

PARKS & RECREATION BOARD AGENDA
5:00 P.M. WEDNESDAY, SEPTEMBER 18, 2013
Port of Woodland Community Room
115 Davidson Avenue – Woodland, WA 98674

MINUTES

July 17, 2013 Approval (August 21, 2013 Meeting Cancelled)

NEW BUSINESS

Council Action

- Special Events Approved - **Winterfest** and **Get Bold Marathon**

CONTINUED BUSINESS

Scott Hill Park & Sports Complex

Horseshoe Lake Management

Budget

- **2014 Parks Budget**

- **Horseshoe Lake Park Trail (CDBG)**

OTHER

Project Update

Facility Questionnaires

ADJOURNMENT

Next regular meeting - 5:00 p.m., Wednesday, October 16, 2013, at the Port of Woodland, 115 Davidson Avenue. Scott Hill Park & Sports Complex Ad Hoc Committee meetings will be held directly following, as necessary.

**CITY OF WOODLAND
PARK BOARD MEETING MINUTES
JULY 17, 2013**

The regular meeting of the Woodland Park Board was held on July 17, 2013, at the Port of Woodland, 115 Davidson Avenue, Woodland, WA 98674.

The meeting was called to order at approximately 5:08 p.m. Roll call found the following:

BOARD MEMBERS:

Virginia Allen
Mike Curry
Brad Hammons, Chairperson (Absent)
Karen Huddleston, Vice-Chairperson
Adonica Simpson

MAYOR/COUNCIL:

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

STAFF:

Jody Bartkowski, Engineering Technician
Bart Stepp, Public Works Director

NEW BUSINESS

Election of Vice-Chairperson. Discussion ensued regarding appointment procedures and terms.

Boardmember Allen moved to recommend that Karen Huddleston be assigned the position of Vice-Chairperson. Boardmember Curry seconded the recommendation. Motion carried unanimously.

MINUTES

The May 15, 2013 minutes were approved as presented. The June 19, 2013 meeting was previously cancelled.

PRESENTATION

City Councilmember Al Swindell reviewed a "Tobacco Free Parks and Recreation Areas to Promote Health and Wellness in Cowlitz County" flyer and provided additional information about the program. Discussion ensued regarding the clean-up of cigarette butts, lake contamination, odor, smoking sections, and inclusion of all City of Woodland parks including Horseshoe Lake and the skate park.

Boardmember Allen moved to recommend that City Council pass an ordinance to have smoke free parks in Woodland. Boardmember Curry seconded the recommendation. Motion carried unanimously.

CONTINUED BUSINESS

- **Alcohol in City Parks.** Bart Stepp and Al Swindell reported that City Council took action to allow alcohol in Horseshoe Lake Park for special events with advance permission.
- **Scott Hill Park and Sports Complex.** Sandy Larson, Rotary Club of Woodland and Hilltop Park Ad Hoc Committee member presented a brochure distributed at Planter’s Days and reported on the approved Memorandum of Understanding, fundraising, estimated conceptual design costs, and parking.
- **Horseshoe Lake Management.** Boardmember Curry reported that the Lake is approximately 2" below full (4" above last year), clarity is good, Washington Department of Fish and Wildlife contact is on leave, pump is doing the best it can, and that the airport valve to the outlet structure is completely shut.

Discussion ensued regarding the percentage of locals vs. out of town folks using the lake, increased use of the lake for canoeing, kayaking, paddle boarding, etc., and homeowners policing the lake.

- **Budget 2013.** Discussion ensued regarding the current state of the budget, impact fee revenue exceeding expectations, appropriate uses for impact fee funds, CDBG funding levels for the Horseshoe Lake Path, the use of extra funds generated by allowing alcohol in City Parks, and Lewis River Fall Fest’s intention to donate a percentage of their profits for the development of Scott Hills Park & Sports Complex.

Further discussion was held regarding the new La Center Spray Park, previous action taken to build a similar water feature at Horseshoe Lake Park, and the difference between the Horseshoe Lake Trail (through town and around the Lake) and the Horseshoe Lake Path (from Hoffmann Plaza along the water to the Skate Park).

OTHER

Bees Along South Pekin – The bee population appears to be decreasing. Discussion was held regarding jurisdiction, relocation of bees, and the process of moving hives.

ADJOURNMENT

Discussion was held regarding attendance at the August meeting, Mike Curry and Adonica Simpson are not available. The meeting will be cancelled if a quorum cannot be met.

The meeting was adjourned at 6:03 p.m. The next regular meeting will be held at 5:00 p.m. on Wednesday, August 21, 2013, at the Port of Woodland.

Minutes approved: _____

Jody Bartkowski, Park Board Secretary

Date

Approved

City Of Woodland
City Council Meeting Agenda Summary Sheet

Agenda Item: Authorize Special Event: Winterfest at Horseshoe Lake Park on December 7, 2013, including fee waiver	Agenda Item #: () Consent
	For Agenda of: September 3, 2013
	Department: Public Works
	Date Submitted: August 28, 2013

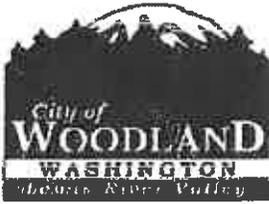
Cost of Item: _____ N/A
Amount Budgeted: _____
Unexpended Balance: _____

BARS #: Description:

Department Supervisor Approval: Bart Stepp, Public Works Director / s / Bart Stepp

Committee Recommendation: Park Board recommended approval on February 20, 2013

Agenda Item Supporting Narrative (list attachments, supporting documents): See attached special events agreement.
Summary Statement/Department Recommendation: Request will require assistance from the Police and Fire Departments as well as Public Works. Staff recommends approval of this annual reoccurring event.



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): 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 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 or Denied by Woodland Park Board: _____	Date: _____	Date: _____
Approved or Denied by 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: Eric R. Joffe Date: 1-15-13

Approved

City Of Woodland
City Council Meeting Agenda Summary Sheet

Agenda Item:
Authorize Special Event: Get Bold Events - Blooms to Brews Half Marathon (including beer garden) at Horseshoe Lake Park on April 12, 2014

Agenda Item #: () Consent
For Agenda of: September 3, 2013
Department: Public Works
Date Submitted: August 28, 2013

Cost of Item: N/A
Amount Budgeted:
Unexpended Balance:

BARS #:
Description:

Department Supervisor Approval: Bart Stepp, Public Works Director / s / Bart Stepp

Committee Recommendation: _____

Agenda Item Supporting Narrative (list attachments, supporting documents):
See attached special events agreement and supporting information. See also, Ordinance No. 1269 relating to the consumption of alcohol at Horseshoe Lake Park.

Summary Statement/Department Recommendation:
This is similar to the 2013 Get Bold Events event held on private property. The application requests relocation of the the event to Horseshoe Lake Park and includes permission for a beer garden. If approved, this would be the first of three 2014 special event permits allowing a beer garden under the newly adopted ordinance.

Staff recommends approval.



SPECIAL EVENTS AGREEMENT

For Office Use Only:	
(Usage Data)	
Fees:	\$ _____
Deposit:	\$ _____
Total Due:	\$ _____

Applicant Name: Karen King Phone Number: 503 318-1466
 Organization / Business: Get Bold Events Fax Number: _____
 Mailing Address: 819 SE 14th Loop Ste 101 Email: Karen@getboldevents.co
Battle Ground 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. IN PROCESS...

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

Terms and Dates of Use

Usage Date(s): April 12, 2014 Day(s) of Week: Sunday
 Arrival Time: 5 AM Departure Time: 2 pm
 Day-of Contact Person: Karen King
 Phone Number: (503) 318-1466

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: _____
 Expected number of participants: 700
 Expected number of spectators: 200

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 Ctd/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 Assistant Park Dispatchers
- 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 aisles 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 call with event application 14 days prior to event to ensure that it timely approved.~~
- * 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 Horsehoe 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.

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Applicant agrees that City of Woodland and City of Woodland agents, employees, and directors shall not be liable for any damage to person or property by reason of the negligent acts of Applicant, its agents, employees, invitees, or subcontractors. Applicant agrees to protect indemnify for costs, legal and other expenses, and hold harmless City of Woodland and its officers, employees, directors and agents from claims, liabilities, or suits arising out of injury to person or property from negligent acts of Applicant, its agent, employees, invitees, or subcontractors.

Applicant's Signature: Karen King

Date: 8/7/2013



Elba Benzler
phone: (360) 852-4189
email: elba@getboldevents.com

Karen King
phone: (503) 318-1486
email: karen@getboldevents.com

Get Bold Events proposes to direct and organize the 2nd Annual Blooms to Brews Half Marathon & 10K running/walking event at Horse Shoe Lake on April 12, 2014.

A portion of the proceeds benefit the Scott Hill Park and Sports Complex. Our first annual event on April 21, 2013 we were able to donate \$2,000. Our goal is to grow this event and be able to donate more each year!

We would like to include the special use for Alcohol in the park. The area for the proposed beer garden would be fenced with one entrance/exit. The entrance/exit would be secured by Coast to Coast Event Services who be providing security guards.

We expect 700-900 participants/spectators. We will provide enough port-a-potty and garbage disposal to accommodate these numbers. Post race food such as bagels, peanut butter, oranges, bananas, protein bars, etc. will be served. We will have a live E.I. on site, no power is necessary as he has his own generator.

In 2013 we used the Amateur Radio Dispatchers and are recruiting them again for 2014 for first aid/medical response services on the event grounds and on the course.

The Half Marathon course will begin at 8:30am, and the 10K course will begin at 8:45am. The course is on low traveled roads for the most part and will be open for 4 hours. Stopping traffic as runners exit out of Horse Shoe Lake may be necessary.

We anticipate the event wrapping up no later than 2pm.

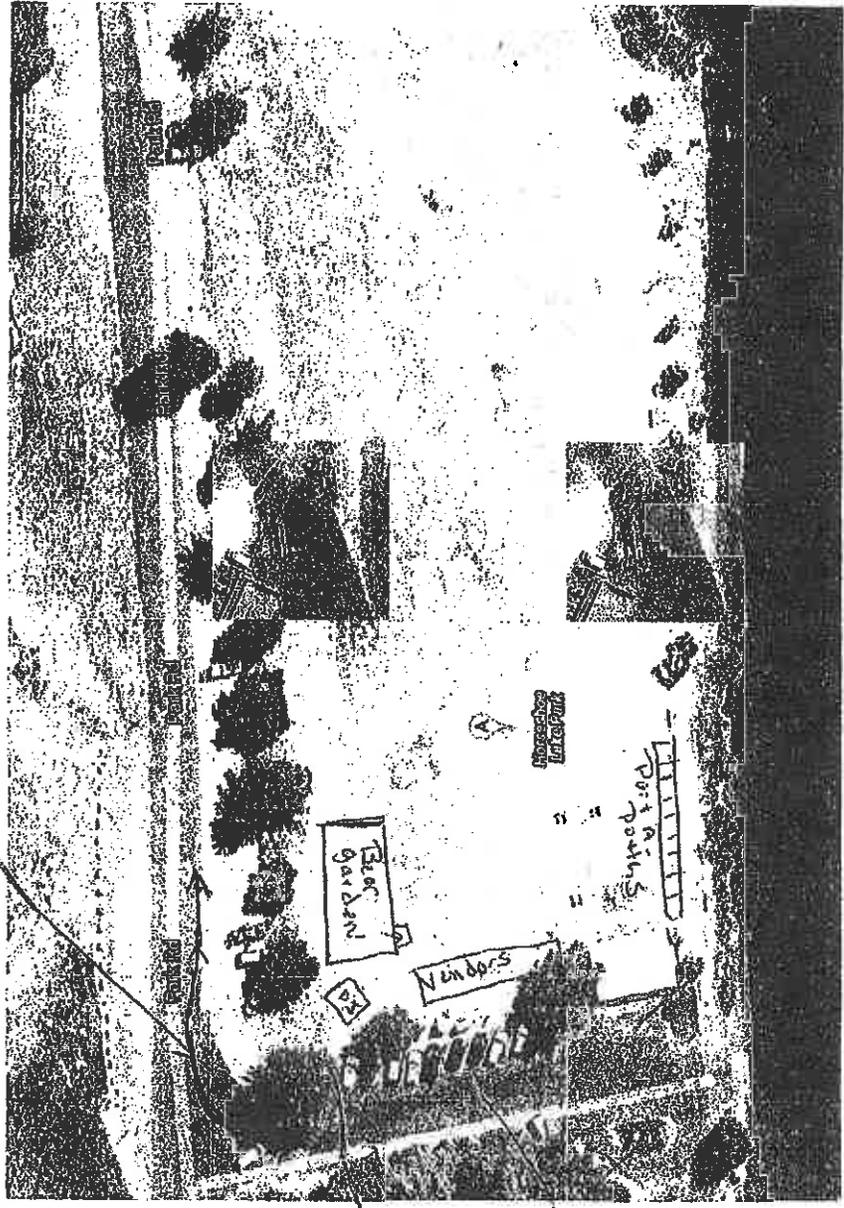
Please contact us for any further questions or concerns. We really look forward to working with the City of Woodland!

Sincerely,

Elba Benzler
Karen King

To see all the details that are visible on the screen, use the "Print" link next to the map.

Runners exit & return on Durbin Road



New Road

New Road

CITY OF WOODLAND

ORDINANCE NO. 1269

AN ORDINANCE AMENDING TITLE 9 (PUBLIC PEACE, MORALS, AND WELFARE) AS IT RELATES TO THE CONSUMPTION OF ALCOHOL AT HORSESHOE LAKE PARK AND APPROVING AN ORDINANCE SUMMARY FOR PUBLICATION AS MORE PARTICULARLY SET FORTH HEREIN.

FINDINGS OF FACT

The City Council of the City of Woodland finds as follows:

WHEREAS, there has been a requested change in code to allow for the consumption of alcohol within beer and wine gardens at Horseshoe Lake Park;

WHEREAS, All procedural requirements of the Woodland Municipal Code (WMC) for these amendments shall be met;

AND WHEREAS, the City Council heard public comment and received written comments on the issue at their June 3rd, 2013 City Council Meeting;

ORDINANCE

NOW THEREFORE, BE IT ORDAINED by the City Council of the City of Woodland as follows:

1. Section WMC 9.26.080 – Opening or consuming liquor in public.

The existing code section is modified to read as follows:

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 under a special event permit according to section 9.26.115, 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.

2. Section WMC 9.26.100 – Possession of opened container.

The existing code section is modified to read as follows:

9.26.100 – Possession of opened container.

- The possession of an opened container of alcoholic beverage at any place other than at private premises, a place of business, a beer garden or wine tasting area at Horseshoe Lake Park approved by the city according to section 9.26.115, or premises licensed by the Washington State Liquor Control board is prohibited.

3. Section WMC 9.26.110 – Possession and consumption - Prohibited.

The existing code section modified to read as follows:

9.26.110 – 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 at Horseshoe Lake Park approved by the city under a special event permit according to section 9.26.115.

4. Section WMC 9.26.115 – City approved beer gardens and/or wine tasting areas.

New code section to be inserted as follows:

NEW SECTION 9.26.115 – 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 a beer garden and/or wine tasting areas submitted by festival organizers as part of a special event permit, 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, 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.

The City of Woodland can only approve a maximum of three special event permits a year allowing beer gardens and/or wine tasting areas at Horseshoe Lake Park.

To receive approval of a special event permit for a beer garden and/or wine tasting area at Horseshoe Lake Park the applicant must meet the following conditions:

- 1) The applicant must be a 501-3(c) non-profit organization.
- 2) The applicant will pay a \$250 non-waivable fee in addition to the regular special event permit fee. This fee is to cover additional costs the City will incur for Police and Public Works Staff time dealing with issues from the beer gardens and/or wine tasting areas.

5. Severability

If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or constitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

6. Effective date

This ordinance shall become effective five (5) days after its publication in the media or paper of record as required by law.

7. Publishing

A Summary of this Ordinance shall be published.

This ordinance shall be in full force and effect five days after publication as required by law.

ADOPTED IN OPEN MEETING 17th day of June, 2013.

CITY OF WOODLAND, WASHINGTON

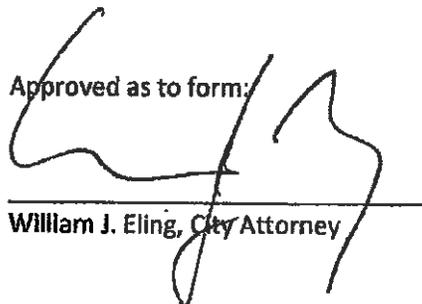
Approved:


Grover Laseke, Mayor

Attest:


Mari E. Ripp, Clerk / Treasurer

Approved as to form:


William J. Eling, City Attorney

City of Woodland 2014 Parks Budget – Fund 101

Fund 101 is used to pay expenses for the operation and maintenance of the City Parks. The City Parks consist of Horseshoe Lake Park, Hoffman Park, Goerig Park, Bjur Park, Eagle Park, Floodway Green Space, and Embassy Park Wetland. The budget for 2014 is 8% less than the budget for 2013. The budget also leaves the ending fund balance at less than \$100. This budget includes no watering of Parks in 2014. The City will hire two summer laborers for 800 hours instead of 900 hours like 2013. Hours by other staff for park duties will be cut back. Maintenance of park facilities will be deferred or eliminated in 2014. In 2013 the City had several acts of vandalism to playground equipment which the City repaired for around \$5,000 total. If that type of damage occurs again the City may need to remove the equipment rather than replace or repair it. Below is a summation of the proposed Parks budget.

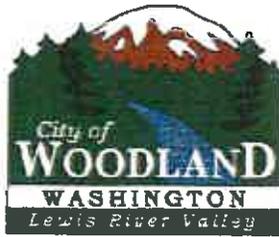
Expenditures	2012 Actual	2013 Estimated	2014 Proposed
Salaries and Wages	\$55,825	\$50,000	\$48,000
Personnel Benefits	\$22,955	\$20,000	\$20,000
Community Center	\$6,272	\$6,365	\$6,365
Operations	\$33,052	\$25,916	\$17,000
Services	\$4,360	\$4,500	\$4,500
Horseshoe Lake	\$540	\$2,400	\$2,400
Capital Outlay	\$2,617	\$2,500	\$1,000
Transfers Out	\$37,344	\$37,344	\$37,344
Total	\$162,965	\$149,025	\$136,609

The discretionary items in this budget are \$2,400 for testing in Horseshoe Lake. In 2013 the City budgeted \$1,200 for Horseshoe Lake Testing and received \$1,800 each from Clark and Cowlitz Counties for testing. It appears the City will only spend about \$2,400 of that money in 2013. All leftover money will be transferred to 2014. Testing will continue until those funds are gone.

Fund 321 – Horseshoe Lake Park Trail (CDBG)

In the 2013 Woodland was awarded \$42,528 in CDBG Funds for the Horseshoe Lake Park Trail Project, but the City was eligible for additional funds if higher ranked projects came in under budget. CDBG has indicated there will be around \$50,000 available for the project by December 1, 2013. By using \$9,992 from Fund 300 and \$40,000 from Fund 352 the City can complete this project in 2014. If the project comes under budget the City will reduce the amount of Park Impact Fees used for this project.

Expenditures	2012 Actual	2013 Estimated	2014 Proposed
Professional Services	\$0	\$0	\$15,000
Construction	\$0	\$0	\$85,000
Transfer Out	\$0	\$0	\$0
Total	\$0	\$0	\$100,000



**RECEIVED
JUL 22 2013**

CITY OF WOODLAND

**P.O. Box 9
Woodland, WA 98674**

Dear Facility User:

Thank you for using our facility, we hope you had a pleasant experience.

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

Please mark which facility you used and the date:

<input type="checkbox"/>	Horseshoe Covered Area	Date of Use: (optional)
<input checked="" type="checkbox"/>	Community Center	
<input type="checkbox"/>	Council Chambers	_____

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

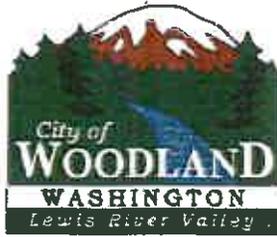
If you have any comments please write them in the column marked comments.

	P	S	E	Comments
Facility clean upon arrival				
Tables/Chairs in good condition				
Garbage containers empty upon arrival				
Cleaning supplies easily accessible				
Kitchen equipment functional				
Thermostat functional				
Other(s)				

P=Poor S=Satisfactory E=Excellent

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

RECEIVED
 JUL 29 2013
 CITY OF WOODLAND



P.O. Box 9
 Woodland, WA 98674

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Thank you for using our facility, we hope you had a pleasant experience.

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Please mark which facility you used and the date:

<input checked="" type="checkbox"/>	Horseshoe Covered Area	Date of Use: (optional)
<input type="checkbox"/>	Community Center	
<input type="checkbox"/>	Council Chambers	

6-30-2013

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

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

	P	S	E	Comments
Facility clean upon arrival		X		
Tables/Chairs in good condition		X		
Garbage containers empty upon arrival			X	
Cleaning supplies easily accessible		N/A		
Kitchen equipment functional		N/A		
Thermostat functional		N/A		
Other(s)				

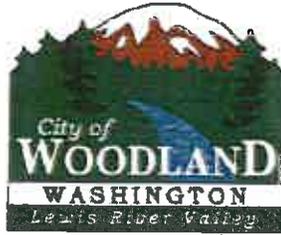
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RECEIVED

AUG 12 2013

CITY OF WOODLAND



RECEIVED
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CITY OF WOODLAND

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<input checked="" type="checkbox"/>	Horseshoe Covered Area	Date of Use: (optional)
<input type="checkbox"/>	Community Center	
<input type="checkbox"/>	Council Chambers	

7-29-13

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

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

	P	S	E	Comments
Facility clean upon arrival	E			
Tables/Chairs in good condition	E			
Garbage containers empty upon arrival	E			
Cleaning supplies easily accessible	E			
Kitchen equipment functional				N/A
Thermostat functional				N/A
Other(s)				

P=Poor S=Satisfactory E=Excellent

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RECEIVED

AUG 23 2013

CITY OF WOODLAND

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Please mark which facility you used and the date:

<input checked="" type="checkbox"/>	Horseshoe Covered Area	Date of Use: (optional)
<input type="checkbox"/>	Community Center	<u>8/8/13</u>
<input type="checkbox"/>	Council Chambers	

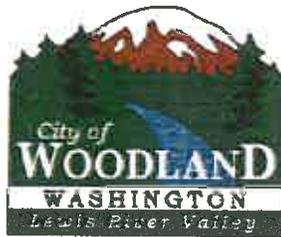
Please rate the applicable categories in the boxes below. Note: If the category does not apply leave blank.

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

	P	S	E	Comments
Facility clean upon arrival			X	
Tables/Chairs in good condition			X	
Garbage containers empty upon arrival			X	
Cleaning supplies easily accessible				N/A
Kitchen equipment functional				N/A
Thermostat functional				N/A
Other(s)				Thank-you!

P=Poor S=Satisfactory E=Excellent

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



RECEIVED
SEP 11 2013
CITY OF WOODLAND

P.O. Box 9
Woodland, WA 98674

Dear Facility User:

Thank you for using our facility, we hope you had a pleasant experience.

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

Please mark which facility you used and the date:

- Horseshoe Covered Area
- Community Center
- Council Chambers

Date of Use: (optional)

Aug 18, 2013

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

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

	P	S	E	Comments
Facility clean upon arrival		✓		lots of staples on ground
Tables/Chairs in good condition		✓		
Garbage containers empty upon arrival			✓	
Cleaning supplies easily accessible				NA
Kitchen equipment functional			✓	
Thermostat functional				NA
Other(s)				

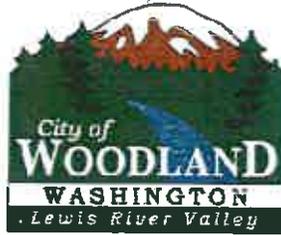
P=Poor S=Satisfactory E=Excellent

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Please mark which facility you used and the date:

<input checked="" type="checkbox"/>	Horseshoe Covered Area	Date of Use: (optional)
<input type="checkbox"/>	Community Center	<u>8/25/13</u>
<input type="checkbox"/>	Council Chambers	

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

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

	P	S	E	Comments
Facility clean upon arrival			✓	
Tables/Chairs in good condition			✓	
Garbage containers empty upon arrival			✓	
Cleaning supplies easily accessible				
Kitchen equipment functional				
Thermostat functional				
Other(s)				

P=Poor S=Satisfactory E=Excellent

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