

# Town of Yacolt Town Council Meeting Minutes

Monday July 8,2024 7:00 PM Town Hall

#### Call to Order 7:00 PM

**Flag Salute** 

# Roll Call

Council Members Present: Jeff Carothers, Kandi Peto, Ronald Homola, Marina Viray

Council Members Absent: Craig Carroll

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

Motion to excuse Craig Carroll's absence:HomolaAye:Carothers, Peto, Homola, VirayNay:0Motion CarriedNay:0

2<sup>nd</sup>: Viray Absent: Carroll

# Late Changes to the Agenda

Add "Adjourn" to end of Agenda

# Approve Minutes of 6-10-24 MeetingMotion: Carothers2nd: VirayAye: Shealy, Peto, Homola, VirayNay: 0Motion CarriedAbsent: Carroll

#### **Citizen Communication**

Tracie Gorbet spoke about her new non-profit, White Wolf Woman's Foundation, and community involvement.

Josh Beck would like Town to pay for the fireworks shows and provide the location in the future.

#### **Unfinished Business**

ORD	599 to amend Code regard	ding keeping up to 12 C	hickens in yard	ds within Town	
	Motion: Homola	2 <sup>nd</sup> : Carothers			
	Aye: Carothers, Peto, Homola, Viray		Nay: 0	Absent: Carroll	
	Motion Carried				

# Status of Work on Real Estate Purchase

Attorney Ridenour reported that a legal lot determination has been filed and will take 30-60 days; Mayor Shealy will discuss more details in Executive Session.

Yacolt Town Council Meeting July 8, 2024

#### **Update on Staff Workload Challenges**

Clerk gave summary; still needs to work extra days or evenings to complete projects. Attorney said this can't keep up, being behind is becoming normal, taking toll on health; he's been working 7-day work weeks at 10-12 hrs a day.

Examples of items of concern:

oPutting off computer updates such as records management systems

oInability to prioritize records request responses as we would like to/need to

- •Code enforcement efforts: many citizens cutting corners, not applying for permits, noncompliance with codes, taking up more of our time to deal with
- o Town has grown and accomplished many goals in ten years. Due to growth, new state requirements, audits, permits, violations, events, need a new ten-year plan, including upgrading computer systems Introduced challenges prior to budget meetings, hoping to find solutions.

#### Status on Retaining Law Firm for Procurements and Requests for Proposals

Mayor Shealy has two firms to review, will email them Friday. Carothers – camera RFP is an urgent priority.

#### **Status on Security Camera Consultant**

Peto talked with one; said he would send her an email, wants to work on project but is traveling a lot, has not gotten back to her. Homola met someone in town who might be able to be a consultant. Clerk will contact clerks from Battle Ground, LaCenter & MRSC small works roster. Mayor wants meeting by next council meeting. (Local: NW Security, Justin Smith, referral from audience.)

#### **New Business**

#### **ORD 600 Town Hall Business Hours**

All suggested open Monday – Friday with Administrative Assistant, authorize the Mayor to close Town Hall for legitimate reasons at any time. Homola proposed a motion with minor change then rescinded motion. Motion to table until next meeting to revise ordinance, get bond, get schedule in order.

Motion: Homola2nd: PetoAye: Carothers, Peto, Homola, VirayNay: 0Absent: CarrollMotion Carried

#### ORD 601 Increasing Annual Cap on Council Compensation

Homola suggested \$5k cap. Discussion: could Council Members donate? Can they reach the \$3k and continue to serve without compensation? Cap will only affect new, not seated, council members. Mayor Shealy asked if a council member can donate stipend if someone has some \$\$ available? Attorney will review and report. Motion to table until next meeting.

Motion: Peto	2 <sup>nd</sup> : Carothers		
Aye: Carothers, Peto, Homola, Viray		<b>Nay:</b> 0	Absent: Carroll
Motion Carried			

#### Ratification of Right of Way Agreement with Rotschy Inc

Ratification of Right of Way Agreement of June 13<sup>th</sup>, 2024 to extend rights to Rotschy Inc to perform Right of Way sidewalk, curb and driveway drops beyond the specified lots within the Railroad Avenue Subdivision.

Motion: Homola	2 <sup>nd</sup> : Viray		
Aye: Carothers, Peto, Homola, Viray		<b>Nay:</b> 0	Absent: Carroll
Motion Carried			

Rotschy Completion Bond Releas Motion: Homola	se Update 2 <sup>nd</sup> : Viray				
Aye: Shealy, Peto, Carroll, H Motion Carried	Homola, Viray	<b>Nay:</b> 0	Absent: Carroll		
Rotate Mayor Pro Tempore					
Councilmember Peto nominated	Councilmember Jeff C	Carothers			
Motion: Peto	2 <sup>nd</sup> : Viray				
Aye: Shealy, Peto, Carroll, I	Homola, Viray	<b>Nay:</b> 0	Absent: Carroll		
Motion Carried		·			
Rotate Finance Committee					
Councilmember Homola nominated Councilmember Viray					
Motion: Homola	2 <sup>nd</sup> : Viray	•			
Aye: Carothers, Peto, Hom	•	Nay: 0	Absent: Carroll		
Motion Carried	,,	,			

#### **Town Clerk's Report**

- Had initial meeting re: cybersecurity pilot program; they will come July 24th and will need all laptops at Town Hall prior to that date
- Working with Jackson Civil to get grant reimbursement for expenditures on GMA Update
- Completed DRS Review; had exit meeting (Peto attended); will send corrections end of this week
- National Night Out orders and preparations begin this week
- Ordering name tag for Carothers for next meeting

#### **Public Works Department Report**

- Thanked Council for all the help with Town events
- Getting caught back up with mowing
- Gave details about multiple incidents of vandalism at the Town's parks
- Attended Railroad meeting; gave a report on what was discussed there

#### **Attorney's Comments**

- Three Public Records Requests long and difficult; one closed end of June, one anticipated at end of the week, one anticipated at end of the month
- Tidbit Public Records Act designates the Town Clerk as Public Records Officer, we have a form for PRR (Public Record Request) but request can be made any way, to any Town Employee or Elected Official. Gave examples of stealth requests, gave examples of quality checks.

#### **Citizen's Communication**

Tracie Gorbet asked about cameras. Levi Vainaikka also asked and talked about surveillance cameras.

#### **Council's Comments**

Councilmember Peto thanked everyone who has been helping get things done, especially for Rendezvous Days. Feedback from public: Was more organized; need more food options; adjust times for activities.

#### Mayor's Comments

Expressed thanks to Rendezvous Days volunteers, so glad community members and council members stepped up and made it happen. Hopes community continues to get involved.

#### Approve to Pay Bills on Behalf of the Town

Motion: Peto2nd: HomolaAye: Carothers, Peto, Homola, VirayMotion Carried

Nay: 0

Absent: Carroll

#### **Executive session**

Mayor Shealy closed the public meeting and adjourned to an executive session to discuss potential real estate acquisition at 9:10 pm. Mayor Shealy, all members of Council, the Town's Attorney,

Public Works Director, and Clerk attended the executive session. The session was set to end at 9:25pm. At 9:25, the Mayor extended the executive session through 9:35pm. At 9:35 pm, Mayor Shealy closed the executive session and reconvened the regular meeting.

Adjourn: 9:36pm

Mayor Ian Shealy

Clerk Stephanie Fields

Approved by Council vote on \_