

PARKS & RECREATION BOARD AGENDA
5:00 P.M. WEDNESDAY, AUGUST 20, 2014
WOODLAND POLICE STATION - COUNCIL CHAMBERS
200 East Scott Avenue - Woodland, WA 98674

MINUTES

July 16, 2014

NEW BUSINESS

Delicious Deb's - Hawaiian Shaved Ice

CONTINUED BUSINESS

Park and Recreation Plan Update
Scott Hill Park & Sports Complex
Horseshoe Lake Management
Budget

OTHER

Facility Questionnaires
Project Update

ADJOURNMENT

Next regular meeting - 5:00 p.m., Wednesday, September 17, 2014, Woodland Police Station - Council Chambers, 200 East Scott 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 16, 2014**

The regular meeting of the Woodland Park Board was held on July 16, 2014, at the Woodland Police Station - Council Chambers, 200 East Scott Avenue, Woodland, WA 98674.

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

BOARD MEMBERS:

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

MAYOR/COUNCIL:

Al Swindell
Jennifer Heffernan (Absent)
Susan Humbyrd(Absent)

STAFF:

Jody Bartkowski, Engineering Technician
Bart Stepp, Public Works Director

MINUTES

The May 21, 2014 minutes were approved as presented. The June 2014 meeting was previously cancelled.

NEW BUSINESS

None

CONTINUED BUSINESS

- **Park & Recreation Plan.** Discussion ensued regarding grant funding for a handicapped accessible fishing area on the new Horseshoe Lake Park path, addition and location for a suggested amphitheater, level of service standards, definition of a neighborhood park, viable locations for neighborhood/pocket parks, parks provided by other jurisdictions, participation by Cowlitz County, the need for a park in the Raspberry Park/South Pekin area, needs that would be served by development of the floodway area park, easement access to the floodway area park, development that can be done in the floodway, and our Goerig Park that is in Clark County.

Further discussion ensued regarding the combining of various objectives, replacement of “fees in lieu” with impact fees, allowable uses for impact fee money, accepting land rather than money, reasons for changing to impact fees, current impact fee account balances, and providing budget printouts.

Mr. Stepp explained the next steps for the plan update and thanked the Board for their input.

- **Scott Hill Park and Sports Complex.** Sandy Larson, Rotary Club of Woodland and Hilltop Park Ad Hoc Committee reported on continuing work and distributed invitations for “Evening of Discovery” on July 31st at the Complex. Discussion ensued regarding raffle of a signed Seahawk football at the Gold Leaf in August, work done by the Department of Natural Resources, fill dirt required for development, and fund raising. The Fat Moose Bar & Grill will hold a raffle at their August 9th Truck show and proceeds are to be donated the Scott Hill Park and Sports Complex.

Staff reported that work for the Urban Forestry Restoration Project by the Department of Natural Resources has been completed. The Public Works department completed hauling and disposal of debris. This project will be removed from the August agenda.

- **Horseshoe Lake Park Path Project.** Mr. Stepp reported that the project has been completed. This item will be removed from the August agenda.

OTHER

- **Project Update.**
 - Horseshoe Lake Management. Staff reported on Horseshoe Lake Management Committee activity, Lake status, and a grant received by Cowlitz County to be used for additional water quality testing at Horseshoe and Silver Lakes.
 - Membership/Contact List. A request was made to change Virginia Allen's cellular phone number.
 - August Meeting. Virginia Allen and Adonica Simpson reported that they would not be available in August. Discussion ensued regarding agenda items and possible cancellation.

ADJOURNMENT

The meeting was adjourned at approximately 6:10 p.m. The next regular meeting will be held at 5:00 p.m. on Wednesday, August 20, 2014, at the Woodland Police Station - Council Chambers.

Minutes approved: _____

Jody Bartkowski, Park Board Secretary

Date



RECEIVED
SPECIAL EVENTS
JUL 22 2007 AGREEMENT

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

CITY OF WOODLAND

Applicant Name: Craig Koethe Phone Number: 360-921-8785
 Organization / Business: Delicious Deb's Fax Number: _____
 Mailing Address: 2009 S.W. 5th St. Email: craig.koethe@gmail.com
Battle Ground, Wa. 98604

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): July - Mid Sept. Day(s) of Week: Tue - Sun.
 Arrival Time: 10 AM Departure Time: 8 PM
 Day-of-Contact Person: Craig Koethe
 Phone Number: 360-921-8785

Type of Activity:

- Parade Street Closure Street Sale Athletic Run/Walk Park Event
 Other Hawaiian Shave Ice

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: _____

Will need power

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: _____

Jody Bartkowski

From: Bart Stepp
Sent: Monday, August 11, 2014 11:53 AM
To: Mari Ripp; Amanda Smeller
Cc: Grover Laseke; Jody Bartkowski
Subject: RE: Shaved ice cart

While we now send the routine special event applications straight to council, I think it is appropriate that unique requests still go through Park Board for their recommendation like it was done previously. The zoning code for PQ/PI is basically silent on commercial enterprises.

As the applicant is requesting power basically the only possible location is next to the park shed. I'm not sure if that would be a good location. We also have power at the covered shelter but there is no place to put the shed there. It would be good to get Park Board's comments when we present to the City Council. The request for power all summer long is also problematic in terms of costs as our permit system isn't set up for that.

Park Board will review the application and make a recommendation and/or conditions for the application. Based on their recommendation we may ask for more information from the applicant before going to City Council.

Bart Stepp, PE
City of Woodland
Public Works Director
PO Box 9; 300 E. Scott Ave.
Woodland, WA 98674
(360) 225-7999
(360) 225-7467 (fax)
"Serving Community Needs Day and Night"

From: Mari Ripp
Sent: Monday, August 11, 2014 10:47 AM
To: Amanda Smeller; Bart Stepp
Cc: Grover Laseke
Subject: FW: Shaved ice cart

Has planning weighed in on this private enterprise that would take place in the park. Does zoning even allow it. I know when we talked about this for the kayak company in the past, we determined that there would need to be a process to have private business in a public park. That is unless they are going to locate on private property. The application is for the beach front and/or the large field. The other thing is where would they site?
Do they need electricity, water, etc.?
Would this interfere with any of the other special events? (i.e. Get Bold, Fall Fest, private picnics, etc.)
What is Park Board's role in this and why?

These are questions pending.

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

City of Woodland
PO Box 9, Woodland WA 98674
(360) 225-8281 x114; (360)225-7336 fax

Jody Bartkowski

From: Jessica Myers
Sent: Wednesday, July 23, 2014 1:51 PM
To: Bart Stepp; Mari Ripp; Bill Mahoney; Grover Laseke
Cc: Robb Lipp PD; Amanda Smeller; Jody Bartkowski; Brad Gillaspie PD
Subject: RE: Shaved Ice Specail Event

So, I am going to call Craig and let him know that his application has to go before the Park Board for approval and then to City Council tomorrow afternoon. The park board is meeting next on August 20, 2014 and then, from there it would go to the next regular council meeting which is, September 1, 2014. If any of this does NOT hold true, please respond to me before noon tomorrow July 24, 2014.

As Amanda and I have discussed this event might not happen this summer season, but it will be nice to see what the findings are for next summer, or future reference.

Just a side note, there have been concerns about him using City power for his business and also, leaving the mobile cart at the park over night. I have saved all comments in their folder. If anyone has anything else to add please let me know! thanks!

Jody-Please add this to the next Park board agenda. thank you! Stay dry!

Jessica Myers
Administrative Clerk III
City of Woodland
360-225-8281 ext 110

From: Bart Stepp
Sent: Wednesday, July 23, 2014 7:54 AM
To: Mari Ripp; Jessica Myers
Cc: Bill Mahoney; Grover Laseke; Robb Lipp PD; Amanda Smeller
Subject: RE: Shaved Ice Specail Event

For some special events we provide power but they are weekend or 1 day community events, not all summer for a private business. Providing power would just be subsidizing a private business. The locations we could provide power are limited as well to just the park shed and covered shelter. I'm not excited about the idea of a shaved ice trailer at either location.

I would suggest taking this to Park Board for their thoughts but I don't see how we could accommodate them with power.

Bart Stepp, PE
City of Woodland
Public Works Director
PO Box 9; 300 E. Scott Ave.
Woodland, WA 98674
(360) 225-7999
(360) 225-7467 (fax)
"Serving Community Needs Day and Night"

From: Mari Ripp
Sent: Tuesday, July 22, 2014 5:15 PM
To: Jessica Myers

Cc: Bill Mahoney; Bart Stepp; Grover Laseke; Robb Lipp PD; Amanda Smeller

Subject: Re: Shaved Ice Specail Event

He will need to talk to Amanda with it being so many days. It may not be allowed "in" the park due to it being a private business but she would address that. It could possibly be allowed as part if Friday Farmers Market tho.

Sent from my iPhone

On Jul 22, 2014, at 3:18 PM, "Jessica Myers" <MyersJ@ci.woodland.wa.us> wrote:

Good Afternoon,

We just received this special event. Craig would like to have a shaved ice mobile vendor. He stated he has a health permit, insurance and will have to pay the \$200.00. Please respond with an questions, comments, concerns, or okays by July 31, 2014. I will comment that he wants to leave the cart there over night. He will need to have a power source, so maybe ask Bart where he would be setting up (he marked large field or beach front).

Jessica Myers
Administrative Clerk III
City of Woodland
360-225-8281 ext 110

<Application-Shaved Ice.pdf>

Account Description	Title	Period	Fiscal	Budget	% of Total	Balance
Park REVENUE						
Revenue						
Beginning Fund Balance						
101-000-000-308-80-00-00	BFB - Unreserved	\$0.00	\$19,470.25	\$19,470.00	100.00%	(\$0.25)
Total Beginning Fund Balance		\$0.00	\$19,470.25	\$19,470.00	100.00%	(\$0.25)
Taxes						
General Property Taxes						
101-000-000-311-10-00-00	Property Taxes	\$7,471.19	\$64,739.96	\$111,969.00	57.82%	\$47,229.04
Total General Property Taxes		\$7,471.19	\$64,739.96	\$111,969.00	57.82%	\$47,229.04
Total Taxes		\$7,471.19	\$64,739.96	\$111,969.00	57.82%	\$47,229.04
Miscellaneous Revenues						
Total Investment Interest						
101-000-000-361-11-00-00	Investment Interest	\$37.70	\$52.76	\$0.00		(\$52.76)
Total Total Investment Interest		\$37.70	\$52.76	\$0.00		(\$52.76)
101-000-000-362-40-75-00	Rentals: Community Center	\$835.00	\$1,886.25	\$2,000.00	94.31%	\$113.75
101-000-000-362-40-75-10	Rentals: HS Lake Shelter Area	\$380.00	\$1,350.00	\$2,000.00	67.50%	\$650.00
Other Miscellaneous Revenues						
101-000-000-369-90-00-00	Miscellaneous	\$0.00	\$318.95	\$500.00	63.79%	\$181.05
Total Other Miscellaneous Revenues		\$0.00	\$318.95	\$500.00	63.79%	\$181.05
Total Miscellaneous Revenues		\$1,252.70	\$3,607.96	\$4,500.00	80.18%	\$892.04
Nonrevenues						
101-000-000-389-00-00-00	Key Deposits/Community Center	\$450.00	\$1,350.00	\$3,000.00	45.00%	\$1,650.00
101-000-000-389-00-01-00	Key Deposits/HS Lake Shelter	\$300.00	\$1,100.00	\$2,000.00	55.00%	\$900.00
Total Nonrevenues		\$750.00	\$2,450.00	\$5,000.00	49.00%	\$2,550.00
Other Financing Sources						
Transfers-In						
101-000-000-397-00-07-00	Contribution from 001/General Fund	\$2,141.66	\$12,850.04	\$25,700.00	50.00%	\$12,849.96
Total Transfers-In		\$2,141.66	\$12,850.04	\$25,700.00	50.00%	\$12,849.96
Total Other Financing Sources		\$2,141.66	\$12,850.04	\$25,700.00	50.00%	\$12,849.96
Total Revenue		\$11,615.55	\$103,118.21	\$166,639.00	61.88%	\$63,520.79
Total Park		\$11,615.55	\$103,118.21	\$166,639.00	61.88%	\$63,520.79

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
Park EXPENSE						
Ending Fund Balance						
101-000-000-508-80-00-00	EFB - Unreserved	\$0.00	\$0.00	\$14,971.00	0.00%	\$14,971.00
Total Ending Fund Balance		\$0.00	\$0.00	\$14,971.00	0.00%	\$14,971.00
Cultural and Recreational Facilities						
Multipurpose And Community Centers						
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	\$57.23	\$344.18	\$750.00	45.89%	\$405.82
101-000-000-575-50-47-00	Utilities	\$56.73	\$2,334.60	\$4,000.00	58.37%	\$1,665.40
101-000-000-575-50-48-00	Repairs/Maintenance: Building	\$32.34	\$237.76	\$300.00	79.25%	\$62.24
101-000-000-575-50-49-00	Miscellaneous	\$0.00	\$0.00	\$300.00	0.00%	\$300.00
Total Multipurpose And Community Centers		\$146.30	\$2,916.54	\$5,850.00	49.86%	\$2,933.46
Total Cultural and Recreational Facilities		\$146.30	\$2,916.54	\$5,850.00	49.86%	\$2,933.46
Park Facilities						
101-000-000-576-80-10-00	Salaries	\$6,493.67	\$23,666.63	\$66,700.00	35.48%	\$43,033.37
101-000-000-576-80-20-00	Personnel Benefits	\$2,173.60	\$9,953.73	\$18,000.00	55.30%	\$8,046.27
101-000-000-576-80-31-00	Operating Supplies	\$375.82	\$693.89	\$8,000.00	8.67%	\$7,306.11
101-000-000-576-80-32-00	Fuel Consumed	\$165.75	\$414.69	\$2,000.00	20.73%	\$1,585.31
101-000-000-576-80-45-00	Rentals	\$932.00	\$1,652.00	\$3,000.00	55.07%	\$1,348.00
101-000-000-576-80-47-00	Utilities	\$98.26	\$3,210.61	\$9,000.00	35.67%	\$5,789.39
101-000-000-576-80-48-00	R & M: Buildings & Equipment	\$980.75	\$2,783.70	\$2,100.00	132.56%	(\$683.70)
101-000-000-576-80-49-20	Horseshoe Lake Management	\$703.50	\$703.50	\$5,335.00	13.19%	\$4,631.50
Total Park Facilities		\$11,923.35	\$43,078.75	\$114,135.00	37.74%	\$71,056.25
Nonexpenditures						
101-000-000-589-00-00-00	Key Deposit Refunds: Comm Center	\$150.00	\$950.00	\$3,000.00	31.67%	\$2,050.00
101-000-000-589-00-01-00	Key Deposit Refunds: HSL Shelter	\$300.00	\$500.00	\$1,500.00	33.33%	\$1,000.00
Total Nonexpenditures		\$450.00	\$1,450.00	\$4,500.00	32.22%	\$3,050.00
Capital Expenditures						
101-000-000-594-76-64-00	C/O Equipment: Park	\$3,478.70	\$3,478.70	\$0.00		(\$3,478.70)
101-000-000-594-76-66-00	C/O Park: Copier	\$0.00	\$276.82	\$725.00	38.18%	\$448.18
Total Capital Expenditures		\$3,478.70	\$3,755.52	\$725.00	518.00%	(\$3,030.52)
Transfer Out						
101-000-000-597-00-00-03	Contribution to 001/General	\$2,204.83	\$13,229.02	\$26,458.00	50.00%	\$13,228.98
Total Transfer Out		\$2,204.83	\$13,229.02	\$26,458.00	50.00%	\$13,228.98
Total Park		\$18,203.18	\$64,429.83	\$166,639.00	38.66%	\$102,209.17

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
Impact Fees: Park REVENUE						
Revenue						
Beginning Fund Balance						
352-000-000-308-10-00-00	BFB - Reserved	\$0.00	\$77,679.15	\$77,679.00	100.00%	(\$0.15)
Total Beginning Fund Balance		\$0.00	\$77,679.15	\$77,679.00	100.00%	(\$0.15)
Charges for Goods and Services						
352-000-000-345-85-00-00	Park Impact Fees	\$0.00	\$3,348.00	\$25,000.00	13.39%	\$21,652.00
Total Charges for Goods and Services		\$0.00	\$3,348.00	\$25,000.00	13.39%	\$21,652.00
Total Revenue		\$0.00	\$81,027.15	\$102,679.00	78.91%	\$21,651.85
Total Impact Fees: Park		\$0.00	\$81,027.15	\$102,679.00	78.91%	\$21,651.85

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
Impact Fees: Park EXPENSE						
Ending Fund Balance						
352-000-000-508-10-00-00	EFB - Reserved	\$0.00	\$0.00	\$74,679.00	0.00%	\$74,679.00
Total Ending Fund Balance		\$0.00	\$0.00	\$74,679.00	0.00%	\$74,679.00
Transfers Out						
352-000-000-597-00-00-03	Contribution to 321/HSL Park Trail	\$16,333.31	\$28,000.00	\$28,000.00	100.00%	\$0.00
Total Transfers Out		\$16,333.31	\$28,000.00	\$28,000.00	100.00%	\$0.00
Total Impact Fees: Park		\$16,333.31	\$28,000.00	\$102,679.00	27.27%	\$74,679.00

Accounting Number	Period	Fiscal	Budget	% of Total	Balance	
Horseshoe Lake Park Trail REVENUE						
Revenue						
Beginning Fund Balance						
321-000-000-308-80-00-00	BFB - Unreserved	\$0.00	\$81.42	\$81.00	100.52%	(\$0.42)
Total Beginning Fund Balance		\$0.00	\$81.42	\$81.00	100.52%	(\$0.42)
Indirect Federal Grants						
321-000-000-333-14-23-00	CDBG Grant	\$62,000.00	\$62,000.00	\$62,000.00	100.00%	\$0.00
Total Indirect Federal Grants		\$62,000.00	\$62,000.00	\$62,000.00	100.00%	\$0.00
Transfers In						
321-000-000-397-00-00-02	Contribution from 300/Park Improvement	\$832.66	\$4,996.04	\$9,992.00	50.00%	\$4,995.96
321-000-000-397-00-00-03	Contribution from 352/Park Impact Fees	\$16,333.31	\$28,000.00	\$28,000.00	100.00%	\$0.00
Total Transfers In		\$17,165.97	\$32,996.04	\$37,992.00	86.85%	\$4,995.96

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
Horseshoe Lake Park Trail <i>EXPENSE</i>						
Ending Fund Balance						
321-000-000-508-80-00-00	EFB - Unreserved	\$0.00	\$0.00	\$73.00	0.00%	\$73.00
Total Ending Fund Balance		\$0.00	\$0.00	\$73.00	0.00%	\$73.00
Debt Service						
Capital Expenditures						
321-000-000-594-42-40-00	Professional Services	\$0.00	\$4,656.76	\$0.00		(\$4,656.76)
Total Capital Expenditures		\$0.00	\$4,656.76	\$0.00		(\$4,656.76)
Roads/Streets Construction & Other Infrastructure						
Traffic And Pedestrian Services						
321-000-000-595-61-00-00	Construction/Sidewalks	\$88,621.67	\$88,621.67	\$100,000.00	88.62%	\$11,378.33
Total Traffic And Pedestrian Services		\$88,621.67	\$88,621.67	\$100,000.00	88.62%	\$11,378.33
Total Roads/Streets Construction & Other Infrastructure		\$88,621.67	\$88,621.67	\$100,000.00	88.62%	\$11,378.33
Total Debt Service		\$88,621.67	\$93,278.43	\$100,000.00	93.28%	\$6,721.57
Total Horseshoe Lake Park Trail		\$88,621.67	\$93,278.43	\$100,073.00	93.21%	\$6,794.57
			<i>EXPENSE</i>	<i>BUDGET</i>		
Schurman Way & Guild Road Project						
Transfer Out						
323-000-000-597-80-02-00	Contribution to 104/Street	\$0.00	(\$161.00)	(\$161.00)	100.00%	\$0.00
Total Transfer Out		\$0.00	(\$161.00)	(\$161.00)	100.00%	\$0.00
Guild Road						
Roads/Streets Construction & Other Infrastructure						
Drainage						
323-000-100-595-42-40-00	Professional Services	\$0.00	\$161.00	\$161.00	100.00%	\$0.00
Total Drainage		\$0.00	\$161.00	\$161.00	100.00%	\$0.00
Total Roads/Streets Construction & Other Infrastructure		\$0.00	\$161.00	\$161.00	100.00%	\$0.00
Total Guild Road		\$0.00	\$161.00	\$161.00	100.00%	\$0.00

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
Park Acquisition/Improvement						
Transfer Out						
300-000-000-597-00-00-03	Contribution to 321/HSL Park Trail	\$832.66	\$4,996.04	\$9,992.00	50.00%	\$4,995.96
Total Transfer Out		\$832.66	\$4,996.04	\$9,992.00	50.00%	\$4,995.96
Total Park Acquisition/Improvement		\$832.66	\$4,996.04	\$9,992.00	50.00%	\$4,995.96



RECEIVED
 29
 JUL 24 2014
 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	<u>7-19-14</u>
<input type="checkbox"/>	Council Chambers	

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

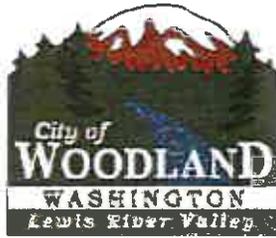
If you have any comments please write them in the column marked comments.

	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			X	
Kitchen equipment functional			X	
Thermostat functional				Didn't use
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.

Thank's Care Schmitz



RECEIVED

AUG 04 2014

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 checked="" type="checkbox"/> Horseshoe Covered Area	Date of Use: (optional)
<input checked="" type="checkbox"/> Community Center	July 19/14
<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				Never received or told about
Kitchen equipment functional		X		
Thermostat functional		N/A		Outside covered area
Other(s)				

(We Always bring our To leave Clean)

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.

We are very thankful to use for our family reunions yearly. It is hard to have mess free due to open park, we understand. We are very happy with it & use. We hope park gives



RECEIVED

AUG 04 2014

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 Date of Use: (optional) 7/25/14
 Community Center
 Council Chambers

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

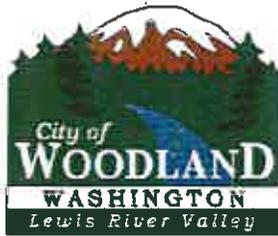
If you have any comments please write them in the column marked comments.

	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				
Kitchen equipment functional				
Thermostat functional				
Other(s) water	X			wasnt drinkable

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.

* I would have liked to see the reserved sign put up in the morning by the city, instead of putting it up myself when I got there. Also, there



RECEIVED

AUG 13 2014

CITY OF WOODLAND

P.O. Box 9
Woodland, WA 98674

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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	<u>July 26, 14</u>

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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