PARKS & RECREATION BOARD AGENDA

5:00 P.M. WEDNESDAY, FEBRUARY 15 , 2012

Port of Woodland Community Room
115 Davidson Avenue – Woodland, WA 98674

MINUTES

Approval of January 18, 2012

NEW BUSINESS

Reappointment of Virginia Allen and Mike Curry
Special Event - Pacific NW Newfoundland Club

CONTINUED BUSINESS

Special Event - Lewis River Life Hope Ministries
Scott Hill Park & Sports Complex
Horseshoe Lake Management

PROJECT UPDATE

Other

ADJOURNMENT

The next regular meeting is scheduled for 5:00 p.m., Wednesday, March 21, 2012, at the Port of Woodland.

CITY OF WOODLAND
PARK BOARD MEETING MINUTES
JANUARY 18, 2012

The regular meeting of the Woodland Park Board was held on January 18, 2012, at the Port of Woodland, 115 Davidson Avenue, Woodland, WA 98674.

Chair Hammons called the meeting to order at 5:05 p.m. Roll call found the following:

BOARD MEMBERS:

Virginia Allen
Mike Curry
Brad Hammons, Chair
Mark Haskins, Vice-Chair (absent)
Karen Huddleston

MAYOR/COUNCIL:

STAFF:

Jody Bartkowski, Engineering Tech

MINUTES

The September 21, 2011 and November 16, 2011 minutes were approved as presented.

PRESENTATION

- **Poo Free Program**

  Staff distributed an e-mail update and reported that Woodland is not eligible for this program due to the lack of members in the local area.

- **Eagle Scout Project - Andrew Olsen**

  Andrew Olson introduced himself, gave troop information, and presented his idea for the installation of three park benches along the waterline at the east end of Horseshoe Lake Park. Public Works reported that they had reviewed Mr. Olson's plan and recommended approval.

  Discussion ensued regarding the use of synthetic material vs. real wood, maintenance, splinters, construction using upright vs. standing boards, and anchoring.

  Boardmember Allen moved to recommend that as an Eagle Scott Project Andrew Olsen be allowed to construct and install three benches inside Horseshoe Lake Park as presented at the January 18, 2011 Park Board meeting. The motion was seconded.

  Further discussion ensued regarding the use of seat backs.

  Motion carried 4-0. Allen, yes; Curry, yes; Hammons, yes; Haskins, absent; Huddleston, yes.

NEW BUSINESS

- **Lewis River Life Hope Ministries - Walk 4 Life**

  Discussion ensued regarding the similarity to last year's event, special event fee waiver request, non-profit/tax exempt status, last year's fee, and expense to the City.

  Motion was tabled to the February 15, 2012. Public Works staff to gather information pertaining to actual costs and the 2011 fee.

- **Electric Radio Controlled Unlimiteds - Model Hydroplane Race**

  Discussion ensued regarding the similarity to last year's event.

  Boardmember Huddleston moved to recommend that City Council approve the use of Horseshoe Lake and beach front by Electric Radio Controlled Unlimiteds for a model hydroplane race on October 6, 2012. Boardmember Allen seconded the motion.

  Further discussion ensued regarding entertainment for citizens, watching for free, and that the special event fee will be paid.

  Motion carried 4-0. Allen, yes; Curry, yes; Hammons, yes; Haskins, absent; Huddleston, yes.

- **Woodland Planter's Days - Planter's Days Committee**

  Boardmember Huddleston moved to recommend that City Council approve the use of Horseshoe Lake and city facilities for Planter's Days on June 14-17, 2012 and waive required fees. Boardmember Curry seconded the motion.

  Discussion ensued regarding the similarity to past events and previous damage to grass at the east end of Horseshoe Lake Park. The Board requested that Public Works inspect the carnival area after the event and pass the responsibility for any unexpected (unbudgeted) costs to the event sponsor.

  Motion carried 4-0. Allen, yes; Curry, yes; Hammons, yes; Haskins, absent; Huddleston, yes.

CONTINUED BUSINESS

- **Hilltop Park Development.**

  Sandy Larson, Woodland Rotary and Hilltop Park Ad Hoc Committee reported that the Rotary insignia cannot be used as a part of the park name and requested that it be used as a standalone item somewhere on the sign, that the Rotary is reviewing the City signed the Memorandum of Understanding, that Columbia River Carbonates may have to pull back on their contribution commitment due to increased PUD rates and the proposed City Utility Tax, that no additional work has been done on construction plans, and that the new website is up and running.

  Further information was presented regarding past, present, and future fundraising. A request will be presented to City Council for the "Running of the Balls" fundraiser on Scott Hill Road.

- **Horseshoe Lake Management Committee**. Mike Curry and the Public Works staff reported that the pump has been removed for repairs, that Council denied additional funding for water quality testing and help is being sought from Clark and Cowlitz Counties, and that an eagle decoy was placed inside the Park.
- **2012 Final Budget**. Discussion ensued regarding Community Center repairs and the Hoffmann Park swing set installation.
- **Facility Use Questionnaires** . Public Works reported that the stove and all burners are working correctly.

ADJOURNMENT

The meeting was adjourned at 6:05 p.m. The next regular meeting will be held at 5:00 p.m. on Wednesday, February 15, 2012, in the Port of Woodland's Community Room.

Minutes approved: _____

_____ _____

Jody Bartkowski, Park Board Secretary Date

DRAFT

City of Woodland 2012 Terms of Office	TERM	EXPIRES	CONTACT INFORMATION			
			Primary Phone	Secondary Phone/Email Address	Address	City
City Council & Mayor						
(Mayor) Grover Laseke	01/01/12	12/31/15	772-0371	225-9022	307 Buckeye	Woodland
Pos #1 John J. Burke	01/01/10	12/13/13	225-9888		499 Beechwood Street	Woodland
Pos #2 Al Swindell	01/01/10	12/31/13	841-8239		1167 Glenwood Street	Woodland
Pos #3 Marilee McCall	01/01/10	12/31/13	823-8607		84-D River Rock Lane	Woodland
Pos #4 Marshall Allen	12/05/11	12/31/16	225-8683		320 Fir	Woodland
Pos #5 Susan Humbyrd	11/03/09	12/31/15	225-7229	751-0418	430 N. Pekin Road	Woodland
Pos #6 Benjamin Fredricks	11/03/09	12/31/13	225-6064	200-0859	1776 Clover Lane	Woodland
Pos #7 Scott Perry	12/12/11	12/31/15	921-2306		180 S. Pekin Road	Woodland
Park Board Meets on the 3rd Wednesday at 5:00 pm						
Virginia Allen	02/19/08	02/19/12	225-8582	624-5020	606 Washington Street	Woodland
Bradley Hammons, chair	03/15/09	03/15/13	931-9364		836 Beechwood Street	Woodland
Mike Curry (filling unexpired)	12/20/10	02/19/12	225-3138		120 S. Pekin Road	Woodland
Karen Huddleston	02/01/10	12/31/13	225-7602		141 McKenzie Road	Woodland
Mark Haskins	02/01/10	12/31/13	689-2463		625 Bozarth Ave	Woodland
Planning Commission Meets - 3rd Thurs of each month - 6 yr terms/5 member commission						
David Simpson	06/30/10	06/30/16	225-8148	910-4391	506 Robinson Road	Woodland
Murali "Mike" Amininenei	05/17/06	05/16/12	503-449-3972		1473 N. Goerig #53	Woodland
Nancy Trevena	09/05/06	06/05/13	225-5031	901-0691	1907 Lewis River Road	Woodland
Jim Yount	06/30/07	06/30/13	225-8442	901-6959	P.O. Box 824/713 Third St	Woodland
Sharon Watt	04/02/07	01/02/13	225-2294		276 Insel Road	Woodland
Civil Service Commission Meets on 3rd Thurs at 4:00 pm - 6 year terms						
Judy Kroon	02/16/08	02/16/14	225-7770		2071 Spruce Ave	Woodland
Erma Gettman	02/16/06	02/16/12	225-8064		P.O. Box 249/933 Dale St	Woodland
NEW - to be filled	01/01/12	02/16/13	225-9022			

SPECIAL EVENTS AGREEMENT

For Office Use Only:	
(Usage Date)	
Fee:	$
Deposit:	$
Total Due:	$

Applicant Name: Cheryl Blondino
Phone Number: 503 591-9187
Organization / Business: Pacific NW Newfoundland Club
Fax Number:
Mailing Address: 20600 SW Johnson
Aloha OR 97006

RECEIVED
JAN 24 2012
CITY OF WOODLAND

Are you a recognized Non-profit Organization? o Yes ~~o~~ No If yes, please attach a copy of your Non-profit 501.3 (c) with this form for eligibility.

Please mark the facilities desired, times, and dates of use. Rental fees are $200 per day plus a refundable deposit of $50 or as set by the Clerk-Treasurer.

Horseshoe

~~o~~ Covered Area
~~o~~ Beach Front
~~o~~ Use of Lake
~~o~~ Other: gazebo on Sat

Times and Dates of Use

Usage Date (s): Sat 9/15, Sun 9/16
Day (s) of Week: Sat/Sun
Arrival Time: 7:00 AM
Departure Time: 9:00 PM
Type of Activity: Water Rescue certification
Expected Attendance: 45
GATE ~~o~~ Open o Closed

Please Read Carefully

- Open and Close at stated time
- Adult supervision is required at ALL TIMES
- Please give 24-hour notice of cancellation
- Use only facilities listed on application
- No tobacco, smoking, or alcohol beverages
- User is responsible for damages and clean-up
- Failure to observe rules and regulations of the City may result in loss of usage privileges
- Any emergency situation or bad weather may cause cancellation of facilities without notification.

NOTICE: Deposits will be non-refundable if city employee is called out to unlock, clean up, etc.

Agreement The undersigned hereby makes application to the City of Woodland for use of city facilities described above and certifies that the information given in this application is correct. The undersigned further states that he/she has the authority to make this application for the applicant and agrees that the applicant will observe all rules and regulations of Woodland Municipal Code and policies of the city in which the facilities are requested.

Applicant agrees that City of Woodland and City of Woodland agents, employees, and directors shall not be liable for any damage to person or property by reason of the negligent acts of Applicant, its agents, employees, invitees, or subcontractors. Applicant agrees to protect indemnify for costs, legal and other expenses, and hold harmless City of Woodland and its officers, employees, directors and agents from claims, liabilities, or suits arising out of injury to person or property from negligent acts of Applicant, its agent, employees, invitees, or subcontractors.

Applicant's Signature: Cheryl M. Blondino Date: 1/11/12

Office Use Only:	Amount Paid $	Date Key Returned:
Approved o Denied o Woodland Park Board:	Date:	
	Receipt No.	Refund Ck#/Date:
Approved o Denied o Woodland City Council:	Comments:	

City of Woodland

P.O. Box 9
Woodland, WA 98674

We would like to reserve a large portion of the beachfront and the red shelter building for our annual water rescue certification trial Saturday and Sunday 9/15-16. If this is approved, please feel free to send the special event form with statement of fees so that we can reserve that portion of the park with advance payment. We would, of course, send a copy of the current insurance permit ahead of the event. As usual, we would be responsible for a park pick up of trash/litter in the afternoon of both days.

Thank you for your consideration.

Sincerely,
Cheryl

Cheryl Dondino
Pacific Northwest Newfoundland Club
20600 SW Johnson
Aloha, Or 97006

RECEIVED
DEC 27
CITY OF WOODLAND

SPECIAL EVENTS AGREEMENT

For Office Use Only:

_____ (Usage Date)

Fee: $ _____

Deposit: $ _____

Total Due: $ _____

Applicant Name: Lori Anderson

Organization / Business: Lewis River Life Hope Ministries Non-profit

Phone Number: 360-225-4749

Fax Number: None

Mailing Address: P.O. Bx. 780 Woodland WA 98674

Are you a recognized Non-profit Organization? θ Yes θ No **If yes, please attach a copy of your Non-profit 501-3 (c) with this form for eligibility.**

Please mark the facilities desired, times, and dates of use. Rental fees are $200 per day plus a refundable deposit of $50 or as set by the Clerk-Treasurer.

Horseshoe

θ Covered Area

θ Beach Front

θ Use of Lake

θ Other: _____

Times and Dates of Use

Usage Date (s): June 2, 2012

Day (s) of Week: Saturday

Arrival Time: _____

Departure Time: 7am to 3pm

Type of Activity: Walk 4 Life

Expected Attendance: 200

GATE o Open o Closed

Please Read Carefully

- Open and Close at stated time
- Adult supervision is required at ALL TIMES
- Please give 24-hour notice of cancellation
- Use only facilities listed on application
- No tobacco, smoking, or alcohol beverages
- User is responsible for damages and clean-up
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Applicant's Signature: Lori Anderson **Date:** Dec 16, 2011

Office Use Only:	Amount Paid $_____	Date Key Returned:
Approved o Denied o Woodland Park Board:_____	Date:_____	_____
	Receipt No._____	Refund Ck#/Date:
Approved o Denied o Woodland City Council:_____	Comments:_____	_____

Life Hope Ministries

Lori Anderson, ED

Dear City Council,
We are requesting a waiver of the usage fees for the covered area at Horse Shoe Park on Saturday June 2, 2012. We would like to have our annual Walk for Life there. If you approve, this will be our sixth year to have it at the park. Everyone enjoys having this event at the park but, as a small non-profit, the fees are a little steep for us.

Regarding the event...this is a major one for us. We invite friends of our non-profit to invite friends to come and walk around the lake with us and are planning for 200 attendees! We provide information about our non-profit, some simple entertainment, food & non-alcoholic beverages, promotional gifts, and an opportunity to sign up for volunteering and/or supporting Life Hope and our teen resource center, UTREND. We also invite local businesses and organizations to help us provide the water/beverages/snacks/gifts for these participants.

Life Hope Twins!

We have read all your rules and agree to abide by them and usually have no problem with that as our volunteers and participants have historically been a very respectful and helpful group! There are no special accommodation needs that we can think of except maybe some volunteer off duty (if they are willing and available) firemen/policemen/EMTs to help make sure everyone is safe and cared for and to take care of any difficulties/emergencies that may arise. Of course we will procure an insurance certificate covering us and the City of Woodland to protect us all from any of those things, too and will provide you with this certificate before the event takes place.

Finally, we would like to take this opportunity to thank you all for making the park and downtown such an enjoyable and sought after place to be! Regardless of whether you can waive the fees for us or not, we want you to know how much all your hard work is appreciated.
Sincerely,

Lori Anderson, ED
1-360-225-4749, office
1-360-606-6726, cell, or
lori@lrlh.org

Jody Bartkowski

From: Mari Ripp
Sent: Wednesday, February 08, 2012 4:29 PM
To: Jody Bartkowski
Cc: Shannon England
Subject: RE: Life Hope Pregnancy Walk
Attachments: F-Lifes Hope HSL Auth.pdf

Here is what we did the last 2 years which was a reduction in the fee and I would recommend the same for 2012.

January 18, 2011 CCM: Action F) Life Hope use of Horseshoe Lake Park on June 4, 2011 for Walk for Life (I attached the Agenda item for Reference)
Authorize Life Hope's use of Lake Park and covered area on June 4, 2011 for a "Walk for Life" and reduction of fees to $100 plus deposit and proof of insurance.

March 1, 2010 CCM: Authorize use of Horseshoe Lake Park covered area and surrounding area by Life Hope Ministries on June 5, 2010 subject to $100 fee, $50 deposit and insurance as required by the Clerk Treasurer.

Mari Ripp, CMC, PFO, Clerk Treasurer
City of Woodland
(360) 225-8281 ext. 14
rippm@ci.woodland.wa.us

"How beautiful a day can be when kindness touches it!"
-George Elliston (1883-1946); news reporter, poet

CONFIDENTIAL EMAIL

THE INFORMATION IN THIS EMAIL IS PRIVILEGED AND CONFIDENTIAL. IT IS INTENDED ONLY FOR THE USE OF THE RECIPIENT NAMED ABOVE (OR THE EMPLOYEE OR AGENT RESPONSIBLE TO DELIVER IT TO THE INTENDED RECIPIENT). IF YOU RECEIVED THIS IN ERROR, YOU ARE HEREBY NOTIFIED THAT ANY DISSEMINATION, DISTRIBUTION, OR COPYING OF THIS COMMUNICATION IS STRICTLY PROHIBITED IF YOU HAVE RECEIVED THIS MESSAGE IN ERROR, PLEASE NOTIFY US BY TELEPHONE IMMEDIATELY, AND DESTROY THE ORIGINAL MESSAGE.

From: Jody Bartkowski
Sent: Wednesday, February 08, 2012 1:48 PM
To: Mari Ripp
Subject: Life Hope Pregnancy Walk

The Park board deferred action on this last month. What is the fee they are charged? Any thoughts about one way or another about waiving it? If they wanted to waive everything except actual cost any idea what that would be?

JODY

2012 Budget Comments

Jody Bartkowski

From: Mari Ripp
Sent: Monday, February 13, 2012 4:33 PM
To: Ken Alexander; Jody Bartkowski
Cc: Grover B. Laseke
Subject: Park Board Agenda

In reviewing the 2012 Budget adopted, a few things stand out that the Park Board should be aware of and you might want to put it on their next agenda (if you haven't already):

1. Park is not generating enough revenue to pay the expenses and the 300 Park Acqn fund had been supporting it through operating transfers, but has no more money with the land purchase.
2. Park staffing was cut ($8,594) which results in either the 2nd parks person (Cliff's position) or cutting the summer laborers or a portion of them.
3. Utilities –Water/Irrigation was cut for the field irrigation ($5,000) due to the personnel cuts
4. Horseshoe Lake – only $1,200 was approved for the HSL Mgmt Committee for the lake water testing
5. Revenues were estimated using $9045 from 001 General Fund
6. Revenues were estimated with a $4,000 transfer from General Reserves to be used for the Community Center roof
7. Revenue was estimated that $46,192 would come from 300 Park Acq'n in anticipation that the house on Scott Hill may be sold to generate some revenue for operating costs for parks. I am not sure what or if this will occur, but it is budgeted that way. The balance of the house money would be used to pay the outstanding interfund loan from 301 General Reserves to Park for the land balance and closing that occurred in 2011.

Mari Ripp, CMC, PFO, Clerk Treasurer

City of Woodland
(360) 225-8281 ext. 14
rippm@ci.woodland.wa.us

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-George Elliston (1883-1946); news reporter, poet

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