



Town of Yacolt

Council Meeting Agenda

Monday, October 13, 2025
7:00 PM
Town Hall

Call to Order

Flag Salute

Roll Call

Late Changes to the Agenda

Approve Minutes of Previous Meeting(s)

- [1.](#) DRAFT Council Meeting Minutes 9-8-2025
- [2.](#) DRAFT Special Council Meeting Minutes 9-11-2025
- [3.](#) DRAFT Special Council Meeting Minutes 9-18-2025

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.

Unfinished Business

- [4.](#) Update on InterLocal Agreement with Fire Marshal
- [5.](#) Update on Real Estate Purchase
- [6.](#) Decision re: Heritage Family & Legacy Advisors

New Business

- [7.](#) Legislative Update from Gordon Thomas Honeywell
- [8.](#) Liquor License Renewal for Tacos Sensacion
- [9.](#) Ord. #604 re: Updating Business Licensing Exemption Threshold

[10.](#) RES. # 635 re: Used Truck to Replace F-250

[11.](#) Elevator Service Company

[12.](#) Appoint New UCPB Representative

[13.](#) Rotate Finance Committee

Town Clerk's Report

Public Works Department Report

Attorney's Comments

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.

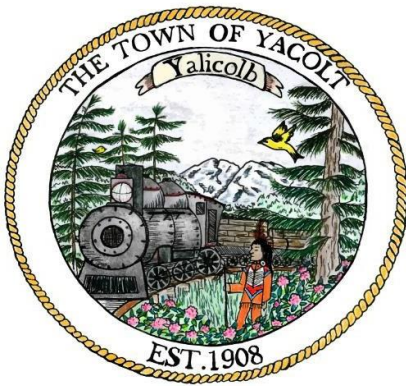
Council's Comments

Mayor's Comments

Approve to Pay Bills on Behalf of the Town

Executive Session

Adjourn



Town of Yacolt

Town Council Meeting Minutes

Monday September 8, 2025

7:00 PM

Town Hall

Call to Order

7:00 PM

Flag Salute

Roll Call

Council Members Present: Jeff Carothers, Kandi Peto, Brandon Russell, Marina Viray

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

A motion was made to excuse Councilmember Carroll's absence.

Motion: Carothers **2nd:** Peto

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

Motion Carried

Late Changes to the Agenda

Possible Council action to follow tonight's executive session; also add to item #8: schedule dates for 2026 Budget Public Hearings.

Approve Minutes of 8/11/2025 Meeting:

Motion was made to approve the minutes as written.

Motion: Carothers **2nd:** Peto

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

Motion Carried

Approve Minutes of 8/20/2025 Special Council Meeting/Budget Workshop:

Motion was made to approve the minutes as written.

Motion: Peto **2nd:** Carothers

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

Motion Carried

Approve Minutes of 9/3/2025 Special Council Meeting/Budget Workshop:

Motion was made to approve the minutes as written.

Motion: Peto **2nd:** Viray

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

Motion Carried

Citizen Communication

Dave Ayers expressed that he feels it's too messy around the Public Works shop, and that the Town owns too much equipment. Councilmembers Carothers and Russell responded to his concerns, and Mayor Shealy said he'd like two Councilmembers to meet him at the shop to assess the situation.

Unfinished Business

DRAFT Fire Marshal InterLocal Agreement

Attorney Ridenour stated that the Fire Marshal is ready to turn the DRAFT ILA over to the County for further review. He asked Councilmembers to bring any suggestions or questions regarding the Draft ILA to the October Council meeting.

DRAFT InterLocal Agreements with LaCenter for Building, Planning, Permitting, and Code Enforcement

After a short discussion, motion was made to table action on this until the October Council meeting.

Motion: Peto

2nd: Carothers

Aye: Carothers, Peto, Russell, Viray

Nay: 0

Absent: Carroll

Motion Carried

New Business

Heritage Corporate and Legacy Advisors Introduction: New Attorneys

Glenn Slate introduced two people (Gabriella Kim and Matt Jewell) who have taken the BAR exam and just waiting for their results to become attorneys. He said they could collaborate or work separately on various projects for the Town, and have plenty of time to turn things over quickly. He would only charge \$175-\$250/hour for their services at first, working up to \$350/hour in the future. He would not re-bill for them to go through the training Mat Cleary and Patricia have already gone through. Mr. Slate asked that the Council consider using them, and if they decide not to, to let him know as soon as they decide, so that they are not left hanging.

C-Tran Board Representative for 2026

After Attorney Ridenour explained that the Town is technically not scheduled to have a C-Tran Board Representative next year, just in case, Brandon Russell offered to serve if called upon. In essence, he would be an Alternate to the Alternate. Motion was made to accept Brandon as the Town's C-Tran Rep if need be.

Motion: Carothers

2nd: Peto

Aye: Carothers, Peto, Russell, Viray

Nay: 0

Absent: Carroll

Motion Carried

Schedule Next Budget Workshop(s)

Council decided on the following dates for Special Meetings:

Budget Workshop: Thursday Sept. 11th at 5:30 pm

Budget Hearing #1: Monday October 20th at 6:00 pm

Budget Hearing #2: Monday November 10th at 7:00 pm (during the Regular Council Meeting)

Town Clerk's Report

- Been doing lots of training; Shannon is doing very well.
- Windhaven Ride was well-attended; was too hot for dogs to come out for Mutt-Strut, but plenty of people still showed up; last Saturday's Market was one of the biggest yet; next Events meeting will be Sept. 22nd at 6:30 pm, to plan Oktoberfest/Harvest Market/ Pumpkin Contest, and Christmas and New Years events.
- Have made lots of headway at Budget meetings so far; got just about 50% through next year's budget at the last workshop.
- Putting out notices for Engineering RFQ and Budget Hearings; ads to be published October 1st.

Public Works Department Report

- Cleaned out storm drains in prep for rainy weather.
- Finished painting bumps, curbs, crosswalks throughout Town.
- Street sweeping to start tomorrow.
- Has been talking with other cities about getting equipment.

Attorney's Comments

- Love Street Theater in Woodland is currently featuring a play involving Yacolt's history.
- Legal tidbit: There is actually a state law which authorizes the sale of toy paper caps; just an example of there being a rule for everything.

Citizen's Communication

None

Council's Comments

Peto – Heard reports of a lot of racing taking place on Yacolt Rd. lately.

Russell – Reported on C-Tran Board Composition Committee meeting; they approved the "3:3:3" plan and requested a stay on grant funding.

Viray – Must step down from UCPB Board, and hopes to have another Councilmember replace her. Meetings are almost monthly, on Monday mornings, and can be attended virtually. Council said they'd like to appoint a new Rep at the October Council Meeting.

Peto – Got an offer on her house, and may be moving out of Town, which would disqualify her from holding a Town Council position.

Mayor's Comments

Hosted Maria Gleusenkamp-Perez on a Town tour. She doesn't know of federal funding that will work for our needs, but her in-house grant person will help target grants for us.

Rep. Abbarno is in full support of a community/senior center for the Town. He advised that getting written letters of support from non-profits who will use the facility is crucial to our being awarded funding (with focus on food distribution, mental health/addiction counseling, senior services, early childhood education/services, medical services). Rep. Orcutt is also in support of the Town's plans, and they are working to get Sen. Braun fully on board as well.

Approve to Pay Bills on Behalf of the Town

Motion: Peto **2nd:** Viray

Aye: Carothers, Peto, Homola, Viray

Nay: 0

Absent: Carroll

Motion Carried

Executive Session

Mayor Shealy closed the regular meeting and opened an executive session to discuss real estate acquisition and potential litigation at 7:58pm, to last until 8:20 pm. At 8:20pm, he extended the executive session to 8:35 pm, at which time he re-opened the regular meeting. Council moved to authorize Mayor Shealy to negotiate for the purchase of real estate within the limits set in tonight's executive session, including the exchange of written offers, but reserving any final decision on a purchase for the Council at a future public meeting.

Motion: Viray **2nd:** Russell

Aye: Carothers, Peto, Homola, Viray

Nay: 0

Absent: Carroll

Motion Carried

Agenda Item #5 re: ILAs with LaCenter was then re-opened

Clerk Fields described the Cloud Permit process and trainings so far. Attorney Ridenour voiced his concern that some legalities may be getting overlooked in the software and that their system may not be serving our citizens as we'd need it to. He's unsure how LaCenter intends to deal with Yacolt's Code Enforcement, and that they've lacked follow-up when requested. Council agreed that the Cloud Permit and Code Enforcement system may not quite fit the Town's needs. Mayor Shealy suggested that we still consider an Interlocal Agreement with LaCenter (and perhaps other municipalities as well) regarding services such as plan reviews and inspections, etc. Motion was made to graciously decline LaCenter's offer for us to use their grant for Cloud Permit.

Motion: Russell **2nd:** Carothers

Aye: Carothers, Peto, Homola, Viray

Nay: 0

Absent: Carroll

Motion Carried

Then a motion was made for the Town to look deeper into services (such as plan reviews and inspections, etc.) which could be worked into an Interlocal Agreement with LaCenter and /or other municipalities after holding workshops with them to cover all mutually beneficial details.

Motion: Carothers **2nd:** Peto

Aye: Carothers, Peto, Russell, Viray

Nay: 0

Absent: Carroll

Motion Carried

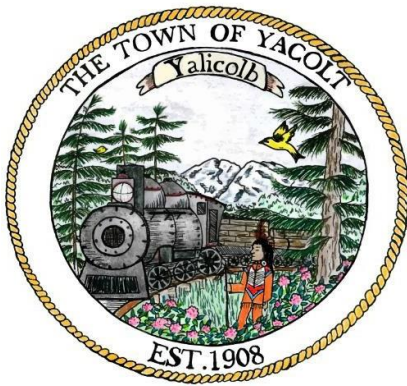
Adjourn

9:08 pm

Mayor Ian Shealy

Clerk Stephanie Fields

Approved by Council vote on _____



Town of Yacolt

Special Council Meeting/Budget Workshop Minutes

Thursday September 11, 2025

5:30 PM

Town Hall

Call to Order

5:30 PM

Flag Salute

Roll Call

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

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

Unfinished Business

New Option for Legal Services

Council reviewed a resume from Attorney Brian Gerst and decided they would like to try him out. Attorney Ridenour said he could have Mr. Gerst begin immediately on real estate acquisition, since he has a lot of experience in that area. He could then begin to focus on Interlocal Agreements, Code Enforcement issues and revisions to the Code. He suggested that creating a social media policy might be a good project to have the attorney(s) at Heritage start with.

Budget Workshop

Council discussed ways to trim expenditures and perhaps increase revenues. Mayor Shealy brought up the topic of increased sales taxes, and Attorney Ridenour said he thinks we could only raise sales taxes if we have a special purpose tax (ie: transportation district). He will look further into this though. Council continued to go through the GL Accounts one by one to set amounts for next year, and Ridenour asked Council to consider budgeting for a subscription to the Washington Building Codes.

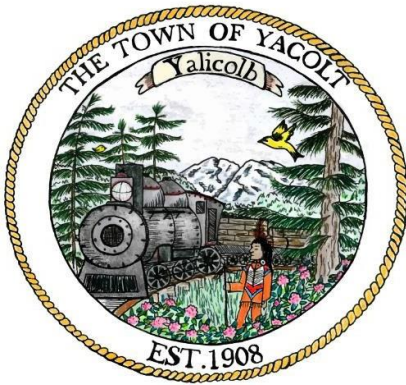
Next workshop is set for September 18, 2025, at 5:30 pm

Adjourn: 8:13 pm

Mayor Ian Shealy

Clerk Stephanie Fields

Approved by Council vote on _____
Yacolt Town Special Council Meeting September 11, 2025



Town of Yacolt

Special Council Meeting/Budget Workshop Minutes

Thursday September 18, 2025

5:30 PM

Town Hall

Call to Order

5:30 PM

Flag Salute

Roll Call

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

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

Executive Session

At 5:37 pm, Mayor Shealy closed the regular meeting and opened a short executive session to discuss potential real estate acquisition information. At 5:45 pm he closed the executive session and re-opened the regular meeting.

A motion was made to have Mayor Shealy present an offer to purchase the property next door to Town Hall for up to \$114,000 including closing costs.

Motion: Peto 2nd: Carroll

Ayes: Peto, Carroll, Russell, Viray

Nays: 0

Absent: Russell

Motion Carried

New Business

Budget Workshop

Council spent the majority of the meeting discussing ways to increase revenue. Besides a 1% property tax increase, they floated ideas for a shuttle service and charging folks to park in the Rec Park parking lot and ride the shuttle. Mayor Shealy also mentioned a possible additional sales tax or grant which may be available to help offset Law Enforcement costs. Another small source of revenue will be selling off some surplus equipment. Council decided to have the Clerk update all of the figures as best she can and not hold another Budget Workshop at least until after the first Budget Hearing on October 20th at 6:00pm.

Adjourn: 7:00 pm

Mayor Ian Shealy

Clerk Stephanie Fields

Approved by Council vote on _____



Town of Yacolt Agenda Request

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

Name: Clerk Fields

Group Name: Staff

Address: 202 W Cushman St
Yacolt, WA 98675

Phone: (360) 686-3922

Email Address: clerk@townofyacolt.com

Alt. Phone:

ITEM INFORMATION:

Item Title: Update on Interlocal Agreement with Clark County Fire Marshal

Proposed Meeting Date: October 13, 2025

Action Requested of Council: Hear the report regarding progress on the Interlocal Agreement being drafted between the Town and the Fire Marshal.

Proposed Motion: None; update only

Summary/ Background: Attorney Ridenour has been working with the Clark County Fire Marshal on drafting an Interlocal Agreement between them and the Town. He will give an update on progress at this meeting.

Staff Contact(s): Clerk Fields
clerk@townofyacolt.com
(360) 686-3922



Town of Yacolt Agenda Request

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Name: Clerk Fields

Group Name: Staff

Address: 202 W Cushman St
Yacolt, WA 98675

Phone: (360) 686-3922

Email Address: clerk@townofyacolt.com

Alt. Phone:

ITEM INFORMATION:

Item Title: Update on Real Estate Purchase

Proposed Meeting Date: October 13, 2025

Action Requested of Council: Hear the report regarding activities toward the Town's planned purchase of the lot just west of Town Hall

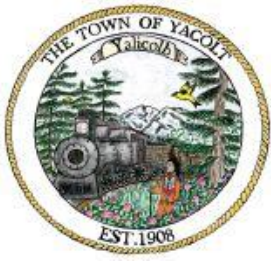
Proposed Motion: None; update only

Summary/ Background: After several discussions involving Yacolt's Town Council, Mayor, and Public Works Director, Council decided at the September Council meeting to move forward with purchasing the vacant lot adjacent to the west side of Town Hall. The Town's new Attorney Brian Gerst drafted a Purchase and Sale Agreement between the parties, and due diligence is now being done. Mr. Gerst will give an update on the project's current status.

Staff Contact(s): Clerk Fields

clerk@townofyacolt.com

(360) 686-3922



Town of Yacolt Request for Council Action

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

Name: Clerk Fields

Group Name: Staff

Address: PO Box 160/202 W Cushman
Yacolt, WA 98675

Phone: (360) 686-3922

Email Address: clerk@townofyacolt.com

Alt. Phone:

ITEM INFORMATION:

Item Title: Decision on Using Heritage Family Law

Proposed Meeting Date: October 13, 2025

Action Requested of Council: Decide if you wish to move forward using Heritage Family Law as a legal firm for the Town

Proposed Motion: TBD

Summary/Background: The Town had previously contracted with Heritage to perform legal services on behalf of the Town. However, the attorney who was working on the Town's projects has since left the firm. Heritage introduced two new candidates to work on behalf of the Town at the September 8th council meeting. Both have just completed law school and taken the bar exam, and at the time were awaiting their results. Because they are brand new, they would have time available to dedicate to the Town's projects. Also because they are brand new, they have little experience. Glenn Slate from Heritage asked the Town to let him know one way or the other if they wish to use one or both of the two new people. At the time, Council decided they wanted time to consider their options and make a decision at this meeting.

Staff Contact(s): Clerk Stephanie Fields
clerk@townofyacolt.com

Mayor Ian Shealy
mayor@townofyacolt.com
(360) 686-3922



Town of Yacolt Agenda Request

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

Name: Mayor Shealy

Group Name: Staff

Address: 202 W Cushman St
Yacolt, WA 98675

Phone: (360) 686-3922

Email Address: clerk@townofyacolt.com

Alt. Phone:

ITEM INFORMATION:

Item Title: Legislative Report from Gordon Thomas Honeywell (the Town's Lobbyist)

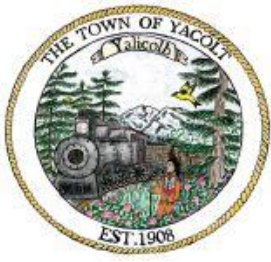
Proposed Meeting Date: October 13, 2025

Action Requested of Council: Listen to Hanna's presentation; ask questions and have conversations with her about the Town's priorities/agenda.

Proposed Motion: N/A; informational report only

Summary/ Background: Late in 2024, the Town Council decided to utilize a lobbying firm called Gordon Thomas Honeywell Government Relations ("GTH") to assist the Town in locating and securing funding for various projects. Hanna Jones is our contact from GTH. Hanna will give a report on what's going on in the Washington State government currently, and what to expect in 2026.

Staff Contact(s): Mayor Shealy
mayor@townofyacolt.com
(360) 686-3922



Town of Yacolt Request for Council Action

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

Name: Clerk Fields

Group Name: Staff

Address: PO Box 160/202 W Cushman
Yacolt, WA 98675

Phone: (360) 686-3922

Email Address: clerk@townofyacolt.com

Alt. Phone:

ITEM INFORMATION:

Item Title: Liquor License Renewal – Tacos Sensacion

Proposed Meeting Date: October 13, 2025

Action Requested of Council: Decide whether or not you have any objections to the renewal of the liquor license at Tacos Sensacion.

Proposed Motion: “I move that the Town does not (or does) file an objection to the liquor license renewal for Tacos Sensacion.)

Summary/Background: Washington State law ([RCW 66.24.010](#), [RCW 69.50.331](#)), requires the Liquor and Cannabis Board (LCB) to notify local government jurisdictions of all licenses expiring at least 90 days in advance, to allow them to contest the renewals in writing.

[WAC 314-09-015](#) and [WAC 314-55-165](#) require a written letter contesting the renewal be received by LCB at least 30 days before the license expires. LCB will consider a governmental jurisdiction's objection to a liquor or cannabis license renewal located within its jurisdiction. Based on the jurisdiction's written input and other information about the license in its LCB file, the LCB will decide to either renew the license, or to pursue nonrenewal. The LCB will notify the jurisdiction in writing of its decision.

Staff Contact(s): Clerk Stephanie Fields
clerk@townofyacolt.com

Mayor Ian Shealy
mayor@townofyacolt.com
(360) 686-3922



Town of Yacolt

Request for Council Action

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

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Group Name: Staff

Address: PO Box 160/202 W Cushman
Yacolt, WA 98675

Phone: (360) 686-3922

Email Address: clerk@townofyacolt.com

Alt. Phone:

ITEM INFORMATION:

Item Title: Ordinance #604 re: Updating Exemption Thresholds for Business Licensing

Proposed Meeting Date: October 13, 2025

Action Requested of Council: Adopt Ordinance #604

Proposed Motion: “I move that the Town adopts Ordinance #604, which updates the exemption thresholds for business licensing in the Town of Yacolt, as required by law to align with the WA State business licensing service, and to update the Town’s Municipal Code accordingly.”

Summary/Background: The current threshold business income level which triggers business licensing within the Town of Yacolt is \$2,000.00. The WA Department of Revenue’s business Licensing Service has recently adjusted that level to \$4,000.00, and requires all municipalities to comply with the increased level by January 1, 2026. Their deadline to adopt a compliance Ordinance is October 17th (this coming Friday). The new language the State requires to be added to the Town’s Code is underlined on the attached Draft Ordinance.

Staff Contact(s): Clerk Stephanie Fields
clerk@townofyacolt.com

Mayor Ian Shealy
mayor@townofyacolt.com
(360) 686-3922

ORDINANCE #604

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF YACOLT, WASHINGTON, AMENDING CHAPTER 5.05 OF THE YACOLT MUNICIPAL CODE, (BUSINESS LICENSES), TO ALIGN THE TOWN'S CODE WITH AMENDMENTS ADOPTED PURSANT TO RCW 35.90, (MUNICIPAL BUSINESS LICENSING); UPDATING THE EXEMPTION THRESHOLD FOR THE LICENSING OF OUT-OF-TOWN BUSINESSES; PROVIDING FOR AN EFFECTIVE DATE; AND PROVIDING FOR SUMMARY PUBLICATION BY TITLE.

Whereas, the Town of Yacolt, ("*Town*" or "*Yacolt*"), requires certain businesses to obtain business licenses from the Town;

Whereas, RCW 35.90 requires that smaller towns and cities administer their business licensing through the Washington State Department of Revenue's Business Licensing Service, ("*BLS*"), by 2027;

Whereas, the Town began to administer its business licensing through the BLS in 2020;

Whereas, to provide some uniformity among the many business license codes of Washington cities, RCW 35.90.080(1) requires the Association of Washington Cities ("*AWC*") to periodically develop a model ordinance in coordination with representative cities, business stakeholders and other members of the public;

Whereas, AWC recently adopted a revised model ordinance to increase the minimum threshold for business licensing exemptions for businesses located outside the boundaries of each town or city;

Whereas, RCW 35.90.080(1)(c) requires that any amendment to the model ordinance must be adopted with the same effective date by all towns and cities; and,

Whereas, the Town Council is in regular session this 13th day of October, 2025, and all members of the Town Council have had notice of the time, place, and purpose of said meeting:

NOW THEREFORE, be it Ordained by the Town Council of the Town of Yacolt, Washington:

Section 1 -Amendment of YMC Section 5.05.030: Section 5.05.030 of the YMC, [Exemptions], is hereby amended as set forth below. (New text is shown by underline. Deleted text is shown by strikethrough.)

The provisions of this chapter shall not apply to:

- A. Persons selling personal property at wholesale to dealers;
- B. Newspaper delivery people;
- C. Merchants or their employees delivering goods in the regular course of business;
- D. Persons conducting garage sales;
- E. Sales or solicitations conducted by a charitable, religious, patriotic or philanthropic

organization; provided, however, that such organization, association or corporation shall furnish all of its members, agents and representatives conducting solicitation credentials, stating the name of the organization, the name of the agent and the purpose of the solicitation.

F. To the extent set forth in this section, the following persons and businesses shall be exempt from the registration, license and/or license fee requirements as outlined in this chapter:

1. Any person or business whose annual value of products, gross proceeds of sales, or gross income of the business in the ~~city~~ town is equal to or less than \$2,000, and who does not maintain a place of business within the town, shall be exempt from the general business license requirements in this chapter. The exemption does not apply to regulatory license requirements or activities that require a specialized permit.

Beginning January 1, 2026, the threshold amount is \$4,000. The threshold amount will be adjusted every forty-eight months on January 1, by an amount equal to the increase in the Consumer Price Index ("CPI") for "West Urban, All Urban Consumers" (CPI-U) for each 12-month period ending on June 30 as published by the United States Department of Labor Bureau of Labor Statistics or successor agency. To calculate this adjustment, the current rate will be multiplied by one plus the cumulative four-year (forty-eight month) CPI increase using each 12-month period ending on June 30 of each prior year and rounded to the nearest \$100. However, if any of the annual CPI increases are more than five (5) percent, a five (5) percent increase will be used in computing the annual basis and if any of the annual CPI decreased during the forty-eight-month period, a zero (0) percent increase will be used in computing the annual basis.

2. If a person, or its employees, agent, representative, independent contractor, broker or another acting on the person's behalf, engages in no other activities in or with the town but the following, it need not register and obtain a business license:

- a. Meeting with suppliers of goods and services as a customer.
- b. Meeting with government representatives in their official capacity other than those performing contracting or purchasing functions.
- c. Attending meetings, such as board meetings, retreats, seminars, and conferences, or other meetings wherein the person does not provide training in connection with tangible personal property sold by the person or on its behalf. This provision does not apply to any board of directors member or attendee engaging in business such as a member of a board of directors who attends a board meeting.
- d. Renting tangible or intangible property as a customer when the property is not used in the town.
- e. Conducting advertising through the mail.

f. Soliciting sales by phone from a location outside the town.

3. A seller located outside the town merely delivering goods into the town by means of common carrier is not required to register and obtain a business license; provided, that it engages in no other business activities in the town. Such activities do not include those in subsection (F)(2) of this section.

Section 2- Savings Clause: All terms of YMC Chapter 5.05 shall remain in full force and effect until the effective date of this Ordinance.

Section 3 - Severability: If any section, subsection, paragraph, sentence, clause, or phrase of this Ordinance is declared unconstitutional or invalid for any reason by a court of competent jurisdiction, or its application to any person or circumstances is held invalid, the remaining portion of this Ordinance shall remain in full force and effect, and the application of the provision to other Persons or circumstances shall not be affected.

Section 4 - Instructions to the Clerk: The Town Clerk shall:

- a). Immediately transmit a copy of this Ordinance when signed and attested to the Washington Department of Revenue Business License Service together with a completed BLS Partner Change Request form;
- b). Cause notice of the adoption of this Ordinance to be published forthwith in the Town's official newspaper pursuant to Section 6 below; and,
- c). Promptly post a copy of this Ordinance on the Town's website for public inspection.

Section 5 - Codification of Ordinance: Upon the effective date of this Ordinance, the Town Clerk is directed to send a copy hereof to Code Publishing Company of Seattle, Washington, so that the provisions of this Ordinance may be promptly reflected in the Yacolt Municipal Code.

Section 6 - Effective Date: This Ordinance shall take effect immediately upon adoption and publication of the following summary, according to law.

Town of Yacolt - Summary of Ordinance #604

The Town Council of the Town of Yacolt adopted Ordinance #604 at its regularly scheduled Town Council meeting held on October 13, 2025. The content of the Ordinance is summarized in its title as follows:

“AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF YACOLT, WASHINGTON, AMENDING CHAPTER 5.05 OF THE YACOLT MUNICIPAL CODE, (BUSINESS LICENSES), TO ALIGN THE TOWN'S CODE WITH AMENDMENTS ADOPTED PURSANT TO RCW 35.90, (MUNICIPAL BUSINESS LICENSING); UPDATING THE EXEMPTION THRESHOLD FOR THE LICENSING OF OUT-OF-TOWN BUSINESSES; PROVIDING FOR AN EFFECTIVE DATE; AND PROVIDING FOR SUMMARY PUBLICATION BY TITLE.”

The effective date of the Ordinance is October 22, 2025.

A copy of the full text of the Ordinance will be mailed upon request to the undersigned

at the Town of Yacolt Town Hall, P.O. Box 160, Yacolt, WA 98675: (360) 686-3922.

Published this 22nd day of October, 2025.
Stephanie Fields, Town Clerk

PASSED by the Town Council of the Town of Yacolt, Washington, at a regular meeting thereof this 13th day of October, 2025.

TOWN OF YACOLT

Ian C. Shealy, Mayor

Attest:

Stephanie Fields, Town Clerk

Approved as to Form:

David Ridenour, Town Attorney

Ayes: _____
Nays: _____
Absent: _____
Abstain: _____

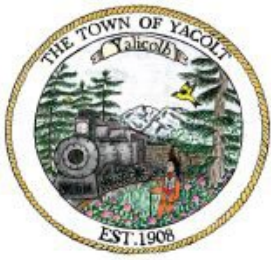
TOWN CLERK’S CERTIFICATION

I hereby certify that the foregoing Ordinance is a true and correct copy of Ordinance #694 of the Town of Yacolt, Washington, entitled “AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF YACOLT, WASHINGTON, AMENDING CHAPTER 5.05 OF THE YACOLT MUNICIPAL CODE, (BUSINESS LICENSES), TO ALIGN THE TOWN’S CODE WITH AMENDMENTS ADOPTED PURSANT TO RCW 35.90, (MUNICIPAL BUSINESS LICENSING); UPDATING THE EXEMPTION THRESHOLD FOR THE LICENSING OF OUT-OF-TOWN BUSINESSES; PROVIDING FOR AN EFFECTIVE DATE; AND PROVIDING FOR SUMMARY PUBLICATION BY TITLE”, as approved according to law by the Town Council on the date therein mentioned. The Ordinance has been published or posted according to law.

Attest:

Stephanie Fields, Town Clerk

Approved: October 13 2025
Published: October 22, 2025
Effective Date: October 22, 2025
Ordinance Number: 604



Town of Yacolt Request for Council Action

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

Name: Public Works Director Gardner

Group Name: Staff

Address: PO Box 160/202 W Cushman
Yacolt, WA 98675

Phone: (360) 553-0013

Email Address: pwd@townofyacolt.com

Alt. Phone:

ITEM INFORMATION:

Item Title: Purchase of a Used Truck

Proposed Meeting Date: October 13, 2025

Action Requested of Council: Approve the purchase of a 2003 Ford F-150 from the City of Ridgefield.

Proposed Motion: "I move that the Town purchases the 2003 F-150 4-door 4WD pickup from the Town of Ridgefield to replace the Town's F-250, for the price of \$2,500."

Summary/Background: The Town Council determined that the time has come to replace its F-250 pickup. Public Works Director Terry Gardner found the above-mentioned truck for sale by the City of Ridgefield. The truck is already outfitted with the safety lights we would need. It has nearly 175,000 miles on it, but it has been recently equipped with a new 5.4 L engine and a new transmission. The truck also has a canopy installed on it. Mr. Gardner inspected the truck and said it's in great condition. He feels like it will give the Town many years of service, for a very small investment. Comparable trucks would normally sell for between \$5,000 and \$10,000, not including the safety lights, so this is a fairly unique opportunity. Comparisons are attached.

Staff Contact(s): Clerk Stephanie Fields
clerk@townofyacolt.com

Mayor Ian Shealy
mayor@townofyacolt.com

(360) 686-3922

for sale by dealer

cars+trucks

favorite

hide

flag

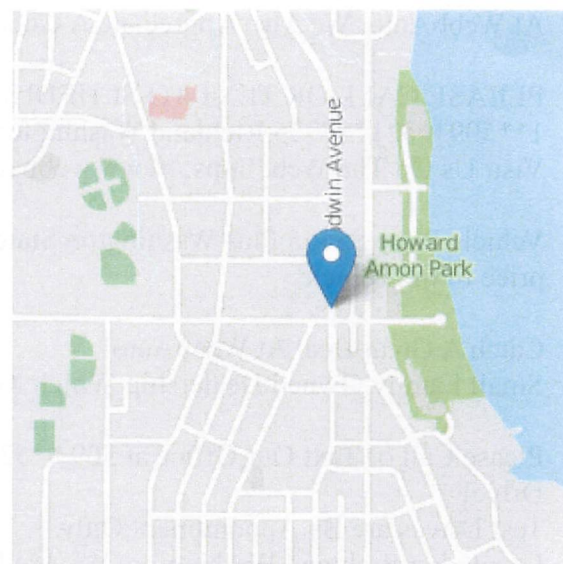
share

Posted 18 days ago on: 2025-09-21 18:09

Contact Information:

2003 Ford F150 XLT 4X4 One Owner Beauty and Runs Excellent - \$5,495 (WebbAutoLLC Tri-Cities)

image 1 of 22



713 Jadwin Ave near Knight

2003 Ford F-150 XLT 4X4

VIN: 1FTRX08W53KD24260

[show VIN data](#)condition: [excellent](#)cylinders: [8 cylinders](#)drive: [4wd](#)fuel: [gas](#)

odometer: 209,000

paint color: [grey](#)title status: [clean](#)transmission: [automatic](#)type: [pickup](#)

BUY A CAR
FROM
LESKOVAR



Used 2003 Ford F-150 XLT

225,043 miles | Kennewick, WA

📍 154 miles from Yacolt, WA

GOOD VALUE

\$5,998 \$108/mo est.

\$382 below \$6,380 CARFAX Value



Accident



15 Service Records

More ▾

[Check Availability](#)



32 miles from Yacolt, WA

GREAT VALUE

\$5,950 \$107/mo est.

\$3,170 below \$9,120 CARFAX Value



Accident



Personal Use



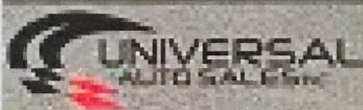
3+ Owners



22 Service Records

More ▾

[Check Availability](#)



Skip the Line! Schedule Your Appointment Online.
Connect directly with our Online Department Sales & Finance, all through
one dedicated representative, **Alex Salazar** - no waiting in line required!

289 LAND MEADOWS
SALEM, OR 97301
31 Photos

Used 2003 Ford F-150 XLT

131,437 miles | Salem, OR

70 miles from Yacolt, WA

GREAT VALUE

\$8,495 \$152/mo est.

\$1,355 below \$9,850 CARFAX Value



No Accident or Damage



Personal Use



3+ Owners



8 Service Records

More ▾

GREAT VALUE ~~\$10,988~~ \$197/mo est.
\$1,032 below \$12,020 CARFAX Value



No Accident or Damage



More ▾

CARFAX 1-Owner



Personal Use



22 Service Records

Check Availability



29 Photos

Used 2004 Ford F-150 XL Heritage

127,469 miles | Portland, OR

📍 33 miles from Yacolt, WA

FAIR VALUE ~~\$8,995~~ \$161/mo est.

\$425 above \$8,570 CARFAX Value



No Accident or Damage



45 Service Records



CARFAX 1-Owner

More ▾

Check Availability



Used 2003 Ford F-150 Lariat

130,515 miles | Kennewick, WA

📍 156 miles from Yacolt, WA

GREAT VALUE

\$9,999 \$179/mo est.

\$1,301 below \$11,300 CARFAX Value



No Accident or Damage



CARFAX 1-Owner



Personal Use



3 Service Records

More ▾

Check Availability



Resolution #635

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF YACOLT, WASHINGTON, APPROVING THE PURCHASE OF A USED 2003 FORD F-150 PICKUP; WAIVING COMPETITIVE BIDDING REQUIREMENTS PURSUANT TO RCW 39.04.280(1)(b); AND AUTHORIZING SUCH CONTRACTS AS MAY BE NECESSARY TO COMPLETE THE PURCHASE.

Whereas, the Town of Yacolt, (hereafter “*Town*” or “*Yacolt*”), is a Washington Municipality as defined in RCW 39.04.010, and is subject to the requirements of RCW 39.04 and RCW 35.23.352 with respect to procurement practices;

Whereas, the Town maintains vehicles and equipment used by the Public Works Department for the maintenance of streets and roads, parks, and stormwater facilities;

Whereas, the Town’s Public Works Department and Council have determined that the Ford F-250 which the Town currently owns needs to be replaced;

Whereas, the Public Works Director has identified the benefits to the Town of replacing the F-250, but the Town Council has determined the cost of newer trucks, which are typically more than \$20,000, to be much higher than the Town can afford;

Whereas, the Public Works Director has researched the availability and prices of used trucks that would potentially be affordable by the Town and in reasonably good condition, with features and specifications that would allow the Public Works Department to continue to provide the services it has been;

Whereas, the Town Public Works Director identified a used truck for sale by the City of Ridgefield as being a favorable opportunity for the Town. The truck is a 2003 Ford F-150 with a 5.4 liter Triton motor, 4 doors, 4 wheel drive, a canopy, and has 175,565 miles on it. Ridgefield considered asking at least \$4,000 for the truck, but has offered it to the Town of Yacolt for only \$2,500. The truck was inspected by the Town’s Public Works Director, and found to be in very good condition, and appears likely to provide trouble-free service to the Town for years to come;

Whereas, the Public Works Director, after a diligent search of affordable trucks, concluded that trucks with comparable specifications routinely cost more than \$45,000 when new, and when used typically cost between \$6,000 and \$10,000. Thus, the Ridgefield F-150 is the only used truck available that met all specifications that the Town has regarding this purchase, at a price deemed to be affordable by the Town and not higher than the truck’s fair market value;

Whereas, pursuant to RCW 35.23.352(10), the Town may waive competitive bidding requirements if an exemption contained in RCW 39.04.280 applies to the purchase;

Whereas, RCW 39.04.280(1)(b) allows municipalities to waive competitive bidding procedures

by resolution for purchases involving special facilities or market conditions, which are typically limited to good deals that are available for a short time, such as a very good price on an exceptional piece of used equipment;

Whereas, the Town’s budget already has an ample appropriation for a capital purchase such as this truck at this price;

Whereas, the Town Council finds it necessary and beneficial to purchase the 2003 Ford F-150 Pickup to further the best interests of the Town by saving the increasingly costly price of snowballing repairs that are needed for the Town’s current F-250; and,

Whereas, the Town Council of the Town of Yacolt is in regular session this 13th day of October, 2025, and all members of the Town Council have had notice of the time, place, and purpose of said meeting:

NOW THEREFORE, be it Resolved by the Town Council of the Town of Yacolt, Washington, as follows:

Section 1 – Recitals: Each and every recital set forth above is adopted as a legislative finding of the Town Council for purposes of this Resolution and the authorizations described herein.

Section 2 – Special Market Conditions: In addition to the legislative findings described above, the Town Council hereby finds the following facts relating to the special market conditions that exist for the purchase of the specified 2003 Ford F-150 Pickup:

- a). The City of Ridgefield is willing to sell to the Town of Yacolt one (1) used 2003 Ford F-150 4WD 4-door pickup for the price of \$2,500.00;
- b). The price of the truck is extremely favorable to the Town of Yacolt in light of the functions and condition of the equipment;
- c). The truck is intended to address ongoing operations within the Town, and is suitable to the needs of the Town’s Public Works Department;
- d). The truck may be sold by the seller to another purchaser before the Town could complete a formal competitive bidding process;
- e). No other truck has been found that meets the needs and budget of the Town at this time; and,
- f). The Town Council finds that special market conditions under RCW 39.04.280(1)(b) exist with respect to the truck.

Section 3 – Waiver of Competitive Bidding Requirements: Based upon its findings, and pursuant to RCW 39.04.280(l)(b), any competitive bidding requirements of the Town of Yacolt that may apply are hereby waived with respect to the acquisition of the 2003 F-150 from the City of Ridgefield. The Town Council finds such waiver is reasonable and necessary due to the market conditions set forth above.

Section 4 – Purchase Approved: The Town Council hereby approves the purchase of one (1) used 2003 Ford F-150 from the City of Ridgefield in the amount of \$2,500.00 or less. The Town Clerk and Public Works Director are hereby directed to consummate the purchase, and the Mayor is authorized to sign any title or contract documents necessary to complete the purchase.

Section 5 – Severability: If any section, subsection, paragraph, sentence, clause, or phrase of this Resolution is declared unconstitutional or invalid for any reason by a court of competent jurisdiction, the remaining portion of this Resolution shall remain in full force and effect.

Section 6 – Effective Date: This Resolution shall take effect immediately upon adoption.

RESOLVED by the Town Council of the Town of Yacolt, Washington, at a regular meeting thereof this 13th day of October, 2025.

TOWN OF YACOLT

Ian Shealy, Mayor

Attest:

Stephanie Fields, Town Clerk

Approved as to Form:

David W. Ridenour, Town Attorney

Ayes: _____
Nays: _____
Absent: _____
Abstain: _____

TOWN CLERK'S CERTIFICATION

I hereby certify that the foregoing Resolution is a true and correct copy of Resolution #635 of the Town of Yacolt, Washington, entitled "A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF YACOLT, WASHINGTON, APPROVING THE PURCHASE OF A USED 2003 FORD F-150 PICKUP; WAIVING COMPETITIVE BIDDING REQUIREMENTS PURSUANT TO RCW 39.04.280(1)(b); AND AUTHORIZING SUCH CONTRACTS AS MAY BE NECESSARY TO COMPLETE THE PURCHASE" as approved according to law by the Town Council on the date therein mentioned.

The Resolution [635] has / has not been published.

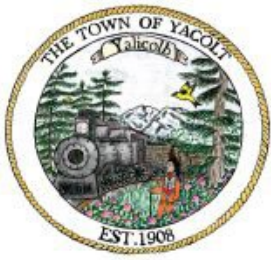
Attest:

Stephanie Fields, Town Clerk

Published: _____

Effective Date: October 13, 2025

Resolution Number: 635



Town of Yacolt Request for Council Action

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

Name: Clerk Fields

Group Name: Staff

Address: PO Box 160/202 W Cushman
Yacolt, WA 98675

Phone: (360) 686-3922

Email Address: clerk@townofyacolt.com

Alt. Phone:

ITEM INFORMATION:

Item Title: Deciding on a Company to Provide Service for the Elevator at Town Hall

Proposed Meeting Date: October 13, 2025

Action Requested of Council: Decide how you'd like to move forward with an Elevator Service Company for Town Hall.

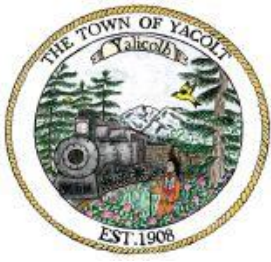
Proposed Motion: TBD

Summary/Background: WA State Department of Labor and Industries has strict laws regarding elevators, especially in public buildings. Part of their requirements involve testing and maintenance at regular intervals. Since the Town had its elevator installed at Town Hall, the Company who we contracted with is Schindler. However, we've found that Schindler does not come out regularly, and they charge for every service they provide, other than the lubrication they do once a year on average. Because they do not come out often enough, the Town's Elevator Log, which the State requires them to keep up-to-date, is rarely up-to-date. In addition, deficiencies have not been spotted, leading to a recent expensive repair bill for something which should have been a minor repair, had it been caught early. The Town Council decided about a year ago to terminate its contract with Schindler. Our Public Works Department got bids from 3 different elevator service companies for service and repairs. Those bids are attached here so that Council may review and compare them.

Staff Contact(s): Clerk Stephanie Fields
clerk@townofyacolt.com

Mayor Ian Shealy
mayor@townofyacolt.com
(360) 686-3922

Company	Lift You Up		Willamette Elevator		Schindler		
	Basic	Full Svc.	Basic	Full Svc.	Basic	Mid-Level	Full Svc.
Monthly Cost	N/A	\$225/mo.	\$125/mo.	\$407/mo.	\$120/mo.	\$180/mo.	\$225/mo
	Quoted 10/2025		Quoted 5/2024		Quoted 5/2024		
1 yr contract	x		N/A	N/A	N/A	N/A	N/A
5 year contract required			x	x	x	x	x
Termination	90days notice		90days notice		90 days before Contract Expires		
Lubrication/basic maintenance	4x/yr.		"regular" (undefined)		1-2x/year		
Clean Pit, Machine Room	Quarterly		incl.	incl.	?		
Quarterly Testing	incl.		incl.	incl.	?		
Annual Testing	incl.		incl.	incl.	\$700	incl.	incl.
Fire testing Quarterly	Quarterly		incl.	incl.	?		
5 year load testing	included		\$6,000	incl.	\$5,000	\$2,100	incl.
Replacement parts under \$200	included		N/A	N/A	N/A	N/A	incl.
Emergency/after hours calls	1.7x hourly rate		\$631-742/hr.		N/A		
Annual Smoke Testing	incl.		\$742	incl.	\$700	\$700	incl.
Phone Monitoring			incl.	incl.	incl.	incl.	incl.
Complete, file w/L&I	x		x	x	?		
Five Year Cost:	\$13,500		17,210	\$24,420	\$12,900	\$13,600	\$13,500
(assuming no emergency calls)							



Town of Yacolt Request for Council Action

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

Name: Clerk Fields

Group Name: Staff

Address: PO Box 160/202 W Cushman
Yacolt, WA 98675

Phone: (360) 686-3922

Email Address: clerk@townofyacolt.com

Alt. Phone:

ITEM INFORMATION:

Item Title: Appoint New Representative to Serve on the Urban County Policy Board (UCPB)

Proposed Meeting Date: October 13, 2025

Action Requested of Council: Appoint someone to replace Marina Viray as the Town's Representative on the UCPB Board.

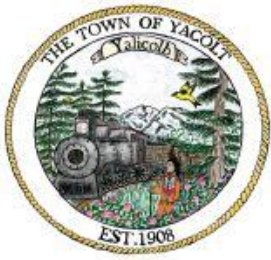
Proposed Motion: "I move that the Town appoints _____ to serve as the Town's representative on the UCPB."

Summary/Background: The Urban County Policy Board administers the Community Development Block (CDBG) Grants and the Home Investment Partnership (HOME) Grants. Marina Viray has been representing the Town on the UCPB Board but announced that she needs to step down from this responsibility. Therefore, the Town needs to appoint someone to take her place. The meetings are generally once/month, on the morning of the same dates we hold our regular Council meetings and may be attended remotely online.

Staff Contact(s): Clerk Stephanie Fields
clerk@townofyacolt.com

Mayor Ian Shealy
mayor@townofyacolt.com

(360) 686-3922



Town of Yacolt Request for Council Action

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

Name: Clerk Fields

Group Name: Staff

Address: PO Box 160/202 W Cushman
Yacolt, WA 98675

Phone: (360) 686-3922

Email Address: clerk@townofyacolt.com

Alt. Phone:

ITEM INFORMATION:

Item Title: Rotate Finance Committee

Proposed Meeting Date: October 13, 2025

Action Requested of Council: Appoint a new member to replace Brandon Russell on the Town's Finance Committee.

Proposed Motion: "I move that we appoint _____ to serve on the Finance Committee through April, 2026."

Summary/Background: Yacolt's Finance Committee is appointed from and by the Town Council to review the Town's finances, particularly all bills before they get paid. Every 6 months, the position rotates to another Council Member. It is now time to rotate Council Member Russell off the Committee and appoint someone to take his place. Council Members currently available for this position are Craig Carroll (Position #3), and Marina Viray (Position #5).

Staff Contact(s): Clerk Stephanie Fields
clerk@townofyacolt.com

Mayor Ian Shealy
mayor@townofyacolt.com
(360) 686-3922