

PARKS & RECREATION BOARD AGENDA

5:00 P.M. WEDNESDAY, MARCH 21 , 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 - March 19, 2012

Special Events

- Pacific NW Newfoundland Club
- Easter Egg Hunt
- Fishing Derby
- Scott Hill Park Fun Run
- Antique Fire Truck Show
- Grace Community Church
- G. Loomis
- Body of Christ

CONTINUED BUSINESS

- Lewis River Life Hope Ministries Event Fee
- Scott Hill Park & Sports Complex
- Hoffmann Park Swing Set
- Horseshoe Lake Management
- Budget
 - Scott Hill Park
 - 2012
- Facility User Form

PROJECT UPDATE

Other

ADJOURNMENT

The next regular meeting is scheduled for 5:00 p.m., Wednesday, April 18, 2012, at the Port of Woodland. Ad Hoc Committee meeting directly following.

**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 Scout 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

**City Of Woodland
City Council Meeting Agenda Summary Sheet**

Agenda Item: Approval of re-appointment of Park Board members Virginia Allen and Mike Curry to four year terms expiring 2/19/2016

Agenda Item #: (C) Consent

For Agenda of: 03/19/2012

Department: Clerk-Treasurer

Date Submitted: 03/14/2012

Cost of Item: _____

Amount Budgeted: _____

Unexpended Balance: _____

BARS #:

Description:

Department Supervisor Approval: Mari E. Ripp, Clerk-Treasurer / s /

Committee Recommendation: _____

Agenda Item Supporting Narrative (list attachments, supporting documents):

Re-Appointment letters – Virginia Allen and Mike Curry

Summary Statement/Department Recommendation:

Park Board members Virginia Allen and Mike Curry have confirmed their interest in being re-appointed for a new four (4) year term of office which both expire on February 19, 2016. WMC states that the Council must confirm the Mayor's appointment. Recommend approval to re-appointment of Park Board members Virginia Allen and Mike Curry to four year terms expiring 2/19/2016.



SPECIAL EVENTS AGREEMENT

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

Applicant Name: Cheryl Rondino 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

Are you a recognized Non-profit Organization? Yes 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.

<u>Horseshoe</u>	<u>Times and Dates of Use</u>	
<input checked="" type="checkbox"/> Covered Area	Usage Date (s): <u>Sat 9/15, Sun 9/16</u>	Day (s) of Week: <u>Sat/Sun</u>
<input checked="" type="checkbox"/> Beach Front	Arrival Time: <u>7:00 AM</u>	Departure Time: <u>9:00 PM</u>
<input checked="" type="checkbox"/> Use of Lake	Type of Activity: <u>Water Rescue</u>	Expected Attendance: <u>45</u>
<input checked="" type="checkbox"/> Other: <u>gazebo on Sat certification</u>	GATE <input checked="" type="checkbox"/> Open <input type="checkbox"/> 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. Rondino Date: 1/11/12

Office Use Only:	Amount Paid \$ _____	Date Key Returned: _____
Approved <input type="checkbox"/> Denied <input type="checkbox"/> Woodland Park Board: _____	Date: _____	Refund Ck#/Date: _____
Approved <input type="checkbox"/> Denied <input type="checkbox"/> Woodland City Council: _____	Receipt No. _____	
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 Dondino

Pacific Northwest Newfoundland Club

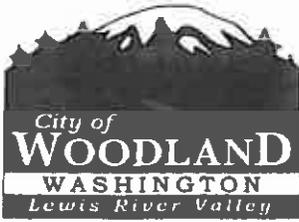
20600 SW Johnson

Aloha, Or 97006

RECEIVED

DEC 27 2011

CITY OF WOODLAND



SPECIAL EVENTS AGREEMENT

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

Applicant Name: DALE JEFFERIES Phone Number: 225-7736
 Organization / Business: WOODLAND MOOSE Fax Number: 225-5074
 Mailing Address: P.O. Box 1930
WOODLAND, WA 98674

Are you a recognized Non-profit Organization? Yes 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.

<u>Horseshoe</u>	<u>Times and Dates of Use</u>
<input type="checkbox"/> Covered Area	Usage Date (s): <u>4-7-12</u> Day (s) of Week: <u>SATURDAY</u>
<input checked="" type="checkbox"/> Beach Front	Arrival Time: <u>7:00 AM</u> Departure Time: <u>12:00 Noon</u>
<input type="checkbox"/> Use of Lake	Type of Activity: <u>EASTER EGG HUNT</u> Expected Attendance: <u>300+</u>
<input type="checkbox"/> Other: _____	GATE <input type="checkbox"/> Open <input type="checkbox"/> Closed

Please Read Carefully

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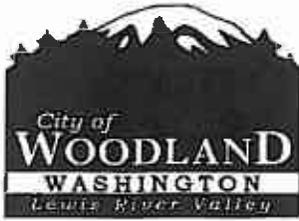
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Applicant's Signature: Dale L. Jefferies Date: 2-22-12

Office Use Only:	Amount Paid \$ _____	Date Key Returned: _____
Approved <input type="checkbox"/> Denied <input type="checkbox"/> Woodland Park Board: _____	Date: _____	Refund Ck#/Date: _____
Approved <input type="checkbox"/> Denied <input type="checkbox"/> Woodland City Council: _____	Receipt No. _____	Comments: _____



SPECIAL EVENTS AGREEMENT

For Office Use Only:

	(Usage Date)
Fee:	\$ _____
Deposit:	\$ _____
Total Due:	\$ _____

Applicant Name: DALE JEFFERIES Phone Number: 225-7736
 Organization / Business: WOODLAND MOOSE Fax Number: 225-5074
 Mailing Address: PO. BOX 1930
WOODLAND, WA 98674

Are you a recognized Non-profit Organization? Yes 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

Times and Dates of Use

Covered Area Usage Date (s): 5/11 + 5/12 Day (s) of Week: FRIDAY + SATURDAY
 Beach Front Arrival Time: 10:00 AM - 5/11 Departure Time: 4:00 PM - 5/12
 Use of Lake Type of Activity: FISHING DERBY Expected Attendance: 300+
 Other: _____ GATE Open Closed

Please Read Carefully

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Applicant's Signature: Dale L. Jefferies Date: 2-22-12

Office Use Only:	Amount Paid \$ _____	Date Key Returned: _____
Approved <input type="checkbox"/> Denied <input type="checkbox"/> Woodland Park Board: _____	Date: _____	Refund Ck#/Date: _____
Approved <input type="checkbox"/> Denied <input type="checkbox"/> Woodland City Council: _____	Receipt No. _____	Comments: _____



SPECIAL EVENTS AGREEMENT

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

Applicant Name: Asha Riley Phone Number: 360-991-1692
 Organization / Business: Rotary of Woodland Fax Number: _____
 Mailing Address: 800 Third Street
Woodland WA 98674

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

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

Times and Dates of Use

Covered Area Usage Date (s): July 28th 2012 Day (s) of Week: Saturday July 28th
 Beach Front Arrival Time: 7:30am Departure Time: 2pm
 Use of Lake Type of Activity: Fun Run Expected Attendance: 300
 Other: _____ GATE Open Closed

Please Read Carefully

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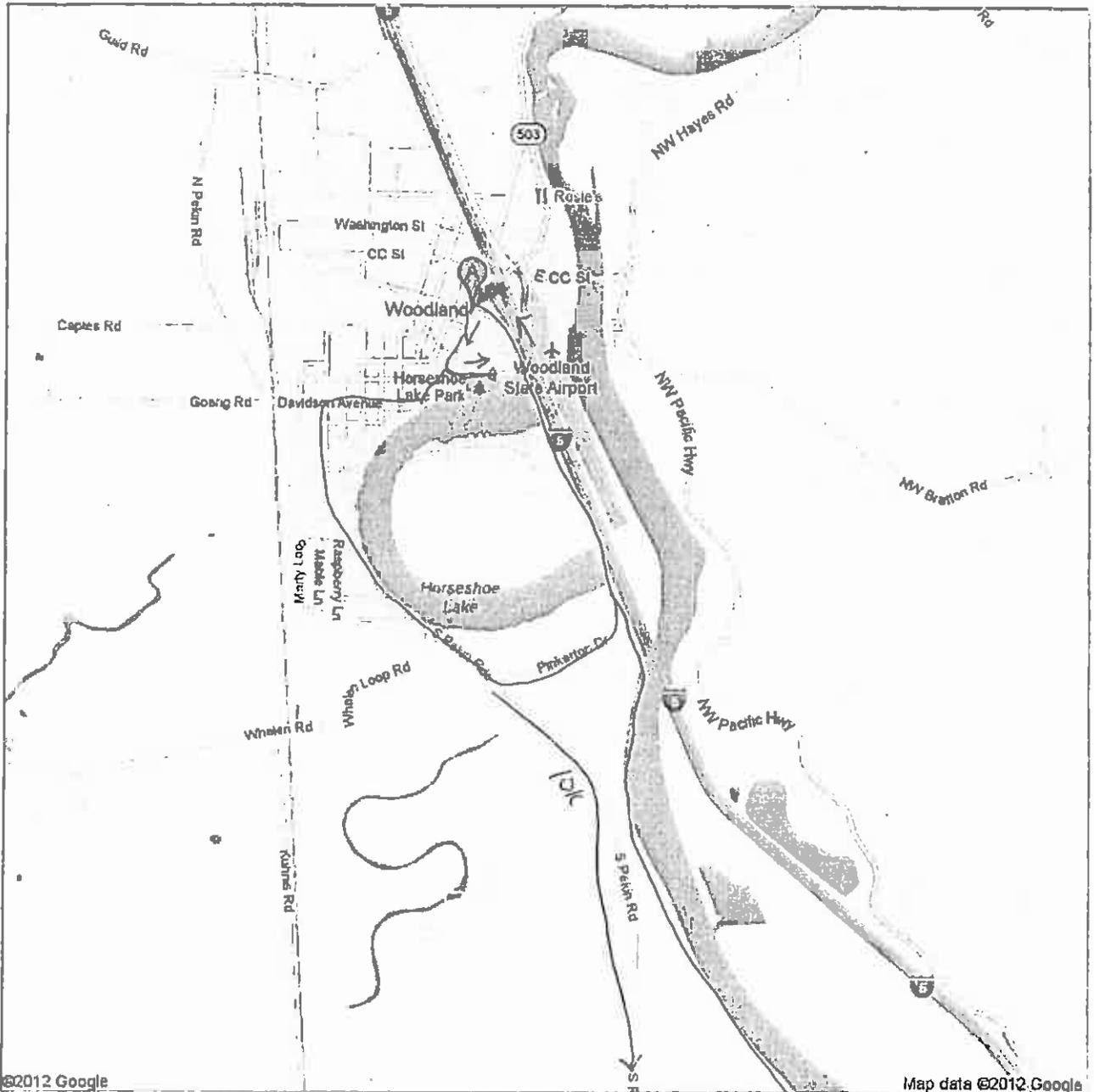
Applicant's Signature: Asha Riley Date: 7-19-12

Office Use Only:	Amount Paid \$ _____	Date Key Returned: _____
Approved <input type="checkbox"/> Denied <input type="checkbox"/> Woodland Park Board: _____	Date: _____	Refund Ck#/Date: _____
Approved <input type="checkbox"/> Denied <input type="checkbox"/> Woodland City Council: _____	Receipt No. _____	
	Comments: _____	



Address Woodland, WA 98674

Get Google Maps on your phone
Text the word "GMAPS" to 466453



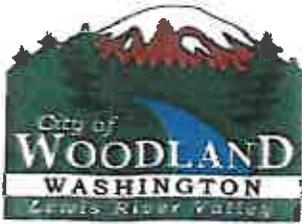
28th

INDT 28th

sell it.
Fast / Flat 10K

Map my run.com

10K = 6.2 miles



SPECIAL EVENTS AGREEMENT

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

Applicant Name: BRIAN ELLIS Phone Number: 360 937 5384
 Organization / Business: WFD / STAMPEEA Fax Number: _____
 Mailing Address: PO Box 457
Woodland WA 98674

Are you a recognized Non-profit Organization? Yes 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

Times and Dates of Use

Covered Area Usage Date (s): 7/8/12 Day (s) of Week: Saturday
 Beach Front Arrival Time: 1700 Departure Time: 1700
 Use of Lake Type of Activity: FIRE TRUCK SHOW Expected Attendance: 100-150
 Other: _____ GATE Open Closed

Please Read Carefully

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Applicant's Signature: [Signature] Date: 7-7-12

Office Use Only:	Amount Paid \$ _____	Date Key Returned: _____
Approved <input type="checkbox"/> Denied <input type="checkbox"/> Woodland Park Board: _____	Date: _____	_____
Approved <input type="checkbox"/> Denied <input type="checkbox"/> Woodland City Council: _____	Receipt No. _____	Refund Ck# Date: _____
Comments: _____		

Jody Bartkowski

From: Michael Jackson
Sent: Monday, March 19, 2012 2:28 PM
To: Jody Bartkowski
Cc: Brian Ellis
Subject: RE: Fire Truck Show

Jody,

I missed the attachment, but I will give you the background that I have for the event.

The event is held by the regional SPAAMFAA (Society for the Preservation and Appreciation of Antique Motor Fire Apparatus in America). The Fire Department usually provides some limited participation and support of the event. Typically, the event includes static and operational displays of 15-20 antique fire apparatus in the large open area of Horseshoe Lake Park that is between the skate park and the boat ramp. The display typically involves pumping clean water with the antique apparatus into the lake through stationary monitor or master stream devices. The water is shuttled from a nearby fire hydrant to the Park by the Fire Department, using a water tender. This involves clean potable city water that is delivered to portable tank set up in the park and pumped through the antique apparatus and into the lake for demonstration purposes. Apparatus and displays of antique equipment are staged with signage and SPAAMFAA members present to answer questions of the public. There is no cost for public to attend this display / event. The event also provides our Department the opportunity to provide some public outreach for education and risk reduction along with fire service history. The Fire Department also uses the opportunity to educate members on pertinent fire service history and background.

I hope that helps. If more detail is needed, I can help you reach out to the applicant as well.

Michael J. Jackson

Fire Department
City of Woodland

From: Jody Bartkowski
Sent: Monday, March 19, 2012 11:09 AM
To: Michael Jackson
Subject: Fire Truck Show

Good Morning!

The attached is all I received regarding the antique fire truck show in September. Can you please give me one quick paragraph of details so I can share it with the Park Board.

Thanks,
JODY

Pacific Northwest Chapter

SPAAMFAA



What is SPAAMFAA?

[What is SPAAMFAA](#)

[Member Apparatus](#)

[Contact Us](#)

[Event Calendar](#)

[Links of Interest](#)

[Home](#)



The **Society for the Preservation and Appreciation of Antique Motorized Fire Apparatus in America** is an organization dedicated to the preservation, restoration, and operation of antique fire fighting apparatus. Founded in New York in 1958, SPAAMFAA has grown to [56 chapters nationwide](#) and in Canada, with a membership in excess of 3,800 Worldwide.



SPAAMFAA membership is open to all who are interested in Antique Fire Apparatus, and ownership of an old fire truck is not required. All you need is an interest in firefighting and those marvelous machines that protected our towns and neighborhoods.

The Society produces two publications for members, a quarterly publication titled "Engine-Engine", and the "Silver Trumpet", which is an Inter-Chapter quarterly newsletter.

The National organization holds two meetings each year, one held in the winter and one in the summer. Each meeting is hosted by a different chapter, moving to various locations around the country. In 2007, the Pacific Northwest Chapter will be hosting the winter convention in either Portland Oregon or the Puget Sound area of Washington.

The **Pacific Northwest Chapter** is the local chapter for people residing in and around Oregon, Washington and Idaho. Our membership is made up of people from all walks of life; from retired insurance agents, salespeople and volunteer firefighters, to paid fire chiefs, computer technicians and pilots.

While some of us have spent years as firefighters, driving and operating fire trucks, others simply have a passion for old fire equipment. Regardless of our backgrounds, we all gather as friends to show off our fire trucks, share firefighting tales and to study and preserve the history of fire apparatus and their builders.

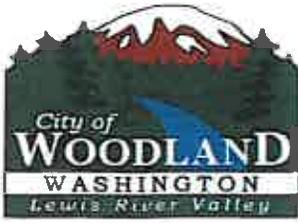
There are many old pieces fire apparatus scattered around the country, some are restored to concours condition, while others are rotting away in fields, ravaged by the elements of time. While we can't save every old fire truck from the scrap pile, we continually strive to save those that have significant historical value.

Of particular interest to Pacific Northwest Chapter members are the "[home grown](#)" fire trucks, those vehicles that were constructed by builders based in this part of the country, some of which include Howard Cooper, Neep, Western States, Heiser Body and Roney.

While many of the trucks owned by our chapter members were built by local builders, we also have trucks built by well known manufacturers such as American LaFrance, Seagrave, Howe, Mack and Ahrens Fox. As a club, we offer assistance to those restoring old apparatus, aiding fire departments and collectors in the proper restoration and preservation of old fire equipment and artifacts.

[Minutes of past meetings](#)

[Chapter By-Laws](#)



SPECIAL EVENTS AGREEMENT

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

Applicant Name: Fireace Community Church Phone Number: 360-225-4434
 Organization / Business: _____ Fax Number: _____
 Mailing Address: 1311 Lewis River Rd.
Woodland, WA 98674

Are you a recognized Non-profit Organization? Yes 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.

<u>Horseshoe</u>	<u>Times and Dates of Use</u>	
<input type="checkbox"/> Covered Area	Usage Date (s): <u>8-19-2012</u>	Day (s) of Week: <u>Sunday</u>
<input checked="" type="checkbox"/> Beach Front	Arrival Time: <u>8:30-9:00 AM</u>	Departure Time: <u>4:00 PM</u>
<input type="checkbox"/> Use of Lake	Type of Activity: <u>Annual Picnic</u>	Expected Attendance: <u>250</u>
<input checked="" type="checkbox"/> Other: <u>East end. Church service</u>	GATE <input type="radio"/> Open <input type="radio"/> Closed	

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Applicant's Signature: [Signature] Date: 7 March 2012

Office Use Only:	Amount Paid \$ _____	Date Key Returned: _____
Approved <input type="checkbox"/> Denied <input type="checkbox"/> Woodland Park Board: _____	Date: _____	_____
Approved <input type="checkbox"/> Denied <input type="checkbox"/> Woodland City Council: _____	Receipt No. _____	Refund Ck#/Date: _____
Comments: _____		

Jody Bartkowski

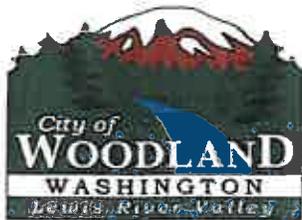
From: Shannon England
Sent: Monday, March 12, 2012 9:30 AM
To: Mari Ripp; Carolyn Johnson; Bart Stepp; Jody Bartkowski; Michael Jackson; Rob Stephenson PD
Subject: Grace Community Church Special Event
Attachments: Grace Community Church.PDF

Hello,

I received a special events request from Grace Community Church. They did not mark what areas they would like to use but last year they used the beach front and the large grass area. I called to find out if it's the same areas but have not heard back from them. They also submitted their non-profit paperwork, I did not include it but if you would like to see it I would be happy to send it to you. Let me know if you have any questions.

Thanks!

Shannon England
Administrative Clerk III
City of Woodland
(360) 225-8281 x10



SPECIAL EVENTS AGREEMENT

For Office Use Only:

	(Usage Date)
Fee:	\$ _____
Deposit:	\$ _____
Total Due:	\$ _____

Applicant Name: Carol Zabarko
 Organization / Business: G. Loomis, Inc.
 Mailing Address: 1359 Down River Dr.
Woodland WA 98674

Phone Number: (360) 225-6516
 Fax Number: (360) 225-7169

Are you a recognized Non-profit Organization? Yes 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

Times and Dates of Use

Covered Area Usage Date (s): Saturday, Aug 4 Day (s) of Week: Saturday
 Beach Front Arrival Time: 9:30 am. Departure Time: 3:00 pm
 Use of Lake Type of Activity: Company Picnic Expected Attendance: 150
 Other: Gazebo and concrete pad GATE Open 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: Carol Zabarko Date: 3/2/12

Office Use Only:	Amount Paid \$ _____	Date Key Returned: _____
Approved <input type="checkbox"/> Denied <input type="checkbox"/> Woodland Park Board: _____	Date: _____	Refund Ck#/Date: _____
Approved <input type="checkbox"/> Denied <input type="checkbox"/> Woodland City Council: _____	Receipt No. _____	
	Comments: _____	



PicnicTime

Saturday, August 4

11am - 3pm

Horseshoe Lake Park, Woodland

Schedule.....

- 9:00 am - Set up Committee arrives, rented tables & chairs delivered
- 9:30 am - Caterers arrive
- 11:00 am - G. Loomis Employees & Guests Begin Arriving
- 11:30 am - Casting Contest
Bucket Brigade viewing & ticket sales
50/50 Ticket sales
- 12:00 pm - Announcement of 1st 50/50 winner, sale of 2nd 50/50 drawing begins
- 12:00 pm - Lunch
- 12:30 pm - Bingo
- 1:30 pm - Minute-to-Win-It Competition
- 2:00 pm - Announcement of Casting Contest, Bucket Brigade and 2nd 50/50 winners, Grand Prize drawings (must be present to win)
- 3:00 pm - Clean up



CITY OF WOODLAND
FACILITIES RENTAL AND USE AGREEMENT

June 24
July 1, 8, 15, 22, 29

Usage Date: Aug 5, 12

Horseshoe Covered Area

Resident \$35/\$50 deposit
Non-Resident \$100/\$50 deposit
Non-Profit Org. \$25/\$50 deposit
Resident \$60/\$150 deposit
Non-Resident \$100/\$150 deposit
Non-Profit Org. \$10 mo. or maintenance/\$50 dep.
\$50/key deposit as required
\$35/reserved only during regular office hours

Gate Open: _____

Community Center

Fee Amount: 200.00
+ 50.00 Deposit

Council Chambers

Conference Room

Recognized Non-profit Organization?

Yes No

Facility Usage Date(s): June 24, July 1, 8, 15, 22, 29

Aug 5, 12

Day(s) of Week: Sunday

Arrival/Departure Time: 8:30 / 2:30

Number Attending: 50

Type of Activity/Event: Church service/picnic

Phone Number: 360-907-2294

Applicant Name: Kendra Shank

Organization: Body of Christ

Mailing Address: 12804 NW 25th Ave

Email Address: MShank4158@AOL.com

Vancouver, WA 98685

Please Read Carefully

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

NOTICE: Deposits will be non-refundable if the key is not returned, a city employee is called out to unlock, clean up, etc. Report any damages or problems to City Hall Annex 225-8281 as soon as possible. If the problem occurs after hours, please call Woodland Police Dispatch at 225-8981.

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.

Signature: Kendra Shank

Date: 3/12/12

OFFICE USE ONLY
Amount Paid \$
Approved Denied
Request taken by: Key #/Color: Date: Date Returned:
Date: Refund Check #: Date:



SPECIAL EVENTS AGREEMENT

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

Applicant Name: Lori Anderson Phone Number: 360-225-4749
 Organization / Business: Lewis River Life/ Hope Ministries Fax Number: None
 Mailing Address: P.O. Box 780
Woodland WA 98674

Are you a recognized Non-profit Organization? Yes 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.

<u>Horseshoe</u>		<u>Times and Dates of Use</u>	
<input type="checkbox"/> Covered Area	Usage Date (s): <u>June 2, 2012</u>	Day (s) of Week: <u>Saturday</u>	
<input type="checkbox"/> Beach Front	Arrival Time: _____	Departure Time: <u>7am to 3pm</u>	
<input type="checkbox"/> Use of Lake	Type of Activity: <u>Walk 4 Life</u>	Expected Attendance: <u>200</u>	
<input type="checkbox"/> Other: _____		GATE <input type="checkbox"/> Open <input type="checkbox"/> 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.

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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: Lori Anderson Date: Dec 16, 2011

Office Use Only:	Amount Paid \$ _____	Date Key Returned: _____
Approved <input type="checkbox"/> Denied <input type="checkbox"/>	Date: _____	_____
Woodland Park Board: _____	Receipt No. _____	Refund Ck#/Date: _____
Approved <input type="checkbox"/> Denied <input type="checkbox"/>	Comments: _____	_____
Woodland City Council: _____		

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!

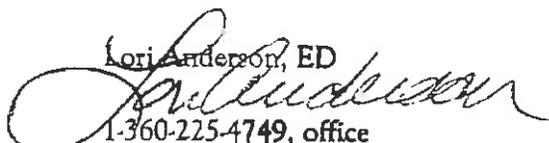


We have read all your rules and agree to abide by them and usually have no problem with that as our volunteers and participants have historically been a very respectful and helpful group! There are no special accommodation needs that we can think of except maybe some volunteer off duty (if they are willing 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@lrh.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



Scott Hill Park
& Sports Complex





BACK



FRONT





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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**CITY OF WOODLAND
YEAR 2010 - 2012 BUDGET
PUBLIC WORKS**

	Actual 2010	Dec 2011 Budget Amendment	Estimated 2012	2012 Inc (Decr) to 2011 DEC BA
PARKS DEPARTMENT				
COMMUNITY EDUCATION				
101 000 000 571 10 49 00 Community Education	\$ -	\$ -	\$ -	\$ -
Woodland Schools no longer operating program-CUT				\$ -
COMMUNITY CENTER				
101 000 000 575 50 31 00 Operating Supplies	\$ -	\$ 500	\$ 500	\$ -
Cleaning supplies, toiletries, can liners, etc. (2011 increase due to community project)				\$ -
401-000-000-575-50-38-00 R & M - Supplies **DO NOT USE**	\$ 17	\$ 700	\$ -	\$ (700)
REMOVE IN 2012 - Move expense to R&M - Building				\$ -
101 000 000 575 50 42 00 Communications	\$ 1,022	\$ 1,400	\$ 1,600	\$ 200
Center phone only (12 mos @ -\$115) - does not include 001 Admin % share				\$ -
401-000-000-575-50-46-00 Insurance **DO NOT USE**	\$ -	\$ -	\$ -	\$ -
101 000 000 575 50 47 00 Utilities	\$ 3,417	\$ 3,300	\$ 4,500	\$ 1,200
PUD rate increase 18%; Water/Sewer rate increase 7%				\$ -
101 000 000 575 50 48 00 Repairs and Maintenance - Building	\$ 918	\$ 600	\$ 4,815	\$ 4,215
Façade repairs - CUT	\$ -			\$ -
Carpet Cleaning (2012 - see 518)	-			\$ -
Roof/support beam repairs (excessive dry rot) - \$4,000	4,000			\$ -
Replace sub-flooring and carpet with vinyl - \$4,000	-			\$ -
Other (doors, mats, etc.)	815			\$ -
	<u>\$ 4,815</u>			\$ -
101 000 000 575 50 49 00 Miscellaneous	\$ -	\$ 300	\$ 300	\$ -
PARK FACILITIES				
101 000 000 576 10 10 00 Salaries	\$ 56,187	\$ 64,398	\$ 58,668	\$ (5,730)
2010 & 2011- Back to regular staffing - 2 seasonal employees				\$ -
2012 - 1.25% cola EST increase; also PW % crew park salaries	\$ 67,262			\$ -
CUT >>seasonal or summer Park position(s) 2012 (\$8,594)	\$ (8,594)			\$ -
101 000 000 576 10 20 00 Personnel Benefits	\$ 17,481	\$ 18,382	\$ 19,963	\$ 1,581
2012 - 41% for full time, part time to 15%				\$ -
101 000 000 576 10 31 00 Operating Supplies	\$ 3,118	\$ 3,000	\$ 9,000	\$ 6,000
Cleaning supplies, toiletries, can liners, etc.	\$ 3,000	\$ 4,000		\$ -
Small tools, saws, etc. (2012 - moved from C/O)	See C/O	5,000		\$ -
	<u>\$ 3,000</u>	<u>\$ 9,000</u>		\$ -

**CITY OF WOODLAND
YEAR 2010 - 2012 BUDGET
PUBLIC WORKS**

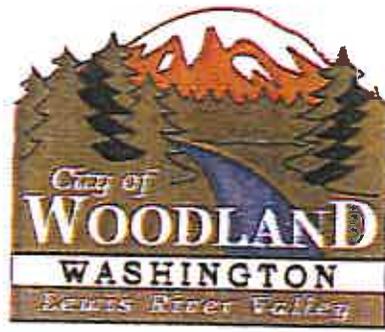
		Actual 2010	Dec 2011 Budget Amendment	Estimated 2012	2012 Inc (Decr) to 2011 DEC BA
101 000 000 576 10 32 00	Fuel Consumed	\$ 331	\$ 1,350	\$ 1,400	\$ 50
101 000 000 576 10 41 00	Professional Services	\$ -	\$ -	\$ -	\$ -
101 000 000 576 10 42 00	Communications	\$ 903	\$ -	\$ -	\$ -
	Does not include 001 Admin % share; phone removed from park shed in 2010				
101 000 000 576 10 45 00	Rentals	\$ 4,105	\$ 5,000	\$ 4,000	\$ (1,000)
	Small equipment, portable toilets				
101 000 000 576 10 47 00	Utilities	\$ 12,772	\$ 12,000	\$ 10,675	\$ (1,325)
	PUD rate increase 18%; Water/Sewer rate increase 7%			\$ 15,675	
	CUT 2010-No Park irrigation - cut due to personnel cuts			\$ (5,000)	
101 000 000 576 10 48 00	Repairs and Maintenance - Bldgs & Grounds	\$ 18,170	\$ 2,500	\$ 8,403	\$ 5,903
	Landscaping, rock, trapping, trees, misc	\$ 20,000	\$ 6,803		
	Restroom gutters	-	600		
	Boat ramp (temporary repairs to get by)	2,000	1,000		
	2011 Line Item Adjustment	2,500			
		\$ 2,500	\$ 8,403		
101 000 000 576 10 48 10	Repairs and Maintenance - Community Garden	\$ 2	\$ -	\$ 500	\$ 500
	2012 - Must be included or garden abandoned, Park Board requested 1-year funding and then revisit in 2013				
	See revenue item 101 362 40 75 20				
101 000 000 576 10 49 00	Miscellaneous	\$ -	\$ 400	\$ 1,000	\$ 600
101 000 000 576 10 49 10	Training	\$ 411	\$ -	\$ 500	\$ 500
101 000 000 576 10 49 20	Horseshoe Lake Management	\$ -	\$ 2,500	\$ 1,200	\$ (1,300)
	Testing	\$ -	\$ 1,200		
	Bank stabilization at swimming area	-	-		
	Carp Replacement (annual expense) - Est \$2,500	2,500	-		
	R & M (lake structures, shoreline cleanup) - Est \$2,000	-	-		
	Other (decoys, signage) - Est \$500	-	-		
		\$ -	\$ 1,200		
101 000 000 589 00 00 00	Key Deposit Refund - Community Center	\$ 3,150	\$ 3,000	\$ 3,000	\$ -
101 000 000 589 00 01 00	Deposit Refund - Horseshoe Lake Shelter	\$ 1,550	\$ 1,500	\$ 2,000	\$ 500
101 000 000 594 75 64 00	C/O Equipment: Community Center	\$ -	\$ 500	\$ -	\$ (500)
	Tables and small equipment replacement - \$500	\$ 500	\$ -		
	Dishwasher replacement - \$500	400	-		
		\$ 500	\$ -		

**CITY OF WOODLAND
YEAR 2010 - 2012 BUDGET
PUBLIC WORKS**

			Actual 2010	Dec 2011 Budget Amendment	Estimated 2012	2012 Inc (Decr) to 2011 DEC BA
101 000 000 594 78 83 00	C/O Building Structures: Park		\$ -	\$ -	\$ -	\$ -
101 000 000 594 76 64 00	C/O Equipment: Park		\$ 22,537	\$ -	\$ -	\$ -
		2011		2012		
	Tractor, 5' brush hog (1/2 w/ park) - \$12,600	\$ -	\$ -			
	Garbage cans (12 @ \$450) - \$5,500	0,000	-			
	Bjur Park - swing set (per insurance co.) - \$3,500	-	-			
	Tables (2 new with pads & 2 replace) - \$6,000	6,000	-			
	Miscellaneous - tools, etc. (2012 - see supplies)	10,000	-			
		<u>\$ 25,000</u>	<u>\$ -</u>			
101 000 000 594 76 66 00	C/O Park: Copley		\$ 832	\$ 900	\$ 1,000	\$ 100
	P/W machine only (1/4) - share of annex machine see 101 597 00 00 03					
404-000-000-597-00-00-00	Contb'n to 300 - Park Acq. Fund **DO-NOT USE**		\$ -	\$ -	\$ -	\$ -
404-000-000-597-00-00-01	Contb'n to 321 - Horseshoe Lake Park Trail		\$ -	\$ -	\$ -	\$ -
	Around Horseshoe Lake (not the path inside the Park being proposed with the Restroom Project)					
404-000-000-597-00-00-02	Contb'n to 322 - Geerig Park (and Island Alre) Feasibil		\$ -	\$ -	\$ -	\$ -
	Propose using fund balance of approximately \$11,000 for clean up, garbage cans, tables, dirt work, etc.					
101 000 000 597 00 00 03	Contb'n to 001 - General		\$ 44,102	\$ 45,097	\$ 37,344	\$ (7,753)
	Clerks % Salary/Benefits	\$ 14,253				
	Contbn for General	-				
	Share of Admin expenses:	17,135				
	Repair/Maintenance (1,650 Park; \$1,650 CC)	\$ 3,300				
	Office Supplies (2,044 Park; \$2,043 CC)	4,087				
	and \$1,000 software %					
	Utilities (825 Park; \$825 CC)	1,650				
	Communications (1,333 Park; \$1,333 CC)	2,666				
	Legal Services (2,416 Park; \$2,416 CC)	4,832				
	Share of Annex copler lease	600				
	Share of Insurance (2,667 Park; \$889 CC)	3,556				
	Janitorial services \$2,400	-	2,400			
		<u>\$ 17,135</u>	<u>\$ 37,344</u>			
	TOTAL PARKS DEPARTMENT		\$ 191,025	\$ 167,327	\$ 170,368	\$ 3,041
101 000 000 508 00 00 00	ENDING FUND BALANCE		\$ -	\$ 29,353	\$ 9,735	\$ (19,618)
	GRAND TOTAL PARKS DEPARTMENT		\$ 191,025	\$ 196,680	\$ 180,103	\$ (16,577)

REVENUE ENHANCEMENT

Possible sale of 310 Scott Hill Road for \$120,000 - \$60,000 to Park Operations and \$60,000 for interfund loan repayment



RECEIVED

MAR 12 2012

CITY OF WOODLAND

P.O. Box 9 - Woodland, Washington 98674

Dear facility user:

Thank you for using our facility. We hope you had a pleasant experience at our facility.

In an effort to continue to make your time at our facility enjoyable, we have included a simple questionnaire. Your comments and suggestions will help us to make our facilities better for the community. Please take a few moments to fill out the questionnaire and return it in the postage paid envelope provided.

Please mark which facility you used and the date:

- Horseshoe Covered Area
- Community Center
- Council Chambers
- Conference Room

Date of use: (Optional)

2/25/12

Please rate the applicable categories in the boxes below. Note: If the category does not apply leave blank.

If you have comments please write them in the column marked comments.

	P	S	E	Comments
Facility clean upon arrival		✓		Carpet being stained
Tables / Chairs in good condition		✓		
Garbage containers empty upon arrival			✓	
Cleaning supplies easily accessible			✓	
Kitchen equipment functional	✓			Coffee, Crafts leaked
Bathroom equipment functional			✓	
Thermostat functional			✓	
Other (s):				Entering Center Gutter
	✓			Not holding water everyone apt wet entering rooms,

P=Poor S=Satisfactory E=Excellent

Reservations are accepted each year, starting in November. To make reservations for city facilities please call (360) 225-8281.

It was a perfect location and worked well for us! Only mention these so they can be fixed!!