

Town of Yacolt

Town Council Meeting Minutes

Monday November 10, 2025

7:00 PM

Town Hall

Call to Order

7:00 PM

Flag Salute

Roll Call

Council Members Present: Jeff Carothers, Craig Carroll, Brandon Russell, Marina Viray

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

Clerk Fields announced that Councilmember Kandi Peto had resigned that day, as she has moved outside of Town limits and is therefore no longer qualified to serve on the Town Council.

Late Changes to the Agenda

- Move Agenda Item #9 to the beginning of Unfinished Business, ahead of Agenda Item #3.
- Add Item #14: Acceptance of the W. Hoag St. Improvements Project as complete.

Approve Minutes of 10/13/2025 Meeting:

Motion was made to approve the minutes as written.

Motion: Carothers 2nd: Viray

Aye: Carothers, Carroll, Russell, Viray

Nay: 0

Motion Carried

Approve Minutes of 10/20/2025 Special Council Meeting:

Motion was made to approve the minutes as written.

Motion: Russell 2nd: Carroll

Aye: Carothers, Carroll, Russell, Viray

Nay: 0

Motion Carried

Citizen Communication

Ken Pierce of North Clark Little League announced that fireworks will be sold at the ballfields December 29, 30, and 31. They are seeking volunteers to work at the stand. Attorney Ridenour said inspection of the stand will be done by either the Fire Marshal or the local Fire Department, depending on timing and acceptance of the Town's Interlocal Agreement with the County Fire Marshal's Office.

Unfinished Business

Comprehensive Plan Update

Paul Dennis of Jackson Civil Engineering gave an overview of what's been happening round the County and State involving Comprehensive Planning. He said it will likely be at least this coming spring before Yacolt's Comprehensive Plan Update is completed, and that the next opportunity for property owners to express their interest in annexation will be in 2027. He also said the next stakeholders' meeting won't be until after the first of the year.

Res. #636: Fire Marshal Interlocal Agreement

Attorney Ridenour has negotiated terms of the Interlocal Agreement with the Fire Marshal's Office. He also explained different elements of the Agreement as it stands, including indemnity and recovery of legal fees by the prevailing party in a lawsuit. Councilmember Russell voiced his concern about a prevailing party's inability to recover legal fees. Mayor Shealy suggested including inspections of commercial properties in the Agreement. A Motion was made to adopt the Resolution as written. The vote was tied at first, but after further consideration, Councilmember Viray changed her vote to "Aye".

Motion: Carroll

2nd: Carothers

Aye: Carothers, Carroll, Viray

Nay: Russell

Motion Carried

Re. #637: Completing Real Estate Purchase

With the closing date set for this Wednesday and all contingencies having been met, a motion was made to approve completion of the purchase, by adoption of the Resolution.

Motion: Carothers

2nd: Russell

Aye: Carothers, Carroll, Russell, Viray

Nay: 0

Motion Carried

Nuisance Code Enforcement

Attorney Gerst asked for questions and discussion regarding the documents he included in the meeting packet. Discussion included top limits on fines, levels of escalation on violations, time allowances for correction of violations, collection of fines, etc. Councilmembers decided they wanted to set up a workshop to be able to devote more in-depth discussion to this topic. They decided on Thursday, November 20th at 6pm.

Appoint UCPB Board Representative

Clerk Fields was nominated to serve as the Town's representative on the UCPB Board.

Motion: Viray

2nd: Carothers

Aye: Carothers, Carroll, Russell, Viray

Nay: 0

Motion Carried

2026 Proposed Budget Hearing #2

Mayor Shealy closed the regular meeting and opened the Public Hearing at 8:08pm. He read a statement about the Proposed Budget, then the Clerk shared information regarding a GEM Agreement with multiple local governmental agencies, which should help with costs on Public Works projects. She then pointed out some improvements made to the Proposed Budget, following Council's directions from the October 20th Budget Hearing. When no more questions or comments were posed, Mayor Shealy closed the hearing and re-opened the regular meeting at 8:17pm.

DRAFT Request for Proposals for Elevator Services

Attorney Ridenour handed out and explained a supplemental document regarding procurement of services for elevator maintenance and repairs. After a short discussion, Mayor Shealy mentioned that he heard of a company in Vancouver who specializes in procurement and may be able to help us quickly draw up an RFP. Before authorizing anything, Council asked for this topic to be added to the special meeting on November 20th.

New Business

NCEMS Interlocal Agreement Addendum #4

Kim Reid from NCEMS explained the need for reduction of the Board size at NCEMS. Motion was made to approve the Addendum, which authorizes the reduction.

Motion: Carothers 2nd: Viray

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

Motion Carried

EMS 2026 Tax Levy Hearing and Res. #638: EMS 2026 Tax Levy

Mayor Shealy closed the regular meeting and opened the Public Hearing at 8:38pm. Kim Reid spoke again on behalf of EMS. With no questions posed, Mayor Shealy closed the Hearing and re-opened the regular meeting at 8:40pm. Motion was made to adopt Res. #638, authorizing the 2026 EMS Tax Levy.

Motion: Russell 2nd: Carothers

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

Motion Carried

Yacolt 2026 Revenue Hearing and Res. #639: Yacolt 2026 Tax Levy

Mayor Shealy closed the regular meeting and opened the Public Hearing at 8:41pm. Clerk Fields gave an overview of where the majority of the Town's revenues come from. She then explained the Town's ability – and need – to take advantage of the Town's banked capacity for property tax levies, from years when the Town did not increase the taxes. She explained how 2026 is a good year to do so, since the EMS Excess Levy will not be assessed in 2026, so property taxes should still be reduced in 2026 from what they were in 2025. When no further questions or discussion were posed, Mayor Shealy closed the Hearing and re-opened the public meeting at 8:46pm. Motion was made to adopt Res. #639, authorizing the 2026 Yacolt Tax Levy.

Motion: Carothers 2nd: Carroll

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

Motion Carried

Res. #640: Sale of Surplus Items

Discussion was had as Council went down the list of items to be offered for sale. Some prices were changed, some left the same as proposed in the packet. A couple of items were removed from the list. There was also the question of when to hold the sale, and it was agreed that the sale should take place in conjunction with the Town-wide garage sale, so it will be at least next March, at the Town Shop. Motion was made to adopt Res. #640, authorizing the sale of the surplus merchandise as decided upon in Council's discussion.

Motion: Carothers 2nd: Viray

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

Motion Carried

Acceptance of W. Hoag St. Improvements Project as Complete

After Clerk Fields stated that the Town's Engineer had approved the project's completion, a motion was made to accept the project as complete.

Motion: Russell **2nd:** Carroll

Aye: Carothers, Carroll, Russell, Viray

Nay: 0

Motion Carried

Town Clerk's Report

- Congratulated all the Councilmembers on their re-elections
- Elected Officials Essentials Training is once again scheduled for the same day as our Town Christmas Tree Lighting, so anyone wanting or needing to take any trainings can do so online, at their convenience, and contact Clerk Fields if they need more info.
- The Town just received its final payment for the TIB grant for reimbursement on the W Hoag St. Improvements Project.
- The next Events meeting will be November 24th at 6:30pm, and Ornament stuffing will begin this Wednesday and Friday at 6pm at The Hub.
- The Town received an award from AWC/RMSA for doing a commendable job of reducing their risks overall.
- Happy Birthday Attorney Ridenour!

Public Works Department Report

- Still cleaning up leaves galore!
- Went to the Railroad meeting- the hobby line will run 4x/day on the weekends leading up to Christmas; the RR Board is seeking 4 new members; they asked for us to make sure the parking lot is monitored on the day of the Tree Lighting, so RR passengers can park in their lot.
- Mr. Gardner is seeking volunteers to help with Tree Lighting preps (setting up tents, decorating, etc.) on the 4th - 6th of December. We should contact the RR people and invite them to our next events meeting to be sure we're all on the same page as far as what is being done for the Tree Lighting.

Attorney's Comments

Ridenour

- Will be meeting later this week with people from the County re: the Railroad property.
- Will be meeting later this week with Battle Ground's City Manager about an Interlocal Agreement between us and them for services such as plan reviews and Code Enforcement Hearings.
- Looking into cooperating with Clark County for law enforcement grant and sales tax opportunities.
- Computer tech (Stan) will be happy to meet with the Clerk to develop a plan and an RFP for IT and cybersecurity services.

Gerst

- Acorn is ready to sell their property; more in Executive session.

Citizen's Communication

None

Council's Comments

Viray: Attended Pacificorp Powerline meeting; about 100 attendees; people here need to keep on top of this issue because it could have a big impact on property owners in and around Town.

Mayor's Comments

- Need plenty of volunteers for the Tree Lighting.
- Hopes to have 2 Councilmembers at the next Events meeting.
- The band and choir who will be performing at the Tree Lighting have asked if they could put out collection boxes to raise funds at the event.

Approve to Pay Bills on Behalf of the Town

Motion: Carothers 2nd: Viray

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

Motion Carried

Executive Session

Mayor Shealy closed the regular meeting and opened an executive session to discuss real estate acquisition and potential litigation at 10:00pm, to last until 10:30pm. At 10:30, he extended it until 11:00pm. At 11:00, he extended to 11:20pm. At 11:22pm, he closed the executive session and re-opened the regular meeting.

Council moved to authorize Mayor Shealy send a response to Mr. Hood as discussed in executive session, and asking for Hood to respond before the December Council Meeting.

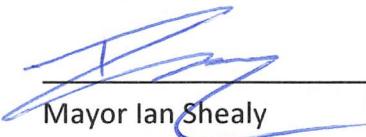
Motion: Russell 2nd: Viray

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

Motion Carried

Adjourn

11:24 pm



Mayor Ian Shealy



Clerk Stephanie Fields

Approved by Council vote on 12-8-25