



**RIDGEFIELD CITY COUNCIL  
MEETING AGENDA**

**Thursday, February 8, 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 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.

**III. CONSENT AGENDA**

- 1. Approval of Claims And/Or Payroll**
- 2. Approval of Minutes from the January 25, 2024 Meeting**

**IV. PRESENTATION**

- 1. Comprehensive Plan: 2045 Countywide Housing and Employment Growth Allocations - Claire Lust, Community Development Director**

**V. BUSINESS**

- 1. Approval of Resolution No. 639 - Financial Policy #11: Donations - Kirk Johnson, Finance Director**
- 2. Approval of Resolution No. 640 - Financial Policy #16: Surplus Property - Kirk Johnson, Finance Director**
- 3. Approval of Resolution No. 641 - Marrett Hills Estates Intent to Annex - Claire Lust, Community Development Director**

**4. Motion - Selection of First Assignment for Roundabout Committee's Review - Chuck Green, Public Works Director**

**VI. 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.

**VII. COUNCIL/PRESIDING OFFICER/STAFF REPORTS**

- 1. Council**
- 2. Mayor**
- 3. City Manager**

**VIII. EXECUTIVE SESSION PURSUANT TO RCW 42.30.110(1)(f) - To receive and evaluate complaints or charges brought against a public officer or employee.**

**IX. ADJOURN**

**CITY OF RIDGEFIELD  
REQUEST FOR COUNCIL ACTION**

**MEETING DATE:** February 8, 2024

**AGENDA ITEM NAME:** Approval of Claims And/Or Payroll

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**GOVERNING LEGISLATION**

Revised Code of Washington Title 35A

**PREVIOUS COUNCIL ACTION TAKEN:**

The City Council approves claims and/or payroll of the City on a regular basis

**SUMMARY/BACKGROUND:**

Vendor claims

**BUDGET/FINANCIAL IMPACTS:**

See vendor details attached

**RECOMMENDED ACTION OR MOTION:**

Approve the claims and/or payroll by making the following motion:

**"I move to approve the consent agenda as presented"**

**STAFF CONTACT:** Kirk Johnson, Finance Director

**ATTACHMENTS:**

1. February 8, 2024 Claims Report

# City of Ridgefield

## Claims Payment Report

For Approval on:

February 8th, 2024

| Sum of Amount                            |               |                |                       |                                                          |            |
|------------------------------------------|---------------|----------------|-----------------------|----------------------------------------------------------|------------|
| Vendor Name                              | Vendor Number | Invoice Number | Resp. Department      | Description                                              | Total      |
| 72 HOUR LLC                              | 3802          | WF8970         | Public Works          | 2023 Ford F-150 Lightning 1FT6W1EV8PWG57106              | 62,319.00  |
| 72 HOUR LLC Total                        |               |                |                       |                                                          | 62,319.00  |
| Akatov Igor                              | UB*00974      | (blank)        | Genl Govt/Facilities  | Refund Check 014223-000 1142 N Fairhope Pl               | 10.85      |
| Akatov Igor Total                        |               |                |                       |                                                          | 10.85      |
| ANATUM GEOMOBILE SOLUTIONS LLC           | 3981          | 6649           | Genl Govt/Facilities  | Arrow Gold Plus GPS Equipment                            | (824.50)   |
|                                          |               |                | Public Works          | Arrow Gold Plus GPS Equipment                            | 10,301.46  |
|                                          |               | 6648           | Genl Govt/Facilities  | Arrow Gold GPS Data Point Marker                         | (737.50)   |
|                                          |               |                | Public Works          | Arrow Gold GPS Data Point Marker                         | 9,214.46   |
| ANATUM GEOMOBILE SOLUTIONS LLC Total     |               |                |                       |                                                          | 17,953.92  |
| ANTHONY COBLENTZ                         | 3982          | 3982-20240202  | Public Safety         | Field Trainign Officer Academy Meals per Diem - Coblentz | 323.00     |
| ANTHONY COBLENTZ Total                   |               |                |                       |                                                          | 323.00     |
| APPLIED CONCEPTS INC                     | 3542          | 432258         | Public Safety         | Stalker Radar Trailer                                    | 11,848.30  |
| APPLIED CONCEPTS INC Total               |               |                |                       |                                                          | 11,848.30  |
| AQUATIC INFORMATICS INC.                 | 3337          | 107603         | Genl Govt/Facilities  | 12.2023 Web Tests                                        | (0.78)     |
|                                          |               |                | Public Works          | 12.2023 Web Tests                                        | 9.78       |
| AQUATIC INFORMATICS INC. Total           |               |                |                       |                                                          | 9.00       |
| CINTAS CORPORATION NO 2                  | 3497          | 5194139935     | Genl Govt/Facilities  | 01.2024 Fist Aid Supplies - CH                           | 40.83      |
|                                          |               | 5194139928     | Genl Govt/Facilities  | 01.2024 First Aid Supplies - PW                          | 25.00      |
|                                          |               |                | Public Works          | 01.2024 First Aid Supplies - PW                          | 407.33     |
|                                          |               |                | Community Development | 01.2024 First Aid Supplies - PW                          | 51.62      |
|                                          |               | 5194139953     | Genl Govt/Facilities  | 01.2024 First Aid Supplies - RACC                        | 11.30      |
|                                          |               |                | Community Development | 01.2024 First Aid Supplies - RACC                        | 23.45      |
|                                          |               | 5194139958     | Public Safety         | 01.2024 First Aid Supplies - PD                          | 80.81      |
| CINTAS CORPORATION NO 2 Total            |               |                |                       |                                                          | 640.34     |
| CLARK COUNTY                             | 0102          | CI059908       | Public Safety         | 2024 Annual RMS Support & Maint. Fee                     | 10,176.15  |
|                                          |               | CI059856       | Public Works          | 12.2023 Whatley Decant Billing                           | 1,433.70   |
|                                          |               | CI059836       | Council               | 2023 Voter Registration File Maintenance                 | 12,669.84  |
|                                          |               | CI059796       | Council               | 11.07.2023 General & Special Election Services           | 9,387.78   |
|                                          |               | CI059771       | Public Safety         | Q4.2023 TER&R and NetMotion Support                      | 7,616.48   |
|                                          |               | CI059675       | Genl Govt/Facilities  | PWSTW Signs - "Water Over the Road"                      | (43.47)    |
|                                          |               |                | Public Works          | PWSTW Signs - "Water Over the Road"                      | 543.15     |
|                                          |               | CI059787       | Judicial              | 2023 Probable Cause Hearings                             | 980.00     |
| CLARK COUNTY Total                       |               |                |                       |                                                          | 42,763.63  |
| CLARK PUBLIC UTILITIES                   | 3619          | 7678-946-0     | Public Works          | Splash Pad Electric Service Meter                        | 803.53     |
|                                          |               | 27472712       | Public Works          | S Royle 15th St to 5th Way                               | 84,901.86  |
| CLARK PUBLIC UTILITIES Total             |               |                |                       |                                                          | 85,705.39  |
| CLARK REGIONAL WASTEWATER DISTRICT       | 3600          | 0143960        | Public Works          | 12.2023 South Junction Trail                             | 8,500.00   |
|                                          |               | 143942         | Public Works          | S 56th Pl Stormwater Improvements                        | 100,380.74 |
| CLARK REGIONAL WASTEWATER DISTRICT Total |               |                |                       |                                                          | 108,880.74 |
| CLYDE BURKLE                             | 3916          | 3916-20240206  | Council               | AWC Annual Conference Meals - Burkle                     | 56.00      |
| CLYDE BURKLE Total                       |               |                |                       |                                                          | 56.00      |

# City of Ridgefield

## Claims Payment Report

For Approval on:

February 8th, 2024

|                                      |      |                |                       |                                                     |           |
|--------------------------------------|------|----------------|-----------------------|-----------------------------------------------------|-----------|
| COLUMBIAN PUBLISHING                 | 0116 | 45802          | Community Development | Costco Development Agreement for Design & Review    | 45.00     |
| COLUMBIAN PUBLISHING Total           |      |                |                       |                                                     | 45.00     |
| COMCAST BUSINESS - EPAY              | 1666 | 192215313      | Genl Govt/Facilities  | 01.2024 City Hall Communications                    | 421.31    |
| COMCAST BUSINESS - EPAY Total        |      |                |                       |                                                     | 421.31    |
| DEPARTMENT OF LICENSING              | 3387 | PW57106        | Public Works          | PW Vehicle Licensing & Sales Tax 1FT6W1EV8PWG57106  | 5,607.64  |
| DEPARTMENT OF LICENSING Total        |      |                |                       |                                                     | 5,607.64  |
| DEPARTMENT OF LICENSING - EPAY       | 0154 | RG0001547-2024 | Genl Govt/Facilities  | CPL Fees                                            | 18.00     |
|                                      |      | RG0001555-2024 | Genl Govt/Facilities  | CPL Fees                                            | 18.00     |
|                                      |      | RG0001559-2024 | Genl Govt/Facilities  | CPL Fees                                            | 18.00     |
|                                      |      | RG0001553-2024 | Genl Govt/Facilities  | CPL Fees                                            | 18.00     |
|                                      |      | RG0001548-2024 | Genl Govt/Facilities  | CPL Fees                                            | 18.00     |
|                                      |      | RG0001551-2024 | Genl Govt/Facilities  | CPL Fees                                            | 18.00     |
|                                      |      | 6.0299E+14     | Genl Govt/Facilities  | 2024 Dealer License                                 | 125.00    |
|                                      |      | RG0001558-2024 | Genl Govt/Facilities  | CPL Fees                                            | 18.00     |
|                                      |      | RG0001557-2024 | Genl Govt/Facilities  | CPL Fees                                            | 18.00     |
|                                      |      | RG0001552-2024 | Genl Govt/Facilities  | CPL Fees                                            | 18.00     |
|                                      |      | 0081322039     | Public Works          | Driving Record - Sampson                            | 15.00     |
|                                      |      | RG0001556-2024 | Genl Govt/Facilities  | CPL Fees                                            | 18.00     |
|                                      |      | RG0001542-2024 | Genl Govt/Facilities  | CPL Fees                                            | 18.00     |
|                                      |      | RG0001544-2024 | Genl Govt/Facilities  | CPL Fees                                            | 18.00     |
|                                      |      | RG0001560-2024 | Genl Govt/Facilities  | CPL Fees                                            | 18.00     |
|                                      |      | RG0001550-2024 | Genl Govt/Facilities  | CPL Fees                                            | 18.00     |
|                                      |      | RG0001546-2024 | Genl Govt/Facilities  | CPL Fees                                            | 18.00     |
|                                      |      | RG0001543-2024 | Genl Govt/Facilities  | CPL Fees                                            | 18.00     |
|                                      |      | RG0001554-2024 | Genl Govt/Facilities  | CPL Fees                                            | 18.00     |
|                                      |      | RG0001545-2024 | Genl Govt/Facilities  | CPL Fees                                            | 18.00     |
| DEPARTMENT OF LICENSING - EPAY Total |      |                |                       |                                                     | 464.00    |
| ELITE CONTRACTING CO INC.            | 3850 | 3255           | Public Works          | Taverner Ridge Phase 5 Lumens Adjustment            | 2,299.25  |
| ELITE CONTRACTING CO INC. Total      |      |                |                       |                                                     | 2,299.25  |
| ENCORE ONE LLC                       | 3890 | 225137         | Genl Govt/Facilities  | 01.2024 Janitorial Services - PW Ops                | 35.28     |
|                                      |      |                |                       | 01.2024 Janitorial Services - CH                    | 278.69    |
|                                      |      |                | Public Safety         | 01.2024 Janitorial Services - PD                    | 687.71    |
|                                      |      |                | Public Works          | 01.2024 Janitorial Services - PW Ops                | 435.40    |
|                                      |      |                | Community Development | 01.2024 Janitorial Services - PW Ops                | 72.97     |
|                                      |      |                | Public Works          | 01.2024 Janitorial Services - PW Ops                | 140.19    |
| ENCORE ONE LLC Total                 |      |                |                       |                                                     | 1,650.24  |
| GISI MARKETING GROUP                 | 2811 | 279859         | Council               | Council Business Cards - Onslow                     | 243.73    |
|                                      |      | 279707         | Public Safety         | Business Cards - David Jensen                       | 243.73    |
|                                      |      | 279920         | Genl Govt/Facilities  | 2024 Ridgefield Newsletter Edition #1               | 4,139.51  |
|                                      |      | 279923         | Finance               | Business Cards - Kirk Johnson                       | 243.73    |
| GISI MARKETING GROUP Total           |      |                |                       |                                                     | 4,870.70  |
| GRAYLING ENGINEERS PLLC              | 3877 | 943            | Public Works          | 12.2023 Water main Replacement - Pioneer to Shobert | 202.00    |
| GRAYLING ENGINEERS PLLC Total        |      |                |                       |                                                     | 202.00    |
| GROUNDWATER SOLUTIONS, INC.          | 2971 | 00727.001-58   | Public Works          | 12.2023 Hydrological Study                          | 21,311.96 |
| GROUNDWATER SOLUTIONS, INC. Total    |      |                |                       |                                                     | 21,311.96 |

# City of Ridgefield

## Claims Payment Report

For Approval on:

February 8th, 2024

|                                   |      |               |                                      |                                                 |           |
|-----------------------------------|------|---------------|--------------------------------------|-------------------------------------------------|-----------|
| HOME DEPOT VISA - EPAY            | 1805 | 2023024       | Genl Govt/Facilities<br>Public Works | PW Shop Ladder Platform                         | 4.79      |
|                                   |      |               |                                      | PW Shop Ladder Platform                         | 76.70     |
|                                   |      |               |                                      | Utility Knife/Blades - PWSTW                    | 27.11     |
|                                   |      |               |                                      | Zip Ties - Streets                              | 113.94    |
|                                   |      |               |                                      | Window Film - PWSTW                             | 56.48     |
|                                   |      | 3032356       | Genl Govt/Facilities                 | Ladder - PW Shop                                | 20.35     |
|                                   |      |               |                                      | Ladder - PWFAC                                  | 35.88     |
|                                   |      |               |                                      | Wall Anchors - PWFAC                            | 1.73      |
|                                   |      |               | Public Works                         | Ladder - PW Shop                                | 326.40    |
|                                   |      |               |                                      | Ladder - PWFAC                                  | 256.49    |
|                                   |      |               |                                      | Bungee Cords/Tie Downs - Streets                | 41.21     |
|                                   |      |               |                                      | Wall Anchors - PWFAC                            | 12.38     |
| HOME DEPOT VISA - EPAY Total      |      |               |                                      |                                                 | 973.46    |
| J2 BLUE PRINT SUPPLY              | 0243 | AR147661      | Community Development                | 01.2024 Plotter Contract                        | 55.06     |
| J2 BLUE PRINT SUPPLY Total        |      |               |                                      |                                                 | 55.06     |
| JAMES PROPPER                     | 3966 | 407411        | Public Safety                        | 101 Mill St Window Washing Services             | 120.00    |
| JAMES PROPPER Total               |      |               |                                      |                                                 | 120.00    |
| JENNIFER LINDSAY                  | 3116 | 3116-20240208 | Council                              | 01.07.2024 Mayor's Dinner Reimb. - Lindsay      | 300.49    |
|                                   |      | 3116-20240126 | Council                              | 2024 DC Lobbying Meals per Diem - Lindsay       | 208.00    |
|                                   |      | 316-20240206  | Council                              | AWC Annual Conference Meals - Lindsay           | 56.00     |
| JENNIFER LINDSAY Total            |      |               |                                      |                                                 | 564.49    |
| JUDY CHIPMAN                      | 3757 | 3116-20240206 | Council                              | AWC Annual Conference Meals - Chipman           | 56.00     |
| JUDY CHIPMAN Total                |      |               |                                      |                                                 | 56.00     |
| KIM ZURCHER                       | 3947 | 3947-20240209 | Public Works                         | Cross Connetion Control Training Meals - Zucher | 218.00    |
| KIM ZURCHER Total                 |      |               |                                      |                                                 | 218.00    |
| L.N. CURTIS AND SONS              | 3075 | INV782244     | Public Safety                        | Taser X2 Blue Training Gun                      | 121.74    |
|                                   |      | INV784393     | Public Safety                        | PD Uniforms - Tribler                           | 21.20     |
|                                   |      | INV782731     | Public Safety                        | PD Uniforms - Tribler                           | 171.75    |
|                                   |      | INV784228     | Public Safety                        | PD Uniforms - Leon                              | 88.37     |
|                                   |      | INV785506     | Public Safety                        | Blue Handcuffs - Doriot                         | 107.29    |
|                                   |      | INV783101     | Public Safety                        | Blue Gun Glock 17/22/31 Generation 5            | 123.92    |
|                                   |      | INV782461     | Public Safety                        | PD Uniforms - New Hires                         | 220.07    |
| L.N. CURTIS AND SONS Total        |      |               |                                      |                                                 | 854.34    |
| LAKESIDE INDUSTRIES               | 264  | 50022781      | Public Works                         | S 5th Street Roadway Repairs                    | 12,290.80 |
| LAKESIDE INDUSTRIES Total         |      |               |                                      |                                                 | 12,290.80 |
| LEASE SERVICING CENTER INC.       | 3719 | 2719-2024     | Genl Govt/Facilities                 | 2024 Vac Truck Annual Payment - Principal       | 14,463.43 |
|                                   |      |               |                                      | 2024 Vac Truck Annual Payment - Interest        | 582.25    |
|                                   |      |               | Public Works                         | 2024 Vac Truck Annual Payment - Principal       | 57,853.74 |
|                                   |      |               |                                      | 2024 Vac Truck Annual Payment - Interest        | 2,329.02  |
| LEASE SERVICING CENTER INC. Total |      |               |                                      |                                                 | 75,228.44 |
| LEE WELLS                         | 1068 | 1068-20240206 | Council                              | AWC Annual Conference Meals - Wells             | 56.00     |
| LEE WELLS Total                   |      |               |                                      |                                                 | 56.00     |
| LES SCHWAB TIRES WOODLAND         | 0272 | 43700000805   | Public Works                         | PWSTW/Streets Vehicle Chains                    | 1,246.72  |
|                                   |      | 43700000813   | Public Works                         | Streets Vehicle Chains Refund                   | (319.56)  |
| LES SCHWAB TIRES WOODLAND Total   |      |               |                                      |                                                 | 927.16    |

# City of Ridgefield

## Claims Payment Report

For Approval on:

February 8th, 2024

|                                           |          |                |                       |                                                   |           |
|-------------------------------------------|----------|----------------|-----------------------|---------------------------------------------------|-----------|
| LISA BLAKE                                | 2297     | 2297-20240209  | Public Works          | Cross Connection Control Training Meals - Zurcher | 218.00    |
| LISA BLAKE Total                          |          |                |                       |                                                   | 218.00    |
| MATT COLE                                 | 3882     | 3882-20240206  | Council               | AWC Annual Conference Meals - Cole                | 56.00     |
| MATT COLE Total                           |          |                |                       |                                                   | 56.00     |
| MINUTEMAN PRESS (NORTH)                   | 3278     | 10138          | Council               | Name Badges - Onslow/Lindsay/Aichele              | 55.53     |
| MINUTEMAN PRESS (NORTH) Total             |          |                |                       |                                                   | 55.53     |
| MJB CONSULTING INC                        | 3117     | 2226           | Genl Govt/Facilities  | 01.2024 State Lobbyist                            | 2,750.00  |
| MJB CONSULTING INC Total                  |          |                |                       |                                                   | 2,750.00  |
| MODERN MARKETING                          | 3014     | MMI155105      | Genl Govt/Facilities  | PD Stickers                                       | (39.15)   |
|                                           |          |                | Public Safety         | PD Stickers                                       | 489.10    |
| MODERN MARKETING Total                    |          |                |                       |                                                   | 449.95    |
| NAPA AUTO PARTS                           | 0498     | 406613         | Genl Govt/Facilities  | PW Dump Truck Ford F550                           | 3.21      |
|                                           |          |                | Public Works          | PW Dump Truck Ford F550                           | 51.32     |
|                                           |          | 406531         | Genl Govt/Facilities  | PW Dump Truck Ford F550                           | 0.55      |
|                                           |          |                | Public Works          | PW Dump Truck Ford F550                           | 8.74      |
|                                           |          | 405747         | Public Works          | Streets Sander Spark Plug                         | 3.33      |
|                                           |          | 406325         | Public Works          | Streets Sander Parts                              | 57.60     |
| NAPA AUTO PARTS Total                     |          |                |                       |                                                   | 124.75    |
| OTAK INC.                                 | 1787     | 12400429       | Public Works          | 11.2023-12.2023 Ridgefield Trail Signs            | 316.97    |
| OTAK INC. Total                           |          |                |                       |                                                   | 316.97    |
| PACIFIC OFFICE AUTOMATION                 | 2710     | 936175         | Genl Govt/Facilities  | Q4.2023 Copier Usage - PW Ops                     | 2.82      |
|                                           |          |                |                       | Q4.2023 Copier Usage - RACC                       | 80.00     |
|                                           |          |                |                       | Q4.2023 Copier Usage - CH                         | 205.73    |
|                                           |          |                | Public Safety         | Q4.2023 Copier Usage - PD                         | 129.66    |
|                                           |          |                | Public Works          | Q4.2023 Copier Usage - PW Ops                     | 46.04     |
|                                           |          |                | Community Development | Q4.2023 Copier Usage - PW Ops                     | 5.84      |
|                                           |          |                |                       | Q4.2023 Copier Usage - RACC                       | 165.94    |
| PACIFIC OFFICE AUTOMATION Total           |          |                |                       |                                                   | 636.03    |
| PACIFIC OFFICE AUTOMATION - LEASE         | 1564     | 81811292       | Genl Govt/Facilities  | 02.2024 Copier Lease - PW Ops                     | 24.90     |
|                                           |          |                | Public Works          | 02.2024 Copier Lease - PW Ops                     | 406.06    |
|                                           |          |                | Community Development | 02.2024 Copier Lease - PW Ops                     | 51.48     |
| PACIFIC OFFICE AUTOMATION - LEASE Total   |          |                |                       |                                                   | 482.44    |
| PBS ENGINEERING AND ENVIRONMENTAL         | 342      | 0071708.001-10 | Public Works          | 12.2023 Overlook Park Construction Mgmt Services  | 14,154.71 |
| PBS ENGINEERING AND ENVIRONMENTAL Total   |          |                |                       |                                                   | 14,154.71 |
| PLATT ELECTRIC SUPPLY                     | 0766     | 4583792        | Genl Govt/Facilities  | PW Shop Water Eater Evaporators                   | 3.93      |
|                                           |          |                | Public Works          | PW Shop Water Eater Evaporators                   | 63.07     |
| PLATT ELECTRIC SUPPLY Total               |          |                |                       |                                                   | 67.00     |
| PROVIDENCE HEALTH & SERVICES OREGON       | 3530     | 47218          | Genl Govt/Facilities  | 12.13.2023 DOT Physical Exam                      | 10.00     |
|                                           |          |                | Public Works          | 12.13.2023 DOT Physical Exam                      | 90.00     |
| PROVIDENCE HEALTH & SERVICES OREGON Total |          |                |                       |                                                   | 100.00    |
| PUBLIC SAFETY TESTING                     | 0354     | PSTAC24-2      | Public Safety         | Sergeant Promotional Test Supervision             | 5,443.43  |
| PUBLIC SAFETY TESTING Total               |          |                |                       |                                                   | 5,443.43  |
| PURCHASE POWER - EPAY                     | 0356     | 67454743       | Genl Govt/Facilities  | 12.21.2023 Postage Replenishment                  | 500.00    |
| PURCHASE POWER - EPAY Total               |          |                |                       |                                                   | 500.00    |
| Pursley Herb                              | UB*00973 | (blank)        | Genl Govt/Facilities  | Refund Check 014253-005 7039 S Ridge Way          | 73.97     |

# City of Ridgefield

## Claims Payment Report

For Approval on:

February 8th, 2024

|                                     |      |                       |                              |                                                         |            |
|-------------------------------------|------|-----------------------|------------------------------|---------------------------------------------------------|------------|
| Pursley Herb Total                  |      |                       |                              |                                                         | 73.97      |
| RIDGEFIELD MINI STORAGE             | 2932 | E74-75-76-2024        | Genl Govt/Facilities         | 2024 Storage Unit Rental                                | 11,880.00  |
| RIDGEFIELD MINI STORAGE Total       |      |                       |                              |                                                         | 11,880.00  |
| RIDGEFIELD SCHOOL DISTRICT          | 0378 | 1002300064            | Genl Govt/Facilities         | 2023 RACC Annual Lease                                  | 114,862.00 |
| RIDGEFIELD SCHOOL DISTRICT Total    |      |                       |                              |                                                         | 114,862.00 |
| ROBERT AICHELE                      | 3449 | 3449-20240126         | Council                      | 2024 DC Lobbying Meals per Diem - Aichele               | 208.00     |
|                                     |      | 3449-20240206         | Council                      | AWC Annual Conference Meals - Aichele                   | 56.00      |
| ROBERT AICHELE Total                |      |                       |                              |                                                         | 264.00     |
| SIMPLIFILE - EPAY                   | 2962 | E6163504              | Community Development        | Recording Fees - Costco Wholesale Development Agreement | 342.37     |
| SIMPLIFILE - EPAY Total             |      |                       |                              |                                                         | 342.37     |
| SOLID WASTE SYSTEMS INC.            | 3826 | 0164614-IN            | Public Works                 | PWSTW/Streets Sweeper Brooms                            | 2,947.99   |
| SOLID WASTE SYSTEMS INC. Total      |      |                       |                              |                                                         | 2,947.99   |
| SOUND UNIFORM SOLUTIONS INC.        | 3750 | 202401FR037           | Public Safety                | PD Uniforms - Wattson                                   | 539.70     |
|                                     |      | 202312FR222           | Public Safety                | PD Uniforms - Debiak                                    | 642.96     |
| SOUND UNIFORM SOLUTIONS INC. Total  |      |                       |                              |                                                         | 1,182.66   |
| SOUTHWEST CLEAN AIR AGENCY          | 0417 | 2024-1471             | Genl Govt/Facilities         | 07.2024-06.2025 Annual Air Contaminant Registration Fee | 17.41      |
|                                     |      |                       | Public Works                 | 07.2024-06.2025 Annual Air Contaminant Registration Fee | 278.59     |
| SOUTHWEST CLEAN AIR AGENCY Total    |      |                       |                              |                                                         | 296.00     |
| STEVE STUART                        | 2075 | 2075-20240124         | Executive                    | 2024 Olympia Lobbying Meals per Diem - Stuart           | 74.00      |
|                                     |      | 2075-20240126         | Executive                    | 2024 DC Lobbying Meals per Diem - Stuart                | 249.00     |
|                                     |      | 2075-20240206         | Executive                    | AWC Annual Conference Meals - Lindsay                   | 56.00      |
| STEVE STUART Total                  |      |                       |                              |                                                         | 379.00     |
| STOMMEL INC.                        | 3747 | SI97518               | Genl Govt/Facilities         | 3 Docking Stations for MDC Units                        | (14.36)    |
|                                     |      |                       | Public Safety                | 3 Docking Stations for MDC Units                        | 3,750.87   |
| STOMMEL INC. Total                  |      |                       |                              |                                                         | 3,736.51   |
| SW WA REGIONAL TRANSPORTATION       | 0602 | 01202406              | Genl Govt/Facilities         | 2024 Member Contributions                               | 4,068.00   |
| SW WA REGIONAL TRANSPORTATION Total |      |                       |                              |                                                         | 4,068.00   |
| TRANS 360 INC.                      | 3813 | 3813-20240208         | Genl Govt/Facilities         | CDL Class B - Jefferies                                 | 486.00     |
|                                     |      |                       | Public Works                 | CDL Class B - Jefferies                                 | 4,374.00   |
| TRANS 360 INC. Total                |      |                       |                              |                                                         | 4,860.00   |
| TRI MOUNTAIN INVESTORS LLC          | 3866 | 2024-39               | Public Safety                | 12.2023 101 Mill St Water                               | 123.75     |
|                                     |      |                       |                              | 02.2024 101 Mill St Lease                               | 31,972.25  |
|                                     |      |                       |                              | 12.2023 101 Mill St Wastewater                          | 72.43      |
| TRI MOUNTAIN INVESTORS LLC Total    |      |                       |                              |                                                         | 32,168.43  |
| UNIFIRST CORPORATION                | 3904 | 2240067557            | Genl Govt/Facilities         | 01.23.2024 Floor Mats - CH                              | 16.46      |
|                                     |      | 2240065552            | Public Safety                | 01.16.2024 Floor Mats - PD                              | 39.52      |
|                                     |      | 2240065553            | Genl Govt/Facilities         | 01.16.2024 PWFAC Uniforms                               | 10.25      |
|                                     |      | Public Works          | 01.16.2024 PW Ops Floor Mats | 2.70                                                    |            |
|                                     |      |                       | 01.16.2024 PWFAC Uniforms    | 74.86                                                   |            |
|                                     |      |                       | 01.16.2024 PWSTW Uniforms    | 58.64                                                   |            |
|                                     |      |                       | 01.16.2024 PW Ops Floor Mats | 44.68                                                   |            |
|                                     |      |                       | 01.16.2024 PWUTIL Uniforms   | 40.37                                                   |            |
|                                     |      | Community Development | 01.16.2024 PW Ops Floor Mats | 5.51                                                    |            |
|                                     |      |                       | Genl Govt/Facilities         | 01.23.2024 PW Ops Floor Mats                            | 2.70       |
|                                     |      |                       |                              | 01.23.2024 PWFAC Uniforms                               | 10.25      |

# City of Ridgefield

## Claims Payment Report

For Approval on:

February 8th, 2024

|                                               |      |                 |                       |                                                                  |              |
|-----------------------------------------------|------|-----------------|-----------------------|------------------------------------------------------------------|--------------|
| UNIFIRST CORPORATION                          | 3904 | 2240067559      | Public Works          | 01.23.2024 PWUTIL Uniforms                                       | 40.37        |
|                                               |      |                 |                       | 01.23.2024 PW Ops Floor Mats                                     | 44.68        |
|                                               |      |                 |                       | 01.23.2024 PWFAC Uniforms                                        | 74.86        |
|                                               |      |                 |                       | 01.23.2024 PWSTW Uniforms                                        | 58.64        |
|                                               |      | 2240067556      | Community Development | 01.23.2024 PW Ops Floor Mats                                     | 5.51         |
|                                               |      |                 | Genl Govt/Facilities  | 01.23.2024 Floor Mats - RACC                                     | 3.41         |
|                                               |      | 2240067558      | Community Development | 01.23.2024 Floor Mats - RACC                                     | 7.08         |
|                                               |      |                 | Public Safety         | 01.23.2024 Floor Mats - PD                                       | 39.52        |
| UNIFIRST CORPORATION Total                    |      |                 |                       |                                                                  | 580.01       |
| WA STATE DEPARTMENT OF TRANSPORTATION         | 0688 | RE44JD17340L002 | Public Works          | 12.2023 Overpass Safety Screen Design Review                     | 98.70        |
| WA STATE DEPARTMENT OF TRANSPORTATION Total   |      |                 |                       |                                                                  | 98.70        |
| WALKER MACY LLC                               | 3965 | P3993.01-1      | Public Works          | 12.25.2023 Waterfront Park Master Plan                           | 15,958.80    |
| WALKER MACY LLC Total                         |      |                 |                       |                                                                  | 15,958.80    |
| WALTER E. NELSON COMPANY                      | 3553 | 1843017         | Public Safety         | Paper Products - PD                                              | 115.79       |
| WALTER E. NELSON COMPANY Total                |      |                 |                       |                                                                  | 115.79       |
| WAPITI AERIAL SERVICES INC.                   | 1405 | INV13446        | Genl Govt/Facilities  | Annual Inspections - Bucket Truck/Forklift/Scissor Lift/Bridge C | 88.80        |
|                                               |      |                 | Public Works          | Annual Inspections - Bucket Truck/Forklift/Scissor Lift/Bridge C | 1,421.20     |
| WAPITI AERIAL SERVICES INC. Total             |      |                 |                       |                                                                  | 1,510.00     |
| WASHINGTON FINANCE OFFICERS ASSOCIATION       | 0461 | 2315            | Finance               | 2024 WFOA Membersip Dues - Her                                   | 75.00        |
|                                               |      | 2054            | Finance               | 2024 WFOA Membership Dues - Brodowski                            | 75.00        |
|                                               |      | 2720            | Finance               | 2024 WFOA Membership Dues - Schneider                            | 75.00        |
| WASHINGTON FINANCE OFFICERS ASSOCIATION Total |      |                 |                       |                                                                  | 225.00       |
| WASHINGTON STATE TREASURER                    | 642  | 0642-Q4.2023    | Genl Govt/Facilities  | Q4.2023 Building Code Fees                                       | 674.00       |
|                                               |      | 0642-Q4.2023F   | Genl Govt/Facilities  | Q4.2023 Ferfeitures' State Portion                               | 1.60         |
| WASHINGTON STATE TREASURER Total              |      |                 |                       |                                                                  | 675.60       |
| WESTERN EQUIPMENT                             | 2363 | 8083409-01      | Public Works          | Ventrac Tractor Spark Plugs                                      | 34.36        |
| WESTERN EQUIPMENT Total                       |      |                 |                       |                                                                  | 34.36        |
| WESTERN UNITED CIVIL GROUP LLC                | 3743 | 23016-2         | Public Works          | 12.2023 S Royle Rd 15th St to 5th Way                            | 676,256.12   |
| WESTERN UNITED CIVIL GROUP LLC Total          |      |                 |                       |                                                                  | 676,256.12   |
| WILDWOOD PLAYGROUNDS NORTHWEST INC.           | 3943 | 11245           | Public Works          | Parks Toddle Swings Replacement                                  | 625.03       |
| WILDWOOD PLAYGROUNDS NORTHWEST INC. Total     |      |                 |                       |                                                                  | 625.03       |
| Grand Total                                   |      |                 |                       |                                                                  | 1,357,221.17 |

**CITY OF RIDGEFIELD  
REQUEST FOR COUNCIL ACTION**

**MEETING DATE:** February 8, 2024

**AGENDA ITEM NAME:** Approval of Minutes from the January 25, 2024 Meeting

---

**GOVERNING LEGISLATION**

N/A

**PREVIOUS COUNCIL ACTION TAKEN:**

N/A

**SUMMARY/BACKGROUND:**

Staff has prepared the minutes for Council consideration of adoption for the Council meeting(s).

**BUDGET/FINANCIAL IMPACTS:**

N/A

**RECOMMENDED ACTION OR MOTION:**

Approve the minutes by making the following motion: 1. "I move to approve the consent agenda"

**STAFF CONTACT:**

**ATTACHMENTS:**

1. 01-25-2024



**CITY OF RIDGEFIELD, WASHINGTON  
CITY COUNCIL MEETING MINUTES  
JANUARY 25, 2024**

**Regular Meeting - 5:30 PM**

**I. STUDY SESSION - 5:30 P.M.**

- 1. Comprehensive Plan Community Engagement - Council Kickoff - Claire Lust, Community Development Director**

**II. GENERAL SESSION CALL TO ORDER - 6:30 PM**

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

**Present:**

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

**Absent:**

Mayor Ron Onslow

MOTION: COUNCIL MEMBER COLE MOVED TO EXCUSE MAYOR ONSLOW FROM THE MEETING.  
SECOND: COUNCIL MEMBER CHIPMAN.  
MOTION PASSED.

- 3. Late changes to the agenda**

**III. 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>.

#### IV. CONSENT AGENDA

MOTION TO APPROVE AS PRESENTED.

|                  |                                                                                                                                         |
|------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>(UNANIMOUS)</b>                                                                                                                      |
| <b>MOVER:</b>    | Council Member Rob Aichele                                                                                                              |
| <b>SECONDER:</b> | Council Member Clyde Burkle                                                                                                             |
| <b>AYES:</b>     | 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 January 11, 2024 Meeting**

#### V. PRESENTATION

1. **Clark Regional Wastewater District Update - John Peterson, CRWWD General Manager**

John Peterson presented an update to the City Council.

2. **Presentation - Food Cart Pod Code - Claire Lust, Community Development Director**

On August 10, 2023, Council held a study session on food cart pods during which Councilors discussed what food cart pods should look like in Ridgefield. Based on priorities indicated and questions asked during the study session, staff compiled options for food cart pod code language. The purpose of this presentation is to share those options with Council and gather feedback on how they should be refined. Then staff will draft updates to RMC Title 18 regulating food cart pods which will go before Planning Commission and Council for public hearings prior to Council's vote on adoption.

#### VI. BUSINESS

1. **Motion - Approval of the 2024 Planning Commission Work Plan - Claire Lust, Community Development Director**

The Planning Commission is tasked annually with developing a work plan for the upcoming year. On December 6, 2023 Planning Commission reviewed their 2023 Work Plan, discussing completed, ongoing, and pending tasks. Staff subsequently drafted a 2024 Work Plan based on this conversation. On January 3, 2024 Planning Commission recommended approval of the attached 2024 Work Plan to Council. The 2024 plan focuses on the periodic Comprehensive Plan update, annual code amendments, topic-specific code amendments including food carts and the Carty Road Subarea, and continuing opportunities for education and collaboration such as the annual joint tour of the City.

MOTION: MOVED TO APPROVE THE 2024 PLANNING COMMISSION WORK PLAN AS PRESENTED.

|                  |                                                                                                                                         |
|------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>(UNANIMOUS)</b>                                                                                                                      |
| <b>MOVER:</b>    | Council Member Clyde Burkle                                                                                                             |
| <b>SECONDER:</b> | Council Member Judy Chipman                                                                                                             |
| <b>AYES:</b>     | Mayor Pro Tem Lindsay, Council Member Aichele, Council Member Cole, Council Member Wells, Council Member Chipman, Council Member Burkle |

2. **Motion - Approval of the 2024 Parks Board Work Plan - Corey Crownhart, Park Manager**

The Ridgefield Parks Board is tasked annually with developing a Work Plan for the upcoming year. This

plan is intended to guide the board as it undertakes key priorities. The 2024 Parks Board Work Plan was developed in the fall of 2023. It was vetted at the board's public meetings on December 13, 2023, and January 10, 2024. The plan did not receive any public comments. However, the parks board had extensive discussions about it to ensure it was focused, strategic, and actionable. In 2024, the board will continue to focus on parks capital projects and provide recommendations to staff and council. Notably, the board intends to support the completion of three Master Plans for parks, provide recommendations for updates to the Parks Board governing documents such as Rules of Procedure, and participate in updating the city's Parks, Recreation, and Open Spaces (PROS) plan as part of the upcoming Comprehensive Plan development. Lastly, the Parks Board intends to provide quarterly reports to the City Council on the outcomes of this Work Plan.

MOTION: MOVED TO APPROVE THE 2024 PARKS BOARD PLAN AS PRESENTED.

|                  |                                                                                                                                         |
|------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>(UNANIMOUS)</b>                                                                                                                      |
| <b>MOVER:</b>    | Council Member Rob Aichele                                                                                                              |
| <b>SECONDER:</b> | Council Member Lee Wells                                                                                                                |
| <b>AYES:</b>     | Mayor Pro Tem Lindsay, Council Member Aichele, Council Member Cole, Council Member Wells, Council Member Chipman, Council Member Burkle |

**3. Motion - Approval of Sanderling Park Phase 2A/2B Final Plat - Claire Lust, Community Development Director**

The Hearing Examiner approved the Kennedy Farm East preliminary planned unit development (PUD) plat on March 19, 2019. The project has since been renamed to Sanderling Park. The overall Kennedy Farm East approval was for 435 lots – 327 single-family detached and 108 single-family attached – on 89.65 acres in the RLD-4 zone. The project is subject to the 2007 Kennedy Development Agreement and 2017 Kennedy Development Agreement Amendment, which established a target average density of between four and six units per gross acre for Kennedy Farms West and East. The approved Kennedy East/Sanderling Park density is 4.85 units per gross acre, in compliance with the DA. Staff approved a Type I post decision review for Kennedy East to relocate storm facilities in the eastern portion of the PUD on February 20, 2020. The impacted area is outside of Sanderling Park Phase 2A/2B. Staff approved a Type I post decision review for Kennedy East to make minor modifications to lot dimensions and create a community amenity tract in the western area of the PUD including the area now defined as Sanderling Park Phase 1 on June 11, 2021. The impacted areas is outside of Sanderling Park Phase 2A/2B. Staff approved a Type II post decision review for Sanderling Park to modify the layout of the townhouse lots on February 17, 2022. The impacted area is outside of Sanderling Park Phase 2A/2B. Staff approved a Type I post decision review for Sanderling Park to modify the layout of Phase 2 on June 28, 2022. The applicant proposes to subdivide Phase 2A/2B (Parcel #986064821, 4.84 acres) into 26 single-family detached residential lots. The lots range from 4,000 square feet (Lot 55) to 9,768 square feet (Lot 74), consistent with the lot sizes and density approved through the Kennedy Farms DA, Kennedy Farm East Preliminary PUD, and subsequent post decision review. The average lot area is 5,934 square feet. Internal public streets provide direct access to each of the lots in Phase 2A/2B. The final plat includes a 42.5- to 50-foot right of way dedication for the eastern half-width of Hillhurst Road as it turns into future NW 229th Street, which is the planned east-west collector through Sanderling Park. Tract CC is a 1,498 square foot open space tract between Lot 51 and the external public right of way. Tract CC is required to have an earth-tone stone appearance frontage wall and landscaping per RDC 18.210.065 and Kennedy East Final Order Conditions A.14 and A.15. Tract CC is the only open space tract in Phase 2A/2B.

MOTION: MOVED TO APPROVE THE SANDERLING PARK PHASE 2A/2B FINAL PLAT AS PRESENTED.

|                  |                                                                                                                                         |
|------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>(UNANIMOUS)</b>                                                                                                                      |
| <b>MOVER:</b>    | Council Member Matt Cole                                                                                                                |
| <b>SECONDER:</b> | Council Member Lee Wells                                                                                                                |
| <b>AYES:</b>     | Mayor Pro Tem Lindsay, Council Member Aichele, Council Member Cole, Council Member Wells, Council Member Chipman, Council Member Burkle |

**4. Motion - Contract Award for Design and Environmental Services for the Gee Creek North Trail Project, Heron to Main - Chuck Green, Public Works Director**

Over the years, the City’s Parks and Trails plans, including 2020’s Parks, Recreation and Open Space Plan, continue to show that completing a multi-use trail along Gee Creek is one of the City’s highest priorities for the Parks and Trails system. The need for more connectivity with walking and biking trails continues to be expressed in community wide-surveys. While some segments of the Gee Creek Trail system have been completed (segments south of Pioneer Street and between Abrams Park and Heron Drive), others have not. In 2021, the City was successful in receiving a Federal Lands Access Program (FLAP) grant to build the Gee Creek Trail – North Segment, the connection from Heron Drive to the Carty Unit of the Ridgefield Wildlife Refuge, and to develop a preliminary design for a future multi-use, non-motorized overpass connecting downtown Ridgefield with the waterfront, approximately along Division Street. The City issued a Requests for Qualifications to consultants interested in the design, permitting and right-of-way acquisition for this project. Four proposals were received; one was not evaluated due to a potential conflict, and three were evaluated by a team of City staff: Hayward Uskoski and Associates, MacKay Sposito, and PBS Engineering. After the reviews, Mackay Sposito was selected as the highest rated consultant with which to enter into negotiations. After an extended review process involving the City and the Washington State Department of Transportation (WSDOT) Local Programs Division (both Southwest Region and Headquarters) as well as the Federal Highway Administration, it was determined that with the number of potential alignment options as well as assumptions, the design component would be broken into two parts:

- Phase 1, Planning and Alternatives Analysis, and
- Phase 2, Design, Environmental and Permitting.

The consultant would also be responsible for developing right-of-way and easement acquisition plans for the preferred alternative. The next project stage, Right-of-Way acquisition, is a future phase whereby a contract amendment would be extended to include acquisitions in the consultant scope of work.

Phase 1 includes the following services:

- Project Management and Agency Coordination
- Data Compilation and Base Mapping
- Trail Alternatives Analysis
- Downtown-Waterfront Pedestrian/Multi-Use Overpass Analysis
- Public Outreach

Phase 2 includes design, environmental documentation and clearances, right-of-way and easement acquisition plans, and permitting. The consultant work on this project will be coordinated with residents of the area as well as the community in general, as well as the Waterfront Park Master Plan and

waterfront development projects. The total FLAP funding available for the design phase is \$285,000, which is included in the City’s 2024 Capital Budget. The estimated cost for the Phase 1 Alternatives Analysis part is \$120,903. The consultant would receive approval to proceed for Phase 1 only at this time, subject to selection of a preferred alternative and negotiating the scope and fee for Phase 2 to stay within the FLAP grant budget.

MOTION: MOVED TO APPROVE THE AWARD OF THE GEE CREEK NORTH TRAIL PROJECT DESIGN PHASE TO MACKAY SPOSITO FOR AN AMOUNT NOT TO EXCEED OF \$285,000, INCLUDING PHASE 1 FOR AN AMOUNT NOT TO EXCEED \$120,903.

|                  |                                                                                                                                         |
|------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>(UNANIMOUS)</b>                                                                                                                      |
| <b>MOVER:</b>    | Council Member Lee Wells                                                                                                                |
| <b>SECONDER:</b> | Council Member Judy Chipman                                                                                                             |
| <b>AYES:</b>     | Mayor Pro Tem Lindsay, Council Member Aichele, Council Member Cole, Council Member Wells, Council Member Chipman, Council Member Burkle |

**5. Motion - Approval of Interlocal Agreement with Northwest Natural for Placement of Telemetry Equipment on City-Owned Property at 1202 S Great Blue Road - Chuck Green, Public Works Director**

NW Natural, a natural gas utility serving Ridgefield, is working on a telemetry project in the Portland and Clark County area to better serve the local community and customers. Their project team is working to find locations suitable for their telemetry device to monitor gas pressure and identified a property owned by City of Ridgefield property as a fitting location. These facilities will allow NW Natural to monitor and capture gas pressure status in the area to maintain service with customer demand and through extreme weather. The team is requesting to install the device near the gas meter on the building and secure the rights to do so in the form of an easement. The property is the location of a sanitary sewer pump station originally built by the City and transferred to Clark Regional Wastewater District (CRWWD) during the jurisdictional service transfer as part of the Discovery Corridor Clean Water Alliance project. The City and NW Natural have been coordinating with CRWWD to ensure the placement of telemetry equipment does not interfere with sewer pump station operations. NW Natural plans on visiting the location once to twice a year for maintenance. The device sends information to NW Natural through a cell phone modem in the cabinet that would be connected to the buildings on site.

MOTION: MOVED TO APPROVE AN EASEMENT AGREEMENT WITH NW NATURAL TO INSTALL AND OPERATE TELEMETRY EQUIPMENT AT THE CITY-OWNED PROPERTY AT 1202 S GREAT BLUE ROAD.

|                  |                                                                                                                                         |
|------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>(UNANIMOUS)</b>                                                                                                                      |
| <b>MOVER:</b>    | Council Member Judy Chipman                                                                                                             |
| <b>SECONDER:</b> | Council Member Rob Aichele                                                                                                              |
| <b>AYES:</b>     | Mayor Pro Tem Lindsay, Council Member Aichele, Council Member Cole, Council Member Wells, Council Member Chipman, Council Member Burkle |

**6. Motion - Approval of 2024 Federal Legislative Agenda - Steve Stuart, City Manager**

City Manager, Steve Stuart presented project funding requests that will be presented during the lobbying trip to Washington DC next week.

MOTION: MOVED TO APPROVE THE 2024 FEDERAL LEGISLATIVE AGENDA AS PRESENTED.

|                  |                                                                                                                                         |
|------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>(UNANIMOUS)</b>                                                                                                                      |
| <b>MOVER:</b>    | Council Member Rob Aichele                                                                                                              |
| <b>SECONDER:</b> | Council Member Matt Cole                                                                                                                |
| <b>AYES:</b>     | Mayor Pro Tem Lindsay, Council Member Aichele, Council Member Cole, Council Member Wells, Council Member Chipman, Council Member Burkle |

**VII. 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>.

**VIII. COUNCIL/PRESIDING OFFICER/STAFF REPORTS**

**1. Council**

Council Member Cole - Kudos to the Public Works and communications staff for providing 24 hour coverage during the recent snow and ice storm, addressed citizen comments and concerns regarding the January 11th elections meeting.

Council Member Chipman - Addressed citizen comments and concerns regarding the January 11th elections meeting.

Council Member Wells - Addressed citizen comments and concerns regarding the January 11th elections meeting.

Council Member Aichele - Attended the Main Street Economic Vitality Committee Meeting, Port of Ridgefield Meeting, Lion's Club Meeting, Briefings with City Manager, addressed citizen comments and concerns regarding the January 11th elections meeting.

Council Member Burkle - Attended Port of Ridgefield meeting, addressed citizen comments and concerns regarding the January 11th elections meeting.

**2. Mayor**

Mayor Pro Tem Lindsay - Attended School Board Meeting, House Transportation Hearing re: SR501/Pioneer De-Designation, Clark Cowlitz Fire & Rescue Meeting, addressed citizen comments and concerns regarding the January 11th elections meeting.

**3. City Manager**

City Manager Steve Stuart - Participated in House Transportation Hearing re: SR501/Pioneer De-Designation, Senate Local Government, Land Use & Tribal Affairs Committee and met with State Representatives while attending a Local Government Meeting in Olympia, State of the City is scheduled for March 19th.

Deputy City Manager Lee Knottnerus - First Saturday event update.

Police Chief Cathy Doriot - Kudos to Public Works for their help during the recent snow and ice storm, Officer Wattson was awarded the 2023 Kindness Cop of the Year by Kindness 911.

**IX. ADJOURN**

8:35PM

Julie Ferriss, City Clerk

Ron Onslow, Mayor

**CITY OF RIDGEFIELD  
REQUEST FOR COUNCIL ACTION**

**MEETING DATE:** February 8, 2024

**AGENDA ITEM NAME:** Comprehensive Plan: 2045 Countywide Housing and Employment Growth Allocations

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**GOVERNING LEGISLATION**

RCW 36.70A - Growth Management

**PREVIOUS COUNCIL ACTION TAKEN:**

None.

**SUMMARY/BACKGROUND:**

Staff from Clark County and its constituent cities are working together to analyze existing housing and jobs capacity in our jurisdictions versus projected growth through 2045. The goal is to allocate projected countywide growth among jurisdictions accurately so each jurisdiction has specific housing and job growth numbers to plan for in our periodic Comprehensive Plan Updates.

In 2023, Clark County Council adopted a 2045 population target of 718,154 individuals. To accommodate this population growth, 115,705 additional housing units would need to be produced countywide between 2020 and 2045. Based on County modeling Ridgefield will see 6.23 percent of the countywide population growth through 2045, which translates to a need for 7,208 new housing units between 2020 and 2045. Ridgefield saw 2,065 new housing units produced between 2020-2023. Therefore, the city needs to accommodate **5,143 new units between 2023 and 2045**.

Clark County's Vacant Buildable Lands Model (VBLM) shows how much capacity jurisdictions have for population growth in their existing city limits and urban growth areas (UGA) under current zoning. The 2023 VBLM generated a **capacity of 5,821 housing units** in Ridgefield and its UGA. Therefore, Ridgefield has a **surplus capacity of 678 housing units through 2045**. Having a surplus capacity for new housing units suggests that the UGA does not need to be expanded for residential land during the 2025-2045 Comprehensive Plan Update.

Cities have the opportunity to trade units before Clark County adopts final housing allocations. As an example only, Battle Ground has a deficit of 1,194 units through 2045. If Battle Ground does not wish to expand its UGA and/or upzone land in the UGA so extensively as to accommodate all of these units, Ridgefield could volunteer to accept responsibility for 678 more units through 2045. Then Ridgefield would still come out even, and Battle Ground's liability would be reduced to 516 additional units. If Ridgefield was willing to expand its UGA for residential purposes, the City could accept responsibility for more than 678 additional units.

Previously, jurisdictions only had to plan for a gross allocation of new housing units through the 20-year planning horizon. House Bill 1220, adopted in 2021, requires jurisdictions to also plan for those new housing units to be affordable across income bands: 0-30% of Area Median Income (AMI); 30-50%

AMI; 50-80% AMI; 80-100% AMI; 100-120% AMI; and >120% AMI. There are two allocation methods on the table for how units are distributed across income bands. Under Allocation Method A, each jurisdiction in the county gets the same share of new growth at each income level. Under Allocation Method B, each jurisdiction has the same percentage share of their total housing supply at each income level by 2045. Allocation Method A would require Ridgefield to plan for relatively more growth in the 0-30% and >120% AMI ranges, and Allocation Method B would require Ridgefield to plan for relatively more growth in the 30-120% AMI range. Both methods assign the most total units to the 30-80% AMI range. See the Housing Allocation attachment for more detail.

The directive of HB 1220 is not that those housing units affordable across different income bands need to be built, but for zoning to allow for them to be built. Therefore, as part of this comprehensive plan update staff will analyze how current zoning would accommodate the income band requirements of either Allocation Method A or B, and develop land use alternatives with changes to residential zoning if necessary.

The VBLM also analyzes jurisdictions' existing capacity for employment growth. Per the 2023 VBLM Ridgefield has the **capacity for 7,998 additional jobs**. The projection for countywide employment growth through 2045 is for 79,500 additional jobs, of which **9,878 additional jobs** are allocated to Ridgefield (city and UGA) by the VBLM. Therefore, Ridgefield currently has a **deficit of 1,880 jobs through 2045**. Similar to housing, this deficit may be addressed through a combination of UGA expansion for employment-generating uses, use changes within the UGA, and sending jobs to other jurisdictions who desire more employment growth.

There is a roughly 400-acre area north of the existing Ridgefield UGA and west of Interstate 5 which has an Urban Reserve overlay. Expanding the UGA into this area and assigning employment and commercial use designations is a strategy that could address the employment deficit. An exhibit showing this area is attached.

Planning Commission will also review this material on Wednesday, February 7.

**BUDGET/FINANCIAL IMPACTS:**

None. Presentation only.

**RECOMMENDED ACTION OR MOTION:**

None. Presentation only.

**STAFF CONTACT:** Claire Lust, Community Development Director

**ATTACHMENTS:**

1. Housing Allocation and Breakdown by Income Bands
2. Employment Allocation by VBLM
3. Northern Urban Reserve Area

Share of County Population Growth (to  
718,154 people in 2045)

Jurisdiction

|        |                                               |
|--------|-----------------------------------------------|
| 42.11% | Vancouver Unincorporated + Rural Clark County |
| 7.57%  | Battle Ground city                            |
| 4.21%  | Camas city                                    |
| 2.27%  | La Center city                                |
| 6.23%  | Ridgefield city                               |
| 33.97% | Vancouver city                                |
| 3.37%  | Washougal city                                |
| 0.11%  | Woodland city                                 |
| 0.16%  | Yacolt town                                   |
|        | Total 2020-2045                               |

\*City is referencing UGA except the Vancouver UGA

Permanent I  
0-30

| 2023 VBLM Capacity (Units) | Total Allocated 2023-2045 | Surplus/Deficit | Non-PSH       |
|----------------------------|---------------------------|-----------------|---------------|
| 39,338                     | 45,357                    | -6,019          | 5,412         |
| 7,069                      | 8,263                     | -1,194          | 973           |
| 3,933                      | 4,272                     | -339            | 541           |
| 2,122                      | 2,424                     | -302            | 292           |
| <b>5,821</b>               | <b>5,143</b>              | <b>678</b>      | <b>801</b>    |
| 31,726                     | 34,236                    | -2,510          | 4,366         |
| 3,147                      | 3,688                     | -541            | 433           |
| 101                        | 128                       | -27             | 14            |
| 151                        | 185                       | -34             | 21            |
| <b>93,408</b>              | <b>103,696</b>            | <b>-10,288</b>  | <b>12,852</b> |
|                            |                           |                 | <b>12%</b>    |

## Permanent Housing

### Housing Needs by Income Level (% of Area Median Income)

0%

| PSH          | >30-50%       | >50-80%       | >80-100%      | >100-120%    | >120%         | <80%          |            |
|--------------|---------------|---------------|---------------|--------------|---------------|---------------|------------|
| 3,210        | 7,330         | 7,440         | 4,363         | 4,137        | 13,465        | 23,392        | 52%        |
| 577          | 1,318         | 1,337         | 784           | 744          | 2,530         | 4,205         | 51%        |
| 321          | 733           | 744           | 436           | 414          | 1,084         | 2,339         | 55%        |
| 173          | 395           | 401           | 235           | 223          | 704           | 1,261         | 52%        |
| <b>475</b>   | <b>1,084</b>  | <b>1,101</b>  | <b>645</b>    | <b>612</b>   | <b>425</b>    | <b>3,461</b>  | <b>67%</b> |
| 2,590        | 5,913         | 6,001         | 3,520         | 3,337        | 8,509         | 18,870        | 55%        |
| 257          | 587           | 595           | 349           | 331          | 1,136         | 1,872         | 51%        |
| 8            | 19            | 19            | 11            | 11           | 45            | 61            | 48%        |
| 12           | 28            | 28            | 17            | 16           | 64            | 89            | 48%        |
| <b>7,624</b> | <b>17,407</b> | <b>17,667</b> | <b>10,361</b> | <b>9,824</b> | <b>27,962</b> | <b>55,550</b> |            |
| <b>7%</b>    | <b>17%</b>    | <b>17%</b>    | <b>10%</b>    | <b>9%</b>    | <b>27%</b>    | <b>54%</b>    |            |

3 Needs by Income Level (% of Area Median Income)

| >80 - 120%    |            | >120%         |           | 2020-2023 Growth in Housing Units |
|---------------|------------|---------------|-----------|-----------------------------------|
|               |            |               |           |                                   |
| 8,500         | 19%        | 13,465        | 30%       | 3,366                             |
| 1,528         | 18%        | 2,530         | 31%       | 496                               |
| 850           | 20%        | 1,084         | 25%       | 599                               |
| 458           | 19%        | 704           | 29%       | 203                               |
| <b>1,257</b>  | <b>24%</b> | <b>425</b>    | <b>8%</b> | <b>2,065</b>                      |
| 6,857         | 20%        | 8,509         | 25%       | 5,069                             |
| 680           | 18%        | 1,136         | 31%       | 211                               |
| 22            | 17%        | 45            | 35%       | (1)                               |
| 32            | 17%        | 64            | 35%       | -                                 |
| <b>20,185</b> |            | <b>27,962</b> |           | <b>12,008</b>                     |
| <b>19%</b>    |            | <b>27%</b>    |           |                                   |

**Share of County Population Growth  
(to 718,154 people in 2045)**

|        |                                                      |
|--------|------------------------------------------------------|
| 42.11% | <b>Vancouver Unincorporated + Rural Clark County</b> |
| 7.57%  | <b>Battle Ground city</b>                            |
| 4.21%  | <b>Camas city</b>                                    |
| 2.27%  | <b>La Center city</b>                                |
| 6.23%  | <b>Ridgefield city</b>                               |
| 33.97% | <b>Vancouver city</b>                                |
| 3.37%  | <b>Washougal city</b>                                |
| 0.11%  | <b>Woodland city</b>                                 |
| 0.16%  | <b>Yacolt town</b>                                   |
|        | <b>Total 2020-2045</b>                               |

\*City is referencing UGA except the Vancouver UGA

Permanent  
0-3

| 2023 VBLM Capacity (Units) | Total Allocated 2023-2045 | Surplus/Deficit | Non-PSH       |
|----------------------------|---------------------------|-----------------|---------------|
| 39,338                     | 45,356                    | -6,018          | 5,919         |
| 7,069                      | 8,263                     | -1,194          | 611           |
| 3,933                      | 4,272                     | -339            | 650           |
| 2,122                      | 2,424                     | -302            | 181           |
| <b>5,821</b>               | <b>5,143</b>              | <b>678</b>      | <b>575</b>    |
| 31,726                     | 34,236                    | -2,510          | 4,533         |
| 3,147                      | 3,688                     | -541            | 339           |
| 101                        | 128                       | -27             | 6             |
| 151                        | 185                       | -34             | 36            |
| <b>93,408</b>              | <b>103,696</b>            | <b>-10,288</b>  | <b>12,852</b> |
|                            |                           |                 | <b>12%</b>    |

Permanent Housing Needs by Income Level (% of Area Median Income)

Permanent Housing Needs

| PSH   | >30-50% | >50-80% | >80-100% | >100-120% | >120%  | <80%   |
|-------|---------|---------|----------|-----------|--------|--------|
| 3,470 | 8,064   | 14,140  | 4,911    | 1,350     | 7,503  | 31,592 |
| 429   | 1,255   | 1,537   | 533      | 1,366     | 2,532  | 3,832  |
| 373   | 1,073   | 1,691   | 1,059    | -227      | -349   | 3,788  |
| 103   | 305     | 780     | 342      | 289       | 424    | 1,369  |
| 288   | 1,076   | 2,252   | 753      | 713       | -514   | 4,191  |
| 2,664 | 5,202   | -3,686  | 2,276    | 5,947     | 17,300 | 8,713  |
| 274   | 447     | 961     | 473      | 308       | 887    | 2,020  |
| 5     | 13      | 31      | 18       | 15        | 40     | 55     |
| 19    | -29     | -38     | -4       | 63        | 137    | -11    |
| 7,624 | 17,407  | 17,667  | 10,361   | 9,824     | 27,962 | 55,549 |
| 7%    | 17%     | 17%     | 10%      | 9%        | 27%    | 54%    |

## Needs by Income Level (% of Area Median Income)

| >80 - 120%    |            | >120%         |             | 2020-2023 Growth<br>in Housing Units |
|---------------|------------|---------------|-------------|--------------------------------------|
| 6,260         | 14%        | 7,503         | 17%         | 3,366                                |
| 1,899         | 23%        | 2,532         | 31%         | 496                                  |
| <b>833</b>    | 19%        | -349          | -8%         | 599                                  |
| 631           | 26%        | 424           | 18%         | 203                                  |
| <b>1,466</b>  | <b>29%</b> | <b>-514</b>   | <b>-10%</b> | <b>2,065</b>                         |
| <b>8,224</b>  | 24%        | 17,300        | 51%         | 5,069                                |
| 781           | 21%        | 887           | 24%         | 211                                  |
| 33            | 26%        | 40            | 31%         | (1)                                  |
| 59            | 32%        | 137           | 74%         | -                                    |
| <b>20,185</b> |            | <b>27,962</b> |             | <b>12,008</b>                        |
| <b>19%</b>    |            | <b>27%</b>    |             |                                      |

| Jurisdiction     | VBLM Jobs % | 2023-2045 Employment |                    |
|------------------|-------------|----------------------|--------------------|
|                  |             | Allocation           | 2023 VBLM Capacity |
| Battle Ground    | 0.0861      | 6,847                | 5,544              |
| Camas            | 0.1772      | 14,084               | 11,404             |
| La Center        | 0.0326      | 2,589                | 2,096              |
| Ridgefield       | 0.1242      | 9,878                | 7,998              |
| Vancouver (City) | 0.2356      | 18,733               | 18,025             |
| Vancouver (UGA)  | 0.2800      | 22,261               | 15,168             |
| Washougal        | 0.0587      | 4,665                | 3,777              |
| Woodland         | 0.0000      | -                    | -                  |
| Yacolt           | 0.0056      | 445                  | 360                |
| UGA Total        |             | 79,500               | 64,372             |
| Government       |             | 8,600                |                    |
| County Total*    |             | 88,100               |                    |

**Deficit**

(1,303)

(2,680)

(493)

(1,880)

(708)

(7,093)

(888)

-

(85)

(15,128)



**CITY OF RIDGEFIELD  
REQUEST FOR COUNCIL ACTION**

**MEETING DATE:** February 8, 2024

**AGENDA ITEM NAME:** Approval of Resolution No. 639 - Financial Policy #11: Donations

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**GOVERNING LEGISLATION**

RCW 35.21.100; RCW 35A.11.040; RMC 3.80; IRS Publication 526; IRS Publication 561; IRS Publication 1771

**PREVIOUS COUNCIL ACTION TAKEN:**

The Council adopted Resolution No. 580 on June 25, 2020 establishing Financial Policy #11: Donations

**SUMMARY/BACKGROUND:**

The City Council adopted a new donation policy in June 2020 to provide guidance on donations to the City of Ridgefield. The amended policy includes best practice changes to the policy for donations provided to the City and additional clarification of the procedures when accepting a donation. In addition, staff have included a new section addressing the potential for the donation of public resources and when and why the donations can be made legally.

The Washington State Constitution, Article 8, Section 7 prohibits any local government entity from bestowing a gift or lending money, property, or the entity's credit to a private party. Section 7 does allow public funds to be used in providing "necessary support for the poor and infirm". To provide a donation to a non-profit or community group, the City must receive adequate consideration for the funds or property. That consideration may be nonmonetary in the form of community services received or furthering certain other fundamental governmental purposes.

The policy under consideration provides guidelines and procedures to ensure the City receives adequate consideration or meets the definition of support for the poor and infirm.

**BUDGET/FINANCIAL IMPACTS:**

No additional financial impact is expected.

**RECOMMENDED ACTION OR MOTION:**

If the council wishes to adopt the amended policy, a motion would be:

**"I move to adopt Resolution No 639 Financial Policy #11: Donations, as presented".**

**STAFF CONTACT:** Kirk Johnson, Finance Director

**ATTACHMENTS:**

1. Policy #11 Donations Clean
2. Policy #11 Donations Redlined

**RESOLUTION NO. 639**

**ADOPTION OF FINANCIAL POLICY #11: DONATIONS**

WHEREAS, the City of Ridgefield City Council adopted Resolution No. 580 on June 25, 2020, to establish policies related to donations; and

WHEREAS, these policies provide guidelines and procedures to ensure adequate stewardship over public donations to the City; and

WHEREAS, the City deems it necessary to update these policies and procedures by amending the policy to provide detailed guidance on donations of public resource sand match industry best practice; and

WHEREAS, these policies are designed to ensure donations of public resources are used for the fundamental governmental purpose of the City or to support the "Poor and Infirm"

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF RIDGEFIELD, WASHINGTON, DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. The City Council of the City of Ridgefield amends Financial Policy #11: Donations, a copy of which is attached and referenced as exhibit A.

Section 2. The City Manager, Finance Director and Deputy City Manager are hereby authorized to implement such policies as necessary to carry out the directions of this Resolution.

Section 3. The effective date of this Resolution shall be in full force and effect on the date adopted by the City Council.

ADOPTED AT A REGULAR SESSION BY THE CITY COUNCIL OF THE CITY OF RIDGEFIELD, WASHINGTON ON THE 8th DAY OF FEBRUARY, 2024.

CITY OF RIDGEFIELD

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Ron Onslow, Mayor

ATTEST:

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Julie Ferriss, City Clerk

# Exhibit “A”

## Financial Policy #11: Donations

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Effective Date: February 8, 2024, Resolution No. 639

Replaces and Cancels: June 25, 2020, Resolution No. 580

References: RCW 35.21.100; RCW 35A.11.040; RMC 3.80; IRS Publication 526; IRS Publication 561; IRS Publication 1771

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### **PURPOSE**

To establish a policy governing the acceptance of monetary, non-monetary and in-kind donations to the City of Ridgefield.

To establish a policy governing the donation of public resources to non-profit entities and community groups to assist in the provision of community services that are related to the fundamental public purpose of the City and for the support of the poor and infirm.

### **POLICY OBJECTIVE**

The City periodically receives requests from private citizens, businesses or organizations who may desire to donate cash, services, or items of value to the City for public purposes.

A donation refers to any money or asset, real or personal, devised or bequeathed, with or without restriction, for municipal affairs pertaining to the City of Ridgefield with no corresponding exchange of goods or services provided by the City.

Donations will be managed and accounted for in accordance with Ridgefield Municipal Code 3.80 which authorizes the City Manager or designee(s) to accept donations on behalf of the City as allowed under RCW 35.21.100. The City Council has delegated authority to the City Manager or designee(s) to accept monetary or non-monetary donations up to twenty-five thousand dollars in value.

The City Council has delegated authority to the City Manager or designee(s) to accept donations of in-kind services or labor for specific City projects or events.

Non-monetary donations will be valued based on an estimate of valuation per IRS Publication 561 guidelines. Prior to final acceptance of the non-monetary donation by the City, the recipient department will review all potential on-going costs associated with maintenance of the donated item(s) to evaluate impacts to the City.

Donations to the City may be deductible for the donor under IRS rules only if the contribution is solely for public purposes per IRS publication 526. At the request of the donor the Finance Director or designee will issue a donation receipt for donated items. The City does not provide legal, accounting, tax, or other such advice to donors. Each donor is ultimately responsible for ensuring the donor’s proposed donation meets the definition of charitable contributions per Internal Revenue Service requirements.

Monetary donations that are received with no restrictions will be accounted for in the General Fund. Donations received with restrictions will be accounted for in the fund that is most appropriate for carrying out the restrictions or conditions of the donation.

The City may accept and use donations only for purposes related to those powers granted to the City by law. The City may reject any donation, monetary or non-monetary, for any reason, including where the purpose of the restriction is not reasonable, not consistent with the City’s lawful powers, or does not serve a public purpose. If the donor specifies a purpose (i.e. restricts the purpose), the donation shall be spent in accordance with the restricted purpose. If the donation is not specified by the donor to be exclusively used for a particular project or activity, the donation is not considered restricted. The City of Ridgefield may use non-restricted donations for any municipal purpose. Once a donation is accepted, the City will make reasonable effort to use the donation(s) in compliance with the donor's instruction.

# Exhibit “A”

## Financial Policy #11: Donations

---

Effective Date: February 8, 2024, Resolution No. 639

Replaces and Cancels: June 25, 2020, Resolution No. 580

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It is the receiving department's responsibility to monitor expenditures to ensure that donations are being expended in compliance with the wishes of the donors and to provide information at donor's request. In no case will expenditures be allowed to exceed actual donated revenues collected without City Council approval.

The City periodically receives requests to make donations of public funds to organizations who support the City's mission and fundamental purpose, or that support the poor and the infirm in our community.

This policy is intended to supplement and not replace the existing Streetscape Donation and Parks Donation policies.

### RECEIVING DONATIONS

#### PROCEDURES

1. Accepting Monetary Donations
  - a. All monetary donations should be routed to the Finance Department to verify acceptance per donation policy. The City Manager or designee will verify the acceptability of any use restrictions associated with the donation.
  - b. Monetary donations up to \$25,000 can be accepted by the City Manager or designee.
  - c. Monetary donations over \$25,000 will be presented to City Council for acceptance by motion of the consent agenda.
  - d. The Finance Department will create an accounts receivable invoice for all donation amounts for tracking purposes.
  - e. The Finance Department will track the donation amount, donor information and date received.
  - f. In the event the donor requests a donation receipt the Finance Department will prepare the receipt and provide to donor.
  - g. If the donation has no restrictions, monetary donations will be posted to the donations line item in the General Fund.
  - h. If the donor has placed restrictions on how the donation is used, the Finance Department will post the monetary donation to the fund that can most appropriately carry out the restricted purpose.
  - i. The department receiving the intended restricted donation is responsible for tracking the monetary donations use and notifying the Finance Department of the use.
2. Accepting Non-Monetary Donations
  - a. Staff or Donor shall complete a Donation Acceptance Form and route to the Finance Department to verify acceptance of all donations per donation policy. The City Manager or designee will verify the acceptability of any use restrictions, or any operation, maintenance or repair costs associated with the donation.
  - b. All non-monetary donations will be accepted by the City Manager or designee for values up to \$25,000.
  - c. Non-monetary donations over \$25,000 will be presented to City Council for acceptance by motion of the consent agenda.

# Exhibit “A”

## Financial Policy #11: Donations

---

Effective Date: February 8, 2024, Resolution No. 639

Replaces and Cancels: June 25, 2020, Resolution No. 580

References: RCW 35.21.100; RCW 35A.11.040; RMC 3.80; IRS Publication 526; IRS Publication 561; IRS Publication 1771

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- d. All non-monetary donations should be routed to the department that most appropriately will use the donation for the intended purpose.
  - e. The non-monetary donation will be valued based on an estimate of valuation per IRS Publication 561. The receiving department and Finance department will coordinate the estimate of valuation.
  - f. For donations of real property, the City may accept ownership of, or an interest in, real property, including a lease, easement, or other instrument transferring anything less than a fee simple interest. The Finance Department will submit any transfer instruments for legal review and will work with the donor to have all tax affidavits completed prior to or concurrent with the acceptance.
  - g. The Finance Department will track the donation item, value, donor information and date received.
  - h. In the event the donor requests a donation receipt the Finance Department will prepare the receipt and provide to donor.
  - i. The department receiving the non-monetary donation is responsible for tracking the use of any restricted items and notifying the Finance Department of the use.
  - j. The department receiving any non-monetary donation is responsible for any ongoing expense such as maintenance, repair or improvements.
3. Accepting In-Kind Donations
- a. All in-kind donations should be accepted and processed through the department benefitting from the in-kind donation.
  - b. In-kind donations should be project or event specific.
  - c. Any accepted in-kind donation should have the type of in-kind donation, donor information and date documented by the department receiving the donation.
  - d. The documentation for the in-kind donation should be routed to the Finance Department for tracking purposes.
4. Reporting Donations to City Council
- a. The Finance Department is responsible for reporting all documented monetary, non-monetary and in-kind donations to City Council on an annual basis.
  - b. The report will be prepared at the end of each fiscal year and presented to City Council as a staff report documenting donated activities for the preceding fiscal year.
5. Emergency Donations
- a. In the event the City Manager proclaims a State of Emergency then monetary, non-monetary and in-kind donation acceptance will be expedited to facilitate the City’s response to the emergency.
  - b. During the emergency event the designated department’s responsibility is to document the details of the donations, forward the monetary donations to the Finance Department and notify any impacted departments as soon as possible of any non-monetary or in-kind donations.

# Exhibit “A”

## Financial Policy #11: Donations

---

Effective Date: February 8, 2024, Resolution No. 639

Replaces and Cancels: June 25, 2020, Resolution No. 580

References: RCW 35.21.100; RCW 35A.11.040; RMC 3.80; IRS Publication 526; IRS Publication 561; IRS Publication 1771

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- c. All monetary and non-monetary donations over \$25,000 accepted during an emergency will be presented to City Council for formal acceptance by motion of the consent agenda as soon as reasonably possible.

### **MAKING DONATIONS**

The Washington State Constitution, Article 8, Section 7 prohibits any local government entity from bestowing a gift or lending money, property, or the entity’s credit to a private party. Section 7 does allow public funds to be used in providing “necessary support for the poor and infirm”. Otherwise, the City must receive adequate consideration for the funds or property. That consideration may be nonmonetary in the form of community services received or furthering certain other fundamental governmental purposes.

For the City to provide support through funding, goods, or in-kind services, a non-profit or community group must provide a community service that meets one of the following three criteria:

- a. The service provided is considered a fundamental governmental purpose of the City of Ridgefield.
- b. The City receives an adequate return for the value of the donated funds/items.
- c. The service provided is for the support of the “poor and infirm”.

Ridgefield has multiple local non-profit and community groups that promote local business, sponsor community events, provide benefits and services to the community, volunteer to maintain or improve public facilities, and work to fulfill special community needs. These community groups benefit the City by helping to fulfill the City Council goals and to fill special community needs in Ridgefield that may not otherwise be met. It is in the public interest to assist these community groups with those functions that provide services and benefits to the citizens of the City of Ridgefield and support the goals of the City Council.

For the City to approve a donation to a local community group one of the following criteria must be met.

- a. A community group with whom the City has a contract to perform services.
- b. A community group that volunteers to maintain or improve public facilities.
- c. A community group that serves a fundamental purpose of the City and is working within the City of Ridgefield to accomplish a specific community need or accomplish a specific goal of the City Council.

### **SURPLUS**

Generally, donating surplus property to a nonprofit organization or other entity is similarly restricted and prohibited as a gift of public funds under the state constitution unless to support the poor and infirm. Certain donations of surplus are recognized and authorized by law such as transferring real property for affordable housing RCW 39.33.015 or transferring property to another government entity for non-monetary considerations. Additionally, donation of surplus property is authorized and not a gift where it assists the “poor and infirm.”

# Exhibit “A”

## Financial Policy #11: Donations

---

Effective Date: February 8, 2024, Resolution No. 639

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Finally, if the cost of selling or otherwise disposing of the property to be donated would exceed the fair market value of the property, the city may donate the items. Documentation of the cost savings (disposal costs or cost to market the items) would be required to justify the donation.

The City may approve a donation only for purposes specifically authorized by law and consistent with the City’s adopted budget and this policy. The City may reject any donation request for any reason, including where the purpose or use is not consistent with the City’s lawful powers, adopted budget, or does not serve a public purpose.

### PROCEDURES

#### 1. Making a Donation

- a. A non-profit or community group will complete an application form to request support (funding, goods, or in-kind assistance).
- b. The application will document the criteria that qualifies them to receive assistance.
- c. Staff will document the fundamental purpose, adequate return on the City support, or that the service provided is to support the “poor and inform” that qualifies for the City assistance.
- d. Staff will follow-up with documented support that the service provided met all the qualifying criteria to support the donation was not a gift of public funds.
- e. For the donation of surplus goods, City staff will document the cost savings to the City when comparing fair market value and the cost of disposal.
- f. No donation request may exceed \$100,000 in value.
- g. Donation requests up to \$5,000 in value, or those that have been specifically provided for in the City’s adopted budget, may be approved or denied by the City Manager in his sole discretion, upon receipt of supporting documentation that the qualifying criteria are met, and that the donation is consistent with the adopted budget and furthers the goals adopted by the City Council.
- h. Donation requests over \$5,000 in value will be presented to City Council and may be approved or denied by the Council upon receipt of supporting documentation that the qualifying criteria are met, and that the donation is consistent with the adopted budget and furthers the goals adopted by the City Council.

# Exhibit “A”

## Financial Policy #11: Donations

---

Effective Date: ~~June 25, 2020, Resolution No. 580~~ February 8, 2024, Resolution No. 639  
Replaces and Cancels: ~~June 25, 2020, Resolution No. 580~~  
References: RCW 35.21.100; RCW 35A.11.040; RMC 3.80; IRS Publication 526; IRS Publication 561; IRS Publication 1771

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### PURPOSE

To establish a policy governing the acceptance of monetary, non-monetary and in-kind donations to the City of Ridgefield.

To establish a policy governing the donation of public resources to non-profit entities and community groups to assist in the provision of community services that are related to the fundamental public purpose of the City and for the support of the poor and infirm.

### POLICY OBJECTIVE

The City periodically receives requests from private citizens, businesses or organizations who may desire to donate cash, services, or items of value to the City for public purposes.

A donation refers to any money or asset, real or personal, devised or bequeathed, with or without restriction, for municipal affairs pertaining to the City of Ridgefield with no corresponding exchange of goods or services provided by the City.

Donations will be managed and accounted for in accordance with Ridgefield Municipal Code 3.80 which authorizes the City Manager or designee(s) to accept donations on behalf of the City as allowed under RCW 35.21.100. The City Council has delegated authority to the City Manager or designee(s) to accept monetary or non-monetary donations up to twenty-five thousand dollars in value.

The City Council has delegated authority to the City Manager or designee(s) to accept donations of in-kind services or labor for specific City projects or events.

Non-monetary donations will be valued based on an estimate of valuation per IRS Publication 561 guidelines. Prior to final acceptance of the non-monetary donation by the City, the recipient department will review all potential on-going costs associated with maintenance of the donated item(s) to evaluate impacts to the City.

Donations to the City may be deductible for the donor under IRS rules only if the contribution is solely for public purposes per IRS publication 526. At the request of the donor the Finance Director or designee will issue a donation receipt for donated items. The City does not provide legal, accounting, tax, or other such advice to donors. Each donor is ultimately responsible for ensuring the donor's proposed donation meets the definition of charitable contributions per Internal Revenue Service requirements.

Monetary donations that are received with no restrictions will be accounted for in the General Fund. Donations received with restrictions will be accounted for in the fund that is most appropriate for carrying out the restrictions or conditions of the donation.

The City may accept and use donations only for purposes related to those powers granted to the City by law. The City may reject any donation, monetary or non-monetary, for any reason, including where in which the purpose of the restriction is not reasonable, not consistent with the City's lawful powers, or does not serve a public purpose. If the donor specifies a purpose (i.e. restricts the purpose), the donation shall be spent in accordance with the restricted purpose. If the donation is not specified by the donor to be exclusively used for a particular project or activity, the donation is not considered restricted. The City

# Exhibit “A”

## Financial Policy #11: Donations

Effective Date: ~~June 25, 2020, Resolution No. 580~~ February 8, 2024, Resolution No. 639

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References: RCW 35.21.100; RCW 35A.11.040; RMC 3.80; IRS Publication 526; IRS Publication 561; IRS Publication 1771

of Ridgefield may use non-restricted donations for any municipal purpose. Once a donation is accepted, the City will make reasonable effort to use the donation(s) in compliance with the donor's instruction.

It is the receiving department's responsibility to monitor expenditures to ensure that donations are being expended in compliance with the wishes of the donors and to provide information at donor's request. In no case will expenditures be allowed to exceed actual donated revenues collected without City Council approval.

The City periodically receives requests to make donations of public funds to organizations who support the City's mission and fundamental purpose, or that support the poor and the infirm in our community.

This policy is intended to supplement and not replace the existing Streetscape Donation and Parks Donation policies.

### RECEIVING DONATIONS

#### **PROCEDURES**

1. Accepting Monetary Donations
  - a. All monetary donations should be routed to the Finance Department to verify acceptance per donation policy. The City Manager or designee will verify the acceptability of any use restrictions associated with the donation.
  - b. Monetary donations up to \$25,000 can be accepted by the City Manager or designee.
  - c. Monetary donations over \$25,000 will be presented to City Council for acceptance by motion of the consent agenda.
  - d. The Finance Department will create an accounts receivable invoice for all donation amounts for tracking purposes.
  - e. The Finance Department will track the donation amount, donor information and date received.
  - f. In the event the donor requests a donation receipt the Finance Department will prepare the receipt and provide to donor.
  - g. If the donation has no restrictions, monetary donations will be posted to the donations line item in the General Fund.
  - h. If the donor has placed restrictions on how the donation is used, the Finance Department will post the monetary donation to the fund that can most appropriately carry out the restricted purpose.
  - i. The department receiving the intended restricted donation is responsible for tracking the monetary donations use and notifying the Finance Department of the use.
2. Accepting Non-Monetary Donations
  - a. Staff or Donor shall complete a Donation Acceptance Form and route to the Finance Department to verify acceptance of all donations per donation policy. The City Manager or designee will verify the acceptability of any use restrictions, or any operation, maintenance or repair costs associated with the donation.
  - b. All non-monetary donations will be accepted by the City Manager or designee for values up to \$25,000.

# Exhibit "A"

## Financial Policy #11: Donations

Effective Date: ~~June 25, 2020, Resolution No. 580~~ February 8, 2024, Resolution No. 639

Replaces and Cancels: ~~June 25, 2020, Resolution No. 580~~

References: RCW 35.21.100; RCW 35A.11.040; RMC 3.80; IRS Publication 526; IRS Publication 561; IRS Publication 1771

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- c. Non-monetary donations over \$25,000 will be presented to City Council for acceptance by motion of the consent agenda.
  - d. All non-monetary donations should be routed to the department that most appropriately will use the donation for the intended purpose.
  - e. The non-monetary donation will be valued based on an estimate of valuation per IRS Publication 561. The receiving department and Finance department will coordinate the estimate of valuation.
  - ~~e.f.~~ For donations of real property, the City may accept ownership of, or an interest in, real property, including a lease, easement, or other instrument transferring anything less than a fee simple interest. The Finance Department will submit any transfer instruments for legal review and will work with the donor to have all tax affidavits completed prior to or concurrent with the acceptance.
  - ~~f.g.~~ The Finance Department will track the donation item, value, donor information and date received.
  - ~~g.h.~~ In the event the donor requests a donation receipt the Finance Department will prepare the receipt and provide to donor.
  - ~~h.i.~~ The department receiving the non-monetary donation is responsible for tracking the use of any restricted items and notifying the Finance Department of the use.
  - ~~i.j.~~ The department receiving any non-monetary donation is responsible for any ongoing expense such as maintenance, repair or improvements.
3. Accepting In-Kind Donations
- a. All in-kind donations should be accepted and processed through the department benefitting from the in-kind donation.
  - b. In-kind donations should be project or event specific.
  - c. Any accepted in-kind donation should have the type of in-kind donation, donor information and date documented by the department receiving the donation.
  - d. The documentation for the in-kind donation should be routed to the Finance Department for tracking purposes.
4. Reporting Donations to City Council
- a. The Finance Department is responsible for reporting all documented monetary, non-monetary and in-kind donations to City Council on an annual basis.
  - b. The report will be prepared at the end of each fiscal year and presented to City Council as a staff report documenting donated activities for the preceding fiscal year.
5. Emergency Donations
- a. In the event the City Manager proclaims a State of Emergency then monetary, non-monetary and in-kind donation acceptance will be expedited to facilitate the City's response to the emergency.
  - b. During the emergency event the designated department's responsibility is to document the details of the donations, forward the monetary donations to the Finance Department and

# Exhibit "A"

## Financial Policy #11: Donations

Effective Date: ~~June 25, 2020, Resolution No. 580~~ February 8, 2024, Resolution No. 639

Replaces and Cancels: ~~June 25, 2020, Resolution No. 580~~

References: RCW 35.21.100; RCW 35A.11.040; RMC 3.80; IRS Publication 526; IRS Publication 561; IRS Publication 1771

notify any impacted departments as soon as possible of any non-monetary or in-kind donations.

- c. All monetary and non-monetary donations over \$25,000 accepted during an emergency will be presented to City Council for formal acceptance by motion of the consent agenda as soon as reasonably possible.

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### MAKING DONATIONS

The Washington State Constitution, Article 8, Section 7 prohibits any local government entity from bestowing a gift or lending money, property, or the entity's credit to a private party. Section 7 does allow public funds to be used in providing "necessary support for the poor and infirm". Otherwise, the City must receive adequate consideration for the funds or property. That consideration may be nonmonetary in the form of community services received or furthering certain other fundamental governmental purposes.

For the City to provide support through funding, goods, or in-kind services, a non-profit or community group must provide a community service that meets one of the following three criteria:

- a. The service provided is considered a fundamental governmental purpose of the City of Ridgefield.
- b. The City receives an adequate return for the value of the donated funds/items.
- c. The service provided is for the support of the "poor and infirm".

Ridgefield has multiple local non-profit and community groups that promote economic development and local business, sponsor community events, provide benefits and services to the community, volunteer to maintain or improve public facilities, and work to fulfill special community needs. These community groups benefit the City by helping to fulfill the City Council goals and to fill special community needs in Ridgefield that may not otherwise be met. It is in the public interest to assist these community groups with those functions that provide services and benefits to the citizens of the City of Ridgefield and support the goals of the City Council.

For the City to approve a donation to a local community group one of the following criteria must be met.

- a. A community group with whom the City has a contract to perform services.
- b. A community group that volunteers to maintain or improve public facilities.
- c. A community group that serves a fundamental purpose of the City and is working within the City of Ridgefield to accomplish a specific community need or accomplish a specific goal of the City Council.

### SURPLUS

Generally, donating surplus property to a nonprofit organization or other entity is similarly restricted and prohibited as a gift of public funds under the state constitution unless to support the poor and inform. .

# Exhibit “A”

## Financial Policy #11: Donations

Effective Date: ~~June 25, 2020, Resolution No. 580~~ February 8, 2024, Resolution No. 639

Replaces and Cancels: ~~June 25, 2020, Resolution No. 580~~

References: RCW 35.21.100; RCW 35A.11.040; RMC 3.80; IRS Publication 526; IRS Publication 561; IRS Publication 1771

~~unless specifically~~ Certain donations of surplus are recognized and authorized by law (such as transferring real property for affordable housing RCW 39.33.015 or transferring property to another government entity for non-monetary considerations). Additionally, donation of surplus property is authorized and not a gift where it assists

~~However, if the recipient organization provides assistance to the “poor and infirm,” the donation could potentially be allowed under the constitutional exception for the “necessary support of the poor and infirm.”~~

Finally, ~~if the cost of selling or otherwise disposing of the property to be donated would exceed the fair market value of the property, the city may donate the items. Documentation of the cost savings (disposal costs or cost to market the items) would be required to justify the donation.~~

The City may approve a donation only for purposes specifically authorized by law and consistent with the City’s adopted budget and this policy. The City may reject any donation request for any reason, including where the purpose or use is not consistent with the City’s lawful powers, adopted budget, or does not serve a public purpose.

### PROCEDURES

#### 1. Making a Donation

- a. A non-profit or community group will complete an application form to request support (funding, goods, or in-kind assistance).
- b. The application will document the criteria that qualifies them to receive assistance.
- c. Staff will document the fundamental purpose, adequate return on the City support, or that the service provided is to support the “poor and infirm” that qualifies for the City assistance.
- d. Staff will follow-up with documented support that the service provided met all the qualifying criteria to support the donation was not a gift of public funds.
- e. For the donation of surplus goods, City staff will document the cost savings to the City when comparing fair market value and the cost of disposal.
- f. No donation request may exceed \$100,000\_\_\_\_\_ in value.
- g. Donation requests ~~under up to \$5,000\_\_\_\_\_~~ in value, or those that have been specifically provided for in the City’s adopted budget, may be approved or denied by the City Manager in his sole discretion, upon receipt of supporting documentation that the qualifying criteria are ~~metmet~~, and that the donation is consistent with the adopted budget and furthers the goals adopted by the City Council.
- h. Donation requests ~~ofover \$5,000\_\_\_\_\_ or more~~ in value will be presented to City Council and may be approved or denied by the Council upon receipt of supporting documentation that the qualifying criteria are ~~metmet~~, and that the donation is consistent with the adopted budget and furthers the goals adopted by the City Council.

## Exhibit "A"

# Financial Policy #11: Donations

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Effective Date: ~~June 25, 2020, Resolution No. 580~~ February 8, 2024, Resolution No. 639

Replaces and Cancels: ~~June 25, 2020, Resolution No. 580~~

References: RCW 35.21.100; RCW 35A.11.040; RMC 3.80; IRS Publication 526; IRS Publication 561; IRS Publication 1771

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**CITY OF RIDGEFIELD  
REQUEST FOR COUNCIL ACTION**

**MEETING DATE:** February 8, 2024

**AGENDA ITEM NAME:** Approval of Resolution No. 640 - Financial Policy #16: Surplus Property

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**GOVERNING LEGISLATION**

RCW 35A.11.010 – Rights, Powers, and Privileges; RCW 35.94.040 – Lease or Sale of Land or Property Originally Acquired for Public Utility Purposes; RCW 39.33.010 – Sale, Exchange, Transfer, Lease of Public Property Authorized; RCW 39.33.020 – Disposal of Surplus Property – Hearing Notice; RCW 43.09.210 – Local Government Accounting – Separate Accounts for Each Fund or Activity – Exemptions; RCW 42.23.030 Interest in Contract Prohibited – Exceptions; AGO 1997, No. 5 – Receiving Full Value for Surplus Property; City of Ridgefield Employment Policy #202: Conflicts of Interest; Financial Policy #09: Capitalization of Assets; 2 CFR 200 Subpart D – Post Federal Award Requirements

**PREVIOUS COUNCIL ACTION TAKEN:**

The council has approved multiple financial policies including a capitalization policy that included a section on the disposal of surplus items.

**SUMMARY/BACKGROUND:**

City staff are recommending a new financial policy on Surplus Property to provide more detail and reduce the need to come to the council for authorization to dispose of items of limited value, damaged or obsolete items.

The purpose of this policy is to establish an efficient and effective method for disposal of surplus real and personal property. The City has statutory authority to dispose of property under RCW 35A.11.010. This policy directs the timely, efficient, cost-effective, and safe disposition of surplus real and personal property in a manner consistent with the best interest of the City.

The policy provides guidance on the disposition of surplus property, methods of valuation and methods of sale/disposal. The previous policy was limited in scope and the current policy before council provides more detail and guidance and best practice on surplus real and personal property. The policy includes guidance on unclaimed, confiscated and forfeited property and firearms and the transfer of a duty weapon to a retiring police officer.

**BUDGET/FINANCIAL IMPACTS:**

No budget impacts are expected.

**RECOMMENDED ACTION OR MOTION:**

If Council chooses to approve Resolution No. 640 a motion would be:

**"I move to approve Resolution No. 640 - Financial Policy #16: Surplus Property"**

**STAFF CONTACT:** Kirk Johnson, Finance Director

**ATTACHMENTS:**

1. Policy #16 Surplus Property

**RESOLUTION NO. 640**

**ADOPTION OF FINANCIAL POLICY #16: SURPLUS PROPERTY**

WHEREAS, the City of Ridgefield deems it necessary to establish a detailed policy to provide guidance on the disposition of surplus real and personal property; and

WHEREAS, these policies provide guidelines for an efficient and effective method for disposal of surplus real and personal property; and

WHEREAS, these policies define the threshold for administrative authority and council review for the disposition of real and personal property; and

WHEREAS, these policies provide the procedures on how to value and dispose of surplus items; and

WHEREAS, these policies include guidance on unclaimed, confiscated or forfeited personal property and firearms; and

WHEREAS, these policies include guidance on how to transfer "duty weapons" to officers who retire from public service:

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF RIDGEFIELD, WASHINGTON, DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. The City Council of the City of Ridgefield adopts the Surplus Property policy, a copy of which is attached and referenced as exhibit A.

Section 2. The City Manager, Finance Director and Deputy City Manager are hereby authorized to implement such policies as necessary to carry out the directions of this Resolution.

Section 3. The effective date of this Resolution shall be in full force and effect on the date adopted by the City Council.

ADOPTED AT A REGULAR SESSION BY THE CITY COUNCIL OF THE CITY OF RIDGEFIELD, WASHINGTON ON THE 8th DAY OF FEBRUARY, 2024.

CITY OF RIDGEFIELD

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Ron Onslow, Mayor

ATTEST:

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Julie Ferriss, City Clerk

# Financial Policy #16: Surplus Property

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Effective Date: February 8, 2024, Resolution No. 640

Replaces and Cancels: New

References: Washington State Constitution Article VIII, Section 7 – Prohibiting Gifts of Public Property; RCW 35A.11.010 – Rights, Powers, and Privileges; RCW 35.94.040 – Lease or Sale of Land or Property Originally Acquired for Public Utility Purposes; RCW 39.33.010 – Sale, Exchange, Transfer, Lease of Public Property Authorized; RCW 39.33.020 – Disposal of Surplus Property – Hearing Notice; RCW 43.09.210 – Local Government Accounting – Separate Accounts for Each Fund or Activity – Exemptions; RCW 42.23.030 Interest in Contract Prohibited – Exceptions; AGO 1997, No. 5 – Receiving Full Value for Surplus Property; City of Ridgefield Employment Policy #202: Conflicts of Interest; Financial Policy #09: Capitalization of Assets; 2 CFR 200 Subpart D – Post Federal Award Requirements; Office of the State Treasurer: Forfeited Property Reporting Requirements Guideline

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## PURPOSE

The purpose of this policy is to establish an efficient and effective method for disposal of surplus real and personal property. The City has statutory authority to dispose of property under RCW 35A.11.010. This policy directs the timely, efficient, cost-effective, and safe disposition of surplus real and personal property in a manner consistent with the best interest of the City.

## DEFINITIONS

**Surplus** – Any City real or personal property and/or asset that is no longer needed now or in the foreseeable future or that is no longer of value or use to the City. This includes items purchased by the City, found and forfeiture items.

**Estimated Surplus Value** – The estimated amount of money an interested party will be willing to pay the City for the property. This can be determined through an estimate, an official appraisal, an offer from another agency, Kelly Blue Book value or other sources available to the responsible department.

**Eligible Purchaser** – Any public entity, non-profit organization, private organization, or the general public is eligible to purchase surplus products unless otherwise noted in this policy.

**Personal Property** – City vehicles and heavy equipment, small tools, office furniture, computers, phones, printers, and similar equipment used to conduct official city business.

**Real Property** – Land and buildings owned by the City of Ridgefield.

## POLICY

Surplus real and personal property with a commercial value will be disposed of in a cost effective and efficient manner that achieves the highest net resale proceeds for the City of Ridgefield.

Surplus personal property with little or no commercial value estimated to be valued under \$100, or where the item is estimated to be more costly to sell than any residual value may be transferred, donated, or eventually disposed of through the most effective and cost-efficient method available. Items that are broken, unusable, obsolete or that have no commercial, salvage or donation value may be disposed of in the most efficient and safe manner as determined by the Department Director.

## CONFLICTS OF INTEREST

Per RCW 42.23.020 city officials (City Council, City Manager, Department Directors, Manager, Supervisor and Procurement Coordinator) involved in the determination of surplus personal property or the valuation of the surplus property and their immediate family are restricted from purchasing surplus items due to conflict-of-interest concerns. Generally, city employees may bid on and/or purchase surplus city property under the same rules as the general public, unless they are involved in the above determinations

# Financial Policy #16: Surplus Property

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Effective Date: February 8, 2024, Resolution No. 640

Replaces and Cancels: New

References: Washington State Constitution Article VIII, Section 7 – Prohibiting Gifts of Public Property; RCW 35A.11.010 – Rights, Powers, and Privileges; RCW 35.94.040 – Lease or Sale of Land or Property Originally Acquired for Public Utility Purposes; RCW 39.33.010 – Sale, Exchange, Transfer, Lease of Public Property Authorized; RCW 39.33.020 – Disposal of Surplus Property – Hearing Notice; RCW 43.09.210 – Local Government Accounting – Separate Accounts for Each Fund or Activity – Exemptions; RCW 42.23.030 Interest in Contract Prohibited – Exceptions; AGO 1997, No. 5 – Receiving Full Value for Surplus Property; City of Ridgefield Employment Policy #202: Conflicts of Interest; Financial Policy #09: Capitalization of Assets; 2 CFR 200 Subpart D – Post Federal Award Requirements; Office of the State Treasurer: Forfeited Property Reporting Requirements Guideline

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of surplus or value of the surplus property. Violations by parties listed above that are restricted from purchasing surplus city property can result in disciplinary action up to and including termination.

## **SURPLUS REAL AND PERSONAL PROPERTY DISPOSITION**

The City Manager or designee is authorized to make a determination on surplus personal property and the manner in which to sell, donate, or dispose of the property for values up to \$5,000 in the best interests of the city. Department Directors will provide a list of surplus items to the Finance Department for review and determination that the property is no longer of public use to the city and that the sale or other disposition thereof would be in the best interests of the city. The Finance Department would forward the list for approval from the City Manager or designee. Capitalized assets or small and attractive assets would be removed from the tracking systems per their respective policies.

For all requests to surplus vehicles, heavy equipment, real property, or any item exceeding \$5,000 in estimated value, a request will be brought to the City Council to authorize the surplus and disposition of the property. Requests will be considered through consent agenda unless a public hearing is required for an intergovernmental transfer as authorized by RCW 39.33.020.

## **SURPLUS PROPERTY IDENTIFICATION**

The Department Director or designee will provide a list (Exhibit A) of requested surplus real or personal property to the Finance Department for consideration. The list will include a description of the item, parcel, model and serial numbers, asset number if applicable, mileage, hours in use, photos, and detail on condition of the property. The Finance Department will review the items to determine if the property is no longer of public use to the city and prepare the list for approval and disposition.

## **VALUATION OF PROPERTY**

**Fleet Vehicles** – Use the Kelly Blue Book value for the vehicle to be surplus. When selling the vehicle through the city's online auction portal, set the minimum auction price at 50% of the Kelly Blue Book value.

**Heavy Equipment** – Use a recognized valuation such as equipment trader.com, comparable auction prices or dealer valuations. When selling the vehicle through the city's online auction portal, set the minimum auction price at 50% of the value determination.

**Personal Property** – Valuation of small tools and other personal property should be based on condition of the item and comparable prices in the marketplace at auctions or by dealer/vendor recommendation.

**Real Property** – Real property should be valued by obtaining an appraisal on the land and buildings from a certified appraiser for residential, commercial, or public agency acquisitions depending on the property type.

# Financial Policy #16: Surplus Property

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Effective Date: February 8, 2024, Resolution No. 640

Replaces and Cancels: New

References: Washington State Constitution Article VIII, Section 7 – Prohibiting Gifts of Public Property; RCW 35A.11.010 – Rights, Powers, and Privileges; RCW 35.94.040 – Lease or Sale of Land or Property Originally Acquired for Public Utility Purposes; RCW 39.33.010 – Sale, Exchange, Transfer, Lease of Public Property Authorized; RCW 39.33.020 – Disposal of Surplus Property – Hearing Notice; RCW 43.09.210 – Local Government Accounting – Separate Accounts for Each Fund or Activity – Exemptions; RCW 42.23.030 Interest in Contract Prohibited – Exceptions; AGO 1997, No. 5 – Receiving Full Value for Surplus Property; City of Ridgefield Employment Policy #202: Conflicts of Interest; Financial Policy #09: Capitalization of Assets; 2 CFR 200 Subpart D – Post Federal Award Requirements; Office of the State Treasurer: Forfeited Property Reporting Requirements Guideline

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## **METHODS OF SALE**

When city personal property is to be sold, the Finance Director or designee may, with prior approval of the City Manager or designee, sell or dispose of the property in any legal, commercially reasonable manner in the best interests of the city, including but not limited to public auction, private sale, sealed bid, exchange of in-kind goods, negotiated sale with a partner municipality, or through a broker or agent. The city shall comply with any notice requirements imposed by law for the sale.

When city real property is sold, an appraisal value will be obtained, and the City Council will set a minimum selling price for the real property. The City Manager, Finance Director or designee may advertise the real property for sealed bid, hold a public auction, negotiate with a partner municipality, or use a broker/agent to offer the real property for sale. The real property may not be sold for less than the minimum bid set by the City Council without the Council taking further action. The final sale price and authorization to enter into a purchase and sale agreement requires Council action. The City Manager or designee is the authorized signatory for the City.

## **SCRAP METAL**

Surplus metal items must be itemized to include the department the scrap metal originated from and the weight of the items. Scrap metal sale to a recycling company is authorized without council action. Funds and all documentation should be submitted to the Finance Department to post proceeds to the appropriate department where the scrap metal originated from.

## **DISPOSITION OF UNCLAIMED, CONFISCATED, FORFEITED AND RELEASED PERSONAL PROPERTY AND FIREARMS**

All unclaimed, confiscated or forfeited personal property and firearms taken into the custody of the Ridgefield Police Department, not retained for law enforcement use and no longer needed for evidence, shall be disposed of as follows:

- A. Antique firearms and firearms recognized as curios, relics, and firearms of particular historical significance by the United States Treasury Department, Bureau of Alcohol, Tobacco, and Firearms shall be disposed of by trade to a licensed firearms dealer.
- B. Firearms lawful to possess that have been ordered by a court of competent jurisdiction to be returned to the owner under RCW 9.41.098(3), or for which a timely claim has been filed by the owner under RCW 63.32.010, shall be returned to the owner.
- C. The Ridgefield Police Department may retain legal forfeited firearms for law enforcement use as determined by the Chief of Police.
- D. All other firearms that are judicially or administratively forfeited, forfeited due to failure to timely claim them following notice from the city pursuant to RCW 63.32, shall be destroyed or disposed of by trade to a licensed firearms dealer.

# Financial Policy #16: Surplus Property

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Effective Date: February 8, 2024, Resolution No. 640

Replaces and Cancels: New

References: Washington State Constitution Article VIII, Section 7 – Prohibiting Gifts of Public Property; RCW 35A.11.010 – Rights, Powers, and Privileges; RCW 35.94.040 – Lease or Sale of Land or Property Originally Acquired for Public Utility Purposes; RCW 39.33.010 – Sale, Exchange, Transfer, Lease of Public Property Authorized; RCW 39.33.020 – Disposal of Surplus Property – Hearing Notice; RCW 43.09.210 – Local Government Accounting – Separate Accounts for Each Fund or Activity – Exemptions; RCW 42.23.030 Interest in Contract Prohibited – Exceptions; AGO 1997, No. 5 – Receiving Full Value for Surplus Property; City of Ridgefield Employment Policy #202: Conflicts of Interest; Financial Policy #09: Capitalization of Assets; 2 CFR 200 Subpart D – Post Federal Award Requirements; Office of the State Treasurer: Forfeited Property Reporting Requirements Guideline

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E. Firearms released by their owner to the department with a condition that they be destroyed shall be destroyed.

F. All other personal property unclaimed, confiscated, forfeited, and released to the Police Department will be sold or disposed of in the same manner city property is handled.

G. Forfeited property is subject to reporting requirements outlined by the Washington State Office of the State Treasurer.

## **TRANSFERRING DUTY WEAPONS TO OFFICERS**

The City authorizes the transfer of “Duty Weapons” to officers who are retiring from service and/or have made a significant contribution to the City of Ridgefield Police Department as determined by the City Manager or Chief of Police.

The officer and/or the Police Guild may purchase the weapon through a licensed pass-through firearms dealer at fair market value and transfer ownership of the duty weapon to the officer. The city may not gift the duty weapon or provide at a discounted price directly to the employee or to facilitate the transfer of the duty weapon.

## **DONATING SURPLUS PROPERTY**

Generally, donating surplus property to a nonprofit organization or other entity is prohibited as a gift of public funds under the state constitution, unless specifically authorized by law (such as transferring real property for affordable housing or transferring property to another government entity for non-monetary considerations).

However, if the recipient organization provides assistance to the “poor and infirm,” the donation could potentially be allowed under the constitutional exception for the “necessary support of the poor and infirm.” If the cost of selling or otherwise disposing of the property to be donated would exceed the fair market value of the property, the city may donate the items. Documentation of the cost savings (disposal costs or cost to market the items) would be required to justify the donation. For more detail refer to Financial Policy #11: Donations.

## **SURPLUS PROPERTY PURCHASED WITH GRANT FUNDS**

Before disposing of surplus grant-funded property, the city should consult the award documents and the granting agency to ensure that the sale or disposal is consistent with the granting agency’s requirements.

For information on disposing of property acquired or improved with federal grant funds, refer to 2 CFR 200 Subpart D, Post Federal Award Requirements – in (particular 2 CFR 200.311 (real property), 2 CFR 200.313 (equipment), and 2 CFR 200.314 (supplies)).

**CITY OF RIDGEFIELD  
REQUEST FOR COUNCIL ACTION**

**MEETING DATE:** February 8, 2024

**AGENDA ITEM NAME:** Approval of Resolution No. 641 - Marrett Hills Estates Intent to Annex

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**GOVERNING LEGISLATION**

**PREVIOUS COUNCIL ACTION TAKEN:**

On January 11, 2024 Council rejected Resolution No. 638, Marrett Hills Estates Intent to Annex. Council's stated purpose in rejecting the original intent to annex was to take more time to consider a potential geographic modification of the annexation area including two other parcels under common ownership. Council's concerns with the original intent to annex were:

- The half-width access from Sanderling Park to the south, and whether that half-width access alone would accommodate traffic to and from residential development on the parcel.
- The lack of a second direct access to Carty Road.
- That development of this parcel would not trigger needed improvements to Carty Road.
- The current and future uses on the northern two parcels.

**SUMMARY/BACKGROUND:**

Following the January 11 Council meeting, staff explained to the applicant that they may resubmit the same intent to annex, location map, and narrative or resubmit any new application materials. The applicant submitted a new narrative responding to Council's concerns. While the applicant did not choose to resubmit a modified signed declaration of intent to annex or location map, they do express that they would be agreeable to annexing all three parcels in the new narrative. The applicant's response is attached along with the original intent to annex staff report.

**BUDGET/FINANCIAL IMPACTS:**

None.

**RECOMMENDED ACTION OR MOTION:**

To accept the Intent to Annex as presented: "I move to Adopt Resolution No. 641 as presented."  
To accept the Intent to Annex with a geographic modification: "I move to adopt Resolution No. 641 with a modified annexation area including (...)."

**STAFF CONTACT:** Claire Lust, Community Development Director

**ATTACHMENTS:**

1. January 11 Staff Report
2. Applicant's Response

**RESOLUTION NO. 641**

**A RESOLUTION ACCEPTING A NOTICE OF INTENT TO ANNEX APPROXIMATELY 10.04 ACRES  
IDENTIFIED AS THE MARRETT HILLS ESTATES ANNEXATION AREA LOCATED ADJACENT TO THE  
BORDER OF THE CITY OF RIDGEFIELD**

WHEREAS, a Notice of Intent to Annex was filed with the City of Ridgefield on November 1, 2023 containing signatures representing owners of 100 percent of the assessed valuation of the property in accordance with §35A.14.120 of the Revised Code of Washington; and

WHEREAS, on January 11, 2024 the City Council of the City of Ridgefield considered a Notice of Intent and 10% petition to annex approximately 10.04 acres consisting of Clark County Assessor's Parcel No. 216698000 located near NW Carty Road (referred to as the Marrett Hills Estates annexation area) into the City of Ridgefield; and

WHEREAS, on January 11, 2024 the City Council rejected Resolution No. 638, Marrett Hills Estates Intent to Annex, on the basis of concerns regarding access to the property and future improvements to NW Carty Road, and to have additional time to consider a potential geographic modification of the annexation area; and

WHEREAS, the applicant filed an updated project narrative and response to Council on January 27, 2024; and

WHEREAS, on February 8, 2024 the City Council again considered the Marrett Hills Estates Notice of Intent to Annex; and

WHEREAS, the Marrett Hills Estates annexation area is designated Urban Low (UL) with an Urban Holding (UH) overlay in the 2016 Ridgefield Urban Area Comprehensive Plan; and

WHEREAS, RDC 18.210.015.A states that the RLD-4, RLD-6, and RLD-8 zoning districts shall implement the UL comprehensive plan designation; and

WHEREAS, the City Council of the City of Ridgefield adopted the Carty Road Subarea Plan including the Franck annexation area on July 28, 2022; and

WHEREAS, the Marrett Hills Estates annexation area is designated RLD-4 in the adopted Carty Road Subarea Plan; and

WHEREAS, the City Council of the City of Ridgefield has reviewed said annexation request, and has considered whether to authorize the circulation of a petition for annexation, and, if so, upon what terms; and

WHEREAS, authorizing the circulation of a petition does not bind the City to approve the annexation.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RIDGEFIELD, WASHINGTON, AS FOLLOWS:

-  
Section 1. The City Council hereby authorizes the circulation of a petition for annexation for the Marrett Hills Estates annexation area.

Section 2. All property within the territory hereby sought to annexed shall assume its proportionate share of the City's indebtedness existing as of the date of annexation and as modified in the future and shall be assessed and taxed at the same rate and at the same basis as property within the City of Ridgefield.

Section 3. The annexation area is proposed to be zoned RLD-4 with the Urban Holding 10 Overlay in accordance with RDC 18.210.015.A, the Carty Road Subarea Plan, and the Ridgefield Urban Area Comprehensive Plan.

ADOPTED AT THE REGULAR SESSION OF THE CITY COUNCIL OF THE CITY OF RIDGEFIELD, WASHINGTON  
THIS 8<sup>th</sup> DAY OF FEBRUARY, 2024.

CITY OF RIDGEFIELD

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Ron Onslow, Mayor

ATTEST/AUTHENTICATED:

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Julie Ferriss  
City Clerk

**Attachment A:** Marrett Hills Estates Annexation Area



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## COMMUNITY DEVELOPMENT DEPARTMENT

510-B Pioneer Street | PO Box 608 | Ridgefield, WA 98642  
(360) 887-3908 | Fax: (360) 887-2507 | [www.ridgefieldwa.us](http://www.ridgefieldwa.us)

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# Resolution No. 638: Marrett Hills Estates Intent to Annex Staff Report

Files No. MASTER-23-0061, PLZ-23-0099

January 11, 2024

## I. Basic Facts

**Council date:** January 11, 2024

**Action requested:** Marrett Hills Estates Notice of Intent to Annex and Council determination whether to proceed with annexation.

**Application date:** On November 21, 2023 the City received the Franck Intent to Annex application. On November 22, 2023 staff found the application technically complete.

**Applicant:** Beth Garrett. PO Box 227 / Yacolt, WA 98675. Contact: 360.600.0556, [beth@rgprobuiders.com](mailto:beth@rgprobuiders.com)

**Applicant's Representative:** Same as applicant.

**Owner:** Same as applicant.

**Property Information:** 2607 NW Carty Road / Ridgefield, WA 98642. #29 SEC 33 T4N R1EWM Assessor's #216698000, 10 acres

**County Zoning:** Single Family Residential (R1-10), Urban Holding 10 (UH-10) Overlay

**Comprehensive Plan Designation:** Urban Low (UL)

**Carty Road Subarea Plan Zoning:** Residential Low Density 4 (RLD-4)

**Staff Contact:** Claire Lust, Community Development Director. 360.857.5024, [claire.lust@ridgefieldwa.us](mailto:claire.lust@ridgefieldwa.us)

## II. Documents Received

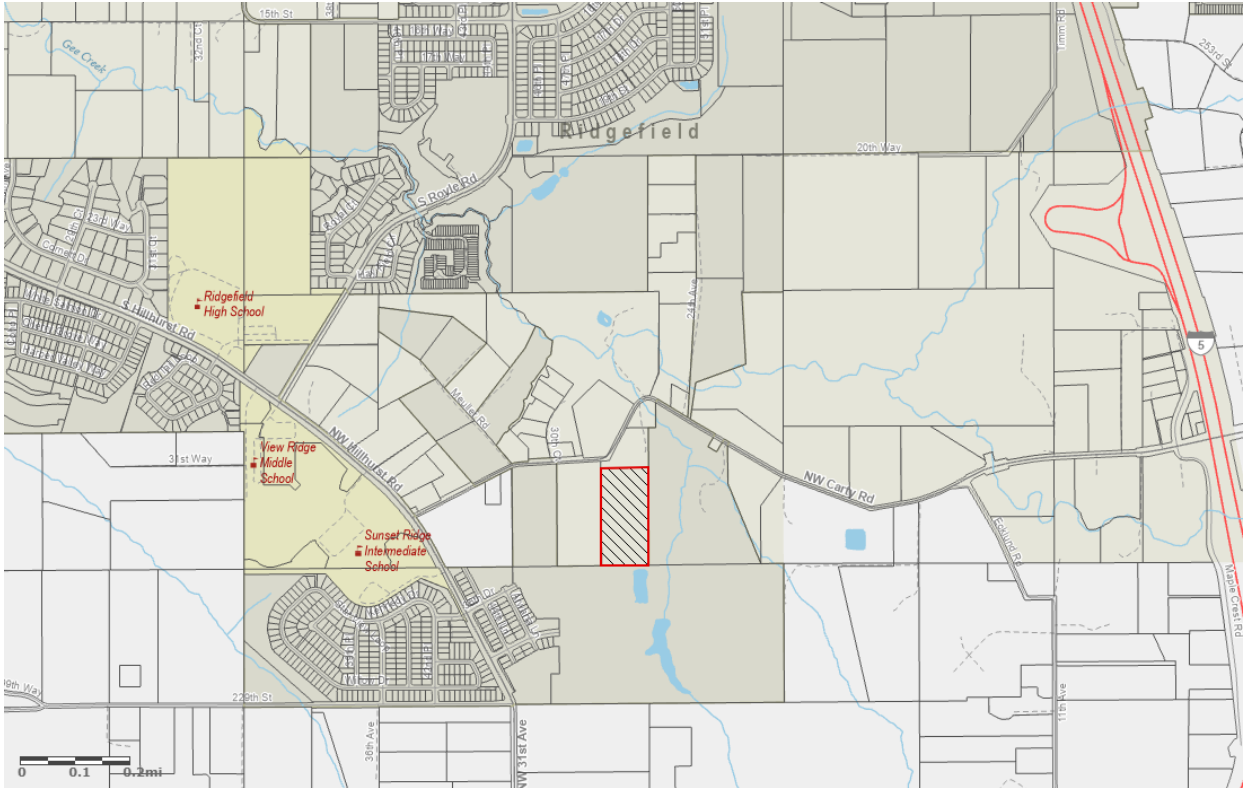
- A. Master land use application
- B. Notice of intent to annex application
- C. Declaration of intent to annex
- D. Narrative
- E. Vicinity map

### III. Property Information

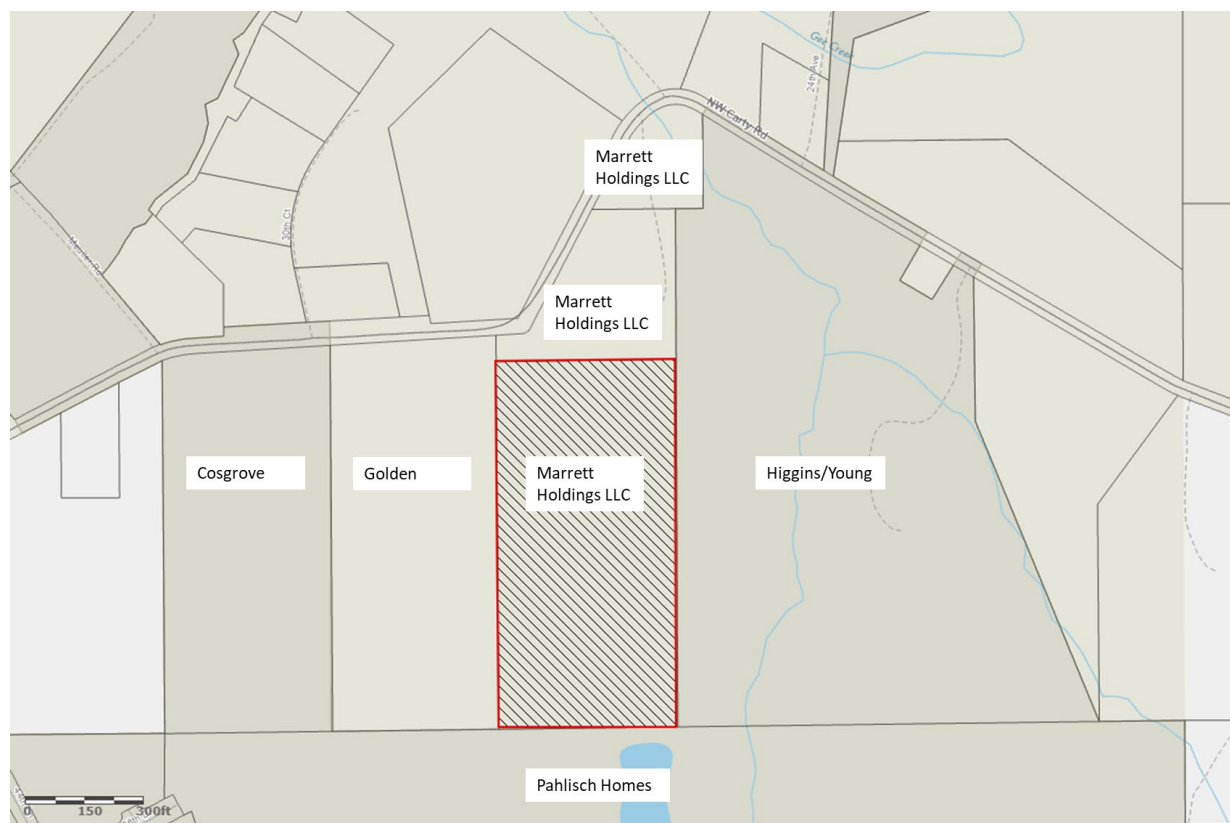
The Intent to Annex includes one parcel off of NW Carty Road. The parcel is in the Ridgefield Urban Growth Area (UGA) and is contiguous with the existing Ridgefield City limits to the east. Therefore, the parcel is eligible for annexation. The property information is as follows:

| Property Owner       | Legal                                     | Square Feet | Acres | 2023 Assessed Taxable Property Value for 2024 Taxes | Site Address |
|----------------------|-------------------------------------------|-------------|-------|-----------------------------------------------------|--------------|
| MARREET HOLDINGS LLC | #29 S33 T4N R1E WM, Assessor's #216698000 | 437,342     | 10.04 | \$93,244.00                                         | None         |

Figure 1. Vicinity Map



**Figure 2. Site Map**



## IV. Zoning and Development

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.A 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.

## V. Direct Petition Method

The direct petition method of annexation (RCW 35A.14.120-150) requires that owners of 10% or more of the land value of the proposed annexation area must sign the Notice of Intent to Annex. Road values are not included in this calculation. The signatures on the Notice of Intent to Annex represent 100% ownership, exceeding the 10% threshold of the Notice of Intent to Annex.

## VI. Procedure

At this meeting, City Council will determine:

- **Whether the city will accept or reject the Marrett Hills Estates Notice of Intent to Annex;**
  - With an intent to annex, Council also has the option to geographically modify the annexation area. The annexation area Council defines through the intent to annex process may be reduced but not increased through the subsequent petition to annex process.
- Whether the city will require the simultaneous adoption of a proposed zoning regulation, if such a proposal has been prepared and filed (as provided for in RCW 35A.14.330 and RCW 35A.14.340);
- Whether the property, if annexed, will be consistent with the 2016 Ridgefield Urban Area Comprehensive Plan (RUACP);
- Whether the property, if annexed, will be required to assume all or any portion of the city's existing general indebtedness; and
- Whether the property, if annexed, will be supported by the city's Capital Facilities Plan.

Should the Council accept the Notice of Intent to Annex, the Council authorizes the Notice of Petition to Annex to be circulated. The Petition to Annex process is:

- 60% Notice of Petition to Annex: The applicant shall secure the signatures of the property owners holding a minimum of 60% of the total value of the area proposed for annexation;
- Petition to Annex Application: The applicant shall submit a complete Petition to Annex application to the city;
  - Public Services: In the application, the applicant shall demonstrate that there are adequate public services available to serve the annexation area;
  - Survey: In the application, the applicant shall include a survey map and legal description of the entire annexation area including adjacent right-of-way not yet in the City limits.
- Certification of Sufficiency: The City shall send the 60% petition to Clark County for review of legal description and to obtain a Certification of Sufficiency;
- SEPA: The city shall prepare and circulate a SEPA DNS for rezoning the properties consistent with the RUACP;
- Council Hearing: City Council shall conduct a public hearing on the Notice of Petition to Annex;
- Council 2<sup>nd</sup> reading: City Council shall hold a 2<sup>nd</sup> reading to determine whether the city will accept or reject the Notice of Petition to Annex;
- Ordinances: The city shall adopt an ordinance annexing certain lands, adopt a zoning ordinance for the annexed area, and forward the ordinance(s) to the Clark County Assessor's Office, State Department of Revenue, State Department of Commerce, and State Office of Financial Management; and
- Census: The City Clerk shall report population increases to census reporting agencies.

## VII. Motion:

To accept the Intent to Annex: "I move to adopt Resolution No. 638 as presented" OR "I move to adopt Resolution No. 638 as geographically modified to include \_\_\_\_."

January 27, 2024

Additional information submitted to City Council re: annexation request at 2607 NW Carty Rd.

This matter was originally discussed at January meeting – and in response to the questions / concerns presented – here are our answers:

RE: the half width access from Sanderling Park to the South – we had already spoken with City staff as well as representatives of Rotschy and Pahlisch homes, and no one had indicated there would be issues with us abutting or using the existing streets into our property – once their development gets to that point. Therefore, we didn't see the need to annex additional properties.

RE: concern for improvements to be required on Carty Rd. Being as per above, we didn't think there was any issues with access from the south – our thought was if the subdivision was NOT ultimately approved, we would develop fewer lots in that case – which shouldn't trigger Carty Rd. improvements, and we did secure and retain an easement through both other parcels – for access if needed.

RE: the current / future uses of the 2 other parcels – the middle parcel house has been rehabbed and was for sale – however, we had to pull it from the market – due to the annexation denial, if we needed to annex all 3 parcels. Our intention is to put it back on market after annexation is complete. The front 1.4 acre lot we have no current plans other than to retain it as investment. Also, would consider selling to the City for future Carty Rd. improvements – as we understand is on the radar.

In closing – we are agreeable to annex all 3 pieces – we just didn't believe it to be necessary and was hoping to sell the home earlier, - therefore only applied for the back 10 acre piece. No other reason that that. 😊

Thank you

Beth Garrett

For: Marrett Holdings, LLC

360-600-0556

**CITY OF RIDGEFIELD  
REQUEST FOR COUNCIL ACTION**

**MEETING DATE:** February 8, 2024

**AGENDA ITEM NAME:** Motion - Selection of First Assignment for Roundabout Committee's Review

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**GOVERNING LEGISLATION**

RCW 35: Cities and Towns

**PREVIOUS COUNCIL ACTION TAKEN:**

- Appointment of Roundabout Committee Members

**SUMMARY/BACKGROUND:**

Roundabouts improve safety and traffic flow, reduce delay, and are less expensive to maintain when compared to traffic signals. Ridgefield has successfully added several roundabouts in recent years and the City plans to continue using roundabouts at intersections where appropriate in the future.

The central island of roundabouts presents a unique opportunity for place-making design. At the January 11, 2024 meeting, Council appointed five members to the Roundabout Committee: Heather Gordon, Timothy Shell, Kenton Erwin, Kelley McMorris and Tiffany Cohen. The Roundabout Committee will solicit and review and recommend roundabout center island design concepts to City Council for roundabouts within the current and future city limits of Ridgefield. Public Works staff will provide technical support to the Committee providing input from Public Works on constructability, cost and maintenance.

Now that the Committee has been formed, it is time to approve the roundabout committee's first assignment. There are three roundabouts which have recently been completed, are under construction with completion in the near future:

- Pioneer Street at 35th Avenue
- S Royle Rd at S Wells Drive/15th Street, and
- N 56th Avenue at Pioneer Canyon Drive (under construction as part of the Costco and Union Ridge Town Center developments).

Staff will be presenting information on each of the three roundabouts sites and will be seeking Council direction on the following:

- Selection of the Roundabout Committee's first roundabout for review
- Input on design and aesthetic considerations for the roundabout, including history art, culture, landscaping, etc.

**BUDGET/FINANCIAL IMPACTS:**

To be determined based on the approved roundabout center island design.

**RECOMMENDED ACTION OR MOTION:**

Staff is requesting a motion for council decision on the Roundabout Committee's first assignment, and input to the Roundabout Committee on design and aesthetic parameters for them to consider.

**STAFF CONTACT:** Chuck Green, Public Works Director

**ATTACHMENTS:**

None