



**RIDGEFIELD PARKS BOARD
MEETING AGENDA**

**Wednesday, February 14, 2024
RACC - Columbia Assembly Room
510 Pioneer Street, Ridgefield, WA 98642**

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

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

II. PUBLIC COMMENT

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

III. CONSENT AGENDA

- 1. Approval of Minutes from the January 10, 2024 Meeting**

IV. BUSINESS

- 1. Parks Board Governing Documents Review - Corey Crownhart, Park Manager**

V. PUBLIC COMMENT

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

VI. STAFF REPORTS

VII. FROM THE BOARD

VIII. ADJOURN

**CITY OF RIDGEFIELD
REQUEST FOR BOARD ACTION**

MEETING DATE: February 14, 2024

AGENDA ITEM NAME: Approval of Minutes from the January 10, 2024 Meeting

SUMMARY/BACKGROUND:

Approval of minutes from the January 10, 2024 meeting.

STAFF CONTACT: Corey Crownhart, Park Manager

ATTACHMENTS:

1. Parks Board Minutes 1.10.24



**CITY OF RIDGEFIELD, WASHINGTON
PARKS BOARD MEETING MINUTES
JANUARY 10, 2024**

Regular Meeting - 6:30 PM

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

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

Present:

Board Member Brigid Taylor
Chair Rian Davis
Board Member Sandy Schill
Board Member Sarah Scott
Board Member Whitney Randall
Vice Chair Beth Bicknell

Excused: Board Member Alex Earl

3. Late changes to the agenda

None.

II. PUBLIC COMMENT

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

None

III. CONSENT AGENDA

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

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

IV. BUSINESS

1. AKS Abrams Park Update - Corey Crownhart, Park Manager

Kirstie Hauswald and Audrey Bomer of AKS gave a brief update after the Abrams Park Open House that was held earlier. There were 264 survey responses in one week. The survey link will be active through the end of January 2024. AKS will compile the comments and share the results at a later date.

2. 2024 Parks Board Work Plan - Corey Crownhart, Park Manager

The 2024 Parks Board Work Plan will be further revised to refine the definition of Parks Board involvement in Capital Projects, and anticipated outcomes of pending projects. The Work Plan will be ready to be approved by City Council next week.

V. PUBLIC COMMENT

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

None

VI. STAFF REPORTS

Corey gave thanks for the following:

- Public Works Facilities staff for their hard work in preparation for the pending weather.
- The public for coming to the Abrams Park Open House to share thoughts and ideas.
- Parks Board members for their participation last month in the study session with City Council.

VII. FROM THE BOARD

VIII. ADJOURN

The Parks Board meeting adjourned at 7:21 pm.

Kim Zurcher, Parks Board Clerk

Rian Davis, Chair

**CITY OF RIDGEFIELD
REQUEST FOR BOARD ACTION**

MEETING DATE: February 14, 2024

AGENDA ITEM NAME: Parks Board Governing Documents Review

SUMMARY/BACKGROUND:

The City of Ridgefield Parks Board, established as a commissioned advisory committee by the Ridgefield City Council under Ridgefield Municipal Code 2.56, plays a crucial role in advising the City Council on matters related to parks and recreational activities. The Board's operations have been guided by the Rule of Procedure, last updated in 2015, and needs review by the Parks Board and potential City Council recommendation for updates.

The purpose of tonight's discussion is to:

- Review the Ridgefield Municipal Code Chapter 2.56 – Ridgefield Parks Board,
- Review the Parks Board Rules of Procedure and
- Discuss the alignment of processes and procedures with other commissioned advisory committees in the City.

Staff will incorporate the findings of this discussion into the proposed updates to Governing Documents.

STAFF CONTACT: Corey Crownhart, Park Manager

ATTACHMENTS:

1. Parks Board Rules of Procedure - 2015.01.13
2. RMC 2.56 - Ridgefield Parks Board

RULES OF PROCEDURE FOR THE RIDGEFIELD PARKS BOARD IN THE CITY OF RIDGEFIELD, WASHINGTON

1. DEFINITIONS

“City” means the City of Ridgefield, Washington.

“Ridgefield Urban Area Comprehensive Plan” (RUACP) means all policies, capital facilities plan, transportation plan, and/or general plan of the City that governs or applies to land use within the City and its urban area.

“Council” means the City Council of the City of Ridgefield.

“RMC” means the Ridgefield Municipal Code.

“Ex parte communication” means written or oral communications to a decision-maker about a matter pending before the decision-maker not included in the public record and made outside of a public hearing.

“Interested Person” means any individual, partnership, corporation, association, or public or private organization of any character that may be affected by proceedings before the decision-maker and shall include any party in a contested case.

“Party of record” means a person who testifies at a hearing or submits written comments prior to or at the hearing or subsequent to the hearing.

“Parks Board” means the Ridgefield Parks Board members of the City of Ridgefield established pursuant to Chapter 2.56 of the Ridgefield Municipal Code.

“Chairperson” means the Chairperson of the Parks Board or when the Chairperson is not in attendance, the Vice-Chairperson of the Parks Board.

2. MEMBERSHIP AND STRUCTURE

2.1 Role and Authority of the Board

The Parks Board shall serve the City Council as an advisory body with power to recommend policy related to parks planning, acquisition, design, operations and maintenance to the City Council, City Manager, and Public Works Director as outlined in RMC 2.56.030. The Parks Board shall not take binding action on behalf of the City.

2.2 Members

The Parks Board shall consist of seven members appointed by the Mayor. Each board member shall be confirmed by a majority vote of City Council. Eligible members shall include residents, property owners and business owners within the Urban Growth Area of the City and citizens residing within the boundaries of the Ridgefield School District. At all times, at least four members of the board shall be residents of the City of Ridgefield. Terms shall be for three years and shall be staggered so as to ensure a consistent membership base.

2.3 Vacancies

Vacancies occurring other than through expiration of term shall be filled for the unexpired term by appointment of the Mayor, and confirmed by a majority vote of Council.

2.4 Attendance

The intent of the attendance policy is to allow the Parks Board to function efficiently and productively.

- a. Excused Absences: Absences due to illness, scheduling conflicts, job and school functions, vacation, etc may be excused. Members shall notify either the Chairperson or city staff working directly with the Parks Board as far in advance of the scheduled meeting as possible.
- b. Unexcused Absences: No notification of absence will be considered unexcused.
- c. After three unexcused absences in one calendar year period, the City Manager, with the approval of the City Council, shall remove the member from the Parks Board.
- d. If a member is absent four times in one calendar year period with prior notification of absences, a Parks Board representative, or city staff working with Parks Board, will meet with the member to discuss whether he or she has the time to devote to the Parks Board. If the member feels that he or she does not have the time to devote to the Parks Board, then the member will be encouraged to resign.

2.5 Resignation

If a Parks Board member is unable to fulfill his or her term, the member can submit a letter of resignation to the Mayor and Parks Board Chairperson (or Vice-Chairperson if Chairperson resigns).

2.6 Termination

Any board member may be removed by the City Manager, with the approval of City Council, for moving outside the boundaries of the Ridgefield School District, or moving outside of the City of Ridgefield Urban Growth Area, or discontinuing their business within the City of Ridgefield Urban Growth Area; for being convicted of a felony or misdemeanor, or for failing to perform the duties and maintain the qualifications of the Park Board Members.

2.7 Meetings

- a. A regular meeting shall be held on the second Wednesday of each month at 6:30 p.m. and shall be open to the public.
- b. Work-study sessions may be held on an as-needed basis.
- c. Special meetings of the Parks Board shall occur upon prior authorization of the City Manager or designated city staff. Special meetings require a minimum of 24-hour notice.
- d. When a regular meeting falls on a legal holiday, the regular meeting shall occur on the next Wednesday following the scheduled meeting date unless otherwise designated by the Chairperson.
- e. If no matters over which the Park Board has advisory capacity are pending upon its calendar, a meeting may be cancelled by notice of the Chairperson or designated city staff.
- f. Except as modified by these Rules of Procedure, Robert's Rules of Order, Newly Revised, shall govern the conduct of the meetings.
- g. No meeting shall be permitted to continue beyond 9:00 p.m. without approval of a majority of the Board Members present and eligible to vote.

2.8 Election of Officers

- a. The officers of the Parks Board shall consist of a Chairperson and Vice-Chairperson elected from the appointed members of the Board and such other officers as the Board may, by majority vote, approve and appoint.
- b. The election of officers shall take place once each year at the last regularly scheduled meeting in December of every calendar year. Persons elected to be Chairperson and Vice-Chairperson shall begin their service at the first meeting in January of every calendar year.

- c. The vacancy of an office caused by the resignation or removal of office shall be filled for the unexpired term in the same manner as regular appointments are made per RMC 2.56.050.

2.9 Quorum

A minimum of four (4) members shall constitute a quorum for the transaction of all Parks Board business. The Chairperson or Vice-Chairperson must be present to constitute a quorum.

2.10 Agenda

- a. An agenda for work-study sessions of the Parks Board shall be prepared for each meeting consisting of the following order of business:

1. Roll Call – Request by Chairperson or Vice-Chairperson for verbal identification of member attendance.
2. Review of Work-Study Item(s) – Chairperson or Vice-Chairperson identifies the work-study item(s), directs city staff to give a report on the item(s) and associated issues, and requests Parks Board discussion on the item(s). At the discretion of the Chairperson or Vice-Chairperson, the public may be allowed to provide comments on work-study items.
3. Adjournment – Chairperson or Vice-Chairperson adjourns the meeting.

- b. An agenda for each meeting shall be prepared by the designated staff person in consultation with the Chairperson or Vice-Chairperson when the Chairperson is not available and shall be distributed a minimum of seven (7) calendar days in advance of the scheduled meeting. Each agenda shall consist of the following order of business:

1. Call to Order – Request by Chairperson or Vice-Chairperson to call the meeting to order
2. Pledge of Allegiance
3. Roll Call - Request by Chairperson or Vice-Chairperson for verbal identification of member attendance.
4. Approval of Minutes – Request by Chairperson or Vice-Chairperson for the minutes to stand approved as distributed.
5. Citizen Communications – The Chairperson or Vice-Chairperson shall provide the opportunity for citizen communications on issues or items not on the meeting agenda. Presentations by members of the audience are to have a general time limit of three (3) minutes, unless otherwise authorized by the Chairperson or Vice-Chairperson.
6. Staff Communications – City Staff presents news of interest or concern to the Parks Board which shall include the Park Impact Fee Balance.

7. New Business – New issues not previously discussed by the Parks Board identified in advance or at the meeting by the Chairperson, other Parks Board members, or staff.
8. Old Business – Issues from a previous meeting that are to be further considered by the Parks Board.
9. From the Board – Topics of interest or concern to the Parks Board by the members of the Parks Board.
10. Adjournment – Request by Chairperson or Vice-Chairperson to adjourn the meeting.

2.11 Record of Meetings

Work-study sessions may be recorded. No written record of the sessions will be produced. All regular meetings of the Parks Board shall be electronically recorded. Summary meeting minutes are to be kept on file at the City of Ridgefield and made available to the public upon request.

3. RECOMMENDATIONS AND DECISIONS

3.1 Written Recommendations

Each legislative matter before the Parks Board shall be reviewed by the Parks Board, which shall then develop a written recommendation to Council for its review and approval. The written recommendation shall be officially documented in the meeting minutes for the particular hearing item. In addition, staff shall report on the recommendation of the Parks Board in the Request for Council Action. A recommendation to the Council shall be forwarded from the Parks Board for Council consideration at the earliest possible convenient time and shall contain the complete record of the proceeding before the Parks Board.

3.2 Motions and Formal Actions

All motions and formal actions of the Parks Board shall require a majority vote of the quorum to be approved.

4. EX PARTE COMMUNICATION

All ex parte communication as defined in the Definitions section of these rules by any member of the Parks Board shall be disclosed at the beginning of any proceeding involving the development of a recommendation to the Council or other decision-making body of the City. The Chairperson in consultation with the other Parks Board members may direct that the member disclosing ex parte communication be excused from participation in the proceedings on an issue based on this disclosure.

5. CONFLICTS AND AMENDMENTS

These rules are intended to supplement and not supplant the requirements set forth in state statutes and/or requirements found in the city ordinances. In the event of a conflict between these rules and requirements adopted in state statutes and/or city ordinances, state statutes and city ordinances shall apply.

6. PROCEDURE FOR AMENDING PARKS BOARD RULES

At a minimum of every three years, the Parks Board, at a regular meeting, shall as necessary, review its adopted rules and identify any necessary amendments to its procedural rules for conformity with legal requirements, City policies and procedures.

The Chairperson, a member of the Parks Board, or designated city staff may identify necessary amendments to the Parks Board's procedural rules.

Staff will prepare changes in the Parks Board's procedural rules for review and discussion by the Parks Board at a regular meeting. The Parks Board shall be notified a minimum of seven (7) days prior to formal consideration of any amendments to the Parks Board's rules. The Parks Board shall adopt any amendments to the Parks Board's rules by motion.

APPROVED by the Ridgefield Parks Board at a regular meeting held
_____.

Marie Bouvier, Presiding Officer

Chapter 2.56 - RIDGEFIELD PARKS BOARD*

Sections:

2.56.010 - Establishment and purpose.

The Ridgefield parks board of commissioners is established to provide advisory assistance and recommendations to the city manager and city council on parks planning, parks acquisition, and parks operations and maintenance within the current and future city limits of the city of Ridgefield.

(Ord. 1001 § 1 (part), 2008).

2.56.020 - Membership.

The parks board shall consist of seven members appointed by the mayor. Each board member shall be confirmed by a majority vote of the city council. Eligible members shall include residents, property owners and business owners within the urban growth area of the city and citizens residing within the boundaries of the Ridgefield school district. At all times, at least four members of the board shall be residents of the city of Ridgefield. Terms shall be for three years and shall be staggered so as to ensure a consistent membership base.

(Ord. 1001 § 1 (part), 2008).

2.56.030 - Functions.

A. The board shall have the following functions:

1. Review whether the lands being used for park purposes are adequate and recommend to the city manager what additional lands and grounds shall be acquired and used for park and recreation purposes;
2. Participate in an advisory capacity in the planning and design of new parks and park facilities;
3. Provide advisory recommendations to the city manager and public works director on parks operations and maintenance including, but not limited to, physical improvements, design and beautification of all public squares and parks of the city and all city recreation facilities;
4. Participate in an advisory capacity in citywide, area and site-specific park planning projects;
5. Make recommendations on the parks and recreation element of the city's comprehensive plan.

(Ord. 1001 § 1 (part), 2008).

2.56.040 - Procedures.

- A. The board shall elect a chairperson and a vice-chairperson who shall serve for a period of one year each. Election of the chairperson and vice-chairperson shall occur at the last regularly scheduled meeting in December of every calendar year. Persons elected to be chairperson and vice-chairperson shall begin their service at the first meeting in January of every calendar year.
- B. The board shall serve the city council as an advisory body with power to recommend policy to the council. The board shall not take binding action on behalf of the city. All board recommendations shall be in the form of a voted-on motion.
- C. The board shall hold a minimum of one meeting per month, unless canceled by the board chairperson for lack of a quorum. Special meetings of the board shall occur upon prior authorization of the city manager or designated staff person.
- D. The board shall adopt rules of procedures in a form approved by the city council to guide the board in the conduct of meetings and member actions. The board shall review the rules of procedures a minimum of every three years and shall update them as necessary.
- E. A minimum of four members shall constitute a quorum for the conduct of the board business. Meetings where less than four members are in attendance shall be canceled by the chairperson. Any action taken by a quorum of those present at a legal meeting shall be deemed an action of the board.
- F. Meeting agendas shall be prepared by the chairperson and the designated staff person and shall be distributed by city staff one week in advance of the board's regularly scheduled meeting. Meeting minutes will be produced by city staff and shall be presented to the board for review and approval.

(Ord. 1001 § 1 (part), 2008).

2.56.050 - Removal and filling of vacancies.

- A. Any board member may be removed by the city manager with the approval of the city council for moving outside the boundaries of the Ridgefield school district, or moving outside the city of Ridgefield urban growth area, or discontinuing their business within the city of Ridgefield urban growth area; for being convicted of a felony or misdemeanor, or for failing to perform the duties and maintain the qualifications of the parks board members.
- B. The city manager with the approval of the city council shall remove a member who has had three consecutive unexcused absences.
- C. Vacancies occurring otherwise than by expiration of the term of office shall be filled for the unexpired term in the same manner as regular appointments are made.

(Ord. 1001 § 1 (part), 2008).