



**RIDGEFIELD PARKS BOARD
MEETING AGENDA**

**Wednesday, August 13, 2025
RACC - Columbia Assembly Room
510 Pioneer Street, Ridgefield, WA 98642**

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

- 1. Flag Salute**
- 2. Roll Call**
- 3. Late changes to the agenda**

II. PUBLIC COMMENT

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

III. CONSENT AGENDA

- 1. Approval of Minutes from the June 11, 2025 Meeting**

IV. PRESENTATION

- 1. Partnership Update - Davis Park Native Plant Flowerbed Improvements**
- 2. Parks & Trails Graphic Sign Standards Manual**

V. BUSINESS

- 1. Consideration of Approval - 2025 Parks Board Work Plan Q2 Report - 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: August 13, 2025

AGENDA ITEM NAME: Approval of Minutes from the June 11, 2025 Meeting

SUMMARY/BACKGROUND:

STAFF CONTACT:

ATTACHMENTS:

1. 6.11.25 Parks Board Minutes



**CITY OF RIDGEFIELD, WASHINGTON
PARKS BOARD MEETING MINUTES
JUNE 11, 2025**

Regular Meeting - 6:30 PM

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

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

<p>Present: Chair Brigid Taylor Vice Chair Sandy Schill Board Member John Rafanelli Board Member Elianna Galvan</p> <p>Absent: Board Member Beth Bicknell Board Member Alex Earl Board Member Jessica Pace</p>
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A motion was made and passed to excuse Board members Earl, Bicknell, and Pace from the meeting.

<p>RESULT: ADOPTED (UNANIMOUS)</p> <p>MOVER: Vice Chair Sandy Schill</p> <p>SECONDER: Board Member John Rafanelli</p> <p>AYES: Chair Taylor, Vice Chair Schill, Board Member Rafanelli, Board Member Galvan</p>

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 May 6, 2025 Meeting

A motion was made and passed to approve the minutes from the May 6, 2025, Parks Board Meeting.

RESULT: Passed (3-1-0)

MOVER: Board Member Rafanelli
SECONDER: Board Member Galvan
AYES: Chair Taylor, Board Member Rafanelli, Board Member Galvan
ABSTAIN: Vice Chair Sandy Schill

IV. PUBLIC HEARING/BUSINESS

1.

Public Hearing: Proposed Naming of New Community Park in Accordance with RMC 8.18.100

- Corey Crownhart, Park Manager

The Parks Board listened to community recommendations for the naming of the new community park with the current working name of Paradise Pointe Park. Parks Board members made a motion to recommend the following name ideas to City Council.

- Allene Wodaeye Storybook Park
- Loowit View Park
- Wildflower Meadows Park

RESULT:	ADOPTED (UNANIMOUS)
MOVER:	Vice Chair Sandy Schill
SECONDER:	Board Member John Rafanelli
AYES:	Chair Taylor, Vice Chair Schill, Board Member Rafanelli, Board Member Galvan

V. PUBLIC COMMENT

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

VI. STAFF REPORTS

Corey Crownhart shared the field house at the RORC has been completed and is looking to starting operations in August. He also announced Chuck Green's retirement, and congratulated him on a great career with the City. There will be no Parks Board meeting in July for summer vacation. The next Parks Board meeting will be held on August 13, 2025.

VII. FROM THE BOARD

VIII. ADJOURN

The meeting adjourned at 7:34 pm.

Kim Strickler, Parks Board Clerk

Brigid Taylor, Chair

**CITY OF RIDGEFIELD
REQUEST FOR BOARD ACTION**

MEETING DATE: August 13, 2025

AGENDA ITEM NAME: Partnership Update - Davis Park Native Plant Flowerbed Improvements

SUMMARY/BACKGROUND:

In September 2024, City Council approved a Permanent Park Improvement Proposal for Davis Park, submitted by the Ridgefield Garden Club. The project replaced two western flowerbeds with native plants to enhance ecological function, reduce maintenance needs, and provide educational value through interpretive and plant identification signage.

The Garden Club completed planting in spring 2025 and entered into a two-year maintenance agreement with the City, covering January 1, 2025, through December 31, 2026. Maintenance is subject to annual review and periodic City inspection to ensure consistency with Davis Park standards.

This item provides an update on early outcomes, including improved habitat, reduced irrigation needs, and decreased City staff maintenance time. The partnership reflects a successful model for community-led park enhancements.

No action is requested from the Parks Board at this time.

STAFF CONTACT: Corey Crownhart, Park Manager

ATTACHMENTS:

1. PB2025.08.13 - Partnership Update Davis Park Native Plant Project - 2025.08.08



Partnership Update: Davis Park Native Plant Project

In partnership with the Ridgefield Garden Club

Parks Board of Commissioners
Wednesday, August 13, 2025



Introduction

Overview

- Summary and Background of Project
- Project Activity to Date
- City Operation and Maintenance Impacts
- Ridgefield Garden Club Reflections

Tonight's Objective

Review the impacts and value of the Partnership and Park Improvement

Summary

Statutory Background

- **RMC 8.18.060** – Park Maintenance and Operations
- Approved by Council on 9/26/2024

Project Activities

- **Winter 2024/25** - Remove and replace non-native plants and shrubs with native species
- **Spring 2025** – Install Educational Signage and Markings in Beds
- **Maintenance Agreement** – Ridgefield Garden Club to maintain flowerbeds until Dec 2027





City O&M Impacts

Labor

- Eliminated the need for:
 - Quarterly weed removal and pruning
 - Pesticide Application
- Roughly 6-10 Hours of Maintenance Work

Debris Removal

- Eliminated disposal costs
- Reduced need for mulching and materials

Community Engagement

- Positive Media Content
- Locals taking pride in their park
- Educational Signage engages the public



Ridgefield Garden Club Reflection

Impacts

- Volunteerism Within Club
- Ecological Impacts
- Plant Diversity & Sustainability
- Wildlife and Bug Presence in the park



Contact Us

*Public Works Department
Parks, Trails, and Recreation Division*

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(he/him)

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Thank You

The City of Ridgefield, Washington

**CITY OF RIDGEFIELD
REQUEST FOR BOARD ACTION**

MEETING DATE: August 13, 2025

AGENDA ITEM NAME: Parks & Trails Graphic Sign Standards Manual

SUMMARY/BACKGROUND:

In May 2025, the City Council adopted Volume III of the Engineering Standards, which included requirements for park signage to follow the Park & Trail Graphic Sign Standards. In response, City staff developed the **Parks & Trails Graphic Sign Standards Manual**, a resource designed to guide developers, contractors, and designers in creating signage that aligns with Ridgefield's brand, aesthetic, and long-term vision for public spaces.

This agenda item provides an overview of the manual and highlights how these standards have been integrated into recent projects. The presentation will offer examples of implemented signage and illustrate how the standards are supporting consistency, clarity, and quality in the city's parks and trail system.

No action is requested from the Parks Board at this time.

STAFF CONTACT: Corey Crownhart, Park Manager

ATTACHMENTS:

1. PB2025.08.13 - Graphic Sign Manual - 2025.08.08



Parks & Trails Graphic Signage Standards Manual

Parks Board of Commissioners
Wednesday, August 13, 2025



Introduction

Overview

- Summary and Background of Graphic Standards
- Integration with Engineer Standards Vol. 3
- Review of Graphic Standards Manual
- Q&A

Tonight's Objective

Provide update on how signage standards have been implemented.

Background

Parks Board Work

- Provided Feedback in 2022 & 2024
- Approved Standard Signage in Q4 2024

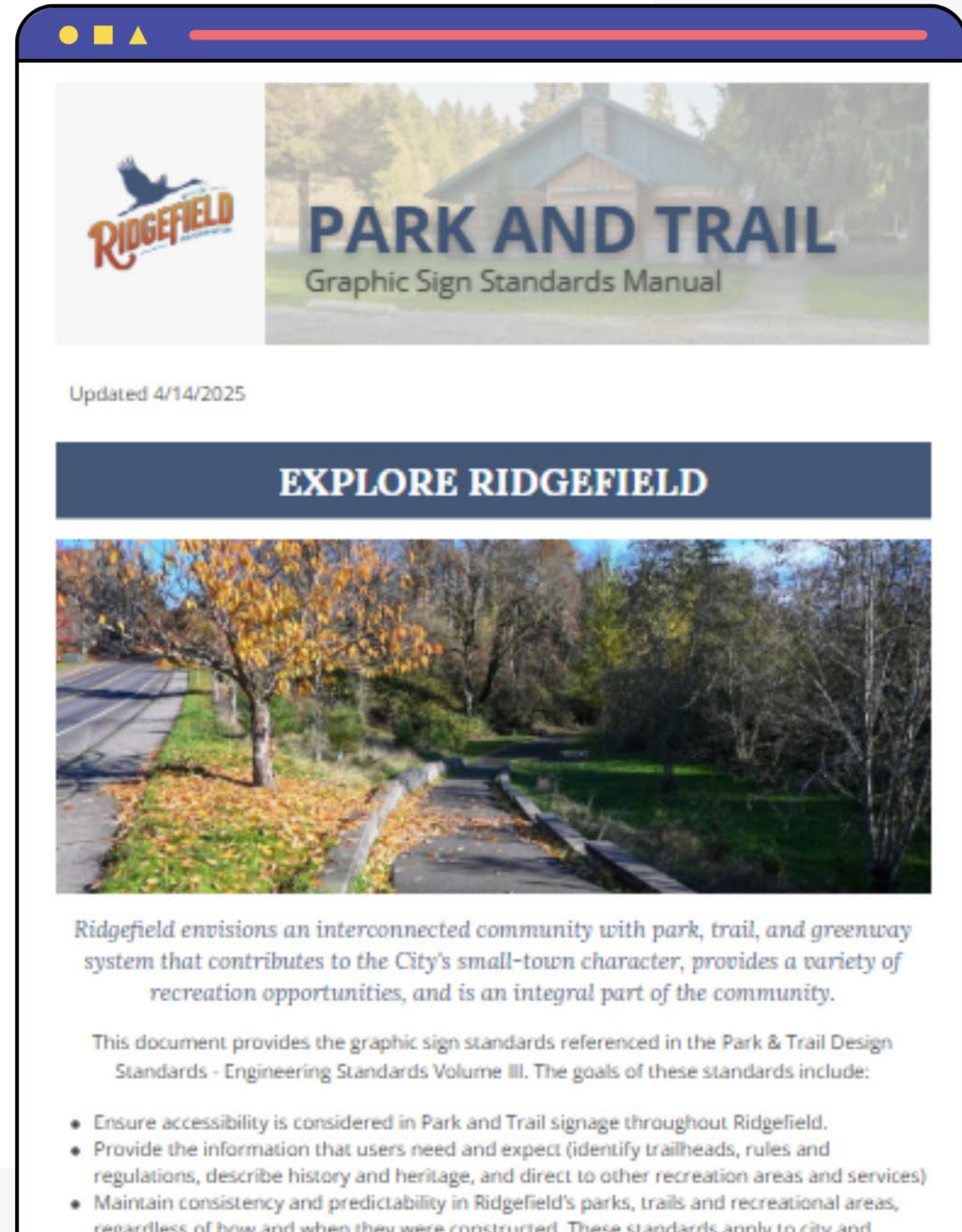
Engineering Standards Vol. 3

- **May 2025** – Adopted by Council
- **Section 5** requires that all signage in Ridgefield parks must follow the **City's Style Guide and Parks & Recreation Sign Guidelines**. Signs must be shown on plan sets and approved by the City for safety, ADA compliance, and design.



Manual Showcase

- [LINK: Park And Trail Graphic Sign Standards Manual](#)



The screenshot shows a webpage with a blue header bar containing the Ridgefield logo (a bird in flight) and the text "RIDGEFIELD". To the right of the logo is a large image of a park building with the text "PARK AND TRAIL Graphic Sign Standards Manual" overlaid. Below the header, the text "Updated 4/14/2025" is visible. A dark blue navigation bar contains the text "EXPLORE RIDGEFIELD". Below this is a photograph of a paved path leading through a wooded area with autumn foliage. The main content area contains the following text:

Ridgefield envisions an interconnected community with park, trail, and greenway system that contributes to the City's small-town character, provides a variety of recreation opportunities, and is an integral part of the community.

This document provides the graphic sign standards referenced in the Park & Trail Design Standards - Engineering Standards Volume III. The goals of these standards include:

- Ensure accessibility is considered in Park and Trail signage throughout Ridgefield.
- Provide the information that users need and expect (identify trailheads, rules and regulations, describe history and heritage, and direct to other recreation areas and services)
- Maintain consistency and predictability in Ridgefield's parks, trails and recreational areas, regardless of how and when they were constructed. These standards apply to city and



Contact Us

*Public Works Department
Parks, Trails, and Recreation Division*

Corey Crownhart, MSML

(he/him)

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Thank You

The City of Ridgefield, Washington

**CITY OF RIDGEFIELD
REQUEST FOR BOARD ACTION**

MEETING DATE: August 13, 2025

AGENDA ITEM NAME: Consideration of Approval - 2025 Parks Board Work Plan Q2 Report

SUMMARY/BACKGROUND:

The City Council adopted the 2025 Parks Board of Commissioners Work Plan in January 2025. As specified in the Work Plan, the Parks Board is tasked with providing a quarterly report on the progress of that Work Plan. The Parks Board is asked to consider the provided 2025 Parks Board Work Plan Quarter 2 Report.

Potential Action or Motion:

"I move to approve the 2025 Parks Board Work Plan Second Quarter Report as presented."
(If recommending inclusions, amendments, or removals, state these changes with the motion.)

STAFF CONTACT: Corey Crownhart, Park Manager

ATTACHMENTS:

1. 2025 Parks Board Work Plan Q2 Report - 2025.08.08



2025 Parks Board Work Plan – Quarter 2 Report

City of Ridgefield – Parks Board of Commissioners

Chair: Brigid Taylor Vice-Chair: Sandy Schill

Members: Alex Earl, Jessica Pace, John Rafanelli, and Sandy Schill

Overview

The second quarter of 2025 included the formal adoption of two major planning documents: the Parks and Trails Capital Facilities Plan and the Engineering Standards Volume III for Parks and Trails. These documents provide long-term direction for Ridgefield’s park system and will guide future development, investment, and design.

City Council also appointed a Youth Member to the Parks Board during this quarter. Elianna Galvan was sworn in at the May Parks Board meeting and has joined as a full voting member. This fulfills a procedural goal identified in the Board’s 2025 Work Plan and supports broader youth engagement in city governance.

The Parks and Trails Tour was scheduled as part of the Council, Boards, and Commissions Bus Tour, which will take place on July 1. This activity will help inform elected and appointed officials about current park system assets and priorities.

Operational items remain on track. Procurement for the Parks Revenue Program began in June, and staff are working toward finalizing updated user agreements by October. Several capital projects are moving forward in alignment with their projected timelines. The RORC Fieldhouse and equipment replacement project were completed during the quarter, while other efforts continue into Q3.

Administrative & Planning

Parks and Trails Capital Facilities Plan Update – COMPLETE

Q1 Report: The Parks Board discussed the draft Parks, Trails, and Recreation Capital Facilities Plan (CFP) at their March public meeting, and their feedback was provided to the Parks Manager to be included with an upcoming presentation to City Council scheduled for April. A consideration to recommend by Parks Board is expected in April, with consideration for adoption by Council in May.

Q2 Report: City Council adopted the Parks, Trails, and Capital Facilities (CFP) at their May 24th meeting. Staff have initiated their incorporation into ongoing strategic planning.

Parks, Trails, and Recreation Ridgefield Municipal Code (RMC) Amendments - COMPLETE

Q1 Report: The Parks Board recommended amendments to the RMC 8.18 – Park Rules and Regulations at their February meeting. The City Council adopted the recommended amendments at their March 12th Meeting.

Youth Member Integration onto the Parks Board – COMPLETE

Q1 Report: The Mayor and Council are continuing to review applications and anticipate an appointment at their March 22nd Meeting.

Q2 Report: Elianna Galvan was appointed by City Council at their March 24th Meeting. Member Galvan was sworn in at the Parks Board’s May 6th Meeting and has been fully onboarded as a full member of the Board.

Community Engagement

Parks and Trails Tour - *SCHEDULED*

Q1 Report: Parks Board's interest in having a parks and trail tour as part of the annual Council and Governing Board City Tour was shared with the City Manager. Awaiting further direction from City Council.

Q2 Report: The tour is scheduled for July 1st.

Operational

Development of a Parks Revenue Program - *ON TRACK*

Q1 Report: Schedule for Q2.

Q2 Report: Request for Qualifications submitted in June. Activity to continue into Q3 and Q4.

Updated Park User Agreements - *ON TRACK*

Q1 Report: Negotiations between city staff, school district officials, and priority users are ongoing. Work more to come to Parks Board at a later date.

Q2 Report: Negotiations are ongoing. New agreements scheduled to be finalized by October 15.

Parks and Trail Signage, Wayfinding, and Brand Development - *ON TRACK*

Q1 Report: As part of the Engineering Standards Volume 3 Parks, Trails, and Recreation Design and Construction Standards, city staff are developing draft Parks & Recreation Sign Guidelines. These are scheduled to be considered in Q2.

Q2 Report: Item to be discussed at the August Parks Board Meeting.

Engineering Standards Volume III: Parks and Trails - *COMPLETE*

Q1 Report: The Parks Board discussed the draft Engineering Standards Volume 3 at their February public meeting, and their feedback was provided to the Parks Manager to be included with a subsequent presentation to City Council scheduled for April. A consideration to recommend by Parks Board is expected in April, with consideration for adoption by Council in May.

Q2 Report: City Council adopted the Engineering Standards Volume 3 at their May 24th meeting. Staff have initiated their incorporation into ongoing operations.

Capital Projects

Abrams Park Caretaker House Demolition - *ON TRACK*

Q1 Report: Staff are preparing contractor procurement package. Scheduled for Q2/Q3 of 2025. Staff Work is ongoing.

Q2 Report: Scheduled for Fall 2025. Contract scheduled to be awarded in September 2025.

Boyse Park Development - Phase 1 - *ON TRACK*

Q1 Report: Staff are preparing contractor procurement package. Scheduled for Q2/Q3 of 2025. Staff Work is ongoing.

Q2 Report: Request for Qualifications to be advertised in July 2025. Contract scheduled to be awarded in August 2025.

Ridgefield Wildlife Refuge Access Project (Gee Creek North Segment Trail) - *ON TRACK*

Q1 Report: Staff and consultant team are assessing alternatives for project completion. Project scheduled to continue into 2026.

Q2 Report: Ongoing consultant activity.

Greely Farm Parkland Purchase - *ON TRACK*

Q1 Report: Staff work is ongoing. Scheduled for completion by EOY 2025.

Q2 Report: Transaction closed. Parkland added to existing operations and maintenance program.

Onslow Nature Play Area Development – *ON TRACK*

Q1 Report: Staff are preparing contractor procurement package. Scheduled for Q2/Q3 of 2025. Staff Work is ongoing.

Q2 Report: Scheduled for Fall 2025. Contract scheduled to be awarded in September 2025.

Parks O&M Equipment Replacement – *COMPLETE*

Q1 Report: Staff work is ongoing. Scheduled for completion by EOY 2025.

Q2 Report: Equipment purchased and incorporated into existing operations and maintenance program.

Ridgefield Recreation and Community Center Design – *ON TRACK*

Q1 Report: Staff and consultant work is ongoing. Project scheduled to continue into 2026.

Q2 Report: Staff and consultant work is ongoing. Project scheduled to continue into 2026.

RORC Fieldhouse Construction – *COMPLETE*

Q1 Report: Project broke ground in March with an expected completion in May 2025.

Q2 Report: Construction complete. Operations and maintenance plan in development with School District.

Overlook Park Improvements: Splash Pad – *ONGOING*

Q1 Report: Staff are preparing contractor procurement package. Activity scheduled for Q2/Q3 of 2025. Staff Work is ongoing.

Q2 Report: Ongoing contractor activity.