



Town of Yacolt

Council Meeting Agenda

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

Call to Order

Flag Salute

Roll Call

Late Changes to the Agenda

1. Add New Business Item #7 A Proclamation Acknowledging and Denouncing Systemic and Institutional Racism

Approve Minutes of Previous Meeting(s)

- [2.](#) 6-15-2020 Draft Meeting Minutes

Citizen Communication

Anyone requesting to speak to the Council regarding items not on the agenda may come forward at this time. Comments are limited to 3 minutes. Thank you.

Unfinished Business

- [3.](#) CORONA Virus Update
Governor's Orders, Town Meetings, and Land Use Public Hearings
- [4.](#) Building Department Review

New Business

- [5.](#) Rotate Finance Committee
- [6.](#) Rotate Mayor Pro Tem
- [7.](#) A Proclamation Acknowledging and Denouncing Systemic and Institutional Racism

Town Clerk's Report

Public Works Department Report

Attorney's Comments

Citizen Communication

Anyone requesting to speak to the Council regarding items not on the agenda may come forward at this time. Comments are limited to 3 minutes. Thank you.

Council's Comments

Mayor's Comments

Approve to Pay Bills on Behalf of the Town

Adjourn

**Town of Yacolt
Council Meeting Minutes
Monday, June 15, 2020
7:00 PM
Town Hall**

Call to Order

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

Flag Salute

Roll Call

PRESENT

Mayor Katie Listek
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
Town Engineer Devin Jackson

ABSENT

Council Member Amy Boget

Council Member Boget was having technical difficulties and arrived at the meeting during Council Comments.

Late Changes to the Agenda

Council Member Noble added Building Department discussion as item #8 under New Business

Approve Minutes of Previous Meeting(s)

1. Approve 6-1-2020 Meeting Minutes

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

Citizen Communication

Mary Rowe brought up her concerns with the vandalism that is happening in our town parks and what can be done about it. She suggested cameras with night vision so we may capture the vandalizers and

hold them accountable. Mayor Listek said this will be a priority for the town. Vandalism costs the town lots of time and money.

Joshua Beck informed the council he will be hosting a block party on July 4th and asked the councils permission to close Spruce Street from Hoag to Heather Way for safety considerations. Council Member Noble asked about the liability. Clerk Salisbury stated that the town had a letter that the resident will sign taking the liability off of the town. The resident is also asked to inform Clark County Sheriff's office of the street closure. Mayor Listek stated that all the neighbors on the closed street will need to be notified. Joshua Beck stated the request to close the street came from the neighbors. All Council members present had no objections to the street closures as long as the right procedures were followed.

Unfinished Business

2. Update on CORONA Virus

Mayor Listek informed the council that Governor Inslee has updated his proclamation to include all business items can be considered and action taken at council meetings. It does not have to be just Corona Virus topics.

New Business

3. Public Hearing for 6 year Transportation Plan 2021-2026

Mayor Listek closed the public meeting at 7:10 pm and opened the Public Hearing to discuss the Town's 6 Year Transportation Plan for years 2021-2026. Town Engineer Devin Jackson let the council know that all the estimates were updated to current day prices. Notes were added to the plan to help explain the priority aspect of the plan. The majority of the projects will require state or federal funding so the priorities are in line with that. Devin is encouraging the town to redo the plan for next year to not include all the streets but to focus on a few must do projects and list generally what will be done to remainder of streets. No further comments were made. Mayor Listek adjourned the Public Hearing at 7:14 pm and reopened public meeting.

4. Approve Resolution #596 6 Year Transportation Plan for 2021-2026

Council Member Moseley would like to see the plan simplified in the future. It would be easier to understand.

Motion to approve Resolution #596 6-Year Transportation Plan 2021-2026

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

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

Absent Council Member Boget

5. Approve Award of Hoag Street Sidewalk Project to Hedval Siteworks Specialties, LLC.

Town Engineer Devin Jackson stated that Hedval Sitework Specialties was the apparent low bidder. They have been deemed responsive and responsible. Research was done by looking at Labor and Industries and Department of Revenue and no issues were found. Council Member Viray stated she knows the family and feels they will do a great job for the town. Council Member Moseley verified that Devin Jackson had checked into Labor and Industries and other entities to verify their good standings. Devin Jackson verified that Hedval Sitework Specialties had a good reputation, and everything checked out for their business being in good standing.

Motion to award the CDBG HOAG Sidewalk project to Hedval Sitework Specialties LLC.

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

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

Absent Council Member Boget

6. Approve Business License Ordinance #581

Clerk Salisbury stated this is the ordinance that will update our Yacolt Municipal Code to reflect the change of business license issuance and renewals to be processed by Business Licensing Services through the Washington State Department of Revenue. The town went live on that service June 11, 2020.

Motion to approve Ordinance #581

Motion made by Council Member Noble, Seconded by Council Member Viray.

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

Absent Council Member Boget

7. City of Washougal Resolution 1186 Regarding Safe Start Phasing

Mayor Listek presented City of Washougal's Resolution 1186 urging Governor Inslee to move Clark County to phase 3 immediately. City of La Center passed a similar resolution. Council Member Noble stated that these resolutions are on the right track and we should pass a resolution agreeing with this. Council Member Dawson agreed with Council Member Noble that the town should pass a similar resolution. Council Member Moseley stated that decisions about advancing the phases are being made by individuals with the knowledge to make them and doesn't feel the need to urge them into moving into phases before they are ready. She feels the county will be in phase 3 by our next council meeting. Council Member Viray sees no issue to moving forward with a similar resolution. Attorney Ridenour stated that the Washougal Resolution is nicely worded, and he has no problem with the council adopting the same language as the Washougal Resolution for a resolution for the Town of Yacolt. Council

Member Noble stated he liked the language in the Washougal resolution and would like to keep it the same. Council Member Moseley asked if we had to write our own resolution. Mayor Listek stated that we could approve to utilize the same language in Washougal's Resolution for our own.

Council Member Noble made a motion to approve the language in Washougal's Resolution 1186 to make the same resolution for the Town of Yacolt.

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

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

Absent Council Member Boget

8. Building Fee Schedule

Council Member Noble stated the council should research and consider the possibility of giving the building department back to Clark County. He spoke to the County about why the Town took over the permit process from them and it was stated that at that time the processing of permits took a long time but that is no longer the case.

Council Member Moseley stated that it seems that a lot of work has been done already to work out the kinks and improve our processes in the building department. She is not opposed to sending it back to the county but feels a lot more discussion needs to take place concerning how that would impact the residents and the ease of issuing of permits.

Council Member Noble stated we are spending good money for inspections and he thinks most of them are being done from home. He thinks it would be fair to remove it from the clerk's responsibility as she has a lot to do now.

Clerk Salisbury stated she would like nothing more than to have it off her plate and send it back to the county because it is a lot of work. However, a lot of work has already gone in to improving the process. She also stated that the Public Works Department has done some of the easier inspections such as fence inspections and some re-roof inspections but Townzen and Associates have handled all other building inspections. They are thorough and immediately give inspection reports to Town Hall unlike our previous inspector.

Attorney Ridenour stated that a lot of discussions have taken place about the building department process and where we are doing good and where it can be improved. We are working on coming up with a system that ensures better than it ever has that applicants are not overpaying for the processing of their applications and just as important citizens are not paying for the processing of the applications. In short, the town is doing a good job of recovering all its internal and external costs. We have been working on these solutions and it feels like they are possible, but Council Member Noble is right there is nothing wrong and it's a good idea to know why the town is doing things. He applauds the discussion and agrees with Mayor Listek to opening the discussion and putting it on one of the July meetings for further

discussion. Council Member Noble thinks it is a good idea to discuss this more. Mayor Listek stated she has been working with Attorney Ridenour on this process for a while now.

Town Clerk's Report

Clerk Salisbury is focusing on keeping up with the day to day responsibilities. Will be working on getting Treasurer's report to the council in the next week. She has also been involved with the Building Dept changes, fielding calls on building department issues, taking care of Town Clean Up vouchers and calls for the Saturday Market. She stated the Saturday Market is getting a lot of response and the residents seem happy with it. Mayor Listek thanked Council Member Viray for heading that up.

Public Works Department Report

Public Works Director Esteb stated his department has been struggling with getting tasks done due to the weather. It is hard to get all the swales and hand work jobs completed without the support of the Larch staff. He is thankful for the 2 mowing volunteers he has. Mowing will start up again as soon as the weather clears. He has been doing a lot of equipment maintenance to make sure all equipment is ready to go. He is working on a storage project in the shop to make more room, make it more efficient and to better track equipment. Public Works is ready for the Town Clean Up. Two 40-yard containers for garbage and one 40-yard container for scrap metal. Another container can be ordered if needed. Public Works offered their services if there is any help needed with the Saturday Market.

Attorney's Comments

Attorney Ridenour gave update on utility agreements with CenturyLink. Title company performed a lot of research and found nothing. CenturyLink has property close to town hall and title company didn't find any records on that site either. Council Member Boget is helping with this task. The title company was kind enough not to charge the town for this research.

Citizen Communication

None

Council's Comments

Council Member Moseley stated that the easements in town has tall weeds in them and the recreation park isn't looking to good but hopefully with the nice weather coming up those items can be caught up on. Mayor Listek stated that the lack of the Larch crews and the bad weather has played a large part in those tasks not getting done.

Council Member Dawson stated great job on the first Saturday Market. She also suggested that maybe council members could volunteer to help Public Works with the outside work that needs to be done. She thanked the members of the community that came out to keep people safe at the Saturday Market and is looking forward to the community celebration for the 4th of July.

Council Member Noble stated that Public Works is working very hard to keep up with all the mowing. More people could volunteer to help out.

Council Member Viray thanked all the vendors and citizens that came out to support the first Saturday Market even though it rained all day.

Council Member Boget is still requesting information from CenturyLink concerning any utility agreements there may be. She has been gathering many names to contact and will be doing so shortly.

Mayor's Comments

Mayor Listek stated the Fire dept and EMS will not be participating in the parade this year. She has ordered prize trophies and has extended the route down to the ball park. The parade will not weave through town due to the possibility of large trucks joining the parade.

Mayor Listek purchased Town of Yacolt banners for the town. Blue ones will have Yacolt, WA on them, white ones will have the Town Seal on them and red ones will be offered for purchase by citizens. The banners will be up by the 1st of July.

Approve to Pay Bills on Behalf of the Town

001 General Fund	16,125.40	
101 Streets	19,251.24	
103 Cemetery	182.47	
403 Storm Water	<u>2,441.88</u>	Check # 17190 - 17205
	38,000.99	Claims: \$26,425.00
		Payroll: \$11,575.99

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

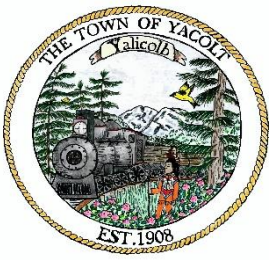
Voting Yea: Council Member Boget, Council Member Dawson, Council Member Moseley, Council Member Noble, Council Member Viray

Adjourn

Mayor Listek adjourned the meeting at 7:49 pm.

Katie Listek, Mayor

Dawn Salisbury, Clerk



Town of Yacolt

Request for Council Action

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

Name: Mayor Listek

Group Name:

Address:

Phone:

Email Address:

Alt. Phone:

ITEM INFORMATION:

Item Title: Corona Virus Update

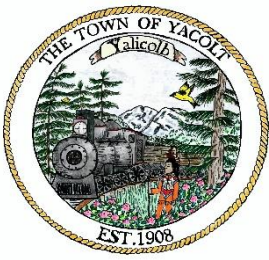
Proposed Meeting Date: July 6th, 2020

Action Requested of Council: None

Proposed Motion: None

Summary/ Background: Review Governor's orders, Town Meetings, and Land Use Public Hearings

Staff Contact(s): Dawn Salsibury



Town of Yacolt

Request for Council Action

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

Name: Mayor Listek and Attorney Ridenour

Group Name:

Address:

Phone:

Email Address:

Alt. Phone:

ITEM INFORMATION:

Item Title: Building Department Review

Proposed Meeting Date: July 6th, 2020

Action Requested of Council: None

Proposed Motion: None

Summary/ Background: Review proposed meeting memorandum

Staff Contact(s):

Memorandum
Building / Planning Department Overview

To: Yacolt Town Council

From: Mayor Katelyn Listek; Devin Jackson, (Town Engineer); and David Ridenour, (Town Attorney)

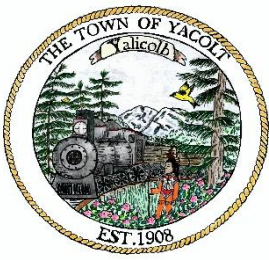
Re: Scope of Review of Yacolt's Building / Planning Department

Date: July 6, 2020 Council Meeting

The Town Council has requested a review of the Town's Building and Planning Departments. We are preparing a presentation that should give the Council a working understanding of the subject in terms of legal requirements, financial impacts, and practical considerations. The following general outline is offered to the Council so that it may suggest changes or additions to the information it desires. Finally, we propose that the presentation be made in a dedicated executive session. The Council may consider a convenient date to study this material in the style of a workshop, at Town Hall, while respecting social distancing and mask requirements as needed, (such as possibly Monday, July 20, 2020.)

Proposed Outline:

1. Basic Principles of Building / Planning Department Management:
2. Previous Arrangement w/ Clark County:
 - a). Division of Responsibilities:
 - b). Costs:
 - c). Length of Time to Process Applications:
3. Yacolt's Termination of Interlocal Agreement w/ Clark County:
 - a). Purpose:
 - b). Process and Planning Work Done to Support the Transition:
4. Current Status of Yacolt's Building / Planning Department:
 - a). Current Organization of Yacolt's Building / Planning Department:
 - b). Interim Approach to Costs and Fees for Planning and Building Permits:
 - c). Remaining Gaps in Yacolt's Procedures:
5. Alternatives for the Future:
 - a). Continue Development of Yacolt's Own Building/Planning Department:
 - (1). Pros:
 - (2). Cons:
 - b). Return to Interlocal Agreement another Agency Acting as Yacolt's Building Department:
 - (1). Pros:
 - (2). Cons:



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: Rotate Finance Committee

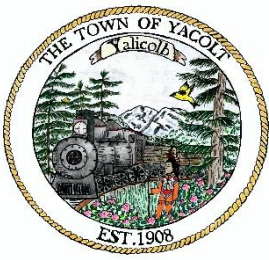
Proposed Meeting Date: July 6th, 2020

Action Requested of Council: Nominate and appoint to replace Council Member Dawson on the Finance Committee

Proposed Motion: I nominate Council Member _____ to the Finance Committee.

Summary/ Background: Rotate Finance Committee Members every 6 months.

Staff Contact(s): Dawn Salisbury



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: Rotate Mayor Pro Tem

Proposed Meeting Date: July 6th, 2020

Action Requested of Council: Nominate to replace Council Member Viray as Mayor Pro Tem.

Proposed Motion: I nominate Council Member _____ as Mayor Pro Tem.

Summary/ Background: Rotate Mayor Pro Tem every 6 months.

Staff Contact(s): Dawn Salisbury



Town of Yacolt Request for Council Action

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

Name: Council member Boget

Group Name: Council members

Address: 202 W Cushman St

Phone:

Email Address:

Alt. Phone:

Amy.boget@townofyacolt.com

ITEM INFORMATION:

Item Title: Proclamation Acknowledging and Denouncing Systemic and Institutional Racism

Proposed Meeting Date: 7-6-2020

Action Requested of Council: Discuss and adopt Proclamation

Proposed Motion:

- I make a motion to adopt the proclamation as written.
- I make a motion to adopt the proclamation as amended.

Summary/ Background:

Institutional and Systemic racism is a form of racism that is embedded as normal practice within society or an organization. It can lead to such issues as discrimination in criminal justice, employment, housing, health care, political power, and education, among other issues.

Staff Contact(s):

A Proclamation Acknowledging and Denouncing Systemic and Institutional Racism

"An event has happened, upon which it is difficult to speak, and impossible to be silent."
Edmund Burke, 5 May 1789

Whereas hate violence has become a daily occurrence across the nation;

Whereas history has tragically taught us what happens when people stand by and allow acts of violence and hatred to occur;

Whereas people often feel isolated, without hope, and helpless to do anything individually to end hate violence;

Whereas there are those out there that believe racism is a thing of the past;

Whereas we believe that our silence speaks of complicity;

Whereas "Bad men need nothing more to compass their ends, than that good men should look on and do nothing." John Stuart Mill - 1867;

Whereas we acknowledge the difficulty with which people of color navigate today's Society Systems, and Institutions;

Whereas "We hold these truths to be self-evident: that **all men are created equal**; that they are endowed by their Creator with certain unalienable rights; that among these are life, liberty, and the pursuit of happiness." Thomas Jefferson 1776;

Whereas we embrace that change and growth requires us all to step outside of our own echo-chamber of ideas;

We hereby proclaim our support to those harmed by the very institutions created to protect them. Be they the Justice System, Education System, or any other System or Institution that traditionally and/or currently uses bigoted practices to disadvantage.

We resolve that we will not accept bigotry due to Race, Sex, Gender, Country of Origin, Religion, Disability, or any other nature by our Council or by our Employees.

We resolve to listen to those traditionally held mute.

We resolve to examine our own subconscious bias's in any decision-making to ensure equity to ALL in our governing, not just those that look or believe as we do.

Therefore be it resolved that we, of the Town of Yacolt Council, in keeping with the principle of equal civil rights for all, unequivocally oppose any manifestation of hatred and prejudice towards any group or individual.