

**Town of Yacolt  
Council Meeting Minutes  
Tuesday, February 18, 2020  
7:00 PM  
Town Hall**

**Call to Order**

Mayor Listek called meeting to order at 7:00 pm.

**Flag Salute**

**Roll Call**

PRESENT

Mayor Katie Listek

Council Member Amy Boget

Council Member Michelle Dawson

Council Member Malita Moseley

Council Member Herb Noble

Council Member Marina Viray

Clerk Dawn Salisbury

Public Works Director Tom Esteb

Attorney David Ridenour

**Late Changes to the Agenda**

None

**Minutes of Previous Meeting(s)**

1. Approve 2-3-2020 meeting minutes

Motion made by Council Member Noble, Seconded by Council Member Boget.

Voting Yea: Council Member Boget, Council Member Dawson, Council Member Noble, Council Member Viray

Voting Abstaining: Council Member Moseley

**Citizen Communication**

Richard Chandler requested a pedestrian man gate be added to the new ball field fence so it may be accessed for walking. Concern for vandalism was brought up. Mr. Chandler stated cameras can be installed to cover that concern.

Melissa Yahn with Impact Automotive requested permission to close the streets August 1, 2020 for their car show. There is expected to be around 180 cars or more. The street closures will be the same as last year. NCMS will be holding their annual health and safety fair the same day.

**Unfinished Business****2. Setback Variance Follow up**

Public Works Director Esteb visited property. Property lines appear to be correct. As the customer does not know the exact location of the drain field, they will need to get clarification from Clark County Health Dept on stipulations for the placement of the shed near or on the drain field. Currently the applicant does not meet the requirements for a variance.

**3. Cemetery Ord #517 Section 9.1 update**

Attorney Ridenour stated we will be revising Yacolt code 2.50. Public works concern is maintenance of cemetery with additional headstones. Mayor Listek would like to allow flat footstone in addition to the one headstone. Other cemetery districts in the area allow more than 1 headstone. Getting policies from other cemetery districts to review. Council Member Moseley would like families to be able to have more than one headstone if it didn't create a maintenance hardship. A flat footstone would be easier to maintain than a headstone but there would still be additional maintenance time for edging. Council Member Dawson agreed with Council Member Moseley. Council Member Noble asked how we would annex the cemetery into the town since we own the property. Clerk Salisbury to investigate to see what the advantage, disadvantage of annexing the cemetery would be. Clerk Salisbury noted that there is no physical address to the cemetery. She will look into getting one assigned. Will discuss at next meeting.

**4. Draft Ethics Policy Review Changes**

Clerk Salisbury and Council Member Viray have presented changes to the policy and asked for the councils input on proposed changes. Clerk Salisbury offered to share document via one drive so council members may edit or make changes. Will have updated policy at next meeting for review and possible adoption. Electronic Device Policy will also be reviewed and updated.

**5. Spring Clean Up Information**

Mayor Listek working on price to charge for spring clean-up. Public Works Director Tom Esteb has not received prices for dump boxes yet. Waste Connections will charge for dump boxes but possibly would provide transportation for free. Stated getting trucks and drivers from Waste Connections did not look promising. Mayor Listek asked for councils input for what town should charge. Council Member Boget asked if we knew what the charge per ton would be. Public Works Director Esteb stated that Waste Connections did not have an answer on pricing yet. Public Works Maintenance Assistant Terry Gardner stated last clean-up we had 3 trucks here with 1 truck on standby. Council Member Boget asked if we had an itemized bill from Waste Connections. Clerk Salisbury to research bill and get information to Mayor and Public Works Director. Scrap metal was discussed, and stated prices are low, so no one is taking scrap metal at this time. Council Member Noble stated that we needed to get ID from residents to prevent taking garbage from out of our area. Mayor Listek stated that residents outside of town limits should be included. Concern from a citizen about letting out of town residents

being allowed to dump when they don't pay taxes in the town. Council Member Boget stated that there could be repercussions if we do not charge enough with utilizing town funds for residents outside of town limits. Mayor Listek stated prices will be set to cover costs. Many people that volunteer in our community should be able to pay for this convenience and we can charge more for people living out of town. We want our surrounding areas to be clean as well. Concern over taking household trash was brought up. Mayor Listek stated we can prevent that. Public Works Director Esteb to inquire if we could utilize Clark County offender crews to pick up trash along the county roads leading into town.

6. Pickle Ball

Mayor Listek to have Pickle Ball lines painted on the tennis courts as the height of the net is the same. Pickle Ball lines will be a different color. Lines should be added by spring.

**New Business**

7. Resolution #592 Street Sweeper Purchase

Attorney Ridenour provided background on procurement process for resolution. Resolution is required for this purchase. Public Works Director Esteb stated due diligence was done on researching this purchase and negotiated a fair price of \$24,000 and the company selling will pay 1/2 of the transportation costs to Yacolt from Arizona. Public Works Director has flown to Arizona and inspected the sweeper.

Motion to approve Resolution #592

Motion made by Council Member Noble, Seconded by Council Member Dawson.

Voting Yea: Council Member Boget, Council Member Dawson, Council Member Moseley, Council Member Noble, Council Member Viray

8. Resolution #593 Civil Violation Notice 103 & 105 W Yacolt Rd

Attorney Ridenour explained zoning code violation procedure and presented 2 options to council for civil violation notice for 103 & 105 W Yacolt Rd. The options were Civil Violation Notice with monetary penalties or Civil Violation Notice with Request for Voluntary Correction. Attorney Ridenour explained both options. Discussion took place.

Motion to approve Resolution #593 Civil Violation with monetary penalties and giving 7 days' notice to occupant.

Motion made by Council Member Boget, Seconded by Council Member Viray.

Voting Yea: Council Member Boget, Council Member Dawson, Council Member Moseley, Council Member Noble, Council Member Viray

9. Approve Ordinance #580 Amending the 2020 Budget

Appropriations to the 2020 budget are unchanged. General Fund appropriation will be decreased by \$27,000, and street fund will be increased by same amount.

Motion made by Council Member Noble, Seconded by Council Member Boget.

Voting Yea: Council Member Boget, Council Member Dawson, Council Member Moseley, Council Member Noble, Council Member Viray

10. Approve Mayor to sign Animal Control Agreement

Council Member Noble questioned what the license covers. Council Member Dawson has not seen animal control in town since she moved here 8 months ago.

Motion to approve Mayor to sign Animal Control Agreement made by Council Member Boget, Seconded by Council Member Moseley.

Voting Yea: Council Member Boget, Council Member Moseley, Council Member Viray

Voting Nay: Council Member Dawson, Council Member Noble

**Public Works Department Report**

Library awning complete. Ball Park fence is complete. Global Security to come out and look at security cameras and what we can do to improve cameras and coverage. Council member Moseley mentioned the loiterers late at night at Town Park. Council Member Dawson brought up the possibility of creating a neighborhood watch. Council Member Boget mentioned that studies show more lighting deters crime. Suggestion made that we could add more street lighting around effected areas. Mayor Listek along with public works decided on locations for 2 new picnic tables at the Recreation Park. They will be installed soon. Larch inmate crews have cleaned all of the sidewalks on the west side of town. East side of town to be completed next.

**Town Clerk's Report**

Town clerk provided documentation from Paid Family Medical Leave that shows premiums must be paid on council members. CDBG for sidewalk project is ongoing and the Public Works Director and Town Engineer are working with Century Link to get pedestal moved and Verizon to get new vault lid. Assistant clerk has started working on the records room re organization utilizing our records grant. Records room has new access door. Process has been started to migrate our business licenses over to State of Washington Business License Services. The go live date is June 11th. Early renewal discount will no longer be available as Business License Services does not have that option available. Justin Earls with NCEMS asked if town would like to be involved in this year's Health and Safety Fair. Council members mail will be available in the mail slots in clerk's office. Insurance for the fireworks show cannot be obtained without a licensed Pyrotechnic even though the town only uses consumer grade fireworks. Clerk Salisbury found a Washington General Display license and has sent that off to underwriting to see if they would accept that. If they don't, our only option is to go with a company like Western Display which would cost the town between \$7,000 and \$9,000 and they could only do it on July 3rd. Joshua Beck and Luke Ross are working on obtaining their pyrotechnic licenses. They hope to have them before the 4th of July.

**Council's Comments**

Council Member Noble would like the no parking signs on Amboy Avenue to have better clarification. Public Works Director will get new signs with arrows. He also asked about the Trading Post liquor license for the new owner. The town does not handle liquor licenses and the clerk has not received any information for the Trading Post from the Liquor Control Board. CTRAN meeting went well and Council Member Noble thanked them for the wrapped bus and bringing it to town for viewing. CTRAN had a Town of Yacolt flag made for display at their offices. Mayor Listek is looking into having town flags made for citizens to purchase. Ron Onslow, our CTRAN representative, would like to come to a future meeting to introduce himself and get any questions we may have.

Council Member Viray thanked Mayor Listek for setting up the Valentine Craft Day. It was a huge success. Also thanked Council Member Dawson for providing the rocks and resident Lucy Robinson for picking up trash.

**Mayor's Comments**

Rock painting was a success. Thanked Desiree Lorentz for the coloring sheet design. Next craft day will be March 19th and we will be needing pinecones for making bird feeders. Mayor Listek attended the Seniors dinner at Pomeroy Farms. Talked about the senior's transportation issues. They need volunteer drivers. Mayor Listek attended the Mayor's Exchange in Olympia. Liked the idea of Coffee with the Mayor. She would like to start that program. Another Mayor suggested beer with the Mayor. 2020 Census coming up is very important and we need to make sure we get everyone accounted for because it directly affects our budget for the coming years. We receive more based on our population.

**Attorney's Comments**

Attorney Ridenour gave update on property at 110 S Hubbard. Town is the only creditor with claim against property and residents have been given till 2-28-2020 to vacate. Reminded everyone that the book of ordinances and a lot of information about the state gun laws are available digitally by request. Town Clerks office also has this information available.

**Approve to Pay Bills on Behalf of the Town**

Motion made by Council Member Boget, Seconded by Council Member Viray.

Voting Yea: Council Member Boget, Council Member Dawson, Council Member Moseley, Council Member Noble, Council Member Viray

001 General Fund	62,272.50	
101 Streets	3,177.68	
103 Cemetery	268.36	
105 REET/Real Estate Excise Tax	30.91	
403 Storm Water	<u>1,858.40</u>	Check # 17075-17088

67,607.85

Claims: 59,296.12


Payroll: 8,311.73

**Citizen Communication**

Larry Blakemon would like a ribbon cutting ceremony for the Library awning. He would also like the town add the bills they are approving to pay to the agenda. Clerk Salisbury stated that information is in the meeting minutes. Mayor Listek stated it would be cost prohibitive because of the amount of paper it would take to list all the bills. We can print a copy to be placed on the table for everyone to see.

**Adjourn**

Mayor Listek adjourned meeting at 8:57 pm.

  
Katie Listek, Mayor  
Dawn Salisbury, Clerk