

**Town of Yacolt**  
**202 W. Cushman St.**  
**Yacolt, WA 98675**

**January 16, 2018**

**Town Council Meeting Minutes, (Regular Meeting)**

**1. Call to Order:**

Mayor Myers called the meeting to order at 7:01 p.m.

**2. Flag Salute:**

**3. Roll Call:**

PRESENT: Mayor Myers and Council members Rowe-Tice, Bryant, Boget, Noble.  
Public Works Director Ross, Town Attorney Ridenour, and Customer Service Clerk Younce.  
ABSENT: Council member Moseley.

**4. Late Changes to the Agenda:**

Council member Bryant proposed the addition of the following agenda item:  
New Business – Item D. Add Council member to the finance committee.  
There was no objection from the Council, and the requested item was added to the agenda.

**5. Draft Minutes of Previous Meetings:**

Draft Meeting Minutes were presented for the 1/2/2018 regular meeting.  
MOTION: Council member Bryant moved to approve the minutes from the 1/2/2018 regular meeting.  
SECOND: Council member Boget  
AYES: Council members Bryant, Boget, and Noble.  
ABSTAIN: Council member Rowe-Tice.  
VOTE: Motion carried.

Draft Meeting Minutes were presented for the 1/8/2018 special meeting.  
MOTION: Council member Bryant moved to approve the minutes from the 1/8/2018 special meeting.  
SECOND: Council member Noble.  
AYES: Council members Bryant, Boget Noble.  
ABSTAIN: Council member Rowe-Tice.  
VOTE: Motion Carried.

**6. Citizen Communication: None.**

## 7. Old Business:

### A. Revised Interlocal Agreement for Staff Support Services:

Attorney Ridenour informed the Council of the details of the Revised Interlocal Agreement. Council member Bryant asked about the scope of services. Attorney Ridenour explained that the agreement excludes all activity generally associated with a Clerk other than answering questions over the phone and providing general support. Attorney Ridenour also explained that the Agreement has a termination date of April, 2018.

MOTION: Council member Bryant moved to approve Resolution #566, authorizing the Mayor to sign the Revised Interlocal Agreement between Battle Ground and the Town of Yacolt for Temporary Services.

SECOND: Council Member Boget.

AYES: Council members Bryant, Boget, and Noble.

ABSTAIN: Council member Rowe-Tice.

VOTE: Motion carried.

### B. Review of Ordinance Publication Procedures – Discussion:

Attorney Ridenour discussed the issue of unpublished Ordinances. Council members Boget, Noble, and Rowe-Tice volunteered to help look through the newspaper microfiche to find proof of published ordinances.

### C. Clark County Planning Services Interlocal Agreement – Update:

The Council considered a Special Council meeting for 1/29/2018 to hold an Open House where Gary Albrecht will offer a presentation on the revise Critical Areas Code.

MOTION: Council member Rowe-Tice moved to have the Special Meeting and Open House on 1/29/2018 at 6 p.m.

SECOND: Council member Boget

AYES: Council members Rowe-Tice, Bryant, Boget, and Noble.

VOTE: Motion carried.

### D. County Health Department / Septic Regulations – Update:

Staff shared the Town's Code and regulations with the Health Department and the Health Department has already shared some of its data with the Town staff.

Attorney Ridenour stated that he was hoping to schedule a telephone conference with the Health Department, Public Works Director Ross, and himself. During the meeting the group will discuss whether we need a memorandum or letter of understanding regarding building and development criteria. Staff plans to ask the Health Department for final direction and requests of the Town Council.

## 8. New Business.

A. Cemetery Management – Discussion:

Town Attorney Ridenour raised a concern about the possible double sale of cemetery plots. In addition, some plots were purchased a very long time ago and may have never be used. Customer Service Clerk Younce stated that some plots had been sold back to the Town, then re-purchased by others. Public Works Director Ross explained that all of the headstones they recently uncovered were on the Cemetery plot map. Staff expressed confidence that the Cemetery records were okay. It appears there may actually be no serious concern about conflicting ownership of Cemetery plots. Questions were raised about the Town's Cemetery regulations. Attorney Ridenour referred citizens and Council members to Yacolt Municipal Code Title 2.50, (Cemetery Regulations), and RCW 68, (Cemeteries, Morgues, and Human Remains). Terry Gardner with the Public Works Department volunteered to work with Attorney Ridenour on the subject of whether any Cemetery plots have been 'double-sold'.

B. Executive Session, (Potential Litigation):

Mayor Myers closed the public meeting so the Council could meet privately to discuss potential litigation and legal risks of Town practices. Mayor Myers explained that the executive session is authorized by RCW 42.30.110(1)(i). The Town Attorney attended the executive session. Mayor Myers announced that the executive session would last for thirty minutes. Mayor Myers closed the public meeting at 7:40 p.m. Mayor Myers reconvened the public meeting at 8:10 p.m.

C. Health Insurance Benefits for Part-Time Employees:

Town Attorney Ridenour described questions that had arisen over the Council's intentions with respect to health insurance benefits for 2018. Ridenour explained the Personnel Policy provision which describes employee eligibility to participate in the Town's AWC health insurance program. The provision also explains that any Town contribution to an employee's health insurance premiums is established by the Council. The Council reviewed its 2018 budget records on the subject. The discussion was tabled until additional information can be presented.

D. Finance Committee:

Council member Boget nominated Council member Bryant to fill the empty position on the Finance Committee.

MOTION: Council member Boget moved to accept the nomination for Council member Bryant for the Finance Committee.


SECOND: Council member Rowe-Tice.

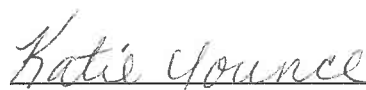
AYES: Council members Rowe-Tice, Boget, and Noble.

ABSTAIN: Council member Bryant.

VOTE: Motion Carried.

9. Church. There was some confusion when he called to let them know he would not be available. He couldn't ask a Council member to volunteer because there was no way to communicate with the person who called. Mayor Myers let the Council know that Customer Service Clerk Younce started her BIAS training.
10. **Town Attorney Comments:** Attorney Ridenour asked whether the Council would consider amending the agenda for the special meeting on 1/29/2018 to include a workshop so the Council could discuss administrative priorities and the open Town Clerk position. The Council agreed to the addition of the proposed agenda topics for the 1/29/18 special meeting.
11. **Council Comments:** Council member Bryant stated that she is updating the Town's MSDS sheets. Council member Noble gave an update on news from the last C-TRAN meeting. C-Tran is discussing possibly teaming up with Uber for transportation for elderly and disabled citizens. C-TRAN would be paying for the service. Council member Bryant indicated that she would not be able to attend the February 5, 2018 regular meeting due to a planned vacation.
12. **Public Works Dept. Report:** Bill Ross reported that the street lighting project should be started next week and will take about two weeks to complete. Dylan with AWC/Risk Management Services did a walkthrough of the Town properties and discussed potential risk issues. It is time for the Town to make its annual request for applications for the position of Town Engineer. Public Works will prepare a Request for Qualifications. Public Works Director Ross had a meeting with Kim Harless and Travis from Clark County to discuss waste management service and increases to the Town's rates.
13. **Town Clerk Report:** Customer Service Clerk Younce stated she continues to learn various Clerk duties and has started her training with BIAS.
14. **Pay Bills on Behalf of the Town:**  
MOTION: Council member Bryant moved to approve payment of the bills as presented.  
SECOND: Council member Rowe-Tice.  
VOTE: Motion Carried.
15. **Adjourn Meeting:** Mayor Myers adjourned the meeting at 8:40 p.m.

  
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Vince Myers, Mayor

  
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Katie Younce, Acting Town Clerk