



Town of Yacolt

Town Council Meeting Agenda

Monday, December 12, 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.](#) Minutes from 11-14-22 Council Meeting and Public Hearings
- [2.](#) Minutes from 12-5-22 Special Council Meeting and Public Hearing

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

- [3.](#) Battle Ground School District Interlocal Agreement and Capital Facilities Plan Update
- [4.](#) 2023 Budget Adoption Ordinance #588

New Business

- [5.](#) Clark Public Utilities Water Quality Update

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.

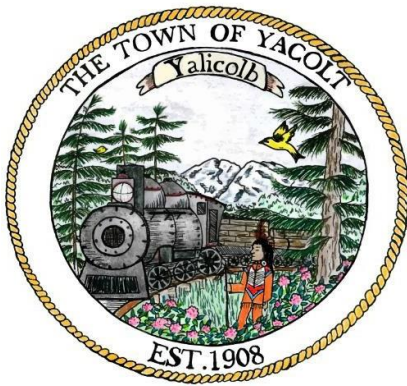
Council's Comments

Mayor's Comments

Approve to Pay Bills on Behalf of the Town

Executive Session

Adjourn



Town of Yacolt

Town Council Meeting Minutes

Monday, November 14, 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: Mayor Katelyn Listek, Town Attorney David Ridenour, Public Works Staff Terry Gardner and John Parker, Clerk Stephanie Fields

Late Changes to the Agenda

- As item #10: Silver Star Service Agreement Renewal
- Also, if Council desires, Executive session(s) to discuss qualifications of Council Candidates

Approve Minutes of 10-10-22 Meeting

Motion: Homola

2nd: Beck

Aye: Beck, Homola, Viray

Nay: 0

Motion Carried

Citizen Communication

None

Unfinished Business

Records Review Update

Clerk Fields gave a brief update: Again for the last month, the temps haven't had much time available to put into the project, so not a lot of progress was made since the last report. However, they are about done with the financial records, which is probably 60% or more of the records they are reviewing. 5 full boxes of records have been set aside for destruction, and two boxes of records are either not to be destroyed or need further review.

New Business

Interviews for Vacant Council Positions

Four Candidates were present, and were interviewed individually without the other candidates present. Each one was asked the same questions by the three existing Council Members. The Council members then turned in their votes For Council Position #2:

Beck – Ian Shealy
Homola – Kandi Peto
Viray – Kandi Peto

Kandi Peto was then sworn in by the Clerk and took her seat for the remainder of the meeting. Mayor Listek called for a 15-minute Executive Session at 7:43 pm so that the four Council Members could discuss qualifications of the remaining Candidates. When they returned from the Executive Session at 7:58 pm, they voted for Council Position #1:

Peto: Ian Shealy
Beck: Ian Shealy
Homola: Ian Shealy
Viray: Ian Shealy

Ian Shealy was then sworn in by the Clerk and took his seat for the remainder of the meeting.

Termination of Emergency Declaration

Mayor Listek read a Proclamation to end the Emergency Proclamations which were put into place in the spring of 2020 to address the COVID-19 pandemic. Motion was made to approve the new Proclamation.

Motion: Beck **2nd:** Homola

Aye: Shealy, Peto, Beck, Homola, Viray

Nay: 0

Motion Carried

EMS Levy Public Hearing and EMS Resolution #608

Mayor Listek closed the regular meeting and opened up a Public Hearing for the proposed EMS Levy at 8:03 pm. Fire Chief Shaun Ford spoke for a few moments about what the Levy would pay for and how their funding levies work. They are asking for the standard 1% increase, although their costs have increased a lot more than that. With no questions or discussion, the hearing was closed at 8:06pm and the regular meeting reconvened. Motion was made for the Town of Yacolt to adopt Resolution #608, approving the proposed EMS Levy for 2023.

Motion: Homola **2nd:** Beck

Aye: Shealy, Peto, Beck, Homola, Viray

Nay: 0

Motion Carried

2023 Proposed Budget Hearing #1

Mayor Listek closed the regular meeting and opened a Public Hearing regarding the Proposed 2023 Budget at 8:08 pm. The public and Council members were asked for questions, comments, and suggestions. After brief discussion, when no more input was offered, the hearing was closed at 8:12 pm and the regular meeting reconvened.

2023 Revenue Hearing and Yacolt Tax Levy Resolution #609

At 8:14 pm, Mayor Listek closed the regular meeting and opened a Public Hearing regarding Yacolt's proposed 2023 Tax Levy. Clerk Fields spoke about revenue trends over the past five years and how revenues have shown consistent increases, but not at the rate of our expenses. She detailed a few projects which are in the works, but which will take more funds before they can be completed, supporting the need for the Town to ask for a 1% increase in our Tax Levy for 2023. After all questions were addressed, Mayor Listek closed the Public Hearing and reconvened the regular meeting at 8:25 pm. A motion was made to adopt Resolution #609, approving the proposed Tax Levy for 2023.

Motion: Viray **2nd:** Homola
Aye: Shealy, Peto, Beck, Homola, Viray
Motion Carried

Nay: 0

C-Tran Board Appointee

Mayor Listek reported that she had received a letter from C-Tran asking the Town to either re-affirm Ron Onslow as Yacolt's representative on the C-Tran Board, or nominate someone else, and/ or offer our choice for an alternate for the position, or both. Councilmember Beck said he wouldn't mind being an alternate. The Mayor and Council asked the Clerk to find out more about us nominating Beck as alternate, and we will bring this subject back at the December meeting.

Mosquito Control Board

It's time for us to nominate a representative to the County's Mosquito Control Board. Marina Viray has been our rep for the past couple of years, and says she enjoys it. So a motion was made to have Marina continue as our Mosquito Control Board Rep.

Motion: Homola **2nd:** Beck
Aye: Shealy, Peto, Beck, Homola, Viray **Nay:** 0
Motion Carried

Silver Star Renewal

Clerk Fields explained that the Town's contract with Silver Star for Fiber Internet, Several Trunk Lines, and Email hosting was up for renewal. In the new Service Order, Silver Star will give us twice the internet speed for the same price. Mayor Listek asked the Clerk to have Silver Star clarify what the email hosting charges actually covered, and to see if we can cancel *hosting* of our old email accounts, while still retaining *access* to the old emails, and to report back at the next meeting. Motion was made to have Mayor Listek sign the renewal.

Motion: Homola **2nd:** Beck
Aye: Shealy, Peto, Beck, Homola, Viray **Nay:** 0
Motion Carried

Town Clerk's Report

- Still refining 2023 Budget for final Hearing on December 5th
- Preparing for Christmas Tree Lighting December 3rd:
 - All cookies, hot beverages, and supplies have arrived
 - Santa and the music have been confirmed, as well as Curly the Camel and Friends
 - The Philly Cheese Steak, HummusHummus, and Coffee trucks will be here
 - Several volunteers have been rounded up for the beverage and cookies tent; clerk has an obligation that day that she can't get out of, so will have everything in order for the volunteers to start without her

Public Works Department Report

- Street sweeper has some problems, has been at the repair shop; evaluating the condition
- Stage at the Town Square will be done this week
- Town Square slide is finished, grass is growing well; kids have been enjoying (and destroying) the area

- John has been getting bids on the upstairs Council chambers project; they hope to get going on it this winter
- Leaves have been really bad this week; they'll have inmates' help for that
- Ornaments have arrived for the Tree Lighting

Attorney's Comments

Congratulations to the new Council Members

Citizen Communication

None

Council's Comments

Peto – Offered to help with Tree Lighting

Viray – Will send Mayor and Clerk a list of Market vendors before the 3rd

Mayor's Comments

- Laid out a plan for the Tree Lighting event; where things will go like tents and our new porta-potty
- Met with North County leaders last Monday to work on coordinating schedules of events; gathered contact info and will have promos to support each other
- Welcomed new Council Members and thanked all candidates who applied

Approve to Pay Bills on Behalf of the Town

Motion: Beck **2nd:** Viray

Aye: Shealy, Peto, Beck, Homola, Viray

Nay: 0

Motion Carried

Executive Session

All Council members, the Mayor, Clerk, and Attorney attended an executive session which lasted from 8:56 to 9:30pm, to discuss potential litigation matters.

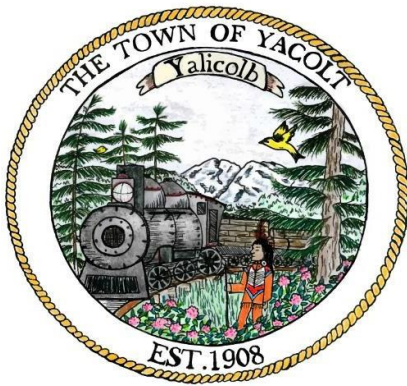
Adjourn

9:30pm

Mayor Katelyn Listek

Clerk Stephanie Fields

Approved by Council vote on _____



Town of Yacolt

Town Council Special Meeting and 2023 Budget Public Hearing

Minutes

Monday, December 5, 2022
6:00 PM
Town Hall

Call to Order

6:00 PM

Flag Salute

Roll Call

Council Members Present: Ian Shealy, Kandi Peto, Joshua Beck, Ronald Homola, Marina Viray
Also present: Mayor Listek, Clerk Stephanie Fields

Unfinished Business

2023 Proposed Budget Hearing #2

Mayor Listek closed the regular meeting and opened a Public Hearing regarding the Proposed 2023 Budget at 6:01 pm. The public and members present were asked for questions, comments, and suggestions. With no questions or discussion offered, the Public Hearing was closed at 6:02 pm and the regular meeting reconvened.

Ordinance #588: Adoption of the 2023 Budget

Councilmember Peto had some questions regarding some of the accounts in the General Fund, and Clerk Fields and Mayor Listek clarified what those accounts were. The issue of Council and Mayor raises was then discussed, and Council agreed to increase Council Meeting stipends to \$100/meeting, up to a maximum of \$3,000/year. Councilmember Homola asked about Councilmembers receiving compensation for trainings. Mayor Listek responded that if a Councilmember takes a training which was a pre-recorded session, they will not receive a stipend. But if they participate in a live training (even if live via internet), they could receive a meeting stipend for the class, as that would be considered a meeting in which they were representing the Town. In the end, the consensus of Council was to table the vote on the Budget Ordinance until the next Council Meeting on December 12th, and have the Clerk draft an additional Ordinance to change Yacolt Municipal Code Ch. 2.20.010 to reflect an increase in the Mayor's salary to \$1000/month and YMC 2.20.020 to reflect an increase in Council salaries to \$100/meeting, up to the \$3,000 maximum.

Silver Star Renewal

Clerk Fields reported that the emails of former Councilmembers and staff could be saved “on the cloud” (ie: via Dropbox or similar file storage), and then Silver Star would no longer need to host those former email addresses. This would save the Town \$40/month per email address which no longer needs hosting. It will take some time to transition these emails to the cloud files, but once completed, the Town will only be paying for the 9 email addresses actually in current use. Also, Mayor Listek explained that if we convert all Councilmembers’ emails to “generic” names (Council1, Council2, etc.), then the transition of laptops from old to new Councilmembers in the future would be smooth and quick. This will take effect now for the two newest Councilmembers, and then as each of the other Councilmembers change due to future elections, the generic email addresses will then be assigned.

Adjourn

6:57pm

Mayor Katelyn Listek

Clerk Stephanie Fields

Approved by Council vote on _____



Town of Yacolt Agenda Request

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

Name: David Ridenour

Group Name:

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

Phone: (360) 991-7659

Email Address: david@davidridenourlaw.com

Alt. Phone:

ITEM INFORMATION:

Item Title: Battle Ground School District ILA and CFP Update

Proposed Meeting Date: December 12, 2022

Action Requested of Council: None; update only

Proposed Motion: None; update only

Summary/ Background: The Town of Yacolt and Battle Ground School District have been working together to come to an agreement on a plan for collection and payment of School Impact Fees since early this summer. Also, Battle Ground School District is hoping to have Yacolt approve its Capital Facilities Plan as soon as possible.

Staff Contact(s): David Ridenour
(360) 991-7659



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: Ordinance #588: 2023 Budget

Proposed Meeting Date: December 12, 2022

Action Requested of Council: Decide whether to pass Ordinance #588, adopting the Budget for 2023

Proposed Motion: "I move that we (pass/do not pass) Ordinance #588, which adopts the 2023 Budget."

Summary/ Background: Mayor Listek, Clerk Fields, and the Town Council have held numerous workshops and 2 public hearings, working to create the Budget which is included in this Ordinance. If the Budget is not adopted at tonight's meeting, Council will be required to convene daily for Special Meetings until a final Budget for 2023 is adopted. Washington State Law requires that the 2023 Budget must be adopted and filed with the State by the 29th of this month.

Staff Contact(s): Clerk Stephanie Fields

clerk@townofyacolt.com

Mayor Katelyn Listek

mayorlistek@townofyacolt.com

(360) 686-3922

ORDINANCE #588

AN ORDINANCE OF THE TOWN OF YACOLT, WASHINGTON, ADOPTING THE FINAL ANNUAL BUDGET FOR THE TOWN OF YACOLT FOR THE FISCAL YEAR ENDING DECEMBER 31, 2023; ESTABLISHING EMPLOYMENT POSITIONS AND SALARY/BENEFITS SCHEDULES; AND PROVIDING FOR SUMMARY PUBLICATION

Whereas, the Mayor of the Town of Yacolt, (hereafter “Town” or “Yacolt”), in consultation with the Town Clerk and the Town’s staff, prepared and submitted a preliminary annual budget for the fiscal year ending December 31, 2023 to the Town Council and filed the budget with the Town Clerk;

Whereas, the Town Clerk, pursuant to RCW 35.33.061, published a notice in the official newspaper of the Town for two consecutive weeks stating that the preliminary budget for 2023 had been filed with the Town Clerk on November 2, 2022 and would be made available to any taxpayer requesting a copy;

Whereas, pursuant to the published notice, the Town held public hearings on November 14, 2022 and December 5, 2022, for the purpose of receiving public comment regarding the preliminary 2023 budget and 2023 revenue sources, and all persons wishing to be heard were heard;

Whereas, the Town Council has considered the proposed 2023 annual budget, and has made such adjustments and changes to the budget as it deems necessary and proper;

Whereas, the proposed 2023 annual budget does not exceed the lawful limit of taxation allowed by law to be levied on the property within the Town for the purposes set forth in the budget, and the estimated expenditures set forth in the budget are sufficient and necessary to meet the various needs of the Town during fiscal year 2023;

Whereas, the Town Council finds that the Town’s 2023 budget is appropriate and necessary for the preservation of the general public health, safety and welfare of the community; reflects revenues and expenditures that are intended to ensure the provision of vital municipal services at acceptable levels; and is in the best interests of the Town and its residents; and,

Whereas, the Town Council is in regular session this 12th day of December, 2022, and all members of the Town Council have had notice of the time, place, and purpose of said meeting:

NOW THEREFORE, be it Ordained by the Town Council of the Town of Yacolt, Washington:

Section 1 - Legislative Findings and Adoption of Recitals: Each and every recital set forth above is adopted as a true and correct legislative finding of the Town Council for purposes of this Ordinance.

Section 2 - Adoption of Yacolt’s 2023 Annual Budget: The final annual budget for the Town of Yacolt, Washington, for the fiscal year ending December 31, 2023 is hereby adopted at the fund level in its final form and content as set forth in the document entitled “Town of Yacolt Budget 2023”, three copies of which are on file in the Office of the Town Clerk.

Section 3 - Summary of Yacolt’s 2023 Annual Budget: The Town’s estimated 2023 resources, including beginning fund balances and revenues for each separate fund, the appropriations authorized by the Town Council in the 2023 budget for each separate fund, and the aggregate totals (net of transactions between funds) for all such funds combined, are set forth in summary form below:

Fund Number & 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	\$ 1,146,050	\$ 1,032,570
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 Fee	\$ 51,600	\$ 20,000	\$ 71,600	\$ 30,000	\$ 41,600
403 Stormwater Fees	\$ 85,000	\$ 50,000	\$ 135,000	\$ 95,500	\$ 39,500
Totals	\$ 2,324,250	\$ 1,323,470	\$ 3,647,720	\$ 2,298,750	\$ 1,348,970

Section 4 - Authorities and Duties of the Mayor and Town Clerk: The Mayor and Town Clerk are hereby authorized and directed to make all adjustments to the 2023 Annual Budget to accomplish the purposes of this Ordinance. The Mayor is hereby authorized to fill such employment vacancies as may currently exist and/or as may occur in the future, up to total staffing levels specified in the budget, without further authorization.

Section 5 - Positions, Wages and Benefits for Town Employees: The various positions, salary ranges and benefits for the Town's employees are adopted in the form and amounts described in Exhibit A, attached hereto and incorporated herein. The Mayor may make salary adjustments as deemed appropriate in the exercise of reasonable discretion.

Section 6 - Ratification and Confirmation of Prior Acts: All acts taken by Town officers and staff prior to the enactment of this Ordinance that are consistent with and in furtherance of the purpose or intent of this Ordinance are hereby ratified, approved and confirmed by the Town Council. Any expenditure of monies during fiscal year 2022 and prior to the effective date of this Ordinance is hereby ratified, approved and confirmed. Further, because the Town's operating budget for fiscal year 2023 relies upon anticipated year-end fund balances derived from revenues collected and expenditures incurred in fiscal year 2022, the Town Council hereby ratifies and confirms all revenues, from whatever source derived, and expenditures incurred by the Town to the extent such revenues and expenditures are in accordance with the Town's budget for fiscal year 2022 or any subsequent budget amendments formally approved by the Town Council.

Section 7 - Severability and Construction: If any section, subsection, paragraph, sentence, clause, or phrase of this Ordinance is declared unconstitutional or invalid for any reason by a court of competent jurisdiction, or its application to any person or circumstances is held invalid, the remaining portion of this Ordinance shall remain in full force and effect, and the application of the provision to other persons or circumstances shall not be affected. If any provision of this Ordinance is found to be inconsistent with provisions of the Yacolt Municipal Code, this Ordinance is deemed to control.

Section 8 - Transmittal to AWC: Pursuant to RCW 35.33.075, the Town Clerk is hereby directed to transmit a copy of the complete, final 2023 annual budget (as adopted) to the Association of Washington Cities, together with a copy of this Budget Ordinance.

Section 9 - Yacolt Municipal Code: This Ordinance #588 is a special Ordinance of the Town of Yacolt involving the Town's 2023 budget. Being applicable for only a specific and limited period of time, this Ordinance #588 shall not result in any amendment to the Yacolt Municipal Code.

Section 10 - Savings Clause: Except as provided herein and in any prior amendments, all provisions of Ordinance #586 shall remain in full force and effect.

Section 11 - Effective Date and Publication of Summary: This Ordinance shall take effect immediately upon adoption and publication according to law. Notice of this Ordinance shall be provided by publication of the following summary in the Town's official newspaper:

**Town of Yacolt - Summary of Ordinance #588
2023 Annual Budget**

The Town Council of the Town of Yacolt adopted Ordinance #588 at its regularly scheduled Town Council meeting held on December 12, 2022. The content of the Ordinance is summarized in its title as follows:

“An Ordinance of the Town of Yacolt, Washington, Adopting the Final Annual Budget for the Town of Yacolt for the Fiscal Year Ending December 31, 2023; Establishing Employment Positions and Salary/Benefits Schedules; and Providing for Summary Publication”

The effective date of the Ordinance is December 21, 2022.

A copy of the full text of the Ordinance will be mailed upon request to the undersigned at the Town of Yacolt Town Hall, P.O. Box 160, Yacolt, WA 98675: (360) 686-3922.

Published this 21st day of December, 2022.
Stephanie Fields, Town Clerk

PASSED by the Town Council of the Town of Yacolt, Washington, at a regular meeting thereof this 12th day of December, 2022.

TOWN OF YACOLT

Katelyn J. Listek, Mayor

Attest:

Stephanie Fields, Town Clerk

Approved as to Form:

David W. Ridenour, Town Attorney

Ayes: _____
Nays: _____
Absent: _____
Abstain: _____

TOWN CLERK'S CERTIFICATION

I hereby certify that the foregoing Ordinance is a true and correct copy of Ordinance #588 of the Town of Yacolt, Washington, entitled "An Ordinance of the Town of Yacolt, Washington, Adopting the Final Annual Budget for the Town of Yacolt for the Fiscal Year Ending December 31, 2023; Establishing Employment Positions and Salary/Benefits Schedules; and Providing for Summary Publication" as approved according to law by the Town Council on the date therein mentioned. The Ordinance has been published or posted according to law.

Attest:

Stephanie Fields, Town Clerk

Approved: December 12, 2022

Published: December 21, 2022

Effective Date: December 21, 2022

Ordinance Number: 588

Exhibit “A” to Town of Yacolt Ordinance #588

TOWN OF YACOLT SALARY SCHEDULE

(= Full Time Employee; P/T = Part-Time or Temp Employee)*

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

[+ Any needed overtime for Meetings & Town Events]

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

**2023 WAGE DISTRIBUTION OF
PAYROLL & BENEFITS TO MULTIPLE FUNDS**

Town Clerk Administrative Assistant Public Works P/T	General Fund
Public Works Full-Time	Streets, Cemetery, Storm Water



Town of Yacolt Agenda Request

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

Name: John Roth

Group Name: Clark Public Utilities

Address: 8600 NE 117th Ave
Vancouver, WA 98668

Phone: (360) 992-8034

Email Address: jroth@clarkpud.com

Alt. Phone:

ITEM INFORMATION:

Item Title: Water Quality Update

Proposed Meeting Date: December 12, 2022

Action Requested of Council: After Mr. Roth's report, ask him any questions you may have

Proposed Motion: None; presentation only

Summary/ Background: Recently, Clark Public Utilities sent out a letter to all Yacolt residents regarding an issue with the level of copper in the water here in Yacolt. Mr. Roth is the Water Quality and Production Manager for them. He will be presenting what Clark Public Utilities is doing about reducing the copper levels. Afterward, he will field questions from anyone present.

Staff Contact(s): Clerk Fields
(360) 686-3922