



**RIDGEFIELD PARKS BOARD
MEETING AGENDA**

**Wednesday, March 13, 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 February 14, 2024 Meeting**

IV. PRESENTATION

- 1. Abrams Park Master Plan - Community Engagement Results Presentation**
- 2. INPRA Resource Management School Presentation**

V. BUSINESS

VI. PUBLIC COMMENT

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

VII. STAFF REPORTS

VIII. FROM THE BOARD

IX. ADJOURN

**CITY OF RIDGEFIELD
REQUEST FOR BOARD ACTION**

MEETING DATE: March 13, 2024

AGENDA ITEM NAME: Approval of Minutes from the February 14, 2024 Meeting

SUMMARY/BACKGROUND:

STAFF CONTACT: Corey Crownhart, Park Manager

ATTACHMENTS:

1. Parks Board Minutes 2.14.24



**CITY OF RIDGEFIELD, WASHINGTON
PARKS BOARD MEETING MINUTES
FEBRUARY 14, 2024**

Regular Meeting - 6:30 PM

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

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

Present:

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

Excused:

Board Member Whitney Randall

- 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.

III. CONSENT AGENDA

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

RESULT:	(UNANIMOUS)
MOVER:	Board Member Sandy Schill
SECONDER:	Board Member Brigid Taylor
AYES:	None

IV. BUSINESS

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

Corey Crownhart reviewed the governing documents which help to determine how the Parks Board functions. City Council approved the Parks Board 2024 Work Plan on January 25, 2024. Looking at aligning the governing documents with the Planning Commission which is also an advisory committee for consistency between the advisory boards. Reviewed municipal code, PROS (Parks and Recreation and Outdoor Spaces) Plan, and Rules of Procedure.

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

Corey thanked the Public Works crew for their efforts during the weather event in January. Master Plans for Abrams Park and Waterfront Park are available on Ridgefield Roundtable for input and comments from the public.

VII. FROM THE BOARD

Multiple thanks to Beth Bicknell for presenting to City Council and representing Parks Board.

VIII. ADJOURN

The meeting adjourned at 7:10 pm.

Kim Zurcher, Parks Board Clerk

Rian Davis, Chair

**CITY OF RIDGEFIELD
REQUEST FOR BOARD ACTION**

MEETING DATE: March 13, 2024

AGENDA ITEM NAME: Abrams Park Master Plan - Community Engagement Results Presentation

SUMMARY/BACKGROUND:

The Abrams Park Master Planning process has involved various opportunities for community input and feedback. The consultant team, AKS and PointNorth, will provide an update on what they have learned throughout this process.

STAFF CONTACT: Corey Crownhart, Park Manager

ATTACHMENTS:

1. Abrams Park Master Plan - Community Engagement Results Presentation - 03.13.2024



Abrams Park Master Plan

Community Engagement Summary



Engagement Schedule



Important Dates:

- Online Survey Launches: **January 2**
- Public Workshop: **January 10** (prior to monthly Parks Board meeting)
- Online Survey closes: **February 2**
- Report Community Feedback and review Master Plan Alternatives:
 - **March 13** (Parks Board)
 - **March 28** (City Council)
- Refine Master Plan Alternative and approve final master plan – **March - April**

Master Planning Process & Timeline



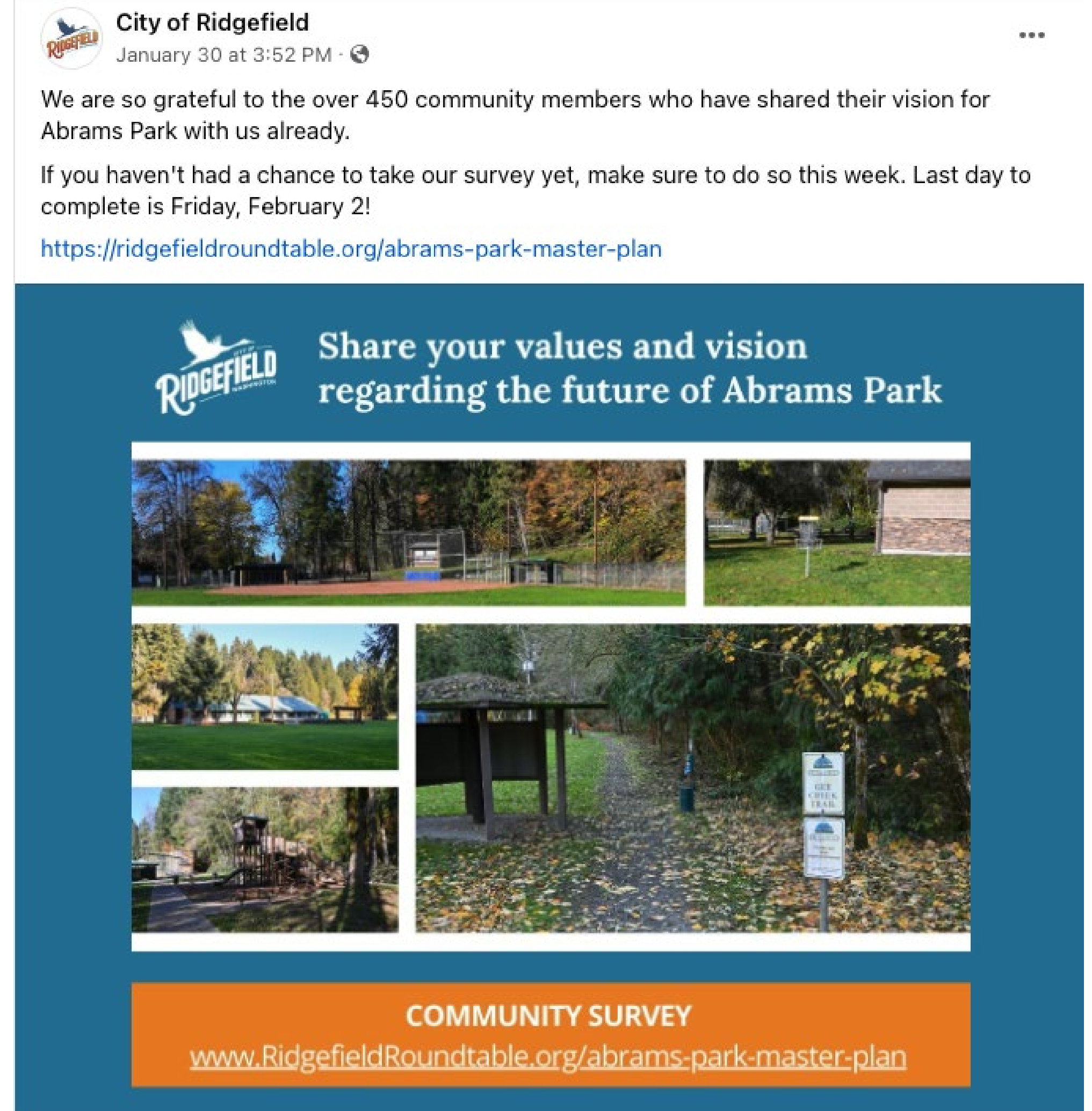
Engagement Activities

- Gather feedback from the **Parks Board and City Council** to inform survey question development through a combined special work session
- Post project information and upcoming engagement opportunities to **Ridgefield Roundtable**
- Launch **online survey** - featuring questions that gather feedback on needs, values, concerns, and preferences
- Host a public in-person **open house** to showcase project information and gather community feedback
- Conduct direct **stakeholder outreach** to key park users and interest groups through phone and video call meetings (completed by City staff)



Notification Methods

- Ridge **Newsletter** (January issue)
- Two **posters/signage** with QR code was posted at Abrams Park
- Information was included in the January Parks Board meeting **email reminder**
- **Emails** to Ridgefield Little League, community partners (non-profits and local businesses, Ridgefield HOAs, Ridgefield Roundtable users, website news subscribers, and Ridgefield School District
- **Article** published in the Reflector
- Four **social Media** Posts to Facebook, Instagram, Nextdoor, X and LinkedIn



Online Survey



**We want to hear
your opinion**

Scan the QR
code and take the
online survey!



1. Two demographic questions (age & residence location)
2. How often do you currently use Abrams Park?
3. If you answered “rarely or never” or “only during seasonal activities” on the last question, please tell us why.
4. What do you currently value most about Abrams Park?
5. Which of the issues or concerns associated with Abram’s Park should be the highest priority for the City of Ridgefield to address?
6. Of the existing park features listed, which are you most interested in using
7. Do think the park uses/amenities should be more focused (less features/amenities)?
8. Would you like to see new or additional features considered for Abrams Park? (if yes, please specify)





Engagement Numbers



Open House
Attendees
30+



Open House
Comments
70



Online Survey
Responses
526



Stakeholder
Interviews
2



Email
Comments
6

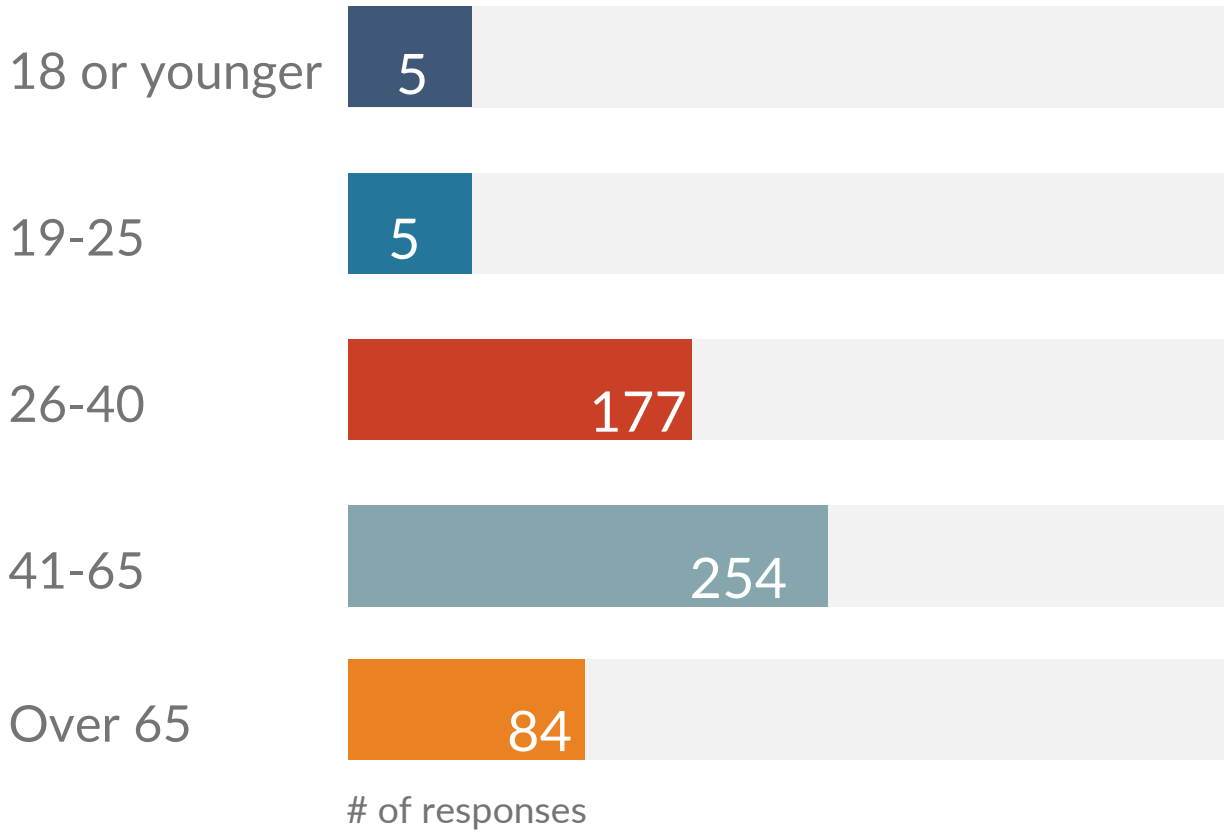


Survey Results

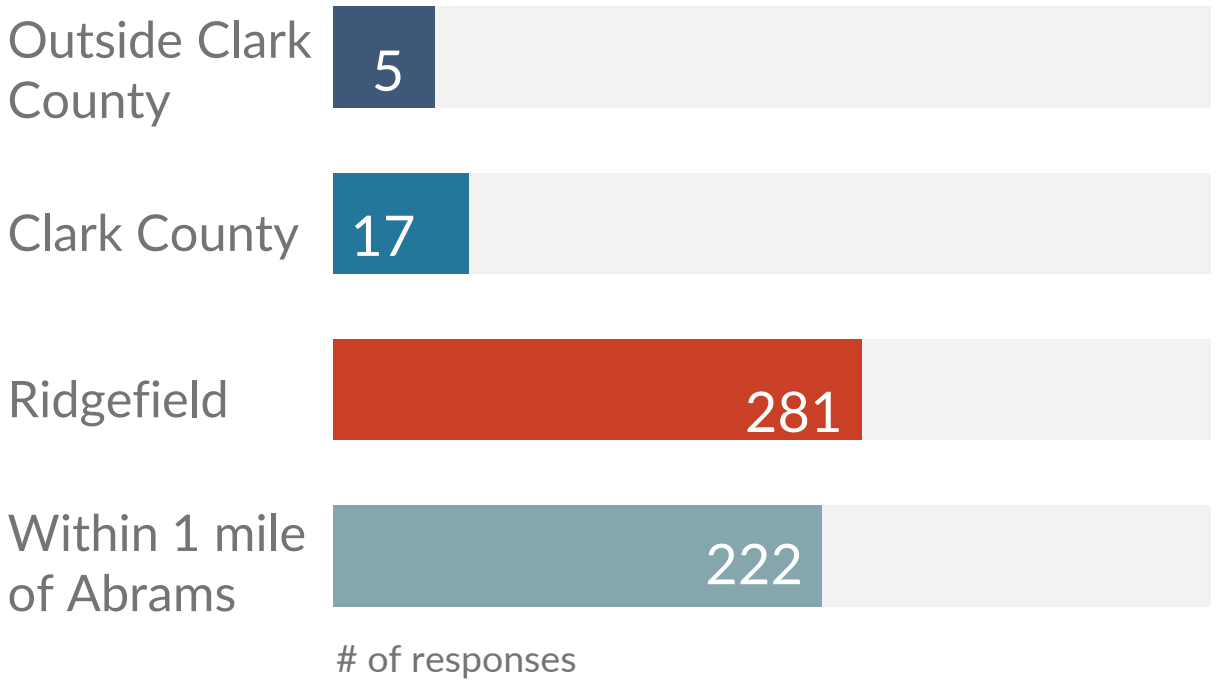
User and Demographic Data



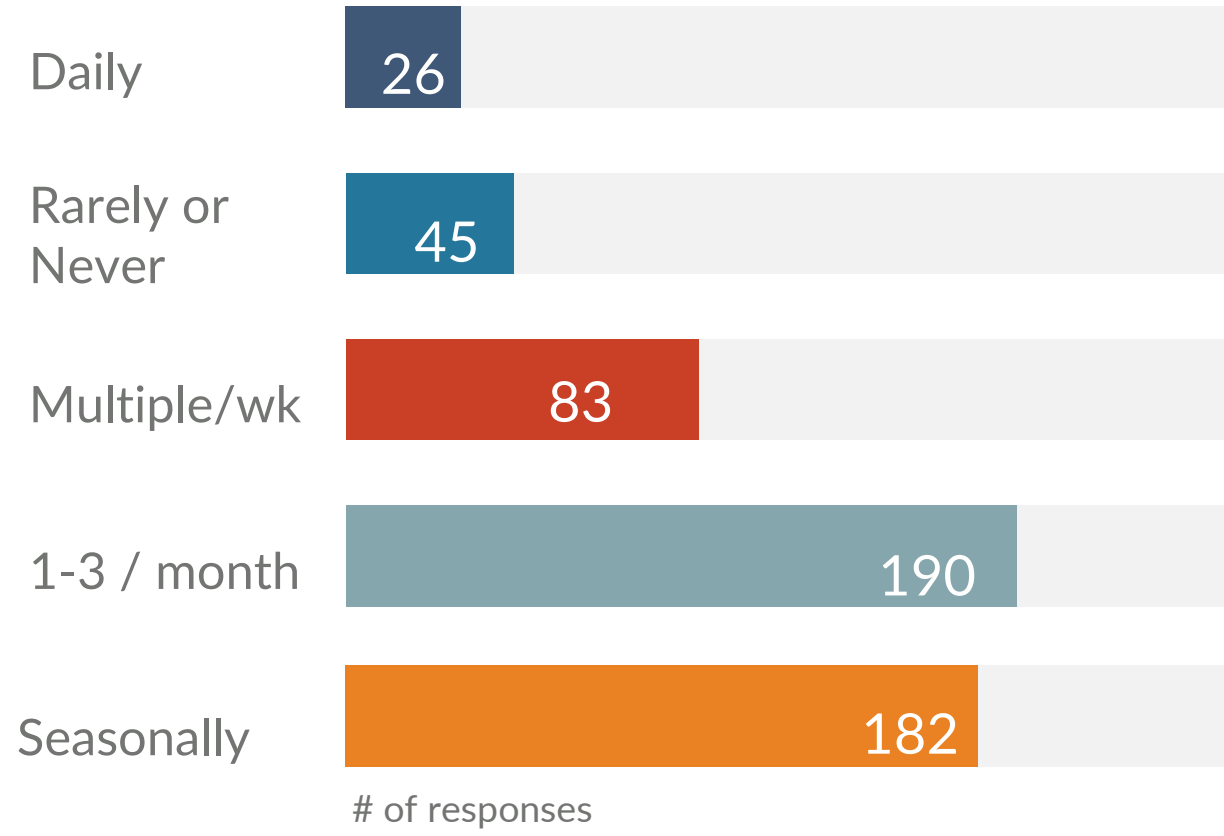
AGE



Location of Residence



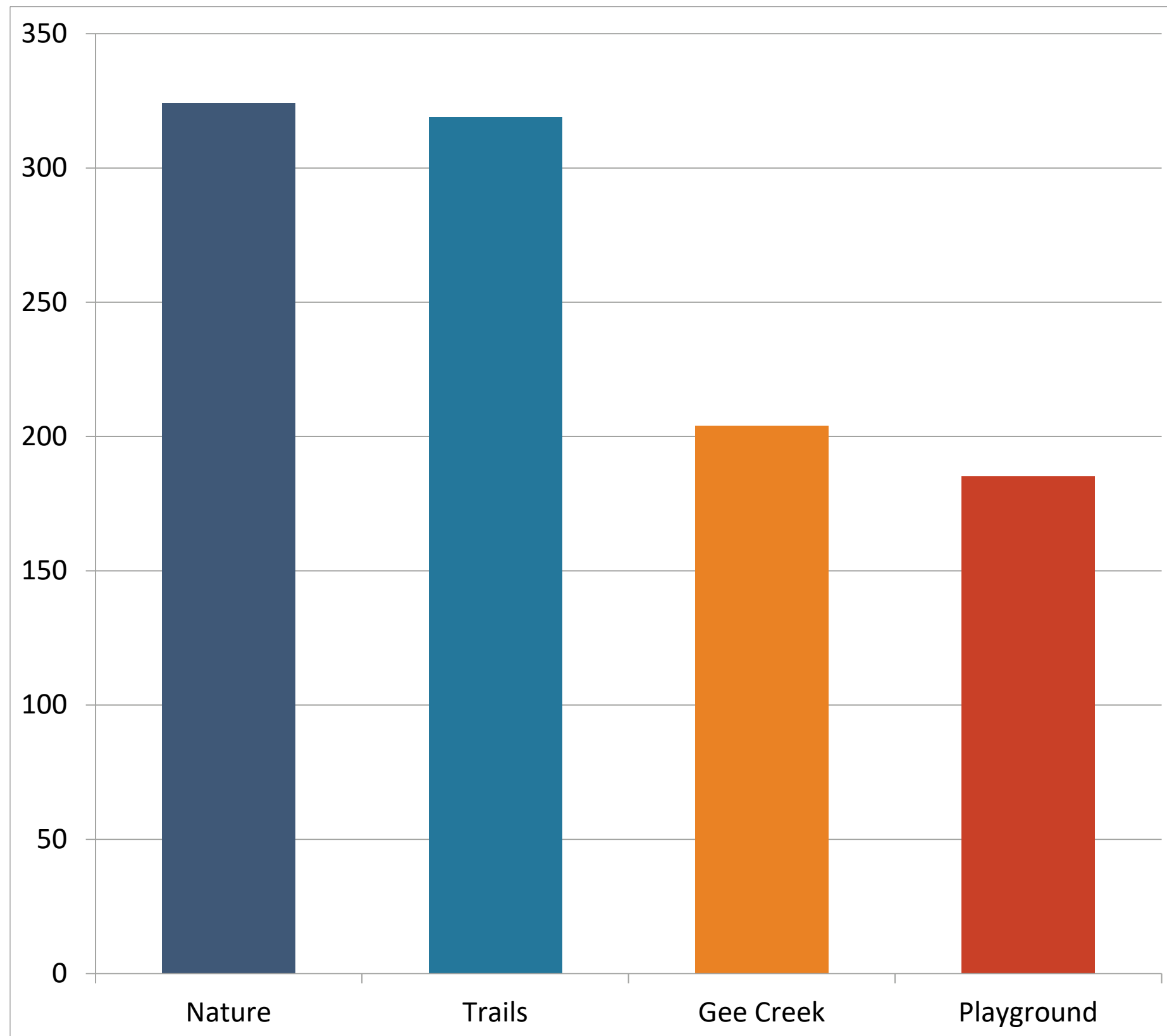
Frequency of Use



Survey Results

Community Values

What do you value most about Abrams Park in its current condition. Select up to three.



324

Nature

Its proximity to the natural environment

319

Trails

The trails and connected walkable areas

204

Gee Creek

Access to Gee Creek

185

Playgrounds

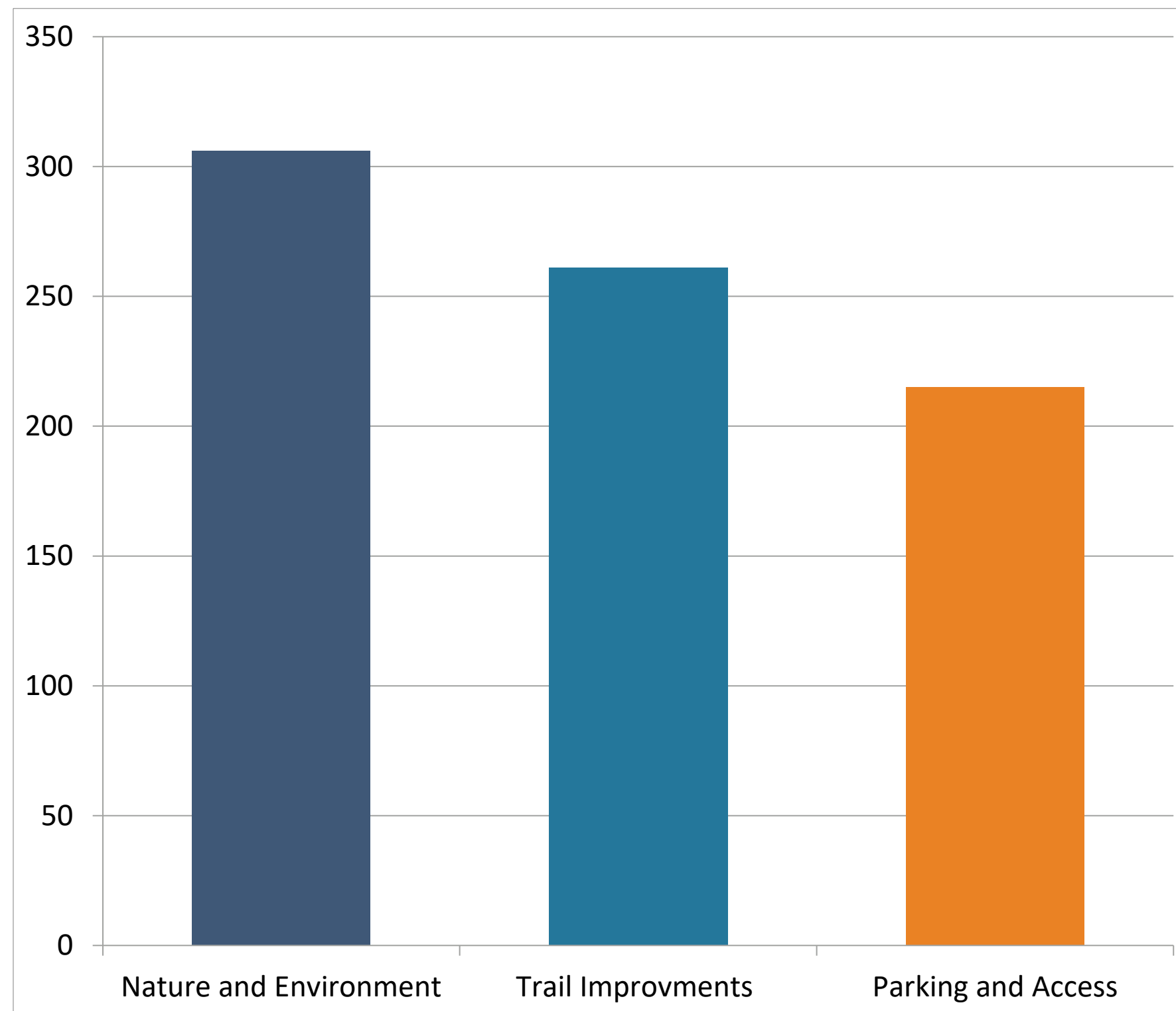
The playground facilities



Survey Results

Community Concerns

Which of the issues or concerns associated with Abrams Park should be the highest priority for the City of Ridgefield to address? Select up to three.



306

Nature and Environment

Preserving natural habitat and the environment

261

Trail Improvements

More/Improved Trail Connections

215

Parking and Access

Parking and Vehicle Access

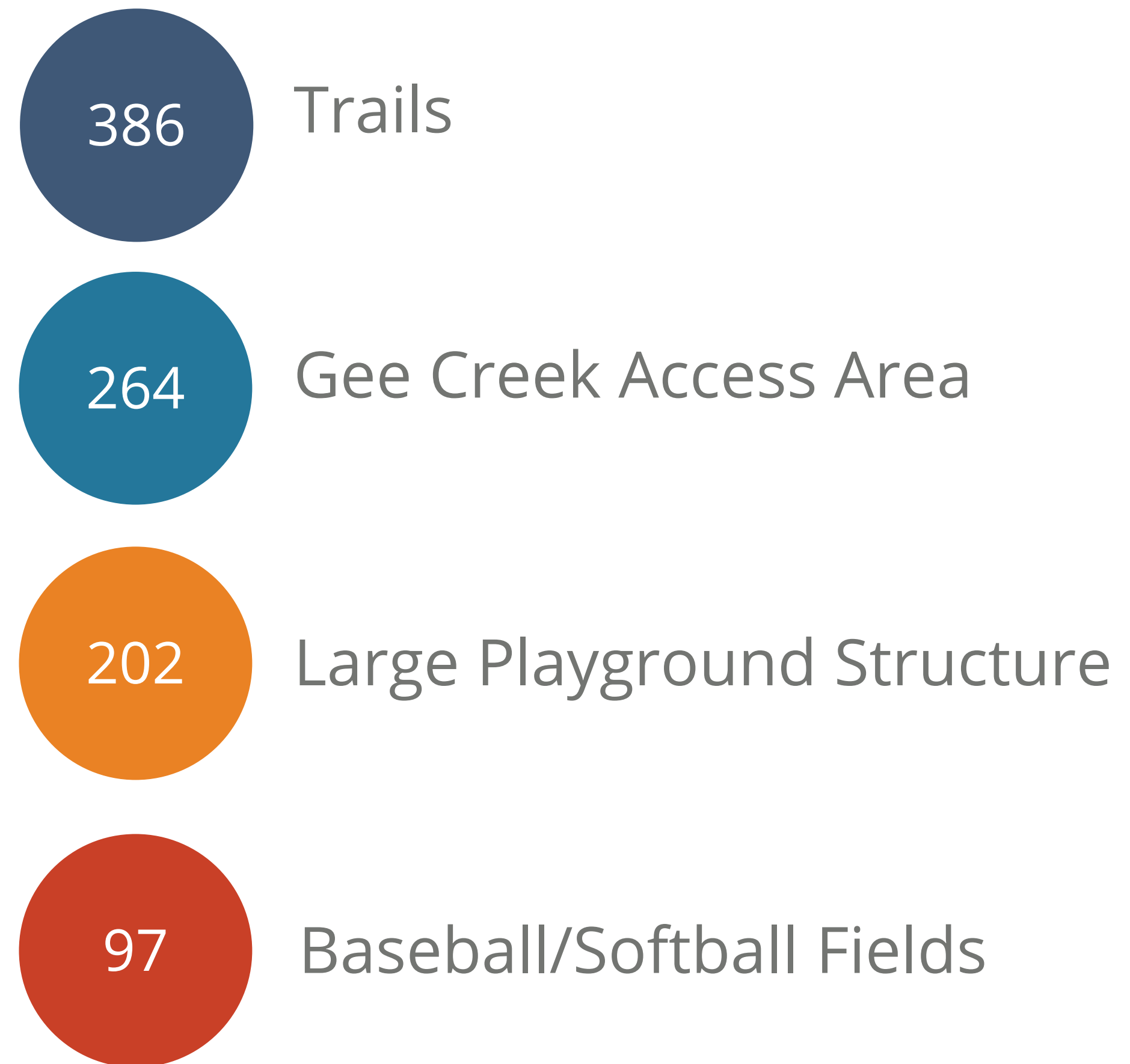
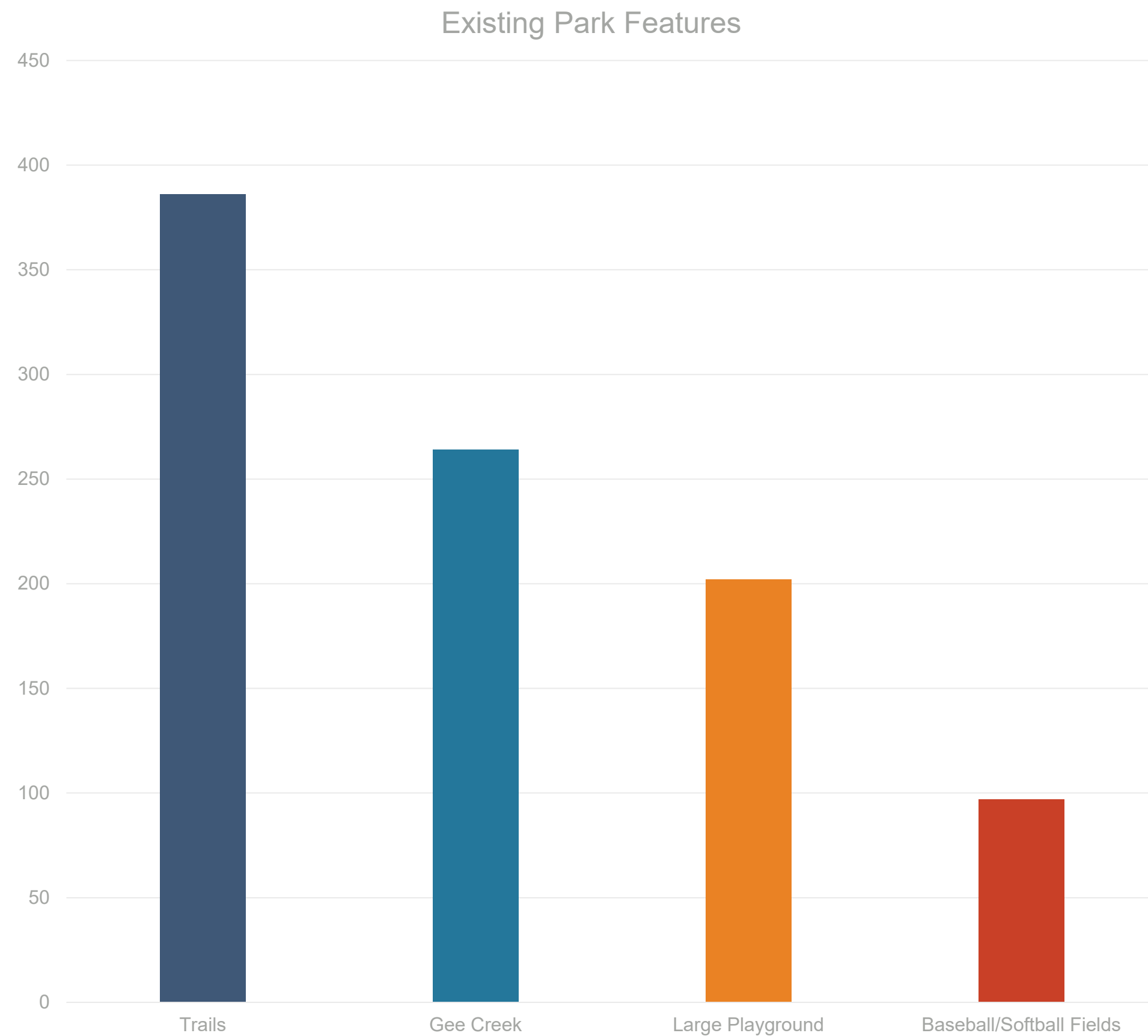
- Improved baseball/softball fields - 114
- Improved rental facilities – 105



Survey Results

Current Community Interests and Amenities

Of the existing park features listed, which are you most interested in using? Select up to three.



Survey Results

New Community Desired Amenities

Would you like to see new or additional features considered for Abrams Park?

42.7% Yes

33.8% Unsure

23.5% No

If yes:

More trails and better connectivity of trails to other areas of Ridgefield

- Trails for mountain biking,
- Paved trails for running or easier accessibility,
- Trails that were clearly marked
- Trails that Included improvements like trash cans, lighting, and benches/seating

New sports courts or areas for specific sports and games

- Pickle ball courts were the number one most requested type of court
- Basketball courts were a close second.
- Volleyball, tennis and bocce ball were all mentioned also

We heard a similar amount of comments requesting the following amenities:

- More **baseball fields**
- **Water play feature** such as a splash pad or pool
- Natural **plant areas and/or gardens**
- More **covered areas** for sitting, picnicking or playing during all weather



Open House Summary

January 10, 4:30-6:30

30+ people in attendance

70 written comments received

Comments fell into three major categories:

- **Values:** Natural areas and trails
- **Concerns:** Parking and degradation/impacts to natural areas
- **Needs:** Facility upgrades, benches/sitting areas and trash cans. More/better trails, additional parking, and more natural vegetation areas, stormwater/drainage improvements, better accessibility to park amenities (paved pathways and parking area)



“We would like to see native plants incorporated into the overall design”

“Parking lot and road needs resurfaced. Drainage issues when it rains”

“Accessibility in the parking area is important”

“We love the natural areas, hiking, walking, biking and exploring.”

“More benches along paths to sit and enjoy nature”

“More wayfinding signs and interpretive signs”



Conversations with Sports Clubs

Pacific Soccer Club

- Field maintenance is primary issue, especially water drainage in NE corner of the park.
- Future growth will present field needs exceeding current capacity. The number of fields now meet existing scheduling needs.
- Currently required to rent portable bathrooms so users can access bathrooms closer to fields.
- Need a separate, secure option for game day equipment storage
- Better communication with the City regarding scheduling and maintenance.

Ridgefield Little League

- Softball field position/configuration
- Expected growth, especially at the younger pee-wee and tball level exceeds field availability but RLL recognizes there is limited space at Abrams for additional fields
- Drainage and field maintenance is an issue and creates accessibility challenges for player and families
- Need for additional parking to support multi-sport events



Summary and Next Steps

Values:

- Natural environment
- Trails and walkable areas
- Community connection spaces

Concerns:

- Degradation to the environment
- Growth and the need for more space
- Maintenance and safety

Needs:

- Trails that connect to other parts of the City/neighborhoods
- More parking
- Features that improve existing amenities such as:
 - Better electrical connections, signage (wayfinding and educational), benches, seating, paved paths/parking area and covered gathering/activity spaces

Next Steps:

- Incorporate the community feedback combined with technical inputs such as the City's approved Parks, Recreation and Open Space plan and anticipated City wide development and improvements
- Develop two design concepts for City Council and Parks Board review



**CITY OF RIDGEFIELD
REQUEST FOR BOARD ACTION**

MEETING DATE: March 13, 2024

AGENDA ITEM NAME: INPRA Resource Management School Presentation

SUMMARY/BACKGROUND:

The International Parks and Recreation Association (INPRA) hosts their annual Resource Management School in Port Townsend, WA. The school's goal is to teach an understanding of stewardship of developed lands, facilities, and natural resources, managing budgets and communicating funding needs, and scheduling, supervising, and mentoring employees. The City's Parks Manager, Corey Crownhart, recently attended and will be presenting the key concepts and tactics that may be applicable to our city's parks and trail maintenance operations.

STAFF CONTACT: Corey Crownhart, Park Manager

ATTACHMENTS:

1. INPRA Resource Management School Presentation - 03.13.2024



INPRA
Resource Management School

Applicable Concepts & Tactics

Wednesday, March 13, 2024

Presented by Corey Crownhart, Parks Manager



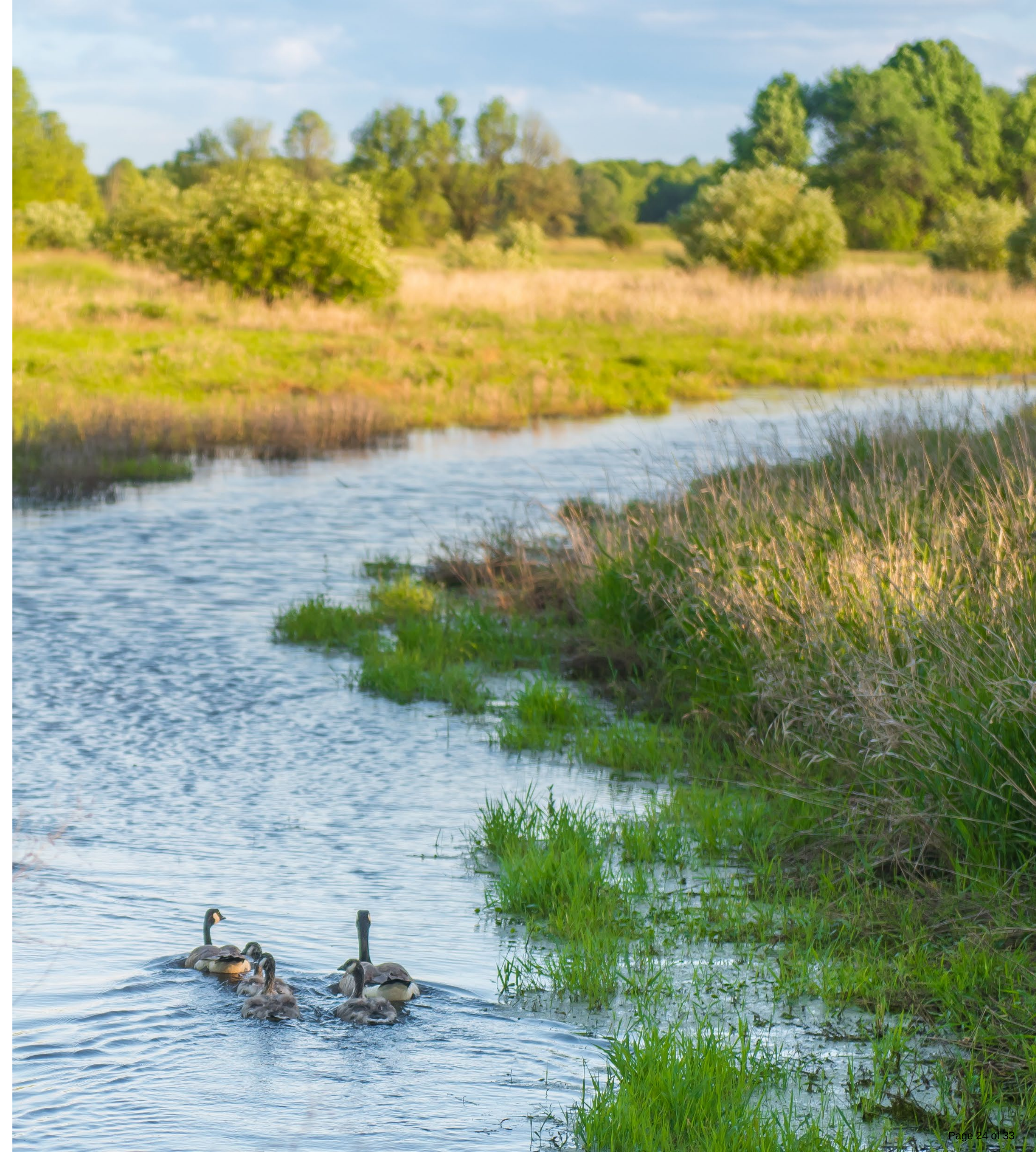
Tonight's Goals

- Significance of Resource Management in Parks & Recreation
- Resource Management System (RMS) Methodology
- Resource Management Plan Development
- Key Takeaways for 2024
- Opportunities for Integration into Ridgefield's RMS
- Discussion and Insights



Park Development Movement

- Roots of the Parks Movement
 - Historical Evolution
 - Land Conservation Initiatives
- Mission of the Park Agency
 - Core Objectives
 - Social and Environmental Responsibilities
- Expectations from the Public
 - Community Engagement
 - Recreation and Wellness
 - Environmental and Financial Stewardship
- Need for Resource Management
 - Growing Demand for Park Services
 - Environmental Conservation Imperatives
 - Fiscal Responsibility





Resource Management System - Methodology Development

- Planning a Scalable System
 - Data Driven
 - Financial Stewardship Principles
- Benefits
 - Defensible Tool
 - Objective over Subjective Decision-Making
 - Balancing Routine, Demand-Based, and Preventative Maintenance
 - Setting Clear Standards of Service
 - Efficient Allocation of Limited Resources
 - Data Collection and Maintenance History



What is a Resource Management Plan (RMP)?

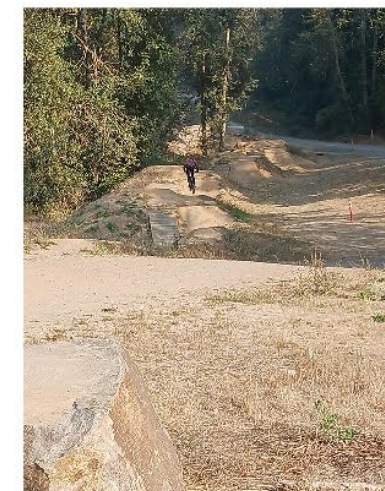
- Park or Trail Specific
 - Tailored to the unique assets within
 - Comprehensive tool to maintain that park
- Purpose
 - Enhance Operational Efficiency
 - Meeting Community Expectations
 - Protecting Our Investment
 - Planning for the Future
- Components
 - Physical Asset Inventory
 - Maintenance Activities/Descriptions
 - Activity Time Standards
 - Service Level Definitions
 - Budget and Reporting



Resource Management Plan – Physical Asset Inventory



ASPHALT PUMP TRACK AT GATEWAY GREEN, PORTLAND OR



JUMP TRACK AT GATEWAY GREEN, PORTLAND OR



Resource Management Plan – Maintenance Activities



Maintenance Activities

- What skills and knowledge are needed to maintain each asset in a park?
 - Mowing / Edging / Trimming Lawn
 - Trash and Litter Policing
 - Playground Inspection
 - Moss Cleanup and Power Washing
 - Asphalt Repair
 - Fencing Repair and Service
 - Flower Beds
 - Fall Leaf Cleanup
 - Irrigation Winterization
 - Much, Much, Much more...



Resource Management Plan (RMP)

Activity Time Standards

- Average Conditions
- Hours per Occurrence
- Based on Inventory

Service Level Standards

- Defining Expectations
- Frequency of Activity
- Seasonality

Jim Whittaker Wilderness Peak Trailhead

Resource Management Plan

Maintenance Activity	Unit of Measure	Inventory Quantity	Hours per Unit	Hours per Occurrence	Frequency by Month												Annual Frequency	Annual Hours
					J	F	M	A	M	J	J	A	S	O	N	D		
Asphalt Repair	KSF	16.50	3.50	57.75						0.1							0.1	5.78
Blowing Hard Surfaces	KSF	16.50	0.10	1.65	8	8	8	4	4	4	4	4	4	8	8	8	72	118.80
Brushing (Parking lot)	KLF	0.63	1.25	0.79				1			1						2	1.58
Litter Picking	Occurrence	1.00	0.10	0.10	31	28	31	30	31	30	31	31	30	31	30	31	365	36.50
Trash Can / Garbage	Each	1.00	0.50	0.50	31	28	31	30	31	30	31	31	30	31	30	31	365	182.50
Kiosk Maintenance	Each	1.00	0.50	0.50				1						1			2	1.00
Graffiti Removal / Vandalism Repair	Occurrence	1.00	1.50	1.50	1			1			1			1			4	6.00
Fence Maintenance	SF	128.00	0.50	64.00			0.1						0.1				0.2	12.80
Tree Removal (Trail)	Occurrence	2.00	1.00	2.00		1	1				1				1		4	8.00
Drainage Clearing (Trail)	KLF	2.70	1.50	4.05	2	2	2	2	2					2	2	2	16	64.80
Tread Maintenance (Trail)	KSF	8.20	3.50	28.70								1					1	28.70
Brushing (Trail)	KLF	5.40	0.75	4.05						1							1	4.05
Structure Inspection (Trail)	Each	9.00	0.75	6.75		1											1	6.75
Structure Maintenance (Trail)	Each	9.00	5.50	49.50								0.5					0.5	24.75
Switchback Maintenance (Trail)	Each	3.00	0.75	2.25									3				3	6.75
Annual Labor Hours																		508.75



Budgeting

- Objective | Create an Objective Measure for Park Maintenance.
- Considering Other Factors
 - Equipment Depreciation and Costs
 - Material Costs
 - Distribution of Work by Position
 - Non-Maintenance Work Activity Factoring



What's Next for Ridgefield's Resource Management System?

- Alignment with Park, Trails, and Recreation Goals
 - Systems Mindset
 - Local Considerations
- Improve Operational Efficiency
 - Streamlining Workflows
 - Intentional Resource Utilization
 - Clear Standards
- Challenges
 - Establishing Comprehensive Inventories
 - Implementing Effective Maintenance Activity Tracking Systems





THANK YOU

GET IN TOUCH WITH US



Phone: (360) 887-3557

Fax: (360) 887-0861



corey.crownhart@ridgefieldwa.us



487 S. 56th Place | PO Box 608
Ridgefield, WA 98642



www.ridgefieldwa.us

www.facebook.com/CityofRidgefield/

