



**RIDGEFIELD PARKS BOARD
MEETING AGENDA**

**Wednesday, January 10, 2024
RACC - Columbia Assembly Room
510 Pioneer Street, Ridgefield, WA 98642**

I. GENERAL SESSION CALL TO ORDER - 6:30 PM

- 1. Flag Salute**
- 2. Roll Call**
- 3. Late changes to the agenda**

II. PUBLIC COMMENT

Anyone requesting to speak to the Board regarding all items not subject to a specific Public Hearing may come forward at this time. Please state your name and limit comments to three minutes. Written comments may be submitted to the Clerk prior to the meeting.

III. CONSENT AGENDA

- 1. Approval of Minutes from the December 13, 2023 Meeting**

IV. BUSINESS

- 1. AKS Abrams Park Update - Corey Crownhart, Park Manager**
- 2. 2024 Parks Board Work Plan - Corey Crownhart, Park Manager**

V. PUBLIC COMMENT

Anyone requesting to speak to the Board regarding all items not subject to a specific Public Hearing may come forward at this time. Please state your name and limit comments to three minutes. Written comments may be submitted to the Clerk prior to the meeting.

VI. STAFF REPORTS

VII. FROM THE BOARD

VIII. ADJOURN

**CITY OF RIDGEFIELD
REQUEST FOR BOARD ACTION**

MEETING DATE: January 10, 2024

AGENDA ITEM NAME: Approval of Minutes from the December 13, 2023 Meeting

SUMMARY/BACKGROUND:

STAFF CONTACT:

ATTACHMENTS:

1. Parks Board Minutes 12.13.23



**CITY OF RIDGEFIELD, WASHINGTON
PARKS BOARD MEETING MINUTES
DECEMBER 13, 2023**

Regular Meeting - 6:30 PM

I. GENERAL SESSION CALL TO ORDER - 6:30 PM

- 1. Flag Salute**
- 2. Roll Call**

Present:

Board Member Brigid Taylor
Chair Rian Davis
Board Member Sandy Schill
Board Member Sarah Scott
Vice Chair Beth Bicknell
Board Member Alex Earl

Absent:

Board Member Whitney Randall

- 3. Late changes to the agenda**

II. PUBLIC COMMENT

Anyone requesting to speak to the Board regarding all items not subject to a specific Public Hearing may come forward at this time. Please state your name and limit comments to three minutes. Written comments may be submitted to the Clerk prior to the meeting.

III. CONSENT AGENDA

- 1. Approval of Minutes from the November 8, 2023 Meeting**

RESULT: **ADOPTED (UNANIMOUS)**

MOVER: Board Member Brigid Taylor

SECONDER: Vice Chair Beth Bicknell

AYES: Board Member Taylor, Chair Davis, Board Member Schill, Board Member Scott, Vice Chair Bicknell, Board Member Earl

IV. PRESENTATION

1. Skate Park Alternative Study Findings - Jim Sandlin, MacKay Sposito

Jim Sandlin with MacKay Sposito discussed the possible locations for the upcoming Skate Park. Overlook Park below the Splash Pad is being reviewed as a new option. There was further discussion about utilizing space at Davis Park as well.

2. Nature Patches for Ridgefield Parks - Heather Gordon, Ridgefield Garden Club

Heather Gordon of the Ridgefield Garden Club educated the Parks Board regarding the use of Nature Patches in our parks. Nature Patches utilize native plants, require minimal maintenance once established, and allow environmental growth for a more diverse biosphere in our parks.

V. BUSINESS

1. 2024 Parks Board Work Plan Discussion - Rian Davis, Chair - Corey Crownhart, Park Manager

Rian Davis shared the Parks Board Work Plan draft for review with the Parks Board. They discussed progress and items they would like to carry into the next year. Based on feedback provided, the document will be updated and brought back to the Board to make a motion to adopt it.

2. Parks Board Officer Elections - Corey Crownhart, Park Manager

Motion to Appoint Rian Davis as Chairperson of the Board

RESULT:	ADOPTED (UNANIMOUS)
MOVER:	Board Member Brigid Taylor
SECONDER:	Board Member Alex Earl
AYES:	Board Member Taylor, Chair Davis, Board Member Schill, Board Member Scott, Vice Chair Bicknell, Board Member Earl

Motion to Appoint Beth Bicknell as Vice Chairperson of the Board

RESULT:	ADOPTED (UNANIMOUS)
MOVER:	Board Member Alex Earl
SECONDER:	Board Member Brigid Taylor
AYES:	Board Member Taylor, Chair Davis, Board Member Schill, Board Member Scott, Vice Chair Bicknell, Board Member Earl

VI. PUBLIC COMMENT

Anyone requesting to speak to the Board regarding all items not subject to a specific Public Hearing may come forward at this time. Please state your name and limit comments to three minutes. Written comments may be submitted to the Clerk prior to the meeting.

VII. STAFF REPORTS

Corey Crownhart reminded the Parks Board of the joint meeting with City Council prior to the Council meeting on December 21, 2023.

VIII. FROM THE BOARD

None.

IX. ADJOURN

The meeting adjourned at 8:16 pm.

Kim Zurcher, Parks Board Clerk

Rian Davis, Chair

**CITY OF RIDGEFIELD
REQUEST FOR BOARD ACTION**

MEETING DATE: January 10, 2024

AGENDA ITEM NAME: AKS Abrams Park Update

SUMMARY/BACKGROUND:

AKS to provide update from earlier Open House.

STAFF CONTACT: Corey Crownhart, Park Manager

ATTACHMENTS:

None

**CITY OF RIDGEFIELD
REQUEST FOR BOARD ACTION**

MEETING DATE: January 10, 2024

AGENDA ITEM NAME: 2024 Parks Board Work Plan

SUMMARY/BACKGROUND:

In its capacity as an advisory committee, the Parks Board is responsible for formulating and presenting an annual Work Plan to the City Council. The Work Plan delineates the various projects and objectives the Parks Board aspires to address in the coming year. The attached DRAFT 2024 Parks Board Work Plan has been compiled by the Parks Board Chair, with support from the Parks Manager, and updated following this body's discussion during the December 2023 Parks Board Meeting.

The Parks Board is asked to Consider for Recommendation to the City Council this 2024 Parks Board Work Plan. Pending approval, the adopted 2024 Work Plan will be formally presented to the City Council by the Parks Board Chair at the January 25, 2024, City Council Meeting, marking a crucial step in the integration of the Parks Board's strategic vision into the broader municipal agenda.

STAFF CONTACT: Corey Crownhart, Park Manager

ATTACHMENTS:

1. FINAL.DRAFT - 2024 Parks Board Work Plan



2024 Parks Board Work Plan FINAL DRAFT as of 1/3/2024

Overview

In 2024, the City of Ridgefield's Parks Board is embarking on a work plan emphasizing intentionality and strategic decision-making. Anticipated highlights this year include three Parks Master Plans (Abrams, Waterfront, Paradise Pointe); an update to the Parks, Recreation and Open Space Plan, including a new six-year Parks Capital Improvement Program; code amendments related to parks and trails; updated trail design standards; and updating Parks Board Rules of Procedure. Our primary objective is to streamline our efforts, focusing on fewer but more impactful projects to ensure we see tangible progress throughout the year.

Setting Clear Priorities

Our first step in achieving this goal is to set clear priorities. By identifying the most critical projects that align with the city's long-term vision, we can concentrate our resources and efforts where they will make the most significant difference. This includes Administrative, Community Engagement, Operational, and Capital Project work.

Progress Monitoring and Reporting

Quarterly reports will be a crucial component of our commitment to transparency and accountability. In coordination with the Parks Manager, the City of Ridgefield's Parks Board will deliver comprehensive updates to the City Council for review. These reports will provide a detailed account of the progress made on our strategic initiatives, community engagement efforts, and any challenges encountered during each quarter.

By being intentional and strategic in our approach, the City of Ridgefield's Parks Board aims to make 2024 a year of significant progress and positive change. We look forward to collaborating closely with the community to create a more vibrant and accessible city for everyone.

Administrative

Parks Board Governing Documents

Leads: Corey Crownhart, Parks Manager; Chuck Green, Public Works Director

Description: Update the Parks Board Rule of Procedure and Member Roles and Responsibilities to clarify the Parks Board role, define outcomes, cadence of work, etc.

Outcome: Request for council action to approve

Documents: *Parks Board Rules of Procedure; Parks Board Member Roles & Responsibilities*

Update to the 2020 Parks, Recreation, and Open Spaces Plan, including a six-year Parks Capital Facilities Plan: 2024 Progress Report

Leads: Corey Crownhart, Parks Manager

Description: Work with staff and the Comprehensive Plan/Capital Facilities Plans consultant on updating the 2020 Plan for Council review and approval. To be incorporated into the *Ridgefield Comprehensive Plan and Public Facilities Plans*.

Outcome: Report to Council

Documents: Update to the *2020 Parks, Trails, and Open Spaces Plan and a new six-year Parks Capital Facilities Plan: 2024 Progress Report*

Parks, Trails, and Recreation Ridgefield Municipal Code Review

Leads: Corey Crownhart, Parks Manager

Description: Provide recommendations for updates to RMC 8.18 – PARK RULES AND REGULATIONS. Separate requests into housekeeping and policy change recommendations.

Outcome: Request for council action to approve

Documents: *Proposed Amendments to RMC's Parks, Trails, and Recreation Elements*

Community Engagement

Parks and Trails Tour

Leads: Parks Board Chair

Description: Conduct an annual Parks and Trails tour with Parks Board Members, partners, and community stakeholders.

Outcomes: Report to Council

Documents: *2024 Parks and Trails Tour Report*

Operational

Parks, Trails, and Recreation User Policies

Lead: Corey Crownhart, Parks Manager

Description: Update the Parks, Trails, and Recreation Policies regarding but not limited to reservations, usage, permitting, and user accountability. Ensure policies comply with RMC.

Outcome: Report to council

Documents: *Parks, Trails, and Recreation Rules and Regulations; City of Ridgefield Facilities Reservation Rules and Regulations*

Parks and Trails Assets Inventory

Lead: Corey Crownhart, Parks Manager

Description: Codify the assets and their locations throughout the Ridgefield Parks and Trails System. Assess conditions, craft preventative maintenance plans, and determine data collection methods for each location. The inventory will be used to develop future work plans, comprehensive plans, and capital project assessments.

Outcomes: Report to council

Documents: *2024 Parks and Trails Assets Inventory*

Parks & Trail Signage and Brand Development

Leads: Corey Crownhart, Parks Manager

Description: Codify parks and trail signage standards. Publish a wayfinding map for the entirety of Ridgefield Parks and Trails System. Focus on Priority Parks: Abrams, Davis, Hayden, Mayor's Meadow, Overlook.

Outcomes: Report to Council

Documents: *Ridgefield Parks, Trails, and Recreation Branding Standards*; *Ridgefield Parks, Trails, and Recreation: Summer-Fall 2024 Activities Guide*

Parks and Trails Standards

Leads: Corey Crownhart, Parks Manager

Description: Codify standardized technical specifications for park and trail design, construction, and maintenance. Provide specifications for park/trail type and designed use.

Outcomes: Report to Council

Documents: *Park and Trail Engineering Standards*

Capital Projects

2024 Parks & Trails Capital Improvements

Lead: Corey Crownhart, Parks Manager; Chuck Green, Public Works Director

Source Document: [City of Ridgefield Annual Operating Budget: 2024 Adopted Budget](#)

Abrams Park Master Plan

Status: Project Inception / Concept Design

Contracted Firm: AKS Engineering and Forestry

Description: The project will complete a master planning process for Abrams Park. The plan intends to review park amenities such as Bennet Kitchen, field and infrastructure needs, and caretaker requirements.

Outcome: Master Plan Complete

Boyse Park – Planning/Design/Construction

Status: Design Development

Contracted Firm:

Description: Completion of phase 1 design and construction for Boyse Park. Current ideas for the park master plan include a pump track, gravel parking lot, and a walking trail for phase 1 improvements.

Outcome: Phase 1 Design Complete

Gee Creek Trail Heron Drive to Main Street

Status: Design Development

Contracted Firm: MacKay Sposito

Description: Design a trail segment from Heron Drive to Main Street to complete multi-modal access to the Ridgefield Wildlife Refuge.

Outcome: Design Complete

Installation of Lights on Field 4 and 5 at the RORC

Status: Improvement

Contracted Firm: TBD

Description: Complete installation of lights on Field 4 and 5 at RORC. Light bases and electrical conduits are in place and ready for the light poles.

Outcome: Installation Complete

Onslow Nature Play Area – Design and Construction

Status: Concept Design

Contracted Firm: TBD

Description: Finalize the concept plan, design, and construction of the nature play area.

Outcome: Concept Plan Complete

Paradise Pointe Park Master Plan (Name of Park TBD)

Status: Project Inception / Concept Design

Contracted Firm: TBD

Description: Complete a Master Plan process for Paradise Pointe Park, a 15-acre park that will be developed and donated to the city as part of the Paradise Pointe subdivision.

Outcome: Master Plan Complete

Skate Park Alternative Analysis

Status: Concept Design

Contracted Firm: MacKay Sposito

Description: Identify locations and needs for a new skate park. The analysis will identify possible locations to move the skate park from the existing location and possible amenities for park users.

Outcome: Feasibility Study Complete

Waterfront Park Master Plan

Status: Project Inception / Concept Design

Contracted Firm: Walker Macy

Description: The city and the port of Ridgefield are partnering on a master planning process for a park located at the Lake River Waterfront.

Outcome: Master Plan Complete

Other Capital Projects

Lead: Corey Crownhart, Parks Manager; Chuck Green, Public Works Director

Mayor's Meadow Trail

Status: On hold pending grant funding for design and construction

Contracted Firm: PBS

Outcome: Grant Funding Contingent

Hillhurst Trail

Status: On hold pending grant funding for design and construction

Grant Applications: WSDOT Bicycle and Pedestrian funding grant application in spring 2024.

Outcome: Grant Funding Contingent

Overlook Park: Splash Pad Expansion

Status: Under Construction

Contracted Firm: Keystone Contracting Inc.

Outcome: Fully Operational Summer 2024

Corwin Trail

Status: Under Construction

Contracted Firm: Wallis Engineering

Outcome: Complete Spring 2023

Horns Corner Park

Status: On hold pending funding for construction

Outcome: TBD

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