



Town of Yacolt
Council Meeting Agenda
Monday, June 01, 2020
7:00 PM
Telephonic Only

Dial in using your phone.
United States: [+1 \(646\) 749-3129](tel:+16467493129)

Access Code: 534-958-893

Call to Order

Flag Salute

Roll Call

Late Changes to the Agenda

Minutes of Previous Meeting(s)

- 1.** 5-18-2020 Draft Meeting Minutes

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

New Business

- 2.** Fuel Pump System Update
- 3.** 6-Year Transportation Plan review and comments

Town Clerk's Report

Public Works Department Report

Attorney's Comments

Council's Comments

Mayor'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.

Approve to Pay Bills on Behalf of the Town

Adjourn

**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 it's 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

DRAFT



Town of Yacolt

Request for Council Action

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

Name: Mayor Listek

Group Name:

Address:

Phone:

Email Address:

Alt. Phone:

ITEM INFORMATION:

Item Title: Update on Fuel Lock System from Fire Dist #13

Proposed Meeting Date: 6-1-2020

Action Requested of Council: None

Proposed Motion: None

Summary/ Background: Update on Fuel system and key cards

Staff Contact(s): Tom Esteb



Town of Yacolt

Request for Council Action

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

Name: Tom Esteb

Group Name:

Address:

Phone:

Email Address:

Alt. Phone:

ITEM INFORMATION:

Item Title: 2021-2026 6-Year Transportation Plan Review

Proposed Meeting Date: 6-1-2020

Action Requested of Council: None

Proposed Motion: None

Summary/ Background: 2021- 2026 6-Year Transportation Plan for review and comments before it is presented at the public hearing 6-15-2020.

Staff Contact(s): Tom Esteb

Town of Yacolt, Clark County, Washington

Six Year Transportation Improvement Plan From 2021 to 2026

Public Hearing: June 15, 2020

Adopted June : Resolution #

Project Description	Priority	Financing	2021	2022	2023	2024	2025	2026
General Planning Evaluation Engineering review and planning evaluation of the Town's streets, sidewalks, curbs, gutters, drainage, bicycle and pedestrian elements, ADA transition planning, and/or railroad crossing structures.	2	State Funds: \$20,000 Local Funds: \$25,000 Total Funds: \$45,000	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ -
Johnson Avenue W. Yacolt Road to W. Humphrey St. New pavement, curbs, sidewalks & drainage	3	Fed Funds : \$ 490,450 (CDBG) Local Funds: \$30,000 Total Funds: \$520,450	\$ 520,450,00		\$ -	\$ -	\$ -	\$ -
W. Humphrey St. S. Railroad Ave. to W. Town Limits New pavement, curbs, and drainage	5	State Funds : \$710,605 Local Funds: \$157,000 Total Funds: \$867,605	\$ 867,605	\$ -	\$ -	\$ -	\$ -	\$ -
E. Farrer Street N. Hubbard to N. Pine Ave. Pavement preservation	5	State Funds : \$ 33,500 Local Funds: \$0 Total Funds: \$33,500	\$ -	\$ 33,500	\$ -	\$ -	\$ -	\$ -
E. Humphrey Street S. Williams Ave. to S. Hubbard Ave. New pavement, curbs, sidewalks and drainage	5	State Funds : \$231,210 Local Funds: \$0 Total Funds: \$231,210	\$ -	\$ 231,210	\$ -	\$ -	\$ -	\$ -
N. Amboy Road W. Jones St. to W. Yacolt Road New pavement, curbs,	5	Fed. Funds : \$380,000 (CDBG) Local Funds: \$6,680	\$ -	\$ 386,680	\$ -	\$ -	\$ -	\$ -

sidewalks and drainage		Total Funds: \$386,680							
N. Hubbard Road									
E. Yacolt Rd. to N. Dead End Pavement preservation	5	Local Funds: \$41,900 Total Funds: \$41,900	\$ -	\$ 41,900	\$ -	\$ -	\$ -	\$ -	\$ -
N. Pine Street									
E. Yacolt Rd. to Dead End Pavement preservation	5	State Funds: \$40,500 Local Funds: \$0 Total Funds: \$40,500	\$ -	\$ 40,500	\$ -	\$ -	\$ -	\$ -	\$ -
Ranck Avenue									
W. Cushman St. to W. Wilson St. New pavement, curbs & drainage	5	State Funds: \$379,248 Local Funds: \$0 Total Funds: \$379,248	\$ -	\$ 379,248	\$ -	\$ -	\$ -	\$ -	\$ -
W. Christy Street									
N. Amboy Road to Dead End at Park New pavement and sidewalks	5	State Funds: \$350,000 Local Funds: \$15,680 Total Funds: \$365,680	\$ -	\$ 365,680	\$ -	\$ -	\$ -	\$ -	\$ -
E. Valley Road									
S. Hubbard to Dead End Pavement preservation	6	State Funds: \$20,000 Local Funds: \$3,000 Total Funds: \$23,000	\$ -	\$ 23,000	\$ -	\$ -	\$ -	\$ -	\$ -
E. Wilson									
S. Hubbard to Dead End Pavement preservation	6	State Funds: \$19,000 Local Funds: \$4,700 Total Funds: \$23,700	\$ -	\$ 23,700	\$ -	\$ -	\$ -	\$ -	\$ -
N. Cedar Avenue									
E. Yacolt Road to Dead End Pavement preservation	6	State Funds: \$41,900 Local Funds: \$0 Total Funds: \$41,900	\$ -	\$ 41,900	\$ -	\$ -	\$ -	\$ -	\$ -
N. Pine Avenue									
E. Jones to Dead End Curbs, sidewalks, drainage	6	State Funds: \$144,900 Local Funds: \$0 Total Funds: \$144,900	\$ -	\$ 144,900	\$ -	\$ -	\$ -	\$ -	\$ -
South Hubbard									
E Jones to E Hoag St Pavement preservation	2	State Funds: \$33,900 Local Funds: Total Funds: \$33,900	\$ -	\$ 33,900	\$ -	\$ -	\$ -	\$ -	\$ -
S. Williams									
E. Jones St. to E. Humphrey St. New pavement, sidewalks, curbs & drainage	5	Fed. Funds: \$200,860 (CDBG) State Funds: \$16,000 Total Funds: \$216,860	\$ -	\$ -	\$ 216,860	\$ -	\$ -	\$ -	\$ -
W. Jones Street									
W. Town Limits to Railroad Avenue Pavement preservation	6	Local Funds: \$62,790 Total Funds: \$62,790	\$ -	\$ -	\$ 62,790	\$ -	\$ -	\$ -	\$ -
W. Wilson Street									
S. Railroad Avenue to Dead End	5	State Funds: \$604,000 Local Funds: \$100,760	\$ -	\$ -	\$ 704,760	\$ -	\$ -	\$ -	\$ -

New pavement and curbs		Total Funds: \$704,760.						
Blackmore Avenue		Local Funds: \$8,125						
W. Humphrey St. to W. Jones	6	State Funds: \$8,125	\$ -	\$ -	\$ 16,250	\$ -	\$ -	\$ -
Pavement preservation		Total Funds: \$16,250						
W. Christy Street		State Funds: \$35,490						
N. Amboy Road to Dead End	6	Local Funds: \$0	\$ -	\$ -	\$ 35,490	\$ -	\$ -	\$ -
Pavement preservation		Total Funds: \$35,490						

Railroad Avenue - Preservation Yacolt Road to Hoag Road Pavement preservation	1	Local Funds: \$7,700 State Funds: \$125,000 Total Funds: \$132,700	\$ -	\$ -	\$ -	\$ 132,700	\$ -	\$ -	
W. Bumpski Street S. Parcel to Dead End New pavement, sidewalks, curbs and drainage	5	Fed. Funds: \$130,000 (CDBG) State Funds: \$21,410 Total Funds: \$151,410	\$ -	\$ -	\$ -	\$ 151,410	\$ -	\$ -	
W. Hoag Street S. Railroad Ave. to Dead End New pavement, curbs and drainage	5	State Funds: \$457,163 (CDBG) Local Funds: \$100,000 Total Funds: \$557,163	\$ -	\$ -	\$ -	\$ 557,163	\$ -	\$ -	
Parcel Ave #1 W Yacolt Rd to W Humphrey St New pavement, curbs and widening	1	State Funds: \$459,905 TIB Local Funds: \$75,000 Total Funds: \$534,905	\$ -	\$ -	\$ -	\$ -	\$ 534,905	\$ -	
Parcel Ave #2 W Humphrey St to South Town Limits New pavement	1	Federal Funds: \$257,387 (CDBG) Local Funds: \$25,000 Total Funds: \$282,387	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 282,387	
East Yacolt Rd N Railroad Ave to E Town Limits New pavement, curbs and drainage	2	State Funds: \$665,420 (RSTP) Local Funds: \$7,000 Total Funds: 672,420	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 672,420	
West Yacolt Rd Pavement preservation 1900 lin. ft.	3	State funds \$ 54,800 (RSTP) Local Funds: \$5000.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 59,800	