



**CITY OF RIDGEFIELD, WASHINGTON
CITY COUNCIL MEETING MINUTES
NOVEMBER 21, 2024**

Regular Meeting - 5:30 PM

I. STUDY SESSION - 5:30 P.M.

- 1. Commercial Site and Building Design Standards - Claire Lust, Community Development Director**

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

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

Present:

Mayor Pro Tem Matt Cole
Council Member Lee Wells
Council Member Judy Chipman
Council Member Clyde Burkle
Council Member Katie Favela
Council Member Rian Davis

Absent:

Mayor Ron Onslow

MOTION: MOVED TO EXCUSE MAYOR ONSLOW FROM THE MEETING.

RESULT: (UNANIMOUS)

MOVER: Council Member Judy Chipman

SECONDER: Council Member Clyde Burkle

AYES: Mayor Pro Tem Cole, Council Member Wells, Council Member Chipman, Council Member Burkle, Council Member Favela, Council Member Davis

- 3. Late changes to the agenda**

III. 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 [City Council Meeting Audio Files | Ridgefield, WA \(ridgefieldwa.us\)](#).

IV. CONSENT AGENDA

MOTION TO APPROVE AS PRESENTED.

RESULT:	(UNANIMOUS)
MOVER:	Council Member Clyde Burkle
SECONDER:	Council Member Rian Davis
AYES:	Mayor Pro Tem Cole, Council Member Wells, Council Member Chipman, Council Member Burkle, Council Member Favela, Council Member Davis

1. **Approval of Claims And/Or Payroll**
2. **Approval of Minutes from the November 7, 2024 Meeting**

V. PRESENTATION

1. **Salary Commission Update - Shaun Ford, Commission Chair**

The Commission is made up of five Ridgefield residents who live within the city limits or the urban growth boundary. The Mayor appoints the Commissioners, and the City Council approves them. To avoid any conflict of interest, none of the members can be city officials, employees, or have immediate family members in those roles. At our recent meeting on August 1, 2024, the Salary Commission reviewed the current City budget, salary data for mayors and councilmembers in comparable Washington cities. We didn’t receive any comments from the public. After discussing this information, the Commission voted to implement a salary increase as follows:

- **Mayor** – \$1,400 per month, with an annual maximum of \$16,800.
- **Councilmembers** – \$725 per month, with an annual maximum of \$8,700.

The salary increase will be effective for all Councilmembers and the Mayor on January 1, 2025.

VI. BUSINESS

1. **Second Reading of Ordinance No. 1435 - 2025 Property Tax Levy and Revenues - Kirk Johnson, Finance Director**

The 2025 budget includes a statutory 1% increase in the property tax levy, exclusive of new construction, property improvements, state-assessed property increases, and annexations. The Implicit Price Deflator (IPD) rate of 2.57% allows the City to take the full 1% increase without a "substantial need" resolution. The estimated property tax levy for 2025 is \$2,500,000, reflecting a \$160,000 increase from 2024, supported by new construction adding \$108,338 to revenue. Ridgefield’s estimated taxable assessed value is \$4,053,624,940, with a levy rate of \$0.61 per \$1,000 assessed value. The General Fund operating expenses have increased by 15.8% from 2024, and while the 1% levy increase does not match inflation, it is necessary to maintain a balanced budget.

Options for the 2025 property tax levy:

1. Adopt a 1% increase (\$23,320).

2. Bank the 1% increase for future use.
3. Decline to adopt or bank the 1% increase.

MOTION: MOVED TO ADOPT ORDINANCE NO. 1435 AS PRESENTED.

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

2. Second Reading of Ordinance No. 1436 - 2025 Water Utility Rate Code Amendment - Kirk Johnson, Finance Director

In 2023, the City contracted FCS to conduct a 10-year water utility rate study. The study analyzed operational, capital, and reserve requirements and concluded that a 3% annual rate increase is needed to meet revenue requirements and maintain the water system. The 2025 review confirms that the inflationary increase supports these needs, including significant upcoming capital projects such as acquiring new water rights, constructing a reservoir, and drilling a new well field. For an average household using 1,600 cf of water, the 3% increase equates to \$2.18 per bi-monthly bill. Projected rate revenues for 2025 are expected to rise 14.2% over the amended 2024 budget, while expenses are anticipated to increase by 29.7%. Reserve policies will allocate 5% of rate revenues for system repair and replacement. The Budget Advisory Committee recommends adopting the 3% increase to ensure financial health, align with inflationary pressures, and fund critical infrastructure projects.

MOTION: MOVED TO ADOPT ORDINANCE NO. 1436 AS PRESENTED.

RESULT:	(UNANIMOUS)
MOVER:	Council Member Rian Davis
SECONDER:	Council Member Katie Favela
AYES:	Mayor Pro Tem Cole, Council Member Wells, Council Member Chipman, Council Member Burkle, Council Member Favela, Council Member Davis

3. Second Reading of Ordinance No. 1437 - 2025 Storm Water Utility Rate Code Amendment - Kirk Johnson, Finance Director

The City of Ridgefield's Stormwater Utility, established in 2005, ensures long-term management and maintenance of the stormwater system while reducing reliance on the General Fund. Ordinance No. 1437 proposes a \$2.80 bi-monthly rate increase per Equivalent Dwelling Unit (EDU), raising the rate to \$27.60 effective January 1, 2025. This adjustment addresses increasing costs and supports compliance with NPDES Phase II permit requirements beginning July 2024. The 2023 rate study identified revenue needs for the next decade, excluding the implementation of a system development charge. Rate revenue in 2025 is expected to increase by \$493,800 (27.7%) due to the proposed increase and account growth. Expenses will rise by 17.5% over 2024, reflecting added staff, equipment, and compliance measures. To fund capital projects, the City secured a \$2.4 million Public Works Board loan for four downtown projects, with construction starting in 2025. Operating revenues will cover loan repayments, and 5% of rate revenues (\$112,500) will be reserved for future capital repairs. The proposed rate adjustment ensures a financially sustainable utility capable of meeting operational and capital needs.

The City Council held a discussion regarding the proposed amendment to the stormwater utility rates.

MOTION: MOVED TO ADOPT ORDINANCE NO. 1437 AS PRESENTED.

RESULT:	(5-0)
MOVER:	Council Member Davis
SECONDER:	Council Member Wells
AYES:	Mayor Pro Tem Cole, Council Member Davis, Council Member Chipman, Council Member Burkle, Council Member Favela
NAYS:	None
ABSTAIN:	Council Member Wells

4. Motion - Approval of the Roundabout Committee Recommendations for 35th Avenue Roundabout and to Select the Next Roundabout Location for Committee Review and Consideration - Chuck Green, Public Works Director

At the March 14, 2024, meeting, the City Council designated the Pioneer Street at 35th Avenue roundabout as the next project for the Roundabout Committee to develop design recommendations. The Committee has since conducted brainstorming sessions and discussions, incorporating Council feedback into concept development. On October 21, 2024, the Committee recommended a design concept emphasizing Indigenous history and culture, including a canoe with children paddling and elevated native bird sculptures. The concept also incorporates native plants requiring minimal maintenance, simulated rock walls reflecting water movement, and soft, downward-facing lighting for nighttime accents. The Committee suggested extending electricity to the roundabout for lighting and recommended an art designer with expertise in local Indigenous art or cultural ties. They also noted the opportunity to coordinate with the Pioneer Street Widening project and requested Council assign them the Discovery Drive at Pioneer Street roundabout to align design efforts with ongoing construction.

City Council held a discussion on the committee's recommendations for the 35th Avenue roundabout design and the selection of the next roundabout location.

MOTION: MOVED TO APPROVE 35TH AVENUE ROUNDABOUT CONCEPT WITH MODIFICATIONS BASED ON CITY COUNCIL FEEDBACK.

RESULT:	(UNANIMOUS)
MOVER:	Council Member Judy Chipman
SECONDER:	Council Member Katie Favela
AYES:	Mayor Pro Tem Cole, Council Member Wells, Council Member Chipman, Council Member Burkle, Council Member Favela, Council Member Davis

MOTION: MOVED TO APPROVE THE 50TH PLACE ROUNDABOUT AT DISCOVERY RIDGE AS THE NEXT PROJECT FOR COMMITTEE'S REVIEW.

RESULT:	(UNANIMOUS)
MOVER:	Council Member Lee Wells
SECONDER:	Council Member Clyde Burkle
AYES:	Mayor Pro Tem Cole, Council Member Wells, Council Member Chipman, Council Member Burkle, Council Member Favela, Council Member Davis

5. Motion - Approval of Meadowview by Pulte Homes Final Plat - Claire Lust, Community Development Director

The Urban Downs II subdivision is located east of NE 10th (S 85th) Avenue, between Urban Downs to the south and Greely Farms Phase 3 to the north. The Hearing Examiner approved the Urban Downs II preliminary planned unit development (PUD) via final order on December 20, 2022. The preliminary PUD has 151 lots on approximately 33 acres zoned RLD-6, including 110-115 single-family detached lots and 36-41 single-family attached (townhouse) lots. This final plat proposal is for the first phase of Urban Downs II, now known as Meadowview by Pulte Homes. The proposal is to subdivide Assessor's Parcel #986067097 into 52 single-family detached residential lots. The lots range from 4,730 square feet to 8,481 square feet, consistent with the lot dimensions approved through the preliminary PUD. The average lot area is 5,838 square feet. During the final plat review, staff identified an opportunity to improve the trail circulation between Meadowview and Greely Farms to the north by extending a trail connection along the east side of the wetland complex in Tract B. The applicant provided an exhibit showing an 8-foot-wide pervious trail connection between the existing trail in Tract B and the property boundary. As a condition of approval, the applicant shall record the updated trail exhibit with the final plat. As a condition of approval, the applicant shall install the additional trail in Tract B prior to obtaining final occupancy for any home in Meadowview by Pulte Homes.

MOTION: MOVED TO APPROVE THE MEADOWVIEW BY PULTE HOMES FINAL PLATE WITH CONDITIONS PRESENTED BY STAFF.

RESULT:	(UNANIMOUS)
MOVER:	Council Member Katie Favela
SECONDER:	Council Member Lee Wells
AYES:	Mayor Pro Tem Cole, Council Member Wells, Council Member Chipman, Council Member Burkle, Council Member Favela, Council Member Davis

VII. PUBLIC HEARING/BUSINESS

1. Public Hearing and First Reading of Ordinance No. 1439 - 2025 Proposed Budget - Kirk Johnson, Finance Director

The proposed 2025 budget includes \$63.9 million in revenues and \$86.9 million in expenses, resulting in a \$23 million decrease in the overall fund balance. It allocates \$26.3 million for operating expenses, \$31.4 million for capital projects, \$1.1 million for special revenues, \$10.9 million for capital services, and \$17.1 million for debt service. Key funding sources include \$3.1 million in new grants, \$3.5 million from new debt issuance, and \$21.9 million in transfers for capital projects. Transfers between funds total \$28.7 million, including \$0.9 million for operating funds, \$3.3 million for debt service, and \$24.2 million for capital projects. The budget supports the addition of four new full-time equivalent (FTE) positions: a facilities maintenance worker, a stormwater maintenance worker, and two water maintenance workers (one with a two-year sunset). It also removes the sunset designation on a grant writer position, increasing the total FTE count to 86.75, with 85 full-time and 3 part-time positions. The proposed budget leverages contingent and capital reserves, as well as 2024 LTGO bond funds, to support capital projects and initiatives, ensuring sufficient resources for the outlined expenditures.

MAYOR PRO TEM COLE OPENED THE HEARING: 8:13PM

No testimony was received.

MAYOR PRO TEM COLE CLOSED THE HEARING: 8:14PM

First reading conducted.

VIII. PUBLIC COMMENT

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IX. COUNCIL/PRESIDING OFFICER/STAFF REPORTS

1. Council

Council Member Wells attended the ribbon-cutting event for a new business, Port of Ridgefield meeting, City Manager briefing, and Ridgefield Junction Neighborhood Association meeting.

Council Member Favela attended the ECHO meeting, CCF&R meeting, and City Manager briefing.

Council Member Burkle attended the ribbon-cutting event for a new business, Clark College Passing of the Keys event, City Manager briefing, and Port of Ridgefield meeting.

Council Member Davis attended the Clark College Passing of the Keys event and, while out of town, visited an inclusive park near the hotel.

Council Member Chipman attended the ribbon-cutting event for a new business, Clark College Passing of the Keys event, and provided an update on Neighbors Helping Neighbors.

2. Mayor

Mayor Pro Tem Cole attended the Art Association board meeting, Ridgefield Main Street planning meeting, and school district town hall.

3. City Manager

City Manager Steve Stuart attended View Ridge Middle School, where he spoke to the 7th-grade Washington State History class. He also provided a follow-up on Pioneer Street at Discovery Ridge roundabout and presented an update on the Main Street B&O program.

Public Works Director Chuck Green provided an update on the Pioneer Street candlestick installation.

X. EXECUTIVE SESSION

1. Pursuant to RCW 42.30.140(4)(a) - Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions related to the interpretation or application of a labor agreement.

8:38PM - The City Council entered into executive session pursuant to RCW 42.30.140(4)(a), scheduled to conclude at 9:00 PM, with no action to be taken following the session.

Attendees: Mayor Pro Tem, City Council, City Manager Steve Stuart, Deputy City Manager Lee Knottnerus.

8:57PM - The City Manager announced that City Council would continue the executive session until 9:05PM.

9:04PM - The City Manager announced that City Council would continue the executive session until 9:10PM.

9:10PM - Mayor Pro Tem reconvened the meeting.

XI. ADJOURN

9:12PM

A handwritten signature in blue ink, reading "Julie Ferriss". The signature is fluid and cursive, with the first name "Julie" being more prominent than the last name "Ferriss".

Julie Ferriss, City Clerk

A handwritten signature in blue ink, reading "Ron Onslow". The signature is fluid and cursive, with the first name "Ron" being more prominent than the last name "Onslow".

Ron Onslow, Mayor