



Town of Yacolt

Council Meeting Agenda

Monday, June 12, 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.](#) Minutes from Council Meeting 5-8-2023

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.](#) Update on Nuisance Declaration
- [3.](#) Update on Tumble Bucket

New Business

- [4.](#) New Town Staff

Town Clerk's Report

Public Works Department Report

Attorney's Comments

Citizen Communication

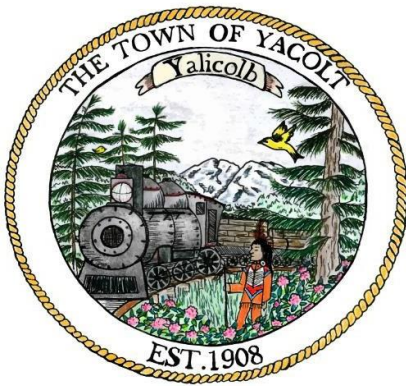
Anyone requesting to speak to the Council regarding items not on the agenda may come forward at this time. Comments are limited to 3 minutes. Thank you.

Council's Comments

Mayor's Comments

Approve to Pay Bills on Behalf of the Town

Adjourn



Town of Yacolt

Town Council Meeting Minutes

Monday, May 8, 2023

7:00 PM

Town Hall

Call to Order

7:00 PM

Flag Salute

Roll Call

Council Members Present: Ian Shealy, Kandi Peto, Ronald Homola, Marina Viray

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

Late Changes to the Agenda

Add "Splash Pad Tumble-Bucket" as item #6.5

Approve Minutes of 4-10-23 Meeting with change suggested by Councilmember Homola

Motion: Homola

2nd: Shealy

Aye: Shealy, Peto, Homola, Viray

Nay: 0

Absent: Beck

Motion Carried

Citizen Communication

Desiree Lorentz announced that she is planning a community dog-walk event from the Town Park to the Rec Park, with vendors. It will be called the Mutt Strut, and will take place on September 2nd.

The total walking distance will be about a mile, and should take about 30-45 minutes. Desiree is open to suggestions and is looking for participants, helpers, sponsors, and vendors.

David Johnson asked about his building permit application and was told that his submissions had been forwarded to the building inspector for review.

Unfinished Business

Resolution 611: Clark Regional Natural Hazard Mitigation Plan

This Resolution was presented at the previous meeting, but Council Members asked for more time to review it, so it was pushed back to this meeting. After a brief discussion, a motion was made to pass the resolution.

Motion: Homola

2nd: Shealy

Aye: Shealy, Peto, Homola, Viray

Nay: 0

Absent: Beck

Motion Carried

Resolution #612 Engineering Services Agreement

At the last meeting, Council decided to have the Mayor pursue an Agreement with Jackson Civil Engineering (JCE). Council reviewed JCE's proposal and made a motion to pass Resolution #612, authorizing the Mayor to enter into the Agreement with JCE for services through the end of 2024.

Motion: Homola

2nd: Shealy

Aye: Shealy, Peto, Homola, Viray

Nay: 0

Absent: Beck

Motion Carried

6-Yr. Transportation Plan Public Hearing and Resolution #613

Mayor Listek closed the regular meeting and opened the Public Hearing at 7:10 pm. Devin Jackson, out Town Engineer, was present to answer questions along with Public Works Director Gardner. Mayor Listek asked about putting a sidewalk down West Cushman St. Jackson explained that we need to pare down priorities, and reminded everyone that the large projects are mainly funded by grants. He said that the Hoag street re-paving project should be projected to coincide with the subdivision paving. He said that the Cushman/RR Ave ADA crossing would be a favorable move to helping us qualify for future grants, ie: for sidewalks down West Cushman. Jackson then talked about prioritizing projects, and said it would be easier to create sidewalks on just one side of the road throughout Town. A big project Jackson said would need to happen as soon as we can is coring of the streets and developing a coring log, which is almost a must to qualify for future paving grants. Mayor Listek closed the Public Hearing and re-opened the regular meeting at 7:23 pm. Motion was made to pass Resolution #613, adopting the proposed 6-Year Transportation Plan.

Motion: Shealy

2nd: Peto

Aye: Shealy, Peto, Homola, Viray

Nay: 0

Absent: Beck

Motion Carried

Ordinance #591: School Impact Fee Fund

Last month, Council approved Resolution #610, regarding collection and disbursement of School Impact Fees. Clerk Fields now explained that in order to facilitate that, the Town must create a new Fund and open a new interest-bearing checking account. Ordinance #591 would authorize those actions. Motion was made to pass Ordinance #591.

Motion: Shealy

2nd: Peto

Aye: Shealy, Peto, Homola, Viray

Nay: 0

Absent: Beck

Motion Carried

Code Enforcement Update at 408 E Jones

The Clerk informed Council that she received a call from Cynthia Clark on April 21st saying the tenant had moved away, the fence was taken down, and the septic and water connections would be disconnected the following day. Seeing no further action necessary, Council decided not to seek further nuisance violation actions.

Splash Pad Tumble Bucket

A local fabricator has suggested that he could build a tumbling bucket for the Town Park's splash pad for considerably less than the prices we've found from splash pad feature manufacturers across the country. After some discussion, Council asked to have a design presented at the next meeting.

New Business

Annexation Notice of Intent

Mary Shabo stood before Council on behalf of her 87-yr. old mother, Shirley Keller. She said her mother is hoping to have her property adjacent to the west end of Yacolt Rd. annexed into Town limits so she can short-plat it and place a home on a resulting lot for her caretaker/grandchild. Jackson suggested that they look into the County's own regulations on bringing in an ADU, and said that if Keller still wanted to do the annexation, the property would be zoned as R1-12.5.

Backroads Liquor License Renewal

The Town received a notice from the State Liquor and Cannabis Control Board that Backroads' liquor license was due to expire in July of this year. This is an opportunity for anyone who thinks the license should not be renewed to say so. Motion was made to not object to the renewal of Backroads' liquor license.

Motion: Shealy **2nd:** Peto

Aye: Shealy, Peto, Viray **Nay:** 0 **Abstain:** Homola **Absent:** Beck

Motion Carried

Recycling Contract Negotiation

Attorney Ridenour explained that for a number of years, Clark County has been the negotiator for Solid Waste/ Recycling contracts on the Town's behalf. The County has now asked whether or not the Town wishes to continue with that relationship, or if the Town would prefer to negotiate their own contract for Solid Waste/Recycling disposal. Motion was made for the Town to inform Clark County that we would like them to continue to do the negotiations on our behalf.

Motion: Homola **2nd:** Shealy

Aye: Shealy, Peto, Homola, Viray **Nay:** 0 **Absent:** Beck

Motion Carried

Nuisance Declaration at 301 N Pine Ave

Clerk Fields presented some photos and complaints she's received over the past year or more regarding this property, and Council moved to declare the property a nuisance, and to have the Clerk draft and deliver a letter to that effect to the property's owner.

Motion: Homola **2nd:** Peto

Aye: Shealy, Peto, Homola, Viray **Nay:** 0 **Absent:** Beck

Motion Carried

Town Clerk's Report

- The Town CleanUp was a great success, with net profit of \$1949.95.
- ARPA Report was submitted on 4/24; Annual Report due to State Auditor 5/30.
- We got a big donation of Hand Sanitizer from HH Processors; everyone feel free to take a bottle home.
- The electrician on the new Council Chambers got COVID and had to push the job out a couple weeks; he is set to start the job on Wednesday.
- The subdivision at RR Ave and Hoag St hopes to begin work moving dirt before the end of May.
- We need to get busy planning for Rendezvous Days – it's only a month and a half away! Any volunteers to help finalize details and help at the event? Please let the Clerk or Mayor know.

Public Works Department Report

- Thanked all who helped out at the Town CleanUp Event.
- Also got De-icer along with the hand sanitizer donation.
- Has inmate crew this week.
- Over the weekend, vandals climbed the fence at the ballfields and slashed a bunch of sponsor banners. Mayor Listek asked about replacing the Town of Yacolt banner.

Attorney's Comments

- Will be out of the country for three weeks between the June and July meetings.

Citizen Communication

Dan Oliver bought his house in Town last December. He is an events planner and wants to share some ideas with the Town.

Council's Comments

Councilmember Peto said she noticed a house on Jones St. with lots of “danger tape” on the front of it and cars parked in the backyard. She asked if anyone knows anything about that. The Public Works Director said he stopped by there last week and that the tape is there because the porch is rotting and dangerous.

Mayor's Comments

- Put up Town Limits signs, and will add more at the parks and cemetery.
- The electronic readerboard should be functioning this week.
- Reminder: Elections filing period is next week, May 15-19.
- Thanked Waste Connections for their help with our Town CleanUp, and also the volunteers: MacGyver, Wes, Nick Viray, Chris Waters, and Valerie Gardner; it was a very good event.
- The Town is now looking to hire a full-time Public Works Maintenance Supervisor, part-time seasonal Public Works person, and a part-time administrative assistant. Will advertise in the Reflector, on Readerboards, and on Town website.
- Received a letter regarding the finalization of the new FEMA flood map, and another regarding criteria for qualifying for CDBG grants, if anyone wants to read them.
- We will be advertising for a new Public Works Maintenance Supervisor, a part-time seasonal Public Works employee, and a part-time Administrative Assistant.

Approve to Pay Bills on Behalf of the Town

Motion: Homola

2nd: Peto

Aye: Shealy, Peto, Homola, Viray

Nay: 0

Absent: Beck

Motion Carried

Adjourn

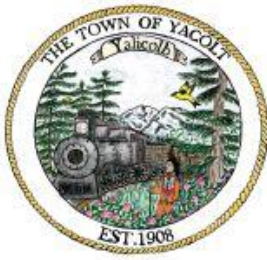
8:06 pm

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: Staff

Address: 202 W Cushman St
Yacolt, WA 98675

Phone: (360) 686-3922

Email Address: clerk@townofyacolt.com

Alt. Phone:

ITEM INFORMATION:

Item Title: Update on Declaration of Nuisance at 301 N Pine Ave.

Proposed Meeting Date: June 12, 2023

Action Requested of Council: None

Proposed Motion: None; update only

Summary/ Background: At the May Council meeting, Council declared a nuisance regarding the ongoing state of the property at 301 N Pine Ave. They directed the clerk to draft and deliver a letter to the homeowner/occupants, with a demand that corrections be made to bring the property's condition into compliance with Yacolt Municipal Code.

Staff Contact(s): Clerk Fields

clerk@townofyacolt.com

Mayor Listek

mayorlistek@townofyacolt.com

(360) 686-3922



Town of Yacolt Agenda Request

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

Name: Clerk Fields

Group Name: Staff

Address: 202 W Cushman St
Yacolt, WA 98675

Phone: (360) 686-3922

Email Address: clerk@townofyacolt.com

Alt. Phone:

ITEM INFORMATION:

Item Title: Update on Tumble Bucket for Splash Pad

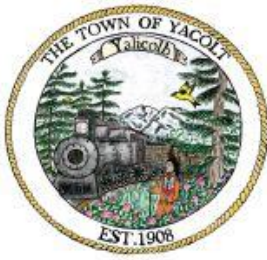
Proposed Meeting Date: June 12, 2023

Action Requested of Council: None

Proposed Motion: None

Summary/ Background: At the last meeting, Council asked to have a design for the new tumble-bucket addition to the Town Park Splash Pad presented at this meeting.

Staff Contact(s): Clerk Fields
clerk@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: New Town Staff Members

Proposed Meeting Date: June 12, 2023

Action Requested of Council: None

Proposed Motion: None

Summary/ Background: At the May meeting, Mayor Listek announced that we would be advertising for a new Public Works Maintenance Supervisor, part-time seasonal public works helper, and a part-time Administrative Assistant. We had a great response and have hired new staff members. Mayor Listek will give a full report.

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