



Town of Yacolt
Council Meeting Agenda
Monday, October 07, 2019
7:00 PM
Town Hall

Call to Order

Flag Salute

Roll Call

Late Changes to the Agenda

Minutes of Previous Meeting(s)

- [1.](#) Approve 9-16-19 meeting minutes
- [2.](#) Approve 9-20-19 Budget workshop minutes

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.

Old Business

3. Financial Management Policy Draft move 2nd review to 10-21-19

New Business

4. Form hiring Committee for Public Works Director opening
- [5.](#) Approve Wage Scale for Town Staff
- [6.](#) Increase MDV contributions to 100 %
- [7.](#) Approve to increase Mayors salary
- [8.](#) Approve to increase Council stipend
- [9.](#) Silverstar Email Hosting agreement
10. Volunteer to organize 2019 Christmas tree lighting

11. Set date for volunteer appreciation dinner (Nov 8th)

Public Works Department Report

Town Clerk's Report

Council's Comments

Mayor's Comments

Attorney's Comments

Approve to Pay Bills on Behalf of the Town

Executive Session

Adjourn

**Town of Yacolt
Council Meeting Minutes
Monday, September 16, 2019
7:00 PM
Town Hall**

Call to Order

Mayor Myers called meeting to order at 7:00 pm.

Flag Salute

Roll Call

PRESENT

Mayor Vince Myers
Council Member Amy Boget
Council Member Danny DMoseley
Council Member Malita MMoseley
Council Member Herb Noble
Council Member Rhonda Rowe-Tice
Clerk Dawn Salisbury

ABSENT

Public Works Director Bill Ross

Late Changes to the Agenda

Add council event pay to New Business item #6.

Minutes of Previous Meeting(s)

1. Approve 9-3-19 meeting minutes with change.

Motion made by Council Member Boget, Seconded by Council Member MMoseley.

Voting Yea: Council Member Boget, Council Member DMoseley, Council Member MMoseley,
Council Member Noble

Voting Abstaining: Council Member Rowe-Tice

Citizen Communication

None

Old Business

None

New Business

2. Financial Management Policy Draft for 1st review

Council discussed. Will review again at 10-7-19 meeting.

3. 1st Review setting wage Scale for budget requirement

Council discussed. Will continue discussion at Budget Workshop 9-20-19.

4. Approve Ordinance #576 Updating Language and Setting Building Department Fees by Resolution

Motion made by Council Member Rowe-Tice, Seconded by Council Member DMoseley.

Voting Yea: Council Member Boget, Council Member DMoseley, Council Member MMoseley, Council Member Noble, Council Member Rowe-Tice

5. Approve Resolution #587, amending resolution #581 Adopting a Fee Schedule for the Town of Yacolt for building services.

Motion made by Council Member Rowe-Tice, Seconded by Council Member DMoseley.

Voting Yea: Council Member Boget, Council Member DMoseley, Council Member MMoseley, Council Member Noble, Council Member Rowe-Tice

6. Council event pay - Council discussed event pay.

Public Works Department Report

Speed bump and asphalt repair contract has been signed. Work to begin within 20 days.

Still waiting on fence quote.

Town Clerk's Report

Scheduled candidate forums for 7 pm October 17th and 10 am October 26th. 2019 YTD budget and August treasury reports sent out. 2020 budget proposal will be sent this week.

Council's Comments

7. C-TRAN update about additional bus

Council member Noble informed council that CTRAN has added a daily bus at noon on the Yacolt route and questioned the no parking signs on Amboy Ave.

Council member Rowe-Tice stated Library committee wants National Day Out to go back to Tuesdays, would like Annual budget and monthly Treasurer's Reports added to webpage and gave suggestions for speed deterrent.

Mayor's Comments

Met with Arts Commission candidate who will apply for open position. Miss Clark County Outstanding Teen Payton May has won the national title.

Attorney's Comments

None

Approve to Pay Bills on Behalf of the Town

001 Current Expense	\$24,527.15		
101 Streets	\$ 9,243.83		
103 Cemetery	\$ 255.83		
403 Storm Water	<u>\$ 2,256.35</u>		
	\$36,292.16	Claims	\$ 14,622.91
		Payroll	\$ 21,669.25

Motion made by Council Member Boget, Seconded by Council Member MMoseley.

Voting Yea: Council Member Boget, Council Member DMoseley, Council Member MMoseley, Council Member Noble, Council Member Rowe-Tice

Executive Session

None

Adjourn

Mayor Myers adjourned meeting at 8:07 pm

Vince Myers, Mayor

Dawn Salisbury, Clerk

**Town of Yacolt
Budget Workshop Minutes
Friday, September 20, 2019
7:00 PM
Town Hall**

Call to Order

Mayor Myers called meeting to order at 7:00 pm.

Flag Salute

Roll Call

PRESENT

Mayor Vince Myers
Council Member Amy Boget
Council Member Danny DMoseley
Council Member Malita MMoseley
Council Member Herb Noble
Council Member Rhonda Rowe-Tice
Clerk Dawn Salisbury

ABSENT

Public Works Director Bill Ross

Adjourn

Mayor Myers adjourned meeting at 8:25 pm.

Vince Myers, Mayor

Dawn Salisbury, Clerk



Town of Yacolt Request for Council Action

CONTACT INFORMATION FOR PERSON/GROUP/DEPARTMENT REQUESTING COUNCIL ACTION:

Name: Vince Myers **Group Name:** Mayor
Address: **Phone:**
Email Address: Vince.myers@townofyacolt.com **Alt. Phone:**

ITEM INFORMATION:

Item Title: Wage Scale for Town Staff

Proposed Meeting Date: 10/7/19, 10/21/19

Action Requested of Council: Adopt wage scale for Town of Yacolt staff, effective 11/1/19

Proposed Motion: I make a motion to adopt the wage scale for Town of Yacolt staff into the Town's Personnel Policy and amend text of Chapter 5, Section 5.2 as proposed.

Summary/Background: See attachment

Staff Contact(s): Vince Myers

Propose the Town adopt the below wage scale and amend Chapter 5, Section 5.2 of the Town's Personnel Policy to include this table.

Position	Start Hourly Rate	High Hourly Rate
Public Works Director	\$27.00	\$35.00
Maintenance Worker	\$19.00	\$23.00
Clerk/Treasurer	\$26.00	\$34.00
Assistant Clerk/Treasurer	\$20.00	\$25.00
Part time/Seasonal	\$15.00	\$20.00

Propose the Town's Personnel Policy be amended from:

The Town sets wages, salaries and benefit levels by Council action from time to time as the Council deems appropriate. This process is typically performed in conjunction with the Town's annual budget process. However, changes in wages, salary levels, or benefits levels may occur at any time in the discretion of the Town Council consistent with the best interests of the Town, as determined by the Council.

The Mayor may propose and the Town Council may grant an across-the-board pay adjustment (cost-of-living increase) from time to time, raising the salaries of all positions by a specified amount.

To read:

The Town has set the wages, salaries and benefits for staff in accordance with the following scale.

Position	Start Hourly Rate	High Hourly Rate
Public Works Director	\$27.00	\$35.00
Maintenance Worker	\$19.00	\$23.00
Clerk/Treasurer	\$26.00	\$34.00
Assistant Clerk/Treasurer	\$20.00	\$25.00
Part time/Seasonal	\$15.00	\$20.00

The Town will periodically review the wage scale to ensure established rates are consistent with contemporary public work force. The review process will typically occur during the annual budget process. However, changes in the scale may occur at any time at the discretion of the Town Council.

The Mayor is authorized to award staff annual raises using current CPI data, not to be less than the average of 10-year CPI data reported annually to the Council by the 1st meeting in September.

The Mayor is authorized to award increased annual raises in accordance with performance appraisal rating chained to CPI using the below scale.

Performance appraisal score	% additional authorized
0-3.2	CPI + 0%
3.3-3.7	CPI + .25%
3.8-4.2	CPI + .35%
4.3-4.6	CPI + .45%
4.7-5.0	CPI + .75%

There will be no further hourly wage increases once the individual staff member reaches the ceiling of their wage scale unless authorized by Council action.



Town of Yacolt Request for Council Action

CONTACT INFORMATION FOR PERSON/GROUP/DEPARTMENT REQUESTING COUNCIL ACTION:

Name: Vince Myers **Group Name:** Mayer
Address: **Phone:**
Email Address: Vince.myers@townofyacolt.com **Alt. Phone:**

ITEM INFORMATION:

Item Title: Mayor

Proposed Meeting Date: 8/7/19, 8/21/19

Action Requested of Council: Contribute 100% to medical, dental and vision insurance for Town employees and one family member.

Proposed Motion: I make a motion that the Town pay 100% medical, dental and vision insurance for Town employees and one family member effective 11/1/19

Summary/ Background: For years the Town paid full coverage for Town employees and one family member as an incentive. In 2017 the Council voted to have employees pay 10% of their MDV coverage. Town employees are still paid below state average for their positions. Re-instating this benefit to 100% will incentivize current employees and inspire future applicants to want to work for the Town.

Staff Contact(s):



Town of Yacolt Request for Council Action

CONTACT INFORMATION FOR PERSON/GROUP/DEPARTMENT REQUESTING COUNCIL ACTION:

Name: Dawn Salisbury **Group Name:**
Address: **Phone:**
Email Dawn.salisbury@townofyacolt.com **Alt. Phone:**
Address:

ITEM INFORMATION:

Item Title: Mayor
Proposed Meeting Date: 10/7/19, 10/21/19
Action Requested of Council: Increase Mayor monthly salary to \$700.
Proposed Motion: I make a motion that the Town approve to change the Mayors salary from \$500.00 a month to \$700.00 a month.
Summary/Background: The salary for the mayor has been \$500 since 2008. In the intervening years there has been no action to increase the mayor's salary.

Staff Contact(s):



Town of Yacolt

Request for Council Action

CONTACT INFORMATION FOR PERSON/GROUP/DEPARTMENT REQUESTING COUNCIL ACTION:

Name: Vince Myers **Group Name:** Mayor
Address: **Phone:**
Email Address: Vince.myers@townofyacolt.com **Alt. Phone:**

ITEM INFORMATION:

Item Title: Mayor
Proposed Meeting Date: 8/7/19, 8/21/19
Action Requested of Council: Increase Council meeting stipend to \$50.00 per meeting from \$35.00.
Proposed Motion: I make a motion that the Town the meeting stipend for Council member to \$50.00 per meeting effective 1/1/2020
Summary/ Background: The stipend per meeting has been set at \$35.00 per meeting for Council members since 2008. In the intervening years there has been not action to increase this stipend for Council members.

Staff Contact(s):



16420 SE McGillivray Suite 103-233
Vancouver, WA 98683
360-859-4450 Office
524-7255 efax

360-

www.silverstartelecom.com

Service Order

Product Quote to: **Town of Yacolt**
Contact: **Dawn Salisbury**
Short description: **E-Mail Hosting**

	Qty	Product	Service Description	Term	Monthly Recurring Charge	Installation Charge
	10	E-Mail Hosting	10 Users - Includes exchange server with 100G storage, most office apps including Outlook, Word, Excel, Onedrive (1TB of storage), Email Migration Support from Silver Star Telecom, Data Loss Prevention, Email Archiving (needed for legal compliance).	36 Months	\$ 400.00	\$ -
Total					\$ 400.00	\$ -

Silver Star Telecom Confidential & Proprietary Information

- * Rates for local access are estimated and subject to change by local service provider at time of order.
- * Installation charges quoted do not include additional wiring outside of Telco Demarc.
- * Prices are valid for 30 days and are subject to verification and availability of facilities at time of order.
- * Pricing does not include taxes, fees or surcharges.

Customer: _____
By: _____
Printed Name: _____
Title: _____
Date: _____
Term Selected: **36 Months**

This Service Order is an Attachment to the Broadband Service Agreement between CUSTOMER and Silver Star Telecom (Agreement). Services provided in accordance with Broadband Service Agreement.



Town of Yacolt Request for Council Action

CONTACT INFORMATION FOR PERSON/GROUP/DEPARTMENT REQUESTING COUNCIL ACTION:

Name: Dawn Salisbury **Group Name:**
Address: **Phone:**
Email Dawn.salisbury@townofyacolt.com **Alt. Phone:**
Address:

ITEM INFORMATION:

Item Title: Silverstar Email Hosting agreement
Proposed Meeting Date: 10-7-19
Action Requested of Council: Approve Mayor to sign Silverstar agreement for email hosting and backup
Proposed Motion: I make a motion that the Town approve Mayor Myers to sign Silverstar Email hosting agreement.
Summary/ Background: According to RCW 42.56.01 Section 3 and RCW 42.56.070 section 1, emails are a public record and as such must be kept according to the retention schedules. All town communications must be available for public records requests. At this time we do not have an email back up service to meet this requirement.
Staff Contact(s): Dawn Salisbury

RCW 42.56.010

Definitions.

The definitions in this section apply throughout this chapter unless the context clearly requires otherwise.

(1) "Agency" includes all state agencies and all local agencies. "State agency" includes every state office, department, division, bureau, board, commission, or other state agency. "Local agency" includes every county, city, town, municipal corporation, quasi-municipal corporation, or special purpose district, or any office, department, division, bureau, board, commission, or agency thereof, or other local public agency.

(2) "Person in interest" means the person who is the subject of a record or any representative designated by that person, except that if that person is under a legal disability, "person in interest" means and includes the parent or duly appointed legal representative.

(3) "Public record" includes any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics. For the office of the secretary of the senate and the office of the chief clerk of the house of representatives, public records means legislative records as defined in RCW 40.14.100 and also means the following: All budget and financial records; personnel leave, travel, and payroll records; records of legislative sessions; reports submitted to the legislature; and any other record designated a public record by any official action of the senate or the house of representatives. This definition does not include records that are not otherwise required to be retained by the agency and are held by volunteers who:

- (a) Do not serve in an administrative capacity;
- (b) Have not been appointed by the agency to an agency board, commission, or internship; and
- (c) Do not have a supervisory role or delegated agency authority.

(4) "Writing" means handwriting, typewriting, printing, photostating, photographing, and every other means of recording any form of communication or representation including, but not limited to, letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, motion picture, film and video recordings, magnetic or punched cards, discs, drums, diskettes, sound recordings, and other documents including existing data compilations from which information may be obtained or translated.

[2017 c 303 § 1; 2010 c 204 § 1005; 2007 c 197 § 1; 2005 c 274 § 101.]

RCW 42.56.070**Documents and indexes to be made public—Statement of costs.**

(1) Each agency, in accordance with published rules, shall make available for public inspection and copying all public records, unless the record falls within the specific exemptions of subsection (8) of this section, this chapter, or other statute which exempts or prohibits disclosure of specific information or records. To the extent required to prevent an unreasonable invasion of personal privacy interests protected by this chapter, an agency shall delete identifying details in a manner consistent with this chapter when it makes available or publishes any public record; however, in each case, the justification for the deletion shall be explained fully in writing.

(2) For informational purposes, each agency shall publish and maintain a current list containing every law, other than those listed in this chapter, that the agency believes exempts or prohibits disclosure of specific information or records of the agency. An agency's failure to list an exemption shall not affect the efficacy of any exemption.

(3) Each local agency shall maintain and make available for public inspection and copying a current index providing identifying information as to the following records issued, adopted, or promulgated after January 1, 1973:

(a) Final opinions, including concurring and dissenting opinions, as well as orders, made in the adjudication of cases;

(b) Those statements of policy and interpretations of policy, statute, and the Constitution which have been adopted by the agency;

(c) Administrative staff manuals and instructions to staff that affect a member of the public;

(d) Planning policies and goals, and interim and final planning decisions;

(e) Factual staff reports and studies, factual consultant's reports and studies, scientific reports and studies, and any other factual information derived from tests, studies, reports, or surveys, whether conducted by public employees or others; and

(f) Correspondence, and materials referred to therein, by and with the agency relating to any regulatory, supervisory, or enforcement responsibilities of the agency, whereby the agency determines, or opines upon, or is asked to determine or opine upon, the rights of the state, the public, a subdivision of state government, or of any private party.

(4) A local agency need not maintain such an index, if to do so would be unduly burdensome, but it shall in that event:

(a) Issue and publish a formal order specifying the reasons why and the extent to which compliance would unduly burden or interfere with agency operations; and

(b) Make available for public inspection and copying all indexes maintained for agency use.

(5) Each state agency shall, by rule, establish and implement a system of indexing for the identification and location of the following records:

(a) All records issued before July 1, 1990, for which the agency has maintained an index;

(b) Final orders entered after June 30, 1990, that are issued in adjudicative proceedings as defined in RCW 34.05.010 and that contain an analysis or decision of substantial importance to the agency in carrying out its duties;

(c) Declaratory orders entered after June 30, 1990, that are issued pursuant to RCW 34.05.240 and that contain an analysis or decision of substantial importance to the agency in carrying out its duties;

(d) Interpretive statements as defined in RCW 34.05.010 that were entered after June 30, 1990; and

(e) Policy statements as defined in RCW 34.05.010 that were entered after June 30, 1990.

Rules establishing systems of indexing shall include, but not be limited to, requirements for the content of the index, its location and availability to the public, and the schedule for revising or updating the index. State agencies that have maintained indexes for records issued before July 1,