MINUTES
Approval of January 18, 2012

NEW BUSINESS
Reappointment of Virginia Allen and Mike Curry
Special Event - Pacific NW Newfoundland Club

CONTINUED BUSINESS
Special Event - Lewis River Life Hope Ministries
Scott Hill Park & Sports Complex
Horseshoe Lake Management

PROJECT UPDATE
Other

ADJOURNMENT
The next regular meeting is scheduled for 5:00 p.m., Wednesday, March 21, 2012, at the Port of Woodland.
CITY OF WOODLAND
PARK BOARD MEETING MINUTES
JANUARY 18, 2012

The regular meeting of the Woodland Park Board was held on January 18, 2012, at the Port of Woodland, 115 Davidson Avenue, Woodland, WA 98674.

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

**BOARD MEMBERS:**
- Virginia Allen
- Mike Curry
- Brad Hammons, Chair
- Mark Haskins, Vice-Chair (absent)
- Karen Huddleston

**STAFF:**
- Jody Bartkowski, Engineering Tech

**MINUTES**
- The September 21, 2011 and November 16, 2011 minutes were approved as presented.

**PRESENTATION**
- **Poo Free Program**
  - Staff distributed an e-mail update and reported that Woodland is not eligible for this program due to the lack of members in the local area.

- **Eagle Scout Project - Andrew Olsen**
  - Andrew Olson introduced himself, gave troop information, and presented his idea for the installation of three park benches along the waterline at the east end of Horseshoe Lake Park. Public Works reported that they had reviewed Mr. Olson's plan and recommended approval.
  - Discussion ensued regarding the use of synthetic material vs. real wood, maintenance, splinters, construction using upright vs. standing boards, and anchoring.
  - *Boardmember Allen moved to recommend that as an Eagle Scout Project Andrew Olsen be allowed to construct and install three benches inside Horseshoe Lake Park as presented at the January 18, 2011 Park Board meeting. The motion was seconded.*
  - Further discussion ensued regarding the use of seat backs.
  - *Motion carried 4-0. Allen, yes; Curry, yes; Hammons, yes; Haskins, absent; Huddleston, yes.*
NEW BUSINESS

- **Lewis River Life Hope Ministries - Walk 4 Life**
  Discussion ensued regarding the similarity to last year's event, special event fee waiver request, non-profit/tax exempt status, last year's fee, and expense to the City.
  
  *Motion was tabled to the February 15, 2012. Public Works staff to gather information pertaining to actual costs and the 2011 fee.*

- **Electric Radio Controlled Unlimiteds - Model Hydroplane Race**
  Discussion ensued regarding the similarity to last year's event.
  
  *Boardmember Huddleston moved to recommend that City Council approve the use of Horseshoe Lake and beach front by Electric Radio Controlled Unlimiteds for a model hydroplane race on October 6, 2012. Boardmember Allen seconded the motion.*
  
  Further discussion ensued regarding entertainment for citizens, watching for free, and that the special event fee will be paid.
  
  *Motion carried 4-0. Allen, yes; Curry, yes; Hammons, yes; Haskins, absent; Huddleston, yes.*

- **Woodland Planter's Days - Planter's Days Committee**
  
  *Boardmember Huddleston moved to recommend that City Council approve the use of Horseshoe Lake and city facilities for Planter's Days on June 14-17, 2012 and waive required fees. Boardmember Curry seconded the motion.*
  
  Discussion ensued regarding the similarity to past events and previous damage to grass at the east end of Horseshoe Lake Park. The Board requested that Public Works inspect the carnival area after the event and pass the responsibility for any unexpected (unbudgeted) costs to the event sponsor.
  
  *Motion carried 4-0. Allen, yes; Curry, yes; Hammons, yes; Haskins, absent; Huddleston, yes.*

CONTINUED BUSINESS

- **Hilltop Park Development.**
  
  Sandy Larson, Woodland Rotary and Hilltop Park Ad Hoc Committee reported that the Rotary insignia cannot be used as a part of the park name and requested that it be used as a standalone item somewhere on the sign, that the Rotary is reviewing the City signed the Memorandum of Understanding, that Columbia River Carbonates may have to pull back on their contribution commitment due to increased PUD rates and the proposed City Utility Tax, that no additional work has been done on construction plans, and that the new website is up and running.

  Further information was presented regarding past, present, and future fundraising. A request will be presented to City Council for the "Running of the Balls" fundraiser on Scott Hill Road.
• **Horseshoe Lake Management Committee.** Mike Curry and the Public Works staff reported that the pump has been removed for repairs, that Council denied additional funding for water quality testing and help is being sought from Clark and Cowlitz Counties, and that an eagle decoy was placed inside the Park.

• **2012 Final Budget.** Discussion ensued regarding Community Center repairs and the Hoffmann Park swing set installation.

• **Facility Use Questionnaires.** Public Works reported that the stove and all burners are working correctly.

**ADJOURNMENT**

The meeting was adjourned at 6:05 p.m. The next regular meeting will be held at 5:00 p.m. on Wednesday, February 15, 2012, in the Port of Woodland’s Community Room.

Minutes approved: ____________________

________________________________________  _______________________
Jody Bartkowski, Park Board Secretary                      Date
## City of Woodland
### 2012 Terms of Office

<table>
<thead>
<tr>
<th>City Council &amp; Mayor</th>
<th>TERM</th>
<th>EXPIRES</th>
<th>CONTACT INFORMATION</th>
<th>ADDRESS</th>
<th>City</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Mayor) Grover Laseke</td>
<td>01/01/12</td>
<td>12/31/15</td>
<td>Primary Phone: 772-0371</td>
<td>307 Buckeye</td>
<td>Woodland</td>
</tr>
<tr>
<td>Pos #1 John J. Burke</td>
<td>01/01/10</td>
<td>12/31/13</td>
<td>Secondary Phone: 225-9888</td>
<td>499 Beechwood Street</td>
<td>Woodland</td>
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<tr>
<td>Pos #2 Al Swindell</td>
<td>01/01/10</td>
<td>12/31/13</td>
<td>Address: 841-8239</td>
<td>1167 Glenwood Street</td>
<td>Woodland</td>
</tr>
<tr>
<td>Pos #3 Marilee McCall</td>
<td>01/01/10</td>
<td>12/31/13</td>
<td>Address: 823-8607</td>
<td>84-D River Rock Lane</td>
<td>Woodland</td>
</tr>
<tr>
<td>Pos #4 Marshall Allen</td>
<td>12/05/11</td>
<td>12/31/16</td>
<td>Address: 225-8683</td>
<td>320 Fir</td>
<td>Woodland</td>
</tr>
<tr>
<td>Pos #5 Susan Humbyrd</td>
<td>11/03/09</td>
<td>12/31/15</td>
<td>Address: 225-7229</td>
<td>430 N. Pekin Road</td>
<td>Woodland</td>
</tr>
<tr>
<td>Pos #6 Benjamin Fredricks</td>
<td>11/03/09</td>
<td>12/31/13</td>
<td>Address: 225-6064</td>
<td>1776 Clover Lane</td>
<td>Woodland</td>
</tr>
<tr>
<td>Pos #7 Scott Perry</td>
<td>12/12/11</td>
<td>12/31/15</td>
<td>Address: 921-2306</td>
<td>180 S. Pekin Road</td>
<td>Woodland</td>
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### Park Board
Meet on the 3rd Wednesday at 5:00 pm

<table>
<thead>
<tr>
<th>Name</th>
<th>TERM</th>
<th>EXPIRES</th>
<th>CONTACT INFORMATION</th>
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<th>City</th>
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</thead>
<tbody>
<tr>
<td>Virginia Allen</td>
<td>02/19/08</td>
<td>02/19/12</td>
<td>Primary Phone: 225-8582</td>
<td>606 Washington Street</td>
<td>Woodland</td>
</tr>
<tr>
<td>Bradley Hammons, chair</td>
<td>03/15/09</td>
<td>03/15/13</td>
<td>Secondary Phone: 931-9364</td>
<td>836 Beechwood Street</td>
<td>Woodland</td>
</tr>
<tr>
<td>Mike Curry (filling unexpired)</td>
<td>12/20/10</td>
<td>02/19/12</td>
<td>Address: 225-3138</td>
<td>120 S. Pekin Road</td>
<td>Woodland</td>
</tr>
<tr>
<td>Karen Huddleston</td>
<td>02/01/10</td>
<td>12/31/13</td>
<td>Address: 225-7602</td>
<td>141 McKenzie Road</td>
<td>Woodland</td>
</tr>
<tr>
<td>Mark Haskins</td>
<td>02/01/10</td>
<td>12/31/13</td>
<td>Address: 692-2463</td>
<td>625 Bozarth Ave</td>
<td>Woodland</td>
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### Planning Commission
Meet on the 3rd Thurs of each month - 6 yr terms/5 member commission

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<tr>
<th>Name</th>
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<th>EXPIRES</th>
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<th>City</th>
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</thead>
<tbody>
<tr>
<td>David Simpson</td>
<td>06/30/10</td>
<td>06/30/16</td>
<td>Primary Phone: 225-8148</td>
<td>506 Robinson Road</td>
<td>Woodland</td>
</tr>
<tr>
<td>Murali &quot;Mike&quot; Aminineni</td>
<td>05/17/06</td>
<td>05/16/12</td>
<td>Secondary Phone: 503-449-3972</td>
<td>1473 N. Goerig #53</td>
<td>Woodland</td>
</tr>
<tr>
<td>Nancy Trevena</td>
<td>09/05/06</td>
<td>06/05/13</td>
<td>Address: 225-5031</td>
<td>1907 Lewis River Road</td>
<td>Woodland</td>
</tr>
<tr>
<td>Jim Yount</td>
<td>06/30/07</td>
<td>06/30/13</td>
<td>Address: 225-8442</td>
<td>P.O. Box 824/713 Third St</td>
<td>Woodland</td>
</tr>
<tr>
<td>Sharon Watt</td>
<td>04/02/07</td>
<td>01/02/13</td>
<td>Address: 225-2294</td>
<td>276 Insel Road</td>
<td>Woodland</td>
</tr>
</tbody>
</table>

### Civil Service Commission
Meet on 3rd Thurs at 4:00 pm - 6 year terms

<table>
<thead>
<tr>
<th>Name</th>
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<th>EXPIRES</th>
<th>CONTACT INFORMATION</th>
<th>ADDRESS</th>
<th>City</th>
</tr>
</thead>
<tbody>
<tr>
<td>Judy Kroon</td>
<td>02/16/08</td>
<td>02/16/14</td>
<td>Primary Phone: 225-7770</td>
<td>2071 Spruce Ave</td>
<td>Woodland</td>
</tr>
<tr>
<td>Erma Gettman</td>
<td>02/16/08</td>
<td>02/16/12</td>
<td>Secondary Phone: 225-8064</td>
<td>P.O. Box 249/933 Dale St</td>
<td>Woodland</td>
</tr>
<tr>
<td>NEW - to be filled</td>
<td>01/01/12</td>
<td>02/16/13</td>
<td>Address: 225-9022</td>
<td></td>
<td>Woodland</td>
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</table>
SPECIAL EVENTS AGREEMENT

Applicant Name: Cheryl woodrow
Organization / Business: Pacific NW Newfoundland Club
Mailing Address: 20600 SW Johnson Aloha OR 97006
Phone Number: 503 591-9181
Fax Number: 

Are you a recognized Non-profit Organization? 0 Yes 0 No If yes, please attach a copy of your Non-profit 501c3 (c) with this form for eligibility.

Please mark the facilities desired, times, and dates of use. Rental fees are $200 per day plus a refundable deposit of $50 or as set by the Clerk-Treasurer.

Horseshoe
- Covered Area
- Beach Front
- Use of Lake
- Other: gaspbo on Sat certification

Times and Dates of Use
- Usage Date(s): Sat 9/15, Sun 9/16
- Arrival Time: 7:00 AM
- Type of Activity: Water Rescue
- Expected Attendance: 45
- Departure Time: 9:00 PM
- Day(s) of Week: Sat/Sun
- GATE 0 Open 0 Closed

Please Read Carefully
- Open and Close 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
- 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: Cheryl Woodrow Date: 1/11/12

Office Use Only:
Approved o Denied o
Woodland Park Board:

Approved o Denied o
Woodland City Council:

Amount Paid $ 
Date: 
Receipt No.
Date Key Returned:

Comments:
Refund Ck#/Date:
City of Woodland
P.O. Box 9
Woodland, WA 98674

We would like to reserve a large portion of the beachfront and the red shelter building for our annual water rescue certification trial Saturday and Sunday 9/15-16. If this is approved, please feel free to send the special event form with statement of fees so that we can reserve that portion of the park with advance payment. We would, of course, send a copy of the current insurance permit ahead of the event. As usual, we would be responsible for a park pick up of trash/litter in the afternoon of both days.

Thank you for your consideration.

Sincerely,

/ /\ /\
Cheryl Dondino
Pacific Northwest Newfoundland Club
20600 SW Johnson
Aloha, Or 97006
SPECIAL EVENTS
AGREEMENT

Lori Anderson
Applicant Name: Lewis River LifeStyle Ministries
Organization / Business: Non-profit
Mailing Address: P.O. Box 790
Woodland WA 98674

Are you a recognized Non-profit Organization? Yes No
If yes, please attach a copy of your Non-profit 501-3 (c) with this form for eligibility.

Please mark the facilities desired, times, and dates of use. Rental fees are $200 per day plus a refundable deposit of $60 or as set by the Clerk-Treasurer.

**Horseshoe**
- Covered Area
- Beach Front
- Use of Lake
- Other: Walk 4 Life

**Times and Dates of Use**
- Usage Date(s): June 2, 2012
- Day(s) of Week: Saturday
- Arrival Time: 7 am
- Departure Time: 3 pm
- Expected Time: 200
- Type of Activity: Walk 4 Life

**GATE**
- Open o Closed

Please Read Carefully
- Open and Close 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
- User is responsible for damages and clean-up
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**Applicant's Signature:** [Signature] Date: 6/16/2011

**Office Use Only:**
- Amount Paid $ [Blank]
- Date: [Blank]
- Receipt No: [Blank]
- Comments: [Blank]
- Date Key Returned: [Blank]
- Refund Ck/#/Date: [Blank]
Life Hope Ministries

Dear City Council,
We are requesting a waiver of the usage fees for the covered area at Horse Shoe Park on Saturday June 2, 2012. We would like to have our annual Walk for Life there. If you approve, this will be our sixth year to have it at the park. Everyone enjoys having this event at the park but, as a small non-profit, the fees are a little steep for us.

Regarding the event...this is a major one for us. We invite friends of our non-profit to invite friends to come and walk around the lake with us and are planning for 200 attendees! We provide information about our non-profit, some simple entertainment, food & non-alcoholic beverages, promotional gifts, and an opportunity to sign up for volunteering and/or supporting Life Hope and our teen resource center, UTREND. We also invite local businesses and organizations to help us provide the water/beverages/snacks/gifts for these participants.

We have read all your rules and agree to abide by them and usually have no problem with that as our volunteers and participants have historically been a very respectful and helpful group! There are no special accommodation needs that we can think of except maybe some volunteer off duty (if they are willing and available) firemen/policemen/EMTs to help make sure everyone is safe and cared for and to take care of any difficulties/emergencies that may arise. Of course we will procure an insurance certificate covering us and the City of Woodland to protect us all from any of those things, too and will provide you with this certificate before the event takes place.

Finally, we would like to take this opportunity to thank you all for making the park and downtown such an enjoyable and sought after place to be! Regardless of whether you can waive the fees for us or not, we want you to know how much all your hard work is appreciated.

Sincerely,

Lori Anderson, ED
1-360-225-4749, office
1-360-606-6726, cell, or
lori@lrlh.org
Here is what we did the last 2 years which was a reduction in the fee and I would recommend the same for 2012.

January 18, 2011 CCM: Action F) Life Hope use of Horseshoe Lake Park on June 4, 2011 for Walk for Life (I attached the Agenda item for Reference)
Authorize Life Hope's use of Lake Park and covered area on June 4, 2011 for a "Walk for Life" and reduction of fees to $100 plus deposit and proof of insurance.

March 1, 2010 CCM: Authorize use of Horseshoe Lake Park covered area and surrounding area by Life Hope Ministries on June 5, 2010 subject to $100 fee, $50 deposit and insurance as required by the Clerk Treasurer.

Mari Ripp, CMC, PFO, Clerk Treasurer
City of Woodland
(360) 225-8281 ext. 14
rippm@ci.woodland.wa.us

"How beautiful a day can be when kindness touches it!"
-George Eliotson (1883-1946); news reporter, poet

The Park board deferred action on this last month. What is the fee they are charged? Any thoughts about one way or another about waiving it? If they wanted to waive everything except actual cost any idea what that would be?
In reviewing the 2012 Budget adopted, a few things stand out that the Park Board should be aware of and you might want to put it on their next agenda (if you haven’t already):

1. Park is not generating enough revenue to pay the expenses and the 300 Park Acq’n fund had been supporting it through operating transfers, but has no more money with the land purchase.
2. Park staffing was cut ($8,594) which results in either the 2nd parks person (Cliff’s position) or cutting the summer laborers or a portion of them.
3. Utilities-Water/Irrigation was cut for the field irrigation ($5,000) due to the personnel cuts
4. Horseshoe Lake – only $1,200 was approved for the HSL Mgmt Committee for the lake water testing
5. Revenues were estimated using $9045 from 001 General Fund
6. Revenues were estimated with a $4,000 transfer from General Reserves to be used for the Community Center roof
7. Revenue was estimated that $46,192 would come from 300 Park Acq’n in anticipation that the house on Scott Hill may be sold to generate some revenue for operating costs for parks. I am not sure what or if this will occur, but it is budgeted that way. The balance of the house money would be used to pay the outstanding interfund loan from 301 General Reserves to Park for the land balance and closing that occurred in 2011.

Mari Ripp, CMC, PFO, Clerk Treasurer

City of Woodland
(360) 225-8281 ext. 14
rippm@ci.woodland.wa.us

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-George Elliston (1883-1946); news reporter, poet