



City of Longview

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

Agenda

City Council

*Mayor Spencer Boudreau
Mayor Pro Tem Kalei LaFave
Council Member Ruth Kendall
Council Member Angie Wean
Council Member MaryAlice Wallis
Council Member Keith Young
Council Member Erik Halvorson*

Thursday, January 25, 2024

6:00 PM

2nd Floor, City Hall

The City Hall is accessible for persons with disabilities. Special equipment to assist the hearing impaired is also available. Please contact the City Executive Office at 360.442.5004 48 hours in advance if you require special accommodations to attend the meeting. Please note - virtual attendees may comment verbally during public hearings only. Virtual attendees may also submit written comments to the Clerk's Office with the heading, "Public Comment for disbursement to the City Council".

<https://us02web.zoom.us/j/82394132374>

Telephone options (dial any of the following numbers):

1-253-215-8782
1-346-248-7799
1-408-638-0968
1-669-900-6833
1-301-715-8592
1-312-626-6799
1-646-876-9923

Webinar ID: 823 9413 2374

1. CALL TO ORDER
2. INVOCATION*/FLAG SALUTE
24-0045 CHRIS SHAW, CHURCH OF JESUS CHRIST OF LATTER-DAY SAINTS
3. ROLL CALL
4. WORKSHOP
5. APPROVAL OF MINUTES
23-001837 JANUARY 11, 2024 REGULAR MEETING

6. CHANGES TO THE AGENDA**7. PRESENTATIONS & AWARDS**

24-0062 PROCLAMATION - BLOOD DONOR MONTH - JANUARY, 2024 RECIPIENT: LAUREN REAGAN, COMMUNITY ENGAGEMENT LIAISON

8. CONSTITUENTS' COMMENTS (Thirty Minutes)**9. PUBLIC HEARINGS****10. BOARD & COMMISSION RECOMMENDATIONS**

24-001874 PARKS BOARD ONE TIME EXEMPTION RECOMMENDATION TO CURRENT ALCOHOL IN PARKS POLICY

RECOMMENDED ACTION:

MOTION TO APPROVE THE SPECIAL EVENT APPLICATION FOR TACOS AND TEQUILA

11. ORDINANCES & RESOLUTIONS**12. MAYOR'S REPORT****13. COUNCILMEMBERS' REPORTS****14. CONSENT CALENDAR**

24-0051 APPROVAL OF CLAIMS

24-0072 BID REVIEW – SUBMERSIBLE MIXER AND CHLORINE BOOSTER SYSTEM

RECOMMENDED ACTION:

MOTION TO ACCEPT THE BID AND AWARD TO TMG SERVICES, INC., IN THE AMOUNT OF \$ 173,688.05

24-0073 CONSULTANT AGREEMENT AMENDMENT NO. 1 WITH PBS ENGINEERING & ENVIRONMENTAL FOR NICHOLS BLVD & OLYMPIA WAY PAVEMENT RESTORATION

RECOMMENDED ACTION:

MOTION TO AUTHORIZE THE CITY MANAGER TO EXECUTE THE AGREEMENT AMENDMENT NO. 1 WITH PBS ENGINEERING & ENVIRONMENTAL

24-001875 RESOLUTION 2476 - ADOPTION OF THE 2024 - 2029 CITY OF LONGVIEW PARKS, RECREATION, AND OPEN SPACE PLAN

RECOMMENDED ACTION:

MOTION TO APPROVE RESOLUTION 2476 ADOPTING THE 2024-2029 CITY OF LONGVIEW PARKS, RECREATION, AND OPEN SPACE PLAN

15. CITY MANAGER'S REPORT

24-00107 CARES ACT FUNDING ALLOCATION

24-00108 CLONEY PARK PROJECT

24-00109 RAILS TO TRAILS UPDATE

- 16. MISCELLANEOUS
- 17. EXECUTIVE SESSION
- 18. ADJOURNMENT

*** Any invocation that may be offered at the Council meeting shall be the voluntary offering of a private citizen, to and for the benefit of the Council. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the Council, and the Council does not endorse the religious beliefs or views of this, or any other speaker.**

NEXT REGULAR COUNCIL MEETINGS:

THURSDAY, FEBRUARY 8, 2024 – 6:00 P.M.

THURSDAY, FEBRUARY 22, 2024 – 6:00 P.M.

NEXT SPECIAL COUNCIL WORKSHOP:

THURSDAY, FEBRUARY 15, 2024 – 5:00 P.M. – SOLID WASTE RATES



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Minutes

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Webinar ID: 823 9413 2374

1. CALL TO ORDER
Mayor Wallis called the meeting to order at 6:01 p.m.

2. INVOCATION*/FLAG SALUTE

24-0044 JEFF HOOVER, EVANGEL/CITISERVE

After the invocation provided by Jeff Hoover of Evangel/Citiserve, the flag salute was recited.

3. ROLL CALL
Present: Mayor Wallis, Councilmember Kendall, Councilmember Wean (on-line), Councilmember Young, Councilmember Boudreau, Councilmember Halvorson, Councilmember LaFave

Staff Present: City Manager Kris Swanson, City Attorney Dana Gigler, City Clerk Tiffany Ostreim, Deputy City Clerk Kelly Jensen, Public Works Director Ken Hash, Assistant City Manager Ann Rivers, Parks & Recreation Director Jen Wills, Assistant Public Works Director Chris Collins, Police Chief Robert Huhta, Library Director Jacob Cole, Human Resources Director Sabrina Fraidenburg, Fire Marshall Jon Dunaway

23-001658 CEREMONY - SWEARING-IN OF NEWLY ELECTED AND REELECTED COUNCIL MEMBERS BY JUDGE IMBODEN, MUNICIPAL COURT JUDGE

Municipal Court Judge Imboden administered the oaths of office to newly elected Council Members LaFave, Young, Halvorson, and re-elected Council Member Kendall.

The Council recessed for 10-minutes to correct audio issues.

23-001659 ELECTION OF MAYOR (CONDUCTED BY CITY CLERK)

City Clerk Tiffany Ostreim called for nominations for the position of Mayor. Councilmember Wallis, Councilmember Boudreau, and Councilmember Wean were nominated to serve as Mayor for the 2024-2025 term. Upon a vote duly held, Councilmember Boudreau received the required majority of votes and elected to serve as Mayor.

23-001660 ELECTION OF MAYOR PRO TEM (CONDUCTED BY MAYOR)

Mayor Boudreau called for nominations for the position of Mayor Pro Tem. Councilmember Kendall and Councilmember LaFave were nominated to serve as Mayor Pro Tem for the 2024-2025 term. Upon a vote duly held, Councilmember LaFave received the required majority of votes and elected to serve as Mayor Pro Tem.

4. WORKSHOP

23-001835 PARKS AND RECREATION COMPREHENSIVE PLAN (TIME ESTIMATE 60 MINUTES)

*Parks and Recreation Director Jen Wills presented.
Ron Kosloski provided public comment.
Council discussed the presentation.
Jason Still provided public comment.
Art Birkmeyer provided public comment.
Teresa Purcell provided public comment.
Shannon Gilman provided public comment.*

5. APPROVAL OF MINUTES

24-0057 DECEMBER 20, 2023 SPECIAL MEETING

*A motion was made by Councilmember Kendall, seconded by Councilmember Halvorson, to approve the December 20, 2023 Special Meeting minutes as corrected.
The motion carried unanimously.*

6. CHANGES TO THE AGENDA

A motion was made by Councilmember Halvorson, seconded by Councilmember Young, to remove Item 9 - the public hearing on Cloney Park Cares Act Funding Allocation.

Council discussed the motion.

Program Coordination Specialist Kenny Robinson explained the process and CDBG funding.

Jason Still provided public comment.

The motion carried by the following vote:

Ayes: Councilmember Halvorson, Councilmember Young, Councilmember LaFave, and Mayor Boudreau

Nays: Councilmember Wallis, Councilmember Wean, Councilmember Kendall

7. PRESENTATIONS & AWARDS

23-001781 LIBRARY STRATEGIC PLAN

Library Director Jacob Cole presented.
Council discussed the presentation.
A citizen, name unstated, provided public comment.
Bill Youngren provided public comment.
Jason Still provided public comment.
A citizen, name unstated, provided public comment.
A citizen, name unstated, provided public comment.
Shannon Gilman provided public comment.
A citizen, name unstated, provided public comment.
Colby Connerly provided public comment.
Matthew Dickson provided public comment.
Ron Kosloski provided public comment.
Wendy Kosloski provided public comment.

8. CONSTITUENTS' COMMENTS (Thirty Minutes)

Jason Still provided public comment.
Bill Youngren provided public comment.
Vicki Echert provided public comment.
A citizen, name unstated, provided public comment.
Ron Kosloski provided public comment.
Teresa Purcell provided public comment.

9. PUBLIC HEARINGS

This item was removed from the Agenda.

9. BOARD & COMMISSION RECOMMENDATIONS**23-001865 PLANNING COMMISSION RECOMMENDATION TO CREATE A SHARED DRIVEWAYS ORDINANCE****RECOMMENDED ACTION:**

APPROVE OF PLANNING COMMISSION RECOMMENDATION FOR A SHARED DRIVEWAYS ORDINANCE AND DIRECT CITY ATTORNEY TO CREATE THE ORDINANCE

Councilmember LaFave recused herself from participating in the agenda item.

Community Development Planner Mac Kosar presented.

A motion was made by Councilmember Young, seconded by Councilmember Kendall, to approve Planning Commission recommendation for a shared driveways ordinance and direct the City Attorney to create the ordinance.

Renee Forsberg, Government Affairs Director for the Lower Columbia Association of Realtors and Realtor with Re/Max Premier, provided public comment.

A citizen, name unstated, provided public comment.

A citizen, name unstated, provided public comment.

Michael O'Neill provided public comment.

Michael Pederson provided public comment.

Jason Still provided public comment.

A citizen, name unstated, provided public comment.

A citizen, name unstated, provided public comment.

The motion carried by the following vote:

Ayes: Councilmember Young, Councilmember Kendall, Councilmember Halvorson, Councilmember Wallis, Councilmember Wean, Mayor Boudreau

Recused: Councilmember LaFave

The Council recessed at 8:21 pm and reconvened at 8:26 p.m. with all members present.

24-002 DOWNTOWN LONGVIEW PARKING

RECOMMENDED ACTION:

MOTION AUTHORIZING THE CITY MANAGER TO APPROVE DOWNTOWN PARKING AS OUTLINED BY STAFF

Police Chief Robert Huhta presented.

A motion was made by Councilmember Wean, seconded by Councilmember Wallis, to authorize the City Manager to approve downtown parking as outlined by staff. Council discussed the presentation.

An amendment to the motion was made by Councilmember Halvorson, seconded by Councilmember LaFave, to extend the period from 6 months to 12 months.

Council discussed the amendment.

Jason Still provided public comment.

A citizen, name unstated, provided public comment.

Sarah Curtis provided public comment.

Wendy Kosloski provided public comment.

Colby Connerly provided public comment.

The motion on the amendment failed by the following vote:

Ayes: Councilmember Halvorson, Councilmember LaFave, Mayor Boudreau

Nays: Councilmember Young, Councilmember Wallis, Councilmember Kendall, Councilmember Wean

The main motion carried unanimously.

10. ORDINANCES & RESOLUTIONS

24-001870 ORDINANCE NO. 3508 – MICRO-TRENCHING, AMENDING CHAPTER 12.30, “USE AND OCCUPANCY OF RIGHTS-OF-WAY”

RECOMMENDED ACTION:

MOTION TO ADOPT ORDINANCE NO. 3508

Public Works Director Ken Hash presented. This is for non-franchise utilities.

A motion was made by Councilmember Wallis, seconded by Councilmember Wean, to adopt Ordinance No. 3508.

Council discussed the presentation.

Jason Still provided public comment.

Michael Pederson provided public comment.

A citizen, name unstated, provided public comment.

Art Birkmeyer provided public comment.

Matthew Dickson provided public comment.

The motion carried unanimously.

24-001871 ORDINANCE NO. 3509 – MICRO-TRENCHING, AMENDING CHAPTER 12.08, “CONSTRUCTION, REPAIR AND MAINTENANCE”

RECOMMENDED ACTION:

MOTION TO ADOPT ORDINANCE NO. 3509

Public Works Director Ken Hash stated this is for franchise utilities.

A motion was made by Councilmember Wallis, seconded by Councilmember Kendall, to adopt Ordinance No. 3509. The motion carried unanimously.

11. MAYOR'S REPORT

Mayor Boudreau provided a report.

12. COUNCILMEMBERS' REPORTS

Councilmember Wallis provided a report.

Councilmember Halvorson provided a report.

Councilmember Wean provided a report.

Councilmember Young provided a report.

24-003 DISSOLVING THE CITY OF LONGVIEW'S LOCAL HOUSING PROGRAM

Councilmember Halvorson presented a motion, seconded by Mayor Boudreau, directing city staff to prepare a Resolution for the City Council of the City of Longview electing to dissolve the City of Longview's Local Housing Program, rejoin the Cowlitz County Local Housing Program, and request the county to cease transmitting the city's share of the homeless housing funds and rescind Resolution 2431.

Councilmember Kendall explained the history of the joint Housing Program project with Cowlitz County. Council discussed the request.

City Manager Swanson explained the city has not spent their share of homeless funds because it requires adopting a plan first. Also, by not having a homeless program, the city is not eligible for homeless housing grants. The grant from the Department of Commerce was eligible for entities that started shelter beds after the pandemic.

An amendment was made by Councilmember LaFave, seconded by Councilmember Halvorson, to have staff prepare the Resolution dissolving the City of Longview's Local Housing Program and bring back to Council for a final vote at the second meeting in April - April 25.

Council discussed the amendment.

City Attorney Gigler provided further analysis.

Tom Samuels provided public comment.

Jo Brewer provided public comment.

Tricia Rodman provided public comment.

A citizen, name unstated, provided public comment.

A citizen, name unstated, provided public comment.

Colby Connerly provided public comment.

A citizen, name unstated, provided public comment.

John Melink provided public comment.

Sarah Curtis provided public comment.

Michael O'Neill provided public comment.

Tim Shay provided public comment.

Randy Knox provided public comment.

A citizen, name unstated, provided public comment.

A citizen, name unstated, provided public comment.

A citizen, name unstated, provided public comment.

Tricia Rodman provided information.

Council continued to discuss the amendment to the main motion.

The motion on the amendment carried by the following vote:

Ayes: Councilmember LaFave, Councilmember Halvorson, Councilmember Young, Mayor Boudreau

Nays: Councilmember Wallis, Councilmember Kendall, Councilmember Wean

The main motion as amended carried by the following vote:

Ayes: Councilmember LaFave, Councilmember Halvorson, Councilmember Young, Mayor Boudreau

Nays: Councilmember Wallis, Councilmember Kendall, Councilmember Wean

13. CONSENT CALENDAR

Mayor Boudreau recused himself from participating in the Consent Calendar and left the Council Chambers.

Mayor Pro Tem LaFave read the Consent Calendar as presented.

A motion was made by Councilmember Kendall, seconded by Councilmember Young, to approve the Consent Calendar. The motion carried unanimously.

23-001860 APPROVAL OF CLAIMS

24-001872 RESOLUTION NO. 2475 - SET A PUBLIC HEARING ON FEBRUARY 8, 2023 TO VACATE A 12.5-FOOT STRIP OF ALLEY RIGHT OF WAY ADJACENT TO LOTS 1, 2, 3, AND 4 IN BLOCK 12 OF ASSESSOR'S PLAT 6, PARCELS #08736, 08737, 08738, AND 08739.

RECOMMENDED ACTION:

MOTION TO APPROVE RESOLUTION NO. 2475

24-001873 BID REVIEW – HIGHLANDS STREET LIGHTING SMART CONTROL PROCUREMENT

RECOMMENDED ACTION:

MOTION TO ACCEPT THE BID AND AWARD TO WESTERN SYSTEMS, INC., IN THE AMOUNT OF \$210,762.77

24-007 RESOLUTION NO. 2466 – INTERLOCAL AGREEMENT WITH SWWA REGIONAL AIRPORT FOR MUTUAL AID

RECOMMENDED ACTION:

MOTION TO ADOPT RESOLUTION NO. 2466

24-008 CONSULTANT AGREEMENT WITH GIBBS AND OLSON FOR COLUMBIA HEIGHTS ROAD SAFETY IMPROVEMENTS

RECOMMENDED ACTION:

MOTION AUTHORIZING THE CITY MANAGER TO EXECUTE THE CONSULTANT AGREEMENT WITH GIBBS AND OLSON

Mayor Boudreau returned to the Council Chambers.

14. CITY MANAGER'S REPORT

24-0058 2024 STATE LEGISLATIVE AGENDA PRIORITIES

City Manager Swanson presented. The 2024 State Legislative Agenda was adopted unanimously November 28, 2023. Requested to amend the Police Vehicle Evidence Storage/Training facility (Pole Building) - \$1.3M to Design and Engineering for the Pole Building for \$550,000.

A motion was made by Councilmember Wallis, seconded by Councilmember Kendall, to approve the 2024 State Legislative Agenda Priorities as modified and included two items, under Capital Budget - \$240,000 for Cloney Park and under Operating Budget - a bullet for Lower Columbia College Vocational Center as a support.

*Parks and Recreation Director Jen Wills provided information.
Council discussed the funding and requests.*

An amendment to the main motion was made by Councilmember Young, seconded by Councilmember Kendall to reword the Hope Village operating cost to make it more general regarding homeless housing dollars allowing for flexibility.

Tricia Rodman provided public.

The motion on the amendment carried unanimously.

The main motion as amended carried unanimously.

City Manager Swanson provided a report. January 10, 2024 our Federal Lobbyist Firm CFM and staff members representing our Federal deligation discussed the 2024 federal legislative agenda and toured Longview.

City of Longview is one of ten communities to benefit from the US Department of Transportation 2022-2203 \$14.5 million award for charging and refueling stations.

Severe weather shelters are open due to the freezing weather.

15. MISCELLANEOUS

Councilmember Halvorson requested an Executive Session to discuss current or potential litigation.

City Attorney Gigler explained the statute regarding executive session for ongoing litigation.

Human Resources Director Sabrina Fraidenberg explained the Washington Cities Insurance Authority (WCIA).

16. EXECUTIVE SESSION

17. ADJOURNMENT

The meeting was adjourned at 11:27 p.m.

*Tiffany Ostreim
City Clerk*

*Approved: _____
Mayor*

NEXT REGULAR COUNCIL MEETINGS:

THURSDAY, JANUARY 25, 2023 – 6:00 P.M.

THURSDAY, FEBRUARY 8, 2023 – 6:00 P.M.

COUNCIL STRATEGIC & OPERATIONAL TRAINING:

FRIDAY, JANUARY 19, 2024 - 9:00 A.M. AND SATURDAY, JANUARY 20, 2024 - 9:00 A.M.

NEXT SPECIAL COUNCIL WORKSHOP:

THURSDAY, FEBRUARY 15, 2024 – 5:00 P.M. – SOLID WASTE RATES

Proclamation

City of Longview, Washington

Blood Donor Month ~ January 2024

WHEREAS, on December 31st, 1969, President Richard Nixon signed a proclamation designating January as National Blood Donor Month, in observance of honoring blood donors while promoting more donations; and

WHEREAS, the nation is experiencing the worst blood shortage in over a decade as the local blood supply hits emergency levels. If the supply does not stabilize, life-saving blood may not be available when it is necessary; and

WHEREAS, blood centers like Bloodworks NW continue to face a decline in donor turnout during the holidays, with many donors falling ill during cold and flu season making the month of January historically a period of critical blood shortages; and

WHEREAS, the mission of Bloodworks NW is saving lives through research, innovation, education, and excellence in blood, medical, and laboratory services in partnership with our community; and

WHEREAS, as part of this mission, Bloodworks NW supplies 95% of the Pacific Northwest's blood, and is the sole provider of blood products for PeaceHealth St. John Medical Center; and

WHEREAS, local community partnerships have worked with Bloodworks to provide pop-up blood donation centers, for instance, each academic year R. A. Long and Mark Morris High School students continue to make an impact by hosting multiple blood drives; and

NOW, THEREFORE, I, Spencer Boudreau, Mayor of the City of Longview, proclaim January as "Blood Donor Month," and encourage all to donate, volunteer, or give blood. This lifesaving work is vital to strengthening our community's resilience.

In witness whereof, I have hereunto set my hand and caused the seal of the City of Longview to be affixed this 25th day of January 2024.

Spencer Boudreau, Mayor



City of Longview

Agenda Summary

PARKS BOARD ONE TIME EXEMPTION RECOMMENDATION TO CURRENT ALCOHOL IN PARKS POLICY

RECOMMENDED ACTION:

MOTION TO APPROVE THE SPECIAL EVENT APPLICATION FOR TACOS AND TEQUILA

DATE: January 25, 2024

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Address quality of place issues

CITY ATTORNEY REVIEW: REQUIRED

SUMMARY STATEMENT:

Rusty Hoyle, Chairperson of Choice Charities, DBA Craft Nation, a 501(c)3 non-profit company from Vancouver will be present to request a change to the Special Event Alcohol Use Permit in Parks. The non-profit is requesting permission to hold an event at R.A. Long Park called Tacos and Tequila on June 21-22, 2024. R.A. Long Park currently allows for special events with beer, wine, and champagne as long as the event meets the requirements laid out in the policy. The policy does not currently allow for hard liquor.

Attached is a letter of request for the new event, the event application, and the policy with accompanying documents associated with alcohol in the park. The request went in front of the Parks and Recreation Advisory Board at their December 18, 2023, meeting. The request goes against the current established policy and so the non-profit was seeking a recommendation to council to change/update the policy, provide a "one-time" exemption, or a denial of the application. The Parks and Recreation Advisory Board is recommending to council a one-time exemption to the policy to move forward with the event as long as the applicant can meet all the other requirements within the Alcohol in the Parks Policy.

RECOMMENDED ACTION:

Motion to approve the Special Event Application for Tacos and Tequila

STAFF CONTACT:

Jennifer Wills, Director of Parks and Recreation

Attachments:

1. Tacos and Tequila Application
2. Tacos and Tequila Event Request Letter
3. Alcohol Policy
4. Request to Serve Alcohol
5. Serving Alcohol Agreement Form



PARKS & RECREATION

CITY OF LONGVIEW

City of Longview
Parks & Recreation Department
2920 Douglas Street
Longview, Washington 98632

~~2019~~ AGREEMENT TO SERVE ALCOHOL 2023

Event Coordinator: Rusty Hoyle
Organization Legal Name (If Applicable): Choice Events
Mailing Address: PO Box 3205, Vancouver, WA 98668
Phone: 503-758-7273 Alternate Phone: 425-698-3236
Email: littlerusty@gmail.com

By signing below the Event Organizer is agreeing to adhere to the following rules:

- The event coordinator (or the person designated in writing by the event coordinator at least two weeks prior to the event) will attend the event for its entire duration, be the designated contact person for City staff, and be responsible for making decisions regarding the operation of the event.
- No one working at the event may consume alcohol. This includes all volunteers or employees of the nonprofit, manufacturers, distributors, caterers, or vendors.
- The City may require the event coordinator to meet with staff on location prior to the start of the event to ensure all conditions of the Special Event Permit and Serving Alcohol Agreement have been met.
- No one under the age of 21 will be allowed in the alcohol permitted area.
- Outside alcohol prohibited except for what is permitted in the Alcohol Request Application.
- Food must be available for free or for purchase during event when alcohol is served.
- Fencing around areas that serve alcohol must be at least 60 inches tall.
- The City requires MAST certified alcohol monitor(s)/roamer(s) for the event at a ratio of no fewer than one (1) trained alcohol monitor per five (5) non-MAST servers. For the purpose of these Guidelines, "trained alcohol monitor/server" means any person holding

a valid Washington State Mandatory Alcohol Server Training (MAST) Permit from the Washington State Liquor Control Board.

- The City may provide a facility attendant to be the designated contact person for the City.
- The City requires the event coordinator provides reasonable security measures for the duration of the event agreed upon prior to the event. The event coordinator will be responsible for providing and paying for all security measures required by the City.
- Event coordinators may only serve alcohol during the hours defined on their application and the serving of alcohol must end ½ hour prior to the established end time of your event.
- Event coordinators must publicly display your Special Occasion License or Banquet Permit during the event and adhere to all its conditions.
- A minimum of two (2) people from your organization will check identification of ALL attendees. No one will be allowed within the event area without identification. A sign should be placed at the entrance that states "Entrance Prohibited to anyone born on _____ or after" to know the birthdate of anyone of legal age.
- There should be one public entrance and egress into the event (excluding emergency exits) to ensure proper requirements are adhered to.
- Open to the public events: Attendees into your event (whether a free or paid ticket event) are required to have a non-removable wristband to indicate that their ID has been checked.
- Alcohol is not permitted within the park system and is not allowed to be taken from the alcohol permitted site. A sign posted "NO ALCOHOL BEYOND THIS POINT" must be posted at the exit.
- At least one portable restrooms and one handwashing station must be inside the area serving alcohol. Other requirements may be requested by the Special Event Permit.

Event Coordinator

By: _____

Title: _____

Date: _____

President/CEO

11/19/23

CITY OF LONGVIEW, WASHINGTON

By: _____

Parks & Recreation Director

Requested and approved:

By: _____

Parks & Recreation Department

Date: _____



Request to Serve Alcohol

Longview Parks & Recreation ♦ 2920 Douglas St. ♦ Longview, WA 98632
Office 360.442.5400 ♦ Fax 360.442.5955 ♦ www.mylongview.com/recreation

Name of applicant (primary contact) <u>Rusty Hoyle</u>	Name of Organization (if applicable) <u>Choice Events</u>	Date of application <u>11/19/23</u>
Address/City/State/Zip <u>PB Box 3205, Vancouver, WA 98668</u>		
Phone number (please include cell and office/home) <u>503-758-7273</u>		Email address <u>littlerusty@gmail.com</u>
Name of Event <u>Tacos and Tequila</u>	Date(s) of event: (mo/day/yr) <u>06/21/24 - 06/22/24</u>	Time (include setup, take down cleaning) From: <u>7 AM</u> To: <u>10 PM</u>

Rental Area Information

Which alcohol approved Park Area:

☒ R.A. Long Park ☐ Lake Sacajawea—Louisiana at Kessler ☐ Lake Sacajawea—Cottonwood Nook ☐ Roy Morse Park

Alcoholic Beverages to be served:

NO HARD LIQUOR ALLOWED

☒ Beer ☒ Wine ☐ Champagne

Amount of Alcohol available to serve:

Beer:	Wine:	Champagne:
___ Cases	___ Liters	___ Bottles
<u>40</u> Kegs	<u>100</u> Gallons	___ Cases

Who is furnishing the Alcohol? Choice Charities

Name of organization who holds the Special Occasion License?

Choice Events/Choice Charities

Non-profit?

☒ YES ☐ NO

State ID#

Is the event open to the public?

☒ YES ☐ NO

Is the event a fundraiser?

☒ YES ☐ NO

Will you be selling products or merchandise?

☒ YES ☐ NO

Estimated attendance: 2,500

Is food being served?

☒ YES ☐ NO

Prepared on site?

☒ YES ☐ NO

List top 3 secondary contacts. One of the listed contacts on this form must always be present on site during event.

Name	Phone
1. <u>Sherie Szubski</u>	<u>425-698-3236</u>
2. <u>Craig Marti</u>	<u>360-772-6859</u>
3. _____	_____

Check if there will be: ☒ BAND ☐ DJ ☐ BOOM BOX

Have you previously requested a permit for such activity?

☐ YES ☒ NO

How many porta potties will be set up? (Recommend 1 per 75 estimated attendees, 10% must be ADA accessible)

14 total

How many hand washing stations will be set up? (recommend 1 per 10 porta potties)

2

Please attach a detailed description of the proposed event including:

- Event overview
- Who the event benefits (is for)
- Reason for hosting the event
- Explanation of charging admission or collecting donations
- Define where proceeds go to
- List of vendors and partnering agencies involved

- Describe how medical emergency will be handled at the event
- Describe if the event may impede traffic, follow traffic, pedestrian, and bike laws
- Describe your security plan
- Map (Drawing) of event

Identify any special equipment you plan to use or set up during your rental.

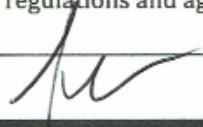
- Include quantity and size
- Ex: Canopy tents, porta pottys, banners, signs

The city reserves the right to require additional insurances and fees depending on the type of use planned or equipment used. There may be additional requirements for special or community events such as insurance, rental fee, security, garbage disposal, porta potty, city staff or other measures to ensure safety and compatibility with park use.

Application Agreement

The permittee agrees to defend, indemnify and hold harmless the City of Longview and its officials, employees and agents from any damage claim or lawsuit for injury, illness, damage or other loss incurred during the period covered by this permit, except for injuries or damages caused by the sole negligence of the city. The permittee further states that he/she has read and fully understands the park rules and regulations and agrees to abide by and enforce same. I have received a copy of the Park Area Rental Information.

Signature of Applicant/Permittee



Date

11/20/23

For Office Use Only

Deposit \$	Park Area Fee \$	Insurance \$	Non-resident Fee \$	Other \$
Deposit Paid \$	Receipt Number		Rental Fees Paid \$	Receipt Number
Approval			Distribution to Parks	Distribution to Police

Request for New Event
Tacos & Tequila
June 21-22, R.A. Long Square

Hello, my name is Rusty Hoyle, Chairman at Choice Charities, DBA Craft Nation, a 501(c)3 nonprofit company out of Vancouver, WA. UBI 603-336-270. Our flagship event is the Craft Beer & Wine Fest in Vancouver. We're in our 11th year. I'm writing to ask permission to hold an event at R.A. Long Square for 2,500-3,000 attendees.

We feel Longview is a great place for us to organize an event. The event space is perfect, we love the trees, and we think it will be successful.

Tacos & Tequila will be a good fit for June 21-22, 2024. We're seeing more and more food trucks coming into the area. We're all about helping small businesses, & these types of events generate revenue for families. Tacos alone won't draw a crowd, but a sound stage and cervesas attract crowds. This is where we fit in the puzzle.

Please see attachment, "Event Overview" on page 2 for the event details.

We humbly ask for your consideration to hold this event at your park. We are aware of your current policy on alcohol in parks, and will be asking for a minor change in policy so that we can attract more customers to the event. Tacos & Tequila is a very popular concept right now, and we have a way to responsibly serve our customers.

Thank you in advance for your assistance in getting this event off the ground. We are a full-service festival company, and we're here to make life a little better. We look forward to your positive response.

Rusty Hoyle
President, Craft Nation

Ask for change in policy:

In order to hold Tacos & Tequila, we are asking if we may sell margaritas that are pre-mixed in kegs. We are able to maintain a consistent ABV on margaritas without over-service. The ABV of the pre-mixed cocktails will be less than the ABV of a glass of wine.

Alcohol monitors will be placed at the bar, and the festival token sales to prohibit sales to any intoxicated individuals. Please see page 3 for the recipe breakdown, cup size, and ratios.

Source: <https://www.rethinkingdrinking.niaaa.nih.gov/tools/calculators/cocktail-calculator.aspx>

Tacos & Tequila

June 21-22, 2024, R.A. Long Square
Event Overview

Tacos & Tequila is an event by Craft Nation, a Vancouver, WA 501(c)3 nonprofit organization. We benefit small businesses, local food banks, and other local charities.

Tacos & Tequila is a 2 day festival at R.A. Long Square in Longview, WA. It will feature tons of tacos from local food trucks, craft cervesas, local craft wine, and kegged margaritas. A temporary live sound stage will be installed with a mix of cover and tribute bands. With our event experience and customer email list, we'll be able to pull our built-in customers from Vancouver and Portland. We will also have an online presence in Olympia and Tacoma. We are known for packing hotels and have an outside economic impact of millions of dollars each event.

This event is still evaluating which local charity this will benefit. We are currently accepting nominations.

Why Tacos & Tequila?

R.A. Long Square is a beautiful park that was planned really well. Infrastructure is easily accessible and in the right spots. We have heard that the space is underutilized, which makes this a great place to hold an event, and grow awareness of the park to new visitors.

Tacos and Tequila are HOT right now, it's the perfect concept to put at R.A. Long Square. Everyone loves tacos, and at an outdoor event, people enjoy cervesas and tequila as well. With the entertainment on the stage, this will create a memorable event experience for the customer, leaving a positive impression on all who attend.

Entry:

Tickets will be sold, much like your current Crafted festival, which will include a souvenir glass and festival tokens. Food or drinks may be purchased with festival tokens. Each token is worth \$1. 100% of the proceeds will go to the non-profit, and a portion of the proceeds will go to a local charity.

Why a Vancouver company?

We have a built in crowd, we'll bring them with us. 😊

We'll use local vendors wherever possible. Currently we work with Specialty Rents, Tactical Patriot Security, AT Productions for stage and sound, and we'll invite all of your local Mexican restaurants to participate. We will source local wherever possible.

Vendors:

We'll also have plenty of room for craft vendors! We like to add a shopping element to all of our events, it makes for a better customer experience. All handmade goods are welcome at our events.

THIS RECIPE CONTAINS:



1.0 [U.S. standard drinks](#) (or drink equivalents) and has [10.9% alcohol](#) in **5.5** total fluid ounces.

This will be served over ice in a 12oz cup. All ingredients will be pre-mixed in kegs for absolute consistency.

Alcohol Ingredients	Amount	% ALC/VOL
Tequila	1.5 fl. oz	40%
SUB TOTAL	1.5 fl. oz	
Non-Alcohol Ingredients	Amount	No content
Margarita Mix	4 fl. oz	
SUB TOTAL	4 fl. oz	
TOTAL	Total	5.5 fl. oz

ALCOHOL POLICY

City of Longview - Parks

CURRENT PARK CODE:

Park Code (**LMC 13.01.190 – Possession or consumption of alcoholic beverages in public parks**) states that it is unlawful for any person to consume or possess any unsealed or opened container of alcoholic beverage in a public park; provided, this prohibition shall not apply to organized groups which have secured a permit from the director and, if required, from the Washington State Liquor Control Board.

POLICY

The consumption of alcoholic beverages is prohibited at all City of Longview Parks and other outdoor public places, unless a Special Event Permit or Private Park Rental Permit has been awarded, permission for serving and consuming of alcohol has been granted, the event takes place within an approved site, and the subsequent conditions laid out within the following sections are followed.

SECTION 1: CONDITIONS

Any person, group, or organization seeking to host an event at City of Longview Parks at which alcohol will be consumed must meet the following conditions prior to approval:

- Applicant is required to submit a “*Parks and Recreation*” Special Event Application or Park Rental Application, Request to Serve Alcohol Application, and all accompanying documentation to the Parks and Recreation Department Office a minimum of 60 days prior to the event.
- Special Event applicants are required to submit a “*City of Longview*” Special Event Permit through the City Engineering Department to begin coordination with other departments such as street, fire, garbage, and police, etc.
- Permitted Site: Beer, wine, and champagne are allowed to be served only at R.A. Long Park.

SECTION 2: PERMITTING

Any person, group, or organization seeking to host an event at City of Longview Parks at which alcohol will be consumed must meet the following conditions prior to permitting:

- Applicant must submit a signed Special Event Application or Private Event Application and pay applicable fees.
- A Request to Serve Alcohol Application must be submitted and is required to have:
 - a. A detailed site map which must include:
 - i. Clearly identifiable alcohol serving areas (must be enclosed areas with minimum barrier height of 60 inches)

- ii. Show specific location of all structures, fire lanes, streets, alleys, fencing (indicating location of exits and gates)
 - iii. Show specific location of all of tents or temporary structures, including dimensions (if applicable)
 - iv. Vendors, food trucks, merchandise areas (if applicable)
 - v. Stage location and sizes (if applicable)
 - b. A security plan that provides control entry/exit point(s) to prevent minors from access to the serving consumption areas
 - c. Any other pertinent details about areas applicable for event.
 - d. Remit any applicable fees for serving alcohol
- Anyone who wishes to serve and/or sell alcoholic beverages at designated permitted site must complete and adhere to a Serving Alcohol Agreement Form which stipulates that conditions under which alcohol beverages may be served and/or sold and consumed.
- Special Event Permit holder is required to obtain a Special Occasion License from the Washington State Liquor Control Board, post the Special Occasion License during the event, and adhere to all its conditions.
 - a. You must be a non-profit organization to charge for alcoholic beverages. It is against the law to allow a third party (i.e.: promoter) to run an event on behalf of a non-profit in exchange for a percentage of the profits. Allowing a third party to collect part of the proceeds or take a percentage of the proceeds could prevent your nonprofit from obtaining future Special Occasion Licenses.
 - b. Alcohol beverages to be served and/or sold are limited to beer, wine, and champagne.
 - i. Beer, wine, or champagne may not be sold below cost.
 - ii. Beer, wine, or champagne may not be given as awards or gifts.
- Park Rental Permit holder is required to obtain a Banquet Permit from the Washington State Liquor Control Board, post the Banquet Permit during the event, and adhere to all its conditions below.
 - a. Attendance must be by invitation only
 - b. The event may not be open or advertised to the public to include social media
 - c. Liquor must be free of charge, or brought by individuals attending the event. No separate or additional charge may be made for liquor, and donations cannot be accepted
 - d. The event cannot be for business promotions
 - e. Liquor must be purchased from a retail store at full retail price
 - f. Package deals are allowed that may include, for example, the cost of dinner, liquor and entertainment. To ensure participants receive an equal share, tickets exchangeable for drinks may be issued as part of the package price. No profit may be made from the packaged deals
- Secure either “Host Liquor Liability” or “Liquor Liability Insurance” identifying the City of Longview as an additional insured for primary and non-contributory limits of liability of \$1,000,000 commercial general liability insurance per occurrence combined single limits, \$2,000,000 aggregate unless waived by the city.

SECTION 3: APPROVAL PROCESS

Applicants submit a Parks and Recreation Special Event or Park Rental Application and Request to Serve Alcohol Application explaining the nature of the event, site plan, security plan, and the circumstances in which alcohol is proposed to be served and all applicable fees 60 days prior to the event.

The Department will provide additional feedback, request further information, or provide an approval or denial of the application within five business days.

The Organization or Individual will then obtain the certificates of insurance required for the event, apply for the Special Occasion License or Banquet Permit, and provide all copies to the City 30 days prior to the event.

The Director of Parks and Recreation reserves the right to limit the number of Special Event Permits issued per site and limit.

Sites may be added to the Special Event Permit list by the Director of Parks and Recreation, only if a request is received from a City Council Member or the public, after an open community process (which includes but is not limited to the Parks and Recreation Advisory Board and registered neighborhood organizations) is performed to introduce the potential new site and solicit feedback and recommendations and after council approval is granted.

Once all conditions have been satisfactorily met the City of Longview and/or the Parks and Recreation Department will issue a Special Event or Park Rental Permit for the event.

SECTION 4: EVENT REQUIREMENTS

Public Event Requirements:

Any person, group, or organization seeking to host a public event at City of Longview Parks at which alcohol will be consumed must agree to the following conditions by signing the Agreement to Serve Alcohol Form during the special event unless a permit stating otherwise has been secured from the director:

- The event coordinator (or the person designated in writing by the event coordinator at least two weeks prior to the event) will attend the event for its entire duration, be the designated contact person for City staff, and be responsible for making decisions regarding the operation of the event.
- No one working at the event may consume alcohol. This includes all volunteers or employees of the nonprofit, manufacturers, distributors, caterers, or vendors.
- The City may require the event coordinator to meet with staff on location prior to the start of the event to ensure all conditions of the Special Event Permit and Serving Alcohol Agreement have been met.
- No one under the age of 21 will be allowed in the alcohol permitted area.
- Outside alcohol prohibited except for what is permitted in the Alcohol Request Application.

- Food must be available for free or for purchase during event when alcohol is served.
- Fencing around areas that serve alcohol must be at least 60 inches tall.
- The City requires MAST certified alcohol monitor(s)/roamer(s) for the event at a ratio of no fewer than one (1) trained alcohol monitor per five (5) non-MAST servers. For the purpose of these Guidelines, “trained alcohol monitor/server” means any person holding a valid Washington State Mandatory Alcohol Server Training (MAST) Permit from the Washington State Liquor Control Board.
- The City may provide a facility attendant to be the designated contact person for the City.
- The City requires the event coordinator provides reasonable security measures for the duration of the event agreed upon prior to the event. The event coordinator will be responsible for providing and paying for all security measures required by the City.
- Event coordinators may only serve alcohol during the hours defined on the Special Event Permit and the serving of alcohol must end ½ hour prior to the established end time of your event.
- Event coordinators must publicly display your Special Occasion License during the event and adhere to all its conditions.
- A minimum of two (2) people from your organization will check identification of ALL attendees. No one will be allowed within the event area without identification. A sign should be placed at the entrance that states “Entrance Prohibited to anyone born on ____ or after” to know the birthdate of anyone of legal age.
- There should be one public entrance and egress into the event (excluding emergency exits) to ensure proper requirements are adhered to.
- Attendees into your event (whether a free or paid ticket event) are required to have a non-removable wristband to indicate that their ID has been checked.
- Alcohol is not permitted within the park system and is not allowed to be taken from the alcohol permitted site. A sign posted “NO ALCOHOL BEYOND THIS POINT” must be posted at the exit.
- At least one portable restrooms and one handwashing station must be inside the area serving alcohol. Other requirements may be requested by the Special Event Permit.

Private Event Requirements:

Any person, group, or organization seeking to host a private event at City of Longview Parks at which alcohol will be consumed must agree to the following conditions by signing the Agreement to Serve Alcohol Form during the park rental unless a permit stating otherwise has been secured from the director:

- The event coordinator (or the person designated in writing by the event coordinator at least two weeks prior to the event) will attend the event for its entire duration, be the designated contact person for City staff, and be responsible for making decisions regarding the operation of the rental.
- No one working at the event may consume alcohol. This includes all volunteers or employees of caterers or other vendors hired for the rental.
- The City may require the event coordinator to meet with staff on location prior to the start of the rental to ensure all conditions of the Banquet Permit and Serving Alcohol Agreement have been met.
- Outside alcohol prohibited except for what is permitted in the Alcohol Request Application.
- Fencing around areas that serve alcohol must be at least 60 inches tall.
- The City may provide a facility attendant to be the designated contact person for the City.
- The City requires the event coordinator to provide reasonable security measures for the duration of the event agreed upon prior to the event. The event coordinator will be responsible for providing and paying for all security measures required by the City.
- Event coordinators may only serve alcohol during the hours defined on the Banquet Permit and the serving of alcohol must end ½ hour prior to the established ending time of your event.
- Event coordinators must publicly display your Banquet Permit during the event and adhere to all its conditions.
- There should be one entrance and egress into the event (excluding emergency exits) to ensure proper requirements are adhered to.
- Alcohol is not permitted within the park system and is not allowed to be taken from the alcohol permitted site. A sign posted “NO ALCOHOL BEYOND THIS POINT” must be posted at the exit.
- At least one portable restrooms and one handwashing station must be inside the area serving alcohol. Other requirements may be requested by the Special Event Permit.

SECTION 5: APPLICATIONS

Public Events:

- ☐ Longview Parks and Recreation Department Special Event Application
- ☐ City of Longview Special Event Application
- ☐ Request to Serve Alcohol Application
- ☐ Washington State Liquor Control Board Special Occasion License
- ☐ Insurance with City of Longview Additionally Insured

Private Events:

- ☐ Longview Parks and Recreation Department Park Rental Application
- ☐ Request to Serve Alcohol Application
- ☐ Washington State Liquor Control Board Banquet Permit
- ☐ Insurance with City of Longview Additionally Insured



Request to Serve Alcohol

Longview Parks & Recreation ♦ 2920 Douglas St. ♦ Longview, WA 98632
Office 360.442.5400 ♦ Fax 360.442.5955 ♦ www.mylongview.com/recreation

Name of applicant (primary contact)		Name of Organization (if applicable)		Date of application	
Address/City/State/Zip					
Phone number (please include cell and office/home)				Email address	
Name of Event		Date(s) of event: (mo/day/yr)		Time (include setup, take down cleaning) From: To:	
Rental Area Information					
Which alcohol approved Park Area:					
☐ R.A. Long Park ☐ Lake Sacajawea—Louisiana at Kessler ☐ Lake Sacajawea—Cottonwood Nook ☐ Roy Morse Park					
Alcoholic Beverages to be served: <u>NO HARD LIQUOR ALLOWED</u> ☐ Beer ☐ Wine ☐ Champagne			Amount of Alcohol available to serve: Beer: Wine: Champagne: ___ Cases ___ Liters ___ Bottles ___ Kegs ___ Gallons ___ Cases		
Who is furnishing the Alcohol?					
Name of organization who holds the Special Occasion License?			Non-profit? ☐ YES ☐ NO		State ID#
Is the event open to the public? ☐ YES ☐ NO		Is the event a fundraiser? ☐ YES ☐ NO		Will you be selling products or merchandise? ☐ YES ☐ NO	
Estimated attendance: _____			Is food being served? ☐ YES ☐ NO Prepared on site? ☐ YES ☐ NO		
List top 3 secondary contacts. One of the listed contacts on this form must always be present on site during event.					
Name		Phone			
1. _____		_____			
2. _____		_____			
3. _____		_____			
Check if there will be: ☐ BAND ☐ DJ ☐ BOOM BOX			Have you previously requested a permit for such activity? ☐ YES ☐ NO		
How many porta potties will be set up? (Recommend 1 per 75 estimated attendees, 10% must be ADA accessible)					
How many hand washing stations will be set up? (recommend 1 per 10 porta potties)					
Please attach a detailed description of the proposed event including: - Event overview - Who the event benefits (is for) - Reason for hosting the event - Explanation of charging admission or collecting donations - Define where proceeds go to - List of vendors and partnering agencies involved					

- Describe how medical emergency will be handled at the event
- Describe if the event may impede traffic, follow traffic, pedestrian, and bike laws
- Describe your security plan
- Map (Drawing) of event

Identify any special equipment you plan to use or set up during your rental.

- Include quantity and size
- Ex: Canopy tents, porta pottys, banners, signs

The city reserves the right to require additional insurances and fees depending on the type of use planned or equipment used. There may be additional requirements for special or community events such as insurance, rental fee, security, garbage disposal, porta potty, city staff or other measures to ensure safety and compatibility with park use.

Application Agreement

The permittee agrees to defend, indemnify and hold harmless the City of Longview and its officials, employees and agents from any damage claim or lawsuit for injury, illness, damage or other loss incurred during the period covered by this permit, except for injuries or damages caused by the sole negligence of the city. The permittee further states that he/she has read and fully understands the park rules and regulations and agrees to abide by and enforce same. I have received a copy of the Park Area Rental Information.

Signature of Applicant/Permittee

Date

For Office Use Only

Deposit	Park Area Fee	Insurance	Non-resident Fee	Other
\$	\$	\$	\$	\$
Deposit Paid	Receipt Number		Rental Fees Paid	Receipt Number
\$			\$	
Approval			Distribution to Parks	Distribution to Police



PARKS & RECREATION

CITY OF LONGVIEW

City of Longview
Parks & Recreation Department
2920 Douglas Street
Longview, Washington 98632

2019 AGREEMENT TO SERVE ALCOHOL

Event Coordinator: _____

Organization Legal Name (If Applicable): _____

Mailing Address: _____

Phone: _____ Alternate Phone: _____

Email: _____

By signing below the Event Organizer is agreeing to adhere to the following rules:

- The event coordinator (or the person designated in writing by the event coordinator at least two weeks prior to the event) will attend the event for its entire duration, be the designated contact person for City staff, and be responsible for making decisions regarding the operation of the event.
- No one working at the event may consume alcohol. This includes all volunteers or employees of the nonprofit, manufacturers, distributors, caterers, or vendors.
- The City may require the event coordinator to meet with staff on location prior to the start of the event to ensure all conditions of the Special Event Permit and Serving Alcohol Agreement have been met.
- No one under the age of 21 will be allowed in the alcohol permitted area.
- Outside alcohol prohibited except for what is permitted in the Alcohol Request Application.
- Food must be available for free or for purchase during event when alcohol is served.
- Fencing around areas that serve alcohol must be at least 60 inches tall.
- The City requires MAST certified alcohol monitor(s)/roamer(s) for the event at a ratio of no fewer than one (1) trained alcohol monitor per five (5) non-MAST servers. For the purpose of these Guidelines, “trained alcohol monitor/server” means any person holding

a valid Washington State Mandatory Alcohol Server Training (MAST) Permit from the Washington State Liquor Control Board.

- The City may provide a facility attendant to be the designated contact person for the City.
- The City requires the event coordinator provides reasonable security measures for the duration of the event agreed upon prior to the event. The event coordinator will be responsible for providing and paying for all security measures required by the City.
- Event coordinators may only serve alcohol during the hours defined on their application and the serving of alcohol must end ½ hour prior to the established end time of your event.
- Event coordinators must publicly display your Special Occasion License or Banquet Permit during the event and adhere to all its conditions.
- A minimum of two (2) people from your organization will check identification of ALL attendees. No one will be allowed within the event area without identification. A sign should be placed at the entrance that states “Entrance Prohibited to anyone born on _____ or after” to know the birthdate of anyone of legal age.
- There should be one public entrance and egress into the event (excluding emergency exits) to ensure proper requirements are adhered to.
- Open to the public events: Attendees into your event (whether a free or paid ticket event) are required to have a non-removable wristband to indicate that their ID has been checked.
- Alcohol is not permitted within the park system and is not allowed to be taken from the alcohol permitted site. A sign posted “NO ALCOHOL BEYOND THIS POINT” must be posted at the exit.
- At least one portable restrooms and one handwashing station must be inside the area serving alcohol. Other requirements may be requested by the Special Event Permit.

Event Coordinator

By: _____

Title: _____

Date: _____

CITY OF LONGVIEW, WASHINGTON

By: _____
Parks & Recreation Director

Requested and approved:

By: _____
Parks & Recreation Department

Date: _____



City of Longview

Agenda Summary

APPROVAL OF CLAIMS

Based upon the authentication and certification of claims and demands against the city, prepared and signed by the City's auditing officer, and in full reliance thereon, it is moved and seconded as shown in the minutes of this meeting that the following vouchers/warrants are approved for payment:

FIRST HALF JANUARY 2024 ACCOUNTS PAYABLE: \$4,767,208.50

FIRST HALF JANUARY 2024 PAYROLL:

\$13,142.97, checks
\$980,309.19, direct deposits
\$649,717.42, wire transfers
\$1,643,169.58 Total

STAFF CONTACT:

Lindy Kennedy, Accountant
Dana Beck, Payroll Specialist

Attachments: None



City of Longview

Agenda Summary

BID REVIEW – SUBMERSIBLE MIXER AND CHLORINE BOOSTER SYSTEM

RECOMMENDED ACTION:

MOTION TO ACCEPT THE BID AND AWARD TO TMG SERVICES, INC., IN THE AMOUNT OF \$ 173,688.05

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Provide sustainable water quality and environmental infrastructure

SUMMARY STATEMENT:

This Contract provides for procurement and assistance with installation of submersible mixer and chlorine injection system at Trella and Niemi reservoirs. In addition to this 4 additional mixer will be procured to be installed at 4 water reservoir to improve water quality in the reservoir and distribution system.

On January 9, 2024, one bid was received as follows:

\$173,688.05 TMG Services, Inc. – Tacoma, WA

\$178,530 - Engineer's Estimate

The bid received was determined to be regular and responsive.

FINANCIAL SUMMARY:

This project is funded through the water construction fund.

STAFF CONTACT:

Ivona Kininmonth, Project Engineer

Attachments: None



City of Longview

Agenda Summary

CONSULTANT AGREEMENT AMENDMENT NO. 1 WITH PBS ENGINEERING & ENVIRONMENTAL FOR NICHOLS BLVD & OLYMPIA WAY PAVEMENT RESTORATION

RECOMMENDED ACTION:

MOTION TO AUTHORIZE THE CITY MANAGER TO EXECUTE THE AGREEMENT AMENDMENT NO. 1 WITH PBS ENGINEERING & ENVIRONMENTAL

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Improve streets and roads.

Improve transportation systems.

CITY ATTORNEY REVIEW: REQUIRED

SUMMARY STATEMENT:

On November 28, 2023, the City Council authorized the City Manager to enter into a phase 1 consultant agreement with PBS Engineering & Environmental. The original agreement, executed on December 5, 2023, was a phase 1 agreement. Preliminary designs were accomplished during phase 1 which allowed the consultant to narrow their scope of work and define the phase 2 tasks. The project was split into phase 1 and phase 2 work to fast track the project for an expedited project construction in summer 2024.

Amendment 1 includes the remainder of the tasks necessary to prepare the project for construction. This includes preparation of signed bid-ready plans, specifications, and estimates.

FINANCIAL SUMMARY:

The PBS Amendment 1 cost is \$286,678.00, for a total preliminary engineering contract amount of \$385,794.22. The revised scope and fee are attached for reference. The work will be paid primarily through the Transportation Improvement Board (TIB) grant funds for this project.

STAFF CONTACT:

Morgan Palmer, P.E., Project Engineer

Attachments:

1. Nichols Blvd and Olympia Way - Amendment 1

Exhibit B

CITY OF LONGVIEW, WASHINGTON

Scope of Work

Nichols Blvd and Olympia Way TIB Projects – Amendment 1 City of Longview Project # 2336

INTRODUCTION

PBS Engineering and Environmental Inc. (PBS) and their Consultant team have been selected by the City of Longview (City) to perform traffic and design engineering, environmental permitting, public involvement and other related professional services for the Nichols Blvd and Olympia Way TIB projects. Professional services will include, Roadway engineering, traffic engineering, environmental process & permits, and utility coordination.

The project team includes:

- Archaeological Investigations Northwest (AINW) – cultural resources investigation (No additional work this amendment)
- Universal Field Services (UFS) – right-of-way acquisition (No additional work this amendment)
- Exeltech – Construction Management

The Project is funded with City funds, and a TIB grant for design and construction.

PROJECT DESCRIPTION/BACKGROUND

These projects are on a compressed schedule and to be constructed in 2024. To accommodate this compressed schedule, and the holiday season, the project had an initial scope to get started, with the intent for this amendment to take the project through the design phase.

The Nichols Blvd project will include WSDOT Coordination and approval, grind and inlay pavement restoration, intersection modifications, striping, and ADA improvements.

The Olympia Way project will include grind and inlay pavement restoration, signal study, coordination of striping with ongoing project, and ADA improvements.

OVERALL PROJECT ASSUMPTIONS

- The original scope of services was for anticipated work that can be performed through mid-January 2023 and consists of data collection and progressing the design towards 30%. This scope amendment is to complete 30% design, finalize the project design, and support the City through bidding. Another amendment will be required if the City decides to use the team for Construction management.
- Project is anticipated to go out to bid in early 2024.
- Project is anticipated to be constructed in 2024.
- The signal at 22nd and Olympia will be removed.

- No permitting other than cultural resources are required for this project.

SCOPE OF WORK

TASK 1: PROJECT MANAGEMENT AND ADMINISTRATION

PBS shall oversee project tasks and coordinate with City representatives to manage the scope, schedule and budget for the design engineering phase. This project is assumed to take up to 3 months to complete the design.

Subtask 1.1 Contract Administration, Invoicing, and Progress Reports

- Prepare and submit monthly invoices. Each invoice will include: date period covered by invoice, number of hours worked during the billing period with billing rates shown; expenses and associated mark-ups; total cost for labor and expenses for the billing period; subconsultants fees including markups for the billing period; and a total amount summarizing labor, expenses, and subconsultant fees.
- Maintain required contract documentation. Provide copies of project files and records to the CITY for audits and public information requests. Final documents shall be provided in electronic format as requested.

Deliverables

- Monthly invoices, Contract Summary Reports, and Project Status Reports.
- Project Documentation, upon request

Subtask 1.2 Meetings

This item includes the coordination and meetings necessary for the next 3 months of the project (5 months total).

- Up to three internal PBS design team coordination and meetings (assumes 6 staff).
- Preparation for and attendance for weekly project coordination meeting with City staff including two PBS staff. Other consultant team members will attend meetings as needed (assumes 12 meetings).

Deliverables

- Meeting Agendas and Meeting Summaries

Subtask 1.3 Management, Coordination, and Direction

- The Consultant shall provide management, coordination, and direction to the Project team in order to complete the project on time and within budget. The City fosters a partnership approach of all stakeholders in the Project. The Consultant shall integrate this strategy into the overall management approach.
- The Consultant shall establish a quality management program and designate responsibility for review of technical work and other deliverable products.
- Prepare and maintain project design schedule. The schedule shall identify CONSULTANT tasks and items provided by CITY and other consultants. The schedule shall be updated as circumstances require or as requested by the CITY (assumes 2 updates).
- The Consultant shall prepare and submit an activities list and schedule to the City following the Notice to Proceed. The schedule shall show appropriate milestones for the Project, including intermediate and final.
- The Consultant shall coordinate Consultant tasks and activities with the City.

Deliverables

- Project Schedule & Schedule Updates
- Summary notes of coordination efforts

Subtask 1.4 WSDOT Coordination

The Consultant will perform the required roadway documentation per the requirements of the WSDOT Design Manual. The following scope of work is described below in greater detail.

- The Consultant will coordinate with WSDOT and the City of Longview for applicable WSDOT procedures, approvals, and processes related to the project.
- WSDOT coordination meetings with the City and the Consultant will be held for key aspects of the project.
- The Consultant will prepare and submit required information for WSDOT Design Approval.

Deliverables

- Coordination meeting agendas and meeting summaries.
- Plans for Approval (For NW Nichols Only)
- Safety Analysis memo (For NW Nichols Only)
- Summary of Design (BOD-Lite)
- ADA Crossing Closure documentation
- ADA Assessment reports

TASK 2: SURVEYING

This task was included in the initial scope and no additional scope is included in this contract amendment.

TASK 3: CULTURAL RESOURCES

This task was included in the initial scope and no additional scope is included in this contract amendment.

TASK 4: DESIGN ENGINEERING – NICHOLS BLVD

PBS will advance the design to preliminary (30 percent), 90 percent, and final construction contract documents as part of this task. The Consultant team will be responsible to provide design engineering services for the deliverables outlined below for the following submittals:

- Preliminary 30% submittal
 - Traffic Counts
 - WSDOT Signal Coordination
 - Preliminary 30% Strip Map
- 90% Submittal

- Final submittal

Subtask 4.1 30 Percent Design (Preliminary)

The consultant will complete the preliminary documents to the 30 percent design stage. Review documents will consist of drawings. At this design level, the overall design layout, footprint, and geometrics of the project are established, and all decisions required to generate construction details have been made.

The 30% Strip map shall include:

- Typical Sections
- Plan view strip maps (20 scale)
- ADA improvements / Bulb out locations / Bike cut through locations.
- Storm Conveyance modifications

Deliverables

- Completion of task to be included with amendment.
- 30% Strip Map
- Complete Street Committee coordination

Subtask 4.2 - 90 Percent Design (PS&E)

The consultant will address review comments on the 30% Plans and develop construction documents to the 90 percent design stage. These documents will consist of plans, specifications, a bid item list, an opinion of probable construction cost.

The 90% plans shall include:

- Cover Sheet
 - Civil Legend Sheet
 - Typical Sections
 - Construction Staging Plans
 - Site Prep and Erosion Control and Grading Plans
 - Erosion Control Notes Detail Sheets
 - Plan Sheets showing basic roadway geometry information and stormwater layout
 - Intersection and ADA grading sheets
 - Signing and Striping Plans
 - Signal Modification Sheets (APS upgrades)
- 1) Detailed geometric layout of intersection and grading for ADA purposes.
 - 2) Updated cut and fill line determination.
 - 3) Stormwater memo (1-2 pages)
 - 4) Calculate quantities and prepare a 90% engineer's estimate of construction costs shown on the Civil plans.
 - 5) Submit 90% plan set and cost estimate for review

Deliverables

- 90% Plans and Cost Estimates (PDF Format)
- Project Specifications (PDF Format)
- Preliminary Stormwater memo (PDF Format)

Subtask 4.3 - Final Design (PS&E)

The consultant will address review comments on the 90% Plans and develop construction documents to the Final design stage. These documents will consist of plans, specifications, a bid item list, an opinion of probable construction cost, and Bid documents.

The final plans shall include:

- Cover Sheet
 - Civil Legend Sheet
 - Typical Sections
 - Construction Staging Plans
 - Site Prep and Erosion Control and Grading Plans
 - Erosion Control Notes Detail Sheets
 - Plan Sheets showing basic roadway geometry information and stormwater layout
 - Intersection and ADA grading sheets
 - Signing and Striping Plans
 - Signal Modification Sheets (APS upgrades)
- 1) Detailed geometric layout of intersection and grading for ADA purposes.
 - 2) Updated cut and fill line determination.
 - 3) Stormwater memo (1-2 pages)
 - 4) Calculate quantities and prepare a 90% engineer's estimate of construction costs shown on the Civil plans.
 - 5) Submit 90% plan set and cost estimate for review

Deliverables

- Final Plans and Cost Estimates (PDF Format)
- Project Specifications (PDF Format)
- Bid documents (PDF Format)

Subtask 4.4 - QA/QC

The Consultant will provide quality assurance/quality control (QA/QC) for design work in accordance with the Consultant's QA/QC Program. The Consultant will provide senior level design and construction personnel to review plan submittals and provide technical support.

TASK 5: DESIGN ENGINEERING – OLYMPIA WAY

The consultant will complete the design to preliminary (30 percent), 90 percent, and final construction contract documents as part of this task. The Consultant team will be responsible to provide design engineering services for the deliverables outlined below for the following submittals:

- Traffic Counts at Olympia Way & 22nd Ave

- Preliminary (30% Strip Map) Submittal
- 90% Submittal
- Final submittal

Subtask 5.1 30 Percent Design (Preliminary)

The consultant will begin developing preliminary documents to the 30 percent design stage. Review documents will consist of drawings. At this design level, the overall design layout, footprint, and geometrics of the project are established, and all decisions required to generate construction details have been made.

The 30% Strip map shall include:

- Typical Sections
- Plan view strip maps (20 scale)
- ADA improvements / Bulb out locations / Bike cut through locations
- Storm Conveyance modifications

Deliverables

- Coordination with the Longview Historical Board
- Completion of task to be included with amendment.
- 30% Strip Map
- Complete Street Committee coordination

Subtask 5.2 - 90 Percent Design (PS&E)

The consultant will address review comments on the 30% Plans and develop construction documents to the 90 percent design stage. These documents will consist of plans, specifications, a bid item list, an opinion of probable construction cost.

The 90% plans shall include:

- Cover Sheet
- Civil Legend Sheet
- Typical Sections
- Construction Staging Plans
- Site Prep and Erosion Control and Grading Plans
- Erosion Control Notes Detail Sheets
- Plan Sheets showing basic roadway geometry information and stormwater layout
- Intersection and ADA grading sheets
- Signing Plans with RRFB
- Signal Modification Sheets (APS upgrades)

- 1) Detailed geometric layout of intersection and grading for ADA purposes.
- 2) Updated cut and fill line determination.
- 3) Stormwater memo (1-2 pages)

- 4) Calculate quantities and prepare a 90% engineer's estimate of construction costs shown on the Civil plans.
- 5) Submit 90% plan set and cost estimate for review

Deliverables

- 90% Plans and Cost Estimates (PDF Format)
- Project Specifications (PDF Format)
- Preliminary Stormwater memo (PDF Format)

Subtask 5.3 - Final Design (PS&E)

The consultant will address review comments on the 90% Plans and develop construction documents to the Final design stage. These documents will consist of plans, specifications, a bid item list, an opinion of probable construction cost, and Bid documents.

The final plans shall include:

- Cover Sheet
- Civil Legend Sheet
- Typical Sections
- Construction Staging Plans
- Site Prep and Erosion Control and Grading Plans
- Erosion Control Notes Detail Sheets
- Plan Sheets showing basic roadway geometry information and stormwater layout
- Intersection and ADA grading sheets
- Signing Plans with RRFB
- Signal Modification Sheets (APS upgrades)

- 1) Detailed geometric layout of intersection and grading for ADA purposes.
- 2) Updated cut and fill line determination.
- 3) Stormwater memo (1-2 pages)
- 4) Calculate quantities and prepare a 90% engineer's estimate of construction costs shown on the Civil plans.
- 5) Submit 90% plan set and cost estimate for review

Deliverables

- Final Plans and Cost Estimates (PDF Format)
- Project Specifications (PDF Format)
- Bid documents (PDF Format)
- Preliminary Stormwater memo

Subtask 5.4 - QA/QC

The Consultant will provide quality assurance/quality control (QA/QC) for design work in accordance with the Consultant's QA/QC Program. The Consultant will provide senior level design and construction personnel to review plan submittals and provide technical support.

TASK 6: UTILITY COORDINATION

Subtask 6.1 Utility Coordination

Contact utilities within the project limits and obtain existing system mapping. Review mapping for consistency with project base map.

Conduct a utility reconnaissance of the project corridor to determine visual evidence of underground and above ground utility facilities and confirm utility provided facility maps and project base map completeness.

Identify and discuss with each utility special requirements associated with their facility relocation or modification.

Subtask 6.1.1 - Utility Meetings

Organize and facilitate up to two group utility meetings to provide updated project information. Such meetings will address known facilities, potential for impact, timing requirements for potential relocations, initial information of reimbursable requirements. Prepare and transmit meeting agendas and meeting summaries to utility representatives, City and Consultant team members (assumes minor adjustments of surface features only).

Deliverables

- Coordination meeting agendas and meeting summaries. (2 total)

TASK 7: PUBLIC INVOLVEMENT

The consultant will support the City's Public engagement efforts with Exhibits as requested by the City.

Deliverables

- Up to Five exhibits in PDF format for City use.

TASK 8: ENVIRONMENTAL PERMITTING

Assumed not needed with this project as we are disturbing less than 1/2 acre of soil.

TASK 9: CONSTRUCTION MANAGEMENT

The Consultant shall provide limited support during project advertisement for bids. The anticipated construction engineering services are described as follows:

Subtask 9.1 Bid Support

Pre Bid Opening Responsibilities

The Consultant shall respond to questions from prospective bidders and city staff before bid opening in reference to the bid package.

Necessary construction management support will be determined by the City prior to advertisement. A scope amendment will be provided at that point in time to best serve the City’s needs.

Assumptions

- Support for the City during the bidding process only.
- Participation in construction meetings is not included.

Deliverables

- Electronic responses to bidder inquiries as requested .

CITY DELIVERABLES TO THE CONSULTANT
--

City Provided Information

Aerial Imagery

The City will provide a digital copy of their current aerial photography for the project limits. Cad Linework and DTM to be used in Conjunction with Survey Data.

Project Coordination

The City will assist the Consultant in managing relationships with other jurisdictions involved in the project, adjacent property owners and the public. The City will provide staff to meet and discuss the project with the Consultant as needed. The City will provide written comments pertaining to the design submittals.

Pavement Design

City will provide grinding and pavement depths based on previous overlay as-builts. City plans to have core street and provide information along the corridor.

Utility List

The City will provide the Consultant with a list of local contacts for utilities within the project limits. Design and plan preparation for the addition or relocation of utilities within the project limits will be done by others.

EXHIBIT D															
Nichols Blvd and Olympia Way TIB Projects – Amendment 1										PBS		SUB TOTAL	Amendment 1 BUDGET	Original BUDGET	Total BUDGET
											Construction Management				
	Engineer VII	Engineer VI	Engineer IV	Engineer III	Engineer II	LA VII	CAD Tech I	Admin II	Expense	TOTAL	Exeltech		AMOUNT	AMOUNT	AMOUNT
TASK 1 - PROJECT MANAGEMENT AND ADMINISTRATION										58,278.00	0.00	0.00	\$58,278.00	\$15,865.00	\$74,143.00
Subtask 1.1 Contract Administration, Invoicing, and Progress Reports	3.00						1.00	3.00		1,065.00		0.00	\$1,065.00	\$1,065.00	\$2,130.00
Subtask 1.2 Meetings	15.00	3.00	15.00		9.00					7,953.00		0.00	\$7,953.00	\$8,880.00	\$16,833.00
Subtask 1.3 Management, Coordination and Direction	40.00									8,800.00		0.00	\$8,800.00	\$3,520.00	\$12,320.00
Subtask 1.4 WSDOT Coordination	8.00	60.00	80.00		80.00					40,460.00			\$40,460.00	\$2,400.00	\$42,860.00
TASK 2 - SURVEY										0.00	0.00	0.00	\$0.00	\$35,880.00	\$35,880.00
Subtask 2.1 Surveying and Base Map (work in previous Contract)										0.00		0.00	\$0.00	\$35,880.00	\$35,880.00
TASK 3: CULTURAL RESOURCES										0.00	0.00	0.00	\$0.00	\$19,127.22	\$19,127.22
Subtask 3.1 Cultural Resources (work in previous Contract)										0.00		0.00	\$0.00	\$19,127.22	\$19,127.22
TASK 4: DESIGN ENGINEERING – NICHOLS BLVD										114,312.00	3,000.00	3,000.00	\$117,312.00	\$12,112.00	\$129,424.00
Subtask 4.1 30 Percent Design (Preliminary)	4.00		32.00							6,576.00		0.00	\$6,576.00	\$9,712.00	\$16,288.00
Subtask 4.3: 90 Percent Design (PS&E)	8.00	32.00	120.00		140.00	8.00				52,640.00		0.00	\$52,640.00	\$0.00	\$52,640.00
Subtask 4.4: Final Design (PS&E)	8.00	32.00	112.00		100.00	8.00				45,136.00		0.00	\$45,136.00	\$0.00	\$45,136.00
Subtask 4.5: QA/QC	8.00	40.00								9,960.00	3,000.00	3,000.00	\$12,960.00	\$2,400.00	\$15,360.00
TASK 5: DESIGN ENGINEERING – OLYMPIA WAY										\$76,204.00	2,500.00	2,500.00	\$78,704.00	\$15,632.00	\$94,336.00
Subtask 5.1 30 Percent Design (Preliminary)	4.00		16.00							3,728.00		0.00	\$3,728.00	\$13,232.00	\$16,960.00
Subtask 5.3: 90 Percent Design (PS&E)	4.00	16.00	64.00		100.00	8.00				32,432.00		0.00	\$32,432.00	\$0.00	\$32,432.00
Subtask 5.4: Final Design (PS&E)	4.00	24.00	58.00		80.00	8.00				29,964.00		0.00	\$29,964.00	\$0.00	\$29,964.00
Subtask 5.5: QA/QC	16.00	32.00								10,080.00	2,500.00	2,500.00	\$12,580.00	\$2,400.00	\$14,980.00
TASK 6: UTILITY COORDINATION										9,392.00	0.00	0.00	\$9,392.00	\$0.00	\$9,392.00
Subtask 6.1- Utility Coordination	8.00	8.00	20.00		16.00					9,392.00		0.00	\$9,392.00	\$0.00	\$9,392.00
TASK 7: PUBLIC INVOLVEMENT										8,048.00	0.00	0.00	\$8,048.00	\$0.00	\$8,048.00
Subtask 7.1- Open House	8.00		8.00		32.00					8,048.00		0.00	\$8,048.00	\$0.00	\$8,048.00
TASK 8: ENVIRONMENTAL PERMITTING										0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
Subtask 8.1 – Not Included in Scope										0.00		0.00	\$0.00	\$0.00	\$0.00
TASK 9: CONSTRUCTION MANAGEMENT										11,944.00	2,500.00	2,500.00	\$14,444.00	\$0.00	\$14,444.00
Subtask 9.1– Bid Support	16.00		20.00		32.00					11,944.00	2,500.00	2,500.00	\$14,444.00	\$0.00	\$14,444.00
Reimbursable Expenses										500.00	0.00	0.00	\$500.00	\$500.00	\$1,000.00
Copies										0.00		0.00	\$0.00	\$0.00	\$0.00
Expenses										0.00		0.00	\$0.00	\$0.00	\$0.00
Travel									500.00	500.00		0.00	\$500.00	\$500.00	\$1,000.00
												0.00	\$0.00	\$0.00	\$0.00
TOTAL HOURS	154.00	247.00	545.00	0.00	589.00	32.00	1.00	3.00							
MAX HOURLY RATES	220.00	205.00	178.00	168.00	152.00	210.00	90.00	105.00							
TOTAL DOLLARS	\$ 33,880.00	\$ 50,635.00	\$ 97,010.00	\$ -	\$ 89,528.00	\$ 6,720.00	\$ 110.00	\$ 315.00	\$ 500.00	\$ 278,678.00	\$ 8,000.00	\$ 8,000.00	\$ 286,678.00	\$ 99,116.22	\$ 385,794.22



City of Longview

Agenda Summary

RESOLUTION 2476 - ADOPTION OF THE 2024 - 2029 CITY OF LONGVIEW PARKS, RECREATION, AND OPEN SPACE PLAN

RECOMMENDED ACTION:

MOTION TO APPROVE RESOLUTION 2476 ADOPTING THE 2024-2029 CITY OF LONGVIEW PARKS, RECREATION, AND OPEN SPACE PLAN

DATE: JANUARY 25, 2024

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Preserve and enhance neighborhoods
Address quality of place issues
Strengthen economic conditions & create new opportunities
Continue effective financial management

CITY ATTORNEY REVIEW: REQUIRED

SUMMARY STATEMENT:

The Parks, Recreation, and Open Space Plan serves as a community-supported road map, ensuring the provision of high-quality recreational amenities for residents of all ages. The plan not only identifies current needs but also anticipates future requirements, outlining goals, objectives, standards, and guidelines for the enhancement of our parks and recreational spaces.

The plan assesses the current state of parks and recreation facilities and anticipates the future needs of our growing community. Clear goals and objectives have been outlined to guide the development and improvement of parks, trails, facilities, and programs. Additionally, the plan sets forth standards and guidelines to ensure the highest quality in the provision of recreational amenities. City policies related to parks and recreation are integrated into the plan, ensuring alignment with broader municipal objectives.

To qualify for the Washington State Recreation and Conservation Office (RCO) grants, plans need to be submitted to be approved by RCO and must include: Goals and Objectives, Inventory, Public Involvement, Demand and Need Analysis, Level of Service Assessment, Capital Improvement Program, and Adoption.

The entire Park, Recreation, and Open Space Plan can be found on the City's website at: <https://mylongview.com/257/Park-Plans>

This is adoption by resolution of the final plan as part of the planning process.

RECOMMENDED ACTION:

Motion to approve Resolution 2476 adopting the 2024 - 2029 City of Longview Parks, Recreation, and Open Space Plan

STAFF CONTACT:

Jennifer Wills, Director of Parks and Recreation

Attachments:

1. Resolution 2476 Adoption of the 2024 - 2029 P&R PROS Plan

RESOLUTION NO. 2476

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LONGVIEW, WASHINGTON ADOPTING THE 2024 – 2029 PARKS, RECREATION, AND OPEN SPACE PLAN UPDATE

WHEREAS, the Longview Park and Recreation Advisory Board, together with the Department of Parks and Recreation, has conducted an in-depth study and review of Longview's programs, policies, and planning for parks, recreation, and open space, which included extensive outreach, stakeholder engagement, and a community survey to gather the opinions and desires of residents; and

WHEREAS, the last Longview Parks and Recreation Parks, Recreation, and Open Space (PROS) Plan, completed in 2016, is in need of revision; and

WHEREAS, the updated PROS Plan provides a vision for the City's parks and recreation system, proposes changes to the City's park level of service methodology, includes updates to service guidelines, and addresses goals, objectives, actions and other management considerations for the provision of high-quality recreation opportunities to benefit residents and visitors to Longview; and

WHEREAS, the Longview Park and Recreation Advisory Board and Department of Parks and Recreation, on the basis of the study and review, and in collaboration with City Council and community members, have completed an updated (PROS) Plan; and

WHEREAS, the Parks and Recreation Advisory Board, after careful consideration has revised the 2016 Longview Parks and Recreation Department PROS Plan and voted on December 18, 2023, to forward such revised PROS Plan to the Longview City Council for adoption; and

WHEREAS, the City Council of the City of Longview, after having considered said revised PROS Plan, has determined on January 11, 2024, to adopt the Longview Parks and Recreation PROS Plan 2024 Update of the City of Longview;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Longview that the Longview Parks and Recreation Parks, Recreation, and Open Space Plan 2024 Update, as recommended by the Parks and Recreation Advisory Board., shall be and is hereby adopted.

PASSED AND APPROVED by the City Council of Longview, Washington, and signed by its Mayor this ____ day of _____, 2024.

Mayor

Attest:

City Clerk

CARES-Act Funding

Kenny Robinson
Program Coordination Specialist
City of Longview

What is it?

- The Coronavirus Aid, Relief, and Economic Security (CARES) act.
- Also known as Community Development Block Grant (CDBG) CV.
- 5 billion dollars federal funding act passed by Congress in March of 2020.
- 2 billion dollars were made into entitlement grants.
- Grants were distributed by Housing and Urban Development (HUD) to participating jurisdictions.
- Longview received \$427,348.00

History of the funding

- Workshop on April 9, 2020.
- Two areas of focus were recommended:
 - Utility bill assistance.
 - Microenterprise assistance.
- April 23, 2020, meeting City Council directed staff to post a request for proposals (RFP).
- Two applications were received.

Applications received

- Lower Columbia CAP for rent and utility bill assistance.
- Cowlitz-Wahkiakum Council of Governments micro-enterprise grants or loans.
- Both activities are completed.
- No drawdown requests in over one year.

Funding restrictions

- COVID-Nexus or tieback
 - Activities **must** prepare for,
 - Prevent the spread,
 - Or respond to Coronavirus.
- At least 70% of the funding must serve low-to-moderate income individuals.
- These restrictions have made the funding difficult to spend.
- 80% spend requirement was lifted due to lack of funding spending by hundreds of jurisdictions.

What's eligible?

Public Service & Housing Activities

- Emergency grant payments.
 - Rent and utilities assistance.
- Food banks.
- Operating costs for shelters.
- Purchasing of test kits for the public.
- Housing Counseling.

Public Facilities and Improvements

- Modification of medical facilities.
- Emergency Shelters
- Day-Access Centers.
- Outdoor recreation facility improvements. (Low-to-moderate income area)
- Improvements for remote access to meetings.

What's eligible?

Economic Development

- Assistance to businesses & Microenterprises
 - Loans, grants, technical assistance.
- Economic Development activities have additional restrictions.

Acquisition of Property

- Conversion of commercial buildings for public housing.
- Conversion of buildings for isolation.
- Construction of new housing to help overcrowding.

What's ineligible?

- Any activity that does not prepare, prevent, or respond to Coronavirus.
- Any activity that does not benefit at least 51% of low-to-moderate income individuals.
- Any public service that does not increase the level of service.
- Maintenance and repairs, CDBG-CV funding can only be used for complete replacements.
- Purchases of equipment.



Questions



City of Longview

Agenda Summary

CLONEY PARK PROJECT

DATE: January 25, 2024

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Preserve and enhance neighborhoods
Address quality of place issues

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:

Cloney Park is currently home to multiple play features that are at the end of their life expectancy and all park features have one or more accessibility issues making it a natural choice to invest in and revitalize, especially considering its location. The park is located on the edges of Longview's Highlands and Olympic West neighborhoods. Both are high-density residential neighborhoods officially designated as Low-Moderate Income areas by the United States Department of Housing and Urban Development (HUD). Historically underserved, these neighborhoods have fewer recreation opportunities and families often face additional barriers to accessing resources that encourage healthy lifestyles and family stability. The park is located along a major public transportation route and is within a 0.5 mile from 1,834 addresses, including two elementary schools, a middle school, a high school, and a private school that serves pre-school through middle school students. The walkways around and in the park have numerous trip hazards, non-ADA compliant curb cuts, and are built with multiple materials without smooth transitions. The existing playground equipment was installed in 1997 and contains some of the oldest play features in our parks system, which were scheduled for replacement in 2021. The park also includes Longview's only skatepark and BMX bike track. Some sections of the skate park date back to the 1970's and even the updated section added in 2004 is nearing its end of life. The BMX track has multiple maintenance issues that need to be addressed for better access and in response to the community's needs.

We believe that when a space is designed for every body, only then is it designed for everybody. Creation of a welcoming play area that is not only accessible to those with disabilities but is physically, socially, and emotionally inviting to all will encourage utilization of the park to its fullest potential and inspire a true sense of community togetherness. Our vision for Cloney Park is for a radically inclusive play space where everybody can move through the entire park and all the play features. The first phase of our multi-phase project will result in a premier accessible and fully inclusive playground, with future phases including the installation of a modern concrete skatepark, an asphalt pump track, and a bicycle playground in the action sports area to appeal to all ages, abilities, and skill levels.

We have previously been awarded funding by the Longview City Council for the initial conceptual design of both the playground and action sports areas through the Community Development Block Grant program administered by HUD, which supports community development activities to build stronger and more resilient communities. We solicit feedback from the community through a Parks & Recreation Comprehensive Survey to ensure future projects and facility upgrades are aligned with the community's needs, and we have a concept design for the fully inclusive play area completed by a landscape architect and urban design firm. The project area is city owned, with the acknowledgment that the original inhabitants of this area are the Cowlitz Tribe and we have committed to including their people, stories, and voices in the design.

The Cloney Park Inclusive Playground will tell the story of Longview's rich cultural history. Longview, located at the confluence of the Cowlitz and Columbia rivers in traditional Cowlitz Tribal territory, was founded as an industry town to support the lumber mills in 1924. The completed concept design draws from this local heritage by incorporating traditional Cowlitz Tribe and lumber industry elements into the park's play features. A Cowlitz Tribe inspired canoe and longhouse style picnic shelter welcome visitors to the park while a nearby log boom and log piles provide opportunities for rope, swing, and climbing play. Structural mounds representing paper mill wood chip piles offer the potential of discovery and repose, while a boulder sand and water play area allow endless imaginative possibilities. A large log-hop mound features a water pump and a children's accessible path to the top that spirals over to an additional forested hill highlighting a spherical metal sculpture called "Radically Inclusive World" by a

local artist that sits at the cross-section of Commerce and Broadway awaiting placement in the park. Log stacks, rounds, and stumps create additional play opportunities, and all play elements offer wheeled access in, on, around, below, or through.

This presentation will highlight on the update of the park planning process, current design and engineering effort, secured funding, and potential future funding.

RECOMMENDED ACTION:

No action at this time

STAFF CONTACT:

Jennifer Wills, Director of Parks and Recreation

Attachments:

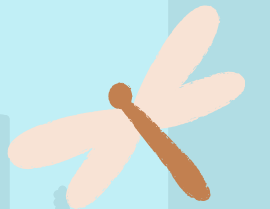
1. Cloney Presentation to Council 1.25.2024



PARK UPDATE

CLONEY PARK

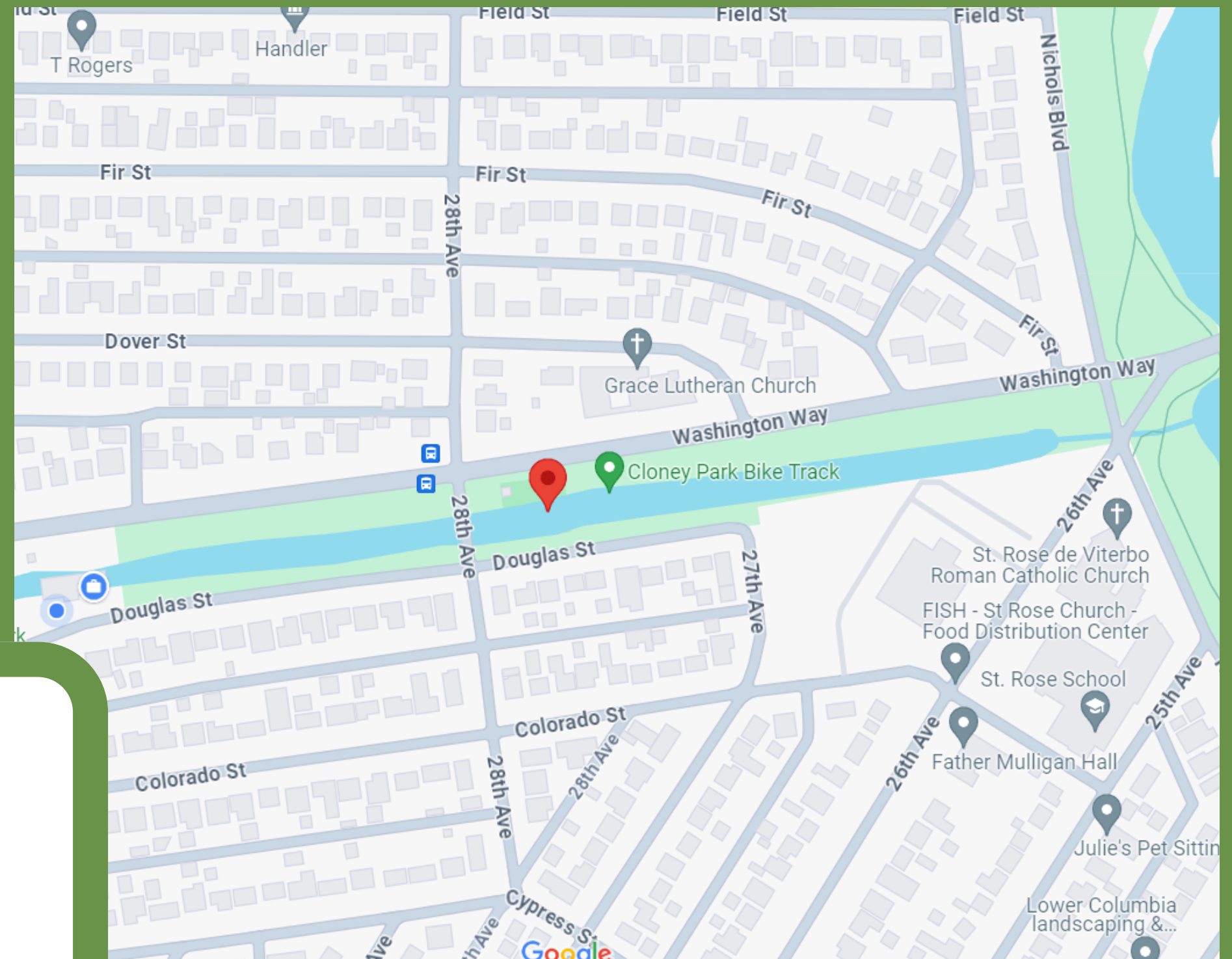
INCLUSIVE PLAYGROUND





Cloney Park

Cloney Park is located between Nichols Boulevard and 30th Avenue along Washington Way. It includes the playground area, skate park, and bmx track.



An Idea is Born in 2020



ALL INCLUSIVE

**When it's for any
body it's for
everybody!**



NATURE BASED

**Kids (and Adults)
need to connect
with nature.**



LOCAL HISTORY

**Cultural Roots,
Centennial, and
Timber Industry.**

PLAYGROUND REPLACEMENT

2021: Replacement Scheduled

2022: February

- Project Idea Presented to Council
- CDBG Grant Awarded for Design

2022: July

- Final Concept Rendering

2023: Spring

- Cowlitz Tribe Culture Board

2023: Summer – Winter

- Funding Planning/Securing

2024: January

- Design and Engineering





WATER PUMP AND LOG WATER RUNNEL LEADING TO WATERWHEEL



LARGE STUMP PICNIC AREA



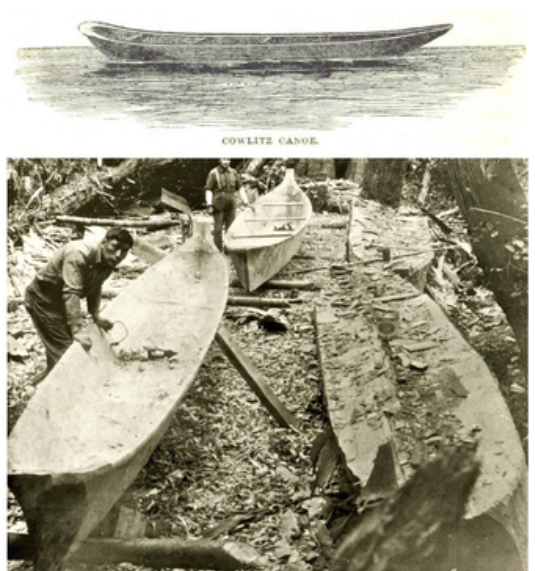
LOG PILE WITH LARGE SCULPTURAL CIRCLE SAW



TIMBER BEAM, LOG AND ROPE PLAY



RELOCATED MEMORIAL BENCH



LARGE COWLITZ CANOE, OR STAGES OF DUGOUT CANOE AND CANOE SHAPED BENCHES

ADDITIONAL PARKING (WILL INCLUDE ADA)



LOGBOOM LOG CLIMB WITH BLUE PLAY SURFACING AND ADA RAMPED LOGS INCORPORATED

NEW PICNIC SHELTER WITH COWLITZ LONGHOUSE DESIGN



BUFFER PLANTING AREAS WITH NATIVE AND ADAPTIVE SPECIES

LOG ROUNDS FOR LOG HOP AND ALONG SLOPE OF MOUND



FORESTED MOUND WITH RELOCATED SPHERE SCULPTURE AT TOP



CHILDREN'S PATH

LARGE STUMPS WITH DIFFERENT TYPES OF TREE FELLING CUTS

SAND PLAY AREA WITH WATER RUNNEL AND BOULDERS

LOG PILES HELD WITH INDUSTRIAL BRACKETS

C-SHAPED MOUNDS REPRESENTING PULP MILL WOOD CHIP PILES

'HARVESTED' MOUND WITH WATER PUMP AT TOP



Why Cloney?

- **Along a Major Public Transportation Route**
- **High-Density Low to Moderate Income Neighborhood (HUD)**
- **Designated a Neighborhood, Community, and Regional Park**
- **Within .5 miles from 1,834 homes**
- **2 Elementary, 1 Middle, 1 High School, and 1 Private School**

Funding

SECURED:

- \$1,000,000 Department of Commerce
 - Inclusive Youth Recreation Funding
- \$250,000 Recreation Conservation Office
 - Planning for Recreational Access
- \$50,000 Weyerhaeuser Grant

\$1,300,000 In Total Funding



Potential Funding

\$1,700,000 Still Needing to be Secured

- \$240,000 CARES Funding
- Current Potential Donors/Sponsors
- Additional RCO Grants
 - Land and Water Conservation Fund Grant
 - Local Parks Grant
- Parks and Recreation Foundation
- Kuntz Family Trust





QUESTIONS:



City of Longview

Agenda Summary

RAILS TO TRAILS UPDATE

DATE: January 25, 2024

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

- Enhance public safety & emergency response
- Preserve and enhance neighborhoods
- Improve transportation systems
- Address quality of place issues
- Strengthen economic conditions & create new opportunities

CITY ATTORNEY REVIEW: REQUIRED

SUMMARY STATEMENT:

In this presentation on the Rails to Trail Project update, staff will provide a comprehensive update on various aspects. This includes the latest developments in ongoing negotiations, addressing queries related to public safety concerns, outlining estimated maintenance costs, discussing future planning initiatives, and highlighting the current level of community support. Our presentation aims to offer a well-rounded perspective on the project's status and outline potential future steps.

RECOMMENDED ACTION:

No action at this time

STAFF CONTACT:

Jennifer Wills, Director of Parks and Recreation
Ken Hash, Public Works Director
Chris Collins, Assistant Public Works Director

Attachments:

1. Rails To Trails

RAILS TO TRAILS

Forging the Future:
Where Innovation Meets Strategic
Planning for a Lasting Active Tomorrow.



WHERE WE STAND TODAY

- Purchase and sale.
 - Agreement - reviewed by City Attorney.
 - Comments and questions have been returned to Patriot Rail.
 - Agreement is for \$0 sale.
- Partnerships
 - Beacon Hill – Ownership of a portion.
 - Nippon Dynawave – Gas line.
- Support and community service organizations.
 - Local Service Organizations.
 - Cowlitz Valley Runners.
 - Complete Streets Committee.





RAILS TO TRAILS AROUND THE STATE



Public Safety Concerns

Current Conditions

- Limited access
- Tall vegetation
- Secluded
- No pedestrian traffic
- Extremely difficult access for LPD and LFD

Ideal conditions for nefarious activity

Improved as Trail

- Greatly improved access
- Maintained vegetation
- No longer secluded
- Easy pedestrian access
- Good access for LPD and LFD

Ideal conditions to eliminate nefarious activity

Responding to calls for service with a trail vs a rail will be far easier and safer for our first responders. As resources allow, we may even to have the occasional bike patrol on the sections within city limits. Calls for service outside city limits would go to the respective county agency.

Why a Rail-to-Trail

- Rails-To-Trails are a strategic part of Parks and Recreation's Comprehensive Plan.
- Walking/Hiking/Biking Trails are the top priority for Longview citizens (Longview Parks and Recreation Survey).
- Beacon Hill Water and Sewer wants to partner with Longview.
- Cowlitz Wahkiakum Council of Governments (CWCOG) has been working on this project for many years and wants to partner with Longview and Beacon Hill.
- CWCOG has \$80K for planning.
- Lots of grant opportunities to fund the trail improvements.
- Donated at no cost to the City.
- Access for Law Enforcement.
- Increased trail access to Longview.
- Recreation Attraction.

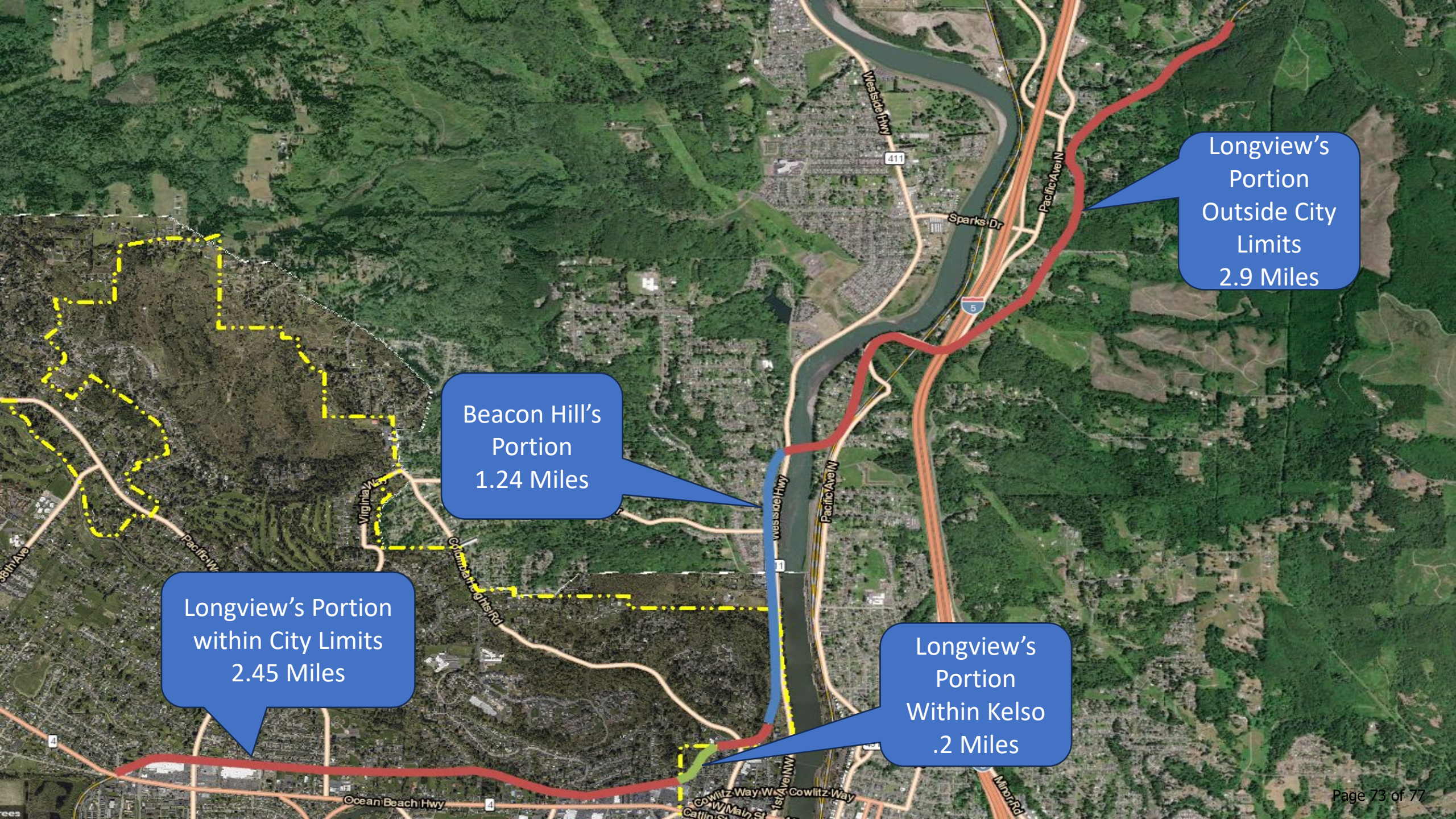


PROPERTY VALUES

- 9% More Than Similar Properties
- Sell Faster than Similar Properties
- Sale price decreases by \$7.05 for each foot further way from a trail
- Properties adjacent to Parks and Trails are considered the “beach front properties” of urban and suburban areas

Brucefreemanrailtrail.org/





Longview's
Portion
Outside City
Limits
2.9 Miles

Beacon Hill's
Portion
1.24 Miles

Longview's Portion
within City Limits
2.45 Miles

Longview's
Portion
Within Kelso
.2 Miles

Things to Consider

- The bridge and trussells have been inspected and are in good shape.
- The trail does not have to be built all at once.
- We need to own the property to be able to access grant funding.
- Little to no liability (RCW 4.24.200 and RCW 4.24.210, Recreational Immunity).
- Periodic maintenance and inspections.
- Barricading the hazardous sections until developed into trails.





Support for Rails to Trails

- Support from the Parks and Recreation Advisory Board.
- Project aligns with community surveys and the comprehensive plan.
- Addresses the trail need expressed by residents during the last three comprehensive community surveys.
- The project helps meet the trail mileage deficiency.
- Enthusiastic commitment of volunteers who have already pledged trail adoption.

Maintenance Cost

- Current Proposed Maintenance Needed/Requested
- Current Proposed Cost to Maintain
- Partnerships Planned for Clean Up
- Future Costs After Development





Rules For The Trail

- Protect and Preserve Your Trail Use
- Hours - Open Dawn to Dusk
- No Motorized Vehicles or Motors on Trail
- Pets Must Be on Leash at All Times
- Pet Waste Must Be Removed
- No Overnight Camping or Fires
- Continue Moving Along the Trail While Adjacent to the Golf Course
- Respect Golfers and Other Trail Users
- Be Aware of Golfers/Errant Golf Balls
- Trail Closed During COVID-19 Maintenance
- Stay off Golf Course Turf

This trail is COO #1 private property. COO #1 allows the public recreational use under a 2019 through an agreement with the City of Longview. Failure to follow the rules may result in the loss of use of this trail to the public.

WARNING
YOU ARE ENTERING A TRAIL ADJACENT TO A GOLF COURSE. BEWARE OF ERRANT GOLF BALLS.
BEING HIT BY A GOLF BALL MAY RESULT IN SERIOUS INJURY OR DEATH.
PROCEED WITH CAUTION

Questions?