MINUTES
Approval of January 18, 2012

NEW BUSINESS
Reappointment of Virginia Allen and Mike Curry - March 19, 2012
Special Events
   Pacific NW Newfoundland Club
   Easter Egg Hunt
   Fishing Derby
   Scott Hill Park Fun Run
   Antique Fire Truck Show
   Grace Community Church
   G. Loomis
   Body of Christ

CONTINUED BUSINESS
Lewis River Life Hope Ministries Event Fee
Scott Hill Park & Sports Complex
Hoffmann Park Swing Set
Horseshoe Lake Management
Budget
   Scott Hill Park
   2012
   Facility User Form

PROJECT UPDATE
Other

ADJOURNMENT
The next regular meeting is scheduled for 5:00 p.m., Wednesday, April 18, 2012, at the Port of Woodland. Ad Hoc Committee meeting directly following.
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  
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 2/19/2016

Agenda Item #: (C) Consent
For Agenda of: 03/19/2012
Department: Clerk-Treasurer
Date Submitted: 03/14/2012

Cost of Item: 
Amount Budgeted: 
Unexpended Balance: 

BARS #: 
Description: 

Department Supervisor Approval: Mari E. Ripp, Clerk-Treasurer /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, 2016. 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 2/19/2016.
# SPECIAL EVENTS AGREEMENT

**Applicant Name:**

**Organization / Business:** Pacific NW Newfoundland Club

**Mailing Address:**

20600 SW Johnson
Aloha OR 97006

**Phone Number:** 503 591-9187

**Fax Number:**

Are you a recognized Non-profit Organization? **Yes**

If yes, please attach a copy of your Non-profit 501c3 (s) 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.

<table>
<thead>
<tr>
<th>Horseshoe</th>
<th>Times and Dates of Use</th>
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<tbody>
<tr>
<td><strong>Covered Area</strong> Usage Date(s):</td>
<td><strong>Sat 9/10, Sun 9/10</strong></td>
</tr>
<tr>
<td><strong>Beach Front</strong> Arrival Time:</td>
<td>7:00 AM</td>
</tr>
<tr>
<td><strong>Use of Lake</strong> Type of Activity:</td>
<td>Water Rescue</td>
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<td><strong>Other:</strong> Gangbe on Sat</td>
<td>Certification</td>
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**Day(s) of Week:** Sat/Sun

**Departure Time:** 9:00 PM

**Expected Attendance:** 45

**Gate:** Open

**Other:**

- 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:** Amy J. Wood

**Date:** 1/11/12

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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,

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

Applicant Name: DALE JEFFERIES
Organization / Business: WOODLAND MOOSE
Mailing Address: PO Box 1930
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 $50 or as set by the Clerk-Treasurer.

Horseshoe
☐ Covered Area
☐ Beach Front
☐ Use of Lake
☐ Other:

Usage Date(s): 4-7-12
Arrival Time: 7:00 AM
Type of Activity: EASTER EGG HUNT

Times and Dates of Use
Day(s) of Week: SATURDAY
Departure Time: 12:00 NOON
Expected Attendance: 300+

Gate ☐ Open ☐ 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.

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Applicant's Signature: DALE JEFFERIES Date: 2-22-13

Office Use Only:

Amount Paid $ ________________________ Date Key Returned: ________________________

Approved ☐ Denied ☐
Woodland Park Board: ________________________

Date: ________________________

Receipt No. ________________________

Refund Ck#/Date: ________________________

Approved ☐ Denied ☐
Woodland City Council: ________________________

Comments: ________________________

For Office Use Only:

(Usage Date) ________________________

Fee: $ ________________________
Deposit: $ ________________________
Total Due: $ ________________________
SPECIAL EVENTS
AGREEMENT

Applicant Name: DALE JEFFERIES
Organization / Business: WOODLAND MOOSE
Mailing Address: PO BOX 1930
WOODLAND, WA 98674

Phone Number: 225-7736
Fax Number: 225-5074

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 $50 or as set by the Clerk-Treasurer.

Horseshoe
- Covered Area
- Beach Front
- Use of Lake
- Other:

Times and Dates of Use
- Usage Date(s): 5/11 - 5/12
- Arrival Time: 8:00 AM - 5/11
- Type of Activity: FISHING DERBY
- Expected Attendance: 300+
- Day(s) of Week: FRIDAY & SATURDAY
- Departure Time: 4:00 PM - 5/12
- GATE □ Open □ 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 or application
- No tobacco, smoking, or alcohol beverages
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Applicant's Signature: Dale J. Jeffers
Date: 2-22-12

Office Use Only:
- Approved □ Denied □
- Woodland Park Board:
- Approved □ Denied □
- Woodland City Council:

Amount Paid $ □
Date:
Receipt No. □
Comments:

Date Key Returned:
Refund Ck#/Date:
SPECIAL EVENTS
AGREEMENT

Applicant Name: Asha Riley
Organization / Business: Rotary of Woodland
Mailing Address: 800 Third Street
Woodland WA 98674

Phone Number: 360-941-1692
Fax Number: __________________

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.
rileya@woodlandschool.org

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:

Times and Dates of Use
Usage Date(s): July 21st 2012
Day(s) of Week: Saturday
Arrival Time: 7:30 AM
Departure Time: 12:00 PM
Type of Activity: Fun Run
Expected Attendance: 300
GATE ☑ Open ☐ 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 smoking, alcohol, or tobacco 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
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Applicant’s Signature: ___________________________ Date: ____________

Office Use Only:
Approved ☑ Denied ☐
Woodland Park Board:

Authorized Official:

Amount Paid $__________

Date Key Returned:

Date: ___________________________

Refund Check/Date:

Receipt No. ________________

Comments: __________________

Woodland City Council:

For Office Use Only:
Address Woodland, WA 98674

Google

sell it
Fast / Flat 10K

map my run.com

10K = 6.2 miles
SPECIAL EVENTS AGREEMENT

Applicant Name: 
Organization / Business: 
Mailing Address:  
Phone Number: 
Fax Number: 

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.

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<td>Usage Date(s): 9/8/12</td>
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<tr>
<td>Beach Front</td>
<td>Arrival Time: 1:00</td>
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<tr>
<td>Use of Lake</td>
<td>Type of Activity: FIREWORKS SHOW</td>
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<tr>
<td>Other:</td>
<td>GATE Open/Closed</td>
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Applicant's Signature: 
Date: 3/1/12

Office Use Only:

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<td>Comments:</td>
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[Signature]
Jody Bartkowski

From: Michael Jackson
Sent: Monday, March 19, 2012 2:28 PM
To: Jody Bartkowski
Cc: Brian Ellie
Subject: RE: Fire Truck Show

Jody,

I missed the attachment, but I will give you the background that I have for the event.

The event is held by the regional SPAAMFAA (Society for the Preservation and Appreciation of Antique Motor Fire Apparatus in America). The Fire Department usually provides some limited participation and support of the event. Typically, the event includes static and operational displays of 15-20 antique fire apparatus in the large open area of Horseshoe Lake Park that is between the skate park and the boat ramp. The display typically involves pumping clean water with the antique apparatus into the lake through stationary monitor or master stream devices. The water is shuttled from a nearby fire hydrant to the Park by the Fire Department, using a water tender. This involves clean potable city water that is delivered to portable tank set up in the park and pumped through the antique apparatus and into the lake for demonstration purposes. Apparatus and displays of antique equipment are staged with signage and SPAAMFAA members present to answer questions of the public. There is no cost for public to attend this display / event. The event also provides our Department the opportunity to provide some public outreach for education and risk reduction along with fire service history. The Fire Department also uses the opportunity to educate members on pertinent fire service history and background.

I hope that helps. If more detail is needed, I can help you reach out to the applicant as well.

Michael J. Jackson

Fire Department
City of Woodland

From: Jody Bartkowski
Sent: Monday, March 19, 2012 11:09 AM
To: Michael Jackson
Subject: Fire Truck Show

Good Morning!

The attached is all I received regarding the antique fire truck show in September. Can you please give me one quick paragraph of details so I can share it with the Park Board.

Thanks,
JODY
The Society for the Preservation and Appreciation of Antique Motorized Fire Apparatus in America is an organization dedicated to the preservation, restoration, and operation of antique fire fighting apparatus. Founded in New York in 1958, SPAAMFAA has grown to 50 chapters nationwide and in Canada, with a membership in excess of 3,500 Worldwide.

SPAAMFAA membership is open to all who are interested in Antique Fire Apparatus, and ownership of an old fire truck is not required. All you need is an interest in firefighting and those marvelous machines that protected our towns and neighborhoods.

The Society produces two publications for members, a quarterly publication titled "Enjine-Enjine", and the "Silver Trumpet", which is an Inter-Chapter quarterly newsletter.

The National organization holds two meetings each year, one held in the winter and one in the summer. Each meeting is hosted by a different chapter, moving to various locations around the country. In 2007, the Pacific Northwest Chapter will be hosting the winter convention in either Portland Oregon or the Puget Sound area of Washington.

The Pacific Northwest Chapter is the local chapter for people residing in and around Oregon, Washington and Idaho. Our membership is made up of people from all walks of life; from retired insurance agents, salespeople and volunteer firefighters, to paid fire chiefs, computer technicians and pilots.

While some of us have spent years as firefighters, driving and operating fire trucks, others simply have a passion for old fire equipment. Regardless of our backgrounds, we all gather as friends to show off our fire trucks, share firefighting tales and to study and preserve the history of fire apparatus and their builders.

There are many old pieces fire apparatus scattered around the country, some are restored to concourse condition, while others are rotting away in fields, ravaged by the elements of time. While we can't save every old fire truck from the scrap pile, we continually strive to save those that have significant historical value.

Of particular interest to Pacific Northwest Chapter members are the 'home grown' fire trucks, those vehicles that were constructed by builders based in this part of the country, some of which include Howard Cooper, Neep, Western States, Holser Body and Roney.

While many of the trucks owned by our chapter members were built by local builders, we also have trucks built by well known manufacturers such as American LaFrance, Souagrace, Howe, Mack and Ahrens Fox. As a club, we offer assistance to those restoring old apparatus, aiding fire departments and collectors in the proper restoration and preservation of old fire equipment and artifacts.
SPECIAL EVENTS AGREEMENT

Applicant Name: Grace Community Church
Organization / Business: 
Mailing Address: 1311 Lewis River Rd. Woodland WA 98674

Phone Number: 360-225-4Y77
Fax Number: 

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 $50 or as set by the Clerk-Treasurer.

Horseshoe
☐ Covered Area Usage Date (s): 8-19-2012
☒ Beach Front Arrival Time: 8:30 AM
☐ Use of Lake Type of Activity: Annual Picnic
☒ Other: East End Church

Times and Dates of Use
Day (s) of Week: Sunday
Departure Time: 4:00 AM
Expected Attendance: 250

GATE ☐ Open ☒ 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
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Applicant’s Signature: 
Date: 7/11/2012

Office Use Only:

Amount Paid $ ________
Date: ________

Approved ☒ Denied ☐
Woodland Park Board:

Receipt No. ________
Refund Ck# / Date: ________

Approved ☒ Denied ☐
Woodland City Council:

Comments: ________

S (city only) for/Grant Community Center Facility Forms Facility Agreement doc page 3 Revised 02-01-06
Hello,

I received a special events request from Grace Community Church. They did not mark what areas they would like to use but last year they used the beach front and the large grass area. I called to find out if it’s the same areas but have not heard back from them. They also submitted their non-profit paperwork, I did not include it but if you would like to see it I would be happy to send it to you. Let me know if you have any questions.

Thanks!

Shannon England
Administrative Clerk III
City of Woodland
(360) 225-8281 x10
SPECIAL EVENTS AGREEMENT

Applicant Name: Carol Zabarko
Organization / Business: G.Loomis, Inc.
Mailing Address: 1359 Dawn River Dr.
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 $50 or as set by the Clerk-Treasurer.

Horseshoe
☑ Covered Area
☑ Beach Front
☑ Use of Lake
☐ Other: Gazebo and concrete pad

Times and Dates of Use
Day (s) of Week: Saturday
Usage Date(s): Saturday, Aug 4
Arrival Time: 9:30 am
Type of Activity: Company Picnic
Departure Time: 3:00 pm
Expected Attendance: 150
GATE ☑ Open ☐ 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 act of Applicant, its agents, employees, invitees, or subcontractors.

Applicant's Signature: [Signature]
Date: 3/12/12

Office Use Only:
Approved ☑ Denied ☐
Woodland Park Board:

Approved ☑ Denied ☐
Woodland City Council:

Amount Paid $ [Amount]
Date: [Date]
Receipt No. [Receipt Number]
Comments: [Comments]
Date Key Returned: [Date]
Refund Ck#/Date: [Check Number/Date]
Saturday, August 4
11am - 3pm
Horseshoe Lake Park, Woodland

Schedule......

9:00 am - Set up Committee arrives, rented tables & chairs delivered
9:30 am - Caterers arrive
11:00 am - G. Loomis Employees & Guests Begin Arriving
11:30 am - Casting Contest
Bucket Brigade viewing & ticket sales
50/50 Ticket sales
12:00 pm - Announcement of 1st 50/50 winner, sale of 2nd 50/50 drawing begins
12:00 pm - Lunch
12:30 pm - Bingo
1:30 pm - Minute-to-Win-It Competition
2:00 pm - Announcement of Casting Contest, Bucket Brigade and 2nd 50/50 winners, Grand Prize drawings (must be present to win)
3:00 pm - Clean up
CITY OF WOODLAND
FACILITIES RENTAL AND USE AGREEMENT

Resident $35/$50 deposit
Non-Resident $100/$50 deposit
Non-Profit Org. $25/$50 deposit
Non-Resident $60/$150 deposit
Non-Profit Org. $100/$150 deposit
$10 mo. or maintenance/$50 dep.
$50/key deposit as required
$35/reserved only during regular office hours

Yes ☐ No ☐

Facility Usage Date(s): June 24, July 18, 15, 22, 29
Day(s) of Week: Sunday
Arrival/Departure Time: 8:30/2:30
Number Attending: 50
Type of Activity/Event: Church Service/Picnic
Phone Number: 360-907-2294
Applicant Name: Kendra Shank
Organization: Body of Christ
Mailing Address:

Please Read Carefully
- Enter and vacate at above stated time
- Adult supervision is required at ALL TIMES
- Please give 24-hour notice of cancellation
- Use only facilities listed on application
- Any emergency situation or bad weather may cause cancellation of facilities without notification
- Failure to observe rules and regulations of the City may result in loss of usage privileges and forfeiture of deposit.

NOTICE: Deposits will be non-refundable if the key is not returned, a city employee is called out to unlock, clean up, etc. Report any damages or problems to City Hall Annex 225-8281 as soon as possible. If the problem occurs after hours, please call Woodland Police Dispatch at 225-8981.

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.

Signature: Kendra Shank
Date: 8/12/12

OFFICE USE ONLY

Amount Paid $__________

CA Notes:

CK Notes:

Receipt Number: ________

Approved ☐ Denied ☐ Received by: ________ Date: ________ Card #: ________

Request taken by: ________ Key #/Color: ________ Date: ________ Date Returned: ________

Date: ________ Refund Check #: ________ Date: ________

Revised 4/9/09
SPECIAL EVENTS AGREEMENT

Applicant Name: Lori Anderson
Organization / Business: Lewis River Life Hope Ministries
Mailing Address: P.O. Box 790
Woodland WA 98674

Phone Number: 360-225-4749
Fax Number: None

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 $50 or as set by the Clerk-Treasurer.

Horseshoe

| Usage Date(s): | June 2, 2012 |
| Arrival Time: | |
| Type of Activity: | Walk 4 Life |
| GATE: | Open  Closed |

Times and Dates of Use

| Day(s) of Week: | Saturday |
| Departure Time: | 7am to 5pm |
| Expected Attendance: | 200 |

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.

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Applicant's Signature: [Signature]
Date: Nov 16, 2011

Office Use Only:

| Approved 0 Denied 0 |
| Woodland Park Board: |
| Date: |
| Receipt No.: |
| Comments: |

| Approved 0 Denied 0 | Amount Paid $ |
| Woodland City Council: | Date Key Returned: |

Refund Check/Date: [Blank]
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 lor@lrlih.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 Ellison (1883-1946); news reporter, poet

CONFIDENTIAL EMAIL

THE INFORMATION IN THIS EMAIL IS PRIVILEGED AND CONFIDENTIAL. IT IS INTENDED ONLY FOR THE USE OF THE RECIPIENT NAMED ABOVE OR THE EMPLOYEE OR AGENT RESPONSIBLE TO DELIVER IT TO THE INTENDED RECIPIENT. IF YOU RECEIVED THIS IN ERROR, YOU ARE HEREBY NOTIFIED THAT ANY DISSEMINATION, DISTRIBUTION, OR COPY OF THIS COMMUNICATION IS STRICTLY PROHIBITED. IF YOU HAVE RECEIVED THIS MESSAGE IN ERROR, PLEASE NOTIFY US BY TELEPHONE IMMEDIATELY, AND DESTROY THE ORIGINAL MESSAGE.

From: Jody Bartkowski
Sent: Wednesday, February 08, 2012 1:48 PM
To: Mari Ripp
Subject: Life Hope Pregnancy Walk

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?

JODY
# City Of Woodland
## City Council Meeting Agenda Summary Sheet

<table>
<thead>
<tr>
<th>Agenda Item:</th>
<th>Agenda Item #:</th>
<th>Action (1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorize approval of proposed Scott Hill Park &amp; Sports Complex logo by Woodland Rotary</td>
<td>For Agenda of:</td>
<td>March 12, 2012</td>
</tr>
<tr>
<td></td>
<td>Department:</td>
<td>Public Works</td>
</tr>
<tr>
<td></td>
<td>Date Submitted:</td>
<td>March 6, 2012</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cost of Item:</th>
<th>N/A</th>
<th>BARS #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount Budgeted:</td>
<td></td>
<td>Description:</td>
</tr>
<tr>
<td>Unexpended Balance:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Department Supervisor Approval:** Public Works Department /s/  
Insufficient time for meeting presentation. Comments were requested by e-mail - see below.

**Committee Recommendation:**

**Agenda Item Supporting Narrative (list attachments, supporting documents):**
See attached logo.

**Summary Statement/Department Recommendation:**

The Woodland Rotary and Public Works staff are requesting approval of the attached design on the website, correspondence, apparel, etc. Booths are being planned for Planter's days, a little league jamboree, and at the proposed summer fun run. Apparel will be sold at the booths and on-line.

**Park Board Comments**
- Mark Haskins - "I like it."
- Virginia Allen - "Looks ok to me."
- Karen Huddleston - "Thumbs up for both."
- Mike Curry - "I don't care for the color combinations, but can't do any better so it's fine with me."
- Brad Hammons - No response.
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 Acqn 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 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 ex14
rippm@ci.woodland.wa.us

"How beautiful a day can be when kindness touches it!"
-George Elliston (1883-1946); news reporter, poet
# CITY OF WOODLAND
## YEAR 2010 - 2012 BUDGET
### PUBLIC WORKS

## PARKS DEPARTMENT

### COMMUNITY EDUCATION

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Actual 2010</th>
<th>Dec 2011 Budget Amendment</th>
<th>Estimated 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>101 000 000 571 10 49 00</td>
<td>Community Education&lt;br&gt;Woodland Schools no longer operating program-CUT</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>101 000 000 575 50 31 00</td>
<td>Operating Supplies&lt;br&gt;Cleaning supplies, toilets, can lines, etc. (2011 increase due to community project)</td>
<td>$ -</td>
<td>$ 500</td>
<td>$ 500</td>
</tr>
<tr>
<td>401-000 000 578 60-38 00</td>
<td>R &amp; M - Supplies<strong>DO NOT USE</strong>&lt;br&gt;REMOVE IN 2012 - Move expense to R&amp;M - Building</td>
<td>$ 17</td>
<td>$ 700</td>
<td>$ -</td>
</tr>
<tr>
<td>101 000 000 575 50 42 00</td>
<td>Communications&lt;br&gt;Center phone only (12 mos @ ~$112 - does not include 001 Admin % share)</td>
<td>$ 1,022</td>
<td>$ 1,400</td>
<td>$ 1,600</td>
</tr>
<tr>
<td>401-000 000 575 50 47 00</td>
<td>Insurance<strong>DO NOT USE</strong></td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>101 000 000 575 50 47 00</td>
<td>Utilities&lt;br&gt;PUD rate increase 18%; Water/Sewer rate increase 7%</td>
<td>$ 3,417</td>
<td>$ 3,300</td>
<td>$ 4,500</td>
</tr>
<tr>
<td>101 000 000 575 50 48 00</td>
<td>Repairs and Maintenance - Building&lt;br&gt;2012&lt;br&gt;Façade repairs - CUT</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>101 000 000 575 50 48 00</td>
<td></td>
<td>$ 918</td>
<td>$ 600</td>
<td>$ 4,815</td>
</tr>
<tr>
<td>101 000 000 575 50 48 00</td>
<td>Miscellaneous</td>
<td>$ -</td>
<td>$ 300</td>
<td>$ 300</td>
</tr>
</tbody>
</table>

### PARK FACILITIES

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Actual 2010</th>
<th>Dec 2011 Budget Amendment</th>
<th>Estimated 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>101 000 000 576 10 10 00</td>
<td>Salaries&lt;br&gt;2010 &amp; 2011 - Back to regular staffing - 2 seasonal employees&lt;br&gt;CUT &gt;&gt;seasonal or summer Park position(s) 2012 (58,584)&lt;br&gt;2012 - 1.22% cola EST increase; also PW % crew park salaries</td>
<td>$ 56,187</td>
<td>$ 64,398</td>
<td>$ 58,668</td>
</tr>
<tr>
<td>101 000 000 576 10 20 00</td>
<td>Personnel Benefits&lt;br&gt;2012 - 41% for full time, part time to 15%</td>
<td>$ 17,481</td>
<td>$ 18,382</td>
<td>$ 18,963</td>
</tr>
<tr>
<td>101 000 000 576 10 31 00</td>
<td>Operating Supplies&lt;br&gt;Cleaning supplies, toilets, can lines, etc.&lt;br&gt;Small tools, saws, etc. (2012 - moved from C/O)</td>
<td>$ 3,118</td>
<td>$ 3,000</td>
<td>$ 9,000</td>
</tr>
</tbody>
</table>

## Notes
- **DO NOT USE**
- CUT = seasonal or summer Park position(s)
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Actual 2010</th>
<th>Dec 2011 Budget Amendment</th>
<th>Estimated 2012</th>
<th>2012 Inc (Dec) to 2011 DEC BA</th>
</tr>
</thead>
<tbody>
<tr>
<td>101 000 000 578 10 32 00</td>
<td>Fuel Consumed</td>
<td>$331</td>
<td>$1,350</td>
<td>$1,400</td>
<td>$50</td>
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<tr>
<td>101 000 000 578 10 41 00</td>
<td>Professional Services</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
</tr>
<tr>
<td>101 000 000 578 10 42 00</td>
<td>Communications</td>
<td>$903</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
</tr>
<tr>
<td></td>
<td>Does not include 001 Admin % share; phone removed from park shed in 2010</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
</tr>
<tr>
<td>101 000 000 578 10 45 00</td>
<td>Rentals</td>
<td>$4,105</td>
<td>$5,000</td>
<td>$4,000</td>
<td>$(1,000)</td>
</tr>
<tr>
<td></td>
<td>Small equipment, portable toilets</td>
<td></td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
</tr>
<tr>
<td>101 000 000 578 10 47 00</td>
<td>Utilities</td>
<td>$12,772</td>
<td>$12,000</td>
<td>$10,675</td>
<td>$(1,325)</td>
</tr>
<tr>
<td></td>
<td>PUD rate increase 18%; Water/Sewer rate increase 7%</td>
<td>$15,675</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
</tr>
<tr>
<td></td>
<td>CUT 2010-No Park irrigation - cut due to personnel cuts</td>
<td>$5,000</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
</tr>
<tr>
<td>101 000 000 578 10 48 00</td>
<td>Repairs and Maintenance - Bldgs &amp; Grounds</td>
<td>$18,170</td>
<td>$2,500</td>
<td>$8,403</td>
<td>$500</td>
</tr>
<tr>
<td></td>
<td>Landscaping, rock, trapping, trees, misc</td>
<td>$20,000</td>
<td>$6,803</td>
<td>$-</td>
<td>$-</td>
</tr>
<tr>
<td></td>
<td>Restroom gutters</td>
<td>-</td>
<td>600</td>
<td>$-</td>
<td>$-</td>
</tr>
<tr>
<td></td>
<td>Boat ramp (temporary repairs to get by)</td>
<td>2,000</td>
<td>1,000</td>
<td>$-</td>
<td>$-</td>
</tr>
<tr>
<td></td>
<td>2011 Line Item Adjustment</td>
<td>2,500</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$2,500</td>
<td>$8,403</td>
<td>$-</td>
<td>$-</td>
</tr>
<tr>
<td>101 000 000 578 10 48 10</td>
<td>Repairs and Maintenance - Community Garden</td>
<td>$2</td>
<td>$-</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td></td>
<td>2012 - Must be included or garden abandoned, Park Board requested 1-year funding and then revisit in 2013</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
</tr>
<tr>
<td></td>
<td>See revenue item 101 362 40 75 20</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
</tr>
<tr>
<td>101 000 000 578 10 49 00</td>
<td>Miscellaneous</td>
<td>$-</td>
<td>$400</td>
<td>$1,000</td>
<td>$600</td>
</tr>
<tr>
<td>101 000 000 578 10 49 10</td>
<td>Training</td>
<td>$411</td>
<td>$-</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td>101 000 000 578 10 49 20</td>
<td>Horseshoe Lake Management</td>
<td>$-</td>
<td>$2,500</td>
<td>$1,200</td>
<td>$(1,300)</td>
</tr>
<tr>
<td></td>
<td>Testing</td>
<td>$-</td>
<td>$1,200</td>
<td>$-</td>
<td>$-</td>
</tr>
<tr>
<td></td>
<td>Semi-stabilization of swimming area</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
</tr>
<tr>
<td></td>
<td>Corp Replacement (annual expenses) - Est $3,500</td>
<td>2,500</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
</tr>
<tr>
<td></td>
<td>R.B.M. (lake cleanups, chlamydia cleanups) - Est $2,000</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
</tr>
<tr>
<td></td>
<td>Other (dookey, signs) - Est $600</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$-</td>
<td>$1,200</td>
<td>$-</td>
<td>$-</td>
</tr>
<tr>
<td>101 000 000 589 00 00 00</td>
<td>Key Deposit Refund - Community Center</td>
<td>$3,150</td>
<td>$3,000</td>
<td>$3,000</td>
<td>$-</td>
</tr>
<tr>
<td>101 000 000 589 00 01 00</td>
<td>Deposit Refund - Horseshoe Lake Shelter</td>
<td>$1,550</td>
<td>$1,500</td>
<td>$2,000</td>
<td>$500</td>
</tr>
<tr>
<td>101 000 000 594 75 64 00</td>
<td>C/O Equipment: Community Center</td>
<td>$-</td>
<td>$500</td>
<td>$-</td>
<td>$(500)</td>
</tr>
<tr>
<td></td>
<td>Tables and small equipment replacement - $600</td>
<td>$500</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
</tr>
<tr>
<td></td>
<td>Dishwasher replacement - $600</td>
<td>$400</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$500</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
</tr>
</tbody>
</table>
### CITY OF WOODLAND
**YEAR 2010 - 2012 BUDGET**
**PUBLIC WORKS**

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>Actual 2010</th>
<th>Dec 2011 Budget Amendment</th>
<th>Estimated 2012</th>
<th>2012 Inc (Decr) to 2011 DEC BA</th>
</tr>
</thead>
<tbody>
<tr>
<td>101 000 000 594 76 83 00</td>
<td>C/O Building Structures: Park</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>101 000 000 594 76 64 00</td>
<td>C/O Equipment: Park</td>
<td>$22,537</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td></td>
<td>Tractor, 5’ brush hog (1/2 w.park) - $12,600</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td></td>
<td>Garbage cans (12 @ $460) - $6,000</td>
<td>$ -</td>
<td>$800</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td></td>
<td>Bjur-Park swing set (per insurance co.) - $3,500</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td></td>
<td>Tables (2 new &amp; 2 repair) - $6,000</td>
<td>$ -</td>
<td>$800</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td></td>
<td>Miscellaneous - tools, etc. (2012 - see supplies)</td>
<td>$ -</td>
<td>$10,500</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$26,000</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>101 000 000 594 76 65 00</td>
<td>C/O Parks: Copier</td>
<td>$832</td>
<td>$900</td>
<td>$1,000</td>
<td>$100</td>
</tr>
<tr>
<td></td>
<td>PW machine only (1/4) - share of annex machine see 101 597 00 00 03</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>401-500-000-597-00-00-00</td>
<td>Conbt'ns to 300 - Park Aq. Fund ---DO NOT USE---</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>401-000-000-597-00-00-01</td>
<td>Conbt'ns to 321 - Horseshoe Lake Park Trail</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td></td>
<td>Around Horseshoe-Lake (not the path inside the Park being proposed with the Restroom Project)</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>401-000-000-597-00-00-02</td>
<td>Conbt'ns to 322 - Goerg Park (and Island) Feasibl</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td></td>
<td>Propose using fund balance of approximately $11,000 for clean-up, garbage cans, tables, dirt work, etc.</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>101 000 000 597 00 00 03</td>
<td>Conbt'ns to 001 - General</td>
<td>$44,102</td>
<td>$45,097</td>
<td>$37,344</td>
<td>$7,753</td>
</tr>
<tr>
<td></td>
<td>Clerks % Salary/Benefits</td>
<td>$14,253</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td></td>
<td>Contbn for General</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td></td>
<td>Share of Admin expenses</td>
<td>$17,135</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td></td>
<td>Repair/Maintenance</td>
<td>$3,300</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td></td>
<td>Office Supplies</td>
<td>$4,087</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td></td>
<td>Utilities</td>
<td>$1,650</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td></td>
<td>Communications</td>
<td>$2,666</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td></td>
<td>Legal Services</td>
<td>$4,832</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td></td>
<td>Share of Annex copier lease</td>
<td>$800</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td></td>
<td>Share of Insurance</td>
<td>$3,566</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td></td>
<td>Janitorial services $2,400</td>
<td>$2,400</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$17,135</td>
<td>$ -</td>
<td>$37,344</td>
<td>$ -</td>
</tr>
</tbody>
</table>

**TOTAL PARKS DEPARTMENT**

| | $191,025 | $167,327 | $170,368 | $3,041 |

**ENDING FUND BALANCE**

| | $- | $26,353 | $9,735 | $(15,618) |

**REVENUE ENHANCEMENT**

Possible sale of 310 Scot Hill Road for $120,000 - $80,000 in Park Operations and $60,000 for interfund loan repayment.
Dear facility user:

Thank you for using our facility. We hope you had a pleasant experience at our facility.

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 to make our facilities better for the community. Please take a few moments to fill out the questionnaire and return it in the postage paid envelope provided.

Please mark which facility you used and the date:

☐ Horseshoe Covered Area
☐ Community Center
☐ Council Chambers
☐ Conference Room

Date of use: (Optional)

2/25/12

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

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

<table>
<thead>
<tr>
<th>Facility clean upon arrival</th>
<th>P</th>
<th>S</th>
<th>E</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tables / Chairs in good condition</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>Dirty Glass Stained</td>
</tr>
<tr>
<td>Garbage containers empty upon arrival</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Cleaning supplies easily accessible</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Kitchen equipment functional</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>Coffee, Crafts Leaked</td>
</tr>
<tr>
<td>Bathroom equipment functional</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Thermostat functional</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Other (s):</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>Entering Control Gutter Not holding water, everyone opt not entering rooms</td>
</tr>
</tbody>
</table>

P=Poor  S=Satisfactory  E=Excellent

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

It was a perfect location and worked well for us! Only mention these so they can be fixed! 😊