



CITY OF RIDGEFIELD, WASHINGTON

City Council MEETING MINUTES

August 26, 2021

Regular Meeting - 6:30 PM

STUDY SESSION - 5:30 P.M.

1. 2022 Introduction to Budget and Baseline Operating Budget

GENERAL SESSION CALL TO ORDER - 6:30 PM

FLAG SALUTE

ROLL CALL

Attendee Name	Title	Status	Arrived
Ron Onslow	Councilor	Absent	
Lee Wells	Councilor	Present	
Don Stose	Mayor	Present	
Jen Lindsay	Councilor	Present	
Rob Aichele	Councilor	Present	
Judy Chipman	Councilor	Present	
Rachel Coker	Councilor	Present	

MOTION: Council Member Chipman moved to excuse Council Member Onslow from the meeting.

SECOND: Council Member Lindsay.

Motion passed.

LATE CHANGES TO THE AGENDA

PUBLIC COMMENT

None received.

CONSENT AGENDA - MOTION TO APPROVE AS PRESENTED.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Rob Aichele, Councilor
SECONDER:	Rachel Coker, Councilor
AYES:	Wells, Stose, Lindsay, Aichele, Chipman, Coker
ABSENT:	Onslow

1. Approval of Claims And/Or Payroll

2. Approval of Minutes from the August 5, 2021 Meeting

PRESENTATION

Neighbors on Watch New Members Recognition - Cathy Doriot, Lieutenant

BUSINESS

1. Second Reading of Ordinance No. 1347 – Potter Petition to Annex - Claire Lust, Community Development Director

The Petition to Annex includes two adjacent parcels, the adjacent right-of-way, and additional right-of-way extending to meet the city limits to the west and east. Joe Potter and Michelle Potter own the parcel with Assessor's #215867000, and Lenore Mattox owns the parcel with Assessor's #215811000. The subject parcels are within the Ridgefield Urban Growth Area (UGA) and are contiguous with the Ridgefield city limits to the east and south. Therefore, the parcels are eligible for annexation. The current Clark County zoning of the properties is Single-Family Residential (R1-7.5), with the Urban Holding - 10 (UH-10) overlay. The 2016 Ridgefield Urban Area Comprehensive Plan designation is Urban Low Density Residential (UL). RDC 18.210.015.B states that the RLD-4, RLD-6, and RLD-8 zoning districts shall implement the UL comprehensive plan designation. Per the Gee Creek Plateau Subarea Plan, the future City of Ridgefield zoning for the properties is Residential Low Density - 4 (RLD-4) with a Residential Cluster overlay intended to locate residential development near S 15th Street and preserve the southern portion of the properties as open space. Per the applicant's introductory statement and application materials, there are no immediate plans to develop the property. On July 8, 2021, Council moved to accept the new intent to annex resolution with a geographic modification adding public right-of-way along S 10th Way, S 35th Place, and S 15th Street between the existing city limits.

MOTION: MOVED TO ADOPT ORDINANCE NO. 1347, POTTER PETITION TO ANNEX AS PRESENTED.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Rob Aichele, Councilor
SECONDER:	Jen Lindsay, Councilor
AYES:	Wells, Stose, Lindsay, Aichele, Chipman, Coker
ABSENT:	Onslow

2. Motion - Adopt Coronavirus Local Fiscal Recovery Funds Spending Plan

The American Rescue Plan Act (ARPA) established the Coronavirus State Fiscal Recovery Fund and Coronavirus Local Fiscal Recovery Fund (CLFRF), which provides assistance to eligible state, local, territorial, and Tribal governments to help turn the tide on the pandemic, address its economic fallout, and lay the foundation for a strong and equitable recovery. The United States Department of the Treasury awarded the City of Ridgefield "Coronavirus State and Local Fiscal Recovery Funds" grant funding of \$2,555,041. The grant funding was distributed through the State of Washington Office of Financial Management. CFDA 21.019. The policy is intended to outline Council's Public Purpose statement and the eligible expenditures from this funding source. The procedures are intended to outline the steps city staff will take to manage the documentation and expenditure process. Guidelines are flexible and Department of the Treasury guidance on how the funding source can be used has evolved over the course of the pandemic.

MOTION: MOVED TO ADOPT THE CLFRF ELIGIBILITY POLICY AND PROCEDURES AS PRESENTED.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Lee Wells, Councilor
SECONDER:	Jen Lindsay, Councilor
AYES:	Wells, Stose, Lindsay, Aichele, Chipman, Coker
ABSENT:	Onslow

3. First Reading of Ordinance No. 1348 – 2021 Budget Amendment - Spending Plan for CLFRF Funding - Kirk Johnson, Finance Director

The City received \$1,277,521 in federal funding through the Coronavirus Local Fiscal Recovery Funds (CLFRF) established by the American Rescue Plan Act (ARPA). Council conducted a study session on July 22, 2021 to discuss eligible use of funding. Council directed staff to prepare an initial spending plan to bring back to Council for utility assistance and HVAC upgrades. Further spending plan options around business assistance will be brought back at a later date in 2021 with a final decision on spending plans to be discussed in 2022. The budget amendment includes recognition of the first disbursement of grant revenues, for \$1,277,521, received on June 25, 2021. The amendment includes expenditures of \$200,000 for utility assistance (\$130,000), HVAC upgrades for the Public Works Operations Center and City Hall (\$50,000), and purchase of PPE and masks for public distribution for \$20,000. The utility assistance will include City of Ridgefield utility accounts and Clark Regional Wastewater District utility accounts for Ridgefield residents. The HVAC will replace the unit at the Public Works Operations Center with a new system to assist with healthy air flow and repair the current unit at City Hall. In addition, the City will purchase additional face masks for public distribution. The remaining grant amount of \$1,077,521 will be held until additional spending decisions have been adopted by the Ridgefield City Council. The City will receive an additional disbursement in June 2022 of \$1,277,521.

MOTION: MOVED TO WAIVE THE SECOND READING AND ADOPT ORDINANCE NO. 1348 AS PRESENTED.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Lee Wells, Councilor
SECONDER:	Rachel Coker, Councilor
AYES:	Wells, Stose, Lindsay, Aichele, Chipman, Coker
ABSENT:	Onslow

4. Motion - Approval of Vendor Agreement Between the City of Ridgefield and Windy Hills Winery

In 2020, City staff researched possible vendors for that year's grapes. David Kelly from Windy Hills Winery had agreed to help preliminary processing and storage of the grapes, though no formal agreement had been reached for any products to be created from the grapes. Prior to harvest, however, the grape crop was decimated by birds, so no further agreement was discussed at the time. Upon recommendation from City Council members, City staff reached out to Windy Hills Winery as part of the 2021 due diligence required in the SLI, and David Kelly expressed a willingness to work with the City to store, process, and ultimately bottle either a red or rose' from the marechal foch roundabout grapes. City staff worked with the vendor to finalize a vendor agreement to present City Council for approval. Key provisions of the agreement include:

- Allowed use of the grapes and processed wine: City use only, not for sale, vendor able to sample as necessary for processing but nothing else; Vendor recommends type of wine to make with grapes, City has authority to approve
- Name and Label: City has naming authority; City and vendor collaborate on design but City maintains ultimate authority to approve design before labels are finalized and printed
- Cost: 1) City sells grapes to vendor for purposes of LCB requirements, with money due after grapes are processed and City purchases wine; 2) City purchases wine from vendor to cover cost of producing wine,

deducting amount owed by vendor for grapes

MOTION: MOVED TO APPROVE THE VENDOR AGREEMENT BETWEEN THE CITY AND WINDY HILLS WINERY FOR THE 2021 RIDGEFIELD ROUNDABOUT GRAPES, AND AUTHORIZE CITY MANAGER TO SIGN THE AGREEMENT.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Rachel Coker, Councilor
SECONDER:	Lee Wells, Councilor
AYES:	Wells, Stose, Lindsay, Aichele, Chipman, Coker
ABSENT:	Onslow

PUBLIC HEARING/BUSINESS

1. Public Hearing and Approval of Resolution No. 598 - 2022-2027 Transportation Improvement Program - Bryan Kast, Public Works Director

Per RCW 35.77.010, the legislative body of each city and town, pursuant to one or more public hearings thereon, shall prepare and adopt a comprehensive transportation program for the ensuing six calendar years. The six-year program shall specifically set forth those projects and programs of regional significance for inclusion in the transportation improvement program within that region. The 6-year Transportation Improvement Program (TIP) is a separate project list from the Transportation Capital Facilities Plan, and does not have a bearing on Traffic Impact fees or TIF credits.

Mayor Opened the Hearing: 7:18PM

No testimony received.

Mayor Closed the Hearing: 7:18PM

MOTION: MOVED TO ADOPT RESOLUTION NO. 598 AS PRESENTED.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Rob Aichele, Councilor
SECONDER:	Rachel Coker, Councilor
AYES:	Wells, Stose, Lindsay, Aichele, Chipman, Coker
ABSENT:	Onslow

PUBLIC COMMENT

None received.

COUNCIL/PRESIDING OFFICER/STAFF REPORTS

Council

Council Member Lindsay - Attended pre-application conference, run through the sprinkler event at the park.
Council Member Chipman - Attended Main Street meeting, Art Association meeting, Farm to Table event, City tour with Council Member Wells.

Council Member Aichele - Attended Chamber of Commerce meeting, City Days event, Port of Ridgefield meeting, Friends of the Ridgefield library, Farm to Table, pre-application conference, Chamber of Commerce lunch meeting.

Council Member Coker - Attended Chamber of Commerce meeting, Lions Club, ride a along with Ridgefield Officers.

Council Member Wells - Pre-application conference, Randy Mueller selected as Port of Ridgefield CEO, Farm to Table event.

Mayor

Appointment of Planning Commission Member

MOTION: MOVED TO APPOINTMENT JOHN ROSE AND MATT COLE TO PLANNING COMMISSION, POSITION NO. 1 AND 3.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jen Lindsay, Councilor
SECONDER:	Rachel Coker, Councilor
AYES:	Wells, Stose, Lindsay, Aichele, Chipman, Coker
ABSENT:	Onslow

Appointment of Parks Board Member

MOTION: MOVED TO APPOINTMENT BRUCE CARPENTER AND JAKE BREDSTRAND TO PARKS BOARD, POSITION NO. 5 AND 7.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jen Lindsay, Councilor
SECONDER:	Rachel Coker, Councilor
AYES:	Wells, Stose, Lindsay, Aichele, Chipman, Coker
ABSENT:	Onslow

City Manager

Deputy City Manager Lee Knottnerus - Event updates provided.

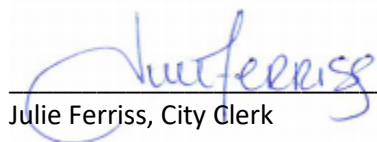
Finance Director Kirk Johnson - Update on baseline budget, new employee update.

Community Development Director Claire Lust - Welcome to new Planning Commission members.

Public Works Director Bryan Kast - Water leak update on Elm Street, kudos to water department.

Lieutenant, Cathy Doriot - Design for the pink patch is completed.

ADJOURN - [7:39 PM](#)


Julie Ferriss, City Clerk
Don Stose, Mayor