

Town of Yacolt

Town Council Meeting and Public Hearings Agenda

Monday, November 08, 2021
7:00 PM
Town Hall

Call to Order

Flag Salute

Roll Call

Late Changes to the Agenda

Approve Minutes of Previous Meeting(s)

- [1.](#) Draft Minutes from 10-11-21 Council Meeting

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.](#) 2022 Proposed Budget Hearing

New Business

- [3.](#) EMS Levy
- [4.](#) 2022 Revenue Public Hearing
- [5.](#) Res. 605: 2022 Tax Levy
- [6.](#) CRESA Hazard Mitigation
- [7.](#) Revision of YMC Ch. 12.05

Town Clerk's Report

Public Works Department Report

Attorney's Comments

Citizen Communication

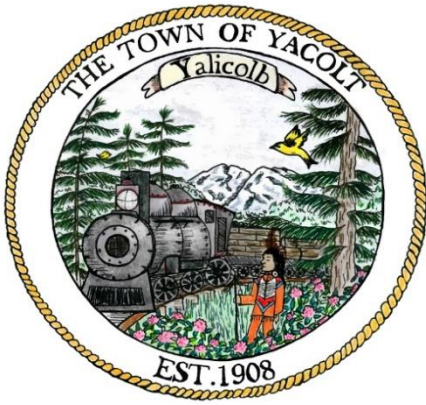
Anyone requesting to speak to the Council regarding items not on the agenda may come forward at this time. Comments are limited to 3 minutes. Thank you.

Council's Comments

Mayor's Comments

Approve to Pay Bills on Behalf of the Town

Adjourn



Town of Yacolt

Town Council Meeting Minutes

Monday, October 11, 2021
7:00 PM
Town Hall / Virtual / Telephonic

Call to Order

7:00 PM

Flag Salute

Roll Call

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

Absent: Amy Boget

Also Present: Mayor Listek, Town Attorney David Ridenour, Public Works Staff Terry Gardner and John Parker, and Clerk Stephanie Fields

Late Changes to the Agenda

There will be no executive session in tonight's meeting.

Approve Minutes of Previous Meetings

Motion to approve Minutes from 9-13-21 Council Meeting

Motion: Beck **2nd:** Viray

Aye: Dawson, Beck, Homola, Viray

Nay: 0

Absent: Boget

Motion Passed

Motion to approve minutes from 9-27-21 Budget Workshop

Motion: Homola **2nd:** Beck

Aye: Dawson, Beck, Homola, Viray

Nay: 0

Absent: Boget

Motion Passed

Motion to approve minutes from 10-4-21 Budget Workshop

Motion: Beck **2nd:** Viray

Aye: Dawson, Beck, Homola, Viray

Nay: 0

Absent: Boget

Motion Passed

Citizen Communication

- Autumn Murdock came forward as President of Yacolt PTO. She said they really need volunteers for the Fall Festival on October 29th.

- Jeff Carothers came up to thank the Town’s staff and elected officials for all they’ve been doing through the tough times we’ve had, trying to make things as “normal” as possible. He is impressed with what Public Works has accomplished within a limited budget.
- A statement sent in by Mike Ranweiler was read, urging the Council to research applying ARPA funds to improved broadband service, and encouraging them to work with the Washington State Broadband Office to best apply the funds to their fullest extent.

New Business

Pumpkin Painting Contest

Winners have been selected for the Pumpkin Painting Contest sponsored by Desiree Lorentz:

1st place goes to Hailey Hermanson for her “Frankenstein” pumpkin, and 2nd place goes to Sammie Jean for her portrayal of Jack Skellington from Nightmare Before Christmas.

Chicken Permission

Megan Calcagno submitted a request to keep chickens in her backyard. Motion was made for Megan to be able to keep up to 8 hens in her backyard, pursuant to YMC6.10.

Motion: Homola 2nd: Dawson

Aye: Dawson, Beck, Homola, Viray

Nay: 0

Absent: Boget

Motion Passed

C-Tran Update

Mayor Listek read Dennis Hill’s letter updating local areas on what C-Tran has been up to and what plans they have for the near future. Most notably: They are beginning to build a new Bus Transit center on Mill Plain, and they plan to implement their new Microtransit Service this January.

Town Hall / Community Room Use

The PTO and at least one Neighborhood Watch have expressed interest in using what is currently Council Chambers for their meetings. Council members said they’d like the room to only be used for meetings at this point, as opposed to parties and other such events. They also agreed that as long as there is a staff member or elected official present at the meetings, there would not be a charge to use the room. Later on, when Council Chambers upstairs is completed, perhaps they will rent out the “Community Room” downstairs for parties, etc. Motion was made to reflect the above guidelines.

Motion: Homola 2nd: Viray

Aye: Dawson, Beck, Homola, Viray

Nay: 0

Absent: Boget

Motion Passed

Memorial Plaque

Motion was made to install a plaque in memory of Dan Wagner near the Town Christmas Tree.

Motion: Beck 2nd: Dawson

Aye: Dawson, Beck, Homola, Viray

Nay: 0

Absent: Boget

Motion Passed

Rotate Finance Committee

Michelle Dawson nominated Marina Viray to be rotated onto the finance committee.

Motion: Dawson 2nd: Homola

Aye: Dawson, Beck, Homola, Viray **Nay:** 0 **Absent:** Boget

Motion Passed

Public Hearing on the 2022 Proposed Budget

The Mayor closed the regular meeting and opened up the Public Hearing at 7:28 pm.

Jeff Carothers spoke once again, mentioning that the Town has made huge financial strides in the past 8-10 years. If more Townspeople would come to the meetings, they would be informed about that. He thanked the Town for continuing to do all they do, within the relatively small budget. Hopefully the Town will continue to receive help from the Townspeople.

With no more comments made, Mayor Listek closed the Public Hearing and re-convened the regular meeting at 7:31 pm.

Town Clerk's Report

- Researching internet improvement options
- Working on the 2022 Budget
- Starting on the 2022 Tax Levy Resolution
- Going to create a Resolution for the 2021 Budget Amendment
- Preparing for our 3-year audit, which is scheduled to begin tomorrow

Public Works Department Report

- Terry Gardner said he's so glad to have the inmates back helping again. Today was their first day. We have a crew of 4 and they've already gotten so much done! We will have them next week also, and for two weeks in November.
- The next time we have two dry days in a row, he and John plan to finish the Town Square for the year.
- They also plan to complete the first phase of the cemetery road before the end of the year.
- He got a message from Clark PUD that soon they will be delivering pretty much as many telephone poles as we need for the Rec Park parking lot.

Attorney's Comments

Update on our judgement on the Hardin property: the probate attorney plans to schedule a hearing for November 12. At that time, she plans to file a motion to vacate the occupants and their belongings. Once that happens, she plans to sell the property to pay off all debts, including the debt to the Town of Yacolt.

Citizen Communication

Amy Yerkes wants to learn more about what can be done about speeders and property destroyers in Town. She lives on E Yacolt Rd, and says people make cookies on that road all the time; in fact she has video of a guy riding on the top of a car while it sped down the road. She says they knock over mailboxes and tear up the ground. She has spoken with the Sheriff's office, and they didn't give her much confidence that they can do a lot, unless they catch the culprits in the act. So Amy is asking for aggressive speed bumps to be installed on more roads in Town, especially the main roads. She and

others have formed a neighborhood watch in their area. She has also spoken with the Sheriff's office regarding the many thefts in the area, and was told their office is doing an ongoing investigation.

Council's Comments

- Dawson – Has also been talking with people around Town about the many recent thefts. She asked why are we paying the Sheriff's department if they can do so little for us? She is willing to set up a citizens' night watch, and would like a table to be set up at our next Outdoor Market where people can sign up to form neighborhood watches.
Dawson also wanted to thank the Town's staff, Council, and citizens for all being united.
- Beck- A neighborhood Watch has been started in his part of Town, spearheaded by a woman named Savannah. They hope to meet at Town Hall on October 23rd. Anyone wishing to join may contact Beck directly by phone or email.
- Viray- A big Thank You to Terry and John for their help with the Outdoor Market all day on October 2nd. Thank you to Desiree for putting together and sponsoring the Pumpkin Painting Contest. The next Market will be on November 6th.

Mayor's Comments

Also thanked those who helped with the Market. We will need volunteers to help with the Market on December 4th, as that is the day we will be doing our Christmas Tree Lighting and dedicating the Memorial Plaque for Dan Wagner. The Tree lighting will be from 4-6pm, at the new Town Square. We are working on arrangements for Curly the Camel, a band and a choir, and Santa Photos.

Approve to Pay Bills on Behalf of the Town

Motion: Homola

2nd: Beck

Aye: Dawson, Beck, Homola, Viray

Nay: 0

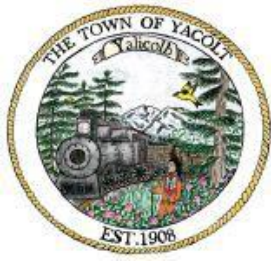
Absent: Boget

Adjourn

8:16 PM

Katelyn Listek, Mayor

Stephanie Fields, Clerk



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: mayorlistek@townofyacolt.com,
clerk@townofyacolt.com

Alt. Phone:

ITEM INFORMATION:

Item Title: Public Hearing for 2022 Proposed Budget

Proposed Meeting Date: November 8, 2021

Action Requested of Council: Listen, respond to, and consider comments from the residents of Yacolt who wish to ask questions and/or make suggestions regarding the 2022 Proposed Budget. Voice recommendations for changes, if any.

Proposed Motion: none

Summary/ Background: This is the second of 2 Public Hearings required before final adoption of the Budget for 2022. 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 for December 13th at 7 pm.

Staff Contact(s): Clerk Stephanie Fields

clerk@townofyacolt.com

Mayor Katelyn Listek

mayorlistek@townofyacolt.com

(360) 686-3922

TOWN OF YACOLT

2022 BUDGET



TOWN OF YACOLT- 2022 BUDGET

TABLE OF CONTENTS

DIRECTORY OF OFFICIALS	3
MAYOR'S MESSAGE	4
SALARY SCHEDULE	5
ORDINANCE	6
PROPOSED BUDGET	8

DIRECTORY OF TOWN OFFICIALS

ELECTED:

Katelyn Listek	Mayor
Amy Boget	Council Position #1
Michelle Dawson	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

MAYOR'S MESSAGE

To the Town Council and Residents of Yacolt,

Serving the community of Yacolt has been an honor. I hope to continue to lead us in a positive direction through the coming year. Through deeper analysis, this year has given us a better understanding of our community's needs, and our ability to continue to improve upon the overall quality of life within our wonderful town.

The budget is not something that is absolute, but we work within the budget in order to make the best possible decisions for our town. This year has been full of improvements to our town and our budget for 2022 will be reflecting further investments in our community. These investments will be focusing on park improvements, cemetery road completion, expanded and improved events, community artwork, and completing the work that has been started on our future community room and council chambers at Town Hall.

Our most used space in town is undeniably our Town Park. It is used for many local gatherings and for our annual Night Out event. Maintaining this space is time consuming, and this year we will focus on upgrading the playground surface from bark to rubber under the play structures and on the splash pad. This update will improve the usability and safety, decrease time spent to maintain the park, and it will be aesthetically pleasing.

We established a regular outdoor market schedule that has been a huge benefit in many ways. Our markets have created friendships, supported local vendors, and allowed for a fun way to incorporate crafts for everyone. These markets have coincided with our Rendezvous Days and our Christmas Tree Lighting events, which have made these annual events much more enjoyable. The events overall have seen a huge improvement, with new additions such as the kickball tournament, office chair races, and watermelon eating contest at our Rendezvous Days event.

As this year comes to an end, progress is still being made to accomplish our goals for this year. Our Town Square has been established next to our Town Tree and will be a beautiful location for community gathering. During the final months of 2021, we will begin a small portion of a walking trail within the town limits, begin the first phase of the road through the cemetery, purchase and prepare for installation of streetlights, and begin work on the future council chambers at Town Hall.

There has been wonderful feedback from town residents and councilors to develop this preliminary budget with staff, and I look forward to implementing it this coming year as your Mayor.

Thank you for the opportunity to serve you.

Katelyn Listek

TOWN OF YACOLT SALARY SCHEDULE

(*= Full Time Employee)

CLASSIFICATION	WAGE/SALARY	AVERAGE HOURS WEEKLY	HOURLY WAGE
Clerk/Treasurer*	\$52,163	37.5	\$26.75
Administrative Assistant	\$14,040	15	\$18.00
Public Works Director*	\$59,800	40	\$28.75
Public Works Maintenance Supervisor*	\$48,800	40	\$23.50
Public Works P/T Seasonal*	\$12,000	20	\$20.00

[+ Any needed overtime for Meetings & Town Events]

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

2022 WAGE DISTRIBUTION OF PAYROLL & BENEFITS TO MULTIPLE FUNDS

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

ORDINANCE

2022 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	\$ 1,103,875	\$1,023,623	\$2,127,498	\$750,423	\$1,377,075
002	General Reserve Fund	\$ 353,022	\$0	\$353,022	\$0	\$353,022
101	Street Fund	\$ 160,000	\$91,000	\$251,000	\$204,700	\$46,300
103	Cemetery Fund	\$ 58,000	\$10,000	\$68,000	\$20,000	\$48,000
105	REET Fund	\$ 160,000	\$50,000	\$210,000	\$150,000	\$60,000
114	Park Impact Fees	\$ 80,000	\$34,500	\$114,500	\$54,500	\$60,000
115	Transportation Impact Fee	\$ 111,500	\$40,500	\$152,000	\$63,000	\$89,000
403	Stormwater Fees	\$ 87,000	\$50,000	\$137,000	\$57,000	\$80,000
	Totals	\$ 2,113,397	\$1,299,623	\$3,413,020	\$1,299,623	\$2,113,397



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 2022 Levy Resolution #604

Proposed Meeting Date: November 8, 2021

Action Requested of Council: Vote on adoption of the 2022 EMS Tax Levy Resolution #604 as presented

Proposed Motion: "I make a motion to adopt the 2022 EMS Tax Levy Resolution #604"

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 2022. 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. _____
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 2022; and,

WHEREAS, the districts actual levy amount from the previous year was \$ 72,039.09; 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 2022 tax year.
(Year of collection)

The dollar amount of the increase over the actual levy amount from the previous year shall be \$ 720.39
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 _____ day of _____, _____.

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.



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: 2022 Revenue Hearing

Proposed Meeting Date: November 8, 2021

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.

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 #605 for Yacolt 2022 Tax Levy

Proposed Meeting Date: November 8, 2021

Action Requested of Council: Approve Resolution #605 for the 2022 Tax Levy

Proposed Motion: "I move that we approve Resolution #605, 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 not increased their property tax levy amount for the last two 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. 605
RCW 84.55.120

WHEREAS, the Town Council of the Town of Yacolt has met and considered
(Governing body of the taxing district) (Name of the taxing district)
its budget for the calendar year 2022; and,

WHEREAS, the districts actual levy amount from the previous year was \$ 217,359.85; 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 2022 tax year.
(Year of collection)

The dollar amount of the increase over the actual levy amount from the previous year shall be \$ 2173.60
which is a percentage increase of 1.00% 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 8 day of November, 2021.

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.



Town of Yacolt Request for Council Action

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

Name: Clerk Fields

Group Name:

Address: 202 W. Cushman
Yacolt, WA 98675

Phone: 360-686-3922

Email Address:

Alt. Phone:

ITEM INFORMATION:

Item Title: CRESA Hazard Mitigation Participation

Proposed Meeting Date: November 8, 2021

Action Requested of Council: Decide on whether to participate in CRESA's Hazard Mitigation Program

Proposed Motion: "I move that we authorize the Town Clerk to send a Letter of Intent to participate in CRESA's Hazard Mitigation Plan on the Town's behalf."

Summary/ Background: Every five years Clark Regional Emergency Services Administration must reevaluate and update their hazard mitigation assessment and plans. The Town of Yacolt has been invited to continue to participate in this process. Participation puts us in a position to receive grants and other emergency funding that we would not otherwise be eligible for. It also networks us into partnerships with other participating communities for mutual aid. The benefits of Hazard Mitigation pre-planning are immeasurable. The only cost to us is the time we put in as participants: up to about 36 hours the first year, with 8-10 of those hours being crammed into one intense month of planning. An overview of the program is attached for your review.

Staff Contact(s): Clerk Stephanie Fields

clerk@townofyacolt.com

Mayor Katelyn Listek

mayorlistek@townofyacolt.com

(360) 686-3922

Clark Regional Multi-Jurisdictional Hazard Mitigation Plan

Kick-Off Meeting

Sept 28, 2021

Introductions

- Name
- Agency
- Role
- Favorite baked treat

Today's Discussion

- What is Mitigation?
- The Disaster Mitigation Act
- The Planning Group
- The Work Plan
- The Planning Partnership and Expectations
- What's in an Update?

Why Participate?

- Clark County residents and jurisdictions are at risk from natural hazards
- You have been identified as a stakeholder in hazard mitigation within Clark County

Stakeholders

- You meet the definition of Local Government
- You can benefit by being a planning partner
- Your facilities can benefit
- Your constituents can benefit

Disaster Mitigation Act

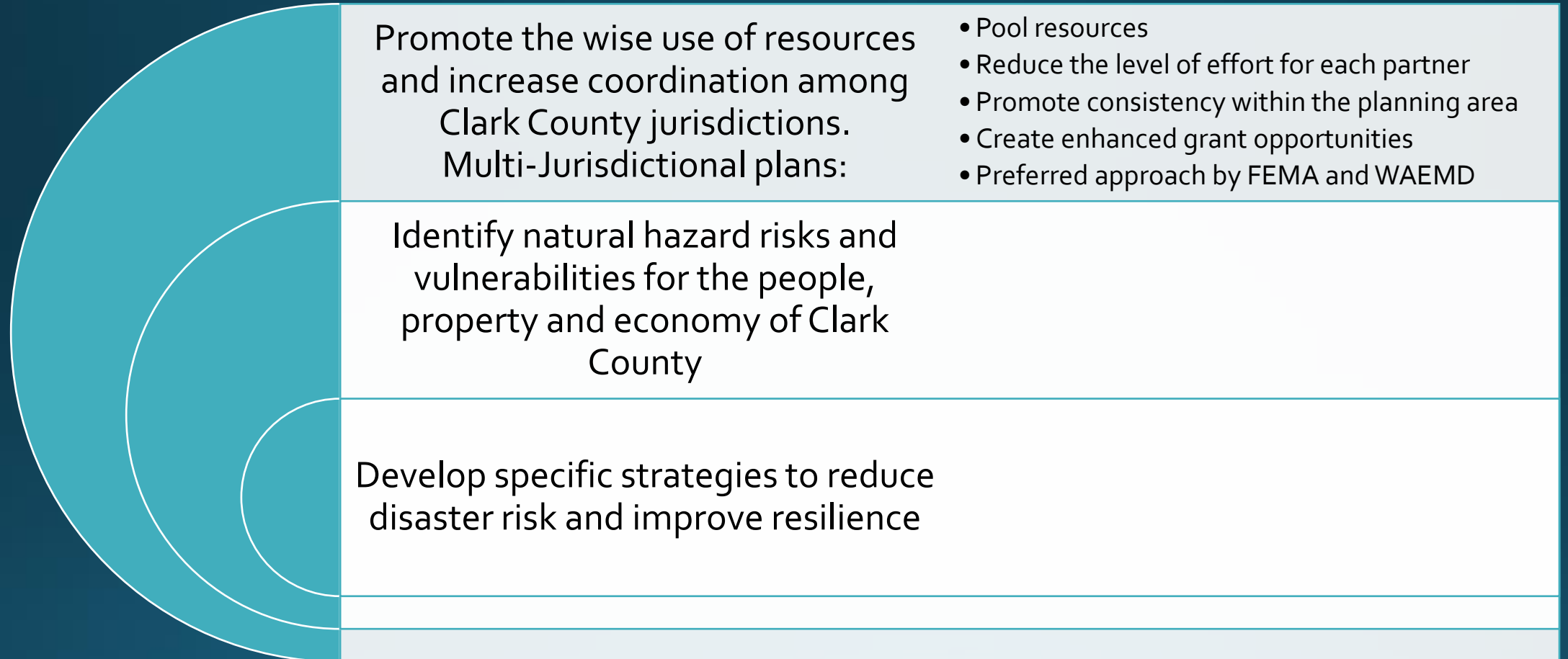
Local Governments in this effort

- *County*
- *Municipality*
- *City*
- *Town*
- *School district*
- *Special district*

Other Local Governments under DMA

- *Township*
- *Public authority*
- *Intrastate district*
- *Council of governments*
- *Regional or interstate government entity*
- *Agency or instrumentality of a local government*
- *Indian tribe or authorized tribal organization*
- *Rural community*
- *Unincorporated town or village*
- *Other public entity*

CRESA's Objectives for this Project

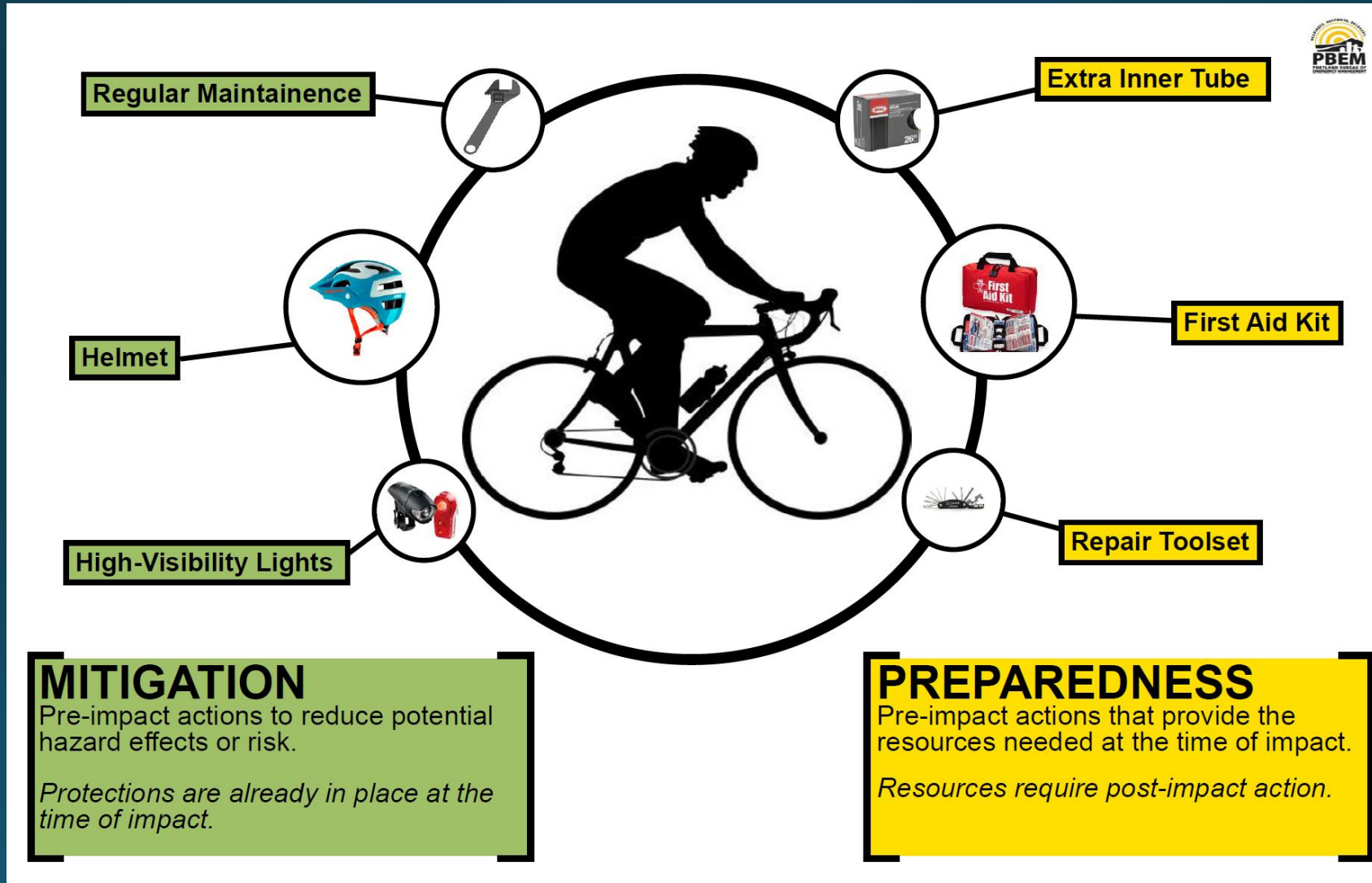


What is Mitigation?

Five Phases of
Emergency Management



In Other Words...



Examples of Mitigation Strategies

- Seismic retrofit of buildings and bridges
- Redundancy of water systems and fuel systems
- Education programs to be better informed of risks
- Policies– building codes and zoning
- Incentives – grants or financial assistance for risk reduction at business and household level

What is the Disaster Mitigation Act (DMA)?

Federal legislation that establishes a pre-disaster hazard mitigation program and requirements for the various hazard mitigation grant programs.

=

Federal \$\$\$ for pre-disaster and post-disaster hazard mitigation projects in Clark County.

Provisions of the Disaster Mitigation Act (DMA)

- Encourages and rewards local and state pre-disaster planning (\$\$\$ for projects)
- Integrates state and local planning
- Specifies required plan components:
 - risk assessment
 - public outreach and participation
 - process for update
 - formal review State and FEMA review
 - documentation of acceptance by the community

Benefits of Hazard Mitigation Plans

- Reduce negative impact of natural hazards – actions save lives, reduce displacement, and speed recovery
- Encourage sustainable actions – builds strong, resilient, and self-sufficient communities
- Improve understanding of risks and vulnerabilities
- Foster collaboration between local jurisdictions and residents
- Establish eligibility for grant funds (\$\$\$ for projects)

Other Benefits to Hazard Mitigation Planning

- Hazard Mitigation Plans contribute to a community's Community Rating System (CRS) score
- What is Community Rating System?
 - A FEMA/National Flood Insurance voluntary incentive program that encourages floodplain management activities
 - Reduces potential flood damages and can decrease flood insurance rates

The Planning Group

- The Planning Group Consists of a member of each Jurisdiction, Special District, etc. that is participating
- Project Manager:
Anthony Vendetti
CRESA Emergency Management

Work Plan



Work Plan

Phase 1: Organize Resources

- The Planning Team will organize the key stakeholders and resources to be used throughout the process.
- This phase will include:
 - *Organize planning partnership*
 - *Organize Steering Committee and facilitate meetings*
 - *Facilitate State plan review*
 - *Coordinate with other agencies*

Work Plan

Phase 2: Risk Assessment

- This phase will be the cornerstone of the plan and will include:
 - *Acquire data and identify gaps*
 - *Identify and map hazards of concern extent and locations*
 - *Perform the vulnerability analysis*
 - *Perform a future development risk analysis*

Work Plan

Phase 3: Public Involvement Strategy

- This phase will be dedicated to engaging the public simultaneously with all other phases
- Two-part strategy:
 - *Early in the process to learn public perception of risks*
 - *Later in the process for public input on the draft plan*

Work Plan

Phase 4: Identify Goals, Objectives, & Actions

- This phase will be dedicated to updating the vision for the plan as well as a range of risk reduction alternatives
- This phase will include:
 - *Identification of goals and objectives*
 - *Strengths, Weaknesses, Obstacles and Opportunities (SWOO) session*
 - *Preparation of a catalog of mitigation options*
 - *Development of county-wide and jurisdiction specific mitigation action plans*

Work Plan

Phase 5: Plan Maintenance Strategy

- The Planning Group will develop a plan maintenance strategy
 - *Plan for continued public involvement*
 - *Template for annual reporting*
 - *Method and schedule for monitoring, evaluating, and updating plan on a 5-year cycle*
- Will also establish linkage procedures for potential, additional planning partners

Work Plan

Phase 6: Update the Plan

Volume 1: County-Wide Information

Planning process information

Hazard profiles

County-wide risk ranking

County-wide mitigation strategy

Volume 2: Planning Partner Annexes

Jurisdiction profiles

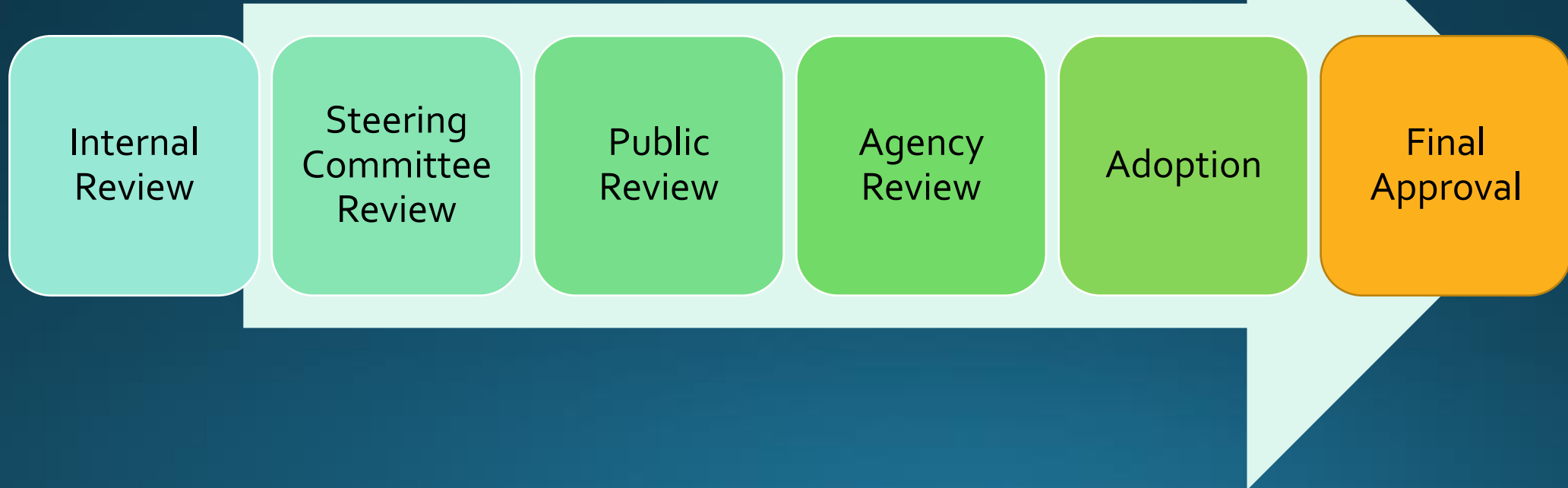
Capability assessments

Jurisdiction specific risk ranking

Jurisdiction specific action plans

Work Plan

Phase 7: Complete Plan Review and Adoption



Work Plan

Phase 8: Plan Implementation

- The long term success of this planning effort will be determined by plan implementation!
- We hope this plan will provide the planning partnership with the knowledge, tools and desire to implement the mitigation strategy developed through the planning process.
- Annual progress reporting on meeting these objectives will be facilitated and led by CRESA.

Timeline

- Plan completion before **August 19, 2022**
- Process *could* take up to 12 months to complete
- Approval could take up to 3 months
 - Washington Emergency Management (WAEMD) and FEMA Region X workload and staffing

Planning Partner Expectations

- Letter of Intent
- Participate in process
- Attend all “mandatory” meetings
- Complete/Update Jurisdictional Annex template
- Develop mitigation strategy and action plan

Estimated Level of Effort

- Generally about 36 hours of effort over a year
 - Participation in jurisdictional annex workshop (First-time Participants)
 - Completion of the Jurisdictional Annex template (phased approach)
 - Participation in Public Outreach Strategy
 - Plan adoption
- Critical facility update may require an additional 8-10 hours over the course of one month (Less for additional groups)

Jurisdictional Annex Template

- Template used to assure DMA compliance for each planning partner
- The basis for each chapter in Volume 2 of the plan
- There are 2 different forms:
 - Municipality
 - Special Purpose District
- There will be a Workshop to go over completion

CHAPTER X.
[INSERT JURISDICTION NAME] ANNEX

X.1 HAZARD MITIGATION PLAN POINT OF CONTACT

Primary Point of Contact	Alternate Point of Contact
[Name, Title]	[Name, Title]
[Street Address]	[Street Address]
[City, State ZIP]	[City, State ZIP]
Telephone: [Phone #]	Telephone: [Phone #]
e-mail Address: [email address]	e-mail Address: [email address]

X.2 JURISDICTION PROFILE

The following is a summary of key information about the jurisdiction and its history:

- Date of Incorporation—[Insert Date of Incorporation]
- Current Population—[Insert Population] as of [Insert Date of Population Count]
- Population Growth—[Insert Discussion of Population Growth]
- Location and Description—[Insert Description of Location, Surroundings, Key Geographic Features]
- Brief History—[Insert Summary Discussion of Jurisdiction's History]
- Climate—[Insert Summary Discussion of Climate]
- Governing Body Format—[Insert Summary Description of Governing Body]
- Development Trends—[Insert Summary Description of Development]

X.3 JURISDICTION-SPECIFIC NATURAL HAZARD EVENT HISTORY

Table X-1 lists all past occurrences of natural hazards within the jurisdiction. Repetitive loss records are as follows:

- Number of FEMA Identified Repetitive Flood Loss Properties: [Insert #]
- Number of Repetitive Flood Loss Properties that have been mitigated: [Insert #]

X.4 HAZARD RISK RANKING

Table X-2 presents the ranking of the hazards of concern.

X.5 CAPABILITY ASSESSMENT

The assessment of the jurisdiction's legal and regulatory capabilities is presented in Table X-3. The assessment of the jurisdiction's administrative and technical capabilities is presented in Table X-4. The assessment of the jurisdiction's fiscal capabilities is presented in Table X-5. Classifications under various community mitigation programs are presented in Table X-6.

X-1

So.....what's next?

1. Need to submit and LOI to the Planning Team by 10/31/2021.
2. LOI does *not* require board or council approval. However, if your jurisdiction requires such approval be obtained—just let us know that you are participating, but that the LOI may take longer.

What's in a Update

- Plan Update
 - Identify What has Changed
- Jurisdictional Profiles
- Risk Assessment
 - Add/Update information
- Purpose, Goals, & Objectives
- Mitigation Action Items

Questions?

Anthony Vendetti

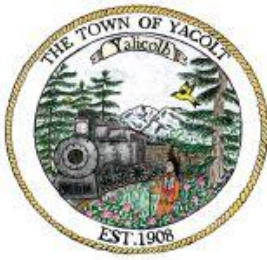
Mitigation, Recovery, & Logistics

Emergency Management Coordinator

Clark Regional Emergency Management Agency

360-992-6271

Anthony.Vendetti@clark.wa.gov



Town of Yacolt Request for Council Action

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

Name: Joshua Beck, Council Pos. #3

Group Name:

Address: 202 W. Cushman
Yacolt, WA 98675

Phone: 360-686-3922

Email Address: joshua.beck@townofyacolt.com

Alt. Phone:

ITEM INFORMATION:

Item Title: Revision of YMC Chapter 12.05

Proposed Meeting Date: November 8, 2021

Action Requested of Council: Discuss whether changes to 12.05 “Yacolt Town Park” need to be made. If so, what changes would you like to see written into the code? Please carefully consider broad effects and bring suggestions to the next Council meeting to be held on December 13th.

Proposed Motion: None at this time

Summary/ Background: Yacolt Municipal Code Chapter 12.05 is titled “Yacolt Town Park”, and contains rules and procedures pertaining to just that specific property. New parks have been added since the implementation of this Chapter, and no major changes have been made to it since 2002. Is it time for an update? Should this Chapter be applied to more Town properties? Should fines be modified as well? A copy of the Chapter is attached, with some suggested changes highlighted. (Yellow highlights were made to include all Town properties, pink highlights denote fines and fees that may need updating.)

Staff Contact(s): Clerk Stephanie Fields

clerk@townofyacolt.com

Mayor Katelyn Listek

mayorlistek@townofyacolt.com

(360) 686-3922

Chapter 12.05

YACOLT TOWN PARKS AND PROPERTIES

Sections:

- 12.05.010 Purpose.
- 12.05.020 General park rules.
- 12.05.030 Deposits.
- 12.05.040 Enforcement.
- 12.05.050 Notice of civil violation.
- 12.05.060 Hearing before the hearing examiner.
- 12.05.070 Civil penalties.
- 12.05.080 Impoundment fees.
- 12.05.090 Appeal procedure.
- 12.05.100 Collection.
- 12.05.110 No public duty created.

12.05.010 Purpose

The purpose of this chapter is to govern the use of the Yacolt town parks and properties. [Ord. 422 § 1, 2002.]

12.05.020 General park rules

The following rules apply to the Yacolt town parks and properties:

- A. No person shall cut, remove, destroy, mutilate, or deface any turf, tree, plant, shrub, flower, structure, wall, fence, bench, lighting system, play equipment, security system, or any other part or portion of the park property, except in normal maintenance by authorized personnel.
- B. No person shall leave, deposit, drop, or scatter bottles, broken glass, ashes, wastepaper, cans or any other garbage, refuse, waste or rubbish of any kind or nature in on the park property except in a garbage can or other receptacle designated for such purposes.
- C. No person shall deposit any household or commercial garbage, refuse, waste, or rubbish which is brought as such from any private property in any garbage can or other receptacle designated for such purpose.
- D. No person shall possess, discharge, set off or cause to be discharged in or into the park property, any firecracker, firework, explosive, or other substance harmful to the life or safety of persons, animals or property.
- E. No person shall possess any type of firearm, bow and arrow, crossbow, slingshot, pellet gun, or any other device capable of injuring or killing any person or animal or damaging or destroying any public or private property, or other weapon, in on the park Town's property or discharge any such weapon over, across, in or into the park Town property

F. No person shall possess, display, open and/or consume alcoholic or other intoxicating beverage, nor shall any person be under the influence of any alcoholic or intoxicating beverage on park Town property, including in the parking areas.

G. No person shall possess, display or consume any drug, narcotic or drug paraphernalia, the sale, use or possession of which is prohibited by state law.

H. No motorized vehicles shall be permitted, except in normal maintenance by authorized personnel.

I. The riding of skateboards shall be confined to specifically designated areas of the parks. The riding of skateboards is not permitted on, over or across any other park Town property, including paved walkways or parking areas. Violators of this provision are subject to having their skateboard(s) impounded.

J. Bicycles, roller skates, rollerblades or scooters may be used only on concrete, paved or other established paths, walkways and trails within the park property. Bicycles, roller skates, rollerblades or scooters may be used in other areas of the parks as may be specifically designated from time to time by the mayor or public works supervisor. Violators of this provision are subject to having their equipment impounded.

K. No person shall fly rockets or gas-powered model aircraft within the park area Town property.

L. All dogs, cats, or other domesticated animals in the park on Town properties shall be on a leash and under the immediate control of their owner at all times, and the owners of such animals shall be responsible for promptly picking up, and properly disposing of, any animal excrement in a sanitary fashion.

M. No fires shall be permitted in the park Town properties except in barbecues designed for such use. No fire shall be left unattended. At the discretion of the town, fires may be restricted or prohibited at times when fire hazards are considered to be high.

N. The hours of the parks for public use shall be from dawn to dusk. [Ord. 511 §§ 2, 3, 2013; Ord. 422 § 2, 2002.]

12.05.030 Deposits

A. The town may charge deposits for the use of the park its facilities. The amount of the deposit may vary from \$5.00 to \$50.00 depending on the size or nature of the event. The amount of the deposit shall be based on the potential damage to facilities and equipment. The clerk shall develop rules for damage deposits. Any person damaging park Town property will be responsible for payment for such damage, in addition to the damage deposit, to the extent that the damage deposit is not sufficient to pay to repair or replace the damaged property.

B. Garbage Deposits. A refundable deposit shall be collected in the amount of \$35.00 for any person(s) wishing to secure usage of Yacolt town parks for private events. This deposit is in addition to any other deposit that may be required for any of the Yacolt town parks usage. The mayor or the clerk shall determine the amount of the deposit dependent on type of usage requested. A member of Yacolt town staff will verify that all necessary garbage and/or trash has been removed. If it is determined that garbage and/or trash has not been satisfactorily removed or left behind the town of Yacolt will deduct

the cost of removal and disposal from the deposit made at a rate of \$5.00 per bag from the deposit placed for usage of Yacolt town parks. [Ord. 559 § 2(A), 2017; Ord. 539 § 2, 2016; Ord. 422 § 3, 2002.]

12.05.040 Enforcement

The mayor and the public works supervisor are designated as enforcement officers, and as such are authorized and directed to enforce the provisions of this chapter, in addition to the authority held by law enforcement officers. The town council may also designate other agents of the town as enforcement officers to enforce the provisions of this chapter. Any designated enforcement officer having reasonable cause to believe that any person has violated one of the provisions of this chapter may, in addition to invoking other sanctions, direct said person to immediately leave the park property. [Ord. 422 § 4, 2002.]

12.05.050 Notice of civil violation

A. Whenever a designated enforcement officer has reasonable cause to believe that a person has violated one of the provisions of this chapter, he or she is authorized to issue to the violator a notice of civil violation. The notice of civil violation shall be delivered in person or by certified mail and shall include the following:

1. The name and address of the person responsible for the violation; and
2. A description of the violation and a reference to the provision(s) of the town ordinance which has been violated; and
3. A statement assessing a civil penalty for each violation, which penalty shall be paid to the town of Yacolt within 30 days from the date of issuance; and
4. A statement advising that in addition to the assessment of a civil penalty, the violator's equipment prohibited in YMC 12.05.020(I) and (J) shall be impounded with redemption available upon payment of impound fees; and
5. A statement advising that in addition to the assessment of a civil penalty, violators of any provision of this chapter that causes damage to park property or equipment which requires repair or replacement of said property or equipment shall be financially liable for said damage; and
6. A statement advising that the notice of civil violation may be appealed by filing a written notice of appeal and a \$25.00 administrative review fee within 30 days of service of the notice.

B. The impoundment fees for violation of YMC 12.05.020(I) and (J) are set forth in YMC 12.05.080.

C. The civil penalties for violation of this chapter are set forth in YMC 12.05.070. [Ord. 422 § 5, 2002.]

12.05.060 Hearing before the hearing examiner

A. Appeal. The person to whom a notice of civil violation is issued may appeal by filing a written notice of appeal and a \$25.00 administrative review fee within 30 days of service of the notice.

B. Hearing Examiner. One or more hearing examiners shall be appointed by the town council to hear cases brought under this chapter. The hearing examiner may be a town employee but shall not be an employee of the public works department or the town attorney's office.

C. Procedure. The hearing examiner shall conduct a hearing on the civil violation. The applicable designated enforcement officer and the person to whom the notice of civil violation was directed may participate as parties in the hearing and each party may call witnesses. The town shall have the burden of proof to demonstrate by a preponderance of the evidence that a violation has occurred. Formal rules of evidence need not be followed, but the hearing examiner shall swear all witnesses.

D. Decision of the Hearing Examiner.

1. The hearing examiner shall determine whether the town has established by a preponderance of the evidence that a violation has occurred and that the monetary penalty and/or impoundment fee is reasonable and shall affirm, vacate, or modify the town's decisions regarding the alleged violation, the monetary penalty and/or impoundment fee.

2. The hearing examiner shall issue a written order to the person responsible for the violation which contains the following information:

- a. The decision regarding the alleged violation including findings of fact and conclusions based thereon in the support of the decision;

- b. The monetary penalties and/or impoundment fees based on the criteria in YMC 12.05.070 and 12.05.080. [Ord. 422 § 6, 2002.]

12.05.070 Civil penalties

A. The designated enforcement officer shall impose the following monetary penalties if he or she has reasonable cause to believe that a person is in violation of this chapter. The penalties assessed against any person within any 12-month period shall be as follows:

1. First offense: \$25.00;
2. Second offense: \$50.00;
3. Third offense: \$100.00. [Ord. 422 § 7, 2002.]

12.05.080 Impoundment fees

A. The designated enforcement officer shall impose the following impoundment fees if he or she has reasonable cause to believe that a person is in violation of YMC 12.05.020(I) and (J). The impoundment fees assessed against any person within any 12-month period shall be as follows:

1. First offense: \$25.00;
2. Second offense: \$50.00;
3. Third offense: \$100.00. [Ord. 422 § 8, 2002.]

12.05.090 Appeal procedure

A. All appeals to the hearing examiner made pursuant to this chapter shall be filed in writing with the town clerk and shall contain:

1. The names of all appellants participating in the appeal;
2. A brief statement setting forth the action protested and the reasons why it is claimed a protested action should be reversed, modified, or otherwise set aside;
3. The signatures of all parties named and telephone numbers and mailing addresses;
4. Verification (by declaration under penalty of perjury) of at least one appellant of the truth of the matter stated in the appeal.

B. The written request for an appeal shall be accompanied by a payment of a \$25.00 administrative review fee to the town clerk.

C. Upon the filing of a request for an appeal, the town clerk shall transmit the same to a designated hearing examiner.

D. Failure of any person to file a timely appeal, or failure of any person who has filed an appeal to attend the scheduled hearing, shall constitute a waiver of his or her right to an administrative hearing and the decision of the designated enforcement office shall be upheld.

E. Filing of an appeal shall stay the enforcement of any notice of civil violation. [Ord. 559 § 2(A), 2017; Ord. 422 § 9, 2002.]

12.05.100 Collection

The town attorney is authorized to take appropriate action to collect the monetary penalties. [Ord. 422 § 10, 2002.]

12.05.110 No public duty created

It is expressly the purpose of this chapter to provide for and promote the health, safety and welfare of the general public and not to create or otherwise establish or designate any particular class or group of persons or individuals who will or should be especially protected or benefited by the terms of this chapter. Nothing contained in this chapter is intended nor shall be construed to create or form the basis of any liability on the part of the town of Yacolt or its officers, employees or agents for any injury or damage resulting from any action or inaction on the part of the town related in any manner to the enforcement of this chapter by its officers, employees or agents. [Ord. 511 § 4, 2013.]