



CITY OF RIDGEFIELD, WASHINGTON

City Council MEETING MINUTES

November 15, 2018

Regular Meeting - 6:30 PM

STUDY SESSION - 5:30PM

Comprehensive Plan Amendment - Transportation Capital Facilities Plan

GENERAL SESSION CALL TO ORDER - 6:30 PM - [6:33 PM](#)

FLAG SALUTE

ROLL CALL

Attendee Name	Title	Status	Arrived
Ron Onslow	Councilor	Present	
David Taylor	Councilor	Present	
Lee Wells	Councilor	Present	
Don Stose	Mayor	Present	
Darren Wertz	Councilor	Present	
Sandra Day	Councilor	Present	
Jen Lindsay	Councilor	Present	

LATE CHANGES TO THE AGENDA

PUBLIC COMMENT

Rob Aichele - Resident

Been helping with the construction of the Ridgefield High school addition project, update and photos presented.

CONSENT AGENDA - MOTION TO APPROVE AS PRESENTED.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Lee Wells, Councilor
SECONDER:	Sandra Day, Councilor
AYES:	Onslow, Taylor, Wells, Stose, Wertz, Day, Lindsay

1. Approval of Claims And/Or Payroll

2. Approval of Minutes from November 1, 2018 Meeting

BUSINESS

1. Second Reading of Ordinance No. 1274 - Comprehensive Plan Amendment - Jones - Jeff Niten, Community Development Director

The city received an application for a Comprehensive Plan Amendment and associated zone change for APN 214214-002. The applicant requests to change the Comprehensive Plan designation from General Commercial and Neighborhood Commercial to Public Facilities, and the zoning designation for Commercial Regional Business and Commercial Neighborhood Business to Public Facilities. The purpose of the change is to permit siting of a new elementary school on the subject property. The site is 27.36 acres and is located immediately south of N. 10th Street approximately .5 miles east of Interstate 5 within the Ridgefield Junction sub-area adopted as part of the Comprehensive Growth Management Plan. The Planning Commission considered this proposal at a duly noticed public hearing on October 3, 2018 and recommended approval of the proposal as presented by a 5-0 vote.

2. Second Reading of Ordinance No. 1274 - Comprehensive Plan Amendment - Discovery Ridge - Jeff Niten, Community Development Director

The city, in consultation with the property owners, are proposing a Comprehensive Plan Amendment and associated zone change for APN 213968-000, 213969-000, 213970-000, and 214071-000 in order to correct a split zoning issue. The applicant requests to change the Comprehensive Plan designation from General Commercial and Employment to General Commercial for the entirety of the site, and the zoning designation for Commercial Community Business and Employment to Commercial Community Business for the entirety of the site. The purpose of the change is to permit siting of a new comprehensive commercial development on the subject property. In addition, a portion of the site, phase 4 on the attached conceptual site plan, is proposed for application of the Ridgefield Mixed Use Overlay. The site is 35.34 acres and is located at the southeast corner of Pioneer Street and S. 45th Avenue (Royle Road) within the 45th and Pioneer sub-area adopted as part of the Comprehensive Growth Management Plan. The Planning Commission considered this request at a duly noticed public hearing on October 3, 2018 and recommended approval of the proposal as presented by a 6-0 vote.

3. Second Reading of Ordinance No. 1274 - Comprehensive Plan Amendment - Transportation Capital Facilities Plan - Jeff Niten, Community Development Director

The City of Ridgefield's Capital Facilities Plan is used by the City to plan the future roadway network, establish requirements for developments and to plan, design, and fund City led transportation improvements. The current CFP update evaluates the transportation system as a whole, reviews existing conditions with a focus on recent development activity, updates the transportation model to include completed and vested development, and identifies system expansion and transportation system needs to develop a list of projects to meet the current and future demand. Cost estimates were updated or developed for future projects and Traffic Impact Fees were updated to meet future costs.

City Council conducted discussion on traffic impact fee cost and future projects list.

MOTION: MOVED TO ADOPT ORDINANCE NO. 1274 WITH PROPOSED INCREASE TO TRAFFIC IMPACT FEE OF 25% FOR 2019, 10% FOR 2020 AND 10% FOR 2021, AND AMEND THE TIF LIST TO REMOVE PROJECTS BELOW #27.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Ron Onslow, Councilor
SECONDER:	David Taylor, Councilor
AYES:	Onslow, Taylor, Wells, Stose, Wertz, Day, Lindsay

4. Second Reading of Ordinance No. 1278 –2019 Water Utility Rate Code Amendment - Kirk Johnson, Finance Director

City staff contracted with FCS group, one of the most preeminent consultants in our region, to conduct a rate analysis as required by the City's Budget Policy. The rate analysis was conducted in 2016 and looked at expenses and revenues for the next 10 years for the Water Utility. Factors included assumptions for

inflationary cost escalators, labor agreements, capital facility plans and growth assumptions. As a result of the study, it was determined that rates for 2019 should increase at a rate of 3%, to account for inflation. The rate model has been updated through 2018 to include growth for both new accounts and water usage. The city was able to buy down the rate increase in 2016 and 2017 to 0% and 2018 to 1.5% due to the high growth rate for new accounts and usage. The rate model calls for a 3% increase for inflationary factors in 2019. For a household using an average of 1,600 cf of water the rate increase would be approximately \$1.65 per bi-monthly billing cycle including utility tax. Due to the recommended rate increase and projected usage in 2019, rate revenue is expected to increase 11.47% over the 2018 budget. Expenses for the water utility fund are expected to increase 8.08% in 2019 over the 2018 budget. The expenses include 5% of rate revenues being set aside into a reserve fund for repair and replacement of existing water system infrastructure. The 2019 proposed budget is recommending the use of \$235,896 in reserves to complete two capital repair and replacement projects.

MOTION: MOVED TO ADOPT ORDINANCE NO. 1278 AS PRESENTED.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Sandra Day, Councilor
SECONDER:	David Taylor, Councilor
AYES:	Onslow, Taylor, Wells, Stose, Wertz, Day, Lindsay

5. Second Reading of Ordinance No. 1279 –2019 Storm Water Utility Rate Code Amendment - Kirk Johnson, Finance Director

City staff contracted with FCS group, one of the most preeminent consultants in our region, to conduct a rate analysis as required by the City’s Budget Policy. The rate analysis was reviewed in 2017 and completed in 2018 and looked at expenses and revenues for the next 10 years for the Storm Water Utility. Factors included assumptions for inflationary cost escalators, labor agreements, capital facility plans and growth assumptions. The City completed an update of the Stormwater Capital Facility Plan in 2018 and incorporated the capital projects into the rate model. As a result, of estimated expenses the rate model calls for a 3% inflationary increase to revenues to support estimated expenditures. Please refer to the following table for additional information on budget/financial impacts for both options.

MOTION: MOVED TO ADOPT ORDINANCE NO. 1279 AS PRESENTED.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	David Taylor, Councilor
SECONDER:	Sandra Day, Councilor
AYES:	Onslow, Taylor, Wells, Stose, Wertz, Day, Lindsay

6. Resolution No. 548 - Setting a Public Hearing Date on the Assumption of the Ridgefield Transportation Benefit District - Kirk Johnson, Finance Director

The TBD was formed to provide funding for the city match for the I-5 interchange project. The project was completed and closed out in 2012 and the funding source expired as of the close-out of the project. At the time the TBD was formed, statutes required they be formed as a separate legal entity. Meetings were held separately from the regular City Council meetings and separate financial statements were prepared. The State Legislature enacted the 2015 Second Engrossed Substitute Senate Bill 5987, codified in RCW 36.94 providing public entities with the ability to assume the rights, powers, functions, and obligations of a transportation benefit district. The Ridgefield TBD is still active, however there are no current funding sources for the TBD. Staff recommend that Council hold a Public Hearing to determine if the assumption of the TBD is in the best interest of the City. Per RCW 36.74.020 a public hearing is required prior to Council’s decision to assume the TBD. Staff are recommending the hearing date be set at a regular City Council meeting on December 6, 2018.

MOTION: MOVED TO ADOPT RESOLUTION NO. 548 AS PRESENTED.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Ron Onslow, Councilor
SECONDER:	Jen Lindsay, Councilor
AYES:	Onslow, Taylor, Wells, Stose, Wertz, Day, Lindsay

7. Resolution No. 549 – Approval of Master Fee Schedule Update - Jeff Niten, Community Development Director

City staff periodically review the Master Fee Schedule to insure fees are appropriate to cover services provided. The proposed Master Fee Schedule is intended to recover city costs for development and to index system development charges and impact fees to the rate of inflation. Public Works staff have identified several changes to the fee schedule. Additional fees are proposed for an optional lifetime dog license, and nominal fees for use of baseball/softball fields at Abrams Park.

MOTION: MOVED TO ADOPT RESOLUTION NO. 549 AS PRESENTED.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Ron Onslow, Councilor
SECONDER:	David Taylor, Councilor
AYES:	Onslow, Taylor, Wells, Stose, Wertz, Day, Lindsay

8. Motion - Approval of Pioneer East (Quail Hill Phase 2) Final Plat and Final Site Plan

The Ridgefield Hearing Examiner approved the preliminary plat for Quail Hill Phase 2 on March 15, 2018 as PLZ-17-0115. The project has since been renamed Pioneer East. The project is also subject to a Development Agreement between the City of Ridgefield (Grantee) and Quail Hill Development, LLC, Pioneer Estates, LLC, and Union Ridge Property Owners' Association (Grantors), approved as ORD 1233 on June 8, 2017. The project proposes to subdivide Assessor's parcels 215443004 and 215443006 (13.28 acres) into 148 single-family residential lots. The lots range from 2,191 sq. ft. (Lot 171) to 7,384 sq. ft. (Lot 89), consistent with the lot size approved for Quail Hill Phase 2. The average lot area is 2,801 sq. ft. The final plat also includes private road and utility Tracts A and B, open space Tract C, and pedestrian trail Tracts D and E, all to be owned and maintained by the HOA.

MOTION: MOVED TO APPROVE FINAL PLAT FOR PIONEER EAST, QUAIL HILL PHASE 2 AS PRESENTED.

RESULT:	ADOPTED [6 TO 1]
MOVER:	Sandra Day, Councilor
SECONDER:	Jen Lindsay, Councilor
AYES:	Onslow, Taylor, Wells, Stose, Day, Lindsay
NAYS:	Wertz

PUBLIC HEARING/BUSINESS

1. Public Hearing and First Reading of Ordinance No. 1280 – 2019 Proposed Budget - Kirk Johnson, Finance Director

The 2019 budget proposes total revenues of \$22.9 million and \$19.7 million in expense. The 2019 budget proposes an operating budget of \$11,234,168, capital budget of \$3,919,981, special revenue budget of \$8,791, capital service budget of \$3,726,658 and a debt service budget of \$808,499, for a total budget of \$19,698,097. The net impact on overall fund balance is an increase of \$3,185,465. Transfers between funds included in the budget total \$5,501,519, with \$1,065,260 associated with the operating

funds, transfers to the equipment replacement fund in the amount of \$135,675, transfers for debt service in the amount of \$808,499, and \$3,492,085 for capital projects. Total revenues and the use of fund balance and/or designated reserves are projected to sufficiently support the proposed budget. The 2019 proposed budget includes funding for three new full-time equivalent positions. The new positions are for an engineer trainee, an administrative assistant, and a public works maintenance worker. The total FTE count for the City of Ridgefield with these additions is 48.75, which includes 47 full-time positions and 3 part-time position.

Mayor opened the hearing 7:31PM

None received.

Mayor closed the hearing 7:31PM

First reading conducted.

2. Public Hearing and First Reading of Ordinance No. 1281 – Amendment of the Geographical Boundaries of the Ridgefield Transportation Benefit District - Kirk Johnson, Finance Director

The TBD was formed to provide funding for the city match for the I-5 interchange project. The project was completed and closed out in 2012 and the funding source expired as of the close-out of the project. The Ridgefield TBD is still active, however there are no current funding sources for the TBD. Staff recommends that Council hold a Public Hearing to determine if amending the boundary and functions of the Ridgefield TBD are in the best interest of the city. No action is being requested at this time on funding sources.

Mayor opened the hearing: 7:37PM

None received.

Mayor closed the hearing: 7:37PM

First reading conducted.

PUBLIC COMMENT - [7:38 PM](#)

COUNCIL/PRESIDING OFFICER/STAFF REPORTS

Council

Council member Taylor - Attended pipeline safety committee meeting in Olympia.

Council member Lindsay - Attended Main Street meeting, met with Nelson Holmberg from the Port.

Council member Wertz - Attended Thanksgiving Feast at the schools, Main Street meeting, briefing with City Manager, Veterans Day ceremony.

Council member Wells - Had a conversation with BNSF regarding the train accident that occurred in town.

Council member Onslow - Attended Thanksgiving Feast at the schools, RTC meeting, C-TRAN meeting.

Council member Day - Attended library annual fundraising dinner, Port of Ridgefield meeting, Parks Board meeting, fish and wildlife meeting, Thanksgiving Feast at the schools.

Mayor

Appointment of Planning Commission Members, Position No. 1, 3 & 6 - [7:46 PM](#)

Reappointment of Paul Young to Planning Commission, Position No. 1.

MOTION BY COUNCIL MEMBER ONSLOW TO CONFIRM REAPPOINTMENT OF PAUL YOUNG TO PLANNING COMMISSION.

SECOND: COUNCIL MEMBER TAYLOR.

YES: COUNCIL MEMBER, ONSLOW, TAYLOR, DAY, LINDSAY, WERTZ, WELL AND MAYOR STOSE.

Appointment of Judy Chipman to Planning Commission, Position No. 3.

MOTION BY COUNCIL MEMBER DAY TO CONFIRM APPOINTMENT OF JUDY CHIPMAN TO PLANNING COMMISSION.

SECOND: COUNCIL MEMBER WELLS.

YES: COUNCIL MEMBER, ONSLOW, TAYLOR, DAY, LINDSAY, WERTZ, WELL AND MAYOR STOSE.

Appointment of Ron Aichele to Planning Commission, Position No. 6.

MOTION BY COUNCIL MEMBER TAYLOR TO CONFIRM APPOINTMENT OF ROB AICHELE TO PLANNING COMMISSION.

SECOND: COUNCIL MEMBER WERTZ.

YES: COUNCIL MEMBER, ONSLOW, TAYLOR, DAY, LINDSAY, WERTZ, WELL AND MAYOR STOSE.

City Manager

Deputy City Manager Lee Knottnerus - Hometown celebration is December 1st.

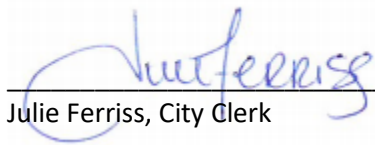
Community Development Director Jeff Niten - Community Development report update provided.

Finance Director Kirk Johnson - Investment portfolio update provided.

Police Chief John Brooks - Update on stolen ATM from IQ Credit Union provided.

Mayor Stose - Retirement party for Terry Hurd is Friday, November 16 at 6PM.

ADJOURN - [7:54 PM](#)



Julie Ferriss, City Clerk



Don Stose, Mayor