

Town of Yacolt

Town Council Meeting Minutes

Monday, May 13, 2024

7:00 PM

Town Hall

Call to Order

7:00 PM

Flag Salute

Roll Call

Council Members Present: 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

Mayor Shealy announced the resignation of Councilmember Joe Wisniewski from seat #1. A motion was moved by Council Member Homola to excuse the absence of Council Member Carroll and was seconded by Council Member Viray and passed unanimously.

Late Changes to the Agenda

Appoint new finance committee member to replace former Council Member Wisniewski as item #12

Approve Minutes of Previous Meeting(s)

1. Draft Minutes from April 8, 2024 Council Meeting

Motion: Homola

2nd: Peto

Aye: Peto, Homola, Viray

Nay: 0

Absent: Carroll

Motion Carried

Citizen Communication

Jim Malinowski spoke about the Railroad having been in Yacolt since 1903. He would like to see Council support enhancing the railroad because the railroad has and can continue to contribute to the Town's economic development.

Casey Ellison left two letters for the Town Council at Town Hall to be read at the meeting. The letters stated that he observed people with ATVs and motor bikes around town and kids smoking at the Town park. He thanked the council for letting him help with town events and offered additional help, including asking if he could be the DJ for Rendezvous Days.

Unfinished Business

2. Rough Draft RFP for Security Cameras – Council member Homola asked about audio recording.

Attorney Ridenour spoke about specifications, and said there is more legal work needing to be done; he suggested the Town seek an independent security consultant and suggested a committee of council or staff meet with a consultant (not one of the bidders, must follow proper procurement process for legal compliance. He also suggested contacting a legal firm who specializes in procurement & RFPs, especially for security. Council members Homola and Peto volunteered for the committee. Peto will try to get consultant and schedule meeting before next council meeting. Also, Attorney Ridenour will get info on other law firms to staff to help create RFPs for this and future.

3. **Rec Park Out Gate Options** – Public Works Director Gardner suggested a regular swing gate on a timer for the in-gate, and traffic-teeth for the out-gate. Estimated \$4-\$5k to put in electricity; the lines will need to be installed using underground boring equipment. Deputy Harris said traffic teeth work best. Council agreed. Gardner estimated the whole project to cost around \$10k. Attorney Ridenour explained why the purchasing process is in place, to make sure comparisons are accurate, although this project would be small enough not to trigger an RFP or strict procurement rules. However we must have records showing bids, who bid, who was called, what items and labor cost, what the prices were and the best price.

4. **Elevator Maintenance Plans** – Clerk Fields explained the need for a plan, Homola prefers shorter term plans, Gardner prefers Centric, Attorney Ridenour stated it will be a procurement; must get minimal competitive bids and the bidders must meet bid criteria requirements. Motion was made to cancel our current contract with Schindler Elevator.

Motion: Homola 2nd: Peto

Aye: Peto, Homola, Viray **Nay:** 0 **Absent:** Carroll

Motion Carried

5. **Pole Building Prices** – Clerk Fields showed prices she quickly found online for pole buildings at the request of Council members at the April meeting. Costs ranged from \$150-200k for building only. Council member Peto suggested 40 feet by 120 feet or larger. Gardner mentioned that the existing concrete pad on the Witt property is approximately 100 feet long.

New Business

6. **Council Meeting Procedures and Requirements** – Attorney Ridenour confirmed that the records of Yacolt's meetings exceed minimum requirements. He reminded council members they oversee meetings and citizens' role is observation at meetings, to ensure transparency. Council meetings are for council business. Council member Homola likes having a timer – it keeps citizen communication times fair. Attorney Ridenour reminded council members about maintaining decorum. Mayor Shealy likes citizens to be able to speak, but there is a fine line regulating allowing comments and keeping control of a meeting. There was more discussion about maintaining two separate citizen communication times per meeting. Attorney Ridenour advised that citizen comments should not be limited to items *not* on the agenda. Audience. Motion was made to remove the first sentence under Citizen Communication, but to keep both Citizen Communication times on future agendas.

Motion: Homola 2nd: Viray

Aye: Peto, Homola, Viray **Nay:** 0 **Absent:** Carroll

Motion Carried

Town Clerk's Report

- Completed the ARPA report in the nick of time
- Working on Annual Report for SAO
- Issued about 25 building permits so far for the subdivision
- Had ½ dozen vendors at last outdoor market
- Participants are already signing up for the Town Yard Sale and Parade

Public Works Department Report

- C-Tran wants to update their bus stop – do they need building permit?
- More graffiti @ Central Park & tennis court, motorcycle tracks in tennis court, new graffiti on tables @ Rec Park
- Railroad Advisory Board Meeting update – need to repair the bridge down by the s-curve, need to repair a slide further down the tracks. Hoping to get the steam train up and running by Father's Day. Reported that repairs to flat car (all by volunteers) were done very well.

Attorney's Comments

- Legal tidbit #3 – Electing and Appointing Town Officers. Statutes call for 7 Town officers, but as of 2002, the office of Treasurer can be combined with office of Town Clerk, which our Town has done.

Additional Citizen Communication

Cindee Clark asked if the newly vacant position is available. She said she wants to apply.

Council's Comments

Viray – Asked if we can streamline permitting (Ridenour referred her to Res. #607.)

Homola – Also went to the Railroad Advisory meeting; they are putting together committees to address concerns and plan to hold an open house.

It was also suggested that when we draft the next Budget Amendment, we allow for Kristin to work full-time.

Mayor's Comments

Thanked the staff, especially Terry, for picking up where Larch Corrections Center work crews used to contribute.

Approve to Pay Bills on Behalf of the Town

Motion: Peto **2nd:** Homola

Aye: Peto, Homola, Viray **Nay:** 0 **Absent:** Carroll

Motion Carried

Executive Session

The regular meeting was closed by Mayor Shealy as he called for an executive session from 9:50-10:05 pm, to discuss potential litigation, potential property acquisition, and nuisance enforcement. The first

part of the executive session was attended by all 3 council members present, the Mayor, Clerk, and Public Works Director. The Public Works Director left the executive session at 10:05, then the Mayor extended the session until 10:30 pm. Following the executive session, a motion was made to approve the settlement response as discussed in the executive session.

Motion: Peto 2nd: Viray

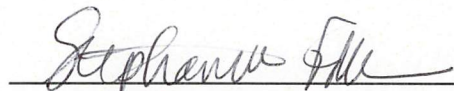
Aye: Peto, Homola, Viray **Nay:** 0 **Absent:** Carroll

Motion Carried

Adjourn 10:35pm



Mayor Ian Shealy



Clerk Stephanie Fields

Approved by Council vote on June 10, 2024