



**RIDGEFIELD PARKS BOARD
MEETING AGENDA**

**Wednesday, January 14, 2026
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 - Sandy Schill (Position 6)**
- 4. Election of Chair and Vice Chair**
- 5. 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 December 10, 2025 Meeting**

IV. BUSINESS

- 1. Consideration of Approval - 2025 Parks Board Work Plan Annual Report - Corey Crownhart, Park Manager**
- 2. Consideration of Recommendation - 2026 Parks Board Work Plan - Corey Crownhart, Park Manager**

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

VII. FROM THE BOARD

VIII. ADJOURN

**CITY OF RIDGEFIELD
REQUEST FOR BOARD ACTION**

MEETING DATE: January 14, 2026

AGENDA ITEM NAME: Approval of Minutes from the December 10, 2025 Meeting

SUMMARY/BACKGROUND:

STAFF CONTACT:

ATTACHMENTS:

1. 12.10.25 Parks Board Minutes



**CITY OF RIDGEFIELD, WASHINGTON
PARKS BOARD MEETING MINUTES
DECEMBER 10, 2025**

Regular Meeting - 6:30 PM

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

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

Present:
Chair Brigid Taylor
Vice Chair Sandy Schill
Board Member Beth Bicknell
Board Member Alex Earl
Board Member John Rafanelli
Board Member Jessica Pace
Board Member Elianna Galvan

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 November 12, 2025 Meeting

A motion was passed to approve the minutes from the November 12, 2025 Parks Board Meeting.

RESULT: ADOPTED (UNANIMOUS)
MOVER: Vice Chair Schill
SECONDER: Board Member Rafanelli
AYES: Chair Taylor, Vice Chair Schill, Board Member Bicknell, Board Member Earl, Board Member Rafanelli, Board Member Pace, Board Member Galvan

IV. BUSINESS

1. 2026 Parks Board of Commissioners Work Plan - Corey Crownhart, Park Manager

Corey Crownhart introduced potential priorities and topics for the 2026 Work Plan. The 2026 Work Plan will be refined and brought forward as a formal recommendation to City Council in January 2026.

V. PUBLIC COMMENT

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

VI. STAFF REPORTS

Corey gave a rundown of upcoming meetings and activities. He thanked the Parks Board for a year of thoughtful work, strong engagement, and commitment to Ridgefield's parks systems.

VII. FROM THE BOARD

VIII. ADJOURN

Kim Strickler, Parks Board Clerk

Brigid Taylor, Chair

**CITY OF RIDGEFIELD
REQUEST FOR BOARD ACTION**

MEETING DATE: January 14, 2026

AGENDA ITEM NAME: Consideration of Approval - 2025 Parks Board Work Plan Annual 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 annual report on the progress of that Work Plan. The Parks Board is asked to consider the provided 2024 Parks Board Work Plan Annual Report.

STAFF CONTACT: Corey Crownhart, Park Manager

ATTACHMENTS:

1. DRAFT-2025.Parks.Board.Work.Plan.Annual.Report-2026.12.30



2025 Parks Board Work Plan – Annual 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

Annual Report

The Ridgefield Parks Board of Commissioners closed 2025 with a strong and productive year, focused on delivering key priorities and preparing the City for major work ahead in 2026. Guided by City Council's vision and direction, the Board advanced strategic planning, strengthened policy and regulatory frameworks, and supported significant capital investment across the park system.

A primary emphasis of the year was positioning the City for the upcoming 2026 PROS Plan update through review of existing master plans, the adopted Parks and Trails Capital Facilities Plan, and the 2020 PROS Plan. Major policy achievements included adoption of the Capital Facilities Plan, amendments to RMC 8.18, and adoption of Engineering Standards Volume III for Parks and Trails.

2025 also delivered meaningful capital progress, including completion and opening of Boyse Park Phase 1, demolition of the Abrams Park caretaker house, acquisition of the Greely Farm parkland, completion of the RORC Fieldhouse, and final testing of the Overlook Park Splash Pad ahead of its 2026 opening.

The most significant milestone of the year was the formal launch of the Ridgefield Community and Recreation Center Capital Campaign. In the 2026 budget, City Council appropriated \$15 million for 2026, with construction anticipated to begin in summer 2026. The City has engaged Pacific Northwest Fundraising to support the campaign and develop monetization strategies for the Ridgefield Outdoor Recreation Complex.

Throughout the year, the Parks Board remained committed stewards of the City's parks and recreation system, consistently aligned with Council's direction and focused on long-term community benefit. 2025 leaves Ridgefield well positioned for the transformative work ahead.

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 - COMPLETED

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.

Q3 Report: City Council, Boards, and Commissions participated in a tour on July 1st. The tour provided elected and appointed officials a firsthand view of Ridgefield's park assets, challenges, and capital investments.

Operational

Development of a Parks Revenue Program - ADVANCED

Q1 Report: Schedule for Q2.

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

Q3 Report: The City advertised a Request for Qualifications (RFQ) during the quarter; however, no submissions were received. With the departure of the YMCA as a partner on the Community Center project, the City has pivoted the Parks Revenue Program to take on a larger role in the capital campaign needed to raise funds for the project. Staff are consulting with potential firms, and formal work is expected to begin next quarter.

Q4 Report: In Q4, the City formally began working with Pacific Northwest Fundraising, who are now supporting the Ridgefield Community and Recreation Center Capital Campaign and developing monetization models for the Ridgefield Outdoor Recreation Complex (RORC). This project will extend into 2026.

Updated Park User Agreements -COMPLETE

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.

Q3 Report: Draft agreements for Ridgefield Little League and Ridgefield School District remain under final review by the City Attorney. Presentation to City Council is expected in October.

Q4 Report: Use agreements with Ridgefield Little League and Pacific Soccer Club were signed by all parties in November 2025.

Parks and Trail Signage, Wayfinding, and Brand Development - COMPLETE

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.

Q3 Report: The Signage and Wayfinding Guidelines presented to the Parks Board in August have been finalized. They will be applied to Boyse Park and Storybook Hollow, both scheduled to open in Q4.

Q4 Report: Installation is underway of updated signage across the system with an emphasis on Community Parks and highly trafficked trails.

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 - COMPLETE

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.

Q3 Report: Procurement is complete, and demolition is scheduled to occur in Oct/Nov.

Q4 Report: Demolition in complete.

Boyse Park Development - Phase 1 - COMPLETE

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.

Q3 Report: Construction is nearly complete, and the park's grand opening and WAVE event are scheduled for October 15.

Q4 Report: Grand Opening held on October 15.

Ridgefield Wildlife Refuge Access Project (Gee Creek North Segment Trail) - ADVANCED

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

Q2 Report: Ongoing consultant activity.

Q3 Report: No new updates this quarter. The City continues to coordinate with WSDOT on design and permitting considerations.

Q4 Report: WSDOT Coordination has been ongoing an project will extend into 2026 with expected completion by Spring 2027.

Greely Farm Parkland Purchase - COMPLETE

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 - ADVANCED

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.

Q3 Report: Removal of unsafe features is scheduled to occur later this month. Construction of the updated play amenities is anticipated to begin in Nov/Dec.

Q4 Report: Removal of unsafe features completed with final work to completed in Spring 2026.

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 - COMPLETE

- 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.
- Q3 Report: The YMCA of Columbia-Willamette has walked away from the partnership for the Ridgefield Community and Recreation Center. The project remains on track, with the City now exploring alternative funding and delivery options to continue progress toward completion.
- Q4 Report: Design complete and permitting process initiated.

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 – COMPLETE

- Q1 Report: Staff are preparing contractor procurement package. Activity scheduled for Q2/Q3 of 2025. Staff Work is ongoing.
- Q2 Report: Ongoing contractor activity.
- Q3 Report: Construction was completed in September, and the splash pad officially entered test drive mode on October 1. This operational period will continue through October 31 as staff finalize procedures, safety checks, and maintenance protocols in preparation for a May 2026 grand opening.
- Q4 Report: Operational Testing has been successful completed and opening is anticipated in May 2026.

DRAFT

**CITY OF RIDGEFIELD
REQUEST FOR BOARD ACTION**

MEETING DATE: January 14, 2026

AGENDA ITEM NAME: Consideration of Recommendation - 2026 Parks Board Work Plan

SUMMARY/BACKGROUND:

In its capacity as an advisory committee, the Parks Board of Commissioners is responsible for formulating and presenting an annual Work Plan to the City Council. The Work Plan outlines the various projects and objectives the Parks Board aims to address in the coming year. The attached DRAFT 2026 Parks Board Work Plan has been compiled based on feedback and discussion from the board's December Public Meeting.

The Parks Board is asked to Consider for Recommendation to the City Council this 2026 Parks Board Work Plan. Pending approval, the proposed 2026 Parks Board Work Plan will be formally presented to the City Council by the Parks Board Chair at an upcoming City Council Meeting, marking a crucial step in the integration of the Parks Board's strategic vision into the broader municipal agenda.

STAFF CONTACT: Corey Crownhart, Park Manager

ATTACHMENTS:

1. DRAFT-2026 Parks Board Work Plan-2025.12.02



Parks Board of Commissioners

2026 Work Plan

Executive Summary

The Ridgefield Parks Board of Commissioners' 2026 Work Plan continues the Board's role in advising City Council and supporting the effective planning, development, and stewardship of Ridgefield's parks and trail system. This year's priorities focus on long-range planning, sustainable operations, equitable access, community engagement, and support for key capital projects as the city continues to grow. The Work Plan reflects Ridgefield's ongoing commitment to building a connected, active, and welcoming parks and recreation system for all residents.

Overview of Work

The 2026 Work Plan focuses on advancing long-term planning efforts, supporting major capital project milestones, and refining operational tools and policies that guide how the parks system is funded, maintained, and experienced. Throughout the year, the Board will participate in planning processes, provide feedback at key decision points, and support public engagement that helps shape future investments in Ridgefield's parks and trail network.

Alignment with City Priorities and Goals

This Work Plan supports the broader direction and priorities established by City Council and reflects Ridgefield's commitment to thoughtful growth and strong community identity. As the parks system expands, the Board's work helps ensure that new investments are intentional, financially responsible, and consistent with Ridgefield's character and community expectations.

The focus on planning and funding strategies supports long-term sustainability and reinforces the City's goal of maintaining a stable financial foundation. Work related to trails, access, and key capital projects helps strengthen connectivity, recreation options, and public access to open space—core values for Ridgefield as it continues to grow. Finally, by helping create clear communication channels and meaningful engagement opportunities, the plan supports a more informed and connected community, ensuring residents continue to have a role in shaping Ridgefield's park system now and into the future.

Quarterly Reporting to City Council

The Parks Board will provide quarterly updates to City Council highlighting progress, outcomes, and ongoing considerations to ensure alignment and maintain transparency throughout the year.

Administrative & Planning

Parks, Recreation & Open Space (PROS) Plan Update

Description: Serve as review body and provide guidance to City staff and consultants throughout the development of the updated PROS Plan. Participate in community engagement and review draft recommendations.

Projected Outcome: Recommendation to City Council for adoption of updated PROS Plan by Q4 2026.

Park Preservation Program (Sustainable Funding Research)

Description: Support development of long-term reinvestment strategy and policy framework for lifecycle replacement funding aligned with asset condition, growth, anticipated maintenance demands, and inflation.

Projected Outcome: Recommendation to City Council by Q4 2026.

Community Engagement

Parks and Trails System Tour

Description: Conduct a tour of priority park and trail locations to build shared understanding of system needs, upcoming investments, and long-range concepts.

Projected Outcome: Post-tour findings memo submitted to Council.

Public Engagement Support

Description: Assist with community outreach tied to PROS Plan, major capital projects, and program initiatives.

Projected Outcome: Ongoing role throughout 2026.

Operational Initiatives

Parks Revenue Program Implementation Support

Description: Review proposed sponsorship, naming, and earned revenue components and provide advisory feedback.

Projected Outcome: Council recommendation by Q2 2026.

User Agreement and Shared-Use Agreement Review

Description: Support review cycle for park user agreements as needed, focusing on alignment with long-term system equity, access, and cost-recovery strategies.

Projected Outcome: Updated recommendations as needed in 2026.

Capital Project Support

Capital projects are managed and delivered by City staff, and the Parks Board provides support through review and advisory input as projects progress. Staff will share updates throughout the year and may request feedback at key points to help ensure projects remain aligned with adopted planning documents, community priorities, and the long-term vision for the parks system. Recommendations from the Board will be shared with City Council for consideration, and any adjustments to previously approved plans will involve Council engagement before moving forward.

Capital Projected Budgeted for 2026

Boyse Park Frontage Improvements (<i>grant-contingent</i>)	\$399,045
Hayden Park Playground Replacement (<i>grant-contingent</i>)	\$488,000
Ridgefield Community & Recreation Center	\$15,000,000
Gee Creek North Trail / Access Improvements	\$210,000
Horns Corner Park Inclusive-Design Playground (<i>grant-contingent</i>)	\$400,000
TOTAL	\$16,497,045