

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

January 29, 2018

Town Council Meeting Minutes, (Special Meeting)

1. Call to Order:

Mayor Pro-Tem Boget called the meeting to Order at 6:01 p.m.

2. Flag Salute:

3. Roll Call:

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

Public Works Director Ross, Town Attorney Ridenour, and Customer Service Clerk Younce.

ABSENT: Mayor Myers.

4. Late Changes to the Agenda:

None.

5. Workshop Subjects:

A. Public Open House Regarding Proposed Changes to Yacolt's Critical Areas Code and Development Regulations, (YMC Title 16).

Gary Albrecht from Clark County gave a presentation on the critical areas in the Town and discussed the proposed changes to Yacolt's Critical Areas Code and Development Regulations. He explained what critical areas are and had photos of the critical areas in Town. Mr. Albrecht submitted Yacolt's SEPA report to the Department of Ecology. Mr. Albrecht will be available at the Town's regular meeting on February 5, 2018, for a work session during which the Council and public can raise additional questions about the proposed new Code provisions. A public hearing on the proposed new Code provisions is scheduled during the Council's regular meeting on February 20, 2018.

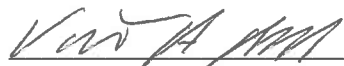
B. Workshop to Discuss Hiring a Town Clerk and Administrative Priorities for the Town's Staff.

- (1). **State Audit:** The Audit is not scheduled yet and will be in the fall.
- (2). **Yacolt Financial Position and 2018 Budget Review:** The Council reviewed recent information on major account balances and potential reductions in budgeted costs for 2018.
- (3). **Town Clerk Position:** The Council discussed contacting Battle Ground's HR Department and finding out what they could do to help the Town with the hiring process. The Council directed Acting Town Clerk Younce to request information from Battle Ground, including what the cost would be, and what information they would need from the Town. The Council would also like more information about the NeoGov website.
- (4). **Financial Accounts, Reporting, and Annual Report:** The Council reviewed a report from Acting Town Clerk Younce about the status of work being done to complete various financial reports and projects.
- (5). **Building Department Issues:** The Council discussed the operations and needs of the Town's Building Department. Discussion subjects included:
 - (a). **Management Practices and Procedures,** (Title, 8, 16 (near final), and 18);
 - (b). **Building Inspector;**
 - (c). **Consideration of a Clark County Interlocal Agreement; and,**
 - (d). **Issues Raised by Current Applications.**
- (6). **Other Administrative/Policy Projects:**
 - (a). **Personnel Policy:** Attorney Ridenour brought before the Council a draft version of the Personnel Policy prepared by AWC attorney Beth McIntyre for the Council to review. The Council discussed the industry standards for sick leave carryover. The item was tabled until the next meeting.
 - (b). **Public Records Act Policy:** Customer Service Clerk Younce asked if the Council had completed their Open Public Meetings and Public Records training. Council member Bryant asked if she would need to complete the training again. Customer Service Clerk Younce said she would look into it. Town Attorney Ridenour indicated that he would prepare a draft Public Records Act policy for the for the Council's review.
 - (c). **Minimum Procurement Policy:** The Council concluded that no formal policy was needed beyond that necessary to ensure the Staff and Council remain aware of the need to verify compliance with the complex procurement laws that apply to the Town. Sound consistent documentation and recordkeeping procedures were also discussed.

- (7). **Town Engineer:** Attorney Ridenour said that it would soon be time to send out the Town's annual Request for Qualifications for the Town Engineer position by March, 2018. Ridenour will assist Acting Town Clerk Younce to prepare the RFQ for publication.
- (8). **Ordinance Publication Audit:** Council member Boget will begin research on Saturday to identify any Ordinances for which publication is not demonstrated in the Town's records. Attorney Ridenour suggested that if Council members work together on projects like this, that they do in groups of no more than two to avoid the inadvertent violation of the Open Public Meetings Act, (since 3 Council members is currently a quorum of the Council).
- (9). **Discuss Record-Keeping Practices:** Customer Service Clerk Younce discussed with the Council the possibility of a grant to help with records retention. The Council asked her to gather more information on what the grants covered and how much the grants were for.
- (10). **Discuss Development of Helpful Checklists, Forms, and Calendaring Practices for Recurring Staff Procedures:** The Council discussed staff's continuing objective to develop checklists and procedures to improve efficiency and consistency with recurring projects. It was brought to the Staff's attention that Ms. Marbut's name was still on the website and that her voice was still on the outgoing telephone message.

Adjourn:

Mayor Pro-Tem Boget adjourned the meeting at 8:42 p.m.



Vince Myers, Mayor



Katie Younce, Acting Town Clerk