MINUTES
January 21, 2015

NEW BUSINESS
None

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

OTHER
Facility Questionnaires
Dog Park Information Request
Amphitheater Ideas
Project Update

ADJOURNMENT
Next regular meeting to be held at 5:00 p.m., Wednesday, April 15, 2015, Woodland Council Chambers, 200 East Scott Avenue. Scott Hill Park & Sports Complex Ad Hoc Committee meetings will be held directly following, as necessary.
CITY OF WOODLAND
PARK BOARD MEETING MINUTES
JANUARY 21, 2015

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

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

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

MAYOR/COUNCIL:  
Al Swindell  
Jennifer Heffernan (Absent)  
Susan Humbyrd (Absent)

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

MINUTES
The November 19, 2014 minutes were approved as presented.

NEW BUSINESS

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

- **Closing of the Kitchen Shelter.** Bart Stepp, Public Works Director, announced that the kitchen shelter is being enclosed and will only be opened when it is reserved. He explained issues with folks hanging out day and night, destruction of property, potential fire hazards, cleaning concerns, and complaints from citizens using the walking path. Open discussion was held regarding police visits and arrests, problems with timers that
lock the restrooms after dark, trespassing signs, installation and monitoring of video cameras, Council/Mayor inclusion in the decision, and notifying the public.

CONTINUED BUSINESS

- **Park & Recreation Plan.** Staff presented map changes from November and requested further discussion regarding trails along the Lewis River. Additional discussion included movies/concerts in Horseshoe Lake Park or on the water, construction and possible locations for an amphitheater, uses for the clogging pad, and the need for additional seating at Horseshoe Lake Park.

- **Scott Hill Park and Sports Complex.** Sandy Larson, Rotary Club of Woodland and Hilltop Park Ad Hoc Committee reported on economic and feasibility studies, grant writing, philanthropy, traffic study costs, a current newsletter, and events planned for 2015. The Board requested a list of events that can be distributed.

- **Horseshoe Lake Management.** Mike Curry reported on winter water quality testing, grass carp purchase and pending delivery, and cancellation of the proposed Silver Lake grass carp transfer. Discussion ensued regarding the appropriate size of grass carp and the pending grant.

- **2015 Budget.** Public Works Director Bart Stepp reported that services will remain similar to those in 2014. Discussion was held regarding the watering of parks, small cuts to park employee hours, limited revenue, garbage can purchases, impact fees, impact fee credits for Meriwether subdivision, pending residential development, and maintenance of the new Horseshoe Lake Walking Path.

OTHER

- **Facility Questionnaires.** A quick review indicated that everything looks good.

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

ADJOURNMENT

The meeting was adjourned at approximately 6:10 p.m. The next regular meeting will be held at 5:00 p.m. on Wednesday, February 18, 2015, at the Woodland Police Station - Council Chambers.

Minutes approved: __________________________

______________________________  __________________
Jody Bartkowski, Park Board Secretary  Date
RECEIVED
SPECIAL EVENTS AGREEMENT

CITY OF WOODLAND

Applicant Name: Craig Koethe Phone Number: 360-921-8785
Organization / Business: Delicious Deb's Fax Number: 
Mailing Address: 2003 S.W. 6th St. Email: craig.koethe@gmail.com
Battle Ground, Wa. 98604

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

Terms and Dates of Use

Usage Date(s): July - Mid Sept. Day(s) of Week: Tue - Sun.
Arrival Time: 10 AM Departure Time: 8 PM
Day-of Contact Person: Craig Koethe Phone Number: 360-921-8785

Type of Activity:
- Parade
- Street Closure
- Street Sale
- Athletic Run/Walk
- Park Event

Other Hawaiiian Shave Ice

Usage Area:
- Horseshoe Lake Shelter
- Beach Front
- Use of Lake
- Mini Shelter
- Large Field
- Hoffman Plaza
- Other: ________________________________
- Other: ________________________________

Gate Open: yes no

Please list any Street Closures: ________________________________

Expected number of participants: ________________________________

Expected number of spectators: ________________________________

* Will Need Power

Office Use Only: Amount Paid $__________ Key/#/Color:
Approved or Denied Woodland Park Board: ________________________________
Approved or Denied Woodland City Council: ________________________________

Date: ________________________________ Date: ________________________________
Receipt No. ________________________________ Date Returned: ________________________________
Comments: ________________________________ Refund Check/Date: ________________________________
Please use checklist to ensure we have all the details we need to process your request.

- Detailed timeline of event activities beginning with setup and ending with cleanup
- Proposed site plan (see list of plan requirements below)
- Insurance naming the city as additional insured for event dates if the event is held on city property
- Dance Permit if there is to be music (recorded or live). Please see fee schedule listed on the Dance Permit
- Extra porta-potties for groups larger than 100
- Notification to neighbors and/or businesses of event if necessary
- Evacuation Plan (if applicable)
- Medical/Emergency response plan (if applicable)
- First Aid/Medical Services provided by

Temporary structure and vehicle access will comply with current fire code and WAC 51.54, International Fire Code

Chapter 345.24  yes  no

Provisions made for:
- Parking
- Litter
- Security

Will Police/Security be required?  yes  no

Site plan requirements:
- Proposed road closure points and any roadway or driveway obstructions
- Temporary fencing
- Access Points
- Parking identified for special event use
- Location of tents, booths, temporary structures, amusement rides, etc.
- Dimensions of drive aisles and vehicle access
- Cooking, open flames, fireworks and other heat sources
- Fire extinguishers (if applicable)

Please Read Carefully
- All events must go through City Council and possibly Park Board. Please submit event application 2 months prior to event to ensure start & finish at stated time
- Start and finish at stated time
- Adult supervision is required at ALL TIMES
- Adult supervision is required at ALL TIMES
- Use only facilities listed on application
- Obtain key (if needed) from the City Hall Annex during business hours for the tap water in the Horseshoe Lake Shelter.

Agreement: The undersigned hereby makes application to the City of Woodland for use of city facilities described above and certifies that the information given in this application is correct. The undersigned further states that he/she has the authority to make this application for the applicant and agrees that the applicant will observe all rules and regulations of Woodland Municipal Code and policies of the city in which the facilities are requested.

Applicant agrees that City of Woodland and City of Woodland agents, employees, and directors shall not be liable for any damage to person or property by reason of the negligent acts of Applicant, its agents, employees, invitees, or subcontractors. Applicant agrees to protect indemnify for costs, legal and other expenses, and hold harmless City of Woodland and its officers, employees, directors and agents from claims, liabilities, or suits arising out of injury to person or property from negligent acts of Applicant, its agent, employees, invitees, or subcontractors.

Applicant’s Signature:  

Date: 7-21-14
Delicious Deb’s
ESPRESSO &
HAWAIIAN SHAVE ICE

360-921-8785

craig.koethe@gmail.com

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

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

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

Bart Stepp, PE  
City of Woodland  
Public Works Director  
PO Box 9; 300 E. Scott Ave.  
Woodland, WA 98674  
(360) 225-7999  
(360) 225-7467 (fax)  
"Serving Community Needs Day and Night"

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

Good Afternoon.

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

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

Thanks!

-Amanda

Amanda Smeller  
Community Development Planner  
City of Woodland  
230 Davidson / PO Box 9  
Woodland, WA 98674  
(360) 225-1048  
smellera@ci.woodland.wa.us
CITY OF WOODLAND
PARK BOARD MEETING MINUTES
AUGUST 20, 2014

The regular meeting of the Woodland Park Board was held on August 20, 2014, at the Woodland Police Station - Council Chambers, 200 East Scott Avenue, Woodland, WA 98674.

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

BOARD MEMBERS:

Virginia Allen
Mike Curry
Brad Hammons, Chair (Arrived at 5:10)
Karen Huddleston, Vice-Chair
Adonica Simpson (Absent)

MAYOR/COUNCIL:

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

STAFF:

Jody Bartkowski, Engineering Technician
Bart Stepp, Public Works Director

MINUTES

The July 16, 2014 minutes were approved as presented.

NEW BUSINESS

Delicious Deb's - Hawaiian Shaved Ice

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

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

CONTINUED BUSINESS

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

• Scott Hill Park and Sports Complex. Sandy Larson, Rotary Club of Woodland and Hilltop Park Ad Hoc Committee reported on the “Evening of Discovery”, the proposed gas pipeline, the current marketing analysis, sustainability concepts, planning for the 2014 Gold Leaf Event, other miscellaneous fundraising, and development progress.
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
- [x] Community Center
- [ ] Council Chambers

Date of Use: (optional) 12/13/14

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>Overall facility clean but was glad I brought cleaning supplies, new sponges and bleach for sink and countertops.</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>Found some under sinks.</td>
</tr>
<tr>
<td>Cleaning supplies easily accessible</td>
<td>✓</td>
<td></td>
<td></td>
<td>Couldn’t find cord for large coffee maker.</td>
</tr>
<tr>
<td>Kitchen equipment functional</td>
<td>✓</td>
<td></td>
<td></td>
<td>The community center was perfect for our needs. Really appreciate having it available. Thanks to all.</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>
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</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.
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
- [X] Community Center
- [ ] Council Chambers

Date of Use: (optional)

1-10-15

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

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Reservations are accepted each year, starting in November. To make reservations for city facilities please call (360) 225-8281.
-----Original Message-----
From: Laura Irish [mailto:solovinglife@yahoo.com]
Sent: Friday, March 13, 2015 9:19 AM
To: Bart Stepp
Subject: Dog park?

Hi there.

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

Laura Patterson

Sent from my iPhone
LaCenter Amphitheater