



**RIDGEFIELD PARKS BOARD
MEETING AGENDA**

**Wednesday, May 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 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 April 10, 2024 Meeting**

IV. PRESENTATION

- 1. CAPS Program Trail Surveying Project - Presented by RHS Students**
- 2. Parks, Trails, and Recreation Signage Update - Corey Crownhart, Parks Manager**

V. BUSINESS

- 1. Revised Parks Board Bylaws - Corey Crownhart, Parks Manager - Corey Crownhart, Park Manager**

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: May 8, 2024

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

SUMMARY/BACKGROUND:

STAFF CONTACT: Kim Zurcher, Clerk

ATTACHMENTS:

1. Parks Board Minutes 4.10.24



**CITY OF RIDGEFIELD, WASHINGTON
PARKS BOARD MEETING MINUTES
APRIL 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 Alex Earl	Excused: Board Member Beth Bicknell
Absent: 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 March 13, 2024 Meeting

Approval of the minutes from the March 13, 2024 meeting.

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

IV. BUSINESS

1. Abrams Park Master Plan - Refined Concept Review - Corey Crownhart, Park Manager

Kirstie of AKS, presented the refined concepts for the Abrams Park Master Plan. The concepts focused on three principles of a user's experience: nature, environment, and safety. It also highlighted three programming themes: community connections, natural zone, and active zone. Both concepts include increasing trail connectivity and wayfinding, improving the stage/event space, increased parking and restroom availability, creating a trailhead for Mayors Meadow, and maintaining the natural zones. Concept A retains the current field space but rearranges the configuration. It includes the potential for improving Bennett Hall and reconfiguring the softball field to regulation size. Concept B repositions Bennett Hall for increased parking. Under this option, it reduces the existing field space while increasing other sports facilities (i.e., pickleball/tennis, covered multi-use court). It also expands the seating place for organized sports and adds a T-ball field in exchange for the loss of the softball field.

MOTION: Approve the recommendation for Concept B to City Council. The motion did not receive a second.

MOTION: Approve the recommendation for Concept A to City Council with the following amendments.

- Mayor Meadow Trailhead : eliminate the roundabout and limit the footprint of the trailhead while retaining at least eight parking spaces.
- Softball Field : Allow for the design of either a t-ball or softball field, dependent on the availability of facilities in Ridgfield, the equity of sports field access, and the consultation of city partners.
- Playground/Tot Lot : inclusion for covering of the Tot Lot play structure.

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

2. 2024 Parks Board Work Plan - Quarter 1 Report - Corey Crownhart, Park Manager

A motion was made to approve the 2024 Parks Board work plan.

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

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 gave thanks to those that volunteered for the Green Clean event. He also encouraged people to

check out the osprey camera on YouTube that the Port of Ridgefield put up.

VII. FROM THE BOARD

None

VIII. ADJOURN

The meeting adjourned at 9:18 pm.

Kim Zurcher, Parks Board Clerk

Rian Davis, Chair

**CITY OF RIDGEFIELD
REQUEST FOR BOARD ACTION**

MEETING DATE: May 8, 2024

AGENDA ITEM NAME: CAPS Program Trail Surveying Project - Presented by RHS Students

SUMMARY/BACKGROUND:

Ridgefield High School students from the Center for Advanced Professional Studies (CAPS) at Innovation Ridge participated in a Parks, Trails, and Recreation work-study project with the city. These students will provide a presentation on their findings and impressions of our trail system.

STAFF CONTACT: Corey Crownhart, Park Manager

ATTACHMENTS:

1. CAPS Trails Project Presentation - 2024.05.07



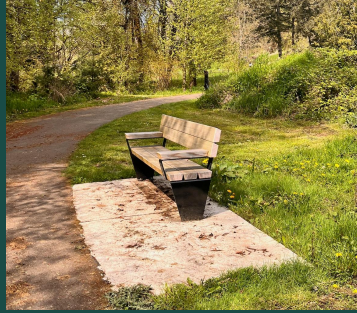
City of Ridgefield Trails



Trail Names

- | | |
|---|---|
| 1 | Abrams - Disc Golf Course Trail |
| 2 | Abrams Trail/Heron Drive - Pioneer |
| 3 | South of Pioneer Trails - Gee Creek Trail/Hillhurst |
| 4 | South of Pioneer Trails - 8th Course Circle Trail |
| 5 | South Pioneer Trails - S 13th Circle Trail |

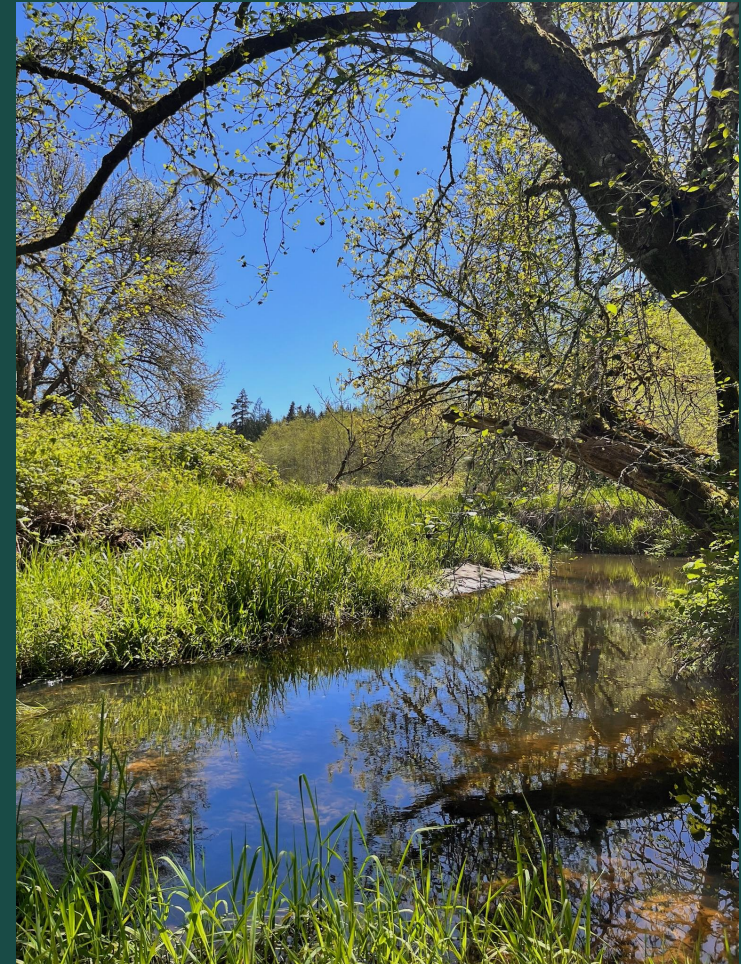
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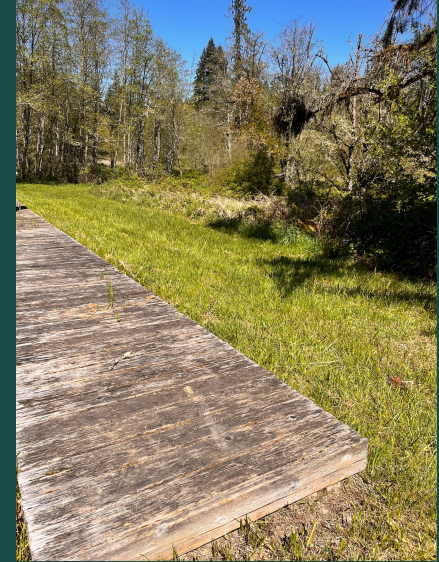


9 benches

11 signs

1.8 miles







THANK YOU

**Ellie Creagan, Jaycie Rasmussen,
Macee Kory**

**CITY OF RIDGEFIELD
REQUEST FOR BOARD ACTION**

MEETING DATE: May 8, 2024

AGENDA ITEM NAME: Parks, Trails, and Recreation Signage Update - Corey Crownhart, Parks Manager

SUMMARY/BACKGROUND:

An update on the Status of the Parks, Trails, and Recreation Signage Project.

STAFF CONTACT: Corey Crownhart, Park Manager

ATTACHMENTS:

1. PB 2024.05.08 - Wayfinding Project Update



Parks & Trails Wayfinding

Project Update

Parks Board of Commissioner Meeting
May 8, 2024

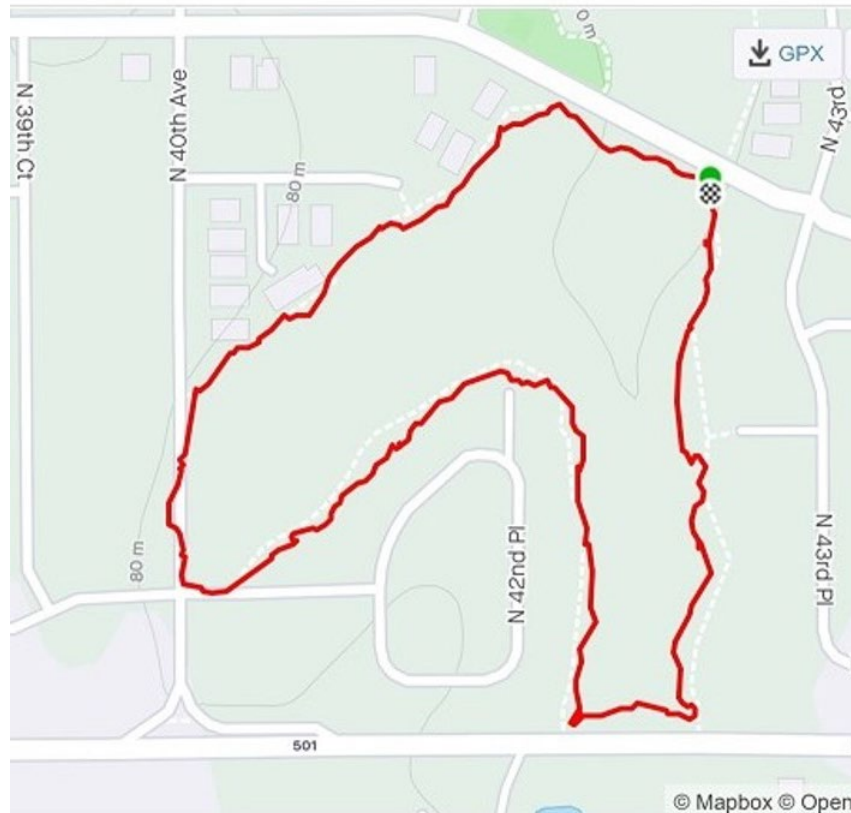
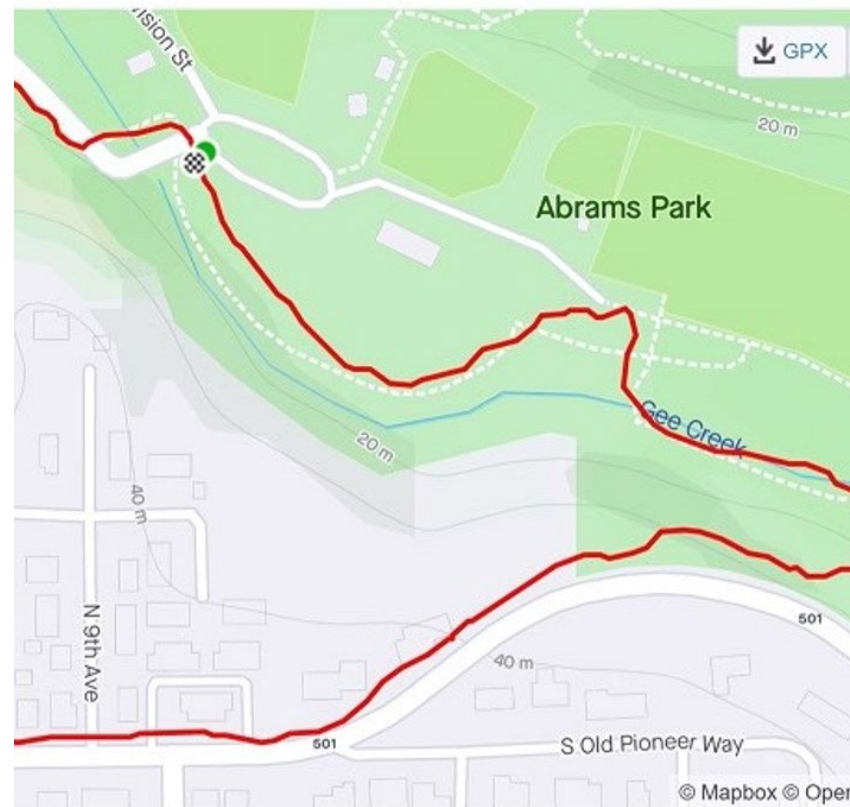


Current System Summary:

- Public and publicly accessible trails
- Limited signage
- Inconsistent trail names
- Few trails loop
- No private trail inventory process
- No condition assessment process
- Unpaved trails – some lack accessibility
- Trail requirements in Engineering Standards
- Private trails
- Cost of building has gone up significantly
- Multiple wetlands – low-impact trails
- Topography makes trails harder to build
- Community favors trails
- Parks surveys identify trails as a top priority



Current state of the trail system



Parks and Trails are consistently under construction in the city. This map should be considered a guide. Any questions about parks or trails may be directed to the Parks Manager: Corey Crownhart, Corey.Crownhart@ridgefieldwa.us 360-887-6010.

*Ridgefield
National Wildlife
Refuge*

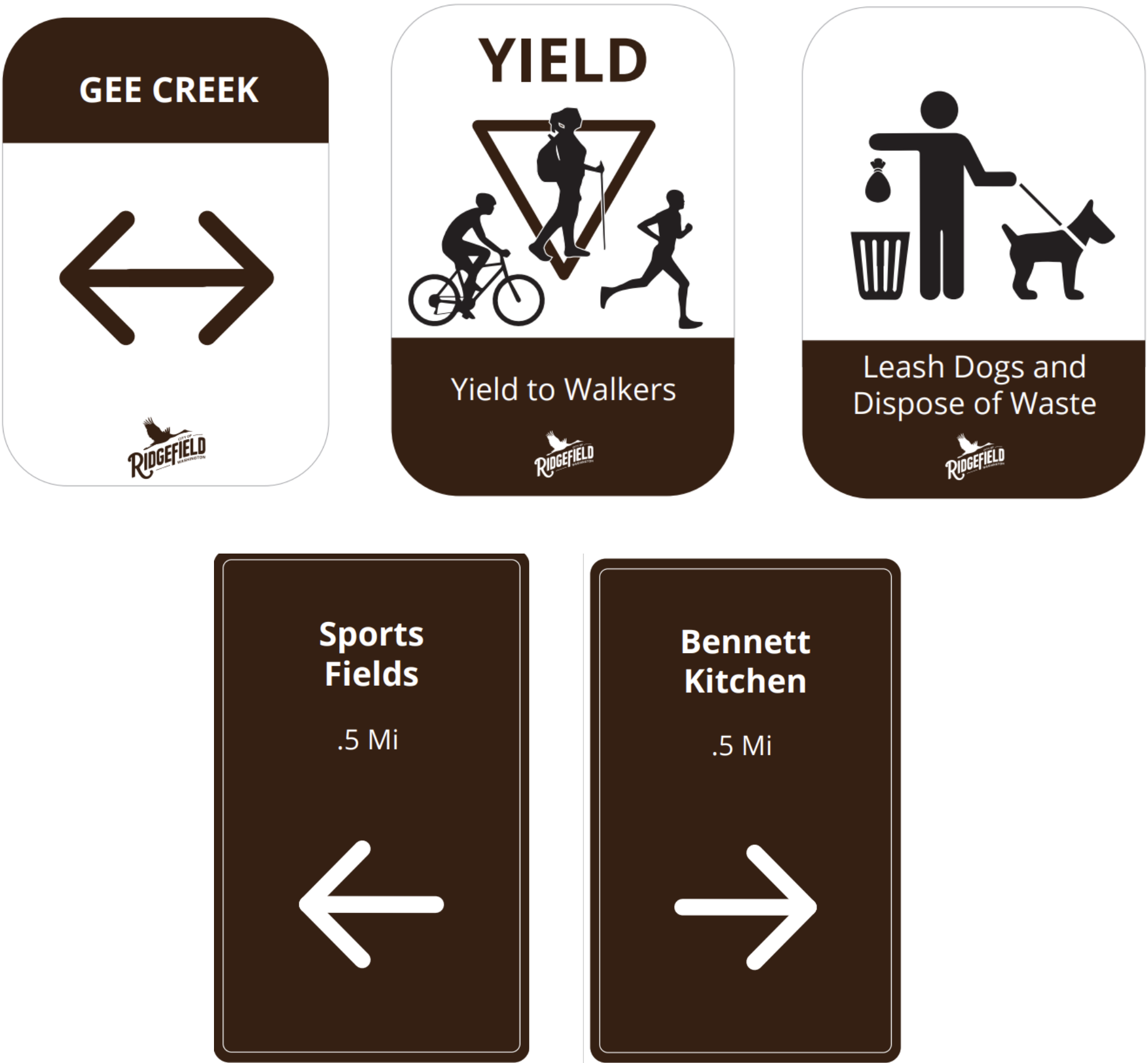


Current Trail Engineering Standards: Multiuse Trails

1. Trail widths shall be as follows:
 - a. Type 1 trail 10-12 feet
 - b. Type 2 trail 8-10 feet
 - c. Type 3 trail 6-8 feet
2. Materials shall be per the requirements of Section 2.33 Surfacing Requirements.
3. Multi-use trails shall be a minimum of four (4) feet from the edge of the vehicular travel way unless no practicable alternative exists and when approved by the Engineer.
4. Maximum grade is fifteen percent (15%). Type II barricade shall be installed at the end of trail sections as directed by the City Engineer.
5. Trails may be used as a substitute for concrete sidewalks or bike lanes in planned unit developments where the City Engineer deems that non-motorized transportation goals of the city are being met.



Wayfinding Signs Samples



Trail Signs Samples



Trail Sign Example

Length and Type of Trail

Abrams Park Loop 3

Loop length 1.13 Miles

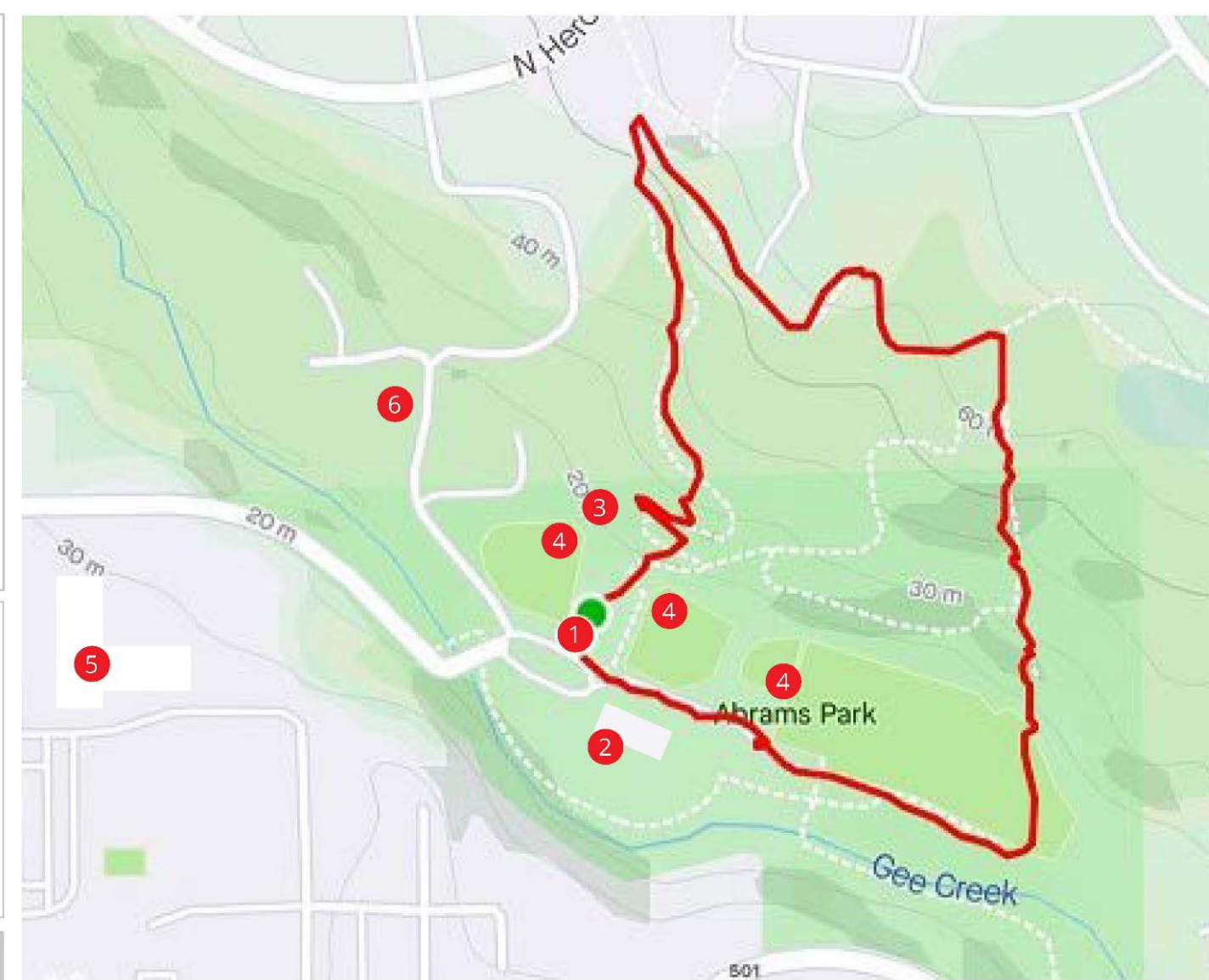


City Branding and Colors

Point of Interest Legend

Points of Interest

- 1 Abrams Park
- 2 Bennett Kitchen
- 3 Disc Golf Course
- 4 Sports Fields
- 5 Union Ridge Elementary
- 6 Onslow Nature Play



Easy to use Map

Trail Usage / Yield Rules

Multimodal Trail



Yield to Walkers

Map Legend

- Main trail
- Gee Creek
- Trail
- Road

The first portion of this walk winds its way from the parking lot at the entrance of Abrams Park to Heron Ridge Drive. Up Heron Ridge Drive to Main Avenue, left on Main, left onto Division Road. Division Road turns into Abrams Park Road. Abrams Park Road

will take you back to where you started as a gentle slope downward. The route is paved the entire way. The trail portion through Abrams Park will take you along Gee Creek. It's a bike and stroller friendly route.



Trail Description

QR Code for Access to Web

Discover Ridgefield
Branding

DISCOVER
RIDGEFIELD

For information call: xxx-xxx-xxxx
In case of an emergency call 911
Park rules and regulation RMC 18.8



Park Rules Icons





Rollout Plan:

2024 Sign Installation

- \$20K in budget for this year

Potential Existing Trail Installations

- Abrams Park loop options 1, 2 and 3
- Canyon view Subdivision walks
- Clover Hill Subdivision trail
- Discovery Ridge trail
- Heron Ridge loop
- Hillhurst Highlands trail walk
- John Hudson trail
- Carty Lake trail (partner with the Port)



Rollout Plan:

New Trail Signage Standards

- Included in Parks and Trails Engineering Standards for Developers and HOAs
- Plans Reviewed and Approved by City Staff

Needs

- Updated Parks and Trails Engineering Standards
- Signage Maintenance Plan
- Graphics Templates
 - Sign Inventory
- Placement Standards and Review Process
- Specifications Drawings



Anticipated 2024 Cost

Unit	Unit Cost	Total Units	Total Cost
Trailhead sign	\$1,500	8	\$12,000
Wayfinding sign	\$150	40	\$6,000
			\$18,000

Line Item	Approximate Cost
Annual Maintenance/Repairs	\$1,000
Replacement	\$1,000

~\$20,000





What About Other Park Signage?

Expand Scope of Project Objectives

- Other Parks Signs:
 - Park Rules / Safety
 - Park Entrance Signs
 - Parks and Trail System Kiosks
- Placement Standards and Review for Developers and HOAs
- Expectations for future park/trail projects



Current Signage





Discussion and Q&A

Parks Board Input:

- What do you like or not like about the proposed plan?
- What do you want to keep or remove from the sign design?
- Do you want to include Park Signs in this project?
- Do you want to require HOA's install the same signs on private trails?



GET IN TOUCH WITH US



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www.ridgefieldwa.us
www.facebook.com/CityofRidgefield/



**CITY OF RIDGEFIELD
REQUEST FOR BOARD ACTION**

MEETING DATE: May 8, 2024

AGENDA ITEM NAME: Revised Parks Board Bylaws - Corey Crownhart, Parks Manager

SUMMARY/BACKGROUND:

The City of Ridgefield Parks Board of Commissioners, established as an advisory committee by the Ridgefield City Council under Ridgefield Municipal Code 2.56, plays a critical role in advising the City Council on parks and recreational activities. The Board's operations are guided by the Rules of Procedure, last updated in 2015, which require review by the Parks Board and potential recommendations for updates by the City Council.

During the February 14, 2024 Parks Board meeting, members discussed the current Rules of Procedure and provided direction to staff regarding potential updates. City staff, including the Parks Manager, Community Development Director, and Deputy City Manager, collaborated to align the Rules of Procedure for advisory commissions across the city. A draft template was developed for existing advisory commissions to use as a basis for their Rules of Procedure. The Planning Commission approved similar Rules of Procedure at their May 2, 2024 Public Meeting.

The Draft Parks Board of Commissioners Rules of Procedure presented tonight is the outcome of these collaborations. The Parks Board is requested to review these Rules of Procedure and recommend them to the City Council for formal adoption.

STAFF CONTACT: Corey Crownhart, Park Manager

ATTACHMENTS:

1. DRAFT - Parks Board Bylaw - Proposed -05.06.2024
2. Parks Board Rules of Procedure - 2015.01.13

PARKS BOARD OF COMMISSIONERS

RULES OF PROCEDURE

Last Adopted: **[DATE]**

1. AUTHORITY AND PURPOSE

The Parks Board of Commissioners ("Board" or "Parks Board") was established under the provisions of the Ridgefield Municipal Code ("RMC") Chapter 2.56. The Board is established to provide advisory assistance and recommendations to the city manager and city council on park planning, park acquisition, and park operations and maintenance within the current and future city limits of the city of Ridgefield.

These bylaws constitute the official rules of procedure for the Parks Board. Where rules of procedure are not addressed in these bylaws, the Board shall be governed by the Ridgefield Municipal Code and Robert's Rules of Order, Newly Revised.

2. MEMBERSHIP AND ORGANIZATION

The Board will consist of seven (7) members appointed by the Mayor and confirmed by the City Council.

2.1 Qualifications: All members of the Board must adhere to the member qualifications as specified in RMC 2.56.020.

2.2 Term of Office: The term of office for each appointive member shall be three years.

2.3 Resignation: If a member is unable to complete their term of service, a letter of resignation shall be sent to the Mayor indicating the effective date of the resignation.

2.4 Removal or Forfeiture of Office: Members may be removed in accordance with RMC 2.56.

2.5 Vacancies: Vacancies occurring otherwise than through the expiration of terms shall be filled for the unexpired term by the City Council in the same manner as for appointments.

2.6 Political Affiliation and Compensation: The members shall be selected without regard to political affiliations and serve without compensation.

3. OFFICERS AND ELECTIONS

The officers of the Parks Board shall consist of a Chair and Vice-Chair elected from the members of the Board and such other officers as the Board may, by majority vote, approve and appoint.

The election of officers shall take place in accordance with RMC 2.56. The term of office of each officer shall run until a subsequent election of officers.

3.1 Duties of the Officers

The Chair shall be the Presiding Officer for Board meetings. In the event the Chair is not in attendance, the Vice-Chair shall be the Presiding Officer.

The Presiding Officer's duties include:

1. Call the meeting to order.
2. Keep the meeting to its order of business.
3. Control the discussion in an orderly manner.
 - Introduce the agenda topic, provide for staff presentation and questions from the Board, and call for discussion among members.
 - Give every Board member who wishes an opportunity to speak.
 - Permit audience participation at the appropriate times.
 - Require all speakers to speak to the question and to observe the rules of order.
 - Guide the Board in providing direction to staff and making recommendations to the City Council.
4. State each motion before it is discussed and voted on.
5. Put motions to a vote and announce the outcome or summarize the consensus direction achieved by the Board.
6. Decide all questions of order.

4. DUTIES AND RESPONSIBILITIES

The authority of the Board is limited to those specific functions set forth in the RMC. The purpose of the Board is to advise the City Council.

As an advisory body, the Board does not have the authority to take binding action on behalf of the City.

Recommendations shall be made to the City Council as follows:

1. The Board shall vote on business issues before them at regular and special meetings.
2. Copies of minutes of all meetings shall be provided to the City Council.
3. The vote shall be reported to the City Council or in written and verbal staff reports at a regular or special meeting for consideration in the final decision-making on the issue.

4.1 Duties of the Parks Board

The Board acts as the research and fact-finding agency for Ridgefield. To that end, it may conduct surveys, analyses, research, and reports as are generally authorized or requested by the City Council or by the state with the approval of its council.

4.2 Responsibilities of the members:

The Board members accept the office's responsibility and declare their intention to execute the duties defined under the State law and the RMC to the best of their ability and to respect and observe the requirements established by the City Council.

5. MEETINGS

Public notice of meetings or public hearings before the Board shall be provided as required by law.

5.1 Regular Meetings

The Board shall hold at least one regular meeting each month for not less than nine months in each year. Meetings shall be held on the second Wednesday of each month at 6:30 PM and shall be open to the public. No meetings shall be permitted to continue beyond 10:00 PM without the approval of a majority of the members present.

When a regular meeting falls on a legal holiday, the regular meeting shall occur seven days following the scheduled meeting date unless otherwise designated by the Chair.

If no matters over which the Board has jurisdiction are pending upon its calendar, a meeting may be canceled by notice of the Chair or designee.

5.2 Order of Business: An agenda shall be prepared for each regular meeting consisting of the following order of business:

1. General Session Call to Order
 - Flag Salute
 - Roll Call – Request by the Presiding Officer for verbal identification of member attendance.
 - Late Changes – Request by the Presiding Officer for verbal identification of any late changes to the agenda.
2. Public Comment
3. Consent Agenda
 - Approval of Minutes – Request by the Presiding Officer for motion to approve the minutes of a previous meeting(s).
4. Presentation
5. Business
6. Public Hearing/Business
7. Staff Reports
8. From the Board
9. Adjourn

5.3 Special Meetings

Special meetings shall be at the call of the Chair or by request of another member and approved by the Chairperson. Special meetings require a minimum of a 24-hour notice. Special meetings shall follow the same order of business as Regular meetings.

5.4 Work-Study Sessions

Work study sessions may be held on an as-needed basis at the Chair's call. No action of the Board will be taken during work study sessions.

5.5 Record of Meetings: All regular and special meetings shall be recorded, and summary minutes produced, including resolutions, transactions, findings, and determinations.

Public hearings shall be recorded, and such recordings shall be a part of the official record.

Work-study sessions may be recorded, but no written record will be created.

All recordings, video and audio, and summary minutes are public records.

5.6 Public Comment and Testimony

Parks Board regular meetings may allow the public to express its views during Public Comment. The total time allowed for public comment is thirty (30) minutes unless extended by the Presiding Officer.

1. During Public Comment, the Board will allow members of the public to speak on issues not subject to a specific public hearing on the agenda for the meeting being held.
2. Individuals may speak for three (3) consecutive minutes or less.

3. An individual may only speak once on an item or subject unless the Presiding Officer authorizes otherwise. One speaker may not donate time to another.
4. Speakers appearing in person are asked to come to the podium to share their testimony or comments. Speakers appearing virtually are asked to raise their hand and unmute to have their testimony or comments heard. Each speaker must begin by clearly stating their first and last name, city of residence, and, if applicable, the organization they are representing.

5.7 Decorum for Audience Members

Persons attending or participating in Board meetings must not engage in speech or conduct that disrupts, disturbs, or otherwise impedes the orderly conduct of any meeting.

Disruptions may include but are not limited to:

1. Addressing the Parks Board while the Board is in session without the permission of the Presiding Officer.
2. Failure of a speaker to comply with the rules concerning public comment.
3. Whistling, hand clapping, stomping of feet, shouting, or other outbursts.
4. Approaching Board members or city employees who are staffing the meeting while the Board meeting is in progress unless authorized by the Presiding Officer.
5. Threat of violence that places a person in fear of harm, use of obscene language or gestures, or assault or attempt assault.

Repeated disruptions may result in the person being excluded from participation in public comment or attendance at one or more future Board or other public City meetings.

6. **PUBLIC HEARINGS**

The purpose of a public hearing is to gather information and obtain public input on a specific subject the Board is studying. Public hearings are required by state law when a city addresses such matters as comprehensive land use plans.

6.1 Staff Reports for Public Hearings

Staff reports to the Board shall contain the following minimum information:

1. Background information identifying the issues or issues for consideration, including key dates, concerns, and procedural information.
2. Identification of the Board's options for making recommendations to the City Council.
3. The result of the determination pursuant to the State Environmental Policy Act, if applicable.
4. Exhibits containing written or plan information necessary to assist the Board in developing recommendations.

The staff report shall be distributed to the Board and parties of record no less than three calendar days prior to the scheduled hearing and made available to the public as required by RMC and state law.

6.2 Order of Business

Public hearings will be scheduled during regularly scheduled meetings.

Prior to the start of the public hearing, the Presiding Officer will state the purpose of and process for the hearing and request that staff provide an introductory staff report.

The process for a public hearing shall be:

1. The presiding officer identifies the topic of the public hearing and declares the public hearing open.
2. The presiding officer will call for public testimony.
3. During public testimony, there is no interaction or questions between the speaker(s) and members.
For public testimony:
 - Persons wishing to speak, either in person or through remote participation, shall sign in and be called to speak in the order they signed. The presiding officer will then call for any additional speakers.
 - No specific time limits are placed on the length of public hearings.
 - Speakers appearing in person are asked to come to the podium to have their testimony or comments heard. Speakers appearing virtually are asked to raise their hand and unmute to have their testimony or comments heard. Comments shall not be made from any other location. Each speaker must begin by clearly stating their first and last name, city of residence, and, if applicable, the organization they are representing.
 - Individuals may speak for three (3) consecutive minutes or less.
 - Speakers are encouraged to indicate support for or opposition to previous comments rather than repeating prior testimony.
 - There will be no demonstrations, applause, or other audience participation before, during, or at the conclusion of any presentation. Such expressions are disruptive and take time away from the speakers.
 - These rules are intended to promote an orderly system of holding a public hearing, to give persons an opportunity to be heard, and to ensure that individuals are not embarrassed by exercising their right to free speech.
4. Following all public testimony, the presiding officer declares the public hearing closed.
5. The Presiding Officer returns the subject to the Board for discussion or motion. All motions are to be in the form of an affirmative motion. If Board members have questions for any of the speakers or staff, the appropriate individual will be recalled to the podium.
6. All motions require a majority vote of the quorum to be approved.

6.3 Continuation of a Public Hearing

If, in the opinion of the Board, more information is necessary to make a recommendation or decision, the Board may continue the hearing to a time and date certain upon vote of the Board. Additional information for a continued hearing may be submitted by an interested party or city staff prior to the continued hearing date, provided such information shall be submitted to the City and distributed to the Board a minimum of three calendar days before the date of the continued public hearing.

6.4 Hearing Record:

All written material provided before or during the hearing will be included in the hearing record.

6.5 Recommendations and Decisions.

All legislative matters before the Board shall be reviewed by the Board, and a recommendation shall be developed on the proposed action to the City Council. In their staff report to the City Council, staff shall report on the recommendation of the Board. A recommendation to the City Council shall be forwarded from the Board for City Council consideration at a regular or special meeting and shall contain the complete record of the proceeding before the Board.

7. RULES OF MEETINGS

7.1 Attendance

Attendance is expected of all members at all regular and special meetings. In the event that a member must miss a meeting, that member must notify the Clerk for the Board as soon as reasonably possible prior to the meeting.

The absence will be considered unexcused if a member fails to provide the required notice. The unexcused absence of a member from more than three (3) consecutive regular meetings may be cause for removal.

7.2 Remote participation

Members are expected to attend Board meetings in person whenever possible. Remote attendance will be considered an alternative and infrequent method for participation by a member, subject to the member providing sufficient advance notice and demonstrating that satisfactory equipment will be available.

Board meetings may be held remotely in the following circumstances:

1. Due to fire, flood, earthquake, or other emergency and there is a pressing need for action by the Board to address the emergency; or
2. There is a pressing need for action and a physically present quorum of members is prevented but can be obtained through remote means.

Approved remote participation will be considered attendance at the meeting and shall be counted toward the determination of a quorum.

7.3 Open Public Meetings

Members shall fully comply with RCW 42.30, Open Public Meetings Act (OPMA), including RCW 42.30.205, which requires training on the OPMA's requirements.

All meetings of the Board shall be open to the public. The Board may hold Executive Sessions as permitted by law.

7.4 Rules of Procedure

Except as modified by these rules of procedure, Robert's Rules of Order, newly revised, shall govern the conduct of the meetings.

7.5 Quorum

A majority of the members shall constitute a quorum and is required for the transaction of all Board business and the taking of official action. The Chair or Vice-Chair need not be present to constitute a quorum.

7.6 Voting

Each member shall have one vote. Only members present at a meeting, in-person or virtually, may vote. No vote may be cast by proxy. The Chair may vote on any issue. A majority vote shall carry, and minority opinions shall be formally registered in the summary minutes.

All votes shall be taken by voice. At the request of any member, a roll call vote may be taken.

If a member is silent on a vote, it shall be recorded as an affirmative vote. If a member abstains, it shall be recorded as an abstention and not included in the vote tally.

The Board can transact all necessary business whenever a quorum is present. All formal actions of the Board shall require a majority vote of the quorum to be approved.

8. CODE OF ETHICS AND DECORUM

A Board member is a representative of the City of Ridgefield; therefore, a member's actions should reflect that representation.

8.1 Code of Ethics

Members shall fully comply with RCW 42.23, Code of Ethics for Municipal Officers, and the most current version of the City of Ridgefield Code of Conduct, as adopted by the City Council.

8.2 Meeting Decorum

While a Board meeting is in session, a member shall neither, by conversation or otherwise, delay or interrupt the meeting or the peace of the Board, disrupt any member while speaking, or refuse to obey the orders of the Chair.

8.3 Conflict of Interest

To preserve the integrity of the Board, if a member reasonably believes they have a conflict of interest regarding a matter before the Board, the member should recuse themselves from discussion or vote on the matter and shall leave the meeting room while the matter is under consideration. A member may seek advice from the City Attorney in making this determination.

8.4 Ex Parte Communication

All ex parte communication by any member of the Board shall be disclosed at the beginning of a public hearing or discussion of the topic during a meeting. The Presiding Officer, in consultation with the members, may direct that the member disclosing ex parte communication be excused from participation in the proceedings.

8.5 Representing the City

The members shall not speak for or advocate on behalf of the City or Board, or act in a manner that may be construed as representing the City, unless specifically authorized to do so by the City Council. Similarly, a member is not authorized to speak for the Board unless specifically authorized by the Board.

If a member is meeting with, speaking to, or otherwise appearing before a member of the public, group, or other governmental agency, the member shall clearly state that their statement reflects their personal opinion if it is not the official position of the Board.

9. CONFLICTS AND AMENDMENTS

These rules are intended to supplement, not supplant, the requirements set forth in state statutes or the RMC. In the event of a conflict between these rules and the requirements of state law or the RMC, the state law or RMC will prevail.

Proposed amendments to these bylaws may be approved by a vote of the Board, as defined in these Rules. The amendments must be approved by the City Council prior to taking effect.

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