

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

March 5, 2018

Town Council Meeting Minutes (Regular Meeting)

1. Call to Order:

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

2. Flag Salute.

3. Roll Call:

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

ABSENT: None

PRESENT: Town Attorney Ridenour, Public Works Director Ross, Assistant Clerk Younce

4. Draft Minutes from the previous meeting:

Draft Minutes were presented for the 2/26/2018 rescheduled regular meeting.

MOTION: Council member Bryant moved to approve the minutes from the 2/26/2018 rescheduled regular meeting with noted changes.

SECOND: Council member Boget

AYES: Council members Boget, Bryant, Noble, Moseley

ABSTAIN: Council member Rowe-Tice

VOTE: Motion Carried

5. Late Changes to the Agenda:

None

6. Citizen Communication:

A citizen had a complaint and questions about Centurylink. She would like to know what other options the town has and what can be done. The entire Yacolt Crossings subdivision hasn't been hooked up to Centurylink and they don't know when they will get it.

7. Old Business:

- A. Verification of Ordinance Publication – Update: Council members Boget, Noble and Rowe-Tice gave the Council updates on the progress of the Ordinance and Resolution publications. Council member Boget was able to complete the publications for 2017. She is having trouble finding publications for years 2011 and 2012. Council member Boget also offered to help the other Council members with their searches. Council member Rowe-Tice did not find anything at the Battle Ground Library, because their micro-film was not working, but did find some at the Vancouver Library. She will do some research online and try using different computers. Council member Noble said the search for the 2014 publications is going good. He is having a hard time finding publications for 2013. Council member Boget put a request to the reflector to get the information on CD and was told that she would have to use the micro-film. Attorney Ridenour gave Council member Boget the name for our contact with the reflector. Attorney Ridenour also gave the Council the quoted cost from Karen at the Reflector of \$25.00 per Ordinance or per hour.
- B. Personnel Policy Update: Council member Rowe-Tice asked that the part of Section 3.2, pertaining to drug testing, be more specific. Attorney Ridenour explained that the personnel policy says “may” to avoid a rule from accidentally getting broken upon hiring. Council member Bryant had spoken with her company’s HR department. They told Council member Bryant that they put in their job posting that certain tests may be required.
- C. Employee Health Insurance Benefits: Council member Bryant asked Attorney Ridenour if he had received the underwriting contract. Attorney Ridenour stated that the contract may have additional terms that affect your decision and what conditions exist that may limit your decisions. He is continuing to work with the individuals at AWC. Attorney Ridenour stated that his contact at AWC provided links to the portal where the detail he is looking for exists. The council is trying to get information on the budget impact of wages and benefits. Attorney Ridenour is trying to get all of the information needed to make clear decisions so the Council knows the budget impact, not only for now, but in the future. Council member Noble asked if that means that AWC dictates what we can and can’t do. Attorney Ridenour told him that is correct. Council member Noble asked where is the Council at regarding making a decision about part time employees. Is there still no decisions? Attorney Ridenour let him know that there are questions about that. Attorney Ridenour

stated that the Council could make a decision on part-time employees, but there are still details he does not have so he can't offer an opinion. He also told the council that they could make a decision but it may violate their contract with AWC. Attorney Ridenour told the Council that we may be able to get a representative from AWC to come to a meeting and answer questions. The council decided that may not be a good use of time if the representative can't answer all of the legal questions. There was discussion of how many hours a week Assistant Clerk Younce would like to work and what percentage of the coverage she would like the Town to pay.

- D. Town Clerk Position – Update: Council member Rowe-Tice has asked Battle Ground's HR manager what they cover at their fee of \$50.29 an hour. The Town would be responsible for back ground and other checks. Council member Rowe-Tice is currently working on a job description to get to Battle Ground. Then the Town can get that posted. Battle Ground's HR manager would like to meet with Council members Boget and Rowe-Tice. Council member Rowe-Tice suggested that we pursue Battle Ground HR to help with screening/listing and walking us through the process. Council member Rowe-Tice suggested open posting until position filled. The Council members working on the project would like to list the posting as full-time and pay at \$21.00 to \$25.00 an hour, depending on experience. The Council agreed that was a fair wage. Mayor Myers asked the council if they would like to start this process immediately at the wage range suggested. The Council agreed.
- E. Clark County Interlocal Agreement for Building Department Services: Attorney Ridenour has a phone call into Susan Ellinger with Clark County. He is waiting to hear back from her.

8. New Business: None

- 9. Mayor's Comments:** Mayor Myers suggested to the Council that Assistant Clerk Younce receive a temporary raise to \$18.00 an hour until a new clerk is hired. The Council discussed options. The Council came to a decision that the Assistant Clerk position be moved to \$15.00 an hour retroactively to February 1, 2018, and carry that wage from then forward.

MOTION: Council member Noble moved to accept the changes to the Assistant Clerk position of \$15.00 an hour from \$13.00 an hour and that the position be 32 hours in a week.

SECOND: Council member Rowe-Tice

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

VOTE: Motion Carried

10. Attorney's Comments: Attorney Ridenour updated the council that the refund check from Highlands Product Group came in and he delivered it to Assistant Clerk Younce.

11. Council Comments: Working on Personnel Policy for the future not just the employees the Town has right now.

12. Public Works Comments: Public Works Director Ross let the Council know that the Public Works Department is working on getting the poles needed to get the street signs up. Council member Noble asked how the locks in the bathroom were working. Public Works Maintenance let the council know that they had the locks working, but with the water leak, they've had to close everything down. The locks for the restrooms cost \$900.00 per lock. Also, they are working on finding the water leak at the park.

13. Assistant Clerk Comments: Assistant Clerk Younce let the Council know that she contacted Katie Listek to ask if she would like to run the Sidewalk Chalk Contest. Ms. Listek said she will know within the next couple of weeks. Council member Boget volunteered to run the event if no one else was able to.

14. Pay Bills on behalf of the Town:

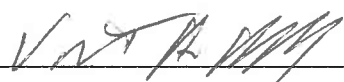
MOTION: Council member Bryant moved to approve payment of the bills as presented. Before there was a second, Council member Rowe-Tice ask questions of Attorney Ridenour regarding his bill. She would like to see the bills a little more itemized. Attorney Ridenour let Council member Rowe-Tice that he would work on giving the council a more detailed bill showing the breakdown of time per item. Council member Rowe-Tice asked Attorney Ridenour to clarify the topic of the call from the FBI because he had stated two different answers. Attorney Ridenour cleared things up and the phone call referenced incarceration records.

SECOND: Council member Boget.

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

VOTE: Motion Carried.

15. Adjourn Meeting: Mayor Myers adjourned the meeting at 8:36 p.m.


Vince Myers, Mayor


Katie Younce, Assistant Clerk

001 Current Expense	8,462.55
101 Streets	3,517.11
103 Cemetery	98.98
403 Storm Water	<u>3,293.65</u>
	15,372.29
Claims	8,218.46
Payroll	7,153.83