



**Yacolt Town Council- Meeting Minutes
Monday, December 21st, 2020
Town Hall Virtual/ Telephonic- 7:00 PM**

Call to Order

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

Flag Salute

Roll Call

PRESENT

Mayor: Katelyn Listek

Council Members: Amy Boget, Michelle Dawson, Herb Noble, Malita Moseley, Marina Viray

Public Works: Director Tom Esteb

Town Attorney: David Ridenour

Approve Minutes of Previous Meetings

Motion was made to approve minutes of the December 7th Council meeting

Motion: Boget **2nd:** Viray

Aye: Boget, Dawson, Noble, Moseley, Viray **Nay:** 0

Motion passed

Citizen Communication

- A caller wanted a status update on the Tallman's and the Tae Kwon Do buildings. Another caller concurred that it appears that people are living in them, and/or holding events in them. Mayor Listek responded that documentation (photos/ videos, times, notations of activities) is necessary in order to process code violations, and we lack good documentation at this point. We may need to check in with neighbors for this.
- Caller also wanted to voice that she supports recording meetings because when she misses meetings, she likes to be able to hear the audio recordings. Mayor Listek explained that we will record hearings, but are not planning to record regular meetings at this time. She welcomes calls and encourages meeting attendance.

- Another caller asked if there is some kind of plan to lock down the Rec Park parking lot. Late at night, kids do cookies through the lot, creating a noise nuisance and tearing up the ground. Mayor Listek responded that we are aware and are trying to come up with deterrents; again, we need documentation in order to prosecute. (Videos/ photos/ license plate numbers, etc.)

Unfinished business

- Mayor Listek introduced her Mayor's Message and Proposed 2021 Budget for a final review before voting to adopt the budget. No one posed any questions or concerns.

Mayor Listek then introduced Ordinance #584, Adopting the Proposed 2021 Budget.

Motion was made to pass Ordinance #584 as written.

Motion: Viray **2nd:** Noble

Ayes: Dawson, Noble, Viray **Nays:** Boget, Moseley

Motion Passed

New Business

- C-Tran Rep- A C-Tran Board Representative and Alternate needed to be selected. Since Councilman Noble is currently the alternate, he spoke up and recommended that Doug Boff be nominated as our pick for Representative, leaving Noble as alternate, and Ron Onslow (current Rep) in 3rd position.

Motion was made to select our Reps as Noble recommended above.

Motion: Boget **2nd:** Moseley

Ayes: Boget, Dawson, Noble, Moseley, Viray **Nays:** 0

Motion Passed

- Town Engineer- Notice was put out in November for Requests for Qualifications for a firm to act as our Town Engineer. We only received one submittal, from Jackson Civil Engineering, which is the same company we have been using since at least 2017. Jackson's contract was looked over by council and approved as written.

Motion was made for the Town to Execute the contract with Jackson Civil Engineering for 2021.

Motion: Boget **2nd:** Moseley

Ayes: Boget, Dawson, Noble, Moseley, Viray **Nays:** 0

Motion Passed

- **Saving Money**- A report had been sent out to Council Members by the Town Attorney, to be used as a guideline for future decisions on the use of professionals by the town. The report detailed both attorney and engineering costs incurred over this year. Council members had the opportunity to discuss those fees, and were encouraged to use the report as a tool. Councilmember Boget asked if there has been any progress on setting us up with an interlocal agreement for our building department. Mayor Listek responded that there is really only one city she has found to be comparable to Yacolt, but she is continuing to research. Also, mistakes have been found in the way our own building department. was set up, and steps are being worked on to correct those. Boget also pointed out that that there are tasks on the attorney's report which should be done by Town staff (clerk/ treasurer/ building dep't., legal research), but is there enough time for the clerk to complete all those tasks as needed? She offered that perhaps Council Members might be called on to come in to help if needed.

Town Clerk's Report

- All bank reconciliations are up-to-date, and all treasurer's reports are posted on the website. Daily work is all caught up; all grant paperwork has been submitted for the year, and all their funds have been received. The clerk has created a new, automated payroll spreadsheet to streamline recording of staff's hours for all of 2021. Next goal: correcting public works payroll distributions to start off 2021 payroll accurately.

Public Works Report

- Will be working in the shop for about a month to winterize equipment, mowers, etc. The star on the Christmas tree appears to have a direct short higher than 20 feet up. Jes Seekins will try to climb up there before Christmas to find, repair the short if possible. A drone was flown up around tree, but no damage could be seen.

Attorney's Comments

- Since the clerk is posting notices, calendaring, etc., the attorney has only been having to look things over, rather than originating new work lately. He is able to be more hands-off as the clerk handles more responsibilities. The paralegal concept may still be a good option; we are behind on filling PRA requests, which is something a paralegal could help with. Boget said she had thought the paralegal idea was dead-in-the-water; Mayor Listek wasn't sure the paralegal was an entirely efficient idea, but if anyone wants to refer a paralegal, she will be happy to talk with them. Atty. Ridenour suggested that perhaps when the clerk gets to the point of really needing help, we could look at hiring a paralegal part-time, and just use the attorney as support.

Ridenour also wanted to point out two other issues:

- a) Code enforcement: One violation has been resolved; another file remains open, and we are still compiling info. He pointed out that if anyone in the community has a complaint, they should file it clerically and follow proper steps, including providing documentation.
- b) Fees: He is open off-the-clock for any council members' questions about fees or dealing with any complex problems. He is devoted to saving the Town money, as can be seen on his report, which clearly shows much work done gratis.

Mayor's Comments

- With all the challenges this year has brought to our community, this year has seemed so long, yet has flown by so fast. Thank you to all community members for pulling together in the midst of situations such as the wildfires and the pandemic. We should all count every day as a blessing. She thanked the council, and knows that in the coming year, they can all make a positive impact on the people around them. She pointed out how diverse and balanced our council is, and that they are a beautiful representation of our community. She thanked the Town staff, attorney, and engineer for pulling together for a successful year. She hopes everyone's holidays are filled with love and happiness.

Council's Comments

- Noble thanked our Public Works staff, Tom and Terry, for everything they do behind the scenes to keep this town running smoothly, particularly being out in the bad weather this time of year.
- Boget wishes all a happy Yule, Kwanzaa, Merry Christmas – however they celebrate the holidays.
- Dawson wished everyone a Merry Christmas, and is looking forward to January 2021.
- Moseley said she celebrates Hanukkah, and wished to share a Happy Hanukkah to those others who celebrate it.

Approval to pay bills on behalf of the town

Motion made to pay the bills on behalf of the town: \$26, 139.14 total

Motion: Boget 2nd: Viray

Yea: Boget, Dawson, Noble, Moseley, Viray **Nay:** 0

Motion Passed

Adjourn

Mayor Listek adjourned the meeting at 8:04 pm

Katelyn J. Listek, Mayor

Stephanie Fields, Clerk