

PARKS & RECREATION BOARD AGENDA
5:00 P.M. WEDNESDAY, FEBRUARY 20, 2013
Port of Woodland Community Room
115 Davidson Avenue – Woodland, WA 98674

MINUTES

Approval of December 19, 2012

NEW BUSINESS

Board Vacancy

Special Events

- Moose Lodge - Easter Egg Hunt
- Moose Lodge - Fishing Derby
- Woodland Rotary - Lewis River Fall Fest
- Pacific NW Newfoundland Club - Water Rescue Certification
- Woodland Moose - Winterfest
- Planter's Days Committee - Planter's Days

CONTINUED BUSINESS

Scott Hill Park & Sports Complex

- Land Acquisition - Second Access Point

Horseshoe Lake Management

Budget

Park User Fees

OTHER

Webmail Access

Project Update

ADJOURNMENT

Next regular meeting - 5:00 p.m., Wednesday, March 20, 2013, at the Port of Woodland, 115 Davidson Avenue, Ad Hoc Committee meeting directly following.

**CITY OF WOODLAND
PARK BOARD MEETING MINUTES
DECEMBER 19, 2012**

The regular meeting of the Woodland Park Board was held on December 19, 2012, at the Woodland Community Center at 782 Park Street, Woodland, WA 98674.

Chair Hammons called the meeting to order at approximately 5:00 p.m. Roll call found the following:

BOARD MEMBERS:

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

MAYOR/COUNCIL:

Al Swindell
John Burke
Susan Humbyrd

STAFF:

Jody Bartkowski, Engineering Tech
Bart Stepp, Public Works Director

MINUTES

The October 17, 2012 minutes were approved as presented.

NEW BUSINESS

Council Action

- **Community Development Block Grant (CDBG) Application.** Bart Stepp reported that a grant application was completed and submitted for installation of the walking path from the bathroom down to the skate park that was designed as part of the 2009 Restroom Project.
- **Park Road Vacation.** Staff reported on Council action relating to the land vacation at Park Road. Discussion ensued.

CONTINUED BUSINESS

Scott Hill Park and Sports Complex. Discussion ensued regarding progress on development. Bart Stepp shared information about an idea to acquire land for a second access point through the use of Park Impact Fee Credits and asked the Board to take action to be forwarded to City Council.

Boardmember Huddleston moved to recommend City Council approve the proposed acquisition of property from The Holt Group for a second Scott Hill Park access point. Boardmember Curry seconded the motion.

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

Horseshoe Lake Management Committee (HSLMC). Mike Curry updated the Board of happenings at Horseshoe Lake.

Budget 2013. Bart Stepp reported that the 2013 budget was adopted. There will be no watering of parks in 2013.

Facility User Fees. Discussion will be revisited once information is received from the Clerk/Treasurer's office.

OTHER

Facility Questionnaires. No discussion was held.

Mark Haskins. Staff will look into his absence.

ADJOURNMENT

The meeting was adjourned at approximately 6:00 p.m. The next regular meeting will be held at 5:00 p.m. on Wednesday, January 16, 2013, at the Port of Woodland.

Minutes approved: _____

Jody Bartkowski, Park Board Secretary

Date



City of Woodland
Phone 360.225.8281
Fax 360.225.7336

230 Davidson Avenue
PO Box 9
Woodland, Washington 98674

Press Release

The City of Woodland currently has a vacancy(s) on the Parks and Recreation Board. To qualify you must reside within the city limits of the City of Woodland. Meetings are held on the 3rd Wednesday of each month at 5:00 p.m. or as necessary. Selected candidate(s) shall be appointed for terms up to 4-years in length.

Interested persons may pick up an application packet at the City of Woodland Annex, 230 Davidson Avenue or download a copy from our website www.ci.woodland.wa.us. For questions, please call Jody Bartkowski at (360) 225-7999.

Please apply by 5:00 p.m., Thursday, January 24, 2013. Open until filled.

Publication: January 9, 2013 and January 16, 2013 – Classified Ad
January 9, 2013 and/or January 16, 2013 – Newspaper Article



Application for Commissions, Boards or Committees

(Additional information and/or a resume may be submitted with this application)

Name _____ SSN _____ Provide upon appointment
Physical Address _____ Phone _____
Mailing Address _____
City _____ State _____ Zip Code _____
Email Address _____

How long have you resided in Woodland? _____

Are you a resident of the City Limits? Yes No How long? _____

What is your interest/objective in serving on this Board or Commission? _____

What is your educational background? _____

Do you have other civic obligations and/or memberships in professional organizations (please list office held, duties, and term of office)?

What previous experience do you have serving on a board, committee or commission?

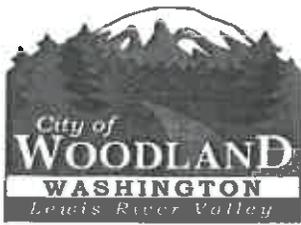
Where are you currently employed (job title, employer, dates, supervisor, phone)?

<p>Boards, Committees and Commissions Interest</p> <p>Please indicate which Boards, Committees or Commissions you would be interested in serving on. CIRCLE all that apply.</p> <p>City Council Civil Service Commission Park Board Planning Commission Urban Growth Boundary Review Board Volunteer _____ Other _____</p>

Please return completed application to:

City of Woodland
230 Davidson Avenue
PO Box 9
Woodland WA 98674

Applicant Signature _____ **Date** _____



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 Email: lodge2394@mooseunits.org
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.

Terms and Dates of Use

Usage Date(s): 3-30-13 Day(s) of Week: SATURDAY
 Arrival Time: 7:00 AM Departure Time: 12:00 NOON
 Day-of Contact Person: DALE JEFFERIES
 Phone Number: 360-609-7238

Type of Activity:

- Parade Street Closure Street Sale Athletic Run/Walk Park Event

Other _____

COMMUNITY EASTER EGG HUNT

Usage Area:

- Horseshoe Lake Shelter Large Field
 Beach Front Hoffnan Plaza
 Use of Lake Other: _____
 Mini Shelter Other: _____

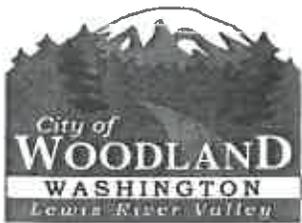
Gate Open yes no

Please list any Street Closures: _____

Expected number of participants: 200+

Expected number of spectators: 300+

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



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Please mark the facilities desired, times, and dates of use.

Terms and Dates of Use

Usage Date(s): 5/10/13 & 5/11/13 Day(s) of Week: FRIDAY & SATURDAY
~~5/17/13 & 5/18/13 TENTATIVE~~
 Arrival Time: 10:00 AM - 5/17/13 Departure Time: 4:00 PM - 5/18/13
 Day-of Contact Person: DALE JEFFERIES
 Phone Number: 360-609-7238

Type of Activity:

- Parade
 Street Closure
 Street Sale
 Athletic Run/Walk
 Park Event
 FISHING DERBY
 Other _____

Usage Area:

- Horseshoe Lake Shelter
 Large Field
 Beach Front
 Hoffman Plaza
 Use of Lake
 Other: _____
 Mini Shelter
 Other: _____

Gate Open yes no

Please list any Street Closures: _____

Expected number of participants: 200 +

Expected number of spectators: 300 +

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

Please use checklist to ensure we have all the details we need to process your request.

- Detailed timeline of event activities beginning with setup and ending with cleanup
 - Proposed site plan (see list of plan requirements below)
 - Insurance naming the city as additional insured for event dates if the event is held on city property
 - Dance Permit if there is to be music (recorded or live). Please see fee schedule listed on the Dance Permit
 - Extra porta-potties for groups larger than 100
 - Notification to neighbors and/or businesses of event if necessary
 - Evacuation Plan (if applicable)
 - Medical/Emergency response plan (if applicable)
 - First Aid/Medical Services provided by _____
 - Temporary structure and vehicle access will comply with current fire code and WAC 51.54, International Fire Code Chapter 345.24 yes no
 - Provisions made for:
 - Parking
 - Litter
 - Security
- Will Police/Security be required? yes no

Site plan requirements

- Proposed road closure points and any roadway or driveway obstructions
- Temporary fencing
- Access Points
- Parking identified for special event use
- Location of tents, booths, temporary structures, amusement rides, etc.
- Dimensions of drive isles and vehicle access
- Cooking, open flames, fireworks and other heat sources
- Fire extinguishers (if applicable)

Please Read Carefully

- All events must go through City Council and possibly Park Board. Please submit event application 2 months prior to event to ensure that a timely approval.
- Start and finish 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
- Premises must be cleaned and vacated by 10 pm
- Obtain key (if needed) from the City Hall Annex during business hours for the tap water in the Horseshoe Lake Shelter.
- Deposit will be refunded 10 to 14 days following your event
- 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 L. Jefferson* Date: 1-15-13

Jody Bartkowski

From: Shannon Rychel
Sent: Thursday, January 31, 2013 2:13 PM
To: Mari Ripp; Michael Jackson; Bart Stepp; Carolyn Johnson; Bart Stepp; Jody Bartkowski
Subject: Moose Fishing Derby Date Change

Hello,

The Moose has to change the date on the Fishing Derby because they can't get their fish on the date they originally asked for. They are changing to 5/10-5/11. Let me know if you have any questions.

Thanks!

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

meet after lunch - 12:30
Dave - Siemens  E-200 Razor



SPECIAL EVENTS AGREEMENT

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

Applicant Name: Heather Mansy Phone Number: 713 702 3419
 Organization/Business: Woodland Rotary Fax Number: -
 Mailing Address: P.O. Box 148 Email: mansyhe@swbell.net
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.

Terms and Dates of Use

Grand St, Danison #2nd Sep 27th only - Friday Evening
Horseshoe Lake Park Sep 28, 29 only - Sat/Sunday
 Usage Date(s): Friday 4p Day(s) of Week: Sun 5p
 Arrival Time: Friday 4p Departure Time: Sun 5p
 Day-of Contact Person: Heather Mansy
 Phone Number: 713 702 3419

Type of Activity:

- Parade Auto Show Street Closure Street Sale Athletic Run/Walk Park Event Festival
 Other _____

Usage Area:

- Horseshoe Lake Shelter Large Field Sat/Sun only
 Beach Front Hoffman Plaza Fri only
 Use of Lake Other: _____
 Mini Shelter Other: _____

Gate Open yes no

Please list any Street Closures: Danison Ave, 2nd
 Expected number of participants: 3,000 - 5,000 / Day max # 30 approx
 Expected number of spectators: 3,000 - 5,000 / Day Max #

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

In process - will be provided

Please use checklist to ensure we have all the details we need to process your request.

- Detailed timeline of event activities beginning with setup and ending with cleanup
 - Proposed site plan (see list of plan requirements below)
 - Insurance naming the city as additional insured for event dates if the event is held on city property
 - Dance Permit if there is to be music (recorded or live). Please see fee schedule listed on the Dance Permit
 - Extra porta-potties for groups larger than 100
 - Notification to neighbors and/or businesses of event if necessary
 - Evacuation Plan (if applicable)
 - Medical/Emergency response plan (if applicable)
 - First Aid/Medical Services provided by _____
 - Temporary structure and vehicle access will comply with current fire code and WAC 51.54, International Fire Code Chapter 345.24 yes no
 - Provisions made for:
 - Parking
 - Litter
 - Security
- Will Police/Security be required? yes no *unknown @ this time*

Site plan requirements

In Process, will be provided as known

- Proposed road closure points and any roadway or driveway obstructions
- Temporary fencing
- Access Points
- Parking identified for special event use
- Location of tents, booths, temporary structures, amusement rides, etc.
- Dimensions of drive isles and vehicle access
- Cooking, open flames, fireworks and other heat sources
- Fire extinguishers (if applicable)

Please Read Carefully

- All events must go through City Council and possibly Park Board. Please submit event application 2 months prior to event to ensure that a timely approval.
- Start and finish 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
- Premises must be cleaned and vacated by 10 pm
- Obtain key (if needed) from the City Hall Annex during business hours for the tap water in the Horseshoe Lake Shelter.
- Deposit will be refunded 10 to 14 days following your event
- User is responsible for damages and clean-up
- Failure to observe rules and regulations of the City may result in loss of usage privileges
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Applicant's Signature: Heather P. Mande Date: 12-6-12

December 6th, 2012

City of Woodland
Re: Proposed Special Events Agreement
Lewis River Fall Fest 2013
Attn: Shannon Rychel

Attached is the application for use for Horseshoe lake Park and Parts of Goerig, 2nd and Davidson Streets for the 2nd annual Lewis River Fall Fest, a family oriented, multi-part festival, designed to raise funds for Scott Hill Park & Sports Complex and other selected local charities, in addition to infusing our town's center with tourism and opportunities for local businesses to garner clientele.

This year's festival will have a special Friday night kick off on September 27th in downtown on Goerig Street with a concert in Hoffman Plaza and a classic auto show, as well as crafts vendors. The focus will be to drive business and awareness to our downtown businesses, who will be encouraged to join in on the evening's festivities, while vendors will be limited to non-food, non-beverage items, to ensure that local restaurants will receive the patronage for those items. The layout will be similar to the classic auto show element from Fall Fest 2012, with the addition of vendor areas on the side streets or on the north south leg of Goerig Street in front of Hoffman Plaza.

The main festival will then open on Saturday 28th, and Sunday 29th, concentrated solely on the main lawn and boat launch areas of Horseshoe Lake Park, with overflow Parking on the large lawn across the park road, as in 2012. Festival offerings will include vendors of all types, a concert stage, military vehicle show and duck boat rides, art show etc, as with Lewis River Fall Fest 2012.

Thank you for the opportunity to work with you again to continue to bring together the Rotary and other volunteer efforts with the hope of creating Scott Hill Park and assisting our businesses in getting exposure!

Heather Mansy
Festival Director
Lewis River Fall Fest 2013
Membership Director, Rotary Club of Woodland

mansyh@swbell.net
713-702-3419

Shannon Rychel

From: Heather Mansy [mansyh@swbell.net]
Sent: Friday, December 07, 2012 2:48 PM
To: Shannon Rychel
Subject: Re: Special Event Form
Attachments: LRFF 2013 initial application013.pdf; city use letter 2013 fall fest.doc

Shannon,

Okay, attached is the intial application and cover letter. I was unable to provide some of the details on the checklist today because it will take time to gather all the necessaries, but they were all items I provided to the city as specified in the 2012 Fall Fest, so we will be sure to provide all of the same requirements for 2013.

I'll also set up a meeting with Mayor Laseke, and with the fire chief to discuss what is needed between the festival and the city, so that everyone continues to be in the loop. Please post our event to any city related online events calendars as soon as possible to assist in public awareness of the event if you can.

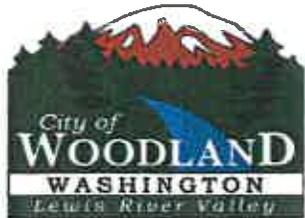
Thanks!

Heather Mansy
Festival Director
Lewis River Fall Fest 2013
713-702-3419
mansyh@swbell.net

From: Shannon Rychel <rychels@ci.woodland.wa.us>
To: mansyh@swbell.net
Sent: Thursday, December 6, 2012 8:46 AM
Subject: Special Event Form

Hi Heather,
Attached is our new Special Event form. Please submit the form and any supplemental material and we can start the approval process. Let me know if you have any questions.
Thanks!

Shannon Rychel
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: Cheryl Dondorio Phone Number: 503 591-9187
 Organization / Business: Pacific NW Newfoundland Club Fax Number: _____
 Mailing Address: 20600 SW Johnson Email: CMD 555@aol.com
Alsea OR 97006

Are you a recognized Non-profit Organization? 0 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.

Terms and Dates of Use

Usage Date(s): 9/14 - 15/13 Day(s) of Week: Sat, Sun
 Arrival Time: 7:00 AM Departure Time: 4:30 PM
 Day-of Contact Person: Cheryl Dondorio
 Phone Number: 503 312 7592

Type of Activity:

- Parade Street Closure Street Sale Athletic Run/Walk Park Event
 Other Water Rescue Certification

Usage Area:

- Horseshoe Lake Shelter Large Field
 Beach Front Hoffman Plaza
 Use of Lake Other: _____
 Mini Shelter Other: _____

Gate Open yes no

Please list any Street Closures: _____
 Expected number of participants: 18
 Expected number of spectators: 15

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

December 6, 2012

City of Woodland
P.O. Box 9
Woodland, WA 98674

Dear Shannon Rychel:

We would like to request the use of Horseshoe Lake Park once again for our annual water rescue certification tests scheduled for 9/14-15/13. We would maintain our customary protocols:

*We conduct an "all park" walk through clean up at the end of both days' certification tests. This includes any trash items that might be left by usual visitors in the park as our thanks to the City of Woodland. Trash bags are stored in the fenced in containers in accordance with the Parks' employee requests.

*Newfoundlands are on leash at all times, other than when actually testing. Two judges and multiple stewards are around the testing dogs during the entire testing procedure.

*Anyone either rowing or stewarding in the rowboat wears a lifejacket and protective foot wear. All beach stewards wear protective foot wear.

*City employees in attendance as spectators are invited and encouraged to be our guests during our provided lunch period.

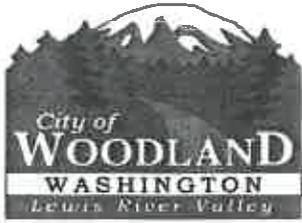
*We obtain and provide current coverage for the City of Woodland from our insurance company promptly following notification of approval for the event.

Thank you very much,



Cheryl Dondino
Pacific Northwest Newfoundland Club
20600 SW Johnson
Aloha, Or 97006
503 591-9187
cell 503 312-7592

***If Newfoundland's providing cart rides for young children is ever an item of interest for city programs or events, we would be happy to try to arrange for this service as a volunteer opportunity as another means of thanking the City.**



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 Email: lodge2394@mooseunits.org
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.

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Terms and Dates of Use

Usage Date(s): 12-7-13 Day(s) of Week: SATURDAY
 Arrival Time: 11:00 AM Departure Time: 9:00 PM
 Day-of Contact Person: DALE JEFFERIES
 Phone Number: 360-609-7238

Type of Activity:

- Parade Street Closure Street Sale Athletic Run/Walk Park Event **WINTER FEST**
 Other _____

Usage Area:

- Horseshoe Lake Shelter Beach Front Use of Lake Mini Shelter
 Large Field Hoffman Plaza
 Other: _____
 Other: _____

Gate Open yes no

Please list any Street Closures: _____
 Expected number of participants: 200+
 Expected number of spectators: 300+

Office Use Only:	Amount Paid \$ _____	Key#/Color: _____
Approved o Denied o Woodland Park Board: _____	Date: _____	Date: _____
Approved o Denied o Woodland City Council: _____	Receipt No. _____	Date Returned: _____
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- Extra porta-potties for groups larger than 100
- Notification to neighbors and/or businesses of event if necessary
- Evacuation Plan (if applicable)
- Medical/Emergency response plan (if applicable)
- First Aid/Medical Services provided by _____
- Temporary structure and vehicle access will comply with current fire code and WAC 51.54, International Fire Code Chapter 345.24 yes no
- Provisions made for:
 - Parking
 - Litter
 - Security
- Will Police/Security be required? yes no

Site plan requirements

- Proposed road closure points and any roadway or driveway obstructions
- Temporary fencing
- Access Points
- Parking identified for special event use
- Location of tents, booths, temporary structures, amusement rides, etc.
- Dimensions of drive isles and vehicle access
- Cooking, open flames, fireworks and other heat sources
- Fire extinguishers (if applicable)

Please Read Carefully

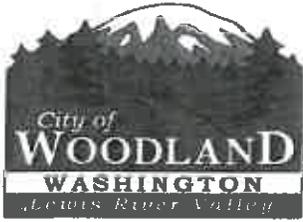
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- No tobacco, smoking, or alcohol beverages
- Premises must be cleaned and vacated by 10 pm
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Applicant's Signature:  Date: 1-15-13



SPECIAL EVENTS AGREEMENT

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

Applicant Name: John J. Burke Phone Number: 360-225-9888
 Organization / Business: WOODLAND PLANTERS DAYS COMMITTEE Fax Number: 360 225 3490
 Mailing Address: P.O. Box 1201 Email: JJ@WOODLAND.WA.GOV
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.

Terms and Dates of Use

Usage Date(s): June 13-14th Day(s) of Week: THURSDAY - SUNDAY
 Arrival Time: 3PM THURSDAY Departure Time: 5 PM
 Day-of Contact Person: John J. Burke
 Phone Number: 360 225 9888

Type of Activity:

- Parade Street Closure Street Sale Athletic Run/Walk Park Event
 Other Lake - City

Usage Area:

- Horseshoe Lake Shelter Large Field
 Beach Front Hoffman Plaza
 Use of Lake Other: _____
 Mini Shelter Other: _____

Gate Open yes no

Please list any Street Closures: _____
 Expected number of participants: 5000
 Expected number of spectators: 5000

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

Please use checklist to ensure we have all the details we need to process your request.

- Detailed timeline of event activities beginning with setup and ending with cleanup
- Proposed site plan (see list of plan requirements below)
- Insurance naming the city as additional insured for event dates if the event is held on city property
- Dance Permit if there is to be music (recorded or live). Please see fee schedule listed on the Dance Permit
- Extra porta-potties for groups larger than 100
- Notification to neighbors and/or businesses of event if necessary
- Evacuation Plan (if applicable)
- Medical/Emergency response plan (if applicable)
- First Aid/Medical Services provided by _____
- Temporary structure and vehicle access will comply with current fire code and WAC 51.54, International Fire Code Chapter 345.24 yes no
- Provisions made for:
 - Parking
 - Litter
 - Security
- Will Police/Security be required? yes no

Site plan requirements

- Proposed road closure points and any roadway or driveway obstructions
- Temporary fencing
- Access Points
- Parking identified for special event use
- Location of tents, booths, temporary structures, amusement rides, etc.
- Dimensions of drive isles and vehicle access
- Cooking, open flames, fireworks and other heat sources
- Fire extinguishers (if applicable)

Please Read Carefully

- All events must go through City Council and possibly Park Board. Please submit event application 2 months prior to event to ensure that a timely approval.
- Start and finish 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
- Premises must be cleaned and vacated by 10 pm
- Obtain key (if needed) from the City Hall Annex during business hours for the tap water in the Horseshoe Lake Shelter.
- Deposit will be refunded 10 to 14 days following your event
- 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: _____ Date: _____

WOODLAND PLANTERS DAYS COMMITTEE

PO BOX 1201
WOODLAND, WA 98674
(360)225-9888

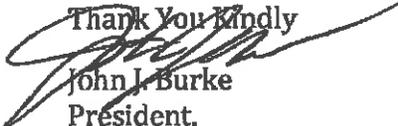
DEC 5, 2012

To: City of Woodland Park Board/Council

Subj: Use of Woodland Downtown/Park for Planters Days 2013

1. Once again we request the use of city property downtown for the annual Planters Days celebration June 13-16, 2013. Application was submitted earlier, but here are areas needed.
2. Thursday June 13th 3:00 PM City parking lot 2nd ave for Children's Chalk Drawing and Parade Formation Parade at 5 PM and roads need to be shut from 3rd ave to Bozarth for parade. 6PM will have carriage rides until 9 PM.
3. 10PM Thursday FIREWORKS until 10:30
4. Saturday Parade downtown and various activities all day and evening.
5. Parks for various activities throughout the weekend, including dog show Friday Afternoon.
6. Car Show all day SUNDAY Downtown
7. Ski Show on the lake (High Speed Boat Use)
8. Possible other events such as Dock Dogs in the park .
9. Any Normal fees waived for events.
10. Schedule and Insurance will be provided once renewed this year as usual

Thank You Kindly



John I. Burke
President,

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

Agenda Item: Authorize mayor to sign agreement with Holt Property Group to acquire most of Parcel #50876 for \$83,700 in Park Impact Fee Credits.	Agenda Item #: <u>Action (F)</u> For Agenda of: <u>January 22, 2013</u> Department: <u>Public Works</u> Date Submitted: <u>January 16, 2012</u>
---	--

Cost of Item: <u>\$83,700 in Park Impact Fee Credits</u> Amount Budgeted: <u>\$0</u> Unexpended Balance: <u>\$0</u>	BARS #: 352 000 000 345 85 00 00 Description: Park Impact Fees
--	---

Department Supervisor Approval: Public Works Department /s/ *Barb Stupp*

Committee Recommendation: The Park Board approved forwarding this to City Council with pass recommendation 3-0 at December 19, 2012 Meeting.

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

- 1) December 19, 2012 Park Board Acquisition Memo.
- 2) Scott Hill Park Map.
- 3) Proposed Agreement between City of Woodland and Holt Property Group.

Summary Statement/Department Recommendation:

On September 6, 2012 Mayor Laseke, City Council Members, Rotary Members, and Staff conducted a walk around the proposed Scott Hill Park. One of the discussions that came out of that walk around was the real need for a second access to the Park. Out of that discussion staff was asked to talk with the owners of Parcel #50876 located just east of the parcel about acquiring the property or using it to construct a second access from the existing Meriwether Lane to the park.

In November the PW Director talked with Holt Development Group which owns the property about alternatives other than purchasing it through cash (see attached memo). Staff negotiated an agreement that in exchange for \$83,700 in Park Impact Fee Credits, most of Parcel #50876 (see attached map) would become City Property through a boundary line adjustment moving the property onto Parcel #508800100. The northeast corner of the parcel would remain in Holt's ownership for future development. The Park Board approved this agreement at their December 19, 2012 meeting.

The current Park Impact Fee is \$1,116 per single family house and \$831 per multi-family dwelling unit. \$83,700 equates to 75 single family homes at the current rate.

City Council tabled this item on January 7th and requested that a draft agreement be included before they vote on the agreement. Attached is an agreement that has been reviewed by Mr. Eling and approved by Holt Property Group for the completion of the boundary line adjustment and administration of Park Impact Fee Credits. The agreement does not include the legal description of the boundary line adjustment which was not completed in time for this report but the attached map represents pretty close

the proposed adjustment. This staff report also addresses some concerns brought by council at the last meeting.

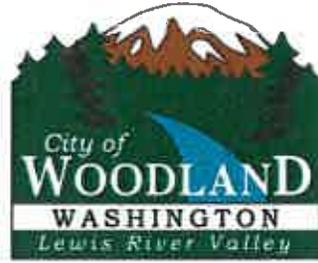
One concern was the amount of traffic the park would generate on the Meriwether Subdivision. Prior to the purchase of the property for park use, the original developer had proposed the construction of 169 homes on this property with two accesses, one at Scott Hill Road and the other on Meriwether Lane. The 2004 Transportation Impact Analysis done for the Meriwether Subdivision (all phases) indicated that 150 homes would generate 1,532 weekday trips. That correlates to 1,726 weekday trips for 169 homes. If we split the count 50/50 for this analysis between trips on Scott Hill Road and Meriwether we would have 863 daily trips on Meriwether resulting from the homes on the hill. The Institute of Transportation Engineers (ITE) Manual provides a rate of 0.20 PM Peak Hour Trips per acre of Regional Park. For our 40 acre park that means 8 PM Peak Hour trips. The correlation between PM Peak Hour trips and daily trips is typically 15-20%. If we assume 15% then the Scott Hill Park is expected on a weekday to generate 53 daily trips meaning 26.5 daily trips from Scott Hill Park to Meriwether Lane.

On weekends when there are tournaments I would expect the park to generate more traffic than 169 homes. Traffic from out of town teams, however, would mainly use the Scott Hill Road access because it is closer to I-5 than the Meriwether access. I do not anticipate the traffic impact of out of town teams on the Meriwether Subdivision to be significant. So except for a few weekends a year, this park will generate a fraction of the traffic that was expected from the construction of 169 homes which is what was being proposed when most of the existing homes in the Meriwether Subdivision were completed.

Another concern was whether the City should keep Park Impact Fees and instead require residential developers to build pocket parks. Park Impact Fees provide a way to charge residential construction consistently and equitably for paying into our park system. It also provides a way for funding a diverse park system. A good park system should have pocket parks, but it also needs regional parks like Horseshoe Lake and athletic fields like Scott Hill Park, walking trails, and natural areas, etc. Park Impact Fees provides a revenue stream for creating that diversity. Eliminating Park Impact Fees and just requiring pocket parks eliminates that diversity and it eliminates consistency in how we deal with developers. For example, if a developer comes in and wants to build 100 homes he would have to build some type of park facility. But if you just short plat a lot and build 3 homes you would not have to build a park. That type of park funding program does not treat everybody the same.

A third concern was how this agreement would impact the City's budget. This agreement does not require any cash outlay but it would reduce the amount of Park Impact Fee revenue going into Fund 352. In 2012 the City received \$16,740 in Park Impact Fee Revenues. The 2013 Budget has no expenditures from Fund 352 so this agreement would not affect the 2013 budget. Looking beyond 2013, while this agreement would reduce our incoming Park Impact Fees in future years, the major park project that the City is trying to complete is the Scott Hill Park. The second access to this park is necessary and this park is a City Priority, so acquisition of this property is the most appropriate use of Park Impact Fees for the foreseeable future.

Staff recommends approving an agreement with Holt Group to acquire most of Parcel #50876. This would provide a vital secondary access to the park and improve access to the park for the residential area on the east part of town. The agreement would be recorded as part of the boundary line adjustment.



MEMORANDUM

Date: December 13, 2012
From: Bart Stepp, PE, Public Works Director
To: Park Board
CC: Mayor of Woodland
Subject: Acquiring Property for second Scott Hill Park Access
Enclosure: Park Parcel Map

When the Scott Hill Park Property was purchased last year it left one parcel, #50876, between the park and Meriwether Lane under private property. The original subdivision proposed on the hill had Meriwether Lane extending all the way to the top of the hill. During development of Meriwether Phase I the developer did put in a road grade to the top of the hill. The road grade created also includes some drainage improvements that could be used if a road was installed on that grade.

To be a viable project the Scott Hill Park needs a second access point besides Scott Hill Road. Other properties were discussed but the access to Meriwether Lane was by far the best option.

In November I initiated negotiations with The Holt Group, the company that owns Parcel #50876, about acquiring that parcel or a part of the parcel to gain the second access needed. They were interested and we agreed upon the following proposal subject to Park Board and City Council Approval.

For \$83,700 in Park Impact Fee Credits, the City would acquire most of Parcel #50876. The northeastern corner of the property would remain with The Holt Group for future development. This would be accomplished through a boundary line adjustment which would put most of the land in Parcel #50876 into Parcel #508800100 which is the main park parcel. The Holt Group would be able to sell these Park Impact Fee Credits to any homebuilder in the City.

The benefit of this arrangement is the City gets the second access needed without expending current City Funds. The drawback is the Park Impact Fee Fund will not provide the revenue previously anticipated in the next few years for park development.

In terms of value for the City, the engineering and construction already done for the existing road grade exceeds \$83,700. The City would be able to use the previously engineered road design to construct the second access. Since any other second access

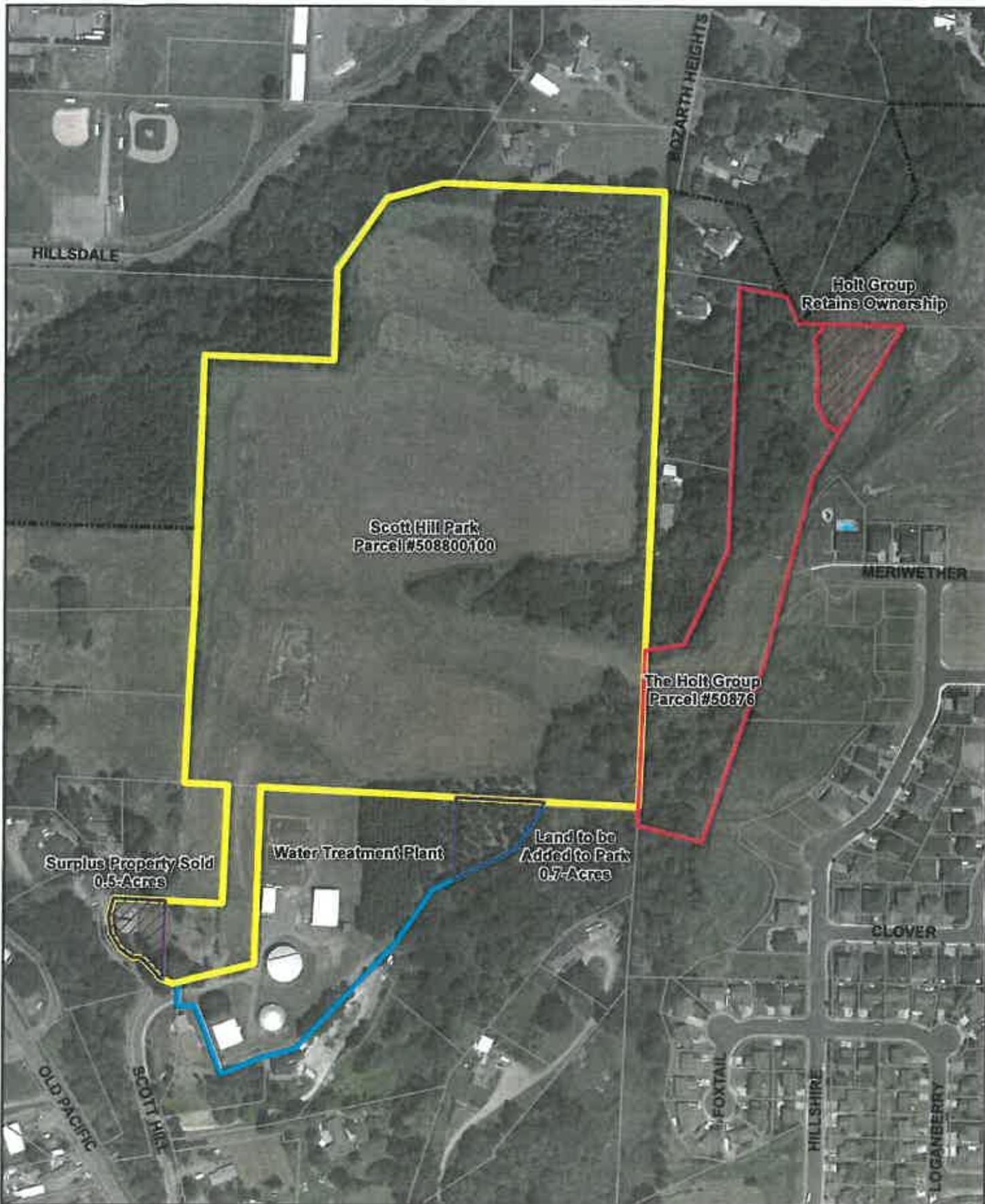
would require significantly more engineering and construction costs this is a real value to the City. In addition the assessed value of Parcel #50876 is \$64,210. The City would acquire more than 75% of the land so that is a land value of at least \$48,150. So in short the value of acquiring this land for the City is greater than \$100,000 so the price of \$83,700 is a good value for the City.

Staff recommends that the Park Board approve this agreement and forward it to City Council for their approval.

Sincerely,

A handwritten signature in black ink that reads "Bart Stepp". The signature is written in a cursive, slightly slanted style.

Bart Stepp, PE
City of Woodland
Public Works Director



SCOTT HILL PARK & SPORTS COMPLEX
December 13, 2012



Jody Bartkowski

From: Mari Ripp
Sent: Tuesday, January 29, 2013 9:39 AM
To: Grover Laseke (LasekeG@ci.woodland.wa.us); Bart Stepp (steppb@ci.woodland.wa.us); Carolyn Johnson (johnsonc@ci.woodland.wa.us); Gina Anderson; Michael Jackson; Rob Stephenson WPD (stephensonr@woodlandpd.org)
Cc: Jody Bartkowski; Shannon Rychel
Subject: Fees for Park & Community Center
Attachments: Facilities Final FC approval_MR_20120128.pdf

The Finance Committee met and discussed the fees for Park, Community Center and Special Events. They have referred the fees for Special Events (mainly the street closure part) back to staff for more discussion, to look for other city examples, more language, etc. They are recommending to send to council the revised fee resolution with the planning, fire and park/comm center new fees for the 2/19/2013 meeting. See the attached summary for the details and the recommendation. We can discuss further at the next DH meeting too.

Mari E. Ripp
Clerk-Treasurer, CMC, PFO, CPFIM

City of Woodland
PO Box 9, Woodland WA 98674
(360) 225-8281 x14; (360)225-7336 fax
rippm@ci.woodland.wa.us
www.ci.woodland.wa.us



Rules and Procedures Regarding Park and Community Facilities

Purpose The purpose of these rules is to:

- 1) Designate which areas in and around the city are open to the public;
- 2) Establish rules of conduct for such areas;
- 3) Establish rules governing policies, procedures and fees

1) Current Facility Fees

A) Horseshoe Lake Park - Shelter

Horseshoe Lake Park Shelter	
Shelter rental only (includes power, water and picnic tables inside the shelter)	
Set-up and clean-up must happen during allotted time	
Rental includes 4 hours of use and \$15 for each additional hour	
Residents	\$35/\$50 deposit
Non-Residents	\$100/\$50 deposit
Non-Profit	\$25/\$50 deposit

B) Community Center – 782 Park Street

Community Center	
Community Center rental includes tables, chairs, and kitchen area.	
Set-up and clean-up must happen during allotted time.	
Rental includes 4 hours of use and \$15 for each additional hour	
One-time Users	
Residents	\$60/\$150 deposit
Non-Residents	\$100/\$150 deposit
Non-Profit	?
Regular Users	
For Profit	\$50/Month \$50 deposit
Non-Profit	\$10/Month \$50 deposit

Community Center Revenue and Operating Costs-2012

Community Center 2012			
One-Time Users		Regular Users	
Uses	Fee Paid	Month	Fee Paid
1	\$ -	January	\$ 131.25
2	\$ -	February	\$ 75.75
3	\$ -	March	\$ 71.25
4	\$ -	April	\$ 86.25
5	\$ -	May	\$ 136.25
6	\$ 60.00	June	\$ 105.00
7	\$ 60.00	July	\$ 107.50
8	\$ -	August	\$ 113.75
9	\$ 100.00	September	\$ 123.75
10	\$ -	October	\$ 105.00
11	\$ 60.00	November	\$ 86.25
12	\$ -	December	\$ 76.25
13	\$ 60.00	Total	\$ 1,218.25
14	\$ 60.00		
15	\$ 60.00		
16	\$ 60.00		
17	\$ 60.00		
18	\$ -		
19	\$ 100.00		
20	\$ 100.00		
21	\$ 60.00		
22	\$ 60.00		
23	\$ 60.00		
24	\$ 60.00		
25	\$ -		
26	\$ -		
27	\$ 60.00		
28	\$ -		
29	\$ 100.00		
30	\$ -		
31	\$ -		
32	\$ -		
Total	\$ 1,180.00		

Comm Center 2012
Revenue \$ 2,398.25
Expense \$ 2,401.88
Net loss (3.63)

Comm Center 2013
Revenue 3,108.25
Expense 2,591.97
Net 586.28

2) Community Center

Between the Regular Users and the One-Time Users, the Community Center costs are being covered for 2012. As you can see, the Regular Users are vital in order to cover costs. Next year it is going to be important for us to keep the revenue up. We will have 3 less regular users next year that contributed \$120 in 2012. Staff recommends that there be an increase to the Regular User fee and the One-time User fee. Price increase for regular users would generate about \$540 extra dollars for next year. The price increase for the one-time users would generate an additional \$170. Overall this price increase should bring in an approximate \$710.

Below are current prices for Regular Users

Non-Profit: \$10/month for 16 hours, \$6.25 per additional hour

For Profit: \$50/month for 16 hours, \$6.25 per additional hour

Suggested prices for Regular Users

Non-Profit: **\$25**/month for 16 hours, \$6.25 per additional hour

For Profit: **\$75**/month for 16 hours, \$6.25 per additional hour

Below are current prices for One-time Users

Residents: \$60/\$150 deposit

Non-resident: \$100/\$150 deposit

Suggested prices for One-time Users

Residents: **\$70**/150 deposit

Non-profit: **\$25**/150 deposit

Non-resident: **\$110**/150 deposit

3) Horseshoe Lake Shelter

Costs for shelter/park

\$321.53 Utilities for HS Lake Shelter

\$3,098.61 for misc. park use which include; new mower, bathroom supplies, Mutt Mitts, etc.

Revenue brought in for the shelter for 2012 was \$970. Price increase of \$10 for both residents and non residents would bring revenue up approximately \$250, which would bring the total revenue up to \$1,220.00. This would not cover all park costs but it would cover the cost of the shelter as well as absorb some other park costs.

Below are current prices for the shelter

Residents: \$35/\$50 deposit

Non-residents: \$100/\$50 deposit

Suggested Prices for the shelter

Residents: **\$45**/\$50 deposit

Non-residents: **\$110**/\$50 deposit

The only new policy that should be adopted for 2013 would be to limit the amount of time a single group can use the shelter. We had an issue in 2012 where a group wanted to rent it for 6 consecutive Sundays during the summer. This is a very popular time of year and we don't want a single group to have a monopoly over the shelter.

4) Special Events

The largest deficit in our facility rental budget is Special Events. The main cost is overtime paid to public works employees. In order to close the gap between revenue and expense, we have some options:

- 1) Greatly reduce overtime for Public Works (M-F 3:30 p.m. shift ends & weekends)
- 2) Raise fees
- 3) Combination of one and two

Staff suggests a combination of the two. Currently pricing for events varies depending on events, users and other circumstances and the Council waive fees frequently. By setting a clean policy and outline for events, event fee waivers would not be necessary.

As for the overtime issue, a set procedure for delivering barricades would greatly reduce the need for overtime. The minimum call-out time for a public works employee is 2 hours. If an employee drops off barricades for a street closure, they would have a minimum of 2 hours overtime plus another call out to pick up the barricades. That would add 4 hours of overtime per event/day. The Public Works Director feels for city liability issues that the City crew should be setting up and taking down the barricades for street closures. An alternative, but not preferred, is to have the event coordinator pick up barricades and drop them off to our public works shop during business hours. If they are unable to do so then we charge them to have the barricades delivered and picked up.

Below are suggested prices for Special Events

For Profit/Private Events: \$200/Day -- remains the same as current/2012 for 2013

Street Closure \$300 Deposit and then after the event the fee would be charged the actual time for the call out for the rate of the called out employee (rates vary based on who is called out or scheduled) and put a maximum cap of \$300, with an annual review on this rate. [*]

Non-Profit/Fundraiser Events: \$100/Day

Street Closure \$300*

Community Event: \$50/Day

Street Closure: \$300*

Community Events include: Easter Egg Hunt, Fishing Derby, VFW Memorial, Planters Day, Hot Summer Nights, Lewis River Fall Fest, Winterfest, Rotary Fun Run.

Items for discussion:

- a. Definitions
- b. Limit on # times for Park Shelter or Community Center use (consecutively)
- c. Physical presence in city for city resident rate
- d. Date of last fee increases for Park & Comm Center -- **Res 429 in 1999**
- e. Fee waivers and who qualifies
- f. What is a Non-Profit ? -- qualifications
- g. Is it a "Community Event" [define criteria] and does it benefit the community?
- h. Is it a fund raiser? For who?
- i. Do they charge a fee (admission, participation, etc.) or generate revenue?
- j. Are they selling products or are their vendors selling ?
- k. What are the costs to the city? (PW O.T., CT Dept. processing costs, staff costs, utilities costs (w/s/g/r), restroom and other supply costs
- l. Costs for events such as VFW and DWR

Recommendations: [1/28/2013-Finance Committee recommends to forward to council on 2/19/2013 for approval of items 1 and 2 and New policy language, to amend the Fee resolution (will be effective 3/1/2013.)

1. Recommend to increase **Community Center** fees to :

Regular Users

Non-Profit: \$25/month for 16 hours, \$6.25 per additional hour

For Profit: \$75/month for 16 hours, \$6.25 per additional hour

One-time Users

Residents: \$70/\$150 deposit

Non-profit: \$25/\$150 deposit

Non-resident: \$110/\$150 deposit

2. Recommend to increase **Horseshoe Lake Shelter** fees to:

Residents: \$45/\$50 deposit

Non-residents: \$110/\$50 deposit

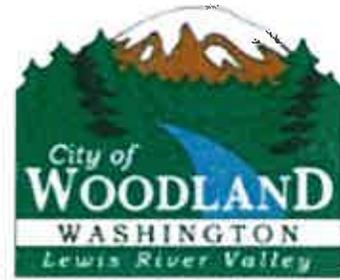
New policy - limit the amount of time a single group can use the shelter to 2 consecutive days during the summer months beginning June 1st to September 30th .

3. **Special Events:** [1/28/2013-Finance Committee referred back to staff for more research]

For Profit/Private Events: \$200/Day -- remains the same as current/2012 for 2013

Non-Profit/Fundraiser Events: \$100/Day

Street Closures \$300 Deposit and actual fee to be determined after event with a maximum of \$300.



P/W -
Please share
w/ Park Bd
members

IMPORTANT INFORMATION ABOUT YOUR EMAIL AND CITY ACCESS!!!

To: Councilmembers / Commission / Boards
From: Mari Ripp, Clerk-Treasurer *MR*
Date: February 11, 2013
Re: NEW Server and email

Please see the attached email from Colby, Nextworks about accessing your email, internet explorer, etc.
If you have trouble, please bring in your laptop/netbook so we can get it functioning for you.

Mari Ripp

From: Colby Barron <cbarron@next-works.com>
Sent: Monday, February 11, 2013 8:21 AM
To: Mari Ripp
Cc: Grover Laseke; Al Swindell; Bart Stepp; Benjamin Fredricks; City Attorney; Carolyn Johnson; gina anderson; JJ Burke; Marilee McCall; Marshall Allen; Michael Jackson; Rob Stephenson PD; Scott Perry; Susan Humbyrd; Daniela Conner PD; Brian Knotts; Andrej Miske; JoAnn Heinrichs; Jody Bartkowski; Karla Hiler PD; Lori Cash; Mary Gleason; Mary Parsons; Pam Mosley; Shannon Rychel; S Thomas; Tonya Ingle; Valerie Weddel; Brad Gillaspie PD; Brent Murray PD; Dave Plaza PD; Derek Kelley PD; Dustin Palmquist PD; Geary Enbody PD; James Keller PD; Robb Lipp PD; Terry Casey PD; Greg Pera; Joe Tone; John Ellis; Kenny Bjur; Nick Maunu; Kevin Saari; Dennis Ripp; Donald Gray; Gary oliver; Mark Morgan; Mike Peterson; Robert Choate; Scott Summers; Webb Wilbanks; Matthew Farnell (Farnell Web Design)
Subject: Re: new server
Importance: High

One side effect of the new server is that your home page in Internet Explorer may have changed to an internal web site that we are not using, called <http://companyweb>. This web site will ask for a password. Just click to cancel out.

Microsoft see's it in all their wisdom to change folks' home pages.

You can change your home page back to whatever you wish in Internet Explorer by holding down the ALT to get the menu bar, then go to the Tools menu, and choose Internet Options.

I will likely be sending more announcements through out the day.

On Feb 10, 2013, at 10:01 PM, Colby Barron <cbarron@next-works.com> wrote:

Migration Updates

We are now running on the new server. All file server data, email, and most other functions have been successfully migrated. There may be a few ancillary functions that we still need to move.

Printers

Printers now have a naming convention, such as:

Annex_hp_1
Annex_hp_2
Annex_dell_1
Fire_hp_1
Public_Works_Kinica_1
Etc

I've labeled the printers in the Annex to reflect the new names. (I used paper as my label machine ran out of labels.)

Some folks print directly to some printers, as opposed to through the server. For these printers, they will have the same names as before.

Firewall

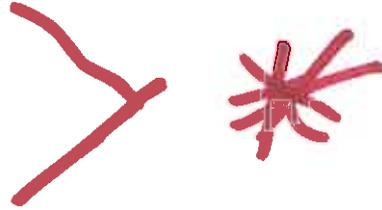
If you see any warnings about Windows Firewall being disabled, it's ok to ignore these warnings.

Webmail

As before, you can get to your Outlook from any web browser using:

<http://webmail.ci.woodland.wa.us>

(Note that the address has changed. There is no longer "/exchange" at the end.)



Smart Phones / Tablets (Droid and iPhone)

Connecting your device will become almost entirely automatic. You add the new account as type "Exchange" on iPhone and "Corporate" in Droid. All you will need is your email address and your password. However, this automated setup functionality is not quite ready. We're shooting for later this week.

In the mean time, if your device was already set up to receive email, it may continue to do so again on it's own. If not, you can delete your existing Woodland email account and make a new one. Here is what you need:

Server: webmail.ci.woodland.wa.us
Domain: woodland
Username: same as your computer
Password: same as your computer
Use SSL: Yes

Or, we can help as needed.

Vision

Vision is still running on the old server. It is scheduled to be migrated (by Vision) Tuesday afternoon. During this time, Vision will be offline.

Email List

Email distribution groups are not yet ready. These are single addresses that emails a list of people. We'll restore these soon.

Other

Myself and Brian Knotts will be on site tomorrow morning help w/ various issues and we'll have backup remotely connecting in from another member of our team, Andrej. Please be patient... we'll get to you. Replacing a server is a large undertaking :)

Colby Barron
Principal Consultant
Nextworks, LLC
503.320.3205
cbarron@next-works.com
www.next-works.com

Colby Barron
Principal Consultant
Nextworks, LLC
503.320.3205
cbarron@next-works.com
www.next-works.com