



**MARCH 27, 2020**

**PROCLAMATION OF THE MAYOR  
OF THE TOWN OF YACOLT  
(AMENDING EMERGENCY PROCLAMATIONS  
DATED MARCH 16 AND MARCH 17, 2020)**

**Whereas**, on February 29, 2020, the Governor of the State of Washington signed Proclamation 20-05 which proclaimed that a State of Emergency exists in all counties in the State of Washington due to the number of confirmed cases of COVID-19 in the State;

**Whereas**, on March 16, 2020, the Mayor of the Town of Yacolt signed a Declaration of Emergency, declaring a public emergency relating to the Novel Coronavirus Outbreak known as Covid-19;

**Whereas**, on March 17, 2020, the Mayor of the Town of Yacolt amended the Declaration of Emergency by providing additional information to the public regarding the temporary closure of Town Departments and facilities, and describing methods by which the public could contact the Town's officials and staff;

**Whereas**, on March 23, 2020, the Governor of the State of Washington signed Proclamation 20-25, which amended Proclamation 20-05 by entering a "Stay Home - Stay Healthy" Order prohibiting people from leaving their homes or participating in gatherings until midnight on April 6, 2020, (unless extended beyond that date), and identifying critical employees for essential government functions;

**Whereas**, on March 24, 2020, the Governor of the State of Washington signed Proclamation 20-28, which amended Proclamation 20-05 to further limit person-to-person contact in the State by waiving certain requirements in RCW 42.30, the Open Public Meetings Act, and RCW 42.56, the Public Records Act; and,

**Whereas**, Yacolt Municipal Code §2.45 authorizes the Mayor to adopt extraordinary and immediate measures to protect the public health, safety and welfare:

**NOW THEREFORE**, I, Katelyn J. Listek, Mayor of Yacolt, Washington, do hereby proclaim:

Section 1 - Public Council Meetings: During the period of time that the Declaration of Emergency is in place, the following changes will apply to public Council meetings:

- a). Meeting Dates: Yacolt Town Council meetings shall take place as follows:
  - (1). Monday, March 16, 2020, at 7:00 p.m.: This Council meeting was postponed and continued to April 6, 2020.
  - (2). Monday, April 6, 2020, at 7:00 p.m.: This Council meeting will take place at its regularly scheduled date and time.
  - (3). Monday, April 20, 2020, at 7:00 p.m.: This Council meeting will take place at its regularly scheduled date and time.
- b). Telephonic Access to Meetings: The Council meetings scheduled above may be attended by the Town Council, the Town's staff, and by the general public through telephonic means only. Instructions for joining the meeting will be available on the Town's website and on the front door of Town Hall at 202 W. Cushman Street, Yacolt, Washington. Those needing assistance with the instructions may also contact the Town Clerk at (360) 686-3922.
- c). Citizens Communications: Members of the public wishing to address the Council during the scheduled meetings may do so by offering comments in writing and directing those comments to the Town Clerk at [clerk@townofyacolt.com](mailto:clerk@townofyacolt.com). Written comments must be received by the Town Clerk no later than 12:00 o'clock on the day of the meeting.
- d). Limited Agenda: Pursuant to the Governor's Proclamation 20-28, the Town Council is prohibited during these meetings from taking "action" as defined in RCW 42.30.020, unless the matters are necessary and routine matters, or are necessary to respond to the COVID-19 outbreak and the current public health emergency.

Section 2 - Public Records Act: The Town Clerk shall continue to process requests for public records under RCW 42.56, the Public Records Act, with the following exceptions:

- a). Requests for Public Records: Requests for public records shall be received by email only, directed to the Town Clerk at [clerk@townofyacolt.com](mailto:clerk@townofyacolt.com), or by mail to the attention of the Town Clerk at P.O. Box 160, Yacolt, WA 98675. Requests for public records should be made using the Town's request form which is available on the Town's website at <https://www.townofyacolt.com/>. The "Request for Public Records" form can be found by clicking on the menu labeled "How Do I", and then clicking on "Forms Directory".
- b). Responses to Public Records Requests: Records provided in response to a public records request will not be available for inspection or copying by the requestor in Town Hall. Instead, records will be provided by mail or electronic means, and appropriate charges shall apply.
- c). Expiration of Exceptions: The above changes for processing requests for public records shall be effective until midnight on April 23, 2020, unless extended by further order of the Mayor, the Town Council, or the Governor of the State of Washington.

Section 3 - Town Hall - Town Clerk's Office: Town Hall remains closed to the public until further notice. However, the Town Clerk shall continue to report for work to perform the essential functions of the Town. To limit person-to-person contact through improved social distancing, the Assistant Clerk

shall not report to work until further notice, without the direction of the Mayor. The Clerk's Office shall continue to practice cleaning protocols in Town Hall as directed by the Mayor. The Mayor directs the Town Clerk to support staff members whose hours are reduced during this emergency by identifying State and/or Federal benefits that become available to employees affected by the emergency.

Section 4 - Town Hall - Public Works Department: The Town's Public Works Department employees have been directed by the Mayor to shelter-at-home, and shall not report to work without the direction of the Mayor. The Public Works Director may provide essential functions for the Town on an emergency basis, including by way of example, necessary maintenance of streets, storm water facilities, traffic control signage, and the Town's public buildings and facilities. The Mayor directs the Town Clerk to support Public Works Department staff members whose hours are reduced during this emergency by identifying State and/or Federal benefits that become available to employees affected by the emergency.

Section 5 - Town Hall - Hiatus for Building and Land Use Application Processing: Effective as of the date of this Proclamation and through midnight of April 23, 2020, applications for building permits and land use permits will not be accepted, except for minor construction projects or in emergency situations. Those seeking permits for minor construction or in emergency situations should make arrangements with the Town Clerk to submit an application and appropriate fees by mail or electronically. Further, the processing of all pending applications for building permits and land use permits is hereby stayed through midnight of April 23, 2020.


Section 6 - Effective Dates of Proclamations: This Proclamation shall take effect immediately. The contents of the Mayor's earlier Proclamations issued on March 16, 2020 and March 17, 2020, remain in effect except to the extent those Proclamations have been changed and superseded by the terms of this Proclamation. The terms of this Proclamation shall remain in effect until terminated or amended by further proclamation of the Mayor and/or by action of the Town Council.

The Proclamations shall be presented for review by the Town Council at its meeting scheduled for Monday, April 6, 2020. All terms of the Proclamations issued to date (as amended) shall remain in full force and effect unless and until the Town Council modifies or rejects them. Declarations and Proclamations by the Mayor which are rejected by the Council shall, after a vote rejecting them, be void.

Dated this 27<sup>th</sup> day of March 2020, at Yacolt, Washington.

  
Katelyn J. Listek, Mayor

Attest:

  
Dawn Salisbury, Town Clerk.