



# City of Longview

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

## Minutes - Final

### Parks and Recreation Board

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Monday, October 17, 2016

5:00 PM

Recreation Office, 2920 Douglas  
Street, Longview, WA

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**1. Roll Call**

*5:06 PM Meeting called to order by Micah Shea*

**2. Approval of Minutes**

*Board Members Present: Nick Seaver, Austi Baudro, Micah Shea*

*Staff Members Present: Jennifer Wills, Curt Nedved, Melissa Harbour, Natalie Richie*

*Board Members Absent: Dianne Quast*

[MN 16-0349](#)

**Parks & Recreation Advisory Board Meeting Minutes 08.15.2016**

**Attachments:**     [Parks and Recreation Advisory Board Minutes 08.15.2016.pdf](#)

*Due to a lack of attendees the minutes will be approved at the next meeting if appropriate*

**3. Changes to the Agenda**

*N/A*

**4. Constituent Comments**

*N/A*

**5. Board Member Comments**

*Nick Seaver mentioned that his family enjoyed the Extreme Machine event.*

**6. Tree Board Comments**

*Incorporated in Parks Division Report below.*

**7. Reports**

**7A     [16-4558](#)                   Parks Division Report Aug\_Sept 2016**

**Attachments:**     [Parks Maintenance Division Report Aug\\_Sep 2016.pdf](#)

*Curt Nedved highlighted noteworthy Parks happenings, August & September combined; full report embedded in Agenda:*

*Tree Pruning, Inspections and Removals*

*Park Usage*

*Weed and Algae Control*

*Painting, Theft and Vandalism*

*Storm Preparation*

*Holiday Lighting Upgrades*

**7B     [16-4559](#)                   Recreation Division Report Aug\_Sept 2016**

**Attachments:**     [Recreation Division Report Aug\\_Sep 2016.pdf](#)

*Natalie Richie highlighted noteworthy Recreation happenings, August & September combined; full report embedded in Agenda:*

*\$5 5K's*

*Summer Meals*

*Community Events & Partners*

*New Team Members*

*New St. Helens After School Program*

*Community Gardens*

*Budget Enhancements*

*Stone Soup Program*

**7C     Director Report**

*Successful Kayaking Venture at Lake Sacajawea*

*Juice Vendor Update – The owner plans to provide suggestions for process improvement moving forward*

*Budget Enhancements – 2 of 3 Recreation Enhancements Approved. 0 Parks Enhancements Approved*

*Veteran's Memorial Enhancement Approval (Requested by Bill Kasch)*

**8.     Old Business****8A     Neighborhood Park Grant - Shay Locomotive Lighting**

*Brian Magnuson attended the meeting to provide clarification on the estimate provided for the Shay Lighting. The estimate provided was a different type of lighting than originally requested. After much discussion a motion was made to table the discussion to the November meeting by Nick Seaver and seconded by Austi Baudro. Motion passed.*

**8B**     [16-4556](#)**LONGVIEW PARKS AND RECREATION DEPARTMENT  
DONATION/GIFT/MEMORIAL ACCEPTANCE****SUMMARY STATEMENT:**

Donations are important to the vitality of the City of Longview and its mission to preserve, enhance and strengthen the quality of life in the community. The City of Longview Parks and Recreation Department welcomes and encourages donations from private individuals and entities that support the programs and services the Department and its Advisory Board provide to the public. City staff and Advisory Board members have worked to establish policies and procedures for considering proposals, accepting, and receiving gifts and donations along with applicable recognition requests.

**Attachments:**     [Donation Acceptance Policy & Procedure](#)  
                                 [Donation & Gift Guidelines](#)

**9.        New Business**

*Nick Seaver made a motion to approve as recommended. Austi Baudro seconded the motion. Motion carried.*

**9A**     [16-4557](#)**CIVIC CIRCLE BALLOT BOX REPLACEMENT****SUMMARY STATEMENT:**

The Cowlitz County Auditors Office has contacted the Parks and Recreation Department and the Historic Preservation Commission with a request to replace the current ballot box located in R.A. Long Park within the City's Civic Circle. The Auditors Office has replaced all ballot boxes within Cowlitz County that are located in public right of ways with an updated and more secure model. Attached are the Auditor's justifications for the new ballot box replacement, additional information for review, and pictures of the current and proposed box.

**RECOMMENDED ACTION:**

Motion to recommend staff work with the Cowlitz County Auditors Office to replace the current box with the updated and more secure model.

**Attachments:**     [Justification for new ballot box](#)  
                                 [Civic Circle Broadway Ballot Boxes](#)  
                                 [Fort Knox Ballot Box to be installed at the Civic Circle](#)  
                                 [Big red ballot box crashed](#)  
                                 [Overstuffed Box](#)

*Nick Seaver made a motion to approve as recommended. Austi Baudro seconded the motion. Motion carried.*

**9B Library Grounds - Park Proposal Discussion**

*Discussion ensued, no motions to report.*

**9C Commercial Use of Park Property Discussion**

*Discussion ensued, no motions to report.*

**9. Adjournment**

*Meeting adjourned at 6:42 p.m. by Micah Shea*