



City of Longview

Agenda

Parks and Recreation Board

Monday, January 22, 2024

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 January 22, 2024 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

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Or call in (audio only)

[+1 213-631-2692,,525776909#](#) United States, Los Angeles

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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
2. FLAG SALUTE
3. ELECTION OF CHAIR AND VICE CHAIR
4. ROLL CALL
5. APPROVAL OF MINUTES
24-0074 PRAB Draft Minutes 12.18.2023
6. CHANGES TO THE AGENDA
7. CONSTITUENT/BOARD MEMBER COMMENTS

8. **OLD BUSINESS**

9. **NEW BUSINESS**

24-0069 A. Code of Conduct Overview

24-0070 B. Rails to Trails

24-0071 C. Bylaw Review

10. **REPORTS (10 Minutes)**

24-0075 A. Parks Division Monthly Report

24-0078 B. Recreation Division Monthly Report

24-0077 C. Directors Report (Verbal)

11. **ADJOURNMENT**



City of Longview

Minutes

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

Parks and Recreation Board

Monday, December 18, 2023

5:00 PM

Recreation Office,
2920 Douglas Street, Longview WA

1. **CALL TO ORDER**

Chair person Pang called the meeting to order at 5:01 p.m.

2. **FLAG SALUTE**

3. **ROLL CALL**

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

Members Absent: Rayleen Aguirre

Constituents Present: Austin Clarkson, Linda King, Michele Waite, Ellen & Dennis Costa, Rusty Hoyle, Sherie Szubsu, Geri Marcus

Council Members Present: Spencer Boudreau, Erik Halverson

Staff Present: Melissa Harbour, Joanna Martin, Justin Brown

4. **APPROVAL OF MINUTES**

23-001856 PRAB DRAFT Meeting Minutes 11.20.2023

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

Ayes: Jenny Oskey, Claire Pang, Oliver Black, Glenda Johnson

Nays: None

Abstain: None

Yes 4, No 0, Abstained 0

5. **CHANGES TO THE AGENDA**

N/A

6. **CONSTITUENT/BOARD MEMBER COMMENTS**

Member Johnson provided a comment.

7. **OLD BUSINESS**

N/A

8. **NEW BUSINESS**

23-001857 A. PROPOSED CHANGE IN SPECIAL EVENT ALCOHOL USE PERMIT IN PARKS

SUMMARY STATEMENT: Rusty Hoyle, Chairman of Choice Charities, DBA Craft Nation,

a 501(c)3 non-profit company out of Vancouver will be present to request a change to the Special Event Alcohol Use Permit in Parks. The non-profit is requesting permission to hold an event at R.A. Long Park called Tacos and Tequila. R.A. Long Park currently allows for special events with beer, wine, and champagne as long as the event meets the requirements laid out in the policy. The policy does not currently allow for hard liquor.

Attached is a letter of request for the new event, the event application, and the policy and accompanying documents associated with alcohol in the park. The request goes against the established policy and so the non-profit is seeking recommendation to council to change/update the policy, provide a “one-time exemption”, or denial of the application. The final decision will either be granted or denied by City Council.

RECOMMENDED MOTION: N/A

A motion was made by Board Member Black and seconded by Board Member Johnson to recommend, to the City Council, a one-time exception to the alcohol policy be made for Choice Charities. The motion passed with the following vote:

Ayes: Jenny Oskey, Claire Pang, Oliver Black, Glenda Johnson

Nays: None

Abstain: None

Yes 4, No 0, Abstained 0

23-001858 B. MINT VALLEY RACQUET COMPLEX FEASIBILITY STUDY PRESENTATION

SUMMARY STATEMENT: The presentation will feature an overview of the comprehensive Feasibility Study conducted in collaboration with Contractor Johnson Consulting and the Cowlitz County Public Facilities District (PFD) – almost exactly the same presentation that was provided at the Racquet Complex Open House held at the Pro Shop. The presentation will speak to the study which encompasses various elements, including an analysis of existing conditions, market trends, stakeholder engagement, regional and comparable facilities, gap analysis, and niche identification.

The presentation will delve into the study process, outlining the methodology and research approaches employed. Contractor Johnson Consulting, retained for their expertise, provided recommendations for consideration. Additionally, the presentation will include information on the City Parks and Recreation Department community feedback forum, along with supplementary surveys, and the outcome of those findings will be discussed to incorporate public perspectives.

RECOMMENDED MOTION: Motion to recommend to Council going out for a Request for Proposals for an Operator for the Mint Valley Racquet Complex

A motion was made by Board Member Johnson and seconded by Board Member Oskey to motion to recommend to Council go out for a Request for Proposals for an operator for the Mint Valley Racquet Complex. The motion passed with the following vote:

Ayes: Jenny Oskey, Claire Pang, Oliver Black, Glenda Johnson

Nays: None

Abstain: None

Yes 4, No 0, Abstained 0

23-001859 C. LONGVIEW PARKS AND RECREATION COMPREHENSIVE PLAN

SUMMARY STATEMENT: The Longview Parks and Recreation Comprehensive Plan Draft is the outcome of a meticulous planning process designed to address community needs. The previous plan was adopted from 2016 to 2022. This update to the plan began in 2022 with the hope of adoption in January 2024. With clearly defined goals and objectives, the plan incorporates a comprehensive inventory evaluation of all assets and programs as well as benefits from thorough public engagement.

This strategic approach is essential for guiding future development, ensuring alignment with community priorities, and optimizing resource allocation. The plan's role in providing a roadmap for strategic decision-making and budgetary considerations underscores its importance in sustaining and maintaining Longview's parks and recreational facilities. As we move towards adoption, we recognize the plan as a vital tool for informed and efficient development in our community. The next step in the planning process will be for the community to provide feedback on the document, for Council to review the final at a workshop on January 11th, with final adoption on January 25th.

RECOMMENDED MOTION: Motion to recommend the draft Longview Parks and Recreation Comprehensive Plan to City Council.

A motion was made by Board Member Black and seconded by Board Member Oskey to recommend the draft of the Longview Parks and Recreation Comprehensive Plan to City Council.

A motion was made by Board Member Black and seconded by Board Member Oskey to amend the original motion to include the phrase "with possible minor changes." The amended motion to recommend the draft of the Longview Parks and Recreation Comprehensive Plan, including possible minor changes, to City Council was passed with the following vote.

Ayes: Jenny Oskey, Claire Pang, Oliver Black, Glenda Johnson

Nays: None

Abstain: None

Yes 4, No 0, Abstained 0

23-001855 A. Park Division Board Report - December 2023

B. Recreation Division Board Report - December 2023

A Parks Division Report was embedded in the agenda with additional verbal comments provided by Joanna Martin, Manager.

A Recreation Division Report was embedded in the agenda.

10. ADJOURNMENT

The meeting was adjourned at 06:36 PM.

13.3 Employment Standards and Conduct Expectations

The City's duty to its citizens, customers and employees require that we establish and maintain the highest standards of job performance and conduct of employees. This section sets forth a set of general standards and expectations for employee job performance and on-the-job (and some off-the-job) conduct. It is intended to guide managers and employees in knowing what is acceptable and what may serve as the basis for corrective or disciplinary action or termination. These standards are not intended to be all-inclusive. Subject to Human Resources approval each department may establish additional standards to ensure the effective operation of their organization.

13.3.1 Departments Affected

The standards and expectations promulgated herein are applicable to all City employees unless superseded by a provision in a collective bargaining agreement, but are subject to interpretation, clarification and application at the department level.

13.3.2 Definitions

For the purposes of this policy, performance and conduct are defined as follows:

Performance: Any and all factors and measures which influence the employee's effectiveness and contribution to the organization such as attendance, communications skills, working relationships, etc.

Conduct: Compliance with laws, rules, policies, and ethical standards, such as absence without leave, theft, dishonesty, conflicts of interest and others. Most willful violations of City or departmental policies and expectations will fall in the category of misconduct.

13.3.3 Job Performance Standards

Most job performance expectations are defined specifically based on the employee's department, job classification, qualifications, assignment, etc. This section sets forth general standards and areas of measurement. Where possible, the policy expresses expectations in the positive, e.g. "meets all standards" vs. "fails to meet standards." Certain types of behavior, must, of necessity be expressed as prohibitions. The following are general standards for fully effective performance that apply to all employees:

- Knows and follows working policies, procedures and work techniques.
- Exercises appropriate judgment, decision making and initiative.
- Carries out work assignments in a diligent, cost-effective, efficient and timely fashion. Displays an adequate sense of priorities and a strong work ethic.
- Overall output or quantity is acceptable and within established timelines and priorities.
- Work product meets all standards of accuracy, quality and professionalism.
- Achieves and maintains the level of knowledge, skill and ability required by the employee's job classification and assignment.

- Carries out assignments with the level of training and supervision appropriate to the employee's classification and qualifications (does not require too much training or supervision in relation to expected skill levels).
- Establishes and maintains effective working relationships with coworkers at all levels within and outside the organization/department as necessary to accomplish job objectives. Expresses disagreements in an appropriate setting and in a manner that is constructive and not disruptive or harmful to the goals of the job and department.
- Communicates effectively and appropriately with the public and department customers and displays an adequate commitment to effective customer service.
- Maintains an acceptable record of attendance and punctuality.
- Meets the established physical and mental standards required of the position/classification to effectively perform the essential functions of the job.
- Adheres to relevant Equal Employment Opportunity and work conduct guidelines and standards.
- Is mentally and physically able to perform the essential tasks of the position, with, if required, reasonable accommodation due to a qualifying disability.
- Is attentive to job safety considerations and follows all required safety policies, procedures and techniques.

Conduct Standards

Any of the following are considered forms of misconduct and could serve as the basis for corrective or disciplinary action up to and including immediate termination of employment:

- Abuse of leave privileges or misrepresentation of reasons or necessity for leave or failure to return from leave.
- Insubordination/Failure to Follow Instructions: Willful refusal to carry out a reasonable order from an authorized supervisor.
- Theft or misuse of City property, funds or working time.
- Violation of published policies and standards regarding employee conduct.
- Falsification of official documents or other forms of misrepresentation or dishonesty.
- Negligence or other acts which damage or endanger the City's property, equipment, or the personal safety of employees or others, including fighting, physical abuse or possession of unauthorized weapons in the workplace.
- Conviction of a felony or misdemeanor or violation of laws and ordinances provided the criminal offense or activity is harmful to the legitimate interests of the City or has a bearing on the employee's job responsibilities.
- Off-duty conduct, which discredits the City or department or employee's profession or impairs the employee's on-the-job effectiveness.
- Maintaining or acting upon a conflict between job responsibilities and private (business, personal or financial) interests.
- Possession, sale or use of controlled substances while on duty or reporting for duty or working with impaired effectiveness due to off-duty use of controlled substances. See also the City's Substance Abuse policy (Section 13.7).

- Discrimination or harassment based on race, sex or other prohibited basis in the exercise of employment responsibilities.
- Unprofessional conduct or appearance, abusive or inappropriate language or behavior, wearing of inappropriate attire or unacceptable/unprofessional attire, grooming and cleanliness.
- Engaging in other unlawful or inappropriate activity on the job including prohibited activities in the areas of employee solicitation, political activities, or other activity that is damaging or detrimental to the City's reputation and interests.
- Absence without leave, unacceptable attendance record, or failure to follow required procedures for requesting and reporting absences.

The standards and expectations promulgated herein are applicable to all City employees unless prohibited by law or superseded by a provision in a collective bargaining agreement. These standards are not intended to be all-inclusive and the City may establish or revise standards to ensure the effective operation of City government.

13.3.4 Ethical Conduct

The City expects the highest standards of integrity, honesty and ethical conduct of its employees. This section is intended to promulgate standards and guidelines to assist managers, employees and the public in understanding the meaning and importance of ethical conduct in all aspects of City government.

This section is also intended to amplify, clarify and expand upon the provisions of RCW 42.23 regarding ethical standards for municipal officers in the state of Washington.

No officer or employee of the City shall solicit or accept any benefit, profit or advantage, directly or indirectly, from or by reason of the discharge of his or her responsibilities and duties as a City employee. Further, no officer or employee of the City may use his or her position to secure special privileges or exemptions for himself/herself or others nor shall he/she be influenced by or act upon the basis of any personal or non job-related influence or interest -- financial or otherwise.

Standards of integrity and ethical conduct are best expressed as a "code:" "I will accept no gift or gratuity in exchange for the exercise of my job responsibilities." For that reason, the core of the City's expectations are expressed in the "Code of Ethics" statement included at the end of this section. Additionally, the use of specific examples can help employees to grasp the concepts of ethical behavior. This section also includes a list of examples illustrating ethical and unethical behavior.

Interpretation and application of this policy should be guided primarily by three factors:

- The degree to which the employee benefited personally -- financially or otherwise.
- The degree to which a decision or action was or might be influenced by personal interest.

- The degree to which the consideration was solicited by the employee.

Particularly stringent standards apply to employees authorized to make City purchases or other officers and employees authorized to enter into contractual relationships with vendors, consultants or contractors or otherwise grant favor or consideration to any external enterprise or individual. For these employees, any solicitation or acceptance of any gift¹ or other consideration of value is strictly prohibited.

All employees shall disclose to their department head any situation in which there is an apparent or potential conflict of or the appearance of a conflict between their personal and occupational interests or responsibilities. The department head, in consultation with the City Manager and City Attorney, shall determine whether such a conflict exists and determine an appropriate remedy. The appropriate remedy may include a disqualification of the employee from participation in the decision, job reassignment or other measures to prevent an actual or perceived conflict.

This policy is not intended to ban customary and usual business practices or substitute for reasonable judgment. Attending a hosted hospitality suite at a professional conference or allowing a person with whom the City has a continuing business relationship to “pick up the tab” at a luncheon meeting would not be viewed as inappropriate or unethical, so long as the situation cannot be construed as an attempt to buy favor or influence.

Additionally, the standards shall not be construed to apply to “de-minimus” situations in which an employee receives a product or consideration of minimal or inconsequential value or influence. For example, the City does not expect employees to disclose receipt of or return unsolicited items of no significant material value such as office items, coffee cups, calendars, note pads and the like.

Corrective or disciplinary action for violations of this policy may range from counseling to termination and must take into account all appropriate factors. Serious ethical violations, especially on the part of officials and managers, could result in immediate termination.

City of Longview Code of Ethics

Seek no favor	I will not seek or accept favored treatment, privilege or financial consideration based on the exercise of my duties and responsibilities. I will not attempt to exercise influence on behalf of personal interests, nor will I accept or yield to such efforts on the part of others.
Integrity	I will support and follow the rules, policies and tenets of my employer, my profession and my job, and will do so even when the outcome is unfavorable to my professional or personal interests.
Honesty	I will be honest and forthright in my dealings with others, while respecting and adhering to necessary principles of tact, diplomacy and confidentiality.
Merit Principle	To the extent I am empowered to make or implement personnel decisions, I will be guided and influenced only by merit and will exclude from consideration all non-job related matters.
Professional Standards	I will support, promote and abide by the generally accepted standards of my profession. My decisions and actions shall be based entirely on professional, not personal, judgments, considerations and factors.
Disclosure	I agree to disclose to my superiors any situation in which there is the fact, appearance or possibility of a conflict of interest between my interests and those of the organization. I also accept the responsibility and duty to disclose or refuse to conceal acts or wrongdoing or malfeasance of which I may have knowledge. I will make appropriate judgments as to how, when and to whom these disclosures shall be made.
Loyalty	I will dedicate my professional efforts to the interests and betterment of the organization. I will support and carry out the decisions and actions of the organization and my superiors, even when I may disagree with those actions. I recognize that dissent, expressed in appropriate means and settings, is an act of loyalty and will not take retribution against dissent from those I supervise and/or direct.

Examples of Unethical or Borderline Behaviors

- An employee intervenes in an employment decision regarding a friend or relative.
- A buyer accepts Blazer tickets from a potential vendor.
- A building inspector “looks the other way” on a code violation involving the home of a high-ranking City official.

- An outside contractor donates prizes for a City golf tournament.
- A supervisor grants an early salary increase to the employee because they are close friends.
- An employee accepts a stipend for a speaking engagement done as a representative of the City (does not include a meal provided at the function).
- Work time is spent doing work for a separate, outside employer.
- A supervisor “strongly encourages” his staff to donate to a charitable organization he supports.
- An employee uses City bulletin boards and mail systems to advertise a private business.
- A City Manager uses contacts and influence to obtain a vehicle registration without having to wait in line with the public.
- Work assignments or training opportunities in a unit are based on who the supervisor “likes” the most.
- An employee tells a friend who is applying for a job what is on the rating form.
- A manager signs up for a professional conference because he has family in the town, not based on the content of the program.
- A rule is enforced for a marginal employee but the better employees are allowed to “slide”.

TO: Park and Recreation Advisory Board
FROM: Jennifer Wills, Director of Parks, Recreation, Urban Forestry, & Golf
DATE: January 3, 2024
SUBJECT: Seizing Opportunity: Balancing Deferred Maintenance and Visionary Planning

Dear Park Board Members,

Today, I bring forth a pressing and exciting proposal—the acquisition of an 8-mile stretch of railroad generously offered to our city for a transformative rail-to-trail project. Despite understandable concerns about our current maintenance challenges, I firmly believe that this opportunity is too extraordinary to let slip away. We are seeking a recommendation from the Board to support the city moving forward with the acceptance of the rail line donation from Patriot Rail. This proposal includes the partnership with Beacon Hill Water Sewer District which will allow for the 8 mile stretch to be open to the public.

We understand that we have been talking about our deferred maintenance backlog and ensuring that we are able to maintain and manage what we already take of within the park system. A key aspect of our proposal is the recognition that addressing deferred maintenance and realizing our visionary plans are not mutually exclusive endeavors. We can, and must, strategically manage both aspects concurrently. This approach not only addresses immediate concerns but also lays the foundation for a vibrant and well-maintained city in the long run.

Acknowledging the pressing issue of deferred maintenance, it is precisely during these times that we must be visionary and strategic. The proposed rail-to-trail project, at this juncture, requires no immediate financial investment from the city to secure the property. The goal would be to apply for future grants that could cover the costs associated with development. Our immediate focus is on securing the property and laying the groundwork for a future that aligns with the desires of our community and the potential tourism influx.

Community surveys resoundingly emphasize the demand for additional and longer trails, underscoring the desire for an active, outdoor lifestyle. The benefits of such a project extend beyond recreation—they connect communities for active transportation, and they have the power to draw tourists seeking unique experiences. Trail systems, when thoughtfully developed, become catalysts for economic growth, community vitality, and enhanced quality of life. Research also indicates that rail-to-trail projects not only enhance the well-being of communities but can also contribute to a safer and cleaner environment by activating spaces that were once vacant, potentially curbing issues related to trash and vagrancy.

Our Parks and Recreation Comprehensive Plan's Trail Level of Service for Trails envisions a city with approximately 37 miles of trails, yet we currently have only 12 miles in our inventory. Acquiring this 8-mile stretch of railroad is not just a step toward meeting this need; it is an investment in the future health and prosperity of our community and meeting the needs of our citizens.

Let us be clear: we are not proposing to divert resources away from our current maintenance responsibilities. I want to acknowledge the thoughtful consideration required when embracing a project of this magnitude. While the donated 8-mile stretch of railroad presents an incredible opportunity for a future rail-to-trail project, it's crucial to recognize that nothing is truly free. As we weigh the impact this project can have on our community, it's equally important to weigh it against the maintenance costs that will accompany it in perpetuity. I assure you that, when the time is right, and as we seek grants to support the rail-to-trail initiative, we will be diligent in developing a comprehensive maintenance management plan. This plan will allow us to accurately assess the true cost of ensuring the safety and continued well-maintenance of the rail-to-trail, ensuring it remains an asset to our community for years to come.

We plan to commit to continuing to advocate for a balanced approach that addresses immediate needs while strategically positioning our city for a brighter future. The rail-to-trail project is an opportunity to enhance our community without adding an immediate financial impact. It is essential to emphasize that the overall management of the future trail will be a team effort, with Public Works committing to participating in and aiding in maintenance and construction. This collaborative approach ensures that the burden does not fall solely on the Parks Department.

The City of Longview Council will be reviewing this proposal at the Thursday, January 25, regular council meeting. I strongly recommend that the Parks and Recreation Advisory Board recognizes the profound impact that a project of this nature can have and recommends to City Council to move forward with this project. Together, let us demonstrate our commitment to responsible governance by managing our deferred maintenance challenges and embracing a visionary approach that ensures a vibrant, well-maintained city for generations to come.

Thank you for your thoughtful consideration and dedication to our community's future.

Sincerely,



Jennifer Wills, Director

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

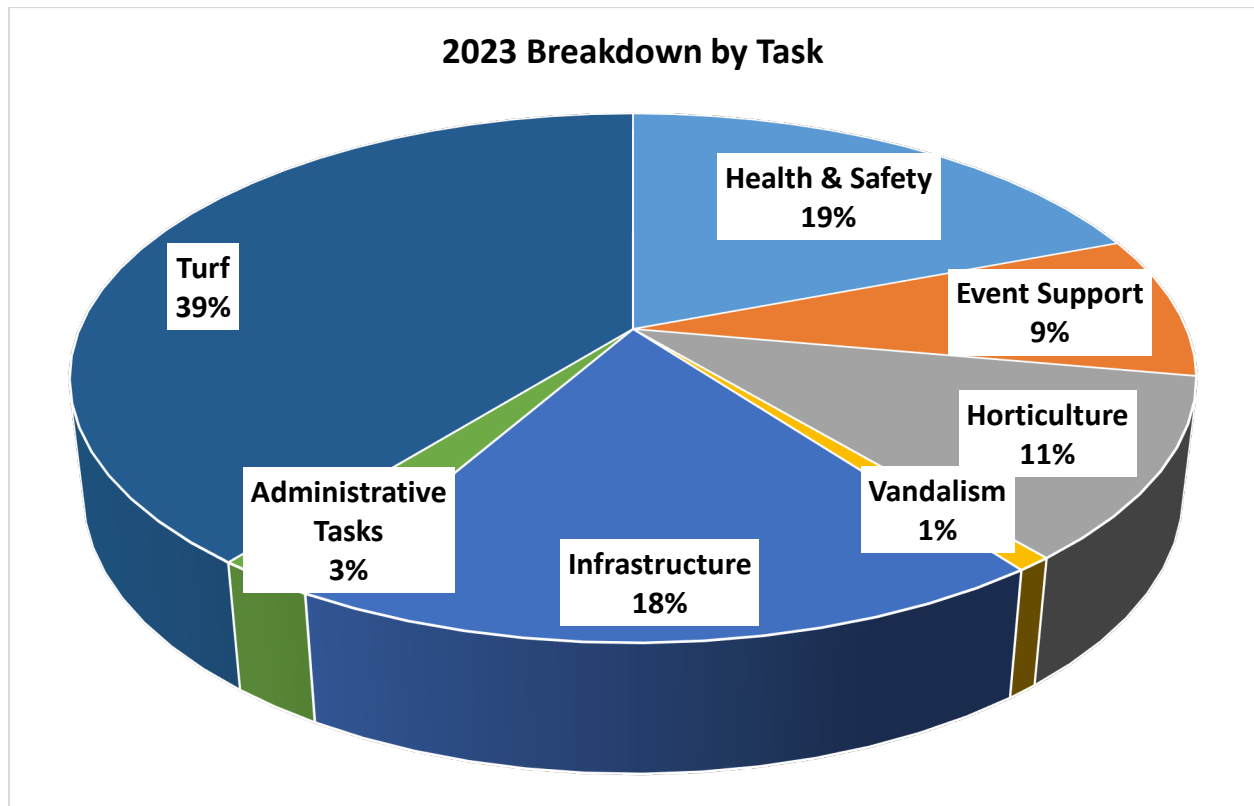
An agenda shall be prepared by the Director and sent to Board members prior to the scheduled meeting.

Parks Maintenance & Urban Forestry Report

Parks Board January 22, 2024

Parks Maintenance

- 63 work orders completed and closed in December
 - A number of ongoing work orders were closed at the end of the year.
- Vandalism
 - Cleaning small items of vandalism are part of the daily park cleaning route
 - 1 hour to repair vandalism at Archie Anderson Playground – Replacement sign installed
 - 1 hour documenting John Null court lighting vandalism, filing police report and request repair quote with electrician
 - Electrician's quote has been approved so work should be scheduled soon
- 8 sharps collected in December
 - 5 17th and Nichols restroom
 - 2 City shop
 - 1 Highland trail



Urban Forestry

- 30 work orders completed in December
- 57 open work orders
- Tree planting update
 - Stump grinder repairs completed and staff began on the grinding list 1/8
 - Half the trees have been assigned locations and planting began on 1/9

Recreation Division



Memo

To: Jen Wills

From: Justin Brown

Date: January 17, 2023

Re: Dec/Jan Report

DIVISION HIGHLIGHTS

Present

- Mother & Son Dance Party registration is open. The first session filled quickly so we were able to plan and open a second session starting at 3:30pm.
- Father Daughter Dance has limited spaces left. Saturday sessions are already sold out.
- R2L has 226 current registrations. Early registration period is over and the regular registration period runs through March 1st.
- Staff is currently working toward submitting 2 large state grants for Cloney Park.

Future

- Planning has started for summer activities. The brochure schedule has been given to staff. Summer season registration will begin in May.
- We will be expanding the Summer Movie Series. Will now include 7 movies for the Summer of 2024.



PARKS & RECREATION

CITY OF LONGVIEW

2023 ANNUAL REPORT



RAINIER2LONGVIEW

R2L



RECREATION | PARKS | URBAN FORESTRY | GOLF

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Our Next 100 Years....

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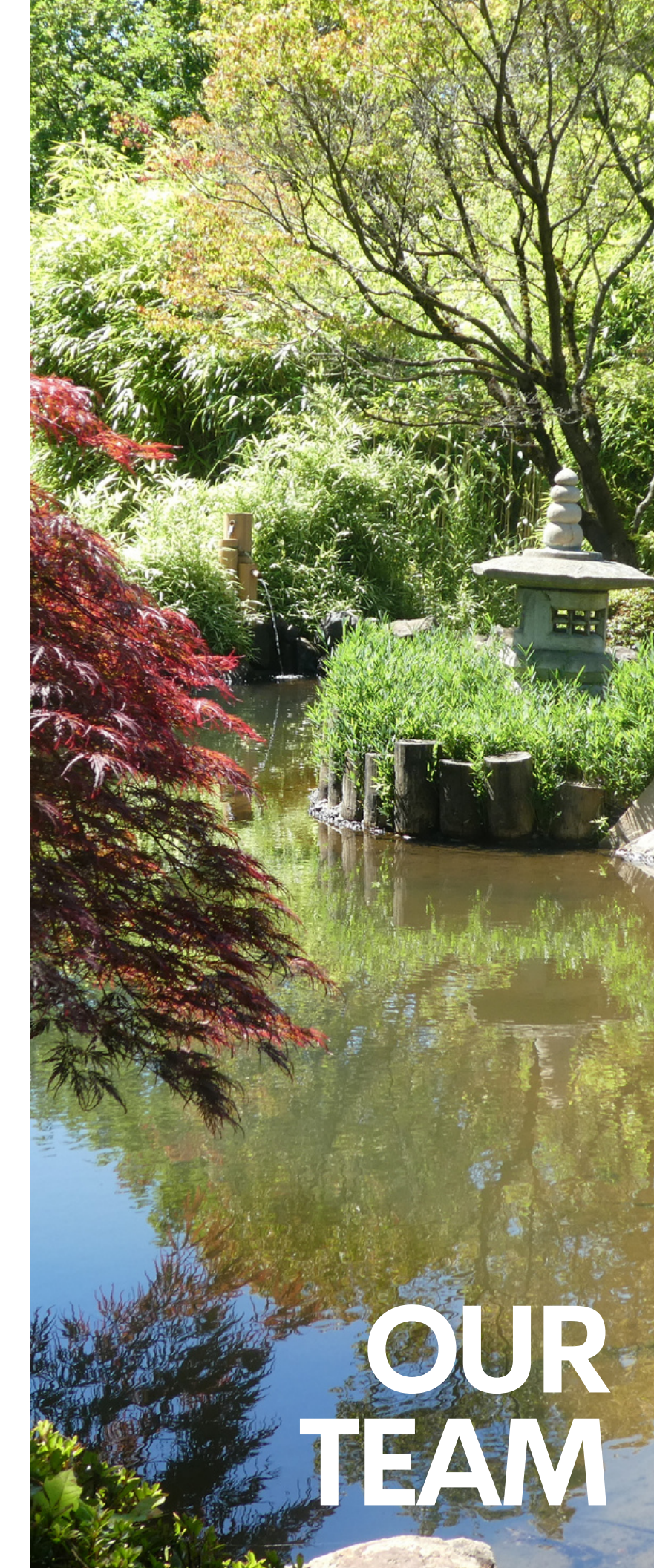
Essential Green Infrastructure

11 RECREATION

It Takes a Community...

14 MINT VALLEY GOLF COURSE

A Community Course for Everyone



OUR TEAM

CITY COUNCIL

MARYALICE WALLIS, MAYOR
MIKE WALLIN, MAYOR PRO TEM
ANGIE WEAN
HILARY STROBEL
RUTH KENDALL
SPENCER BOUDREAU
CHRISTOPHER ORTIZ

CITY EXECUTIVE TEAM

KRIS SWANSON, CITY MANAGER
ANN RIVERS, ASST. CITY MANAGER
JEN WILLS, DIRECTOR

PARKS/URBAN FORESTRY TEAM

JOANNA MARTIN, MANAGER
JOSH ALLEN, SUPERVISOR
KRISTI RUHLAND
KEVIN BEATY, UF
KYLE SCHNEIDERS, UF
DANNY OLSON, UF
MASON WOODALL, UF
RYAN PLAMPIN, UF
PATTIE WOREL, PARKS
ISRAEL RODRIGUEZ, PARKS
JASON VINCENT, PARKS
JEREMY ROSS, PARKS
AARON STACEY, PARKS
DEAN MAKO, PARKS
PETER BRICKEY, PARKS
JAMES INGRAM, PARKS
BRUCE KANGAS, PARKS
TREVOR SWEET, PARKS
MIKE TAYLOR, PARKS

RECREATION TEAM

JUSTIN BROWN, MANAGER
MELISSA HARBOUR
STEVE PLAMPIN
KARRY WILLIQUETTE
JEREMY ANDRE
ALISSA MANNO
SHELLY ALDRICH
SHELLY LANDINO

MINT VALLEY GOLF TEAM

JIM NICKERSON, SUPERINTENDENT
TREVOR EADES, PRO SHOP MANAGER
COLTON FROBERG

AND MANY THANKS TO OUR....

PARKS AND RECREATION BOARD
MINT VALLEY GOLF BOARD
VISUAL ARTS COMMISSION

Our Next 100 Years....

As we come to the end of the year that culminates celebrating our centennial milestone, we can reflect and take pride in our City's rich history that laid the foundation of the vibrant community we cherish today. Looking forward to the future, it's with equal hope and excited anticipation of what the next 100 years has in store for us.

Looking back on the planned conception of Longview, we are reminded of the visionary individual who sought to create a community that values a high quality of life for all residents and those who visit us. The echoes of that vision continue to resonate in the fabric of our city, and it is our collective responsibility to uphold and build upon the dreams of our founders.

"Until Longview gives every man, woman, and child within its limits an opportunity to live happily, to improve mind, soul, and body Longview has an unfinished task... Let it never be said of Longview that it permitted its high ideals to perish, for they must forever be the soul of the city." - Robert A. Long, 1925

Setting our sights on the future, we must draw inspiration from the past and commit ourselves to fostering an environment that reflects the values on which Longview was built. A key element to our commitment for the future is our dedication to maintaining a vibrant, safe, and active parks and recreation system. Our parks have always been more than just green spaces—they are communal gathering points, centers of activity, and havens for recreation and relaxation. As we envision the next 100 years, it is imperative that we prioritize the continued maintenance of our parks and recreation facilities.

Sidney Hare, part of the architectural firm Hare and Hare who helped build Longview, said in his famous essay "Influence of Surroundings" "Show me a city without parks and boulevards and I'll show you a people far behind the times in every way."

A robust parks and recreation system are not merely an amenity; it is the catalyst that defines why people choose to live here and what attracts others to relocate their lives and businesses here. Moreover, a safe and active parks and recreation system aligns seamlessly with the values of our city's founders as they made it a priority to create parks within their newly planned city a 100 years ago. Parks create a sense of community pride, foster a love for outdoor activities, and promote a healthy lifestyle that resonates with individuals and businesses alike. Longview's parks and recreation facilities are not just an asset; they are a strategic advantage, distinguishing our city as a destination for those seeking an exceptional quality of life.

In the spirit of our centennial celebration, let us unite to envision and shape the next chapter of Longview's history. By recognizing a vibrant parks and recreation system as essential infrastructure, we affirm our commitment to creating a city that attracts residents and businesses alike, positioning Longview in the next 100 years as a beacon of growth and prosperity.

Let's embark on this journey together, as we extend our heartfelt gratitude for your continued support and dedication to the success of our beloved city. Through collaborative efforts, we can build upon the legacy of our founders, ensuring that Longview remains a community that inspires, innovates, and thrives.

Thank you for being an integral part of the next exciting chapter in Longview's history.


DIRECTOR

Urban Forestry Section:

A City within the Trees



Hey Longview Citizens - do you live in the forest?

Ask most people if they live in a forest, and they will answer no.... but for most people that's actually not the case. Often when many people think of a forest, they think of the many acres of trees such as those in National Forests or Parks, rural woodlands, or outside of city limits. However, there is another type of forest that we sometimes overlook, perhaps because we are so close to it. The trees you see in City Parks and on streets and boulevards make up another type of forest; called our urban forest. An urban forest is the planted landscape and the native forest remnants left behind as our cities and towns are developed.

Its not a forest where we are visitors; it is the forest where we live!

The planting, management, and care of the urban forest is called urban forestry. A properly managed, healthy urban forest is an indicator of a healthy community, since trees make important contributions to our quality of life and the sustainability of our cities. Urban forestry isn't limited to large urban areas, but to cities and towns just like ours that benefit from planting and caring for trees. Each fall you will see our Parks Team and Certified Arborists around the city planting trees. Our goal is to plant at least as many trees as we are required to remove throughout the year, ensuring the number of trees in our urban forest is maintained or growing.



The Rotary Club of Longview donated two trees for the Washington State Arbor Day celebration. The trees are located near the Hemlock Plaza playground.



PLANTINGS & REMOVALS

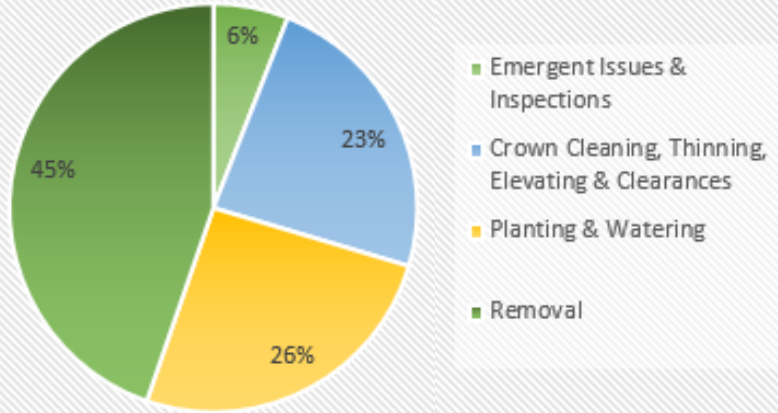
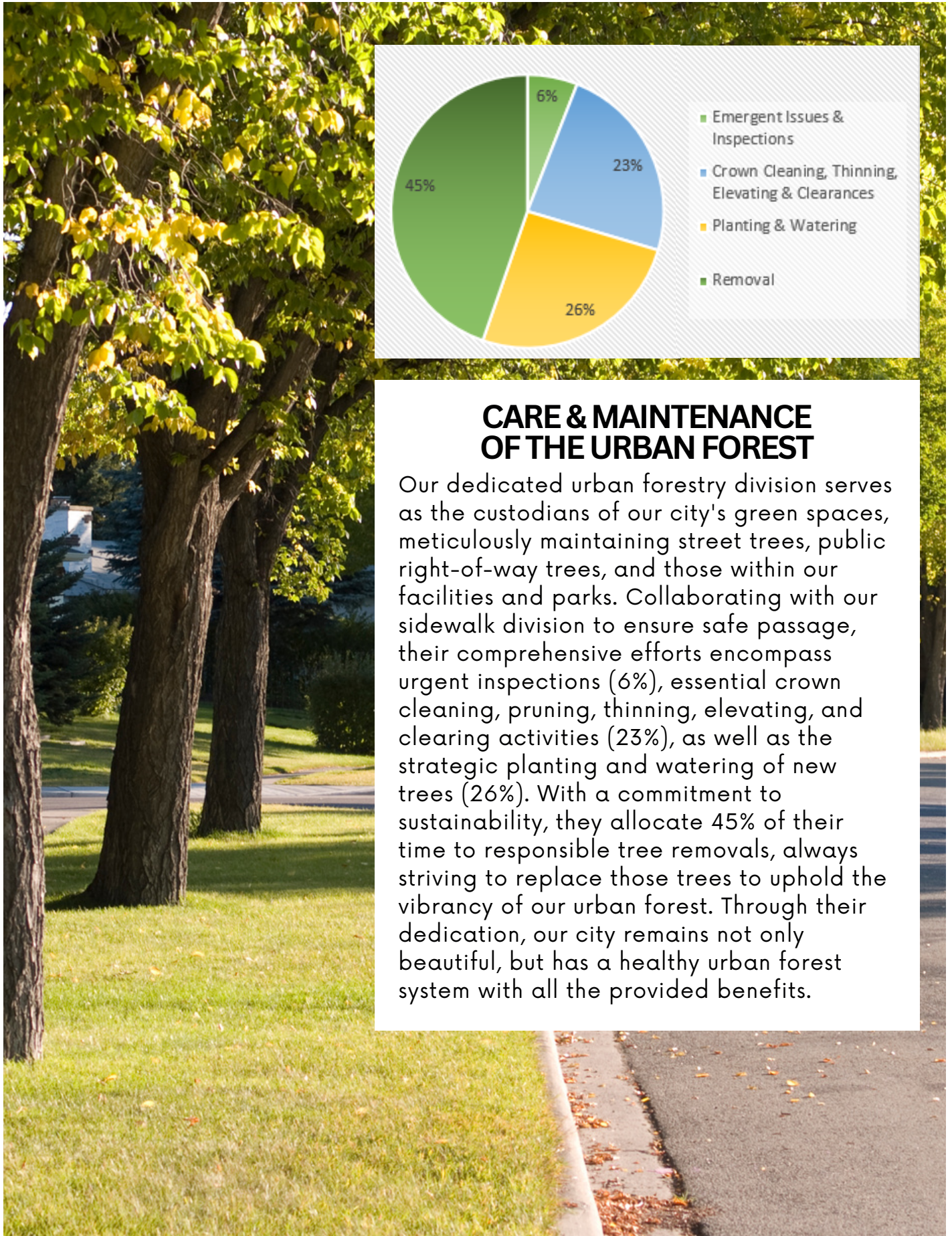
This year, we planted **280** trees to enhance our community's green space. Simultaneously, we responsibly removed **188** trees, prioritizing safety, disease management, and urban planning considerations.



DAILY MANAGEMENT

Over the past year, we successfully fulfilled **511** work orders, demonstrating our commitment to addressing community needs promptly. In total, our efforts reached **9,256** trees, ensuring the health and vitality of our urban forest.





CARE & MAINTENANCE OF THE URBAN FOREST

Our dedicated urban forestry division serves as the custodians of our city's green spaces, meticulously maintaining street trees, public right-of-way trees, and those within our facilities and parks. Collaborating with our sidewalk division to ensure safe passage, their comprehensive efforts encompass urgent inspections (6%), essential crown cleaning, pruning, thinning, elevating, and clearing activities (23%), as well as the strategic planting and watering of new trees (26%). With a commitment to sustainability, they allocate 45% of their time to responsible tree removals, always striving to replace those trees to uphold the vibrancy of our urban forest. Through their dedication, our city remains not only beautiful, but has a healthy urban forest system with all the provided benefits.

Parks Section:

Essential Green Infrastructure

Parks are integral components of green infrastructure, contributing significantly to environmental health. Their green spaces enhance air quality, mitigate urban heat, and support biodiversity. Additionally, parks play a crucial role in water management, preventing flooding and erosion. As essential green infrastructure, they contribute to community resilience by acting as natural buffers against climate change impacts, making cities more sustainable and enhancing overall quality of life.



PARKS

Well maintained parks are a City's endearing gesture to it's Citizens, now and into the future.

TURF & WATER

18	Total Parks
645	Acres of Park Land
24	Acres of Medians
38	Acres of Surface Water
3,600	Feet of Shoreline Access
51	Miles of Edging
7	Trails
12	Miles of Trails

AMENITIES

23	Playgrounds
20	Picnic Shelters
7	Outdoor Tennis & Pickleball Courts
4	Outdoor Basketball Courts
4	Sports Complexes
4	Passive Gardens
6	Restroom Facilities
2	Boat Launches
2	Community Gardens
1	Dog Park
1	Disc Golf Course

DIVISION TEAM

1	Manager
1	Supervisor
1	Administrative Assistant
11	Full Time Field Staff
6	Part Time Staff
\$2.1M	Annual Budget
\$4.63	Per Month Per Citizen
2	Certified Playground Safety Inspectors
2	Commercial Drivers Licenses

HEALTH & WELLNESS:

Parks and recreation enhance physical and mental health, reducing medical premiums and insurance costs for active participants.

CONSERVATION & RESILIENCY:

Parks and recreation agencies safeguard land, water, trees, and wildlife, improving air and water quality, making communities more resilient to disasters, and lowering recovery and insurance expenses.

PROPERTY VALUES:

Homes near parklands consistently have higher values, benefiting property owners and contributing to the local government's tax base.

ECONOMIC DEVELOPMENT:

Parks and recreation elevate community life, positively impacting regional economic development; quality-of-life considerations are crucial for over 80% of corporate executives in choosing business locations and are crucial for over 80% of corporate executives in choosing business locations.

VISITOR SPENDING:

Local park amenities attract tourism, stimulating economic activity through increased sales at restaurants, bars, and hotels.



2023 COMPLETED PARK PROJECTS



Hemlock Plaza Restroom

Responding to the pressing demand voiced by our community, we've revamped one of the Lake Sacajawea Park's restroom facilities. Thanks to a fruitful partnership with our 19th District Legislators and securing funding from the state of Washington, this much-needed upgrade is now complete. Positive feedback from the community affirms the success of the project.

Bailey Park Playground

After 25 years, it was time for a new playground. The City's biennium budget allocates specific funds for playground replacement annually. Those funds were strategically combined with a grant from the playground manufacturer along with support from the Neighborhood Park Grant Program. Together, these partnerships have breathed new life into Bailey Park's playground, making this project a reality."



Parks, Recreation, & Open Space Plan

A 6-year approved plan that develops and establishes a community supported road map for the provision of high-quality parks, trails, facilities, programs, and open spaces throughout the City of Longview. The plan identifies current and future parks and recreation needs and sets forth goals, objectives, standards, and guidelines to improve the above-mentioned areas.



Cloney Park Planning

Elevating ideas with innovation. The upcoming Cloney Park Inclusive Playground goes beyond play, showcasing the rich history of timber in our local area. This inclusive space invites everyone to engage with the amenities in unique ways. Moreover, through a community outreach initiative, we've crafted a visionary site plan that reimagines the skate park and pump track area, adding another layer of excitement to the park's future.



2023 PARTNERSHIP PROJECTS



Clary Courts at John Null

The Longview Pickleball club fundraised and volunteered to transform four tennis courts at John Null into nine top-notch pickleball courts. a generous donation to the City of Longview. We're proud to claim the generous donation of this revamped facility as one of the the best outdoor pickleball facilities in the Northwest.

The Amazing Daffodil Lady

In a remarkable feat, Glenda spearheaded a transformative initiative at Lake Sacajawea. Through her efforts, Glenda not only fundraised but also personally donated and oversaw the installation of over 5,000 daffodil bulbs, alongside a devoted group of volunteers. This breathtaking display stands as a testament to her indomitable spirit and leaves a lasting legacy for the entire community to cherish and enjoy.



Monticello Convention Site

The 23 Club and JH Kelly collaborated to restore Longview's historic Monticello Convention Site. Their generous donation includes panel replacement, lighting installation, landscaping updates, and new benches—a collective gift to enhance our city's heritage. This collaborative project not only preserves history, but also enhances the community experience for generations to come.

Teen Center Updates

Thanks to the Longview Parks and Recreation Foundation, our Teen Center received a boost with the addition of a fun colored commercial-grade modular seating system. This donation not only enhances the space with versatile and functional seating arrangements but also ensures durability to withstand the ongoing demands of our recreation activities.



A large group of people, mostly adults, are posing for a photo on a green metal playground structure in a park. They are all wearing straw hats and colorful leis. Some are wearing face paint or masks. They are smiling and making various poses. The background shows green trees and a clear blue sky. The ground is covered in wood chips.

**A PLAYFUL COMMUNITY IS A
HEALTHY COMMUNITY!**

RECREATION SECTION

In our community, we firmly believe that a "Playful Community is a Healthy Community." Embracing the spirit of play isn't just about fun; it's a catalyst for well-being and strong social connections. From spontaneous moments of joy to organized activities, we prioritize play as a vital component of our shared experience. By fostering a playful mindset, we not only enhance individual happiness but also cultivate a healthier and more tightly-knit community. Together, let's build a community where laughter, creativity, and the joy of play contribute to our collective well-being.

BOOK NOW!

RAINIER2LONGVIEW

R2L



422 PARTICIPANTS

NEW EVENT!!!

Runners from all over the northwest enjoyed a unique vantage point while traversing the historic Lewis & Clark Bridge across the Columbia River during the Rainier to Longview 10k Bridge Run. Partnership between multiple departments, organizations, sponsors, volunteers, states, and cities made this event successful. The event drew in participants from all over the northwest starting at Rainier City Park and ending at the beautiful Lake Sacajawea!



It takes a community...

Fostering Community, Creating Opportunities:

It takes a community to make a community, and none of this is possible without the support of our generous partners, grants, scholarships, and the unwavering commitment of our donors and our Foundation.



PARKS

GRANTS AWARDED: **\$4,462,242**



RECREATION

GRANTS AWARDED: **\$51,000**



SPONSORSHIPS

DONATED: **\$51,250**



SCHOLARSHIPS

FUNDS AWARDED: **\$12,594**



FOUNDATION

TO TEEN CENTER: **\$34,225**



EXTREME MACHINES

After a 2020 hiatus, Extreme Machines made a triumphant comeback this year. Thousands flocked to the Cowlitz County Fairgrounds to witness an impressive array of extreme machines. We extend our gratitude to the dedicated volunteers, businesses, departments, partners, and sponsors whose hard work ensures that this event remains free for our entire community.



CHECK INS

SCHOOL: 18,218
SUMMER: 4,172

ADULT SPORTS

76 TEAMS



CLASSES OFFERED

357 CLASSES

COMMUNITY EVENTS

27 EVENTS



MINT VALLEY GOLF COURSE:



The Mint Golf Course serves as a robust community asset with several tangible benefits. It plays a pivotal role in youth development through golf programs, instilling skills, teamwork, and discipline. Hosting community events, the course becomes a central gathering point, fostering social bonds among residents. As a tourist attraction, it injects vitality into the local economy, driving business for nearby establishments. Furthermore, the golf course contributes to a buoyant real estate market by enhancing property values. Beyond its recreational function, this facility significantly bolsters our community's overall quality of life, offering a diverse range of advantages that resonate with residents and visitors alike.



GOLF SECTION



PROGRAMS & EVENTS



HIGH SCHOOL SPORTS

MINT VALLEY HOSTED 8 HIGH SCHOOL TOURNAMENTS WITH 360 GOLFERS



SPECIAL OLYMPICS

THE TEAM PRACTICES ON WEDNESDAY EVENINGS THROUGHOUT THE SUMMER



VETERAN'S TOURNAMENT

92 PLAYERS RAISING FUNDS FOR VETERAN HEALTH



WATCH PARTIES

MINT VALLEY HOSTED WATCH PARTY'S AT MOE'S RESTAURANT FOR LOCAL STATE SPORTS TOURNAMENTS



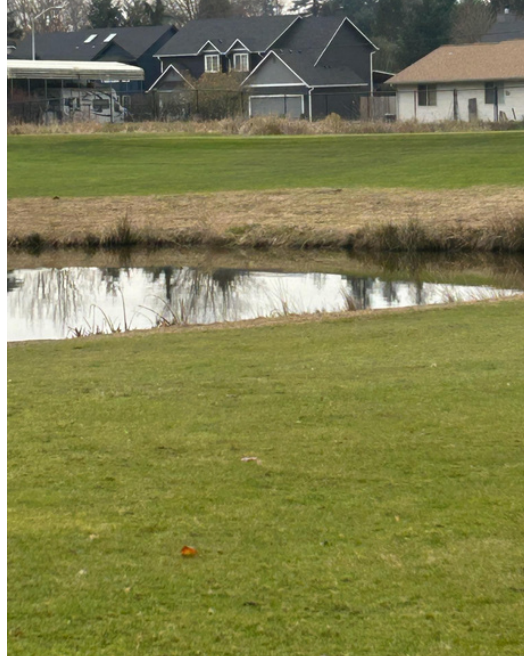
SISTER CITY

MINT VALLEY HOSTED COMMISSION MEMBERS AND DELEGATES FROM WAKO, JAPAN



9-HOLE INVITATIONAL

MINT VALLEY WOMEN'S CLUB TOURNAMENT WITH 63 PLAYERS



BEFORE & AFTER

Maintaining areas of course that have not been maintained for years in order to better accommodate the number of rounds. This helps with pace of play and kept course playable all season with green speeds averaging 9 on Stimpmeter.



SAFETY UPDATE

Enhancing the Golf Course Experience – New stairs on hole number 6 provide a secure pathway to the tee box, ensuring golfers can access it safely without having to traverse across the grass.



Cleaned a 24 inch culvert plugged with pond weeds on par 3 course causing entire front 9 not to drain off with equipment borrowed from street department.

Repaired 4 major mainline breaks in irrigation system, along with countless smaller irrigation repairs keeping turf alive through the summer months.

ACES, EAGLES, & BOGIES

At Mint Valley, you will find one of the finest public golf courses in the state of Washington. We are a par 71 championship 18-hole course and also feature practice putting and chipping greens, covered driving range, and indoor teaching facility. Mint Valley also has a six-hole par 3 course, private cart storage, and on site restaurant "Moe's at the Mint".

ACES - HOLE IN ONES

- Highest grossing revenue the course has ever received, 9.2% increase over 2022.
- After 35 years, Scott Knapp, retired as superintendent and Jim Nickerson, who has over 25 years at Mint Valley, has taken the wheel on leading the course forward.
- Trevor Eades was hired as the new Pro Shop Manager
- 2023 also saw a 4.5% increase in rounds over 2022.

EAGLES - TWO UNDER PAR

- New merchandise and sale opportunities helped increase the retail operation of the Pro Shop.
- 25 Volunteer Marshalls worked tirelessly to keep the tee sheet managed and pace of play up.
- The Outside Guest Services team cleaned, sanitized, and provided carts at a blistering pace to keep up with demand.
- The Maintenance team partnered with Urban Forestry to limb trees and remove problem trees.

BOGEY - ONE OVER PAR

- The City received \$2 million from the state legislature to replace the irrigation system, and the City is still trying to secure an additional \$3 million to do the project. The system is failing and is in urgent need to replacement before a catastrophic event gravely impacts the course.
- There is an immediate need to replace equipment that is past it's life expectancy. There are 8 critical pieces estimated to cost \$300,000 to replace and there is no current funding to do so. All repairs are currently done in house and consuming an exorbinant amount of resources.





The City of Longview's Parks and Recreation Department

Mission: Create a healthy community by providing high quality park and recreation services to everyone.

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