



City of Longview

Agenda

Parks and Recreation Board

Monday, July 29, 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 July 29, 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](tel:+12136312692),,525776909# United States, Los Angeles

[+1 347-973-4395](tel:+13479734395),,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

24-00702 **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 July 29, 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.

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2. **FLAG SALUTE**

3. **ROLL CALL**

4. **APPROVAL OF MINUTES**

24-00703 PRAB Draft Meeting Minutes ~ 05.20.2024

5. **CHANGES TO THE AGENDA**

6. **CONSTITUENT/BOARD MEMBER COMMENTS**

7. **OLD BUSINESS**

8. **NEW BUSINESS**

24-00705 Update to Current Projects - No Action

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

10. **ADJOURNMENT**



City of Longview

Minutes

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

Parks and Recreation Board

Monday, May 20, 2024

5:00 PM

Recreation Office,
2920 Douglas Street, Longview WA

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
[Download Teams](#) | [Join on the web](#)
Or call in (audio only)
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[+1 347-973-4395,,525776909#](#) United States, New York City
Phone Conference ID: 525 776 909#

2. FLAG SALUTE

3. ROLL CALL

Members Present: Board Member Jenny Oskey, Board Member Claire Pang, Board Member Steven Pond
Members Absent:
Constituents Present: N/A
Council Members Present: MaryAlice Wallis
Staff Present: Jennifer Wills, Melissa Harbour, Joanna Martin, Justin Brown

4. APPROVAL OF MINUTES

24-00494 PRAB Draft Meeting Minutes 03.18.2024

A motion was made by Board Member Oskey and seconded by Board Member Pond to approve the minutes as presented. The motion passed with the following vote:
Ayes: Jenny Oskey, Claire Pang, Steven Pond
Nays: None
Abstain: None
Yes 3, No 0, Abstained 0

5. CHANGES TO THE AGENDA

N/A

6. CONSTITUENT/BOARD MEMBER COMMENTS

N/A

7. OLD BUSINESS

N/A

8. NEW BUSINESS

No recommended action required, presentation and feedback only.

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

No recommended action, feedback and presentation only.

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 motion was made by Board Member Pond and seconded by Board Member Oskey to recommend the request for an additional \$816 be added to Neighborhood Park Grant award. The motion passed with the following vote:

Ayes: Jenny Oskey, Claire Pang, Steven Pond

Nays: None

Abstain: None

Yes 3, No 0, Abstained 0

24-00500 A. Park Maintenance Division Report

B. Recreation Division Report

C. Director's Report (Verbal)

A Park Maintenance Division Report was embedded in the agenda.

A Recreation Division Report was embedded in the agenda.

The Director's Report was provided verbally.

10. ADJOURNMENT

Next meeting is scheduled for June 17, 2024 at 5:00 PM

COMPREHENSIVE PROJECT LIST

PARKS & RECREATION

This is a list of currently funded projects, where they are in the process, how they are funded, and expected completion dates.

PROJECTS – FULLY FUNDED AND INITIATED/COMPLETED

VANDERCOOK PARK RESTROOM - COMPLETED!

APPROVAL YEAR	2022 Legislative Session – Council Priority
FUNDING SOURCES	\$300,000 Department of Commerce - Secured
COST OF PROJECT	\$249,063
PROJECT DESCRIPTION	Installation of a single stall restroom at Vandercook Park
CIP PAPERWORK	Completed
COMPLETION	March 2024

FACILITY NEEDS ASSESSMENT – MINT VALLEY RACQUET COMPLEX - COMPLETED!

APPROVAL YEAR	2023-24 Council Budget Capital Improvement
FUNDING SOURCES	\$50,000 – City Capital Budget
COST OF PROJECT	\$50,000
PROJECT DESCRIPTION	Hire a consultant to do a feasibility study on the Mint Valley Racquet Complex
CIP PAPERWORK	Submitted
COMPLETION	December 2023

CDBG SKATE PARK DESIGN - COMPLETED!

APPROVAL YEAR	2023-24 Council Budget Capital Improvement
FUNDING SOURCES	\$30,000 – City Capital Budget
COST OF PROJECT	\$20,615
PROJECT DESCRIPTION	Create a concept design for the skate park and pump track
CIP PAPERWORK	Submitted
COMPLETION	Spring 2024

NEIGHBORHOOD PARK GRANT – ALTRUSA PARK BIRD BLIND - ABANDONED

APPROVAL YEAR	2023 1 st Round Neighborhood Park Grant Program
FUNDING SOURCES	\$3,956 – City Capital Budget
PROJECT DESCRIPTION	Install a bird blind along dike at Altrusa Park
CIP PAPERWORK	Submitted
ABANDONED FUNDING	December 2023

NEIGHBORHOOD PARK GRANT – SANDLOT BASEBALL AT ARCHIE - COMPLETED!

APPROVAL YEAR	2023 – 2 nd Round Neighborhood Park Grant
FUNDING SOURCES	\$5,481 – City Capital Budget
PROJECT DESCRIPTION	Install dug outs at Archie Anderson Baseball Fields
CIP PAPERWORK	Submitted
COMPLETION	December 2023

NEIGHBORHOOD PARK GRANT – P&R DEPARTMENT FOR BAILEY

APPROVAL YEAR	2023 – 3 rd Round Neighborhood Park Grant
FUNDING SOURCES	\$16,385 – City Capital Budget
FUNDING SHORTFALL	\$0
PROJECT DESCRIPTION	Install 0-5 year old play equipment at Bailey Park
CIP PAPERWORK	Submitted
ESTIMATED COMPLETION	Spring 2024

*** Equipment has arrived, and work has begun**

DRIVING RANGE POLES/NETTING AT MINT VALLEY

APPROVAL YEAR	2023-24 Council Budget Capital Improvement
FUNDING SOURCES	\$100,000 – City Capital Budget
FUNDING SHORTFALL	\$0
PROJECT DESCRIPTION	Install new poles at the back of the driving range with nets
CIP PAPERWORK	Submitted
ESTIMATED COMPLETION	Spring 2024

*** Project completed last week, waiting for final billing**

WINDEMERE PARK STRUCTURES

APPROVAL YEAR	2023 Legislative Session
FUNDING SOURCES	\$154,500 Department of Commerce - Secured
FUNDING SHORTFALL	\$0
PROJECT DESCRIPTION	Installation of two play structures and picnic shelter at Windemere Park
CIP PAPERWORK	Submitted
ESTIMATED COMPLETION	Summer 2024

*** Equipment has arrived, waiting to be placed**

PARK – TRUCK & DUMP TRUCK REPLACEMENT

APPROVAL YEAR	2023 – Recreation & Conservation Office Grant Round
FUNDING SOURCES	\$86,000 – M&O Grant Allocation \$38,000 – City Vehicle Depreciation Fund
FUNDING SHORTFALL	\$0
PROJECT DESCRIPTION	Purchase two replacement vehicles
CIP PAPERWORK	Submitted
ESTIMATED COMPLETION	End 2024

*** One of the two vehicles has arrived and is operational in the fleet**

MCCLELLAND CENTER HVAC SYSTEM

APPROVAL YEAR	2023-24 Council Budget Capital Improvement
FUNDING SOURCES	\$70,000 – City Capital Budget
FUNDING SHORTFALL	\$0
PROJECT DESCRIPTION	Install new HVAC SYSTEM
CIP PAPERWORK	Submitted
ESTIMATED COMPLETION	Fall 2024

*** Work has begun**

PROJECTS – FULLY FUNDED – WAITING FOR INITIATION

PARKS MAINTENANCE SIDING REPLACEMENT

APPROVAL YEAR	2023-24 Council Budget Capital Improvement
FUNDING SOURCES	\$30,000 – City Capital Budget
FUNDING SHORTFALL	\$0
PROJECT DESCRIPTION	Replace shop siding on the Washington Way side of facility
CIP PAPERWORK	Submitted
ESTIMATED COMPLETION	Fall 2024

MINT VALLEY RACQUET COMPLEX – CEILING & RESTROOMS

APPROVAL YEAR	2023-24 Council Budget Capital Improvement
FUNDING SOURCES	\$250,000 – Kuntz Family Trust Fund
FUNDING SHORTFALL	\$0
PROJECT DESCRIPTION	Install new ceiling and restroom upgrade
CIP PAPERWORK	Submitted
ESTIMATED COMPLETION	Fall 2024

MINT VALLEY GOLF COURSE – SIDING/ROOF REPLACEMENT FOR PRO SHOP

APPROVAL YEAR	2025-26 Council Budget Capital Improvement
FUNDING SOURCES	\$400,000 Capital Improvement Program
FUNDING SHORTFALL	\$0
PROJECT DESCRIPTION	Install new ceiling and restroom upgrade
CIP PAPERWORK	Not – Submitted
ESTIMATED COMPLETION	Fall 2026

MINT VALLEY GOLF COURSE – NEW WALK IN FRIDGE

APPROVAL YEAR	2025-26 Council Budget Capital Improvement
FUNDING SOURCES	\$12,500 – Capital Improvement Program
FUNDING SHORTFALL	\$0
PROJECT DESCRIPTION	Purchase a new fridge for restaurant
CIP PAPERWORK	Not – Submitted
ESTIMATED COMPLETION	Fall 2025

PROJECTS – SEEKING ADDITIONAL FUNDING

CLONEY PARK INCLUSIVE PLAYGROUND

APPROVAL YEAR	2023 Legislative Session
FUNDING SOURCES	\$1,000,000 - Department of Commerce – Secured \$250,000 – RCO Planning Grant – Secured \$317,000 – CDBG Grant – Secured \$50,000 – Weyerhaeuser Grant – Secured \$50,000 – SmurfitWestrock - Secured
FUNDING SHORTFALL	\$1,500,000 - \$2,000,000
PROJECT DESCRIPTION	Installation of multiple inclusive and nature-based play elements
CIP PAPERWORK	Submitted
ESTIMATED COMPLETION	December 2025

CLONEY PARK SKATE & PUMP TRACK

APPROVAL YEAR	2023 Legislative Session
FUNDING SOURCES	
FUNDING SHORTFALL	\$2,000,000
PROJECT DESCRIPTION	Installation of multiple inclusive and nature-based play elements
CIP PAPERWORK	Submitted
ESTIMATED COMPLETION	December 2025

MINT VALLEY IRRIGATION REPAIR

APPROVAL YEAR	2023 Legislative Session
FUNDING SOURCES	\$2,000,000 - Department of Commerce – Secured
FUNDING SHORTFALL	Still need additional funding - \$4,000,000+
PROJECT DESCRIPTION	Replace failing irrigation system
CIP PAPERWORK	Submitted
ESTIMATED COMPLETION	December 2025

SOFTBALL FIELD LIGHTS AT ROY MORSE

APPROVAL YEAR	2023-24 Council Budget Capital Improvement
FUNDING SOURCES	\$275,000 – City Capital Budget
FUNDING SHORT FALL	Still need additional funding - \$400,000
PROJECT DESCRIPTION	Remove and replace field lighting
CIP PAPERWORK	Submitted
ESTIMATED COMPLETION	Summer 2024

* There may be a plan for this – more to follow

PLAYGROUND REPLACEMENT FUND – HOEHNE PARK

APPROVAL YEAR	2023-24 Council Budget Capital Improvement
FUNDING SOURCES	\$45,000– City Capital Budget
FUNDING SHORTFALL	\$45,000+
PROJECT DESCRIPTION	Playground replacement schedule, less funds available due to Bailey being over budget – will use funds to apply for grants in 2024.
CIP PAPERWORK	Submitted
ESTIMATED COMPLETION	Fall - 2024

GOLF COURSE FUEL TANK REPLACEMENT

APPROVAL YEAR	2016-17 Council Budget Capital Improvement
FUNDING SOURCES	\$45,000 – City Capital Budget
FUNDING SHORTFALL	\$40,000
PROJECT DESCRIPTION	Above ground fuel tank replacement
CIP PAPERWORK	Submitted
ESTIMATED COMPLETION	Spring 2024

Parks Maintenance & Urban Forestry Report

Parks Board July 29, 2024

Parks Maintenance

- 32 work orders completed in June
- Vandalism
 - Repaired table top and bench at Victoria Freeman Park
 - Smaller items that cleaned as part of the daily park cleaning route
- 3 sharps collected in June
 - Highlands trail
 - Elks restroom
 - 17th and Nichols restroom
- Staffing
 - On Aug 1, will be fully staffed for the first time this year
 - All full-time staff are back to regular duties
 - Vacant Parks Tech III position filled

Urban Forestry

- 30 work orders completed in June
- 112 open work orders
- Staffing
 - Urban Forestry Tech III interviews are scheduled with hopes of position being filled on August 19

Recreation Division



Memo

To: Jen Wills

From: Justin Brown

Date: July 25th

Re: June/July Report

DIVISION HIGHLIGHTS

Present

- Registration is ongoing for Summer programs.
 - Current Summer Camp registration percentages:
 - Pathfinders (Teens): 100% capacity
 - Happy Trails: 76% capacity
 - Camp Imagine: 100% capacity
 - Total Weekly Camp Participants: 144
- Archie Anderson Summer Camp is currently averaging 22 kids per day.
- Concerts in the Park are averaging approx. 450 people per night
- Month of June registered program participants: 224

Future

- Fall/Winter Brochure is currently in the design phase. Most classes & programs have been submitted for entry.
- Sponsor Appreciation Concert will be August 22nd.
- Movies begin August 2nd. Reminder, the movie schedule has been expanded from 3 to 7 for 2024!