



City of Longview

Agenda

Parks and Recreation Board

Monday, May 20, 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 May 20, 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

[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

24-00499 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

[+1 347-973-4395,,525776909#](#) United States, New York City

Phone Conference ID: 525 776 909#

2. FLAG SALUTE

3. ROLL CALL

4. APPROVAL OF MINUTES

24-00494 PRAB Draft Meeting Minutes 03.18.2024

5. CHANGES TO THE AGENDA

6. CONSTITUENT/BOARD MEMBER COMMENTS**7. OLD BUSINESS****8. NEW BUSINESS****24-00497 A. Cloney Park 30% Design and Engineering**

SUMMARY: Staff will present the current 30% design of the Cloney Park Inclusive Nature Playground

RECOMMENDED ACTION: None (Presentation and Feedback)

STAFF CONTACT: Jennifer Wills, Parks & Recreation Director

24-00498 B. Request for Additional Neighborhood Park Grant Funding

SUMMARY: The Central Sandlot League has completed their project from last year. The project was more expensive than originally planned. The original quotes were for \$9,332 and so the Park Board recommended funding for \$4,666. The final cost of the project was \$10,962, and so they are requesting the difference of \$815 to meet the new 50% match.

RECOMMENDED ACTION: Motion to recommend funding the remaining 50% match of the Central Sandlot League Neighborhood Park Grant Application.

STAFF CONTACT: Jennifer Wills, Parks & Recreation Director

- A. Park Maintenance Division Report
- B. Recreation Division Report
- C. Director's Report (Verbal)

10. ADJOURNMENT

Parks and Recreation Board

Monday, March 18, 2024

5:00 PM

Recreation Office,
2920 Douglas Street, Longview WA

1. **CALL TO ORDER**

24-00259

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](#)

2. **FLAG SALUTE**

3. **ROLL CALL**

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

Members Absent:

Constituents Present: N/A

Council Members Present: Mary Alice Wallis

Staff Present: Jennifer Wills, Melissa Harbour, Joanna Martin

4. **APPROVAL OF MINUTES**

A motion was made by Board Member Johnson and seconded by Board Member Black to accept the draft minutes from the meeting of 01.22.2024. The motion passed with the following vote:

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

Nays: None

Abstain: None

Yes 5, No 0, Abstained 0

24-00260 PRAB Draft Meeting Minutes ~ January 22, 2024

N/A

5. **CHANGES TO THE AGENDA**

N/A

6. **CONSTITUENT/BOARD MEMBER COMMENTS**

Board Member Glenda Johnson provided verbal comment.

7. OLD BUSINESS

N/A

8. NEW BUSINESS

Director Jennifer Wills presented a request from Tracy Pond to place a picnic table/structure at the Mint Valley Golf Course in memory of the late Steve Pond who passed in that place in the recent past.

A motion was made by Board Member Oskey and seconded by Board Member Johnson to approve staff proceeding with the picnic table/structure on hole #5 at Mint Valley Golf Course pending all other required approvals. The motion passed with the following vote:

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

Nays: None

Abstain: Steven Pond

Yes 4, No 0, Abstained 1

24-00272 Mint Valley Golf Course Hole #5 Picnic Shelter

A motion was made by Board Member Oskey and seconded by Board Member Johnson to recommend approval of the picnic shelter on hole #5, pending all necessary approvals are met. The motion passed with the following vote:

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

Nays: None

Abstain: Steven Pond

Yes 4, No 0, Abstained 1

24-00261

- A. Parks Division Monthly Report**
- B. Recreation Division Monthly Report**
- C. Directors Report (Verbal)**

A Park Maintenance Division Report was embedded in the agenda.

A Director's Report was provided verbally by Director Wills.

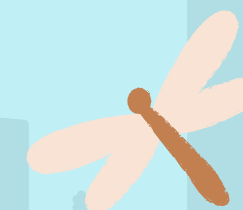
10. ADJOURNMENT



PARK UPDATE

CLONEY PARK

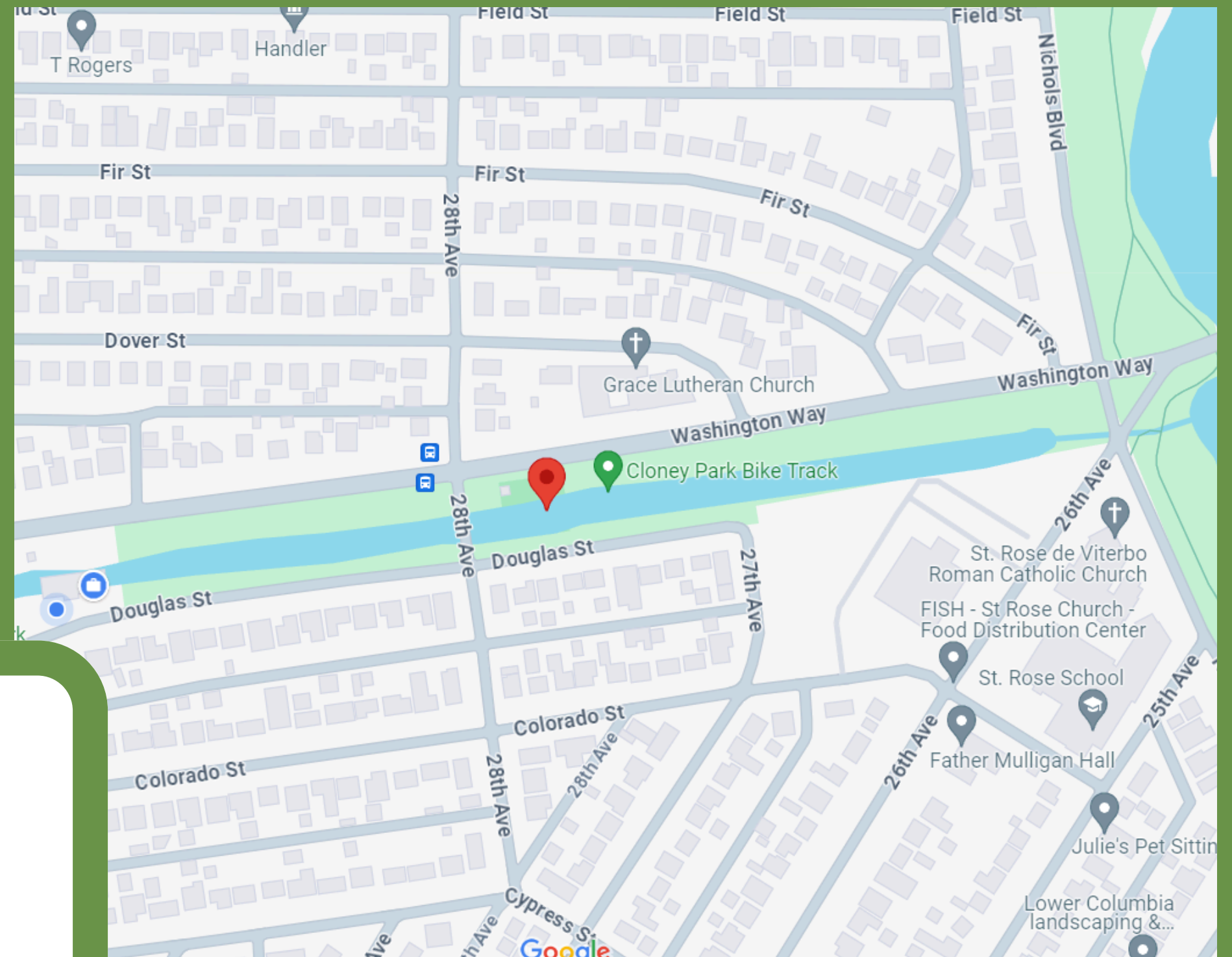
INCLUSIVE PLAYGROUND





Cloney Park

Cloney Park is located between Nichols Boulevard and 30th Avenue along Washington Way. It includes the playground area, skate park, and bmx track.



2020 Design Concept



ALL INCLUSIVE

**When it's for any
body, it's for
everybody!**



NATURE BASED

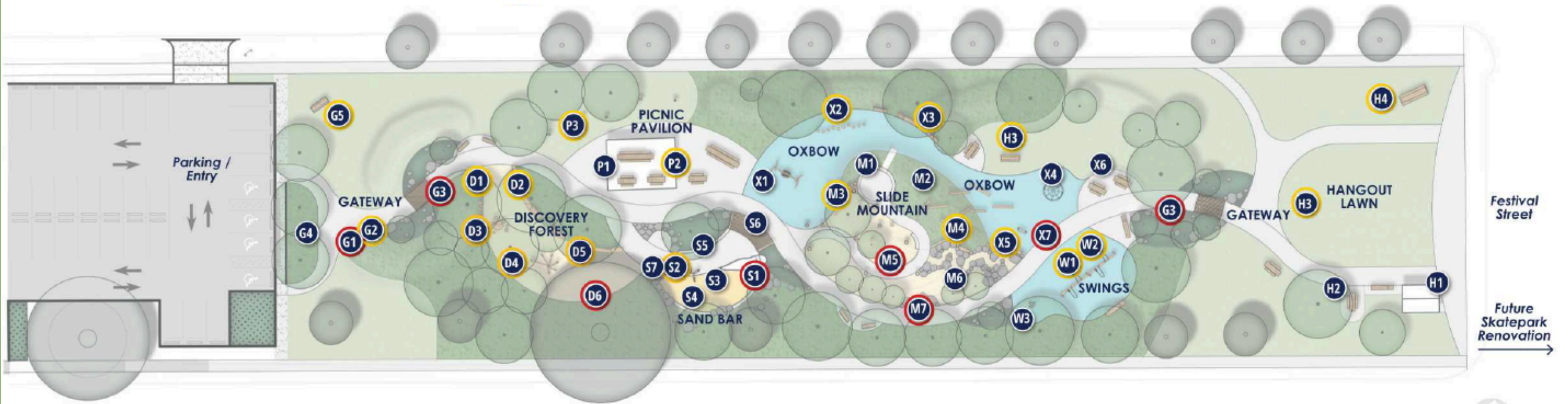
**Kids (and Adults)
need to connect
with nature.**



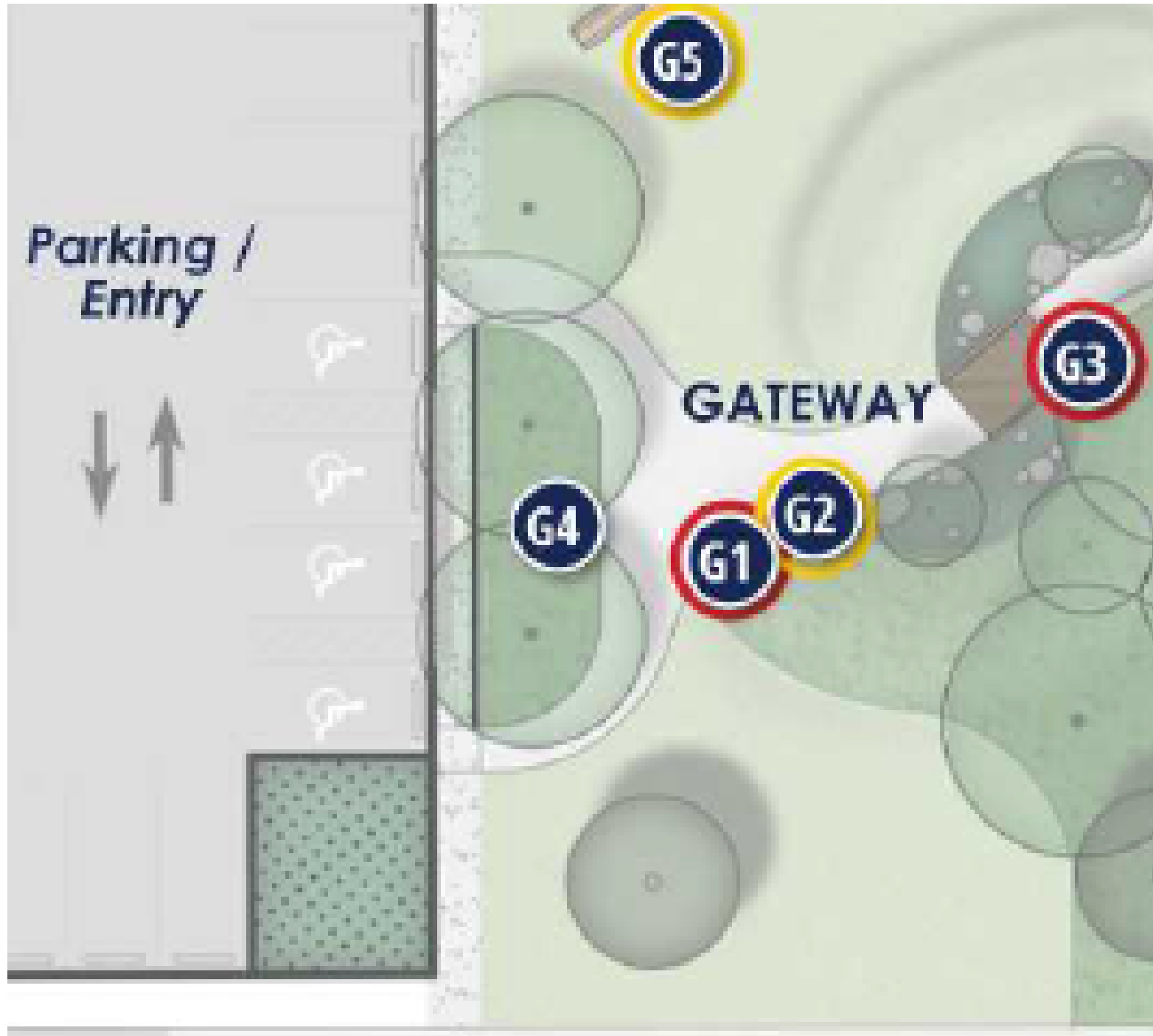
LOCAL HISTORY

**Cowlitz Tribe,
Centennial, and
Timber Industry**

30% Design



Gateway



- G1** Tactile Map
- G2** Welcome Map
- G3** Boardwalk & Cowlitz Tribe Plantings
- G4** “Inclusive World” Art Piece
- G5** Log Stack

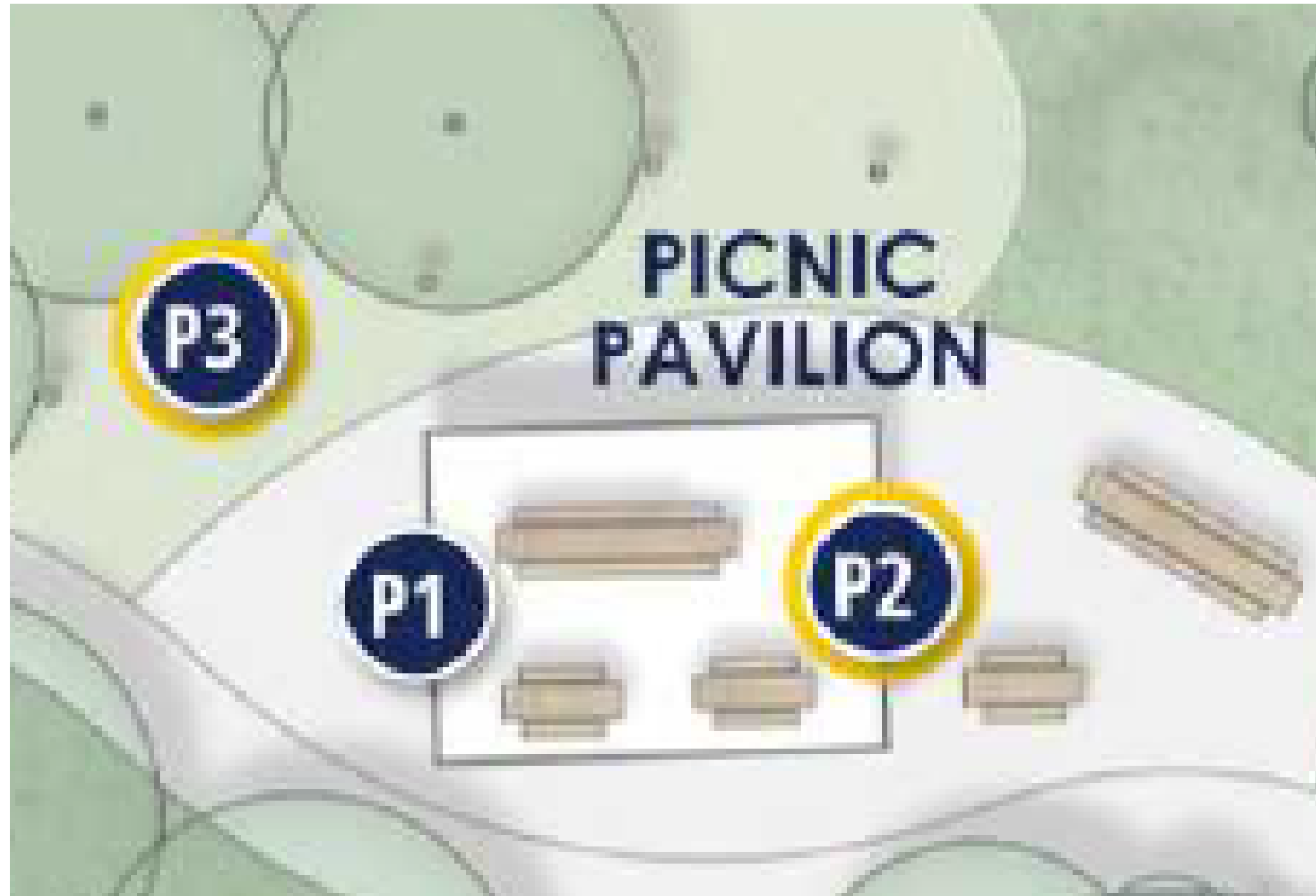
Gateway

Boardwalk & Cowlitz Tribe Plantings



“Inclusive World” Art Piece

Picnic Pavilion



P1 ADA Picnic Tables

P2 Picnic Shelter

P3 Hammock Grove

Picnic Pavilion

Picnic Shelter



Hammock Grove

Discovery Forest



- D1 Tree Cookie Path
- D2 Log Edging
- D3 Stump Tea Party
- D4 Timber Play House
- D5 Log Play Feature
- D6 Forklore Circle

Discovery Forest

Tree Cookie
Pathway

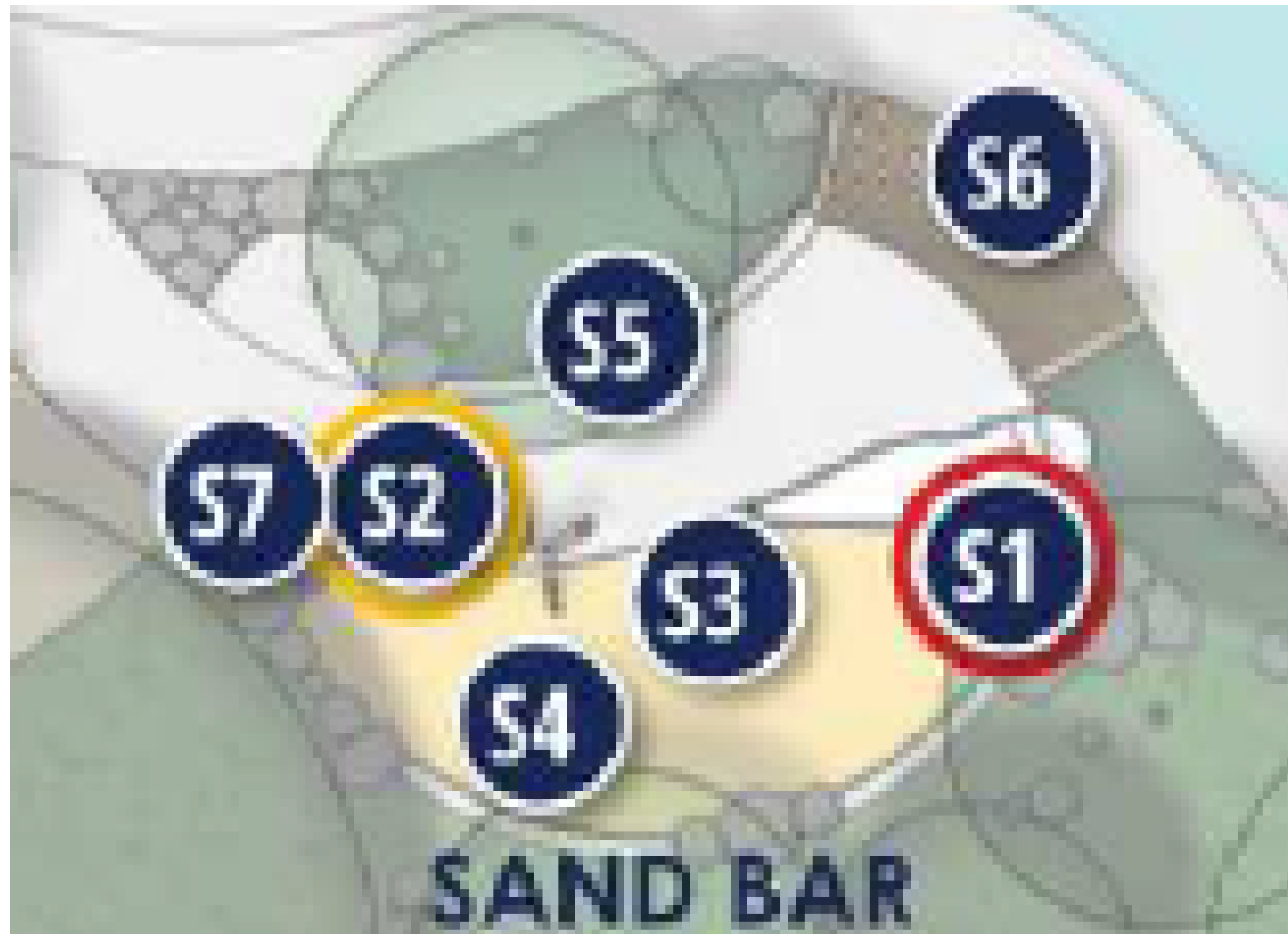


Timber Play House



Stump Tea Party

Sandbar



- S1 Cowlitz Canoe Replica
- S2 Water Trough & Pump
- S3 Transfer Boulder to Sand Area
- S4 Sand & Water Area
- S5 Caregiver Seating
- S6 Boardwalk Bridge
- S7 Foot Washing Station

Sandbar



Cowlitz Tribe
Canoe Replica

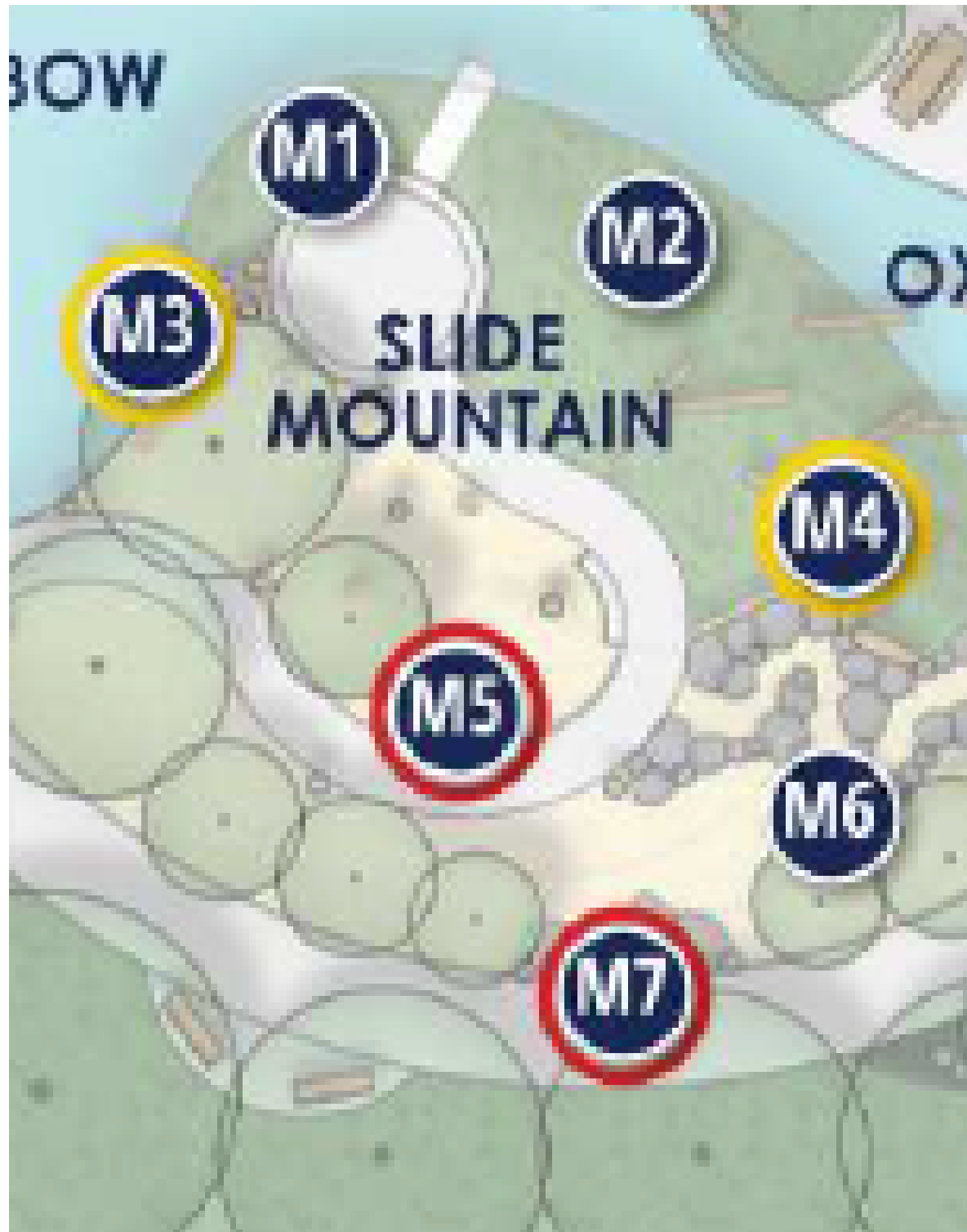


Water Trough & Pump

Sand & Water Area



Slide Mountain



M1 Slide with Transfer

M2 Hill Slide

M3 Log Step Climber

M4 Timber Scramble

M5 Accessible Ramp

M6 Boulder Trail

M7 Bear Cave

Slide Mountain

Slide with Transfer



Hill Slide

Slide Mountain



Log Step Climber



Timber Scramble

Bear Cave



Oxbow



- X1 Nest Basket Group Swing
- X2 Log Pole Climbers
- X3 Timber Caregivers Seating
- X4 Group Spinner
- X5 Log Roller
- X6 ADA Picnic Tables
- X7 Smelt Crossing Stencils

Oxbow

Nest Basket Group Swing



Log Pole Climbers

Oxbow

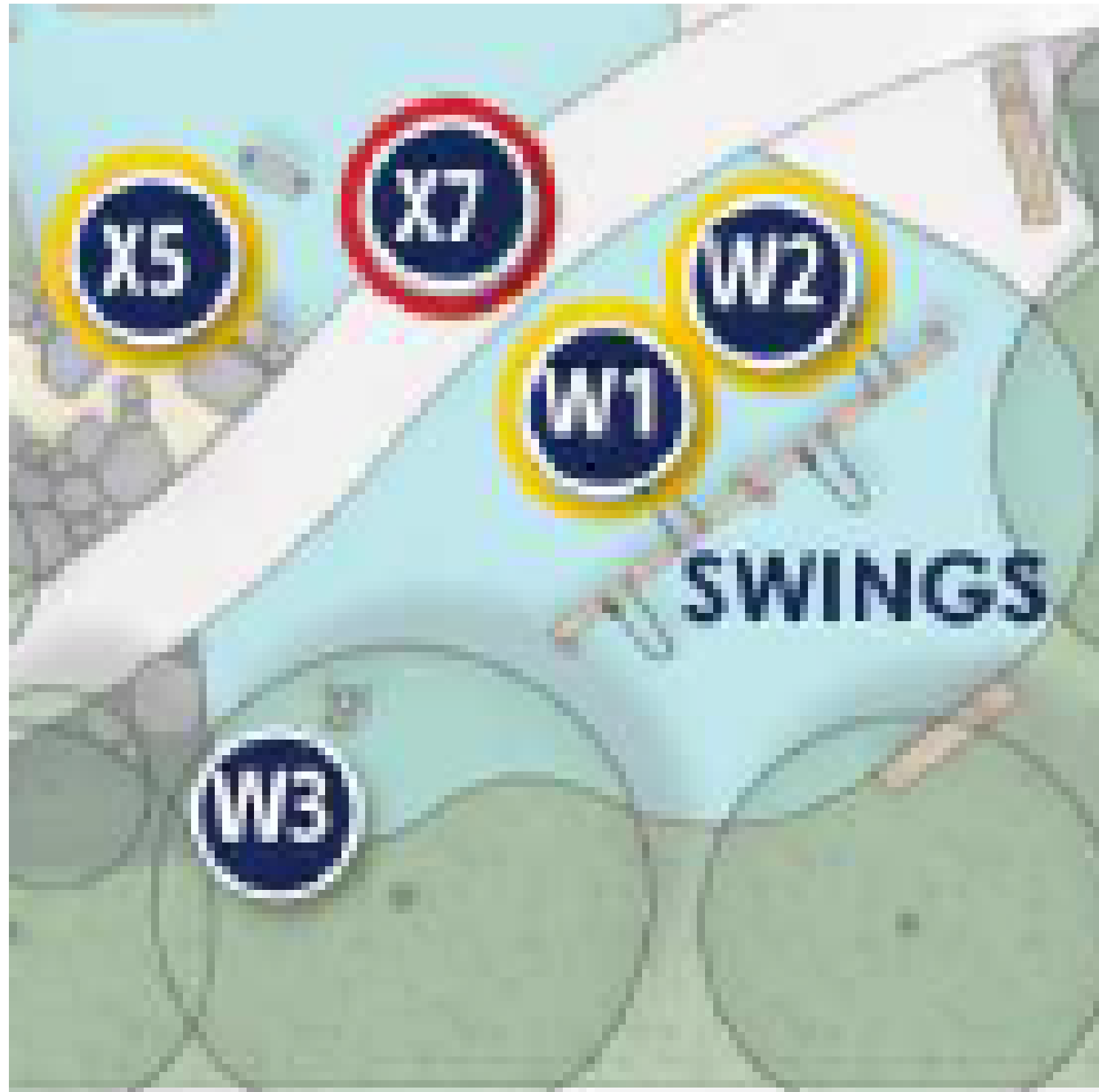


Group Spinner

Log Roller



Swings



W1 ADA Bucket Swings

W2 Belt Swings

W3 Solo Spinner Cozy Retreat

Swings

Swings



Solo Spinner
Cozy Retreat

Hangout Lawn



- H1 All User Restroom
- H2 ADA Picnic Tables
- H3 Log Stack Seating
- H4 Log Stack & Saw Art

Hangout Lawn

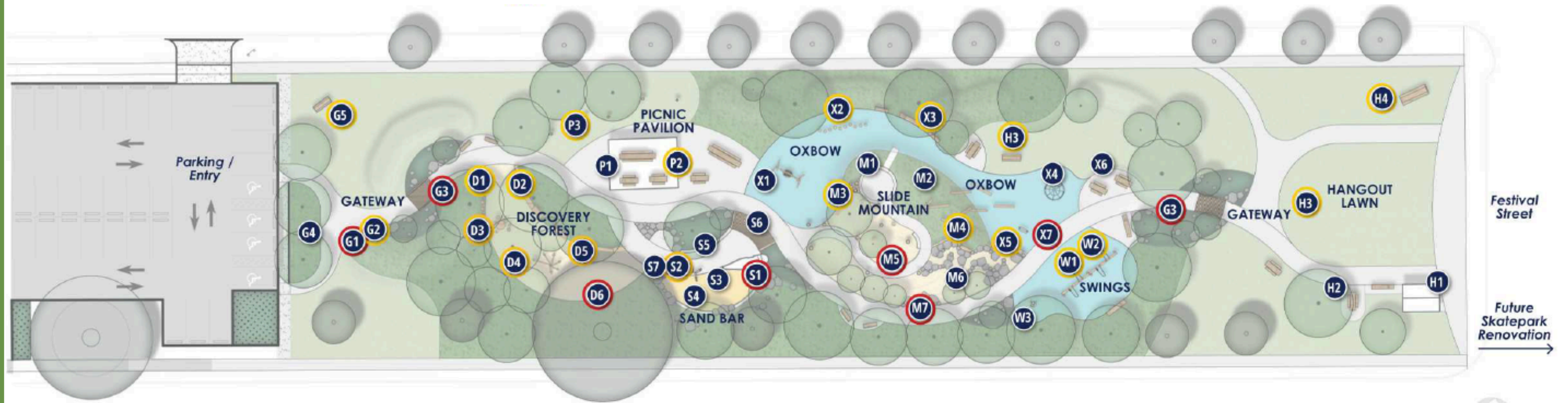


All User Restroom

Log Stack Seating



30% Design Concept



NEIGHBORHOOD PARK GRANT - PROJECT COMPLETION FORM

SUPPLY PURCHASES

DATE	VENDOR	ITEM DESCRIPTION	RECEIPT Y/N	AMOUNT
3/25/2024	Oliver Concrete Designs	Central Sandlot Concrete Repair	Yes	\$4,869.00
10/24/2024	Athletes Corner	Aluminum Bench	Yes	\$2,228.92
4/23/2024	Athletes Corner	Legs for Bench	Yes	\$124.32
TOTAL:				\$7,222.24

PROFESSIONAL SERVICES (IN-KIND OR PAID)

DATE	VENDOR	SERVICE DESCRIPTION	RECEIPT Y/N	AMOUNT
8/22/2023	Hargrove Fence Co	Install 70 feet of Fencing	Yes	\$3,516.50
TOTAL:				\$3,516.50

VOLUNTEER HOURS

DATE	VOLUNTEER NAME	VOLUNTEER DUTY	WAIVER	HOURS
	Mike Barbee	Dirt Work and Installation	Yes	5 x \$15 = 75
	Mike Street	Dirt Work and Installation	Yes	5 x \$15 = \$75
	Troy Lomax	Dirt Work and Installation	Yes	5 x \$15 = 75
			TOTAL:	\$225

* Volunteer Labor is calculated at \$15 per hour. Volunteer Register must match dollar amount provided for in project total.

* Additional registers are available upon request if more pages are needed.

TOTAL PROJECT SUMMARY		
A.	TOTAL EXPENDITURES	\$ 7,222.24
B.	TOTAL IN-KIND DONATIONS	\$ 3,516.50
C.	TOTAL VOLUNTEER LABOR	\$ \$225
TOTAL PROJECT COST:		\$ 10,963.74

Transfer all totals to the table on the left for a summary of the total project cost.

TOTAL REQUEST FOR REIMBURSEMENT	
REQUEST:	\$5,481.87

By my signature below, I certify the information I provided on and in connection with this form is true, accurate, and complete. I also understand that any false statements or deliberate omission on this document or attached documents I submit for the Neighborhood Park Grant Program may be grounds for disqualification for reimbursement.

ORGANIZATION NAME	PRINTED NAME:	SIGNATURE:	DATE:
Central Sandlot League	Mike Barbee	Mike Barbee	5.16.2024

INVOICE

Oliver Concrete Designs
3009 Columbia Heights Rd.
Longview, wa 98632

adamjoliver75@gmail.com
+1 (360) 270-4054

PAID
\$4,869.00
4/11/24
#1021

Michael Barbee

Bill to
Michael Barbee

Invoice details
Invoice no.: 1046
Terms: Net 30
Invoice date: 03/25/2024
Due date: 04/24/2024

#	Date	Product or service	SKU	Qty	Rate	Amount
1.		Cetral sandlot concrete repair		1	\$4,500.00	\$4,500.00
		Dig out, and pour roughly 2 5x29ft. Concrete pads,4" with number 3 rebar 2ft o.c				
			Subtotal			\$4,500.00
			Sales tax			\$369.00
			Total			\$4,869.00



Athletes Corner

1244 15th Avenue
Longview, WA 98632
360-423-4655
360-423-4967

PAID
\$2228.92
10/24/2023
#1020

Sales Receipt

Work Order #: 9172
Transaction #: 351981
Account #: 4307743
Page: 1 of 1
Date: 10/24/2023
Time: 12:47:14 PM
Cashier: kk1
Register #: 1

Bill To: Mike Barbee
360-430-7743

Ship To: Mike Barbee
360-430-7743

Reference: Central Sandlot
Comment: Benches

Rep	Item Lookup Code	Description	Quantity	Price	Extended
	100220231139	BNF2101 21' Aluminum Bench	2	\$830.00	\$1,660.00
	frt	Discount code: Wrong Price frt--shipping	1	\$400.00	\$400.00

Thank you for shopping
Athletes Corner
Please come again!

Sub Total	\$2,060.00
Sales Tax 8.2	\$168.92
Total	\$2,228.92
Check Tendered	\$2,228.92
Change Due	\$0.00



351981



Athletes Corner

1244 15th Avenue
Longview, WA 98632
360-423-4655
360-423-4967

PAID
#124.32
4/25/24
#1022

Work Order

Work Order #: 9351
Account #: 4307743
Page: 1 of 1
Date: 4/23/2024
Time: 11:32:22 AM
Cashier: kk1
Register #: 2

Bill To: Mike Barbee
360-430-7743

Ship To: Mike Barbee
360-430-7743

Reference: Central Sandlot
Comment: T-Shape Leg and Hardware

Rep	Item Lookup Code	Description	Quantity	Price	Extended
	T00220231139	T-Shape Leg for Bench	1	\$115.00	\$115.00
		Discount code: league			
		Quantity RTD:	0		
		Quantity On Order:	1		
		Quantity Picked Up:	0		

Thank you for shopping
Athletes Corner
Please come again!

Sub Total \$115.00
Sales Tax 8.1% \$9.32
Total \$124.32

Deposit Payment \$0.00
Total Purchased \$0.00
Total Due \$0.00

Change Due \$0.00

Remaining Deposit \$0.00
New Balance \$124.32



9351



COPY

Jim Hargrove
www.hargrovetence.com
1105D 15th Ave #407
Longview, WA 98632
jim@hargrovetence.com

PROPOSAL/INVOICE

WA Lic. HARGRFC831CM/ OR Lic. 230619

VISA



DISC VER

AMERICAN EXPRESS

Name: 10110 B. B. B. B.

Date: 8-22-23

Address: _____

Installation Address: Central Boulevard / 20th Ave

Email: MCS B. B. B. B. Phone: 430 7743

Style

Height

Length

Gates

Commercial gate c/c

7'

70'

4

GAUGE	11 9 8
RAIL	1 3/8 1 5/8
TENSION WIRE	#7 #9 Top Bottom
BARB	UP Down

POSTS	O.D.	TYPE
LINE	2 3/8	40
GATE		up
TERM	2 3/8	

NOTES:

Top - real
mid - real
bottom -

INSTRUCTIONS:

Turnish - install:

70' x 7' galvanized 9 gauge

3 real

Subtotal 3250.

Tax + 266.50

Permit \$3516.50

Deposit

Balance

Check#

Card fee

Locate#

Donation

ACCEPTANCE OF PROPOSAL: The above prices, speculations and conditions are satisfactory and are hereby accepted. You are authorized to do work as specified. Payment will be made as outlined.

I agree to pay price in full on date of completion. I also understand that all material and labor and said fence belong to Hargrove Fence Co., Inc. until paid in full.

X

Date:

NOTE: This proposal may be withdrawn by us if not accepted within timeframe. GUARANTEE: Hargrove Fence Co., Inc. guarantees the fence from defects in materials and labor for one (1) year from date of completion of said fence. DISCLAIMER: Hargrove Fence Co., Inc. disclaims responsibility and liability for the following. Correct determination of property lines, or for damage occurring to unmarked sprinkler lines or private utilities.

NOTICE TO CUSTOMER: By signing the customer acknowledges having read and received a copy the NOTICE TO CUSTOMER that accompanied the proposal/contract, as required by rcw 18.27.114.

Hargrove Fence Co., Inc.

Parks Maintenance & Urban Forestry Report

Parks Board May 20, 2024

Parks Maintenance

- 45 work orders completed in April
- No major vandalism – Just smaller items that cleaned as part of the daily park cleaning route
- 0 sharps collected in April
- Project updates
 - Cloney Park playground 30% design complete
 - RCO grants have been submitted for Cloney Park playground, skate park and pump track
- Staffing
 - Start of spring has been rough with full-time staffing levels being down almost 30% which meant:
 - 4 staff focused on mowing
 - 2 staff focused on weed control
 - 2 staff doing everything else
 - To help with workload, received approval to add spring seasonal staff to start May 16
 - Summer seasonal staff hired to start in June

Urban Forestry

- 23 work orders completed in April
- 54 open work orders
- Project updates
 - Tree watering has started for newly planted trees.
 - Assisting public works with tree work related to the following projects:
 - Highlands street lights
 - Fire hydrant installation 30th & Washington Way
 - Washington Way Complete Street
 - Olympia Way resurfacing
 - Nichols Blvd resurfacing
 - New curbs at 8th and Broadway
 - Also assisting with tree work at the golf course related to the driving range project

Recreation Division



Memo

To: Jen Wills

From: Justin Brown

Date: May 15th, 2024

Re: April/May Report

DIVISION HIGHLIGHTS

Present

- Registration is ongoing for Summer programs.
 - Current Summer Camp registration percentages:
 - Pathfinders (Teens): 94% capacity
 - Happy Trails: 55% capacity
 - Camp Imagine: 75% capacity
 - Total Camp Participants YTD: 113
- Summer brochures have been printed and are available for pickup and around town at local business' with waiting areas.
- Hours of Facility use for classes and rentals YTD: 907
- Month of April registered program participants: 809

Future

- Working to finalize Summer field trips and registration forms required for CDBG funded Highlands Summer Camp.
- Working with Downtowners Association to finalize all necessary items for our Movie on Commerce Ave this summer.
- Staff is currently soliciting equipment and business's that would like to be present at Extreme Machines in September