CITY OF RIDGEFIELD, WASHINGTON
CITY COUNCIL MEETING MINUTES
MAY 23, 2024

Regular Meeting - 6:30 PM

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

1. Flag Salute

2. Roll Call

Present:
Mayor Ron Onslow
Mayor Pro Tem Jennifer Lindsay
Council Member Matt Cole
Council Member Lee Wells
Council Member Judy Chipman
Council Member Clyde Burkle
Council Member Katie Favela

3. Late changes to the agenda

II. PROCLAMATION - PRIDE MONTH

III. COMMISSION/BOARD APPOINTMENTS

1. Appointment of Planning Commission Member, Position No. 1

Appointment of Stephen Mullinax to Planning Commission.

MOTION: MOVED TO APPOINT STEPHEN MULLINAX TO PLANNING COMMISSION, POSITION NO. 1.

RESULT:	**(UNANIMOUS)**
MOVER:	Mayor Pro Tem Jennifer Lindsay
SECONDER:	Council Member Judy Chipman
AYES:	Mayor Onslow, Mayor Pro Tem Lindsay, Council Member Cole, Council Member Wells, Council Member Chipman, Council Member Burkle, Council Member Favela

2. Appointment of Parks Board Member, Position No. 4

Appointment of John Rafanelli to Parks Board.

MOTION: MOVED TO APPOINT JOHN RAFANELLI TO PARKS BOARD, POSITION NO. 4.

RESULT:	**(UNANIMOUS)**
MOVER:	Council Member Judy Chipman
SECONDER:	Council Member Clyde Burkle
AYES:	Mayor Onslow, Mayor Pro Tem Lindsay, Council Member Cole, Council Member Wells, Council Member Chipman, Council Member Burkle, Council Member Favela

3. Appointment of a citizen to serve on the 2025 Budget Advisory Committee

Appointment of Alex Pace to the Budget Advisory Committee.

MOTION: MOVED TO APPOINT ALEX PACE TO 2025 BUDGET ADVISORY COMMITTEE.

RESULT:	**(UNANIMOUS)**
MOVER:	Council Member Matt Cole
SECONDER:	Council Member Lee Wells
AYES:	Mayor Onslow, Mayor Pro Tem Lindsay, Council Member Cole, Council Member Wells, Council Member Chipman, Council Member Burkle, Council Member Favela

4. Appointment of two Council Members to serve on the 2025 Budget Advisory Committee

Appointment of Councilor Favela and Councilor Burkle to the Budget Advisory Committee.

MOTION: MOVED TO APPOINT COUNCILOR FAVELA AND BURKLE TO BUDGET ADVISORY COMMITTEE.

RESULT:	**(UNANIMOUS)**
MOVER:	Council Member Judy Chipman
SECONDER:	Mayor Pro Tem Jennifer Lindsay
AYES:	Mayor Onslow, Mayor Pro Tem Lindsay, Council Member Cole, Council Member Wells, Council Member Chipman, Council Member Burkle, Council Member Favela

IV. PUBLIC COMMENT

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

Comments received during public testimony can be heard on the City's website under https://ridgefieldwa.us/165/City-Council-Meeting-Audio-Files.

V. CONSENT AGENDA

MOTION TO APPROVE AS PRESENTED.

RESULT:	**(UNANIMOUS)**
MOVER:	Council Member Clyde Burkle
SECONDER:	Council Member Katie Favela
AYES:	Mayor Onslow, Mayor Pro Tem Lindsay, Council Member Cole, Council Member Wells, Council Member Chipman, Council Member Burkle, Council Member Favela

1. **Approval of Claims And/Or Payroll**

2. **Approval of Minutes from the May 2, 2024 & May 9, 2024, Meeting**

VI. BUSINESS

1. **Second Reading of Ordinance No. 1422 - Eminent Domain Action Including Declaration of Public Use and Necessity for a Property Acquisition for the Pioneer Widening and 50th Avenue Roundabout Project - Chuck Green, Public Works Director**

The Pioneer Widening and 50th Avenue Roundabout project is a critical transportation improvement being coordinated with several large economic development projects. It has been in the planning and design stages since 2022. The project would widen Pioneer Street to four lanes between Royle Road and I-5, build a roundabout at Pioneer Street and a new 50th Avenue/Discovery Drive arterial, build 50th Avenue north to a new extension of Pioneer Canyon Drive, and build Pioneer Canyon Drive west to serve the YMCA site as well as east to connect with the Pioneer Canyon Drive being built by Union Ridge Town Center and Costco. Besides supporting long-term economic development of the City, it will complete a transportation network in the area, provide vehicular capacity; new sewer and water mains; a joint utility trench; as well as bicycle, pedestrian, and safety improvements. The project will be financed with a Long-Term General Obligation bond being taken out supported by the new Tax Increment Financing Area as well as water and sewer funds. Right-of-way plans were completed in 2023 and right-of-way acquisition is now in process. With construction imminent, time is of the essence to complete right-of-way acquisition. For over a year, there has been substantial discussion with the owners of the subject property, the Arthurs. Right-of-way plans call for full acquisition of the property for road and stormwater improvements. A consultant for the City (UFS) recently completed and transmitted to the Arthurs an appraisal conducted under best industry practices. The appraisal included a third party review to confirm the findings and valuation. The City considers the offer to be fair and equitable. However, UFS indicated they have received communication from the Arthurs confirming they received the City's offer, and within several emails there was a counteroffer which was quickly rescinded with the statement they are working on another counteroffer. UFS received communication from the Arthurs with screenshots from Redfin and Remax indicating they believe this shows a higher value for their property, but no official counter-appraisal. The difference between the City's offer of $1,020,000 and the Arthurs' counter offer of $3,294,000 with a number of conditions attached is such that settling on the property sale price may take a substantial amount of time to resolve. The Arthurs did indicate they are requesting the City provide a copy of the City's record of necessity (possession and use). This item provides for the public use and necessity eminent domain action requested by the Arthurs. Because the project is now out to bid, with construction expected to start in June, and needing to have control over the property before construction activities can occur at that location, staff is requesting commencing with eminent domain actions which includes the adoption of an ordinance constituting the City's Final Planned Action, declaring the public use and necessity for the property, and authorizing the City Attorney to commence legal proceedings. The City has issued notice via certified mail (which the City has received confirmation of receipt) to the Arthurs of the final planned action ordinance in accordance with the statute. A public hearing was held on April 25, 2024, along with the first reading of the eminent domain ordinance Number 1422. No public comment was received at the hearing.

MOTION: MOVED TO ADOPT ORDINANCE NO. 1422 AS PRESENTED, AND DIRECT THE CITY ATTORNEY AND STAFF TO TAKE APPROPRIATE ACTIONS AS NOTED FOR THE PURPOSES OF ACQUIRING THIS PROPERTY AS A PUBLIC USE AND NECESSITY FOR THE PIONEER WIDENING AND 50TH AVENUE ROUNDABOUT PROJECT.

RESULT:	**(UNANIMOUS)**
MOVER:	Council Member Clyde Burkle
SECONDER:	Council Member Judy Chipman
AYES:	Mayor Onslow, Mayor Pro Tem Lindsay, Council Member Cole, Council Member Wells, Council Member Chipman, Council Member Burkle, Council Member Favela

2. **First Reading of Ordinance No. 1424 - 2024 Budget Amendment - Kirk Johnson, Finance Director**

The 2024 budget amendment includes $9,359,200 in new and reappropriated expenditures and the recognition of issuance costs and a transfer from the Debt Service Fund to the General Capital Fund of up to $32 million total for the 2024 LTGO Bond issuance that will support the tax increment area (TIA) projects. The budget request includes $106,200 in ongoing expenses and the balance of the amendment is related to capital or one-time expenses. The amendment includes the recognition of $1.3 million in new grant funds and reappropriation of $500k in grant funds that were not received in 2023. Additional revenue recognition of $720k for work performed on joint projects is included in the amendment. The 2024 adopted budget included a bond issuance of $28 million. The amendment includes an increase of $4 million to a total bond issuance of up to $32 million to fund the construction, construction management, professional service, and right of way acquisition for the Pioneer Widening project. Additional funding from the bond issuance will cover the acquisition of land and a regional storm water facility to support storm runoff in the TIA and the acquisition of land for a fire station up to $2 million dollars that will be able to service the TIA as voluntary mitigation agreed to with Clark Cowlitz Fire Rescue. The total fund balance impact for all funds is $4,497,200, including operating funds. $998,600 in the General Fund, $33,100 in Community Development, $187,500 in the Water Fund, and $33,000 in the Storm Fund. The balance of the impact is from capital funds to fund new or existing capital projects and pay the initial debt service payment on the 2024 bond issuance.

First reading conducted.

3. **Approval of Resolution No. 647 - Financial Policy #17 Apprenticeship Policy - Kirk Johnson, Finance Director**

The Washington State Legislature adopted HB 1050 to expand apprenticeship utilization requirements on public works construction projects effective July 1, 2024. City staff have been working with other local agencies to identify the requirements and best practice policy for implementation of the apprenticeship utilization policy. Staff circulated the policy to other local agencies in SW Washington, the Labor Roundable group, local contractors and the Department of Labor and Industries for input on the policy. The purpose of this policy is to create efficient policies and procedures for the City of Ridgefield's apprenticeship program. The program implements the requirements of The Washington State Apprenticeship and Training Council's (WSATC) established apprenticeship program standards. The policy provided implements the utilization requirements in a tiered format to match the approved legislation. Beginning at a $2 million threshold for requiring apprenticeship utilization on July 1, 2024, and ending with a $1 million threshold ongoing beginning July 1, 2028. The policy and legislation require agencies to have a minimum 15% apprenticeship utilization threshold for all public works construction projects at or over these thresholds. To insure the requirements are met, the legislation includes the need for penalties to be assessed if the contractor does not meet the requirements of the policy. Staff have included incentives in the policy to incentivize the contractor to meet or exceed their 15% utilization requirements. The policy includes an incentive for Disadvantaged Business Enterprises (DBE), Minority Business Enterprises (MBE), Women-Owned Business Enterprises (WBE), Veteran-Owned Businesses, contractors or subcontractors as certified by the Washington State Office of Minority & Women's Business Enterprises (OMWBE) to increase their incentive payout or reduce their penalty if applicable.

MOTION: MOVED TO ADOPT RESOLUTION NO. 647 AS PRESENTED.

RESULT:	**(UNANIMOUS)**
MOVER:	Council Member Judy Chipman
SECONDER:	Council Member Lee Wells
AYES:	Mayor Onslow, Mayor Pro Tem Lindsay, Council Member Cole, Council Member Wells, Council Member Chipman, Council Member Burkle, Council Member Favela

4. **Approval of Resolution No. 649 - Designation of the Official Newspaper - Kirk Johnson, Finance Director**

RCW 35A.21.230 provides that "Each code city shall designate an official newspaper by resolution. The newspaper shall be of general circulation in the city and have the qualifications prescribed by chapter 65.16 RCW". City procurement policy requires services, including selection of the official newspaper, to be obtained using due diligence for both price and quality. Therefore, the city must have one official newspaper that it should contract with based on an annual bid process. The city may, of course, publish notices in newspapers in addition to the official newspaper. A request for bids was published in the Reflector and the Columbian with a deadline for submission no later than 2:00 PM on May 9, 2024. The bid is for publication during the period of June 1, 2024, through May 31, 2025. The staff received two bids from the Columbian (the current official newspaper) and the Reflector. The city does use both newspapers for select advertisements. Staff requests council consideration of the circulation size, publishing 6 days a week, and the online presence to award the official newspaper. The bid from the Columbian matches the current rates charged to the city.

The City Council conducted a discussion.

MOTION: MOVED TO ADOPT RESOLUTION NO. 649 DESIGNATING COLUMBIAN AS THE OFFICIAL NEWSPAPER OF RECORDS FOR THE CITY OF RIDGEFIELD FOR THE PERIOD JUNE 1, 2024, THROUGH MAY 31, 2025, WITH CONSIDERATION FOR PUBLICATION IN THE REFLECTOR.

RESULT:	**(5-2)**
MOVER:	Mayor Pro Tem Lindsay
SECONDER:	Council Member Chipman
AYES:	Mayor Onslow, Mayor Pro Tem Lindsay, Council Member Wells, Council Member Chipman, Council Member Burkle
NAYS:	Council Member Cole, Council Member Favela

5. **Approval of Resolution No. 648 - Golden Acres Intent to Annex - Claire Lust, Community Development Director**

The Intent to Annex includes one parcel off NW Carty Road. The parcel is in the Ridgefield Urban Growth Area (UGA) and is contiguous with the existing Ridgefield City limits on three sides. Therefore, the parcel # 216700000 is eligible for annexation. The comprehensive plan designation on the site is Urban Low (UL). The current Clark County zoning is Single Family Residential (R1-10), with the Urban Holding – 10 (UH-10) overlay. RDC 18.210.015.A states that the city shall designate all newly annexed lands designated for urban low density residential as Residential Low Density 4, 6, or 8. Under the adopted Carty Road Subarea Plan, the zoning designation is RLD-4. Per the applicant's introductory statement, they intend to develop the parcel with housing following annexation. The adopting ordinance for annexation would limit the ability to subdivide the parcel and lift Urban Holding until development code provisions implementing the goals of the Carty Road Subarea Plan are adopted.

MOTION: MOVED TO ADOPT RESOLUTION NO. 648 AS PRESENTED.

RESULT:	**(UNANIMOUS)**
MOVER:	Mayor Pro Tem Jennifer Lindsay
SECONDER:	Council Member Clyde Burkle
AYES:	Mayor Onslow, Mayor Pro Tem Lindsay, Council Member Cole, Council Member Wells, Council Member Chipman, Council Member Burkle, Council Member Favela

6. Motion - Approval of the Bylaws for the Planning Commission, Parks Advisory Board, and Roundabout Committee - Lee Knottnerus, Deputy City Manager

The Rules of Procedure for the Planning Commission and Parks Board were adopted at the time the Commission and Board were established. The Rules have not been reviewed and updated by City Council for 12+ years. The Roundabout Committee was established in 2023, and Rules of Procedure have not yet been approved by Council.
The proposed Rules of Procedure are before Council for the following reasons:

1. To create uniform Rules and processes across City boards and commissions where feasible and practicable.
2. To assures Rules are consistent with Ridgefield Municipal Code and Washington State Law.
3. To update Rules for compliance with changes in practice, community expectations and applicable laws.
4. To assure clarity in the meaning and language of the Rules.

The City Council discussed proposed changes.

MOTION: MOVED TO ADOPT THE RULES OF PROCEDURES FOR PLANNING COMMISSION, PARKS BOARD AND THE ROUNDABOUT COMMITTEE AS AMENDED TO INCLUDE QUALIFICATION REQUIREMENTS FOR THE ROUNDABOUT COMMITTEE WITHIN UGA, THREE UNEXCUSED ABSENCES WITHIN A ONE-YEAR PERIOD, REMOVE 30 MINUTES LIMIT FOR PUBLIC COMMENT, ADD REQUIREMENT THAT COUNCIL REVIEWS THE BYLAWS EVERY 5 YEARS OR AS RECOMMENDED BY THE BOARD/COMMISSION.

RESULT:	**(5-1)**
MOVER:	Council Member Cole
SECONDER:	Mayor Pro Tem Lindsay
AYES:	Mayor Pro Tem Lindsay, Council Member Cole, Council Member Chipman, Council Member Burkle, Council Member Favela
NAYS:	Mayor Onslow
ABSTAIN:	Council Member Lee Wells

7. Motion - Approval of Contract Amendment with Aetta Architects for Design and Permitting for the Ridgefield Community and Recreation Center Project - Steve Stuart, City Manager

In April 2021, the City engaged Aetta to create a site plan for a community and recreation center in Ridgefield. Due to delays associated with lack of agreement between the City of Ridgefield and the YMCA on the overall square footage of the building, the design of the separate SR 501 (Pioneer Street) right-of-way project needed to coordinate the YMCA site design, and costs associated with different project designs, that work has yet to be completed. To date, $340,645.66 of the original $392,500 contract (including previous amendments) has been spent to complete multiple iterations of draft site plan (accounting for different building envelopes and road connections), environmental delineations, civil work, and LEED assessment. However, for the project team to complete site plan and permitting by the end of 2024 (as is included in the most recent project schedule), work on the site plan must be completed including additional architectural, geotechnical, environmental, civil engineering, and permitting. The additional fees and costs related to the services of those disciplines are detailed in the proposed contract amendment (04-R). The contract amendment request with Aetta is to increase their contract amount by $146,000 to a total not to exceed $538,500.

MOTION: MOVED TO APPROVE THE CONTRACT AMENDMENT WITH AETTA FOR ADDITIONAL PROFESSIONAL SERVICES FOR THE RIDGEFIELD COMMUNITY AND RECREATION CENTER PROJECT IN THE AMOUNT $146,000 AND INCREASE THEIR CONTRACT BUDGET TO AN AMOUNT NOT TO EXCEED $538, 500.

RESULT:	**(UNANIMOUS)**
MOVER:	Council Member Katie Favela
SECONDER:	Council Member Matt Cole
AYES:	Mayor Onslow, Mayor Pro Tem Lindsay, Council Member Cole, Council Member Wells, Council Member Chipman, Council Member Burkle, Council Member Favela

VII. PUBLIC COMMENT

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

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VIII. COUNCIL/PRESIDING OFFICER/STAFF REPORTS

1. Council

Council Member Burkle - Attended Ridgefield Junction Neighborhood Association Meeting, CRWWD Meeting, City Manager Briefing, Port of Ridgefield Meeting, Roundabout Grape Trimming.
Council Member Wells - Attended Ridgefield Junction Neighborhood Association Meeting, City Manager Briefing
Council Member Chipman - Attended Friends of the Refuge Meeting, Meeting with PUD for Comp Plan Outreach, CRWWD Meeting, Ridgefield Junction Neighborhood Association Meeting, CREDC Board Meeting, Basic Law Enforcement Academy Graduation.
Council Member Favela - Comp Plan Outreach Meetings, Stormwater Facilities Tour with Ryan Thamert and City Tour with Steve Stuart.
Council Member Cole - Comp Plan Outreach Meetings.
Mayor Pro Tem Lindsay - Comp Plan Outreach Meetings, ECHO Meeting, AWC Priorities Meeting, CCFR Meeting, Basic Law Enforcement Academy Graduation.

2. Mayor

Attended C-TRAN Meeting, Ridgefield Junction Neighborhood Association Meeting, Basic Law Enforcement Academy Graduation, Roundabout Grape Trimming.

3. City Manager

City Manager Steve Stuart - Ridgefield Raptors Opening Night is May 30th.
Public Works Director Chuck Green - Stormwater Facilities Update, Pioneer Widening Project Update.
Community Development Director Claire Lust - Comp Plan Outreach Update.
Finance Director Kirk Johnson - SAO Audit Exit Conference Update.
Deputy City Manager Lee Knottnerus - Historic Storyboard Update, Gragon Board Ceremony and Big Paddle Update.
Police Chief Cathy Doriot - Two Newly Commissioned Officers Graduated on May 21st.

IX. ADJOURN

9:10PM

Julie Ferriss

Julie Ferriss, City Clerk

Ron Onslow

Ron Onslow, Mayor