

Town of Yacolt

Council Meeting Agenda

Monday, April 06, 2020
7:00 PM
Town Hall

Call to Order

Flag Salute

Roll Call

Late Changes to the Agenda

Minutes of Previous Meeting(s)

1. Approve 2-18-2020 Meeting Minutes
2. Approve 3-2-2020 Meeting Minutes
3. Approve 3-16-2020 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

4. Rotate Finance Committee
5. Resolution #587 Building Dept Fee Schedule
6. Approve 3-16-2020 Declaration of Emergency Proclamation
7. Approve 3-17-2020 Mayor's Emergency Declaration Letter
8. Approve 3-27-2020 Emergency Declaration Amendment Proclamation
9. Corona Virus- Financial Impacts

Public Works Department Report

Town Clerk's Report

Council's Comments

Mayor's Comments

Attorney's Comments

Approve to Pay Bills on Behalf of the Town

Adjourn



Town of Yacolt Request for Council Action

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

Name:	Dawn Salisbury	Group Name:	Town Council
Address:	P.O. Box 160 Yacolt, WA 98675	Phone:	360-686-3922
Email Address:	clerk@townofyacolt.com	Alt. Phone:	---

ITEM INFORMATION:

Item Title:	2-18-2020 Meeting Minutes
Proposed Meeting Date:	April 6, 2020
Action Requested of Council:	Re-approve 2-18-2020 meeting minutes without changes.
Proposed Motion:	None
Summary/ Background:	2-18-2020 minutes were approved with changes, however, there was no motion made at the 2-18-2020 meeting to excuse Councilmember Moseley's absence so we need to reapprove the minutes without changes.
Staff Contact(s):	Dawn Salisbury

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. NCEMS 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



Town of Yacolt Request for Council Action

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

Name:	Dawn Salisbury	Group Name:	Town Council
Address:	P.O. Box 160 Yacolt, WA 98675	Phone:	360-686-3922
Email Address:	clerk@townofyacolt.com	Alt. Phone:	---

ITEM INFORMATION:

Item Title:	3-2-2020 Meeting Minutes
Proposed Meeting Date:	April 6, 2020
Action Requested of Council:	Approve 3-2-2020 meeting minutes.
Proposed Motion:	Motion to approve 3-2-2020 meeting minutes.
Summary/ Background:	
Staff Contact(s):	Dawn Salisbury

**Town of Yacolt
Council Meeting Minutes
Monday, March 02, 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 Herb Noble
Council Member Marina Viray
Clerk Dawn Salisbury
Public Works Director Tom Esteb
Attorney David Ridenour

ABSENT

Council Member Malita Moseley

Late Changes to the Agenda

None

Minutes of Previous Meeting(s)

1. Approve 2-18-2020 Meeting Minutes with changes.

Council Member Boget stated Council Member Moseley's absence was excused at 2-18-2020 meeting and minutes needed to be updated.

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

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

Citizen Communication

Larry Blakemon - wants to set the date for Library awning ribbon cutting for April 25th. Mayor Listek is working with Holland Christy on setting a different date as the town clean-up will be held that day.

Mayor Listek voiced concern about paying council members to attend. Mayor Listek will be available

for the ceremony. Council members can volunteer for the event. Council Member Dawson will volunteer her time for the ceremony.

Jordana Lasalle - Informed the council of an upcoming women's event called RISE. This event is aimed towards businesswomen of Yacolt to network with each other, talk about their businesses, ideas for businesses, or potential businesses. The event will be held monthly, will be free, and will include guest speakers. The meeting will be held at town hall March 9th from 6 pm to 8 pm and is open to all women of Yacolt.

Unfinished Business

2. Cemetery District 4/5 Headstone Policies

Discussion took place among council members about sizes of headstones and footstones to be allowed in the Yacolt Cemetery. Decision was made to update Ordinance #517 and Yacolt Municipal Code 2.50 to reflect Maximum headstone and footstone size to 28x16x4.

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

Town Clerk Salisbury reported that Civil Violation Notice had gone out to 105 W Yacolt Rd on 2-25-2020. RV on property was removed as of 2-24-2020. On 2-26-2020 property owner Scott Phillips called and stated that they will still be utilizing the facility but that there would be no overnight stays at the property.

4. Draft Ethics Policy Review - update

Council Member Noble asked why the town needed their own ethics policy when the state RCW's cover ethic violations. Mayor Listek stated the state auditors are the ones requesting that cities and towns have their own policies and we were condensing down our draft policy to include those RCW's. Attorney Ridenour stated he shared Council Member Nobles curiosity about the process for having our own policy. He would like information from the state auditors on what the source reason or authority that tells us we have to have our own policy and what would the benefit be. He also stated that there is no end to the state statutes that apply ethical standards to what we do. Attorney Ridenour stated our policy would be to have a very reasonable if not the highest ethical standards in everything we do. Clerk Salisbury will reach out to the auditor's office for clarification.

5. Spring Clean Up Update

Public Works Director Tom Esteb went over previous years costs for clean-up. Looked at different options to save money. Clean up will be the same as previous years with household hazardous waste, freon containing appliances, electronics, and tires will be dropped off at the school and will be free to the residents. At the Railroad parking lot, we will have 2 - 30-yard containers and 2 - 40-yard containers. These containers will run \$596 to dump and Waste Connections will provide the delivery and pick up for free. One will be a separate container for scrap metal which the town will be paid for from Metro Metals. Public Works Director Esteb

estimates the clean-up will cost the town around \$3000.00 not counting the reimbursement check from Metro Metals. Council Member Noble asked if we could get an additional container if needed. Public Works Director Tom Esteb stated additional boxes would be delivered if needed and he will be meeting with the county representative on Wednesday 3-2-2020 and will be going over all costs with Waste Connections after that. A resident asked if household garbage would be allowed. Council stated that it would not be accepted. Clerk Salisbury asked about furniture being accepted. Furniture will be accepted. Mayor Listek will include clean-up information details in the next newsletter that will go out the beginning of April. Vouchers and fliers with clean-up information will be available at Town Hall. Mayor Listek suggested having a minimum voucher price of \$25.00 and charge an additional \$5.00 for out of town residents. A town citizen asked if any proceeds were made where would they go. Mayor Listek stated that would be for the council to decide but we do have a deficit in the budget due to the sweeper purchase so any proceeds would help with that. Spring Clean Up will be 4-25-2020 from 8am to 2pm. Previous clean-up charges were discussed. It was decided that passenger cars would be \$25, pick up \$35, up to 6x12 trailer \$45, and a \$5 fee for nonresidents in addition to voucher prices. Any trailer over 6x12 will have to buy an additional \$45 voucher. There will be a 2-voucher limit per address. Council Member Noble asked about the town's liability for volunteers helping. Clerk Salisbury stated there is a volunteer waiver that will be required to be signed by any volunteers.

New Business

6. Discharge of firearms in town - discussion only

Clark County Sheriff Deputy Harrison questioned whether the town had a local discharge of firearms ordinance. He stated the town should look at possibly adopting one since 4 or 5 neighbors could potentially get together and shoot in town if done safely. Attorney Ridenour stated that he reached out to Deputy Harrison and his concern was he did not know what authority he had to handle an issue if it arose as Clark County Code does not apply to Yacolt, but state law would. Attorney Ridenour referenced Battle Ground and Clark County codes provided in packet and referenced Battle Ground code 9.24.010 that states that it is unlawful to discharge a firearm in town and the second paragraph says we hereby adopt RCW 9.41.230 as written and adopt it by reference. That is the key statute and is almost word for word to the ordinance that Yacolt repealed. The rest of Battle Ground's ordinance deals with archery and archery ranges. Attorney Ridenour went over state statutes about shooting laws and sent them on to Deputy Harrison to see if they would suffice. Attorney Ridenour offered to share his copy of the sheriff's email and RCW's he found in his research with anyone who would like them. He stated that the council is authorized and have the discretion to make the rules more restrictive than the state statutes if they wish. Council Member Dawson voiced her concern with Battle Ground code concerning BB guns and air rifles. Attorney Ridenour stated those seemed to be covered by state statutes. We are awaiting Deputy Harrison's answer to Attorney Ridenour's or Clerk Salisbury's emails concerning this matter. Will update council when answered.

7. Rental fees for community room - discussion only

Mayor Listek stated that the community room is evolving and is currently free to rent for town residents. She loves the thought that it is free, but her concern is the cost to the town for electricity when rented on non-business hours. She is not wanting to change the deposit fees but would like some fee to cover electric costs. Council Member Boget stated that just the hourly rental rate was removed but the kitchen fee, after hours lock up fee and cleaning deposits were still in place. Clerk Salisbury stated that the prior hourly rental fee was \$10. Discussion about security took place and Mayor Listek stated locks were being installed to keep renters out of the public works office and storage room upstairs. A partition will be installed in kitchen pass through area and a lock put on kitchen door. Clerk Salisbury also brought up the fact that residents have asked to use electric at the Recreational Park. Council Member Viray stated \$20 an hour was a fair rental price. Council Member Boget stated that before we put a fee back in place, that we took away, we should revisit this topic again. Mayor Listek would like council to think about the fees and get back to her with ideas. Council Member Noble asked about liquor allowed. It is not allowed at this time, but would it be allowed by law? Clerk Salisbury will investigate the liquor laws and update council. Will revisit at 3-16-2020 meeting.

Public Works Department Report

Public Works Director Esteb stated concrete was poured for 2 additional picnic tables. One has been installed and the other will be installed next week. Stub wall in foyer and wall upstairs has been taped and textured. Shelves and new lighting have been installed in the records room. Preventative maintenance was done on the F250 pick up. Sweeper check is going out this week after a glitch with the seller's bank. Public works is looking into a professional company to paint the lines for pickleball. Sidewalk clean-up is continuing. West side of town is done, and they will start on east side of town next. Public works is running out of shop space and is very cramped. Started inventory on all equipment and tools. The Town owns a lot of gas engines to be maintained.

Town Clerk's Report

Clerk Salisbury has applied for a permit to get an address assigned to the cemetery. Annexing the cemetery would have the town responsible for the road maintenance in front of the cemetery. Clerk Salisbury will look into the annexing process. The town received its Well City Award for 2020 so we will continue to receive our 2% discount on medical premiums. We have completed our first training with Business License Services in preparation for our business license applications to be turned over to the state to process. Town Hall will now be open through the lunch hour. We will give notification on the website, on Facebook, and on the door for any days we will have to close for lunch. The town received a very nice letter and thank you note from the library for the awning. Fireworks - Western display wanted to confirm that we will not want to utilize their services for fireworks on July 3rd. Council does not want to do fireworks on July 3rd. Josh Beck and Luke Ross are in the process of getting their pyrotechnics licenses but won't have them by the 4th. They have obtained a list of licensed pyrotechnics and are reaching out to them to see if any are available for our event. The Bigfoot Fun Run is being advertised now and we already have 3 runners registered.

Council's Comments

Council Member Boget was approached by NCLL and thanked for the fence around the ballpark. She asked about the play structure that was supposed to be put in the park. Mayor Listek stated that the play area would be near the ballpark but not in the ballpark as she was concerned for the safety of the children crossing the parking lot to access the play area where it where it was to be located. Council member Boget was concerned about the restrictions on the use of park impact fees to pay for the fence. Clerk Salisbury stated that she was not involved in the changes to the plan to remove the play area from the ballpark and believes the town cannot use the impact fees for the fence as it has no direct benefit to the housing development. Mayor Listek will look into adding the play area to a different location in the ballpark to accommodate the neighborhood and can add man gates for access. Council Member Boget wants to make sure NCLL's containers are fully fenced to protect the towns liability.

Council Member Noble asked if Public Works has their own cell phones or are they utilizing their own. Public Works Director Esteb stated he was using his own. He said his cell service is with A.T.&T and his cell reception was very poor. He knows the town is strapped for cash but would like to see about getting a town supplied cell phone. Council Member Noble is concerned with public works being reached in case of an emergency. Mayor Listek informed council that public works will be getting their own phone and dedicated phone number so they can be reached without going through the admin office.

Council Member Noble brought up his concerns with the parking in the no parking zone on Amboy Ave. Public Works Director Esteb stated that new no parking signs with arrows are ordered and will be installed in the next week or so. Clerk Salisbury stated that Officer Gosch will be able to enforce the no parking with the correct signs with arrows.

Council Member Noble stated that there is a lot of positivity in town with the changes and work that is being completed by the public works department.

Council Member Dawson inquired about the status of the electronic reader boards. Public works is looking into it but does not have any updated information at this time.

Council Member Viray asked if their completed CML training certificates needed to be turned into the office. Clerk Salisbury stated they can either keep them or turn them in to be put in their personnel file.

Mayor's Comments

Mayor Listek mentioned she liked to see the Larch inmates working around town. She met some of the inmates and visited with their supervisor. She is focusing on getting ready for the spring clean-up and the spring craft being held on March 19. She is also focusing on our next big event which is the Easter Egg Hunt and the next newsletter. If anyone has any input for the newsletter, please let Mayor Listek know. Mayor Listek is grateful for everyone working together. She also said that the Public Works Maintenance Assistant Gardner is bringing in pinecones for the spring craft. Donations of other pinecones are welcome.

Council Member Viray is working on the signs for the spring craft and the town's Art Commissioner representative, Desiree Lorentz, is working on the fliers for our storm drain painting project for Mayor Listek to take to Yacolt Primary and Amboy Middle Schools.

Attorney's Comments

Attorney Ridenour gave update on property on the corner of Jones and Hubbard. Occupants had till February 28th to vacate. Attorney Ridenour reached out to the attorney handling the probate but had not heard back from her before tonight's meeting.

I-1639 has been updated with additional documents and they have been added to the Dropbox sight. Anyone interested can be sent the Dropbox link if they would like by providing their email address.

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 Noble, Council Member Viray

001 General Fund	2,466.61	
101 Streets	23,647.02	
103 Cemetery	105.00	
105 REET/Real Estate Excise Tax	<u>271.00</u>	
	26,489.63	Check # 17089-17104
		Claims: 26,489.63

Executive Session

Mayor Listek adjourned public meeting at 8:37 and called for Executive session to review the performance of public employees as authorized by RCW 42.30.110(1)(g) and to discuss litigation and potential litigation as authorized by RCW 42.30.110(1)(i) to begin at 8:37 pm for 1 hour. The executive session was attended by Mayor Listek, Council Members Boget, Dawson, Noble, Viray and Town Attorney David Ridenour. Mayor Listek re-opened public meeting at 9:37 pm and extended executive session until 10:07pm. Mayor Listek re-opened public meeting at 10:07 and extended executive session until 10:17 pm. Mayor Listek re-opened public meeting at 10:17 pm and extended executive session until 10:22 pm. Mayor Listek re-opened public meeting at 10:22pm.

Adjourn

Mayor Listek adjourned public meeting at 10:22 pm.

Katie Listek, Mayor

Dawn Salisbury, Clerk



Town of Yacolt Request for Council Action

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

Name:	Dawn Salisbury	Group Name:	Town Council
Address:	P.O. Box 160 Yacolt, WA 98675	Phone:	360-686-3922
Email Address:	clerk@townofyacolt.com	Alt. Phone:	---

ITEM INFORMATION:

Item Title:	3-16-2020 Meeting Minutes
Proposed Meeting Date:	April 6, 2020
Action Requested of Council:	Approve 3-16-2020 meeting minutes.
Proposed Motion:	Motion to approve 3-16-2020 meeting minutes.
Summary/ Background:	
Staff Contact(s):	Dawn Salisbury

**Town of Yacolt
Council Meeting Minutes
Monday, March 16, 2020
7:00 PM
Town Hall**

On 3/16/2020 Mayor Listek declared a State of Emergency for the Town of Yacolt due to the Novel Corona Virus known as Corona -19. The Declaration of Emergency Proclamation is attached as exhibit A. Due to this declaration Mayor Listek directed the 3-16-2020 Council Meeting be cancelled and continued to 4-6-2020.

Katie Listek, Mayor

Dawn Salisbury, Clerk

DRAFT



Town of
Yacolt, Washington

DECLARATION OF EMERGENCY
PROCLAMATION

WHEREAS, on January 31, 2020, the Secretary of the United States Department of Public Health and Human Services, Alex Azar, declared a public emergency effective January 27, 2020 for the Novel Coronavirus Outbreak known as COVID-19; and

WHEREAS, on February 29, 2020, the Governor of the State of Washington 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, and directed that the plans and procedures of the Washington State Comprehensive Plan be implemented; and

WHEREAS, the Mayor has been advised by the Department of Emergency Management that there is the imminent threat of COVID-19; and the Centers for Disease Control (CDC) has issued warnings regarding the impacts and severity of this event; and

WHEREAS, there have been no COVID-19 cases confirmed for individuals residing in or working in Yacolt, the spread of COVID-19 continues in Clark County with more people being affected; and

WHEREAS, the documented presence and impact of COVID-19 within Clark County and its potential to spread rapidly in the region if steps are not taken to contain or slow the spread constitutes an emergency so as not to overwhelm our healthcare system; and

WHEREAS, Yacolt Municipal Code 2.45 authorizes the Mayor to declare an emergency under these conditions and necessitate the utilization of emergency powers granted under RCW 35.33.081 and 38.52.070; and

WHEREAS, COVID-19 is a respiratory disease that can result in serious illness or death, and can easily spread from person to person, and measures must be taken to protect public health, safety, and welfare within the Town of Yacolt; and

WHEREAS, all available resources are committed to this event, the Town of Yacolt may require supplemental assistance; and

WHEREAS, the severity of this event may go beyond the capability of local resources; and the existing conditions warrant the proclamation of the existence of a local emergency; and

THEREFORE, be it proclaimed that I, Katelyn J. Listek, Mayor of Yacolt, Washington, do hereby proclaim that a local emergency now exists due to the COVID-19 outbreak;

The emergency declared herein shall be in place immediately upon date of adoption and shall remain in place until terminated, or amended by further proclamation of the Mayor and/or action of the Town Council.

Furthermore, the Town Council of the Town of Yacolt shall be convened as soon as possible, to request their ratification of this Proclamation and all orders of the civil emergency.

Dated this 16th day of March, 2020.



Katelyn J. Listek, Mayor

ATTEST:



Dawn Salisbury, Clerk



Town of Yacolt Request for Council Action

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

Name:	Dawn Salisbury	Group Name:	Town Council
Address:	P.O. Box 160 Yacolt, WA 98675	Phone:	360-686-3922
Email Address:	clerk@townofyacolt.com	Alt. Phone:	---

ITEM INFORMATION:

Item Title:	Resolution #594 Building Dept Fee Schedule
Proposed Meeting Date:	March 16, 2020
Action Requested of Council:	Approve Mayor to sign Resolution #594 authorizing changes to the Building Dept Fee Schedule as the original Resolution #587 was not signed by the mayor and was not added to the Town' Book of Resolutions.
Proposed Motion:	Motion to approve mayor to sign Resolution #594 Building Dept Fee Schedule
Summary/ Background:	
Staff Contact(s):	Dawn Salifbury

Resolution #594

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF YACOLT, WASHINGTON, AUTHORIZING THE MAYOR TO SIGN RESOLUTION #587, ENTITLED “A RESOLUTION OF THE TOWN OF YACOLT, WASHINGTON, AMENDING RESOLUTION #581 ADOPTING A FEE SCHEDULE FOR THE TOWN OF YACOLT FOR BUILDING SERVICES”; GIVING RESOLUTION #587 RETROACTIVE EFFECT; AND PROVIDING FOR AN EFFECTIVE DATE.

Whereas, the Town Council of the Town of Yacolt was in session on September 16, 2019, (hereafter the “*Meeting*”);

Whereas, during the Meeting, the Council considered Resolution #587, entitled “A RESOLUTION OF THE TOWN OF YACOLT, WASHINGTON, AMENDING RESOLUTION #581 ADOPTING A FEE SCHEDULE FOR THE TOWN OF YACOLT FOR BUILDING SERVICES”, a true and correct copy of which is attached hereto as Exhibit A;

Whereas, by unanimous vote of the Council members present at the Meeting, the Council adopted Resolution #587 accepting all proposed changes to the Fee Schedule, and subject to the removal of line 222 from the Resolution’s attached exhibit;

Whereas, Resolution #587 was not signed by the Mayor in due course following the Meeting, and the Resolution was not added to the Town’s Book of Resolutions;

Whereas, the Town Council acknowledges that the minutes of the Meeting do not reflect the Council’s direction to remove line 222 from the Resolution’s attached exhibit prior to its execution by the Mayor and Town Clerk;

Whereas, the Town Council therefore now desires to verify and restate its intent that Resolution #587 be adopted effective as of September 16, 2019, accepting all changes to the Fee Schedule described therein, and subject to the removal of line 222 from the Resolution’s attached exhibit;

Whereas, the Town is currently represented by a new Mayor as a result of an election that was held in November of 2019;

Whereas, the Town Council therefore desires to authorize the Town’s new Mayor to sign Resolution #587, giving it retroactive effect to the date of the Meeting; and,

Whereas, the Town Council is in regular session this 16th day of March, 2020, and all members of the Town Council have had notice of the time, place, and purpose of said meeting:

NOW THEREFORE, be it Resolved by the Town Council of the Town of Yacolt, Washington, as follows:

Section 1 – Adoption of Recitals: The foregoing Recitals are hereby ratified and confirmed as being true and correct and are hereby made a part of this Resolution upon adoption hereof.

Section 2 – Authorization to Execute Resolution #587: The Mayor is authorized to sign Resolution #587, (Exhibit A hereto), in a final version that adopts all of the proposed changes to the Town’s Fee Schedule for Building Services that are indicated therein, and after removing line 222 from the Resolution’s exhibit.

Section 3 – Confirmation of Retroactive Effect and Ratification of Actions: Once executed, it is the Council’s intent that Resolution #587 be effective as of September 16, 2019, that being the date that the Resolution was actually adopted by the Council. Any actions of the Town Council and of the Town’s officers and staff prior to the date of this Resolution #594, and consistent with the terms of Resolution #587, are hereby ratified and approved.

Section 4 – Severability: If any section, subsection, paragraph, sentence, clause, or phrase of this Resolution is declared unconstitutional or invalid for any reason by a court of competent jurisdiction, the remaining portion of this Resolution shall remain in full force and effect.

Section 5 – Effective Date: This Resolution shall take effect immediately upon adoption.

RESOLVED by the Town Council of the Town of Yacolt, Washington, at a regular meeting thereof this 16th day of March, 2020.

TOWN OF YACOLT

Katie Listek, Mayor

Attest:

Dawn Salisbury, Town Clerk

Approved as to Form:

David W. Ridenour, Town Attorney

Ayes: _____
Nays: _____
Absent: _____
Abstain: _____

TOWN CLERK'S CERTIFICATION

I hereby certify that the foregoing Resolution is a true and correct copy of Resolution #594 of the Town of Yacolt, Washington, entitled "A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF YACOLT, WASHINGTON, AUTHORIZING THE MAYOR TO SIGN RESOLUTION #587, ENTITLED "A RESOLUTION OF THE TOWN OF YACOLT, WASHINGTON, AMENDING RESOLUTION #581 ADOPTING A FEE SCHEDULE FOR THE TOWN OF YACOLT FOR BUILDING SERVICES"; GIVING RESOLUTION #587 RETROACTIVE EFFECT; AND PROVIDING FOR AN EFFECTIVE DATE" as approved according to law by the Town Council on the date therein mentioned.

The Resolution [___] has / [___] has not been published.

Attest:

Dawn Salisbury, Town Clerk

Published: _____
Effective Date: March 16, 2020
Resolution Number: 594

DRAFT

Exhibit 'A' to Resolution #594

RESOLUTION # 587

A RESOLUTION OF THE TOWN OF YACOLT, WASHINGTON, AMENDING RESOLUTION #581 ADOPTING A FEE SCHEDULE FOR THE TOWN OF YACOLT FOR BUILDING SERVICES.

WHEREAS: The Town Council of the Town of Yacolt, Washington is in regular session this ___ day of _____, 2019; and

WHEREAS: The members of the Town Council have had notice of the time, place and purpose of said meeting; and

NOW THEREFORE, BE IT RESOLVED, that the Town Council of the Town of Yacolt, Washington do hereby amend Resolution #581 adopting the Exhibit A, Building & Permit Fee Schedule as the official Fee Schedule for the Town of Yacolt Building Department.; and

BE IT FURTHER RESOLVED, that inspections outside normal hours will be billed on travel time to Yacolt, mileage to Yacolt, and a minimum of 1 hour inspection time.; and

BE IT FURTHER RESOLVED that the attached Fee Schedule, Exhibit A as the official fee schedule for the Town of Yacolt Building Department; further it be resolved that Resolution #587 shall become effective upon the date of adoption by the Town Council of Yacolt, Washington on this ___ day of _____, 2019

APPROVED this ___ day of _____, 2019

Town of Yacolt

Vince Myers, Mayor

Attest:

Dawn Salisbury, Clerk

Ayes: _____

Nays: _____

Absent: _____

Abstain: _____

Exhibit A 2019 Building Department Fee Schedule

	A	B	C	D	E
1					
2	Department	Fee Type	Fee Description	Fee	
3	Planning And Zoning	Land Use	Permit Issuance Fee	\$ 65.00	\$ 80.00
4	Planning And Zoning	Land Use	Washington State Surcharge Residential	\$ 6.50	
5	Planning And Zoning	Land Use	Washington State Surcharge Commercial	\$ 25.00	
6	Planning And Zoning	Land Use	Inspections outside normal hours will be billed travel time to Yaoclt, mileage to Yaoclt, and a minimum of 1 hour inspection time	See Comment	
7	Planning And Zoning	Land Use	Reinspection Fees: \$80.00 Charged per Hour, Minimum Charge 1 Hour	See Comment	
8	Planning And Zoning	Land Use	Inspections: \$80.00 Charged per Hour for which No Fee is Specifically Indicated, 1 Hour Minimum Charge	See Comment	
9	Planning And Zoning	Land Use	Annexation - At Notice (Due at Time of Notice Of Intent)	\$ 329.00	
10	Planning And Zoning	Land Use	Annexation - At Petition (Due at Time of Petition)	\$ 1,935.00	
11	Planning And Zoning	Land Use	Appeals of Land Use Decision - Type I	\$ 2,671.00	
12	Planning And Zoning	Land Use	Appeals of Land Use Decisions - Type II Cost Recovery (Cost plus 10%)	Minimum Fee \$2,671	
13	Planning And Zoning	Land Use	Binding Site Plan Review	\$ 3,316.00	
14	Planning And Zoning	Land Use	Boundary Line Adjustment (per Lot after the First 2 Lots)	\$ 223.00	
15	Planning And Zoning	Land Use	Code/Planning Director's Interpretation	\$ 167.00	
16	Planning And Zoning	Land Use	Comprehensive Plan and Map Amendments Subject to Annual Reviews	\$ 3,815.00	
17	Planning And Zoning	Land Use	Conditional Use Permit	\$ 250.00	
18		Land Use	Covenant Release	\$ 3,316.00	

Exhibit A 2019 Building Department Fee Schedule

	A	B	C	D	E
2	Department	Fee Type	Fee Description	Fee	
19	Planning And Zoning	Land Use	Critical Area Review per Critical Area for Fish and Wildlife Habitat Areas, Frequently Flooded Area, and Geologic Hazard Areas	\$ 308.00	
20	Planning And Zoning	Land Use	Critical Area Review Wetland Areas	\$ 665.00	
21	Planning And Zoning	Land Use	Development Agreement Cost Recovery: Minimum of \$798.00	\$798 Plus Cost Recovery	
22	Planning And Zoning	Land Use	EIS Preparation Cost Recovery: Staff Time at Current Billing rate	Cost Recovery	
23	Planning And Zoning	Land Use	Engineering Plan Review and Construction Inspection - in Town Review: 2% of Estimated Construction Costs of Improvements (\$500 Due at Time of Submittal)	\$500 at Time of Submittal (See Comment for Total Fee)	
24	Planning And Zoning	Land Use	Engineering Plan Review and Construction Inspection - Pass Through Options: Cost Recovery - Actual Cost of Consultant Review plus 10%: This Fee is Applicable when Applicant Chooses to Use the Town's Consultant for Civil Plan Review	See Comment	
25	Planning And Zoning	Land Use	Fencing Permit	\$ 65.00	
26	Planning And Zoning	Land Use	Final Site Plan	\$ 1,000.00	
27	Planning And Zoning	Land Use	Final Short Plat	\$ 1,250.00	
28	Planning And Zoning	Land Use	Final Subdivision	\$ 2,280.00	
29	Planning And Zoning	Land Use	Grading Permits (50-100 Cubic Yards)	\$ 109.00	
30	Planning And Zoning	Land Use	Grading Permits (101-1,000 Cubic Yards)	\$109 + \$9 per 100 Cubic Yards over 100 and Fraction thereof	

Exhibit A 2019 Building Department Fee Schedule

	A	B	C	D	E
2	Department	Fee Type	Fee Description	Fee	
31	Planning And Zoning	Land Use	Grading Permits (1,001 - 10,000 Cubic Yards)	\$190 plus \$17 per 100 Cubic Yards over 1,000 and Fraction thereof	
32	Planning And Zoning	Land Use	Grading Permits (10,001-100,000 Cubic Yards)	\$343 + \$27 per 10,000 Cubic Yards over 10,000 and Fraction thereof	
33	Planning And Zoning	Land Use	Grading Permits (100,001-200,000 Cubic Yards)	\$586 + \$32 per 10,000 Cubic Yards over 100,000 and Fraction thereof	
34	Planning And Zoning	Land Use	Grading Permits (>200,000 Cubic Yards)	\$906 + \$32 per 10,000 Cubic Yards over 200,000 and Fraction thereof	
35			Hearings Examiner Appeal - Existing Residential and Non-residential Appeals of Code Enforcement Decisions	\$ 321.00	
36	Planning And Zoning	Land Use	Home Occupation Review with Business License	\$ 56.00	
37	Planning And Zoning	Land Use	Legal Lot Determination	\$ 223.00	
38	Planning And Zoning	Land Use	Plat Alteration	\$ 2,671.00	
39	Planning And Zoning	Land Use	Post Decision Review Type I	\$ 166.00	
40	Planning And Zoning	Land Use	Post Decision Review Type II	\$ 554.00	
41	Planning And Zoning	Land Use	Post Decision Review Type III	\$ 2,671.00	
42	Planning And Zoning	Land Use	Pre-application Conference	\$ 350.00	
43	Planning And Zoning	Land Use	Plat Recording	\$ 1,575.00	
44	Planning And Zoning	Land Use	Preliminary Short Plat 2 - 9 Lots Plus \$150 Per Lot	\$ 4,325.00	

Exhibit A 2019 Building Department Fee Schedule

	A	B	C	D	E
2	Department	Fee Type	Fee Description	Fee	
45	Planning And Zoning	Land Use	Preliminary Subdivision 10-25 Lots Plus \$150 per Lot	\$ 5,603.00	
46	Planning And Zoning	Land Use	Preliminary Subdivision 26-50 Lots Plus \$150 per Lot	\$ 6,087.00	
47	Planning And Zoning	Land Use	Preliminary Subdivision >50 Lots (\$10,350 Maximum) Plus \$90 per Lot	\$3,815.00	
48	Planning And Zoning	Land Use	Residential Plot Plan Review or Revision	\$ 58.00	
49	Planning And Zoning	Land Use	Final Plat of Subdivision - Review and Recording	\$ 1,575.00	
50	Planning And Zoning	Land Use	SEPA Checklist Review	\$ 650.00	
51	Planning and Zoning	Land Use	Shed - Basic	\$ 65.00	
52	Planning and Zoning	Land Use	Traffic Study Review Cost plus 10%	See Comment	
53	Planning And Zoning	Land Use	Road Modification Request - Per Modification	\$ 278.00	
54	Planning And Zoning	Land Use	Shorelines Substantial Development Permit	\$1907.00 plus Cost of Development	
55	Planning And Zoning	Land Use	Shorelines Conditional Use Permit	\$2,594 plus Cost of Development	
56	Planning And Zoning	Land Use	Shorelines Variance Permit	\$2,594 plus Cost of Development	
57	Planning And Zoning	Land Use	Shorelines Exemption Request	\$ 205.00	
58	Planning And Zoning	Land Use	Signs: Free Standing Signs Require a Separate Building Permit	\$ 166.00	
59	Planning And Zoning	Land Use	Site Plan Review Residential or Non-residential (Type I)	\$ 333.00	
60	Planning And Zoning	Land Use	Site Plan Review Residential (Type II) with \$700 Minimum and \$10,000 Maximum	\$700 plus \$47 per Unit	
61	Planning And Zoning	Land Use	Site Plan Review Non-residential (Type II) with \$850 Minimum and \$10,000 Maximum	\$850 plus \$0.10 sf Ground Floor plus \$0.07 sf Other Floors	

Exhibit A 2019 Building Department Fee Schedule

	A	B	C	D	E
2	Department	Fee Type	Fee Description	Fee	
62	Planning And Zoning	Land Use	Temporary Use	\$ 166.00	
63	Planning And Zoning	Land Use	Variance	\$ 250.00	
64	Planning And Zoning	Land Use	Variance (Land Use Fee Schedule)	\$2,642 Or 50% in Conjunction with Parent Application that Requires a	
65	Planning And Zoning	Land Use	Variance - Administrative	\$ 166.00	
66	Planning And Zoning	Land Use	Zone Change Application Filing Fee	\$ 500.00	
67	Planning And Zoning	Land Use	Zone Change (Text/Map Amendments) \$3,762 plus \$240/2.5 Acres over 2.5 Acers	See Comment	
68	Planning And Zoning	Land Use	Zoning Verification letter	\$ 162.00	
69					
70	Planning And Zoning	Right Of Way	Right of Way Permit Fee 101 Feet to 1,000 Feet	\$179 plus \$0.50 per Foot over 100 Feet	
71	Planning And Zoning	Right Of Way	Right of Way Permit Fee 1,001 Feet to 5,000 Feet	\$629 plus \$0.40 per Foot over 1,000 Feet	
72	Planning And Zoning	Right Of Way	Right of Way Permit Fee 5,001 Feet or More	\$2,229 plus \$0.30 per Foot over 5,000 Feet	
73					
74	Planning And Zoning	Building Safety Dept.	Demolition: Demolition Permit	\$ 223.00	
75	Planning And Zoning	Building Safety Dept.	Moving Building Permit: Moving Permit	\$ 223.00	
76	Planning And Zoning	Building Safety Dept.	Manufactured Home Setup: Placement Permits	\$ 235.00	
77					
78	Planning And Zoning	Development	Pre-application Conference Fee	\$ 350.00	
79	Planning And Zoning	Development	Preliminary Subdivision Plan Review Fee - \$4,325 plus \$150 for each Lot 2 - 9 Lots	\$4,325 plus \$150 per Lot	

Exhibit A 2019 Building Department Fee Schedule

	A	B	C	D	E
2	Department	Fee Type	Fee Description	Fee	
80	Planning And Zoning	Development	Preliminary Subdivision Plan Review Fee - \$5,603.00 plus \$150 for each Lot 10 - 25 Lots	\$5603.00 plus \$150 per Lot	
81	Planning And Zoning	Development	Preliminary Subdivision Plan Review Fee - \$6,087.00.00 plus \$150 for each Lot 26 - 50 Lots	\$6087.00 plus \$150 per Lot	
82	Planning And Zoning	Development	Engineering Plan Review & Legal Cost - Pass Through Agreement (1)	Cost plus 10%	
83	Planning And Zoning	Development	Final Plat of Subdivision - Review and Recording	\$ 1,575.00	
84	Planning And Zoning	Development	Planned Residential Development Plan Review And Field Inspection Fees	\$ 3,550.00	
85	Planning And Zoning	Development	Fire Department Access and Water Flow Availability Plan Review (1)	\$ 350.00	
86	Planning And Zoning	Development	Archeological Project Review (1)	\$ 350.00	
87	Planning And Zoning	Development	Development Agreement	\$ 750.00	
88					
89	Planning And Zoning	Impact Fee	Traffic Impact Fee - New Single Family	\$ 2,700.00	
90	Planning And Zoning	Impact Fee	School Impact Fee - New Single Family	\$ 5,000.00	
91	Planning And Zoning	Impact Fee	School Impact Fee - New Multi-Family Per Unit	\$ 1,800.00	
92	Planning And Zoning	Impact Fee	Park Impact Fee - New Single Family	\$ 2,300.00	
93	Planning And Zoning	Impact Fee	Park Impact Fee- New Multi-Family per Unit	\$ 828.00	
94					
95	Community Development	Building Permits	Permit Issuance Fee	\$ 65.00	\$ 80.00
96	Community Development	Building Permits	Washington State Surcharge Residential	\$ 6.50	
97	Community Development	Building Permits	Washington State Surcharge Commercial	\$ 25.00	
98	Community Development	Building Permits	Inspections outside normal hours will be billed travel time to Yacolt, mileage to Yacolt, and a minimum of 1 hour inspection time	See Comment	

Exhibit A 2019 Building Department Fee Schedule

	A	B	C	D	E
2	Department	Fee Type	Fee Description	Fee	
99	Community Development	Building Permits	Reinspection Fees: \$80.00 Charged per Hour, Minimum Charge 1 Hour	See Comment	
100	Community Development	Building Permits	Inspections: \$80.00 Charged per Hour for which No Fee is Specifically Indicated, 1 Hour Minimum Charge	See Comment	
101	Community Development	Building Permits	Building Plan Review: Fee is Calculated at 65% of Building Permit Fee (Due at Time of Submittal)	See Comment	
102	Community Development	Building Permits	Building Permit Valuation \$1.00 to \$500	\$ 65.00	
103	Community Development	Building Permits	Building Permit Valuation \$501 to \$2,000	\$65 for the First \$501 plus \$4 for each \$100 or Fraction thereof, to and Including \$2,000	
104	Community Development	Building Permits	Building Permit Valuation \$2,001 to \$25,000	\$125.00 for the First \$2,000 plus \$16.50 for each \$1,000 or Fraction thereof, up to and Including \$25,000	

Exhibit 'A' to Resolution #594

Exhibit A 2019 Building Department Fee Schedule

	A	B	C	D	E
2	Department	Fee Type	Fee Description	Fee	
105	Community Development	Building Permits	Building Permit Valuation \$25,001 to \$50,000	\$504.50 for the First \$25,000 plus \$12.50 for each \$1,000 or Fraction thereof, up to and Including \$50,000	
106	Community Development	Building Permits	Building Permit Valuation \$50,001 To \$100,000	\$817.00 for the First \$50,000 plus \$9.50 for each \$1,000 or Fraction thereof, up to and Including \$100,000	
107	Community Development	Building Permits	Building Permit Valuation \$100,001 to \$500,000	\$1292.00 for the First \$100,000 plus \$7.50 for each \$1,000 or Fraction thereof, to and	
108	Community Development	Building Permits	Building Permit Valuation \$500,001 to \$1,000,000	First \$500,000 plus \$4.00 for each \$1,000 or Fraction	
109	Community Development	Building Permits	Building Permit Valuation \$1,000,000 and Up	\$7542.00 for the First \$1,000,000 plus \$4 for each	
110	Community Development	Building Permits	Building Permit Re-Roofing or Re-siding for Single Family Residence	\$130 (Commercial Based on Valuation)	
111	Community Development	Building Permits	Inspections Outside Normal Hours \$97.50 per	Minimum Charge	

Exhibit A 2019 Building Department Fee Schedule

	A	B	C	D	E
2	Department	Fee Type	Fee Description	Fee	
112	Community Development	Building Permits	Re-inspection Fee (After 2nd Failed Inspection) \$65 per Hour, Minimum 2 Hours	Minimum Charge \$130.00	
113					
114	Community Development	Mechanical Permits	Mechanical Permit Issuance Permit Issuance Fees are Charged for all Mechanical Permits Issued, Regardless of Permit Type	\$ 65.00	\$ 80.00
115	Community Development	Mechanical Permits	Washington State Surcharge Residential	\$ 6.50	
116	Community Development	Mechanical Permits	Washington State Surcharge Commercial	\$ 25.00	
117	Community Development	Mechanical Permits	Inspections outside normal hours will be billed travel time to Yacolt, mileage to Yacolt, and a minimum of 1 hour inspection time	See Comment	
118	Community Development	Mechanical Permits	Reinspection Fees: \$80.00 Charged per Hour, Minimum Charge 1 Hour	See Comment	
119	Community Development	Mechanical Permits	Inspections: \$80.00 Charged per Hour for which No Fee is Specifically Indicated, 1 Hour Minimum Charge	See Comment	
120	Community Development	Mechanical Permits	Inspections: \$80.00 Charged per Hour for which No Fee is Specifically Indicated, 1 Hour Minimum Charge	See Comment	
121	Community Development	Building Permits	Mechanical Plan Review: Fee is Calculated at 65% of Building Permit Fee (Due at Time of Submittal)	See Comment	
122	Community Development	Building Permits	Commercial Review 65% of Valuation	See Comment	
123	Community Development	Building Permits	Complex Consultant Review Cost plus 10%	See Comment	

Exhibit 'A' to Resolution #594

Exhibit A 2019 Building Department Fee Schedule

	A	B	C	D	E
2	Department	Fee Type	Fee Description	Fee	
124	Community Development	Mechanical Permits	Mechanical Permit Issuance - Supplemental for Issuing each Supplemental Permit for which the Original Permit has not Expired, has been Cancelled or Finalized	\$ 14.00	
125	Community Development	Mechanical Permits	Heating and Cooling: Air Conditioning	\$ 16.00	
126	Community Development	Mechanical Permits	Heating and Cooling: Heat Pump	\$ 16.00	
127	Community Development	Mechanical Permits	Heating and Cooling: Alteration of Existing HVAC	\$ 13.00	
128	Community Development	Mechanical Permits	Heating and Cooling: Residential Boiler	\$ 37.50	
129	Community Development	Mechanical Permits	Heating and Cooling: Install/Replace Heaters	\$ 14.00	
130	Community Development	Mechanical Permits	Heating and Cooling: Split Systems	\$ 17.00	
131	Community Development	Mechanical Permits	Gas Water Heater	\$ 19.00	
132	Community Development	Mechanical Permits	Vents for Appliances	\$ 9.00	
133	Community Development	Mechanical Permits	Decorative Fireplace	\$ 25.00	
134	Community Development	Mechanical Permits	Wood Stoves/Pellet Stoves	\$ 25.00	
135	Community Development	Mechanical Permits	Fireplace Inserts	\$ 25.00	
136	Community Development	Mechanical Permits	Environmental Exhaust and Ventilation: Kitchen Range Hood	\$ 9.00	
137	Community Development	Mechanical Permits	Environmental Exhaust and Ventilation: Clothes Dryer	\$ 8.00	
138	Community Development	Mechanical Permits	Environmental Exhaust and Ventilation: Exhaust Fans - Single Ducts	\$ 11.00	
139	Community Development	Mechanical Permits	Environmental Exhaust and Ventilation: Exhaust Fans - Attic/Radon	\$ 11.00	
140	Community Development	Mechanical Permits	Environmental Exhaust and Ventilation: Fuel Gas Piping (First Floor)	\$ 11.00	
141	Community Development	Mechanical Permits	Environmental Exhaust and Ventilation: Each Additional Gas Outlet	\$ 2.00	

Exhibit A 2019 Building Department Fee Schedule

	A	B	C	D	E
2	Department	Fee Type	Fee Description	Fee	
142	Community Development	Mechanical Permits	Complex Plan Review Fee - 65% of Permit Fee	See Comment	
143	Community Development	Mechanical Permits	Fire Suppression 65% of Valuation	See Comment	
144	Community Development	Mechanical Permits	Unit Fee - Furnace: For the Installation or Relocation of each Forced Air or Gravity Type Furnace or Burner Including Ducts and Vents Attached to such Appliance, up to and Including 100,000 Btu/h (29.3kW)	\$ 18.00	
145	Community Development	Mechanical Permits	Relocation of each Forced Air or Gravity Type	\$ 22.00	
146	Community Development	Mechanical Permits	Ductless HVAC	\$ 17.00	
147	Community Development	Mechanical Permits	Unit Fee-Furnace: For the Installation or Relocation of each Floor Furnace, Including Vent	\$ 18.00	
148	Community Development	Mechanical Permits	Unit Fee-Furnace: For the Installation or Relocation of each Suspended Heater, Recessed Wall Heater, or Floor Mounted Unit Heater	\$ 18.00	
149	Community Development	Mechanical Permits	Unit Fee-Appliance Vents: For the Installation, Relocation, or Replacement of each Appliance Vent Installed and not Included in an Appliance Permit	\$ 11.00	
150	Community Development	Mechanical Permits	Unit Fee-Repairs and Additions: For the Repair, Alteration, or Addition of each Heating Appliance, Refrigeration Unit, Cooling Unit, Absorption Unit, or each Heating, Cooling, Absorption, or Evaporative Cooling System, Including Installation of Controls Regulated by the Mechanical Code	\$ 17.00	

Exhibit A 2019 Building Department Fee Schedule

	A	B	C	D	E
2	Department	Fee Type	Fee Description	Fee	
151	Community Development	Mechanical Permits	Unit Fee-Boilers, Compressors, and Absorption Systems: For the Installation or Relocation of each Boiler or Compressor to and Including 3 Horsepower (10.6kW) or each Absorption System to and Including 100,000 Btu/h (29.3kW)	\$ 18.00	
152	Community Development	Mechanical Permits	Unit Fee-Boilers, Compressors, and Absorption Systems: For the Installation or Relocation of each Boiler or Compressor over 3 Horsepower (10.6kW) to and Including 15 horsepower (52.7kW) or each Absorption System to and Including 100,000 Btu/h (29.3kW) to and Including 500,000 Btu/h(146.6kW)	\$ 31.00	
153	Community Development	Mechanical Permits	Unit Fee-Boilers, Compressors, and Absorption Systems: For the Installation or Relocation of each Boiler or Compressor over 15 Horsepower (52.7kW) to and Including 30 Horsepower (105.5kW) or each Absorption System over 500,00Btu/h (146.6kW) to and Including 1,000,000 Btu/h	\$ 43.00	
154	Community Development	Mechanical Permits	Unit Fee-Boilers, Compressors, and Absorption Systems: For The Installation or Relocation of each Boiler or Compressor over 30 Horsepower (105.5kW) to and Including 50 Horsepower (176kW) or each Absorption System over 1,000,000Btu/h (293.1kW) to and Including 1,750,000 Btu/h (512.9kW)	\$ 63.00	

Exhibit A 2019 Building Department Fee Schedule

	A	B	C	D	E
2	Department	Fee Type	Fee Description	Fee	
155	Community Development	Mechanical Permits	Unit Fee-Boilers, Compressors, and Absorption Systems: For The Installation or Relocation of each Boiler or Compressor over 50 horsepower (176kW) or Each Absorption System Over 1,750,000 Btu/h (512.9kW)	\$ 103.00	
156	Community Development	Mechanical Permits	Unit Fee-Air Handlers: For each Air Handling Unit to and Including 10,000 Cubic Feet per Minute (cfm) (4,719 L/s) Including Ducts Attached thereto	\$ 14.00	
157	Community Development	Mechanical Permits	Unit Fee-Air Handlers: For each Unit over 10,000 cfm (4,719 L/s)	\$ 22.00	
158	Community Development	Mechanical Permits	Unit Fee-Evaporative Coolers: For each Evaporative Cooler other than Portable Type	\$ 14.00	
159	Community Development	Mechanical Permits	Unit Fee-Ventilation and Exhaust: For each Ventilation Fan Connected to a Single Duct	\$ 11.00	
160	Community Development	Mechanical Permits	Unit Fee-Ventilation and Exhaust: For each Ventilation System which is not a Portion of any Heating or Cooling System Authorized by	\$ 14.00	
161					
162	Community Development	Plumbing Permits	Plumbing Permit Issuance: Permit Issuance Fees are Charged for all Plumbing Permits Issued, Regardless of Permit Type	\$ 65.00	\$ 80.00
163	Community Development	Plumbing Permits	Washington State Surcharge Residential	\$ 6.50	
164	Community Development	Plumbing Permits	Washington State Surcharge Commercial	\$ 25.00	

Exhibit 'A' to Resolution #594

Exhibit A 2019 Building Department Fee Schedule

	A	B	C	D	E
2	Department	Fee Type	Fee Description	Fee	
165	Community Development	Plumbing Permits	Inspections Outside Normal Hours: \$97.50 per Hour, Minimum Charge 2 Hours Inspections outside normal hours will be billed travel time to Yacolt, mileage to Yacolt, and a minimum of 1 hour inspection time	Minimum \$195.00 See Comment	
166	Community Development	Plumbing Permits	Reinspection Fees: \$65.00 \$80.00 Charged per Hour, Minimum Charge 1 Hour	Minimum \$65.00 \$80.00	
167	Community Development	Plumbing Permits	Inspections: \$65.00 \$80.00 Charged per Hour for which No Fee is Specifically Indicated, 1 Additional Plan Charge: \$65.00 \$80.00	Minimum \$65.00 \$80.00	
168	Community Development	Plumbing Permits	Charged per Hour Required by Changes, Additions or Revision of Plans - Minimum Charge 1 Hour	Minimum \$65.00 \$80.00	
169	Community Development	Building Permits	Plumbing Plan Review: Fee is Calculated at 65% of Building Permit Fee (Due at Time of Submittal)	See Comment	
170	Community Development	Plumbing Permits	Unit Fee-Fixtures and Vents: For each Plumbing Fixture or Trap or Set of Fixtures on One Trap (Including Water, Drainage Piping, and Backflow Prevention thereof)	\$ 25.00	
171	Community Development	Plumbing Permits	Unit Fee-Fixtures and Vents: For Repair or Alteration of Drainage or Vent Piping (each Fixture)	\$ 25.00	
172	Community Development	Plumbing Permits	Unit Fee-Sewers, Disposal Systems, and Interceptors: For each Private Sewage Disposal System	\$ 84.00	

Exhibit 'A' to Resolution #594

Exhibit A 2019 Building Department Fee Schedule

	A	B	C	D	E
2	Department	Fee Type	Fee Description	Fee	
173	Community Development	Plumbing Permits	Unit Fee-Sewers, Disposal Systems, and Interceptors: For each Individual Waste Pretreatment Interceptor, Including its Trap and Vent, Excepting Kitchen Type Grease Interceptors Functioning as Fixture Traps	\$ 28.00	
174	Community Development	Plumbing Permits	Unit Fee-Sewers, Deposal Systems, and Interceptors: Rain Water Systems - per Drain (Inside Building)	\$ 13.00	
175	Community Development	Plumbing Permits	Installation, Alteration, or Repair of Water Piping or Water-Treatment Equipment or Both (each)	\$ 11.00	
176	Community Development	Plumbing Permits	Unit Fee - Water Piping and Water Heaters: For each Water Heater Including Vents - For Vents only See Mechanical Permit Fees	\$ 15.00	
177	Community Development	Plumbing Permits	Unit Fee - Water Piping and Water Heaters: Installation or Replacement of Water Supply Line	\$ 28.00	
178	Community Development	Plumbing Permits	Unit Fee - Gas Piping Systems: For each Gas Piping System of One To Five Outlets. For each Additional Outlet over Five: \$4.00 each	\$ 10.00	
179	Community Development	Plumbing Permits	Unit Fee-Lawn sprinklers, Vacuum Breakers, and Backflow Prevention Devices: For each Lawn Sprinkler System on any One Meter, Including Backflow Prevention Devices thereof	\$ 25.00	

Exhibit 'A' to Resolution #594

Exhibit A 2019 Building Department Fee Schedule

	A	B	C	D	E
2	Department	Fee Type	Fee Description	Fee	
180	Community Development	Plumbing Permits	Unit Fee - Lawn Sprinklers, Vacuum Breakers, and Backflow Prevention Devices: For Atmospheric-Type Vacuum Breakers or Backflow Prevention Devices - 1 To 5 Devices	\$ 25.00	
181	Community Development	Plumbing Permits	Unit Fee - Lawn Sprinklers, Vacuum Breakers, and Backflow Prevention Devices: For Atmospheric-Type Vacuum Breakers or Backflow Prevention Devices - over 5 Devices (each)	\$ 5.00	
182	Community Development	Plumbing Permits	Unit Fee - Lawn Sprinklers, Vacuum Beakers, and Backflow Protection Devices: For each Backflow Prevention Device other than Atmospheric-Type Vacuum Breakers - 2 Inches (50.8 mm) and Smaller	\$ 16.00	
183	Community Development	Plumbing Permits	Unit Fee - Lawn Sprinklers, Vacuum Beakers, and Backflow Protection Devices: For each Backflow Prevention Device other than Atmospheric-Type Vacuum Breaker - over 2 Inches (50.8 mm)	\$ 28.00	
184	Community Development	Plumbing Permits	Unit Fee - Swimming Pools: Public Pool	\$ 103.00	
185	Community Development	Plumbing Permits	Unit Fee - Swimming Pools: Public Spa	\$ 69.00	
186	Community Development	Plumbing Permits	Unit Fee - Swimming Pools: Private Pool	\$ 69.00	
187	Community Development	Plumbing Permits	Unit Fee - Swimming Pools: Private Spa	\$ 35.00	
188	Community Development	Plumbing Permits	Unit Fee - Private Disposal per Unit	\$ 80.00	
189	Community Development	Plumbing Permits	Unit Fee Industrial Disposal per Unit	\$ 24.00	

Exhibit 'A' to Resolution #594

Exhibit A 2019 Building Department Fee Schedule

	A	B	C	D	E
2	Department	Fee Type	Fee Description	Fee	
190	Community Development	Plumbing Permits	Plumbing Consultations or other Specialized Plumbing Plan Review by Consultant: Actual Cost of Consultant Review, as Invoiced. This Fee is Applicable when Additional Review is Necessary as Part of a Plumbing Permit	Cost plus 10% of Total Invoice Charged from Consultant	
191	Community Development	Plumbing Permits	Plumbing Plan Check Fee: Separate Plumbing Plan Review Fee is Calculated At 65% of Plumbing Permit Fee (Due at Time of Submittal)	Plumbing Permit Fees are Calculated per Adopted Fee Schedule	
192	Community Development	Plumbing Permits	<i>Exhibit 'A' to Resolution #594</i> New 1 & 2 Family Dwelling: SFR (1) Bathroom	\$ 400.00	
193	Community Development	Building Permits	New 1 & 2 Family Dwelling: SFR (2) Bathrooms	\$ 500.00	
194	Community Development	Plumbing Permits	New 1 & 2 Family Dwelling: SFR (3) Bathrooms	\$ 580.00	
195	Community Development	Plumbing Permits	New 1 & 2 Family Dwelling: Each Additional Bathrooms	\$ 100.00	
196	Community Development	Plumbing Permits	New 1 & 2 Family Dwelling: Each Additional Kitchen	\$ 100.00	
197	Community Development	Plumbing Permits	Site Utilities: Rain Drain Qty 100 (\$0.25/ft. over)	\$ 25.00	
198	Community Development	Plumbing Permits	Site Utilities: Storm Drain Qty 100 (\$0.25/ft. over)	\$ 25.00	
199	Community Development	Plumbing Permits	Site Utilities: Footing Drain Qty 100 (\$0.25/ft. over)	\$ 25.00	
200	Community Development	Plumbing Permits	Site Utilities: Water Service Qty 100 (\$0.25/ft. over)	\$ 25.00	
201	Community Development	Plumbing Permits	Site Utilities: Manufactured Home	\$ 80.00	
202	Community Development	Plumbing Permits	Fixture or other Items: Backflow Preventer	\$ 25.00	
203	Community Development	Plumbing Permits	Fixture or other Items: Backwater Valve	\$ 25.00	

Exhibit A 2019 Building Department Fee Schedule

	A	B	C	D	E
2	Department	Fee Type	Fee Description	Fee	
204	Community Development	Plumbing Permits	Fixture or other Items: Clothes Washer	\$ 25.00	
205	Community Development	Plumbing Permits	Fixture or other Items: Water Heater	\$ 25.00	
206	Community Development	Plumbing Permits	Fixture or other Items: Dishwasher	\$ 25.00	
207	Community Development	Plumbing Permits	Fixture or other Items: Drinking Fountain	\$ 25.00	
208	Community Development	Plumbing Permits	Fixture or other Items: Ejector Pump	\$ 25.00	
209	Community Development	Plumbing Permits	Fixture or other Items: Expansion Tank	\$ 25.00	
210	Community Development	Plumbing Permits	Fixture or other Items: Fixture / Sewer Cap	\$ 25.00	
211	Community Development	Plumbing Permits	Fixture or other Items: Floor Drain / Floor Sink	\$ 25.00	
212	Community Development	Plumbing Permits	Fixture or other Items: Garbage Disposal	\$ 25.00	
213	Community Development	Plumbing Permits	Fixture or other Items: Each Hose Bib	\$ 25.00	
214	Community Development	Plumbing Permits	Fixture or other Items: Ice Maker	\$ 25.00	
215	Community Development	Plumbing Permits	Fixture or other Items: Grease Interceptor Trap	\$ 25.00	
216	Community Development	Plumbing Permits	Fixture or other Items: Roof Drain	\$ 25.00	
217	Community Development	Plumbing Permits	Fixture or other Items: Sink / Lavatory / Basin	\$ 25.00	
218	Community Development	Plumbing Permits	Fixture or other Items: Tub / Shower	\$ 25.00	
219	Community Development	Plumbing Permits	Fixture or other Items: Urinal	\$ 25.00	
220	Community Development	Plumbing Permits	Fixture or other Items: Water Closet	\$ 25.00	
221	Community Development	Plumbing Permits	Fixture or other Items: other Plumbing Items	\$ 25.00	
222	The Building Permit Fees were Added According to the Townzen & Associates Fee Schedule				

Exhibit 'A' to Resolution #594



Town of Yacolt

Request for Council Action

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

Name: Dawn Salisbury

Group Name:

Address:

Phone:

Email Address:

Alt. Phone:

ITEM INFORMATION:

Item Title:

Proposed Meeting Date: April 6th, 2020

Action Requested of Council: Approve the 3-16-2020 Mayor's Declaration of Emergency Proclamation

Proposed Motion: I Make a motion to approve the 3-16-2020 Mayor's Declaration of Emergency Proclamation

Summary/ Background: **Town Council must approve, disapprove or make changes to the Mayor's Declaration of Emergency Proclamation**

Staff Contact(s): Dawn Salisbury



Town of
Yacolt, Washington

DECLARATION OF EMERGENCY
PROCLAMATION

WHEREAS, on January 31, 2020, the Secretary of the United States Department of Public Health and Human Services, Alex Azar, declared a public emergency effective January 27, 2020 for the Novel Coronavirus Outbreak known as COVID-19; and

WHEREAS, on February 29, 2020, the Governor of the State of Washington 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, and directed that the plans and procedures of the Washington State Comprehensive Plan be implemented; and

WHEREAS, the Mayor has been advised by the Department of Emergency Management that there is the imminent threat of COVID-19; and the Centers for Disease Control (CDC) has issued warnings regarding the impacts and severity of this event; and

WHEREAS, there have been no COVID-19 cases confirmed for individuals residing in or working in Yacolt, the spread of COVID-19 continues in Clark County with more people being affected; and

WHEREAS, the documented presence and impact of COVID-19 within Clark County and its potential to spread rapidly in the region if steps are not taken to contain or slow the spread constitutes an emergency so as not to overwhelm our healthcare system; and

WHEREAS, Yacolt Municipal Code 2.45 authorizes the Mayor to declare an emergency under these conditions and necessitate the utilization of emergency powers granted under RCW 35.33.081 and 38.52.070; and

WHEREAS, COVID-19 is a respiratory disease that can result in serious illness or death, and can easily spread from person to person, and measures must be taken to protect public health, safety, and welfare within the Town of Yacolt; and

WHEREAS, all available resources are committed to this event, the Town of Yacolt may require supplemental assistance; and

WHEREAS, the severity of this event may go beyond the capability of local resources; and the existing conditions warrant the proclamation of the existence of a local emergency; and

THEREFORE, be it proclaimed that I, Katelyn J. Listek, Mayor of Yacolt, Washington, do hereby proclaim that a local emergency now exists due to the COVID-19 outbreak;

The emergency declared herein shall be in place immediately upon date of adoption and shall remain in place until terminated, or amended by further proclamation of the Mayor and/or action of the Town Council.

Furthermore, the Town Council of the Town of Yacolt shall be convened as soon as possible, to request their ratification of this Proclamation and all orders of the civil emergency.

Dated this 16th day of March, 2020.



Katelyn J. Listek, Mayor

ATTEST:



Dawn Salisbury, Clerk



Town of Yacolt

Request for Council Action

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

Name: Dawn Salisbury

Group Name:

Address:

Phone:

Email Address:

Alt. Phone:

ITEM INFORMATION:

Item Title: 3-17-2020 Mayor's Declaration of Emergency Proclamation Letter

Proposed Meeting Date: April 6th, 2020

Action Requested of Council: Approve the 3-17-2020 Mayor's Declaration of Emergency Proclamation Letter

Proposed Motion: I Make a motion to approve the 3-17-2020 Mayor's Declaration of Emergency Proclamation Letter

Summary/ Background: **Town Council must approve, disapprove or make changes to the 3-17-2020 Mayor's Declaration of Emergency Proclamation Letter**

Staff Contact(s): Dawn Salisbury



March 17, 2020

A Proclamation was signed by the Mayor on March 16, 2020 declaring a State of Civil Emergency in the Town of Yacolt. The Novel Coronavirus known as COVID-19 is spreading rapidly throughout the State of Washington and is now present in Clark County.

The Declaration of Emergency allows the Mayor to close public buildings, cancel previously scheduled public events, and recoup funds spent due to the virus. Similar to a flood, earthquake, or fire, the State and Federal Government has emergency funding for communities in times of disaster/emergency. This declaration allows the Town of Yacolt to potentially benefit from these funding sources.

As of Monday, March 16, 2020, all town owned facilities will be closed to the public. This proactive approach will help slow the spread between town employees and the community. By taking this step, the Town can continue providing necessary services to our citizens in the following ways:

Clerk's Office

- All business with the Clerk's office can be completed by mail (P.O. Box 160), online (www.townofyacolt.com), by email (townofyacolt@townofyacolt.com) or by phone @ (360) 686-3922
- The Town Park, Recreational shelters and community room rentals have been canceled through April 24, 2020 with no new rentals until further notice.
- Our Easter Egg event scheduled for April 11, 2020 has been canceled.
- Public Disclosure Requests can be submitted through the town's website, by email, or by phone.
- The town website and phone lines are operating as normal.
- Permits can be applied for and paid online and will be delivered to site.
- The Town of Yacolt will be waiving all credit card processing fees during this time.

Public Works Department

- The Public Works office is closed to the public but can be contacted by mail (P.O. Box 160), by email (pwd@townofyacolt.com) or by phone @ (360) 921-5097
- Restrooms at the Town Park and the Recreation Park are closed.
- We strongly discourage the use of the playground equipment at the Town Park as current evidence suggests that COVID-19 can live on a variety of surfaces for hours to days with metal surfaces being longer.
- Public Works will continue working in the field using social distancing practices.

You are encouraged to buy local when possible. We have small businesses in Town that rely on your support. Our local restaurant is offering to-go orders for food and the coffee shop is drive-thru. Make sure you are practicing social distancing when utilizing all other businesses in town.

Please do your best to:

- Frequently wash your hands with soap and water for at least 20 seconds
- Utilize virus killing hand sanitizers
- Avoid touching your face
- Practice social distancing

Q: What is social distancing?

A: Social distancing is the practice of purposefully reducing close contact between people. According to the CDC, social distancing means:

- Remaining out of “congregate settings” as much as possible.
- Avoiding mass gatherings.
- Maintaining distance of about 6 feet from others when possible.

Q: Why is social distancing important?

A: Social distancing is crucial for preventing the spread of contagious illnesses such as COVID-19 (coronavirus). COVID-19 is extremely contagious and can spread through coughing, sneezing and by close contact. By minimizing the amount of close contact we have with others, we reduce our chances of catching the virus and spreading it to our loved ones and within our community. People infected with COVID-19 are able to carry and spread the virus for many days before experiencing symptoms, if at all.

Q: Who is social distancing important for?

A: Social distancing is important for all of us, but those of us who are at higher risk of serious complications caused by COVID-19 should be especially cautious about social distancing. People who are at high risk of complications include:

- Older adults.
- People who have serious chronic medical conditions like heart disease, diabetes and lung disease.

Q: What is “flattening the curve”?

What does it have to do with social distancing?

A: “Flattening the curve” refers to reducing the number of people who are sick at one time. If there are high surges in the number of COVID-19 cases all at once, health care systems and resources could potentially become overwhelmed. Efforts that help stop COVID-19 from spreading rapidly – like social distancing – help keep the number of people who are sick at one time as low as possible.

The best time to begin social distancing is before an illness like COVID-19 becomes widespread throughout your community. Together we can do our best to slow the spread of this virus and provide more time for healthcare providers to respond to the best of their abilities. We want to avoid as many deaths as possible. Although you may be fine, others will have difficulty getting through this. Think about the impact you can make and the lives you could help save. We need the healthcare system to be able to care for everyone in need without being overwhelmed.

Please contact individuals you know in our community that may need assistance during this time. We need to make sure and care for one another in whatever ways possible. If you are having symptoms, please call your healthcare provider before going in. They will help you determine the best path forward.

Thank you for your efforts.

Katie Listek

Mayor of Yacolt



Town of Yacolt

Request for Council Action

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

Name: Dawn Salisbury

Group Name:

Address:

Phone:

Email Address:

Alt. Phone:

ITEM INFORMATION:

Item Title: 3-27-2020 Mayor's Proclamation amending Declaration of Emergency Proclamation

Proposed Meeting Date: April 6th, 2020

Action Requested of Council: Approve 3-27-2020 Mayor's Proclamation amending Declaration of Emergency Proclamation

Proposed Motion: I Make a motion to approve the 3-27-2020 Mayor's Proclamation amending Declaration of Emergency Proclamation

Summary/ Background: **Town Council must approve, disapprove or make changes to the 3-27-2020 Mayor's Proclamation amending Declaration of Emergency Proclamation**

Staff Contact(s): Dawn Salisbury



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. 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, 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 27th day of March 2020, at Yacolt, Washington.


Katelyn J. Listek, Mayor

Attest:


Dawn Salisbury, Town Clerk.



Town of Yacolt

Request for Council Action

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

Name:	Dawn Salisbury	Group Name:	Town Council
Address:	P.O. Box 160 Yacolt, WA 98675	Phone:	360-686-3922
Email Address:	clerk@townofyacolt.com	Alt. Phone:	---

ITEM INFORMATION:

Item Title:	Governor's Proclamations
Proposed Meeting Date:	April 6, 2020
Action Requested of Council:	For Review
Proposed Motion:	
Summary/ Background:	
Staff Contact(s):	Dawn Salisbury



STATE OF WASHINGTON
OFFICE OF THE GOVERNOR

P.O. Box 40002 • Olympia, Washington 98504-0002 • (360) 902-4111 • www.governor.wa.gov

**PROCLAMATION BY THE GOVERNOR
AMENDING PROCLAMATION 20-05**

20-25

STAY HOME – STAY HEALTHY

WHEREAS, on February 29, 2020, I issued Proclamation 20-05, proclaiming a State of Emergency for all counties throughout the state of Washington as a result of the coronavirus disease 2019 (COVID-19) outbreak in the United States and confirmed person-to-person spread of COVID-19 in Washington State; and

WHEREAS, as a result of the continued worldwide spread of COVID-19, its significant progression in Washington State, and the high risk it poses to our most vulnerable populations, I have subsequently issued amendatory Proclamations 20-06, 20-07, 20-08, 20-09, 20-10, 20-11, 20-12, 20-13, 20-14, 20-15, 20-16, 20-17, 20-18, 20-19, 20-20, 20-21, 20-22, 20-23, and 20-24, exercising my emergency powers under RCW 43.06.220 by prohibiting certain activities and waiving and suspending specified laws and regulations; and

WHEREAS, the COVID-19 disease, caused by a virus that spreads easily from person to person which may result in serious illness or death and has been classified by the World Health Organization as a worldwide pandemic, has broadly spread throughout Washington State, significantly increasing the threat of serious associated health risks statewide; and

WHEREAS, there are currently at least 2,221 cases of COVID-19 in Washington State and, tragically, 110 deaths of Washingtonians associated with COVID-19; and

WHEREAS, models predict that many hospitals in Washington State will reach capacity or become overwhelmed with COVID-19 patients within the next several weeks unless we substantially slow down the spread of COVID-19 throughout the state; and

WHEREAS, hospitalizations for COVID-19 like illnesses are significantly elevated in all adults, and a sharply increasing trend in COVID-19 like illness hospitalizations has been observed for the past three (3) weeks; and

WHEREAS, the worldwide COVID-19 pandemic and its progression in Washington State continues to threaten the life and health of our people as well as the economy of Washington State, and remains a public disaster affecting life, health, property or the public peace; and

WHEREAS, the Washington State Department of Health continues to maintain a Public Health Incident Management Team in coordination with the State Emergency Operations Center and other supporting state agencies to manage the public health aspects of the incident; and

WHEREAS, the Washington State Military Department Emergency Management Division, through the State Emergency Operations Center, continues coordinating resources across state government to support the Department of Health and local health officials in alleviating the impacts to people, property, and infrastructure, and continues coordinating with the Department of Health in assessing the impacts and long-term effects of the incident on Washington State and its people.

NOW, THEREFORE, I, Jay Inslee, Governor of the state of Washington, as a result of the above-noted situation, and under Chapters 38.08, 38.52 and 43.06 RCW, do hereby proclaim: that a State of Emergency continues to exist in all counties of Washington State; that Proclamation 20-05 and all amendments thereto remain in effect as otherwise amended; and that Proclamations 20-05, 20-07, 20-11, 20-13, and 20-14 are amended and superseded by this Proclamation to impose a Stay Home – Stay Healthy Order throughout Washington State by prohibiting all people in Washington State from leaving their homes or participating in social, spiritual and recreational gatherings of any kind regardless of the number of participants, and all non-essential businesses in Washington State from conducting business, within the limitations provided herein.

I again direct that the plans and procedures of the Washington State Comprehensive Emergency Management Plan be implemented throughout state government. State agencies and departments are directed to continue utilizing state resources and doing everything reasonably possible to support implementation of the Washington State Comprehensive Emergency Management Plan and to assist affected political subdivisions in an effort to respond to and recover from the COVID-19 pandemic.

I continue to order into active state service the organized militia of Washington State to include the National Guard and the State Guard, or such part thereof as may be necessary in the opinion of The Adjutant General to address the circumstances described above, to perform such duties as directed by competent authority of the Washington State Military Department in addressing the outbreak. Additionally, I continue to direct the Department of Health, the Washington State Military Department Emergency Management Division, and other agencies to identify and provide appropriate personnel for conducting necessary and ongoing incident related assessments.

FURTHERMORE, based on the above situation and under the provisions of RCW 43.06.220(1)(h), to help preserve and maintain life, health, property or the public peace, and to implement the Stay Home—Stay Healthy Order described above, I hereby impose the following necessary restrictions on participation by all people in Washington State by prohibiting each of the following activities by all people and businesses throughout

Washington State, which prohibitions shall remain in effect until midnight on April 6, 2020, unless extended beyond that date:

1. **All people in Washington State shall immediately cease leaving their home or place of residence except: (1) to conduct or participate in essential activities, and/or (2) for employment in essential business services.** This prohibition shall remain in effect until midnight on April 6, 2020, unless extended beyond that date.

To implement this mandate, I hereby order that all people in Washington State are immediately prohibited from leaving their home or place of residence except to conduct or participate in (1) essential activities, and/or (2) employment in providing essential business services:

- a. **Essential activities** permitted under this Proclamation are limited to the following:
 - 1) **Obtaining necessary supplies and services** for family or household members and pets, such as groceries, food and supplies for household consumption and use, supplies and equipment needed to work from home, and products necessary to maintain safety, sanitation and essential maintenance of the home or residence.
 - 2) **Engaging in activities essential for the health and safety** of family, household members and pets, including things such as seeking medical or behavioral health or emergency services and obtaining medical supplies or medication.
 - 3) **Caring for** a family member, friend, or pet in another household or residence, and to transport a family member, friend or their pet for essential health and safety activities, and to obtain necessary supplies and services.
 - 4) **Engaging in outdoor exercise activities**, such as walking, hiking, running or biking, but only if appropriate social distancing practices are used.
- b. **Employment in essential business services** means an essential employee performing work for an essential business as identified in the "[Essential Critical Infrastructure Workers](#)" list, or carrying out minimum basic operations (as defined in Section 3(d) of this Order) for a non-essential business.
- c. **This prohibition shall not apply to** individuals whose homes or residences are unsafe or become unsafe, such as victims of domestic violence. These individuals are permitted and urged to leave their homes or residences and stay at a safe alternate location.
- d. **This prohibition also shall not apply to** individuals experiencing homelessness, but they are urged to obtain shelter, and governmental and other entities are strongly encouraged to make such shelter available as soon as possible and to the maximum extent practicable.

- e. For purposes of this Proclamation, homes or residences include hotels, motels, shared rental units, shelters, and similar facilities.
2. **All people in Washington State shall immediately cease participating in all public and private gatherings and multi-person activities for social, spiritual and recreational purposes, regardless of the number of people involved, except as specifically identified herein.** Such activity includes, but is not limited to, community, civic, public, leisure, faith-based, or sporting events; parades; concerts; festivals; conventions; fundraisers; and similar activities. This prohibition also applies to planned wedding and funeral events. This prohibition shall remain in effect until midnight on April 6, 2020, unless extended beyond that date.

To implement this mandate, I hereby order that all people in Washington State are immediately prohibited from participating in public and private gatherings of any number of people for social, spiritual and recreational purposes. **This prohibition shall not apply to** activities and gatherings solely including those people who are part of a single household or residential living unit.

3. **Effective midnight on March 25, 2020, all non-essential businesses in Washington State shall cease operations except for performing basic minimum operations. All essential businesses are encouraged to remain open and maintain operations, but must establish and implement social distancing and sanitation measures established by the United States Department of Labor or the Washington State Department of Health Guidelines.** This prohibition shall remain in effect until midnight on April 8, 2020, unless extended beyond that date.

To implement this mandate, I hereby order that, effective midnight on March 25, 2020, all non-essential businesses in Washington State are prohibited from conducting all activities and operations except minimum basic operations.

- a. **Non-essential businesses** are strongly encouraged to immediately cease operations other than performance of basic minimum operations, but must do so no later than midnight on March 25, 2020.
- b. **Essential businesses** are prohibited from operating under this Proclamation unless they establish and implement social distancing and sanitation measures established by the United States Department of Labor's Guidance on Preparing Workplaces for COVID-19 at <https://www.osha.gov/Publications/OSHA3990.pdf> and the Washington State Department of Health Workplace and Employer Resources & Recommendations at <https://www.doh.wa.gov/Coronavirus/workplace>.
- c. **This prohibition does not apply to** businesses consisting exclusively of employees or contractors performing business activities at their home or residence, and who do not engage in in-person contact with clients.



STATE OF WASHINGTON
OFFICE OF THE GOVERNOR

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**PROCLAMATION BY THE GOVERNOR
AMENDING PROCLAMATION 20-05**

20-28

Open Public Meetings Act and Public Records Act

WHEREAS, on February 29, 2020, I issued Proclamation 20-05, proclaiming a State of Emergency for all counties throughout Washington as a result of the coronavirus disease 2019 (COVID-19) outbreak in the United States and confirmed person-to-person spread of COVID-19 in Washington State; and

WHEREAS, as a result of the continued worldwide spread of COVID-19, its significant progression in Washington State, and the high risk it poses to our most vulnerable populations, I have subsequently issued amendatory Proclamations 20-06, 20-07, 20-08, 20-09, 20-10, 20-11, 20-12, 20-13, 20-14, 20-15, 20-16, 20-17, 20-18, 20-19, 20-20, 20-21, 20-22, 20-23, 20-24, 20-25, 20-26, and 20-27, exercising my emergency powers under RCW 43.06.220 by prohibiting certain activities and waiving and suspending specified laws and regulations; and

WHEREAS, the COVID-19 disease, caused by a virus that spreads easily from person to person which may result in serious illness or death and has been classified by the World Health Organization as a worldwide pandemic, continues to broadly spread throughout Washington State; and

WHEREAS, to curtail the spread of the COVID-19 pandemic in Washington State and to protect our most vulnerable populations, it is necessary to limit person to person contact through social distancing and limiting person to person contact; and

WHEREAS, to curtail the spread of the COVID-19 pandemic in Washington State and to protect our most vulnerable populations, it is necessary to limit person to person contact through social distancing and limiting the numbers of people who may gather in one location; and

WHEREAS, transparency in state government and all of its political subdivisions is an important state policy, such that all statutes related to open public meetings and public records are the business of the state; and

WHEREAS, there are a plethora of electronic, telephonic and other options that make it possible for the public to attend open public meetings remotely; and

WHEREAS, it is necessary to immediately waive any requirement in RCW 42.56, the Public Records Act, and RCW 42.30, the Open Public Meetings Act, that provides for any activity that necessitates an in-person setting; and

WHEREAS, the worldwide COVID-19 pandemic and its progression throughout Washington State continue to threaten the life and health of our people as well as the economy of Washington State, and remains a public disaster affecting life, health, property or the public peace; and

WHEREAS, the Washington State Department of Health (DOH) continues to maintain a Public Health Incident Management Team in coordination with the State Emergency Operations Center and other supporting state agencies to manage the public health aspects of this ongoing incident; and

WHEREAS, the Washington State Military Department Emergency Management Division, through the State Emergency Operations Center, continues coordinating resources across state government to support the DOH and local health officials in alleviating the impacts to people, property, and infrastructure, and continues coordinating with the DOH in assessing the impacts and long-term effects of the incident on Washington State and its people.

NOW, THEREFORE, I, Jay Inslee, Governor of Washington, as a result of the above-noted situation, and under RCW 38.08, RCW 38.52 and RCW 43.06, do hereby proclaim that a state of emergency continues to exist in all Washington State counties, that Proclamation 20-05 and all amendments thereto remain in effect, and that Proclamation 20-05 is amended by waiving and suspending the portions of RCW 42.30 and RCW 42.56 that require in-person meetings or contact.

I again direct that the plans and procedures of the Washington State Comprehensive Emergency Management Plan be implemented throughout state government. State agencies and departments are directed to continue utilizing state resources and doing everything reasonably possible to support implementation of the Washington State Comprehensive Emergency Management Plan and to assist affected political subdivisions in an effort to respond to and recover from the COVID-19 pandemic.

I continue to order into active state service the organized militia of Washington State to include the National Guard and the State Guard, or such part thereof as may be necessary in the opinion of The Adjutant General to address the circumstances described above, to perform such duties as directed by competent authority of the Washington State Military Department in addressing the outbreak. Also, I continue to direct the DOH, the Washington State Military Department Emergency Management Division, and other agencies to identify and provide appropriate personnel for conducting necessary and ongoing incident related assessments.

FURTHERMORE, based on the above situation and under the provisions of RCW 43.06.220(1)(h), I find that RCW 42.30, as applied to all public agencies statewide, involves the conduct of state business, and to help preserve and maintain life, health, property or the public peace, I hereby amend Proclamation 20-05 to prohibit public agencies as follows:

Any public agency, subject to RCW 42.30, is prohibited from conducting any meeting, subject to RCW 42.30 unless (a) the meeting is not conducted in-person and instead provides an option(s) for the public to attend the proceedings through, at minimum, telephonic access,

and may also include other electronic, internet or other means of remote access, and (b) provides the ability for all persons attending the meeting to hear each other at the same time.

Remote meeting resources include the Department of Enterprise Services Master Contract for teleconferencing and web-based meeting platforms, which can be found here:

Software Resellers (06016):

<https://apps.des.wa.gov/DESContracts/Home/ContractSummary/06016>

Cloud Solutions (05116):

<https://apps.des.wa.gov/DESContracts/Home/ContractSummary/05116>

Other resources can be found online by searching for free conference call services and for other e-based meeting services. Additional guidance for remote meetings may be found on at the Municipal Research and Services Center (MSRC, www.msrc.org).

FURTHERMORE, based on the above situation and under the provisions of RCW 43.06.220(1)(h), I find that RCW 42.30, as applied to all public agencies statewide, involves the conduct of state business, and to help preserve and maintain life, health, property or the public peace, I hereby amend Proclamation 20-05 to prohibit public agencies as follows:

Subject to the conditions for conducting any meeting as required above, agencies are further prohibited from taking “action,” as defined in RCW 42.30.020, unless those matters are necessary and routine matters or are matters necessary to respond to the COVID-19 outbreak and the current public health emergency, until such time as regular public participation under the Open Public Meetings Act is possible.

FURTHERMORE, based on the above noted situation and under the provisions of RCW 43.06.220(2)(g), I find that strict compliance with the following portions of statutory and regulatory obligations or limitations will prevent, hinder, or delay necessary action for coping with the COVID-19 State of Emergency by bringing people in contact with one another at a time when the virus is rapidly spreading, and that the language of each statutory provision specified below is hereby waived and suspended as provided herein until midnight on April 23, 2020:

- RCW 42.30.030 – the following words only:
 - “and all persons shall be permitted to attend any meeting of the governing body of a public agency, except as otherwise provided in this chapter”
- RCW 42.30.040 – in its entirety; however, agencies are strongly encouraged to utilize a remote meeting option that complies, to the greatest extent possible, with this statute
- RCW 42.30.050 – as to the following word only: “room” in the first sentence
- RCW 42.30.070 – as to the following word only: the first usage of “site” - in the fourth sentence
- RCW 42.30.075 – as to the following words only:
 - “Notice of any change from such meeting schedule shall be published in the state register for distribution at least twenty days prior to the rescheduled meeting date.”
- RCW 42.30.080(2)(c) – as to the following words only:
 - “Prominently displayed at the main entrance of the agency's principal location and the meeting site if it is not held at the agency's principal location.”

- RCW 42.30.090 – as to the following words only:
 - “on or near the door of the place where the regular, adjourned regular, special, or adjourned special meeting was held.”

FURTHERMORE, based on the above noted situation and under the provisions of RCW 43.06.220(2)(g), I find that RCW 42.56, as applied to all public agencies statewide involves the conduct of state business and I also find that strict compliance with the following statutory and regulatory obligations or limitations will prevent, hinder, or delay necessary action for coping with the COVID-19 State of Emergency in responding to public records requests by bringing people in contact with one another at a time when the virus is rapidly spreading, and that the language of each statutory provision specified below is hereby waived and suspended as provided herein until midnight on April 23, 2020:

- RCW 42.56.080(2), as to the following words only:
 - “Agency facilities shall be made available to any person for the copying of public records except when and to the extent that this would unreasonably disrupt the operations of the agency.”
 - “in person during an agency's normal office hours, or”
- RCW 42.56.090, as to the first sentence only
- RCW 42.56.100, as to the following word only in the first sentence: “full”
- RCW 42.56.520(1), as to the following words only in the second sentence: “Within five business days of receiving a public records request,”

Violators of this of this order may be subject to criminal penalties pursuant to RCW 43.06.220(5).

Signed and sealed with the official seal of the state of Washington on this 24th day of March, A.D., Two Thousand and Twenty at Olympia, Washington.

By:

_____/s/_____
Jay Inslee, Governor

BY THE GOVERNOR:

_____/s/_____
Secretary of State