

**PARKS & RECREATION BOARD AGENDA**  
**5:00 P.M. WEDNESDAY, SEPTEMBER 21, 2016**  
**WOODLAND COUNCIL CHAMBERS**  
**200 East Scott Avenue - Woodland, WA 98674**

**CALL TO ORDER**

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

**CITIZEN COMMUNICATIONS FOR ITEMS ON THE AGENDA**

**MINUTES**

May 18, 2016

**NEW BUSINESS**

Park Board Re-Appointments  
Council Discussion/Action  
    Scott Hill Park Memorandum of Understanding  
    Park Use Agreements  
        Lower Columbia Amateur Radio Club  
        Kings for Cops  
        Compassion First  
Life Jacket Loaner Boards  
Bench Installation at Horseshoe Lake Park  
Insurance Risk Assessment – Park/Playground Review

**CONTINUED BUSINESS**

Scott Hill Park & Sports Complex  
Budget  
Horseshoe Lake Management

**OTHER**

Facility Questionnaires

**ADJOURNMENT**

Next regular meeting to be held at 5:00 p.m., Wednesday, October 19, 2016, 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  
MAY 16, 2016**

The regular meeting of the Woodland Park Board was held on March 16, 2016, at the Woodland Police Station - Council Chambers, 200 East Scott Avenue, Woodland, WA 98674.

Chair Hammons called the meeting to order at approximately 5:03 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  
Susan Humbyrd (Absent)

**STAFF:**

Jody Herz, Engineering Technician (Absent)  
Bart Stepp, Public Works Director

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

None

**CITIZEN COMMUNICATION FOR ITEMS ON THE AGENDA**

None

**MINUTES**

The March , 2016 minutes were approved as presented.

**NEW BUSINESS**

- **Council Action.** Discussed COG created bike and pedestrian path. Locations, walking in the industrial park. Top trail areas, Lewis River Road, what can we do to fund, city priorities, transportation vs pedestrians, pending work at exit 20 & AM/PM, intersection overloading due to roundabouts, etc.
- **Arbor Day.** Discussed what it is, where it is held, current location, plants, and costs.
- **Budget.** Discussed certain expenses, park credits, and park employees.
- **Landscaping around town –** Discussion was held regarding seawall condition, cleaning it again, painting a mural, and making it a landscape project. Discussed problems and issues with maintenance, ownership, the Diking District and the Washington State Department of Transportation.

**NEW BUSINESS**

- **Impact fee funds, if we don't a potential purchase at Muysken's.** Discussed valid uses for funds, how long can we wait, waiting until fund balance increases, making Muyskens another offer in the future, and Lewis River Road trail projects.
- **Scott Hill Park and Sports Complex.** Sandy Larson, Rotary Club of Woodland's presented a current drawing of the park and discussed the following:
  - \$500,000 grant from WA State with a request to apply again next year,
  - Trail looping & connecting to both sides (~ 1.0 mile),
  - Field layout & surface materials,
  - Terraced stadium seating following the lay of the land,
  - Blackberry removal along walking path (plenty of width),
  - Batting cage location,
  - Parking was an issue – 464 parking spots are now available, plus RV and bus parking,
  - Access for surrounding residents, details still pending,
  - 4 restrooms, maintenance building, concession stands with announcer booth, and 2 covered pavilions,
  - Other ideas include workout stations and concrete ping pong tables,
  - Landscaping company and architect on board,
  - Site plan review submittal in June or July, phased construction with trail first, and
  - Pushing forward!
- **Horseshoe Lake Management.** Boardmember Curry reported on Lake health, anchoring buoys installed for testing, and milfoil management.

**OTHER**

- **Blooms to Brews** – Discussed City support, police presence, traffic issues, what does the City gain, is it worth the inconvenience to residents, no contribution to Scott Hill Park this year, what can be done, the approval process, and citizen involvement.

**ADJOURNMENT**

The meeting was adjourned at approximately 5:50 p.m. The next regular meeting will be held at 5:00 p.m. on Wednesday, June 18, 2016, at the Woodland Police Station - Council Chambers.

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

**Bart Stepp, Public Works Director**

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

**Agenda Item:** Approval of re-appointment of Park Board members Virginia Allen and Mike Curry to four year terms expiring 2/19/2020

**Agenda Item #:** ( C ) Consent

**For Agenda of:** 09/19/2016

**Department:** Public Works

**Date Submitted:** 09/14/2016

**Cost of Item:** \_\_\_\_\_

**Amount Budgeted:** \_\_\_\_\_

**Unexpended Balance:** \_\_\_\_\_

**BARS #:**

**Description:**

**Department Supervisor Approval:** Dennis Ripp, Interim PW Director / s /

**Committee Recommendation:** \_\_\_\_\_

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

Re-Appointment letters – Virginia Allen and Mike Curry

**Summary Statement/Department Recommendation:**

Park Board members Virginia Allen and Mike Curry have confirmed their interest in being re-appointed for a new four (4) year term of office which both expire on February 19, 2020. WMC states that the Council must confirm the Mayor's appointment. Recommend approval to re-appointment of Park Board members Virginia Allen and Mike Curry to four year terms expiring 2/19/2020.

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

<b>Agenda Item:</b> Amended Scott Hill Park Memorandum of Understanding – Rotary Foundation	<b>Agenda item #:</b> <u>Action Item</u>
	<b>For Agenda of:</b> <u>09/19/2016</u>
	<b>Department:</b> <u>Administration</u>
	<b>Date Submitted:</b> <u>09/14/2016</u>

**Cost of Item:** \_\_\_\_\_  
**Amount Budgeted:** \_\_\_\_\_  
**Unexpended Balance:** \_\_\_\_\_

<b>BARS #:</b> <b>Description:</b>
---------------------------------------

**Department Supervisor Approval:** Pete Boyce / s /  
**Committee Recommendation:** n/a

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

Memorandum of Understanding (MOU) with Rotary Foundation

**Summary Statement/Department Recommendation:**

Rotary has requested an amendment to the MOU regarding the development of Scott Hill Park. In order to accept a \$500,000 grant from the State of Washington the City must commit to maintaining Scott Hill Park as a park and sports complex for a minimum of 10 years. See item F under the heading City Obligations. Rotary has also requested that they be referred to as the "Rotary Foundation of Woodland." This change is necessary as the State grant was applied for by the Rotary Foundation and not the Rotary Club as was previously referenced in the MOU. Staff recommends approval.

**AGREEMENT BETWEEN THE CITY OF WOODLAND AND THE ROTARY FOUNDATION OF  
WOODLAND FOR DEVELOPMENT OF SPORTS/ATHLETIC FIELDS AND FACILITIES ON  
CITY PARK LAND GENERALLY KNOWN AS "SCOTT HILL"**

**AN AGREEMENT** between the City of Woodland (hereinafter the "City"), a Washington non-charter code city, whose address is 230 Davidson Avenue, P.O. Box 9, Woodland, Washington 98674, and, the Rotary Foundation of Woodland (hereinafter the "Rotary Foundation"), a non-profit service organization, for purposes of financing and construction of sports/athletic fields and facilities (hereinafter the "Facilities") on real property on Scott Hill recently acquired and owned by the City (hereinafter the "Park").

**WHEREAS**, the City is the owner of real property, a legal description of which is attached hereto and incorporated by reference herein as Exhibit A;

**WHEREAS**, the Park, when developed, will be a valuable recreational resource for the community; and that the development of the Facilities has been designated as a priority by the City and the City's Park Board;

**WHEREAS**, the City, as part of its park and recreational planning process, and as part of its final projects has found that the community's best interest would be served by seeing that improvements to the Park are constructed by community non-profit services as soon as practical;

**WHEREAS**, after purchase of the real property, the City does not have the short-term financial ability and cannot project the long-term financial ability, absent community contributions, to fund the design and development of the sports/athletic fields and facilities;

**WHEREAS**, the Rotary Foundation is a qualified service organization under RCW 35.21.278 and, as part of its community mission, is dedicated to assisting the City in the design and construction of the Facilities;

**WHEREAS**, the Rotary Foundation is willing to sponsor fund-raising drives and solicit charitable contributions for the project and contribute financial and other resources to the City [such as volunteer and in-kind donations] for the design and development of the Facilities at the Park;

**WHEREAS**, Washington law, specifically RCW 35.21.278, grants municipalities the legal authority to enter into contracts with local service organizations to facilitate park and recreational development without regard to competitive bidding and RCW 39.36 authorizes municipalities to enter into interlocal agreements for management, development, design, construction and construction oversight of the Facilities;

**AND, WHEREAS,** the City is willing to accept the financial and other resources offered by the Rotary Foundation for the design and development of sports/athletic fields in the Park and the Rotary is willing to accept the contractual and legal parameters set forth in this agreement.

**NOW, THEREFORE,** in consideration of the covenants and agreements contained herein and performed by the parties hereto, it is hereby agreed as follows:

1. **Purpose.** The purpose of this Agreement is to define the responsibilities of the City and the Rotary Foundation in the development of sports/athletic fields and facilities in the Park and to provide for effective cooperation in the implementation of the provisions set forth herein. Both parties understand the necessity of frequent communication and agree to take the steps necessary to insure that regular communication occurs. Additional written agreements can be used on particular facets of the project (e.g., concession stand, etc.) when practical or as part of project phasing.
2. **Definition of Construction.** That time, during which contractors, subcontractors, or volunteers are on site, providing goods and/or services to further the completion of the project.
3. **Obligations of the Parties.**

#### CITY OBLIGATIONS

- A. The City, by and through its Parks Board and designees, shall make advisers available to the Rotary Foundation for development of the Park;
- B. The City shall assume the obligation to maintain and repair the Facilities upon acceptance and completion, either directly or through effective oversight of a responsible third party;
- C. The City shall respond in a timely manner to questions and concerns of the Rotary Foundation;
- D. Notwithstanding the above, the City shall not assume any responsibility for construction or for funding of the improvements or equipment initiated by Rotary Foundation, except that in the event that certain types of funding may be available only to the City, for example in the form of grants to municipal entities, the City may agree to apply for such funding.
- E. If public funds are obtained for the construction of a portion or all of the "Facilities", the City will be responsible for managing and administering those public funds to the extent required by law or the funding source. The City would not be responsible for managing any phases of the project that are not paid for by public funds.
- F. Upon completion of the project the City shall continue to designate Scott Hill Park as a City park and maintain the facility for a minimum of ten (10) years.

## ROTARY FOUNDATION OBLIGATIONS

A. The Rotary Foundation shall perform fund-raising for the development and construction of the Facilities in the Park. The Rotary Foundation will follow Rotary policies, guidelines and directives for fund raising and sponsorships;

B. The Rotary Foundation shall inform the City regarding the Rotary Foundation's planning and side development of the Facilities. The Rotary Foundation shall choose equipment and materials with an emphasis on low-cost, high-quality, low-maintenance equipment/materials. All work shall meet City of Woodland construction standards. Rotary Foundation shall obtain all necessary permits and approvals as required by law;

C. The Rotary Foundation shall select the contractor(s) to perform the design and construction of the Facilities;

D. The Rotary Foundation shall inform and update the City's designated representative or designated public official regarding the design and construction of the Facilities;

E. The Rotary Foundation shall develop and coordinate fund-raising programs; collection, documentation and fiscal control of donations; provide receipts to donors; implement satisfactory internal financial controls; and adopt a procedure for release of funds for completed work;

F. The Rotary Foundation shall respond in a timely manner to questions and concerns of the City;

G. The Rotary Foundation shall be responsible for the construction of the park improvements on Scott Hill. If public funds are used requiring City management for construction of a portion or all of the "Facilities", the Rotary Foundation will approve the design and scope of any work prior to the City beginning the bidding process for any construction;

H. The Rotary Foundation shall provide quarterly or semi-annual reports to the City Parks Board concerning the status of its efforts and the progress made in fund-raising;

I. The Rotary Foundation shall transfer to the City or its designee, any ownership interest, whether legal or equitable, in the property, fixtures or equipment Rotary Club has purchased for the Facilities;

J. The Rotary Foundation shall provide as-built drawings or other construction related documentation to the City prior to the opening of the Facilities for use by the public.

4. **Term.** The term of this Agreement shall commence upon the mutual execution of this Agreement and shall remain in effect unless the Agreement is terminated earlier by either party under Section 23 of this Agreement. The Rotary Foundation shall proceed with their obligations in a timely and diligent manner but shall not have any responsibility for delays caused by others beyond the control of the Association or that were not reasonably foreseeable.

5. **Oversight Administration.** This Agreement shall be administered by the City's Parks Board and by the City Public Works Department or their designee solely for the purpose of

oversight and policy coordination. The Rotary Foundation will retain the independent responsibility to construct, design, and direct the improvements unless The Rotary Foundation obtains public funds which require public oversight of the project. Nothing in this Agreement shall derogate neither from the regulatory authority of the City nor the City's statutory and inherent authority to set standards for park development by resolution or by ordinance.

**6. Time Line/Phasing.** The Parties understand that timeline for completing the Facilities is subject to a number of variables which are outside the control of the parties [e.g., success in fund-raising]. Nevertheless, the parties agree that at the earliest opportunity they will draft a general, informal time-line based on a five-year target completion date. Likewise, after fund-raising results are known, the parties agree to re-evaluate the scope of the project and determine whether the Facilities must be constructed in phases. Phasing may become necessary should grants from other government entities require that the Rotary Foundation be responsible for design and construction of a specific part of the project.

**7. Acting Independently From The City.** The Rotary Foundation and the City understand and expressly agree that the Rotary Club is acting independently from the City in the performance of each and every part of this Agreement. The Rotary Foundation assumes the entire responsibility for carrying out and accomplishing the work/services required under this Agreement. The Rotary Foundation shall have the sole judgment of the means, mode or manner of the actual performance of work/services required under this Agreement. Additionally, and as an independent contractor, the Rotary Foundation and their employees shall make no claim of City employment nor shall claim against the City and any related employment benefits, social security, and/or retirement. Nothing contained herein shall be interpreted as creating a relationship of servant, employee, partnership, or agency between the Rotary Foundation and/or any officer, employee or agent of the Rotary Foundation and the City. The Rotary Foundation shall obtain whatever licenses or bonds required by law to perform its obligations under this Agreement.

**8. Parameters on Naming Rights.** The parties acknowledge that fund-raising efforts can be maximized when contributors can acquire "naming rights" to amenities or equipment paid for through their financial contribution. To facilitate such fund-raising, the City agrees that Rotary Foundation may represent that a person making a significant financial contribution may request that the amenity or equipment purchased with the contribution will have a memoriam or honorarium of the contributor's choosing, subject to the City's approval, which will not be unreasonably withheld.

**9. No Third Party Rights.** This Agreement is entered into for the sole benefit of the parties. It shall confer no benefits or rights, direct or indirect, on any third parties. No person or entity other than the City and the Rotary Foundation may rely upon or enforce any provision of this Agreement. The City shall have no obligation to replace or to repair tools, machinery or equipment lost, damaged or stolen used by Rotary Foundation or its members, contractors, agents, assigns, contributors or volunteers. The City shall not be a guarantor or surety of any Rotary Club obligation.

**10. Qualifications of Contractors and Subcontractors.** Rotary Club agrees to retain contractors and subcontractors who are qualified to perform the work. At a minimum, a "qualified" party will be licensed for the work to be performed, be bonded and have insurance insuring the work done, even when the work performed is an "in-kind" contribution. Volunteers shall be supervised by contractors meeting the requirements of this paragraph.

**11. Assignability of Warranties.** The work shall be warranted that all materials, equipment, and/or services provided under this contract shall be fit for the purposes for which intended, for merchantability, and shall conform to the requirements and specifications. Rotary Foundation shall obtain a written agreement from contractors, subcontractors, equipment and material providers that all warranties on the work or materials is assignable to the City or its successor or assigns.

**12. License to Enter Property.** The City grants Rotary Foundation a non-exclusive, revocable license to enter the Park for the purpose of design and construction. Fund-raising events held at the Park will require a supplemental license. The license is not assignable but shall apply to contractors and volunteers who have entered and remain upon the property for the sole purpose of performing work on the project. The license is not a lease and is not intended to create either a legal or equitable interest in the real property. Rotary Foundation shall notify the City of any injury or other claim event within 5 days of its occurrence or within 5 days of when Rotary Foundation has notice. The failure of the City to insist on the performance of any of the terms and conditions of this license, or the waiver of any breach of any of the terms and conditions of this agreement, shall not be construed as waiving either the terms and conditions of the license or the breach.

**13. Indemnification and Hold Harmless.**

A. Each party hereto agrees to maintain responsibility and assume liability in the performance of this Agreement for its own wrongful and/or negligent acts or omissions, and those of its officers, agents or employees to the fullest extent allowed by law;

B. Rotary Foundation shall assume all liability for and shall indemnify and save harmless the City of Woodland, and its officers and employees from all damages and liability for injury to any person or persons, and injury to or destruction of property, including the loss of use thereof, by reason of an accident or occurrence arising from operations under the contract, whether such operations are performed by Rotary Foundation or by any subcontractor or by anyone directly or indirectly employed by either of them occurring on or about the premises, or the ways and means adjacent;

C. All contractors and subcontractors shall warrant that all materials, equipment, and/or services provided under this contract shall be fit for the purposes for which intended, for merchantability, and shall conform to the requirements and specifications herein. Acceptance of any service and inspection incidental thereto by the City shall not alter or affect the obligations of contractors and subcontractors or the rights of the City;

D. Notwithstanding any provision herein, Rotary Foundation shall not be liable to the City for property damage to the park caused by the fault of any contractors, subcontractors, or persons not employed by the Rotary Foundation, provided contractors and subcontractors maintain commercially adequate insurance coverage;

E. Nothing contained in this section or this Agreement shall create a liability or a right of indemnification in any third party;

F. Rotary Foundation shall require contractors and subcontractors to waive immunity under Title 51 RCW to the extent required to indemnify, defend and save harmless the City and its agencies, officers or employees. To satisfy statutory requirements, any agreement with a

contractor or subcontractor shall include this provision and shall be mutually negotiated by the parties.

14. **Assignment.** Rotary Foundation may not assign this Agreement. The City may assign this Agreement to a special purpose district by interlocal agreement.

15. **Nondiscrimination.** During the performance of this Agreement, the Parties shall not discriminate in violation of any applicable federal, state and/or local law or regulation on the basis of age, sex, race, creed, religion, color, national origin, marital status, disability, honorably discharged veteran or military status, pregnancy, sexual orientation, and any other classification protected under federal, state, or local law.

16. **Compliance With Law.** The Parties to this Agreement shall comply with all applicable federal, state and local laws, rules and regulations in carrying out the terms and conditions of this Agreement including the laws applicable to building construction and accessibility for the disabled. Likewise, in the event, either the facts, the law or an interpretation of the law triggers the application of public bidding and associated public works statutes including prevailing wage to this project, then the parties agree to take the steps necessary to comply with such law and regulations.

17. **Compliance with Public Records Laws.** Given the short period of time allowed cities to respond to public records requests, the Rotary Club agrees to promptly comply with public records requested by the City pertaining to the project, but the Rotary Foundation retains the right to seek a limiting order from a court to prevent release of information not subject to public records laws. In the event, in the opinion of either party, there is a material change in Washington law affecting the project, the parties reserve the right to cancel or to amend this Agreement.

18. **Insurance.**

A. Rotary Foundation understands the City does not maintain liability or other insurance for the Rotary Foundation or its employees, contractors, subcontractors and volunteers;

B. Rotary Foundation shall maintain commercial general liability insurance and motor vehicle liability insurance with limits approved by the City but not less than \$500,000 naming the City of Woodland, its officials, employees, agents, successors and assigns as additional insureds on an ISO Form and for limits without restrictive endorsements approved by the City.

C. Rotary Foundation shall also obtain a builder's risk policy with no co-insurance requirement and an architectural/design naming the City of Woodland, its officials, employees, agents, successors and assigns as additional insureds on an ISO Form and for limits approved by the City.

D. The insurance shall be endorsed to state that coverage shall not be cancelled, except after thirty (30) days written notice has been received by the City, transmitted by certified mail, return receipt requested. Any contractor hired by Rotary Foundation shall include subcontractors as insureds under the Contractors' policies and provide proof.

19. **Waiver of Breach.** A waiver by either party hereto of a breach of the other party hereto of any covenant or condition of this Agreement shall not impair the right of the party not in default to avail itself of any subsequent breach thereof. Leniency, delay or failure of either party to insist upon strict performance of any agreement, covenant or condition of this Agreement, or to exercise any right herein given in any one or more instances, shall not be construed as a waiver or relinquishment of any such agreement, covenant, condition or right.

20. **Dispute Resolution.** In order to resolve in a timely manner any disputes through cooperation and negotiation, the City and the Rotary Foundation shall meet to discuss any outstanding issues related to the development of the Facilities and the implementation and interpretation of this Agreement. In the event the issues cannot be resolved in this manner, the parties agree to engage a mediator.

21. **Integration.** This Agreement contains all of the terms and conditions agreed on by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement, are deemed to exist or to bind either of the parties.

22. **Modifications.** The parties may modify this Agreement but no proposed changes or modifications shall have validity or become binding on either party unless such changes or modifications are in writing and executed by both parties.

23. **Severability.**

A. If a court of competent jurisdiction holds any part, term or provision of this Agreement illegal or invalid in whole or in part, the validity of the remaining provisions shall not be affected, and the parties' rights and obligations shall be construed and enforced as if the Agreement did not contain the particular provision held invalid.

B. If any provision of this Agreement is in conflict with any statute or regulation of the State of Washington, that provision which may be in conflict shall by mutual written agreement be deemed inoperative and null and void to the extent it may conflict, and shall be modified to conform to such statute or regulation.

24. **Termination.** Either party may terminate this Agreement, with or without cause, by written notice from either party to the other party six (6) months in advance of the termination.

25. **Survival.** Any provision of this Agreement which imposes an obligation after expiration or termination of this Agreement shall survive the expiration or termination and shall bind the parties.

26. **Notices.** Unless otherwise stated herein, all notices and demands are required in written form and sent to the parties at their addresses as follows:

TO: CITY OF WOODLAND  
Will Finn, Mayor  
230 Davidson Avenue  
Post Office Box 9

Woodland, Washington 98674

TO: ROTARY FOUNDATION OF WOODLAND

c/o Lesa Beuscher, President

Columbmbia State Bank, Woodland Branch

782 Goerig Street

Woodland, Washington 98674

27. **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.

28. **Authority to Sign** The undersigned representative for the City of Woodland certifies he has the authority to execute this Agreement on behalf of the City as a binding contract. The undersigned representative for the Rotary Foundation certifies he has the authority to execute this agreement on behalf of the Rotary Foundation as a binding contract.

**CITY OF WOODLAND**

**ROTARY FOUNDATION OF WOODLAND**

\_\_\_\_\_

Will Finn, Mayor

Date: \_\_\_\_\_

\_\_\_\_\_

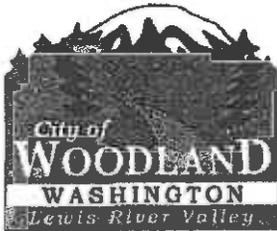
Lesla Beuscher, President

Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_

Mari Ripp, City Clerk



# Special Event Application

P.O. Box 9  
230 Davidson  
Woodland, WA 98674  
360-225-8281  
www.ci.woodland.wa.us

SPECIAL EVENT NUMBER \_\_\_\_\_  
Event Date(s): JUNE 24-26, 2016  
Day(s) of Week: FRIDAY - SUNDAY  
Arrival Time: 9AM FRIDAY  
Departure Time: 5 PM SUNDAY

Applicant Name: John J. Burke - Request for Fee Waiver  
Organization/Business: Lower Columbia Amateur Radio Club  
Mailing Address: PO Box 609 - Longview, WA 98632  
Phone Number: 206 225 9888 Email Address: JTB@WOODLAND.WASHINGTON.CON

TYPE OF ACTIVITY (check all that apply)	FACILITIES DESIRED (check all that apply)
<input type="checkbox"/> Parade	<input type="checkbox"/> Horseshoe Lake Shelter
<input type="checkbox"/> Street Closure	<input type="checkbox"/> Large Field
<input type="checkbox"/> Street Sale	<input type="checkbox"/> Beach Front
<input type="checkbox"/> Athletic Run/Walk	<input type="checkbox"/> Use of Lake
<input checked="" type="checkbox"/> Park Event <u>Scott Hill Park</u>	<input type="checkbox"/> Large Field
Other: <u>HAM RADIO Field Day</u>	<input type="checkbox"/> Hoffman Plaza

Expected number of Participants: 30 Expected number of Spectators: 25

Please list any Street Closures: NONE

*Street closure permit must be obtained prior to event*

The following items are required to finalize your request. Please use checklist to ensure that your application is complete.

Please upload/attach a detailed timeline of event activities beginning with planning prior to the event and ending with cleanup. **Include details for all of the following:**

- Provisions for parking, litter
- No Police/Security requirements
- NO Evacuation Plan (if applicable)
- Notification Plan for neighbors and/or businesses impacted by event, if necessary
- No Medical/Emergency Services provisions
- NO Provisions for extra Portable Toilets (for groups larger than 100)
- No Any music (recorded or live) - *Separate permit must be obtained prior to event.*
- NO Any alcohol service - *City Council approval & State license must be obtained prior to event.*
- yes Any temporary structures and/or vehicle access (must comply with current fire codes & WAC 51.54, International Fire Code Chapter 345.24) *Fire Chief inspection will be required prior to event.*
- yes Certificate of Insurance naming the city as additional insured for event dates with endorsement, if the event is held on city property. *Must be submitted prior to event.*

**A Site Plan is required.** Please upload/attach a copy of your plan with this application. Be sure to include all of the following:

- Any 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, firework and other heat sources
- Fire extinguisher (if applicable)

**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.



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**Applicant's Signature**

5-28-16

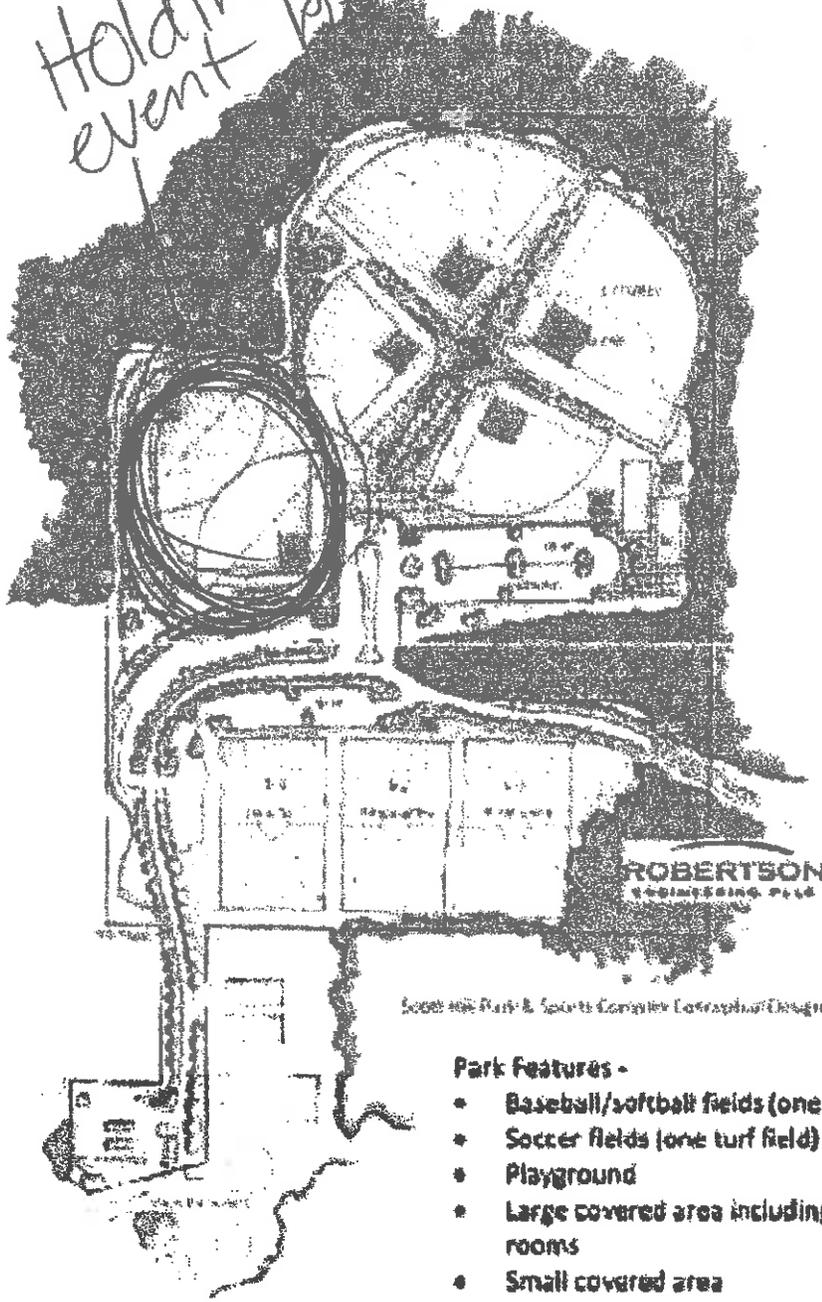
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**Date**

**PLEASE READ CAREFULLY**

- All events must be approved by City Council and possibly the Park Board
- Please submit event application 2 months prior to event to ensure a timely approval.
- Start and finish at the stated time on agreement
- Any emergency situation or bad weather may cause cancellation of facility without notice
- Adult supervision is required at ALL TIMES
- Please give a 24-hour notice of cancellation
- Use only facilities listed on agreement
- User is responsible for damages and clean-up
- Failure to observe rules and regulations of the City may result in loss of usage privileges

Holding event here

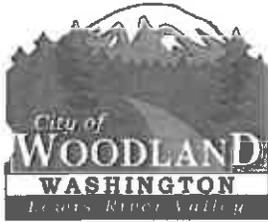


Scott Hill Park & Sports Complex Conceptual Design

**Park Features -**

- Baseball/softball fields (one turf field)
- Soccer fields (one turf field)
- Playground
- Large covered area including restrooms
- Small covered area
- Walking trail with workout stations
- Field lighting
- Concessions
- Batting Cages
- Picnic areas
- Parking
- Donor recognition areas / Items

**Scott Hill Park**



### Special Event Application

P.O. Box 9  
230 Davidson  
Woodland, WA 98674  
360-225-8281  
www.ci.woodland.wa.us

SPECIAL EVENT NUMBER \_\_\_\_\_  
Event Date(s): Sept. 13 2016  
Day(s) of Week: Tues  
Arrival Time: 8am  
Departure Time: 10pm

Applicant Name: Nate Chunley Officer Appreciation Benefit  
Organization/Business: Americas Family Diner - Kings for Cops/  
Mailing Address: 1447 Boerig St 98674  
Phone Number: 360-798-2785 Email Address: natechunley@yahoo.com

TYPE OF ACTIVITY (check all that apply)	FACILITIES DESIRED (check all that apply)
<input type="checkbox"/> Parade	<input checked="" type="checkbox"/> Horseshoe Lake Shelter
<input type="checkbox"/> Street Closure	<input checked="" type="checkbox"/> Large Field
<input type="checkbox"/> Street Sale	<input type="checkbox"/> Beach Front
<input type="checkbox"/> Athletic Run/Walk	<input type="checkbox"/> Use of Lake
<input checked="" type="checkbox"/> Park Event	<input type="checkbox"/> Large Field
Other: _____	<input type="checkbox"/> Hoffman Plaza

Expected number of Participants: \_\_\_\_\_ Expected number of Spectators: 1200

Please list any Street Closures : \_\_\_\_\_

*Street closure permit must be obtained prior to event*

The following items are required to finalize your request.  
Please use checklist to ensure that your application is complete.

Please upload/attach a detailed timeline of event activities beginning with planning prior to the event and ending with cleanup. *Include details for all of the following:*

- Provisions for parking, litter
- Police/Security requirements
- Evacuation Plan (if applicable)
- Notification Plan for neighbors and/or businesses impacted by event, if necessary
- Medical/Emergency Services provisions
- Provisions for extra Portable Toilets (for groups larger than 100)
- Any music (recorded or live) - *Separate permit must be obtained prior to event.*
- Any alcohol service - *City Council approval & State license must be obtained prior to event.*
- Any temporary structures and/or vehicle access (must comply with current fire codes & WAC 51.54, International Fire Code Chapter 345.24) *Fire Chief inspection will be required prior to event.*
- Certificate of Insurance naming the city as additional insured for event dates with endorsement, if the event is held on city property. *Must be submitted prior to event.*

**A Site Plan is required.** Please upload/attach a copy of your plan with this application. Be sure to include all of the following:

- Any 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, firework and other heat sources
- Fire extinguisher (if applicable)

- 220 power (check availability)

**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**

8/9/16

**Date**

**PLEASE READ CAREFULLY**

All events must be approved by City Council and possibly the Park Board.

Please submit event application 2 months prior to event to ensure a timely approval.

Start and finish at the stated time on agreement

Any emergency situation or bad weather may cause cancellation of facility without notice

Adult supervision is required at ALL TIMES

Please give a 24-hour notice of cancellation

Use only facilities listed on agreement

User is responsible for damages and clean-up

Failure to observe rules and regulations of the City may result in loss of usage privileges



Special Event Application

P.O. Box 9
230 Davidson
Woodland, WA 98674
360-225-8281
www.ci.woodland.wa.us

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AUG 10 2016

CITY OF WOODLAND

SPECIAL EVENT NUMBER

Event Date(s): October 1st 2016

Day(s) of Week: Saturday

Arrival Time: 8:00am

Departure Time: 10:00pm

Applicant Name: DJ MACINOWSKI, ISAAC ANDERSEN, KARYN SHIPLEY

Organization/Business: Woodland Health & Wellness Health Senior Project & Compassion First

Mailing Address: 943 Park St, Woodland, WA 98674

Phone Number: 360-674-9578
360-805-9303

Email Address: MACINOWD@WOODLANDSCHOOLS.WA.GOV

Table with 2 columns: TYPE OF ACTIVITY (check all that apply) and FACILITIES DESIRED (check all that apply). Includes options like Parade, Street Closure, Athletic Run/Walk, Park Event, Horseshoe Lake Shelter, Large Field, Beach Front, Use of Lake, Hoffman Plaza.

Expected number of Participants: 20

Expected number of Spectators: Open to All

Please list any Street Closures:

Street closure permit must be obtained prior to event

The following items are required to finalize your request. Please use checklist to ensure that your application is complete.

Please upload/attach a detailed timeline of event activities beginning with planning prior to the event and ending with cleanup. Include details for all of the following:

- Provisions for parking, litter
Police/Security requirements
Evacuation Plan (if applicable)
Notification Plan for neighbors and/or businesses impacted by event, if necessary
Medical/Emergency Services provisions
Provisions for extra Portable Toilets (for groups larger than 100)
Any music (recorded or live) - Separate permit must be obtained prior to event.
Any alcohol service - City Council approval & State license must be obtained prior to event.
Any temporary structures and/or vehicle access (must comply with current fire codes & WAC 51.54, International Fire Code Chapter 345.24) Fire Chief inspection will be required prior to event.
Certificate of Insurance naming the city as additional insured for event dates with endorsement, if the event is held on city property. Must be submitted prior to event.



**PLEASE CONSIDER PARTNERING WITH US TO FIGHT  
HUMAN TRAFFICKING**

**Greetings!**

We are so excited about the possibility of you partnering with us to fight against human trafficking. We are working with local churches to partner with an organization out of Portland called Compassion First. They work not only to end modern day slavery, but also to help care for its survivors. They have worked in Indonesia for years and now need our help for their local effort. This event is a one day, FREE concert to raise awareness as well as help raise funds for Compassion First.

**EVENT:** Oct. 1, 2016 Horseshoe Park, Woodland, WA

**Concert, Speaker from Compassion First,  
Raffle Prizes, and Vendors.**

We are currently working on getting a portable stage and sound delivered for this event. There will be live music as well as recorded but should be done by 9. Set up will start at about 9am day of and should all be cleaned up by midnight. The event is free of charge but donations will be asked for to help Compassion first as well help pay for other expenses. Please contact us if we need additional security or anything else for this to happen.

Planning of this Senior Project event done by  
Isaac Andersen and Kaelyn Shipley  
For questions please contact  
860-805-9303 [malinowd@woodlandschools.org](mailto:malinowd@woodlandschools.org)

RECEIVED

AUG 16 2016

Dear City of Woodland,

CITY OF WOODLAND

My name is DJ Malinowski. I am helping with advising for a senior project that is being done by Woodland student, Isaac Andersen and Kalama student, Kaelyn Shipley. We have filled out the permit for the use of the big field at Horseshoe Park, the Dance Permit, as well as a handwritten site plan. The event we are planning is a free concert to help bring awareness to and raise funds for Compassion First. Compassion First is a faith based, non-profit organization that works to fight against human trafficking both locally in Portland, OR as well as internationally in Indonesia. Our event will consist of a few bands, a speaker, vendors and informational tents including Compassion First, as well as a raffle. The concert is free but donations will be accepted to help raise funds for Compassion First. I am writing this letter to formally request that the fee for the park be waived. With no budget, we are looking for most everything to be donated. Location is always important and we hope you can help us with this. If you have any questions my info is on all the paperwork, but you can reach me at 860-805-9303 or [malinowd@woodlandschools.org](mailto:malinowd@woodlandschools.org)

Thanks and God Bless,

DJ Malinowski

Isaac Andersen and Kaelyn Shipley



RECEIVED

AUG 16 2016

CITY OF WOODLAND

Dance Permit

Applicant: DJ MALINOWSKI KATELYN STIPLEY
Mailing Address: ISAAC ANDERSEN

Home Phone:
Cell Phone: 660-805-9363
Email Address: MALINOWSKI@WOODLANDSCHOOLS.ORG

Event Type: CONCERT BENEFIT SENIOR PROJECT
Venue Address: BIG FIELD @ HORSESHOE PARK
Date of Event: OCT. 7
Start Time of Event: 5:00 PM
Music Live or Recorded: YES, BOTH

Venue: BIG FIELD @ HORSESHOE PARK
Venue Phone:
Admission/Gratuity Charge? [X] Yes [ ] No DONATIONS
End Time of Event: 9:00 PM

Age of Participants: ANY AGE
Number of Chaperones: 10

Table with columns: Type of Dance, Yes, No, Fee, Amount Due. Rows include Public Dance, Juvenile Dance, Private Dance, School Dance.

Will alcohol be served or on premises? NO

\* EVENT IS A SENIOR PROJECT AND IS A FUNDRAISER FOR AN ORGANIZATION WHICH FIGHTS AGAINST HUMAN TRAFFICKING AND IS NON-PROFIT IN PORTLAND, OR.

Applicant's Signature [Signature]
Date: 8/11/16

For Official Use Only

Conditions/Comments: [Empty box]

Authorized by: Mari E. Ripp 8/30/2016
Clerk-Treasurer/Date
Building Official/Date

Police Chief/Date







PROPOSED  
BENCH  
PLACEMENT



June 27, 2016

RECEIVED

JUL 12 2016

CITY OF WOODLAND

Mari Ripp, Clerk/Treasurer  
City of Woodland  
PO Box 9  
Woodland, WA 98674

RE: Risk Assessment – Park/Playground Review

Dear Ms. Ripp:

The assistance I received on June 1 and 2, 2016, in completing the risk assessment was greatly appreciated. The purpose of a risk assessment is to identify areas of potential loss and to offer recommendations on how the City can eliminate or minimize losses due to the identified hazard. By being proactive in regard to risk management, each city has the opportunity to reduce expenditures due to losses, to both itself and the Cities Insurance Association of Washington, of which the City of Woodland is a member.

Based upon discussions and observations, I am submitting the following safety concerns, which have been separated into the following categories:

- A. Hazardous conditions in need of immediate action.
- B. Safety concerns which can be remedied by City personnel as a part of the City's normal work schedule.
- C. Summary of risk.

This report is based upon observations or information available at the time of the survey. This survey may not have allowed discovery of all hazards present. The purpose of the risk manager conducting this survey is to warrant compliance with regulatory, industry standards or best practices as set forth by the insurance program. We will make every effort to identify hazards, identify compliance standards and offer assistance to rectify the situation permanently.

RE: City of Woodland  
Facility Review - Risk Assessment  
Page 2

There will be follow-up within forty-five (45) days to ensure that items identified in this report have been corrected.

It has been a pleasure working with you and your staff on this risk assessment. Should you have any questions or if we can be of any assistance, please feel free to contact us at (509) 754-2027 or (800) 407-2027.

Sincerely,



Mark Sherwood  
Risk Control Representative

/kes

Enclosures

cc: Diane Harding, Propel Insurance, Longview (w/o enclosures)

**SAFETY ADDENDUM  
FOR  
CITY OF WOODLAND  
Rolling Freedom Skate Park**



**A. Conditions in need of immediate action.**

1. No observable items at the time of this review.

**B. Conditions which can be remedied by City personnel as a part of the City's normal work schedule.**

1. During my review we observed several areas in the bowl of the skate park that have cracks. These cracks allow water to seep into the bowls, which creates a potential hazard for the users. With time, these cracks will continue to grow and present an even greater hazard. We recommend filling the cracks with expandable epoxy concrete filler. This may have to be performed on a regular basis, such as every year or every other year. The skate park was designed with appropriate floor drains.



2. The wooden bench made out of old skateboards is deteriorating and needs to be refinished or replaced. In its current condition, splinters and slivers could injure a person and creates liability for the City.



**C. Summary of risk.**

**Overall, Freedom Skate Park is in good condition. There is adequate and appropriate signage with hours of operation, as well as necessary warnings and guidelines.**

**SAFETY ADDENDUM  
FOR  
CITY OF WOODLAND  
Horseshoe Lake Park**



**A. Conditions in need of immediate action.**

1. The large metal and wood play structure at this location is non-compliant, as to ASTM and CPSC standards. The structure needs extensive retrofitting and/or repair or removal, and a new structure to replace it. Items of concern or non-compliant are the following:

- The metal slide is considered a hazard, due to the extreme temperatures it can reach facing to the west. It also does not have the transition chute design, which is now required. One of the bottom support pieces is broken and taped together.



- There are two metal posts that were once part of the play structure, but are now not attached and are in the use zone. This creates a hazard if a child were to fall from the platform near these or from the parallel bars adjacent to them.



- The platforms, which are over 38" off the ground, need barriers to prevent a child from falling off the platform.
- The wood portions of the structure are becoming worn and are starting to splinter.

**B. Conditions which can be remedied by City personnel as a part of the City's normal work schedule.**

1. The all-weather outlets located at the covered shelter are missing their covers. To keep insects and inclement weather away from the insides of an outlet, it is always a very good idea to put the weatherized covers on. We recommend that the City inspect all outlets during the normal inspection of the park to ensure that weatherized covers are in place.



2. The swings use "S" hooks that fasten the swing seat to either the chain or pivot or both. Over time, the "S" hooks have spread apart. Left uncorrected, this could cause the "S" hooks to slip off the fasteners. Consumer Product Safety Commission guidelines recommend a space of no more than 0.04" or 1 mm between the "S" hook. This is the thickness of a credit card. We recommend squeezing the "S" hooks together to obtain the desired space. See the enclosed illustration for details.



3. The swing set does not have a proper use zone. The use zone is determined by measuring from the ground to the top of the pivot bar, multiplied by two. This figure is then measured from the pivot bar, out along the ground in both directions. Six foot use zones need to be provided for the sides of the swing set. This area then needs to be filled with 12" of underlayment material. In addition, there should be nothing located in the use zone which would obstruct the free use of the swings.



4. The newest play structure designed for ages 2 to 5 has paint chipping away from it. We recommend contacting the manufacturer for appropriate paint to re-paint the sections that are chipping away. They will need to be cleaned up with a wire brush or sanding to prep the area first.



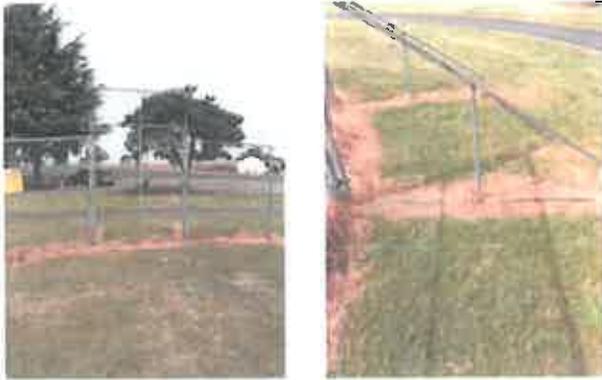
5. During our review, we noticed a broken mounting clamp on the structure. We recommend this be replaced and all clamps, bolts, and nuts be checked and tightened at least every six months.



6. The use zone for stationary equipment should extend a minimum of 6' in all directions from the perimeter of the equipment. This area then needs to be equipped with 12" of underlayment material. The use zones of two stationary pieces of playground equipment that are positioned adjacent to one another may overlap if the adjacent designated play surface of each structure is no more than 30" above the protective surfaces (i.e. may be located a minimum of a distance of 6' apart). If adjacent designated play surfaces on either structure exceed a height of 30", the minimum distance between the structures should be 9'.



7. The backstop located on the playground is not anchored to the ground. If this backstop tipped over, it could severely injure a child. We recommend anchoring the backstop in a permanent fashion.



**C. Summary of risk.**

**This is a beautiful park and has many amenities for the public, including the playground equipment, two different shelters for gatherings and functions, the lake, and overall play areas. The City has a life jacket lending program for users of the lake. There is appropriate signage for the use of the life jackets, as well as the uses of the lake. The largest risk to the City is the equipment that has been noted above. Care and maintenance of the equipment, open play areas, and walkways are paramount to reducing or eliminating liability to the City.**

**Documented safety inspections need to occur on all playground equipment. These inspections are broken down into two categories. First are the high frequency inspections that should be done on a weekly basis, if not daily, during high use times. These consist of re-raking underlayment in areas of high use, making sure there are no missing/broken parts, and turning in work orders for any repair work that needs to be done. Second are the low frequency inspections. These inspections are to be done on a quarterly basis by a trained member of the maintenance staff. These are top-to-bottom inspections of all playground equipment, looking for any worn, loose, or broken hardware. With these two inspections in place, it will improve the safety of playground equipment and the safety of users.**

**SAFETY ADDENDUM  
FOR  
CITY OF WOODLAND  
Hoffman Park**



**A. Conditions in need of immediate action.**

1. No observable items at the time of this review.

**B. Conditions which can be remedied by City personnel as a part of the City's normal work schedule.**

1. The swing chain clamps have been identified as having bolt protrusions. Protrusions are any bolt or screw projecting more than 1/8" and are above a horizontal plane. These protrusions could injure a child or catch a piece of clothing. We recommend turning the bolts over so that the nut is on the bottom to eliminate this hazard.



2. The swings use "S" hooks that fasten the swing seat to either the chain or pivot or both. Over time, the "S" hooks have spread apart. Left uncorrected, this could cause the "S" hooks to slip off the fasteners. Consumer Product Safety Commission guidelines recommend a space of no more than 0.04" or 1 mm between the "S" hook. This is the thickness of a credit card. We recommend squeezing the "S" hooks together to obtain the desired space. See the enclosed illustration for details.



3. The City has placed wooden beams around the border of the playground equipment area. In their current condition, they pose a trip hazard. We recommend burying them deeper into the ground to reduce the risk of injuries or painting them a bright color to draw attention to the change in surfacing.



4. During our review, portions of the wood curbing around the use zone were damaged and screws were showing. We recommend repair or replacement to eliminate the hazard presented by exposed screws.



5. The swing set does not have a proper use zone. The use zone is determined by measuring from the ground to the top of the pivot bar, multiplied by two. This figure is then measured from the pivot bar, out along the ground in both directions. Six foot use zones need to be provided for the sides of the swing set. This area then needs to be filled with 12" of underlayment material. In addition, there should be nothing located in the use zone which would obstruct the free use of the swings.



6. The play structure was missing one of the protective caps on the upright standard. This allows for debris and garbage to accumulate, as well as creates a risk to users being cut or trapping a hand or arm. We recommend replacing this cap immediately.



**C. Summary of risk.**

The overall condition of the park is very good, with the exception of the few listed deficiencies. This provides a wonderful area for children to play next to the community center and the library.

Documented safety inspections need to occur on all playground equipment. These inspections are broken down into two categories. First are the high frequency inspections that should be done on a weekly basis, if not daily, during high use times. These consist of re-raking underlayment in areas of high use, making sure there are no missing/broken parts, and turning in work orders for any repair work that needs to be done. Second are the low frequency inspections. These inspections

are to be done on a quarterly basis by a trained member of the maintenance staff. These are top-to-bottom inspections of all playground equipment, looking for any worn, loose, or broken hardware. With these two inspections in place, it will improve the safety of playground equipment and the safety of users.

**SAFETY ADDENDUM  
FOR  
CITY OF WOODLAND  
Eagle Park**



**A. Conditions in need of immediate action.**

- 1. There is an electrical pedestal next to the sidewalk adjacent to the park that has a cover missing. A small child could get their hand inside this and potentially shock or electrocute themselves. We recommend replacing this cover immediately.**



**B. Conditions which can be remedied by City personnel as a part of the City's normal work schedule.**

- 1. The play structure has a small amount of graffiti, which encourages more graffiti to take place. By immediately removing graffiti, it discourages more from taking place and will give the users pride in having nice facilities.**



2. During our review there was a wasp nest inside the play structure. We recommend a weekly, or at least monthly, inspection of park equipment and play structures for insects and apply appropriate insecticides to prevent and eliminate harm to users of the equipment.



3. The spring teeter-totter seats are showing signs of wear. We recommend the seats be re-finished to prevent slivers and splinters to users.



C. Summary of risk.

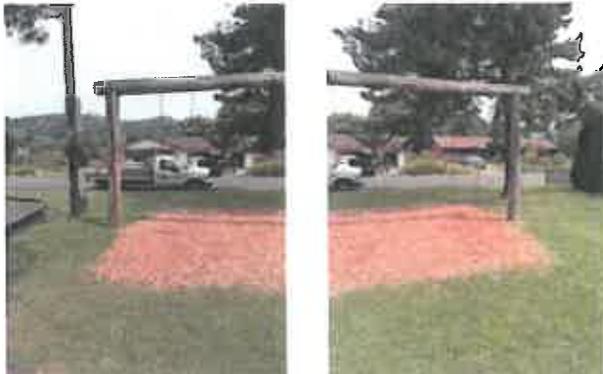
The overall condition of the park is very good. Documented safety inspections need to occur on all playground equipment. These inspections are broken down into two categories. First are the high frequency inspections that should be done on a weekly basis, if not daily, during high use times. These consist of re-raking underlayment in areas of high use, making sure there are no missing/broken parts, and turning in work orders for any repair work that needs to be done. Second are the low frequency inspections. These inspections are to be done on a quarterly basis by a trained member of the maintenance staff. These are top-to-bottom inspections of all playground equipment, looking for any worn, loose, or broken hardware. With these two inspections in place, it will improve the safety of playground equipment and the safety of users.

**SAFETY ADDENDUM  
FOR  
CITY OF WOODLAND  
Kenneth Bjur Memorial Park**



- A. Conditions in need of immediate action.
1. No observable items at the time of this review.
- B. Conditions which can be remedied by City personnel as a part of the City's normal work schedule.
1. The swing set does not have a proper use zone. The use zone is determined by measuring from the ground to the top of the pivot bar, multiplied by two. This figure is then measured from the pivot bar, out along the ground in both directions. Six foot use zones need to be provided for the sides of the swing set. This area then needs to be filled with 12" of underlayment material. In addition, there should be nothing located in the use zone which would obstruct the free use of the swings.

In order to provide the appropriate use zone on the sides of this swing set, an option could be to remove the swing set and move the upright standards in to a distance that would provide for the six foot use zones on the sides. The City would need to leave at least 30" between the two swing chains. There is enough room between the two swings to allow for this new foot print.



2. The long bolts sticking up on top of the swing set cross beam create a bolt protrusion. This creates a string entanglement and potential choking hazard. We recommend grinding the bolts down to less than three threads showing above the nut.

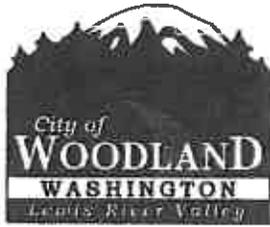


3. Currently, the swing set has quick links and not "S" hooks. These "S" hooks are meant to open over time to indicate wear. We recommend removing the quick links from the swing set and replacing them with standard "S" hooks.



**C. Summary of risk.**

The overall condition of this park is very good. The underlayment is kept to a recommended depth. Another option for the swing set would be to eliminate the homemade type swing set and replace it with a new manufactured swing set that would be compliant for the area in question.



**Building & Planning Department**

**RECEIVED**

P.O. Box 9, 230 Davidson Avenue  
Woodland, WA 98674

www.ci.woodland.wa.us

Building: (360) 225-7299 / Planning: (360) 225-1048 / Fax: (360) 225-7336

City of Woodland

Building Dept  
Planning Dept

**LAND USE APPLICATION**

LU # \_\_\_\_\_

Applicant: Rotary Foundation of Woodland c/o Sandy Larson  
Mailing Address: PO Box 482 Woodland WA 98674

Phone: 360-921-1202 Cell Phone: \_\_\_\_\_

Fax #: \_\_\_\_\_ Email: sandywallila.larson@gmail.com

Property Owner: City of Woodland

Mailing Address: PO Box 9 Woodland WA 98674

Phone: 360-225-7299 Cell Phone: \_\_\_\_\_

Fax #: 360-225-7336 Email: \_\_\_\_\_

Site Address: 0 Scott Hill Drive, Woodland WA

Parcel # 508800100 and 508990100

Comprehensive Plan Designation: Public Facilities Zoning Designation: open space

Flood Zone Designation: N/A FIRM Map Panel # \_\_\_\_\_ Map Date: \_\_\_\_\_

Road Access: Scott Hill Road

Brief Project Description: Construct a new City Park & Sports Complex that will include new access roads, paved walking path, baseball and soccer fields and batting cage. It will also include event parking, fence, lighting, restrooms, event buildings and maintenance building.

Property Owner Signature

Date

[Signature]

8-23-2016

Applicant Signature

Date

Fees listed (shown on reverse) are minimums based on land use application type and do not include cost recovery for outside review and Hearing Examiner fees, which are to be paid by the applicant. **Fees are set by resolution of the City Council and are non-refundable.** By signing this application and the additional Agreement to Reimburse for Consulting Services form, you agree to pay all fees for outside review and any applicable Hearing Examiner fees.



Scott Hill Park & Sports Complex  
RBE No. 15001



## PROJECT NARRATIVE

### General Project Description

Construction of a new City Park & Sports Complex will include 2 new access roads, a paved walking path, road stream crossing, 462 parking spaces, 4 baseball fields, 3 soccer fields, 1 dual purpose baseball / soccer field and a baseball batting cage. There will be new event parking, fencing, water and sewer service, storm drainage control and sports field lighting. Restroom facilities, two covered multiuse event buildings and a maintenance building will be constructed. The site is 45.86 acres in size.

### Zoning

The property is currently owned by the City of Woodland and Rotary Foundation of Woodland is developing the new Scott Hill Park & Sports Complex. The site is zoned Public / Quasi-Public Institutional with a comprehensive plan designation of Public Facilities / Open Space. The proposed use is an Outright Allowed Use.

### Critical Areas

In 2006 a grading permit was issued that involved mass grading of the upland soils on this property. A wetland report prepared by Ecological Land Services delineated wetland areas at the base of the eastern slope of the site. Two of the identified wetlands were impacted by the Haul Road constructed in 2006 and were mitigated per the mitigation plan prepared by Ecological Land Services. The Scott Hill Park & Sports Complex project will not impact any of the remaining wetland areas identified in the 2006 Wetland Report and Mitigation Plan. The existing drainage ditch will require a culvert to construct the new road connection. This ditch is considered to be a non-jurisdictional drainage ditch per the original 2006 Wetland Report. A copy of the 2006 Mitigation Report is provided with this application.

The eastern slopes of the project are mapped as hazard landslide areas. Cascadia Geo-services conducted an onsite geotechnical report which addresses the landslide hazard conditions for this project.

### Public Road Improvements

A public road extension is required to access the site. The main entrance will be off an extension of Scott Hill Road to the park entrance. A secondary commercial access will extend down to Meriwether Lane at the base of Scott Hill that serves the existing residential area. Storm water runoff from the new road will need to be handled at the base of the road connection with Meriwether Lane.

PO Box 923  
91 SW 13th Street  
Chehalis, WA 98532  
Phone: (360) 740-8919  
Fax: (360) 740-8912

# **RB** Engineering

## **Sewer Service**

Scott Hill Road has an existing gravity sewer main that is not connected at the City's mainline at the base of Scott Hill Road. A project is currently in design to make this connection. The new park will connect to this gravity system using onsite duplex STEP pumping and simplex STEP systems onsite.

## **Water Service**

New water services are needed for this project. The site is adjacent to the City of Woodland's water reservoir. The City has acknowledged that they will need to construct a booster pump system at this site to provide adequate water pressure for this project. This system will also serve existing homes on Scott Hill.

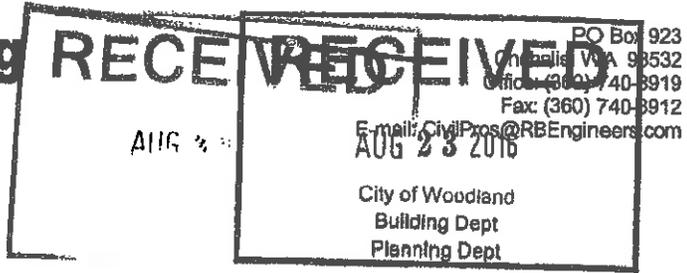
## **Storm Water Facilities**

A detailed soils analysis was completed and determined that infiltrating storm water runoff within the project limits is possible. The storm water design includes multiple drainage basins. Each basin has a designated treatment and flow control facility. A preliminary drainage report was prepared and submitted with this application.

PO Box 923  
91 SW 13th Street  
Chehalis, WA 98532  
Phone: (360) 740-8919  
Fax: (360) 740-8912



**Engineering**



# Transmittal

**Date:** 8-22-16

**Send To:**  
City of Woodland  
PO Box 9  
230 Davidson Avenue  
Woodland, WA 98674

**Project Number:**  
15001

**Agency Number:**

**Project Name:**  
Scott Hill Park & Sports Complex

**Via:**  
Hand Deliver

Copies	Date	Description
1	8.22.16	Land Use Application & Ownership Certification
1	Aug. 2016	SEPA Checklist & dahp letter dated, 6.29.16
1	8.22.16	Critical Areas Identification Checklist & 2006 Preliminary Mitigation Plan
1		Title Report and Legal Description
1	8.22.16	Project Narrative
1	11.19.15	Traffic Impact Analysis
1	8.22.16	Construction Administration & Inspection Expense Agreement
2	Aug. 2016	Preliminary Drainage Reports & Geotechnical Report

**Transmitted As Checked Below:**

- For Your Use
- For Review & Comment
- For Your Approval
- As Requested
- Approved As Noted
- Returned For Correction

**Comments:**

Also included is six full size and one reduced size set of plans. If you have any questions, please do not hesitate to call or e-mail us at (360) 740-8919 or robertb@rbengineers.com.

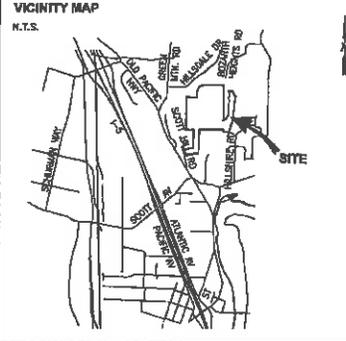
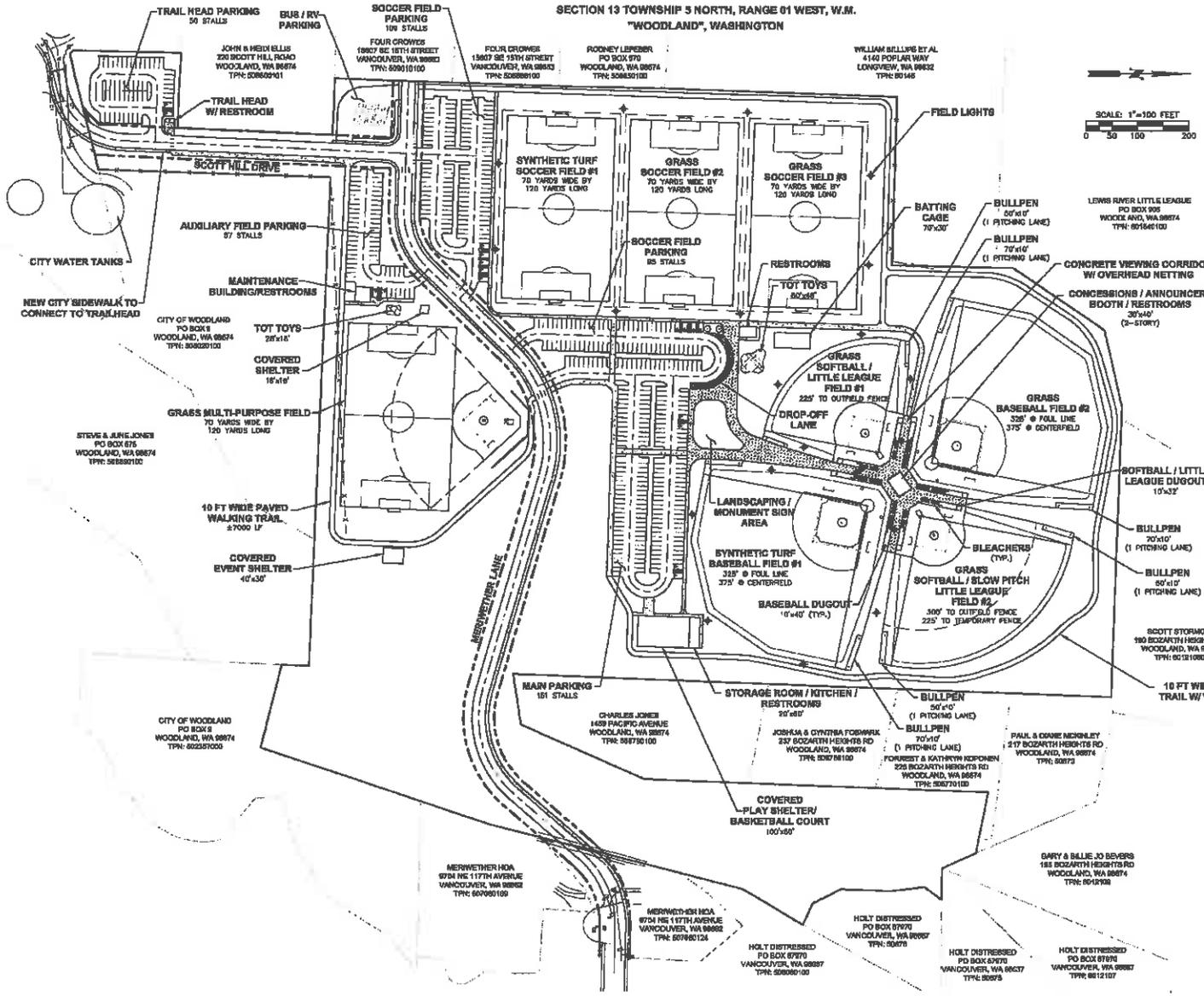
Thank you,

**Signed:** Bob Balmelli PE

**Cc:** Project file  
Client

# SCOTT HILL PARK & SPORTS COMPLEX

SECTION 13 TOWNSHIP 3 NORTH, RANGE 01 WEST, W.M.  
"WOODLAND", WASHINGTON



**PROJECT INFORMATION**

APPLICANT: ROTARY CLUB OF WOODLAND  
PO BOX 492  
WOODLAND, WA 98674  
(360) 921-1202

PARCEL NOS: 508000100, 508000100

SITE ADDRESS: 0 SCOTT HILL DRIVE  
WOODLAND, WA 98674

ZONING: PUBLIC FACILITIES / OPEN SPACE

MAPPED SOILS: CAPLES SILTY LOAM  
CLATO SILT LOAM  
KELSO SILT LOAM

SITE AREA: 48 ACRES

WATER: CITY OF WOODLAND

SANITARY SEWER: CITY OF WOODLAND

**SHEET INDEX**

C1.1 SITE MASTER PLAN  
C2.1 PRELIMINARY GRADING AND DRAINAGE PLAN  
C2.2 PRELIMINARY WATER AND SEWER PLAN  
C3.1 PRELIMINARY LANDSCAPE PLAN

DATE: 07/21/2016  
SCALE: 1" = 100'

DESIGNED BY: [ ]  
DRAWN BY: [ ]  
CHECKED BY: [ ]

DATE: 07/21/2016  
SCALE: 1" = 100'

SITE MASTER PLAN

Scott Hill Park

RB Engineering  
CIVIL ENGINEERING - LAND PLANNING - UTILITIES  
19001 15th Ave SW  
Burien, WA 98148  
PH: 206-835-7000  
FAX: 206-835-7001

JOB NUMBER: 19001  
DRAWING NAME: 19001-C SITE\_PRC  
C1.1  
1 OF 6









Aug 2016

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>Park</b>						
<b>Ending Fund Balance</b>						
101-000-000-508-80-00-00	EFB - Unreserved	\$0.00	\$0.00	\$23,406.00	0.00%	\$23,406.00
<b>Total Ending Fund Balance</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$23,406.00</b>	<b>0.00%</b>	<b>\$23,406.00</b>
<b>Community Center</b>						
101-000-000-575-50-31-00	Operating Supplies	\$0.00	\$77.56	\$250.00	31.02%	\$172.44
101-000-000-575-50-42-00	Communications	\$63.27	\$567.51	\$750.00	75.67%	\$182.49
101-000-000-575-50-47-00	Utilities	\$33.73	\$2,145.79	\$4,000.00	53.64%	\$1,854.21
101-000-000-575-50-48-00	Repairs/Maintenance: Building	\$43.12	\$368.64	\$500.00	73.73%	\$131.36
101-000-000-575-50-49-00	Miscellaneous	\$0.00	\$0.00	\$100.00	0.00%	\$100.00
<b>Total Community Center</b>		<b>\$140.12</b>	<b>\$3,159.50</b>	<b>\$5,600.00</b>	<b>56.42%</b>	<b>\$2,440.50</b>
<b>Park Facilities</b>						
101-000-000-576-80-10-00	Salaries	\$5,888.34	\$43,133.62	\$57,000.00	75.67%	\$13,866.38
101-000-000-576-80-20-00	Personnel Benefits	\$2,160.91	\$20,717.84	\$22,000.00	94.17%	\$1,282.16
101-000-000-576-80-31-00	Operating Supplies	\$348.93	\$3,076.62	\$5,000.00	61.53%	\$1,923.38
101-000-000-576-80-32-00	Fuel Consumed	\$66.34	\$66.34	\$1,100.00	6.03%	\$1,033.66
101-000-000-576-80-45-00	Rentals	\$1,080.00	\$3,510.00	\$3,500.00	100.29%	(\$10.00)
101-000-000-576-80-47-00	Utilities	\$172.88	\$6,918.27	\$16,000.00	43.24%	\$9,081.73
101-000-000-576-80-48-00	R & M: Buildings & Equipment	\$740.90	\$4,327.09	\$7,000.00	61.82%	\$2,672.91
101-000-000-576-80-49-00	Miscellaneous	\$0.00	\$89.17	\$200.00	44.59%	\$110.83
101-000-000-576-80-49-20	Horseshoe Lake Management	\$3,045.68	\$4,177.53	\$17,500.00	23.87%	\$13,322.47
<b>Total Park Facilities</b>		<b>\$13,503.98</b>	<b>\$86,016.48</b>	<b>\$129,300.00</b>	<b>66.52%</b>	<b>\$43,283.52</b>
<b>Nonexpenditures</b>						
101-000-000-589-00-00-00	Key Deposit Refunds: Comm Center	\$0.00	\$2,550.00	\$4,500.00	56.67%	\$1,950.00
101-000-000-589-00-01-00	Key Deposit Refunds: HSL Shelter	\$200.00	\$1,000.00	\$1,500.00	66.67%	\$500.00
<b>Total Nonexpenditures</b>		<b>\$200.00</b>	<b>\$3,550.00</b>	<b>\$6,000.00</b>	<b>59.17%</b>	<b>\$2,450.00</b>
<b>Capital Expenditures</b>						
101-000-000-594-76-64-00	C/O Equipment: Park	\$0.00	\$5,545.26	\$6,000.00	92.42%	\$454.74
101-000-000-594-76-66-00	C/O Park: Copier	\$45.46	\$363.68	\$695.00	52.33%	\$331.32
<b>Total Capital Expenditures</b>		<b>\$45.46</b>	<b>\$5,908.94</b>	<b>\$6,695.00</b>	<b>88.26%</b>	<b>\$786.06</b>
<b>Transfer Out</b>						
101-000-000-597-00-00-03	Contribution to 001/General	\$2,095.83	\$16,766.68	\$25,150.00	66.67%	\$8,383.32
101-000-000-597-00-16-01	Contribution to 001/City Admin	\$290.00	\$2,320.00	\$3,480.00	66.67%	\$1,160.00
<b>Total Transfer Out</b>		<b>\$2,385.83</b>	<b>\$19,086.68</b>	<b>\$28,630.00</b>	<b>66.67%</b>	<b>\$9,543.32</b>
<b>Total Park</b>		<b>\$16,275.39</b>	<b>\$117,721.60</b>	<b>\$199,631.00</b>	<b>58.97%</b>	<b>\$81,909.40</b>
			<i>SPENT</i>	<i>BUDGET</i>		

Aug 2016

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>Impact Fees: Park Revenue</b>						
<b>Beginning Fund Balance</b>						
352-000-000-308-10-00-00	BFB - Reserved	\$0.00	\$77,446.07	\$77,446.00	100.00%	(\$0.07)
<b>Total Beginning Fund Balance</b>		<b>\$0.00</b>	<b>\$77,446.07</b>	<b>\$77,446.00</b>	<b>100.00%</b>	<b>(\$0.07)</b>
<b>Charges for Goods and Services</b>						
352-000-000-345-85-00-00	Park Impact Fees	\$6,696.00	\$16,774.78	\$14,508.00	115.62%	(\$2,266.78)
<b>Total Charges for Goods and Services</b>		<b>\$6,696.00</b>	<b>\$16,774.78</b>	<b>\$14,508.00</b>	<b>115.62%</b>	<b>(\$2,266.78)</b>
<b>Miscellaneous Revenues</b>						
<b>Investment Interest</b>						
352-000-000-361-11-00-00	Investment Interest	\$43.59	\$259.86	\$100.00	259.86%	(\$159.86)
<b>Total Investment Interest</b>		<b>\$43.59</b>	<b>\$259.86</b>	<b>\$100.00</b>	<b>259.86%</b>	<b>(\$159.86)</b>
<b>Total Miscellaneous Revenues</b>		<b>\$43.59</b>	<b>\$259.86</b>	<b>\$100.00</b>	<b>259.86%</b>	<b>(\$159.86)</b>
<b>Total Revenue</b>		<b>\$6,739.59</b>	<b>\$94,480.71</b>	<b>\$92,054.00</b>	<b>102.64%</b>	<b>(\$2,426.71)</b>
<b>Total Impact Fees: Park</b>		<b>\$6,739.59</b>	<b>\$94,480.71</b>	<b>\$92,054.00</b>	<b>102.64%</b>	<b>(\$2,426.71)</b>

RECEIVED ESTIMATED

BALANCE

# Tommy Truck Fun Bounce

INSTALLED HSL PARK 5/16  
REPLACED BROKEN HORSE



**Price:** \$436.00

**Model Number:** PFB003

**Brand:** Dot-Com

**Weight:** 65.00 LBS

**Age Range:** 2-5 years

**Child Capacity:** 1

**Fall Height:** 2'

**Safety Zone:** 13' 3" x 14' 8"

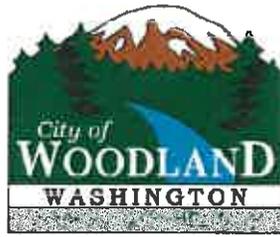
## Product Description

Brilliant for children who like to pretend they are driving their own car, the Tommy Truck Fun Bounce is for those up to the age of five. Sat on top of a spring like base, which can either be mounted onto your playground's surface or buried underground, this product bobs gently up and down, as well as from side to side, allowing children to develop a greater sense of balance while also having fun! With wheels that spin, and a shape that is very much like that of a typical truck, this playground toy is a firm favorite amongst both boys and girls. A steel handle sits on the front of the Tommy Truck Fun Bounce for children to hold onto, making sure that playtime injuries do not occur.

RECEIVED

AUG 05 2016

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	7-16-16
<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=Poor S=Satisfactory E=Excellent

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

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