PARKS & RECREATION BOARD AGENDA

5:00 P.M. WEDNESDAY, APRIL 18 , 2012

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

MINUTES

Approval of March 21, 2012

PRESENTATION

Phillip Obermann - Eagle Scout Project
Council Action

NEW BUSINESS

Special Event - Winterfest
Council Action

CONTINUED BUSINESS

Scott Hill Park & Sports Complex
Horseshoe Lake Management
Budget - Mower Purchase

OTHER

ADA Fishing Dock - Example
Project Update

ADJOURNMENT

The next regular meeting is scheduled for 5:00 p.m., Wednesday, May 16, 2012, at the Port of Woodland. Ad Hoc Committee meeting directly following.

CITY OF WOODLAND
PARK BOARD MEETING MINUTES
MARCH 21, 2012

The regular meeting of the Woodland Park Board was held on March 21, 2012, at the Port of Woodland, 115 Davidson Avenue, Woodland, WA 98674.

Chair Hammons called the meeting to order at 5:08 p.m. Roll call found the following:

BOARD MEMBERS:

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

MAYOR/COUNCIL:

Al Swindell
John Burke (Absent)
Susan Humbyrd (Absent)

STAFF:

Jody Bartkowski, Engineering Tech
Bart Stepp, Public Works Director

MINUTES

The January 2012 minutes were approved as presented. The February meeting was cancelled.

NEW BUSINESS

- **Park Board Member Reappointments**

  Staff reported that City Council approved the reappointment of Virginia Allen and Mike Curry to 4-year terms expiring February 19, 2016.

- **Pacific NW Newfoundland Club - Water Rescue Trials**

  Discussion ensued regarding the similarity to past events and Oregon clubs using our lake because dogs are restricted from their lakes

  Boardmember Allen moved to recommend that City Council approve the use of Horseshoe Lake Park and facilities by the Pacific NW Newfoundland Club for water rescue trials September 15-16, 2012. Boardmember Haskins seconded the motion.

  Motion carried 3-0. Allen, yes; Curry, yes; Hammons, absent; Haskins, yes; Huddleston, absent.

- **Easter Egg Hunt - Woodland Moose**

  Boardmember Allen moved to recommend that City Council approve the use of the east end of Horseshoe Lake Park by the Woodland Moose for an Easter egg hunt on April 7, 2012 and waive usage fees. Boardmember Haskins seconded the motion.

  No discussion was held.

  Motion carried 3-0. Allen, yes; Curry, yes; Hammons, absent; Haskins, yes; Huddleston, absent.

- **Fishing Derby - Woodland Moose**

  Boardmember Allen moved to recommend that City Council approve the use of Horseshoe Lake Park by the Woodland Moose for a fishing derby May 11-12, 2012 and waive usage fees. Boardmember Haskins seconded the motion.

  No discussion was held.

  Motion carried 3-0. Allen, yes; Curry, yes; Hammons, absent; Haskins, yes; Huddleston, absent.

- **Scott Hill Park Fun Run - Rotary Club of Woodland**

  Boardmember Haskins moved to recommend that City Council approve the use of the Horseshoe Lake Covered Area by the Rotary of Woodland for staging of the Scott Avenue Park Fun Run on July 28, 2012 and waiver of usage fees. Boardmember Allen seconded the motion.

  Discussion was held regarding registration fees (includes T-shirt and breakfast), spectator breakfast fees, the selling of t-shirts and hats, volunteer staffing at road closures, and contacting Cowlitz County regarding closure of their roads. All fundraising efforts are for the Scott Hill Park and Sports Complex. Breakfast is being provided by America's Family Diner.

  Motion carried 3-0. Allen, yes; Curry, yes; Hammons, absent; Haskins, yes; Huddleston, absent.

- **Antique Fire Truck Show - SPAAMFAA**

  Boardmember Allen moved to recommend that City Council approve the use of the east end of Horseshoe Lake Park by SPAAMFAA and the Woodland Fire Department for an antique fire truck show on September 8, 2012. Boardmember Haskins seconded the motion.

  Discussion ensued regarding previous events.

  Motion carried 3-0. Allen, yes; Curry, yes; Hammons, absent; Haskins, yes; Huddleston, absent.

- **Grace Community Church - Picnic & Church Service**

  Boardmember Allen moved to recommend that City Council approve the use of the east end of Horseshoe Lake Park by Grace Community Church for a picnic and church service on August 19, 2012. Boardmember Curry seconded the motion.

  Further discussion ensued regarding the lack of a request for fee waiver.

  Motion carried 3-0. Allen, yes; Curry, yes; Hammons, absent; Haskins, yes; Huddleston, absent.

- **G. Loomis, Inc. - Company Picnic**

  Boardmember Allen moved to recommend that City Council approve the use of Horseshoe Lake Park and facilities by G. Loomis, Inc. for a company picnic on August 4, 2012. Boardmember Haskins seconded the motion.

Discussion ensued regarding different fishing related businesses in Woodland.

Motion carried 3-0. Allen, yes; Curry, yes; Hammons, absent; Haskins, yes; Huddleston, absent.

- **Body of Christ - Multiple Church Services**

  Boardmember Allen moved to recommend that City Council deny multiple uses of Horseshoe Lake Park by the Body of Christ, approve the use on one available Sunday of their choosing, and encourage them to continue using the Community Center. Boardmember Curry seconded the motion.

  Discussion ensued regarding repetitive uses, heavy traffic in the summer months, and fees.

  Motion carried 3-0. Allen, yes; Curry, yes; Hammons, absent; Haskins, yes; Huddleston, absent.

CONTINUED BUSINESS

- **Lewis River Life Hope Ministries - Walk 4 Life.** Discussion ensued regarding the special event fee waiver request, last year's fee, and a recommendation from the Clerk/Treasurer's office.

  Boardmember Allen moved to recommend that City Council approve the use of Horseshoe Lake Park and facilities by Lewis River Life Hope Ministries for "Walk for Life" on June 2, 2012 and waive one-half of the usage fee as was done in 2011. Boardmember Curry seconded the motion.

  Motion carried 3-0. Allen, yes; Curry, yes; Hammons, absent; Haskins, yes; Huddleston, absent.

- **Scott Hill Park and Sports Complex.** Sandy Larson, Woodland Rotary and Hilltop Park Ad Hoc Committee reported on the adopted logo, the March 21st fundraiser at McDonalds, a Little League Jamboree being held this weekend, that raffle tickets are available for $5 from Rotarians or Columbia Bank for a drawing to be held at a fall festival (details pending), that the Rotary is now meeting once a week on Thursday's at various restaurants around town, and grant writing.

  Discussion ensued regarding grant funding, writing and training and the Cowlitz-Wahkiakum Council of Governments experience and participation.

- **Hoffmann Park Swing Set Installation.** Staff reported that the installation is complete. Discussion ensued regarding the size of the chip bed and insurance requirements.

- **Horseshoe Lake Management Committee.** Mike Curry and the Public Works staff reported that the Washington State Department of Fish and Wildlife will attempt another fish count the first part of May and that the Washington State Department of Transportation still has the Lake pump out for repairs. Pump reinstallation has been further postponed to the end of April.

- **Budget.** Discussion ensued regarding uses for or sale of the Scott Hill house, the need for land when the park is developed, and the Board not being informed that an inter-fund was necessary. Open discussion was held regarding the value, condition, and size of the

home, septic system limitations, rental income, impact fees, rotary fundraising, additional sources of revenue, and possible cuts from the existing budget.

- **Facility Use Questionnaires**. Discussed repair of the Community Center gutters and roof.

OTHER

Community Garden. Discussion ensued regarding discontinuing the garden, cost of upkeep, lack of interest, the need for advertising, advertising on the website, advertising in the local papers, and soil testing.

ADJOURNMENT

The meeting was adjourned at 6:45 p.m. The next regular meeting will be held at 5:00 p.m. on Wednesday, April 18, 2012, in the Port of Woodland's Community Room.

Minutes approved: _____

_____ _____

Jody Bartkowski, Park Board Secretary Date

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DECKS · PROFISSIONALS
DROPDEAD

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

Are you a recognized Non-profit Organization? ⊗ 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

Times and Dates of Use

⊗ Covered Area	Usage Date (s):	DECEMBER 1, 2012	Day (s) of Week:	SATURDAY
θ Beach Front	Arrival Time:	11:00 AM	Departure Time:	9:00 PM
θ Use of Lake	Type of Activity:	WINTERFEST	Expected Attendance:	200 - VARIES
θ Other:			GATE o Open o Closed	

Please Read Carefully

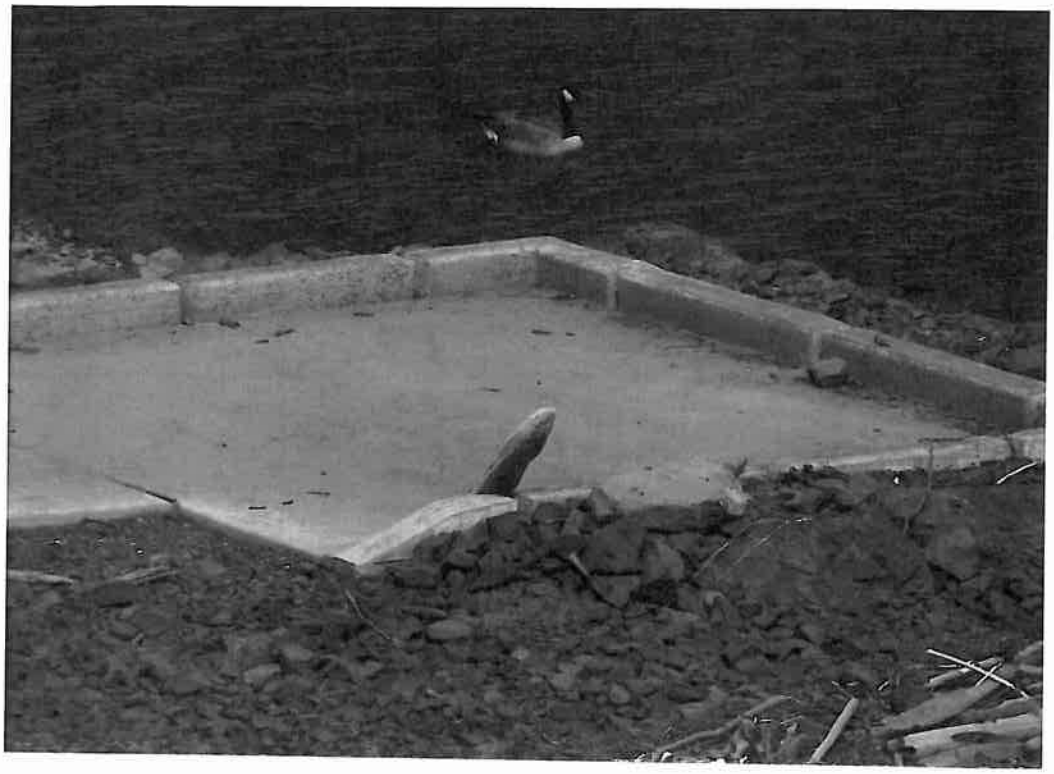
- Open and Close at stated time
- Adult supervision is required at ALL TIMES
- Please give 24-hour notice of cancellation
- Use only facilities listed on application
- No tobacco, smoking, or alcohol beverages
- User is responsible for damages and clean-up
- Failure to observe rules and regulations of 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: Dale F. Jeffries Date: 4-10-12

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:	

HANDICAPPED FISHING AREA
SAMPLE