



Town of Yacolt
202 W. Cushman St. P O Box 160
Yacolt, WA 98675
(360) 686-3922 FAX: (360) 686-3853
www.townofyacolt.com

February 05, 2018
Town Council Agenda
Town Hall 7:00 PM

- 1. Call to Order**
- 2. Flag Salute**
- 3. Roll Call**
- 4. Minutes of Previous Meeting**
 - A. Draft Minutes from 1/16/2018**
 - B. Draft Minutes 1/29/2018**
- 5. Late Changes to the Agenda**
- 6. 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.**
- 7. Old Business:**
 - A. Part-Time Employee Health Benefits - Discussion**
 - B. Personnel Policy Update - Discussion**
 - C. Hiring Committee-Town Clerk Position - Update on Hiring Process**
 - D. Work Session Critical Areas - Proposed Critical Areas Code Amendments - Discussion**
- 8. New Business:**
 - A. Fireworks - Discussion**
 - B. Commission on Aging**
- 9. Mayor's Comments**
- 10. Attorney's Comments**
- 11. Council's Comments**
- 12. Public Works Dept. Report**
- 13. Town Clerks Report**
- 14. Pay Bills on behalf of the Town**
- 15. Adjourn**

The Town of Yacolt is celebrating 109 Year.... '1908 - 2017'!!!

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

January 16, 2018

Town Council Meeting Minutes, (Regular Meeting)

DRAFT OF MINUTES – FOR COUNCIL REVIEW

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. **Mayor's Comments:** Mayor Myers was invited to an event at the Seventh Day Adventist 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

Katie Younce, Acting Town Clerk

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

January 29, 2018

Town Council Meeting Minutes, (Special Meeting)

DRAFT OF MINUTES – FOR COUNCIL REVIEW

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.

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Vince Myers, Mayor

Katie Younce, Acting Town Clerk



Town of Yacolt

Request for Council Action

Proposed Meeting Date: Monday, February 05, 2018 Agenda Item:

Contact Information for Person/Group/Department Requesting Council Action:

Requester's Name Vince Myers

Group Name (if applicable)

Address

Daytime Phone

Alternate Phone

E-Mail Address

Item Title:

Fireworks - Discussion

Action Requested of Council:

Fireworks discussion

Proposed Motion:

Discussion Only

Summary / Background:

Governing Legislation:

Budget/Finance Impacts:

Attachments, (previous ordinance, resolution, proposed ordinance, etc.):

Staff Contact(s):



Town of Yacolt

Request for Council Action

Proposed Meeting Date: Monday, February 05, 2018 Agenda Item:

Contact Information for Person/Group/Department Requesting Council Action:

Requester's Name Clark County Commission on Aging

Group Name (if applicable)

Address

Daytime Phone

Alternate Phone

E-Mail Address

Item Title:

Commission on Aging

Action Requested of Council:

Hand-outs only

Proposed Motion:

Summary / Background:

Governing Legislation:

Budget/Finance Impacts:

Attachments, (previous ordinance, resolution, proposed ordinance, etc.):

Staff Contact(s):

Katie Younce