

**Town of Yacolt  
Council Meeting Minutes  
Monday, May 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 5-4-2020 Council Meeting Minutes

Motion made by Council Member Boget, Seconded by Council Member Dawson.  
Voting Yea: Council Member Boget, Council Member Dawson, Council Member Moseley,  
Council Member Noble, Council Member Viray

**Citizen Communication**

None

**Unfinished Business**

2. Town Events- discussion only

Mayor Listek would like to keep the 4th of July parade on the schedule and do an extended route to help with social distancing. Council Member Dawson agrees with keeping the parade on the schedule. Council Member Boget asked about candy distribution and Mayor Listek

stated we would put guidelines in place to help keep everyone safe. Council Member Viray agrees with keeping the parade and suggested we could also have a patriotic porch contest.

3. Update on the status of town employees

Mayor Listek stated that as of May 11th, 2020 the Assistant Clerk position has been eliminated. This is mainly due to the Corona Virus and re-evaluating the workload for the next year. There is potential in the future to bring back a part time position. Council Member Boget clarified that the position was eliminated completely.

**Executive Session**

4. Executive Session-Potential Litigation Matters

Mayor Listek adjourned the regular meeting at 7:14 pm and called for an Executive Session to discuss potential litigation matters involving the Town as authorized by RCW 42.30.110(1)(i) to begin at 7:14 pm for 20 minutes. The Executive Session was attended by Mayor Listek, Council Members Boget, Dawson, Moseley, Noble, Viray, Clerk Salisbury, Public Works Director Esteb and Town Attorney David Ridenour. Mayor Listek re-opened the public meeting at 7:34 pm and extended the executive session until 7:44 pm. Mayor Listek re-opened the public meeting at 7:44 pm.

**New Business**

5. 5-9-2020 Mayor's Proclamation amending Declaration of Emergency Proclamation

Motion to accept the Mayor's 5-9-2020 Proclamation amending the Declaration of Emergency Proclamation 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

6. Consider Permission to Allow Future Building/Planning Department Fee Adjustments by Authority of the Mayor.

Town Attorney Ridenour stated there have been some questions the past months and even the past few years about the application of the town's fees and the use of the cost pass through agreement on various building and land use applications. This was an opportunity for the council to discuss whether to give temporary authority to the mayor to make adjustments if there is a reason or it is deemed necessary by staff or the town clerk. This would give the mayor the authority to make that change until such time that the council has the opportunity to revisit the fee schedule and then set a firm policy.

Attorney Ridenour stated in terms of the substance of this kind of action, the Town of Yacolt always considers the fair and consistent treatment of its citizens to be a priority. At any point, as circumstances dictate, the town will make changes to its policies and procedures to insure

fair treatment. Thus, the council is probably acting within its authority and discretion by declaring this subject matter necessary and routine for consideration under the Governor's emergency orders restricting public meetings.

Council Member Boget made a motion to allow building and planning department fee adjustments by authority of the mayor pending an adoption of a revised building fee schedule. Seconded by Council Member Dawson

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

### **Town Clerk's Report**

Clerk Salisbury informed the council that the call for bids for the CDBG Hoag Street project went out for advertisement this week. It is being advertised in the Daily Journal Commerce in Seattle and Portland. It is also being advertised in the Reflector. The bid opening for this project is June 5th at 2:00pm. Clerk Salisbury is also working on the annual report and the building department project.

### **Public Works Department Report**

Public Works Director Esteb updated the council that they have been concentrating on essential tasks only, such as roads, drainage, streets, signage and mowing. They are concentrating on keep the town safe and cleaned up. We have 2 volunteers helping with the mowing.

### **Attorney's Comments**

Attorney Ridenour brought up the CenturyLink pedestal that was on the last meeting agenda. Attorney Ridenour has contacted a title company and received an estimate of \$600 -\$800 to research for information on any easement agreements with CenturyLink. The title company has agreed to look into the issue at no charge if Attorney Ridenour would provide information and maps. They will then give us advice on whether it would produce beneficial answers before we incur any fees. Attorney Ridenour has only found one Ordinance from 1912 for telephone franchise for the town.

Attorney Ridenour has sent a Dropbox link to the staff and council members concerning the information on all the lawsuits against Governor Inslee concerning the COVID crisis. The Dropbox link is available to anyone who would like to see it by contacting the clerk's office.

### **Citizen Communication**

None

### **Council's Comments**

Council Member Moseley let everyone know that the water lines on West Jones street will be replaced in September.

Council Member Dawson asked if there was an address for the Town Park. Clerk Salisbury stated that there was a physical address listed on the PUD bill. Council Member Dawson stated she may be absent at the next meeting.

Council Member Noble is amazed at how much property needs to be mowed in town. He is hearing good things about public works, the clerk and is happy everyone is working together as a team.

Council Member Boget brought up that we will be starting the budget process soon and we will need to start planning for that.

### **Mayor's Comments**

Mayor Listek brought up public works desire to store the towns items away from the fire station. They will be focusing on ways to do that trying to be as cost effective as possible. They will be looking at shipping containers and other ways to store items.

Mayor Listek is taking over the records room grant and will be focusing on completing that by the end of May so as not to lose that grant money.

Mayor Listek sent the Council's resolution along with a letter to Governor Inslee to ask him to ease restrictions.

Mayor Listek has directed the Public Works Director to focus on the storage needs inside Town Hall by making the attic space useable so the upstairs council chambers can be worked on.

Mayor Listek wants to set June 6th for the 1st Saturday Open Air Market. Information will be posted on the Town's website and Facebook with more information.

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



001 General Fund	10,448.91	
101 Streets	6,586.31	
103 Cemetery	152.16	
403 Storm Water	<u>2,028.80</u>	Check # 17165 - 17180
	19,216.18	Claims: 9,780.19
		Payroll: 9,435.99

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

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

### **Adjourn**

Mayor Listek adjourned the meeting at 8:04 pm.

  
Katie Listek, Mayor  
Dawn Salisbury, Clerk