**TOWN OF YACOLT, WASHINGTON**

**TOWN COUNCIL MEETING MINUTES**

**DATE:** November 15th, 2010

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL ATTENDANCE**

**PRESENT:** Joe Warren, Mayor

Councilmember(s): Karen Holyk, Cindy Marbut, James Weldon, Dave Hancock, Ron Madler

**ABSENT:** None

**STAFF:** Pete Roberts: Public Works Director

Tim Wedding: Public Works Dept.

David Ridenour, Town Attorney

Crystal Bielec, Customer Service Clerk

**ABSENT:** None

**MINUTES OF PREVIOUS MEETING**

MOTION: Councilmember: Marbut moved to approve the minutes

SECOND: Councilmember: Weldon

VOTE: 5 - 0

YES: Councilmember(s): Holyk, Marbut, Weldon, Hancock, Madler

NO: - 0 -

ABSENT: None

\*Motion passed.

**LATE CHANGES TO THE AGENDA**

\*Under New Business, Item H: Proposed Workshop-Credit Card Policy and review of Personnel Policy.

\*Under New Business, Item I: Fire Inspections on Local Businesses.

\*Under New Business, Item J: Resolution to Change Signatures on Bank Account.

MOTION: Councilmember: Marbut moved to approve late changes to the agenda.

SECOND: Councilmember: Hancock

VOTE: 5-0

YES: Councilmember(s): Holyk, Marbut, Weldon, Hancock, And Madler

NO: -0-

ABSENT: None

\*Motion passed.

**CITIZEN COMMUNICATION:** Resident Rick Urias had concerns about traffic in the morning. Rick walks to work and said traffic on Railroad Avenue in the morning isn’t safe. The Mayor told Rick, thank you for your concerns and we will pass that on to the Sheriff’s Dept. Also Crystal told Rick it’s really helpful if you can get license plate numbers. Rick stated it’s too dark in the morning to see license plate numbers.

**OLD BUSINESS:** None at this time.

**NEW BUSINESS:**

**A. Building Permit Application: Kyle Yancey, 302 E Yacolt Road, 6’ X 8’ Shed**

Councilor Holyk asked what kind of shed it would be. Kyle told the council it would be a garden shed/storage shed. There won’t be any electricity to the shed. Pete asked what the big hole in back yard was. Kyle told him it was potato plants that had gone moldy. Mayor asked if it met setbacks for a corner lot and Pete said it did.

MOTION: Councilmember: Weldon moved to approve building permit.

SECOND: Councilmember Holyk

VOTE: 5 - 0

YES: Councilmember(s): Holyk, Marbut, Weldon, Hancock, Madler

NO: - 0 -

ABSENT: None

\*Motion passed

**B. North Country EMS Resolution #439**

Discussion: Mayor Warren explained this resolution comes before council every year.

MOTION: Councilmember Marbut made a motion to approve Resolution #439.

SECOND: Councilmember Hancock

VOTE: 5-0

YES: Councilmember(s): Holyk, Marbut, Weldon, Hancock, And Madler

NO: -0-

ABSENT: None

\*Motion passed

**C. 2011 Budget-Open Public Hearing:**

Discussion: Mayor Warren told the council they have a budget breakdown for the proposed 2011 budget. Councilor Holyk asked if we should attach the pay freeze that was discussed at the workshop and pull out the clerk’s wages since we are not paying those at this time. Councilor Marbut said we should keep clerk’s wages in the budget since we will be filling that position. The Mayor discussed upcoming projects such as the clock tower and putting it on hold for now. Pete told the council if we put the clock tower on top of the building that it would change the structure requirements for the building and would be more costly. Councilor Marbut asked if we planned for the clock tower in the elevator budget already. The Mayor said we allocated $10,000.00 for clock tower. He also said we will keep the plans on hold for now and re-visit in three months. Councilor Madler had concerns with purchasing two push mowers for $5,000.00. The Mayor told Councilor Madler that it wasn’t for the push mowers alone, but for all capital equipment. Councilor Holyk asked if the council could be notified when we are closer to purchasing push mowers so we can look at the cost again. Mayor Warren said all budget amendments will have to go through council anyway. Councilor Holyk had a question about the Public Works clothing allowance budget which is a $1,000.00. She wanted to know if it was one lump sum or if it was through receipts. Pete told her it was through receipts. Councilor Marbut suggested purchasing uniforms for public works to make them more identifiable to the public. Mayor Warren said all clothing purchased with the clothing allowance money should be embroidered with the Town Logo for tax purposes. Councilor Holyk had a question about the need for a washer and dryer for public works. Councilor Marbut told her it is an item on the agenda. Mayor Warren said public works employees work with chemicals and sewage that they don’t want to take home to their families and other cities have onsite washer and dryers for that reason. Councilor Holyk asked if we would be paying them to do their laundry. Councilor Marbut said it doesn’t take that long to throw some laundry in.

\*Information Only. Still need one more public hearing before budget approval.

**D. Liquor License Renewal: Dave Ayers at the Red Fir:**

MOTION: Councilor Holyk made a motion to approve renewal of liquor license.

SECOND: Councilor Marbut

VOTE: 5-0

YES: Councilor(s): Holyk, Madler, Weldon, Hancock, And Marbut

NO: -0-

ABSENT: None

\*Motion passed.

**E. Property Tax Levy: Resolution #440:**

Mayor Warren stated this comes before council every year to increase property tax by 1%.

MOTION: Councilor Marbut made a motion to approve Resolution #440.

SECOND: Councilor Weldon

VOTE: 5-0

YES: Councilor(s): Holyk, Madler, Weldon, Hancock, And Marbut

NO: -0-

ABSENT: None

\*Motion passed.

**F. Donation of Usage of Washer/Dryer: Pete and Kelly Roberts**

\* Pete let the council know that he has a washer and dryer at home that we would like donate the use of, to the Town. He can install at Town Hall with the understanding if he needs it back, he can have it, and also if it needs maintenance he would pay the cost of it. Pete also said the Town would establish a form for borrowing employee’s items such as, the washer and dryer, random tools, and other things that may come up. The reason for the form would be that if anyone had questions it would all be in writing.

MOTION: Councilor Madler made a motion to allow use of washer and dryer at town hall so long as everything is in writing.

SECOND: Councilor Marbut

VOTE: 5-0

YES: Councilor(s): Holyk, Madler, Marbut, Weldon, And Hancock

NO: -0-

ABESENT: None

\*Motion passed.

**G. Proposed Easement Expansion: 24180 W Humphrey St-Pete Roberts**

Pete told the council that right now all branches and other natural waste that can be burned is being taken up to this property and being burned. He would like to give the easement to the Town in case he ever sells the house. Also there are railroad ties being stored there for future use as planter boxes. The only cost to the Town would be David’s time to write the easement.

MOTION: Councilor Madler made a motion to approve expanding the easement at 24180 W Humphrey St.

SECOND: Councilor Marbut

VOTE: 5-0

YES: Councilor(s): Holyk, Madler, Marbut, Weldon, And Hancock

NO: -0-

ABSENT: None

\*Motion passed.

**H. Proposed Workshop: Credit Card Policy and Review of Personnel Policy:**

Councilor Holyk suggested this workshop since we do not currently have a credit card policy and she has concerns that we need to clarify parts of the Personnel Policy. Mayor Warren asked if Councilor Holyk would bring an example of credit card policies that she has from other organizations. Workshop was set for December 13th at 7 P.M.

**I. Fire Inspections for local businesses: Mayor Joe**

The Mayor told the council that when Ben Peeler approached the Town about switching to Cowlitz County instead of Clark County for fire inspections the council had talked about not providing this service to the business’s anymore. The reason that this is being brought up again is because we have a new business opening in Town. A resident is going to open a Barbershop at the location of the old post office on Yacolt Road. Ben Peeler will be invited to the next council meeting on December 6th.

\*Information only.

**J. Resolution to change signatures on Bank Account**

Since we do not have a clerk at this time it is needed to add Crystal as a signer for checks. Also with speaking with US Bank today it seems signatures were not changed the last time the Mayor Pro Tem was elected. As it is right now Mayor Warren and Councilor Hancock are the signers on the account. There was discussion of adding Crystal and Councilor Weldon.

MOTION: Councilor Marbut made a motion to approve Resolution when it is written up to add James Weldon and Crystal Bielec as signers on the account.

**\*A change in these minutes was noted at the December 20th, 2010 meeting. Lynne Oldham had filled out the proper paperwork at the bank to change the signatures, the bank failed to do this at the time.**

SECOND: Councilor Hancock

VOTE: 5-0

YES: Councilor(s): Holyk, Madler, Weldon, Hancock, And Marbut

NO: -0-

ABSENT: None

\*Motion Passed.

**MAYORS COMMENTS:**

Mayor Warren let the council know the vacant clerk’s position will be posted in the Reflector next week and it will be posted on our website. Opening date will be November 15th and the closing date will be November 30th. Hopefully we will have the position filled by the end of December. Also the Mayor commented on the recent events that have happened pertaining to the vacancy of the clerk’s position and would like to move forward from here and run the Town like we are expected to.

**PUBLIC WORKS REPORT:**

Pete let the council know the bid for the elevator project is in the hands of CDBG at this time and we will be moving forward with that process. Pete and Tim have been installing new traffic signs around town to hopefully minimize speeding traffic. The Christmas Tree needs to be professionally trimmed this year. The branches are too big for the lights to run up and down the cables.

**CLERK/TREASURER REPORT:**

None at this time.

**PAY BILLS ON BEHALF OF THE TOWN:**

General Operating Acct: $965,625.15

Current Expenses: $17,896.80

Streets: $8,217.08

Cemetery: $514.82

Septic Inspection Fees: $161.61

Storm Water: $400.90

Bills presented in the amount of: $27,191321 Ch #13112-13131

MOTION: Councilor Marbut made a motion to approve the bills.

SECOND: Councilor Weldon

VOTE: 5-0

YES: Councilor(s): Madler, Weldon, Holyk, Hancock, And Marbut

NO: -0-

ABESENT: None

\*Motion Passed.

**ADJOURNED: 7:50 P.M.**

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Crystal Bielec Joe Warren

Customer Service Clerk Mayor

Minutes approved on November 15th, 2010