



**RIDGEFIELD PARKS BOARD
MEETING AGENDA**

**Wednesday, January 11, 2023
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**
- 4. Introduction with Chuck Green, New Public Works Director**

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, 12/14/22 Meeting**

IV. BUSINESS

- 1. 2023 Work Plan Approval - Rian Davis, Chair**
- 2. Approval of Rules of Procedure with Edits - Rian Davis, Chair**
- 3. Boyse Park Updates - Galina Burley, Parks, Trails and Recreation Manager**

V. 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.

VI. STAFF REPORTS

VII. FROM THE BOARD

VIII. ADJOURN

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



CITY OF RIDGEFIELD, WASHINGTON

Parks Board MEETING MINUTES

December 14, 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	Present	
Jake Bredstrand	Board Member	Present	
Sarah Scott	Board Member	Absent	
Whitney Randall	Board Member	Present	
Galina Burley	Parks, Trails, and Recreation Manager	Present	
Beth Bicknell	Board Member	Present	

LATE CHANGES TO THE AGENDA

ELECTION OF CHAIRPERSON, VICE CHAIRPERSON

Motion to Appoint Rian Davis as Chairperson of the Board

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

Motion to Appoint Beth Bicknell as Vice Chairperson of the Board

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

PUBLIC COMMENT

Comments received during public comment can be heard on the City's website under <https://ridgefieldwa.us/government/city-departments/boards-and-commissions/parks-board-meeting->

Minutes Acceptance: Minutes of Dec 14, 2022 6:30 PM (CONSENT AGENDA)

[audio-files/>](#)

CONSENT AGENDA - MOTION TO APPROVE AS PRESENTED

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

1. Approval of Minutes from Wednesday, 10/12/22 Meeting

BUSINESS

1. YMCA Program - Galina Burley, Parks, Trails, & Recreation Manager
2. Board Member Roles and Responsibilities - Galina Burley, Parks, Trails, & Recreation Manager
3. 2022 Work Plan Review - Beth Bicknell, Chair

Chair Bicknell reviewed the 2022 Work Plan with the Board. They discussed progress and items they would like carried into the following year. Final copy to be available in OneDrive.

Motion to Recommend Signs for Abrams, Davis, Refuge Overlook, Hayden, and Mayors Meadow Parks

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

4. 2023 Work Plan Review and Finalize - Beth Bicknell, Chair

Chair Bicknell and Parks, Trails, & Recreation Manager Burley discussed the 2023 Work Plan with the Board. A draft copy was provided for review. Based on feedback provided, the document will be updated and brought back to the Board to make a motion on adopting.

PUBLIC COMMENT

None received.

STAFF REPORTS

Parks, Trails, & Recreation Manager Burley shared that the ribbon cutting for the Ridgefield Wildlife Refuge administrative building would be on Friday and urged attendance if possible. A tentative date for the DeMelo park ribbon cutting is scheduled for January 28th, and the ribbon cutting for the Overlook Splash Pad would be tentatively on June 24th. Additional details will be shared once known. There will be a concept review for Boyse Park in January. The Horns Corner planting event for Saturday is unfortunately cancelled and rescheduled for January 7th.

FROM THE BOARD

The Board inquired about a board member's new family addition and a photo was shared.

ADJOURN - [8:04 PM](#)

Minutes Acceptance: Minutes of Dec 14, 2022 6:30 PM (CONSENT AGENDA)

Chalea Johnston, PW Administrative Assistant

Beth Bicknell, Chair

Minutes Acceptance: Minutes of Dec 14, 2022 6:30 PM (CONSENT AGENDA)

Ridgefield Parks Board 2023 Work Plan: **Draft**

The plan for 2023 involves being intentional and strategic. Our goal is to focus on fewer items and see more tasks completed.

A. **Strategic Planning & Goals:**

1. Annually review park rules, regulations, code
2. Conduct and annual parks tour with key partners
3. Parks capital projects
 - a) Refuge
 - b) Boyse
 - c) Horns corner
 - d) Waterfront
 - e) Skate Park feasibility
 - f) Overlook Splash Pad
4. Trails capital projects
 - a) Gee creek North
 - b) Mayor's Meadow
 - c) Hillhurst
5. Parks Standards- 2023/2024 - focus on board education
 - a) Review best practices
 - (1) Inclusive Playgrounds
 - (2) ADA
 - (3) Historic Preservation
 - (4) Legacy Lands
 - b) Further unpack this body of work in the park plan 2025/2026
6. Parks Inventory – Involve park board members in mapping of the current inventory
 - a) Further unpack this body of work in the park plan 2025/2026
7. Parks and Trails Signage – Implement five priority parks
 - a) Abrams
 - b) Davis
 - c) Hayden
 - d) Mayor's Meadow
 - e) Refuge Overlook

- II. **Collaboration:** Continue working with local community in development of parks/trails and recreational programs. Support partnership with organizations for the purpose of outreach, volunteering, and funding.

RULES OF PROCEDURE FOR THE RIDGEFIELD PARKS BOARD IN THE CITY OF RIDGEFIELD, WASHINGTON

1. DEFINITIONS

“City” means the City of Ridgefield, Washington.

“Ridgefield Urban Area Comprehensive Plan” (RUACP) means all policies, capital facilities plan, transportation plan, and/or general plan of the City that governs or applies to land use within the City and its urban area.

“Council” means the City Council of the City of Ridgefield.

“RMC” means the Ridgefield Municipal Code.

“Ex parte communication” means written or oral communications to a decision-maker about a matter pending before the decision-maker not included in the public record and made outside of a public hearing.

“Interested Person” means any individual, partnership, corporation, association, or public or private organization of any character that may be affected by proceedings before the decision-maker and shall include any party in a contested case.

“Party of record” means a person who testifies at a hearing or submits written comments prior to or at the hearing or subsequent to the hearing.

“Parks Board” means the Ridgefield Parks Board members of the City of Ridgefield established pursuant to Chapter 2.56 of the Ridgefield Municipal Code.

“Chairperson” means the Chairperson of the Parks Board or when the Chairperson is not in attendance, the Vice-Chairperson of the Parks Board.

2. MEMBERSHIP AND STRUCTURE

2.1 Role and Authority of the Board

The Parks Board shall serve the City Council as an advisory body with power to recommend policy related to parks planning, acquisition, design, operations and maintenance to the City Council, City Manager, and Public Works Director as outlined in RMC 2.56.030. The Parks Board shall not take binding action on behalf of the City.

2.2 Members

The Parks Board shall consist of seven members appointed by the Mayor. Each board member shall be confirmed by a majority vote of City Council. Eligible members shall include residents, property owners and business owners within the Urban Growth Area of the City and citizens residing within the boundaries of the Ridgefield School District. At all times, at least four members of the board shall be residents of the City of Ridgefield. Terms shall be for three years and shall be staggered so as to ensure a consistent membership base.

2.3 Vacancies

Vacancies occurring other than through expiration of term shall be filled for the unexpired term by appointment of the Mayor, and confirmed by a majority vote of Council.

2.4 Attendance

The intent of the attendance policy is to allow the Parks Board to function efficiently and productively.

- a. Excused Absences: Absences due to illness, scheduling conflicts, job and school functions, vacation, etc may be excused. Members shall notify either the Chairperson or city staff working directly with the Parks Board as far in advance of the scheduled meeting as possible.
- b. Unexcused Absences: No notification of absence will be considered unexcused.
- c. After three unexcused absences in one calendar year period, the City Manager, with the approval of the City Council, shall remove the member from the Parks Board.
- d. If a member is absent four times in one calendar year period with prior notification of absences, a Parks Board representative, or city staff working with Parks Board, will meet with the member to discuss whether he or she has the time to devote to the Parks Board. If the member feels that he or she does not have the time to devote to the Parks Board, then the member will be encouraged to resign.

2.5 Resignation

If a Parks Board member is unable to fulfill his or her term, the member can submit a letter of resignation to the Mayor and Parks Board Chairperson (or Vice-Chairperson if Chairperson resigns).

2.6 Termination

Any board member may be removed by the City Manager, with the approval of City Council, for moving outside the boundaries of the Ridgefield School District, or moving outside of the City of Ridgefield Urban Growth Area, or discontinuing their business within the City of Ridgefield Urban Growth Area; for being convicted of a felony or misdemeanor, or for failing to perform the duties and maintain the qualifications of the Park Board Members.

2.7 Meetings

- a. A regular meeting shall be held on the second Wednesday of each month at 6:30 p.m. and shall be open to the public.
- b. Work-study sessions may be held on an as-needed basis.
- c. Special meetings of the Parks Board shall occur upon prior authorization of the City Manager or designated city staff. Special meetings require a minimum of 24-hour notice.
- d. When a regular meeting falls on a legal holiday, the regular meeting shall occur on the next Wednesday following the scheduled meeting date unless otherwise designated by the Chairperson.
- e. If no matters over which the Park Board has advisory capacity are pending upon its calendar, a meeting may be cancelled by notice of the Chairperson or designated city staff.
- f. Except as modified by these Rules of Procedure, Robert's Rules of Order, Newly Revised, shall govern the conduct of the meetings.
- g. No meeting shall be permitted to continue beyond 9:00 p.m. without approval of a majority of the Board Members present and eligible to vote.

2.8 Election of Officers

- a. The officers of the Parks Board shall consist of a Chairperson and Vice-Chairperson elected from the appointed members of the Board and such other officers as the Board may, by majority vote, approve and appoint.
- b. The election of officers shall take place once each year at the last regularly scheduled meeting in December of every calendar year. Persons elected to be Chairperson and Vice-Chairperson shall begin their service at the first meeting in January of every calendar year.

- c. The vacancy of an office caused by the resignation or removal of office shall be filled for the unexpired term in the same manner as regular appointments are made per RMC 2.56.050.

2.9 Quorum

A minimum of four (4) members shall constitute a quorum for the transaction of all Parks Board business. The Chairperson or Vice-Chairperson must be present to constitute a quorum.

2.10 Agenda

- a. An agenda for work-study sessions of the Parks Board shall be prepared for each meeting consisting of the following order of business:

1. Roll Call – Request by Chairperson or Vice-Chairperson for verbal identification of member attendance.
2. Review of Work-Study Item(s) – Chairperson or Vice-Chairperson identifies the work-study item(s), directs city staff to give a report on the item(s) and associated issues, and requests Parks Board discussion on the item(s). At the discretion of the Chairperson or Vice-Chairperson, the public may be allowed to provide comments on work-study items.
3. Adjournment – Chairperson or Vice-Chairperson adjourns the meeting.

- b. An agenda for each meeting shall be prepared by the designated staff person in consultation with the Chairperson or Vice-Chairperson when the Chairperson is not available and shall be distributed a minimum of seven (7) calendar days in advance of the scheduled meeting. Each agenda shall consist of the following order of business:

1. Call to Order – Request by Chairperson or Vice-Chairperson to call the meeting to order
2. Pledge of Allegiance
3. Roll Call - Request by Chairperson or Vice-Chairperson for verbal identification of member attendance.
4. Approval of Minutes – Request by Chairperson or Vice-Chairperson for the minutes to stand approved as distributed.
5. Citizen Communications – The Chairperson or Vice-Chairperson shall provide the opportunity for citizen communications on issues or items not on the meeting agenda. Presentations by members of the audience are to have a general time limit of three (3) minutes, unless otherwise authorized by the Chairperson or Vice-Chairperson.
6. Staff Communications – City Staff presents news of interest or concern to the Parks Board which shall include the Park Impact Fee Balance.

7. New Business – New issues not previously discussed by the Parks Board identified in advance or at the meeting by the Chairperson, other Parks Board members, or staff.
8. Old Business – Issues from a previous meeting that are to be further considered by the Parks Board.
9. From the Board – Topics of interest or concern to the Parks Board by the members of the Parks Board.
10. Adjournment – Request by Chairperson or Vice-Chairperson to adjourn the meeting.

2.11 Record of Meetings

Work-study sessions may be recorded. No written record of the sessions will be produced. All regular meetings of the Parks Board shall be electronically recorded. Summary meeting minutes are to be kept on file at the City of Ridgefield and made available to the public upon request.

3. RECOMMENDATIONS AND DECISIONS

3.1 Written Recommendations

Each legislative matter before the Parks Board shall be reviewed by the Parks Board, which shall then develop a written recommendation to Council for its review and approval. The written recommendation shall be officially documented in the meeting minutes for the particular hearing item. In addition, staff shall report on the recommendation of the Parks Board in the Request for Council Action. A recommendation to the Council shall be forwarded from the Parks Board for Council consideration at the earliest possible convenient time and shall contain the complete record of the proceeding before the Parks Board.

3.2 Motions and Formal Actions

All motions and formal actions of the Parks Board shall require a majority vote of the quorum to be approved.

4. EX PARTE COMMUNICATION

All ex parte communication as defined in the Definitions section of these rules by any member of the Parks Board shall be disclosed at the beginning of any proceeding involving the development of a recommendation to the Council or other decision-making body of the City. The Chairperson in consultation with the other Parks Board members may direct that the member disclosing ex parte communication be excused from participation in the proceedings on an issue based on this disclosure.

5. 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 city ordinances. In the event of a conflict between these rules and requirements adopted in state statutes and/or city ordinances, state statutes and city ordinances shall apply.

6. PROCEDURE FOR AMENDING PARKS BOARD RULES

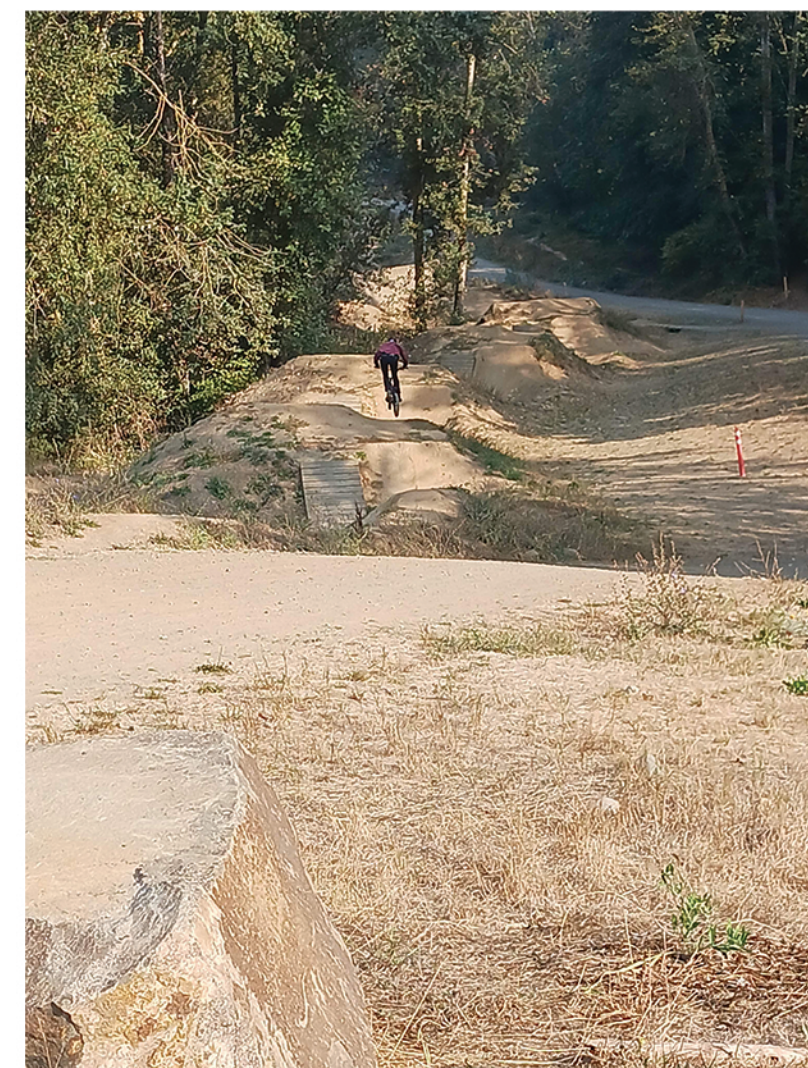
At a minimum of every three years, the Parks Board, at a regular meeting, shall as necessary, review its adopted rules and identify any necessary amendments to its procedural rules for conformity with legal requirements, City policies and procedures.

The Chairperson, a member of the Parks Board, or designated city staff may identify necessary amendments to the Parks Board's procedural rules.

Staff will prepare changes in the Parks Board's procedural rules for review and discussion by the Parks Board at a regular meeting. The Parks Board shall be notified a minimum of seven (7) days prior to formal consideration of any amendments to the Parks Board's rules. The Parks Board shall adopt any amendments to the Parks Board's rules by motion.

APPROVED by the Ridgefield Parks Board at a regular meeting held
_____.

Rian Davis, Presiding Officer



JUMP TRACK AT GATEWAY GREEN, PORTLAND OR



ASPHALT PUMP TRACK AT GATEWAY GREEN, PORTLAND OR



Attachment: Staff Updates Document (Boyse Park Updates - Galina Burley, Parks, Trails and Recreation Manager)



HORNS CORNER PARK MASTER PLAN





**LEARN MORE.
BE INSPIRED.
GET INVOLVED.**



FOR YOUTH DEVELOPMENT | FOR HEALTHY LIVING | FOR SOCIAL RESPONSIBILITY

SATURDAY KIDS ACADEMY

Join us once a month for a YMCA Saturday Kids Academy. Our Saturday Academy will have a themed activity time for participants to explore a new activity and to make new friends. Our comprehensive curriculum and qualified staff will challenge and encourage all skill levels and abilities

Saturday January 21st \$30

9:30-11:30 am

Lego Engineering Grades 1-5

We don't simply free play with Legos, but teach the kids about motors, pulleys, gears and the science of building machines and toys. The Lego engineering classes use battery powered motors to make moving projects.

Saturday February 18th \$30

9:30-11:30 am

Invent It, Build It Grades 1-5

This class will rev up that inventive spirit! Participants will receive a challenge to solve.

Kids will design, test, and tweak their inventions while working through the scientific method.

Saturday March 18th \$30

9:30-11:30 am

Learning with Legos Grades 1-5

Students will use Legos to make science projects, math problems, games, art projects and more.

Saturday April 15th \$30

9:30-11:30 am

Young Picasso Grades 1-5

Kids will stir their imagination as you explore their creativity using different textures, colors and shapes. Participants will learn about various famous artists and create projects of their own based on that artist's famous style

Saturday May 20th \$30

9:30-11:30 am

Comic Drawing Grades 1-5

Students will work on basic drawing skills. They will explore and learn more about comics in general. They will finish the class with an increased skill set and a greater appreciation for this exciting genre of storytelling!

Saturday Academy Classes are held at RACC portable 1B

Register online through the Ridgefield Community Education website!



Clark County Family YMCA

For more information, contact jlawrence@ymcacw.org or call 360-258-3835



FAMILY FUN FOR EVERYONE

Join us once a month for a YMCA Family Night! We will have a themed activity time for families to explore together. Our comprehensive curriculum and qualified staff will challenge and encourage all skill levels and abilities.

Tuesday, February 7th Cost \$35 per family
5:30-7:30

Storybook Y Chefs

We will be bringing your favorite childhood storybooks to life. We will start with story time, then recreate a recipe that goes along with the book.

Tuesday, March 7th Cost \$35 per family
5:30-7:30

Stop Motion Animation Animation is not only fun to watch, it's fun to make! With stop motion animation everything around you can come alive! Families will work together to develop a story, build props and characters, animate them and create their very own animated short!

Tuesday, April 4th Cost \$35 per family
5:30-7:30

Young Picasso

Families will stir their imagination as you explore their creativity using different textures, colors and shapes. Participants will learn about various famous artists and create projects of their own based on that artist's famous style

Tuesday, May 2nd Cost \$35 per family
5:30-7:30

Star Wars

Join us as we travel to a galaxy far, far away! Families will enjoy a night filled with Star Wars themed crafts, games, and other activities. May the Force Be with You!

Family Fun Night events are held in the common at Union Ridge Elementary.

Register online through the Ridgefield Community Education website!

