



City of Longview

1525 Broadway
Longview, WA 98632
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Minutes - Draft

Parks and Recreation Board

Monday, July 17, 2017

5:00 PM

Recreation Office, 2920 Douglas
Street, Longview, WA

1. Roll Call

*Board Members Present: Nick Seaver, Dianne Quast, Cameron Carson Austi Baudro
Staff Members Present: Jennifer Wills, Curt Nedved, Melissa Harbour, Natalie Richie
Board Members Absent: Micah Shea*

2. Approval of Minutes

N/A - Lack of Quorum

[MN 17-0377](#)

P&R Advisory Board Minutes June 19, 2017

Attachments: [P&R Advisory Board Minutes 06.19.17.pdf](#)

3. Changes to Agenda

Item 8A moved to top of the agenda.

4. Constituent Comments

N/A

5. Board Member Comments

N/A

6. Tree Board Comments

Director Wills is awaiting a reply from the City's insurance agency on specific tree removal discussed at a past meeting. The board will be updated as appropriate.

7. Reports

7A [17-4981](#)

Parks Division Report June 2017

Attachments: [Parks Division Report June 2017.pdf](#)

Curt Nedved, Park Division Manager provided an update on June 2017 ongoing and completed projects. Full report embedded in agenda.

7B [17-4983](#) Recreation Division Report June 2017

Attachments: [Recreation Division Report June 2017.pdf](#)

Natalie Richie, Recreation Division Manager provided an update on June 2017 ongoing and completed projects. Full report embedded in agenda.

7C Director Report

**Update on Lion's Legacy Project; Roof repair is complete and the project is moving along accordingly.*

**Painting of the Elks Memorial Building will begin July 18th.*

**The Circle of Wisdom Sculpture placement at Lake Sacajawea was not approved by the Historic Preservation. They recommend the outdoor area at the Library.*

**Kuntz Family Trust Application was approved by Council for updated lights at Archie Anderson Park.*

**Current Requests for Proposals are in draft form for both Archie Anderson Master Plan Update & Urban Forest Tree Inventory.*

**July 27th presentation at City Council for a reader board at City Hall to advertise programs, council updates, events, etc.*

8. Old Business**8A NPG - Lion's Den Boxing Club Grant Update**

Joel Royce, CEO of Cowlitz Cobra Flag Football attended the meeting to report that due to unforeseen circumstances related to his health he has been unable to raise matching funds required for approved grant funding. The committee encouraged him to re-apply when appropriate. The team continues to practice at Archie Anderson with a goal of bringing games to the park.

9. New Business**9A Recreation Financial Assistance Scholarship Policy**

Staff is seeking direction and recommendation from the board on future parameters for the financial assistance scholarship form. Natalie Richie, Recreation Manager provided documentation and research on financial assistance from other recreation agencies and a robust discussion ensued regarding current practices. Board suggestions included; Research organizations such as Boys & Girls Club financial assistance practices, consider a 75% - 25% split allowing participant buy-in, clarify criteria for 100% showing where the family income falls on the AMI chart and then consider using 100% only for those qualifying at 30% or less of AMI. The recreation office will draft new criteria for board review and bring back in the following months which will include verbiage on attendance expectations.

[17-4982](#)

Recreation Financial Scholarship Application 2017

Attachments: [Scholarship_Financial Assistance Application 2017.pdf](#)

[17-4987](#)**Scholarship History**

Attachments: [Scholarship History.pdf](#)

9B Tree Removal Policy

As staff works to update the Urban Forest Management Plan, each section of the plan will be reviewed and discussed by the board. Recommendation for changes and updates will occur throughout the process. Staff encourages board members to review the City of Longview policy along with other city policies to make recommendations that ensures the future health of the urban forest for the city and its citizens. The board discussed Nuisance Tree Removal policy revisions, types of trees to include, removal and replacement policy ideas, options and potential liabilities.

[17-4984](#)**Tree Removal Standards and Regulations**

Attachments: [Tree Removal Standards and Regulations.pdf](#)

9C August 15th Council Workshop Re: Park Department

The board was encouraged to attend the August 15th council workshop in support of discussions specific to Parks and Recreation. Topics for workshop include:

**R.A. Long Park*

**Youth Sports Organization Use of City Owned Fields - Maintenance*

**Outside Use of Parks (3rd Party-Non-Departmental)*

[17-4985](#)**Youth Sports Field Maintenance**

Attachments: [Youth Sports Field Maintenance](#)

[17-4986](#)**Park Special Event Packet 2016**

Attachments: [Park Special Event Packet 2016.pdf](#)

10. Adjournment

Meeting adjourned at 6:39 by Dianne Quast. The next board meeting is scheduled for 8/21/2017 @ 5:00 p.m.