



City of Longview

Agenda

Parks and Recreation Board

Monday, March 24, 2025

5:00 PM

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

NOTICE IS HEREBY GIVEN, in accordance with RCW Chapter 42.30, that the Parks and Recreation Advisory Board of the City of Longview, Washington, will be holding a meeting on March 24, 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)

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Phone Conference ID: 525 776 909#

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

1. CALL TO ORDER

25-00267 **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 March 24, 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.

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2. **FLAG SALUTE**

3. **ROLL CALL**

4. **APPROVAL OF MINUTES**

25-00302 PRAB Draft Meeting Minutes 02/24/2025

5. **CONSTITUENT/BOARD MEMBER COMMENTS**

6. **OLD BUSINESS**

7. **NEW BUSINESS**

25-00303 A. Alcohol in Parks Policy Update

SUMMARY: In January, we discussed a request from the Rotary Club to host a beer garden at the Summer Concert Series. This conversation led to a "Community Events" workshop with City Council on March 6th, where Council directed staff to modernize the City's Alcohol in Parks Policy. An updated policy has been developed and is attached for your review. This policy will be presented to City Council for consideration on March 27th.

Key Updates to the Policy Include:

1. Permitting alcohol sales at designated locations: Lake Sacajawea (Hemlock Plaza/Martin's Dock, Louisiana Lawn, Sunken Gardens), the Library lawn, Roy Morse Park, and RA Long Park.

2. Allowing a single 42-inch fence for beer garden areas under 5,000 square feet. For areas over 5,000 square feet, a 6-foot fence or a double 42-inch fence spaced 6 feet apart will be required.

RECOMMENDED ACTION:

Seeking a motion to recommend approval of the updated policy for adoption by City Council.

B. Proposal to Install an Interpretive Panel at Lake Sacajawea

SUMMARY: A group of community members has approached the City with a proposal to install an interpretive panel highlighting the history and significance of Fowler's Slough. The proposed design and location details are attached for reference. This project will be fully funded and installed by the group at no cost to the City. Upon completion, the panel will become City park property and maintained accordingly.

RECOMMENDED ACTION:

Seeking a motion to recommend approval for installation at the identified location as outlined in the attached materials.

25-00304 A. Park Maintenance & Urban Forestry Monthly Report (Attached)

B. Recreation Department Monthly Report (Verbal)

C. Director's Report (Verbal)

9. ADJOURNMENT



City of Longview

Minutes

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

Parks and Recreation Board

Monday, February 24, 2025

5:00 PM

Recreation Office,
2920 Douglas Street, Longview WA

1. HYBRID MEETING

25-00174 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 February 24, 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

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2. CALL TO ORDER

Chair Pang called the meeting to order at 5:00 p.m.

3. FLAG SALUTE

4. ROLL CALL

Members Present: Board Member Claire Pang, Board Member Oliver Black, Board Member Glenda Johnson

Members Absent: Steven Pond, Jenny Oskey

Constituents Present: Mike Barbee, Mike Street, Roger Oldemar, Anne Camarda, Rick Johnson, Kari-ann Botero, Tony Botero, Pat Palmer, Chris Wend

Council Members Present: Maryalice Wallis

Staff Present: Jennifer Wills, Melissa Harbour, Justin Brown

5. APPROVAL OF MINUTES

A motion was made by Board Member Johnson and seconded by Board Member Black to approve the minutes as presented. The motion passed with the following vote:

Ayes: Claire Pang, Oliver Black, Glenda Johnson

Nays: None

Abstain: None

Yes 3, No 0, Abstained 0

25-00195 PRAB Draft Meeting Minutes 01.27.2025

6. CHANGES TO THE AGENDA

N/A

7. CONSTITUENT/BOARD MEMBER COMMENTS

N/A

8. OLD BUSINESS

N/A

9. NEW BUSINESS

25-00196 A. Neighborhood Park Grant Applications

1. Central Sandlot - Mike Barbee/Mike Street Presenting ~ 10 Minutes (5:15 PM)

2. Longview Youth Baseball - Roger Oldemare Presenting ~ 10 Minutes (5:30 PM)

3. Longview Pioneer Lions - Anne Camarda Presenting ~ 10 Minutes (5:45 PM)

Mike Street and Mike Barbee from Central Sandlot presented the application for Neighborhood Park Grant funds for storage and shade solutions for the youth baseball area at Archie Anderson Park. Roger Odemare and Chris Wen presented an application for Neighborhood Park Grant funds on behalf of Longview Youth Baseball for construction, painting, scoreboard, painting and gutters at John Null Park.

Anne Camarda presented an application for Neighborhood Park Grant funds on behalf of Longview Pioneer Lions for totem pole restoration on Lion's Island.

Motion #1 - A motion was made by Board Member Black and seconded by Board Member Johnson to recommend funding all three grant proposals as requested. The motion failed with the following vote:

Ayes: None

Nays: Claire Pang, Oliver Black, Glenda Johnson

Abstain: None

Yes 0, No 3, Abstained 0

Amendment (1) - amend original motion to fund all three projects in order of priority

Amendment (2) - amendment to change the original amendment to state "fund all three with the priority of Central Youth Baseball as #1, Longview Youth Baseball as #2 and Lion's Island #3."

Motion #2 - A motion was made by Member Black and seconded by Board Member Johnson to recommend that council, when considering the three grant proposals, consider using the remaining funds from last year to offset the overage of 2025 funds requested. The motion passed with the following vote:

Ayes: Claire Pang, Oliver Black, Glenda Johnson

Nays: None

Abstain: None

Yes 3, No 0, Abstained 0

25-00198 B. Election of Chair & Vice Chair

A motion was made by Board Member Black and seconded by Board Member Johnson to nominate Claire Pang as chair. The motion failed with the following vote:

Ayes: None

Nays: Claire Pang, Oliver Black, Glenda Johnson

*Abstain: None
Yes 0, No 3, Abstained 0*

A motion was made by Board Member Black and seconded by Board Member Johnson to nominate Oliver Black as Chair. The motion passed with the following vote:

Ayes: Claire Pang, Oliver Black, Glenda Johnson

Nays: None

Abstain: None

Yes 3, No 0, Abstained 0

A motion was made by Board Member Pang and seconded by Board Member Black to nominate Glenda Johnson as Vice Chair. The motion passed with the following vote:

Ayes: Claire Pang, Oliver Black, Glenda Johnson

Nays: None

Abstain: None

Yes 3, No 0, Abstained 0

10. REPORTS (10 Minutes)

25-00200 A. Parks Division Monthly Report (Handout)

B. Recreation Division Monthly Report (Verbal)

C. Directors Report (Verbal)

Justin Brown, Recreation Manager, provided a verbal report.

Jennifer Wills, City Manager/Director of Parks & Recreation, provided a verbal report.

11. ADJOURNMENT

The meeting was adjourned at 06:03 PM. The next meeting is scheduled to be a special meeting set for March 24, 2025.

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 City of Longview 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 Community Event 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:

- Applicants are required to submit a “*City of Longview*” Community Event Application, Request to Serve Alcohol Application, and all accompanying documentation 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 the following locations:
 - Lake Sacajawea Park
 - Louisiana Lawn
 - Hemlock Plaza / Martins Dock
 - Grotto (Sunken Gardens)
 - RA Long Park
 - Library Lawn
 - Roy Morse 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 Community 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. Fencing requirements for alcohol service areas:
 - 1. Over 5000sq ft: Must be enclosed with a minimum barrier height of 72 inches or a double, 42 inch & 36+inch fence, spaced 6 feet apart.
 - 2. Under 5000sq ft: Must be enclosed with a minimum barrier height of 42 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 the 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.
- 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 “*City of Longview*” Community Event 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 City will provide additional feedback, request further information, or provide an approval or denial of the application within 14 business days.

The Organization 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 Community Event Permits issued per site.

Once all conditions have been satisfactorily met the City of Longview and/or the Parks and Recreation Department will issue a Community Event 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 Community 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.
- Clearly identifiable alcohol serving areas. Fencing requirements for alcohol service areas:
 - Over 5000sq ft: Must be enclosed with a minimum barrier height of 72 inches or a double, 42 inch & 36+inch, fence spaced 6 feet apart.
 - Under 5000sq ft: Must be enclosed with a minimum barrier height of 42 inches.
- The City requires those serving alcohol to be trained alcohol servers for the event. For the purpose of these Guidelines, “trained alcohol 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.

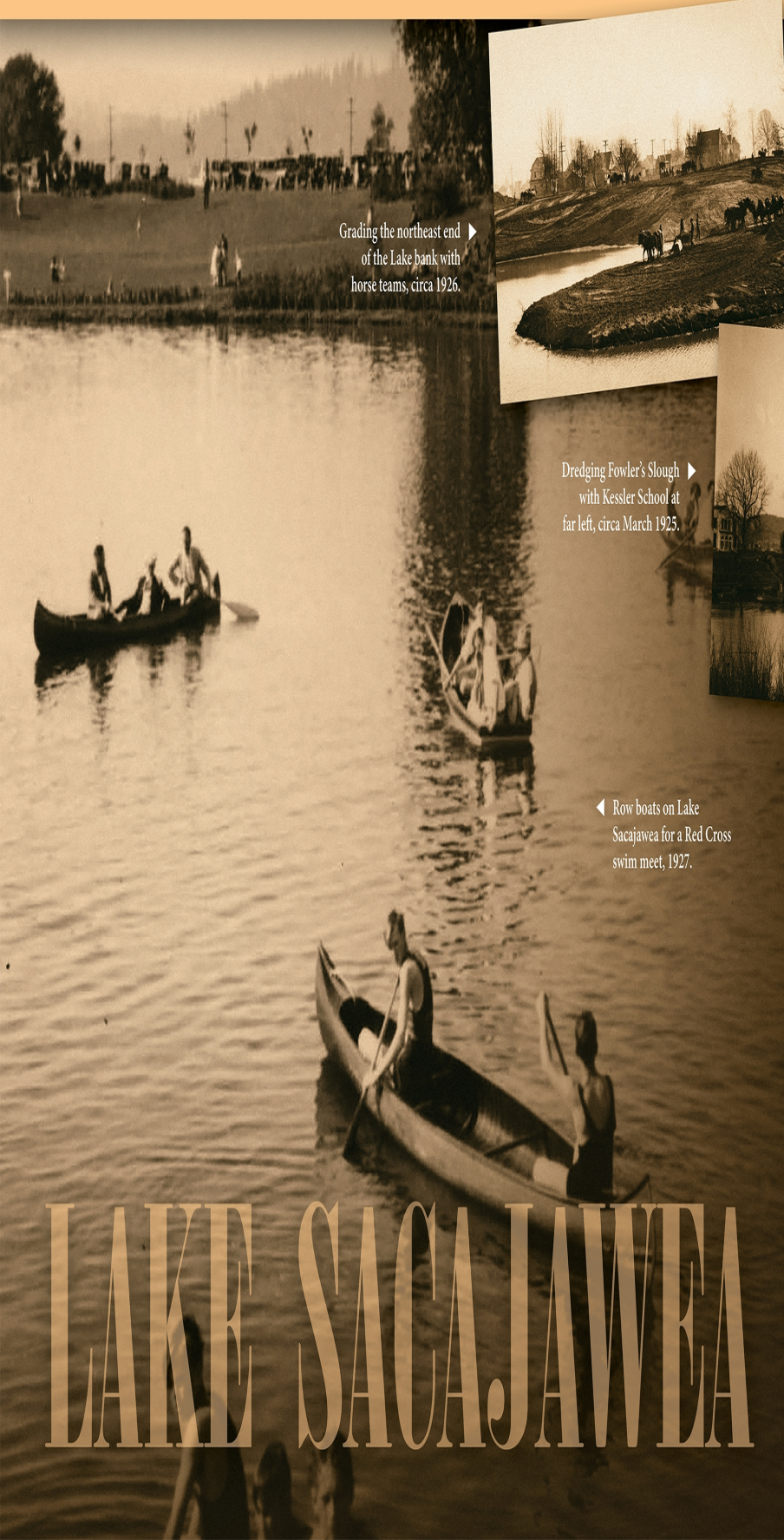
- The City requires the event coordinator provides reasonable security measures for the duration of the event agreed upon prior to the event. The event coordinator will be responsible for providing and paying for all security measures required by the City.
- Event coordinators may only serve alcohol during the hours defined on the Community 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.

SECTION 5: APPLICATIONS

Public Events:

- ☐ City of Longview Community Event Application
- ☐ Request to Serve Alcohol Application
- ☐ Washington State Liquor Control Board Special Occasion License
- ☐ Insurance with City of Longview Additionally Insured Private Events
- ☐ Community Event Organizer Code of Conduct Policy

FROM SLOUGH TO CROWN JEWEL



Grading the northeast end of the Lake bank with horse teams, circa 1926.



Dredging Fowler's Slough with Kessler School at far left, circa March 1925.



Row boats on Lake Sacajawea for a Red Cross swim meet, 1927.

The beautiful park you witness today hides a secret. In 1923, this tranquil lake was a marshy swampland, but by 1926 it was reborn. How? It's a story of ambition, sweat, and the transformation of a flood-prone slough into the "Crown Jewel of Longview."

THE FIRST PIONEERS

In 1850, Jessie and Margaret Fowler drove an ox team from Missouri to homestead on land that became Lake Sacajawea 75 years later. In tow were four young boys with grandiose names: George Washington, Andrew Jackson, James K. Polk and Christopher Columbus. The first settlers claimed land along the Cowlitz River. The Fowlers settled along a smaller stream that became known as Fowler's Slough. Today the property includes the Civic Center.

AMBITIOUS PLANS

Turning Fowler's Slough into a lake was part of a grand plan by the Long-Bell Lumber Company of Kansas City, Missouri. Led by founder Robert A. Long, the company moved west in the early 1920s. It bought 14,000 acres of farmland to transform into a city, built dikes to protect it, acquired 24,000 acres of timberland and erected the world's two largest sawmills. Mr. Long was among America's richest men. He envisioned a planned city that would grow to 50,000.

HORSE TEAMS AND DREDGES

Plans called for Longview's first residential areas to fan out from the new lake. That required filling flood-prone land with two million cubic yards of soil dredged from Fowler's Slough. Horses pulling earth-moving gear called Fresno scrapers created sloping banks along the waterway.

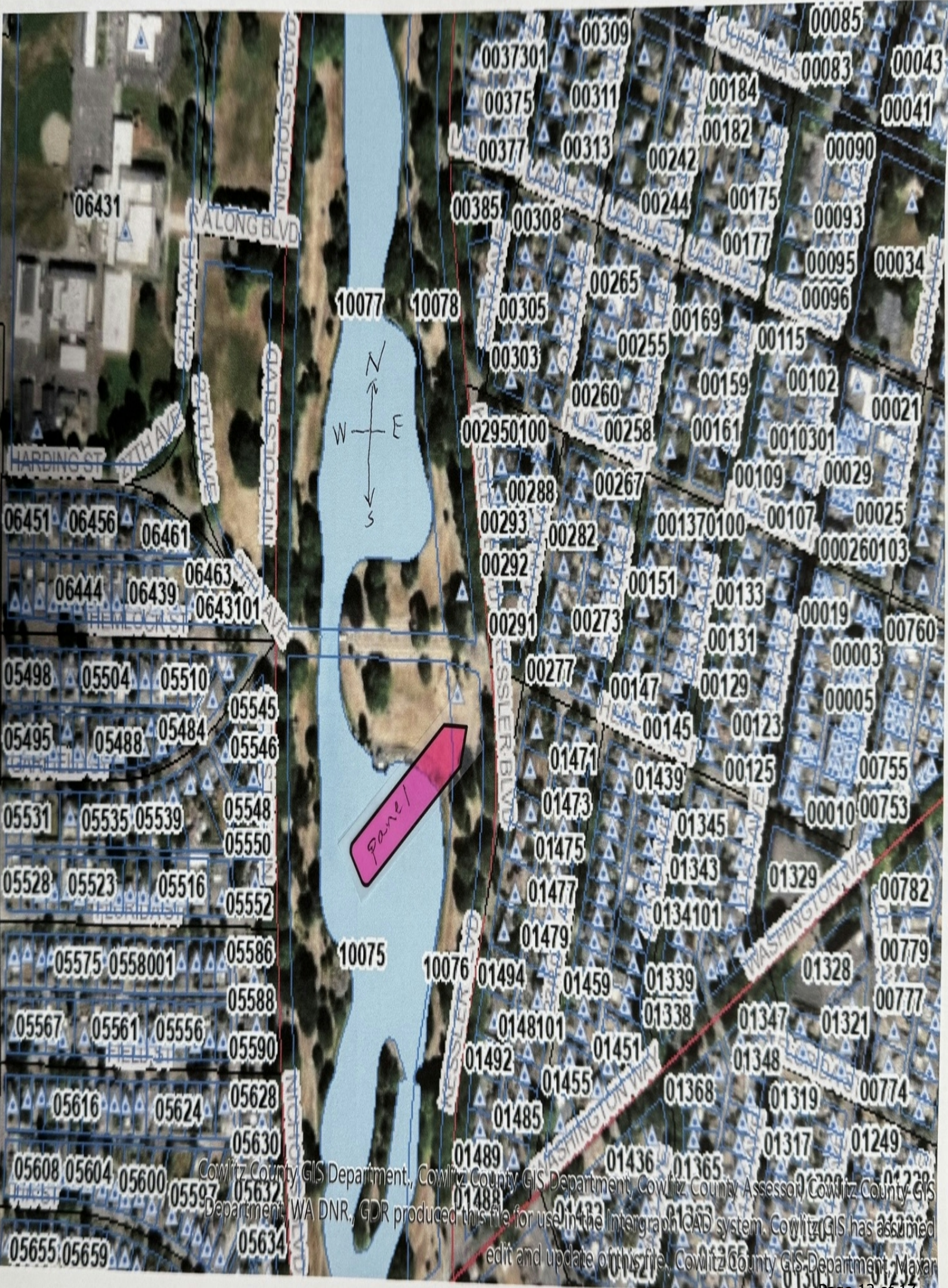
PEOPLE FLOCKED TO THE LAKE

In 1925, workers began planting native trees, bushes and flowers. Detailed drawings showed the locations of all foliage around "Fowler Lake." In May, Long-Bell executives asked *The Longview Daily News* to publicize a contest naming the lake. Hundreds responded. Four suggested Lake Sacajawea. Each received \$6.25 of the \$25 first prize.

Once grass took root on the sloping banks, boaters and swimmers took to the water. People enjoyed a lovely park in the new planned city—exactly as Mr. Long had envisioned.

*All photographs used with permission from the Cowlitz County Historical Museum

LAKE SACAJAWEA



Cowlitz County GIS Department, Cowlitz County GIS Department, Cowlitz County Assessor, Cowlitz County GIS Department, WA DNR, GDR produced this file for use in the Intergraph CAD system. Cowlitz GIS has assumed edit and update of this file. Cowlitz County GIS Department, Wyan
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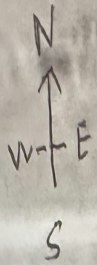
Kessler
BLVD

playground

WALKING PATH

Panel location

TO MARTIN DOCK



Log Arch

1205
KESSLER
BLVD

playground

FOOT PATH

FOOT PATH

Panel location

DOCK

Lake Sacajawea

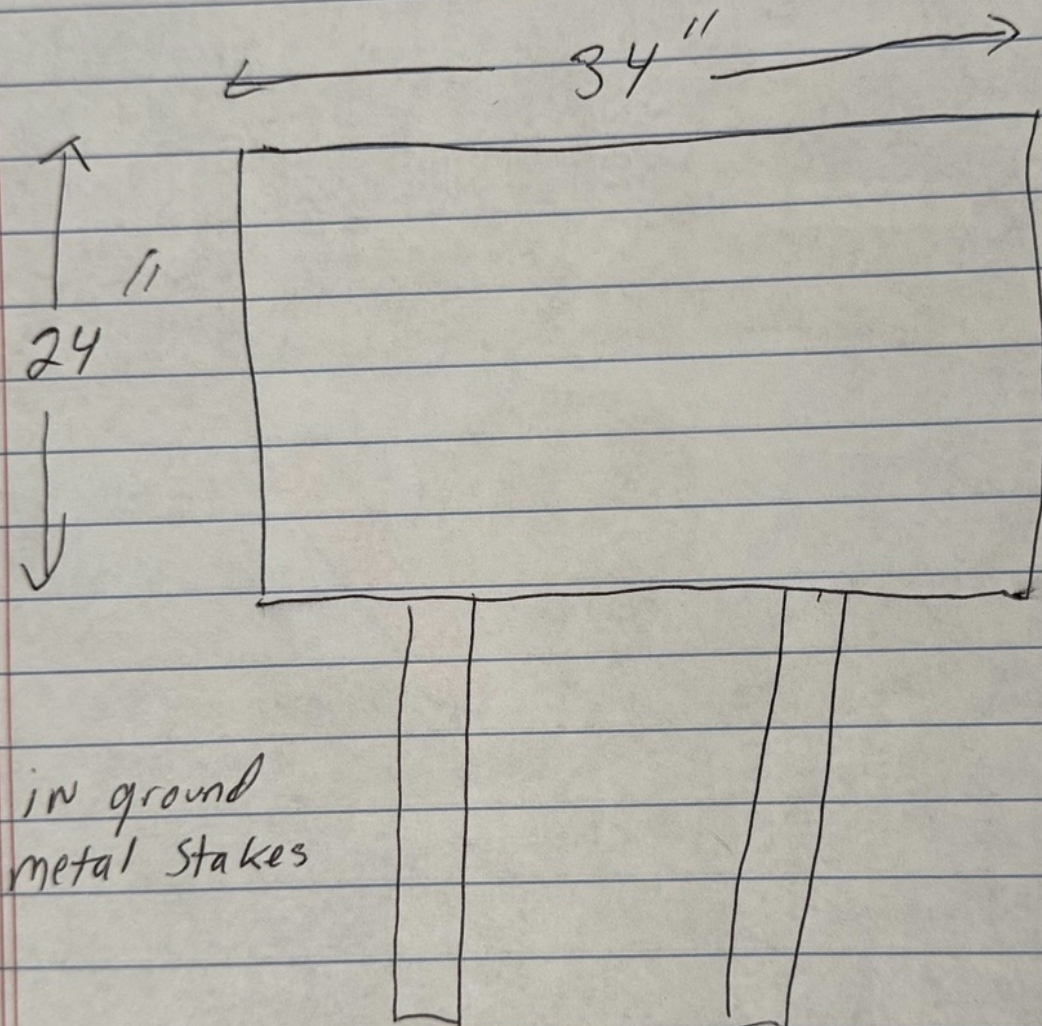
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HEMLOCK

KESSLER BLVD

24TH AVE

Lake Sacajawea Interpretive Panel 1

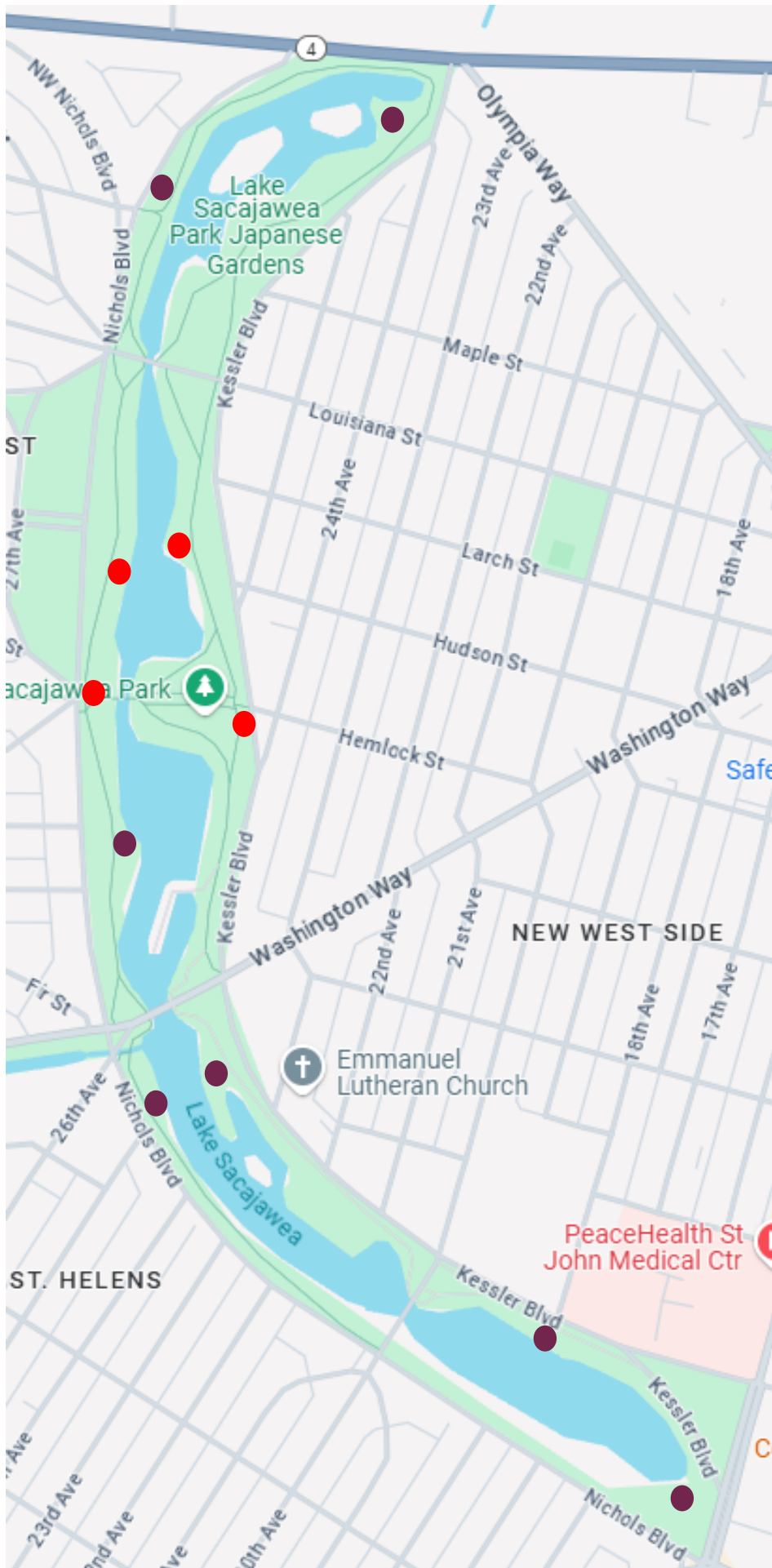


Panel will be on 2 metal post
@ 45° angle for viewing

Black Frame and Stakes

Cal Fowler
360-430-4265

Jeff Wilson
360-270-8079



- Existing informational signs
- Potential future signs

Parks Maintenance & Urban Forestry Report

Parks Board March 24, 2025

Parks Maintenance

- Adjusting to new budget levels
 - Reduction in parks staff by 2.16 FTE
 - Addition of new stormwater duties and balancing them into the schedule
- Vandalism (January 1-February 28)
 - Smaller items that cleaned as part of the daily park cleaning route
 - No larger items
- Sharps (January 1-February 28)
 - 1 Highlands Trail
 - 1 Elks restroom

Urban Forestry

- 35 work orders completed (January 1-February 28)
 - Tree planting work order included 690 hours planting 212 trees
- 143 open work orders
- 6th full-time staff started February 1st