



Town of Yacolt
Yacolt Town Council Meeting Agenda
Monday, December 13, 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 11-8-21 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.](#) YMC Ch. 12.05 Revision
- [3.](#) NCEMS Board Representative

New Business

- [4.](#) Organized Run
- [5.](#) Swearing in Council Members
- [6.](#) 2022 Budget Adoption: Ordinance 586

Town Clerk's Report

Public Works Department Report

Attorney's Comments

Citizen Communication

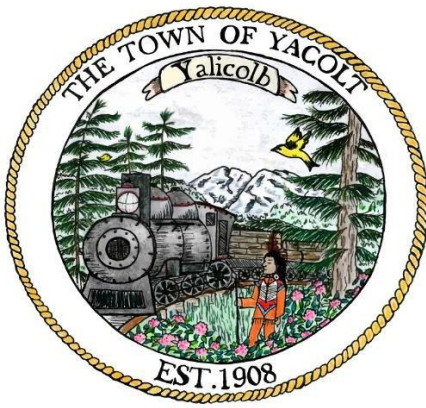
Anyone requesting to speak to the Council regarding items not on the agenda may come forward at this time. Comments are limited to 3 minutes. Thank you.

Council's Comments

Mayor's Comments

Approve to Pay Bills on Behalf of the Town

Adjourn



Town of Yacolt

Town Council Meeting and Public Hearings Minutes

Monday, November 08, 2021
7:00 PM
Town Hall / Virtual / Telephonic

Call to Order

7:00 PM

Flag Salute

Roll Call

Council Members Present: Amy Boget, Michelle Dawson, Joshua Beck, Ronald Homola, Marina Viray
Also present: Mayor Katelyn Listek, Public Works Director Terry Gardner, Clerk Stephanie Fields

Late Changes to the Agenda

None

Approve Minutes of 10-11-21 Meeting

Motion to approve minutes from October 11th meeting and hearing

Motion: Beck 2nd: Dawson

Ayes: Dawson, Beck, Homola, Viray **Nay:** 0 **Abstain:** Boget

Motion Carried

Citizen Communication

None

Unfinished Business

2022 Proposed Budget Hearing

Mayor Listek closed the regular meeting and opened the Public Hearing on the Proposed 2022 Budget at 7:07 pm. She introduced the Proposed Budget with all changes previously recommended having been made, and asked if any public members or Council Members had any input or questions. William Higley asked if we have a snowplow worked into the budget. Gardner said we already have a snowplow, and if we get snow this year, will do our best to keep all roads clear. With no more questions or input posed, the Mayor closed the Public hearing and re-convened the regular meeting.

New Business

EMS Levy

Shaun Ford, our Fire Chief, spoke briefly regarding the EMS Levy proposed in Resolution #604. He explained that the Levy would only increase the total cost to the Town's residents by about \$720 overall, split up among all the households in Town.

Motion was made to approve the Resolution, thereby approving the Levy amount.

Motion: Dawson **2nd:** Beck

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

Motion Carried

2022 Revenue Public Hearing

Mayor Listek closed the regular meeting at 7:11 pm and opened the Public Revenue Hearing. Clerk Fields explained that the Tax Levy in Resolution #605 was accounted for in the Proposed 2022 Budget, and that it would increase property taxes by about \$4 per household for next year. But if the Levy is not approved, our Budget could be adjusted before final adoption, and the remainder of the revenues in the Budget would still be intact. Mayor Listek asked for public members and Council Members to give their input or pose any questions they may have. There was a short discussion, and then the Public Hearing was closed and the regular meeting re-convened.

Res. 605: 2022 Tax Levy

Motion was made to approve Resolution #605.

Motion: Homola **2nd:** Viray

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

Motion Carried

CRESA Hazard Mitigation

Clerk Fields explained the requirement for CRESA to update their Hazard Mitigation Plan, and presented what it would involve if the Town of Yacolt decided to continue to participate in the program (mainly time). She volunteered to be the point person if the Town decided to continue participating in the CRESA program, and Councilmember Beck said he would fill in if/when required. After a short discussion, motion was made for the Town to send CRESA our letter of intent to participate.

Motion: Homola **2nd:** Dawson

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

Motion Carried

Revision of YMC Ch. 12.05

Councilmember Beck asked the Council to consider amending Yacolt Municipal Code Ch. 12.05 Yacolt Town Park. The most blatant problem is that there are now a few parks, and this Chapter only refers to the original one. He asked if the Code should be expanded to include the Rec Park as well, the Town Square, and perhaps even the Ball Fields and Cemetery. Councilmember Boget cautioned that she does not think the Ball Fields fit the definition of "park". Beck at Council to at least consider increasing fines for violating park rules in order to help deter future violations and vandalism. Mayor Listek asked Councilmembers to bring their ideas to the next Council meeting.

Town Clerk's Report

We have been approved for an increase in the funding from the Transportation Improvement Board and should receive their payment by December 1.

Most of our part of the 3-year state audit is done; we are just waiting for the State Auditor's Office to complete their review, which may be well into December. With the audit and budget closer to done, Clerk Fields will be able to catch up on Treasurer's Reports, etc.

She has also been helping plan for the Christmas Tree Lighting, securing the BGHS Choir, YCC Band, Santa, outhouses, tree lights, and tons of supplies from napkins to cookies to heaters, and so on. She asked council members to contact her regarding a laptop and key audit, and any council members interested in Elected Officials Essentials training to contact her.

Public Works Department Report

Two street lights and two bollards have been purchased and tested out. The bollards are installed at the Town Square, and the street lights were unveiled to the meeting attendees. They will also be installed at the Square.

The inmates are back and have been a huge help in cleaning up leaves around Town. Councilmember Boget asked why the street sweeper isn't being used instead of manual labor; Gardner answered that the leaves were too wet for the street sweeper, plus the sweeper had been broke down for a short time. (It is now fixed.)

Attorney's Comments

Attorney Ridenour was not present, and did not send in any comments.

Citizen Communication

Julia Heldman commented that the Town Square/Christmas Tree Park looks so pretty now!

Council's Comments

Dawson – must step down from EMS Board position due to health concerns. She also has heard from a couple of people who were disappointed that the Sheriff was not present at this meeting to address the neighborhood watch concept. She also does not think we have deputies in our Town nearly enough and wants us to revisit our contract with them. (Boget countered that we actually have pretty decent coverage here, for the amount we pay, and Fields said the Sheriff Department asked us to hold off and schedule them for January or even February.)

Viray – Curly the Camel and friends are scheduled to arrive in Town about noon on Dec. 4, so the animals can get settled in before all the commotion ensues. Congratulated Joshua Beck on winning his Council Seat in the recent election.

Homola – Volunteered to take the vacant EMS Board position and also congratulated Councilmember Beck.

Beck – Encouraged people to reach out and get involved with neighborhood watches.

Savannah Paniagua is the contact person for the Neighborhood watch (Mayor Listek said she is also a contact person).

Boget – Since the Sheriff had a deputy out here on October 23rd, coming out again for the same thing at this meeting would have been difficult for their department; but they are good about coming to meetings with advance notice.

Mayor's Comments

Announced Terry Gardner’s promotion to Public Works Director as of Nov. 1. Read a C-Tran update sent by Ron Onslow. Asked for volunteers for the Christmas Tree Lighting on December 4th. The Outdoor Market will be from 4-7pm, with the Tree Lighting at 6pm, in the Town Square area.

Approve to Pay Bills on Behalf of the Town

Motion was made to pay the bills upon review by the Finance Committee.

Motion: Beck **2nd:** Homola

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

Motion Carried

Adjourn

7:56 pm

Mayor Katelyn Listek

Clerk Stephanie Fields



Town of Yacolt Agenda Request

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

Name: Mayor Listek, Councilmember Beck

Group Name:

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

Phone: (360) 686-3922

Email Address: mayorlistek@townofyacolt.com,
Joshua.beck@townofyacolt.com

Alt. Phone:

ITEM INFORMATION:

Item Title: Amending YMC Chapter 12.05

Proposed Meeting Date: December 13, 2021

Action Requested of Council: Bring ideas and suggestions to the table for the possible amendment of Yacolt Municipal Code Chapter 12.05 "Yacolt Town Park". Discuss and decide on any changes you would like to have written into an Ordinance to amend the Code, if any.

Proposed Motion: "I move that we direct the Town Clerk to draft an ordinance to make the following changes to Yacolt Municipal Code, Chapter 12.05:

Summary/ Background: When Chapter 12.05 was originally written, there was only 1 park in Town. Since then, more parks have been established, so it was suggested that the Code be expanded to cover all of them. It has also been suggested that fines for code violations and vandalism be raised in an effort to deter future vandalism and pay for damages. A copy of the current Chapter is attached below.

Staff Contact(s): Katelyn Listek, Mayor
Joshua Beck, Council Position #3
(360) 686-3922

Chapter 12.05 YACOLT TOWN PARK

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 park. [Ord. 422 § 1, 2002.]

12.05.020 General park rules.

The following rules apply to the Yacolt town park:

- A. No person shall cut, remove, destroy, mutilate, or deface any turf, tree, plant, shrub, flower, structure, wall, fence, bench, lighting system, play equipment, 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 the park 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, 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 the park or discharge any such weapon over, across, in or into the park.

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 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 park. The riding of skateboards is not permitted on, over or across any other park property, 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 park 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.

L. All dogs, cats, or other domesticated animals in the park 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 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 park 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. 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 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. [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.]



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: NCEMS Board Representative

Proposed Meeting Date: December 13, 2021

Action Requested of Council: Vote on EMS Board Representative for the Town of Yacolt

Proposed Motion: "I move that we appoint Ronald Homola to represent the Town of Yacolt on the North Country Emergency Medical Services Board."

Summary/ Background: At the Council Meeting on November 8, 2021, Michelle Dawson announced that she would need to step down from her position on the NCEMS Board due to health concerns. Mayor Listek asked if any of the other Council Members would be interested in replacing Michelle on the Board, and Ronald Homola said he would do it. Now the Council needs to officially appoint him.

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: Stephanie Fields

Group Name:

Address: 202 W. Cushman
Yacolt, WA 98675

Phone: 360-686-3922

Email Address: clerk@townofyacolt.com

Alt. Phone:

ITEM INFORMATION:

Item Title: Organized Run

Proposed Meeting Date: December 13, 2021

Action Requested of Council: Listen to the presentation made by the Run organizers; discuss whether you would like to integrate this Run into 2022's Rendezvous Days

Proposed Motion: "I move that we integrate this run into our Rendezvous Days Events, with Bivouac Racing as the organizers, and with the following stipulations:

Summary/ Background: In the past, we have had the Bigfoot Fun Run as one of our Rendezvous Days events, around the 4th of July. We haven't held the Run for a couple of years now, and Bivouac Racing has begun arrangements to hold a run on Sunday July 3, 2022, to assemble and finish at Yacolt Rec Park. Because of the date, this race could replace the Bigfoot Fun Run.

Staff Contact(s): Clerk Stephanie Fields

Mayor Katelyn Listek

clerk@townofyacolt.com

mayorlistek@townofyacolt.com

(360) 686-3922

Hellz Bellz Ultra Marathon

Event Name: Hellz Bellz
Event Date: July 3rd, 2022
Event Organization: Bivouac Racing
Contact Information: Rod Schoene
360-910-7687
rod@whyracingevents.com

Park Location: Start Line – Hantwick Trail Head
Finish Line – Moulton Falls – Bridge off East Fork – Lewis River trail
Event Course – Bells Mountain Trail and Tarbell Trail System

Event Area: Yacolt Recreation Park – This will be the location of parking for participants and where our shuttles will bus them from to the start line. Van’s will bring the participants back to Yacolt Recreation Park after they finish their race.

4AM – Registration & Parking opens and shuttles load by 5:30 to take all participants to Hantwick.

Event host will setup in Yacolt Recreation Park post race party to start around.

Someone from event team will be onsite at Yacolt Recreation Park all day.

2PM – First participants projected finish time

7PM – Last participants projected finish time

9PM – Cleanup Yacolt Recreation Park

Event Supplies at Park – Propane Grill for burgers, coolers, 1 20x40 tent, Podium, Bluetooth Speaker, yard games.

Each paid participant will get a post race beverage and meal.

Parking: Yacolt Recreation Park

City Roads Used:

- NA

State Roads Used:

- NA

Street Closures:

- NA

Estimated Participants: 100 participants

Event Description: Hellz Bellz Ultra Marathon is a challenging 42 mile course through the Bells Mountain and Tarbell Trail System with a 10,000ft ascent. There will be 4 aid stations throughout the course – described below:

All aide stations will be open until the last participants clear the area. Estimated times below. We will have a sweeper as the last participant to make sure all courses are clear before we close an aide station.

AS #1/ AS #4 – Yacolt Burn Trail Head – Hours: 7AM-5PM (estimated)

This aid station doubles as two. The participants will come to this location twice along their course. We will have 1 tent, table, food, water and first aide supplies. This will be the location of our AMR/Medical emergency response team. This will also be a location of an event producer as a central point to connect with participants in case of an emergency. We will have 2-4 people/course marshals/volunteers supporting this aide station.

AS #2 – Grouse Vista Trail Head – Hours: 8AM-2PM(estimated)

This aid station will have 1 tent, table, food, water and first aide with 2 people/course marshals/volunteers supporting this aide station.

AS #3 – Tarbell Trail Head - Hours: 9AM-4PM (estimated)

This aid station will have 1 tent, table, food, water and first aide with 2 people/course marshals/volunteers supporting this aide station.

Event Set-up:

Saturday, July 2nd, 2022

Arrive onsite to Yacolt Recreation Park – If permitted to have trailer overnight to start set-up of event area.

Event course will be marked with Flagging, ribbons and directions arrows that we place on small soccer cones and clothes pins that get attached to leaves or branches.

We will mark course a few days leading up to the event weekend.

Set-up at is minimal at Hantwick – Registration table/tent and cones for a start line.

This will all be cleaned up by 6:30AM on Sunday, July 3rd – as soon as participants clear the area at the start of the race.

All water stations and supplies will be dropped the morning of the event with volunteers.

Finish Line will consist of a timer/table/tent to capture participants times as they finish the race.

There will be a shuttle pickup location in the Moulton Falls parking lot to take participants to event parking site after they are done.

Race Day Events:

Sunday, July 3rd, 2022

- 4AM – Set-up Hantwick Start Line
- 5AM – 5:45AM– Shuttle starts dropping participants at Hantwick
- 6AM – Event starts
- 2PM – First participant projected to finish
- 2PM-5PM – All participants finishing at Moulton Falls Bridge – sporadically.
- 6PM – All aide stations/finish lined cleared

Tents: All tents on site will be 10x10 or 10x20 They will be secured with weights or small tent stakes. Stakes will not be placed within one foot of marked irrigation lines or sprinkler heads. Entrance to vendors will be fenced and a security guard will be present.

Toilets: We will maintain all DNR outhouses and re-supply and clean throughout the day. We will rent 2 portapotties from Brad's for Yacolt Recreation Park.

Stages: No stages will be constructed.

Musical Entertainment: A small PA system will be used to announce winners and play music at start and finish.

Course Information: Course will be marked with cones, irrigation flagging, flagging, ribbons and directions arrows that we place on small soccer cones and clothes pins that get attached to leaves or branches.

Vendors: NA

Parking Plan: Parking will be off site – 50 spectators will come to finish line – sporadically, throughout the day. Parking will take place at Yacolt Recreation Park.

Emergency and Security Plan: AMR will be managing the medical and emergency. There will be 2 EMTs at aide station #1 & #4.

All staff and aide stations will have radios and will be in constant communication.

Certificate of Insurance: We are Certified Race Directors under USAT & USATF and will provide a COI naming each location of the event on the Certificates of Insurance.

Garbage Disposal Plan: We will carry out all garbage and recycling and dispose of our selves.

Water Plan: We will provide bottled water and 5 gallon water jugs to racers. There will not be any wastewater created during the event. Used ice will be disposed in tree wells.



Town of Yacolt Request for Council Action

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

Name: Stephanie Fields

Group Name:

Address: 202 W. Cushman
Yacolt, WA 98675

Phone: 360-686-3922

Email Address: clerk@townofyacolt.com

Alt. Phone:

ITEM INFORMATION:

Item Title: Council Members Swearing In

Proposed Meeting Date: December 13, 2021

Action Requested of Council: none

Proposed Motion: none

Summary/ Background: Michelle Dawson and Joshua Beck both were both re-elected to their existing seats in the November 3rd election, Michelle for Council Position #2, and Joshua for Council Position #3. The Clark County Auditor requires that each of them be administered a new Oath of Office at the last Town Council Meeting of 2021.

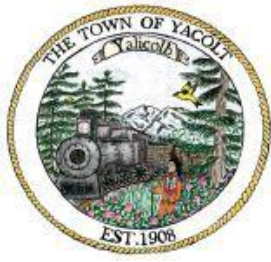
Staff Contact(s): Clerk Stephanie Fields

Mayor Katelyn Listek

clerk@townofyacolt.com

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, 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: Ordinance 586: 2022 Budget Adoption

Proposed Meeting Date: December 13, 2021

Action Requested of Council: Adopt the 2022 Budget as presented, with all changes made per Council and Mayor

Proposed Motion: "I move that we adopt the 2022 Budget as presented."

Summary/ Background: The 2022 Budget was drafted based on actual numbers from 2021 and prior, and with input and recommendations from the Town Clerk, Mayor, Council, and the general Public. Special Budget Workshops were conducted on August 23, September 27, and October 4 of this year. Public Hearings were held on October 11 and November 4 of this year. Washington State Law requires that the budget be adopted before the end of December, in a Public Town Council Meeting.

Staff Contact(s): Clerk Stephanie Fields

clerk@townofyacolt.com

Mayor Katelyn Listek

mayorlistek@townofyacolt.com

(360) 686-3922

TOWN OF YACOLT

2022 BUDGET

(INCLUDES
ADOPTION ORD. 586)



TOWN OF YACOLT- 2022 BUDGET

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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

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	\$ 1,164,578	\$1,023,623	\$2,188,201	\$750,423	\$1,437,778
002	General Reserve Fund	\$ 353,022	\$0	\$353,022	\$0	\$353,022
101	Street Fund	\$ 151,650	\$91,000	\$242,650	\$204,700	\$37,950
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 Fees	\$ 111,500	\$40,500	\$152,000	\$63,000	\$89,000
403	Stormwater Fees	\$ 87,000	\$50,000	\$137,000	\$57,000	\$80,000
	Totals	\$ 2,165,750	\$1,299,623	\$3,465,373	\$1,299,623	\$2,165,750

BUDGET ADOPTION ORDINANCE AND SALARY SCHEDULE

ORDINANCE # 586

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, 2022; 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, 2022 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 2022 had been filed with the Town Clerk and would be made available to any taxpayer requesting a copy;

Whereas, pursuant to the published notice, the Town held public hearings on October 11, 2021, and November 8, 2021, for the purpose of receiving public comment regarding the preliminary 2022 budget and 2022 revenue sources, and all persons wishing to be heard were heard;

Whereas, the Town Council has considered the proposed 2022 annual budget, and has made such adjustments and changes to the budget as it deems necessary and proper;

Whereas, the proposed 2022 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 2022;

Whereas, the Town Council finds that the Town’s 2022 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 13th day of December, 2021, 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 2022 Annual Budget: The final annual budget for the Town of Yacolt, Washington, for the fiscal year ending December 31, 2022 is hereby adopted at the fund level in its final form and content as set forth in the document entitled “Town of Yacolt Budget 2022”, three copies of which are on

file in the Office of the Town Clerk.

Section 3 – Summary of Yacolt’s 2022 Annual Budget: The Town’s estimated 2022 resources, including beginning fund balances and revenues for each separate fund, the appropriations authorized by the Town Council in the 2022 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 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	\$ 1,164,578	\$1,023,623	\$2,188,201	\$750,423	\$1,437,778
002	General Reserve Fund	\$ 353,022	\$0	\$353,022	\$0	\$353,022
101	Street Fund	\$ 151,650	\$91,000	\$242,650	\$204,700	\$37,950
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115	Transportation Impact Fees	\$ 111,500	\$40,500	\$152,000	\$63,000	\$89,000
403	Stormwater Fees	\$ 87,000	\$50,000	\$137,000	\$57,000	\$80,000
	Totals	\$ 2,165,750	\$1,299,623	\$3,465,373	\$1,299,623	\$2,165,750

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 2022 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 from the Current Expense/General Fund (#001) during fiscal year 2021 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 2022 relies upon anticipated year-end fund balances derived from revenues collected and expenditures incurred in fiscal year 2021, 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 2021 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 2022 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 #586 is a special Ordinance of the Town of Yacolt involving the Town’s 2022 budget. Being applicable for only a specific and limited period of time, this Ordinance #586 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 #584 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 #586
2022 Annual Budget**

The Town Council of the Town of Yacolt adopted Ordinance #586 at its regularly scheduled Town Council meeting held on December 13, 2021. 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, 2022; Establishing Employment Positions and Salary/Benefits Schedules; And Providing for Summary Publication”.

The effective date of the Ordinance is December 22, 2021.

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 22nd day of December, 2021.
Stephanie Fields, Town Clerk

PASSED by the Town Council of the Town of Yacolt, Washington, at a regular meeting thereof this 13th day of December, 2021.

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 #586 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, 2022; RE-ESTABLISHING AND INCREASING THE TOWN'S GENERAL RESERVE FUND (002); AUTHORIZING THE MAYOR AND TOWN CLERK TO MAKE NECESSARY ADJUSTMENTS TO ACCOUNTS; 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 13, 2021

Published: December 22, 2021

Effective Date: December 22, 2021

Ordinance Number: 586

EXHIBIT A (ORDINANCE 586)

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