



Town of Yacolt

Council Meeting Agenda

Monday, July 10, 2023
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 June 12th 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.](#) Nuisance Code Violation Update
- [3.](#) Update on New Council Chambers

New Business

- [4.](#) National Night Out Plans
- [5.](#) Rotate Finance Committee
- [6.](#) Rotate Mayor Pro Tempore

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



Yacolt Town Council

Regular Meeting Minutes
June 12, 2023

*These minutes
are considered
a DRAFT copy
until approved
by the Town
Council.*

YACOLT TOWN COUNCIL MEETING MINUTES TOWN OF YACOLT, WASHINGTON

REGULAR MEETING:

DATE OF MEETING: Monday, June 12, 2023
PLACE OF MEETING: Town Hall Council Chambers
202 W. Cushman Street
Yacolt, WA 98675

1. **Call to Order:** Mayor Katelyn Listek called the meeting to order at 7:00 p.m.
2. **Pledge of Allegiance.**
3. **Resignation of Council Member Josh Beck - Position #3:** Mayor Listek read a letter submitted by Council member Josh Beck earlier in the day in which he provided notice that he was resigning his Council position, effective immediately.

4. **Roll Call:**

Council:

Mayor Katelyn Listek:	Present
Position #1 - Ian Shealy:	Absent
Position #2 - Kandi Peto:	Present
Position #3 - (Vacant):	(Position Vacant)
Position #4 - Ronald Homola:	Present
Position #5 - Marina Viray:	Present

Staff:

Town Clerk - Stephanie Fields:	Absent
Public Works Director - Terry Gardner:	Present
Town Attorney - David Ridenour:	Present

5. **Appointment of Clerk Pro Tempore:** Mayor Listek noted the absence of the Town Clerk and appointed Council member Kandi Peto to serve as Clerk Pro Tempore during the Council meeting. (RCW 35.27.280)

6. **Late Changes to the Agenda:** Mayor Listek proposed removal of agenda item #3 regarding an update on plans for the new 'Town Park Tumble Bucket', and proposed to add in its place an agenda item for review of Resolution #614 Authorizing a Petition for Annexation, (Keller Property - Parcel #229863000). The changes to the agenda were made without objection.
7. **Approve Minutes of Previous Council Meeting:** The Council reviewed the proposed minutes for the May 8, 2023 regular meeting.

MOTION: Homola moved to approve the minutes of the May 10, 2023 meeting as presented.

SECOND: Peto.

VOTES IN FAVOR OF THE MOTION: Peto, Homola and Viray.

VOTES OPPOSED: None.

ABSTENSIONS: None.

The MOTION WAS APPROVED by unanimous vote of the Council members present.

8. **Citizen Communication:** A member of the public asked for clarification on the 'tumble bucket' plan for the Town Park.

Unfinished Business:

9. **Update on Nuisance Declaration at 301 N. Pine Avenue:** Mayor Listek gave an update on the Town's effort to clean up nuisance conditions at 301 N. Pine Avenue. The Mayor and Town Clerk met with the owners of the property, who agreed to voluntarily correct the nuisance conditions by July 9, 2023. Another update will be provided during the July Council meeting.
10. **Resolution #614 - Authorizing Petition for Annexation:** Mayor Listek and Town Attorney Ridenour gave a summary of the Annexation request by Shirley Keller and the process for a 60% Petition process. The Property involved is a single 1.72 acre parcel at 25115 N.E. WH Garner Road, (tax assessor's #229863000). Copies of the proposed Resolution were distributed to Council members and members of the public.

MOTION: Homola moved to adopt Resolution #614 as presented, authorizing a 60% petition to annex the property at 25115 N.E. WH Garner Road.

SECOND: Viray.

VOTES IN FAVOR OF THE MOTION: Peto, Homola and Viray.

VOTES OPPOSED: None.

ABSTENSIONS: None.

The MOTION WAS APPROVED by unanimous vote of the Council members present.

New Business:

11. **New Town Staff:** Mayor Listek provided an update on several new hires including a Public Works Maintenance Supervisor, a part-time seasonal worker, an administrative assistant for the Town Clerk, and an administrative assistant for the Public Works Department.
12. **Town Clerk's Report:** Mayor Listek provided an update from the Town Clerk's office on the following subjects:
 - a). The Clerk has been very busy processing a large of pool of applications for the new staff positions, including interviews that lasted several days.
 - b). The annual report for 2022 has been completed.
13. **Public Works Department Report:** Terry Gardner offered the following report:
 - a). The inmates worked in Town last week, primarily to catch up on mowing. More of the same is planned for next week.
 - b). Public Works also participated with interviewing the recent new hires.
14. **Town Attorney's Report:** David Ridenour offered the following report:
 - a). The Town is the Defendant in a quiet title lawsuit that was filed by Ron Hardin in 2019. The Town did not file an Answer, and neither party has taken any action other action in the case. The current assigned Judge wrote to the parties to determine if the case is abandoned so that it may be dismissed. Ridenour will write to the Judge saying that the Town agrees to a dismissal.
 - b). The Town has submitted a request for reimbursement of costs for the review of records to a surety company for the full bond amount of \$50,000. The request is under review.
 - c). A second request for reimbursement of the Town's attorney fees for work on Public Records Act matters will be submitted to the Association of Washington Cities, but the audit of costs and fees has not been completed yet.
15. **Town Council's Comments:**
 - a). Council member Viray provided a report from the Mosquito Control Review Board. Viray provided a phone number and web contact for the public to submit a "service request" to help control local mosquito populations.
 - b). Council member Homola provided a report from North Country Emergency Medical Service on the following subject: (1). Status of the Fargher Lake Station construction project; (2). New hires; (3). New alert system that is providing faster and less expensive response times; (4). Training activities; and (5). Activities of the Volcano Rescue Team.
 - c). Council member Homola raised a question about Yacolt's planning processes, so that the Town is prepared for the costs of equipment and other needs as they come up. Following discussion, Homola said he would try to have some ideas to share at the July Council meeting.
 - d). Council member Peto asked about recent vandalism of the Town's speed bumps, which were painted with pink paint. Following discussion, the Public Works Director indicated that the County is scheduled to start re-striping the Town's streets in July.
16. **Mayor's Comments:** Mayor Listek offered the following comments:

- (a). Mayor Listek described ideas for improving long-range planning and said the addition of new employees will improve continuity when there is turn-over among staff.
- b). The new Council chambers upstairs in Town Hall has been wired and all electrical fixtures have been purchased. The next step for the project will be drywall.
- (c). Mayor Listek provided a report on planning and events for Rendezvous Days.

17. **Pay Bills on Behalf of the Town:**

MOTION: Homola moved to approve the payment of the bills presented after review by two Council members.

SECOND: Peto.

VOTES IN FAVOR OF THE MOTION: Peto, Homola and Viray.

VOTES OPPOSED: None.

ABSTENSIONS: None.

The MOTION WAS APPROVED by unanimous vote of the Council members present.

18. **Adjourn:** There being no further business, Mayor Listek adjourned the meeting at 7:40 p.m.

DRAFT

Prepared by Kandi Peto, Council Position #2,
as Clerk *pro tempore* for the Council meeting

DRAFT

Stephanie Fields, Town Clerk

DRAFT

Katelyn J. Listek, Mayor

Approved by Council vote on: _____



Town of Yacolt Agenda Request

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

Name: Mayor Listek

Group Name: Staff

Address: 202 W Cushman St
Yacolt, WA 98675

Phone: (360) 686-3922

Email Address: mayorlistek@townofyacolt.com

Alt. Phone:

ITEM INFORMATION:

Item Title: Nuisance Code Violation Update

Proposed Meeting Date: July 10, 2023

Action Requested of Council: Listen to the update from Mayor Listek and decide if you want to pursue further action.

Proposed Motion: TBD

Summary/ Background: A letter informing the owner and residents at 301 N Pine St that they are violation of the Town's Nuisance Code was delivered to them on May 19, 2023. On May 25, the property owner signed an agreement to correct the violations by July 9. Mayor Listek and Public Works Director Gardner are scheduled to inspect the property on July 10 and report their findings to the Town Council at this meeting.

Staff Contact(s): Mayor Listek
mayorlistek@townofyacolt.com
(360) 686-3922



Town of Yacolt Agenda Request

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

Name: Mayor Listek

Group Name: Staff

Address: 202 W Cushman St
Yacolt, WA 98675

Phone: (360) 686-3922

Email Address: mayorlistek@townofyacolt.com

Alt. Phone:

ITEM INFORMATION:

Item Title: Update on new Council Chambers

Proposed Meeting Date: July 10, 2023

Action Requested of Council: None

Proposed Motion: None

Summary/ Background: Work began on the new Council Chambers in May. Mayor Listek will give a progress report at this meeting.

Staff Contact(s): Mayor Listek
mayorlistek@townofyacolt.com
(360) 686-3922



Town of Yacolt Agenda Request

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Name: Mayor Listek

Group Name: Staff

Address: 202 W Cushman St
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Phone: (360) 686-3922

Email Address: mayorlistek@townofyacolt.com

Alt. Phone:

ITEM INFORMATION:

Item Title: National Night Out Plans

Proposed Meeting Date: July 10, 2023

Action Requested of Council: Listen to the report on what plans are in place; make decisions and suggestions; volunteer to help in whatever area you are able.

Proposed Motion: None

Summary/ Background: National Night Out takes place on the first Tuesday of August each year. This year it will be August 1st, from 6-8pm. The event is intended to encourage community members to get to know their local political representatives, EMS, Fire Department, and Police (or Sheriff in our case). The Town has traditionally provided food and refreshments to all who attend, and Town staff and elected officials have cooked and served the food. There will be numerous activities for community members to participate in, and we hope to have a few vendors present.

Staff Contact(s): Mayor 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: Staff

Address: 202 W. Cushman St.

Phone: (360)686-3922

Yacolt, WA 98675

Email Address: mayorlistek@townofyacolt.com

Alt. Phone:

ITEM INFORMATION:

Item Title: Rotate Finance Committee

Proposed Meeting Date: July 10, 2023

Action Requested of Council: Replace Joshua Beck and Ian Shealy with new appointees to the Finance Committee

Proposed Motion: "I move we appoint _____ and _____ as Finance Committee Members of the Town of Yacolt for the next 6-month term, ending in January, 2024."

Summary/ Background: Yacolt's Finance Committee is appointed from and by the Town Council to review the Town's finances, particularly all bills before they get paid. Every 6 months, the position rotates to another Council Member. Joshua Beck was serving on the Finance Committee until his resignation last month, so he needs to be replaced. Council Member Shealy has served on the Committee since January of this year, so it is time for him to rotate off. Council Members currently available for this position are Kandi Peto (Position #2), Ronald Homola (Position #4), and Marina Viray (Position #5).

Staff Contact(s): 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: Staff

Address: 202 W. Cushman St.

Phone: (360)686-3922

Yacolt, WA 98675

Email Address: mayorlistek@townofyacolt.com

Alt. Phone:

ITEM INFORMATION:

Item Title: Rotate Mayor Pro Tempore

Proposed Meeting Date: July 10, 2023

Action Requested of Council: Replace Kandi Peto with a new Mayor Pro Tem

Proposed Motion: "I move we appoint _____ as Mayor Pro Tem of the Town of Yacolt for the next 6-month term, ending in January, 2024."

Summary/ Background: Yacolt's Mayor Pro Tem is appointed from and by the Town Council to act as Mayor in the event of the Mayor's absence. Every 6 months, the position rotates to another Council Member. Kandi Peto has served as Mayor Pro Tem for the past 6 months, so it is time for her to rotate out of the position. Council Members currently available for this position are Ian Shealy (Position #1), Ronald Homola (Position #4), and Marina Viray (Position #5), unless they are first appointed to the Finance Committee.

Staff Contact(s): Mayor Katelyn Listek

mayorlistek@townofyacolt.com

(360) 686-3922