



Town of Yacolt

Town Council Meeting Minutes

Monday December 8, 2025
7:00 PM
Town Hall

Call to Order

7:00 PM

Flag Salute

Roll Call

Council Members Present: Jeff Carothers, 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, Senior Planner from Jackson Civil Engineering Paul Dennis, and Clerk Stephanie Fields

Late Changes to the Agenda

Add Item #13: Town Hall Siding Rehab

Approve Minutes of 11/10/2025 Meeting:

Motion was made to approve the minutes as written.

Motion: Carothers **2nd:** Russell

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

Motion Carried

Approve Minutes of 11/20/2025 Special Meeting:

Motion was made to approve the minutes as written.

Motion: Russell **2nd:** Viray

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

Motion Carried

Citizen Communication

None

New Business

Interview Candidates for Council Position #2, Possible Executive Session, Appointment to Position; Oaths of Office

Three candidates for Council Position #2 were present. Each sitting Council Member asked the same questions of each Candidate individually. A 10-minute executive session was then held to discuss Candidates' qualifications, from 7:36-7:46 pm. A secret ballot vote was taken, resulting in a tie, with the tie broken by Mayor Shealy in favor of Kim Glassett. Oaths of Office were then administered to all five

Council Members and new Council member Glassett took her seat at the Council table for the rest of the meeting.

Legislative Priorities

Mayor Shealy summarized the list of priorities, and a motion was made to adopt them as presented.

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

Columbia River Economic Development Commission Presentation

Eric Holmes, interim president of the CREDC gave a PowerPoint presentation regarding what their organization does and how they help facilitate public-private partnerships with the goal of boosting local economies. Mayor Shealy expressed the challenge of simply getting businesses here to Yacolt.

Contract Renewal with Gordon Thomas Honeywell

After Mayor Shealy pointed out projects which GTH is helping the Town with, a motion was made to renew the Town's contract with them.

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

Comprehensive Plan Climate Resilience Element

Planner Paul Dennis presented the Climate Element of the Comprehensive Plan Update he is working on for the Town, and how it favors children, seniors, and the disabled. He also explained that all annexation requests into Town limits are already properties which are included in the Town's Urban Reserves. He hopes to be able to present a draft Resolution at the January Council meeting, but will need to have it reviewed by staff and especially the Town's Attorney beforehand. He then stated that one of the biggest issues regarding the whole Comprehensive Plan Update is middle housing. Following the presentation, a motion was made to accept the Climate Resilience Element as presented, and to authorize Jackson Civil Engineering to send it in to the Washington Departments of Commerce and Ecology for their review.

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

Old Business

Resolution #641 re: Engineering Services Agreement for 2026

A motion was made to adopt Resolution #641, approving the proposed Contract with Jackson Civil Engineering (JCE) and authorizing the Mayor to execute that Contract with JCE to act as the Town's Engineer for the 2026 calendar year.

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

Resolution #642 re: GEM Agreement

Motion was made for Yacolt to join the Pacific Northwest Interagency Cooperative for Grounds Equipment and Maintenance Services by having the Mayor sign an extension of the group's Interlocal

Agreement through 2031, and to designate the Town's Mayor as the Administrator of the Agreement.

Motion: Carothers **2nd:** Russell

Aye: Carothers, Glassett, Russell, Viray

Nay: 0

Absent: Carroll

Motion Carried

Update on the Gravel in the Rec Park Parking Lot

Mayor Shealy gave an overview of the situation and Attorney Gerst gave more background regarding the Town's attempts to negotiate with One Way Trigger (the company responsible for leaving the gravel there) and their lack of response to the Town. Motion was made to authorize the Mayor to work with the Town's Attorney and to authorize the commencement of a lawsuit against One Way Trigger, LLC.

Motion: Carothers **2nd:** Russell

Aye: Carothers, Glassett, Russell, Viray

Nay: 0

Absent: Carroll

Motion Carried

Ordinance #605 re: Adoption of the 2026 Budget

Motion was made to pass Ordinance #605, whereby adopting the 2026 Budget.

Motion: Russell **2nd:** Viray

Aye: Carothers, Glassett, Russell, Viray

Nay: 0

Absent: Carroll

Motion Carried

Ordinance #606 re: Clerk Wage Increase

Motion was made to adopt Ordinance #606, which authorizes a wage increase for the Town Clerk as of January 1, 2026.

Motion: Carothers **2nd:** Russell

Aye: Carothers, Glassett, Russell, Viray

Nay: 0

Absent: Carroll

Motion Carried

Town Hall Siding Rehab

Mayor Shealy stated that he has been in contact with a couple of contractors who said they would be willing to do the Town Hall exterior rehab at their cost for materials and donate their labor costs. He will have the Town's Attorney look into any liability issues for volunteers as well as any other potential legal issues regarding this proposal.

Town Clerk's Report

- The November Treasurer's Report should be posted on the Town's website by the end of this week.
- The Town was notified that it was approved for a TIB Grant for seal-coating the NE quadrant of Town. This project should be scheduled for 2026.
- The Christmas Tree Lighting was the best ever! We had more vendors and attendees than ever before, and everything went smoothly.
- Congratulations to Kim on her appointment to Council Position #2.
- Merry Christmas, everyone!

Public Works Department Report

- Keeping leaves picked up; in the past 3 weeks, only 1 storm drain clogged.
- Took 1-1/2 to 2 weeks to prepare for the Tree Lighting; Thank you to all the volunteers who

helped.

- Per the RR Advisory board, they've had over 800 riders on the Christmas trains. Also, there's leftover funds from the RR upgrade grant, and they will still be used for more RR improvements. About Feb. 4th, they intend to have a presentation regarding the RR available to the public.

Attorney's Comments

- Looks like the County approved the Fire Marshal Interlocal Agreement on Dec. 2. Hopefully we will receive and be able to record it soon, so we can treat it as a working Agreement.
- Attorney Ridenour contacted an attorney from Gresham who works exclusively as a municipal hearings examiner. He hopes to have more info on this at the January Council meeting.
- Has spoken with the County about a land acquisition, and intends to follow up on this soon; will discuss with Mayor Shealy when they meet tomorrow.

Citizen's Communication

None

Council's Comments

Carothers:

- Attended the last 3 NCEMS meetings and has info available for anyone who wishes to see it.
- Received feedback from people at the dog-park:
 - 1) Would be nice to have a doggie-bag station closer to the gates
 - 2) Would be nice to have a trash can closer to the gates
 - 3) Would be nice to have a bench to sit on while the dogs run and play

(Public Works Director Gardner then responded that all of these things already exist.)

Glassett:

- Thanks for the opportunity; she's very excited to be on Council and realizes she has a lot to learn/catch up on.

Viray:

- Will attend Mosquito Control Board meeting tomorrow
- The Tree Lighting was great. (A "Road Closed" sign got left behind, on Ankeny Ave.)

Mayor's Comments

- So grateful for everyone who's stepped up to help with things: Volunteers, staff, businesses, and Council members.

Approve to Pay Bills on Behalf of the Town

Motion: Viray **2nd:** Glassett

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 9:31pm, to last until 10:01 pm. At 10:01, he extended the Executive Session until 10:25 pm. At 10:25 pm, he closed the Executive Session and re-opened the regular meeting. At that point, a motion was made to authorize the Mayor and Attorney to work together in response to the C-Tran situation, as discussed in Executive Session.

Motion: Carothers **2nd:** Russell

Aye: Carothers, Glassett, Russell, Viray

Nay: 0

Absent: Carroll

Motion Carried

Adjourn

10:26 pm



Mayor Ian Shealy



Clerk Stephanie Fields

Approved by Council vote on 1-12-2026