

**PARKS & RECREATION BOARD AGENDA**  
**5:00 P.M. WEDNESDAY, MARCH 18, 2015**  
**WOODLAND COUNCIL CHAMBERS**  
**200 East Scott Avenue - Woodland, WA 98674**

**MINUTES**

January 21, 2015

**NEW BUSINESS**

None

**CONTINUED BUSINESS**

Delicious Deb's Shaved Ice  
Closing of Kitchen Shelter  
Park and Recreation Plan Update  
Scott Hill Park & Sports Complex  
Horseshoe Lake Management

**OTHER**

Facility Questionnaires  
Dog Park Information Request  
Amphitheater Ideas  
Project Update

**ADJOURNMENT**

Next regular meeting to be held at 5:00 p.m., Wednesday, April 15, 2015, Woodland 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  
JANUARY 21, 2015**

The regular meeting of the Woodland Park Board was held on January 21, 2015, at the Woodland Police Station - Council Chambers, 200 East Scott Avenue, Woodland, WA 98674.

Chair Hammons called the meeting to order at approximately 5:05 p.m. Roll call found the following:

**BOARD MEMBERS:**

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

**MAYOR/COUNCIL:**

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

**STAFF:**

Jody Bartkowski, Engineering Technician  
Bart Stepp, Public Works Director

**MINUTES**

The November 19, 2014 minutes were approved as presented.

**NEW BUSINESS**

- **Election of Chairperson and Vice-Chairperson.** Discussion ensued regarding municipal code language requiring the election of officers in odd numbered years.
  - *Boardmember Allen made a motion to elect Brad Hammons to the position of Chairperson for the period of January 1, 2015 until December 31, 2016. Boardmember Huddleston seconded the motion. Allen, yes; Curry, yes; Hammons, abstain; Huddleston, yes; Simpson, yes.*

*M/S/C*
  - *Boardmember Simpson made a motion to elect Karen Huddleston to the position of Vice-Chairperson for the period of January 1, 2015 until December 31, 2016. Boardmember Allen seconded the motion. Allen, yes; Curry, yes; Hammons, yes; Huddleston, abstain; Simpson, yes.*

*M/S/C*
- **Closing of the Kitchen Shelter.** Bart Stepp, Public Works Director, announced that the kitchen shelter is being enclosed and will only be opened when it is reserved. He explained issues with folks hanging out day and night, destruction of property, potential fire hazards, cleaning concerns, and complaints from citizens using the walking path. Open discussion was held regarding police visits and arrests, problems with timers that

lock the restrooms after dark, trespassing signs, installation and monitoring of video cameras, Council/Mayor inclusion in the decision, and notifying the public.

### CONTINUED BUSINESS

- **Park & Recreation Plan.** Staff presented map changes from November and requested further discussion regarding trails along the Lewis River. Additional discussion included movies/concerts in Horseshoe Lake Park or on the water, construction and possible locations for an amphitheater, uses for the clogging pad, and the need for additional seating at Horseshoe Lake Park.
- **Scott Hill Park and Sports Complex.** Sandy Larson, Rotary Club of Woodland and Hilltop Park Ad Hoc Committee reported on economic and feasibility studies, grant writing, philanthropy, traffic study costs, a current newsletter, and events planned for 2015. The Board requested a list of events that can be distributed.
- **Horseshoe Lake Management.** Mike Curry reported on winter water quality testing, grass carp purchase and pending delivery, and cancellation of the proposed Silver Lake grass carp transfer. Discussion ensued regarding the appropriate size of grass carp and the pending grant.
- **2015 Budget.** Public Works Director Bart Stepp reported that services will remain similar to those in 2014. Discussion was held regarding the watering of parks, small cuts to park employee hours, limited revenue, garbage can purchases, impact fees, impact fee credits for Meriwether subdivision, pending residential development, and maintenance of the new Horseshoe Lake Walking Path.

### OTHER

- **Facility Questionnaires.** A quick review indicated that everything looks good.
- **Project Update.** Staff reported that an ordinance was presented to Council to consider non-smoking parks and that it is no longer being considered. Discussion ensued and a decision was made to revisit the issue in January 2016.

### 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, February 18, 2015, at the Woodland Police Station - Council Chambers.

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

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

\_\_\_\_\_  
Date



RECEIVED  
SPECIAL EVENTS  
JUL 22 2011 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. 6th 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: _____

**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 weeks 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:  Date: 7-21-14





## Jody Bartkowski

---

**From:** Bart Stepp  
**Sent:** Thursday, March 12, 2015 7:54 AM  
**To:** Amanda Smeller; Jody Bartkowski  
**Subject:** RE: Delicious Deb's - Temp Food in the Park

Our next park board meeting is 3/18 at 5 PM at Council Chambers. If Mr. Koethe would like to talk to the board then he could. The questions he might need to answer are:

- 1) Where would he be located?
- 2) How would he pay for the power he used?
- 3) Would he remove his trailer when it is not in use?
- 4) Would his trailer disrupt traffic?
- 5) Would his trailer reduce parking?

SEE ATTACHED:

APPLICATION FROM 7/21/14  
PARK BOARD MINUTES 8/20/14

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:** Amanda Smeller  
**Sent:** Tuesday, March 10, 2015 1:35 PM  
**To:** Jody Bartkowski; Bart Stepp  
**Subject:** Delicious Deb's - Temp Food in the Park

Good Afternoon.

I just spoke with Craig Koethe, owner of Delicious Deb's shaved ice. He is the fellow who talked to us last year about having his mobile food truck in the park during the summer. He is interested in getting the process going again. As I recall, the next step was for him to make a presentation to the park board. He mentioned he only needs a 110 power, and that he has onboard sewer and water holding tanks. He doesn't want to be there permanently, and would like to start with weekends in the summer, potentially moving up to several times a week.

He is going to be sending me some pictures and other information this evening and I will forward that on. His number is (360) 921-8785. Please let me know if you would like me to communicate anything to him or if one of you will take over.

Thanks!

-Amanda

Amanda Smeller  
Community Development Planner  
City of Woodland  
230 Davidson / PO Box 9  
Woodland, WA 98674  
(360) 225-1048  
[smellera@ci.woodland.wa.us](mailto:smellera@ci.woodland.wa.us)

**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 (Arrived at 5:10)  
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**

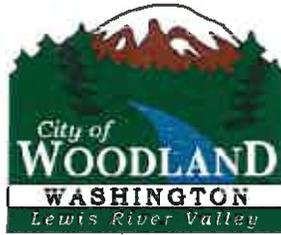
Staff reported that the applicant was unable to attend tonight's meeting. Vice-Chair Huddleston read the applicant's invitation response and opened discussion. Discussion included cart mobility, starting date, hours of operation, cart storage, use of electricity, location, setting precedence, overnight 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", the proposed gas pipeline, the current marketing analysis, sustainability concepts, planning for the 2014 Gold Leaf Event, other miscellaneous fundraising, and development progress.





RECEIVED

FEB 02 2015

P.O. Box 9  
Woodland, WA 98674

CITY OF WOODLAND

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:

	Date of Use: (optional)
<input type="checkbox"/> Horseshoe Covered Area	_____
<input checked="" type="checkbox"/> Community Center	<u>12/13/14</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		✓		Overall facility clean, but was glad I brought cleaning supplies, new sponges + bleach for sink + countertops.
Tables/Chairs in good condition		✓		
Garbage containers empty upon arrival			✓	
Cleaning supplies easily accessible		✓		Found some under sink.
Kitchen equipment functional		✓		Couldn't find cord for large coffee maker.
Thermostat functional			✓	
Other(s)				The Community Center was perfect for our needs! Really appreciate having it available. Thanks to all.

P=Poor S=Satisfactory E=Excellent

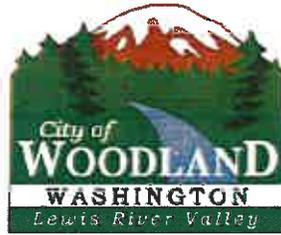
Fortunately, family member brought one coffeemaker. ←

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

RECEIVED

JAN 28 2015

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:

	Date of Use: (optional)
<input type="checkbox"/> Horseshoe Covered Area	_____
<input checked="" type="checkbox"/> Community Center	1-10-15
<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		✓		two prong cord to lg coffee maker
Thermostat functional		✓		was missing
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

MAR 04 2015

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:

		Date of Use: (optional)
<input type="checkbox"/>	Horseshoe Covered Area	_____
<input checked="" type="checkbox"/>	Community Center	2-2-15
<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			Kitchen floor was gross + walls - we scrubbed them
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.

## Jody Bartkowski

---

-----Original Message-----

From: Laura Irish [<mailto:solovinglife@yahoo.com>]

Sent: Friday, March 13, 2015 9:19 AM

To: Bart Stepp

Subject: Dog park?

Hi there.

I was referred to you as the person that was planning the city parks for Woodland. Is a fenced off leash dog park in the plans or an option to consider for Woodland? I believe the closest is Longview or Vancouver. It provides a safe place for dogs to get their exercise and to build the community. I know people at the other dog parks all know each other and most go there daily. Helps you get to know your neighbors. I think that would be a great addition to our community.

Laura Patterson

Sent from my iPhone

# LaCenter Amphitheater



