



**RIDGEFIELD PARKS BOARD
MEETING AGENDA**

**Wednesday, June 12, 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. Oath of Office : John Rafanelli**
- 4. 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 May 8, 2024 Meeting**

IV. PRESENTATION

- 1. Eagle Scout Service Project for Bat Habitats - Hyrum Bennett**
- 2. Playground Safety Inspections - Jon Embry, Facilities Maintenance Worker III and Corey Crownhart, Parks Manager**
- 3. Ridgefield Parks, Trails and Recreation Municipal Code Review - Corey Crownhart, Parks Manager**

V. BUSINESS

- 1. Parks, Trails, and Recreation Signage Placement - 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: June 12, 2024

AGENDA ITEM NAME: Approval of Minutes from the May 8, 2024 Meeting

SUMMARY/BACKGROUND:

STAFF CONTACT: Kim Zurcher, Clerk

ATTACHMENTS:

1. Parks Board Minutes 5.8.24



**CITY OF RIDGEFIELD, WASHINGTON
PARKS BOARD MEETING MINUTES
MAY 8, 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
Vice Chair Beth Bicknell
Board Member Alex Earl

Absent:

- 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 April 10, 2024 Meeting**

A motion was made to approve the minutes from the April 10, 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, Vice Chair Bicknell, Board Member Earl

IV. PRESENTATION

1. CAPS Program Trail Surveying Project - Presented by RHS Students

Ellie Creagam, Jaycie Rasmussen, and Macee Kory from Ridgefield High School CAPS (Center of Advanced Professional Studies) Program, which allows students to learn from clients that provide projects for the students to collaborate on, were assigned five trails to inventory and assess. They walked 1.8 miles, took note of what the trails were made of, and took inventory of benches and signs. Corey and the Parks Board members presented certificates to them for their hard work.

2. Parks, Trails, and Recreation Signage Update - Corey Crownhart, Parks Manager

Corey presented an update on trails and wayfinding signage. The current system has limited signage, and is inconsistent with fonts and styles. Many trails do not have any signage. Signs need to be more accessible and consistent. Engineering standards are going to be reviewed in the fall to allow for consistency moving forward with our current trail system and the future trails yet to be developed. The budget would allow for eight trailhead signs, and 40 wayfinding signs to be placed.

V. BUSINESS

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

A motion to accept the revised Parks Board Bylaws was passed.

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, Vice Chair Bicknell, Board Member Earl

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

Corey shared the following:

- Thank you to Whitney Randall for serving the Parks Board. Applications for the vacancy are under review by the Mayor.
- Abrams Park Master Plan was approved at the April 25th City Council meeting.
- Two competitive grants have been applied for Abrams Park and Boyse Park to help get the projects started in the next year. We will continue to find other financial opportunities for our parks.
- Waterfront Master Plan has its next open house on May 16th @ 4:30 pm at the RACC.
- Ridgefield Raptors season opener May 30th at the RORC. Go Raptors!
- Big Paddle is happening June 1st at the Waterfront.

VIII. FROM THE BOARD

None.

IX. ADJOURN

Kim Zurcher, Parks Board Clerk

Rian Davis, Chair

**CITY OF RIDGEFIELD
REQUEST FOR BOARD ACTION**

MEETING DATE: June 12, 2024

AGENDA ITEM NAME: Eagle Scout Service Project for Bat Habitats - Hyrum Bennett

SUMMARY/BACKGROUND:

Local Boys Scout Hyrum Bennett coordinated his Eagle Scout Service Project with the City of Ridgefield's Parks, Trails, and Recreation Division. He will provide a brief overview of this project and the importance of bat habitat for our community.

STAFF CONTACT: Corey Crownhart, Park Manager

ATTACHMENTS:

None

**CITY OF RIDGEFIELD
REQUEST FOR BOARD ACTION**

MEETING DATE: June 12, 2024

AGENDA ITEM NAME: Playground Safety Inspections - Jon Embry, Facilities Maintenance Worker III
and Corey Crownhart, Parks Manager

SUMMARY/BACKGROUND:

This presentation outlines the Playground Safety Inspection Process, emphasizing its critical role in ensuring the safety and well-being of children and families using park facilities. The City's facilities maintenance team conducts regular inspections of our 18 playgrounds to help identify and mitigate potential hazards, preventing injuries and promoting a safe recreational environment. Understanding this process is vital for the Parks Board of Commissioners, as it enables them to make informed decisions regarding safety protocols and resource allocation.

STAFF CONTACT: Corey Crownhart, Park Manager

ATTACHMENTS:

1. PB 2024.06.12 - CPSI Presentation



Playground Safety Inspections

Presentation

Parks Board of Commissioners

Wednesday, June 12, 2024





Introduction

Presenters

- Jon Embry, Facilities Maintenance Worker III and Certified Playground Safety Inspector (CPSI)
- Corey Crownhart, Parks Manager

Overview

- What is a CPSI?
- Inspection and Documentation Process
- Importance of Playground Safety Inspections
- Q&A



What is CPSI Certification?

- Administered by the National Recreation and Parks Association (NRPA)
- Focus on playground safety standards and best practices
- Ensures playgrounds are free of hazards
- Valid for three years
- Recognized nationwide

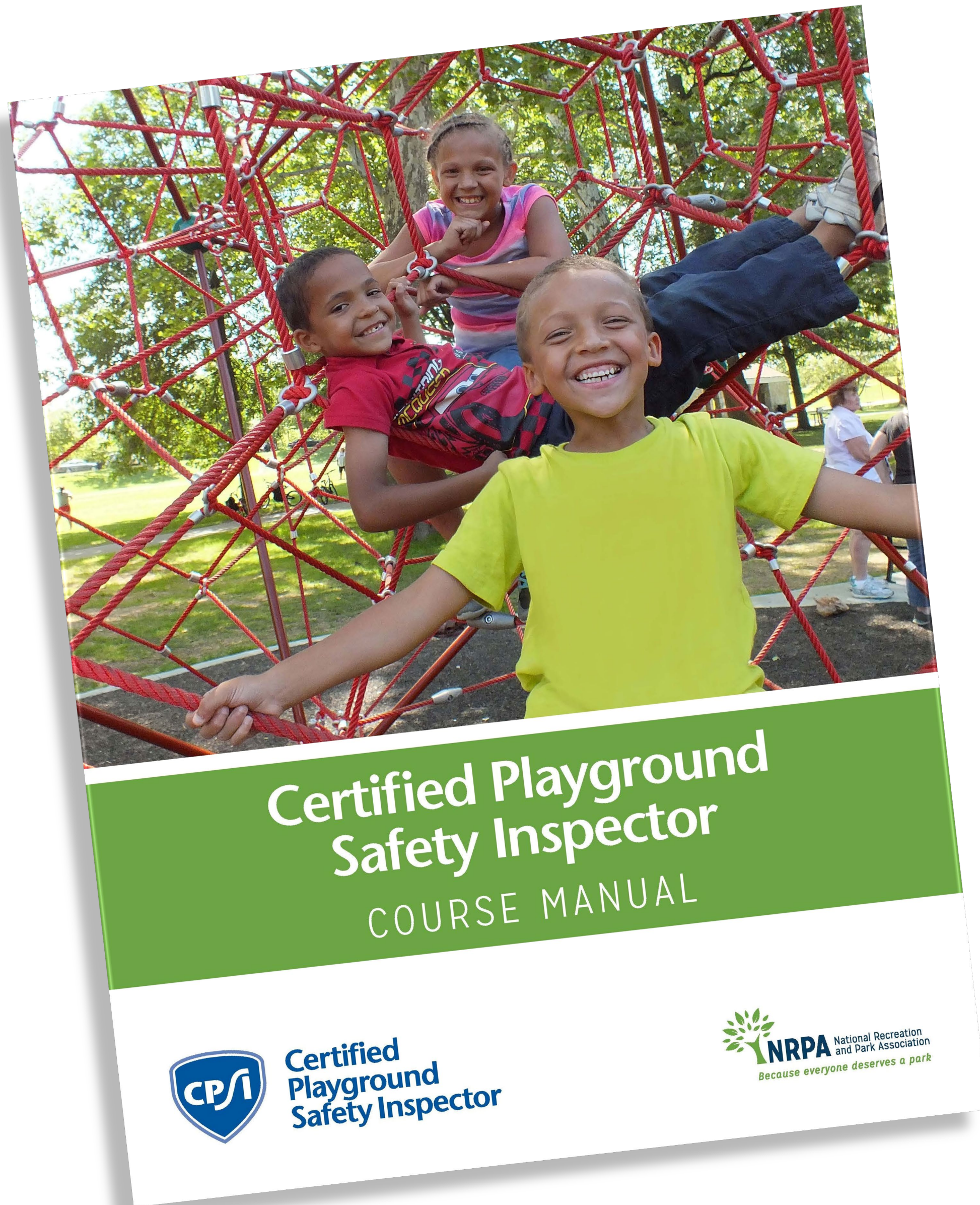


Available Certifications



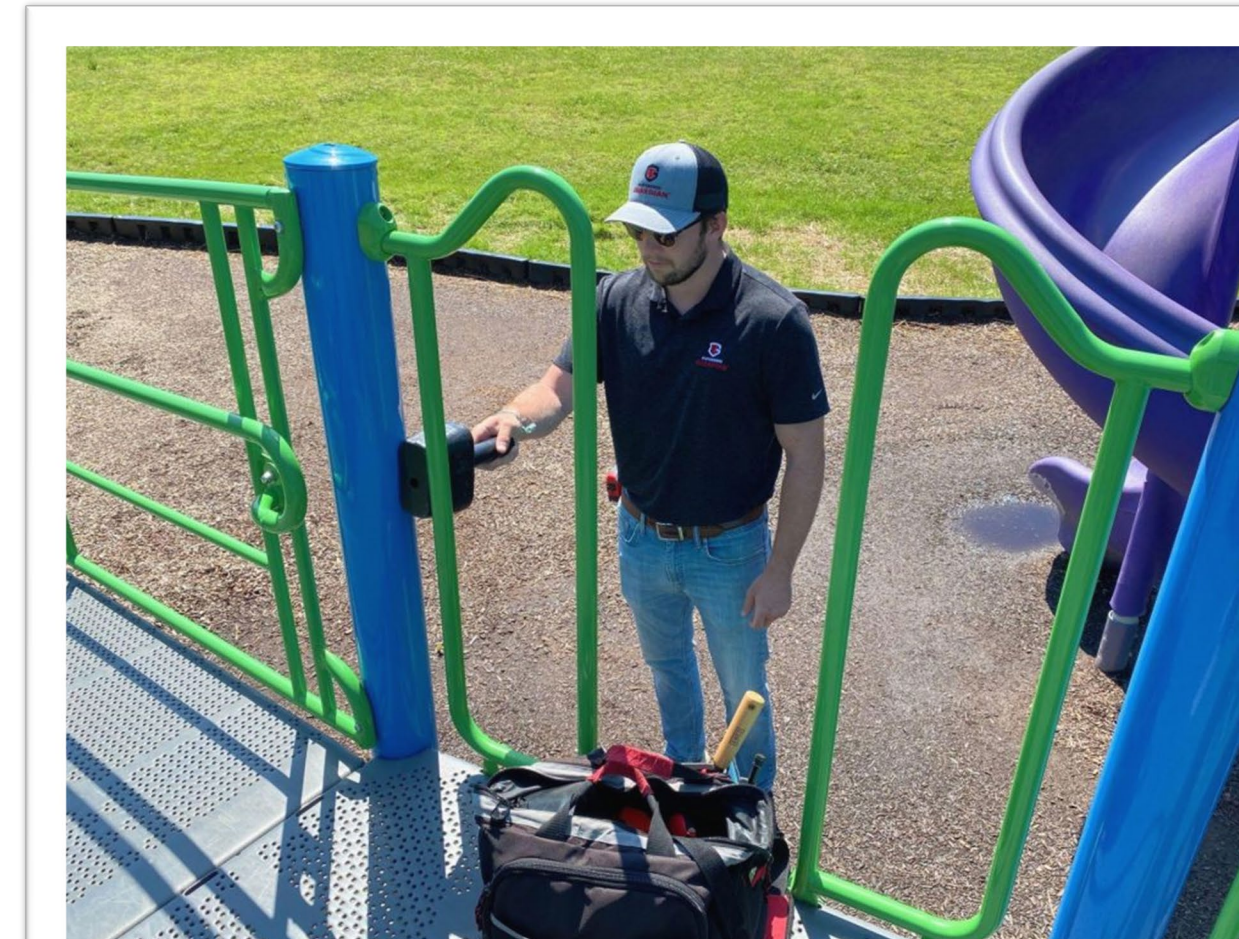
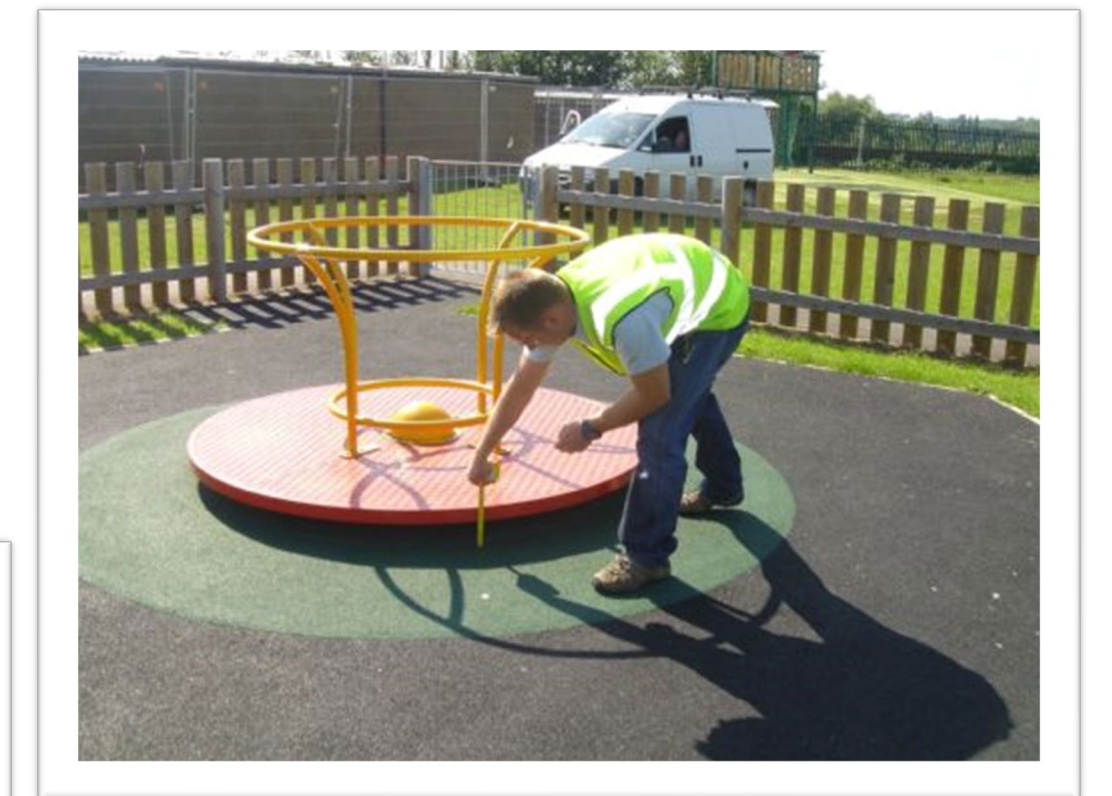
Certification Requirements

- Training: Completion of the CPSI certification course
- Exam: Passing the CPSI exam with a score of 70% or higher
- Background: Knowledge in parks and recreation administration or operations is beneficial
- Renewal: Certification must be renewed every three years



The CPSI Course & Exam

- Course Duration: 2-3 days
- Course Content: Playground safety, hazard identification, risk management, and maintenance
- Exam Format: Multiple-choice
- Exam Duration: 2 hours
- Exam Topics: Safety hazards, hazard identification, inspection procedures
- Passing Score: 70%



Inspection Process

Steps in the Playground Inspection Process



Preparation

Review standards and gather tools

Initial Walkthrough

Identify obvious hazards

Detailed Inspection

Examine equipment and surfacing

Risk Assessment

Evaluate potential risks

Documentation

Record filing and recommendations

Reporting

Prepare and submit inspection report



Inspection Toolkit Overview

- Measurement Tools: Rulers, tape measures, gauges
- Documentation Tools: Cameras, notepads, inspection checklists
- Specialized Tools: Probes, depth gauges
- Reference Materials: Safety standard manuals, manufacture guidelines



Importance of Playground Inspection



- **Child Safety:** Prevent Injuries and accidents
- **Compliance:** Ensures adherence to safety regulations
- **Maintenance:** Identifies wear and tear early
- **Community Trust:** Provides a safe play environment
- **Risk Management:** Reduces potentials hazards
- **Improves Play Experiences:** Ensures playgrounds are operational and enjoyable



Risk Management

- **Hazard Identification:** Early detection of potential dangers
- **Preventative Measures:** Implementation of corrective actions
- **Documentation:** Keeping detailed records
- **Training:** Educating staff and volunteers
- **Policy Development:** Creating safety policies and procedures
- **Continues Improvement:** Regularly updating practices based on new insights





Liability Consideration

- **Legal Protection:** Documenting compliance with safety standards
- **Incident Prevention:** Minimizing the risk of accidents and injuries
- **Reputation Management:** Avoiding negative publicity
- **Claims Defense:** Providing evidence in the case of lawsuits
- **Stakeholder Confidence:** Maintaining trust of parents and community





THANK YOU

GET IN TOUCH WITH US



Phone: (360) 887-6010



Presenter 1: jon.embry@ridgefieldwa.us
Presenter 2: corey.crownhart@ridgefieldwa.us



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Ridgefield, WA 98642



www.ridgefieldwa.us



**CITY OF RIDGEFIELD
REQUEST FOR BOARD ACTION**

MEETING DATE: June 12, 2024

AGENDA ITEM NAME: Ridgefield Parks, Trails and Recreation Municipal Code Review - Corey Crownhart, Parks Manager

SUMMARY/BACKGROUND:

This presentation provides an overview of Ridgefield Municipal Codes concerning Parks, Trails, and Recreation. Its purpose is to familiarize the board with the codified operations and business of the Parks, Trails, and Recreation Division. Serving as an educational tool, this presentation aims to prepare board members for making formal recommendations for code revisions to the City Council in Fall 2024.

STAFF CONTACT: Corey Crownhart, Park Manager

ATTACHMENTS:

1. Chapter_8.18___PARK_RULES_AND_REGULATIONS
2. Chapter_8.32___KITCHEN_FACILITIES_AT_ABRAMS_PARK
3. Chapter_2.56___RIDGEFIELD_PARKS_BOARD_ (3)
4. PB 2024.06.12 - PTR RMC Review
5. Parks Board Rules of Procedures - 2024

Chapter 8.18 PARK RULES AND REGULATIONS¹

8.18.010 Purpose.

The establishment and maintenance of park property and facilities is intended to benefit current and future citizens of the city of Ridgefield by providing opportunities for active and passive recreation. Rules and regulations governing use of park properties and park facilities will help to ensure that park property and park facilities are used and maintained in a manner beneficial to the community. The foregoing park rules and regulations are intended to provide standards for the public use and enjoyment of these facilities and to provide for the public health, safety, welfare and protection in the use and enjoyment of these facilities.

(Ord. No. 1116, § 1, 10-11-2012)

8.18.020 Definitions.

The terms used in this chapter of the Ridgefield Municipal Code shall be defined as follows:

"Camp" means to erect a tent or other shelter or to use a sleeping bag, a vehicle or a trailer camper for the purpose of or in such a way as will permit remaining overnight.

"Camp site" means designated camping sites which are designated for the use of tent campers, and at which no water, sewer or electrical facilities are available for hookup to a trailer or a camper.

"City" means the city of Ridgefield.

"City council" means the elected members of the Ridgefield city council.

"Dog park" means a fenced or enclosed area of a city park designated by the city council by resolution or ordinance as an area where dogs may be off a leash.

"Motor vehicle" means any self-propelled device capable of being moved upon a road or other surface by which any persons or property may be transported, and shall include but not be limited to automobiles, boats, trucks, motorcycles, motor scooters, jeeps or similar type four-wheel drive vehicles and snowmobiles.

"Off leash area" means an area of a city park designated by the city council by resolution or ordinance as an area where dogs may be off a leash.

"Park" means all public parks, plazas, public squares, playgrounds, activity centers and associated buildings, designated open spaces, designated sensitive lands and other facilities of the city of Ridgefield specified in the "City of Ridgefield Comprehensive Parks, Recreation and Open Space Plan," and/or acquired by the city which are identified as park and recreation facilities owned and operated by the city, and/or jointly owned and operated by the city and other designated entities.

¹Editor's note(s)—Ord. No. 1116, § 1, Oct. 11, 2012, amended Ch. 8.18 in its entirety to read as herein set out. Former Ch. 8.18, §§ 8.18.010—8.18.140, pertained to similar subject matter and derived from Ord. 929(part), 2006.

"Parks board" means the seven-member board 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.

"Person" means all persons, firms, partnerships, corporations, clubs and all associations or combinations of persons whether acting for themselves or by an agent, employee or member.

"Planning director" means the employee of the city charged with the responsibility of administering and enforcing the land development regulations of the city.

"Public works director" means the employee of the city charged with the responsibility of administering the city's public works department and enforcing public works rules and regulations.

"Trail" means any path or track designed for use by pedestrians or bicycles and which use is not permitted by standard passenger automobiles, or other rights-of-way specifically designated and posted for non-vehicular use.

"Trailer" means a towed vehicle which contains any sleeping or housekeeping accommodation, boat, animal, apparatus or is designed for the purpose of transporting any of the same by towing behind a vehicle.

(Ord. No. 1116, § 1, 10-11-2012)

8.18.030 Allowable hours of operation.

Parks shall be open to the public between the hours of seven a.m. and nine p.m. unless otherwise posted or approved by the city manager in consultation with the police chief and public works director. Activities on park property or in park facilities that exceed normal hours of operation may be authorized in association with an agreement or special event permit.

(Ord. No. 1116, § 1, 10-11-2012)

8.18.040 Non-permitted activities.

- A. All activities that constitute civil or criminal violations under local, state or federal statutes are not permitted within park property and/or park facilities.
- B. The following activities are not permitted in city parks and park facilities unless expressly authorized by the planning director or his or her designee or city council as part of the special event permit process or an agreement:
 1. Activities that are hazardous to others.
 - a. Practicing or playing of games or activities in a manner that could knowingly harm other persons, animals and/or real or personal property;
 - b. Building and operating fires unless authorized by a special event permit or agreement for a designated area of a park;
 - c. Negligent operation of a motor vehicle including operating in an area not specifically designated for motor vehicle usage and/or exceeding a vehicle speed of fifteen miles per hour;
 - d. Operating a boat, yacht, canoe or raft or other watercraft upon any watercourse in any park under the jurisdiction of the city except at such places as may be provided or designated for such purpose.
 - e. Tobacco use in the following areas:
 - The immediate area of playgrounds and play areas;

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- The immediate area around any public event at a park or ball field, such as picnics, concerts, and during adult and youth league games and practices;
 - The immediate area around public restrooms.
2. Activities interfering with other citizens' use and enjoyment of park property and facilities.
 - a. Activities conducted for private gain and profit without prior authorization from the city;
 - b. Operation of a powered public address system or amplified music speaker system or other means of amplifying sound;
 - c. Knowingly causing harm or destruction to the natural plants, trees and/or animals of a park;
 - d. Overnight parking of recreational vehicles or trailers except as authorized by a special event permit or agreement and in association with a recognized and sanctioned community or special event;
 - e. Posting signs, posters and notices of a private nature not authorized by a special event permit and not in conformance with the sign ordinance in effect at the time;
 - f. Interfering with the use of a reserved area of any park obtained through an approved special event permit process.
 3. Activities not in conformance with general rules of behavior.
 - a. Failure to use designated existing trail systems to protect the ecosystem of a park property and/or intrusion into environmentally sensitive areas with manual or mechanical equipment when posted or otherwise designated as an area to remain undisturbed;
 - b. Failure to keep pets on a leash, except for areas designated as dog parks or off leash areas. Restrictions do not apply to service animals or police dogs;
 - c. Pets are prohibited on city-owned athletic fields but may be allowed in the spectator area at the discretion of the athletic group;
 - d. Failure to clean up animal discharges;
 - e. Failure to accompany pets in areas designated as dog parks or off leash areas;
 - f. Failure to keep pets under vocal control in areas designated as dog parks or off leash areas;
 - g. Failure to keep pets from causing public nuisance, safety hazard, or harassment of people, other dogs, or wildlife in areas designated as dog parks or off leash areas.

(Ord. No. 1116, § 1, 10-11-2012)

8.18.050 Agreements for use of park property and facilities.

- A. The city will honor all existing agreements with organizations that are on file with the city until such time that these agreements expire.
- B. All current or future uses of park property and park facilities shall enter into an agreement with the city with such agreements to be maintained on file at the city.
- C. All agreements shall be prepared and maintained in accordance with the following procedures:
 1. For existing private structures not currently covered by an existing agreement maintained and operated on park property, an annual agreement shall be required and shall be renewed at the beginning of each calendar year subject to review and approval by the city council or its designee.

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(Supp. No. 101)

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2. For new structures located on park property, an agreement for use of the park property shall be required and shall not exceed a maximum of five years, except that for investments in park property and/or structures in excess of fifty thousand dollars, as approved by city council, may be authorized for a longer term lease. Any structures located on park property not covered under a longer-term agreement shall be required to conform to subsection C.1. of this section.
 3. Costs for use of a park and/or facilities shall be determined by the city council.
- D. Conducting business in city parks and plazas. No one shall conduct any business in a city park or on any city plaza except as is provided in this chapter. "Business" means and includes any activity which involves sale of any goods or services, whether conducted for profit or not, and regardless of by whom conducted.
1. Anyone desiring to conduct any business in any city park or on any city plaza shall apply to the city for a permit to do so.
 2. The form of application for a permit provided in section D.1. shall require the following information, and such additional information as is found by staff to be necessary:
 - (i) A copy of a current city business license.
 - (ii) Type of any items to be sold;
 - (iii) Description of how business will be conducted and a drawing of any vehicle or stand from which good will be sold;
 - (iv) A statement signed by the applicant agreeing to hold harmless the city and its officers and employees from any claims for injuries or damages alleged by any person to have been caused by such activity;
 - (v) If goods are to be sold from any stand or cart, proof of insurance in the amount of one million dollars per occurrence to cover claims for injury or damages suffered or alleged to have been suffered by any person as a result of such activity, which insurance policy shall name the city as an additional insured and shall provide it cannot be cancelled except after ten days' written notice to the city; and
 - (vi) Proof of application for all permits required by other public agencies such as the health district.
 3. No permit shall be issued if it is found that its issuance would interfere with safe use by the public of any park or plaza property, and the city may limit the number of any permits at any given park or plaza if it finds that such limitation is necessary to protect the public health and safety.
 4. Any permit shall be conditioned as to hours of permitted operation and as to requirements found necessary, and such permit may be conditioned that it shall not be valid during any designated special event under chapter 5.40.
 5. A permit shall be valid for one year from date of issue, and may be renewed upon application, unless it is found that the permittee has failed to conform to the terms of the RMC or to the terms and conditions under which it was issued, or unless it is found that such permit is inconsistent with the public safety or public use of the park or plaza.
 6. All permits issued under this chapter shall be nontransferable and may be used only by the permittee.
- E. Concession agreements. In addition to the permits provided for in this section, the city may recommend "concession agreements" to city council. Such agreements may be with any person or profit or nonprofit organization for the conduct of a business in a city park or on a city plaza. For the purposes of this chapter, a "concession agreement" is an instrument by which the city and the person or profit or nonprofit organization agree that the person or organization shall provide a given service for the public at a park or plaza, or at a

specified area in such park or plaza, or at more than one park or plaza, and shall have the exclusive right to do so.

1. Prior to entering into any concession agreement, the city shall have determined that the public should and can best be served by a single purveyor.
 2. Concession agreements may be entered into by city staff for provision of refreshments by profit or nonprofit organizations in connection with sports events which such organization conducts in any city park.
 3. Any concession agreement may be revoked in the manner provided for revocation of permits by section 8.18.050(I).
- F. Temporary park and facility use permits. A temporary park and facility use permit is required for all special events as defined in RMC 5.40 regardless of the number of attendees; or for the reserved use of a park building or structure; and/or for activities within a park or park facility that will or may significantly impact other park users, utilizes the park and/or park facility in a manner in which it was not designed nor intended to accommodate, or exposes the city to increased liability. Permits shall be valid for the time designated, and not to exceed four days, in connection with a special event. During such event, the right-of-way shall be considered a park or plaza area.
1. Issuance of a park and facility use permit shall be expressly conditioned on the issuance of all other required city, state or county permits or licenses prior to the date of the activity or event.
 2. Priority may be given for park use to local tax-exempt not-for-profit organizations operating in and providing services to the citizens of the city or organizations who have been identified as city partners. Priority may also be given to annual, semiannual or other regularly scheduled or recurring special events. If competing applications cannot be resolved on this basis, permits shall be granted to the earliest completed application received for the time and place requested.
 3. A park and facility use permit is a license which is personal, non-assignable and is revocable at any time for violation of the terms of the permit or any local, state or federal law.
 4. A rental and damage deposit for the use of a city park and/or facility shall be such as is adopted by the city council. All cleaning of the park and park facilities is the responsibility of the permittee and it must be left in the same condition in which it was found. Permittees are required to remove at their expense all materials, equipment, furnishings or rubbish left after use of the park or park facility. The damage deposit will be retained until all items are removed. If no damage is incurred, all items are removed and the park or park facility is clean, the deposit will be returned to the permittee. Cancellation of the use permit with fewer than ten days prior to the scheduled event shall result in forfeiture of one-half of the deposit. All cancellations must be in writing.
 5. The city shall not be liable for injuries or loss of property or vandalism resulting from the use of a city park or park facility or adjacent parking areas.
 6. Notwithstanding any other provision of this chapter, the city manager or designee may enter into an agreement or agreements on behalf of the city with any nonprofit group or city partner to provide for the use of a city park or parks.
 7. A park and facility use permit shall not be required for an expressive event as defined in RMC 5.40.010.
- G. A permit from or agreement with the city is required to dispense alcoholic beverages in a city park or park facility. The permittee shall be required to comply with all applicable liquor laws of the state of Washington and shall obtain all licenses and permits required by the state of Washington.

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- H. A permit from or agreement with the city is required for the public display of fireworks in a city park or park facility. The permittee shall be required to comply with all applicable state and local fireworks laws and shall obtain all permits and/or licenses required by the state of Washington.
 - I. The city has the right to set times and places during which a permit shall be in effect and impose any other terms or conditions for issuance of a permit as it deems appropriate.
 - J. The city manager or designee may revoke any permit issued under this chapter if it is necessary to do so to protect the public health and safety or if the permittee has violated any RMC or terms or conditions of such permit.

(Ord. No. 1116, § 1, 10-11-2012; Ord. No. 1288, § 2(Exh.), 2-28-2019)

8.18.060 Park maintenance and operations.

- A. Parks maintenance and operations shall be conducted by the public works department of the city of Ridgefield or its authorized agent under the supervision of the public works director or his or her designee.
- B. Volunteer groups or organizations are encouraged to assist the city in the improvement and/or maintenance of its park property and/or park facilities. Such assistance may be on a one-time, annual or on-going basis. Volunteer organizations that wish to assist the city with parks maintenance and operation shall fill out an information form indicating the location, time and extent of proposed volunteer activity and specifying a contact person provided by the city prior to the commencement of any work.
- C. Volunteer activities for temporary park improvements and maintenance including, but not limited to, seasonal plantings shall be authorized administratively. Volunteer activities for permanent and durable park improvements, including, but not limited to, buildings, lighting, trees and shrubs and benches shall be reviewed by the parks board. The board shall determine if the proposed permanent improvement is in conformance with any adopted master plan and any other applicable policies. The board shall then make a recommendation to city council, which shall make the final decision on the installation of the permanent improvement.

(Ord. No. 1116, § 1, 10-11-2012)

8.18.070 Adoption of specific park rules and regulations by manager.

The city manager, under the direction of the city council, has the power to promulgate and adopt reasonable rules and regulations pertaining to the operation, management and use of parks, and shall post the same in conspicuous places in the parks. Such rules and regulations may include the closure or establishment of operating hours of any park or portion thereof, as designated by signs located within the designated portion, to the general public. Such closures may be for reasons of public safety, improper use, welfare and convenience, or for reasons of park maintenance.

(Ord. No. 1116, § 1, 10-11-2012)

8.18.080 Security requirements for private use of park property and facilities.

The promoter of any special event, carnival, dance, athletic contest or any other occurrence at a park property or facility, or privately owned property that will attract a large crowd, shall provide security for such activity. Such security measures shall be approved by the Ridgefield chief of police or his or her designee thirty days before commencement of the activity. If such activity is commenced without having first obtained city approval of proposed security measures, the chief of police or his or her designee shall have the discretionary

authority to order the promoter or designated person in charge of the activity to cease operations immediately. Violation of this provision shall be a class B misdemeanor.

(Ord. No. 1116, § 1, 10-11-2012)

8.18.090 Park master plan standards.

- A. Rules and regulations may be developed in conjunction with specific park master plans that may result in additional rules and regulations on the use and enjoyment of specific park properties and/or facilities. The standards contained within this chapter should therefore be viewed as the minimal parks rules and regulations applicable to all park facilities and properties.
- B. Park master plans and the standards contained therein shall be reviewed for any necessary changes or updates on a scheduled basis to be determined by the parks board and/or city council.

(Ord. No. 1116, § 1, 10-11-2012)

8.18.100 Naming of park facilities.

- A. The following are the general procedures for the naming of public parks in the city of Ridgefield. These procedures apply to existing park land that is not currently named or new parkland dedicated to the city as part of a development action or donated to the city by a private party.
 - 1. Park Naming Request Form Availability. Request forms to name parks are made available to the public on the city's website and at city hall. Request forms may also be distributed at any public meetings held in the neighborhood(s) near the park.
 - 2. Submittal of Request. A request to name a park is submitted in writing on the city prepared form to city staff.
 - 3. Staff Presentation to Parks Board. City staff makes a presentation to the parks board on the park naming request. Staff will provide the board with information on the requesting party, including any specific requests for naming, park location and park size.
 - 4. Board Public Meeting. The board during a regularly scheduled meeting will consider as an agenda item the park naming request and will invite citizens to give public input. City staff will advertise the public comment opportunity in common posting areas in the city and in other areas as appropriate. If appropriate, city staff will also notify affected property owners, community organizations and other interested parties prior to the board's consideration of a park naming request to provide these parties with the opportunity to have public input.
 - 5. Board Recommendation to City Council. The board in its advisory capacity, either following public testimony or at a separate board meeting, will make a formal recommendation to the city council for the naming of a park that will be recorded in the board's official meeting minutes.
 - 6. City Council Consideration of Board Recommendation. The city council as part of a regular meeting agenda will consider the recommendation of the parks board and will pass a motion either supporting the recommended park name or approving an alternate name. The council at its discretion may send the issue back to the parks board for additional consideration.
- B. In considering park names the board will follow these general guidelines:
 - 1. Geographic References. Park names may be based on their location in the community or a common name for the area where the park is located.

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2. Recognition of Individuals. Park names may be based on deceased or living individuals who have provided significant service to the community. The city will attempt, when possible, to obtain written evidence of family support for the park naming consideration prior to the parks board's development of a recommendation to the city council.
 3. Recognition of Function. Park names may be based on a specific function that the park serves.
 4. Recognition of Historical or Cultural or Community Based Events or Organizations. Park names may be based on historical events, cultural events, or for community based events or organizations.
- C. The parks board and the city council shall not be bound by the preceding guidelines, and may follow other considerations when considering the naming of park facilities.

(Ord. No. 1116, § 1, 10-11-2012)

8.18.110 Special event permit procedures.

- A. The purpose of this section is to assure equal access to and enjoyment of park properties and facilities. Any person or organization desiring to utilize city park property and/or park facilities for an exhibition, performance, assembly, display, community event, special event or other similar activity that would substantially preclude normal public use and enjoyment of park property and/or facilities will be required to have an approved special event permit. Examples of activities that would require a special event permit are exclusive use of a park property or facility, use of more than fifty percent of the area of a park property, organized fairs or carnivals, large gatherings of people in excess of two hundred persons, events occurring after allowable hours of operation and events or activities that would cause noise. Examples of activities that would not require a special event permit are non-organized sport usage of park properties or facilities, family picnics, and nonaffiliated social events.
- B. Special event permit application forms are available on the city website and at city hall. Completed application forms shall be submitted to city hall thirty calendar days before the commencement of the activity. There shall be no permit fee charged to an applicant. City staff will issue a decision on the permit application prior to or no later than thirty days after the submittal of the application. In instances where city staff determines that a proposed activity will have significant impact to abutting property owners or the public in general, the request may be referred to the city council.
- C. A special event permit request for exclusive use of a park structure and/or park property may require proof of insurance in the amount and type recommended by the city's insurance carrier as such coverage relates to the intended use. Depending on the type of event, the activity and risk level, the applicant may be required to obtain bodily injury and property damages liability insurance in accordance with city policy, naming the city as additional insured on its policy. After review of the application, the city will advise applicants whether insurance is required for the special event.
- D. If an agreement contains provisions and conditions for an activity occurring on park property or in a park facility, a separate special event permit shall not be required.

(Ord. No. 1116, § 1, 10-11-2012)

8.18.120 Appeals.

An applicant may appeal the decision on a special event permit application within fourteen days of the date of the issuance of the determination or enforcement notification. Appeals shall be conducted in conformance with RDC Title 18.

(Ord. No. 1116, § 1, 10-11-2012)

8.18.130 Liability.

The provisions of this chapter shall not be construed as relieving or limiting in any way the responsibility or liability of any person, business or organization using park property or a park facility under the jurisdiction of the city of Ridgefield for personal injury or property damage resulting from the use, authorized or unauthorized, of park property or park facilities. Nor shall it be construed as imposing on the city or its officers or employees any responsibility or liability by reason of the approval or disapproval of a special event permit under the provision of this chapter.

(Ord. No. 1116, § 1, 10-11-2012)

8.18.140 Enforcement of special event permits and agreements.

- A. Violations of special event permit procedures may result in the revocation of an approved permit by the planning director or his or her designee.
- B. Violations of the adopted parks rules and regulations by parties to agreements may result in suspension of an approved agreement by the Ridgefield city council.

(Ord. No. 1116, § 1, 10-11-2012)

8.18.150 Violations—Penalties.

- A. A person who fails to obey the park rules as adopted pursuant to the provisions of this section shall first be warned and, upon a second or subsequent offense, shall be deemed guilty of a class 1 civil infraction punishable by a minimum fine of one hundred twenty-four dollars, or the then current minimum fine for a class 1 civil infraction, not including statutory assessment.
- B. Confiscation of Property. A law enforcement officer having probable cause to believe a violation of the rules has been committed by improper use of skateboards, in-line-skates, roller-skates, coasters, toy vehicles, bicycles or other similar wheeled devices will have the authority to confiscate said items and hold the same as evidence pending adjudication of the infraction.
- C. Any person who conducts illegal behavior or acts in an illegal manner in the city parks of the city of Ridgefield shall be guilty of criminal trespass in the first degree and shall be charged pursuant to Section 9.05.110.
- D. Removal From City Property. A law enforcement officer having probable cause to believe a person has conducted an illegal act or illegal activity in a city park in the city of Ridgefield shall have the authority to escort said person from the city park and prevent said person from entering upon the city park premises till there is adjudication of the criminal trespass charge.
- E. Additional violations of this chapter may be imposed or enforced under RDC Title 18.

(Ord. No. 1116, § 1, 10-11-2012)

Chapter 8.32 KITCHEN FACILITIES AT ABRAMS PARK

8.32.010 Facilities coordinator.

The city clerk shall be and is designated as the facilities coordinator.

(Ord. 726 § 1, 1998).

8.32.020 Application.

Prior to the use of the facilities of the community kitchen in Abrams Park, an application must be made on a rental application form provided by the city. All information requested on the rental application must be provided in detail by a responsible representative of the group requesting use of the facilities. The facilities coordinator or a designated representative shall sign the application indicating that the requested dates are available and that the nature of the intended use is approved. All applications must be received at least ten days prior to the date of intended use.

(Ord. 726 § 2, 1998).

8.32.030 Community kitchen—Use approval guidelines.

Basic guidelines for approval of the community kitchen at Abrams Park are as follows:

- A. The use of the facility shall not be restricted on the basis of race, sex, religious affiliation, national origin or political affiliation.
- B. The scheduling of dates for the usage of the facilities will be the responsibility of the facilities coordinator.
- C. The facilities coordinator may reject any application if, in the judgment of the coordinator, the anticipated use would not comply with the intent of this chapter.
- D. The city, in support of the facilities coordinator, reserves the right to revoke or cancel any permit given and to refund any payment made for the use of facilities where the applicant is found to be in violation of current rules or adopted policy of the city. Applicant will be given prompt notice of cancellation.
- E. Such other and further proposed uses of the community kitchen may be adopted by resolution by the city council in conjunction with recommendations from the Ridgefield parks board.

(Ord. 726 § 3, 1998).

8.32.040 Community kitchen fees.

A rental and damage deposit for the community kitchen shall be such as is adopted by resolution by the city council from time to time. The city may provide an attendant to be present during the required period. The cost of the attendant shall be included in the rental fee.

(Ord. 726 § 4, 1998).

(Ord No. 1190, § 2(Exh.), 7-23-2015)

8.32.050 Damage/reservation deposit.

- A. Any required damage or reservation deposit shall be payable at the time of the application. Cancellation of the facilities rental agreement prior to the scheduled event without proper written notice shall result in a forfeiture of one-half of the deposit. The balance is to be returned within seven working days.
- B. The reservation may be cancelled by giving a written notice to the city ten days prior to the date of the scheduled event.
- C. The city shall not be liable for injuries or loss of property or vandalism resulting from the use of the premises or the adjacent parking areas.

(Ord. 726 § 5, 1998).

8.32.060 Building rules.

- A. Applications for use of the community kitchen at Abrams Park will be approved on a first-come, first-served basis.
- B. Use of the community kitchen at Abrams Park may be from sunrise to one hour after sunset any day of the week. Use of the kitchen from one hour after sunset to sunrise is strictly prohibited. These hours may be altered by the city in its discretion.

If there are not conflicting rentals, the facilities coordinator has the discretion to allow the renter the usage of the building a reasonable time before the rental for preparation of the event.

- C. Occupancy of the building is limited to the number of people posted by the fire marshal.
- D. Special equipment needed must be provided by the user.
- E. All cleaning of the facilities is the responsibility of the applicant and it must be left in the same condition in which it was found on the inside of the building and the adjacent grounds utilized by the applicant for the function or any parking of the guests of the applicant. Applicants are required to remove at their expense all materials, equipment, furnishings or rubbish left after use of the facility. The damage deposit will be retained until all items are removed. If no damage is incurred, all items are removed and the building is clean, the deposit will be returned to the applicant within seven working days.
- F. No alcohol or smoking is allowed in the community kitchen at Abrams Park.

(Ord. 726 § 6, 1998).

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).



Parks, Trails, and Recreation Municipal Code Review

Presentation

Parks Board of Commissioners

Wednesday, June 12, 2024

Presented by: Corey Crownhart, Parks Manager





Introduction

Overview

- RMC 2.56 Ridgefield Parks Board
- RMC 8.18 Park Rules and Regulations
- RMC 8.32 Kitchen Facilities at Abrams Park

Objective

- Discuss the current RMC Code and possible adjustments
- Determine next steps of research for Staff



RMC 2.56 Ridgfield Parks Board

Things to Consider

- Inconsistent with updated Parks Board Rules of Procedure
- 2.56.020 Membership - Residence Requirement
- 2.56.040 Procedures - Election of Chair and Vice-Chair





RMC 8.18 Parks Rules and Regulations

Overview

- Governs use of park properties and facilities.
- Hours of Operations
- Non-Permitted Activities
- Agreements for Park Use - Priority Users, Concessions, Special Use Permits
- Park Maintenance and Operations
- Park Specific Rules Adoption Process
- Park Master Planning Standards
- Naming of Park Facilities



RMC 8.18 Parks Rules and Regulations Cont'd

Things to Consider

- Last updated in 2012
- Compliance with the process to approve improvements by volunteer groups
- Compliance with the process of naming facilities
- Does not address
 - Trails or other Parks & Rec Facilities
 - Drones or remote-controlled vehicles
 - Equestrian activity
 - Reservation Policies & Procedures





8.32 Kitchen Facilities At Abrams Park

Overview

- Governs process for reserving community kitchen at Abrams Park

Things to Consider

- Last updated in 1998
- The City Clerk is the designated facilities coordinator
- Non-discrimination language



Not Covered Today

- Engineering Standards
- RMC Title 18 Building Code





THANK YOU

GET IN TOUCH WITH US



Phone: (360) 887-6010



Presenter: corey.crownhart@ridgefieldwa.us



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PARKS BOARD OF COMMISSIONERS

RULES OF PROCEDURE (BYLAWS)

As Adopted by City Council: May 23, 2024

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 Rules of Procedure (hereinafter “Rules” or “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 reside within the corporate limits of the city. They must be qualified to be electors in the city but need not be so registered.

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 by the city manager, with the approval of the council, for inefficiency, neglect of duty, malfeasance in office, no longer meeting the qualification requirements, or three unexcused absences from meetings of the Board within a one year period.

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 annually at a meeting in January. 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. 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 or a quorum will not be in attendance, 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. Public Comment
8. Staff Reports
9. From the Board
10. 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 as follows:

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 remanded by the Presiding Officer, 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 Board members in attendance may vote to excuse the member for missing the meeting.

The absence will be considered unexcused if a member fails to provide the required notice or the Board does not vote to excuse the absence. The unexcused absence of a member from more than three (3) meetings within a one-year period 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.

City Council will review these Rules of Procedure on or about every five (5) years or at any time recommended by the Board. The procedure for review and amendment is:

1. Review by the Board with a recommendation to City Council for any or no proposed amendments by a vote of the Board, as defined in these Rules, and
2. Approval of proposed or other amendments by City Council.

DocuSigned by:

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Parks Board Chair

6/5/2024

Date

DocuSigned by:
Ron Onslow
8822CF05FDE1408...

Mayor

DocuSigned by:
Julie Ferriss
BA35ACBCC9B14B1...

City Clerk

6/4/2024

Date

6/4/2024

Date

**CITY OF RIDGEFIELD
REQUEST FOR BOARD ACTION**

MEETING DATE: June 12, 2024

AGENDA ITEM NAME: Parks, Trails, and Recreation Signage Placement

SUMMARY/BACKGROUND:

The Parks Board of Commissioners reviewed the Wayfinding and Trail Signage Project in May 2024. Tonight, the Board is asked to consider the trails for placement of signage for a pilot wayfinding signage project.

STAFF CONTACT: Corey Crownhart, Park Manager

ATTACHMENTS:

1. PB 2024.06.12 - Signage Placement



Wayfinding Signage Placement

Request for Board Action

Parks Board of Commissioners

Wednesday, June 12, 2024

Presented by: Corey Crownhart, Parks Manager

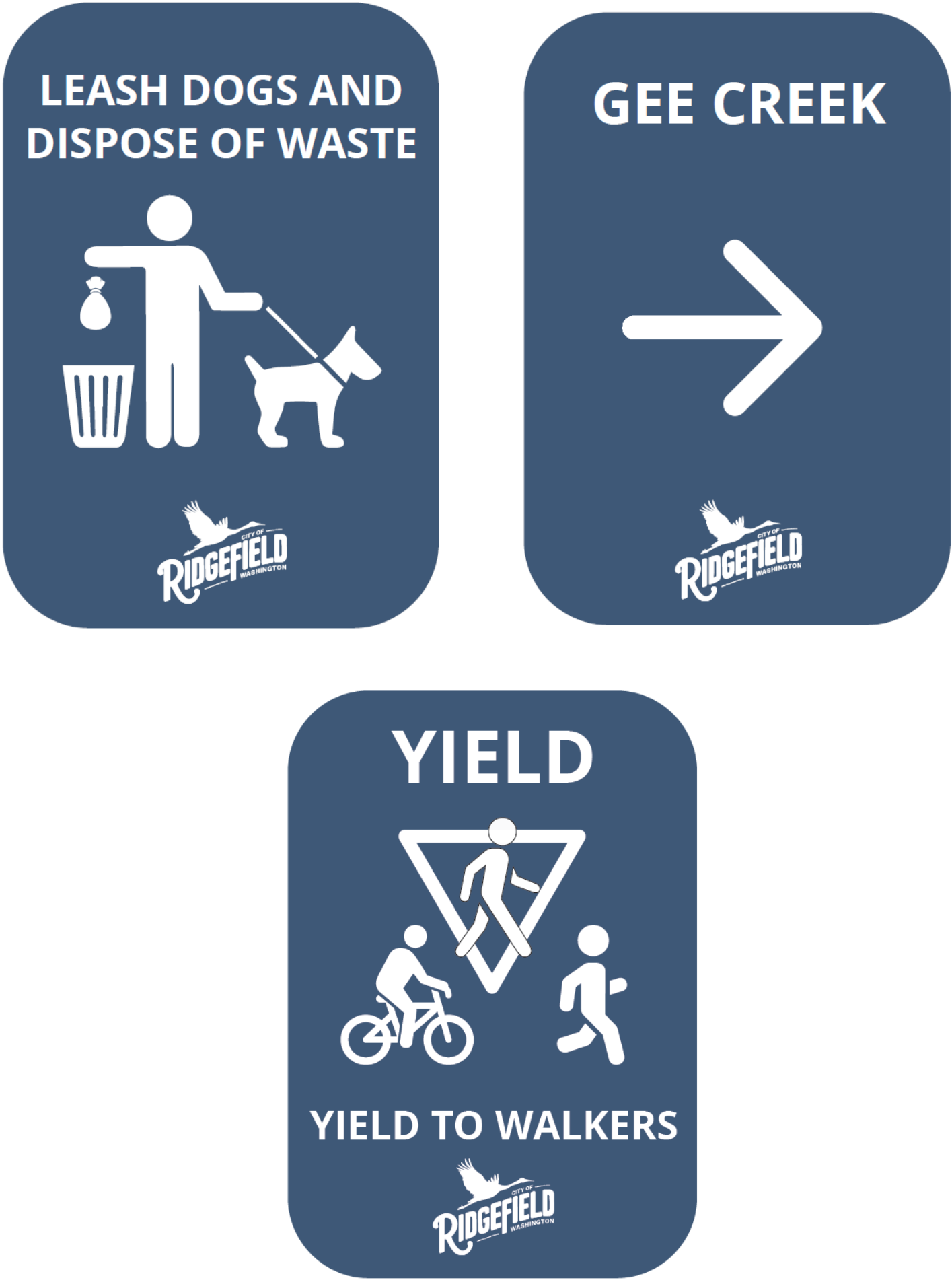


Overview

- Discuss Rollout Plan
- Determine Trails for Project
- Discuss Reporting Metrics
- Request for Placement Recommendation



Wayfinding Signs Samples



Trail Signs Samples





Rollout Plan:

2024 Sign Installation

- \$20K in budget for this year

Timeline for Installation

- Fall 2024 (After Busy Season)
- Complete by December 2024

Data Collection

- Collection of Usage Rates
- Anecdotal Evidence



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

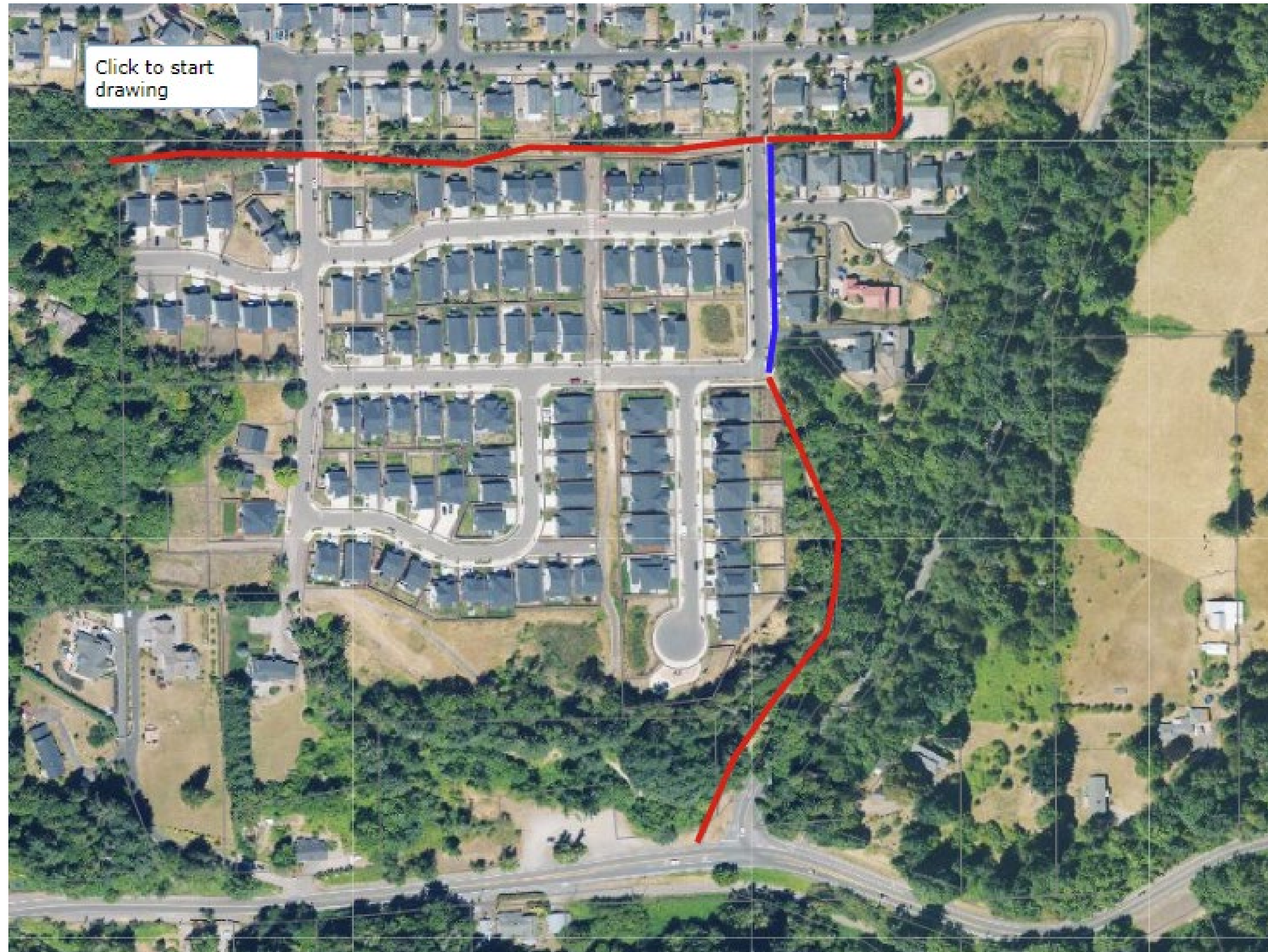
~\$20,000



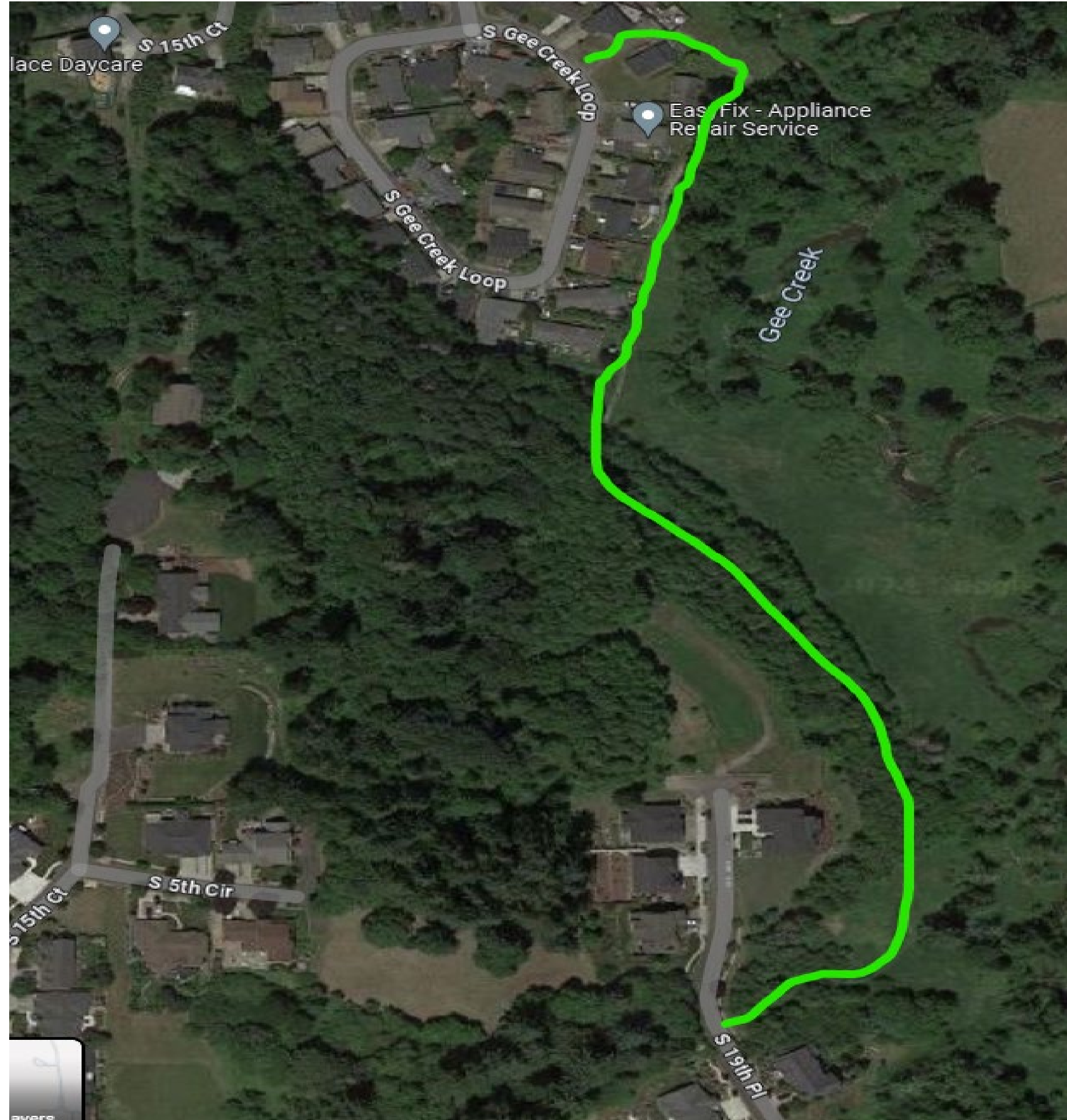
Pioneer Canyon – N 41st Place Trail



Reiman Road Trail & Crows Nest to Abrams Park Trail



Gee Creek Loop to 19th Place Trail

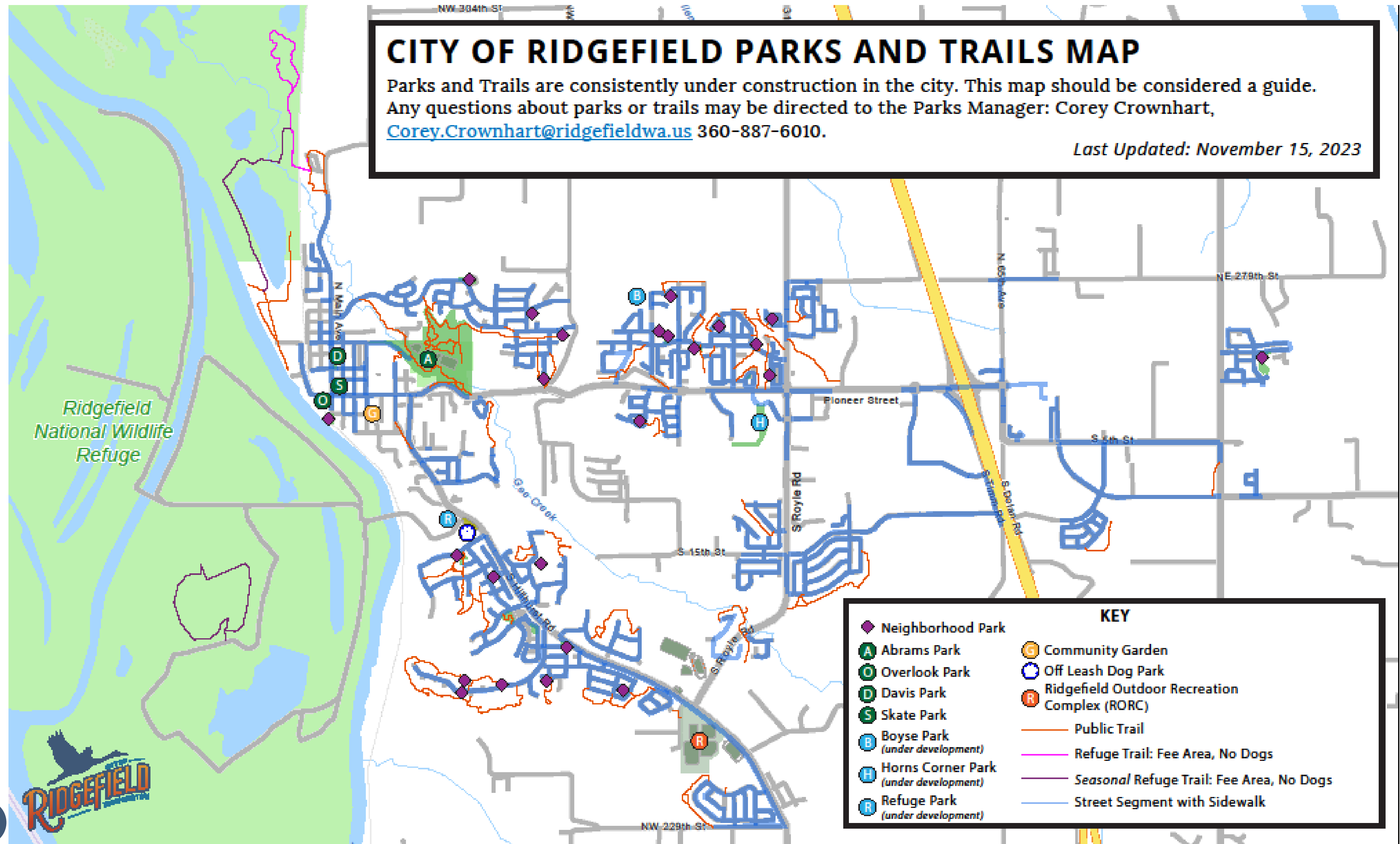


Horns Corner Park to 35th Roundabout



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.

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Discussion and Q&A

GET IN TOUCH WITH US



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