

## **PARKS & RECREATION BOARD AGENDA**

**5:00 P.M. WEDNESDAY, MAY 15, 2013**

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

### **MINUTES**

March 20, 2013 Approval (April 17, 2013 Meeting Cancelled)

### **NEW BUSINESS**

Welcome to Adonica Simpson

Special Events

- Grace Community Church

Council Report - April 1, 2013

- Authorize Special Events - Fall Fest, Fire Truck Show
- Member Appointment - Brad Hammons, Adonica Simpson
- Modify Special Event Fees/Charges

Council Report - May 6, 2013

- Park Ad Hoc Committee Appointment - Brad Hammons, Sandy Larson
- Special Event Request - Alcohol in Parks

Boat Trailer Parking

### **CONTINUED BUSINESS**

Scott Hill Park & Sports Complex

Horseshoe Lake Management

Budget

- As of April 30, 2013
- Special Event Fees/Charges
- Citizen Flyer & Input

### **OTHER**

Project Update

### **ADJOURNMENT**

Next regular meeting - 5:00 p.m., Wednesday, June 19, 2013, at the Port of Woodland, 115 Davidson Avenue, Ad Hoc Committee meeting directly following.

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

The regular meeting of the Woodland Park Board was held on March 20, 2013, at the Port of Woodland, 115 Davidson Avenue, 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  
Mike Curry  
Brad Hammons, Chair  
Karen Huddleston (Absent)  
VACANT

**MAYOR/COUNCIL:**

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

**STAFF:**

Bart Stepp, Public Works Director

**MINUTES**

The February 20, 2012 minutes were approved as presented.

**NEW BUSINESS**

**Board Vacancy**

A review was conducted of applications received for the vacant position.

*Board Member Allen moved to recommend Adonica Simpson for the position. Board Member Curry seconded the motion. Motion carried unanimously.*

**Special Events**

• **SPAAMFAA/Fire Department - Fire Truck Show and Safety Fair**

*Board Member Allen moved to recommend City Council approve the Fire Department request for use of the east end of Horseshoe Lake for a Fire Truck Show and Safety Fair. Board Member Curry seconded the motion. Motion carried unanimously.*

• **Lewis River Life Hope - Walk for Life**

*Board Member Curry moved to recommend City Council approve the Lewis River Life Hope request for use of the Horseshoe Lake Covered Area for their Walk for Life event. Board Member Allen seconded the motion. Motion carried unanimously.*

**Consumption of Alcohol within City Parks**

Open discussion was held regarding a request from the Woodland Rotary to adopt an ordinance allowing the consumption of alcohol within City park boundaries.

*Board Member Allen moved to recommend to City Council to NOT approve the proposed ordinance allowing beer and wine gardens. Board Member Curry seconded the motion. Motion carried unanimously.*

**CONTINUED BUSINESS**

- **Woodland Rotary - Woodland Fall Festival.** Board Member Curry presented the following recommendation from the Horseshoe Lake Management Committee:

"The Horseshoe Lake Management Committee recommends that during Lewis River Fall Fest, Duck Boat trips be limited to use of the north end of the Lake, allowing the boat to go around the buoy, but no further south."

Discussion ensued.

*Board Member Allen moved to recommend City Council approve the Lewis River Fall Fest application along with the Horseshoe Lake Management Committee recommendation. Mike Curry seconded the motion. Motion carried unanimously.*

- **Scott Hill Park and Sports Complex.** Public Works Director Bart Stepp indicated that the agreement between the City and Holt Group for the purchase of land to be used as a second access point has been finalized and will be signed and recorded in the next couple of weeks. Sandy Larson, Rotary Club of Woodland and Hilltop Park Ad Hoc Committee member gave the following report:

Fundraising - The Gold Leaf Event is scheduled for October 19, 2013, from 5:30-9:00 p.m. at Summit Grove. There will be a silent auction, live auction, and blind auction. The Rotary is taking sponsorships.

Grant Writing - A \$5,000 grant application including letters of support from the three County Commissioners, Woodland's Mayor, the school district, local sports organizations, and Dr. Johnson was submitted on March 4, 2013. The Rotary was interviewed regarding the proposal on March 19, 2013, decisions will be determined in May. A grant application was submitted to Safeway for \$10,000.

Conceptual Drawings - Drawings were supplied to the park board. Options will be presented and comments gathered at various Rotary events over the summer and also at Planter's Days. The drawings will be used to help with grant applications.

Memorandum of Understanding (MOU) – It is Sandy's understanding the bills in the legislature related to prevailing wage for this facility have all died. The City and Rotary will complete the MOU once the legislature has completed their session.

- **Horseshoe Lake Management Committee (HSLMC).** Discussion ensued regarding pushing WDFW to transfer carp from Silver Lake to Horseshoe Lake (HSL) in August and insecticide issues.

- **Budget 2013.** Bart Stepp reported that the City entered into an agreement with Clark County to have them contribute \$1,800 towards water quality testing costs at HSL and that City Council is talking about additional park funding. A survey is being placed on the Cities website asking residents if they would be willing to vote for a tax levy for additional funds to pay for park maintenance.

**OTHER**

- **Horseshoe Lake Park Walking Path.** Bart Stepp reported that the City received \$12,100 from Clark County Community Development Block Grants (CDBG) to partially fund the Horseshoe Lake Walking Path. Discussion ensued regarding the possibility of receiving additional funds up till December 31, 2013 and other sources of funding.

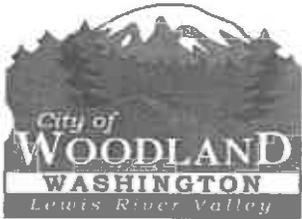
**ADJOURNMENT**

The meeting was adjourned at 6:30 p.m. The next regular meeting will be held at 5:00 p.m. on Wednesday, April 17, 2013, at the Port of Woodland. Virginia Allen and Mike Curry will not be available for this meeting.

Minutes approved: \_\_\_\_\_

\_\_\_\_\_  
Jody Bartkowski, Park Board Secretary

\_\_\_\_\_  
Date



# SPECIAL EVENTS AGREEMENT

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

Applicant Name: (Sabrina Williams) Grace Community Church Phone Number: 3) 225-4484  
 Organization / Business: Grace Community Church Fax Number: \_\_\_\_\_  
 Mailing Address: 1311 Lewis River Rd. Woodland, WA 98674 Email: Sabrina.w@woodlandgrace.com

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): 8-18-2013 Day(s) of Week: Sunday  
 Arrival Time: 7:00AM Departure Time: 4:00PM  
 Day-of Contact Person: Sabrina Williams  
 Phone Number: 3) 431-7744

Type of Activity:

- Parade  Street Closure  Street Sale  Athletic Run/Walk  Park Event  
 Other \_\_\_\_\_

Usage Area:

- Horseshoe Lake Shelter  Large Field  
 Beach Front  Hoffinan Plaza  
 Use of Lake Other: \_\_\_\_\_  
 Mini Shelter Other: \_\_\_\_\_

Gate Open  yes  no

Please list any Street Closures: N/A  
 Expected number of participants: 350  
 Expected number of spectators: Same

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: _____



City of Woodland  
230 Davison Ave.  
P.O. Box 9  
Woodland, WA 98674

RE: Information to coincide with checklist for Special Events Agreement.

April 18, 2013

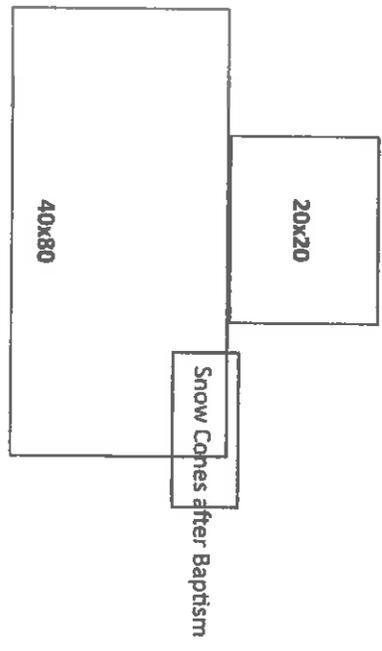
1. Detailed timeline of event activities beginning with setup and ending with cleanup. (Times are approximate as exact times are TBD)
  - a. 6:00 AM – Tent setup begins
  - b. 8:00 AM – stage setup and sound check
  - c. 10:00 AM – Service begins
  - d. 11:30 AM – Picnic lunch to start
  - e. 12:30 PM – Water Baptisms on beach front
  - f. 1:30 PM - Family games, activities and snow cones
  - g. 2:00 PM – Tear down and cleanup to begin
2. Proposed site plan.
  - a. See attached
3. Insurance naming the city as additional insured for event date.
  - a. See attached
4. Dance permit
  - a. N/A
5. Extra Porta-Poties for groups larger than 100.
  - a. An order has been placed with TPI for three additional Porta-Poties and 1 hand washing station to be dropped off on Sunday, August 18, 2013.
6. Notification to neighbors and/or business.
  - a. N/A
7. Evacuation Plan (if applicable)
  - a. If evacuation is needed, all roads to remain open and clear for immediate leave.
8. Medical/ Emergency response plan (if applicable)
  - a. 911
9. First Aid/Medical services provided by:
  - a. We have currently a minimum of 7 individuals that would be in attendance that are either; medic/first aide trained, CPR certified and/or Registered Nurses.
10. Temporary structure and vehicle access will comply with current fire code and WAC 51.54, International Fire Code Chapter 345.24 X yes \_\_\_no
  - a. Access to setup/tear down tent will be through the gravel area by the skate park. This entrance will not be blocked. Fire extinguishers will be present on all tent sides of the 40X80 structure.
11. Provisions made for: X Parking; X Litter; N/A Security (Will Police/Security be required? \_\_\_yes N/A no).
  - a. A request for additional trash cans will be made.

S  
E W  
N

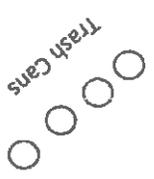
Beach Front

- Water Bottles
- 1
  - 2
  - 3
  - 4

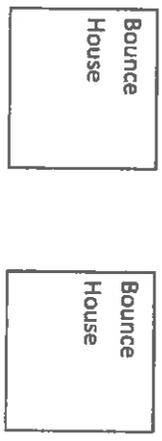
8 Food lines



Gravel entry for unloading/loading



Port-a-potties & hand washing station



**WOODLAND CITY COUNCIL**  
**Regular Meeting - 7:00 p.m.**  
**Monday, April 1, 2013**  
Woodland City Hall Council Chambers  
100 Davidson Avenue - Woodland, Washington

**AGENDA**

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**CITIZEN COMMUNICATIONS FOR ITEMS NOT ON THE AGENDA**

**CITIZEN COMMUNICATIONS FOR ITEMS ON THE AGENDA**

**I. PRESENTATION / PROCLAMATION**

Proclamation – Arbor Day April 10<sup>th</sup>

**II. AGENDA APPROVAL**

**III. REPORTS OF CITY OFFICERS**

- |                 |   |                                                                                                                                           |
|-----------------|---|-------------------------------------------------------------------------------------------------------------------------------------------|
| Mayor           | - | City Council Pending Items – set workshop dates and topics                                                                                |
|                 | - | 2013/2014 Council Goals                                                                                                                   |
|                 | - | Police Station Groundbreaking Saturday, April 13 <sup>th</sup> 11:00 a.m.                                                                 |
| Clerk/Treasurer | - | Special Meeting / Workshop April 8, 2013 7:00 p.m. re: Capital Facilities Planning, Police Station financing and future financing options |
|                 | - | Liquor license renewal: AM PM Mini Market, Quikway Market, Woodland Liquor & Tobacco                                                      |
| Police          | - |                                                                                                                                           |
| Fire            | - |                                                                                                                                           |
| Public Works    | - |                                                                                                                                           |
| Planning        | - | Next meeting April 18, 2013 7:00 p.m.                                                                                                     |
| Attorney        | - |                                                                                                                                           |

**IV. REPORTS OF STANDING COMMITTEES**

- |                                |   |                    |   |                                                                            |
|--------------------------------|---|--------------------|---|----------------------------------------------------------------------------|
| Human Resources/<br>Government | - | Susan Humbyrd      | - | April meeting date TBD                                                     |
| Finance                        | - | Benjamin Fredricks | - | Met March 25 <sup>th</sup> ; next meeting April 22 <sup>nd</sup> 5:30 p.m. |

- |                       |                  |                                       |
|-----------------------|------------------|---------------------------------------|
| Public Safety         | - Marilee McCall | - Next meeting April 15 <sup>th</sup> |
| Public Utilities      | - Al Swindell    | - Next meeting April 9 <sup>th</sup>  |
| • Horseshoe Lake Mgmt | Scott Perry      | Next meeting April 11 <sup>th</sup>   |
| Facilities            | - Marilee McCall | - Next meeting April 22 <sup>nd</sup> |
| Parks/Recreation      | - Al Swindell    | - Next meeting April 17 <sup>th</sup> |

**V. AD HOC COMMITTEES**

- |                                          |                |                                                                                          |
|------------------------------------------|----------------|------------------------------------------------------------------------------------------|
| Comprehensive Plan Review                | Marilee McCall | -                                                                                        |
| Cowlitz Wahkiakum Council of Governments | Susan Humbyrd  | -                                                                                        |
| AWC/Legislative                          | Al Swindell    | -                                                                                        |
| Chamber of Commerce                      | John Burke     | - After Hours April 25 <sup>th</sup> at HABF                                             |
| Downtown Revitalization                  | Tom Golik      | - Next meeting April 9 <sup>th</sup>                                                     |
| Woodland Quality Community Coalition     | John Burke     | - Special Meeting/Next Joint meeting Wed. April 17 <sup>th</sup> 6:00 p.m. hosted by WSD |

**VI. CONSENT ITEMS**

- A. Clerk-Treasurer - March 31, 2013 voucher approval
- B. Clerk-Treasurer - Approval of minutes of March 16 and 18, 2013
- C. Public Works - Authorize Special Event: Lewis River Fall Fest at Horseshoe Lake Park on September 27-29, 2013; with limited Lake access for Duck Boat Trips
- D. Public Works - Authorize Special Event: Fire Truck Show and Safety Fair at Horseshoe Lake Park on August 17, 2013
- E. Public Works - Approval of re-appointment of Brad Hammons to Park Board to a four year term expiring 3/15/2017
- F. Public Works - Approval of appointment of Adonica Simpson to Park Board to an unexpired term expiring 12/31/2013

**VII. ACTION ITEMS**

- G. Planning - Ordinance No. 1263-Amending Central Business District (C-1) Uses (Final Reading)
- H. Clerk-Treasurer - Resolution No. 629-amending Res. 627 to modify Special Event Fees/Charges and Street Closure Permits
- I. Public Works - Approval of purchasing Schurman Property by Ranney Well

**VIII. ADJOURN**



American with Disabilities Act (ADA) accommodations provided upon request. Those requiring special accommodations should contact the City Clerk Treasurer's Office at 360-225-8281 by noon on the Thursday preceding the council meeting.

**WOODLAND CITY COUNCIL**  
**Regular Meeting - 7:00 p.m.**  
**Monday, May 6, 2013**  
Woodland City Hall Council Chambers  
100 Davidson Avenue - Woodland, Washington

**AGENDA**

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**CITIZEN COMMUNICATIONS FOR ITEMS NOT ON THE AGENDA**

**CITIZEN COMMUNICATIONS FOR ITEMS ON THE AGENDA**

**I. PRESENTATION / PROCLAMATION**

1. PRESENTATION AND CITIZEN COMMENT: N. Goerig / Lewis River Road (SR503) – Traffic Issues
2. Proclamation: Municipal Clerk’s Week, May 5-11, 2013
3. Proclamation: National Police Week, May 12-18, 2013 and Peace Officers Memorial Day May 15, 2013
4. Proclamation: Public Works Week
5. Proclamation: Bike to Work Week

**II. AGENDA APPROVAL**

**III. REPORTS OF CITY OFFICERS**

- |                 |   |                                                                                                                                                                                |
|-----------------|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Mayor           | - | - Ad Hoc Code Enforcement Ordinance Review Committee                                                                                                                           |
|                 | - | - Arts Commission Appointment - Heather Mansey                                                                                                                                 |
|                 | - | - Re-appointment of Park Ad-Hoc Committee: Sandy Larson and Brad Hammons to a 4 year term ending 12/31/2016. Councilmember Swindell is also a member of this Ad Hoc Committee. |
|                 | - | - Appointment of Amanda Smeller to Community Development Planner effective 5/13/2013 (see Action items)                                                                        |
| Clerk/Treasurer | - | - Liquor license renewal: Lewis River Shell & Mart; Old Town Grill & Back Alley Bar                                                                                            |
|                 | - | - 1 <sup>st</sup> quarter 2013 reports (all departments)                                                                                                                       |
| Police          | - | -                                                                                                                                                                              |
| Fire            | - | -                                                                                                                                                                              |

- Public Works - Special event permit request for alcohol to be allowed at Horseshoe Lake Park
- Planning - Planning Commission vacancy. Applications being accepted through Monday, May 13<sup>th</sup>
- Attorney -

**IV. REPORTS OF STANDING COMMITTEES**

- Human Resources/  
Government - Susan Humbyrd - Met May 1st; Next meeting to be scheduled
- Finance - Benjamin Fredricks - Met April 22nd; Next meeting May 27<sup>th</sup>
- Public Safety - Marilee McCall - Met April 15th; Next meeting May 20<sup>th</sup>
- Public Utilities - Al Swindell - Met April 9th; Next meeting May 14<sup>th</sup>
  - Horseshoe Lake Mgmt - Scott Perry - Met April 11th; Next meeting May 16<sup>th</sup>
- Facilities - Marilee McCall - Met April 22nd; Next meeting May 27<sup>th</sup>
- Parks/Recreation - Al Swindell - Met April 17th; Next meeting May 15th

**V. AD HOC COMMITTEES**

- Comprehensive Plan Review - Marilee McCall -
- Cowlitz Wahkiakum Council of Governments - Susan Humbyrd -
- AWC/Legislative - Al Swindell -
- Chamber of Commerce - John Burke -
- Downtown Revitalization - Tom Golik -
- Woodland Quality Community Coalition (WQCC) - John Burke - Next meeting July 17<sup>th</sup> hosted by the City at Community Center



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**VI. CONSENT ITEMS**

- A. Clerk-Treasurer - April 30, 2013 voucher approval
- B. Clerk-Treasurer - Approval of minutes of April 15 & 17, 2013
- C. Clerk-Treasurer - Authorize new 48 month lease with Pitney Bowes for mail machine/meter.
- D. Clerk-Treasurer - Authorize Mayor to sign Fund 107 Hotel Motel 2013 Agreement with Chamber of Commerce
- E. Clerk-Treasurer - Authorize Mayor to sign Fund 107 Hotel Motel 2013 Agreement with Hulda Klager Lilac Gardens
- F. Clerk-Treasurer - Authorize Mayor to sign Fund 107 Hotel Motel 2013 Agreement with Downtown Revitalization Committee
- G. Clerk-Treasurer - Authorize Mayor to sign Fund 107 Hotel Motel 2013 Agreement with Woodland Historical Museum
- H. Clerk-Treasurer - Authorize Mayor to sign Fund 107 Hotel Motel 2013 Agreement with Planters Days Committee

**VII. ACTION ITEMS**

- I. Public Works - Confirm appointment of Amanda Smeller to Community Development Planner effective 5/13/2013 and authorize Mayor to sign Employment Agreement
- J. Public Works / Clerk-Treasurer - Authorize staff to move forward with financing to issue bonds relating to Capital Projects-Option 1 and prepare related documents
- K. Public Works - Ordinance No. 1264 - Transportation Impact Fees (FINAL READING).

**VIII. WORKSHOP**

- 1. Collective Garden issues / discussion

**IX. ADJOURN**



American with Disabilities Act (ADA) accommodations provided upon request. Those requiring special accommodations should contact the City Clerk Treasurer's Office at 360-225-8281 by noon on the Thursday preceding the council meeting.

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>Park</b>						
101-000-000-508-80-00-00	EFB - Unreserved	\$0.00	\$0.00	\$1,228.00	0.00%	\$1,228.00
<b>Cultural and Recreational Facilities</b>						
<b>Multipurpose And Community Centers</b>						
101-000-000-575-50-31-00	Operating Supplies	\$0.00	\$0.00	\$500.00	0.00%	\$500.00
101-000-000-575-50-42-00	Communications	\$60.28	\$240.43	\$1,600.00	15.03%	\$1,359.57
101-000-000-575-50-47-00	Utilities	\$94.76	\$855.58	\$4,500.00	19.01%	\$3,644.42
101-000-000-575-50-48-00	Repairs/Maintenance: Building	\$64.65	\$96.97	\$815.00	11.90%	\$718.03
101-000-000-575-50-49-00	Miscellaneous	\$0.00	\$0.00	\$300.00	0.00%	\$300.00
<b>Total Multipurpose And Community Centers</b>		<b>\$219.69</b>	<b>\$1,192.98</b>	<b>\$7,715.00</b>	<b>15.46%</b>	<b>\$6,522.02</b>
<b>Total Cultural and Recreational Facilities</b>		<b>\$219.69</b>	<b>\$1,192.98</b>	<b>\$7,715.00</b>	<b>15.46%</b>	<b>\$6,522.02</b>
<b>Park Facilities</b>						
<b>Administration</b>						
101-000-000-576-10-10-00	Salaries	\$4,928.98	\$12,976.78	\$49,000.00	26.48%	\$36,023.22
101-000-000-576-10-20-00	Personnel Benefits	\$1,703.36	\$6,340.31	\$16,500.00	38.43%	\$10,159.69
101-000-000-576-10-31-00	Operating Supplies	\$898.19	\$2,017.99	\$6,000.00	33.63%	\$3,982.01
101-000-000-576-10-32-00	Fuel Consumed	\$170.07	\$170.07	\$1,200.00	14.17%	\$1,029.93
101-000-000-576-10-45-00	Rentals	\$0.00	\$738.00	\$4,000.00	18.45%	\$3,262.00
101-000-000-576-10-47-00	Utilities	\$217.35	\$1,470.08	\$21,000.00	7.00%	\$19,529.92
101-000-000-576-10-48-00	R & M: Buildings & Equipment	\$1,651.76	\$3,675.14	\$4,000.00	91.88%	\$324.86
101-000-000-576-10-49-00	Miscellaneous	\$0.00	\$215.80	\$0.00		(\$215.80)
101-000-000-576-10-49-20	Horseshoe Lake Management	\$0.00	\$691.68	\$1,200.00	57.64%	\$508.32
<b>Total Administration</b>		<b>\$9,569.71</b>	<b>\$28,295.85</b>	<b>\$102,900.00</b>	<b>27.50%</b>	<b>\$74,604.15</b>
<b>Total Park Facilities</b>		<b>\$9,569.71</b>	<b>\$28,295.85</b>	<b>\$102,900.00</b>	<b>27.50%</b>	<b>\$74,604.15</b>
<b>Nonexpenditures</b>						
101-000-000-589-00-00-00	Key Deposit Refunds: Comm Center	\$300.00	\$1,000.00	\$3,000.00	33.33%	\$2,000.00
101-000-000-589-00-01-00	Key Deposit Refunds: HSL Shelter	\$100.00	\$100.00	\$2,000.00	5.00%	\$1,900.00
<b>Total Nonexpenditures</b>		<b>\$400.00</b>	<b>\$1,100.00</b>	<b>\$5,000.00</b>	<b>22.00%</b>	<b>\$3,900.00</b>
<b>Capital Expenditures</b>						
101-000-000-594-76-64-00	C/O Equipment: Park	\$0.00	\$0.00	\$2,000.00	0.00%	\$2,000.00
101-000-000-594-76-66-00	C/O Park: Copier	\$221.01	\$416.04	\$1,000.00	41.60%	\$583.96
<b>Total Capital Expenditures</b>		<b>\$221.01</b>	<b>\$416.04</b>	<b>\$3,000.00</b>	<b>13.87%</b>	<b>\$2,583.96</b>
<b>Transfer Out</b>						
101-000-000-597-00-00-03	Contribution to 001/General	\$3,112.00	\$12,448.00	\$37,344.00	33.33%	\$24,896.00
<b>Total Transfer Out</b>		<b>\$3,112.00</b>	<b>\$12,448.00</b>	<b>\$37,344.00</b>	<b>33.33%</b>	<b>\$24,896.00</b>
<b>Total Park</b>		<b>\$13,522.41</b>	<b>\$43,452.87</b>	<b>\$157,187.00</b>	<b>27.64%</b>	<b>\$113,734.13</b>

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

<b>Agenda Item:</b> Resolution No. 629- fees & charges for Special Events (amending Resolution No. 627) and Street Closure Permit	<b>Agenda Item #:</b> <u>( H ) <del>CENXOX</del> Action</u> <b>For Agenda of:</b> <u>04/01/2013</u> <b>Department:</b> <u>Clerk/Treasurer</u> <b>Date Submitted:</b> <u>03/27/2013</u>
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<b>Cost of Item:</b> _____ <b>Amount Budgeted:</b> _____ <b>Unexpended Balance:</b> _____	<b>BARS #:</b> _____ <b>Description:</b> _____
-------------------------------------------------------------------------------------------------	---------------------------------------------------

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

**Committee Recommendation:** Finance Committee recommended approval on 3/25/2013

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

Resolution No. 629  
 Memo on Special Events and Street Closure Permit

**Summary Statement/Department Recommendation:**

This Resolution No. 629 amends Resolution No. 627 to include updated fees and definitions for Special Events and a Street Closure Permit.

The Clerk-Treasurer Department did a study of fees and actual costs for Special Events and Street closures. This information was discussed by the Department Heads and presented to the Finance Committee.

The purpose was to:

- 1) Define Special Events and the Types of users
- 2) Establish fees and rules for the different types
- 3) Look at the benefit to the community
- 4) Look at the actual cost to the City

It was determined that the current Special Event fees were covering costs except for overtime for public works for street closures. We also addressed some challenges we had faced that related to types of users, what benefit was there to the community, how fees are applied, what other communities are doing for street closures. We also studied Special Events and related fees and cost recovery for staffing, operations, equipment and supplies related to these events.

After much discussion we came up with 3 categories:

- **Commercial, For Profit**-Fee of \$200 (no increase) but defined that if funds are generated from vendors such as Fall Fest, Farmer's Market, Restaurant/Pub's then the fee would apply.
- **Fund Raisers/Non Profit** – Fee of \$100, if 100% of the proceeds go to the Non-Profit and \$0 going to the commercial establishment or benefit to the business.
- **Non Profit/Community events** – Fee waived/free, for community events such as Planters Days, VFW Memorial Day/ Veteran's Day, Hot Summer Nights, Easter Egg Hunt, Fishing Derby.
- **Street Closure Permit**- Fee included in Special Events Permit. See Form attached.

It was found after research, that many local governments (Cowlitz Co., Ridgefield, Longview and Kalama) allow the event applicant to place the barricades for street closures.

The applicant would be allowed to place the barricades as directed by Public Works who would deliver the barricades and provide training for the placement and removal. This was discussed with the Public Works Director, Leadworker and also the union members. They agreed this would be o.k.

Conclusion: If the Street Closure Permit process is approved, we estimate to be at break-even point and rates for Special Events would not need to increase and we can continue to grant fee waivers for certain Community Special Events that benefit our community.

The recommendation from the Finance Committee on 3/25/2013 was to recommend approval of Resolution No. 629, amending Res. 627 to amend fees for Special Events and add a permit for street closures and forward to the council for April 1, 2013 with a due pass recommendation.

Recommend approval.

# Special Event Fee/Road Closure

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## Current Fees/Spending:

We are currently spending more money on Public Works overtime than the revenue we are generating from Special Events. In 2012 we brought in \$2525.00 in Special Event fees and spent an estimated \$3984.76 in overtime costs for the Public Works department. These overtime costs were mostly due to street closures.

## Objective:

Our objective is to break even on Special Event Fees and OT costs. We currently are not charging fees for Community Events that require street closures and therefore losing money when we pay overtime. These events are put on for the enjoyment of the community and encourage citizens to visit our town and local businesses. To charge these organizations fees would possibly result in fewer community events.

## Proposal:

After researching this street closure topic, it was found that many local governments grant street closure permits and allow citizens to mediate their own street closures at no cost. Local participating governments include; Cowlitz County, Ridgefield, Longview, and Kalama.

For simple street closures such as the VFW's Memorial Ceremony, we should allow the event applicant to place own road closures. For more complex road closures, such as Planters Day, we should continue to allow Public Works Department to be in charge of the road closure.

By doing this it will cut our costs by approximately \$1000.00, which in comparison, is about 30%.

## Street Closure Permit:

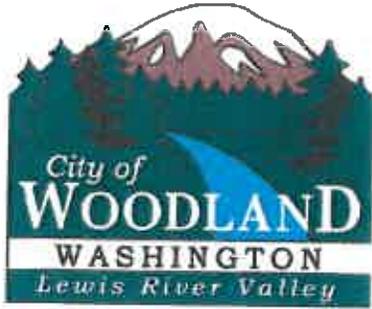
A permit must be filled out (see example) and approved prior to event. Event holder is responsible for coordinating with Public Works office for pick up/drop off of barricades. Public Works will provide a map marking where barricades are to be placed.

## Conclusion:

Should the Street Closure Permit be approved, we will just be at the break-even point. So therefore, rates will not have to be increased and we can continue to give fee waivers for certain Special Events that benefit our community.

### Special Events 2012

Event	Street Closure	Event Date	Fee	Total OT Hours	Total Cost	OT Costs less Road Closure OT
1 Easter Egg Hunt	Moose Lodge	no 4/7/2012	\$ -	0	\$ -	\$ -
2 Fishing Derby	Moose Lodge	no 5/11-5/12	\$ -	0	\$ -	\$ -
3 Memorial Dedication	VFW	yes 19-May	\$ -	0	\$ -	\$ -
4 Memorial Day ceremony	VFW	yes 28-May	\$ -	2	\$ 103.62	\$ -
5 Farmers Market	Farmers Market	yes 6/15-9/9	\$ -	0	\$ -	\$ -
6 Walk for Life	Life Hope	no 2-Jun	\$ 100.00	0	\$ -	\$ -
7 Planters Day	Planters Day Committee	Yes 6/14-6/17	\$ -	45	\$ 1,872.11	\$ 1,658.79
8 Fat Moose Planters Day	Fat Moose	no 6/15-6/16	\$ 200.00	0	\$ -	\$ -
9 Rotary Fun Run	Rotary	no 28-Jul	\$ -	3	\$ 167.64	\$ 167.64
10 ZZ Top	Fat Moose	no 21-Jul	\$ 200.00	0	\$ -	\$ -
11 Hot Summer Nights	DWR	yes 7/6-8/17	\$ -	0	\$ -	\$ -
12 Booster Car Show	Fat Moose	yes 6-Jul	\$ 200.00	0	\$ -	\$ -
13 Van Wilson's Band	Fat Moose	no 14-Jul	\$ 200.00	0	\$ -	\$ -
14 G Loomis picnic	G Loomis	no 4-Aug	\$ 200.00	2	\$ 51.46	\$ 51.46
15 Motorcycle Show	Fat Moose	yes 18-Aug	\$ 200.00	4	\$ 273.52	\$ -
16 Truck Show	Fat Moose	yes 11-Aug	\$ 200.00	2	\$ 111.76	\$ -
17 Grace Church Picnic	Grace Church	no 19-Aug	\$ 200.00	2.75	\$ 70.76	\$ 70.76
18 Moose Picnic	Moose Lodge	no 5-Aug	\$ 25.00	0	\$ -	\$ -
19 Lewis River Fall Fest	Rotary	yes 9/28-9/30	\$ -	16.5	\$ 853.03	\$ 853.03
20 Antique Fire Show	Fire Department	no 8-Sep	\$ -	0	\$ -	\$ -
21 Car Show	Fat Moose	yes 15-Sep	\$ 200.00	4	\$ 273.62	\$ -
22 Veterans Appreciation BBQ	VFW	no 22-Sep	\$ -	0	\$ -	\$ -
23 Newfoundland Dog Trials	Newfoundland Dog Club	no 9/15-9/16	\$ 200.00	0	\$ -	\$ -
24 Antique Tractor Show	Fat Moose	yes 8-Sep	\$ 200.00	4	\$ 207.24	\$ -
25 Hydroplane Racing	ERCU	no 6-Oct	\$ 200.00	0	\$ -	\$ -
26 Veterans Day Tribute	VFW	yes 12-Nov	\$ -	0	\$ -	\$ -
27 Winter Fest	Moose Lodge	yes 1-Dec	\$ -	0	\$ -	\$ -
<b>Total Revenue</b>			<b>\$ 2,525.00</b>	<b>Total OT Cost</b>	<b>\$ 3,984.76</b>	<b>\$ 2,801.68</b>



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## NO IRRIGATION AT WOODLAND PARKS IN 2013

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Due to continued reductions in park revenues, the City of Woodland will not be irrigating city parks this year. This includes Horseshoe Lake, Hoffman, Eagle and Kenneth Bjur Parks. For the last several years, park revenues have declined, forcing reductions in service. In previous years, the city cut three summer staffing positions and reduced maintenance on park structures like picnic tables and garbage cans. In 2012, the city did not water the east field at Horseshoe Lake Park.

Looking at revenue projections beyond 2013, the city expects the reduced funding levels to continue. The Park Board will be discussing possible funding options this year to increase the level of service in the parks for the future. If you are interested in "adopting" a park or volunteering for other duties, please call Bart Stepp, Public Works Director at (360) 225-7999

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### COMPLETE CITY SURVEY AT [WWW.CI.WOODLAND.WA.US](http://WWW.CI.WOODLAND.WA.US)

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The City is looking for feedback from its citizens regarding several important issues. Please take the time to complete the survey below and mail it back to the city or go to the City's website [www.ci.woodland.wa.us](http://www.ci.woodland.wa.us) and complete the survey there.

QUESTION 1: Should Woodland continue to add fluoride to the drinking water?

YES  NO  Don't Know

QUESTION 2: Would you vote for a tax increase to pay for the irrigation and maintenance of city parks?

YES  NO  Don't Know

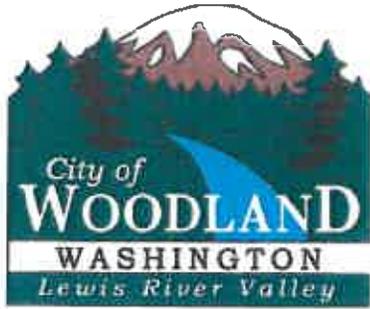
QUESTION 3: Would you vote for a tax increase or car tab increase to fund transportation improvements?

YES  NO  Don't Know

Completed surveys can be mailed to:  
City of Woodland, P.O. Box 9, Woodland, WA 98674  
or placed in our payment drop box  
located in the public parking lot at 2nd and Davidson.

FOR INFORMATION REGARDING THIS FLYER OR HORSESHOE LAKE - CONTACT WOODLAND PUBLIC WORKS AT (360) 225-7999

See us on the web at [www.ci.woodland.wa.us](http://www.ci.woodland.wa.us)



# HORSESHOE LAKE NEEDS YOU!

EXCESS PHOSPHOROUS & OTHER CONTAMINATES  
ADD TO DECLINING WATER QUALITY



You may not live on waterfront property, but if there is a storm drain or ditch nearby, it's just like you do. Storm drains and ditches carry runoff water directly to the lake. Whatever waters leave your property run into the water. That includes fertilizer, grass clippings, pet waste, and even septic liquids from unmaintained septic systems. All of these are sources of phosphorous and other contaminants that carry unwanted nutrients into the lake and turn it green with algae.

In late spring and early fall water temperature and density changes, allowing for what we call "lake turnover". Surface water sinks and mixes with bottom water causing the Lake to look an icky green color. This is not an indication of pollution, but a natural process.

## REMOVE LEAVES FROM THE STREET

- Rake leaves, seeds and grass clippings out of the street and gutter.
- Compost on site, bag for collection, or take to waste disposal depository.
- Never dump grass or yard clippings in the lake. Mower should discharge away from the street



## FERTILIZE THE LAWN, NOT THE LAKE

- Choose a zero-phosphorous fertilizer. The majority of Horseshoe Lake lawns are naturally high in phosphorous and will remain healthy without adding more.
- Sweep spilled fertilizer off paved surfaces.
- Remember, compost and manure contain phosphorous too.



## CLEAN UP AFTER PETS

- Scoop the poop! Pet waste contains phosphorous as well as harmful bacteria.
- DO NOT feed ducks, geese or grass carp!



## PREVENT EROSION

- Phosphorous attaches to soil. Keep soil from washing into the street or lake.



## WASH YOUR CAR IN DIRT, GRAVEL OR GRASS

- Grass and gravel filter the dirt and soap out of the water and keep dirty runoff out of storm drains and ditches. Soap will not hurt your lawn, but it will hurt fish and water quality.
- You can make your own biodegradable car wash by mixing one cup of liquid dish washing detergent and 3/4 cup of powdered laundry detergent (each should be chlorine and phosphorous free and non-petroleum based) with three gallons of water.



## CHECK-FIX-MAINTAIN YOUR SEPTIC SYSTEM

- If you are on a septic system, it is imperative to have it pumped as often as necessary.
- Unmanaged septic systems can leak potentially dangerous substances into the lake that can affect fish, humans and pets. If you assume your septic system is working fine because you haven't had to pump it in years, chances are it is in need of maintenance and may be seeping into the lake.
- For information on how to properly maintain your septic system, contact Cowlitz County Building and Planning at (360) 577-3052 or Clark County Public Health at (360) 397-8000. Free seminars are available on how to properly maintain your septic system.



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