

Town of Yacolt

Town Council Meeting Minutes

Monday February 10, 2025
7:00 PM
Town Hall

Call to Order

7:01 PM

Flag Salute

Roll Call

Council Members Present: Jeff Carothers, Kandi Peto, Craig Carroll, Marina Viray

Council Member Absent: Brandon Russell

Also present: Mayor Ian Shealy, Attorney David Ridenour, Public Works Director Terry Gardner, and Clerk Stephanie Fields

Councilmember Carroll made a motion to excuse Councilmember Russell's absence. Councilmember Viray seconded the motion. The motion passed unanimously.

Late Changes to the Agenda

None

Approve Minutes of 1/13/2025 Meeting:

Motion was made to approve the minutes as written.

Motion: Carothers 2nd: Carroll

Aye: Carothers, Peto, Carroll, Viray **Nay:** 0 **Absent:** Russell

Motion Carried

Citizen Communication

- Basil Rotschy (a septic system installer) spoke at length about an emergency septic replacement permit he is in the process of obtaining. He complained about the costs/fees, the process, and even the requirement to have to get a permit for a septic system to be installed.
- Carmen DeLeon from Vancouver expressed that she's opposed to having light rail run between Portland and Vancouver.

Unfinished Business

Town Security Cameras Update

The cameras have been ordered. Attorney Ridenour addressed comments which were sent in by a concerned citizen who lives near Yacolt. Ridenour reminded everyone about how much careful planning and consideration has gone into the idea of installing security cameras around Town, and assured all that the cameras are appropriate, legal, and necessary to protect the Town's property.

Update on Citizen Request to Re-name a Park

Joy Tindall spoke about her hope to have the Town re-name a park after Tom McDowell, and mentioned Tom's wife Dianne McDowell's contributions to the Town meriting recognition as well. Councilmember Carothers said that he thought it more appropriate that the Fire/EMS station memorialize Mr. McDowell, as that's where his biggest impact was. Fire/EMS Chief Shirley was present, and mentioned that there is a memorial at the station in honor of Tom McDowell. In addition, it was brought up that the Town has already named a street after Mr. McDowell. After lengthy discussion including other alternatives for honoring the McDowells and many others who have made positive impacts on the Town, Mayor Shealy suggested continuing the discussion at the next Council meeting.

Update on C-Tran Board Representative

Mayor Shealy reported that LaCenter has appointed Sean Boyle as the primary rep, and Ridgefield appointed Rian David as the alternate rep. In addition, Yacolt Councilmember Brandon Russell is welcome to attend any of the meetings he is able to – not as a board rep, but just to keep the Town in the loop on C-Tran news.

Update on the Rec Park Parking Lot Fence

Mayor Shealy explained that the fence panels we hoped would work for the Rec Park parking lot will not work, due to slope issues. He suggested that the best solution would be 6-foot black chain-link fence, to match the Rec Park fence. Bids were presented to Council, and it was determined that the lowest bid presented did not include concrete settings for the posts, so was disqualified. The lowest qualified bid was from Able Fencing, so a motion was made to accept that bid.

Motion: Carothers **2nd:** Peto

Aye: Carothers, Peto, Carroll, Viray **Nay:** 0 **Absent:** Russell

Motion Carried

Update on Engaging Additional Attorney

Mayor Shealy announced that Code Enforcement will be shifting from the Clerk's office to the Public Works office, and that all initial actions will be handled by Town staff. Then, if no corrections get made, the process would be turned over to the attorney for legal action. Councilmember Peto asked Council to consider Heritage Corporate and Legacy Advisors, in addition to Bill Ehling. Council moved to table this discussion until the March meeting, to allow all of them more time to consider and compare the two proposals the Town has received.

Motion: Carothers **2nd:** Viray

Aye: Carothers, Peto, Carroll, Viray **Nay:** 0 **Absent:** Russell

Motion Carried

Update on Meetings with the Town's Lobbyist and Legislative Delegation

Mayor Shealy explained how talks went with our Legislative Delegation, who all gave full support for both projects for the Town: a Community Center, and a new Fire/EMS building (so that our Public Works Dept. can remain in and use the entire building they currently occupy, which would get deeded back to the Town in this plan). The Mayor appreciates Sen. Braun and Reps. Orcutt and Abbarno's time and support for our little Town.

New Business:

Alternate Representative for EMS Board

Councilmember Carothers volunteered to act as EMS Board Alternate Representative. Motion was made to appoint Carothers as Yacolt's Alternate on the EMS Board.

Motion: Carroll **2nd:** Peto
Aye: Carothers, Peto, Carroll, Viray **Nay:** 0 **Absent:** Russell
Motion Carried

Address Assignments and Policy

Clerk Fields presented her thoughts and a diagram with her suggestions for addressing the upcoming Short Plat and creating an ongoing policy. After some input from Attorney Ridenour, Chief Shirley, and Councilmember Carothers, Council moved to table actual address assignments in the Short Plat until the short plat has been approved.

Motion: Peto **2nd:** Viray
Aye: Carothers, Peto, Carroll, Viray **Nay:** 0 **Absent:** Russell
Motion Carried

Then they moved to have the Clerk begin drafting a policy for address assigning.

Motion: Peto **2nd:** Carothers
Aye: Carothers, Peto, Carroll, Viray **Nay:** 0 **Absent:** Russell
Motion Carried

Town Clerk's Report

- Easter Egg stuffers (candy, toys) have all arrived; seeking volunteers to help stuff eggs and to work at the event; Easter Egg Hunt is April 19th
- Making preps for Town CleanUp and Household Hazardous Waste Events April 26th. Seeking volunteers for that too.
- Newsletter is almost complete and will likely be mailed out next week.
- Making progress on building department meetings; working toward drafting brochures to help guide applicants on what they need and what the steps are
- Working on a policy for receipt depositing; hope to present at March meeting
- All 5 Council positions are up for election this year; see Clerk if you have any questions. Primary election is Aug. 5th, General is Nov. 4th.

Public Works Department Report

- Went to RR Advisory Board meeting; they will be finishing up repairs to 3 bridges this week.
- Town Park got so much graffiti this week it took two men a full day to steam clean and wire brush it off.
- Rec Park got graffitied all over the tables; it got cleaned off and then someone did it again; also someone keeps dumping their personal household garbage there.
- Most of the banners have been hung; some were reserved as spares.

Attorney's Comments

- Reached out to Fire Marshal re: Interlocal Agreement, but they never responded.
- Working to transfer all permit processing to Clerk's office, so he'll be more hands-off; has heard nothing more from LaCenter re: permitting collaboration; may want to schedule another Permitting primer for Council to compare what we are doing to what LaCenter is doing; Yacolt has been ahead of the curve re: permit compliance laws.
- Re: Bank deposit policy: does Council want to weigh in on that?
- Re: Town paying for some of the Ballfield Lighting costs: We cannot donate money to a private entity. However, this would be an improvement to the Town's own property, and would help

facilitate public use. Proposed drafting an Agreement to protect both parties and public funds, stating how the money must be spent and setting required standards. He suggested attaching the Agreement to a Resolution authorizing the expenditure and defining the need for the use of public funds. Councilmember Peto suggested having NCLL draft the Agreement, to save the Town money. Attorney Ridenour said he would try to get an outline to NCLL late this week.

- Legal Tidbit: There is now (as of January 1) a 65-day time frame for Land Use Permits which don't require a public hearing (although most do require a hearing.)

Citizen's Communication

Dane Uskoski asked if there has been any movement with the UGA update. Mayor Shealy responded that there have been a couple of stakeholders' meetings.

Council's Comments

- Peto – Wanted to be sure that the Heritage Corp. & Legacy Advisors info was given to all Council members.
- Viray – Went to UCPB Board meeting; CDBG Grant scores are due by March 3rd, and reminded everyone that CDBG Grant applications must be turned in by October. Also thanked Mayor for all of his networking and time.

Mayor's Comments

- He's been networking for grants and funding so the Town doesn't have to spend as much of its own money for upcoming improvements/projects.
- Clark County Sheriff's Office's staff number have dropped, so they are having a hard time meeting the Town's needs.

Approve to Pay Bills on Behalf of the Town

Motion: Carroll

2nd: Peto

Aye: Carothers, Peto, Carroll, Viray

Nay: 0

Absent: Russell

Motion Carried

Executive Session


Mayor Shealy closed the regular meeting and called for a 20-minute executive session from 9:10 – 9:30 pm. At 9:30, he extended the session until 9:40. At 9:40, he extended it again, until 9:50. At 9:50, he closed the executive session and re-opened the regular meeting.

Adjourn

9:53 pm



Mayor Ian Shealy



Clerk Stephanie Fields

Approved by Council vote on 3/10/2025