CITY OF RIDGEFIELD, WASHINGTON
City Council MEETING MINUTES
March 22, 2018

Regular Meeting - 6:30 PM

STUDY SESSION - 5:30 P.M.

1. Washington State Legislative Update with Brian Enslow

GENERAL SESSION CALL TO ORDER - 6:30 PM - 6:38 PM

FLAG SALUTE

ROLL CALL

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

LATE CHANGES TO THE AGENDA

None.

PUBLIC COMMENT - 6:40 PM

Chris Dudley - Resident - March 28th, 7 pm at the Old Liberty Theater, Meaningful Movies in Ridgefield and the Ridgefield Community Library present the Oscar-nominated short documentary “Heroin”. Also The Ridgefield Dozen.com is a benefit for World Bicycle Relief.

CONSENT AGENDA - MOTION TO APPROVE AS PRESENTED.

Council member Wertz - questions regarding school impact fee collection and planning services invoice.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Don Stose, Councilor
SECONDER:	Sandra Day, Councilor
AYES:	Onslow, Taylor, Wells, Stose, Wertz, Main, Day

1. Approval of Claims And/Or Payroll

2. Approval of Minutes from March 8, 2018 Meeting

BUSINESS

1. **Resolution No. 535 - Amending and Updating the Change Drawers - Kirk Johnson, Finance Director**

As the City has seen an increase in utility accounts the need for flexibility for change when a customer makes a cash payment has been identified. Since the previous adoption of resolution No. 385 the City has added three additional employees who take payments and provide change to customers. As a result employees have the need to travel to the bank more often to acquire change to break large bills from previous payments and/or ask customers to bring smaller denominations in order to make their payment. The Finance Department is recommending an increase from $500 to $1,000 for change drawers to accommodate staff increases and the need for sufficient change on hand to take in cash payments. The total amount requested for petty cash and change drawers would be $1,200. The change allows flexibility and sufficient coverage at all times during business hours to take cash payments.

MOTION: MOVED TO ADOPT RESOLUTION NO. 535 AS PRESENTED.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	David Taylor, Councilor
SECONDER:	Don Stose, Councilor
AYES:	Onslow, Taylor, Wells, Stose, Wertz, Main, Day

2. **Resolution No. 536 - Declaring Certain Property as Surplus and Authorizing Its Disposition - Kirk Johnson, Finance Director**

Public Works would like to surplus two pickups that are currently scheduled to be replaced in 2018 through the Equipment Replacement Fund. The vehicles are a 1991 Ford Ranger and a 1998 Chevrolet K1500.

MOTION: MOVED TO ADOPT RESOLUTION NO. 536 AS PRESENTED.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Don Stose, Councilor
SECONDER:	Sandra Day, Councilor
AYES:	Onslow, Taylor, Wells, Stose, Wertz, Main, Day

3. **Motion - Approval of Ridgefield Outdoor Recreation Complex Purchase and Sale Agreement**

The City has been working with the Ridgefield School District on the development of the Ridgefield Outdoor Recreation Complex, or RORC, in conjunction with the School District's 5-6 and 7-8 Schools Complex since 2015. The RORC and Schools will be located on 57.5 acres, 7.5 of which is owned by the City. As the design for RORC and the 5-8 School Complex was completed the 7.5 acres owned by the City was found to be the best location for the School. As a part of the agreement with the School District that was signed in March of 2017 the City and District agreed to exchange an equivalent property area with the District. In September of 2017 the City reviewed and approved a short plat which split a 7.2 acre parcel off the larger District owned parcel for the purpose of this exchange. This 7.2 acres underlays field 3, the north parking lot and the community building. This purchase and sale agreement will sell the 7.5 acres along the south edge of the site to the School District. As a part of this transaction the District will similarly sell the 7.2 acres to the City for the same price.

MOTION: MOVED TO AUTHORIZE THE CITY MANAGER TO SIGN THE PURCHASE AND SALE AGREEMENT BETWEEN THE CITY OF RIDGEFIELD AND THE RIDGEFIELD SCHOOL DISTRICT FOR THE RIDGEFIELD OUTDOOR RECREATION COMPLEX AS PRESENTED.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Don Stose, Councilor
SECONDER:	Sandra Day, Councilor
AYES:	Onslow, Taylor, Wells, Stose, Wertz, Main, Day

4. Motion - Approval of Ridgefield Outdoor Recreation Complex Lease Agreement

Pursuant to the 2017 Interlocal agreement this lease agreement will grant the City a 30-year lease of the portion of Ridgefield Outdoor Recreation Complex that is on property owned by District. The lease may be extended by the District at the end of the lease period. The lease provides that the facility will be used by the City, District, and third parties as defined in the shared use agreement, and maintained as defined in the Maintenance agreement.

MOTION: MOVED TO AUTHORIZE THE CITY MANAGER TO SIGN THE LEASE AGREEMENT BETWEEN THE CITY OF RIDGEFIELD AND RIDGEFIELD SCHOOL DISTRICT FOR THE RIDGEFIELD OUTDOOR RECREATION COMPLEX AS PRESENTED.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	John Main, Councilor
SECONDER:	David Taylor, Councilor
AYES:	Onslow, Taylor, Wells, Stose, Wertz, Main, Day

5. Motion - Approval of Ridgefield Outdoor Recreation Complex Reimbursement Agreement

This agreement will allow the City to reimburse the School District for the shared portions of Ridgefield Outdoor Recreation Complex that are being constructed as a part of the Schools Complex, primarily the shared parking lot and grading and drainage for the football field and track. The City has worked extensively with the School District and their representative Scott Rose to come to an agreement on the shared cost.

MOTION: MOVED TO AUTHORIZE THE CITY MANAGER TO EXECUTE AN INTERLOCAL AGREEMENT BETWEEN THE CITY OF RIDGEFIELD AND RIDGEFIELD SCHOOL DISTRICT FOR THE REIMBURSEMENT OF COSTS FOR RIDGEFIELD SCHOOL DISTRICT SHORT PLAT AS PRESENTED.

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

6. Motion - Approval of Ridgefield Outdoor Recreation Complex Shared Use Agreement

Pursuant to the 2017 Interlocal agreement this shared use agreement will govern the use of the Facility by the School District, City and other parties for the next 30 years. The School District will take the lead on scheduling the use of the fields and other amenities of the Ridgefield Outdoor Recreation Complex. Once a year in July the City and District will meet to begin the scheduling process for the coming year. City and District events will have scheduling priority, followed by Ridgefield youth teams, Ridgefield adult teams, youth teams outside the Ridgefield area, non-profit groups, and commercial enterprises. The agreement also defines the process for setting fees for use of the Ridgefield Outdoor Recreation Complex facilities and defines advertising priority and guidelines. Proposed rates for use of the facilities are attached, and are comparable to other local facilities including Luke Jenson sports complex.

MOTION: MOVED TO AUTHORIZE THE CITY MANAGER TO EXECUTE AN INTERLOCAL AGREEMENT BETWEEN THE CITY OF RIDGEFIELD AND RIDGEFIELD SCHOOL DISTRICT FOR THE SHARED USE OF THE

RIDGEFIELD OUTDOOR RECREATION COMPLEX AS PRESENTED.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Lee Wells, Councilor
SECONDER:	David Taylor, Councilor
AYES:	Onslow, Taylor, Wells, Stose, Wertz, Main, Day

7. Motion - Approval of Ridgefield Outdoor Recreation Complex Maintenance Agreement

Pursuant to the 2017 Interlocal agreement this maintenance agreement will govern the maintenance responsibility, standards, and maintenance cost sharing of the Facility for the next 30 years. The School District will be responsible for keeping the Ridgefield Outdoor Recreation Complex facility in good condition and repair to the standards specified in this agreement. The District will dedicate at least one full-time employee to maintaining the facility, with City staff assisting on occasional infrequent maintenance that requires additional staff to complete.

MOTION: MOVED TO AUTHORIZE THE CITY MANAGER TO EXECUTE AN INTERLOCAL AGREEMENT BETWEEN THE CITY OF RIDGEFIELD AND RIDGEFIELD SCHOOL DISTRICT FOR THE MAINTENANCE OF THE RIDGEFIELD OUTDOOR RECREATION COMPLEX AS PRESENTED.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Don Stose, Councilor
SECONDER:	Darren Wertz, Councilor
AYES:	Onslow, Taylor, Wells, Stose, Wertz, Main, Day

8. Motion - Approval of Ridgefield Outdoor Recreation Complex and Hillhurst Construction Management Contract

The City's Parks Plan identifies a Community Park in the southern portion of the City off Hillhurst Road. This park has come to be known as the Ridgefield Outdoor Recreation Complex. The City has been working with the Ridgefield School District, community stakeholders, and the public since 2015 on the master planning for this park. The project is a partnership with the School District and shares a site with the 5-6 and 7-8 schools campus that is under construction. The park will feature 6 multi-use sports fields, a community building, playground, trails, and picnic shelters. The project has been broken into several phases of construction to allow the project to be completed by Fall of 2018. The construction of the Grading and Utility work portion of the project was completed in February, and work on Hillhurst and the site and field work on Ridgefield Outdoor Recreation Complex will begin in April. In August of 2017 city requested qualifications for construction management and inspection services from the on-call consultant roster. Two proposals were received and scored by staff, with Otak receiving the highest ranking. Otak Completed the construction management of the grading project, and with this contract will provide construction management, inspection and act as the owner's representative for the remaining work on the project.

City Council conducted discussion

MOTION: MOVED TO AWARD THE RIDGEFIELD OUTDOOR RECREATION COMPLEX PHASE 2 CONSTRUCTION MANAGEMENT AND INSPECTION CONTRACT TO OTAK AS PRESENTED.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Lee Wells, Councilor
SECONDER:	Darren Wertz, Councilor
AYES:	Onslow, Taylor, Wells, Stose, Wertz, Main, Day

9. Motion - Approval of Bid Award for NW Hillhurst Road Improvements

In 2017 the City contracted with a team of design consultants headed up by PBS Engineering and Environmental to complete design of the project. The project was broken into several phases of construction to allow the project to be completed by August of 2018. Bids for the Hillhurst Improvements were opened on March 13th. The City received six bids, with the low bid submitted by Tapani Underground of Battle Ground WA.

MOTION: MOVED TO AWARD THE NW HILLHURST ROAD IMPROVEMENT PROJECT TO TAPANI IN THE AMOUNT OF $2,148,644.15.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Darren Wertz, Councilor
SECONDER:	John Main, Councilor
AYES:	Onslow, Taylor, Wells, Stose, Wertz, Main, Day

10. Motion - Approval of Bid Award for Cemetery Booster and Northridge Water Main Project

The City's Water System Plan identifies a project to replace the aging cemetery booster pumps that allow water to be transferred from the low pressure zone that serves downtown into the high pressure zone that serves the rest of the City. The plan also identifies a project to replace the 2-inch galvanized steel water main that serves Northridge Drive that is past its useful life. Due to the proximity of these two projects staff elected to design and bid them together to realize an economy of scale and to get a lower price on the work. The project was broken into three schedules of work: Schedule A for cemetery booster pumps, schedule B for the Northridge water main, and schedule C to overlay the east side of Northridge Drive that is not replaced with the water main work. Project design was completed over 2017, and bids for the project were opened on March 15th. Four bids were received on the project, with the low bid submitted by Clark and Sons Excavating of Battle Ground WA.

MOTION: MOVED TO AWARD THE CEMETERY BOOSTER PUMP STATION AND NORTHRIDGE WATER MAIN PROJECT CONSTRUCTION CONTRACT TO CLARK AND SONS IN THE AMOUNT OF $486,100.83.

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

PUBLIC COMMENT - 7:33 PM

Rob Aichele - Resident
27 years in construction business including paving projects, now retired
Watched the paving process on Hillhurst Road
Sidewalk on Hillhurst now has new cracks due to where the staging of equipment happened
Hillhurst road was poorly paved, chunks of asphalt are already coming out
Consider a different contractor for future paving projects

COUNCIL/PRESIDING OFFICER/STAFF REPORTS

Council - **7:37 PM**

Council member Taylor - Attended briefing with City Manager.
Council member Main - Was appointment to City Council in 2012, thank you to Mayor Onslow.
Council member Wertz - Attended briefing with City Manager, toastmasters meeting. Thank you for your service Mayor Onslow.
Council member Day - Attended State of the County address, CREDC meeting, appreciate all your support and advice Mayor Onslow.
Council member Stose - Attended CREDC meeting and briefing with City Manager.
Council member Wells- Attended CRWWD meeting. Thank you to Mayor Onslow for being the Mayor for the last 10 years.

Mayor

Thanked City Council, staff and members of the public for great 10 years as Mayor for the City of Ridgefield.

State of the City is scheduled for March 29th at 6:30PM.

City Manager

City Manager Steve Stuart - Thank you Mayor for everything you have done, joint meeting with School District and Port of Ridgefield is Tuesday, March 27 at 5PM.

Finance Director Kirk Johnson - State Auditors will be in the office starting April 2nd, investment portfolio report provided.

Community Development Director Jeff Niten - Short course on local planning is March 26 at 6PM.

Deputy City Manager Lee Knottnerus - First Saturday in April is Detective Mystery.

FROM THE COUNCIL

Joe Melroy - Port of Ridgefield Commissioner
Gov. Jay Inslee signed Substitute House Bill 2664 into law today which allows Ports in Washington to build fiber networks.

ADJOURN - 8:15 PM

Julie Ferriss, City Clerk

Don Stose, Mayor