



City Council Committee Meeting Agenda

Parks and Trails Advisory Committee

This meeting will be conducted in person at Stanwood City Hall with an option for participants to join by telephone or online as well.

Connection information will be posted on the City Website

<https://www.stanwoodwa.org>

Tuesday, January 17, 2023, 3:00 PM

1. Call to Order & Roll Call
2. Citizen Comments
3. Approval of November 2022 Meeting Minutes
Attachment A: Meeting Minutes November 21, 2021
4. Officer Elections
5. City Beautification Project Update – Patricia Love
6. Volunteer Project Process
Attachment B: Volunteer Workers Handbook
7. Park/Trail Updates
 - Church Creek Park – Basketball/Pickleball, flag pole, baseball field/dugouts, trees
 - Heritage Park – Trees
 - Hamilton
 - Stanwood Port Susan Trail
 - Ovenell Park
 - Johnson Farm/Dike Trail
8. PTAC Opening
9. Committee Member Comments

Zoom Information:

Parks and Trails Advisory Committee

Please click this URL to join:

<https://us02web.zoom.us/j/85751722998?pwd=T25lVXpSMnFXZDZGZEpHQVF6eStSdz09>

Webinar ID: 857 5172 2998

Passcode: 304123

Telephone: (253) 215-8782



**CITY OF STANWOOD
PARKS AND TRAILS ADVISORY COMMITTEE
AGENDA STAFF REPORT**

DATE: January 17, 2023
SUBJECT: PTAC Meeting Agenda Topics
FROM: Carly Ruacho, Parks Planning Manager

Item 5 – City Beautification Project Update

Community Development Director, Patricia Love will present a project update on the City Beautification Project including the Raplee property and Downtown Park projects.

Item 6 – Volunteer Project Process

The full Volunteer Handbook is in your packet.

**INDIVIDUAL AND ORGANIZATION
VOLUNTEER WORKERS
HANDBOOK**

TABLE OF CONTENTS

THE PURPOSE OF THIS HANDBOOK.....	3
SCOPE OF VOLUNTEER SERVICE	3
BACKGROUND CHECKS.....	4
LIABILITY COVERAGE	4
AGE LIMIT	4
ORGANIZATIONAL PROOF OF GENERAL LIABILITY COVERAGE.....	4
INJURIES	4
WAIVERS.....	5
VOLUNTEER PROJECTS- other than “ordinary maintenance”	5
TERMINATION OF VOLUNTEER SERVICE	5
I WANT TO VOLUNTEER, WHAT IS THE PROCESS?	6
SCOPE OF VOLUNTEER SERVICE AGREEMENT- ATTACHMENT A	7
INDIVIDUAL VOLUNTEER SERVICE AGREEMENT- ATTACHMENT B	8
RELEASE WAIVER & HOLD HARMLESS AGREEMENT- ATTACHMENT C	9
VOLUNTEER PROJECT APPLICATION- ATTACHMENT D	10 -12
ORGANIZATION VOLUNTEER SERVICE AGREEMENT- ATTACHMENT E...	13
PARTICIPANT ROSTER- ATTACHMENT F	14

Item 7 – Park Updates

Church Creek Park – Basketball/Pickleball, flag pole, baseball field/dugouts, trees

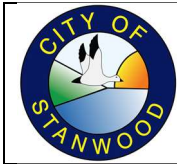


Heritage Park – Trees



Hamilton-





Parks and Trails Advisory Committee Meeting Minutes November 21, 2022

Call to Order: 3:03 call to order

Member Roll Call:

Gordy Holmes
Cathy Wooten
Matt Withers
Judy Williams
Lisa Bruce
Dave Hall

Others Present:

Kevin Pellham
Carly Ruacho
Shawn Smith
Kevin Hushagen
Andrew Davis
Peter Kamb

Absent: Katelyn Durfee

Citizen Comments: None

Approval of Minutes:

Minutes approved as written.

Cathy Wooten made a motion to approve the October 17, 2022 meeting minutes as written. Motion was seconded by Gordy Holmes. Motion carried unanimously.

Cathy Wooten made a motion to limit guest speakers to 15 minute presentations with an additional 10 minutes of discussion/question/answer time at the PTAC discretion. Gordy Holmes seconded the motion and it passed unanimously.

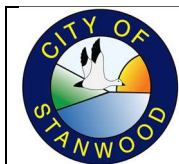
Public Farm Update/Request – Andrew Davis

Andrew Davis presented a project update on his public farm proposal and made a request to store the components of a greenhouse on the property at Ovenell Farm beginning in December until the City Council decides on his proposed public farm use. Andrew reported that the Stanwood Food Bank is supportive of the public farm project and gave initial approval to allow the project to operate under their non-profit status. Final action by the Food Bank is expected by the end of the year. Andrew asked for PTAC support for storing a 30x90 greenhouse on the Ovenell property as one was being made available to him free of charge by the Tulalip Tribe but must be acquired before 12/31/22.

- Judy Williams made a motion to recommend allowing storage of the greenhouse at Ovenell for up to 8 months, and if the project does not go through then Andrew would be responsible for removing the greenhouse from the property. Cathy Wooten seconded the motion. All members voted in favor, and the motion passed unanimously. This recommendation will be brought to City Council for consideration.

Park Rules Update

The current park rules (SMC Title 9) have been in existence since 1994. The city council is asking for the Parks and Trails Committee to review these rules and make suggestions. The committee discussed the current park rules and made suggestions to Carly. Carly will pass the committee's suggestions onto the



Parks and Trails Advisory Committee Meeting Minutes November 21, 2022

city's consultant for consideration. Suggested changes were offered regarding electric bikes, animals on leash, camping/parking, and reservation language among other things.

2023-2024 Budget Proposal

The committee reviewed and discussed the Mayor's proposed parks budget that will be forwarded to Council for their adoption. No action was taken.

Budget Summary:

Cedarhome Area Park \$70,000

Park Planning

Church Creek Park \$490,000

Gateway/Wayfinding Signage, Crosswalk to High School with Lighted Safety Features, Improve Dugouts, Design the Upland Loop Trail(s) with Viewpoint, Prepare Critical Areas Report of Park

Downtown Park \$200,000

Park Design

Hamilton Landing Park & Boat Launch \$1,000,000

Park Construction

Heritage Park \$800,000

Restroom Plumbing Upgrades, Gateway/Wayfinding Signage, Field #3 Irrigation, Cover Dugouts / Foul Netting, Add Drainage Pumps, Create a Large Dog Park Area, Including Relocation of Small Dog Park, Pickleball Courts 3 & 4 Including Paved Path to Courts, Improve Park Entry Drive/Drop-off Including Circular Landscaping, Improve Soccer Fields Including Irrigation, Expand Skate Park and Improve the Pump Track.

Johnson Farm Park \$485,000

Environmental studies (Phase 2 Environmental Study, Building Haz-Mat Study, and Environmental Cleanup Report). Site Clean up.

Port Susan Trail \$1,938,000

Phase 2 Construction. Phase 3 Design.

Raplee Property Evaluation (271st / 207th Street Triangle) \$145,000

Conduct land use, environmental feasibility, appraisal, concept design and grant analysis to determine the feasibility of how the property could integrate into the Twin City Mile project and if state grants can be obtained to conduct site clean up.

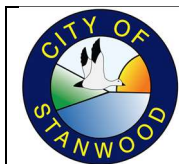
Total: \$5,128,000

Park/Trail Updates

Carly informed the committee on current updates to the parks. Including storm damage at Church Creek Park where several trees were lost. Park to be closed until work is complete and trail is safe to reopen. No actions were taken.

Changes to Meeting Minutes

Carly informed the committee that the Mayor has directed staff to shift minute preparation of all city boards, commissions and committees to "action minute" format. Those changes will be implemented immediately and will be a difference from past practice for the detail level of PTAC minutes.



Parks and Trails Advisory Committee Meeting Minutes November 21, 2022

Committee Member Comments

Committee recommends removing Katelyn from the committee due to lack of participation and multiple missed meetings. PTAC members are appointed by the Mayor and serve at his discretion. Carly will communicate with the Mayor regarding the PTAC suggestion.

A suggestion was made by Gordy Holmes to use the unspent money of \$19,500 to improve the Church Creek Park baseball fields, Judy Williams agreed and other members also expressed their support. Management staff explained to the committee that just because money is left over from one budgeted project does not necessarily mean that the money can be spent in other ways. It would have to be agreed to by the city council.

Committee members asked to invite Amanda to the next meeting to discuss volunteer project procedures and Patricia Love to update the Committee on the Twin City Mile project.

Citizen Comments

Peter Kamb requested that the city to talk to Jerry Johnson, retired VP at BNSF regarding access to the rail line surrounding the city for trail purposes.

Adjourn: 4:50



VOLUNTEER WORKERS HANDBOOK

**CITY OF
STANWOOD**

Public Works Department
360-629-9781 | stanwoodwa.org



INDIVIDUAL AND ORGANIZATION VOLUNTEER WORKERS HANDBOOK

TABLE OF CONTENTS

THE PURPOSE OF THIS HANDBOOK.....	3
SCOPE OF VOLUNTEER SERVICE	3
BACKGROUND CHECKS.....	4
LIABILITY COVERAGE	4
AGE LIMIT	4
ORGANIZATIONAL PROOF OF GENERAL LIABILITY COVERAGE	4
INJURIES	4
WAIVERS.....	5
VOLUNTEER PRJECTS- other than “ordinary maintenance”	5
TERMINATION OF VOLUNTEER SERVICE	5
I WANT TO VOLUNTEER, WHAT IS THE PROCESS?	6
SCOPE OF VOLUNTEER SERVICE AGREEMENT- ATTACHMENT A	7
INDIVIDUAL VOLUNTEER SERVICE AGREEMENT- ATTACHMENT B	8
RELEASE WAIVER & HOLD HARMLESS AGREEMENT- ATTACHMENT C	9
VOLUNTEER PROJECT APPLICATION- ATTACHMENT D	10 -12
ORGANIZATION VOLUNTEER SERVICE AGREEMENT- ATTACHMENT E...	13
PARTICIPANT ROSTER- ATTACHMENT F	14



THE PURPOSE OF THIS HANDBOOK

The City of Stanwood recognizes the advantages of utilizing the rich skills and talents of the community and every citizen's desire to enhance their way of life, benefit the community as a whole, and provide services that would not usually be available due to excessive costs. It is also the City's intent to implement a program that involves individual and organizational volunteers in an appropriate manner, that protects the public's interest, and to do so without adding undue or unnecessary liability that may negatively impact taxpayers that live within Stanwood's city limits.

For these reasons, we have established some guidelines for individuals wishing to volunteer for the City or organizations wishing to provide volunteer opportunities to their members.

SCOPE OF VOLUNTEER SERVICES

A scope of volunteer service will be provided to every individual and/or organization identifying the policies and procedures for each project. An assigned City staff person will work with individual volunteers or organization leaders to explain the scope of volunteer service and make sure that all parties are moving forward on the same page and toward the same goal.

To ensure that an understanding has been reached all individuals or organizational leaders will be asked to sign a statement confirming they will comply with the scope of volunteer services.

Each Scope of Volunteer Service will Define:

- Duties of the work assigned
- Supervision responsibilities
- Training and orientation prior to performing work
- Personal protective equipment to be used
- Name of contact person and description of how to contact them

BACKGROUND CHECKS

Because the wellbeing of our volunteers is our priority, especially those under the age of 18, and required in Washington State RCW 43.43.830-839, all persons expected to be coming into unsupervised contact with children or the handicapped will have completed a background check for history of abuse and/or sexual deviant behavior or other crimes of violence.



LIABILITY COVERAGE

The City is self-insured through the Washington Cities Insurance Authority (WCIA) for the purpose of comprehensive general liability coverage. The WCIA is a pool of 110 Washington cities that provides training, advice, insurance programs, and other services with the goal of protecting the interests of taxpayers by managing the City's financial risk.

Volunteers working within the scope of their assignment and on behalf of the City have liability coverage as provided under the WCIA Coverage Documents.

AGE LIMIT

Individual volunteers of the City must be 14 years of age or older. This is because the Washington State Department of Labor and Industries will not cover any injury to those under that specific age. If an individual younger than 14 years of age were to be injured while volunteering for the City, the taxpayers would end up having to pay for 100% of the cost.

Organizations whose membership consists of children under this age can be allowed to perform volunteer services if they provide proof of liability insurance and the adult supervision necessary to perform the activity safely.

ORGANIZATIONAL PROOF OF COMMERCIAL GENERAL LIABILITY COVERAGE

All organizations performing volunteer services shall provide proof of Commercial General Liability coverage, naming the City as an additional named insured. All organizations must sign a waiver holding the City harmless for any injuries, claims of any kind, and provide all necessary supervision for the project. If an organization does not have Commercial General Liability insurance available through the organization, its members can volunteer as individuals under the provisions of this handbook and can only be directly supervised by City staff.

INJURIES

All volunteer workers' hours will be tracked by the City and recorded as volunteer hours. The City provides medical coverage for these individuals through the State Department of Labor and Industries. Individuals may expressly agree in writing that they have their own medical coverage, or medical coverage can also be provided by the organization they are volunteering under.



WAIVERS

Organizations providing volunteer services shall sign the "Organizational Volunteer Service Agreement," this agreement includes the agreement to defend, indemnify and hold the City harmless for any claims or lawsuits that arise out of their activities. The Organization must provide proof of valid liability insurance. A "Participant Roster" form must be completed. Each member of the organization must sign a "Volunteer Release Waiver and Hold Harmless" form prior to performing volunteer work with the organization. All forms must be submitted back to the city within 7 days of volunteer work being done.

Individual volunteers must sign a "Individual Volunteer Service Agreement" prior to doing any volunteer work. A "Participant Roster" must be completed and submitted back to the city within 7 days of volunteer work being done.

VOLUNTEER PROJECTS- other than "*ordinary maintenance*"

Volunteers must submit a Volunteer Project Application when the volunteer project includes work other than "ordinary maintenance" on city property or rights-of-way. Ordinary maintenance includes litter removal, brush cutting, weeding, etc. You need to complete the Volunteer Project Application if you intend to construct, enlarge, alter, repair, move, demolish or change city facilities or impact electrical, gas, mechanical or plumbing system on city property.

Your responses will be used by city staff to determine if your project requires a city permit (permit paid by city) in addition to this application.

TERMINATION OF VOLUNTEER SERVICE

The City and /or the individual volunteer and/or the organization providing volunteer services may terminate the volunteer service relationship at any time, with or without cause, and with or without reason.

I WANT TO VOLUNTEER, WHAT IS THE PROCESS?



INDIVIDUAL VOLUNTEER- ORDINARY MAINTANCE

Ordinary Maintenance includes litter removal, brush cutting, weeding, etc.

1. Fill out the top section of "Scope of Volunteer Service" form. (Attachment A)
2. Fill out and sign the "Individual Volunteer Service Agreement". (Attachment B)
3. Sign the "Release Waiver and Hold Harmless Agreement". (Attachment C)
4. Email the above forms to Amanda.Slattery@Stanwoodwa.org
5. The city will complete the "Scope of Volunteer Service" form detailing the assigned work, if training or orientation is required, what PPE is required, and the supervision responsibilities.
6. The city will email the form back to you to review and sign.
7. If all is agreed you will complete the work and turn in a "Participant Roster" within 7 days (Attachment F)

ORGANIZATION VOLUNTEER- ORDINARY MAINTANCE

Ordinary Maintenance includes litter removal, brush cutting, weeding, etc.

1. Fill out the top section of "Scope of Volunteer Service" form. (Attachment A)
2. Fill out and sign the "Organizational Volunteer Service Agreement". (Attachment E)
3. Each person volunteering with the Organization must sign a "Release Waiver and Hold Harmless Agreement". (Attachment C)
4. Insurance- Provide the City with proof of Commercial General Liability coverage for the group or organization, naming the City as the additional insured. See "Organizational Volunteer Agreement" for coverage information.
5. Email the above forms to Amanda.Slattery@Stanwoodwa.org
6. The city will complete the "Scope of Volunteer Service" form detailing the assigned work, if training or orientation is required, what PPE is required, and the supervision responsibilities.
7. The city will email the form back to the organizations contact listed to review and sign.
8. If all is agreed you will complete the work and turn in a "Participant Roster" within 7 days.

INDIVIDUAL VOLUNTEER- PROJECT

A "project" is you construct, enlarge, alter, repair, move, demolish or change city facilities or impact electrical, gas, mechanical or plumbing system on city property.

1. Fill out a "Volunteer Project Application". (Attachment D) **60 DAYS prior to project for review**
 - a. See the application for all documents required to be submitted with the application
2. Fill out and sign the "Individual Volunteer Service Agreement". (Attachment B)
3. Sign the "Release Waiver and Hold Harmless Agreement". (Attachment C)
4. Email the above forms to Amanda.Slattery@Stanwoodwa.org
5. The city will review the application and be in communication with you regarding anything else needed.
6. Once the project is approved the city will complete the "Scope of Volunteer Service Agreement" detailing the assigned work, if training or orientation is required, what PPE is required, and the supervision responsibilities. Along with any additional documents needed for the project.
7. If project is approved the city will email the form back to the organizations contact listed to review and sign.
8. If all is agreed you will complete the work and turn in a "Participant Roster" within 7 days .

ORGANIZATION VOLUNTEER- PROJECT

A "project" is you construct, enlarge, alter, repair, move, demolish or change city facilities or impact electrical, gas, mechanical or plumbing system on city property.

1. Fill out a "Volunteer Project Application". (Attachment D)
 - a. See the application for all documents required to be submitted with the application
2. Fill out and sign the "Organizational Volunteer Service Agreement". (Attachment E)
3. Each person volunteering with the Organization must sign a "Release Waiver and Hold Harmless Agreement". (Attachment C)
4. Insurance- Provide the City with proof of Commercial General Liability coverage for the group or organization, naming the City as the additional insured. See "Organizational Volunteer Agreement" for coverage information.
5. Email the above forms to Amanda.Slattery@Stanwoodwa.org
6. The City will review the application and be in communication with you regarding anything else needed.
7. If project is approved the city will email the form back to the organizations contact listed to review and sign.
8. If all is agreed you will complete the work and turn in a "Participant Roster" within 7 days .

	VOLUNTEER SERVICE SCOPE OF VOLUNTEER SERVICES FORM
--	---

SCOPE OF VOLUNTEER SERVICE AGREEMENT

Date: _____

Individual or Group Name: _____

Contact Person: _____

Email: _____ Phone: _____

(BELOW TO BE COMPLETED BY CITY STAFF)***DUTIES OF ASSIGNED WORK:***Training or Orientation Required? ☐ YES ☐ NO Date: _____

Personal Protective Equipment to be Used?

SUPERVISION RESPONSIBILITIES:_____
Parent Name [PRINT NAME] (if under 18 years old)_____
Parent Signature (if under 18 years old)_____
City Staff Supervisor Signature_____
Department Directors Signature



VOLUNTEER SERVICE

Individual Volunteer

INDIVIDUAL VOLUNTEER SERVICE AGREEMENT

I _____ hereby volunteer my services to perform only the services as outlined in the attached Scope of Volunteer Services for the City. I understand that I will not be compensated for my work, but I volunteer to perform in a responsible manner. If I decide to discontinue my volunteer service I will notify the Public Works Department at 360-629-9781. I am 14 to 18 years old I am over 18 years old

Further, I hereby identify that I am capable of performing the duties as outlined in the attached scope of volunteer services without accommodation or with the following accommodations: _____

In consideration of the City of Stanwood giving me permission to perform these volunteer services, I agree to the following terms:

1. _____ I understand that I am not to appear for volunteer service under the influence of any drugs or alcohol.
2. _____ I will abide by all City policies regarding personal conduct while performing volunteer services.
3. _____ I agree not to go beyond the scope of volunteer service agreed to without authorization.
4. _____ Should an injury occur during the scope of my service, I understand that:
 - The City has included my hours of volunteer service in the State Labor and Industries coverage for volunteer workers.
 - I am to report any on-the-job injury or illness, no matter how minor, to the City Staff supervising my work.

5. _____ Depending on the scope of volunteer services, the following policies may apply: *(please initial policies reviewed)*
 _____ driving _____ safety procedures _____ Computer operation _____ discipline policy

6. _____ I acknowledge that I have been trained on the above initialed policies and understand them and/or have had the opportunity to ask any questions.

7. _____ I consent to the City performing a background check into my history in accordance with RCW43.43.830-839 and waive any right of privacy I may have in such information for the limited purpose of the City considering it for determining my suitability as a volunteer. *(To be used for volunteers who will have unsupervised access to children, developmentally disabled persons, or vulnerable adults or who will be working with confidential information.)*

8. _____ I understand that I or the City may terminate this agreement at any time without cause and that I am volunteering my services at will and may be asked to discontinue such without prior notice or reason.

9. _____ **WAIVER AND HOLD HARMLESS:** I am fully aware that the work associated with being a City Volunteer involves certain risks of physical injury or death. Being fully informed as to these risks and in consideration of my being allowed to participate in the City's Volunteer Program, I hereby assume all risk of injury, damage, and harm to myself arising from such activities or use of City facilities. I also hereby individually and on behalf of my heirs, executors and assignees, release and hold harmless the City of Stanwood, its officials, employees and agents and waive any right of recovery that I might have to bring a claim or a lawsuit against them for any personal injury, death or other consequences occurring to me arising out of my volunteer activities.

10. _____ I grant full permission to use any photographs, videotapes, motion pictures or recordings for publicity purposes by the City. If I am signing for my minor child, I, the undersigned parent, or guardian, do hereby grant permission to the City of Stanwood to use any photographs, videotapes, motion pictures or recordings for publicity purposes by the City. Yes No

COURT ORDERED VOLUNTEER: Type of offense: _____ Number of hours needed _____

This agreement will be in effect for the duration of my volunteer services which begin on this day of _____ 20____.

Volunteer Signature

Parent Signature if under 18

Address

Phone

Email

Emergency Contact Name and Phone



The City of Stanwood Volunteer program is for volunteers who donate their time to help keep the City clean. Participants are advised that working adjacent to a City street or in a City park can be hazardous. Participants shall exercise proper care in performing activities. Participants must wear the safety vest furnished by the City, and must wear appropriate protective clothing such as long pants, a long sleeves and thick-soled boots or shoes.

Participants may be entitled to receive full coverage for medical treatment required for injury incurred during participation in the Volunteer program under the medical aid provisions of the Worker's Compensation Act, which is administered by the Department of Labor and Industries, but not for loss of time because of injury or illness, or for lasting disability or death.

As a volunteer for the City of Stanwood I agree to follow all the rules outlined in the Volunteer program policy. I acknowledge that City personnel will provide direction and limited supervision regarding my duties as a volunteer. I will use all provided equipment appropriately and follow all safety practices.

I am aware that the work contemplated in the volunteer program involves certain risks of physical injury and death. Being fully informed as to these risks and in consideration of being given the privilege to participate in the volunteer program, I hereby, on behalf of myself and my heirs, assume all risks in connection with my participation in this program and I further hold harmless the City of Stanwood, its officials, employees and agents for any injury or damages which may occur to me while I am participating in this program and I waive any right to bring claim or lawsuit against them or any such injury, damage or death. Furthermore, I agree to hold harmless, defend and indemnify the City of Stanwood, its officials, employees and agents from any and all claims and lawsuits for in connection with my participation in the Volunteer program except for injuries or damages caused by the sole negligence of the City. I authorize any necessary emergency medical treatment that might be required for me in the event of physical injury and/or accident to me while participating in this program.

Signature of Participant

Date

UNDER THE AGE OF 18: I certify that I am the parent or legal guardian of the participant above-named; that I have read and understood the foregoing release and waiver; and that in consideration of allowing the participant to participate in the City's Adopt-A-Street (Park) program I join in the release and waiver without reservation and agree to release and waive any claim or legal cause of action that I might have arising out of any personal injury, damage or death of the participant as against the authorization for the above-named participant to engage in the activity described above.

Parent/Legal Guardian Signature

Date



VOLUNTEER PROJECT APPLICATION

Use this form when your volunteer project includes work other than "ordinary maintenance" on city property or rights-of-way. Ordinary maintenance includes litter removal, brush cutting, weeding, etc. You need to complete this application if you intend to construct, enlarge, alter, repair, move, demolish or change city facilities or impact electrical, gas, mechanical or plumbing system on city property. Your responses will be used by city staff to determine if your project requires a city permit in addition to this application (permit fees are waived for volunteer projects).

RETURN APPLICATION TO:

Amanda Slattery
 City of Stanwood, Public Works
 10220 270th Street NW, Stanwood, WA 98292
 Amanda.Slattery@Stanwoodwa.org

THE FOLLOWING ITEMS ARE REQUIRED FOR ALL PROJECT APPLICATIONS

Completed application - submitted 60 days prior to the project for review and processing

Certificate of Liability Insurance- naming the City of Stanwood as an additional insured and endorsement pages

A site map- showing where the work will be done (example: google maps)

Design- drawing showing project dimensions

List of materials

APPLICANT INFORMATION

Name: _____ Organization/Company: _____

Mailing Address: _____

Phone: _____ Email: _____

PROJECT INFORMATION

Project Description (attach more sheets if needed):

Project Address: _____

Proposed Date(s): _____

On-site Contact Person: _____

Phone: _____

PROJECT SITE PLAN- ATTACH THE FOLLOWING

Attach proposed site plan and design drawing with property dimensions, directional arrows, street names, building locations, parking lots, driveways, etc. and include material list.

CITY SERVICES

Will any City services or supplies be requested? If so, please describe in detail below:

Plan for portable toilets, garbage, and clean-up

(applicant may need to provide portable toilets and garbage cans; provide delivery and pickup dates)

How will the project affect adjacent businesses and landowners?

AGREEMENT

The City of Stanwood does not maintain insurance that will respond to claims against the applicant arising out of the use of facilities by the applicant, its members, or those attending the event. Applicant will provide the City with a Certificate of Liability Insurance naming the City as an additional insured on the policy including the endorsement pages. Applicant's insurance coverage shall be primary as respects to the City. The policy must include bodily injury and property damage coverage limits of no less than \$1,000,000 for each occurrence and \$2,000,000 general aggregate. Insurance is to be placed with insurers with a current AM Best rating of not less than A: VII who are authorized to do business in the State of Washington. Insurance may be purchased through the City's insurance carrier at an additional cost to meet this requirement.

The applicant shall defend, indemnify and hold harmless the City of Stanwood, its officers, officials, employees and volunteers, while acting within the scope of their duties, from any and all causes of action, demands and claims, including the cost of their defense, arising in favor of the organization, the organization's employees or third parties on account of personal injuries, bodily injuries, death, or damage to property arising out of the acts or omissions of the organization, its employees or representatives, concessionaires of the event or any other person or entity, except only such injury or damage as shall have been occasioned by the sole negligence of the City.

Signature of Applicant

Organization/Title

Date



ORGANIZATIONAL VOLUNTEER SERVICE AGREEMENT

Our organization, the _____ volunteer our services to perform only the services as outlined in the attached Scope of Volunteer Services for the City. We understand that we will not be compensated for our work, but we volunteer to perform in a responsible manner. If we decide to discontinue volunteer service our contact person (designated below) will notify the Director of Public Works or his/her designee.

We understand that and agree that:

- None of the group is to appear for volunteer service under the influence of any drugs or alcohol;
- The City has included our hours of volunteer service in the State Labor and Industries coverage for volunteer workers;
- Our organization is responsible for directly supervising the activities of all the individuals in our group who will be doing volunteer work, and therefore, in consideration of our organization and members being permitted to perform services on City property, our organization agrees to defend, indemnify and hold harmless the City of Stanwood and its officials, employees and agents from any damage claim or lawsuit for injury, illness, damage or other loss of any kind to anyone including members of our organization that might arise out of our activities or the actions of any individuals of our group, except for injuries or damages caused by the sole negligence of the City.
- Our organization has appropriated valid liability insurance of at least one million dollars (\$1,000,000.00) to cover our activities; and a copy of the certificate of said insurance, naming the City as an “additional insured” is attached.
- The City may terminate this agreement at any time without cause, and that we are volunteering our services at will and may be asked to discontinue such without prior notice or reason.

This agreement will be in effect for the duration of our volunteer services which begins this day, the ____ of _____, 20____.

City Contact Information:

Name and Title

Signature

10220 270th ST NW
Stanwood, WA 98292
360-454-5231

Organization Contact Information:

Organization

Signature on Behalf of Organization

Address

Phone

	VOLUNTEER SERVICE Participant Roster
---	--

Group Name: _____

Name of Group Leader: _____

Email: _____ Phone: _____

Waiver Signed	Date	Participant Name	Phone	HOURS WORKED		
				Start	End	Total

Volunteer Notes	City Staff Notes

Please return completed roster to Public Works within seven (7) calendar days of work being done