**TOWN OF YACOLT, WASHINGTON**

**TOWN COUNCIL MEETING MINUTES**

**DATE: August 4, 2014**

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL ATTENDANCE**

**PRESENT:** Mayor Carothers

Councilmember(s): Lewis Gerhardt, Vince Myers. Dave Hancock, Urias, Karl

**ABSENT:** Councilmember(s):

 **STAFF:** Town Clerk: Cindy Marbut

 Public Works Director: Pete Roberts

 Town Attorney: David Ridenour

 **APPROVE MINUTES OF PREVIOUS MEETING**

MOTION: Councilmember: Hancock

SECOND: Councilmember: Gerhardt

VOTE: 5- 0

YES: Councilmember(s): Myers, Gerhardt, Hancock, Urias, Karl

NO:

ABSENT:

\*Motion unanimously passed.

**LATE CHANGES TO THE AGENDA**

Item A under old business is removed and replaced with Mark Caughie – Building Rental, Items A and F under new business were removed and the remaining items move up in letter of order.

**CITIZEN COMMUNICATION**

None

**OLD BUSINESS**

 **A. Executive Session Fence Ordinance Litigation Removed**

 **A. Mark Caughie – Community Center**

 Clerk read a statement from the town attorney and noted that the town had adopted ordinance 469 which allowed the rental of the building. He suggested that there be a simple document attached to the facuility use form so that there was a clear understanding of the intent. Council Myers stated that this was a good thing for the community.

 **B. Employee Mobile Device Policy**

Cindy Marbut, Clerk Treasurer, spoke to the council noting they asked her to bring a policy to this meeting. She talked a little about the policy and how the dollar value was determined using a weekly rate that was averaged for the year. Council Myers stated he liked the policy and that it had all of things he wanted in the policy. Public Works, Pete Roberts had a couple of things he wanted to discuss, one was the word “not allowed to text” he stated this was the only way some times to get in touch because of the limited cellular service in some areas of town. Council Myers stated it would be ok to change that word, common sense would prevail on texting and driving. Then Pete asked about the policy being a taxable item, Clerk stated she that her family had a similar plan and that they are able to deduct it at the end of the year, Pete stated

only if you file a long tax form. There was a little more discussion and it was determined that the taxability of the stipend was inevitable.

**\*\*** Discussion only no action taken

 **C. Resolution # 507 Mobile Device Policy Acceptance**

Myers stated that the policy should be accepted with the change to the word “not allow texting “ to read allowable.

MOTION: Councilmember: Myers

SECOND: Councilmember: Gerhardt

VOTE: 5- 0

YES: Councilmember(s): Myers, Gerhardt, Hancock, Urias, Karl

NO:

ABSENT:

\*Motion unanimously passed

**NEW BUSINESS:**

1. **EMS Building Permit New Facility/Design Engineers Removed**

**A. Rotate Finance Committee – Council Karl**

There was discussion about whose turn it should be on the finance committee, Clerk noted that next meeting that Council Myers would be taken off as Mayor Pro-tem and he should be next on the finance committee. Council Myers said he would not be at the next meeting. Council Gerhardt asked how often we change and Clerk stated every 3 months for Finance Committee and 6 months for Mayor Pro-tem. Motion to nominate Council Myers

MOTION: Councilmember: Karl

SECOND: Councilmember: Hancock

VOTE: 5- 0

YES: Councilmember(s): Myers, Gerhardt, Hancock, Urias, Karl

NO:

ABSENT:

\*Motion unanimously passed.

 **B. Closure of Fund # 621 Ordinance # 519**

 Clerk stated this was more of a housekeeping issue. She wanted to clean up the funding sources and currently the town has no utility deposits therefore this fund should be closed. There is actually a zero balance in this fund and there has been for years. Bias our accounting software advised that this is a non-essential fund and should be closed. There was little discussion.

MOTION: Councilmember: Hancock

SECOND: Councilmember: Myers

VOTE: 5- 0

YES: Councilmember(s): Myers, Gerhardt, Hancock, Urias, Karl

NO:

ABSENT:

\*Motion unanimously passed

 **C. Transfer and Closure of Fund #401 Water Reserve Ordinance # 520**

 Clerk stated this was another one of those housekeeping issues. She wanted to clean up the funding sources and currently the town has this money tied up in a Certificate of Deposit, transferring the funds would not change that. The CD will not mature until 2016 at that time the council can choose to reinvest

however they choose. This would still me marked as reserved funds. There was little discussion.

MOTION: Councilmember: Karl

SECOND: Councilmember: Gerhardt

VOTE: 5- 0

YES: Councilmember(s): Myers, Gerhardt, Hancock, Urias, Karl

NO:

ABSENT:

\*Motion unanimously passed

 **D. Public Works Maintenance Position**

Public Works, Pete Roberts asked the council what the plan was for filling Tim’s former position. He stated that he wanted to get the ball rolling for a new full time employee. He stated that they would have to consider a higher rate of pay to get a person of specific skill sets. He said the work on the pavilion was going to start and it would take about 6-8 weeks. The larch crew is limited due to the fires and he needs another person to help. He would like to keep Suzi on through the pavilion project and maybe even seasonal. He asked if the council had received his employment contract proposal. The Mayor stated that to hire a person with the skills needed the wage rate should be around 22.00 per hr. for the full time position. There was much discussion on should it be full time maintenance part time public works director or vice a versa. Clerk stated she needed some kind of idea of what they were looking at and she could provide the impacts to the budget. Council Gerhardt stated he didn’t care what the Mayor did in hiring he just expected him to stay within budget. Pete stated it would take about 6-8 weeks to get someone hired and trained. Public Works part time employee Suzi G. stated that a FT in the field made sense because the Public works Director needed time to do the other side of things and just direct. Pete stated no matter what he would make sure that he was available to the town when it was necessary. His other job could be flexible to allow that. Council Gerhardt stated he didn’t think the wage should be higher, we could hire a local person who would save on commuting. There was discussion on skill sets and abilities. Council Myers stated we would go into this process with our eyes open to the fact that the most qualified skill set may not be available for the wage and our limited resources. Clerk was asked to bring back 2 scenarios one at the rate Tim was at and one at the rate of 22.00 per hour so council could discuss the impacts to the budget.

 \*Discussion Only no action taken

 **F. Household Business Permit – Discuss Zoning Change Removed ayor Comments:**

Mayor talked about an upcoming ribbon cutting ceremony for the 2 parks that were just complete and wanted to update the council to the date of August 29th @ 2 pm. He wanted to get ideas for grants that coming up soon the CDBG grant was due at the first of October and welcomed ideas. He thanked Bill Rowe for mowing, he stated that Mr. Rowe had a notebook with him and was taking down information on speeders and stop sign runners.

**Public Works:**

No comments

**Clerk Treasurer:**

Cindy stated that the six year transportation was complete she was a week earlier than last year, and that National Night Out was tomorrow and that there was plenty of food. There was a short discussion on the type of food being served. She stated the council needed to be at the park at about 5:30pm.

 **PAY WARRANTS**

\*Current Expenses: $ 7,134.19

\*City Streets: $10,760.84

\*Storm Water $ 577.13

Pay Bills presented in the amount of $18,472.16

MOTION: Myers

SECOND: Karl

VOTE: 5-0

YES: Councilmember(s): Gerhardt, Myers, Hancock, Urias, Karl

NO:

ABSENT: Urias, Karl

Motion unanimously passed.

**ADJOURN** **7:35 pm**

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Cindy Marbut Jeff Carothers

Town Clerk Mayor

Minutes approved on August 18, 2014