



# City of Longview

## Agenda

### Parks and Recreation Board

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Monday, July 21, 2025

5:00 PM

1525 Broadway  
Longview, WA 98632  
[www.ci.longview.wa.us](http://www.ci.longview.wa.us)

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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 Monday, July 21, 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

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Meeting ID: 229 956 634 565

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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. ROLL CALL
4. APPROVAL OF MINUTES  
25-00689 PRAB DRAFT Minutes 06.16.2025
5. CHANGES TO THE AGENDA
6. CONSTITUENT/BOARD MEMBER COMMENTS
7. OLD BUSINESS

**8. NEW BUSINESS****25-00691 A. Parks & Recreation Advisory Board Meeting Format**

**SUMMARY:** Review and consider modifying the format of future board meetings based on board discussion

**RECOMMENDED ACTION:** Motion to adopt a revised meeting format per board discussion

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

**25-00692 B. Facility Use Contract Requirements**

**SUMMARY:** Consider requiring all sports leagues requesting field use contracts to have affiliation with a national governing body for oversight and insurance compliance.

**RECOMMENDED ACTION:** Seeking a motion to require national affiliation and insurance verification as a condition for facility use contracts.

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

**25-00693 C. Electric Bikes in Parks – Regulatory Clarification**

**SUMMARY:** Review current park use regulations under Longview Municipal Code (LMC) Chapter 13.01 as they relate to the use of electric bikes (e-bikes) and similar motor-assisted vehicles in public parks. Discuss the need for clearer definitions and permitted use areas.

Link #1 [LMC CHAPTER 13.01](#) Link #2 [PARK REGULATIONS](#)

**RECOMMEND ACTION:** Seeking a motion to direct staff to draft an update to Longview Municipal Code Chapter 13.01 to clarify regulations related to electric bike (e-bike) use in city parks.

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

**9. REPORTS****25-00694 A. Directors Report (Verbal)****10. ADJOURNMENT**



# City of Longview

## Minutes

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

### Parks and Recreation Board

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Monday, June 16, 2025

5:00 PM

Recreation Office,  
2920 Douglas Street, Longview WA

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1. **CALL TO ORDER**

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

*Members Absent: Steve Pond*

*Constituents Present: Bill Baker, Jim Fisher & Tyler Beavers*

*Council Members Present: Maryalice Wallis*

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

2. **FLAG SALUTE**

3. **ROLL CALL**

4. **APPROVAL OF MINUTES**

**25-00582 PRAB DRAFT Minutes 04.21.2025**

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

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

*Nays: None*

*Abstain: Manon Kaufman*

*Yes 3, No 0, Abstained 1*

5. **CHANGES TO THE AGENDA**

*A motion was made by Board Member Kaufman and seconded by Board Member Black to move Columbia Striders Track Club presentation up the agenda to before Old Business. The motion passed with the following vote:*

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

*Nays: None*

*Abstain: None*

*Yes 4, No 0, Abstained 0*

6. **CONSTITUENT/BOARD MEMBER COMMENTS**

*N/A*

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  
*Justin Brown, Director provided an update on the status of the NPG projects.*

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  
*Bill Baker, Jim Fisher & Tyler Beavers from the Columbia Striders Track Club gave a presentation on the club. No motion was made, for discussion purposes only.*

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  
*No action, for discussion only.*

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

*A Park Maintenance Division Report was embedded in the agenda.  
A Directors Report was provided verbally which included the Recreation Division.*

10. **ADJOURNMENT**

*The meeting was adjourned at 06:26 PM.*