



# City of Longview

## Agenda

### Parks and Recreation Board

---

Monday, June 16, 2025

5:00 PM

1525 Broadway  
Longview, WA 98632  
[www.ci.longview.wa.us](http://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 June 16, 2025 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
2. FLAG SALUTE
3. ROLL CALL
4. APPROVAL OF MINUTES  
25-00582 PRAB DRAFT Minutes 04.21.2025
5. CHANGES TO THE AGENDA
6. CONSTITUENT/BOARD MEMBER COMMENTS
7. OLD BUSINESS

**25-00583 Neighborhood Park Grants - 2025**

**SUMMARY:** Current up-to-date progress~  
Central Sandlot: 65% completed  
Longview Youth Baseball: 95% completed  
Lions Club: 0% completion

**RECOMMENDED ACTION:** N/A

**STAFF CONTACT:** Justin Brown, Parks & Recreation Director

**8. NEW BUSINESS****25-00584 Columbia Striders Track Club**

**SUMMARY:** Presentation by Columbia Striders outlining their vision to construct a metal facility that would provide an indoor practice space for pole vault athletes.

**RECOMMENDED ACTION:** Seeking a motion, if applicable, with recommendations for next steps regarding the Columbia Striders' proposal.

**STAFF CONTACT:** Justin Brown, Parks & Recreation Director

**25-00585 Street Tree Removal Checklist**

**SUMMARY:** During last fall's Urban Forestry Workshop, the Council requested several items, including a Street Tree Removal Checklist. Its purpose is to ensure consistent evaluations, regardless of who conducts them. We are now bringing this draft to the Parks Board and Public Works Sub-Committee for review and feedback as we work toward finalizing it.

**RECOMMENDED ACTION:**  
No action - discussion only

**STAFF CONTACT:** Justin Brown, Parks & Recreation Director

- 25-00586** A. Parks Maintenance/Urban Forestry Division Report (Embedded)  
B. Recreation Division Report (N/A)  
C. Director's Report (Verbal)

**10. ADJOURNMENT**



# City of Longview

## Minutes

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

### Parks and Recreation Board

---

Monday, April 21, 2025

5:00 PM

Recreation Office,  
2920 Douglas Street, Longview WA

---

1. **CALL TO ORDER**

2. **FLAG SALUTE**

3. **ROLL CALL**

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

*Members Absent: Steven Pond*

*Constituents Present: Michael O'Neill, Linda King & Jennifer Leach*

*Council Members Present: MaryAlice Wallis*

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

4. **APPROVAL OF MINUTES**

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

*Ayes: Jenny Oskey, Oliver Black, Glenda Johnson*

*Nays: None*

*Abstain: None*

*Yes 3, No 0, Abstained 0*

**25-00400 PRAB Draft Meeting Minutes 03.24.2025**

5. **CHANGES TO THE AGENDA**

N/A

6. **CONSTITUENT/BOARD MEMBER COMMENTS**

N/A

7. **OLD BUSINESS**

N/A

8. **NEW BUSINESS**

**25-00402 SUMMARY:** The Council has directed staff to draft a new rule closing the Koelsch Memorial Gazebo and Kuntz Family Plaza to all non-transitory uses—defined as sitting, lying or storing items (bicycles, wagons, carts, strollers)—unless the area is officially reserved through the Parks Department or is part of a permitted event. Transitory uses (walking, running, skateboarding, etc.) will remain allowed. This rule is intended to

**bolster enforcement authority.**

**RECOMMENDED ACTION: No action needed, for discussion purposes only.**

**STAFF CONTACT: Jennifer Wills, Parks & Recreation Director**

*A motion was made by Board Member Johnson and seconded by Board Member Oskey to recommend council consider all suggestions discussed by the board and constituents today, which include retrofitting of the roof, creating a city-wide policy, free use of the park with permitting online, cameras, park rangers and constituent messaging of "Please don't do this!" The motion passed with the following vote:*

*Ayes: Jenny Oskey, Oliver Black, Glenda Johnson*

*Nays: None*

*Abstain: None*

*Yes 3, No 0, Abstained 0*

**25-00401 A. Parks Maintenance/Urban Forestry Division Report  
B. Recreation Division Report  
C. Director's Report**

*A Park Maintenance and Urban Forestry Division Report was embedded in the agenda.]*

*A Recreation Division Report was provided verbally.*

*A Director's Report was provided verbally.*

**10. ADJOURNMENT**

*The meeting was adjourned at 05:57 PM. Next meeting scheduled for May 19, 2025 at 5:00 PM*

# Street Tree Removal Checklist

## Tree Health or Safety Concerns

- Tree is dead, dying or structurally unstable or hazardous. 100
- Pest or disease damage is advanced and untreatable. 90
- Tree has been previously pruned or treated without resolving the issue. 70
- Tree species is invasive, undesirable or on the no plant list. 50

## Infrastructure Conflict

- Tree is causing property damage (e.g., lifted sidewalk, roots into sewer lines, street, curb or driveway damage). 70 significant; 50 minor
- Repairing sidewalk will require major root removal (threatening tree stability). 50
- Tree located within site triangle. 100
- Underground utilities are compromised or at risk due to root intrusion. 100

## Other Considerations

- Tree is located inside a pre-designated significant tree or canopy corridors -40
- Viable alternative (e.g., reroute, ramp, root barrier) without excessive cost or hazard. -30

## Review

Tree is removed if score is over XX. Removals are prioritized by highest score first.

- Score: \_\_\_\_\_
- Date: \_\_\_\_\_
- Removal:  Yes  No

# **Parks Maintenance & Urban Forestry Report**

## **Parks Board June 2025**

### **. Parks Maintenance**

- No large items of vandalism in April
  - Smaller items that cleaned as part of the daily park cleaning route
- 0 sharps in May

### **Urban Forestry**

- 44 work orders completed in May
- 88 open work orders