will need to reapply.

ARE YOU THE PROPERTY OWNER:	☐ YES ☐ NO		
PROPERTY OWNER INFORMATION		**APPLICANT INFORMATION (IF NOT PROPERTY OWNER)**	
NAME:		NAME:	
ADDRESS:		ADDRESS:	
CITY/STATE:		CITY/STATE:	
PHONE:		PHONE:	
EMAIL:		EMAIL:	
DATE:		DATE:	
SIGNATURE:		SIGNATURE:	

FOR OFFICE USE ONLY

Date Applied: _____ Property Owner Verified: ❑ Yes ❑ No Prohibited Tree Species: _____

Date of Inspection: _____ Replacement Fee Paid Date: _____ Annual Removal #: _____ Removal Date: _____

Parks Maintenance & Urban Forestry Report

Parks Board August 21, 2023

Parks Maintenance

- Work orders completed
    - 88 in May
    - 70 in June
    - 50 in July
- Go 4th
    - Staff assist with site preparations, event set up, assistance during the event, event clean up and site recovery tasks
    - 765 staff hours
    - Approximately $31,853 in staff costs
- Vandalism
    - Cleaning small items of vandalism are part of the daily park cleaning route
    - 5 hours recorded in May – Graffiti removal at the RA Long Gazebo
    - 0 hours recorded in June
    - 6 hours recorded in July – Graffiti removal under Washington Way Bridge
- Sharps
    - 2 collected in May – RA Long Park and Highland Trail
    - 13 collected in June – Gearhart (10), 17th & Nichols restroom (2) and City Hall (1)
    - 1 sharp & 1 bottle with sharps in it collected in July – Library (2) and Beech median (bottle)

Urban Forestry

- Work orders completed
    - 67 in May
    - 32 in June
    - 32 in July
- 117 open work orders

Recreation Division

PARKS & RECREATION
CITY OF LONGVIEW

Memo

To: **Jen Wills**

From: Justin Brown

Date: Aug 16th, 2023

Re: July/August Report

DIVISION HIGHLIGHTS

2023 Goals

I. Connect the Community
II. Quality Experience
III. Plan for the Future

- **Programs/Events:**
  - Registration is open for all Fall Programs
  - Movies at the Lake have started. The first movie was BIG and attracted roughly 350 people.
  - Facility requests have been submitted to LSD for Adult Basketball, Volleyball Open Gym, and Youth Basketball. All of these programs are held in partnership with the LSD.
  - 30 registered participants for the Trick or Treat walk so far. We have set a goal of 65 business participants.

Goals: I, II

- **Foundation**:
  - Fundraiser Golf Tournament raised just over $13k.
  - Will be purchasing commercial furniture for the teen center.

Goals: I, II, III

- **Marketing/Outreach:**
  - Continued Facebook and Mail Chimp outreach. New brochure class openings being advertised.
  - Fall Brochure has been completed and will be in the community by August 18th.
  - Postcard has been sent to roughly 10k Longview residents homes advertising the opening date of Fall Registration

Goals: I, II, III

- **Sponsorship/Grants**
  - Staff is working on multiple State grants that would help fund maintenance projects in parks, along with new additions to various playgrounds and parks.
  - Currently have 1 grants application targeted per month for the next 6 months.
  - Soliciting for R2L lower tier sponsors

Goals: I, III