



# City of Longview

## Agenda

### Parks and Recreation Board

---

Monday, January 27, 2025

5:00 PM

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

---

**NOTICE IS HEREBY GIVEN**, in accordance with RCW Chapter 42.30, that the Parks and Recreation Advisory Board of the City of Longview, Washington, will be holding a meeting on May 15, 2023 at 5:00 p.m. in the Training Room, on the 2nd floor of City Hall 1525 Broadway St., Longview. The meeting is also available online and/or via telephone.

## Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 229 956 634 565

Passcode: gSusnf

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

[+1 213-631-2692,,525776909#](#) United States, Los Angeles

[+1 347-973-4395,,525776909#](#) United States, New York City

Phone Conference ID: 525 776 909#

The City Hall is accessible for persons with disabilities. Special equipment to assist the hearing impaired is also available. Please contact the City Executive Offices at 360.442.5004 48 hours in advance if you require special accommodations to attend the meeting.

#### 1. CALL TO ORDER

25-00114 NOTICE IS HEREBY GIVEN, in accordance with RCW Chapter 42.30, that the Parks and Recreation Advisory Board of the City of Longview, Washington, will be holding a meeting on January 27, 2025 at 5:00 p.m. in the Training Room, on the 2nd floor of City Hall 1525 Broadway St., Longview. The meeting is also available online and/or via telephone.

## Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 229 956 634 565

Passcode: gSusnf

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

[+1 213-631-2692](tel:+12136312692), [525776909#](tel:+12136312692) United States, Los Angeles

[+1 347-973-4395](tel:+13479734395), [525776909#](tel:+13479734395) United States, New York City

Phone Conference ID: 525 776 909#

The City Hall is accessible for persons with disabilities. Special equipment to assist the hearing impaired is also available. Please contact the City Executive Offices at 360.442.5004 48 hours in advance if you require special accommodations to attend the meeting.

2. **FLAG SALUTE**

3. **ROLL CALL**

4. **APPROVAL OF MINUTES**

25-00115 PRAB Draft Meeting Minutes - 12.16.2024

5. **CHANGES TO THE AGENDA**

6. **CONSTITUENT/BOARD MEMBER COMMENTS**

7. **OLD BUSINESS**

8. **NEW BUSINESS**

25-00116 Rotary Proposal for Beer Garden at Summer Concert Series

**SUMMARY:** The Rotary Club of Longview will present their proposal to the Parks and Recreation Advisory Board for a change in policy and approval for the serving of beer and wine at the Summer Concert Series. The current approved "Alcohol In Parks Policy" is attached.

The changes to the policy for the board to review is as follows:

1) Allowing for alcohol sales at Lake Sacajawea (currently only R.A. Long Park is permitted)

2) Requesting to use 48 inch orange fencing (currently 60 inches is required)

3) Requesting to use a security service (currently not in policy, but larger City rule that Police Officers must be hired on-site during alcohol consumption).

**ACTION:** Discussion on policy change, impacts to concerts, bigger vision on impact to other events, and input from parks and police.

9. **REPORTS (10 Minutes)**

25-00118 A. Park Maintenance Division Report

B. Recreation Division Report

C. Director's Report (Verbal)

10. **ADJOURNMENT**



# City of Longview

## Minutes

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

### Parks and Recreation Board

---

Monday, December 16, 2024

5:00 PM

Recreation Office,  
2920 Douglas Street, Longview WA

---

#### 1. CALL TO ORDER

24-001153 NOTICE IS HEREBY GIVEN, in accordance with RCW Chapter 42.30, that the Parks and Recreation Advisory Board of the City of Longview, Washington, will be holding a meeting on December 16, 2024 at 5:00 p.m. in the Training Room, on the 2nd floor of City Hall 1525 Broadway St., Longview. The meeting is also available online and/or via telephone.

### Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 229 956 634 565

Passcode: gSusnf

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

[+1 213-631-2692,,525776909#](#) United States, Los Angeles

[+1 347-973-4395,,525776909#](#) United States, New York City

Phone Conference ID: 525 776 909#

The City Hall is accessible for persons with disabilities. Special equipment to assist the hearing impaired is also available. Please contact the City Executive Offices at 360.442.5004 48 hours in advance if you require special accommodations to attend the meeting.

#### 2. FLAG SALUTE

#### 3. ROLL CALL

*Members Present: Board Member Jenny Oskey, Board Member Claire Pang, Board Member Oliver Black, Board Member Glenda Johnson, Board Member Steven Pond*

*Members Absent:*

*Constituents Present: N/A*

*Council Members Present: MaryAlice Wallis*

*Staff Present: Jennifer Wills, Melissa Harbour, Justin Brown*

#### 4. APPROVAL OF MINUTES

**24-001150 PRAB DRAFT Meeting Minutes 10.21.2024**

*A motion was made by Board Member Black and seconded by Board Member Oskey to accept the minutes from 10.21.2024. The motion passed with the following vote:*

*Ayes: Jenny Oskey, Claire Pang, Oliver Black, Glenda Johnson, Steven Pond*

*Nays: None*

*Abstain: None*

*Yes 5, No 0, Abstained 0*

**5. CHANGES TO THE AGENDA**

N/A

**6. CONSTITUENT/BOARD MEMBER COMMENTS**

N/A

**7. OLD BUSINESS**

N/A

**8. NEW BUSINESS****24-001151 Approval of Support Letter for CDID#1 IAVMP Grant Application**

**SUMMARY:** The Parks and Recreation Advisory Board is being asked to review and approve a letter of support for the Consolidated Diking District #1 (CDID#1) grant application for an Integrated Aquatic Vegetation Management Plan (IAVMP). This plan addresses the management of invasive aquatic plants in Lake Sacajawea, a vital community resource that serves as a cornerstone for recreation, community events, and environmental stewardship.

The support letter highlights the importance of this project for improving the lake's health and usability, aligning with the Parks and Recreation Department's goals of preserving and enhancing Longview's park spaces. The Advisory Board's approval of this letter will demonstrate our commitment to partnering with CDID#1 in their efforts to maintain Lake Sacajawea as a vibrant and accessible resource for the community.

**RECOMMENDED ACTION:** Approve the Parks and Recreation Advisory Board's endorsement of the support letter for CDID#1's IAVMP grant application.

**CONTACT:** Jennifer Wills, Parks & Recreation Director

*A motion was made by Board Member Pond and seconded by Board Member Oskey to endorse the letter of support for CDID#1's IAVMP grant application. The motion passed with the following vote:*

*Ayes: Jenny Oskey, Claire Pang, Oliver Black, Glenda Johnson, Steven Pond*

*Nays: None*

*Abstain: None*

*Yes 5, No 0, Abstained 0*

**24-001152 A. Parks Division Monthly Report****B. Recreation Division Monthly Report****C. Directors Report (Verbal)**

*A Park Maintenance Division Report was embedded in the agenda.*

*A Recreation Division Report was provided by Justin Brown verbally.*

*A Director's Report was provided by Jennifer Wills verbally.*

**10. ADJOURNMENT**

*The meeting was adjourned at 05:48 PM. The next meeting is scheduled for January 27, 2025 at 5:00 PM.*

## **Crafted Beer Garden-Concerts at the Lake Series**

The Rotary Club of Longview would like to have a beer garden at the Concerts at the Lake Series. Ideally this beer garden would be located along the water in front of the walking bridge (please see attached map). We would use 42" orange fencing that can be easily installed and removed after each concert. Ideally, Parks would install on Thursday, Rotary would tear down Thursday night and Parks would pick up fencing Friday morning. We would have one entrance/exit along with 2 clearly marked emergency exits. For security, we would use Tactical Patriot Security. We have contracted them for the last several years and have a great rapport. They will also be checking IDs at the entrance. Rotary Club Volunteers will be used as follows: 2 volunteers handling sales, 2 volunteers applying wrist bands and 2 volunteers pouring beer and wine. At each concert we will have one local brewery and one local winery. The beer garden will be open from 5:00 PM-7:30 PM and the last call will be at 7:00. By having a beer garden ran by Rotary this benefits the city by having a trusted non-profit partner who has years of experience with beer gardens and helps regulate the consumption of alcohol during Concerts at the Lake. This benefits Rotary because all proceeds from the Beer Garden go to Rotary Service Projects in our community and scholarships to local students. Lastly, we would be supporting our local small business by purchasing beer and wine from our local breweries and wineries. Rotary is willing to pay the standard vendor fee of 15% of net sales if required.

Thank You,

Marc Silva

Crafted Chair

Rotary Club of Longview



Entrance/Exit

Emergency  
Exit

Token Sales

Beer &  
Wine

Emergency Exit

Lake Sacajawea  
Park Martin's Dock

# 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

# Recreation Division



## Memo

**To:** Jen Wills

**From:** Justin Brown

**Date:** January 23<sup>rd</sup> 2025

**Re:** January Report

---

## DIVISION HIGHLIGHTS

- Mother Son Dance Party – 2 session on 2/1/2025, currently 67% full
- Father Daughter Dance – 5 sessions from 2/21-2/23/25, currently 97% full
  - We added a 5<sup>th</sup> session in January due to the other 4 being sold out less than 3 weeks after we opened registration in December. This Dance can now accommodate 1250 participants.
- R2L Bridge Run registration is now open with a new event date of June 1<sup>st</sup>, 2025.
  - Current registration is at 64
- Staff is working with KUKN and Pacific Rim Talent to select performers for the 2025 Summer Concert Series.
  - Concerts dates will be 7/10, 7/17, 7/24, 7/31, 8/7, 8/14.
- The McClelland Arts Center has been used a total of 12 days as of 1/24/25
  - Staff has been able to relocate all classes to this point so that no Parks and Recreation enrichment classes have been cancelled.
  - No private rentals are available during this time due to potential cold weather. This will continue until the end of march. At that time we will begin to host private rentals at this facility again.
- Advertisement for Summer staff is going out to various employment websites starting in mid February. We will be looking to hire roughly 35 PT Staff for summer from this advertisement.
- School is back in session after Winter Break and we are still operating our childcare program at 4 elementary schools:
  - Before and Afterschool at Robert Gray Elementary (averages 10/25)
  - Before and Afterschool at North Lake Elementary (averages 10/25)
  - Afterschool at CVG Elementary (averages 28)
  - Afterschool at Kessler Elementary (averages 24)