



**RIDGEFIELD PARKS BOARD
MEETING AGENDA**

**Wednesday, September 14, 2022
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. PUBLIC COMMENT

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

III. CONSENT AGENDA

- 1. Approval of Minutes from Wednesday, 8/10/22 Meeting**

IV. MEMBER REPORT

V. OLD BUSINESS

- 1. Skate Park Consultant, Galina Burley, Parks, Trails and Recreation Manager**
- 2. Boyse Park Survey Results, Galina Burley, Parks, Trails and Recreation Manager**

VI. NEW BUSINESS

- 1. Parks Foundation Intro & Donations Program, Galina Burley, Parks, Trails and Recreation Manager**
- 2. Park Fees Update, Galina Burley, Parks, Trails and Recreation Manager**
- 3. Smoke & Tobacco Free Parks, Galina Burley, Parks, Trails and Recreation Manager**

VII. PUBLIC COMMENT

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

VIII. STAFF REPORTS

- 1. Public Works: Parks Update**

IX. FROM THE BOARD

- 1. Board Member Updates**
- 2. Council Update**

3. Requests from the Board for Upcoming Meetings

X. ADJOURN

**Parks Board Agenda Packet is available at the following link:
<http://ridgefieldwa.iqm2.com/Citizens/>**



CITY OF RIDGEFIELD, WASHINGTON

Parks Board MEETING MINUTES

August 10, 2022

Regular Meeting - 6:30 PM

GENERAL SESSION CALL TO ORDER - 6:30 PM

FLAG SALUTE

ROLL CALL

Attendee Name	Title	Status	Arrived
Rian Davis	Board Member	Present	
Sandy Schill	Board Member	Present	
Bruce Carpenter	Board Member	Absent	
Jake Bredstrand	Board Member	Absent	
Sarah Scott	Board Member	Present	
Whitney Randall	Board Member	Present	
Beth Bicknell	Board Member	Absent	

MOTION BOARD MEMBER RANDALL MOVED TO EXCUSE BOARD MEMBERS BETH BICKNELL, BRUCE CARPENTER, AND JAKE BREDSTRAND FROM THE MEETING

SECOND: VICE CHAIR DAVIS

Vote - all ayes

Vote - no nays

Motion Passed

MOTION BOARD MEMBER RANDALL MOVED TO EXCUSE BOARD MEMBER SARAH SCOTT FROM THE JUNE MEETING

SECOND: BOARD MEMBER DAVIS

Vote - all ayes

Vote - no nays

Motion Passed

LATE CHANGES TO THE AGENDA

PUBLIC COMMENT - [6:32 PM](#)

None.

Minutes Acceptance: Minutes of Aug 10, 2022 6:30 PM (CONSENT AGENDA)

CONSENT AGENDA - [6:34 PM](#)

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Sandy Schill, Board Member
SECONDER:	Whitney Randall, Board Member
AYES:	Davis, Schill, Scott, Randall
ABSENT:	Carpenter, Bredstrand, Bicknell

1. Approval of Minutes from Wednesday, 6/8/22 Meeting

MOTION TO ACCEPT THE MINUTES AS PRESENTED.

MEMBER REPORT - [6:35 PM](#)

None.

OLD BUSINESS - [6:36 PM](#)**1. Update on Parks Projects - Galina Burley, Parks, Trails and Recreation Manager**

Parks, Trails and Recreation Manager Burley provided updates for various park projects. The Abrams Park emergency vehicular bridge work is almost done and the contracting firm will install additional beams to add to stability of that structure soon. Looking at a Gee Creek trail segment installation from Heron Street to Main with federal funding. There is hope to obtain additional grants to move past design for the crosswalk to refuge to finish that body of work. Gee Creek improvements are anticipated to complete in 2024-2025. Splash pad is out to bid and the hope is to build it out later this year. Another project in procurement is a consultant to complete a skate park analysis. Refuge Park, Horns corner, and Boyse Park are waiting to get under contract. Vice Chair Davis asked staff to check on the donating family's vision of that property and Burley confirmed they would do so. Refuge Park will need to get under contract to move forward with a consultant. Horns Corner will see wetland restoration and the Watershed Alliance will assist with building a volunteer program that will be able to assist. The Mayors Meadow trail is still with Council. Greely development on the East side will have a park that they're working on getting dedicated. DeMelo installed a playground and will be installing exercise equipment, a trail, as well as some music equipment that the HOA will maintain.

NEW BUSINESS - [6:48 PM](#)**1. Updated Signs at the Disc Golf Course - Galina Burley, Parks, Trails and Recreation Manager**

Parks, Trails and Recreation Manager Burley introduced Logan Sellers, who is with Boyscout Troup 554 from Vancouver. He will be assisting to update signage for the disc golf course at Abrams Park due to his passion of playing disc golf with his family. Approval is not required by the board and this presentation was for informational purposes. The new signs would be in cement with a steel sheet backing that will reinforce it for stability. The course will remain the same, and the signs will be replacing existing ones.

2. Watershed Alliance Program Introduction - Galina Burley, Parks, Trails and Recreation Manager

Parks, Trails and Recreation Manager Burley introduced Executive Director Sunrise O'Mahoney with the Watershed Alliance of Southwest Washington. They will be partnering with the City for the next 3 years with Council support to mobilize volunteers for wetland improvement projects, invasive species removal, and will run a backyard certification program. They will start with helping to restore Horns Corner with more native trees and vegetation as well as Abrams Park. O'Mahoney shared that they will be building a volunteering program through outreach to businesses and organizations out in the community.

3. Planning for Volunteer Event in October - Galina Burley, Parks, Trails and Recreation Manager

Parks, Trails and Recreation Manager Burley shared there will be an event in October with the Watershed Alliance. The Nature Play Area at Abrams Park was identified as a site that could use additional

volunteers, however dates have not been selected yet. Burley will send out updates as they become known.

4. Trail Signs Grant through Parks Foundation - Galina Burley, Parks, Trails and Recreation Manager

Parks, Trails and Recreation Manager Burley provided an update that trail signage was identified as a priority at a recent Council retreat. Burley submitted a grant application to the Parks Foundation for an analysis based on the historical information already there to come up with a path forward. If approved, it will awarded next year.

PUBLIC COMMENT - [7:12 PM](#)

None.

STAFF REPORTS - [7:13 PM](#)

Public Works Update

None.

FROM THE BOARD - [7:14 PM](#)

Board Member Updates

None.

Council Update

Parks, Trails and Recreation Manager Burley provided an update that Council is still working through alternatives with the City Manager for Mayors Meadows. Council identified parks and trails signage as a priority. During the tour a stop was made to view the future site for the Port waterfront park and the Port will be in touch in the coming months as planning continues.

Requests from the Board for Upcoming Meetings

Vice Chair Davis expressed that they would like to have a tour with the Parks Board if possible since many board members were not able to attend the larger tour with the boards and commissions for the City. Board Member Schill had requested that the tour be held during non-working hours and thinks it would be great to schedule a smaller group tour if possible since the larger tour was not able to accommodate that. Burley will check to see what options would be available.

Board Member Schill requested information to learn more about codes for statue donations and requested some information regarding this. Schill would like to know if there's a process or if the City has locations identified. Burley shared that Clark County Parks Foundation appears to administer the City's memorial benches program and has other items that can be donated. Burley will invite the foundation's CEO to our future meeting.

ADJOURN - [7:20 PM](#)

Chalea Johnston, PW Administrative Assistant

Beth Bicknell, Chair



Boyse Park Community Survey

RidgefieldRoundtable.org

August 5, 2022 – September 5, 2022

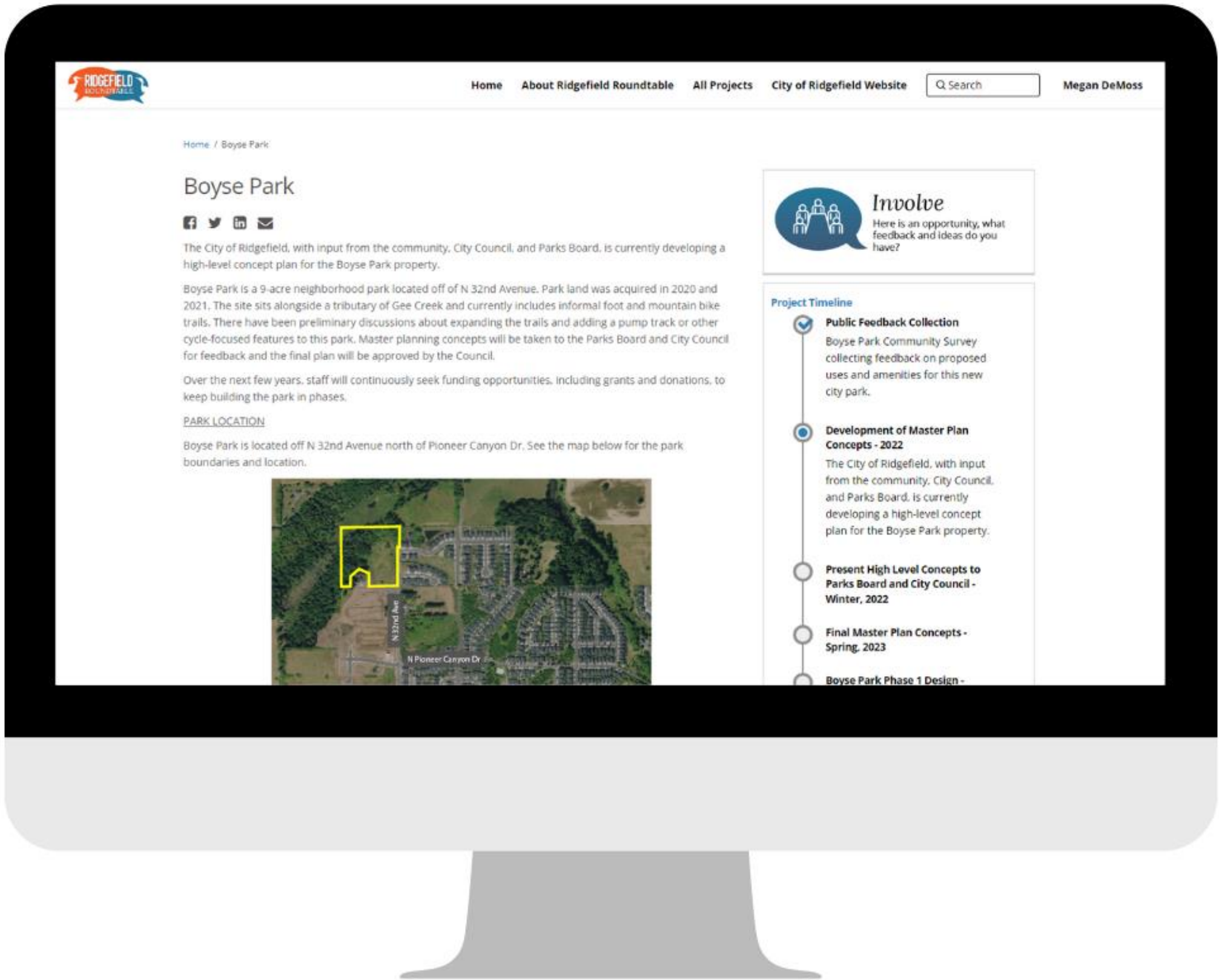


PROJECT SUMMARY

August 5, 2022 – September 5, 2022

This engagement project was run on the City’s online engagement platform, Ridgefield Roundtable, from Friday, August 5 through Monday, September 5, 2022. The project included a community survey

Invitations to participate were sent out via the city’s social media (Facebook, Instagram, Twitter, and Nextdoor), the city’s email distribution lists, the city website (RidgefieldWa.us), the city’s engagement site (Ridgefield Roundtable) and at City Days community event on August 6.



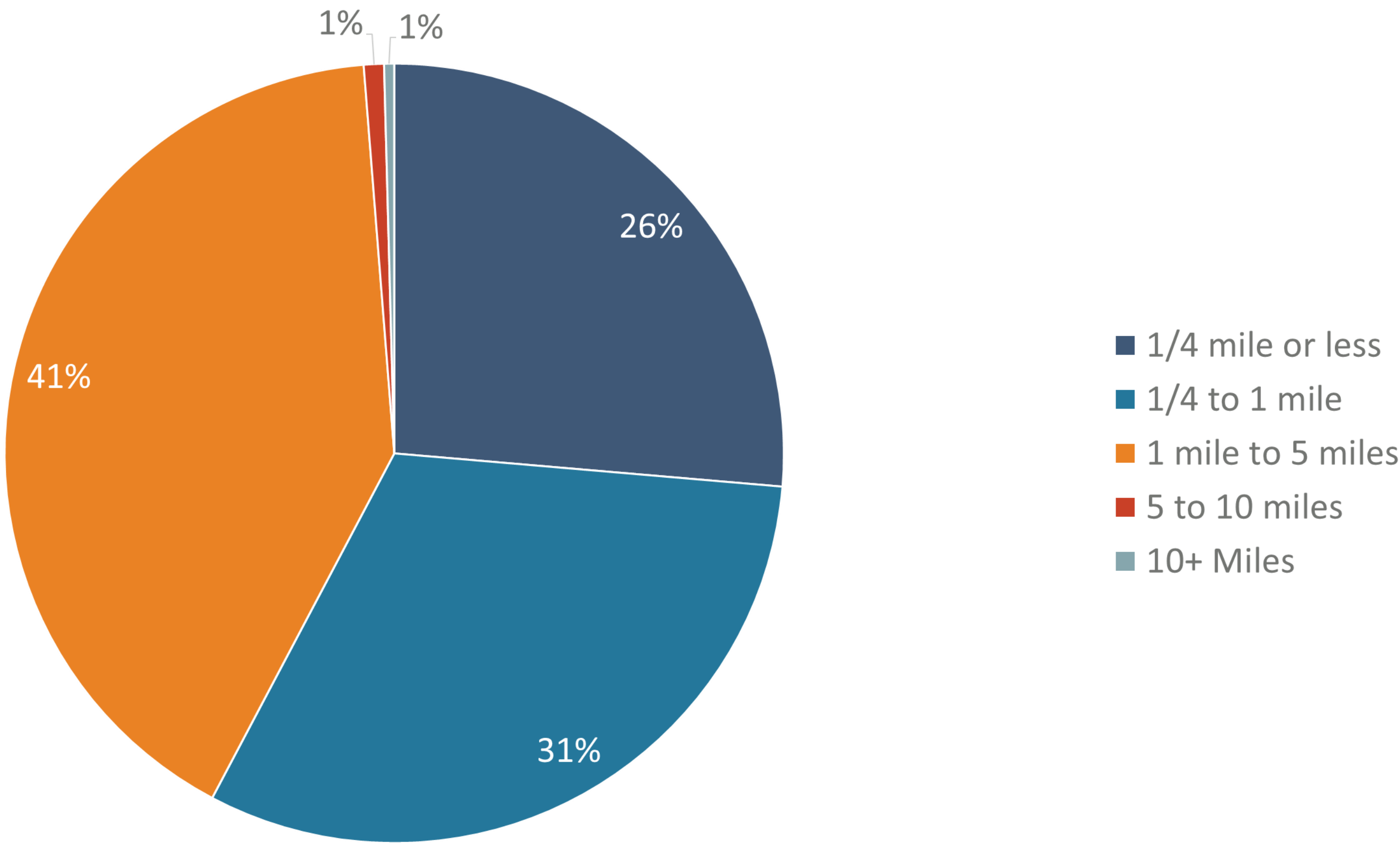
Engagement Summary

Total Page Visits	1,036
Survey Submissions	239



SURVEY RESULTS – PROXIMITY

Please select your proximity to the park:



SURVEY RESULTS – WELCOMING AND ACCESSIBLE

What might make this park welcoming and accessible to you?



Larger font indicates higher frequency of use in comments.

SURVEY RESULTS – PRIMARY REASONS FOR VISITING A PARK

What are your primary reasons for visiting a local park? Please rank each option 1 to 9 with 1 being the most primary reason.

OPTIONS	AVERAGE RANK (ALL)
Family Time	3.09
Exploring Natural Areas	3.36
Play	3.80
Relaxation	4.11
Exercise	4.64
Special Events	5.81
Biking	6.05
Structured Activities	6.49
Sports Practices or Competitions	6.79

OPTIONS	AVERAGE RANK (1 MILE)
Family Time	3.08
Exploring Natural Areas	3.37
Play	3.72
Relaxation	4.19
Exercise	4.67
Biking	5.88
Special Events	6.02
Structured Activities	6.57
Sports Practices or Competitions	6.84

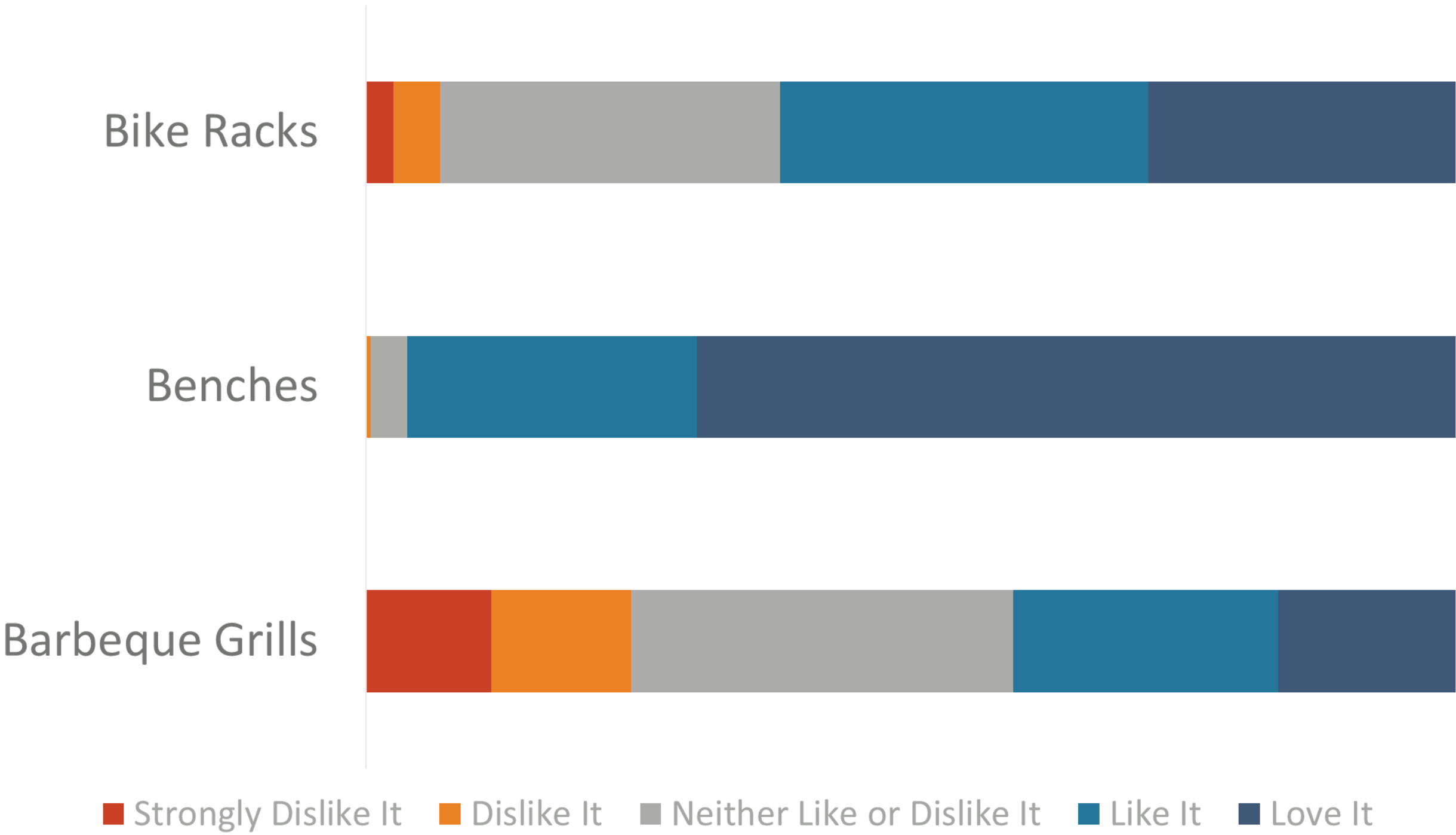
*Note: Lower numbers indicate higher priority ranking.
Numbers in the right-hand table only include responses from those who indicated they live less than 1 mile from the park property.*



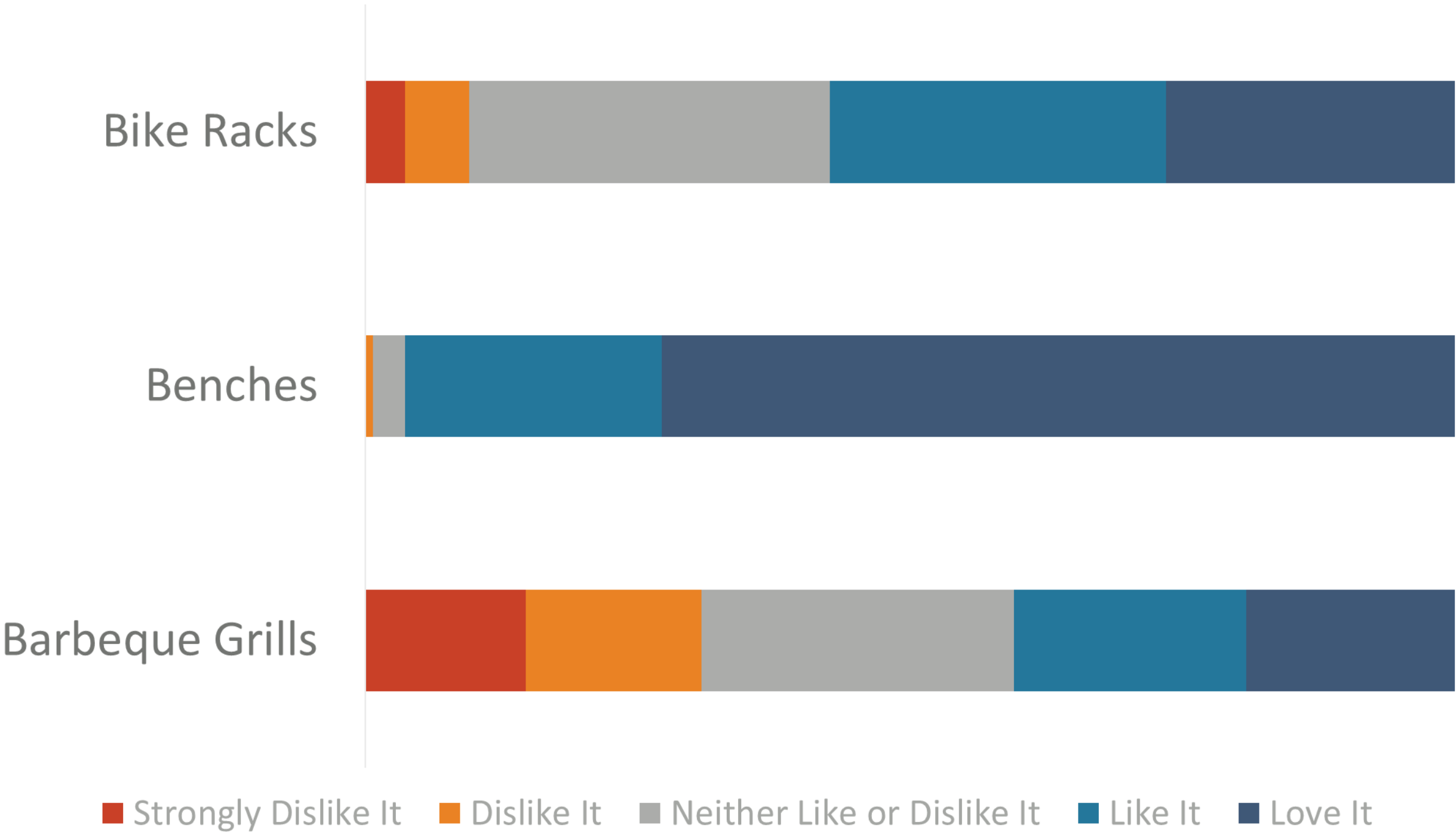
SURVEY RESULTS – RANKING POTENTIAL OPTIONS

Some of the amenities or elements below have been identified as potential options to be incorporated into the design of Boyse Park. Please let us know your preferences so we may gauge your priorities.

ALL RESPONSES



WITHIN 1 MILE



Attachment: boyse park results 2022 (Boyse Park Survey Results, Galina Burley, Parks, Trails and Recreation Manager)

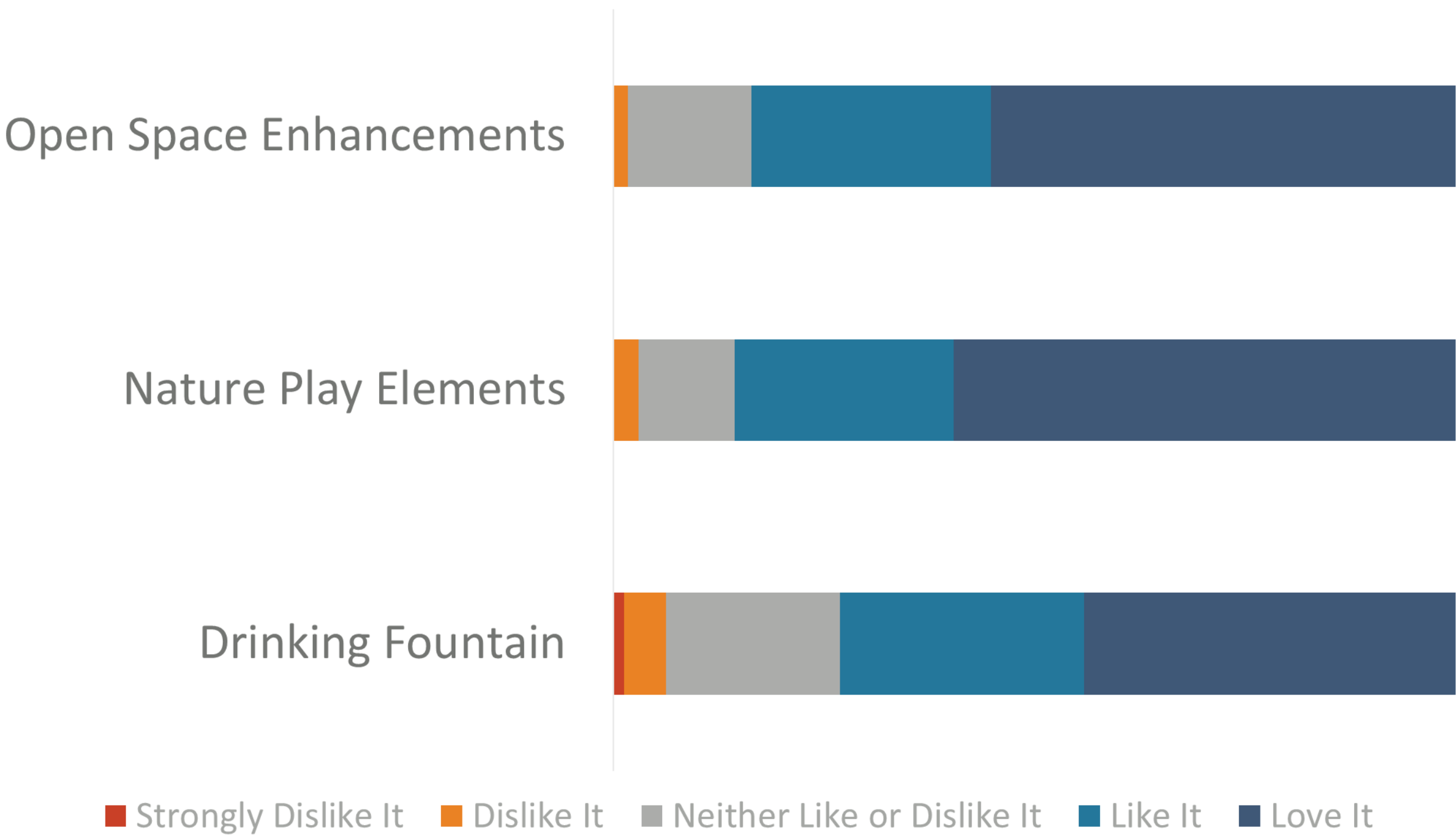
Numbers in the right-hand chart only include responses from those who indicated they live less than 1 mile from the park property.



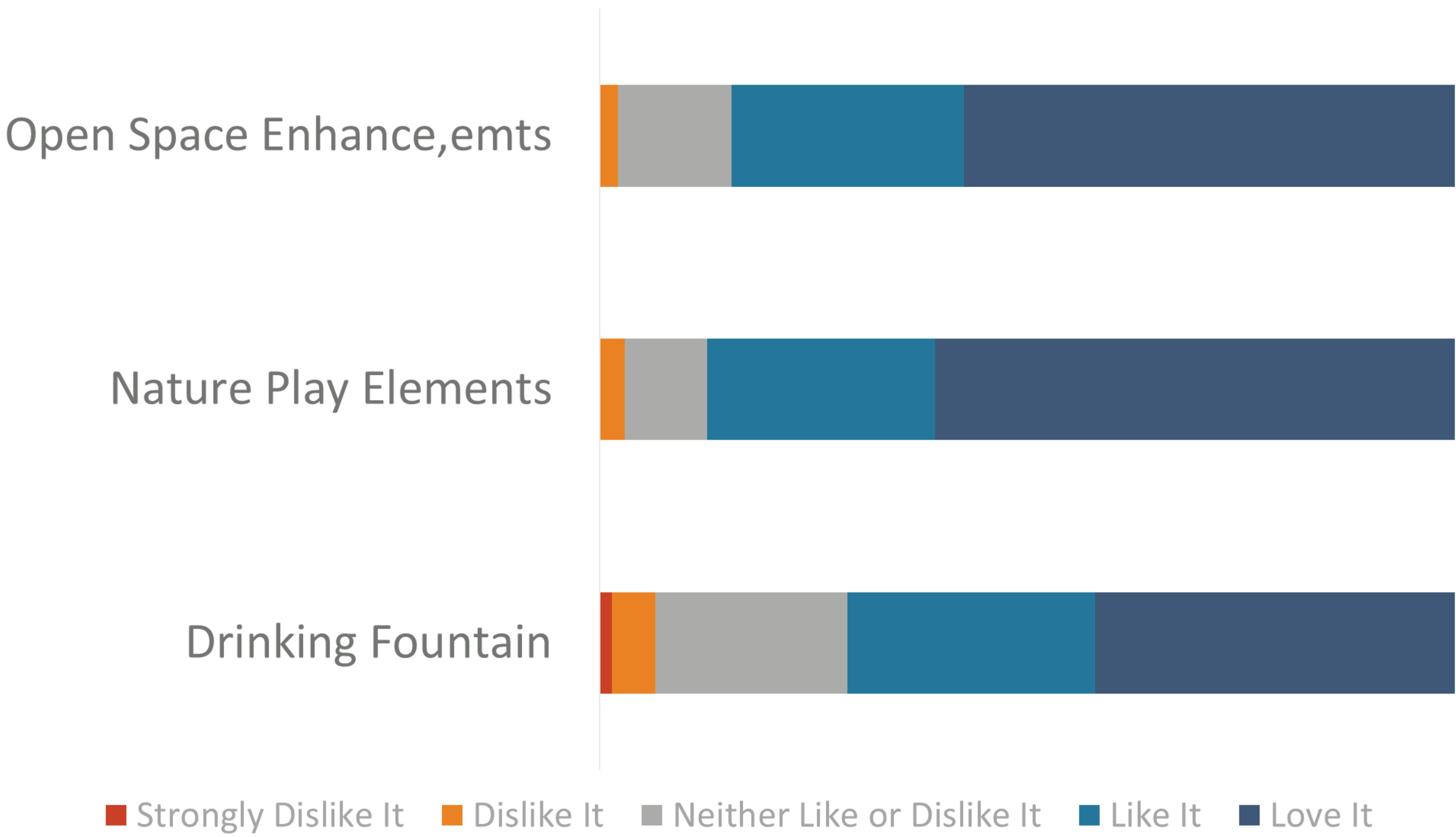
SURVEY RESULTS – RANKING POTENTIAL OPTIONS

Some of the amenities or elements below have been identified as potential options to be incorporated into the design of Boyse Park. Please let us know your preferences so we may gauge your priorities.

ALL RESPONSES



WITHIN 1 MILE



Attachment: boyse park results 2022 (Boyse Park Survey Results, Galina Burley, Parks, Trails and Recreation Manager)

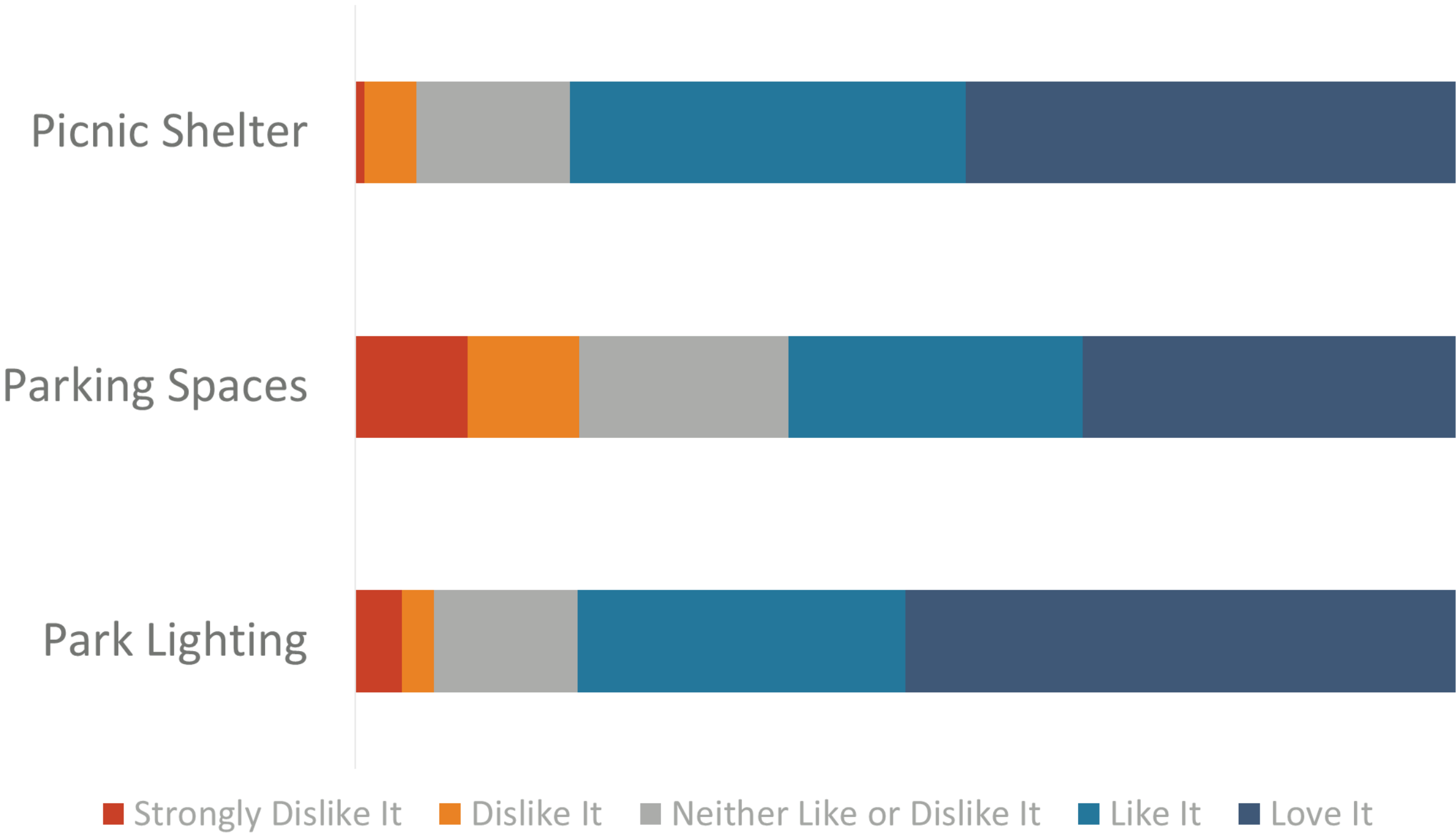
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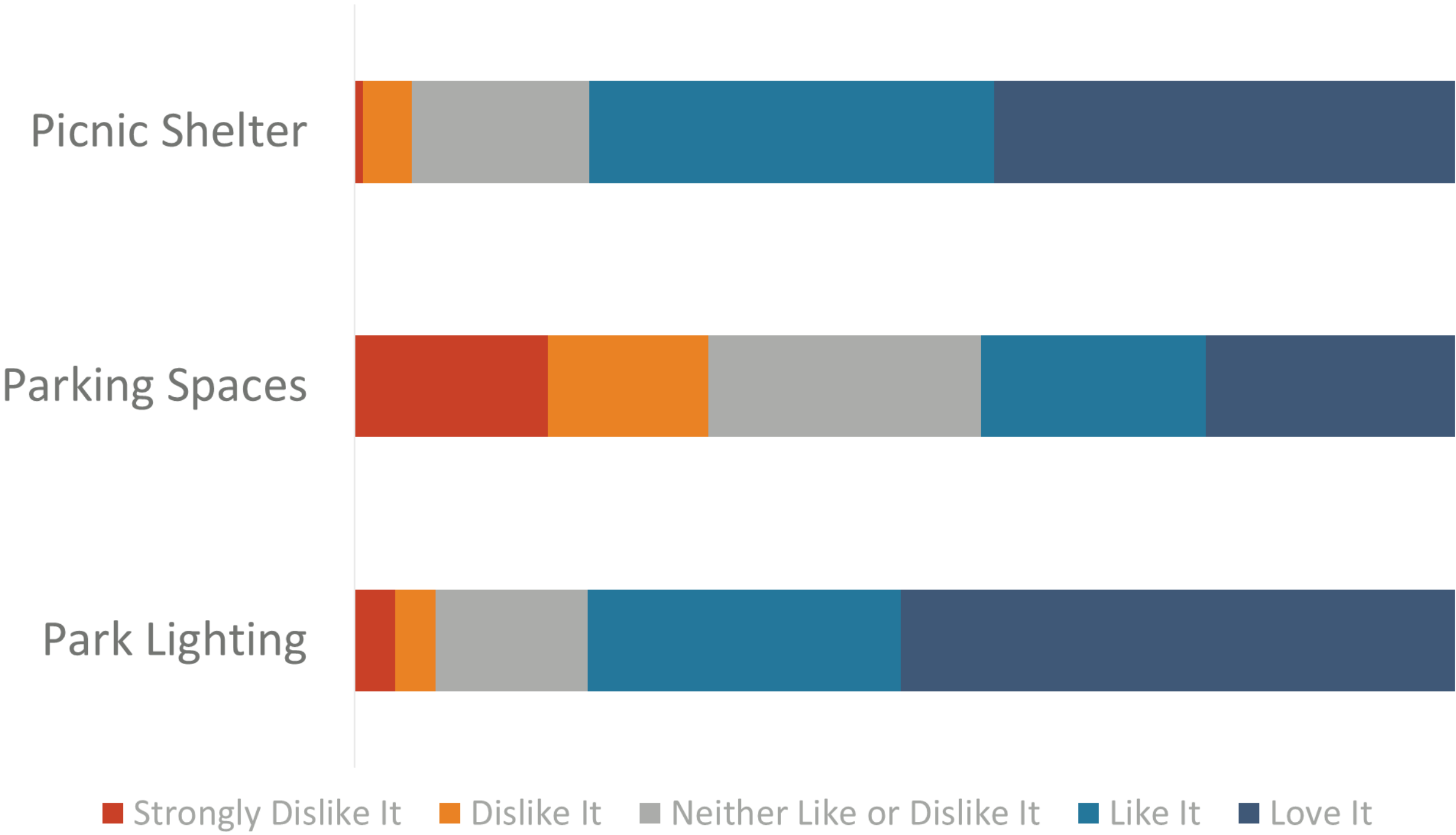
SURVEY RESULTS – RANKING POTENTIAL OPTIONS

Some of the amenities or elements below have been identified as potential options to be incorporated into the design of Boyse Park. Please let us know your preferences so we may gauge your priorities.

ALL RESPONSES



WITHIN 1 MILE



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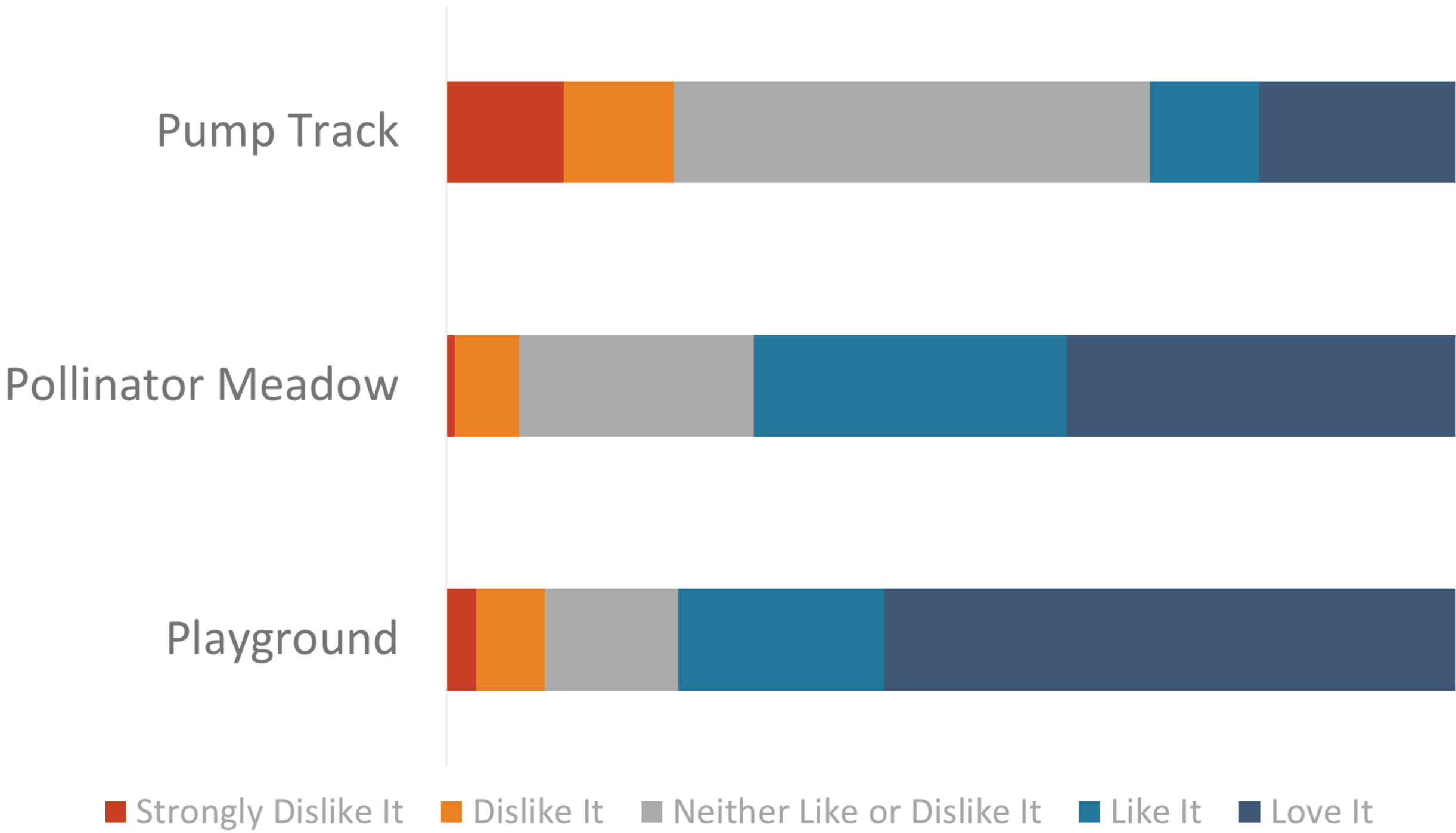
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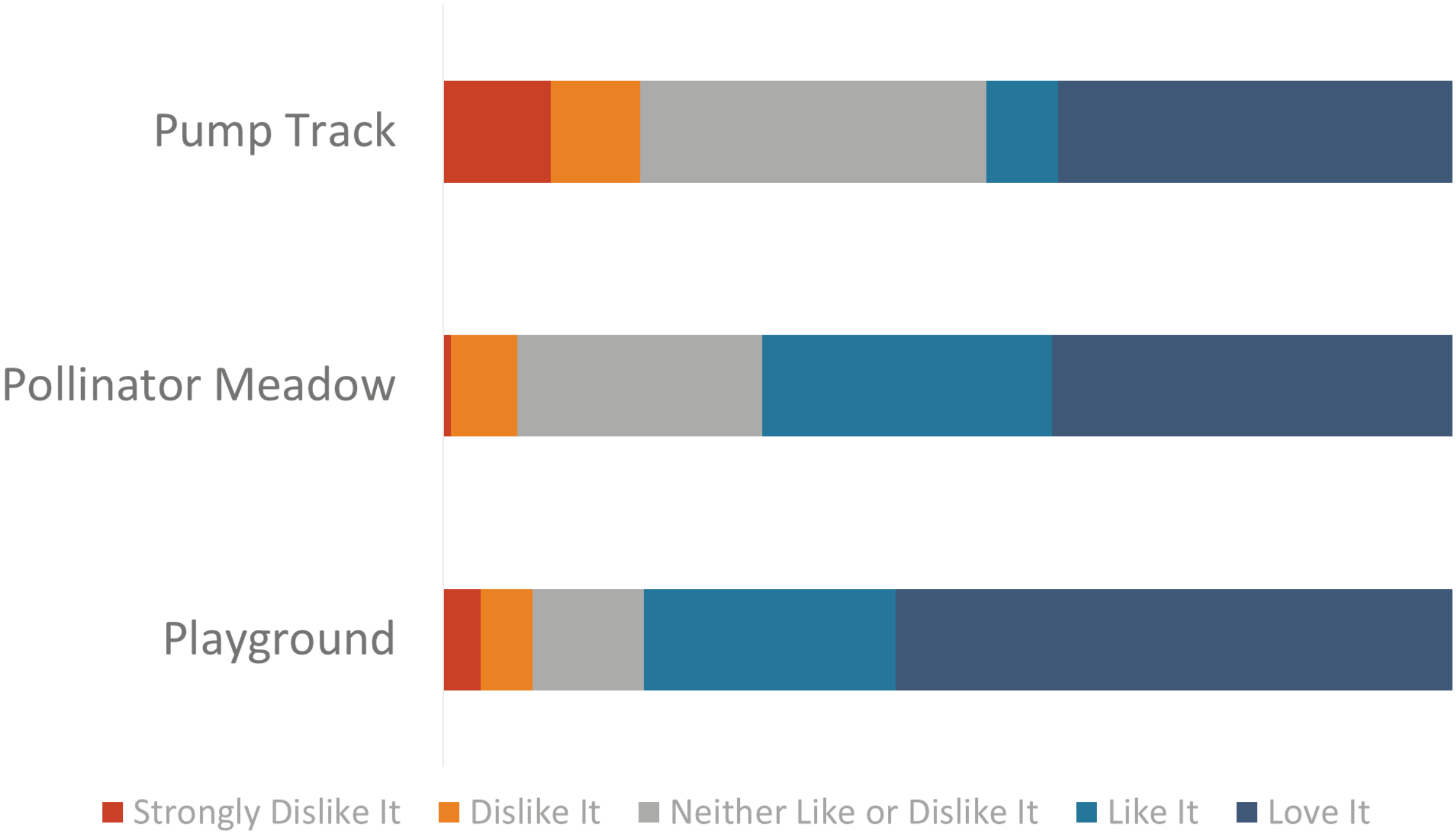
SURVEY RESULTS – RANKING POTENTIAL OPTIONS

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ALL RESPONSES



WITHIN 1 MILE



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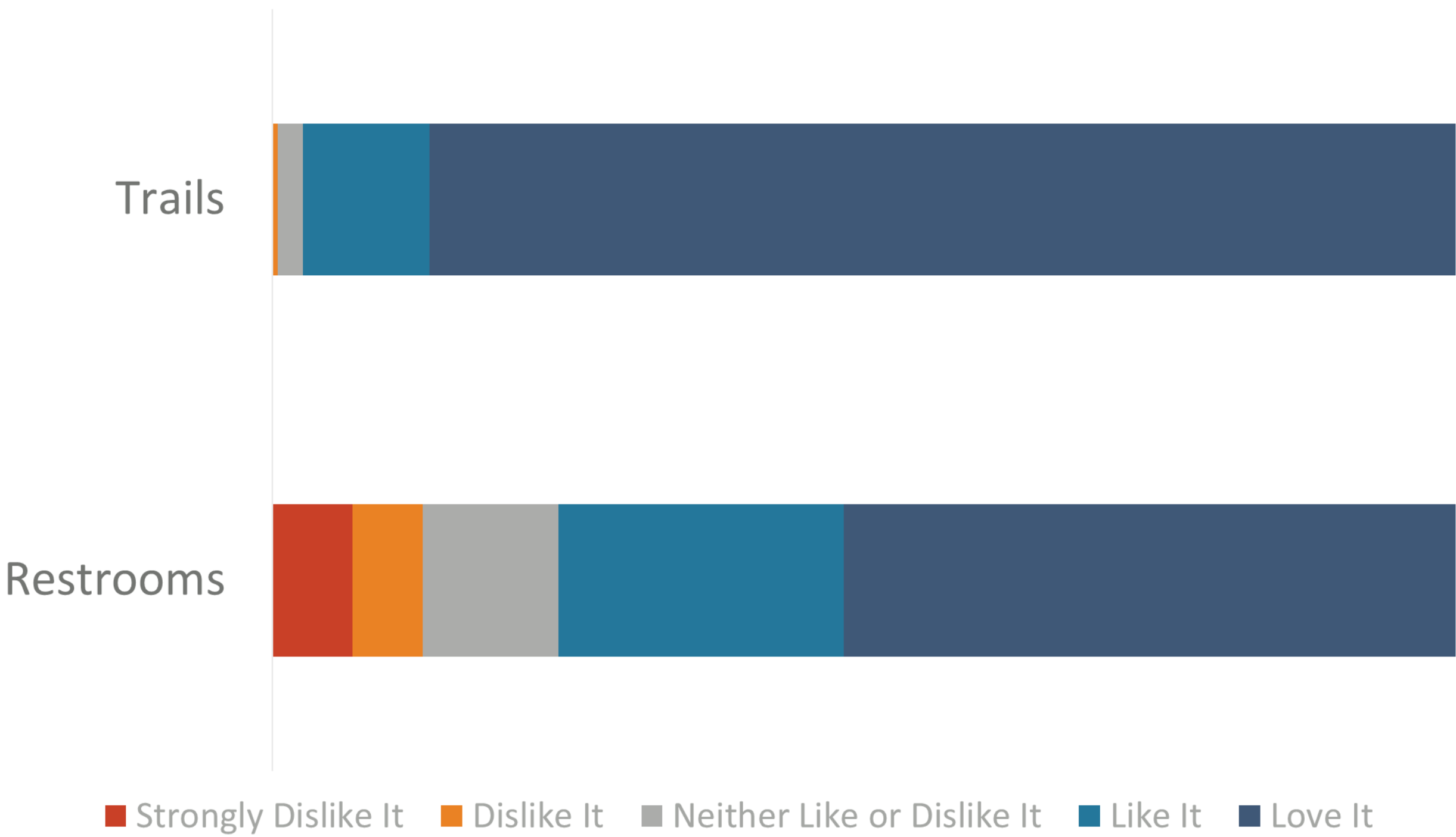
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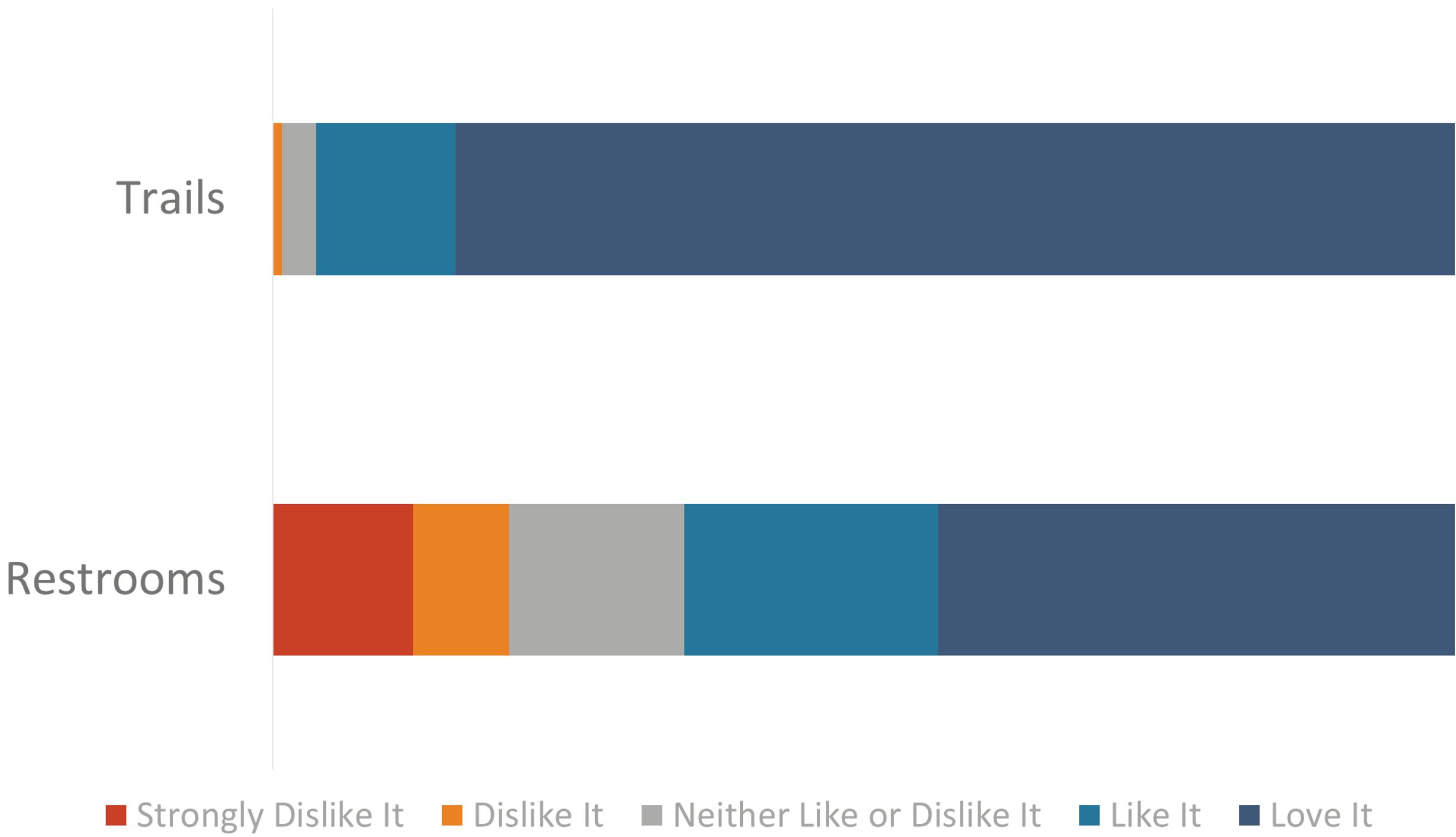
SURVEY RESULTS – RANKING POTENTIAL OPTIONS

Some of the amenities or elements below have been identified as potential options to be incorporated into the design of Boyse Park. Please let us know your preferences so we may gauge your priorities.

ALL RESPONSES



WITHIN 1 MILE



Attachment: boyse park results 2022 (Boyse Park Survey Results, Galina Burley, Parks, Trails and Recreation Manager)

Numbers in the right-hand chart only include responses from those who indicated they live less than 1 mile from the park property.



SURVEY RESULTS – ADDITIONAL FEEDBACK

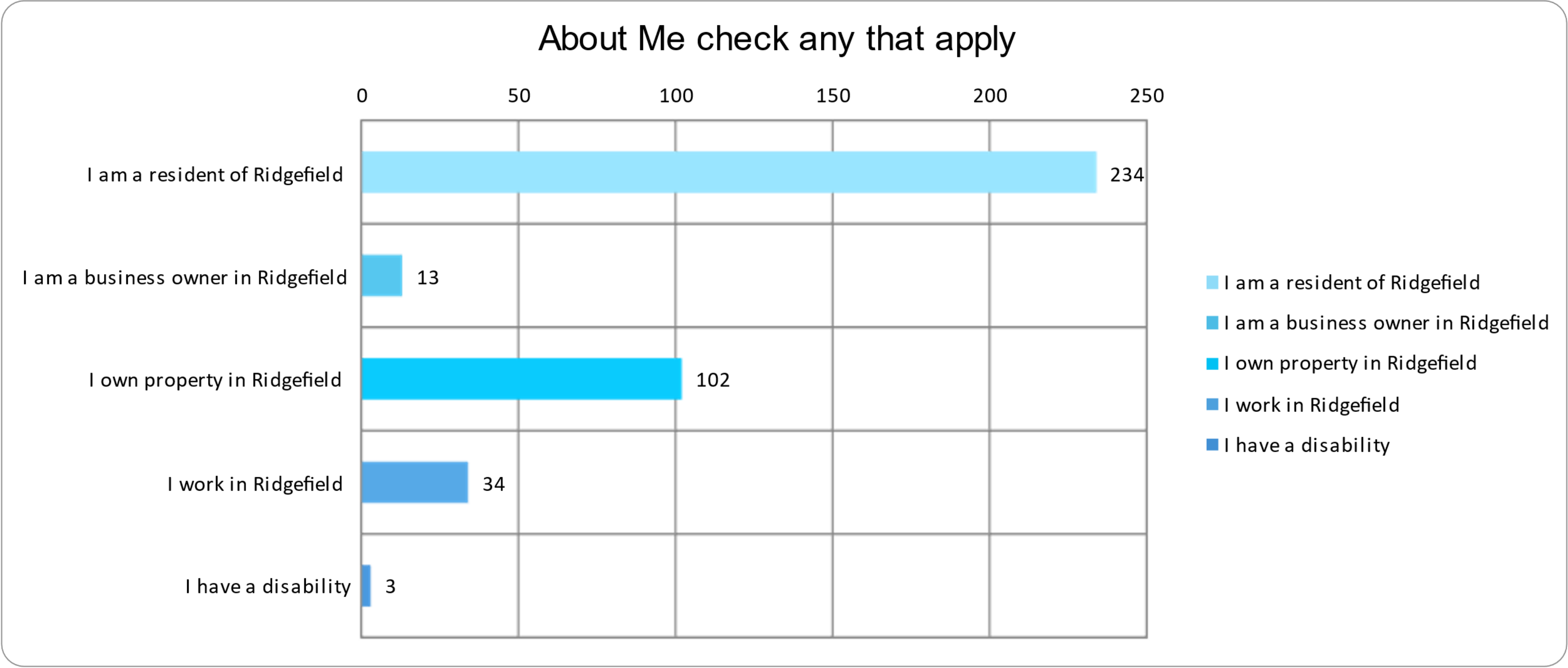


Larger font indicates higher frequency of use in comments.

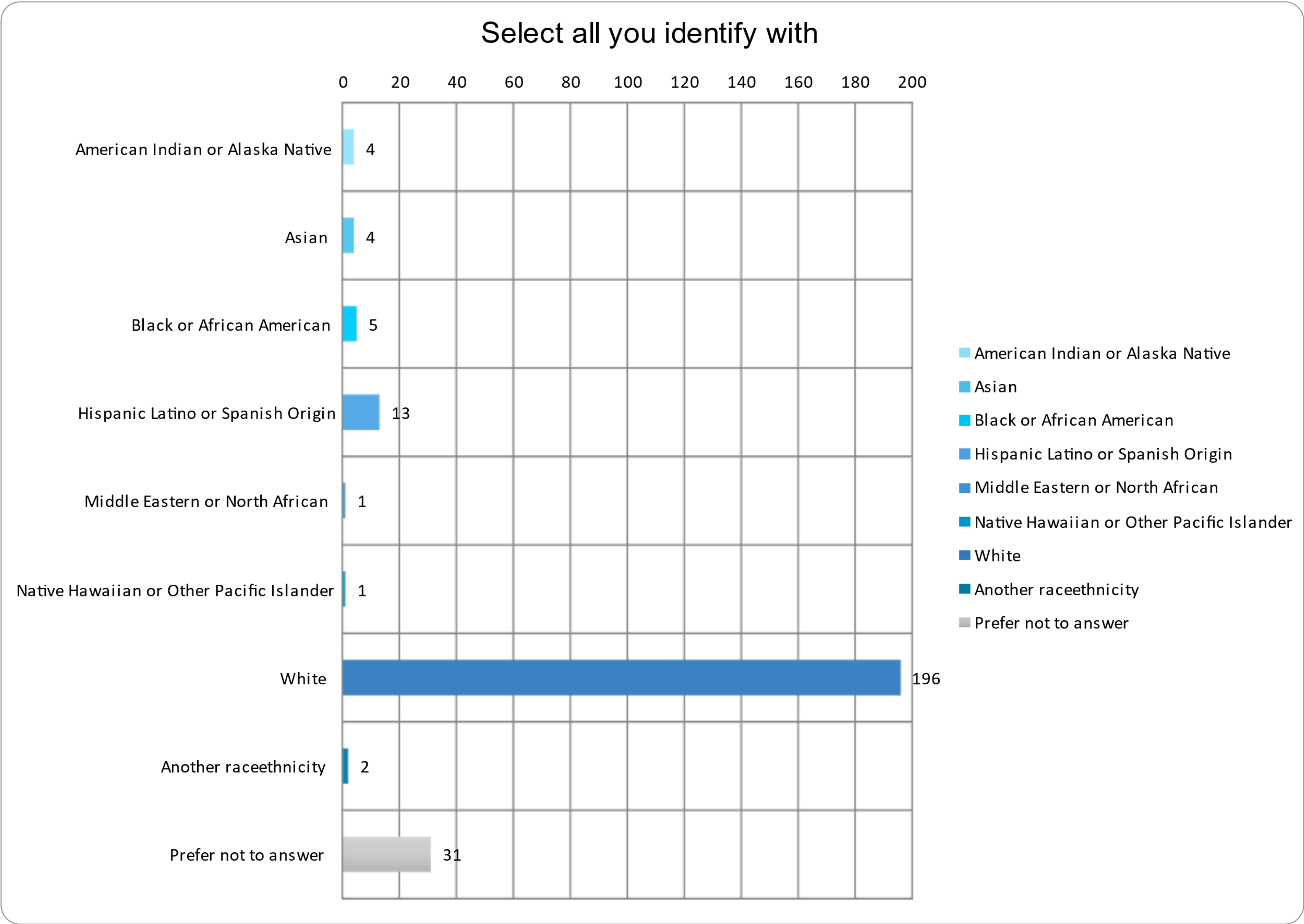
SURVEY DEMOGRAPHICS



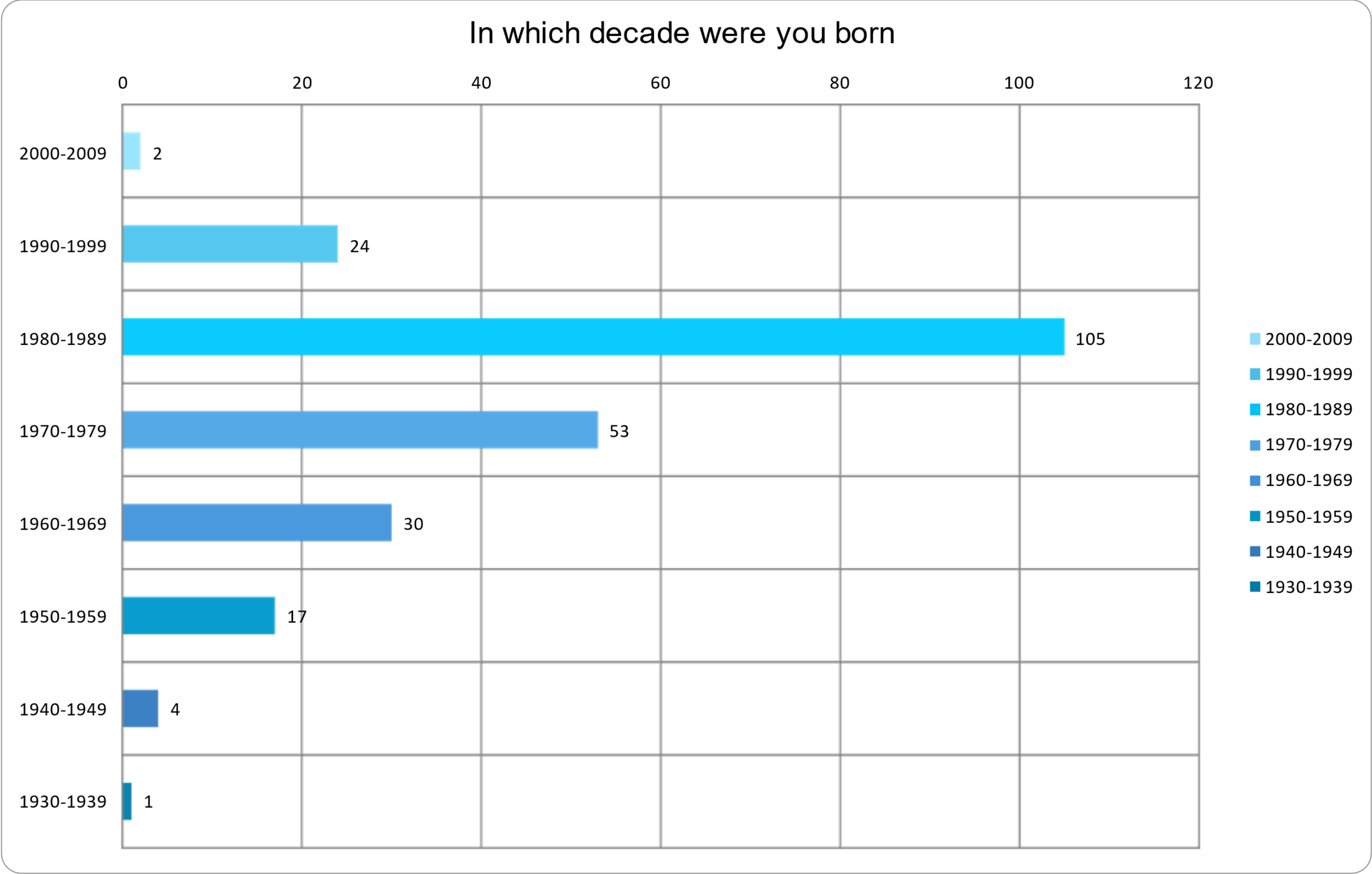
SURVEY RESPONSE DEMOGRAPHICS – About Me



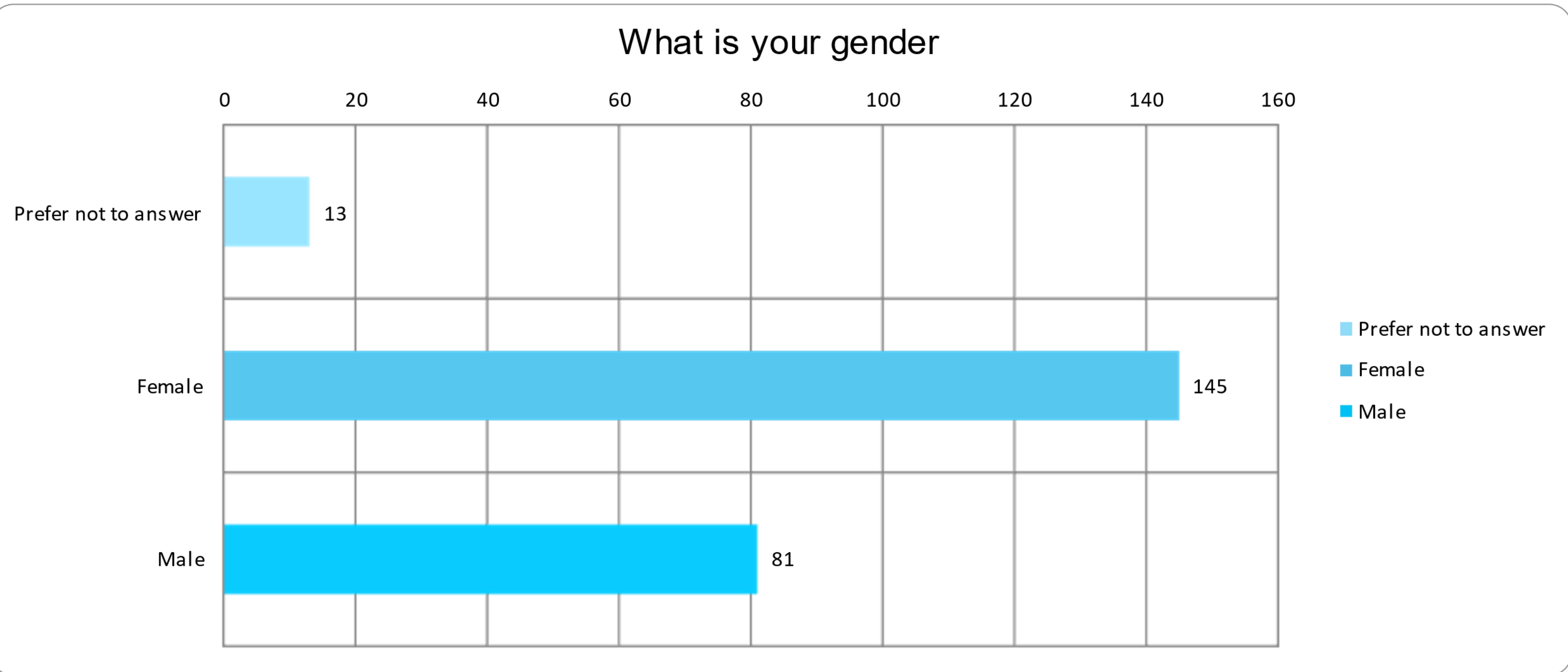
SURVEY RESPONSE DEMOGRAPHICS – Select All You Identify With



SURVEY RESPONSE DEMOGRAPHICS – In Which Decade Were You Born



SURVEY RESPONSE DEMOGRAPHICS – What Is Your Gender





Park Rental Fees Made Easy

Presented by: Galina Burley, Parks and Recreation Manager

Date: September 14, 2022



Presentation Overview

- Background
- Change process pros and cons
- Misc operational needs
- Discussion/Q&A
- Recommendation to Council and/or next steps





Background

Overview

- Temporary Park Permits codified - 8.18.050 (Ord. No. 1116, § 1, 10-11-2012; Ord. No. 1288, § 2(Exh.), 2-28-2019)
- Rental deposit
- User fees charged by the third-party vendor
- Consolidating city software platforms
- Internal vs external
- Cost recovery and discounts for local and city partners
- Other jurisdictions



Change Process

Pros, Cons, and More

- Current schedule complexity
- New centralized software
- Comparables
- No fees to the renters
- More internal ownership
- Streamlined deposits
- Liability insurance issues
- Damage
- The City gives youth sports priority when issuing permits for sports fields.
- In addition, the City gives priority (in the following order) to:
 - Youth Sports organizations with a current agreement for said use with the City of Ridgefield
 - Local organizations
 - Leagues that require regular scheduled time slots
 - Tournaments and Special Events
 - Practices





The screenshot shows a web browser window with the address bar displaying '03.2022-Master-Fee-Schedule.pdf'. The document is titled 'City of Ridgefield, WA Master Fee Schedule' and has an effective date of March 3, 2022. The document is a PDF with a dark background and white text. It includes a table of fees for personnel costs and a section for land use planning permits. The 'Personnel Costs' table lists fees for Building Official (\$90.00), Building Inspector (\$75.00), Public Safety (\$75.00), Public Works (\$50.00), Park Attendant (\$15.00), and All Other City Personnel (Actual Cost + 10%). The 'Land Use Planning Permits' section lists fees for Payment, Simultaneous Development Permit Submittal, and Refunds.

Chapter 8.18 - PARK RULES AND ORDINANCES

03.2022-Master-Fee-Schedule.pdf x Chapter 8.18 - PARK RULES AND ORDINANCES x | +

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☰ 03.2022-Master-Fee-Schedule.pdf 13 / 15 — 95% + | 🗨️ ↻

11

12

	Maximum Fee	\$190.00
	Refundable Deposit	\$100.00
Grass Fields, Baseball, Softball, and T-Ball Fields:		
	Per Hour	\$10.00
	3 Month Session (Maximum of 2 times per week for two hours)	\$80.00
	Refundable Deposit	\$100.00
Overlook Park Rentals:		
Plaza & Stage		
	Per Hour	\$40.00
	Maximum Fee	\$240.00
	Refundable Deposit	\$300.00
Plaza, Stage & Upper Grassy Area		
	Per Hour	\$45.00
	Maximum Fee	\$270.00
	Refundable Deposit	\$300.00
Entire Park		
	Per Hour	\$50.00
	Maximum Fee	\$300.00
	Refundable Deposit	\$300.00

Resolution No. 602 and Ordinance No. 1362
Effective March 3, 2022

Page 13

Proposed Fees

Definition:

Half Day (4 hours and under)

All Day (4+ hours)

Bennett Kitchen, Hall and Plaza	Abrams Park - Entire park	Overlook Park - Entire Park
\$100/Half Day \$150/All Day Refundable Deposit = \$150	\$200/Half Day \$300/All Day Refundable Deposit = \$300	\$200/Half Day \$300/All Day Refundable Deposit = \$300

Additional Fees for City Services – City Personnel: Refer to page 1.A of the Master Fee Schedule
Abrams Park Sports Fields – based on current billing structure for RLL and PSC



Local Park Fees

Battle Ground Community Kitchen	Battle Ground Community Center with Kitchen (Main Room)	Vancouver – Oak and Elm Rooms (Marshall Center)
Monday-Thursday \$45/hour 4-hour minimum Deposit \$500	\$45/hour 4-hour minimum Deposit \$100	\$53/hour City Resident/Non-Profit Individual Room \$106/hour City Resident/Non-Profit Combined \$60/hour Non-Resident Individual Room \$120/hour Non-Resident Combined
Cleaning Fee \$100	Cleaning Fee \$75	Deposit \$250 Fee \$40

Attachment: 2022 Park Rental Fees DRAFT (Park Fees Update, Galina Burley, Parks, Trails and Recreation Manager)





Operational needs

Insurance or No insurance

- **Liability insurance required for:** Proof of liability insurance must be provided 14 calendar days before the event/rental.
 - All reservations of Overlook Park.
 - All reservations of the entire Abrams Park.
 - When the kitchen is reserved in Bennett Hall.
 - Installation of Bounce Houses (additional insurance and L&I requirements apply)
 - Most Special Event Permits
 - Insurance on Tulip starts at \$63/per day



Deposit

- The user group is responsible for all damage to the City's premises, equipment and property. The individual or organization granted use is responsible for reimbursing the City for any loss or damage to property caused by such use.
- User Groups must leave the park/facility in satisfactory condition (clean and free of damage). All litter and garbage must be disposed of properly.
- The user group may be held responsible for all actions, behavior, and damages caused by the user group's members, participants, and guests/attendees.
- A refundable damage deposit is required and is also due at the time of the rental confirmation deadline.
- The damage deposit may be withheld for repair, replacement, excessive cleaning, if balance of fees owed is still outstanding, and/or new service fees have been accrued, etc.





Discussion and Q&A



Next Steps and Recommendation to Council

GET IN TOUCH WITH US



Phone: (360) 887-6010



galina.burley@ridgefieldwa.us



230 Pioneer Street | PO Box 608
Ridgefield, WA 98642



www.ridgefieldwa.us
www.facebook.com/CityofRidgefield/





THANK YOU



Smoke and Tobacco Free Parks Policy DRAFT

Presented by: Galina Burley, Parks and Recreation Manager

Date: September 14, 2022



Presentation Overview

Write a great subtitle

- Why?
- Where?
- Benefits
- Enforcement
- Discussion/Q&A
- Recommendation to Council and/or next steps





Why

Why adopt this policy update?

- Code of Ordinance – no smoking by playgrounds and certain events. 8.18.040 - Non-permitted activities.
- Employee policy #308 – Tobacco Free Work environment.
- Research shows prohibiting smoking in public places decreases the chances that kids will use tobacco products.
- Secondhand smoke.
- According to the Washington Department of Ecology, 480 million cigarette butts are littered in Washington State every year.
- Cigarette butts are not biodegradable and can take up to 15 years to decompose.
- Reduce Litter and maintenances costs.
- Prevent fires.

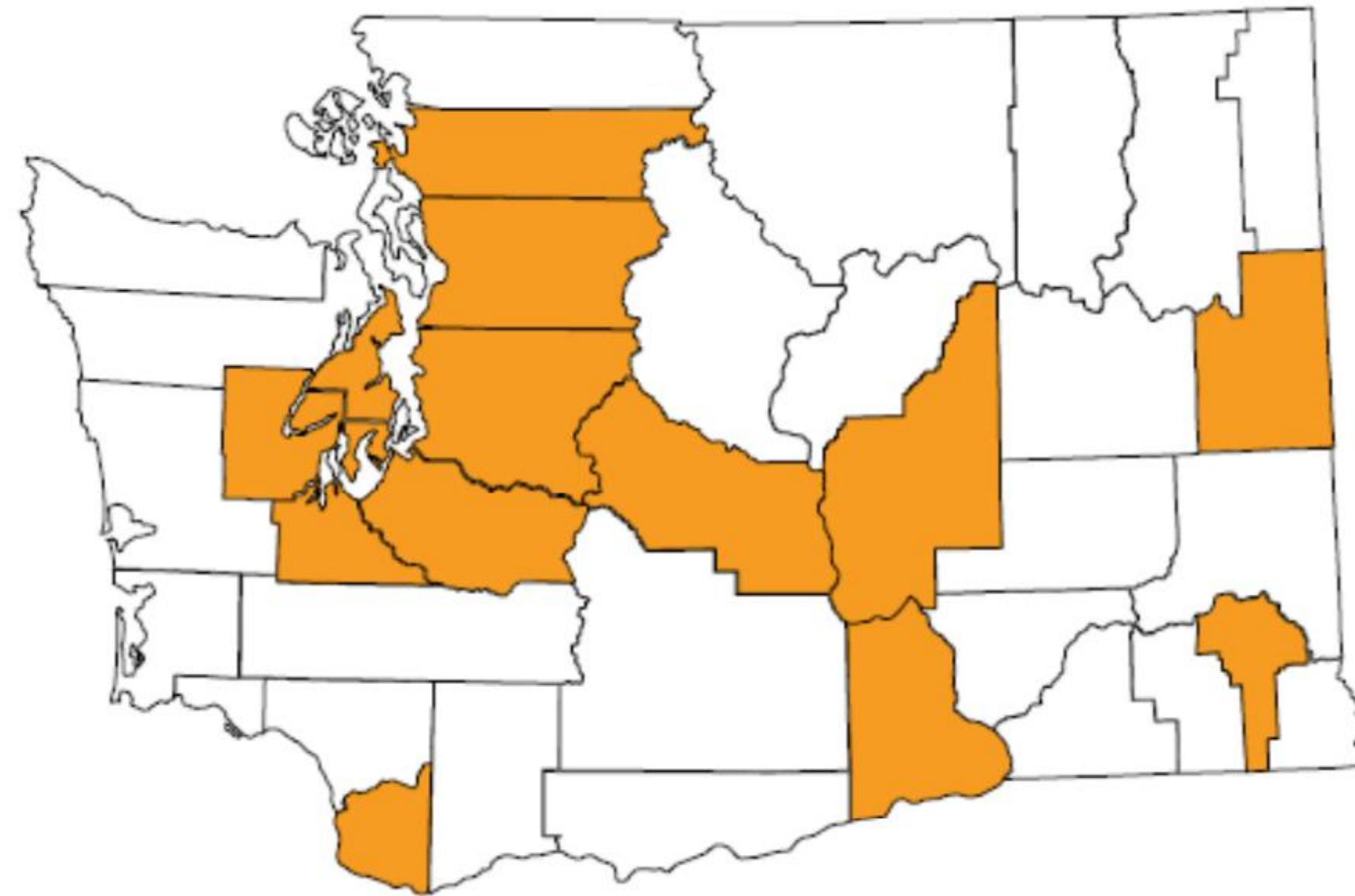




NO SMOKING

Where

Parks across Washington State have adopted policies restricting or prohibiting tobacco use. The map below outlines all the parks in the state with identified tobacco policies.



Tobacco-free parks and recreation areas promote health and wellness

County	Park	Year	Policy Detail
Benton	Kennewick Parks	2005	Smoke free playgrounds, 25' rule around perimeter. Signs posted at 26 playgrounds.
Benton	Richland Parks	2006	Smoke free playgrounds, 50' rule around perimeter. Signs posted at 20 playgrounds.
Benton	West Richland Parks	2007	Smoke free parks and spit tobacco is specifically prohibited.
Chelan-Douglas	Wenatchee City Parks	2010	City policy covers all parks. Signs posted at play areas, sports fields and wading pools.
Clark	Vancouver & Clark County Parks	2005	Smoke free playgrounds. Signs are posted at playgrounds and restrooms.
Clark	Battleground Parks	2007	Skate park section is smoke free and there are designated smoking areas.
Columbia	Dayton Parks	2010	Smoke free zones 25' around playgrounds, pools, athletic complex.
Garfield	Pioneer Park	2008	A pocket park in Pomeroy is tobacco-free, 25' rule.
Grant	Moses Lake Parks	2006	Rule covers playgrounds, ballparks, play fields, bleachers, restrooms, concession stand and any public gathering space.
King	Seattle Parks	2010	All tobacco use prohibited within 25' of other people, play areas and beaches.
Kitsap	Poulsbo	1999	
Kittitas	Ellensburg	2006	Rule covers playgrounds, restrooms, ball fields, beaches, and events.
Mason	Mason County Property	2006	All county-owned property is smoke free including parks and fairgrounds.
Pierce	Puyallup	2004	Entire park is smoke free, compliance is voluntary.
Pierce	Metro Parks	2009	Parks are smoke free and the policy includes enforcement provisions.
Pierce	Pierce County Parks	2009	Parks are smoke free and the policy includes enforcement provisions.
Skagit	Bakerview Park	2005	Entire park is smoke free, compliance is voluntary.
Skagit	Clear Lake Beach	2005	Entire park is smoke free, compliance is voluntary.
Skagit	Montgomery-Duban Headlands	2007	Entire park is smoke free, compliance is voluntary.
Skagit	Sharpe Park	2007	Entire park is smoke free, compliance is voluntary.
Snohomish	Marysville	2001	First park in Snohomish County to enact a policy.
Snohomish	Lake Stevens	2008	Smoke free policy includes enforcement provision and fine structure.
Snohomish	13 Snohomish Community Parks	2002-2007	Cities of Arlington, Granite Falls, Gold Bar, Monroe, Mukilteo, Index, Sultan, Snohomish, Everett, Lynnwood, Mountlake Terrace, Edmonds, Bothell
Spokane	Spokane Parks	2009	25' rule covers playgrounds, pools, restrooms, skate parks, and community events.
Thurston	Olympia	2005	Signs are posted at playgrounds.





Benefits

Smoke and Tobacco Free Parks are the Norm

- Creates healthy and safe environments for residents and visitors, especially children, youth, seniors, and people with disabilities.
- Protects parks and natural areas from potential risk of fires.
- Protects parks and natural areas from environmental degradation caused by littering of cigarette butts and other tobacco-related waste.
- Supports individuals who are trying to quit smoking or tobacco use or have already quit.
- Reduces exposure of children and youth to smoking and tobacco use, protecting their health and discouraging them from starting a habit that is difficult to quit.





Enforcement

Progressive Enforcement

- Requesting to comply
- Warning
- Minimum fine (\$124 - 8.18.150 - Violations—Penalties.)
- Asked to leave the park
- Criminal trespass charge



Exceptions

- Designated smoking areas
- Special events (approved in advance)
- Smoking of noncommercial tobacco products for ceremonial purposes in spaces designated for traditional ceremonies in accordance with the American Indian Religious Freedom Act, 42 U.S.C. 1996, as well as for similar religious ceremonial uses for other cultural groups is permitted.





Discussion and Q&A



Next Steps and Recommendation to Council

GET IN TOUCH WITH US



Phone: (360) 887-6010



Presenter 1: galina.burley@ridgefieldwa.us

Presenter 2: name.name@ridgefieldwa.us



230 Pioneer Street | PO Box 608
Ridgefield, WA 98642



www.ridgefieldwa.us

www.facebook.com/CityofRidgefield/



THANK YOU