



City of Longview

Agenda

Parks and Recreation Board

Thursday, October 19, 2023

4:30 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 SPECIAL MEETING on October 19, 2023 at 4:30 p.m. 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#

1. CALL TO ORDER

- 23- NOTICE IS HEREBY GIVEN, in accordance with RCW Chapter 42.30, that the Parks and Recreation
0016 Advisory Board of the City of Longview, Washington, will be holding a meeting on SPECIAL MEETING on
25 October 19, 2023 at 4:30 p.m. online and/or via telephone.

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2. **FLAG SALUTE**

3. **ROLL CALL**

4. **APPROVAL OF MINUTES**

23-001626 PRAB Draft Minutes ~ 09.18.2023

5. **NEW BUSINESS**

23-001627 NEIGHBORHOOD PARK GRANT-BAILEY PARK

RECOMMENDED ACTION: Seeking a motion to recommend the approval of the
Neighborhood Park Grant for Baily Park to City Council.

STAFF CONTACT: Jennifer Wills, Parks & Recreation Director

6. **ADJOURNMENT**



City of Longview

Minutes

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

Parks and Recreation Board

Monday, September 18, 2023

5:00 PM

Recreation Office,
2920 Douglas Street, Longview WA

1. CALL TO ORDER

- 23-0014 97** 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 September 18, 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)

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2. FLAG SALUTE

3. ROLL CALL

Members Present: Board Member Jenny Oskey, Board Member Oliver Black, Board Member Glenda Johnson

Members Absent: Rayleen Aguirre, Claire Pang

Constituents Present: Ken Pence, Jay Davies, Mike Ward, Bob Cramer, Dean Brawley

Council Members Present: Mayor Mary Alice Wallace

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

4. APPROVAL OF MINUTES

23-001491 PRAB Draft Meeting Minutes - 08.21.2023

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

Ayes: Oliver Black, Jenny Oskey, Glenda Johnson

Nays: None

Abstain: None

Yes 3, No 0, Abstained 0

5. **CHANGES TO THE AGENDA**

N/A

6. **CONSTITUENT/BOARD MEMBER COMMENTS**

Community Member Ken Pence provided constituent comments.

Board Member Glenda Johnson announced her intent to be absent at the October meeting.

7. **OLD BUSINESS**

N/A

8. **NEW BUSINESS**

Mike Barbie of Central League Sandlot was present to discuss their application for Neighborhood Park Grant funds.

23-001492 A. NEIGHBORHOOD PARK GRANT APPLICATION

Summary Statement:

The Neighborhood Park Grant Program is a capital program (budgeted in the capital projects fund) initiated by the City Council as a means of giving community groups the opportunity to improve and invest in their parks, while giving the city the opportunity to stretch its capital funds. Annually since 1997, the Parks and Recreation Advisory Board has evaluated applications and made recommendations to the council for final approval.

The Central League Sandlot has applied for a Dugout Screen Renovation for a project totaling \$9,333.00:

Paid Supplies & Services: \$5,816

In-Kind Donations: \$3,516

They have requested \$2,908 for reimbursement as that is 50% of their total out of pocket expenses.

Staff is recommending that they be reimbursed for \$4,666 as that is half of their entire project cost in total. This is allowable under the current policy and would enable more funding to stay within the organization for future projects and programs for the participants.

Additionally, per policy, if all the grant funding has not been expended during the second round of applications, the City of Longview Parks and Recreation Department may apply for funding. The Department would like to apply for the remaining funding in October to finish off the remainder of the playground at Bailey Park. Altrusa was provided with a grant of \$3,956 in February and depending on the amount earmarked for Central Sandlot, there will either be \$18,135 or \$16,385 remaining for the Department to apply for.

Recommended Action:

Motion to recommend to Council funding the Central Sandlot League \$4,666 for their Dugout Screen Renovation with the remainder of the funds to be available for the Department to apply for.

A motion was made by Board Member Oskey and seconded by Board Member Black to motion to recommend to Council funding the Central Sandlot League \$4,666 for their Dugout Screen Renovation with the remainder of the funds to be available for the Department to apply for. The motion passed with the following vote:

Ayes: Oliver Black, Jenny Oskey, Glenda Johnson

Nays: None

Abstain: None
Yes 3, No 0, Abstained 0

23-001494

- A. Parks Division Report (Verbal)**
- B. Recreation Division Report (Verbal)**
- C. Director's Report (Verbal)**

10. ADJOURNMENT

23-001495 Next Meeting Scheduled for October 16, 2023 @ 5:00 P.M.



Longview Parks and Recreation Department Neighborhood Park Grant Application

Application deadline: September 1, 2023

**PLEASE SUBMIT EIGHT (8) COPIES OF THIS APPLICATION AND
EIGHT (8) COPIES OF ANY SUPPLEMENTAL MATERIALS**

Date	Project Name	Project Location
10/13/23	Bailey Park Playground Completion	Bailey Park, 34th & Oak St.
Applicant (organization)		Contact Person and Title
Longview Parks & Recreation Dept.		Alissa Manno - Community Outreach Specialist
Are you a non-profit organization?		If yes, what is your IRS Tax ID#?
☒ Yes ☐ No		91 600 1367
Address		City/State/Zip
2920 Douglas St.		Longview, WA 98632
Daytime Phone	Evening Phone	Email Address
360-442-5406		alissa.manno@ci.longview.wa.us

Project Description.

(Applicants are encouraged to attach additional pages including schematic drawings, site location drawings, maps, pictures, and photographs.)

Purchase and install a playset designed for 2-5 year olds in an area of the playground left empty after the playset for older children was replaced, as well as an inclusive swing for the existing swingset.

Project Relationship to Grant Rating and Instruction Criteria

(On a separate sheet of paper please explain how this project responds to the eight rating criteria listed in the application process. Addressing the eight criteria will enable the Parks and Recreation Advisory Board to evaluate the importance of the project against others that request funding. *Failure to address the criteria will result in an incomplete application and request denial.*)

Need: Does the community have a need for this project? (Consider whether there are similar or complementary facilities in the area/community)

Community Impact: Who will benefit from the project? Provide approximate number, range, and diversity of those likely to be served by or benefit from the project? Do they represent a significant underserved population?

Access: Upon completion, what will the availability of the project be to the public during the year?

Financial Responsibility: What is the potential life span of the project? What will the maintenance and replacement requirements of the project be, both immediate and long-term?

Cost Benefit: Do the benefits outweigh the cost of the project? (Benefits include economic impact and community development, additional opportunities for play in the community, and reduction in youth related social problems.)

Compliance: Does the project comply with the City of Longview's historic preservation plan, park and recreation comprehensive plan, and other city policy initiatives?

Readiness to Proceed: How soon after the grant is approved can the project begin? (Discuss how quickly the applicant can complete the project by demonstrating availability of the required financial match; permits being secured; and availability of needed labor.)

Funding: What are the applicant's potential sources of funding? (Please list all cash and in-kind goods and services) Are they already secured? Does the applicant identify partnership arrangements and what value does the partnership(s) bring to the project?

Project Budget and Funding

ESTIMATED BREAKDOWN OF THE PROJECT

Provide Quotes and List of Supplies	COST OF PAID SUPPLIES	\$ 15,234.09	%
Provide Quotes and Business Information	COST OF PAID SERVICES	\$ n/a	%
Provide Estimated Number and Hours	HOURS OF VOLUNTEER LABOR	\$ n/a	%
Provide Quotes and List of Supplies	COST OF DONATED SUPPLIES	\$ n/a	%
Provide Quotes and Business Information	COST OF DONATED SERVICES	\$ n/a	%
TOTAL COST OF THE PROJECT:		\$ 15,234.09	

TOTAL CASH/DONATIONS AT TIME OF APPLICATION - READINESS TO PROCEED

SECURED APPLICANT CASH:	\$ n/a	%
*(Monetary value of all donations) SECURED APPLICANT DONATIONS:	\$ n/a	%
*(Monetary value: 1 Hour = \$15.00) VOLUNTEER LABOR DONATION COMMITMENT: *	\$ n/a	%
_____ # of Volunteers X _____ # of Hours Donated = _____ Total Hours of Volunteer Labor Donations		

TOTAL OF SECURED FUNDING/DONATION FOR THE PROJECT: \$ n/a

* If the total of secured funding, including donations, does not equal the total cost of the project please provide below the timeline and steps that will be taken to ensure readiness to proceed.

n/a

APPLICANT REQUEST: **50%** REIMBURSEMENT OF EXPENDED FUNDS

Applicants may use cash, in-kind donations and services, and volunteer labor hours to account for the total cost of the project. Matching grant funds are only available for reimbursement on actual expenditures spent on supplies and services and not on donated items or labor.

GRANT FUNDS REQUESTED FROM CITY OF LONGVIEW \$ **15,234.09**

ADDITIONAL PROJECT QUESTIONS

Will fees be charged in connection with using this project?

☐ Yes ☒ No

If yes, please describe:

Multi-year project?

☐ Yes ☒ No

(If yes, please describe)

Anticipated Start Date:

10/31/2023

Anticipated Date of Completion:

05/31/2024

Application completed by (print and sign name)

Alissa Manno

Title

Community Outreach Specialist

Date

10/13/23

Please return this application by February 14, 2020 to:

City of Longview
Parks and Recreation Department
2920 Douglas St.
Longview, WA 98632

- **Need:** *Does the community have a need for this project? (Consider whether there are similar or complementary facilities in the area/community)*

As a Class 1 – Neighborhood Play Lot, Bailey Park serves as an active recreation area for preschool and lower elementary age children within ¼ mile of the park during school hours, weekends, and summertime. The playground was scheduled for replacement in 2022, however budget restrictions only allowed for replacement of the 5-12 age play structure, leaving 2-5 year olds without age appropriate play equipment.

- **Community Impact:** *Who will benefit from the project? Provide approximate number, range, and diversity of those likely to be served by or benefit from the project? Do they represent a significant underserved population?*

There are 318 addresses within ¼ mile of Bailey Park. Over 1/3 of these addresses qualify as low-moderate income households for which a park within walking distance with safe, high-quality, and age-appropriate play equipment would be paramount.

- **Access:** *Upon completion, what will the availability of the project be to the public during the year?*

Bailey Park is accessible to the public year-round.

- **Financial Responsibility:** *What is the potential life span of the project? What will the maintenance and replacement requirements of the project be, both immediate and long-term?*

The average lifespan of a playground is 20-25 years. Regular maintenance is already provided by the Parks Maintenance department and the playground will be rescheduled for replacement in approximately 2048.

- **Cost Benefit:** *Do the benefits outweigh the cost of the project? (Benefits include economic impact and community development, additional opportunities for play in the community, and reduction in youth related social problems.)*

With this project planned to last 25 years, there is no question that the benefits provided to the neighborhood children, families, and community as a whole easily outweigh the cost.

- **Compliance:** *Does the project comply with the City of Longview's historic preservation plan, park and recreation comprehensive plan, and other city policy initiatives?*

In the 2016 City of Longview Parks & Recreation Comprehensive Plan, there are six criteria recommended to prioritize projects. Projects that meet one or more will be considered for highest priority and Bailey Park playground replacement meets three. Completion of the replacement not only complies with the priorities identified in the Comprehensive Plan, but it also embodies Longview's long history of planning and prioritizing high-quality parks & green spaces for its citizens.



Exploration

PrimeTime is a perfect choice for schools, early learning centers, faith-based organizations and more. With a full range of climbers, slides, ladders and play activities, PrimeTime systems can be configured for any space and any budget, without compromising play or play value.



Zero-G Swing Chair (5-12)

Adding a Zero-G Chair swing to your playground allows children who require additional support to swing alongside their friends. This creates an inclusive environment of play parity where everyone can join in the fun. The Zero-G Chair is available for ages 2-5 and 5-12.



GameTime C/O Great Western Recreation
P.O. Box 680121
Fort Payne, AL 35967
Office: 435-245-5055 Fax: 435-245-5057
.gwpark.com

10/13/2023
Quote #
110700-01-01

Bailey Park Additional Structures Grant CWO

Longview Parks and Rec
Attn: Alissa Manno
34th and Oak Street
Longview, WA 98632
Phone: 360-442-5400
Alissa.Manno@ci.longview.wa.us

Ship to Zip 98632

Qty	Part #	Description	List \$	Selling \$	Ext. Selling \$
1	RDU	GameTime - PT17007 'Exploration'- Reference attached drawing.	\$24,030.00	\$12,015.11	\$12,015.11
1	RDU	GameTime - PT20011 'Vortex'- Reference attached drawing.	\$64,279.00	\$32,139.80	\$32,139.80
1	RDU	GameTime - PT21011 'Tangled Web'- Reference attached drawing.	\$86,818.00	\$43,409.39	\$43,409.39
1	8556	GameTime - 2 3/8" Zero-G Chair (5-12)-Galv Chain	\$738.00	\$715.86	\$715.86
1	38002	GameTime - The Spider	\$12,306.00	\$10,337.04	\$10,337.04
1	38026	GameTime - Spiders Fun Facts	\$1,370.00	\$1,150.80	\$1,150.80
5	39014	GameTime - Tot'S Spider	\$600.00	\$504.00	\$2,520.00
Sub Total					\$102,288.00
Estimated Freight					\$10,904.64
Tax					\$9,281.80
Total					\$122,474.44

Bailey subtotal = \$12,730.97
% of subtotal = 12.4%
12.4% of Freight & tax
= \$2,503.12

Bailey Total
\$15,234.09

