

PARKS & RECREATION BOARD AGENDA
5:00 P.M. WEDNESDAY, NOVEMBER 19, 2014
WOODLAND POLICE STATION - COUNCIL CHAMBERS
200 East Scott Avenue - Woodland, WA 98674

MINUTES

August 20, 2014

CONTINUED BUSINESS

Park and Recreation Plan Update

Maps

Capital Facility Plan

Public Participation

Scott Hill Park & Sports Complex

Horseshoe Lake Management

Budget - 2015

OTHER

Facility Questionnaires

Project Update

ADJOURNMENT

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

Please note: There will be a Scott Hill Park & Sports Complex Ad Hoc Committee meeting for members directly following the regular meeting.

**CITY OF WOODLAND
PARK BOARD MEETING MINUTES
AUGUST 20, 2014**

The regular meeting of the Woodland Park Board was held on August 20, 2014, at the Woodland Police Station - Council Chambers, 200 East Scott Avenue, Woodland, WA 98674.

Vice-Chair Huddleston called the meeting to order at approximately 5:07 p.m. Roll call found the following:

BOARD MEMBERS:

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

MAYOR/COUNCIL:

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

STAFF:

Jody Bartkowski, Engineering Technician
Bart Stepp, Public Works Director

MINUTES

The July 16, 2014 minutes were approved as presented.

NEW BUSINESS

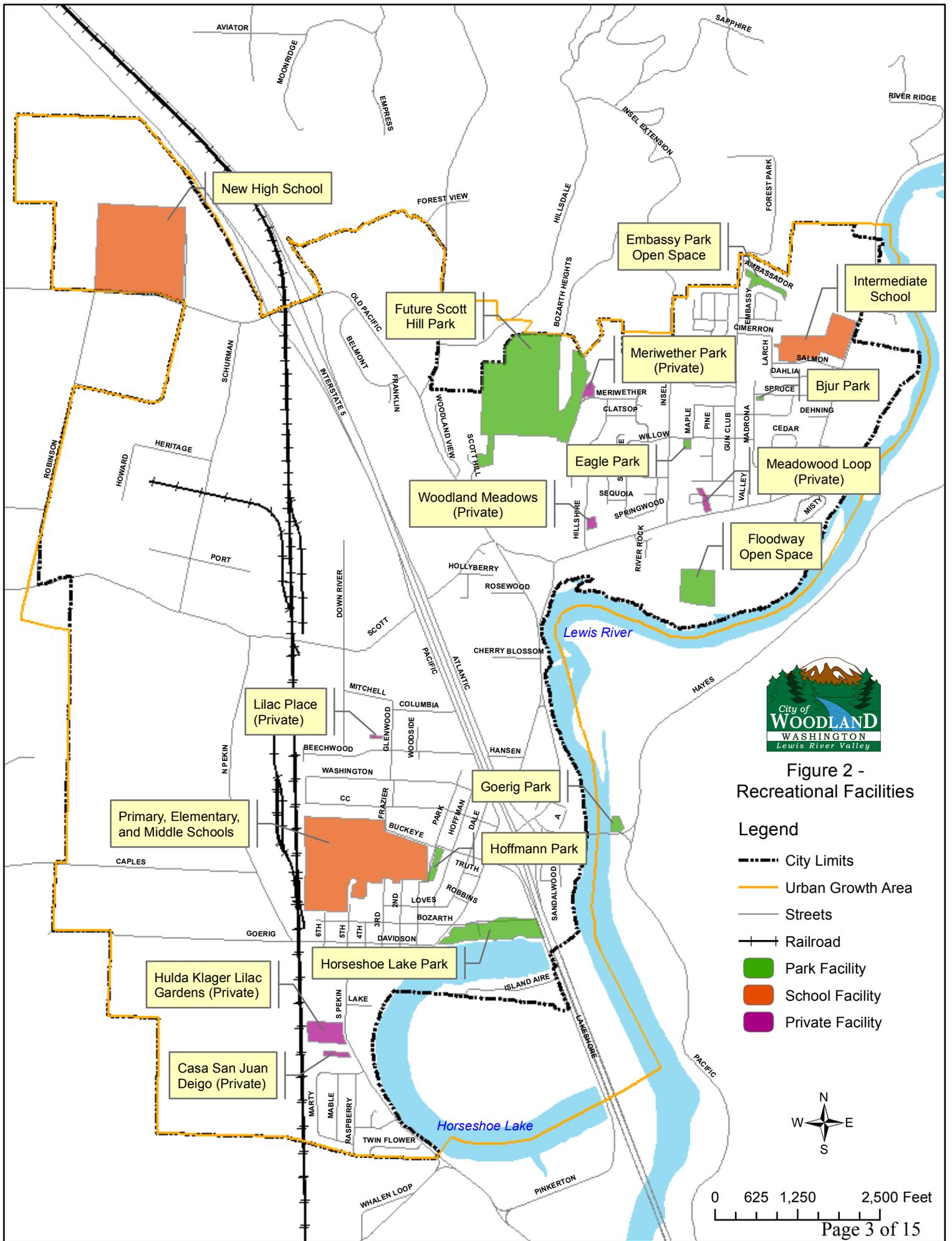
Delicious Deb's - Hawaiian Shaved Ice

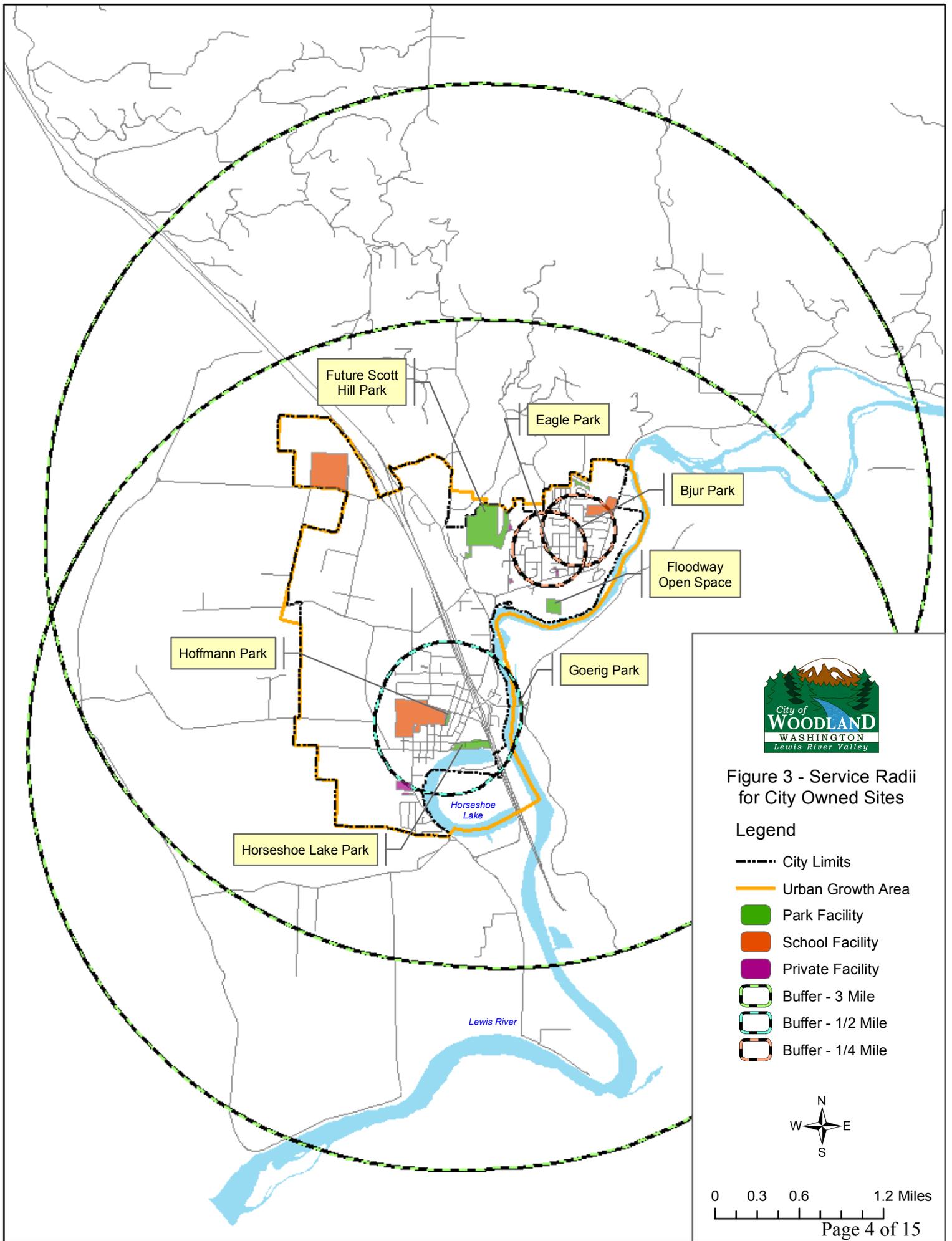
Staff reported that the applicant was unable to attend tonight's meeting. Vice-Chair Huddleston read the applicant's invitation response and opened discussion. Discussion included cart mobility, starting date, hours of operation, cart storage, use of electricity, location, setting precedence, overnight parking, self containment, requesting a photograph of the unit, and the need for additional information including a site plan. Tabled for additional information and until the applicant can attend.

Further discussion was held regarding preparation for similar vendors (kayaks, paddle boards, etc.) and the possible need for a new type of permit.

CONTINUED BUSINESS

- **Park & Recreation Plan.** Staff reported that the plan update will proceed after City Council reviews population numbers at their September 2, 2014 meeting.
- **Scott Hill Park and Sports Complex.** Sandy Larson, Rotary Club of Woodland and Hilltop Park Ad Hoc Committee reported on the "Evening of Discovery" held at the Complex, information shared at City Council regarding the proposed gas pipeline,





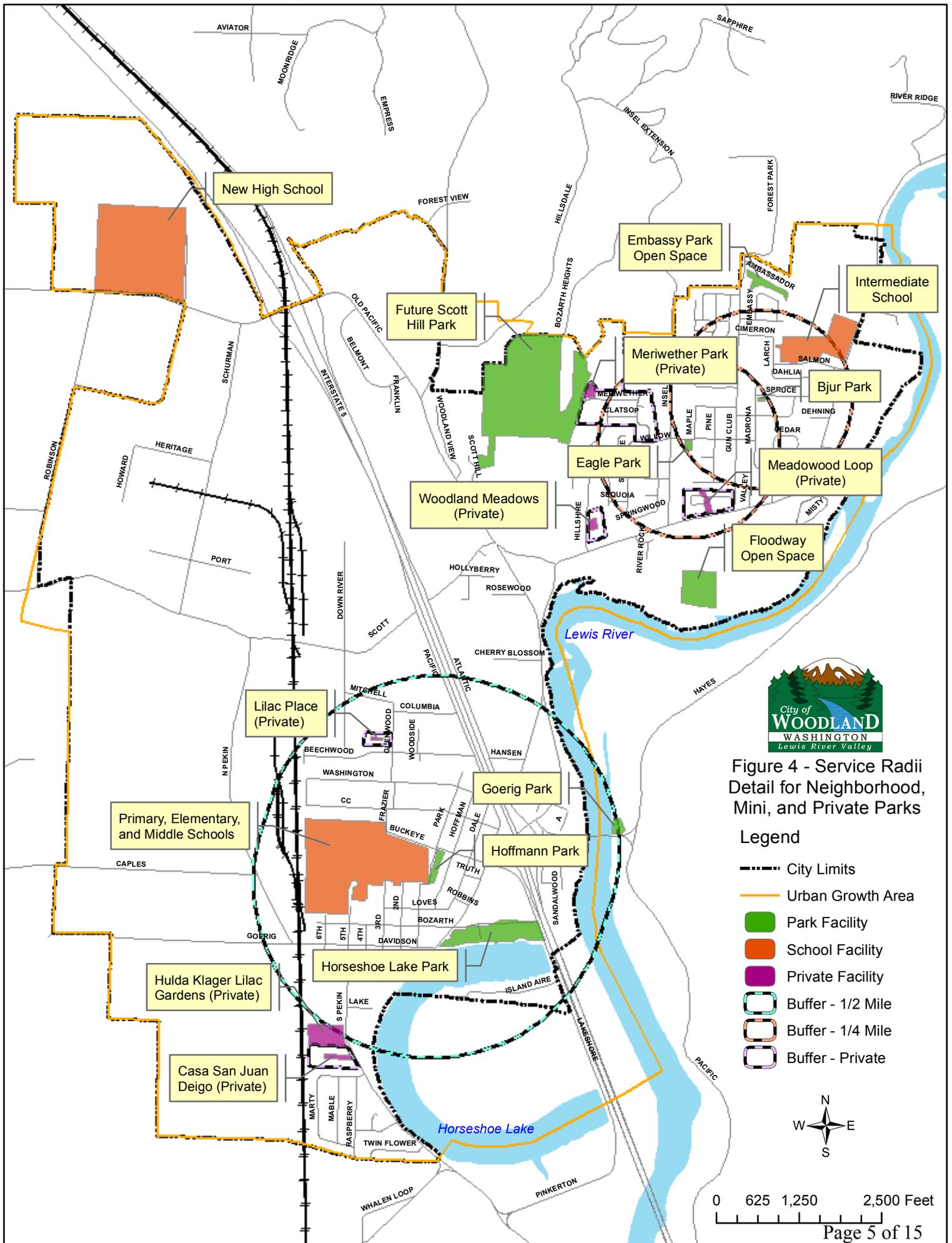


Table 8. Woodland Parks and Recreation Six-Year Capital Improvement Program

Project	Possible Funding Source(s)	Facility Type	2015	2016	2017	2018	2019	2020
Development of Scott Hill Park (eastside community park)	Rotary, CY, IAC	CP				\$5,000,000	\$5,000,000	
Develop mini-park (SW Woodland)	IAC, CY, P, CV	NP			\$500,000			
Horseshoe Lake Park road/parking and recreational improvements (e.g., soccer fields, etc.)	CY, IAC, WDFW	N/A					\$200,000	
Development of recreational trails	CY, IAC, CV	T				\$150,000		
Lewis river park and boat launch	IAC, CY, WDFW, CC	SU/CP						\$1,000,000
Develop mini-park (East Central Woodland)	IAC, CY, P, CV	N/A						\$500,000

Funding Source: CY – City CV – Civic Organization P – Private Individual/Organization CC – Cowlitz County IAC – IAC Outdoor Rec. Grants
WDFW – State Fish and Wildlife

Facility Type: CP – Community Park T – Trail NP – Neighborhood Park MP – Mini-Park SU – Special Use SC – Sports Complex

2015 - Proposed

Table 8. Woodland Parks and Recreation Six-Year Capital Improvement Program

Project	Possible Funding Source(s)	Facility Type	2007	2008	2009	2010	2011	2012
Horseshoe Lake Park restroom replacement	CY	N/A	\$110,000					
Expand and remodel kitchen facilities at Horseshoe Lake Park	IAC, CY	N/A	\$40,000					
Acquisition/development of community park on city's eastside	IAC, CY	CP	\$600,000		\$500,000	\$500,000		
Horseshoe Lake Park road/parking and recreational improvements (e.g., soccer fields, etc.)	CY, IAC, WDFW	N/A		\$150,000	\$150,000			
Little League ballpark facilitation	CV, P, CY,	SC	\$500,000					
Development of recreational trails	CY, IAC, CV	T		165,000	132,000	142,500		
Lewis river park and boat launch	IAC, CY, WDFW, CC	SU/CP			\$750,000			
Develop a master plan related to city-owned property (~25 acres) adjacent to the Lewis River on the eastside of Woodland	CY, CV	N/A		\$25,000				
Develop neighborhood parks	IAC, CY, P, CV	NP		\$300,000				\$300,000
Develop a master plan for Horseshoe Lake Park	CY, CV	N/A		\$15,000	\$15,000			
Repair/upgrade boat launch at Horseshoe Lake Park	CY, IAC	N/A			\$172,500			

Funding Source: CY – City CV – Civic Organization P – Private Individual/Organization CC – Cowlitz County IAC – IAC Outdoor Rec. Grants
WDFW – State Fish and Wildlife

Facility Type: CP – Community Park T – Trail NP – Neighborhood Park MP – Mini-Park SU – Special Use SC – Sports Complex

2007

15. Please record the number of household members in the following age categories, including yourself:

Ages	Number
0-9 years	
10-19 years	
20-34 years	
35-49 years	
50-64 years	
65+ years	

16. How long have you lived in Woodland or the Woodland area? *Please check one.*

- Not a resident of Woodland/Woodland area
- Lifelong resident
- 0-5 Years
- 6-15 Years
- 16-30 Years
- 31+ Years

17. Have you or members of your household completed this survey, either online or in printed form, before? *Circle*

Yes No Not Sure

18. If you live in the Woodland area, do you live on the east or west side of Interstate 5? *Check*

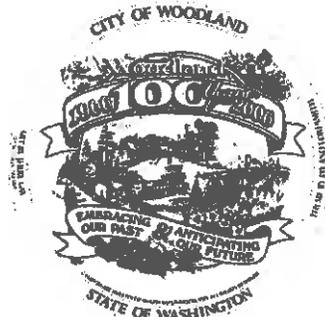
- West of I-5
- East of I-5
- Not sure
- Other: _____

19. If there are any additional comments that you wish to share, please include them below:

Thank you for your help and assistance. The Park and Recreation Plan is an element of the city's adopted comprehensive plan and it includes a series of goals, policies and specific actions/objectives. Completion of the updated plan will allow the city to apply for state grants to improve facilities and will also help to ensure that the plan best represents community preferences.

The Woodland Park Board meets on the third Wednesday of every month at 7:00 pm in the City Hall Annex and the meetings are open to the public. When completed, a draft park plan will be made available for public review on the city's website and at City Hall. Additional public comments will also be solicited and a public hearing will be held later in the year.

Thank you!



Prepared by the Cowlitz-Wahkiakum Council of Governments

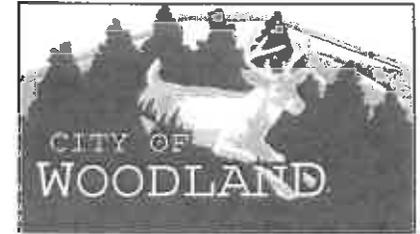
Affix
First
Class
Postage

Secure with tape before mailing

City of Woodland
Public Works Department
PO Box 9
Woodland, WA 98674



Remember to return by June 15!



PARK AND RECREATION
SURVEY 2006

Save a stamp and complete this survey online – just follow the link at www.ci.woodland.wa.us

Dear Citizens:

The City of Woodland is updating its Park and Recreation Plan from 1996. The purpose of this survey is to gather your ideas and opinions concerning parks and recreational opportunities in and around Woodland.

This survey will ensure that the adopted plan best reflects the needs and preferences of the community. Responses will be used to assist the Park Board in formulating goals, policies and specific actions. This survey should take only a few minutes to complete and **must be returned by June 15, 2006**. The survey can be mailed or dropped off at City Hall.

Your time and cooperation involved with completing this survey is greatly appreciated and will be beneficial to the future of Woodland.

Sincerely,

Woodland Park Board



Page 8 of 15

2007

1. How many times in the past year has anyone in your household used the following city parks or regional facilities? Please circle one option for each bulleted line.

- Horseshoe Lake Park
0 1-3 4-6 7-12 13+
- Hoffman Park (across from school complex)
0 1-3 4-6 7-12 13+
- Kenneth Bjur Park (Spruce & Madrona)
0 1-3 4-6 7-12 13+
- Eagle Park (Willow St., River Bend Estates)
0 1-3 4-6 7-12 13+
- Martins Bar Recreation Site (Port/Lions Club site on Columbia)
0 1-3 4-6 7-12 13+
- Lewis River Little League Fields
0 1-3 4-6 7-12 13+

2. How would you rate the overall quality of Woodland's current park facilities? Circle one.
Excellent Good Fair Poor N/A

3. Please check any reasons that prevent you from using City of Woodland park and recreation facilities more often. Check all that apply.

- Lack of parking
- Facilities not well maintained
- Don't know locations/types of facilities avail.
- Too busy or not interested
- Not within walking distance of home
- Health/accessibility/handicap reasons
- Other: _____



4. How would you rate the parks/facilities listed below using the following scale? Leave blank for no opinion.

A = Excellent B = Good C = Fair D = Poor

Park/Facility (see question #1 for locations)	Rating (please check)			
	A	B	C	D
Horseshoe Lake				
Hoffman Park				
Kenneth Bjur Park				
Eagle Park				

5. What, if any, improvements would you like made to the Woodland park system (e.g., lighting, parking, maintenance, landscaping, cleanliness, etc.)?

6. Of the following activities, please check all those that you or other members of your household participate in on a yearly basis.

<input type="checkbox"/> Walking	<input type="checkbox"/> Little league
<input type="checkbox"/> Outdoor team & individual sports	<input type="checkbox"/> Baseball
<input type="checkbox"/> Bicycle riding	<input type="checkbox"/> Softball
<input type="checkbox"/> Adult baseball/softball league	<input type="checkbox"/> Football
<input type="checkbox"/> Swimming (outdoor)	<input type="checkbox"/> Jogging
<input type="checkbox"/> Swimming (indoor)	<input type="checkbox"/> Basketball
<input type="checkbox"/> Skateboarding	<input type="checkbox"/> Tennis
<input type="checkbox"/> Soccer	<input type="checkbox"/> Boating
<input type="checkbox"/> Picnicking	<input type="checkbox"/> Fishing
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Clubs
	<input type="checkbox"/> Golf
	<input type="checkbox"/> Other: _____

7. Of the following types of parks and recreation areas/facilities, please prioritize based on their importance to your household. Please check one box for each facility type using the following scale (leave blank for no opinion): 1 = Important 2 = Somewhat Important 3 = Not Important

Types of Parks and Recreation Facilities	Importance		
	1	2	3
Small parks each located 1/2 mile from most neighborhoods			
Large multiuse community parks located within two miles of most neighborhoods			
Natural open space with limited development			
Multiuse sports area(s)			
Multiuse trails for biking, waking, etc.			
Community gathering place, multiuse community center			
Providing and/or improving access to the Lewis River			

8. What would you rather see the city concentrate its efforts on? Please check one.

- Improving/maintaining existing parks
- Acquiring/developing new parks
- Both

9. Please answer the following questions:

Do members of your household encounter accessibility problems for disabled persons getting to a park or recreation site? Circle

Yes No

Do members of your household currently frequent a swimming pool? Circle

Yes No

Would household members use a swimming pool if one was constructed in Woodland? Circle

Yes No

10. Do you live within the city limits of Woodland? Circle

Yes No Not Sure

11. If you answered "no" or "not sure" to Question #10 above, do you live within the Woodland School District? Circle

Yes No Not Sure

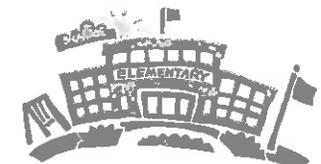
12. Do you use Woodland School District grounds/facilities for recreational purposes outside of organized school or after school sporting/recreational events? Circle

Yes No

13. If you answered "yes" to Question # 12, how often do you or members of your household use the following school sites and facilities for recreation outside of school or organized sporting events? Please check below.

Site	Regularly	Seldom	Never
Woodland Primary School			
Woodland Middle/High School Complex			
Woodland Intermed. School			

14. Do you have any comments regarding Woodland School District facilities?



City of Woodland 2015 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 2015 is 2.9% more than the budget for 2014. The Park Fund will receive \$98,848 in property taxes in 2015. This is \$20,000 less than the 10% of property taxes that the Park Fund has received in 2013 and prior years. In 2014 the Park Fund also received less than 10% of property taxes. Budget does not assume any revenue transfers from Fund 001. This budget includes watering of Parks in 2015. The City will hire two summer laborers for a total of 1520 hours. Capital outlay includes costs for the copier and purchase of 4 concrete trash cans, the same number that were purchased in 2014. Below is a summation of the proposed Parks budget. The fund balance at the end of 2015 will be around \$10,000.

Expenditures	2013 Actual	2014 Estimated	2015 Proposed	Increase (Decrease)	%
Salaries and Wages	\$47,592	\$55,000	\$57,000	\$2,000	3.6
Personnel Benefits	\$19,989	\$21,000	\$22,000	\$1,000	4.8
Community Center	\$5,129	\$6,500	\$6,600	\$100	1.5
Operations	\$22,979	\$27,500	\$30,100	\$2,600	9.5
Services	\$5,100	\$4,000	\$4,000	0	0
Horseshoe Lake	\$3,707	\$5,000	\$5,000	0	0
Capital Outlay	\$1,835	\$4,174	\$4,195	\$21	0.5
Transfers Out	\$37,344	\$26,458	\$25,150	(\$1,308)	(4.9)
Total	\$143,675	\$149,632	\$154,045	\$4,413	2.9

The Park budget has suffered the most of all Public Works Funds the last 6 years. Below are annual expenditures in the Parks Fund by year:

2009 - \$267,274

2010 - \$207,907

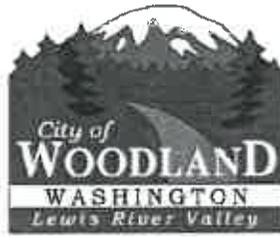
2011 - \$171,183

2012 - \$162,965

2013 - \$143,675

2014 - \$149,632

2015 - \$154,045



RECEIVED

AUG 18 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 type="checkbox"/>	Community Center	
<input type="checkbox"/>	Council Chambers	

8-9-14

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 needed to be washed, still a lot of silly
Tables/Chairs in good condition		✓		string that needed to be swept
Garbage containers empty upon arrival			✓	
Cleaning supplies easily accessible				N/A
Kitchen equipment functional	✓			No the water was Rusty so we couldn't
Thermostat functional	N/A			make the strawberry lemonade
* Other(s)				had to go buy bottled water.

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 had to ask people to leave when I got there & also had to ask some young adult males to go smoke pot elsewhere. All in all, we had a nice b-day party.



RECEIVED
 SEP 02 2014
 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.

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 type="checkbox"/>	Community Center	
<input type="checkbox"/>	Council Chambers	

8-16-14

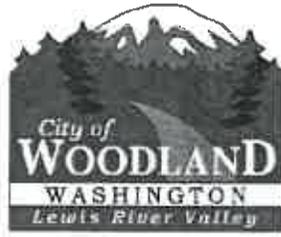
Please rate the applicable categories in the boxes below. *Note: If the category does not apply leave blank.*

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)				

P=Poor S=Satisfactory E=Excellent

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SEP 19 2014

CITY OF WOODLAND

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Please mark which facility you used and the date:

- Horseshoe Covered Area
- Community Center
- Council Chambers

Date of Use: (optional)

Aug 23/14

*Thanks
Enjoyed time
space Park*

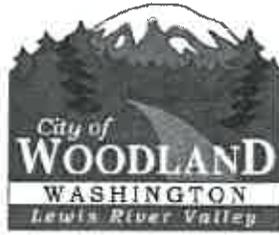
Please rate the applicable categories in the boxes below. *Note: If the category does not apply leave blank.*

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

	P	S	E	Comments
Facility clean upon arrival		/		when it is open it is hard to totally be clean
Tables/Chairs in good condition			/	taken care of well
Garbage containers empty upon arrival			/	as we were setting up, community jitting them
Cleaning supplies easily accessible		/		used & brought broom from home
Kitchen equipment functional				
Thermostat functional				
Other(s)				

P=Poor S=Satisfactory E=Excellent

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SEP 30 2014

CITY OF WOODLAND

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Please mark which facility you used and the date:

- Horseshoe Covered Area
- Community Center
- Council Chambers

Date of Use: (optional)

9-22-14

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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RECEIVED

OCT 15 2014

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	
<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				
Kitchen equipment functional				
Thermostat functional				
Other(s)				

P=Poor S=Satisfactory E=Excellent

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