



Town of Yacolt

Council Meeting Agenda

Monday, December 05, 2022
6:00 PM
Town Hall

Call to Order

Flag Salute

Roll Call

Unfinished Business

- [1.](#) Public Hearing for 2023 Budget, with Mayor's Message
- [2.](#) Ordinance 588 for 2023 Budget Adoption
- [3.](#) Clarification of Silver Star Email Hosting

Adjourn



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: Public Hearing for 2023 Proposed Budget

Proposed Meeting Date: December 5, 2022

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

Proposed Motion: None

Summary/ Background: This is the second of 2 Public Hearings required before final adoption of the Budget for 2023 and is required to take place by the first Monday of December. The adoption of the Budget is required before the end of December. The Mayor, Clerk, and Town Council have been working diligently since late August to draft a budget which will work in the best interests of Yacolt's citizens. This hearing provides a final opportunity for the citizens' voices to be heard regarding the upcoming budget.

Staff Contact(s): Clerk Stephanie Fields

Mayor Katelyn Listek

clerk@townofyacolt.com

mayorlistek@townofyacolt.com

(360) 686-3922

TOWN OF YACOLT

2023 BUDGET



TOWN OF YACOLT- 2023 BUDGET

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DIRECTORY OF TOWN OFFICIALS

ELECTED:

Katelyn Listek	Mayor
Ian Shealy	Council Position #1
Kandi Peto	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
Terry Gardner	Public Works Director
John Parker	Public Works Maintenance Supervisor
Claire Baird	Temporary Clerical

MAYOR'S MESSAGE

To the Town Council and Residents of Yacolt,

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

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

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

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

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

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

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

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

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

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

Warmest Regards,

Katelyn Listek

TOWN OF YACOLT SALARY SCHEDULE

(*= Full Time Employee; 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	General Fund
Public Works	Streets, Cemetery, Storm Water

2023 PROPOSED BUDGET

Fund Name	Estimated Beginning Fund Balance	Estimated Revenues (Including Interfund Activity)	Aggregate Total Fund Resources	Total Appropriations (Including Interfund Activity)	Estimated Ending Fund Balance
General Fund	\$ 1,415,650	\$ 762,970	\$ 2,178,620	\$ 1,143,650	\$ 1,034,970
General Reserve Fund	\$ 353,000	\$ -	\$ 353,000	\$ 300,000	\$ 53,000
Street Fund	\$ 45,000	\$ 217,500	\$ 262,500	\$ 262,200	\$ 300
Cemetery Fund	\$ 42,000	\$ 11,000	\$ 53,000	\$ 22,000	\$ 31,000
REET Fund	\$ 267,000	\$ 50,000	\$ 317,000	\$ 215,000	\$ 102,000
Park Impact Fees	\$ 65,000	\$ 212,000	\$ 277,000	\$ 228,000	\$ 49,000
Transportation Impact Fees	\$ 51,600	\$ 20,000	\$ 71,600	\$ 30,000	\$ 41,600
Stormwater Fees	\$ 85,000	\$ 50,000	\$ 135,000	\$ 95,500	\$ 39,500
Totals	\$ 2,324,250	\$ 1,323,470	\$ 3,647,720	\$ 2,296,350	\$ 1,351,370

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 5th 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 Name	Estimated Beginning Fund Balance	Estimated Revenues (Including Interfund Activity)	Aggregate Total Fund Resources	Total Appropriations (Including Interfund Activity)	Estimated Ending Fund Balance
General Fund	\$ 1,415,650	\$ 762,970	\$ 2,178,620	\$ 1,143,650	\$ 1,034,970
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Stormwater Fees	\$ 85,000	\$ 50,000	\$ 135,000	\$ 95,500	\$ 39,500
Totals	\$ 2,324,250	\$ 1,323,470	\$ 3,647,720	\$ 2,296,350	\$ 1,351,370

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 5, 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 14, 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 14th 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 5th 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 5, 2022

Published: December 14, 2022

Effective Date: December 14, 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)

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2023 WAGE DISTRIBUTION OF PAYROLL & BENEFITS TO MULTIPLE FUNDS

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Public Works	Streets, Cemetery, Storm Water



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 5, 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, and then not adopted at the meeting on December 12th, 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

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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: _____

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Attest:

Stephanie Fields, Town Clerk

Approved: December 5, 2022

Published: December 14, 2022

Effective Date: December 14, 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)*

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

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



Town of Yacolt Agenda Request

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

Name: Clerk Stephanie Fields

Group Name:

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

Phone: (360) 686-3922

Email Address: clerk@townofyacolt.com

Alt. Phone:

ITEM INFORMATION:

Item Title: Clarification of Silver Star Email Hosting

Proposed Meeting Date: December 5, 2022

Action Requested of Council: Discuss the email hosting situation and decide if Council members should have generic or personal email addresses going forward.

Proposed Motion: "I move that we use (generic/non-generic) email addresses for Council members, going forward."

Summary/ Background: At the November 14th Council Meeting, the Clerk was asked to clear up some confusion regarding hosted email addresses and bring that to the next meeting.

Staff Contact(s):

(360) 686-3922