



City of Longview

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Minutes - Final Parks and Recreation Board

*Louis LaPierre
Laurie Taylor
Nick Seaver
Dianne Quast
Austi Baudro
Micah Shea*

Monday, June 15, 2015

5:00 PM

Recreation Office, 2920 Douglas
Street, Longview, WA

1. Roll Call

Louis LaPierre, Nick Seaver, Dianne Quast, Austi Baudro, Melissa Harbour, Jennifer Wills, Curt Nedved, Absent: Emma Temples, Micah Shea

2. Approval of Minutes

Diane Quast made a motion to approve, Nick Seaver seconded the motion, all members were in favor.

MN 15-0286

Attachments: [P&R BOARD MEETING MINUTES JUNE 1 2015](#)

3. Constituent Comments

No comments

4. Board Member Comments

Diane asked a process question regarding the P&R board duties and responsibilities in relation to the City Council and how and when decisions are made. Jennifer Wills explained that the P&R board is an advisory board and that all final decisions rely on council approval. The process and timing of meetings do not always align when council is requiring a recommendation from the board. The board will sometimes need to schedule a special meeting or the council will go ahead on an issue without the P&R Board having the ability to vote for or against issues prior to approval by City Council on certain topics.

6. Reports

5. Tree Board Report

See Parks Manager Report.

A. Parks Manager Report

Curt Nedved provided a report for May 2015 and discussed additional details on pertinent events. Louie LaPierre asked clarifying questions regarding the Tennant Way Improvement Project and the Parks Department role in same. Curt responded that planting of approximately 140 shrubs and plants will happen, but there is no solid irrigation plan at this time. Curt has requested the water truck, however this request has not come to fruition at this time. Curt also discussed the potential to rent a water truck if necessary.

15-3896

Attachments: [PARKS DIVISION BOARD REPORT MAY 2015](#)

B. Recreation Manager/Interim Director Report

Jennifer Wills provided a report for May 2015 and discussed additional facts around programming and increased rentals, donations and volunteers. She also provided the board with marketing materials for upcoming summer programs.

15-3895

Attachments: [RECREATION DIVISION BOARD REPORT MAY 2015](#)

6. Old Business**A. Non-Motorized Boating Concession Agreement**

Jennifer Wills updated the board on the progress of the concession which opened for business on June 13, 2015.

15-3865

NON-MOTORIZED BOATING CONCESSION AGREEMENT

COUNCIL STRATEGIC INITIATIVE ADDRESSED: Address quality of place issues

CITY ATTORNEY REVIEW: REQUIRED

SUMMARY STATEMENT:

In 2014, the city council approved an agreement for a concessionaire to provide small boat (primarily kayak) rentals and tours to be operated at Lake Sacajawea Park on a trial basis (a temporary permit). An ad-hoc committee made up of department staff, the park and recreation board, and council members met to review the success of the concession. The conversation included community, committee, and department feedback about the operations. It was determined by the committee there was enough success and potential value to try it again. The department moved forward with a request for proposals in April to provide non-motorized boating concessions at the lake.

The city received two proposals from separate parties. The ad-hoc committee weighed each proposal against the required RFP criteria and a vendor was chosen. Attached is the proposed agreement to provide for a temporary permit to Paddle Flatts Kayaking LLC for a term of June 13 through September 30, including a \$2.00 per person payment to the city. The agreement spells out the responsibilities of the boating vendor, including but not limited to staffing, insurance, safety, payment, hours of operations, equipment, and other requirements.

RECOMMENDED ACTION:

Motion to approve the City Manager to finalize and sign boat rental concession agreement with Paddle Flatts Kayaking, LLC.

Attachments: [Non-Motorized Boating Concession Agreement 2015](#)

B. Food and Beverage Concession Agreement

Jennifer Wills shared with the board that the owner of the business awarded the Concession Agreement was present at the last City Council meeting however said owner has not yet opened for business. The necessary documents pertaining to insurance have not been obtained to date. Clarification around recycling and compostable materials as well as damage and operations deposits were also a part of the RFP contract awarded and discussed.

15-3867

FOOD AND BEVERAGE CONCESSION AGREEMENT

COUNCIL STRATEGIC INITIATIVE ADDRESSED: Address quality of place issues

CITY ATTORNEY REVIEW: REQUIRED

SUMMARY STATEMENT:

In 2013, the city council approved Resolution No. 2045 adopting policies for a food and beverage concession at Lake Sacajawea Park. The resolution included the purpose, expectations, responsibilities, and criteria for awarding a concession. A request for proposals for a food and beverage concessionaire was issued.

No proposals were submitted during the term allotted by the 2013 RFP. Subsequently, in February of 2014, the Parks and Recreation Department was contacted by a prospective mobile food vendor looking to sell shaved ice at Hemlock Plaza. Council directed staff to negotiate a concession agreement consistent with applicable ordinances and policies. An agreement was crafted for a trial concession and signed by the City Manager on behalf of the city.

The vendor ultimately was unable to operate last year due to mobile unit construction difficulty, and then unforeseen circumstances with business licensing and health department permitting. By the time the vendor was finally ready to provide service, the term of the permit had expired.

An ad-hoc committee consisting of department staff, park and recreation board, and council members, met earlier this year to discuss the possibility of once again issuing a RFP to provide food and beverage concessions at the lake. The original intent of the meeting was to review the results of 2014 and determine whether or not to move forward again with concessions for the public. Because there was no experience to evaluate from last year, the committee chose to reissue a RFP to determine if a concessionaire could be successful at the lake.

The city received only one proposal from the same vendor as last year. The committee reviewed the proposal and made some suggestions going forward to ensure the city would be able to provide the vendor service this summer. Attached is the proposed agreement to provide for a temporary permit to Big Kahuna Shave Ice for a term of June 13 through September 30, with 10% of gross monthly receipts payment to the city, or 15% at mutually agreed upon city-sponsored community events. The agreement lists the responsibilities of the food vendor, including but not limited to staffing, insurance, safety, payment, hours of operations, equipment, and other requirements.

RECOMMENDED ACTION:

Motion to authorize the City Manager to finalize and sign the food and

beverage concession agreement with Big Kahuna Shave Ice.

Attachments: [FoodBeverage Concession Agreement 2015](#)
[Exhibit A Mobile Unit](#)
[Resolution 2045 Concession Policy](#)

7. New Business

A. Mud Play Day - June 20, 2015 Roy Morse Park

B. July is Parks and Recreation Month

Proclamation was awarded at previous council meeting and accepted by board member Austi Baudro.

C. Firecracker Fun Run - July 3, 2015 Lake Sacajawea Park

D. Discover Camps – 6 Weeks starting July 6 – August 14

E. Summer Concert Series – Thursday Night 6 Weeks staring July 9th

F. Summer Concert Sponsor Appreciation Night – July 30, 2015

8. Adjournment

Meeting adjourned at 6:28 p.m. by Louis LaPierre. Next Meeting - July 20, 2015 - 5:00 p.m. - Recreation Office