



City of Longview

Agenda

Parks and Recreation Board

Monday, December 15, 2025

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 December 15 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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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
25-001005 PRAB Draft Minutes 10.20.2025
5. CHANGES TO THE AGENDA
6. CONSTITUENT/BOARD MEMBER COMMENTS
7. OLD BUSINESS

25-001096 A. E-BIKE RULES**SUMMARY:**

City staff have reviewed current Washington State laws regarding the operation of electric-assisted bicycles (e-bikes) and determined that local ordinance changes are not necessary at this time. State law clearly defines e-bike classifications, allowable operating locations, and required safety standards, and these regulations already apply within Longview city limits, including Lake Sacajawea.

Instead of creating new rules, staff recommend focusing on improved education and awareness to help reduce conflicts on shared-use paths and ensure compliance with existing state regulations. Staff will update the Parks & Recreation website with clear, user-friendly e-bike guidance modeled after resources used by other Washington jurisdictions, including Mercer Island. In addition, signage will be installed at key points around Lake Sacajawea; particularly areas with sharp turns, limited visibility, or higher potential for trail conflicts, to remind users to slow down, yield appropriately, and follow state-mandated rules for e-bike operation.

Potential signage language:

- Two-Way Traffic - Expect Oncoming Users
- Control Your Speed - Others Can't See You Around The Bend
- Slow Down. Stay Right. Pass with Care (This approach supports safety, consistency, and clarity without introducing additional layers of regulation).

RECOMMENDED ACTION:

Move that the Parks & Recreation Advisory Board endorse staff's recommendation to maintain alignment with existing Washington State e-bike laws and support the department's education-first approach, including website updates and targeted safety signage around Lake Sacajawea.

Resources:

Mercer Island Website <https://www.mercerisland.gov/publicworks/page/e-bike-e-motorcycle-safety>

[RCW 46.04.169](#)

[RCW 46.04.071](#)

[RCW 46.37.690](#)

[RCW 46.61.710](#)

[RCW 46.20.500](#)

[RCW 46.61.261](#)

[RCW 46.37.530](#)

[WAC 478-116-221](#)

[WAC 478-116-232](#)

8. NEW BUSINESS**25-001097 A. MARTIN'S DOCK REDEVELOPMENT CONCEPT PRESENTATION FROM LOCAL RESIDENT****SUMMARY:**

A local resident has prepared a draft conceptual drawing for a rebuilt Martin's Dock area at Lake Sacajawea. The concept is preliminary and intended to help determine

whether Parks & Recreation would be supportive of exploring a future improvement project in this location. At this stage, no formal design, cost estimate, permitting review, or funding strategy has been submitted. Staff recommend providing high-level guidance only, acknowledging the community interest while clarifying that additional review; including feasibility, environmental considerations, accessibility, historical context, and long-term maintenance impacts, would be required before any project could be considered for advancement. Direction from the Parks & Recreation Advisory Board will help determine whether the resident should continue refining the concept for potential future review.

RECOMMENDATION:

Move that the Parks & Recreation Advisory Board express general support for continued exploration of conceptual improvements to the Martin's Dock area, with the understanding that any future proposal would require full staff review, public engagement, and identification of funding and feasibility considerations before formal consideration or approval.

25-001098 B. YOUTH BOARD POSITION

SUMMARY:

Longview Parks & Recreation is proposing a Student Advisory Board Member Program that would bring 1–3 high school students (grades 9–12) onto the Advisory Board in a non-voting role. The goal is to help students learn how local government works while providing valuable youth perspectives on parks and recreation planning and programs. Terms would run September through June, with an option to continue through the summer. Students would attend monthly meetings, participate in projects, and serve as liaisons to the student community. Selection would occur through an application process, with staff providing orientation and ongoing support.

RECOMMENDATION:

Approve, with positions opening this summer for applications and starting concurrently with the 2026/2027 school year.

- 25-001095 A. Parks Maintenance/Urban Forestry Division Report
B. Recreation Division Report
C. Director's Report**

10. ADJOURNMENT



City of Longview

Minutes

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

Parks and Recreation Board

Monday, October 20, 2025

5:00 PM

Recreation Office,
2920 Douglas Street, Longview WA

1. **CALL TO ORDER**

Board Member Black called the meeting to order at 5:00 p.m.

2. **FLAG SALUTE**

3. **ROLL CALL**

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

Members Absent: N/A

Constituents Present: Eric Wilson, President, Longview Pickleball Club

Council Members Present: Maryalice Wallis

Staff Present: Justin Brown, Erin Cranston

4. **APPROVAL OF MINUTES**

25-00889 PRAB DRAFT Minutes 09.15.2025

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

Ayes: Jenny Oskey, Oliver Black, Glenda Johnson, Steven Pond, Manon Kaufman

Nays: None

Abstain: None

Yes 5, No 0, Abstained 0

5. **CHANGES TO THE AGENDA**

A motion was made by Board Member Oskey and seconded by Board Member Pond to move the pickleball discussion to the beginning of the meeting. The motion passed with the following vote:

Ayes: Jenny Oskey, Oliver Black, Glenda Johnson, Steven Pond, Manon Kaufman

Nays: None

Abstain: None

Yes 5, No 0, Abstained 0

6. **CONSTITUENT/BOARD MEMBER COMMENTS**

N/A

7. **OLD BUSINESS**

25-00972 A. Chalk in Parks Update (Discussion Only)
B. E-bikes Update (Discussion Only)
C. Urban Forest Disease Treatment Plan Update (Discussion Only)

A. Chalk Policy

*Discussion regarding freedom of speech concerns and enforcement of chalk cleanup.
Justin Brown recommended maintaining the current policies and procedures.*

B. E-Bike Policy

*Justin Brown is continuing to work with the City on e-bike regulations.
Future steps include installing signage for speed limits and providing public education on e-bike use.*

C. Urban Forest Treatment Plan

*The plan was presented to City Council and a Public Works Subcommittee.
The subcommittee chose to maintain the original plan and will present it again to the board on Thursday, October 23.*

8. NEW BUSINESS

25-00971 A. LONGVIEW PICKLEBALL CLUB VANDERCOOK COURT RESURFACING
SUMMARY: Longview Pickleball Club is requesting permission to, at their expense, refurbish the courts at Vandercook Park. This process would include a pressure wash and sanding down of the high spots on the courts, repairing all cracks and resurfacing, painting and sealing the courts. The project would begin in Spring of 2026.
RECOMMENDED ACTION: Seeking a motion to approve the request to resurface the courts at Vandercook Park by Longview Pickleball Club.
STAFF CONTACT: Justin Brown, Parks & Recreation Director

*A motion was made by Board Member Pond and seconded by Board Member Kaufman to allow the Pickleball Club to proceed with resurfacing the Vandercook Courts, with the recommendation that the surface use a green-on-green color scheme. The motion passed with the following vote:
Ayes: Jenny Oskey, Oliver Black, Glenda Johnson, Steven Pond, Manon Kaufman
Nays: None
Abstain: None
Yes 5, No 0, Abstained 0*

25-00973 A. Parks Maintenance/Urban Forestry Division Report (Embedded)
B. Recreation Division Report (Embedded)
C. Director's Report (Verbal)

*A Parks Maintenance Division Report was embedded in the agenda.
A Recreation Division Report was embedded in the agenda.
The Director, Justin Brown provided a verbal update.*

10. ADJOURNMENT

The meeting was adjourned at 06:01 PM. The next meeting is scheduled for November 17, 2025 at 5:00 PM

Longview Parks & Recreation
Student Advisory Board Member Program

Purpose:

To provide students with hands-on experience in the processes of local government while actively contributing to the planning, development, and improvement of Longview’s parks and recreation programs, facilities, and community initiatives.

Eligibility:

- Students must be currently enrolled in grades 9–12 at a Longview-area high school or reside within the city limits.
- Demonstrated interest in community service, recreation, or civic engagement is preferred.

Number of Student Seats:

- 1–3 student members may serve on the Longview Parks and Recreation Advisory Board.

Term:

- **Standard Term:** September 1 – June 30 (aligned with the school year).
- **Optional Summer Extension:** Student members may continue serving during July and August if mutually agreed upon with the Board.

Responsibilities:

- Attend and actively participate in monthly Advisory Board meetings.
- Provide input on recreation programming, park planning, and community initiatives from a student perspective.
- Serve as a liaison between the Board and the student community.
- Participate in subcommittees or special projects as requested.

Application & Selection:

- Interested students submit an application including a short essay and a letter of recommendation from a teacher, counselor, or community leader.
- The Board reviews applications and appoints student members based on interest, commitment, and alignment with program goals.

Support & Mentorship:

- Board staff will provide orientation and mentorship to student members to ensure meaningful participation and leadership development.

Parks Maintenance & Urban Forestry Report

Parks Board December 15th, 2025

Parks Maintenance

- Winterized all irrigation systems and closed/winterized several restrooms, including Vandercook, Roy Morse, Archie Anderson, and the Welcome to Longview sign facility.
- Repaired the pumps at the Welcome to Longview sign, ensuring they will operate properly next spring.
- Installed holiday lights at R.A. Long Park and assisted with hanging angels, stars, and candy canes along 12th, 14th, and Broadway in partnership with Elite Electrical and the Traffic Division.
- No sharps were found in November or December.

Urban Forestry

- Hired two part-time staff who will begin on December 16th.
- Received the Sennebogen on December 8. Remaining equipment has been ordered; the skid steer and whole-tree chipper are expected in approximately four weeks, with no confirmed ETA.
- Staffing capacity remains limited while we work on CDL upgrades: two crew members need CDLs, and two current Class B drivers are progressing to Class A. Class A certification takes five weeks; upgrading from Class B to Class A takes two weeks.
- Assisted the Lions Club with installing lights on Lions Island.

Recreation Division

Memo

To: Justin Brown

From: Erin Cranston

Date: December 15th

Re: November / December Report

DIVISION HIGHLIGHTS

Present

- Recreation is in the processes of looking at new Registration Software
- Winter/ Spring Registration opened on December 3rd
- Building Reservations for October/ November 2025
 - Paid Facility Rentals –
 - October - 299 hours of Rentals (\$5,236)
 - November – 153 hours of rentals (\$4,771)
- Before and After School Attendance Numbers for October/ November
 - Kessler -
 - CVG - 317
 - Robert Gray – 346 AM/ 323 PM
 - Northlake – 138 AM/ 303 PM
- October/ November Event Wrap Up
 - Trick or Treat Walk (October 25) – 65 Vendors
 - Pumpkin Pi Run (October 25) – 53 Participants
 - Turkey Trot (November 27) – 808 Participants
 - Holiday Bazaar (December 5) – 40 Vendors
 - Breakfast with Santa (December 13)- 300 participants (Full)

Future

- Upcoming Events:
 - Father Daughter Dance (February 20- 22) – 405 currently enrolled