



City of Longview

Agenda

Parks and Recreation Board

Monday, August 19, 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 August 19, 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#](tel:+12136312692525776909) United States, Los Angeles

[+1 347-973-4395,,525776909#](tel:+13479734395525776909) 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

24-00770 **NOTICE IS HEREBY GIVEN**, in accordance with RCW Chapter 42.30, that the Parks and Recreation Advisory Board of the City of Longview, Washington, will be holding a meeting on August 19, 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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Phone Conference ID: 525 776 909#

2. **FLAG SALUTE**

3. **ROLL CALL**

4. **APPROVAL OF MINUTES**

24-00771 PRAB DRAFT Meeting Minutes - 07.29.2024

5. **CHANGES TO THE AGENDA**

6. **CONSTITUENT/BOARD MEMBER COMMENTS**

7. **OLD BUSINESS**

8. **NEW BUSINESS**

24-00773 SUMMARY: Neighborhood Park Grant Application - Steve Pond Memorial Shelter
RECOMMENDED ACTION: Seeking a motion to recommend the application submitted to City Council.
STAFF CONTACT: Jennifer Wills, Parks & Recreation Director

24-00772 SUMMARY: Proposal to include the Library Grounds and Monticello Convention Site as part of R.A. Long Park. This addition will increase our Class III Passive Area acreage by 3.75 acres, bringing the total to 168 acres. No changes to maintenance or costs are involved, but the designation will extend the application of Longview Municipal Code rules and regulations for parks to these areas.
RECOMMENDED ACTION: Seeking a recommendation from the Park and Recreation Advisory Board to the City Council to approve the update to the PROS plan.
STAFF CONTACT: Jennifer Wills, Parks & Recreation Director

- 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, July 29, 2024

5:00 PM

Recreation Office,
2920 Douglas Street, Longview WA

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.

Microsoft Teams meeting

Join on your computer, mobile app or room device

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Meeting ID: 229 956 634 565

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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: Angie Wean

Staff Present: Jennifer Wills, Joanna Martin, Justin Brown

4. APPROVAL OF MINUTES

24-00703 PRAB Draft Meeting Minutes ~ 05.20.2024

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, Oliver Black, Glenda Johnson, Steven Pond

Nays: None

Abstain: None

Yes 5, No 0, Abstained 0

5. CHANGES TO THE AGENDA

N/A

6. CONSTITUENT/BOARD MEMBER COMMENTS

Board Member Glenda Johnson provided an update.

7. OLD BUSINESS

N/A

8. NEW BUSINESS**24-00705 Update to Current Projects - No Action**

N/A - Discussion Only

24-00704 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 Recreation Division Report was embedded in the agenda.

The Director's Report was provided verbally.

10. ADJOURNMENT

The meeting was adjourned at 05:35 PM. The next meeting is scheduled for August 19, 2024 at 5:00 PM



**PARKS &
RECREATION**
CITY OF LONGVIEW

Longview Parks and Recreation Department Neighborhood Park Grant Application

Application deadline: July 19, 2024

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

Date	Project Name	Project Location
7-29-2024	Steve Pond Memorial	Mint Valley Golf Course
Applicant (organization)	Contact Person and Title	
Tracy Pond	Tracy Pond - Manager	
Are you a non-profit organization?		If yes, what is your IRS Tax ID#?
☐ Yes ☒ No		
Address		City/State/Zip
2901 Huntington Pl.		Longview/WA/98632
Daytime Phone	Evening Phone	Email Address
(360) 430-9742	360-430-9742	stevemandtracy@msn.com
Project Description.		

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

A shelter in Memorial of Steve Pond is proposed close to the dike on the edge of Mint Valley Golf Course. (See attached schematics.)

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	\$ 25,000	%
Provide Quotes and Business Information	COST OF PAID SERVICES	\$ 15,000	%
Provide Estimated Number and Hours	HOURS OF VOLUNTEER LABOR	\$ unknown	%
Provide Quotes and List of Supplies	COST OF DONATED SUPPLIES	\$ unknown	%
Provide Quotes and Business Information	COST OF DONATED SERVICES	\$ unknown	%

TOTAL COST OF THE PROJECT: \$ 40,000

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

SECURED APPLICANT CASH:	\$	%
*(Monetary value of all donations) SECURED APPLICANT DONATIONS:	\$	%
*(Monetary value: 1 Hour = \$15.00) VOLUNTEER LABOR DONATION COMMITMENT: *	\$	%

of Volunteers X # of Hours Donated = Total Hours of Volunteer Labor Donations

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

*** 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.**

My family is prepared to pay for the rest of the project & we hope to start & finish within two months.

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: \$

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:

Aug 20, 2024

Anticipated Date of Completion:

Oct 20, 2024

Application completed by (print and sign name)

TRAM POND Tracy P.

Title

Manager

Date

7-29-2024

Please return this application by February 17, 2023 to:

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

**PARKS &
RECREATION**
CITY OF LONGVIEW

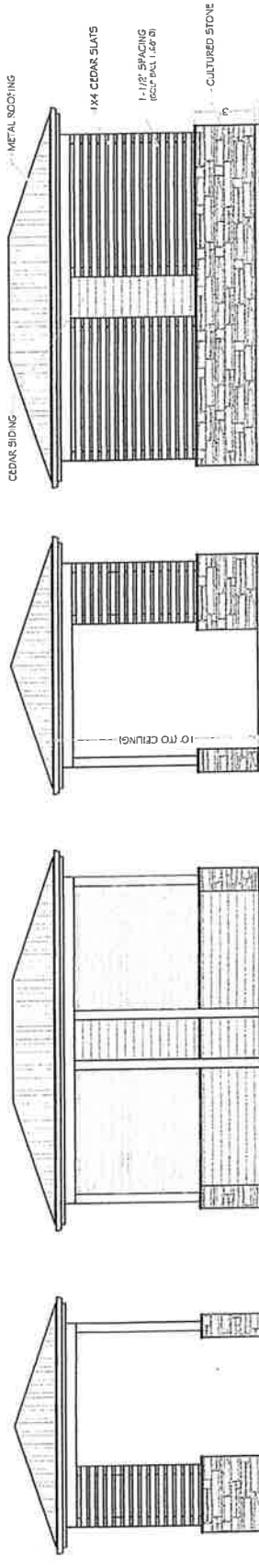
PROJECT NAME: Step Pond Memorial.

Please summarize all of your estimated project expenses in the table below. (Out of Pocket Expenses)
Attach all quotes/invoices that coincide with each line item.

Please summarize all donations of goods and services estimated for the project. Please indicate if they have been secured or if you will be seeking out the donation.

Page 7 of 15

GOLF COURSE SHELTER PRELIMINARY SET

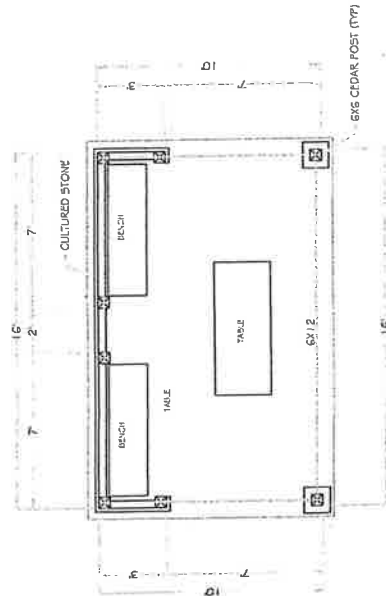


REAR ELEVATION
SCALE: 1/4" = 1'-0"

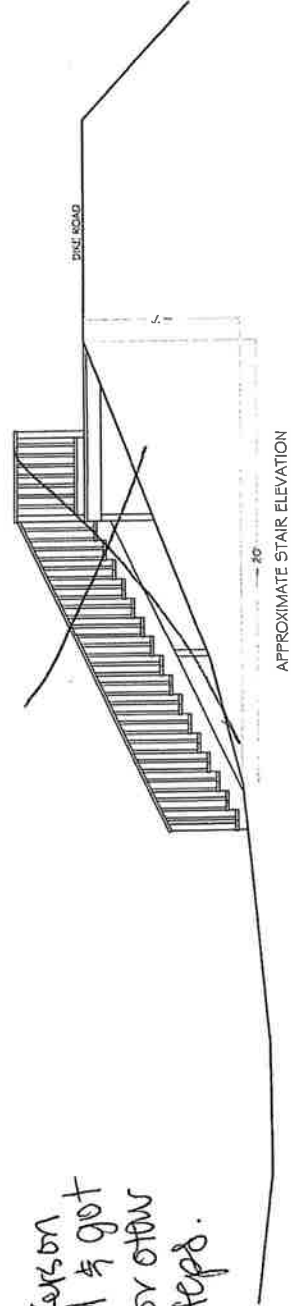
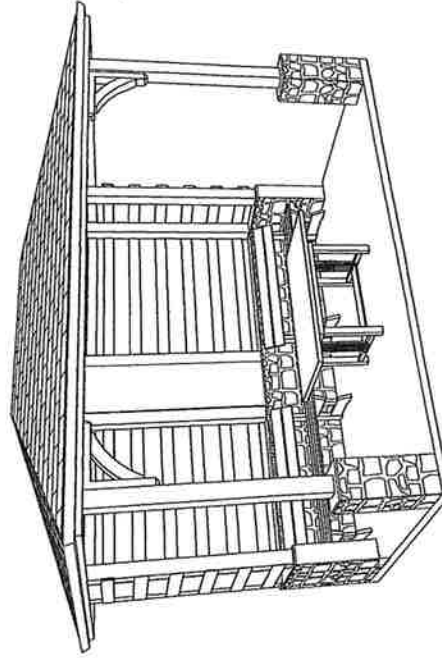
RIGHT ELEVATION
SCALE: 1/4" = 1'-0"

FRONT ELEVATION
SCALE: 1/4" = 1'-0"

LEFT ELEVATION
SCALE: 1/4" = 1'-0"



PLANVIEW
SCALE: 1/4" = 1'-0"



Jim Nickerson
submitted & got
approval for other
recessed steps.

Steve Pond Memorial

Need:

There are no facilities like this along the dike trail. It would provide shade and a resting area for the many daily visitors of the trail.

Community Impact:

All people walking, running, biking and otherwise using the dike will be able to use the memorial structure. The people using the dike range from children to elderly.

Access:

Full availability year round

Financial Responsibility:

2 months to create the project. The structure will be around for 50 years or more.

Cost Benefit:

Benefits outweigh the cost. Long-term facility to service the community and honor an outstanding community member.

Compliance:

The structure plans have passed city and dike requirements.

Readiness to Proceed:

Begin the project as soon as the grant is approved. Complete the project within 2 months from start to end.

Funding:

My family is prepared to pay for the rest of the project that the grant otherwise would not cover.



R.A. LONG PARK

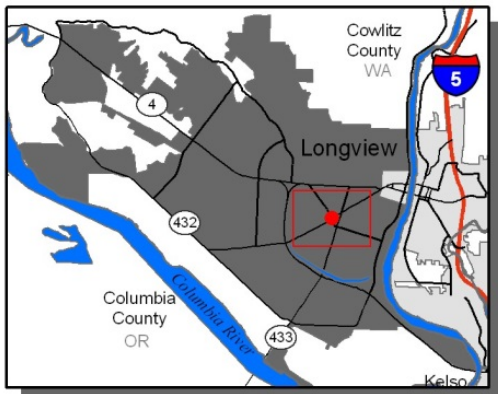
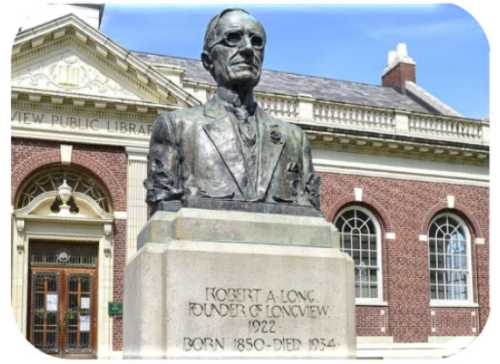
Park J - B (Library Grounds)

LOCATION
ACREAGE
PARK TYPES
SERVICE AREA

LONGVIEW PUBLIC LIBRARY GROUNDS
3.75 ACRES
CLASS III - NEIGHBORHOOD PASSIVE
2 MILES TO ½ HOUR DRIVE

DESCRIPTION

A 3.75-acre manicured site with mature landscaping, walking paths, sitting and picnic areas, historic plaques, squirrel statue, Shay locomotive pavilion, historic Monticello Convention Marker, and Memory Rose garden. This park surrounds the Longview Public Library.





R.A. LONG PARK

Park J - B (Library Grounds)

LOCATION
ACREAGE
PARK TYPES
SERVICE AREA

LONGVIEW PUBLIC LIBRARY GROUNDS
3.75 ACRES
CLASS III – NEIGHBORHOOD PASSIVE
2 MILES TO ½ HOUR DRIVE

MANAGEMENT & PARTNERSHIPS:

- **MANAGEMENT:**
 - City of Longview
- **PARTNERSHIPS:**
 - Longview Public Library hosts multiple outdoor events
 - Friends of the Rose Garden manages the rose garden site
 - Private partnership for maintenance of the Shay Locomotive site

MAINTENANCE:

- **LEVEL: BASIC & ENHANCED**
 - Irrigation system at the Monticello Convention site and Memory Rose Garden
 - Manicured planting beds

UPDATES SINCE LAST COMPREHENSIVE PLAN:

- New to the Comprehensive Plan (2024)

REQUIREMENTS AND NEEDS:

- **ADA** – Curb cuts at Monticello Convention site
- **SAFETY**
 - Increased hardscape cleaning
 - Lighting installation along pathways
 - Crime prevention through environmental design

ENHANCEMENTS

- Long term plan for management of the Shay Locomotive



TO: Park and Recreation Advisory Board
FROM: Jennifer Wills, Director of Parks, Recreation, Urban Forestry, & Golf
DATE: August 15, 2024
SUBJECT: Library Grounds Designation

Parks and Recreation Advisory Board:

I am writing to inform you of a proposed update to our Parks, Recreation, and Open Space (PROS) Comprehensive Plan. This update involves the inclusion of the Library Grounds and Monticello Convention Sites as part of the R.A. Long Park. The areas to be included encompass the rose garden, sculptures, Shay Locomotive, planting beds, Monticello Convention Site, and all surrounding grassy areas.

DETAILS OF THE UPDATE:

- **Area Designation:** By incorporating the Library Grounds and Monticello Convention Site into R.A. Long Park, we will be expanding our designated Class III Passive Area acreage by 3.75 acres, bringing the total to 168 acres. As we do not have a measured standard for Class III Passive Areas, this update will not contribute to any current deficiencies.
- **Maintenance and Service Levels:** The inclusion of these grounds will not result in any changes to the current maintenance practices. The grounds will continue to be maintained at a basic and enhanced level of service. This includes routine upkeep, regular garbage removal, irrigation, and the care of manicured planting beds.
- **Cost and Regulation:** This designation does not entail any increased costs or changes to maintenance procedures. However, the inclusion will extend the applicability of the Longview Municipal Code rules and regulations for Parks to these areas.
- **Management:** There will be no requested change as to the management of the area, the parks division will continue the maintenance of the grounds and the other partnering groups will manage coordination of events. Should the recreation division receive inquiries about renting/using the grounds, the division will work with the library to coordinate such a request.

We are seeking your recommendation to the City Council to approve this update to the PROS plan. This will formally recognize the Library Grounds and Monticello Convention Site as part of R.A. Long Park, ensuring that they receive the same protections and regulations as the rest of the park.

We believe that this update will better reflect the use and significance of these grounds within our community, without imposing additional costs or altering current maintenance practices. We appreciate your consideration and look forward to your support in recommending this update to the City Council.

Sincerely,
Jennifer Wills, Director of Parks and Recreation

Parks Maintenance & Urban Forestry Report

Parks Board August 19, 2024

Parks Maintenance

- 24 work orders completed in July
- Vandalism
 - No larger items in July
 - Smaller items that cleaned as part of the daily park cleaning route
- 10+ sharps collected in July in the Grotto and 17th & Nichols restroom

Urban Forestry

- 19 work orders completed in July
- 119 open work orders
- Staffing
 - New Urban Forestry Tech III staff starts on 8/19/24

Recreation Division



Memo

To: Jen Wills

From: Justin Brown

Date: August 15th

Re: July/August Report

DIVISION HIGHLIGHTS

Present

- Registration and brochure are now open and available for Fall 2024 programs
- Concerts in the Park are averaging approx. 450 people per night
- Movies in the Park are averaging 165 participants. National Night Out showing of Zootopia in Archie Anderson Park only attracted roughly 40 viewers. (This was the first time we have shown a movie in that park)
- Month of July registered program participants: 696
- Extreme Machines will be held at the Expo Center Parking Lot September 21st, 10am – 3pm.

Future

- Sponsor Appreciation Concert will be August 22nd.
- Movie in the Park reminder: August 16th, August 23rd, August 30th, September 6th, September 27th.