

Town of Yacolt

Town Council Meeting Minutes

Monday January 12, 2026
7:00 PM
Town Hall

Call to Order

7:00 PM

Flag Salute

Roll Call

Council Members Present: Jeff Carothers, Kim Glassett, Craig Carroll (remotely; had to exit the meeting early), Brandon Russell, Marina Viray

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

Late Changes to the Agenda

Add Item #11: Library Plumbing System Repair Needs

Add Item #12: PPP Manual Changes Discussion

Unfinished Business

Oaths of Office for Councilmembers #2 and #3

Clerk Fields administered Oaths of Office to Councilmembers Glassett and Carroll.

Approve Minutes of 12/8/2025 Meeting:

Motion was made to approve the minutes as written.

Motion: Glassett 2nd: Viray

Aye: Carothers, Glassett, Carroll, Russell, Viray **Nay:** 0

Motion Carried

Citizen Communication

None

Unfinished Business

Update on Elevator Services RFP

Mayor Shealy reported that the RFP for Elevator Services is still being drafted; the Town's Engineer and Attorney are working together to get this done, hopefully to be presented at the February Council meeting.

Update on Comprehensive Plan Resolution

Mayor Shealy reported that the Resolution regarding the Climate Element of the Comp Plan Update

should be ready for presentation to Council at the February Council meeting.

Gravel Pile in the Rec Park Parking Lot

Attorney Gerst reported that the Town has filed a suit against the Company (One Way Trigger) responsible for the gravel being left in the Rec Park parking lot. Once served, One Way Trigger will have 20 days to respond, so Gerst should have an update at the February Council meeting.

New Business

Consultant Agreement for Seal Coat Grant

After reviewing the Agreement Form from the WA Transportation Improvement Board (TIB) for Jackson Civil Engineering to do the planning/consulting for the grant from TIB for seal-coating the NE quadrant of Yacolt, a motion was made to authorize Mayor Shealy to sign the Agreement.

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

Code Enforcement Action: 301 N Pine Ave.

Attorney Gerst gave an overview of the events surrounding action against the property owner and residents at 301 N. Pine Ave, following numerous complaints involving nuisance code violations there. A Notice of Civil Violation has been served, and a hearing will be held February 9th at 6pm here at Town Hall, if the conditions at that address persist beyond Feb. 6th at 1pm. Gerst hopes some of the complainants will be willing to appear at the hearing or at least submit affidavits detailing what they've observed and complained about. A retired judge will be presiding over the hearing.

Arts Commission Representative

Mayor Shealy reported that Steve Oglesby of the Clark County Arts Commission wrote him a letter to encourage the Town to appoint a representative to serve on the CCAC Board. Council decided that they do not know enough about what the CCAC does, and would like Clerk Fields to invite Oglesby to attend a Council meeting and explain his organization's role in the community, and how the Town might benefit from having a representative on their board.

Rotate Mayor Pro Tempore

Councilmember Russell was nominated by Councilmember Carothers to serve as the new Mayor Pro Tem through July, 2026.

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

Rotate Finance Committee

Councilmember Carothers was nominated by Councilmember Carroll to serve on the Finance Committee through July, 2026. Carothers also volunteered to have Councilmember Glassett "shadow" him on this, to help teach her what the Finance Committee does.

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

Library Plumbing System Repairs Needed

Mayor Shealy described the problems with the septic drain line at the library: not only is the old cast iron line deteriorating, but there are problems with intersections in the line which create clogging and back-ups of the system. Public Works Director Gardner said that due to this, the bathroom there is now only open for staff use, not public use. Ronald Homola from Ray's Plumbing Service explained his recommendations and even gave three repair options/bids. Clerk Fields was asked to draft an RFP for the repairs, with the "best fix" option on those bids, and a minimum 10-year warranty. Motion was made to have the Clerk draft and publish an RFP for the project.

Motion: Russell

2nd: Viray

Aye: Carothers, Glassett, Carroll, Russell, Viray

Nay: 0

Motion Carried

Personnel Policy and Procedure Handbook Update

Mayor Shealy announced that the PPP Manual is supposed to be reviewed and potentially updated every 5 years, per AWC. He, the Clerk, and the Public Works Director have had discussions on what areas of the Manual should be updated, clarified, etc. Areas being worked on include Clerk and Public Works Director duties, paid holidays and sick days, insurance coverage, drug testing, clothing allowance, and more. Councilmember Russell asked if combining all sick, holiday, and vacation time off with pay as simply "PTO" would simplify things. Clerk Fields mentioned that currently, different accrual caps exist, which would complicate that. The Clerk will bring new verbiage/suggestions to the February meeting. She asked that if any Councilmembers have more suggestions, that they send them to her and Mayor Shealy as soon as possible.

Town Clerk's Report

- Clark County Animal Control has suggested that we update the ILA between them and the Town. We may see some amendments to the ILA being proposed in the coming months.
- Attended the UCPB Board meeting this morning. The big focus of the meeting was whether or not to sell the building in Battle Ground that Sea Mar currently occupies. SeaMar will be bringing answers to a lot of questions which were asked to the March UCPB meeting.
- Clark County put out a Community Needs Assessment Survey, which they hope to have a lot of people respond to, especially those who fit into lower income categories. A flyer is posted on the front door of Town Hall and also on the Town's website. The survey is anonymous.
- Desiree Lorentz would like to place a food collection box for North County Food Bank in Town Hall during the month of February.
- After tonight's bills get paid, the 2025 fiscal year will be able to be closed out and 2025 financials will be posted to the Town's website.

Public Works Department Report

- Keeping leaves picked up; they will all be gone very soon.
- Been removing Christmas lights and got drone pics of the top ring on the big Christmas Tree to make repairs on it.
- Tuning up equipment in the shop.
- Attended RR Advisory Board meeting: they had 500 fewer riders this year than last year. The Board got to preview a video presentation which will be made available to the public next month.

Attorney's Comments

None

Citizen's Communication

None

Council's Comments

None

Mayor's Comments

- Going to Olympia on Jan. 22 to meet with Rep. Abbarno re: funding for the Community Center. Rep. Orcutt and Sen. Braun have also shown support for this project. They said they'd like to see the Town come up with a funding match. Maybe we can crowd-source a down payment? We still need letters of support; form letters are on the front table.
- Also working on getting grants for Stormwater repairs and NCLL is working on a grant to make improvements at the ballfields.

Approve to Pay Bills on Behalf of the Town

Motion: Viray **2nd:** Carothers

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

Motion Carried

Executive Session

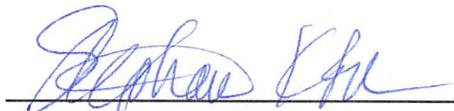
Mayor Shealy closed the regular meeting and opened a 30-minute executive session to discuss real estate acquisition and potential litigation at 8:25 pm, to last until 8:50 pm. At 8:50, he extended the Executive Session until 9:05 pm. At 9:05 pm, he closed the Executive Session and re-opened the regular meeting.

Adjourn

9:05 pm



Mayor Ian Shealy



Clerk Stephanie Fields

Approved by Council vote on 2-9-2026