MINUTES
   August 20, 2014

CONTINUED BUSINESS
   Park and Recreation Plan Update
       Maps
       Capital Facility Plan
       Public Participation
   Scott Hill Park & Sports Complex
   Horseshoe Lake Management
   Budget - 2015

OTHER
   Facility Questionnaires
   Project Update

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

   Please note: There will be a Scott Hill Park & Sports Complex Ad Hoc Committee meeting for members directly following the regular meeting.
The regular meeting of the Woodland Park Board was held on August 20, 2014, at the Woodland Police Station - Council Chambers, 200 East Scott Avenue, Woodland, WA 98674.

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

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

**STAFF:**
- Jody Bartkowski, Engineering Technician
- Bart Stepp, Public Works Director

**MINUTES**

The July 16, 2014 minutes were approved as presented.

**NEW BUSINESS**

**Delicious Deb's - Hawaiian Shaved Ice**

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

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

**CONTINUED BUSINESS**

- **Park & Recreation Plan.** Staff reported that the plan update will proceed after City Council reviews population numbers at their September 2, 2014 meeting.

- **Scott Hill Park and Sports Complex.** Sandy Larson, Rotary Club of Woodland and Hilltop Park Ad Hoc Committee reported on the “Evening of Discovery” held at the Complex, information shared at City Council regarding the proposed gas pipeline,
Figure 2 - Recreational Facilities

Legend
- City Limits
- Urban Growth Area
- Streets
- Railroad
- Park Facility
- School Facility
- Private Facility

- New High School
- Future Scott Hill Park
- Embassy Park Open Space
- Intermediate School
- Bjur Park
- Meadowood Loop (Private)
- Floodway Open Space
- Horseshoe Lake Park
- Goerig Park
- Hoffmann Park
- Woodland Meadows (Private)
- Meriwether Park (Private)
- Eagle Park
- Woodland Meadows (Private)
- Meriwether Park (Private)
- Horsda Klager Lilac Gardens (Private)
- Primary, Elementary, and Middle Schools
- Casa San Juan Deigo (Private)
Figure 4 - Service Radii
Detail for Neighborhood, Mini, and Private Parks

Legend
- City Limits
- Urban Growth Area
- Park Facility
- School Facility
- Private Facility
- Buffer - 1/2 Mile
- Buffer - 1/4 Mile
- Buffer - Private

Key Points:
- New High School
- Future Scott Hill Park
- Embassy Park Open Space
- Intermediate School
- Bjur Park
- Meadowood Loop (Private)
- Floodway Open Space
- Woodland Meadows (Private)
- Eagle Park
- Meriwether Park (Private)
- Open Space
- Future Scott Hill Park
- Hulda Klager Lilac Gardens (Private)
- Casa San Juan Deigo (Private)
- Primary, Elementary, and Middle Schools
- Horseshoe Lake Park
**Table 8. Woodland Parks and Recreation Six-Year Capital Improvement Program**

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


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


Facility Type: CP – Community Park  T – Trail  NP – Neighborhood Park  MP – Mini-Park  SU – Special Use  SC – Sports Complex
The Woodland Park Board has an interest in the continued improvement of the city's parks and recreation facilities. The board is seeking input from the public on the future needs and preferences of the community. The survey is designed to gather information on the current use of the parks and the preferences for future development.

Survey Questions:

1. How long have you lived in Woodland or the woodland area? Please check one:
   - Less than 6 months
   - 6-12 months
   - 1-2 years
   - 3-5 years
   - 6-10 years
   - 11-15 years
   - 16-20 years
   - 21-25 years
   - 26-30 years
   - 31 years or more

2. Are you a resident of Woodland or the woodland area?
   - Yes
   - No

3. Do you own or rent your home?
   - Yes
   - No

4. If you own your home, how many years have you owned it?
   - Less than 1 year
   - 1-2 years
   - 3-5 years
   - 6-10 years
   - 11-15 years
   - 16-20 years
   - 21-25 years
   - 26-30 years
   - 31 years or more

5. How do you use the parks and recreation facilities in Woodland?
   - For exercise
   - For socializing
   - For family activities
   - For relaxation
   - For other purposes

6. What specific improvements would you like to see in the parks and recreation facilities in Woodland?

7. What changes would you like to see in the facilities or programs offered by the park and recreation department?

8. What additional amenities or programs would you like to see added to the park and recreation facilities in Woodland?

9. Do you have any additional comments or suggestions for improvements to the parks and recreation facilities in Woodland?

Thank you for your participation in this survey. Your input is valuable and will help guide the future development of parks and recreation facilities in Woodland.
1. How many times in the past year has anyone in your household used the following city parks or regional facilities? Please circle one option for each bulleted line.

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

2. How would you rate the overall quality of Woodland's current park facilities? Circle one.

   Excellent          Good          Fair          Poor          N/A

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

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

4. How would you rate the parks/facilities listed below using the following scale? Leave blank for no opinion. A = Excellent  B = Good  C = Fair  D = Poor

<table>
<thead>
<tr>
<th>Park/Facility</th>
<th>Rating (please check)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(see question #1 for locations)</td>
<td></td>
</tr>
<tr>
<td>Horseshoe Lake</td>
<td>A</td>
</tr>
<tr>
<td>Hoffman Park</td>
<td>B</td>
</tr>
<tr>
<td>Kenneth Bjer Park</td>
<td>C</td>
</tr>
<tr>
<td>Eagle Park</td>
<td>D</td>
</tr>
</tbody>
</table>

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

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

- Walking
- Outdoor team & individual sports
- Bicycle riding
- Adult baseball/softball league
- Swimming (outdoor)
- Swimming (indoor)
- Skateboarding
- Soccer
- Picnicking
- Other:    

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

<table>
<thead>
<tr>
<th>Types of Parks and Recreation Facilities</th>
<th>Importance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small parks each located ½ mile from most neighborhoods</td>
<td>1</td>
</tr>
<tr>
<td>Large multiuse community parks located within two miles of most neighborhoods</td>
<td>2</td>
</tr>
<tr>
<td>Natural open space with limited development</td>
<td>3</td>
</tr>
<tr>
<td>Multiuse sports area(s)</td>
<td></td>
</tr>
<tr>
<td>Multiuse trails for biking, walking, etc.</td>
<td></td>
</tr>
<tr>
<td>Community gathering place, multiuse community center</td>
<td></td>
</tr>
<tr>
<td>Providing and/or improving access to the Lewis River</td>
<td></td>
</tr>
</tbody>
</table>

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

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

9. Please answer the following questions:

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

   Yes  No

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

   Yes  No

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

   Yes  No

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

    Yes  No  Not Sure

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

    Yes  No  Not Sure

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

    Yes  No

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

<table>
<thead>
<tr>
<th>Site</th>
<th>Regularly</th>
<th>Seldom</th>
<th>Never</th>
</tr>
</thead>
<tbody>
<tr>
<td>Woodland Primary School</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Woodland Middle/High School Complex</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Woodland Intermed. School</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

   

Page 9 of 15
City of Woodland 2015 Parks Budget – Fund 101

Fund 101 is used to pay expenses for the operation and maintenance of the City Parks. The City Parks consist of Horseshoe Lake Park, Hoffman Park, Goerig Park, Bjur Park, Eagle Park, Floodway Green Space, and Embassy Park Wetland. The budget for 2015 is 2.9% more than the budget for 2014. The Park Fund will receive $98,848 in property taxes in 2015. This is $20,000 less than the 10% of property taxes that the Park Fund has received in 2013 and prior years. In 2014 the Park Fund also received less than 10% of property taxes. Budget does not assume any revenue transfers from Fund 001. This budget includes watering of Parks in 2015. The City will hire two summer laborers for a total of 1520 hours. Capital outlay includes costs for the copier and purchase of 4 concrete trash cans, the same number that were purchased in 2014. Below is a summation of the proposed Parks budget. The fund balance at the end of 2015 will be around $10,000.

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

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

- 2009 - $267,274
- 2010 - $207,907
- 2011 - $171,183
- 2012 - $162,965
- 2013 - $143,675
- 2014 - $149,632
- 2015 - $154,045
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:

- Horseshoe Covered Area
- Community Center
- Council Chambers

Date of Use: (optional) 8-9-14

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

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

<table>
<thead>
<tr>
<th>Category</th>
<th>P</th>
<th>S</th>
<th>E</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility clean upon arrival</td>
<td></td>
<td></td>
<td></td>
<td>tables needed to be washed, still a lot of silly string that needed to be swept</td>
</tr>
<tr>
<td>Tables/Chairs in good condition</td>
<td></td>
<td></td>
<td></td>
<td></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>N/A</td>
</tr>
<tr>
<td>Kitchen equipment functional</td>
<td></td>
<td></td>
<td></td>
<td>No the water was Rusty so we couldn't</td>
</tr>
<tr>
<td>Thermostat functional</td>
<td></td>
<td></td>
<td></td>
<td>make the strawberry lemonade</td>
</tr>
<tr>
<td>Other(s)</td>
<td></td>
<td></td>
<td></td>
<td>had to go buy bottled water</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.

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

- Horseshoe Covered Area
- Community Center
- Council Chambers

Date of Use: (optional) 8-16-14

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

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

<table>
<thead>
<tr>
<th></th>
<th>P</th>
<th>S</th>
<th>E</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility clean upon arrival</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tables/Chairs in good condition</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Garbage containers empty upon arrival</td>
<td></td>
<td></td>
<td>X</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></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></td>
</tr>
</tbody>
</table>

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Please mark which facility you used and the date:

- [ ] Horseshoe Covered Area
- [ ] Community Center
- [ ] Council Chambers

Date of Use: (optional)  Aug 23/14

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.

<table>
<thead>
<tr>
<th>Category</th>
<th>P</th>
<th>S</th>
<th>E</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility clean upon arrival</td>
<td></td>
<td></td>
<td></td>
<td>When it is open it is hard to totally be clean</td>
</tr>
<tr>
<td>Tables/Chairs in good condition</td>
<td></td>
<td></td>
<td></td>
<td>Taken care of well</td>
</tr>
<tr>
<td>Garbage containers empty upon arrival</td>
<td></td>
<td></td>
<td></td>
<td>as we were setting up community meeting</td>
</tr>
<tr>
<td>Cleaning supplies easily accessible</td>
<td></td>
<td></td>
<td></td>
<td>used &amp; brought back down home</td>
</tr>
<tr>
<td>Kitchen equipment functional</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
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</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.
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:

- Horseshoe Covered Area
- Community Center
- Council Chambers

Date of Use: (optional) 9-22-14

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

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

<table>
<thead>
<tr>
<th>Facility clean upon arrival</th>
<th>P</th>
<th>S</th>
<th>E</th>
<th>Comments</th>
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<tbody>
<tr>
<td>Tables/Chairs in good condition</td>
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<tr>
<td>Garbage containers empty upon arrival</td>
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<tr>
<td>Cleaning supplies easily accessible</td>
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