



City of Longview

Agenda

Parks and Recreation Board

Monday, April 21, 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 April 21, 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,,525776909#](#) United States, Los Angeles

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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
2. FLAG SALUTE
3. ROLL CALL
4. APPROVAL OF MINUTES
25-00400 PRAB Draft Meeting Minutes 03.24.2025
5. CHANGES TO THE AGENDA
6. CONSTITUENT/BOARD MEMBER COMMENTS
7. OLD BUSINESS

8. NEW BUSINESS

25-00402 SUMMARY: The Council has directed staff to draft a new rule closing the Koelsch Memorial Gazebo and Kuntz Family Plaza to all non-transitory uses—defined as sitting, lying or storing items (bicycles, wagons, carts, strollers)—unless the area is officially reserved through the Parks Department or is part of a permitted event. Transitory uses (walking, running, skateboarding, etc.) will remain allowed. This rule is intended to bolster enforcement authority.

RECOMMENDED ACTION: No action needed, for discussion purposes only.

STAFF CONTACT: Jennifer Wills, Parks & Recreation Director

25-00401 A. Parks Maintenance/Urban Forestry Division Report
B. Recreation Division Report
C. Director's Report

10. ADJOURNMENT



City of Longview

Minutes

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

Parks and Recreation Board

Monday, March 24, 2025

5:00 PM

Recreation Office,
2920 Douglas Street, Longview WA

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.

Microsoft Teams meeting

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Meeting ID: 229 956 634 565

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2. FLAG SALUTE

3. ROLL CALL

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

Members Absent: Steven Pond

Constituents Present: Mark Silva, Arlene Hubble, Cal Fowler

Council Members Present: MaryAlice Wallis

Staff Present: Jennifer Wills, Melissa Harbour, Joanna Martin, Justin Brown

4. APPROVAL OF MINUTES

A motion was made by Board Member Pang and seconded by Board Member Oskey to approve the draft minutes of the 02/24/2025 meeting as presented. The motion passed with the following vote:

Ayes: Jenny Oskey, Claire Pang, Oliver Black, Glenda Johnson

Nays: None
Abstain: None
Yes 4, No 0, Abstained 0

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

5. CONSTITUENT/BOARD MEMBER COMMENTS

Board members Glenda Johnson and Claire Pang provided comments.

6. OLD BUSINESS

N/A

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.

A. Alcohol in Parks Policy Update

A motion was made by Board Member Pang and seconded by Board Member Oskey to recommend a revised alcohol policy with the verbal recommendations provided to the recreation manager, Justin Brown. The motion passed with the following vote:

Ayes: Jenny Oskey, Claire Pang, Oliver Black, Glenda Johnson

Nays: None

Abstain: None

Yes 4, No 0, Abstained 0

B. Proposal to Install an Interpretive Panel at Lake Sacajawea

Calvin Fowler and Arleen Hubble presented a proposal to install an interpretive panel at Lake Sacajawea.

A motion was made by Board Member Pang to recommend approval for installation at the identified location as outlined in the attached materials. The motion was seconded by Board Member Oskey and opened for discussion. During the discussion, Board Member Black moved to amend the motion by recommending the sign be placed to the south of the intersection between the main path and the Martins dock path. The amendment was seconded by Board Member Pang and debated.

Following this, the motion as amended was passed as well as the original motion.

The original motion passed with the following vote:

Ayes: Jenny Oskey, Claire Pang, Oliver Black, Glenda Johnson

Nays: None

Abstain: None

Yes 4, No 0, Abstained 0

The amended motion passed with the following vote:

Ayes: Jenny Oskey, Claire Pang, Oliver Black, Glenda Johnson

Nays: None

Abstain: None

Yes 4, No 0, Abstained 0

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

B. Recreation Department Monthly Report (Verbal)

C. Director's Report (Verbal)

A Park Maintenance & Urban Forestry Division Report was embedded in the agenda.

A Recreation Division Report was provided verbally.

A Directors Report was provided verbally.

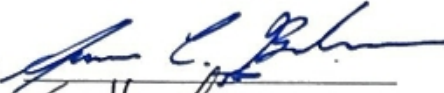
9. ADJOURNMENT

The meeting was adjourned at 06:19 PM. The next meeting is scheduled for April 21, 2025 at 5:00 PM



City of Longview Agenda Summary Sheet

1525 Broadway
Longview, WA 98632
www.mylongview.com

Introduced by: 
Supported by: 

Date: 4/11/2025
For Agenda of: 4/24/2025

SUBJECT TITLE: *A resolution of the Longview City Council establishing new park rules for the Civic Center Park.*

SUMMARY STATEMENT:
See attached

RECOMMENDED ACTION:
Adoption of the resolution

COUNCIL STRATEGIC INITIATIVE ADDRESSED:
Public Safety enhancements
Quality of Place

Expenditure Required:
Amount Budgeted:
Appropriation Required:

AGENDA SUMMARY STATEMENT FOR A RESOLUTION OF THE LONGVIEW CITY
COUNCIL ESTABLISHING NEW PARK RULES FOR THE CIVIC CENTER PARK

SUMMARY STATEMENT:

Be it resolved by the Longview City Council, this action directs staff to create a new park rule pertaining to the Longview Civic Center Park, also known as Jefferson Square, in the City of Longview.

The rule added would be as follows:

"The Koelsch Memorial Gazebo and Kuntz Family Plaza are closed for non-transitory uses unless officially reserved through the Longview Parks Department or unless such activities and uses are in conjunction with a permitted or sanctioned event."

"Transitory uses" can be defined in this rule as walking, running, skateboarding, and the like.

"Non-transitory uses" can be defined as sitting, lying, or storing bicycles, wagons, carts, strollers, and other accessories for an extended amount of time.

Parks Maintenance & Urban Forestry Report

Parks Board April 21, 2025

Parks Maintenance

- Seasonal hiring complete
 - April 16 to July 15 (1)
 - May 16 to August 15 (1 returning from last year)
 - June 16 to September 15 (3)
- No large items of vandalism in March
 - Smaller items that cleaned as part of the daily park cleaning route
 - No larger items
- No sharps in March

Urban Forestry

- Seasonal hiring complete
 - April 16 to July 15 (1)
 - June 16 to September 15 (2 – 1 returning from last year)
- 41 work orders completed in March
- 85 open work orders