



**RIDGEFIELD CITY COUNCIL
MEETING AGENDA**

**Thursday, September 10, 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. Late changes to the agenda**

II. RECOGNITION OF DEPUTY CITY MANAGER LEE KNOTTNERUS FOR YEARS OF SERVICE

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.

IV. CONSENT AGENDA

- 1. Approval of Claims And/Or Payroll**
- 2. Approval of Minutes from the August 20, 2026 and August 27, 2026 Meeting**
- 3. Approval of Watson Creative Contract for Police Department Recruitment Program and Strategy**

V. BUSINESS

- 1. First Reading of Ordinance No. 1488 – Amendments to the Ridgefield Municipal Code Regarding the Youth Commission - Lee Knottnerus, Deputy City Manager**
- 2. Motion – Approval of Amendments to the Youth Commission Rules of Procedure - Lee Knottnerus, Deputy City Manager**

VI. PUBLIC HEARING/BUSINESS

- 1. Public Hearing and First Reading of Ordinance No. 1489 - Development Agreement with Ginn Group LLC and Discovery Ridge Holdings LLC - Janean Parker, City Attorney**

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.

VIII. COUNCIL/PRESIDING OFFICER/STAFF REPORTS

- 1. Council**
- 2. Mayor**
- 3. City Manager**

IX. EXECUTIVE SESSION

- 1. Executive Session pursuant to RCW 42.30.110(1)(g): To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. Discussion and potential action may occur in open session following the executive session.**

X. ADJOURN

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: September 10, 2026

AGENDA ITEM NAME: Approval of Claims And/Or Payroll

GOVERNING LEGISLATION

Revised Code of Washington Title 35A – Optional Municipal Code

PREVIOUS COUNCIL ACTION TAKEN:

The City Council approves claims and/or payroll of the City on a regular basis.

SUMMARY/BACKGROUND:

Vendor claims

BUDGET/FINANCIAL IMPACTS:

See vendor details attached

RECOMMENDED ACTION OR MOTION:

Approve the claims and/or payroll by making the following motion:

"I move to approve the consent agenda as presented."

STAFF CONTACT: Kirk Johnson, Finance Director

ATTACHMENTS:

1. September 10, 2026 Claims Report

City of Ridgefield

Claims Payment Report

For Approval on:

September 10th, 2026

Sum of Amount						
Vendor Name	Vendor Number	Invoice Number	Resp. Department	Description	Total	
ARDAN MAC GROUP LLC	2371	56046	Genl Govt/Facilities	PW Shop Caps	25.18	
			Public Works	PW Shop Caps	464.87	
			Human Resources	Blankets	49.01	
ARDAN MAC GROUP LLC Total					539.06	
BRASS BULL 1 LLC	4166	84541	Genl Govt/Facilities	AP Checks	328.05	
BRASS BULL 1 LLC Total					328.05	
BRIGHTLY SOFTWARE INC.	3044	INV-310060	Public Works	Inspection Process Workflow for Stormwater Permit	1,980.54	
BRIGHTLY SOFTWARE INC. Total					1,980.54	
BSK ASSOCIATES	2119	VJ02076	Public Works	08.2026 Coliform Testing	1,392.00	
BSK ASSOCIATES Total					1,392.00	
BUD CLARY CHEVROLET	0654	150098448	Genl Govt/Facilities	2019 Chevy Silverado 66099D Bumper Repair	273.62	
			Public Works	2019 Chevy Silverado 66099D Bumper Repair	1,319.12	
BUD CLARY CHEVROLET Total					1,592.74	
CASCADE CENTERS INC.	3969	CAN090126134-01	Genl Govt/Facilities	09.2026 Employee Assistance Program	11.00	
			Public Safety	09.2026 Employee Assistance Program	133.16	
			Public Works	09.2026 Employee Assistance Program	205.16	
			Community Development	09.2026 Employee Assistance Program	105.26	
			Human Resources	09.2026 Employee Assistance Program	15.23	
			Finance	09.2026 Employee Assistance Program	38.33	
			Administration	09.2026 Employee Assistance Program	35.53	
			Executive	09.2026 Employee Assistance Program	6.33	
CASCADE CENTERS INC. Total					550.00	
CINTAS CORPORATION NO 2	3497	5359772001	Genl Govt/Facilities	08.26.2026 First Aid Supplies - PW Bldg	35.05	
			Public Works	08.26.2026 First Aid Supplies - PW Bldg	646.13	
			Community Development	08.26.2026 First Aid Supplies - PW Bldg	42.94	
		5357072511	Public Safety	08.27.2026 First Aid Supplies - PD	8.75	
			5357072510	Genl Govt/Facilities	08.27.2026 First Aid Supplies - CH	8.75
			5357072509	Genl Govt/Facilities	08.27.2026 First Aid Supplies - RACC	3.13
	Community Development	08.27.2026 First Aid Supplies - RACC	5.62			
CINTAS CORPORATION NO 2 Total					750.37	
CITIES DIGITAL INC.	3382	68017	Information Technology	11.2026-10.2027 LF Weblink Licensing & Support	24,416.44	
CITIES DIGITAL INC. Total					24,416.44	
CIVICPLUS LLC	3832	385805	Genl Govt/Facilities	08.2026-12.2027 Recreation Management Software	(20.25)	
			Information Technology	08.2026-12.2027 Recreation Management Software	3,421.41	
CIVICPLUS LLC Total					3,401.16	
CLARK COUNTY	0102	CI090025	Public Works	Q1.2026-Q2.2026 Stormwater Partners Workplan Expense Reimb.	1,171.67	
CLARK COUNTY Total					1,171.67	
CLARK COUNTY TREASURERS OFFICE	0554	SIF202608	Genl Govt/Facilities	School Impact Fees	371,360.00	
CLARK COUNTY TREASURERS OFFICE Total					371,360.00	
COLUMBIA RESOURCE COMPANY	0114	51886B051	Public Works	Yard Debris Removal - Streets	243.82	
COLUMBIA RESOURCE COMPANY Total					243.82	
COLUMBIAN PUBLISHING CO	0116	57215	Community Development	Critical Areas Municipal Code Amendment	48.60	

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COLUMBIAN PUBLISHING CO Total					48.60
CONSOR NORTH AMERICA INC.	3949	2601002	Public Works	Carty Road Multi-Purpose Trail Phase 1	3,197.39
CONSOR NORTH AMERICA INC. Total					3,197.39
CSD ATTORNEYS AT LAW P.S.	3294	138454	Genl Govt/Facilities	07.2026 Park Laundry	504.00
CSD ATTORNEYS AT LAW P.S. Total					504.00
DEPARTMENT OF LICENSING - EPAY	0154	RG0002120-2026	Genl Govt/Facilities	CPL Fees	18.00
		RG0002116-2026	Genl Govt/Facilities	CPL Fees	18.00
		0109183390	Genl Govt/Facilities	2026 Annual Driving Records	306.74
			Public Safety	2026 Annual Driving Records	236.05
			Public Works	2026 Annual Driving Records	357.43
			Community Development	2026 Annual Driving Records	74.78
		RG0002118-2026	Genl Govt/Facilities	CPL Fees	18.00
		6.05339E+14	Genl Govt/Facilities	Firearm Dealers License	125.00
		RG0002115-2026	Genl Govt/Facilities	CPL Fees	18.00
		RG0002114-2026	Genl Govt/Facilities	CPL Fees	18.00
		RG0002119-2026	Genl Govt/Facilities	CPL Fees	21.00
		RG0002117-2026	Genl Govt/Facilities	CPL Fees	18.00
DEPARTMENT OF LICENSING - EPAY Total					1,229.00
ENCORE ONE LLC	3890	749566	Genl Govt/Facilities	08.2026 Janitorial Services - 487 S 56th Pl	33.10
				08.2026 Janitorial Services - 101 Mill Street Ste 210	350.00
				08.2026 Janitorial Services - 230 Pioneer Street	278.69
			Public Safety	08.2026 Janitorial Services - 101 Mill Street Ste 110	681.71
			Public Works	08.2026 Janitorial Services - 487 S 56th Pl	610.19
			Community Development	08.2026 Janitorial Services - 487 S 56th Pl	40.55
ENCORE ONE LLC Total					1,994.24
EWING IRRIGATION PRODUCTS INC.	2374	31676474	Public Works	Irrigation Repair Parts - Parks	109.93
		31585665	Public Works	Irrigation Valve Box Repair - Teal Crest Park	38.75
EWING IRRIGATION PRODUCTS INC. Total					148.68
GLOBAL SECURITY & COMMUNICATIONS INC.	3447	4741185	Genl Govt/Facilities	09.2026 Alarm Monitoring Services - PW Bldg	6.21
			Public Works	09.2026 Alarm Monitoring Services - PW Bldg	114.68
			Community Development	09.2026 Alarm Monitoring Services - PW Bldg	7.62
GLOBAL SECURITY & COMMUNICATIONS INC. Total					128.51
GRANICUS LLC	3863	236336	Community Development	09.2026-08.2027 SmartGov Software	24,724.00
GRANICUS LLC Total					24,724.00
GRAPHIC INFORMATION SYSTEMS INC.	2811	297946	Genl Govt/Facilities	2026 Fall Event Mailer	2,898.75
GRAPHIC INFORMATION SYSTEMS INC. Total					2,898.75
GRAY AND OSBORNE INC	0207	23231.28-1	Community Development	08.2026 Protea Ridge Short Plat PLZ-26-0098	814.28
		26240.02	Public Works	08.2026 Water System Plan Update	1,475.48
		26248.00-2	Public Works	08.2026 Kennedy Well	7,560.45
		26240.01-2	Public Works	08.2026 Risk and Resiliency Assessment & Emergency Response Plan	6,208.40
GRAY AND OSBORNE INC Total					16,058.61
HELENA GREEN	3763	3763-20260910	Judicial	08.13.2026 Interpreting Services	150.00
HELENA GREEN Total					150.00
HI-SCHOOL PHARMACY INC	4191	27889-1	Public Works	Well Maintenace Hoses	147.87
				Edging Kit - PWWTR	25.80
		27918-1	Genl Govt/Facilities	2014 Ford F550 83121D Repair - PWOM	2.08

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HI-SCHOOL PHARMACY INC	4191	27918-1	Public Works	2014 Ford F550 83121D Repair - PWOM	10.03
		27883-1	Public Works	Street Sweeper Eye Bolts	21.71
		27891-1	Public Works	PVC Cap - Parks	5.14
		27865-1	Public Works	Mole Traps - Streets	77.40
HI-SCHOOL PHARMACY INC Total					290.03
HOME DEPOT VISA - EPAY	1805	9904556	Public Works	Pencil/Marker - Roundabout Flag Holder Install	2.35
				Piping - Roundabout Flag Holder Install	155.56
		4903201	Public Works	Mural Painting Supplies	319.55
		4360417	Public Works	Overlook Park Repair Parts	51.16
HOME DEPOT VISA - EPAY Total					528.62
HONEY BUCKETS	0223	0555733083	Genl Govt/Facilities	08.18.2026-09.14.2026 Port-a-Potty - PW Shop	53.92
			Public Works	08.18.2026-09.14.2026 Port-a-Potty - PW Shop	995.08
HONEY BUCKETS Total					1,049.00
J2 BLUE PRINT SUPPLY CO	0243	AR185513	Community Development	08.2026 Plotter Contract	62.35
J2 BLUE PRINT SUPPLY CO Total					62.35
JOHN SCHULTZ	4274	2026-008	Public Safety	Background Investigations - PD New Hires	5,886.00
		2026-009	Public Safety	Background Investigations - PD New Hires	2,616.00
JOHN SCHULTZ Total					8,502.00
KITTELSON & ASSOCIATES INC	2441	0168145	Public Works	07.2026 I-5 South Connector Planning	10,079.15
KITTELSON & ASSOCIATES INC Total					10,079.15
L.N. CURTIS AND SONS	3075	INV1104341	Public Safety	PD Uniform - Beacock	511.21
L.N. CURTIS AND SONS Total					511.21
LEADERSHIP CLARK COUNTY	3502	3856	Public Works	2026-2027 Leadership Clark County - Corey Crownhart	3,500.00
LEADERSHIP CLARK COUNTY Total					3,500.00
LES SCHWAB GROUP HOLDINGS LLC	4006	43700099133	Genl Govt/Facilities	2019 Chevy Silverado 66099D Oil Change - PWOM	20.50
			Public Works	2019 Chevy Silverado 66099D Oil Change - PWOM	98.83
LES SCHWAB GROUP HOLDINGS LLC Total					119.33
LISA BLAKE	2297	2297-20260910B	Genl Govt/Facilities	PW Shop Asset Essentials User Training Coffee Reimb. - Blake	2.25
			Public Works	PW Shop Asset Essentials User Training Coffee Reimb. - Blake	41.35
		2297-20260910C	Genl Govt/Facilities	PW Shop Asset Essentials User Training Snacks Reimb. - Blake	1.84
			Public Works	PW Shop Asset Essentials User Training Snacks Reimb. - Blake	27.12
				PW Shop Asset Essentials User Training Snacks Reimb. - Blake	7.01
		2297-20260910D	Genl Govt/Facilities	PW Shop Asset Essentials User Training Snacks Reimb. - Blake	2.14
			Public Works	PW Shop Asset Essentials User Training Snacks Reimb. - Blake	39.60
		2297-20260910A	Public Works	Parks Kaisen Process Improvements Coffee Reimb. - Blake	49.45
LISA BLAKE Total					170.76
MIA GLEASON	4313	4313-20260908	Administration	2026 3CMA Annual Conference Meals - Gleason	247.00
MIA GLEASON Total					247.00
MIRANDA LANGE	4248	4248-20260910	Public Works	Agricultural Commission Meeting Mileage Reimb. - Lange	21.66
			Community Development	Agricultural Commission Meeting Mileage Reimb. - Lange	2.41
MIRANDA LANGE Total					24.07
MJB CONSULTING INC	3117	2454	Genl Govt/Facilities	12.2025 State Lobbyist	3,000.00
MJB CONSULTING INC Total					3,000.00
NAPA AUTO PARTS	0498	541780	Public Works	Truck Headlight Bulbs - Water	48.04
			Community Development	Truck Headlight Bulbs - Water	0.98
		541784	Genl Govt/Facilities	2014 Ford F550 83121D Plugs - PWOM	3.03

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NAPA AUTO PARTS					14.57
NAPA AUTO PARTS Total	0498	541784	Public Works	2014 Ford F550 83121D Plugs - PWOM	66.62
NORTHSIDE FORD TRUCK SALES INC	3281	308654	Genl Govt/Facilities	2020 Chevy Silverado 70428D Repair - PWOM	218.84
			Public Works	2020 Chevy Silverado 70428D Repair - PWOM	2,031.40
NORTHSIDE FORD TRUCK SALES INC Total					2,250.24
NORTHSTAR CHEMICAL INC.	1019	349379	Public Works	Sodium Hypochlorite	1,526.00
NORTHSTAR CHEMICAL INC. Total					1,526.00
NORTHWEST ONE-CALL SUBSURFACE WARNING SYS	4305	6089109	Public Works	08.2026 Excavation Notification/Modem Ticket Delivery	321.44
NORTHWEST ONE-CALL SUBSURFACE WARNING SYSTEM Total					321.44
ON-HOLD CONCEPTS INC	2217	709007	Information Technology	09.2026 On Hold Music Services	27.95
ON-HOLD CONCEPTS INC Total					27.95
PBS ENGINEERING AND ENVIRONMENTAL LLC	0342	26004894-18329	Public Works	07.2026 Royle Rd Hillhurst to Hay Field	63,077.50
		25015144-18328	Public Works	07.2026 Royle Rd Culvert Design	8,275.46
		26006136-18330	Public Works	07.2026 Union Ridge Parkway Rehabilitation	2,711.25
PBS ENGINEERING AND ENVIRONMENTAL LLC Total					74,064.21
PETERSON MACHINERY CO	1767	PC2A0021226	Genl Govt/Facilities	Backhoe Seal - PW Shop	1.29
			Public Works	Backhoe Seal - PW Shop	23.82
PETERSON MACHINERY CO Total					25.11
PHOENIX ASPHALT MAINTENANCE COMPANY INC.	4046	68170	Public Works	Crack Seal Machine Rental	1,664.88
PHOENIX ASPHALT MAINTENANCE COMPANY INC. Total					1,664.88
PLATT ELECTRIC SUPPLY	0766	7P41482	Public Works	Electrical Repair Parts - Bennett Hall	20.18
PLATT ELECTRIC SUPPLY Total					20.18
PORTLAND ENGINEERING INC	2082	13877	Public Works	08.2026 Q178V Ridgefield Cellular Telemetry	228.90
PORTLAND ENGINEERING INC Total					228.90
POSTMASTER	0348	0348-20260910	Genl Govt/Facilities	Permit #40 Postage Replenishment - 2026 Fall Events Mailer	2,764.69
POSTMASTER Total					2,764.69
PURCHASE POWER - EPAY	0356	82558671	Genl Govt/Facilities	07.31.2026 Postage	10.00
PURCHASE POWER - EPAY Total					10.00
RCIF C1, LLC	4314	4314-20260903	Genl Govt/Facilities	Rental Assistance - Sass	2,874.44
RCIF C1, LLC Total					2,874.44
RIDGEFIELD ART ASSOCIATION	2501	2501-20260910	Genl Govt/Facilities	2026 F2T Catering Services	2,496.40
RIDGEFIELD ART ASSOCIATION Total					2,496.40
RIDGEFIELD SCHOOL DISTRICT 122	0378	0378-20260910A	Genl Govt/Facilities	06.2026 RACC Operating Expense - Electricity	340.49
				06.2026 RACC Operating Expense - Water	243.69
				RACC Operating Expense - Security Monitoring	24.30
				06.2026-07.2026 RACC Operating Expense - Wastewater	40.29
				05.2026-06.2026 RACC Operating Expense - Garbage	100.78
			Community Development	06.2026 RACC Operating Expense - Electricity	612.73
				06.2026 RACC Operating Expense - Water	438.54
				RACC Operating Expense - Security Monitoring	43.74
				06.2026-07.2026 RACC Operating Expense - Wastewater	72.49
				05.2026-06.2026 RACC Operating Expense - Garbage	181.36
				Raptors 2026 RORC Rental Fees	6,000.00
RIDGEFIELD SCHOOL DISTRICT 122 Total					8,098.41
RODDA PAINT CO.	4140	7033828	Genl Govt/Facilities	MCF Pop-Up Museum Supplies	1,839.29
RODDA PAINT CO. Total					1,839.29

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RYAN THAMERT	2928	2928-20260910	Public Safety	Chief Interviews Mileage Reimbursement - Thamert	4.54
			Public Works	07.2026 Mileage Reimbursement - Thamert	66.80
			Community Development	07.2026 Mileage Reimbursement - Thamert	3.51
RYAN THAMERT Total					74.85
SITEONE LANDSCAPE SUPPLY LLC	2951	169986070-001	Public Works	Clark College Irrigation Parts - Streets	171.80
SITEONE LANDSCAPE SUPPLY LLC Total					171.80
SOLID WASTE SYSTEMS INC.	3826	P38305TAC	Public Works	Street Sweeper Gutter Brooms	2,234.93
SOLID WASTE SYSTEMS INC. Total					2,234.93
STEVE STUART	2075	2075-20260910	Executive	AWC Conference Mileage Reimbursement - Stuart	336.40
STEVE STUART Total					336.40
SUMURI LLC	4295	INV-2026-1177	Public Safety	PD Evidence Computer Equipment	20,574.84
SUMURI LLC Total					20,574.84
SUNBELT RENTALS INC.	0414	187979026-0001	Public Works	Stump Grinder Rental - PWSTW	866.78
SUNBELT RENTALS INC. Total					866.78
SYMBOLARTS LLC	1866	0575484	Public Safety	PD Badges	1,481.86
SYMBOLARTS LLC Total					1,481.86
THE MASTER'S TOUCH LLC	1786	104577	Public Works	08.2026 UB Statements	1,583.92
		P105225	Public Works	08.2026 UB Final Bill Postage	33.05
		P104577	Public Works	08.2026 UB Statement Postage	2,354.90
		105225	Public Works	08.2026 UB Final Bills	191.89
THE MASTER'S TOUCH LLC Total					4,163.76
THE PARR COMPANY	0964	1316493	Genl Govt/Facilities	MCF Pop-Up Museum Paint & Wall Supplies	78.39
		1316370	Genl Govt/Facilities	Farm to Table Supplies	39.00
		1316644	Public Works	Well Maintenance Concrete Mix	33.61
		1316491	Genl Govt/Facilities	Farm to Table Prop Supplies	18.61
		1316451	Public Works	Hydrant Replacement Concrete Mix	84.04
THE PARR COMPANY Total					253.65
TOPCON SOLUTIONS INC	3421	90437443	Community Development	2026 Bluebeam Software Annual Renewal	7,937.38
TOPCON SOLUTIONS INC Total					7,937.38
TOYER STRATEGIC ADVISORS INC.	4253	2026-138	Community Development	08.2026 Transfer of Development Rights Program	7,500.00
TOYER STRATEGIC ADVISORS INC. Total					7,500.00
TRAFFIC SAFETY SUPPLY CO INC.	0432	INV094771	Genl Govt/Facilities	Pioneer St & 56th Pl Rdbt Traffic Change Signs	(25.74)
			Public Works	Pioneer St & 56th Pl Rdbt Traffic Change Signs	311.69
		INV094644	Genl Govt/Facilities	Pioneer St & 56th Pl Rdbt Traffic Change Signs	(143.91)
			Public Works	Pioneer St & 56th Pl Rdbt Traffic Change Signs	1,742.91
		INV094643	Genl Govt/Facilities	Pioneer St & 56th Pl Rdbt Traffic Change Signs	(26.14)
			Public Works	Pioneer St & 56th Pl Rdbt Traffic Change Signs	316.59
TRAFFIC SAFETY SUPPLY CO INC. Total					2,175.40
UNIFIRST CORPORATION	3904	2240387280	Public Safety	08.18.2026 Floor Mats - PD	58.97
		2240387285	Genl Govt/Facilities	08.18.2026 Floor Mats - PW Bldg	3.69
				08.18.2026 Uniforms - PWO&M	22.36
			Public Works	08.18.2026 Floor Mats - PW Bldg	68.04
				08.18.2026 Uniforms - PWO&M	107.88
				08.18.2026 Uniforms - PWSTW	25.93
			Community Development	08.18.2026 Floor Mats - PW Bldg	4.52
				08.18.2026 Uniforms - PWSTW	0.89

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UNIFIRST CORPORATION	3904	2240390004	Genl Govt/Facilities	08.25.2026 Floor Mats - PW Bldg	3.69	
			Public Works	08.25.2026 Uniforms - PWO&M	22.36	
				08.25.2026 Floor Mats - PW Bldg	68.04	
				08.25.2026 Uniforms - PWSTW	25.93	
		08.25.2026 Uniforms - PWO&M		107.88		
		Community Development	08.25.2026 Floor Mats - PW Bldg	4.52		
			08.25.2026 Uniforms - PWSTW	0.89		
			2240389999	Public Safety	08.25.2026 Floor Mats - PD	58.97
			2240389998	Genl Govt/Facilities	08.25.2026 Floor Mats - CH	27.38
		2240387277	Genl Govt/Facilities	08.18.2026 Floor Mats - RACC	6.80	
			Community Development	08.18.2026 Floor Mats - RACC	12.23	
		2240387278	Genl Govt/Facilities	08.18.2026 Floor Mats - CH	27.38	
		2240389997	Genl Govt/Facilities	08.25.2026 Floor Mats - RACC	6.80	
			Community Development	08.25.2026 Floor Mats - RACC	12.23	
UNIFIRST CORPORATION Total					677.38	
VERIZON WIRELESS SERVICES LLC	4050	9022442829	Public Safety	PD Phone Record Request Fee	75.00	
VERIZON WIRELESS SERVICES LLC Total					75.00	
WA STATE DEPARTMENT OF HEALTH	0148	4883	Public Works	Eastside Reservoir Construction DWSRF Loan DWL31558	12,601.70	
		4884	Public Works	Eastside Reservoir Design DWSRF Loan PCL29325	53,333.33	
WA STATE DEPARTMENT OF HEALTH Total					65,935.03	
WA TRUST FOR HISTORIC PRESERVATION	2341	2341-20260910	Genl Govt/Facilities	TMI Rental Deposit Refund	95.00	
WA TRUST FOR HISTORIC PRESERVATION Total					95.00	
WASHINGTON STATE PATROL	0463	12700731	Genl Govt/Facilities	08.2026 Background Checks - CPL	57.00	
WASHINGTON STATE PATROL Total					57.00	
WELLWORKS FOR YOU	3414	46459	Genl Govt/Facilities	08.2026 Wellness Programs	(65.70)	
			Human Resources	08.2026 Wellness Programs	795.70	
WELLWORKS FOR YOU Total					730.00	
WSP USA INC.	3338	40421431	Public Works	07.2026 S 35th Ave Extension	7,196.08	
WSP USA INC. Total					7,196.08	
YADON MECHANICAL LLC	4111	12296596	Genl Govt/Facilities	09.2026-11.2026 HVAC Maintenance - PW Bldg	52.49	
			Public Works	09.2026-11.2026 HVAC Maintenance - PW Bldg	967.97	
			Community Development	09.2026-11.2026 HVAC Maintenance - PW Bldg	64.33	
		12296597	Genl Govt/Facilities	09.2026-11.2026 HVAC Maintenance - CH	582.31	
YADON MECHANICAL LLC Total					1,667.10	
Grand Total					709,374.15	

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: September 10, 2026

AGENDA ITEM NAME: Approval of Minutes from the August 20, 2026 and August 27, 2026 Meeting

GOVERNING LEGISLATION

N/A

PREVIOUS COUNCIL ACTION TAKEN:

N/A

SUMMARY/BACKGROUND:

Staff has prepared the minutes for Council consideration of adoption for the Council meeting(s).

BUDGET/FINANCIAL IMPACTS:

N/A

RECOMMENDED ACTION OR MOTION:

Approve the minutes by making the following motion: 1. "I move to approve the consent agenda".

STAFF CONTACT:

ATTACHMENTS:

1. 08-20-2026
2. 08-27-2026



**CITY OF RIDGEFIELD, WASHINGTON
CITY COUNCIL MEETING MINUTES
AUGUST 20, 2026**

Regular Meeting - 4:00 PM

I. STUDY SESSION - 4:00 P.M.

Present:

Mayor Matt Cole
Council Member Lee Wells
Council Member Clyde Burkle
Council Member Katie Favela
Council Member Rian Davis
Council Member Meghan Hamilton

Absent:

Mayor Pro Tem Judy Chipman

1. Solid Waste Update - Ryan Thamert, Public Works Director

The Clark County Solid Waste and Recycling Division provided its annual update, including an overview of public and private ownership options for transfer stations, a cost-benefit analysis, and the North County Recycling and Transfer Station Siting Report.

II. EXECUTIVE SESSION

1. Executive Session Pursuant to RCW 42.30.110(1)(g) to Discuss Personnel Matters.

5:01PM: Mayor Cole announced that the City Council would recess into Executive Session until 5:35PM pursuant to RCW 42.30.110(1)(g).

Executive Session Attendees: Mayor Cole, Council Members, City Manager Steve Stuart, Deputy City Manager Lee Knottnerus.

5:35PM: The Executive Session was extended to 5:45PM.

5:45PM: The Mayor reconvened the meeting. No action was taken, and the meeting was adjourned.

III. ADJOURN

5:45PM

Julie Ferriss, City Clerk

Matt Cole, Mayor



**CITY OF RIDGEFIELD, WASHINGTON
CITY COUNCIL MEETING MINUTES
AUGUST 27, 2026**

Regular Meeting - 6:30 PM

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

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

Present:

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

- 3. Late changes to the agenda**

II. RECOGNITION OF CHIEF DORIOT FOR YEARS OF SERVICE

City Council recognized Chief Doriot and thanked her for her years of dedicated service to the City.

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.

Discussion: Mayor Cole requested that Item No. 3 be pulled from the Consent Agenda until questions could be answered by staff.

RESULT:	(UNANIMOUS)
MOVER:	Council Member Burkle

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

1. **Approval of Claims And/Or Payroll**
2. **Approval of Minutes from the August 6, 2026 and August 13, 2026 Meeting**
3. **Approval of Watson Creative Contract for Police Department Recruitment Program and Strategy**

V. BUSINESS

1. **Motion - Approval of the ADA Transition Plan - Ryan Thamert, Public Works Director**

Staff provided an overview of the City’s ADA Self-Evaluation and Transition Plan, which identifies accessibility barriers within the public right-of-way and establishes priorities and procedures for barrier removal. The plan was developed following an inventory of pedestrian facilities on arterial and major collector roadways and is guided by ADA Title II, the 2010 ADA Standards for Accessible Design, and the 2023 PROWAG guidelines. City Council conducted a discussion and provided feedback to staff and the consultant.

MOTION: MOVED TO APPROVE THE ADA TRANSITION PLAN AS PRESENTED.

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

2. **Motion - Approval of Development Agreement with Blue Rock Ventures, as BRV Ridgefield Holdings, LLC for Ridgefield Community and Recreation Center Development - Janean Parker, City Attorney**

Staff presented the proposed Development Agreement with Blue Rock Ventures for the construction, ownership, leasing, and operation of a multi-purpose community recreation facility at 5001 N. Pioneer Canyon Drive. The approximately 43,000-square-foot facility will include a privately owned Recreation Center and a publicly owned Community Center, along with parking, trails, landscaping, and outdoor recreation areas. Under the agreement, the City will construct the facility, with Blue Rock Ventures funding the Recreation Center and the City funding the Community Center. The parties will share long-term use and maintenance of the facility. Construction is anticipated to be completed by summer 2028, with an outside substantial completion date of November 1, 2028. The agreement also provides for the City to lease the Recreation Center property to Blue Rock Ventures at no cost and subsequently lease the Recreation Center back for 30 years. The operating lease rate remains under negotiation and will return to City Council for review and approval prior to the start of construction. City Council conducted a discussion regarding the proposed agreement.

MOTION: MOVED TO APPROVE THE DEVELOPMENT AGREEMENT WITH BLUE ROCK VENTURES, LLC AND AUTHORIZE THE CITY MANAGER TO ENTER INTO THE DEVELOPMENT AGREEMENT AS PRESENTED.

RESULT:	(6-1)
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MOVER:	Mayor Pro Tem Chipman
SECONDER:	Council Member Burkle
AYES:	Mayor Cole, Council Member Wells, Mayor Pro Tem Chipman, Council Member Burkle, Council Member Davis, Council Member Hamilton
NAYS:	Council Member Favela

3. Second Reading of Ordinance No. 1485 - Amending the Transportation Impact Fee Project List - Bryan Kast, City Engineer

Staff provided an update to the Traffic Impact Fee (TIF) project list, including revised costs for the Carty Road and Carty Road/Hillhurst Roundabout projects based on preliminary design and updated traffic modeling.

MOTION: MOVED TO ADOPT ORDINANCE NO. 1485 AS PRESENTED.

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

4. Ordinance No. 1487 - Moratorium Within the Corporate Boundaries of the City on the Filing, Acceptance, Processing, and/or Approval of Applications or Permits for Any New Gasoline Service Station Facilities - Steve Stuart, City Manager

Staff presented an ordinance adopting a moratorium within the City on the filing, acceptance, processing, and approval of applications or permits for new gasoline service station facilities.

MOTION: MOVED TO ADOPT ORDINANCE NO. 1487 AS PRESENTED.

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

VI. PUBLIC HEARING/BUSINESS

1. Public Hearing and First Reading of Ordinance No.1486 - Stadelman & Leetch Petition to Annex - Claire Lust, Community Development Director

Staff presented a Petition to Annex three residentially-zoned parcels located in the Gee Creek Plateau Subarea: Parcel Nos. 213796000, 213791000, and 213781000. Staff noted that the parcels are located within the Ridgefield Urban Growth Area and are contiguous with the existing City limits, making them eligible for annexation. Any future development would be subject to the City's land use, engineering, and building review processes, beginning with a pre-application conference, and would be subject to the Ridgefield Development Code in effect when the land use application is deemed technically complete.

Mayor Cole Opened the Public Hearing: 9:15PM

No public testimony was received.

Mayor Cole Closed the Public Hearing: 9:16PM

MOTION: MOVED TO WAIVE THE SECOND READING AND ADOPT ORDINANCE NO. 1486 AS PRESENTED.

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

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 Favela congratulated Chief Doriot on her retirement. She also shared that, at the CCFR meeting, two community members were honored for saving the lives of two young girls and their father.

Council Member Wells attended the City's Employee Appreciation Picnic.

Council Member Hamilton attended the City's Employee Appreciation Picnic and congratulated Chief Doriot on her retirement.

Council Member Burkle reported that he had been out of town on vacation.

Council Member Davis participated in the Tater Tot Bike Bus and congratulated Chief Doriot on her retirement.

Mayor Pro Tem Chipman attended the Builders Association dinner.

2. Mayor

The Mayor shared that he will assume Chief Doriot's position on the PAL Board.

3. City Manager

City Manager Steve Stuart shared that he hosted the Wednesday Walk and addressed questions regarding downtown and Waterfront development. He thanked Council Members for attending the Employee Appreciation Picnic and presented Chief Doriot with her retirement badge.

Public Works Director Ryan Thamert provided updates on the Kennedy Well and Eastside Reservoir projects.

Chief Doriot expressed her appreciation for the retirement celebration and thanked the community for its support.

IX. ADJOURN

9:41PM

Julie Ferriss, City Clerk

Matt Cole, Mayor

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: September 10, 2026

AGENDA ITEM NAME: Approval of Watson Creative Contract for Police Department Recruitment Program and Strategy

GOVERNING LEGISLATION

RCW 35: Cities and Towns; RCW 35A: Optional Municipal Code; RCW 39: Public Contracts and Indebtedness; Financial Policy #04: Procurement of Goods and Services

PREVIOUS COUNCIL ACTION TAKEN:

Council has approved multiple contracts and agreements in the past.

SUMMARY/BACKGROUND:

The City was awarded a Department of Justice (DOJ) Office of Community Oriented Policing Services (COPS) grant to assist with preparing a police officer recruitment program. The city released an RFQ on April 17, 2026, and received 15 bids from consultants for the work. Watson Creative was the highest scoring firm and the city issued an intent to negotiate scope and fee on June 24, 2026. Watson will develop and implement a recruitment program for the Ridgefield Police Department that attracts interested and qualified candidates. The work includes research and strategy, recruitment messaging and creative direction, a dedicated recruitment website, recruitment videos and photography, event handouts, targeted digital advertising, campaign management, and a final report documenting results, key takeaways, and lessons learned for other rural police departments.

BUDGET/FINANCIAL IMPACTS:

The contract budget is \$120,000 and will be paid 100% from grant funds as there is no match requirement. The city received a grant for a total amount of \$175,000 and the balance of the grant will cover overtime for officers to attend events and for materials for recruitment.

RECOMMENDED ACTION OR MOTION:

If the council chooses to approve the contract, a motion would be:

"I move to approve the contract with Watson Creative for Police Recruitment Program and Strategy in the amount of \$120,000."

STAFF CONTACT: Kirk Johnson, Finance Director

ATTACHMENTS:

1. Ridgefield_Police_Recruitment_SOW

Ridgefield Police Department Recruitment

Statement of Work

RFP C2026-030 | City of Ridgefield, Washington

Client	City of Ridgefield / Ridgefield Police Department
Consultant	Watson Creative
Funding	Department of Justice (DOJ), Office of Community Oriented Policing Services (COPS Office) grant program
Required Completion	June 30, 2027
Primary Scope	Recruitment strategy, messaging, event materials, recruitment website, video, photography, digital advertising, campaign management, and final reporting

Project Objective

Watson will develop and implement a recruitment program for the Ridgefield Police Department that attracts interested and qualified candidates. The work includes research and strategy, recruitment messaging and creative direction, a dedicated recruitment website, recruitment videos and photography, event handouts, targeted digital advertising, campaign management, and a final report documenting results, key takeaways, and lessons learned for other rural police departments.

The scope follows the same sequence as the original plan: Strategy, Creative, Production, and Marketing. All activities and deliverables are subject to City approval, the executed professional services contract, and applicable grant requirements.

1. Strategy

Watson will establish the recruitment objectives, priority candidate audiences, message framework, channel roles, website requirements, and performance measures before creative production begins. The work will use Department input, existing materials, available recruitment data, peer review, and the requirements of the COPS Office-funded project.

1.1 Alignment

1.1.1 Onboarding

Watson will conduct a project kickoff with the City project manager, Police Department leadership, recruiting staff, Human Resources, communications staff, and grant administration representatives as appropriate.

Activities

- Confirm scope, deliverables, budget categories, grant-related constraints, final completion date, and decision-making authority.
- Establish the project schedule, milestone dates, review periods, meeting cadence, and consolidated feedback process.
- Set up shared project tools for tasks, schedules, files, approvals, and status updates.
- Collect access to existing website properties, analytics, social media accounts, advertising accounts, and application links as needed.
- Identify required City, Police Department, legal, Human Resources, communications, and grant approvals.

Deliverables

- Project work plan and milestone schedule.
- Project contact and approval matrix.
- Asset, information, account-access, and dependency checklist.
- Initial risk and issue log, including schedule, procurement, participant availability, and grant constraints.

1.1.2 Department and Recruitment Context Review

Watson will facilitate a 1-2 hour working session to document the Department's recruitment history, current needs, internal perspective, and project constraints. The session will focus on practical information needed to develop the campaign and required deliverables.

1. **Document Review:** City and Police Department brand standards, current job postings, recruiting materials, recruitment data, benefits and compensation information, hiring requirements, relevant policies, event materials, and grant documents provided by the City.
2. **Recruitment Landscape:** Current regional recruiting conditions, the Department's rural and small-city context, and the ways comparable agencies present employment opportunities.
3. **Candidate Journey:** The steps from first awareness through application, including common questions, barriers, handoffs, and drop-off points.
4. **Recruitment Calendar:** Community and higher education recruitment events in Washington and Oregon, hiring cycles, application windows, and campaign flight dates.

Deliverables

- Context review summary.
- Confirmed recruitment challenges, opportunities, constraints, and project priorities.

- Preliminary candidate journey and measurement framework.

1.2 Insights: Creative

1.2.1 Creative Workshop

Watson will facilitate one working session of approximately three hours with 5–7 City and Police Department stakeholders. The purpose is to define the Department qualities, stories, visual considerations, and factual proof points that the recruitment campaign should communicate.

Workshop Agenda

- **Future-Focused Introspection** We'll guide Ridgefield Police leadership through a focused exercise centered on three questions: What is working today, where are the current recruitment challenges, and what should the department's recruitment efforts achieve over the next several years? The discussion will clarify priorities and define the attributes that should shape the recruitment strategy and creative direction.
- **Strategic Dichotomies** We'll assess how Ridgefield Police currently shows up across a series of relevant spectrums, such as established versus evolving, rural versus connected, traditional versus progressive, and service-oriented versus enforcement-led. This exercise will help identify the department's current position, its desired future position, and the choices needed to close the gap.
- **Exploring Archetypes** We'll use archetypes to establish a clear storytelling approach for the recruitment campaign. The goal is to identify the qualities Ridgefield Police should consistently communicate, such as service, trust, readiness, belonging, and professional purpose, and translate them into messaging that resonates with qualified candidates.

Deliverables

- Workshop summary and approved creative criteria.

1.2.2 Audit and Baseline

Watson will review the Department's current recruitment presentation and compare it with relevant public-safety recruitment programs. The audit will identify what should be retained, corrected, clarified, or developed.

Ridgefield Police Department Recruitment Audit

- City and Police Department brand standards and current visual identity.
- Existing recruitment copy, job information, photography, video, handouts, presentations, website content, and social content.
- Clarity and consistency of the candidate value proposition, requirements, benefits, application steps, and calls to action.
- Accessibility, usability, and continuity across recruitment touchpoints.

Peer Audit

The peer review will include five comparable law-enforcement agencies and three adjacent public-safety or public-sector recruitment programs.

- Comparison of recruitment positioning, message themes, visual direction, websites, video, social media, event materials, and calls to action.
- Digital performance indicators that are publicly available or accessible through approved tools.
- Gaps and practical opportunities for Ridgefield to present a clear and credible recruitment story.

Deliverables

- Creative and recruitment audit summary.
- Peer comparison and opportunity list.

- Baseline recommendations for messaging, website, content, and campaign development.

1.3 Insights: Recruitment Marketing

1.3.1 Marketing Workshop

Watson will facilitate one focused workshop of approximately 60–90 minutes with the City staff responsible for recruitment, communications, website management, and digital advertising. The session will define how campaign channels and recruitment events will work together.

Integrated Recruitment Campaign Planning

- **Candidate Audience Alignment:** Confirm priority candidate groups, eligibility considerations, geographic focus, and the information each group needs.
- **Recruitment Pathway:** Map Awareness → Interest → Application → Follow-Up and identify the role of each channel at each stage.
- **Content and Event Calendar:** Coordinate campaign content with community and higher education recruiting events, application periods, and Department availability.
- **Channel Roles:** Define the purpose of the recruitment website, organic social, paid social, search, display, email or follow-up materials, earned/community outreach, and event handouts.
- **Performance Measures:** Confirm reportable metrics, data sources, tracking requirements, and the limits of available application or hiring data.

Deliverables

- Integrated recruitment campaign framework.
- Preliminary channel plan and content calendar.
- Measurement and reporting requirements.

1.3.2 Audit and Baseline

Watson will review the current recruitment marketing ecosystem and compare Ridgefield with three relevant peer programs. The review will focus on the candidate pathway, channel readiness, and the ability to measure performance.

Candidate Audience and Recruitment Pathway

- Priority candidate groups and likely information needs.
- Alignment across Awareness → Interest → Application → Follow-Up.
- Current traffic sources, application links, referral paths, and identifiable drop-off points.
- Readiness of the following recruitment systems:
 - **1. Employer Credibility and Recruitment Narrative:** Department story, job information, proof points, officer voices, and consistency across owned content.
 - **2. Search:** Visibility for police recruitment terms, technical readiness, page structure, and local or regional search intent.
 - **3. Organic Social:** Platform fit, content cadence, visual consistency, and the role of current officers and Department channels.
 - **4. Candidate Follow-Up:** Email, text, contact forms, recruiting contacts, and handoff procedures available through City systems.
 - **5. Recruitment Website:** Usability, mobile experience, accessibility, content clarity, application links, analytics, and conversion paths.
 - **6. Earned and Community Outreach:** Recruitment events, partnerships, higher education outreach, local media, and third-party credibility.
 - **7. Paid Media:** Targeting, platform mix, creative requirements, tracking, budget pacing, and alignment with the application pathway.

Peer Comparison (3)

- Recruitment positioning, story angles, channel mix, and application calls to action.
- Search visibility, website maturity, video and photography use, and paid-media practices.
- Tactics that may be relevant to a rural agency recruiting in Washington and Oregon.

Deliverables

- Recruitment marketing baseline.
- Priority channel and tracking recommendations.
- Initial paid-media and website requirements.

1.4 Recruitment Strategy

1.4.1 Candidate Profiles

Watson will develop three priority candidate profiles based on stakeholder input, available data, peer research, and the recruiting pathways confirmed by the City. These profiles will be used to guide messaging, media targeting, website content, event materials, and video stories.

Deliverables: Three Candidate Profiles

- Candidate background and relevant eligibility or experience considerations.
- Primary motivations, questions, barriers, and decision criteria.
- Information sources, recruitment-event touchpoints, and digital media habits that can be reasonably supported by available research.
- Recommended messages, proof points, calls to action, and content formats.
- Candidate journey from Awareness → Interest → Application → Follow-Up.

1.4.2 Recruitment Messaging

Watson will develop a practical message system for Ridgefield Police Department recruitment. All statements about employment, compensation, benefits, qualifications, hiring procedures, and Department operations will be subject to City review and approval.

Deliverables

- **Recruitment Messaging Foundation:** Recruitment positioning, reasons to consider the Department, approved proof points, headline and tagline directions, and primary calls to action.
- **Message Matrix:** Messages organized by candidate profile, recruitment stage, channel, and information need.
- **Three Primary Recruitment Narratives:** Priority storylines for the website, video, social content, event materials, and paid advertising.
- **Voice and Tone Guidance:** Plain-language direction for credible, consistent, and respectful recruitment communications.
- **Approved Facts and Claims List:** A controlled reference for compensation, benefits, training, career development, community, equipment, and other factual content used in production.

1.5 Strategy Review and Approval (The Summit)

After the workshops, audits, and research are complete, Watson will conduct a two-hour working session to present findings, resolve open issues, and obtain direction for the Creative phase.

1.5.1 Research and Synthesis

Watson will prepare a consolidated strategy presentation covering:

- **Department Context:** Recruitment history, current needs, organizational perspective, and project constraints.
- **Stakeholder Input:** Key themes and decisions from workshops and working sessions.
- **Audits and Baselines:** Brand, content, website, search, analytics, candidate pathway, channel, and peer findings.
- **Secondary Research:** Relevant market signals, regional recruiting context, public information, and approved analytics or media data.

1.5.2 Creative Brief

The approved brief will define:

- Three candidate profiles.
- Recruitment messaging and proof points.
- Campaign objectives and success measures.
- Recruitment website structure and content priorities.
- Channel roles, paid-media assumptions, and recruitment-event integration.
- Creative, photography, video, privacy, accessibility, and brand requirements.

1.5.3 Project Roadmap

Watson will provide a project roadmap through the grant completion date, including:

- Immediate next steps and approved production priorities.
- Creative, website, content-production, media-launch, optimization, and closeout milestones.
- Coordination points for community and higher education recruitment events in Washington and Oregon.
- Recommended campaign flights and media sequencing.
- Final report outline, deliverable inventory, source-file transfer, and grant closeout support.
- A revised production plan and statement of work reflecting approved direction and budget.

2. Creative

Watson will translate the approved recruitment strategy into a campaign system and dedicated recruitment website. Creative work will be reviewed in defined stages so that messaging, design, production requirements, and City approvals are settled before full production.

2.1 Campaign Direction

Watson will develop one integrated recruitment campaign direction that can be applied across the recruitment website, video, photography, event handouts, organic social content, digital advertising, and other approved materials.

2.1.1 Process and Review Stages

Creative Intent

Watson will present 2–3 visual reference boards, initial narrative cues, and draft channel requirements. The City will confirm the tone, story approach, candidate emphasis, and practical requirements for each channel.

Concept Debut

Watson will present up to three campaign directions using 3–5 representative sample applications. Each direction will include rationale and demonstrate how the message and visual system can work across the website, video, social media, digital advertising, and recruitment events. The City will select one direction for refinement.

Concept Refinement

Watson will refine the selected direction, resolve messaging and visual issues, confirm accessible and platform-specific adaptations, and identify any A/B testing needs. This stage will also confirm scripts, shot lists, content requirements, website components, production schedule, and media specifications.

Final Direction

Watson will finalize the approved campaign system and prepare it for production. Final direction will include the campaign guidelines, approved messaging, production briefs, website direction, and specifications for required assets.

2.1.2 Deliverables and Key Assets

Campaign Guidelines

- Core recruitment narrative, approved headline and tagline direction, message hierarchy, proof points, and calls to action.
- Visual direction for key art, typography, color, graphic elements, photography, motion, and layout.
- City and Police Department brand requirements, accessibility considerations, and usage guardrails.
- Examples showing how the system applies across website, video, organic social, paid media, and event materials.

Content Direction

- **Photography Direction:** Subjects, locations, activities, equipment, uniforms, environments, representation, image style, and required permissions.
- **Video Direction:** Story structure, interview approach, scripts or talking points, shot list, storyboards where needed, aspect ratios, captioning, and sound-off requirements.
- **Production Brief:** Capture-day schedule, participants, locations, equipment, vendor needs, releases, safety considerations, and production estimate.
- **Recruitment Content Topics:** Up to ten website, FAQ, social, or search-informed topic recommendations that support candidate questions and long-term discovery.

Campaign Asset Kit

- Recruitment event handout system: one brochure or pamphlet and one flyer or reusable flyer template.
- Up to three organic social examples across up to three approved platforms.
- Directional templates for three core digital ad concepts, including static and motion-ready applications where appropriate.
- Recruitment event signage or table-display direction, if included in the approved production budget.
- Website visual direction and representative component examples.

2.2 Website Design and Development

2.2.1 Approach

Watson will design, build, test, and launch a dedicated Ridgefield Police Department recruitment website or microsite on a platform approved by the City. The website will provide a clear mobile-first path from initial interest to the City's official application process.

- Confirm the sitemap, page requirements, application links, technical environment, hosting responsibilities, analytics, and content-management needs. (~10 page templates)
- Design responsive page layouts and reusable components in Figma.
- Develop the approved website on the agreed platform and connect calls to action to the City's application or applicant-tracking system.
- Implement approved analytics and campaign tracking.
- Complete content, accessibility, browser, device, performance, and launch quality assurance.
- Provide launch support and a handoff session for City staff.

2.2.2 Page and Template Definitions

The initial scope assumes up to six core recruitment pages or page templates. The final page list will be confirmed in the approved sitemap and budget.

- **Primary Pages:** Core pages that establish the recruitment story, visual system, and application pathway. Anticipated subjects include Home, Why Ridgefield, Department and Culture, Career and Benefits, Application Process, and Frequently Asked Questions or Contact/Apply.
- **Secondary or Static Pages:** Additional pages built within the approved system for lower-volume or supporting content.
- **Database or Custom Application Features:** Applicant tracking, secure portals, complex databases, calculators, or custom integrations are not included unless specifically approved in the final scope.

2.2.3 Process and Review Stages

Creative Intent (Review 1)

With the strategy and sitemap approved, Watson will review relevant recruitment sites, navigation patterns, motion, accessibility requirements, and content priorities with the City.

Concept Debut (Review 2)

Watson will present up to two homepage design directions with rationale and representative mobile views. The City will select one direction.

Concept Refinement and Production Sprints (Review 3+)

Watson will refine the selected homepage and develop 2–3 additional core page templates. Remaining pages and responsive states will be reviewed in focused production sprints.

Final Direction and Launch (Review 4)

Watson will finalize the design system, complete development, perform quality assurance, launch the website, and provide final design, code, content, analytics, and administrative documentation as applicable to the approved platform.

2.2.4 Website Deliverables

Responsive Design and Build

- Approved sitemap and page requirements.
- Homepage and approved core page designs.

- Responsive desktop, tablet, and mobile layouts.
- UI kit with typography, colors, buttons, forms, navigation, and interaction states.
- Website development on the approved platform.
- Application links, analytics, campaign tracking, and basic search optimization.
- Accessibility, browser, device, performance, and launch quality assurance.
- Production-ready design files, website files or repository access as applicable, and City handoff.

Verbal Content and Copywriting

- Watson will draft recruitment copy for approved pages using the approved messaging and facts list.
- The City will provide and verify compensation, benefits, qualifications, hiring steps, policies, legal notices, contacts, and other substantive factual content.
- The City will review and approve all employment-related statements before publication.
- Copy for additional pages or major content changes outside the approved sitemap may require a scope adjustment.

Visual Content

- The website will use photography and video produced under this scope, approved City assets, and licensed stock imagery where appropriate.
- Basic icons, interface graphics, and campaign graphic elements are included.
- Custom infographics, advanced animation, complex interactive tools, and additional content capture are included only if identified in the approved budget.

3. Production

Watson will produce the approved recruitment assets for the website, recruitment events, organic social channels, and paid digital campaign. Media planning will occur in parallel so that final sizes, durations, formats, and asset variations match actual placements.

Required City Delivery

At project completion, Watson will provide the City with the final video files, recorded footage produced under the project, final photographs, approved graphics, copy, campaign files, website files or access, and other work product required by the contract. Third-party licensed materials will be identified with any continuing use restrictions.

3.1 Campaign Production

3.1.1 Campaign 01: Recruitment Awareness and Candidate Conversion

The campaign will support awareness, candidate interest, application-path activity, and recruitment-event follow-up. Final asset counts and specifications will be confirmed after the City approves the media plan, production budget, and platform requirements.

3.1.2 Core Asset Creation

Recruitment Video

- One 60–90 second primary recruitment video for the recruitment website, presentations, and flagship storytelling.
- One 30-second recruitment cut for paid and organic digital use.
- One 15-second edits for social and digital placements.
- Three to five short clips of approximately 5–7 seconds for social stories, pre-roll, display, or other approved uses.
- Required aspect ratios, safe zones, captions, transcripts, sound-off versions, and light motion graphics.

Recruitment Photography

- Up to 20 edited, color-corrected photographs based on the approved shot list.
- Approved subjects may include officers, vehicles, equipment, training, facilities, community settings, and other recruitment-relevant scenes.
- Additional images may be selected from approved City libraries or licensed stock sources within the approved budget.
- Final edited photographs and project source files will be organized and transferred to the City at closeout.

Recruitment Event Materials

- Print-ready recruitment brochure or pamphlet.
- Print-ready flyer and reusable flyer template.
- Approved event signage, banner, or table-display files if included in the final budget.
- Digital versions suitable for email, website download, or QR-code access.

3.1.3 Organic Social

Watson will prepare a practical content package for the Department's approved social platforms.

- Up to 24 total organic social posts for the initial campaign period.
- A mix of static, carousel, short video, and light-motion formats based on platform requirements.
- Adaptations for up to three approved platforms.
- Caption, link, hashtag, and call-to-action guidance.
- Recommended publishing sequence tied to campaign flights and recruitment events.
- City publishing and community management unless separately included in the approved scope.

3.1.4 Search Optimization

- Recruitment keyword and search-intent recommendations.
- Page titles, descriptions, headings, structured content, and other basic on-page optimization for the recruitment website.
- Metadata and descriptions for recruitment videos and campaign landing pages.
- Tracking of search-driven website activity through approved analytics.

3.1.5 Candidate Follow-Up Materials

If the City has an approved email, text, contact, or applicant-follow-up process, Watson will prepare supporting content within that system.

- Three to five email templates or messages for inquiry response, event follow-up, application reminders, or next-step guidance.
- Basic sequencing and call-to-action recommendations.
- Coordination with the City's recruiting contact and application process.

- Applicant-tracking-system configuration, custom integrations, or automated text systems are not included unless separately approved.

3.1.6 Paid Media

Watson will plan, prepare, place, and manage targeted online advertising on approved social, search, display, video, or other digital platforms. The campaign may target Washington, Oregon, and other City-approved geographies based on recruitment needs and budget.

- The \$120,000 not-to-exceed project budget includes digital recruitment marketing professional services and paid-media placement. Digital recruitment marketing services may include media strategy, campaign planning, platform setup, creative development, copywriting, creative adaptation, trafficking, tracking, quality assurance, testing, optimization, budget pacing, performance reporting, and campaign closeout.
- The initial project budget reserves \$30,000 for direct third-party paid-media hard costs. The final channel mix, geographic targeting, campaign flighting, pacing, and allocation will be determined through the strategy and integrated launch-planning process and presented to the City for approval before placement begins.
- Based on the approved strategy and the City's recruitment priorities, Watson and the City may mutually agree to increase the direct paid-media allocation up to \$60,000 while remaining within the \$120,000 total project budget. Any increase above the initial \$30,000 allowance may require a corresponding adjustment to other project activities or deliverables. Any such adjustment will be documented and approved by both parties before implementation.
- Watson will track paid-media expenditures separately and provide the City with regular budget-pacing and campaign-performance reporting. No media costs exceeding the approved allocation or the \$120,000 total project budget will be incurred without the City's prior written authorization.
- Paid-media plan identifying objectives, audiences, geography, platforms, flight dates, budget allocation, and measurement approach.
- Three to five core recruitment messages with size and format adaptations required by the approved media plan.
- Campaign setup, tracking, quality assurance, budget pacing, and ongoing optimization.
- A/B testing or multivariate testing where the budget and platform volume support a meaningful comparison.
- Regular reporting on reach, impressions, video views, website sessions, apply clicks, cost, and other available performance measures.
- **Any portion of the approved paid-media allowance not expended on third-party placement is either applied to additional placement or deducted from the final invoice.**

3.2 Content Production

Content production will use a focused crew and a documented pre-production plan to capture authentic Department, officer, equipment, and community material efficiently.

STEP 01

3.2.1 Pre-Production

- Creative alignment and capture planning.
- Video scripts, interview questions or talking points, storyboards where needed, and detailed shot list.
- Location, schedule, participant, vehicle, equipment, uniform, and operational coordination.
- Officer and participant releases, location permissions, and basic legal clearances as applicable.
- Safety, privacy, secure-area, public-interaction, and operational requirements identified by the City.
- Vendor coordination and competitive pricing consistent with the approved budget and applicable City or grant requirements.

Deliverables

- Approved production brief.
- Capture-day schedule and call sheet.
- Approved scripts, shot list, interview plan, participant list, and location plan.

STEP 02**3.2.2 Content Capture (1 Day)**

The initial production plan assumes one primary capture day across approved Ridgefield locations. The final schedule will be set after the shot list, officer availability, locations, weather needs, and production budget are confirmed. Additional capture days require written approval.

Anticipated Crew

- Producer or director.
- Videographer and required camera or audio support.
- Photographer.
- Additional lighting, audio, drone, makeup, styling, or production support only if included in the approved budget and authorized for the location.

City Coordination

- The City will coordinate officer and staff availability, operational approvals, uniforms, vehicles, equipment, facilities, secure areas, and any Department protocols.
- City employees participating in the project are not treated as paid talent unless otherwise agreed.
- Any members of the public, minors, or non-City participants will be included only with appropriate approval and releases.

Standard production hours, weather contingencies, cancellation terms, travel, location fees, and other production conditions will be confirmed in the approved production plan.

STEP 03**3.2.3 Post-Production****Included**

- Video editing, light motion graphics, captioning, and transcript preparation.
- Audio editing and basic mix.
- Color correction and color grading.
- Photo editing and color correction.
- Platform-specific resizing, versioning, encoding, and export.
- Organized delivery of approved final files and project source files in accordance with the contract.

Not Included Unless Approved in the Final Budget

- Heavy animation, 3D, rotoscoping, or advanced visual effects.
- Custom music composition or branded audio.
- Paid actors, specialty talent, special effects, major set construction, or specialized location fees.
- Travel, printing, media spend, stock licensing, or other pass-through costs not identified in the final budget.
- Additional capture days or material scope changes after production approval.

4. Marketing

Watson will coordinate the launch and optimization of the recruitment website, content, event materials, and paid digital campaign. Marketing activity will be tied to the approved recruitment calendar, media budget, application pathway, and grant completion date.

4.1 Integrated Launch Plan

4.1.1 Search Optimization

- Launch-ready search optimization for the recruitment website and campaign content.
- Review of search queries, page performance, and search-driven website activity after launch.
- Reasonable page-title, metadata, content, and internal-link refinements during the campaign period.

4.1.2 Web Optimization

- Monitor recruitment landing-page traffic, mobile use, engagement, calls to action, and apply-link activity.
- Identify and implement approved page-level content, usability, or conversion-path adjustments.
- Maintain campaign tracking and coordinate landing-page changes with paid-media activity.
- Provide website performance findings for interim and final reporting.

4.1.3 Paid Media Management

- Launch approved paid campaigns and verify targeting, tracking, destination URLs, formats, and budgets.
- Monitor delivery, cost, reach, video engagement, website activity, and available application-path signals.
- Adjust audiences, placements, messages, creative, bids, budgets, or flight dates when supported by data and approved by the City.
- Coordinate paid-media timing with community and higher education recruitment events.
- Provide regular performance reports and budget pacing updates.

4.1.4 Program Management, Reporting, and Closeout

- Ongoing coordination among strategy, creative, website, content production, recruitment events, media, analytics, and City approvals.
- Regular project status reports, decision logs, issue tracking, schedule updates, and budget coordination.
- Performance dashboard or reporting summary using approved data sources.
- Documentation reasonably requested by the City for grant administration, invoicing, deliverable verification, or project closeout.
- Final campaign report completed by June 30, 2027, including project overview, deliverable inventory, media and website performance, key takeaways, lessons learned, and recommendations that may assist other rural police departments.
- Final transfer of approved work product, recorded footage, video files, photographs, graphics, copy, campaign files, website files or access, and supporting documentation.

Primary Performance Measures

- Campaign reach, impressions, frequency, and media delivery.
- Video views, completion rates, and engagement.
- Recruitment website sessions, traffic sources, page engagement, and apply-link clicks.
- Event-related traffic or inquiries when trackable.

- Application starts, completed applications, qualified inquiries, or hiring-stage data only to the extent the City can lawfully and practically provide it.
 - Media cost and cost per measurable action where the available data supports the calculation.
-

5. Project Administration and Assumptions

5.1 City Responsibilities

- Designate one project manager and the City personnel authorized to approve strategy, creative, factual content, media, website, production, and grant-related decisions.
- Provide consolidated feedback and approvals within the review periods established in the project schedule.
- Provide accurate and current compensation, benefits, qualifications, policies, hiring procedures, application links, contacts, brand standards, and legal notices.
- Provide timely access to approved systems, analytics, advertising accounts, website platforms, application systems, existing assets, and project data.
- Coordinate officer and staff participation, locations, equipment, vehicles, uniforms, operational permissions, and internal safety or privacy requirements.
- Determine grant allowability, complete official grant submissions, and provide Watson with applicable grant and contract requirements.

5.2 Review and Approval

- The project schedule assumes timely, consolidated City feedback at each review stage.
- Review stages and deliverable counts are those stated in this scope. Additional concepts, pages, revisions, capture days, or asset variations require written approval and may affect the fee and schedule.
- The City will approve all factual employment claims, application requirements, officer statements, use of Department imagery, media targeting, and final public-facing materials.

5.3 Schedule and Grant Deadline

- Watson and the City will establish a detailed schedule at kickoff.
- All scoped work, final reporting, and file transfer will be completed no later than June 30, 2027, subject to timely City access, approvals, and decisions.
- Any delay affecting the grant deadline will be documented promptly with a recommended corrective action.

5.4 Ownership and File Transfer

- Ownership and use rights will follow the executed City professional services contract.
- Watson will organize and transfer the final work product and source materials required by the contract at project completion.

- Third-party fonts, software, stock media, music, platform components, or other licensed materials may remain subject to their original license terms. Watson will identify those restrictions at handoff.

5.5 Out -of -Scope Work and Change Control

- Work not expressly included in this statement of work requires written approval and may affect the fee or schedule. Examples include additional workshops or research, website pages or integrations, review rounds, capture days, travel, printing, event fabrication, media spend, advanced animation, or services beyond the approved campaign period.
- Changes to scope, compensation, or schedule will be documented through the City's required amendment or change-authorization process.
- Paid-media placement within the allowance established in Section 3.1.6 is included in the project budget and does not require a separate change authorization. Media spending above the approved allowance, or any reallocation that materially affects the approved scope, schedule, activities, or deliverables, requires written approval by the City and Watson.

6. Pricing

The project's \$120,000 not-to-exceed budget is inclusive of the professional services, production activities, and paid-media placement described in this Statement of Work.

The payment schedule is milestone-based and reflects project progress and billing timing. Individual milestone payments are not intended to represent fixed cost-category allocations among strategy, creative, production, campaign management, reporting, or paid media. Actual media expenditures will be tracked and reported separately against the approved paid-media allowance.

The proposed all-inclusive fee is \$120,000:

Phase 1 - Strategy | Total: \$30,000

- Month 1: \$15,000 - 1.1 Alignment through 1.3.2 Insights Audit and Baseline
- Month 2: \$15,000 - 1.4 Recruitment Strategy through 1.5.3 Project Roadmap

Phase 2 - Creative | Total: \$30,000

- Month 1: \$7,500 - 2.1 Campaign Direction 2.1 through 2.1.1 Process and Review Stages
- Month 2: \$7,500 - 2.1.2 Deliverables and Key Assets
- Month 3: \$7,500 - Website Design and Development 2.2 through 2.2.2 Page and Template Definitions
- Month 4: \$7,500 - 2.2.3 Process and Review Stages through 2.2.4 Website Deliverables

Phase 3 - Production | Total: \$30,000

- Month 1: \$10,000 - 3.1 Campaign Production 3.1.1 Campaign 01: Recruitment Awareness and Candidate Conversion through 3.1.2 Core Asset Creation
- Month 2: \$10,000 - 3.1.3 Organic Social through 3.1.6 Paid Media
- Month 3: \$10,000 - 3.2 Content Production through 3.2.3 Post Production

Phase 4 - Marketing | Total: \$30,000

- Month 1: \$15,000 - 4.1 Integrated Launch Plan through 4.1.3 Paid Media Management

- Month 2: \$15,000 – 4.1.4 Program Management, Reporting, and Closeout

All work to be completed by June 2027

Payment Terms & Invoicing

Initial Invoice: The invoice for the first month of Services shall be issued at the end of the month and is **due within 30 days (Net 30)**. **Subsequent Invoices:** All subsequent monthly invoices are due within **thirty (30) calendar days** of the invoice date (**Net 30**). **Payment Method:** All payments under this Agreement are to be remitted electronically via **Automated Clearing House (ACH)** transfer to the designated bank account.

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: September 10, 2026

AGENDA ITEM NAME: First Reading of Ordinance No. 1488 – Amendments to the Ridgefield Municipal Code Regarding the Youth Commission

GOVERNING LEGISLATION

None.

PREVIOUS COUNCIL ACTION TAKEN:

RMC 2.95 - Youth Commission adopted on September 25, 2025 to establish the Commission.

SUMMARY/BACKGROUND:

At its meeting on September 25, 2025, City Council adopted an ordinance to establish the first ever Ridgefield Youth Commission. The Youth Commission is an advisory board to Council with the purpose of providing a sustainable structure for assuring a youth point-of-view is considered on community issues.

Based on the experience with the first Youth Commission, several modifications are being proposed to RMC 2.95, Youth Commission. The proposed modifications are as follows:

2.95.020 - Membership, Appointment and Removal

- Increase the number of commissioners from 12 to 15.
- Appoint all commissioners as "regular" members, eliminating the "alternate" members.
- Modify the procedure for "Filling a Vacancy" to remove references to "alternate" members. The new procedure would be that "the mayor may appointed, subject to confirmation by council, a member to replace the vacated position for the expired term."

2.95.040 - Terms of Appointment

Implement a term that expires on June 30th instead of September 30th.

2.95.060 - Operations

Modify the process for determining the regular meeting schedule to provide flexibility in who is involved in making the decision.

BUDGET/FINANCIAL IMPACTS:

None.

RECOMMENDED ACTION OR MOTION:

First reading of Ordinance 1458. No action required.

STAFF CONTACT: Lee Knottnerus, Deputy City Manager

ATTACHMENTS:

1. Ordinance.Youth Commission.2026 modifications

ORDINANCE NO. 1488

AN ORDINANCE OF THE CITY OF RIDGEFIELD, WASHINGTON AMENDING THE RIDGEFIELD MUNICIPAL CODE REGARDING RIDGEFIELD YOUTH COMMISSION

WHEREAS, the City of Ridgefield has established a youth-driven advisory board and leadership program to provide a youth perspective on community issues and matters affecting the City; and

WHEREAS, a youth commission provides opportunities for Ridgefield youth to develop leadership and other skills, learn about local government operations, participate in civic engagement, and contribute to positive changes within the community; and

WHEREAS, early opportunities for civic engagement can encourage youth to remain involved in local government and their communities as they transition into adulthood; and

WHEREAS, a youth commission can strengthen connections among Ridgefield youth, adults, community organizations, and local government; and

WHEREAS, the City Council finds that establishing a youth commission is in the best interests of the City and its residents.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF RIDGEFIELD, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. **Public Interest.** It is in the public interest to continue the youth commission to help create a strong, inclusive and active community and ensure that youth perspectives are integrated into the decision-making process.

Section 2. **Establishing RMC Chapter 2.95.** The Ridgefield City Council hereby amends RMC section 2.95, as set forth in Exhibit A, attached hereto and incorporated by reference.

Section 3. **Corrections.** The City Clerk and the codifiers of this ordinance are authorized to make necessary clerical corrections to this ordinance including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 4. **Severability.** If any section, subsection, sentence, clause, phrase or other portion of this ordinance, or its application to or any other person or circumstance is, for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of the ordinance. The City Council hereby declares that it would have passed this ordinance and each section, subsection or portion thereof, irrespective of the fact that any one or more of the other portions be declared invalid or unconstitutional.

Section 5. **Effective date.** This ordinance shall be in full force and effect thirty (30) calendar days after adoption and publication pursuant to law.

PASSED BY THE CITY COUNCIL OF THE CITY OF RIDGEFIELD, WASHINGTON THIS 10TH DAY OF

SEPTEMBER, 2025.

City of Ridgefield

Matt Cole, Mayor

ATTEST/AUTHENTICATED:

Julie Ferriss, City Clerk

APPROVED AS TO FORM:

Janean Parker, City Attorney

First Reading: 9-10-2026

Second Reading:

Publication:

Effective Date:

Chapter 2.95

Ridgefield Youth Commission

2.95.010 Youth Commission Created – Purpose

The Ridgefield Youth Commission is established to provide an opportunity for youth to engage with and learn about local government; serve as an advisory body to the city council; and contribute a youth-oriented point-of-view to the city council, other city boards and commissions, city staff and the community on youth programs, recreational activities, policies, code, plans and practices, and other issues of importance to youth.

2.95.020 Membership, Appointment and Removal

1. Membership. The Youth Commission shall consist of ~~nine voting members and up to three alternate~~ fifteen (15) members appointed by the mayor and confirmed by a majority vote of the city council. City council will strive to appoint a commission that reflects a diverse cross-section of the students in the Ridgefield community.

~~Alternate members shall participate in all regular business of the commission. However, alternate members shall not be part of the commission quorum or vote on matters coming before the commission, except in the event where a meeting is scheduled and no quorum is otherwise present. In this case, the chair shall specify which of the alternate members serve to provide a quorum and participate as a voting member for the purposes and duration of that meeting only.~~

2. Officers: The officers of the Commission shall consist of a Chair and Vice-Chair and such other officers as the Commission may, by majority vote, approve. Officers will be elected by a majority vote of the commission and serve one-year terms of October 1st through ~~September 30th~~ June 30th.

3. Removal of Member. City council may remove a youth commission member if they no longer meet the qualification requirements or at any time that the city council determines the member is not fulfilling his or her responsibilities to the satisfaction of the council.

4. Filling a Vacancy. If, for any reason, a vacancy occurs prior to the expiration of a term, ~~an already appointed and confirmed alternate member shall be appointed by a majority vote of the remaining voting members of the commission to fill the unexpired term. If there are no alternate members or the vacating member is an alternate member, then~~

the mayor may appoint, subject to confirmation by council, a member to replace the vacated position for the unexpired term.

2.95.030 Qualifications of Members

At the time of application, members of the Youth Commission shall:

1. Be enrolled to attend school within the Ridgefield School District or live within the Ridgefield Urban Growth Area and attend a high school education program other than Ridgefield School District which may include a high school in another school district, a home school program or a private school; and
2. Be in or entering grades eight through twelve or be of equivalent age if not enrolled in a traditional school program; and
3. Have written authorization for participation from a parent or legal guardian.

2.95.040 Terms of Appointment

Members shall be appointed to a term of one year beginning October 1st and ending ~~September~~ June 30th. Members may re-apply and be re-appointed for additional terms as long as they meet the qualification requirements.

2.95.050 Functions

Each year, city council selects and assigns one or more topic areas to the youth commission. The commission studies the topic and shares its recommendations with city council and the community.

The functions of the Youth Commission are:

- Performs research on topic areas assigned by city council including engaging with and obtaining information from Ridgefield youth.
- Collaborates with other commission members on ideas and information, determines recommendations on the assigned topic, prepares a report on activities and recommendations, and shares the recommendations with the city council, staff and the community.
- Represents the commission in the community, at school and other youth groups to raise awareness among residents, businesses, nonprofit organizations and youth on the commission and its program.
- Encourages civic engagement and participation in local government among youth.

- Informs city council about issues important to youth, makes suggestions on how to address these issues, and provides advice on how to build positive partnerships with youth.
- Promotes leadership development through mentorship, training and community service projects.
- Provides regular reports to Council about the Commission's activities.

2.95.060 Operations

1. The City Manager will appoint appropriate staff to assist the youth commission by providing expertise in the assigned topic area, assisting in the preparation of reports and performing other functions as may be necessary for the proper operation of the commission.
2. Meetings: ~~Each October staff, in consultation with commission members, will establish~~ a A regular meeting schedule will be established each October for the upcoming ~~year~~ term.
3. Rules of Procedure: City council shall adopt rules of procedure for the regular operation of the commission.
4. Voting: A majority of appointed voting members shall constitute a quorum.

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: September 10, 2026

AGENDA ITEM NAME: Motion – Approval of Amendments to the Youth Commission Rules of Procedure

GOVERNING LEGISLATION

RMC 2.95 - Youth Commission

PREVIOUS COUNCIL ACTION TAKEN:

September 25, 2025 - Youth Commission established; November 6, 2025 - Rules of Procedure adopted.

SUMMARY/BACKGROUND:

The Ridgefield Youth Commission was established on September 25, 2025, and codified in RMC 2.95. Consistent with Ridgefield advisory boards, Section 2.95.060 provides that "City Council shall adopt rules of procedure for the regular operation of the commission." The Rules of Procedure were adopted on November 6, 2025.

Modifications are being proposed for consistency with revised RMC 2.95 and experience with the first Ridgefield Youth Commission. The following modifications are proposed:

Rule 2 - Membership and Organization

Modifications to be consistent with RMC 2.95 by increasing the number of commissioners from 12 to 15, appointing all commissioners as "regular" members and eliminating "alternate" members, and removing references to "alternate" members in the procedure for filling mid-term vacancies. The new procedure would be that "the mayor may appoint, subject to confirmation by council, a member to replace the vacated position for the expired term."

Rule 3 - Officers and Elections

- Modify duties of the Vice President to remove preparing minutes of meetings.
- Remove language regarding appointing an "alternate" member as a voting member.

Rule 4 - Duties and Responsibilities

Clarify the requirements for presenting final recommendations to Council to include a written report along with a verbal and visual presentation.

Rule 5 - Meetings

- Modify the process for determining the regular meeting schedule to provide flexibility in who is involved in making the decision, staff and/or commission members.

- Provide a process for scheduling a special meeting.

Rule 6 - Voting

Eliminate reference to "alternate" members regarding inability to participate in official voting and the process for selecting an "alternate" member to vote in the event of lack of quorum of voting members.

Rule 7 - Education and Engagement

New section of the Rules of procedure to establish a Council member mentorship program and Rule of 3, requiring that three people be present during commission activities when an adult is involved..

BUDGET/FINANCIAL IMPACTS:

None.

RECOMMENDED ACTION OR MOTION:

To adopt the modifications to the Youth Commission Rules of Procedure:

"I move to approve the amendments to the Youth Commission Rules of Procedure as presented."

STAFF CONTACT: Lee Knottnerus, Deputy City Manager

ATTACHMENTS:

1. Youth Commission.Modifications to Bylaws.2026

RIDGEFIELD YOUTH COMMISSION

RULES OF PROCEDURE (BYLAWS)

1. AUTHORITY AND PURPOSE

The Ridgefield Youth Commission ("Commission") was established by Ridgefield City Council in September 2025. The Commission provides an opportunity for youth to engage with and learn about local government; serves as an advisory body to the city council; and contributes a youth-oriented point-of-view to the city council, city staff and the community on youth programs, recreational activities, policies, code, plans and practices, and other issues of importance to youth.

2. MEMBERSHIP AND ORGANIZATION

The Commission is made up of up to ~~nine (9) voting members and up to three (3) alternate~~ fifteen (15) members appointed by the Mayor and confirmed by City Council. The qualification requirements and term of office are outlined in the Ridgefield Municipal Code.

~~2.1 Alternate Members. Alternate members shall participate in all regular business of the commission. For official votes, alternate members shall not be part of the commission quorum or the votes except as otherwise outlined in these rules.~~

2.22.1 Resignation: If a member is unable to complete their term of service, a letter of resignation shall be sent to the Staff Liaison indicating the effective date of the resignation.

~~2.32.2~~ Removal: City council may remove a youth commission member if they no longer meet the qualification requirements or at any time that the city council determines the member is not fulfilling his or her responsibilities.

~~2.42.3~~ Vacancies: If vacancy occurs prior to the expiration of a term for any reason, ~~an already appointed and confirmed alternate member shall be appointed by a an official vote of the remaining voting members of the commission to fill the unexpired term. If there are no alternate members or the vacating member is an alternate member, then~~ the mayor may appoint a member, subject to confirmation by council, to replace the vacated position for the unexpired term.

2.52.4 Political Affiliation and Compensation: The members shall be selected without respect to political affiliations, and they shall serve without compensation.

3. OFFICERS AND ELECTIONS

The officers of the Commission shall consist of a Chair and Vice Chair elected from the members of the Commission by official vote and shall serve for one year. Alternate members are not eligible to serve as the Chair or Vice Chair.

The election of officers shall take place annually at the second meeting of a newly appointed Commission.

3.1 Duties of the Chair: The Chair's responsibilities shall include:

1. Working with City staff to determine the agenda for each meeting of the Commission.
2. Taking a leadership or coordination role for completion of activities between meetings as determined in conjunction with City staff.
3. Serving as the Presiding Officer for official voting of the Commission.

3.2 Duties of the Vice Chair: The Vice Chair's responsibilities shall include:

1. Assisting the Chair as determined to be necessary by the Chair and City staff.
- ~~2. Preparing summary minutes of each meeting in a format determined by City staff.~~
- ~~3.2.~~ Serving as the Presiding Officer for meetings when the Chair is not available.

3.3 Duties of the Presiding Officer: The Presiding Officer's duties for official voting include:

1. Call the meeting to order for the official vote.
- ~~2. If necessary, appoint an alternate member as a voting member as outlined in these rules.~~
- ~~3.2.~~ Keep the meeting to its order of business.
- ~~4.3.~~ Control the discussion in an orderly manner.
 - Introduce the agenda topic, provide for staff presentation and questions from the Commission, and call for discussion among members.
 - Give every Commission member who wishes an opportunity to speak.
 - Permit audience participation at the appropriate times.
 - Require all speakers to observe the rules of order.
- ~~5.4.~~ State each motion before it is discussed and before it is voted on.
- ~~6.5.~~ Put motions to an official vote and announce the outcome.
- ~~7.6.~~ Decide all questions of order.

4. DUTIES AND RESPONSIBILITIES

The authority of the Commission is limited to those specific functions delegated by City Council. The purpose of the Board is advisory to the City Council.

4.1 Advisory Board

As an advisory body, the Commission does not have the authority to take binding action on behalf of the City. Recommendations shall be made to Council including as follows:

1. A written report form as approved by the Staff Liaison and;
- ~~1.2.~~ A verbal and visual presentation at a regular or special meeting or study session.

- ~~1. Provide summary minutes of all meetings to City Council.~~

~~Report final recommendations to City Council in~~

4.2 Commission Duties

The functions of the Youth Commission are as defined by RMC and as follows:

1. Each year, city council will select and assign one or more topic areas to the youth commission. The Commission shall conduct research on the topic area.

2. The Commission, in consultation with City staff, will determine the necessary research activities. Research shall include, but not be limited to, engaging with and obtaining information from Ridgefield youth.
3. Commission members will review and discuss the results of the research and any other information necessary to understand the topic and develop recommendations.
4. Commission members will work collaboratively on developing ideas, recommendations and a final report for Council.
5. The Commission shall use an official voting process to decide on the final recommendations for Council using the procedures outlined in these rules and, where these rules are silent, using the current Roberts Rules of Order.
6. Final recommendations shall be reported to City Council by Commission members in written form and presentation. The Commission is encouraged to provide a presentation in a workshop format at one or more City Council study sessions followed by a final recommendation and presentation at a City Council meeting. However, the written report and verbal presentation may be in a format determined by the Commission in consultation with city staff.

5. MEETINGS

- 5.1 Meeting Schedule: ~~A regular meeting schedule will be established each year, no later than October, for the upcoming term. The Commission members, together with City staff, shall determine a meeting schedule each year. The meeting schedule will be determined by a consensus vote as defined in these rules.~~
- 5.2 Regular meetings may include:
 1. Collaborative work study sessions to review and discuss research, ideas and recommendations.
 2. Training, presentations and team building activities.
 3. An invitation for public comment or input.
 4. Consensus or official voting as required by these rules.
- 5.3 Special Meetings: ~~Special meetings of the Youth Commission may be held at any time and place as designated by the Staff Liaison.~~
- 5.4 Attendance: Attendance is expected of each member at scheduled meetings. In the event that a member must miss a meeting, that member must notify the Staff Liaison as soon as reasonably possible prior to the meeting.
- 5.5 Open Public Meetings: Public notice of meetings shall be provided as required by law. When applicable, members shall fully comply with RCW 42.30, Open Public Meetings Act, including RCW 42.30.205 which requires training on the OPMA's requirements.
- 5.6 Order of Business: An agenda shall be prepared for each regular meeting as determined by the Commission Chair and/or Vice Chair and City staff.
 1. The agenda will include the format for the meeting.
 2. A format using the Roberts Rules of Order is only required when the agenda includes an official vote.

5.7 Record of Meetings: Summary minutes shall be prepared for all meetings including official votes of the Commission.

5.8 Decorum for Audience Members: Persons attending and/or participating in Commission meetings must not engage in speech or conduct that disrupts, disturbs or otherwise impedes the orderly conduct of any meeting. Repeated disruptions may result in the person being excluded from attendance at one or more future Commission or other City public meetings.

6 VOTING

Commission members shall use “official voting” and “consensus voting” as outlined in these rules including but not limited to:

1. An *official vote* is required for:
 - Electing a Chair and Vice Chair,
 - ~~Appointing an alternate member to fill a vacancy for an unexpired term,~~
 - The final recommendation(s) to City Council on the assigned topic, and
 - For recommended revisions to these rules.
2. A *consensus vote* is required for determining a meeting schedule and may be used at any other time determined to be appropriate by the Chair in consultation with City Staff.

6.4 “Official voting” follows the then current Roberts Rules of Order and, if there is a conflict, the procedures outlined in these rules.

1. Each member shall have one vote.
2. No vote may be cast by proxy.
3. The Chair may vote on any issue.
4. A majority vote shall carry, and minority opinions shall be formally registered in the summary minutes.
5. All votes shall be taken by voice.
6. If a member is silent on a vote, it shall be recorded as an affirmative vote. If a member abstains, it shall be recorded as an abstention and not included in the vote tally.

6.2 For official voting: A quorum is required and a majority of appointed ~~voting~~ members shall constitute a quorum.

1. ~~Alternate members shall not be part of the quorum or participate in official votes unless otherwise allowed in these rules.~~
2. ~~When a quorum of voting members is not present for an official vote, the chair shall specify an alternate member(s) to provide a quorum and participate as a voting member for the purposes and duration of that meeting only.~~
3. ~~The Chair will use a rolling list to determine which alternate member to appoint.~~
 - ~~A list will be created prior to the first meeting of a new Commission each year with the names of alternate members in alphabetical order.~~
 - ~~The Chair will appoint the person who is first on the list to serve as a voting member. If an alternate member is not present to be appointed as a voting member, the Chair will move to the next name on the list.~~
 - ~~Once an alternate member has served as a voting member, their name will be moved to the bottom of the list.~~

- ~~If an alternate member is not present to be appointed as a voting member, their name will not be moved to the bottom of the list.~~

6.3 “Consensus voting:” A consensus is reached when each member of the group can honestly say: Whether or not I prefer this outcome *I support it* because it was arrived at openly and fairly and because it is the best solution for us at this time. When consensus voting is used, a quorum is not required.

- ~~1. All members, including alternate members, may participate in consensus voting.~~
- ~~2.1. A quorum of voting and alternate members is required for determining the meeting schedule.~~

7. **EDUCATION AND ENGAGEMENT**

7.3 Mentorship Program. Commissioners will be connected with council members to assist with their success on the commission, provide information and education about government and civic engagement, and otherwise provide support and guidance to meet commission goals.

7.4 Rule of Three. To ensure safety and accountability, the “Rule of Three” will be followed with commissioners during all program activities when an adult is involved. Under the “Rule of Three,” at least three people are present at all times – for example, one adult and two children, or two adults and one child.

8. **CODE OF ETHICS**

A Commission member is a representative of the City of Ridgefield and, therefore, a member’s actions must promote the public good and protect public trust by:

1. Demonstrating true care for the wants and needs of Ridgefield youth and the community,
2. Striving for professionalism and integrity in actions and decisions,
3. Treating all others with kindness, respect and dignity,
4. Accepting accountability and responsibility for their actions and behavior,
5. Being willing to learn, listen to and consider different opinions, and approach new situations, ideas and challenges with an open mind,
6. Providing thoughtful leadership for youth in Ridgefield through active participation in activities of the Commission,
7. Working collaboratively with other commission members, City staff and others to create effective recommendations, and
8. Supporting the decisions and actions of the Commission to the public.

9. **CONFLICTS AND AMENDMENTS**

These rules are intended to supplement and not supplant the requirements set forth in state statutes and/or requirements found in the RMC. In the event of a conflict between these rules and requirements of state law and/or RMC, the state law or RMC will prevail.

City Council will review these Rules of Procedure on or about every five (5) years or at any time recommended by the Commission. The procedure for review and amendment is:

1. Review by the Commission and City staff with a recommendation to City Council for any or no proposed amendments by an official vote of the Commission, as defined in these Rules, and
2. Approval of proposed or other amendments by City Council.

DRAFT

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: September 10, 2026

AGENDA ITEM NAME: Public Hearing and First Reading of Ordinance No. 1489 - Development Agreement with Ginn Group LLC and Discovery Ridge Holdings LLC

GOVERNING LEGISLATION

RCW 36.70B.170, RMC 18.310.150

PREVIOUS COUNCIL ACTION TAKEN:

None.

SUMMARY/BACKGROUND:

The developers, Ginn Group, LLC and Discovery Ridge Holdings, LLC are planning to develop property north of the City's Community Recreation Center on Parcels 21396000 and 2139590000. The City and developers have discussed a series of development conditions related to that development that would benefit both the City and the developers. Key provisions of the Agreement are as follows:

1. Outline of the process for the processing of development applications and the modification of certain standards related to the project.
2. Outline a process for the processing of a comprehensive plan and zoning code amendment related to the project.
3. Developer agreement to complete connection of North Pioneer Canyon Drive to the development
4. Developer agreement to transfer Parcel 213959000 to the City. City agreement that the property transferred to the City shall count toward satisfying the project PUD trail and open space requirements.
5. Developer agreement to transfer a portion of Parcel of 213960000 to the City via a boundary line adjustment in exchange for park impact fee credits.
6. City agreement to be the lead permittee and complete the frontage and other roadway improvements to Royle Road associated with the development in exchange for the developer's pre-payment to the City for those costs.
7. The parties agree to exchange mutual construction and slope easements as necessary for their respective projects.

BUDGET/FINANCIAL IMPACTS:

RECOMMENDED ACTION OR MOTION:

First reading only.

If council wishes to waive second reading:

“I move to waive second reading and adopt Ordinance No. 1489 approving a development agreement with Ginn Group, LLC and Discovery Ridge Holdings, LLC.”

STAFF CONTACT: Janean Parker, City Attorney

ATTACHMENTS:

1. Development Agreement - Ginn Group LLC Discovery Ridge 9-8-2026 Council First Reading

ORDINANCE NO. 1489

An Ordinance of the City of Ridgefield, Washington Approving a Development Agreement withn Ginn Group LLC and Discovery Ridge Holdings LLC for the development of Property

WHEREAS, the City is a Washington Municipal Corporation with land use planning and permitting authority over all land within its corporate limits; and

WHEREAS, the City has the authority to enter into Development Agreement pursuant to RCW 36.70B.170; and

WHEREAS, Discovery Ridge Holdings, LLC owns property within the City of Ridgefield including tax parcels 213960000 and 2139590000 within the City of Ridgefield, Clark County, Washington ("the Property") and Ginn Group, LLC is proposing to develop the Property; and

WHEREAS, the City has identified a need for additional parking related to site plan changes required by the Department of Ecology for the City's Community and Recreation Center, identified in the City's Parks PROS plan and Capital Facilities List, and the City wishes to purchase a portion of the Property in exchange for park impact fee credits; and

WHEREAS, the property owner and proposed developer wish to clarify and confirm the agreed development regulations and potential conditions of development related to the Property; and

WHEREAS, the City Council held a public hearing for the proposed Development Agreement at a regular scheduled meeting held on September 2, 2026; and

WHEREAS, the City and developers have reached agreement regarding the terms and conditions of a Development Agreement, which Development Agreement, together with its exhibits are attached hereto and incorporated herein;

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF RIDGEFIELD, WASHINGTON HEREBY ORDAINS AS FOLLOWS:

Section 1. **Public Interest.** The City Council for the City of Ridgefield, Washington finds, following a public hearing process, that it is in the public interest for the City of Ridgefield to approve the Development Agreement with property owners to clarify the responsibilities of the parties with respect to the proposed development.

Section 2. **Development Agreement Approved.** The City Council for the City of Ridgefield hereby approves the Development Agreement and associated Exhibits, **attached** hereto as Exhibit "A" and a authorizes the City Manager to execute the Agreement substantially in the form attached and to take such other actions as may be necessary to effect this Agreement.

Section 3. **Corrections.** The City Clerk and the codifiers of this ordinance are authorized to make necessary clerical corrections to this ordinance including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers and any

references thereto.

Section 4. **Severability**. Any provision of this ordinance or its application to any person, legal entity, or circumstance is held invalid, the remainder of the ordinance or its application to other persons, legal entities, or circumstances is not affected.

Section 5. **Effective Date**. This ordinance shall be in full force and effect thirty (30) calendar days after adoption and publication pursuant to law.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF RIDGEFIELD, WASHINGTON THIS ____ day of September, 2026.

CITY OF RIDGEFIELD:

Matt Cole, Mayor

ATTEST:

Julie Ferriss, City Clerk

APPROVED AS TO FORM:

Janean Parker, City Attorney

Public Hearing:

First reading:

Second Reading/Passage:

Date of Publication:

Effective Date:

MAIL TAX STATEMENTS TO:

AFTER RECORDING RETURN TO:

Jordan Ramis PC
Attn: James D. Howsley
1211 SW Fifth Avenue
Portland, OR 97204

This space provided for recorder's use.

INSTRUMENT TITLE:	DEVELOPMENT AGREEMENT
GRANTORS:	GINN GROUP LLC, a Washington limited liability company DISCOVERY RIDGE HOLDINGS LLC, a Washington limited liability company
GRANTEE:	CITY OF RIDGEFIELD, WASHINGTON, a Washington municipal corporation
ABBREVIATED LEGAL	
DESCRIPTION:	# 7 and #8 OF SEC 21 T4N R1EWM
FULL LEGAL:	See "Exhibit A" To This Document
ASSESSOR'S PROPERTY TAX	
PARCEL ACCOUNT NUMBER(S):	213960000 & 2139590000
REFERENCE NUMBER OF RELATED DOCUMENTS:	

DEVELOPMENT AGREEMENT

Effective Date:

Date of recording.

PROPERTY

The real property subject to this Agreement consists of property within the City of Ridgefield, Clark County, Washington, described in the attached **Exhibit A** (referred to herein as “Property”).

PARTIES

Ginn Group LLC (“Developer”) is the prospective purchaser of Property in the City of Ridgefield comprising approximately 20.83 acres.

Discovery Ridge Holdings LLC (“Owner”) is the Owner of the Property.

The City of Ridgefield is a Washington municipal corporation (“City”) and is responsible for land use planning and permitting pursuant to the Growth Management Act, RCW 35A.63 and RCW 58.17.

Developer, Owner and City are collectively referred to as the Parties.

AUTHORITIES

Pursuant to RCW 36.70B.170(1), any local government of the State of Washington is authorized to enter into a development agreement with any owner of real property within its jurisdiction setting forth the development standards that will apply to and govern and vest the development, use and mitigation of the development of the real property during the specified term of the agreement.

Ridgefield Municipal Code (“RMC”) 18.310.150 provides that the City may enter into a development agreement.

This Agreement is authorized by ordinance of the City Council of the City of Ridgefield following a public hearing, as required by RCW 36.70B.170.

RECITALS

A. Developer intends to develop the Property into a residential development (“Development Project”) over a period of several years.

B. The Parties recognize that this Development Project will proceed over a period of several years and wish to provide predictability regarding the development standards and review processes that will apply to this Development Project. The Parties agree that approval and implementation of this Agreement related to the phased development of the Property would provide certainty and consistency in permitting and review processes, as well as zoning regulations and standards applicable to the Development Project.

C. The Parties desire to provide long-term predictability to the Owner, Developer, and the City on various development issues through the implementation of this Agreement and its attendant Conceptual Plan.

AGREEMENT

NOW, THEREFORE, the Parties agree as follows:

1. Recitals. Each of the Recitals contained herein are intended to be, and are incorporated as, covenants between the Parties and will be so construed.

2. Development Agreement. This Development Agreement is to be implemented under the authority of and in accordance with RCW 36.70B.170 – 210. It will become a contract between the Parties upon its approval by ordinance or resolution following a public hearing as provided in RCW 36.70B.170 and its execution by the Parties. Consistent with RMC 18.310.150, the Parties enter into this Agreement as part of the subdivision application process.

3. Effective Date; Term of Agreement. The Effective Date of this Agreement shall be the date that a fully executed version of this Agreement is recorded with the Clark County Auditor. This Agreement will take effect upon the Effective Date and will terminate ten (10) years thereafter, unless extended or terminated by mutual written consent of the Parties.

4. Pre-application Process and Land Use Review. The Parties agree that the Developer may proceed through the pre-application and administrative staff review process to allow a Planned Unit Development subdivision application for the Property to be filed and processed to the point of technical completion, but the parties agree that the application shall not be deemed technically complete unless and until a comprehensive plan and zoning code amendment has been approved by the City Council or unless the application is otherwise amended to be consistent with the comprehensive plan designation and zoning applicable to the Property. In the event the comprehensive plan

designation and zone change is not approved by the City in 2027, the PUD application shall be denied. The following conditions shall apply to such application and review:

- A. The Development Project shall vest to the development regulations as of the date of this Agreement, except that the Parties agree that in the event the comprehensive plan designation or zoning are amended by the City Council, the Ginn Group may elect to vest to the updated comprehensive plan designation and zone as amended.
- B. The City also agrees to process an engineering application. at the Developer's sole risk and expense under the existing RMUO zoning development standards, with the understanding that changes and further review may be needed under the contemplated comprehensive plan and zoning amendment.
- C. The Developer agrees to pay such additional permit review fees as may be assessed by the City in the event that such further review is required in the City's sole discretion.

5. Best Efforts. This Agreement shall be followed by work based on best efforts and good faith negotiations between the Owner, Developer, and the City, to develop details regarding infrastructure and traffic design, approval, funding and implementation. The Owner shall be credited for any park or transportation improvements as authorized under the development code for improvements set forth in final approved plans and completed by Owner or Developer where such improvements are in excess of standard code requirements or are in excess of that required to serve the Development Project and the Property, or as otherwise provided in this Agreement.

The City will expedite review of all elements of the Development Project as set forth in RMC 18.310.135.

6. Development Standards. The City reviews modifications to development standards subject to Ridgefield Municipal Code Chapter 18.350, "Modifications to Standards". The Parties anticipate the following development standards may be modified by the City upon receipt of Conceptual Site plans, Architectural Elevation plans, and an analysis showing, how the criteria set forth in RMC 18.350 have been met.

- A. Side Entry Homes: Side entry homes may be conditionally permitted .
- B. Side Yard Setback: The minimum side yard setback may be conditionally reduced to four feet (4').
- C. Driveways and Garages: The City may conditionally allow for two-car (2-car) garages and driveway drops not less than eighteen feet (18') for all homes; the Project may be conditionally exempted from the "Driveway standards" listed in

RMC 18.206.020(G) and the “Parking and Garage Location and Design” listed in RMC 18.206.060 (F).

D. Planned Unit Development (PUD) Open Space: PUD open space requirements shall be satisfied as follows:

- (i) the existing gravel path on the Property shall count toward the PUD trail requirement (RMC 18.401.065); and
- (ii) the area to be conveyed to the City pursuant to Paragraph 8, for the City of Ridgefield Community and Recreation Center shall count toward satisfying the PUD trail requirement (RMC 18.401.065) and the main facility requirement (RMC 18.401.080(B), as further detailed in the Conceptual Plan attached hereto as Exhibit B.

Together, items (i) and (ii) shall count towards the PUD trail and open space requirements (RMC 18.401.080(B) and RMC 18.401.065).

E. The Project may be conditionally exempted from the “Architectural Design Standards” listed in RMC 18.206.020(E) and RMC 18.206.060(E) s.

F. Collector Road: The collector road designated as North Pioneer Canyon Drive shall be constructed by Developer as follows:

- (i) a seventy-foot (70') right-of-way width may be conditionally permitted as shown in the Conceptual Plan set forth in Exhibit B; and
- (ii) an alignment and roadway section may be conditionally permitted as shown in the Conceptual Plan set forth in Exhibit B.
- iii. Developer shall construct the portion of North Pioneer Canyon Drive abutting property transferred to the City pursuant to Paragraph 8, and connecting to the existing North Pioneer Canyon Drive.

G. Royle Road Improvements. The Parties agree to jointly participate in the construction of the required Royle Road Improvements as follows:

- i. An alignment and roadway section shall be permitted as set forth in the Royle frontage plan attached hereto as Exhibit C.
- ii. Developer shall be responsible to construct Royle Road roadway and frontage improvements in accordance with Exhibit C, except as such responsibilities are transferred to the City as agreed herein.
- iii. To the extent that Developer builds sections of Royle Road, or any road on the City's Capital Facilities Plan (CFP), the Developer shall be

eligible for Transportation Impact Fee (TIF) credits for the TIF creditable share as established in the CFP.

iv. Within 60 days of the City approval of the comprehensive plan amendment and zone change pursuant to Section 7 of this agreement, Developer agrees to secure a performance bond or other financial guarantee, pursuant to RCW 58.17.130, benefiting the City in the amount of _____ (\$ _____), in a form acceptable to the City and which is sufficient to ensure the construction of Royle Road improvements abutting Parcel No. 213959000 transferred to the City pursuant to Paragraph 8.

v. In the event that Parcel No. 213959000 is transferred to the City pursuant to Paragraph 8 and the financial guarantee has been secured, the responsibility to construct the Royle Road improvements abutting the transferred property shall be transferred to the City.

7. Comprehensive Plan Amendments and Zone Changes. The City staff will support Owner and Developer's applications for any potential comprehensive plan amendments or rezones that may be necessary accomplish the development plan contemplated under this Agreement.

A. The City will accept and administratively process the preliminary Planned Unit Development subdivision application for the Property in accordance with Paragraph 4 of this Agreement ahead of any comprehensive plan amendment.

B. The City staff will use best efforts to process any future comprehensive plan amendment regarding the Property through City Council, up to issuing a draft Staff Report, by November 1st, 2027.

C. The City staff will use best efforts to change the zoning designation of the Property from Commercial Community Business (CCB) to Residential Medium Density (RMD 16).

8. Property Transfer. The Parties agree to transfer certain property to the City as follows.

A. Within thirty (30) days of the execution of this Agreement, the Developer and Owner agree to transfer to the City and the City agrees to accept via quit claim deed Parcel No. 213959000.

B. Within thirty (30) days of the execution of this Agreement, the parties agree to jointly submit and work diligently and in good faith to complete a record a boundary line adjustment to transfer to the City a portion of Parcel No. 213960000 as set forth and legally described in Exhibit D, Community Center Parking.

C. The City agrees that the Community Center Parking property is eligible for Park Impact Fees. Upon transfer of the Community Center Parking property to the City, the City agrees to issue PIF credits in accordance with RMC 18.070.

9. Construction and Grading Easements.

A. The City agrees to grant to Developer such construction easements and/or grading and slope easements (collectively, "Construction EAS") from City-owned property as are reasonably necessary to facilitate development of the Development Project on the Property. The location, scope, and terms of any such Construction EAS shall be as mutually agreed by the Parties and memorialized in separate recorded easement instrument(s).

B. The Developer and Owner agree to grant to the City such construction easements and/or grading and slope easements (collectively, "Construction EAS") from Developer- or Owner-owned property as are reasonably necessary to facilitate development of the Community and Recreation Center. The location, scope, and terms of any such Construction EAS shall be as mutually agreed by the Parties and memorialized in separate recorded easement instrument(s).

10. Lead Permittee. The City will act as lead permittee in any federal or state review or permits required for the Royle Road street and frontage improvements abutting Parcel 213959000 upon transfer of the parcel to the City pursuant to Paragraph 8 of this Agreement .

11. Concurrent Review. The City of Ridgefield agrees to concurrently process the Preliminary Land Use application and the Final Civil Engineering review for the Development Project. The City will coordinate its review processes and staff to allow both reviews to proceed simultaneously in order to reduce overall project schedule and permitting timelines.

12. Vesting. As provided for in RCW 36.70B.180, during the term of this Agreement, the development standards provided for in this Agreement will not be subject to unilateral amendment, or amendment to zoning ordinances, development standards, or regulations, or a new zoning ordinance or development standard or regulation adopted after the Effective Date of this Agreement, except as set forth in Paragraph 4A ; provided, however, the vesting granted by this Agreement will not apply to taxes, land use or permit application fees, building code provisions, or environmental regulations that do not vest according to Washington State law, which will be vested, determined or calculated consistent with the City's provisions applicable on the date such fee, charge, or tax is triggered or according to the generally applicable rules for vesting of building code regulations and such environmental regulations. As provided for in RCW 36.70B, the City reserves the right to impose new standards or changes in development regulations to the extent required by a serious threat to public health and safety.

13. Counterparts.

This Agreement may be executed in counterparts; however all signature pages will be recorded together, and the complete recorded Agreement will constitute the final instrument.

14. Effective Date.

This Effective Date of this Agreement is shown on the first page of this Agreement.

15. Termination.

This Agreement will terminate upon the mutual agreement of the Parties in writing, which will be recorded.

16. City's Reserved Authority.

Notwithstanding anything in this Agreement to the contrary, the City will have the authority to impose new or different regulations to the extent required by a serious threat to public health and safety as required by RCW 36.70B; provided, however that traffic congestion is not a serious threat to public health and safety, and that such action will only be taken by legislative act of the Ridgefield City Council after appropriate public process.

17. Authorization.

The persons executing this Agreement on behalf of Owner, Developer and the City are authorized to do so and, upon execution by such parties, this Development Agreement will be a valid and binding obligation of such parties in accordance with its terms. The Parties have each obtained any and all consents required to enter into this Agreement and to consummate or cause to be consummated the transactions contemplated hereby.

18. Run with the Land.

This Agreement will run with the land and be binding on the Parties' successors and assigns.

19. Recording. This Agreement will be recorded with the Clark County Auditor.

20. Amendments. The Parties may agree to any amendments to this Agreement to facilitate necessary infrastructure improvements and other matters; provided, however, that this Agreement may only be amended by mutual, written agreement of the Parties that is approved by City Council as set forth in the Ridgefield Municipal Code. All amendments will be recorded with the Clark County Auditor.

21. Assignment. This Agreement may be assigned by Owner or Developer without prior written consent from the City, and the terms herein shall be binding upon and inure the benefit of any successors, heirs, or assigns.

22. Public Hearing.

This Agreement shall not be effective until the Ridgefield City Council has approved execution of this Agreement by resolution after a public hearing.

23. Dispute Resolution.

Should a disagreement arise between the Parties, the Parties agree to attempt to resolve the disagreement by first meeting and conferring. If such meeting proves unsuccessful to resolve the dispute, the disagreement may be resolved by a civil action.

24. Venue.

This Agreement will be construed in accordance with the laws of the State of Washington, and venue is in the Clark County Superior Court.

25. Attorneys' Fees.

If a suit, action, or other proceeding of any nature whatsoever (including any proceeding under the U. S. Bankruptcy Code) is instituted in connection with any controversy arising out of this Agreement or to interpret or enforce any rights or obligations hereunder, the prevailing party will be entitled to recover its attorney, paralegal, accountant, and other expert fees and all other fees, costs, and expenses actually incurred and reasonably necessary, as determined by the court at trial or on any appeal or review, in addition to all other amounts provided by law.

26. Performance.

Failure by any party at any time to require performance by the other parties of any of the provisions hereof will not affect the parties' rights hereunder to enforce the same, nor will any waiver by a party of the breach hereof be held to be a waiver of any succeeding breach or a waiver of this clause.

27. Severability. If any portion of this Agreement will be invalid or unenforceable to any extent, the validity of the remaining provisions will not be affected thereby. If a material provision of this Agreement is held invalid or unenforceable such that a Party does not receive the benefit of its bargain, then the other Parties will renegotiate in good faith terms and provisions that will effectuate the spirit and intent of the Parties' agreement herein.

28. Inconsistencies.

If any provisions of the Ridgefield Municipal Code or City land use regulations are deemed by a Court to be inconsistent with this Agreement, the provisions of this Agreement will prevail, excepting the City's reserved authority under Section 13.

29. Survival. Any covenant or condition set forth in this Agreement, the full performance of which is not specifically required prior to the expiration or earlier termination but which by its terms is to survive the termination of this Agreement, will survive the expiration or earlier termination of this Agreement and will remain fully enforceable thereafter.

30. No Benefit to Third Parties. The Parties are the only parties to this Agreement and are the only parties entitled to enforce its terms, except as otherwise specifically provided in this Agreement. There are no third-party beneficiaries.

31. Entire Agreement. This Agreement constitutes the entire agreement between the Parties as to the subject matter.

32. Notices. All notices will be in writing and may be delivered by personal delivery, by overnight courier service, or by deposit in the United States Mail, postage prepaid, as certified mail, return receipt requested, and addressed as follows:

City: City Manager
PO Box 608
Ridgefield, WA 98642

With a copy to: Janean Parker
Ridgefield City Attorney
PO Box 298
Adna, WA 98522-0298

Developer: Ginn Group LLC
502 NE 72nd Street
Vancouver, WA 98665

Owner: Discovery Ridge Holdings LLC
15700 NW 31st Ct
Vancouver, WA 98685

With a copy to: Jordan Ramis, PC
Attn: James D. Howsley
1211 SW Fifth Avenue, 27th Floor
Portland, OR 97204

Notices will be deemed received by the addressee upon the earlier of actual delivery or refusal of a party to accept delivery thereof. The addresses to which notices are to be

delivered may be changed by giving notice of such change in address in accordance with this notice provision.

33. Time is of the Essence. Time is of the essence in the performance of and adherence to each and every provision of this Agreement.

34. Non-waiver. Waiver by any Party of strict performance of any provision of this Agreement will not be deemed a waiver of or prejudice a Party's right to require strict performance of the same or any other provision in the future. A claimed waiver must be in writing and signed by the Party granting a waiver. A waiver of one provision of this Agreement will be a waiver of only that provision. A waiver of a provision in one instance will be a waiver only for that instance, unless the waiver explicitly waives that provision for all instances.

35. Headings. The section headings are for convenience in reference and are not intended to define or limit the scope of any provision of this Agreement.

36. Interpretation of Agreement; Status of Parties. This Agreement is the result of arm's-length negotiations between the Parties and will not be construed against any Party by reason of its preparation of this Agreement. Nothing contained in this Agreement will be construed as creating the relationship of principal and agent, partners, joint venturers, or any other similar relationship between the Parties.

37. Future Assurances. Each of the Parties will promptly execute and deliver such additional documents and will do such acts that are reasonably necessary, in connection with the performance of their respective obligations under this Agreement according to the Schedule so as to carry out the intent of this Agreement.

Signatures appear on the following pages.

Developer: Ginn Group, a Washington limited liability company

By: [Printed Name]

Its:

Date

State of Washington)

) ss.

County of _____)

I certify that I know or have satisfactory evidence that _____ is the person who appeared before me, and said person acknowledged that he signed this instrument, on oath stated that he was authorized to execute the instrument and acknowledged it as the _____, of Ginn Group to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

Dated: _____, 2026.

(Seal or stamp)

Signature

Title

My appointment expires _____

Owner: Discovery Ridge Holdings LLC, a Washington limited liability company

Date

County of _____)

I certify that I know or have satisfactory evidence that _____ is the person who appeared before me, and said person acknowledged that he signed this instrument, on oath stated that he was authorized to execute the instrument and acknowledged it as the _____, of Discovery Ridge to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

Dated: _____, 2026.

(Seal or stamp)

Signature

Title

My appointment expires _____

By: _____ Date _____
Its: _____

[illegible]

Dated: _____, 2026.

Signature _____

Title _____

My appointment expires _____

EXHIBIT A

Legal Description

EXHIBIT B
Conceptual Plan

EXHIBIT C

Royle Frontage Improvement Plan

EXHIBIT D

Legal Description for Community and Recreation Center Parking