CITY OF RIDGEFIELD, WASHINGTON
CITY COUNCIL MEETING MINUTES
JANUARY 11, 2024

Regular Meeting - 6:30 PM

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

1. Flag Salute

2. Roll Call

Present:
Mayor Jennifer Lindsay
Mayor Pro Tem Rob Aichele
Council Member Matt Cole
Council Member Lee Wells
Council Member Ron Onslow
Council Member Judy Chipman
Council Member Clyde Burkle

3. City Council Members Oath of Office - Judge Suzan L. Clark

4. Late changes to the agenda

II. MAYOR AND MAYOR PRO TEM SELECTION

1. Selection of Mayor and Mayor Pro Tem

The Mayor's election was conducted by City Clerk, Julie Ferriss.

Council Member Onslow nominated current Mayor Pro Tem Aichele.

Council Member Judy Chipman nominated current Mayor Lindsay.

Current Mayor Pro Tem Aichele declined his nomination and nominated Ron Onslow.

The City Council conducted a discussion.

Vote results: 4-3 in favor of Ron Onslow.

NAME:	VOTED FOR:
Ron Onslow	Ron Onslow
Clyde Burkle	Ron Onslow
Rob Aichele	Ron Onslow
Lee Wells	Ron Onslow
Jennifer Lindsay	Jennifer Lindsay
Matt Cole	Jennifer Lindsay
Judy Chipman	Jennifer Lindsay

The Mayor Pro Tem election was conducted by Mayor Ron Onslow.

Council Member Burkle nominated current Mayor Pro Tem Aichele.

Council Member Lindsay nominated Council Member Cole.

Council Member Chipman nominated Council Member Lindsay.

The City Council conducted a discussion. Council Member Cole declined his nomination.

Vote results: 4-3 in favor of Jennifer Lindsay.

NAME:	VOTED FOR:
Jennifer Lindsay	Jennifer Lindsay
Matt Cole	Jennifer Lindsay
Judy Chipman	Jennifer Lindsay
Lee Wells	Jennifer Lindsay
Ron Onslow	Rob Aichele
Clyde Burkle	Rob Aichele
Rob Aichele	Rob Aichele

III. PROCLAMATION - BLOOD DONOR MONTH

IV. APPOINTMENTS TO ROUNDABOUT COMMITTEE

1. Confirm Mayor's Appointment to Position No. 1

MOTION: MOVED TO CONFIRM HEATHER GORDON TO POSITION NO. 1.

RESULT:	**(UNANIMOUS)**
MOVER:	Council Member Judy Chipman

SECONDER:	Council Member Clyde Burkle
AYES:	Mayor Onslow, Mayor Pro Tem Lindsay, Council Member Cole, Council Member Wells, Council Member Aichele, Council Member Chipman, Council Member Burkle

2. Confirm Mayor's Appointment to Position No. 2

MOTION: MOVED TO CONFIRM TIM SHELL TO POSITION NO. 2.

RESULT:	**(UNANIMOUS)**
MOVER:	Mayor Ron Onslow
SECONDER:	Council Member Rob Aichele
AYES:	Mayor Onslow, Mayor Pro Tem Lindsay, Council Member Aichele, Council Member Cole, Council Member Wells, Council Member Chipman, Council Member Burkle

3. Confirm Mayor's Appointment to Position No. 3

MOTION: MOVED TO CONFIRM KENTON ERWIN TO POSITION NO. 3.

RESULT:	**(UNANIMOUS)**
MOVER:	Council Member Rob Aichele
SECONDER:	Council Member Judy Chipman
AYES:	Mayor Onslow, Mayor Pro Tem Lindsay, Council Member Aichele, Council Member Cole, Council Member Wells, Council Member Chipman, Council Member Burkle

4. Confirm Mayor's Appointment to Position No. 4

MOTION: MOVED TO CONFIRM KELLEY MCMORRIS TO POSITION NO. 4.

RESULT:	**(UNANIMOUS)**
MOVER:	Council Member Matt Cole
SECONDER:	Council Member Rob Aichele
AYES:	Mayor Onslow, Mayor Pro Tem Lindsay, Council Member Aichele, Council Member Cole, Council Member Wells, Council Member Chipman, Council Member Burkle

5. Confirm Mayor's Appointment to Position No. 5

MOTION: MOVED TO CONFIRM TIFFANY COHEN TO POSITION NO. 5.

RESULT:	**(UNANIMOUS)**
MOVER:	Council Member Clyde Burkle
SECONDER:	Council Member Lee Wells
AYES:	Mayor Onslow, Mayor Pro Tem Lindsay, Council Member Aichele, Council Member Cole, Council Member Wells,Council Member Chipman, Council Member Burkle

V. PUBLIC COMMENT

Anyone requesting to speak to the Council 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.

Comments received during public testimony can be heard on the City's website under https://ridgefieldwa.us/165/City-Council-Meeting-Audio-Files.

VI. CONSENT AGENDA

MOTION TO APPROVE AS PRESENTED.

RESULT:	**(UNANIMOUS)**
MOVER:	Council Member Lee Wells
SECONDER:	Council Member Clyde Burkle
AYES:	Mayor Onslow, Mayor Pro Tem Lindsay, Council Member Aichele, Council Member Cole, Council Member Wells, Council Member Chipman, Council Member Burkle

1. Approval of Claims And/Or Payroll

2. Approval of Minutes from the December 21st and December 28th Meeting

VII. PRESENTATION

1. Pink Lemonade Patch Check - Cathy Doriot, Police Chief

VIII. BUSINESS

1. Approval of Resolution No. 635 - Financial Policy #15: Grant Management - Kirk Johnson, Finance Director

City staff requested a new full-time grant writer in the 2023 budget to seek more opportunities for state and federal funding for city projects. One of the initial goals for the grant writer was to work with the Finance Director to implement a detailed grant management policy. Grant applications have become more competitive and complex to win awards for local projects. Implementation of a detailed grant policy will help city staff to be more strategic and targeted in the grant applications submitted to support both council and community goals. The purpose of the policy is to ensure sound, strategic, and effective grant application, management, and reporting for the benefit of the City of Ridgefield and its residents.

MOTION: MOVED TO ADOPT RESOLUTION NO. 635 AS PRESENTED.

RESULT:	**(UNANIMOUS)**
MOVER:	Council Member Rob Aichele
SECONDER:	Mayor Pro Tem Jennifer Lindsay
AYES:	Mayor Onslow, Mayor Pro Tem Lindsay, Council Member Aichele, Council Member Cole, Council Member Wells, Council Member Chipman, Council Member Burkle

2. Approval of Resolution No. 636 - Financial Policy #12: Small and Attractive Assets - Kirk Johnson, Finance Director

The City of Ridgefield has a formal policy of the capitalization of assets - Financial Policy #09 that was implemented administratively in 2015. Staff will present this policy for formal adoption on January 11, 2024, for council consideration. One of the areas the policy addresses is "Small and Attractive Assets". These types of assets are valued at $500 to under $5,000 and considered to be at greater risk of being damaged, lost or stolen due to portability. An example of these assets are weed trimmers, leaf blowers, computers, etc. During the 2022 financial and accountability audit, the State Auditor recommended the city add more detail to our policy to identify responsibilities and procedures for this category of assets. The Finance Department reviewed best practices from the State Auditor, policies at other municipalities, MRSC AND GFOA guidance. The main area of focus in the policy is to identify what is a small and attractive asset, define departmental responsibility for tracking assets, and to complete an annual random audit city wide to verify assets are tracked and able to be located.

MOTION: MOVED TO ADOPT RESOLUTION NO. 636 AS PRESENTED.

RESULT:	**(UNANIMOUS)**
MOVER:	Council Member Clyde Burkle
SECONDER:	Council Member Lee Wells
AYES:	Mayor Onslow, Mayor Pro Tem Lindsay, Council Member Aichele, Council Member Cole, Council Member Wells, Council Member Chipman, Council Member Burkle

3. Approval of Resolution No. 637 - Financial Policy #09: Capitalization of Assets - Kirk Johnson, Finance Director

The capitalization of assets policy is established to provide guidelines to ensure adequate stewardship over City of Ridgefield resources through control and accountability of capital assets, and to collect and maintain complete and accurate capital asset information. City staff implemented the capitalization policy administratively in 2015 to provide detailed policies and procedures for the stewardship of the city's capital assets. The policy meets requirements identified in Governmental Accountings Standards Board pronouncements and the State of Washington BARS manual. The policy has been updated in 2017 and again in 2023 to meet current needs identified by staff to ensure proper asset tracking. The policy is being brought to council for review as a companion to the small and attractive asset policy presented earlier in the January 11, 2024 meeting. The main changes to the policy include some clean up of terminology and reference to the small and attractive policy and a future surplus policy that will be brought to council in a later meeting. Staff are asking council to review and formally adopt the capitalization policy as a companion to prior policies and has a significant financial impact on the City's net financial position.

MOTION: MOVED TO ADOPT RESOLUTION NO. 637 AS PRESENTED.

RESULT:	**(UNANIMOUS)**
MOVER:	Council Member Lee Wells
SECONDER:	Council Member Judy Chipman
AYES:	Mayor Onslow, Mayor Pro Tem Lindsay, Council Member Aichele, Council Member Cole, Council Member Wells, Council Member Chipman, Council Member Burkle

4. Motion - Approval of Interlocal Agreement with Clark County for Whatley Decant and/or Street Sweeping Processing and Disposal Services - Chuck Green, Public Works Director

As part of regular street sweeping activities, the City has used Clark County's Whatley Facility to dispose of materials collected by street sweeping as well as treatment and disposal of storm water liquids and solids (decanting) generated by the City's street sweeping operations. The current five-year agreement with Clark County expired at the end of 2023. This Interlocal Agreement would cover these services for the period of January 1, 2024 through December 31, 2028. The county is in the process of renewing separate interlocal agreements with the Washington State Department of Transportation and the cities of Vancouver, Camas, La Center, Battle Ground and Washougal. The 2024-2028 fee/rate structure has not yet been set by the county.

MOTION: MOVED TO APPROVE THE INTERLOCAL AGREEMENT AS PRESENTED BETWEEN THE CITY OF RIDGEFIELD AND CLARK COUNTY, FOR DECANT AND/OR STREET SWEEPING PROCESSING AND DISPOSAL SERVICES COVERING THE PERIOD FROM JANUARY 1, 2024 THROUGH DECEMBER 31, 2028.

RESULT:	**(UNANIMOUS)**
MOVER:	Mayor Pro Tem Jennifer Lindsay
SECONDER:	Council Member Matt Cole
AYES:	Mayor Pro Tem Lindsay, Council Member Aichele, Council Member Cole, Council Member Wells, Mayor Onslow, Council Member Chipman, Council Member Burkle

5. **Motion - Approval of change orders for stormwater construction improvements on the South Junction Project. - Chuck Green, Public Works Director**

Storm pipe and catch basin repairs on S. 56th Place were programmed in 2023 as part of a joint project with the Clark Regional Wastewater District (CRWWD), called the "South Junction Project". The work included repairs to a 30-inch storm pipe underneath S. 56th Place and replacement of or repairs to failed catch basins at that location. During construction, a series of construction issues and challenges were identified that involved a leaking city culvert and the need to dewater the site (increased costs shared with CRWWD), an increased amount of effort to identify the appropriate pipe repair fix,and removing soil from the west storm pond to allow stormwater to appropriately drain away from the roadway. After construction was completed, the contractor tracked costs and submitted change order requests totaling $51,762.44, which results in the total stormwater repair component of the project to be $103,317.44. Because the total project cost has exceeded $100,000, under City procurement policy, council approval is necessary to execute the change orders with CRWWD and the contractor.

MOTION: MOVED TO AUTHORIZE THE CITY MANAGER TO SIGN CHANGE ORDERS FOR THE SOUTH JUNCTION 56TH PLACE STORMWATER REPAIR PROJECT TOTALING $51,762.44.

RESULT:	**(UNANIMOUS)**
MOVER:	Council Member Matt Cole
SECONDER:	Council Member Rob Aichele
AYES:	Mayor Pro Tem Lindsay, Council Member Aichele, Council Member Cole, Council Member Wells, Mayor Onslow, Council Member Chipman, Council Member Burkle

6. **Motion - approval of conveying a sanitary sewer easement to Clark Regional Wastewater District across City property - Chuck Green, Public Works Director**

In order to provide sanitary sewer service for Phase 6 of the Seven Wells subdivision, known as "The Reserve at Seven Wells", a sanitary sewer extension needs to be built. The alignment would cross open space land owned by the City of Ridgefield (Parcels 986048-977, 986044-329; Open Space Tracts 'B' and 'N' for the Seven Wells Estates Planned Unit Development). The sanitary sewer line would be owned and operated by Clark Regional Wastewater District (CRWWD). An easement through the City-owned open space property is necessary for the purpose of "constructing, installing, reconstructing, repairing, operating and maintaining a sanitary sewer and the grantee and its agents and contractors shall have the right to enter upon the premises for such purposes." As this is an interagency transaction, Council approval is needed to grant and execute the easement.

MOTION: MOVE TO APPROVE THE GRANTING OF A SANITARY SEWER EASEMENT ACROSS CITY OPEN SPACE PROPERTY TO CLARK REGIONAL WASTEWATER DISTRICT FOR THE PURPOSE OF PROVIDING A SANITARY SEWER EXTENSION TO SERVE THE RESERVE AT SEVEN WELLS SUBDIVISION.

RESULT:	**(UNANIMOUS)**

MOVER:	Council Member Judy Chipman
SECONDER:	Mayor Pro Tem Jennifer Lindsay
AYES:	Mayor Onslow, Mayor Pro Tem Lindsay, Council Member Aichele, Council Member Cole, Council Member Wells, Council Member Chipman, Council Member Burkle

7. Approval of Resolution No. 638 - Marrett Hills Estates Intent to Annex - Claire Lust, Community Development Director

The Intent to Annex includes one parcel off of NW Carty Road. The parcel is in the Ridgefield Urban Growth Area (UGA) and is contiguous with the existing Ridgefield City limits to the east. Therefore, the parcel is eligible for annexation, parcel # 216698000. The comprehensive plan designation on the site is Urban Low (UL). The current Clark County zoning is Single Family Residential (R1-10), with the Urban Holding – 10 (UH-10) overlay. RDC 18.210.015, states that the city shall designate all newly annexed lands designated for urban low density residential as Residential Low Density 4, 6, or 8. Under the adopted Carty Road Subarea Plan, the zoning designation is RLD-4. Per the applicant's introductory statement: "We would like to request to annexation into the city of Ridgefield, as neighboring properties already are for future development potential." The adopting ordinance for annexation would limit the ability to subdivide the parcel and lift Urban Holding until development code provisions implementing the goals of the Carty Road Subarea Plan are adopted.

City Council conducted a discussion on the proposed intent to annex. After discussion and consultation with the legal council, council decided to deny the intent to annex and requested the applicant to work with staff to resubmit the application.

MOTION: MOVE TO DENY RESOLUTION NO. 638 AT THIS TIME.

RESULT:	**(6-1)**
MOVER:	Council Member Wells
SECONDER:	Council Member Burkle
AYES:	Mayor Onslow, Mayor Pro Tem Lindsay, Council Member Aichele, Council Member Wells, Council Member Chipman, Council Member Burkle
NAYS:	Council Member Cole
ABSTAIN:	None

8. Motion - Approval of the 2023-2025 Department of Commerce Climate Planning Grant in the Amount of $173,002.62 - Claire Lust, Community Development Director

HB 1181 requires jurisdictions planning under the Growth Management Act to include a climate element in their periodic comprehensive plan amendments. The climate element must include climate resiliency and greenhouse gas reduction subelements. Commerce made grant funding available to jurisdictions for climate planning performed from July 1, 2023 through June 30, 2029. Under the grant program, $500,000.00 is available to Ridgefield across this six-year period. Staff submitted a scope and budget for $173,002.62 for the 2023-205 biennium. This amount is to cover coordinated baseline climate data collection and analysis with Clark County and its constituent jurisdictions, and the development of climate goals, policies, and implementation tailored to Ridgefield's needs. Staff will be able to apply to Commerce for the remainder of the $500,000.00 at the 2025-2027 biennium and the 2027-2029 biennium.

MOTION: MOVE TO APPROVE 2023-2025 DEPARTMENT OF COMMERCE CLIMATE PLANNING GRANT IN THE AMOUNT OF $173,002.62.

RESULT:	**(UNANIMOUS)**
MOVER:	Council Member Lee Wells
SECONDER:	Council Member Clyde Burkle
AYES:	Mayor Onslow, Mayor Pro Tem Lindsay, Council Member Aichele, Council Member Cole, Council Member Wells, Council Member Chipman, Council Member Burkle

9. Motion - Selection of Art for Ridgefield Roundabout Red and Roundabout Rosé Wine Label - Lee Knottnerus, Deputy City Manager

In 2015, the City launched a campaign in support of the growing wine scene. Marechal Foch grapes were planted in the roundabouts leading into Ridgefield. In 2018, the first bottles of Ridgefield Roundabout Red™ wine were produced. It is the intent that each batch of wine produced from the grapes in the roundabouts will showcase unique artwork created by a local artist specifically and solely for the wine label. In 2018 and again in 2022, the City partnered with the Ridgefield Art Association on a Call to Artists for artwork, and City Council selected artwork for each batch. Currently, 14 Acres Vineyard and Winery is in the final stages for two batches of wine: a red and the first Ridgefield Roundabout Rose. So, it is time to select artwork for each batch. A Call to Artists opened on November 1, 2023. Nineteen pieces of artwork were submitted by 13 artists. Artists were asked to submit original artwork that invokes a sense of place for what it means to be in Ridgefield and does not include the name of the wine. The artwork has been reviewed and narrowed to three finalists for each the red and rose wines. Council now has the opportunity to select and approve the artwork for both the Ridgefield Roundabout Red and Ridgefield Roundabout Rose.To protect the integrity of the selection process and assure no bias, or perception of bias, the names of the artists will not be available to City Councilmembers until following the final selection.

For the Ridgefield Roundabout Red, City Council reviewed the options and selected artist #3.

MOTION: MOVED TO APPROVE THE ARTWORK SUBMITTED BY ARTIST #3, FOR THE RIDGEFIELD ROUNDABOUT RED.

RESULT:	**(UNANIMOUS)**
MOVER:	Council Member Matt Cole
SECONDER:	Council Member Clyde Burkle
AYES:	Mayor Onslow, Mayor Pro Tem Lindsay, Council Member Aichele, Council Member Cole, Council Member Wells, Council Member Chipman, Council Member Burkle

MOTION: MOVED TO APPROVE THE ARTWORK SUBMITTED BY ARTIST #A, FOR THE RIDGEFIELD ROUNDABOUT ROSE.

RESULT:	**(UNANIMOUS)**
MOVER:	Council Member Rob Aichele
SECONDER:	Council Member Chipman
AYES:	Mayor Onslow, Mayor Pro Tem Lindsay, Council Member Aichele, Council Member Cole, Council Member Wells, Council Member Chipman, Council Member Burkle

IX. PUBLIC HEARING/BUSINESS

1. Public Hearing and First Reading of Ordinance No. 1418 - Amendment to Development

Agreement with Costco Wholesale Corporation - Steve Stuart, City Manager

A development agreement ("DA") was adopted through ordinance No. 1376 by the Ridgefield City Council in November of 2022. The DA assured that a proposed Costco retail warehouse in Ridgefield provided necessary infrastructure to the site and enhanced the design of the site and building to provide a more iconic and context sensitive site and building design. In return for these provisions, the developer received a reduction in fees associated with the development to account for the economic value created by a Costco retail warehouse and increased expense to Costco of providing such improvements. Those reductions in fees were contemplated as part of a separately passed Economic Catalyst Program application. Since adoption of the DA, Costco developers have submitted site plan and building applications, and conducted significant site work to prepare the site for a Ridgefield retail warehouse. However, contained within the adopted DA was a Termination Clause (Section 7). The termination clause stated that "if Developer has not closed on the acquisition of the Property by 5:00 p.m. Pacific time on Friday, December 29, 2023, this Agreement shall automatically terminate." On December 8, 2023, City Staff were contacted by Costco Wholesale Corporation to seek a 60-day extension to the DA, for Costco to complete the acquisition of property necessary for their retail warehouse. The delay was due to Costco's property acquisition being tied to acquiring all necessary permits assuring successful completion of the project. Due to the 14-day notification requirement prior to holding a public hearing on this request, AND the fact that the City Council's regular meetings in December were the 7th and 21st, action could not be taken on the request before the automatic termination clause took effect. Thus, the action being requested of the City Council is to consider a "new" Development Agreement with the only term differing from previously adopted DA being a revised Section 7 Termination date of February 29, 2024.

Mayor Onslow Opened Public Hearing: 8:48PM

No testimony was received.

Mayor Onslow Closed Public Hearing: 8:48PM

MOTION: MOVED TO WAIVE SECOND READING AND ADOPT ORDINANCE NO. 1418 AS PRESENTED.

RESULT:	**(UNANIMOUS)**
MOVER:	Mayor Pro Tem Jennifer Lindsay
SECONDER:	Council Member Matt Cole
AYES:	Mayor Pro Tem Lindsay, Council Member Aichele, Council Member Cole, Council Member Wells, Mayor Onslow, Council Member Chipman, Council Member Burkle

X. PUBLIC COMMENT

Anyone requesting to speak to the Council 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.

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XI. COUNCIL/PRESIDING OFFICER/STAFF REPORTS

1. Council

Council Member Cole - Attended WSCJTC Southwest Regional Training Academy Grand Opening.

Council Member Chipman - No report.
Council Member Wells - Attended WSCJTC Southwest Regional Training Academy Grand Opening.
Council Member Aichele - Attended School District Town Hall Meeting, Chamber Board of Directors Meeting, School District Board Meeting, Port of Ridgefield Meeting, Main Street Meeting.
Council Member Burkle - Attended School District Town Hall Meeting, City Manager Briefing, Port of Ridgefield Meeting, Neighbors Helping Neighbors Board Meeting, Main Street Meeting.
Mayor Pro Tem Lindsay - Attended School District Town Hall Meeting, WSCJTC Southwest Regional Training Academy Grand Opening, Main Street Meeting, Clark Cowlitz Fire & Rescue Meeting.

2. Mayor

Attended WSCJTC Southwest Regional Training Academy Grand Opening, CDBG Meeting and C-TRAN Meeting.

3. City Manager

Public Works Director Chuck Green - Inclement weather updates.
Police Chief Cathy Doriot - 2 new recruits are starting the academy on Tuesday, January 16th.

XII. ADJOURN

9:08PM

Julie Ferriss

Julie Ferriss, City Clerk

Jennifer Lindsay

Jennifer Lindsay, Mayor Pro Tem