



Town of Yacolt

Town Council Meeting Minutes

Monday September 9, 2024
7:00 PM
Town Hall

Call to Order

7:00 PM

Flag Salute

Roll Call

Council Members Present: Jeff Carothers, Kandi Peto, Craig Carroll, Ronald Homola

Council Members Absent: Marina Viray

Also present: Mayor Ian Shealy, Attorney David Ridenour, and Public Works Director Terry Gardner. Town Clerk Stephanie Fields.

Late Changes to the Agenda

None

Approve Minutes of 8/12/24 Meeting

Motion: Carothers 2nd: Peto

Aye: Carothers, Peto, Carroll

Nay: 0

Absent: Viray

Abstained: Homola

Motion Carried

Approve Minutes 8/19/24 Special Budget Workshop

Motion: Carothers 2nd: Peto

Aye: Carothers, Peto, Carroll

Nay: 0

Absent: Viray

Abstained: Homola

Motion Carried

Citizen Communication

Julia Heldman presented two Thank You notes to PWD for watering the flowers and fixing the prayer chapel sign.

Unfinished Business

Address Assignment for parcel #64885000

The council discussed options for addressing parcel, based on surrounding addresses, potential future lot divisions, past address assignments. Councilmember Carroll made a motion to assign 509-D E Yacolt Rd.

Motion: Carroll 2nd: Peto

Aye: Carothers, Peto, Carroll, Homola

Nay: 0

Absent: Viray

Motion Carried

RMSA Property Value Increase Update

New insurance rates will not be available until October.

Update on Retaining Additional Law Firm

The Council, Mayor Shealy and Attorney Ridenour discussed the progress of discussions with various legal firms and attorneys. Update only.

Security Camera Update

Mayor Shealy explained a need for security cameras to deter and prosecute increasing vandalism at Town parks. The Town Clerk spoke to LaCenter officials and got some leads on consultants and security companies, will talk further with them and Mayor Shealy will also contact them. Attorney Ridenour received a proposal from one company and will email it to the council. Updates only.

Comprehensive Plan Update

Town Engineer Paul Dennis presented updates to Clark County planning, including engaging the community, Environmental Impact Statement, etc. The Town is small enough to not have to meet all standards, potentially expand Urban Growth Area and what areas might be considered. Must expand within our existing 50-year reserves; staying in compliance will allow town to qualify for grant funding, Showed projected allocations and capacity for years 2025-2045. Will need additional housing, industrial and commercial zoning to add supporting jobs, however having no sewer system creates limitations. Displayed buildable lands, potential annexations necessary to meet 20-year growth projection, which would come out of 50-year land reserves. Councilmember Homola asked about access across Railroad Av on the East side of RR Ave. Paul Dennis asked council if they want Jackson Civil Engineering to submit a memo to the County re: commercial growth on South side of Town. Will put all the data on Town's website as updates are made.

Library Mini-Split Installation

Council discussed Library installing new HVAC system without first obtaining a building permit. Library had proposed Town pay for half of installation at the February council meeting, but they were told they must wait for the 2025 budget to accommodate the expense. Councilmember Carothers stated that the Town holds homeowners accountable for obtaining building permits, and is not inclined to pay because a permit was not requested or given, nor was permission from the Town to make the improvements to the building they rent from us. Council members further discussed options to respond to a request for reimbursement for HVAC installation, and what the lease agreement says. Devin Jackson, Town Engineer, stated that the town should treat all as equals, make them accountable and have them apply for permits. Attorney Ridenour suggested enforcement by Notice of Nuisance Violation; Library needs to file application for building permits, get inspected, go through the steps they should have taken in the first place. Councilmember Peto agreed they must get a permit, and that the Town should not pay. Councilmember Homola added that it might be a misunderstanding. Council member Peto made a motion to have staff reach out with a Nuisance Violation letter, which requires FVRL or contractor to pull a permit.

Motion: Peto 2nd: Carroll
Aye: Carothers, Peto, Carroll, Homola **Nay:** 0 **Absent:** Viray
Motion Carried

New Business

Clark County Commission on Aging – Annual Report

Justin Ross and Mel Sanchez presented Clark County's findings on the local aging population, being prepared and considering the seniors in times of emergency, for evacuations and weather conditions. The top three considerations: housing, food, and emergency preparedness. All run by volunteers in the community, minimally funded through the county. Resources available at libraries for seniors and care givers. Several public attendees spoke up regarding preparedness, infrastructure, medications. Encouraged talking about aging with family, friends, neighbors, especially about emergency preparedness. Check out resources www.clark.wa.gov/aging. Will continue to update community at council meetings.

Keller Short Plat Public Hearing

Mayor Shealy introduced the hearing at 8:50pm. Town Clerk handed out one written comment, Mayor read it aloud. Council member Homola noted that the written comment was not pro/con. James Clark, representing the applicant described short plat. Majority of trees will need to be removed, other than East/West perimeter. Cushman street access will only be for three homes, minimal traffic impact, Mary Schabo added her mom is 88 years old, process has dragged on. Wood from trees will be burned for heat by her mom. Process is extremely expensive but will be an asset. She would like to get manufactured home in place before bad weather. Can they get a hardship permit? Paul- Town Engineer presented their process, State of Washington regulations and staff report. May need septic variance for lot #2. Mayor asked Attorney Ridenour about hardship for temporary housing, which building and septic codes would apply. Mayor will have Town staff look into hardship aspect of placing manufactured home. Council member Peto explained that doing temporary hardship gets extremely expensive, and if there is a temporary variance, the manufactured home must ultimately be removed.

Mayor said we will look into hardship for them. Attorney Ridenour discussed consolidating applications or push to approval. James Clark, representative for applicant, would not want variance for septic and lot line to hold anything up, will continue with engineering process, knows it could take months until final plat process is complete. Mayor Shealy closed the public hearing at 9:50pm and reconvened the regular council meeting.

Scheduling WHY Racing Events for 2025

June 28 & 29th, 2025 presented for racing events. Council member Peto moved to table until October meeting so the council can consider the dates.

Motion: Peto **2nd:** Carroll
Aye: Carothers, Peto, Carroll, Homola **Nay:** 0 **Absent:** Viray
Motion Carried

Clark Public Utilities Pay Station Termination

Clerk Fields notified the council of termination of the pay station agreement with Clark Public Utilities.

Termination of Lease on Copier-Printer

Clerk Fields presented the current lease with Konica Minolta at end of term, presentations from Konica Minolta and Pacific Office Automation for new equipment and lease to purchase options. Council member Carroll moved to accept the proposed solution from Konica Minolta with an option to purchase at the end of the lease.

Motion: Carroll **2nd:** Carothers
Aye: Carothers, Peto, Carroll, Homola **Nay:** 0 **Absent:** Viray
Motion Carried

Parks Commission Representative

Council member Jeff Carothers will represent the Town at the Parks Commission meetings, he will share when the meetings will be and what to expect.

Lift Purchase Offer

YCC is selling a boom lift with 50ft reach, Terry said elders told him they would sell it to the town and hold it until January 30th, 2025 if the Town will commit to purchase. Council member Carroll asked if it would pass certification, would the town be willing to pay for inspection/certification? Yacolt Community Church will sell it for \$18k. Procurement process: requires Special Resolution be passed, also create file with comparable, must show that the purchase is big price exception, must get it inspected first. Is it too old? 1999 model. Council member Homola said to look at comparables first, if a screaming deal, then get inspection. Attorney Ridenour asked Gardner to present comps, and will possibly have a resolution ready for the October Meeting. Tabled subject until the October 14th council meeting.

Town Clerk's Report

Clerk Fields reported that the audit process for 2021-2023 Audit by State Auditors Office began last week; expected to go through end of September.

Administrative Assistant Kristin is bonded so can manage cash and sensitive documents and will be able to train more intensively on accounting software.

Stephanie will be traveling to Chelan Oct 8-10 for the RMSA Annual Meeting and Awards, Town of Yacolt to receive an award the Town is receiving. Includes training sessions such as L&I, HR, Risk Management, Compliance, Safety, etc. AWC/RMSA are paying for the accommodation, except transportation.

Reminded council of budget workshop 9/10/24 at 6pm; also, November's Council Meeting will be Tues, November 12th to observe Veteran's Day which lands on the usual meeting day of Monday Nov 11th.

Public Works Department Report

Public Works Director Terry Gardner reported that he learned at the Railroad meeting that Moulton Falls bridge repair will be worked on Monday through Saturday from 6am to 6pm. Open House is on hold for more public input. When the Railroad is operating, there will be thirty railroad cars at 100 tons per car. Carol Levanen spoke at the RR meeting; they have been planning to upgrade the RR to commercial since 1994.

- Watering flowers
- Continuing to paint all the sidewalks, SE is done, RR Ave, Amboy, Yacolt Rd
- Still speed bumps up on Yacolt Rd left to paint
- Hope to put bags in storm drains soon
- Starting fence on Rec Park lot
- Will share the Thank You notes from Julia with the Public Works employees, they are well appreciated per the letters received.
- Vandalism is out of control, need to get the security cameras in!

Attorney's Comments

- No Comment

Citizen's Communication

- Terry was thanked for lubing the Merry-go-round at the park, thanked for replacing the baby swing destroyed by vandalism.
- Encouraged council to consider future municipal code recognizing challenges for aging population and additional dwelling units for elderly, possibility of allowing connections to existing utilities.

Council's Comments

- Council member Homola may be moving out of town limits, if so will need to resign council position.

Mayor's Comments

Affirmed his to do list: call City of LaCenter for assistance with consultation and procurement of security cameras, contact Bill Ehling about retaining additional legal counsel.

Approve to Pay Bills on Behalf of the Town

Motion: Homola

2nd: Carroll

Aye: Carothers, Peto, Carroll, Homola

Nay: 0

Absent: Viray

Motion Carried

Ratify Approval to Pay August Bills

Motion: Homola

2nd: Carothers

Aye: Carothers, Peto, Carroll, Homola

Nay: 0

Absent: Viray

Motion Carried

Adjourn: 10:39pm



Mayor Ian Shealy



Town Clerk Stephanie Fields

Approved by Council vote on 10/14/24