

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

MINUTES

Approval of February 20, 2013

NEW BUSINESS

Board Vacancy

Special Events

- SPAAMFAA/Fire Department- Fire Truck Show and Safety Fair
- Lewis River Life Hope - Walk for Life

Consumption of Alcohol within City Parks

CONTINUED BUSINESS

Special Event

- Lewis River Fall Fest

Scott Hill Park & Sports Complex

- Land Acquisition - Second Access Point

Horseshoe Lake Management

Budget

OTHER

Project Update

ADJOURNMENT

Next regular meeting - 5:00 p.m., Wednesday, April 17, 2013, at the Port of Woodland, 115 Davidson Avenue, Ad Hoc Committee meeting directly following.

**CITY OF WOODLAND
PARK BOARD MEETING MINUTES
FEBRUARY 20, 2013**

The regular meeting of the Woodland Park Board was held on February 20, 2013, at the Port of Woodland, 115 Davidson Avenue, Woodland, WA 98674.

Chair Hammons called the meeting to order at 5:07 p.m. Roll call found the following:

BOARD MEMBERS:

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

MAYOR/COUNCIL:

Al Swindell
John Burke
Susan Humbyrd (Absent)

STAFF:

Jody Bartkowski, Engineering Tech
Bart Stepp, Public Works Director

MINUTES

The December 19, 2012 minutes were approved as presented. The January 16, 2013 meeting was cancelled.

NEW BUSINESS

Board Vacancy

Staff reported that an application had been handed out today and will be forwarded to the Mayor for review when it comes back.

Special Events

- **Moose Lodge - Easter Egg Hunt, Fishing Derby, and Winter Festival.**

Board Member Allen moved to recommend City Council approve the Moose Lodge requests for an Easter Egg Hunt, a Fishing Derby, and Winter Festival as presented in the packet with no fee charges. Board Member Curry seconded the motion. Motion carried unanimously.

- **Woodland Rotary - Woodland Fall Festival.** Bart Stepp reported that the Rotary has also submitted a proposal relating to the use of alcohol in City parks that will be presented to the Board in March. Mike Curry spoke on behalf of the Horseshoe Lake Management Committee regarding proposed Duck boat rides and weed damage leading to additional growth and spreading. Open discussion was held regarding insurance requirements and limitations being placed on Duck boat rides.

Board Member Allen moved to postpone action until further input is received from the Horseshoe Lake Management Committee regarding Duck boat rides and weed damage. Mike Curry seconded the motion. Motion carried unanimously.

- **Pacific NW Newfoundland Club.** Discussion ensued regarding the regularity of the event, payment of fees, and the date of the event.

Board Member Allen moved to recommend City Council approve the application from the Pacific Northwest Newfoundland Club. Board Member Curry seconded the motion. Motion carried unanimously.

- **Planter's Days Committee.** Discussion ensued regarding the inclusion of a water ski show and/or remote controlled boat races.

Board Member Allen moved to recommend City Council approve the application from John Burke for Planter's Days 2013 and agree to the waiver of fees. Board Member Curry seconded the motion. Motion carried unanimously.

CONTINUED BUSINESS

- **Scott Hill Park and Sports Complex.** Mr. Stepp reported that City Council had approved the acquisition of land for a second access point to the Park through the use of park impact fee credits. Discussion ensued regarding the size of the Park and how impact fee credits work.

Sandy Larson, Rotary Club of Woodland and Hilltop Park Ad Hoc Committee, thanked Mr. Stepp for his work on making the second access possible. She also reported on the status of the proposed Memorandum of Understanding between the City and the Rotary for Park development; attendance and testimony at last week's legislative session regarding a house bill relating to development by service clubs and the payment of prevailing wages; the upcoming Blooms to Brews fun run (benefiting the Park); a dinner auction being planned at Summit Grove; Harper, Houf, Peterson, & Righellis work on conceptual drawings; and work being done on a \$5,000 grant from Cowlitz County.

- **Horseshoe Lake Management Committee (HSLMC).** Mike Curry reported on discussions with the Washington State Department of Transportation (WSDOT) regarding the amount of water coming into the Lake, excess weeds and shrubbery being removed near the boat launch turn around, Washington State Department of Fish & Wildlife water quality testing, the possible transportation of sterile grass carp from Silver Lake to Horseshoe Lake, and the use of pesticides to contain weed growth.
- **Budget 2013.** Discussion ensued regarding adoption of the 2013 budget and the Arbor Day tree plantings at the east end of Horseshoe Lake that did not make it.
- **Park/Facility User Fees.** Council Member Al Swindell gave a committee report relating to user fees. Discussion ensued regarding the number of fees that are waived, action needed to improve water quality at Horseshoe Lake, fees for street

closures requiring staff time, differing costs for residents vs. non-residents, and the setting of criteria to ensure that everyone is treated equally.

OTHER

- **Webmail Access.** Discussion was held regarding the use of City e-mail and potential problems due to the recently installed phone system and server.
- **Horseshoe Lake Walking Path.** Proposed grant funding through Clark County Community Development Block Grants (CDBG) will be voted on next month.
- **Park Board Activity.** Discussion ensued regarding Board stagnation due to a lack of funding, creative ways to make things happen, funding through grants, various grant programs, and past ideas including a spray park and exercise equipment.

ADJOURNMENT

The meeting was adjourned at 6:15 p.m. The next regular meeting will be held at 5:00 p.m. on Wednesday, March 20, 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 WALTER CHURCH JR SSN Provide upon appointment
 Physical Address 124 TRUTH ST Phone 225-8897
 Mailing Address same
 City WOODLAND, WA State WA Zip Code 98674

Email Address _____

How long have you resided in Woodland? 8.3 yrs

Are you a resident of the City Limits? Yes No How long? 83

What is your interest/objective in serving on this Board or Commission?
BACKGROUND I CAN MAKE A CONTRIBUTION

What is your educational background? SOME COLLEGE

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

HORSESHOE LAKE MGMT COMMITTEE - COMMISSIONER COW CO CEM DIST 2

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

COUNCIL PERSON 12 YR, MAYOR 13 YR, Co COMMISSIONER 8 YRS
VARIOUS COMMITTEE BOARDS, COMMITTEES AND ENTITIES

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

RETIRED

Boards, Committees and Commissions Interest

Please indicate which Boards, Committees or Commissions you would be interested in serving on. CIRCLE all that apply.

- City Council
- Civil Service Commission
- Park Board
- Planning Commission
- Urban Growth Boundary Review Board
- Volunteer _____
- Other _____

Please return completed application to:

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

Applicant Signature Walter Church Jr

Date 2/25/13

RECEIVED



MAR 11 2013

Application for Commissions, Boards or Committees

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

Name Adonica Simpson SSN Provide upon appointment
Physical Address 506 Robinson Rd. Phone 360-225-8148
Mailing Address Same
City Woodland State WA Zip Code 98674

Email Address adonicas1@aol.com

How long have you resided in Woodland? 19 years

Are you a resident of the City Limits? Yes No How long? 19 years

What is your interest/objective in serving on this Board or Commission? I think our parks are one of the most important assets any community can have, I want to help make ours

What is your educational background? HSD, Clark college, The Best, Equal to a bachelors in Business management.

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

President of an Equestrian Drill team, responsible for all facets of operating a NON-Profit organization, indefinitely.

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

Director of West Coast Training for 7 years, President of Diamond Dust Drill Team for 5 years - Participated as Judge @ Planters Days

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

Owner/Operator of Burris Creek Mini storage, 13 years (360) 225-8148

Boards, Committees and Commissions Interest

Please indicate which Boards, Committees or Commissions you would be interested in serving on. CIRCLE all that apply.

- City Council
Civil Service Commission
Park Board
Planning Commission
Urban Growth Boundary Review Board
Volunteer
Other

Please return completed application to:

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

Applicant Signature Adonica Simpson

Date 3/11/13

REFERENCES (Please list a minimum of three (3) references).

Name	Address	Business	Phone Number
April Chunn	812 NW 414 Ave	Retired	225-6550
Staci Shoemaker	1011 NW Lyons Rd.	Frontier	263-0188
Trena Kelley	La Center	Nurse	263-5171
Darwin Rounds	Woodland	Retired	225-7829

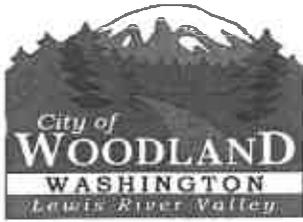
In the additional space provided below, please restate the question from the reverse side and state your response.

- * What is your interest/objective in serving on this board? I have enjoyed being a part of this community for 19 years. I have raised my 2 children here, where they have enjoyed sports, Sun in the Sun, Easter Egg Hunts, Planters Days and countless bike rides etc. I now have some time that I would like to give back and help make our parks even better for families to continue to get to enjoy these same activities. I am organized, creative and have excellent communication skills that normally help boards or committees to meet their goals.
- * What is your educational background? High school diploma, completed several courses @ Clark Community College. I have over 25 years in business management experience over the course of my career.
- * Do you have other civic obligations or memberships in professional organizations? Have ridden in the equestrian sport of drill for 13 years, founded Diamond Dust Drill Team 5 years ago. 18 members, non profit status compete through out OR. + WA. We are a very strong team that works well together and enjoy placing high at our competitions.

Over

* What previous experience do you have?

1. Director of West Coast Training for 7 years. Responsible for maintaining a staff of 25. Promoting a healthy learning environment for adults with all types of social and economic backgrounds. Worked to keep funding in place by meeting all state and federal requirements, Advertising, meeting with financial institutions, filed accreditation Reports.
 - * 2. Captain / President of Diamond Dust Drill Team 18 members on a Womens equestrian Drill Team.
 3. Worked as a Judge for Planters Days Court on the Interview process and speech portion for the candidates.
- * I am self Employed, owner of Burris Creek Mini Storage.



SPECIAL EVENTS AGREEMENT

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

Applicant Name: Woodland Fire department Phone Number: 360-225-7076
 Organization / Business: _____ Fax Number: _____
 Mailing Address: PO Box 9 Email: _____
Woodland, WA

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): 8/17/13 Day(s) of Week: Saturday
 Arrival Time: 7am Departure Time: 5pm
 Day-of Contact Person: _____
 Phone Number: _____

Type of Activity:

- Parade Street Closure Street Sale Athletic Run/Walk Park Event
 Other Fire truck show/Safety Fair

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: _____
 Expected number of spectators: 150

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: _____



What is SPAAMFAA?

Category: [What Is SPAAMFAA](#)

Published on Sunday, 03 June 2012 17:22

Written by Mike Beutler

Hits: 679

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 "Enjine~Enjine", 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 concourse 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.





2012 HSL EVENT

Fire Trucks on the Lake 2012

Category: [Fire Trucks on the Lake](#)

Published on Monday, 04 June 2012 22:16

Written by Mike Beutler

Hits: 903

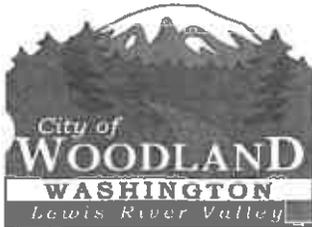
There is nothing more impressive than seeing an old steam engine at draft, billowing a big column of black smoke from its shiny stack as it builds up pressure in its boiler to spin the pump, culminating in a solid stream of water shooting from the nozzle at the end of the hose line. Experiencing what firefighting was like over 100 years ago is just one of the opportunities that will be available at this exciting event. You will also be able to walk amongst the old fire engine and police cars, looking at the magnificent machines and talking with their owners, learning the history of each piece of apparatus.

Along with the display of antique fire trucks, police cars and ambulances there will be a community safety fair, where you will have the opportunity to see displays and presentations from various Cowlitz County emergency service providers, including law enforcement, emergency management, search and rescue, water rescue, bike safety and many more. There will also be in-service police cars and fire engines on display. This is a perfect event to bring the whole family and see what services are available in the area and to get tips on keeping your family safe throughout the year.

The event will be held on September the 8th at Horseshoe Lake Park, which is located just off I-5 in Woodland, Washington, and will run from 10 AM until 4 PM. We will be set up on the grass right next to the lake, a beautiful setting to display your antique vehicle. Set-up will begin at 8:00, and we encourage you to be ready to go by 9:30. We will be checking to make sure each vehicle is equipped with liability insurance, a fire extinguisher and wheel chocks. There will be awards for participants, including best of show, most interesting and longest distance traveled, along with several more.



If you are interested in displaying a vehicle or participating in the safety fair, please contact Mike Beutler at (971) 506-6911 or send an email to beutlerfire32@comcast.net for an information packet and registration form. The event is open to antique vehicles from 1985 and older and in-service vehicles.



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 Fax Number: N/A
 Mailing Address: PO. 4749 Email: lori@lrh.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): June 1, 2013 Day(s) of Week: Saturday
 Arrival Time: 7:00 am Departure Time: 3:00 pm
 Day-of Contact Person: Lori Anderson
 Phone Number: 360-606-6726

Type of Activity:

Parade Street Closure Street Sale Athletic Run/Walk Park Event

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: none
 Expected number of participants: 100
 Expected number of spectators: _____

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. See attached*

- * 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: *Jon Anderson, Director* Date: 2-25-13

Special Event – Lewis River Life Hope Ministries - June 1, 2013

Brief summary:

“Walk for Life” An open-to-the-public walk around Horseshoe Lake that begins and ends at the Shelter at Horseshoe Lake Park.

Checklist:

Timeline

- 7:00 Set-up: At the shelter
- 9:30 Registration: At the shelter
- 10:00 Walk: Around Horseshoe Lake
- 12:00 Clean-up: At the shelter
- 3:00 Finished

Site Plan - See accompanying diagrams

- No road closures or obstructions of roadways or driveways
- No temporary fencing
- No restricted areas that require access points
- No special event parking needed - normal parking areas only
- No temporary structures – we will be setting up in the shelter
- No need for drive isles and vehicle access
- No cooking, open flames, fireworks or other heat sources – however, fire extinguishers will be on-site

Insurance

We have our insurance through Patriot Insurance and a rider for the event will be provided for you

Dance Permit

Not necessary

Extra porta-potties

We estimate 100 attendees so extra facilities are not necessary

Notification to neighbors

Notifications not necessary

Evacuation Plan

Not necessary

Medical/Emergency response plan

We will have staff personnel scattered along the route and some traveling with the walkers. They will be equipped with wireless devices. Medical personnel will be available and vehicles (for transport if necessary) also will be available. First aid station will be available at the Shelter.

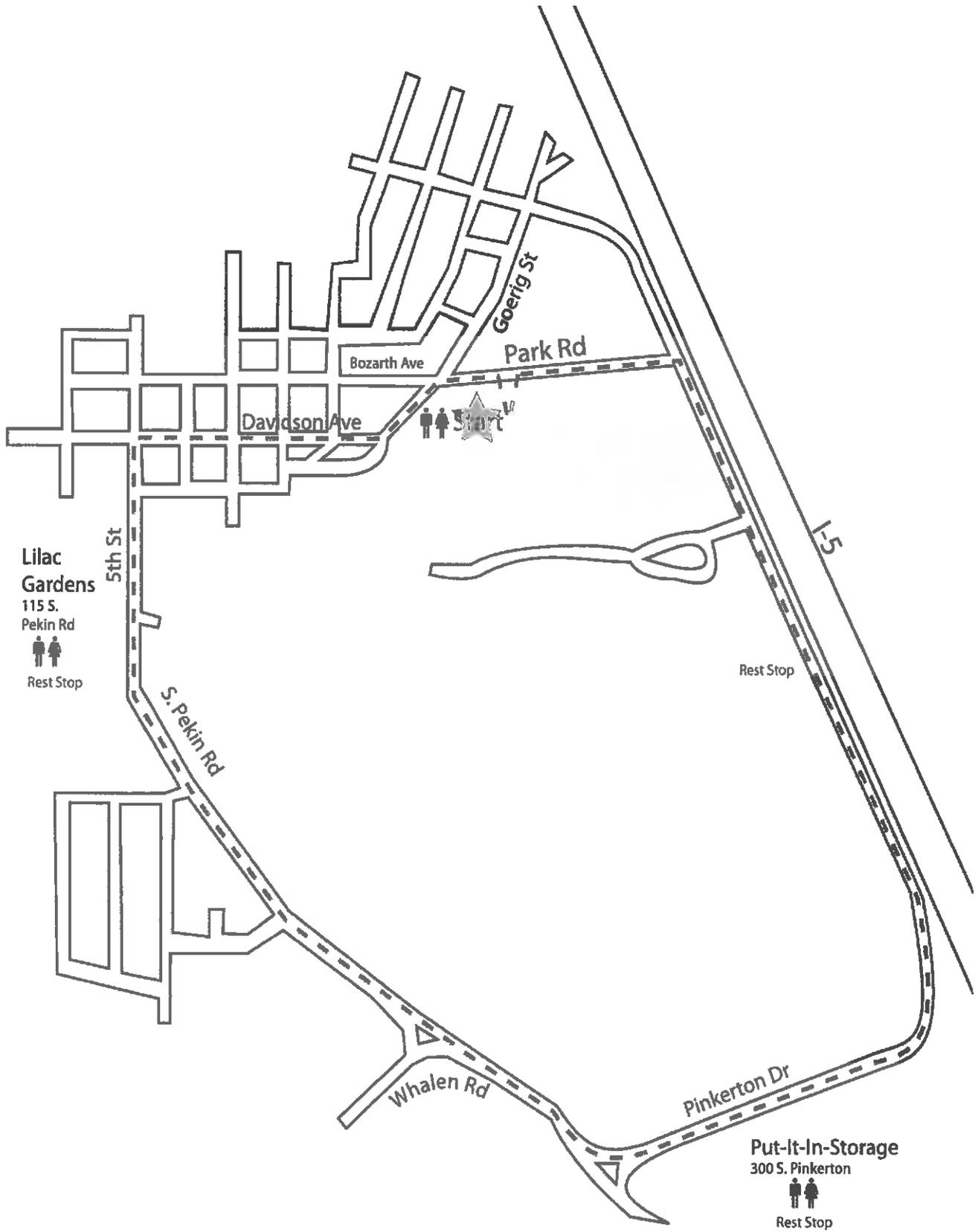
First Aid – Medical Services provided by Emily Studt

Temporary structures and vehicle access

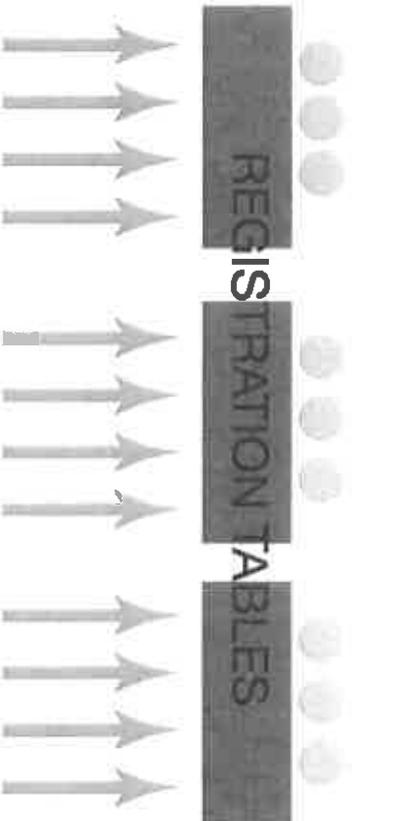
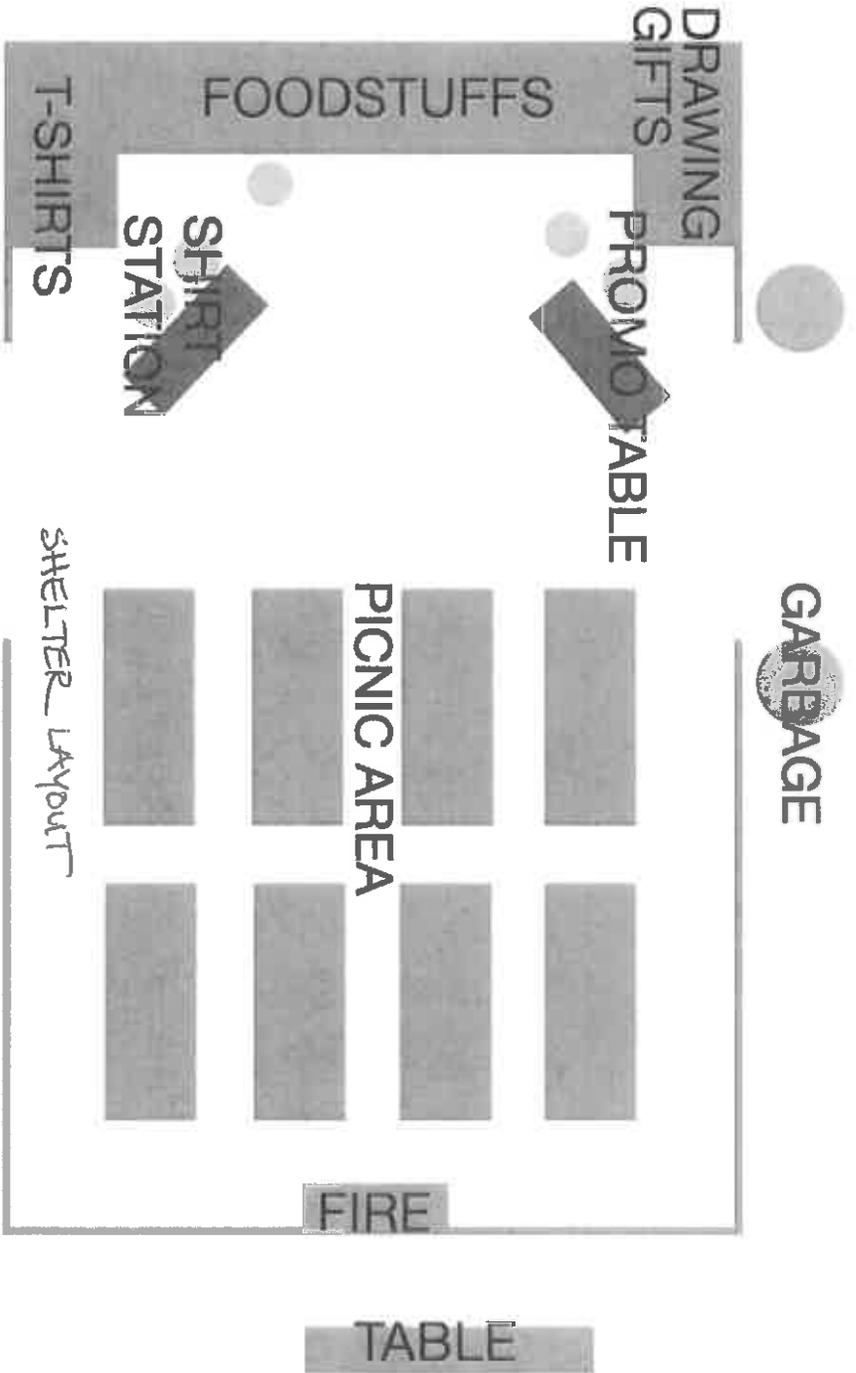
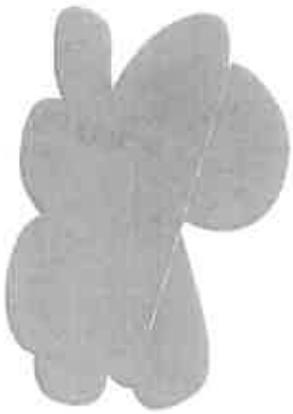
Not necessary

Provisions made for:

- Parking – Normal parking areas will be sufficient and have been in previous years
- Litter – Normal trash receptacles should be sufficient. All paperwork we generate will be removed at close of event. We have a team of individuals to police the area after we are finished.
- Security – No police/security are required and have not been necessary in the previous years



- CHAIRS (20)
- TABLES
- ORGANIC THINGS
- UNMOVABLE THINGS



January 30th, 2013

Grover Laseke, Woodland City Council Members, et. al
RE: Lewis River Fall Festival 2013

Grover Laseke; City Council Members;

Attached is a draft proposal requesting an amendment to the City Ordinance regarding the consumption of Alcohol within City Park boundaries. This proposal is being submitted to you in the hopes that our city can allow the above on a special events basis; as this is something that exists at nearly every multi-part outdoor festival that is intended to attract tourism to a given town. There are already a number of parameters and laws in effect that limit where and how alcohol is consumed in an outdoor festival environment, all of which were strictly adhered to with Lewis River Fall Fest 2012, and this should be the case for any such event which seeks to obtain city permission for a similar use.

The layout of Horseshoe Lake Park and surrounding private properties which were previously used to provide this element of the Fall Fest were not conducive to the success of the Beer Garden and Wine Tasting in 2012, and was financially ineffective for the vendors in that area, an otherwise important source of revenue for any such event. Having the ability to structure a self contained alcohol use area, with all of the appropriate containment measures, such as ID checking, perimeter fencing, limited entrances and exits, onsite security, etc, as was provided for the 2012 Fall Fest; would allow for this element of the festival to effectively join with the rest of the festival events and entertainment-as well as benefit from proximity to the Main Stage Attractions offered at the festival.

This type of multi-faceted, outdoor festival which seeks to entertain a wide variety and age of attendees; very commonly offers Beer and Wine, as an inclusive part of the festival, as do a majority of farmers markets and bazaars (Esther Short Park Market, Camas Days, etc). Nowadays, one is hard pressed to find any such event that does not offer these. Craft Beer, Microbreweries, and especially locally produced wines are all en vogue right now and have become an important source of commerce for Washington State, which is currently the #2 wine producer in the US. The Southwest Washington region, of which we are a part, is also joining this trend, and has gained recognition as a Wine Growing Area, though not yet an official Agricultural AVA; this is an important step and a clear trend signaling that our part of the state can not only grow and produce great wines; the public are clearly also willing to buy and consume locally made wine. This is why being able to draw tourists to an event, of all ages and demographic groups, means being able to offer a well considered local or gourmet wine and beer experience as a festival segment.

The Lewis River Fall Fest was founded as a new non-profit, annual festival, aimed at generating funds for Scott Hill Park & Sports Complex, in addition to select local charities. Last year the festival successfully provided an excellent first year event, in addition to donating nearly \$5,000.00 in net proceeds to Scott Hill Park. In order to grow and establish itself as a premier area festival focused on Art, Antiques, and Wine Tasting; it will need to integrate all elements into the main field of Horseshoe Lake Park. The festival in its first year saw great success in its main field placement, with bands playing on the main stage backed by the beautiful waterside view, the atmosphere was alive with interest from all ages! We request that the City consider this well-formed request to allow us to continue to use this important venue to grow tourism in our community and raise the funds we need for our local projects.

Respectfully,

Heather Mansy
Lewis River Fall Fest 2012, 2013 Festival Director
Vice President Elect, Woodland Rotary

Attachments:

Proposed Draft Amendment, authored by Susan McAdams, Board Member Woodland Rotary

January 30, 2013

**PROPOSAL
FOR DRAFTING OF**

**AN ORDINANCE TO ALLOW SALE, PURCHASE AND CONSUMPTION OF
ALCOHOLIC BEVERAGES WITHIN HORSESHOE LAKE PARK DURING
THE ANNUAL LEWIS RIVER FALL FESTIVAL**

I. CURRENT LAW

**THE CURRENT WOODLAND, WA CODE OF ORDINANCES PROHIBITS
POSSESSION AND CONSUMPTION OF ALCOHOLIC BEVERAGES IN
HORSESHOE LAKE PARK.**

Pertinent municipal code provisions include the following:

9.26.080 – Opening or consuming liquor in public.

Except as permitted by state law (see RCW Title 66), no person shall open a package containing liquor or consume liquor in a public place. A person convicted of violating this section shall be subject to a fine not to exceed one hundred dollars.

9.26.100 – Possession of opened container.

The possession of an opened container of alcoholic beverage at any place other than at private premises or at a place of business or premises licensed by the Washington State Liquor Control Board is prohibited.

9.26.110 – Possession and consumption – Prohibited.

The possession of an unopened container of alcoholic beverage or of an opened container of alcoholic beverage or the consumption of alcoholic beverage in or upon Horseshoe Lake or Horseshoe Lake Park, and any other city park, or upon the property of the Woodland School District is prohibited.

II. PURPOSE OF PROPOSAL

**IT IS PROPOSED THAT THE SALE AND CONSUMPTION OF BEER AND WINE
BE ALLOWED WITHIN A CITY-APPROVED BEER GARDEN AND/OR WINE
TASTING AREA AT HORSESHOE LAKE PARK DURING THE ANNUAL LEWIS
RIVER FALL FESTIVAL.**

Under this proposal, the organizers of the Lewis River Fall Festival would have the option of designating wine tasting and/or beer garden areas within Horseshoe Park on

their site plans submitted as part of their Special Events application to the City. Such wine tastings and beer gardens would be subject to all applicable requirements and regulations of the Washington State Liquor Control Board.

The annual Lewis River Fall Festival is a significant event that contributes to the sense of community and quality of life in Woodland. The festival is designed to be self-supporting financially, and typically produces additional revenues that support broader community projects. Allowing wine tasting and beer gardens during the festival will provide festival organizers with the option of an effective tool for fundraising and an additional attraction to increase festival attendance.

III. APPROACH IN OTHER WASHINGTON MUNICIPALITIES

A review of related ordinances in other Washington municipalities reveals a broad range of policy approaches to consumption of alcohol in city parks, including: outright prohibition of alcohol in public places, allowing alcohol only during specified events, and allowing alcohol subject to case-by-case City approval.

The City of Bonney Lake, WA has adopted an approach similar to that which is proposed here. Alcohol is permitted in a specified city park for a specified event, but only within City-approved areas. The ordinance provides flexibility for City approval of alcohol use at other events which may be granted on a case-by-case basis. At this time, we do not propose including such additional case-by-case flexibility for Woodland, although the Council may wish to consider this additional option. The Bonney Lake ordinance, in pertinent part, reads:

12.12.030 Alcoholic beverages.

No person shall possess or consume an alcoholic beverage in any city park except in a City-designated beer garden or wine tasting area according to BLMC 12.12.035.

12.12.035 City-designated beer gardens and/or wine tasting areas.

Notwithstanding the provisions of BLMC 12.12.030, it shall not be unlawful for any person over 21 years of age to possess or consume alcoholic beverages within any city-designated beer garden and/or wine tasting area at Allan Yorke Park during the annual Bonnel Lake Days, Friday, Saturday and Sunday during the third weeked in August or other special events specifically designated by the mayor, or his designee. The mayor or his designee is authorized to impose such regulations upon such operations as he or she deems appropriate; provided, that the city-designated beer garden and/or wine tasting area shall not open any sooner than 12:00 p.m. on each day of the annual event and shall be allowed to remain open until the event ends, or earlier, if circumstances so require.

IV. PROPOSED CHANGE IN WOODLAND ORDINANCE

THE FOLLOWING CHANGES IN THE WOODLAND CODE OF ORDINANCES
ARE PROPOSED:

9.26.080 – Opening or consuming liquor in public.

Except as permitted by state law (see RCW Title 66), and except in a beer garden or wine tasting area approved by the city according to section 9.26.105, no person shall open a package containing liquor or consume liquor in a public place. A person convicted of violating this section shall be subject to a fine not to exceed one hundred dollars.

9.26.100 – Possession and consumption –Limited.

The possession of an unopened container of alcoholic beverage or of an opened container of alcoholic beverage or the consumption of alcoholic beverage in or upon Horseshoe Lake or Horseshoe Lake Park, and any other city park, or upon the property of the Woodland School District is prohibited, except in a beer garden or wine tasting area approved by the city according to section 9.26.105.

NEW SECTION 9.26.105 – City-approved beer gardens and/or wine tasting areas.

Subject to approval by the city of a site plan designating areas within Horseshoe Lake Park as beer garden and/or wine tasting areas submitted by festival organizers, and subject to all applicable requirements and regulations of the Washington State Liquor Control Board, wine, champagne and beer may be possessed, sold and consumed within such designated areas during the annual Lewis River Fall Festival, provided that such designated areas will not open before 12:00 p.m. (noon) and shall close at or before 10:00 p.m. on each day of the event.

NOTE: Conforming changes will be required in the city's Special Event Agreement.



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 Club 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

Goosick St, Danison #22 Sep 27th only — Friday Evening
 Usage Date(s): Horseshoe Lake Park Sep 28, 29 only — Sat/Sunday
 Arrival Time: Friday 4p Day(s) of Week: _____
 Day-of Contact Person: Heather Mansy Departure Time: Sun 5p
 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 Goosick 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 & Denied to Woodland Park Board: _____	Date: _____	Date: _____
Approved & Denied to Woodland City Council: _____	Receipt No. _____	Date Returned: _____
	Comments: _____	Refund Cl#/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
- 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: Weathers P. Mlane 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