

Town of Yacolt
Town Council Meeting / Public Budget
Hearing Agenda
Monday, November 14, 2022
7:00 PM
Town Hall

Call to Order

Flag Salute

Roll Call

Late Changes to the Agenda

Approve Minutes of Previous Meeting(s)

1. Council Minutes from 10-10-22 Meeting DRAFT

Citizen Communication

Anyone requesting to speak to the Council regarding items not on the agenda may come forward at this time. Comments are limited to 3 minutes. Thank you.

Unfinished Business

2. Records Review Update

New Business

3. Interviews for Vacant Council Position(s)
4. Termination of Emergency Declaration
5. EMS Levy Hearing and Resolution #608
6. 2023 Proposed Budget Hearing #1
7. 2023 Revenue Hearing and Tax Levy Resolution #609
8. C-Tran Board Appointee

9. Mosquito Control Board

Town Clerk's Report

Public Works Department Report

Attorney's Comments

Citizen Communication

Anyone requesting to speak to the Council regarding items not on the agenda may come forward at this time. Comments are limited to 3 minutes. Thank you.

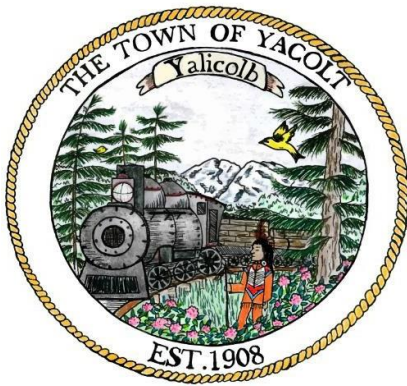
Council's Comments

Mayor's Comments

Approve to Pay Bills on Behalf of the Town

Executive Session

Adjourn



Town of Yacolt

Town Council Meeting Minutes

Monday, October 10, 2022

7:00 PM

Town Hall

Call to Order

7:00 PM

Flag Salute

Roll Call

Council Members Present: Joshua Beck, Ronald Homola, Marina Viray

Also present: Town Attorney David Ridenour, Public Works Director Terry Gardner, Clerk Stephanie Fields

Mayor Listek announced the resignation of Councilmember Amy Boget from Position #1 effective today.

Late Changes to the Agenda

No executive session

Approve Minutes of 9-12-22 Meeting

Motion: Beck 2nd: Viray

Aye: Beck, Homola, Viray **Nay:** 0

Motion Carried

Approve Minutes of 9-19-22 Special Meeting

Motion: Beck 2nd: Homola

Aye: Beck, Homola, Viray **Nay:** 0

Motion Carried

Approve Minutes of 10-3-22 Special Meeting

Motion: Homola 2nd: Beck

Aye: Beck, Homola, Viray **Nay:** 0

Motion Carried

Citizen Communication

None

Unfinished Business

Records Review Update

Attorney Ridenour reported on progress of the review team. Progress slowed down after school started up in September. Records have been getting sorted into “reasons” for destruction. Scanning of records has begun; at least 4-5,000 records (about ½ gigabyte worth) so far which were in the bins to be destroyed should not have been set for destruction. This month, organizing and reviewing will resume.

Battle Ground School District Interlocal Agreement Update

Mayor Listek summarized the proposed changes to the Interlocal Agreement, with attorneys’ comments. Attorney Ridenour will continue to negotiate on some key points and bring the Agreement back to a future meeting.

Poured Rubber Project at the Town Park

After reviewing the two options for the poured rubber, and seeing an increase in cost of right around 21% overall, Council decided they wanted to move forward with the higher-priced option, creating one large rubber area around the play structures, rather than 3 small ones with curbs in-between them, so they directed the Clerk to have our Town Engineer create a project manual.

Motion: Homola

2nd: Beck

Aye: Beck, Homola, Viray

Nay: 0

Motion Carried

New Business

Friends Of Yacolt Library Express

Jane Neumann and Jackie Clark spoke on behalf of FOYLE. They explained how the Card reader system was pioneered here at our Yacolt Library, and that during the pandemic, when the other library branches had little business, Yacolt’s library thrived. We have one of the most active libraries in the Fort Vancouver Library system. This year marks the 10th anniversary of the Yacolt Library. They encouraged all in attendance to join FOYLE and spoke about how FOYLE helps the Library.

Rotate Finance Committee

Marina Viray was nominated to serve on the Finance Committee by Ronald Homola.

Motion: Homola

2nd: Beck

Aye: Beck, Homola, Viray

Nay: 0

Motion Carried

Town Clerk's Report

- The LGIP Investment fund has been earning an average of about \$900/month for the last 3 months. If this keeps up, the fund should grow to about \$1/2 Million by mid-next year.
- NCEMS and FD13 have partnered with Health Commons to distribute free COVID19 test kits. Town Hall will also have them available.
- Still working on fine-tuning the budget for 2023 and creating supporting resolutions and ordinance. Our final budget hearing must be held by the first Monday of December, which is the 5th. Council agreed to have a special meeting that evening to hold the final hearing, at 6pm.
- Signed up for 8 different trainings this month.
- Santa is secured for the Christmas Tree Lighting on December 3rd.

Public Works Department Report

- Working on the new readerboard.
- Storm drains have all been cleared out; some of them were full of big rocks, which had to have been forced down into them. The next step will be to install the new liners.
- The grass is growing very well around the slide; bare spots have been re-sprayed.
- Also been working on repainting some curbs.

Attorney's Comments

Over the past two years, we've been working on the longest Public Records Request the Town has probably ever seen. RMSA had agreed some time ago to pay his attorney fees for this project. He will soon put together a full report to turn in to RMSA for reimbursement hopefully before the end of this year.

Citizen Communication

Julia Heldmann asked what was going on with the readerboard. She was happy to find out it is being replaced. Ann Van Antwerp asked when Council Position #2 would be filled and was informed it will hopefully be filled at the November 14th meeting. We will also now need to fill Position #1.

Council's Comments

Beck - Music is lined up for the Christmas Tree Lighting, and we may also get Amboy Middle School's band to march in our Rendezvous Days Parade.

Homola – Attended the NCEMS meeting: their Safety Fair was a huge success, they hired a new billing company, and Kim (their new office assistant) is doing very well. They got an ARPA Grant to build their Fargher Lake Station, and they will be giving up the Cresap Bay Station for economic reasons. There is an open board position for Yacolt Rural. The Volcano Rescue Team had 22 rescues this year. They are curious when the next Jorgensen property will be logged.

Viray – will be out of Town during the November 5th Market.

Mayor's Comments

Announced that Tom McDowell has passed away. He started the EMS and Fire Station in Yacolt and was Fire Chief from 1976-2011. He made a difference in a lot of people's lives.

The vendor market was one of the best of the year. Desiree Lorentz sponsored the pumpkin donation/contest again this year. Everyone in attendance was welcome to take a pumpkin home. Or more than one.

Approve to Pay Bills on Behalf of the Town

Motion: Homola **2nd:** Beck

Aye: Beck, Homola, Viray **Nay:** 0

Motion Carried

Executive Session

Cancelled

Adjourn

8:14 pm

Mayor Katelyn Listek

Clerk Stephanie Fields

Approved by Council vote on _____

DRAFT



Town of Yacolt Agenda Request

CONTACT INFORMATION FOR PERSON/GROUP/DEPARTMENT REQUESTING COUNCIL ACTION:

Name: Clerk Fields

Group Name:

Address: 202 W. Cushman St.
Yacolt, WA 98675

Phone: (360) 686-3922

Email Address: clerk@townofyacolt.com

Alt. Phone:

ITEM INFORMATION:

Item Title: Records Review Update

Proposed Meeting Date: November 14, 2022

Action Requested of Council: none

Proposed Motion: none

Summary/ Background: Review of records for decisions on retention, archiving, or destruction has been ongoing since late July of this year. Clerk Fields will give an update on the status of the project.

Staff Contact(s): Stephanie Fields, Town Clerk/Treasurer
clerk@townofyacolt.com
(360) 686-3922



Town of Yacolt Request for Council Action

CONTACT INFORMATION FOR PERSON/GROUP/DEPARTMENT REQUESTING COUNCIL ACTION:

Name: Mayor Listek

Group Name:

Address: 202 W. Cushman St.

Phone: (360) 686-3922

Yacolt, WA 98675

Email Address: mayorlistek@townofyacolt.com

Alt. Phone:

ITEM INFORMATION:

Item Title: Council Interviews and Appointment(s)

Proposed Meeting Date: November 14, 2022

Action Requested of Council: Interview candidates for Council Positions #1 and 2; go into executive session if deemed necessary; appoint new Council Member(s) for at least Position #2, and maybe also Position #1.

Proposed Motion: "I move that we appoint _____ to fill the vacancy at Council Position #2."

Also, if appropriate,

"I move that we appoint _____ to fill the vacancy at Council Position #1."

Summary/ Background: Council Position #2 was vacated in August of this year, so it must be filled at this meeting. Council Position #1 was vacated in October of this year, so it must be filled by early January. Both positions will be on the ballot in 2023. At that time, Position #1 will be up for a new 4-year term; Position #2 will be for a term which completes in 2025, at which point it will be up again for its full 4-year term.

Staff Contact(s): Clerk Stephanie Fields

clerk@townofyacolt.com

Mayor Katelyn Listek

mayorlistek@townofyacolt.com

(360) 686-3922



Town of Yacolt

202 W. Cushman ST P. O. Box 160
Yacolt, WA 98675
(360) 686-3922 FAX (360) 686-3853
Townofyacolt.com

Appointment Application Council Vacancy Position No. 2

Applicant Information

Kandi Peto

404 East Valley

Street Yacolt

WA 98675

360-600-1236

phwa.peto@gmail.com

Eligibility Requirements, Notification and Signature

Councilmembers for the Town of Yacolt must reside within Town limits and be a registered voter in Yacolt, Washington.

As an applicant for appointment to public office, the information provided on this application will be available to the public.

Kandi Peto

Signature

Additional Information

Are you a registered voter in Yacolt,
WA?

Yes ☒ No ☐

Are you a resident of the Town of
Yacolt?

Yes ☒ No ☐

Do you or any family member residing in your household, have a financial interest in, or are you an employee or officer of any business or agency which conducts business with the Town of Yacolt? If yes, please explain. YES ☐ NO ☒

Time Commitment

Appointment to the Town Council will require your attendance at a number of regularly scheduled and special meetings, which occur in the evenings, on weekends, and/or during weekdays.

Councilmembers also serve on Council Committees, regional boards and commissions, and represent the Town Council at various community functions.

Councilmembers feel they are most effective in their duties when they commit 10-15 hours per week on Council-related activities. Are you able to commit this amount of time and are you willing to arrange your life schedule to participate fully as a member of the Yacolt Town Council?

Have you ever attended a Yacolt Town Council meeting? YES ☒ NO ☐

If yes, please estimate how many Council meetings you have attended in the past year. 2

Supplemental questions

Please respond to the following questions regarding your interest in the position of appointed Councilmember for the Town of Yacolt.

Why are you interested in serving as a Yacolt Town Councilmember?

To become more educated in the future of Yacolt and to get to know the community better.

The term for this position will be effective until the next general election in November 2023. What do you hope to accomplish during this time?

Being a business owner for over 15 years I believe I can contribute my knowledge and experience to help businesses in Yacolt be successful. Which will help our community prosper and grow.

Councilmember Position #2 will be up for election in November, 2023. Do you intend, and are you willing to run for the elected position?

Yes, my goal is to be a long-term member of the City Council to help be a voice for the residence of Yacolt.

Identify the three highest priorities you believe the Town of Yacolt needs to address. How do you propose to address each priority?

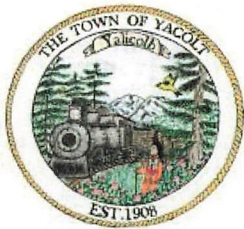
1. The traffic on Lucia Falls Road. Currently I don't have a strategy on how to make this road safer for the residence and tourist. I would need more information on what resources the city has
2. to fixing this issue.
→ I would like the city to provide a community garden. This I believe would be a great way to bring the community together and help with any families
3. that may be struggling.
→ To be a support system for the businesses that are currently in Yacolt and any future businesses.

Discuss your qualifications relevant to the Position of Yacolt Town Councilmember.

Being a home owner in Yacolt for over 6 years gives me an awareness on what the needs are for our community. Also, being a business owner for over 15 years gives me some insight on how we as a community can help businesses thrive here in Yacolt.

Where do you see yourself in four years?

I see myself continuing to grow my business and playing an integral part for my community.



Town of Yacolt

202 W. Cushman ST P. O. Box 160
Yacolt, WA 98675

(360) 686-3922 FAX (360) 686-3853

Townofyacolt.com

Appointment Application Council Vacancy Position No. 2

Applicant Information

Name Jay E. Tindall
Street Address 204 E. Twin Falls St.
City Yacolt
State WA
ZIP 98675
Home Phone (360) 558-1539
Work Phone _____
E-Mail Address jayetind93@gmail.com

Eligibility Requirements, Notification and Signature

Councilmembers for the Town of Yacolt must reside within Town limits and be a registered voter in Yacolt, Washington.

As an applicant for appointment to public office, the information provided on this application will be available to the public.

Jay Tindall
Signature

Additional Information

Are you a registered voter in Yacolt, WA?

Yes ☒ No ☐

Are you a resident of the Town of Yacolt?

Yes ☒ No ☐

Do you or any family member residing in your household, have a financial interest in, or are you an employee or officer of any business or agency which conducts business with the Town of Yacolt? If yes, please explain. YES ☐ NO ☒

Time Commitment

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Councilmembers feel they are most effective in their duties when they commit 10-15 hours per week on Council-related activities. Are you able to commit this amount of time and are you willing to arrange your life schedule to participate fully as a member of the Yacolt Town Council?

Have you ever attended a Yacolt Town Council meeting? YES ☒ NO ☐

If yes, please estimate how many Council meetings you have attended in the past year.

Supplemental questions

Please respond to the following questions regarding your interest in the position of appointed Councilmember for the Town of Yacolt.

Why are you interested in serving as a Yacolt Town Councilmember?

*I As a longtime resident of Yacolt - 40+ years -
I care deeply about the present and future of
this town.*

The term for this position will be effective until the next general election in November 2023. What do you hope to accomplish during this time?

*A maintenance overhaul of the original
town park.*

Councilmember Position #2 will be up for election in November, 2023. Do you intend, and are you willing to run for the elected position?

Yes.

Identify the three highest priorities you believe the Town of Yacolt needs to address. How do you propose to address each priority?

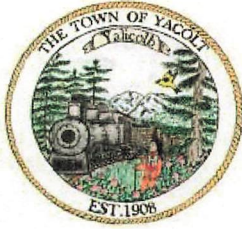
1. Park maintenance
~~allocate~~ funds and labor to ~~keep~~ the park
safe for kids and families.
2. Speeding issues in school hours
~~hire~~ hire a speeder during school hours?
3. ~~Vandalism~~ vandalism issues - camera installation
hire private security firm? Neighborhood watch.

Discuss your qualifications relevant to the Position of Yacolt Town Councilmember.

Microsoft office suite certification
Experience as President and creator of the
"Luna Club" at Clark College.
Event planning.

Where do you see yourself in four years?

Raising my young daughter and
working hard ~~for~~ ⁱⁿ my Town.



Town of Yacolt

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(360) 686-3922 FAX (360) 686-3853

Townofyacolt.com

Appointment Application Council Vacancy Position No. 2

Applicant Information

Name Craig Carroll
Street Address 404 E Jones ST
City Yacolt
State WA
ZIP 98675
Home Phone _____
Work Phone 503-806-7408
E-Mail Address Craig Carroll @ Yahoo . com

Eligibility Requirements, Notification and Signature

Councilmembers for the Town of Yacolt must reside within Town limits and be a registered voter in Yacolt, Washington.

As an applicant for appointment to public office, the information provided on this application will be available to the public.

Signature

Additional Information

Are you a registered voter in Yacolt, WA?

Yes X No _____

Are you a resident of the Town of Yacolt?

Yes X No _____

Do you or any family member residing in your household, have a financial interest in, or are you an employee or officer of any business or agency which conducts business with the Town of Yacolt? If yes, please explain. YES ☐ NO ☒

Time Commitment

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Yes

Have you ever attended a Yacolt Town Council meeting? YES ☐ NO ☒

If yes, please estimate how many Council meetings you have attended in the past year.

Supplemental questions

Please respond to the following questions regarding your interest in the position of appointed Councilmember for the Town of Yacolt.

Why are you interested in serving as a Yacolt Town Councilmember?

Because this is a place I love and I want to help out our community.

The term for this position will be effective until the next general election in November 2023. What do you hope to accomplish during this time?

To help out where I can, and To learn from councilmembers

Councilmember Position #2 will be up for election in November, 2023. Do you intend, and are you willing to run for the elected position?

yes

Identify the three highest priorities you believe the Town of Yacolt needs to address. How do you propose to address each priority?

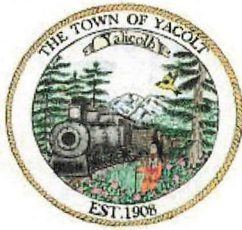
1. Town growth, To Keep ahold of the Town so we Don't grow To much, But still have some growth,
2. Town Events, To continue To grow the events and how To Draw the town out To them, To keep the community involved,
3. Community Outreach, Create a Plan To help people in need in town,

Discuss your qualifications relevant to the Position of Yacolt Town Councilmember.

I've Been in the trade For many year's
So I can help in ~~our~~ growth with our town,
I work For the City of Vancouver so I work
with the Public everyday.

Where do you see yourself in four years?

Still living in my small town,
and still helping in my town,



Town of Yacolt

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(360) 686-3922 FAX (360) 686-3853

Townofyacolt.com

Appointment Application

Council Vacancy Position No. ~~2~~ NO. 1

Applicant Information

Name Ian Shealy

Street Address 406 A.E. Jones St.

City Yacolt

State Wa

ZIP 98675

Home Phone 360-953-0296


Work Phone

E-Mail Address ian_1792@hotmail.com

Eligibility Requirements, Notification and Signature

Councilmembers for the Town of Yacolt must reside within Town limits and be a registered voter in Yacolt, Washington.

As an applicant for appointment to public office, the information provided on this application will be available to the public.

Signature 

Additional Information

Are you a registered voter in Yacolt, WA?

Yes ☒ No ☐

Are you a resident of the Town of Yacolt?

Yes ☒ No ☐

Do you or any family member residing in your household, have a financial interest in, or are you an employee or officer of any business or agency which conducts business with the Town of Yacolt? If yes, please explain. YES ☐ NO ☒

Time Commitment

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Councilmembers feel they are most effective in their duties when they commit 10-15 hours per week on Council-related activities. Are you able to commit this amount of time and are you willing to arrange your life schedule to participate fully as a member of the Yacolt Town Council? *Yes.*

Have you ever attended a Yacolt Town Council meeting? YES ☒ NO ☐

If yes, please estimate how many Council meetings you have attended in the past year.

None this year.

Supplemental questions

Please respond to the following questions regarding your interest in the position of appointed Councilmember for the Town of Yacolt.

Why are you interested in serving as a Yacolt Town Councilmember?

Mainly to give back to the community that has been so good to my family for the last 11 years. I believe that our town is pretty unique and I want to do what I can to help it grow.

The term for this position will be effective until the next general election in November 2023. What do you hope to accomplish during this time?

I hope to assist the existing council and Mayor with any current plans or events for the remainder of this year. Then start working on next years goals.

Councilmember Position #2 will be up for election in November, 2023. Do you intend, and are you willing to run for the elected position?

Yes I am willing to run in 2023.

Identify the three highest priorities you believe the Town of Yacolt needs to address. How do you propose to address each priority?

1. Residential Growth: In order for the Town to stay Economically healthy, growth will need to happen. Our Town has a very "small" Town feel, and to loose that would be an issue for many people. As we grow I think its going to be important to educate the community and keep them involved.
2. Town Commerce:
As the Town grows, local buissness will be important. In order to keep local buissnesses thriving, we will need to help promote the local shops and the idea of buying local. I have spent alot of years in Sales and that is something I can do.
3. Community:

In my opinion our Town has a very unique small town Community that you don't see to often these days. As we grow I think its important to keep that feel and charm. To do this I believe we will need to put on & support more community events.

Discuss your qualifications relevant to the Position of Yacolt Town Councilmember.

My family and I have been residents of this Town for 11 years now. Over the years we have become close friends and acquaintances with many people. We have volunteered at multiple events, little league and churches. In terms of professional qualifications I have spent many years in the trades and Sales. That experience will help with any growth goals going forward.

Where do you see yourself in four years?

In four years I see my family living here in Yacolt. We will be either expanding on our existing property or buying a bigger place. Our kids will continue to grow up in the community and we will continue to volunteer at local events and the little league. Hopefully in 4 years I will have served as a council member and done my part to help better our community.



TERMINATION OF EMERGENCY PROCLAMATION

WHEREAS, on January 31, 2020, the Secretary of the United States Department of Public Health and Human Services, Alex Azar, declared a public emergency effective January 27, 2020 for the Novel Coronavirus outbreak known as COVID-19; and

WHEREAS, on February 29, 2020, the Governor of the State of Washington proclaimed that a state of emergency exists in all counties in the State of Washington due to the number of confirmed cases of COVID-19 in the State, and directed that the plans and procedures of the Washington State Comprehensive Plan be implemented; and

WHEREAS, the Mayor was advised by the Department of Emergency Management that there is imminent threat of COVID-19; and the Centers for Disease Control (CDC) has issued warnings regarding the impacts and severity of the event; and

WHEREAS, Yacolt Municipal Code 2.45 authorizes the Mayor to declare an emergency under these conditions, and necessitate the utilization of emergency powers granted under RCW 35.33.081 and 38.52.070; and

WHEREAS, the severity of the event warranted the proclamation of the existence of a local emergency; and

WHEREAS, an emergency proclamation was declared by the Mayor of the Town of Yacolt on March 16, 2020; and

WHEREAS, the emergency was set to remain in place until terminated or amended by further proclamation of the Mayor and/or action of the Town Council; and

WHEREAS, the Governor of the State of Washington has proclaimed that the state of emergency ended on October 31, 2022; and

THEREFORE, be it proclaimed that I, Katelyn J. Listek, Mayor of the Town of Yacolt, Washington, do hereby claim an end to the local emergency, effective immediately.

Dated this 14th day of November, 2022

Katelyn J. Listek, Mayor



Town of Yacolt Agenda Request

CONTACT INFORMATION FOR PERSON/GROUP/DEPARTMENT REQUESTING COUNCIL ACTION:

Name: Chief Shaun Ford

Group Name:

Address: 404 S. Parcel Ave.
Yacolt, WA 98675

Phone: (360) 686-3271

Email Address: s.ford@northcountryems.org

Alt. Phone:

ITEM INFORMATION:

Item Title: EMS 2023 Levy Resolution #608

Proposed Meeting Date: November 14, 2021

Action Requested of Council: Vote on adoption of the 2023 EMS Tax Levy Resolution #608 as presented

Proposed Motion: "I make a motion to adopt the 2023 EMS Tax Levy Resolution #608"

Summary/ Background: By passing this Resolution, we will be giving Clark County the authority to collect Yacolt's portion of the taxes necessary to fund North Country EMS in 2023. This will ensure continuation of service as we have known it.

Staff Contact(s): Stephanie Fields, Town Clerk
Katelyn Listek, Mayor
(360) 686-3922

Ordinance / Resolution No. 608
RCW 84.55.120

WHEREAS, the Council of Town of Yacolt EMS has met and considered
(Governing body of the taxing district) (Name of the taxing district)
its budget for the calendar year 2023; and,

WHEREAS, the districts actual levy amount from the previous year was \$ 73,500.00; and,
(Previous year's levy amount)

WHEREAS, the population of this district is ☐ more than or ☒ less than 10,000; and now, therefore,
(Check one)

BE IT RESOLVED by the governing body of the taxing district that an increase in the regular property tax levy
is hereby authorized for the levy to be collected in the 2023 tax year.
(Year of collection)

The dollar amount of the increase over the actual levy amount from the previous year shall be \$ 735.00
which is a percentage increase of 1% from the previous year. This increase is exclusive of
(Percentage increase)

additional revenue resulting from new construction, improvements to property, newly constructed wind turbines,
solar, biomass, and geothermal facilities, and any increase in the value of state assessed property, any annexations
that have occurred and refunds made.

Adopted this 14 day of Nov, 2022.

If additional signatures are necessary, please attach additional page.

This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax levies. A certified budget/levy request, separate from this form is to be filed with the County Legislative Authority no later than November 30th. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The Department of Revenue provides the "Levy Certification" form (REV 64 0100) for this purpose. The form can be found at: <http://dor.wa.gov/docs/forms/PropTx/Forms/LevyCertf.doc>.

To ask about the availability of this publication in an alternate format, please call 1-800-647-7706. Teletype (TTY) users may use the Washington Relay Service by calling 711. For tax assistance, call (360) 534-1400.

Levy Certification

Submit this document to the county legislative authority on or before November 30 of the year preceding the year in which the levy amounts are to be collected and forward a copy to the assessor.

In accordance with RCW 84.52.020, I, Katelyn Listek,
(Name)

Mayor, for Town of Yacolt EMS, do hereby certify to
(Title) (District Name)

the Clark County legislative authority that the Council
(Name of County) (Commissioners, Council, Board, etc.)

of said district requests that the following levy amounts be collected in 2023 as provided in the district's
(Year of Collection)

budget, which was adopted following a public hearing held on 11/14/2022 :
(Date of Public Hearing)

Regular Levy: \$74,235
(State the **total** dollar amount to be levied)

Excess Levy: \$0.00
(State the **total** dollar amount to be levied)

Refund Levy: \$0.00
(State the **total** dollar amount to be levied)

Signature: _____

Date: 11/14/22

To ask about the availability of this publication in an alternate format for the visually impaired, please call (360) 705-6715. Teletype (TTY) users, please call (360) 705-6718. For tax assistance, call (360) 534-1400.



Town of Yacolt Request for Council Action

CONTACT INFORMATION FOR PERSON/GROUP/DEPARTMENT REQUESTING COUNCIL ACTION:

Name: Mayor Listek

Group Name:

Address: 202 W Cushman St.
Yacolt, WA 98675

Phone: (360) 686-3922

Email Address: mayorlistek@townofyacolt.com

Alt. Phone:

ITEM INFORMATION:

Item Title: Hearing on Proposed 2023 Budget

Proposed Meeting Date: November 14, 2022

Action Requested of Council: Upon review of the attached 2023 Proposed Budget, listen, respond to, and consider comments from the residents of Yacolt who wish to ask questions and/or make suggestions regarding the 2023 Proposed Budget. Voice your own questions and make recommendations for changes, if any.

Proposed Motion: none

Summary/ Background: This is the first of 2 Public Hearings required before final adoption of the Budget for 2023. The residents of this Town steer our spending priorities. These hearings are a chance for their voices to be heard regarding how the Town's money is spent. The adoption of the Budget is scheduled to follow a 2nd Budget Hearing on December 5th at 6 pm.

Staff Contact(s): Clerk Fields clerk@townofyacolt.com

Mayor Listek mayorlistek@townofyacolt.com

(360) 686-3922

TOWN OF YACOLT

2023 BUDGET



TOWN OF YACOLT- 2023 BUDGET

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DIRECTORY OF TOWN OFFICIALS

ELECTED:

Katelyn Listek	Mayor
(vacant)	Council Position #1
(vacant)	Council Position #2
Joshua Beck	Council Position #3
Ronald Homola	Council Position #4
Marina Viray	Council Position #5

APPOINTED:

David Ridenour	Town Attorney
Devin Jackson	Town Engineer

EMPLOYEES:

Stephanie Fields	Town Clerk Treasurer
Terry Gardner	Public Works Director
John Parker	Public Works Maintenance Supervisor
Claire Baird	Temporary Clerical

MAYOR'S MESSAGE

To the Town Council and Residents of Yacolt,

It continues to be an honor to serve, and I am truly blessed to be able to lead our beautiful small town. I look forward to continuing to improve upon our foundation in the coming year. Working with council to prepare this year's budget has been a wonderful experience. We were able to evaluate the success of this year, discuss changes that should be made, and brainstormed the best ways to continue forward.

As a reminder, a budget is not something that is absolute. We do our best to work within the budget to accomplish our goals. The top priority continues to be improving upon the quality of life within the community through as many avenues as possible. As we move forward into 2023, we will be continuing with current projects already in motion while also adding a few additional projects.

This past year, we established the Town Square to be utilized daily by residents as well as being a central location for our regular Town events. The Public Works employees worked with the Larch Correctional Crew to bring my park vision to life. This project included transporting 120+ loads of dirt from piles that had been created behind the ball fields and in front of the cemetery. Those locations were used as dumping grounds for leftover dirt from previous projects and clean-ups. The dirt piles were becoming unmanageable and unnecessary with no place to go. Rather than paying for them to be removed and relocated, we used these leftover piles as our base for what is now an embankment slide hill and cleaned up those spaces. In doing so, we have also created a sledding location in town during the winter months. The Town Square is now a location of year-round entertainment.

Our Town Park is currently being evaluated and prepped for rubber surfacing to be installed around the play structures. This is an in-depth planning process, and once properly completed, will improve upon the safety, maintenance, usability, and beauty of the park. Our splash pad will also see some new features installed. We have had to find adaptable spray features that will function properly with our existing splash pad water pump system, and look forward to being able to provide more opportunity for water fun in the sun!

This coming year, the Recreational Park will see parking lot improvements that will hopefully help with reducing vandalism to the existing parking lot. This change will hopefully help Town employees, as well as neighbors of the park, reduce negative interactions with those that choose to regularly destroy Town property.

At our Ball Fields, we will be working to trim and remove some trees. Many have not been trimmed and are overgrown with dangerous overhanging branches. Any trees that are taken down will be used as material for other uses at the ball fields and around town.

Additions to the Town include a new road into the cemetery, a mini farm truck to assist with our events and maintenance responsibilities, feather flags and an additional event tent for markets and holidays, a portable restroom for events and to be used at the parks when needed, an inflatable slide for events, a new stage for performances at the Town Square, and our new electronic readerboard is in the process of being installed with a new cedar shake roof to match the other signs around town. We are continuing to work on our future council chambers and community room during these winter months as well.

As we look at preparing for the coming year, our events will be a prime focus. Our markets and holiday events will greatly benefit from the newest additions to town. I am currently in the process of working with leaders from businesses and organizations within the North Clark County area. Together we will evaluate our schedules and do our best to work together for the benefit of everyone in our community. By working together to coordinate schedules, we will provide more opportunities to attend and support all events in our area.

The 2023 budget was developed with careful consideration. It is the product of input by the town council, the town employees, and town residents. It is my hope that we will continue to work together to serve you in ways that strengthen our neighborhoods, provide community connection, beautify our public spaces, and create a more prosperous town.

As your Mayor, I look forward to the responsibility of implementing this budget in the coming year, and I am grateful for the opportunity to serve you.

Warmest Regards,

Katelyn Listek

TOWN OF YACOLT SALARY SCHEDULE

(*= Full Time Employee)

CLASSIFICATION	WAGE/SALARY	AVERAGE HOURS WEEKLY	HOURLY WAGE
Clerk Treasurer*	\$60,000	40	\$29
Administrative Assistant	\$16,000	16	\$20
Public Works Director*	\$63,000	40	\$31
Public Works Maintenance Supervisor*	\$54,000	40	\$26
Public Works Maintenance	\$34,000	30	\$22

[+ Any needed overtime for Meetings & Town Events]

TOWN PAID BENEFITS:	
Full Time Employees	90/10- Medical, Dental, Vision
	60/40 PERS

2023 WAGE DISTRIBUTION OF PAYROLL & BENEFITS TO MULTIPLE FUNDS

Clerk Treasurer/Administrative Assistant	General Fund
Public Works Maintenance	Streets, Cemetery, Storm Water

2023 PROPOSED BUDGET

Fund No.	Fund Name	Estimated Beginning Fund Balance	Estimated Revenues (Including Interfund Activity)	Aggregate Total Fund Resources	Total Appropriations (Including Interfund Activity)	Estimated Ending Fund Balance
001	General Fund	\$ 1,415,650	\$ 762,970	\$ 2,178,620	\$ 1,143,650	\$ 1,034,970
002	General Reserve Fund	\$ 353,000	\$ -	\$ 353,000	\$ 300,000	\$ 53,000
101	Street Fund	\$ 45,000	\$ 217,500	\$ 262,500	\$ 262,200	\$ 300
103	Cemetery Fund	\$ 42,000	\$ 11,000	\$ 53,000	\$ 22,000	\$ 31,000
105	REET Fund	\$ 267,000	\$ 50,000	\$ 317,000	\$ 215,000	\$ 102,000
114	Park Impact Fees	\$ 65,000	\$ 212,000	\$ 277,000	\$ 228,000	\$ 49,000
115	Transportation Impact Fees	\$ 111,500	\$ 20,000	\$ 131,500	\$ 95,000	\$ 36,500
403	Stormwater Fees	\$ 85,000	\$ 50,000	\$ 135,000	\$ 95,500	\$ 39,500
	Totals	\$ 2,384,150	\$ 1,323,470	\$ 3,707,620	\$ 2,361,350	\$ 1,346,270

ORDINANCE



Town of Yacolt Agenda Request

CONTACT INFORMATION FOR PERSON/GROUP/DEPARTMENT REQUESTING COUNCIL ACTION:

Name: Stephanie Fields, Town Clerk

Group Name:

Address: 202 W. Cushman St.
Yacolt, WA 98675

Phone: (360) 686-3922

Email Address: clerk@townofyacolt.com

Alt. Phone:

ITEM INFORMATION:

Item Title: 2023 Revenue Hearing

Proposed Meeting Date: November 14, 2022

Action Requested of Council: None

Proposed Motion: None

Summary/ Background: This is an opportunity for the Public to ask questions regarding the expected revenues for the coming year, and to comment on the proposed 1% increase on the Property Tax Levy, prior to adoption of the Levy Resolution.

Staff Contact(s): Stephanie Fields, Town Clerk
Katelyn Listek, Mayor
(360) 686-3922



Town of Yacolt Request for Council Action

CONTACT INFORMATION FOR PERSON/GROUP/DEPARTMENT REQUESTING COUNCIL ACTION:

Name: Mayor Listek, Clerk Fields

Group Name:

Address: 202 W. Cushman
Yacolt, WA 98675

Phone: 360-686-3922

Email Address:

Alt. Phone:

ITEM INFORMATION:

Item Title: Resolution #609 for Yacolt 2023 Tax Levy

Proposed Meeting Date: November 14, 2022

Action Requested of Council: Approve (or deny) Resolution #609 for the 2023 Tax Levy

Proposed Motion: "I move that we approve (or do not approve) Resolution #609, authorizing Clark County to collect property taxes on behalf of the Town of Yacolt at a 1% increase over last year's Tax Levy."

Summary/ Background: The Town of Yacolt has only increased their property tax levy by 1% over the past three years, although our costs have continued to increase. While a 1% increase does not cover the typical cost-of-living increase, it will cover the Town's anticipated expenses, while keeping the increase to our taxpayers at a minimum.

Staff Contact(s): Clerk Stephanie Fields

clerk@townofyacolt.com

Mayor Katelyn Listek

mayorlistek@townofyacolt.com

(360) 686-3922

Ordinance / Resolution No. 609
RCW 84.55.120

WHEREAS, the Council of Town of Yacolt has met and considered
(Governing body of the taxing district) (Name of the taxing district)
its budget for the calendar year 2023; and,

WHEREAS, the districts actual levy amount from the previous year was \$ 225,982.99; and,
(Previous year's levy amount)

WHEREAS, the population of this district is ☐ more than or ☒ less than 10,000; and now, therefore,
(Check one)

BE IT RESOLVED by the governing body of the taxing district that an increase in the regular property tax levy
is hereby authorized for the levy to be collected in the 2023 tax year.
(Year of collection)

The dollar amount of the increase over the actual levy amount from the previous year shall be \$ 2,259.83
which is a percentage increase of 1% from the previous year. This increase is exclusive of
(Percentage increase)
additional revenue resulting from new construction, improvements to property, newly constructed wind turbines,
solar, biomass, and geothermal facilities, and any increase in the value of state assessed property, any annexations
that have occurred and refunds made.

Adopted this 14 day of November, 2022.

If additional signatures are necessary, please attach additional page.

This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax levies. A certified budget/levy request, separate from this form is to be filed with the County Legislative Authority no later than November 30th. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The Department of Revenue provides the "Levy Certification" form (REV 64 0100) for this purpose. The form can be found at: <http://dor.wa.gov/docs/forms/PropTx/Forms/LevyCertf.doc>.

To ask about the availability of this publication in an alternate format, please call 1-800-647-7706. Teletype (TTY) users may use the Washington Relay Service by calling 711. For tax assistance, call (360) 534-1400.

Levy Certification

Submit this document to the county legislative authority on or before November 30 of the year preceding the year in which the levy amounts are to be collected and forward a copy to the assessor.

In accordance with RCW 84.52.020, I, Katelyn Listek,
(Name)

Mayor, for Town of Yacolt, do hereby certify to
(Title) (District Name)

the Clark County legislative authority that the Council
(Name of County) (Commissioners, Council, Board, etc.)

of said district requests that the following levy amounts be collected in 2023 as provided in the district's
(Year of Collection)

budget, which was adopted following a public hearing held on 11/14/2022 :
(Date of Public Hearing)

Regular Levy: \$228,242.82
(State the **total** dollar amount to be levied)

Excess Levy: \$0.00
(State the **total** dollar amount to be levied)

Refund Levy: \$0.00
(State the **total** dollar amount to be levied)

Signature: _____

Date: 11/14/22

To ask about the availability of this publication in an alternate format for the visually impaired, please call (360) 705-6715. Teletype (TTY) users, please call (360) 705-6718. For tax assistance, call (360) 534-1400.



Town of Yacolt Request for Council Action

CONTACT INFORMATION FOR PERSON/GROUP/DEPARTMENT REQUESTING COUNCIL ACTION:

Name: Mayor Listek

Group Name:

Address: 202 W. Cushman St.

Phone: (360) 686-3922

Yacolt, WA 98675

Email Address: mayorlistek@townofyacolt.com

Alt. Phone:

ITEM INFORMATION:

Item Title: C-Tran Appointee

Proposed Meeting Date: November 14, 2022

Action Requested of Council: Decide whether you want to have Ron Onslow continue to represent Yacolt on the C-Tran Board or to nominate a replacement

Proposed Motion: "I move that we continue to have Ron Onslow represent the Town of Yacolt on the C-Tran Board" or "I move that we have _____ replace Ron Onslow as Yacolt's representative on the C-Tran Board"

Summary/ Background: C-TRAN bylaws, Article 3, Section 3.1, outline the composition and term of office of the members of the Board as follows:

The governing body of C-TRAN shall consist of a Board of nine voting members, all of whom shall be elected officials selected by and serving at the pleasure of the governing bodies of the component cities and towns within the area and the County Commissioners in the area, and one nonvoting member. The term of office for each Board Member shall begin on January 1 of the year in which such Board Member's term commences. The membership of the Board shall be determined on the following basis:

Two members who are elected officials representing the governing body of the County.

Three members who are elected officials representing the governing body of the City of Vancouver.

One member who is an elected official representing the City of Camas.

One member who is an elected official representing the City of Washougal.

One member who is an elected official representing the City of Battle Ground.

One member who is an elected official representing the Cities of Ridgefield, and La Center, and the Town of Yacolt.

One nonvoting member recommended or selected in accordance with RCW 36.57A.050.

In order to conform to the bylaws, it is necessary for each of the jurisdictions included in C-TRAN's district to reaffirm their existing representative to the Board of Directors or to designate a new representative. The represented entities may also appoint an alternate in the event the representative is unable to attend a meeting.

The Town of Yacolt, and cities of La Center and Ridgefield, are currently represented on the C-TRAN Board of Directors by Ridgefield Councilmember Ron Onslow. He serves on the Board of Directors in accordance with the bylaws, which govern C-TRAN.

Staff Contact(s): Clerk Stephanie Fields

clerk@townofyacolt.com

Mayor Katelyn Listek

mayorlistek@townofyacolt.com

(360) 686-3922



Town of Yacolt Request for Council Action

CONTACT INFORMATION FOR PERSON/GROUP/DEPARTMENT REQUESTING COUNCIL ACTION:

Name: Mayor Listek

Group Name:

Address: 202 W. Cushman St.

Phone: (360) 686-3922

Yacolt, WA 98675

Email Address: mayorlistek@townofyacolt.com

Alt. Phone:

ITEM INFORMATION:

Item Title: Mosquito Control Board Appointee

Proposed Meeting Date: November 14, 2022

Action Requested of Council: Decide who will be our next appointee to the Mosquito Control Board.

Proposed Motion: "I move that _____ be appointed to represent the Town of Yacolt on the Clark County Mosquito control Board for the term ending December 31, 2024."

Summary/ Background: Marina Viray has been serving on the Mosquito Control Board as a representative for Yacolt. Her 2-year term expires on December 31, 2022, so we need to either re-appoint her or appoint a new representative for the next 2-year term.

Staff Contact(s): Clerk Stephanie Fields

Mayor Katelyn Listek

clerk@townofyacolt.com

mayorlistek@townofyacolt.com

(360) 686-3922