



# **Town of Yacolt**

## **Council Meeting Agenda**

**Monday, July 14, 2025**  
**7:00 PM**  
**Town Hall**

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### **Call to Order**

### **Flag Salute**

### **Roll Call**

### **Late Changes to the Agenda**

### **Approve Minutes of Previous Meeting(s)**

- [1.](#) Minutes from June 9, 2025 Council Meeting

### **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**

- [2.](#) Code Enforcement Options

### **New Business**

- [3.](#) Regional Park Improvement Efforts
- [4.](#) Commission on Aging Annual Report Presentation
- [5.](#) Yacolt Night Out Planning
- [6.](#) Set Dates for 2026 Budget Workshops
- [7.](#) Rotate Finance Committee
- [8.](#) Rotate Mayor Pro Tempore

### **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.*

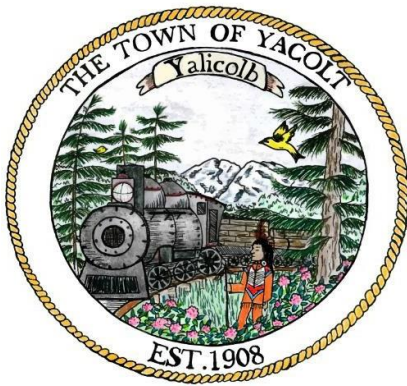
**Council's Comments**

**Mayor's Comments**

**Approve to Pay Bills on Behalf of the Town**

**Executive Session**

**Adjourn**



# Town of Yacolt

## Town Council Meeting Minutes

June 9, 2025

7:00 PM

Town Hall

### Call to Order

7:00 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

### Late Changes to the Agenda

Item #8 may begin later than planned; depends on Chief Shirley's ability to attend in time. Also, there will be no executive session.

### Approve Minutes of 5/12/2025 Meeting:

Motion was made to approve the minutes with one correction on the final vote, to show that Carothers was absent, not Carroll.

**Motion:** Carroll

**2<sup>nd</sup>:** Peto

**Aye:** Carothers, Peto, Carroll, Russell, Viray

**Nay:** 0

**Motion Carried**

### Approve Minutes of 5/19/2025 Special Meeting:

Motion was made to approve the minutes as written.

**Motion:** Carothers

**2<sup>nd</sup>:** Carroll

**Aye:** Carothers, Peto, Carroll, Russell, Viray

**Nay:** 0

**Motion Carried**

### Citizen Communication

None

### Unfinished Business

#### **Resolution #633 re: Comprehensive Solid Waste Management Plan Approval**

Sara Schroeder from Clark County gave a brief update on the process the County has gone through toward completion of the Plan. Motion was made to adopt Res. #633, with the adoption date changed from July to June.

**Motion:** Peto

**2<sup>nd</sup>:** Viray

**Aye:** Carothers, Peto, Carroll, Russell, Viray

**Nay:** 0

**Motion Carried**

#### **Update from Attorney Ridenour on Interlocal Agreement with Fire Marshal**

May was a difficult month for him, health-wise and due to other priorities slipping in. So although he has made progress, the draft is still incomplete. He has been working to make this Agreement sustainable so that in the future, the “wheel will not keep having to be re-invented”. He hopes to present a draft Agreement to Council at the next meeting or two.

#### **NCLL Fireworks Sales Permit**

Chief Shirley arrived at the meeting, and advised that the Fire Dep’t. approves of NCLL’s fireworks sales as outlined in their plan. Motion was made for the Town to approve NCLL’s Fireworks Sales Permit.

**Motion:** Carroll

**2<sup>nd</sup>:** Carothers

**Aye:** Carothers, Peto, Carroll, Russell, Viray

**Nay:** 0

**Motion Carried**

*After the motion, Mayor Shealy brought up the idea of an Ordinance authorizing emergency ban on fireworks if conditions (weather/dryness) warrant it. Chief Shirley chimed in, citing such a ban should be based on fuel content, temperatures, moisture index, and all the indices State and Local Fire agencies use, declaring a ban based on the threat level, and following the lead of Fire agencies. CM Russell asked about enforcement and fines. CM Carothers stated that all types of fireworks pose a risk. Shirley suggested to start out less restrictive, with the ability to escalate to more restrictive (complete ban) if warranted. Mayor Shealy stated that this would put the Town in a better legal position if something were to happen. Attorney Ridenour commented that adding an extra legal hurdle such as this for a plaintiff reduces risks to the Town (re: legal and other expenses, plus fire-fighting/emergency resources). Shealy suggested Staff begin to draft language to bring before Council in the future. He then made an announcement: He just got word that there will not be a big fireworks show this year.*

#### **Public Hearing re: Res. #634, Adoption of 6-Yr. Transportation Improvement Plan**

Mayor Shealy closed the regular meeting and opened the Public Hearing at 7:49 pm.

CM Peto pointed out that on Yr. #6, it shows E. Valley Rd.; Rd. should be changed to read, “St.”

There was some discussion regarding pavement preservation in the NE quadrant of Town; Jackson Civil is planning to aid the Town in applying for a grant to do this. Public Works Director Gardner said after that gets done, he’d like to focus on the west side of Town next (Parcel Ave., hopefully through a grant?). LaCenter Mayor Tom Strobehn said that LaCenter is now requiring all new subdivision HOAs to be responsible for their own street maintenance; the City has access for utility work. Ann Van Antwerp asked about Hubbard Ave between Yacolt Rd and Jones St., and was told that that street is in the plan, during year 3. Seeing no further questions/discussion, Mayor Shealy closed the Public Hearing and re-opened the regular meeting at 8:05 pm., opening the meeting for deliberation and vote. Motion was made to approve the Plan by adoption of Resolution #634.

**Motion:** Peto

**2<sup>nd</sup>:** Carroll

**Aye:** Carothers, Peto, Carroll, Russell, Viray

**Nay:** 0

**Motion Carried**

### **Update on Questions From the ADA Workshop**

Attorney Ridenour handed out information on short-term rentals, indicating that RCW 64.37.010(9)(a) provides a nice definition. Peto asked about scheduling another Workshop, to narrow things down. Ridenour suggested a draft first, even if it just has a lot of blanks for comments/decisions, and then schedule a special meeting for Council to review that draft.

### **New Business:**

#### **Radio Frequencies Transfer to North Country EMS**

Chief Shirley explained the history of why the frequencies are currently licensed in the Town's name, and how transfer of the frequencies to NCEMS would be most beneficial. Motion was made to authorize the transfer of the Town's radio frequencies to NCEMS, once all paperwork has been processed by NCEMS.

**Motion:** Carroll                      **2<sup>nd</sup>:** Russell  
**Aye:** Carothers, Peto, Carroll, Russell, Viray                      **Nay:** 0  
**Motion Carried**

#### **Liquor License Renewal for PHGI, dba Backroads Pub & Grub and PNW Pizza**

Motion was made to not contest the renewal of PHGI's liquor license.

**Motion:** Viray                      **2<sup>nd</sup>:** Carroll  
**Aye:** Carothers, Peto, Carroll, Russell, Viray                      **Nay:** 0  
**Motion Carried**

#### **W. Hoag St. Improvements Bid Acceptance**

After a brief discussion regarding the bids and engineering standards, motion was made to accept the bid from Western United Civil Group, which was the lowest responsible bid for the job.

**Motion:** Russell                      **2<sup>nd</sup>:** Carothers  
**Aye:** Carothers, Peto, Carroll, Russell, Viray                      **Nay:** 0  
**Motion Carried**

#### **Selection of Parade Grand Marshal and Citizen of the Year**

After a number of suggestions were made, and some discussion, motions were made.

Grand Marshal: Stellar Luxe

**Motion:** Peto                      **2<sup>nd</sup>:** Carroll  
**Aye:** Carothers, Peto, Carroll, Russell, Viray                      **Nay:** 0  
**Motion Carried**

Citizen of the Year: Chuck Andrus

**Motion:** Carroll                      **2<sup>nd</sup>:** Peto  
**Aye:** Carothers, Peto, Carroll, Russell, Viray                      **Nay:** 0  
**Motion Carried**

### **Town Clerk's Report**

- The Annual Report got filed 5-28-25; a copy is on each Council Member's desk, and some are on the front table.
- The new Admin. Asst. started work on June 2<sup>nd</sup>; lots of training to be done.
- Suggestions for Code Enforcement options from Heritage Law Firm are on the desk; please review them to discuss at the July meeting.

- Rendezvous Days plans are shaping up; we could still use more volunteers. Council should try to show up by about 7 am on the 4<sup>th</sup> to decorate the truck for the parade.
- Do we want to do the clean-up party again on the 5<sup>th</sup>? (Consensus was no.)

### **Public Works Department Report**

- Security cameras have been installed at Central Park and up at the Readerboard. Hope to have them installed at the Town Park by Friday, and the Rec Park soon to follow. The camera angles still need to be fine-tuned.
- Vandalism hasn't been too bad over the past month.
- The splash pad is on now, and working well.

### **Attorney's Comments**

- Re: Heritage Law firm taking over, he will convey info to them regarding Council's intentions. He thinks using Battle Ground's code as a template is a good idea, and hopes the Town will end up with a stand-alone Code Enforcement section which will deal with building code violations, nuisances, fireworks, etc. He appreciates how quick and responsive Heritage is.
- His health is failing, making it nearly impossible for him to keep up with the regular workload as emergencies arise. Since he is unable to get work done timely, he asked that the Town send all new work to Heritage so that he can get caught up.

### **Citizens' Communication**

LaCenter Mayor Strobehn mentioned that the bond between he and Mayor Shealy collaborating on projects helps to get things done. He advised Council Members to continue being inquisitive, exploring new ideas to take steps that make things happen. Be involved and be heard. He thanked Council for allowing the 2 Mayors to work together.

### **Council's Comments**

- Carothers – mentioned the newsletter he received from legislators re: grants awarded. Said involvement with State, County is essential to getting things done. He thanked Mayor Shealy for being engaged.
- Peto – asked PW Director Gardner about the gravel in the Rec Park parking lot, and mentioned a problem with the Rec Park restroom door.
- Russell – said he won't be at the next Council meeting, as he'll be out of town.
- Carroll – said he also may not be at the next meeting or two, as he may need to schedule surgery.

### **Mayor's Comments**

On June 18<sup>th</sup>, he will tour the Town with Ed Orcutt and a representative from Marie Glusenkamp-Perez's office.

### **Approve to Pay Bills on Behalf of the Town**

**Motion:** Carroll

**2<sup>nd</sup>:** Peto

**Aye:** Carothers, Peto, Carroll, Russell, Viray

**Nay:** 0

**Motion Carried**

**Adjourn**

9:06 pm

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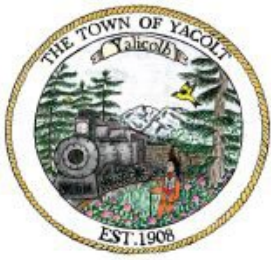
Mayor Ian Shealy

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Clerk Stephanie Fields

Approved by Council vote on \_\_\_\_\_

DRAFT



## 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](mailto:clerk@townofyacolt.com)

**Alt. Phone:**

### ITEM INFORMATION:

**Item Title:** Code Enforcement Options from Heritage Law Firm

**Proposed Meeting Date:** July 14, 2025

**Action Requested of Council:** Review and discuss the options sent over by Heritage; decide if you still have questions or are ready to make a decision now.

**Proposed Motion:** TBD

**Summary/Background:** Council has frequently lamented that the Town's Code Enforcement Policies do not have very tough "teeth", and are lacking in some areas. They decided to have Heritage Corporate & Legacy Advisors tackle the job of making changes in our Code relating to Code Enforcement. Heritage sent the Town a copy of their "Enforcement Reform Memorandum", which was handed out to Council at the last meeting, for Council Members to review and then come back to this meeting to discuss. A copy of that memo is attached below.

**Staff Contact(s):** Clerk Stephanie Fields  
[clerk@townofyacolt.com](mailto:clerk@townofyacolt.com)

Mayor Ian Shealy  
[mayor@townofyacolt.com](mailto:mayor@townofyacolt.com)  
(360) 686-3922





11101 NE 14th Street • Vancouver, WA 98684  
Phone: 360-450-2372 • [Mat.c@heritagelegaladvisors.com](mailto:Mat.c@heritagelegaladvisors.com)

May 30, 2025

To: Town of Yacolt  
Attn: Ian Shealy, Mayor of Yacolt

From: Mat Cleary, Heritage Corporate & Legacy Advisors

**Re: Enforcement Reform Memorandum**

The Town of Yacolt (the “Town”) requested the assistance of Heritage Corporate & Legacy Advisors with updating the language of the Yacolt Municipal Code (“YMC”) regarding land use/building/development permitting violations, particularly those carried out by contractors refusing to comply with stop-work orders or failing to provide the Town with proper documentation prior to beginning construction.

In order to address this concern, I reviewed the existing YMC as well as the relevant state and county statutes incorporated in the YMC at various points which might overlap with these issues. These include: 1. RCW 19.27; 2. RCW 35.27; 3. RCW 35.21; 4. WAC 51-50; and 5. Clark County Code Section 32. I also reviewed relevant sections of the Battle Ground Municipal Code for local examples of similar matters.

The following are a description of my findings and recommendations for accomplishing the goals of the Town in addressing these ongoing issues.

**A. Existing Enforcement Mechanisms**

Title 8 of the YMC discusses the Town’s Nuisance enforcement mechanisms. Both Mayor Shealy and Town Attorney David Ridenour expressed a belief that the nuisance provisions were the only existing enforcement mechanism available to the Town, leading to a lack of compliance as the penalties in the nuisance section are limited to \$25 per day. As written, these violations are certainly encompassed within the nuisance definition and are subject to those penalties. That being said, I do not believe that is the only existing enforcement option available to the Town.

Title 18 of the YMC covers “Zoning” but additionally houses Chapter 18.100 – Conditions to Be Met Prior to Issuance of Building Permit – as well as Chapter 18.105 – Enforcement and Penalties. My reading of this Title is that it also establishes the requirement for applying for building permits and mentions the exceptions to the need for permitting, such as minor changes and/or emergencies. This language is not limited to zoning applications or conditional uses. Chapter 18.105 further incorporates Clark County Code Section 32 as states they are made “a part of this title.”

Clark County Code Section 32.04.050 details the civil penalties for “any person who violates any land use or public health ordinance.” The table included in Section 32.04.050 includes penalties for “Building without permit” of \$250 for first violations and \$500 for subsequent violations, as well as “Nuisance” penalties of \$100 for first violations and \$250 for subsequent violations. It further states that “[e]ach day may constitute a new violation” and “[t]he penalties assessed against the violations are grouped for first and subsequent violations within any five (5) year period.”

The primary question I have is whether or not the Town is authorized to enforce this penalty schedule having made Clark County Code Section 32 a part of Title 18 of the YMC. By incorporating this language, the argument could be made that it is, therefore, within the Town’s powers. Alternatively, it could be argued that it is simply within the Town’s power to refer these violations to Clark County for their enforcement, as which point there could be another question over Clark County’s jurisdiction to enforce these penalties over properties that are not in unincorporated Clark County.

## **B. Proposed Solutions**

### **i. Updating YMC Title 8 Nuisance Code – Various Penalty Levels**

A first option for addressing the concern could be to simply add a more robust penalty schedule to Title 8.05.050. A simple way of doing this could be copying the penalty schedule template from the Clark County Code and inserting it directly into YMC 8.05.050(E) and updating the various violations to be directly relevant to the Town’s nuisance code.

### **ii. Incorporate Clark County Code Section 32.04.050 in YMC Title 8**

An alternative to option (i) above would be to instead add language to YMC 8.05.050(E) stating violations will also be subject to the penalties listed in Clark County Code Section 32.04.050 if listed therein. This method would allow for some of the smaller nuisance issues to continue on the limited \$25 per day penalty while significantly increasing the penalties for larger violations.

### **iii. Add Chapter(s) to YMC Title 15**

As currently written, Title 15 – Buildings and Construction, is very limited within the YMC. Elsewhere the YMC incorporates and references the relevant state building codes and other requirements, but the YMC does not provide much detail of its own regarding these systems. My reading of the relevant provisions within RCW 19.27, 35.27, and 35.21 suggests that the Town has broad discretion when it comes to enforcement and penalties.

YMC 18.100 discusses requirements prior to obtaining building permits which feels out of place with the existence of Title 15. It might be a simple fix of refocusing all building permit related information to be housed within Title 15 and add new chapters specifically addressing enforcement

and penalty schedules, at which point I would again recommend pulling from the Clark County Code Section 32.04.050.

iv. Add Title 20 – Enforcement of Development Code

Battle Ground’s municipal code (“BGMC”) is laid out very similarly to the YMC, however, they have adopted far more robust enforcement mechanisms through their Title 20. Battle Ground has set up their municipal code to house all enforcement and penalties within Title 20 and the various Titles point violations in that direction. For example, Chapter 8.04.030 states that nuisance violations may utilize the provisions of Chapter 20.100. Chapter 20.100.230 of the BGMC lays out the civil penalties based on various factors, including first violation, second separate violation within 3-year period, each subsequent violation, etc. Chapter 20.100.030 also states that these requirements apply to the other relevant titles within the BGMC to make it clear that these penalties can be applied to any violations.

This would be a more involved project as it would likely require updates to other Chapters of the YMC to redirect enforcement and penalties to the new Title 20, however, it would provide a far more comprehensive system for dealing with violations going forward and would position the Town for future growth without the need for revisiting this issue in the coming years if population levels increase.

**C. Conclusion; Recommendation.**

In conclusion, I believe the Town has multiple options for addressing the immediate and future concerns with enforcement issues within the Town. I have three recommendations depending on the desired course of action from the Town.

First, I believe there is an argument that the Town’s current incorporation of the Clark County Code Section 32 would apply to matters relating to building permits and, therefore, carry some weight in implementing existing penalties. As mentioned above, it is unclear whether the Town could directly invoke the penalty schedules in Chapter 32.04.050 in order to impose and collect the penalties or if that would need to be addressed by Clark County. It would likely require someone to challenge an enforcement action by the Town in order to argue it as overreach. Therefore, I consider this option the lowest barrier to entry and the one with the least upfront effort and cost, but it does come with a risk of legal action.

Second, If the Town is looking to quickly address the issue within the YMC and begin enforcement immediately to avoid issues known to be on the horizon, I would recommend option B(i) above to quickly add a more robust penalty schedule within the existing nuisance code. This would require the least amount of drafting and updating allowing it to be executed quickly.

Finally, if the Town would like to commit more time now in order to address this issue indefinitely without the need for updates, I would recommend option B(iv) above. The BGMC appears to clearly address enforcement concerns in such a way as to avoid confusion for all parties involved

Enforcement Reform Memorandum – Town of Yacolt  
May 30, 2025  
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in a future dispute. By creating a new Title 20 within the YMC, the Town could address a wide range of future enforcement concerns at the same time.

Sincerely,

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Mat Cleary  
Managing Attorney



## Town of Yacolt Agenda Request

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

**Name:** Ross Hoover

**Group Name:** Clark County Parks & Nature

**Address:** 202 W Cushman St  
Yacolt, WA 98675

**Phone:** (564) 397-1676

**Email Address:** ross.hoover@clark.wa.gov

**Alt. Phone:**

### ITEM INFORMATION:

**Item Title:** Regional Park Improvement Efforts

**Proposed Meeting Date:** July 14, 2025

**Action Requested of Council:** Listen to the presentation given by Ross Hoover; get answers to any questions which may arrive.

**Proposed Motion:** N/A; update only

**Summary/ Background:** Parks within Clark County are highly valued and frequently used by community members, youth, and families. As parks age, they need more upkeep and maintenance to keep them safe and useable for current and future generations. Additionally, as our community grows, we'll see more visitors in our parks. Collectively, cities are exploring methods to meet our current and future park needs and ways to fund our parks systems. County staff will share information about this shared regional effort.

**Staff Contact(s):** Clerk Fields

[clerk@townofyacolt.com](mailto:clerk@townofyacolt.com)

(360) 686-3922



## Town of Yacolt Agenda Request

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

**Name:** Amy Wooten

**Group Name:** Clark County Commission on Aging

**Address:**

**Phone:** (564) 397-4913

**Email Address:** amy.wooten@clark.wa.gov

**Alt. Phone:**

### ITEM INFORMATION:

**Item Title:** Clark County Commission on Aging Annual Report Presentation

**Proposed Meeting Date:** July 14, 2025

**Action Requested of Council:** Listen to the presentation and get any questions answered

**Proposed Motion:** None; Presentation only

**Summary/ Background:** As we have done the last several years, the Commission on Aging is requesting to provide an annual update to Town Council summarizing their 2024 focus on Emergency Preparedness. For reference, here is a link to their [2024 Annual Report](#). Tonight's presentation will be given by Julie Donovan and Ken Lund. Attached below is a slideshow to accompany their presentation.

**Staff Contact(s):** Clerk Fields

[clerk@townofyacolt.com](mailto:clerk@townofyacolt.com)

(360) 686-3922





# Annual Presentation to Clark County Council



2024 Focus on  
Emergency  
Preparedness



# Agenda

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- Commission on Aging (COA)
- Aging Readiness Plan (ARP)
- 2024 – Emergency Preparedness Focus
- Silver Citizen Awards
- Other achievements



# Background and 2024 Annual Report



# Commission on Aging (COA)

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- Nine-member volunteer commission.
- Provide leadership in addressing the special needs of the aging population
- Manage and assist with implementation of the Aging Readiness Plan (ARP)
- Update the ARP as needs change



# Aging Readiness Plan (ARP)

- ARP updated in 2023
- Significant outreach and engagement
  - What makes an age friendly place
  - What improvements can be made





# Aging Readiness Plan (ARP)

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- ARP updated in 2023
- Significant outreach
- Governor's Smart Communities Award

# Aging Readiness Plan (ARP) Chapters

- ARP Chapters:
  - Healthy communities
  - Housing
  - Transportation and mobility,
  - Civic involvement
  - Emergency preparedness



# Aging Readiness Plan (ARP) Implementation

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- Emergency preparedness
  - Natural and human-caused hazards
  - Improve health and safety
- Focus for 2024
  - Develop older adult communication channels
  - Encourage neighborhood associations and homeowner's associations to work with CRESA





# Aging Readiness Plan (ARP) Implementation

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- Emergency preparedness
  - Increase awareness
  - Partnership with CRESA
- Monthly meetings
  - Emergency kits
  - Crating a plan
  - Supplies
  - Neighborhood
  - Community
  - Alert and Warnings

# Commission on Aging (COA)

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- Issues covered/Lessons learned
  - Preparation / go-bags
  - Communication networks
  - Need for self-support





# Commission on Aging (COA)

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- Issues covered/Lessons learned
  - Pre-planning is key
  - Individualized plans
  - Problem-solving difficult issues

# Commission on Aging (COA)

Search



## Preparedness Tips for Seniors

CRESA has been pleased to partner with the [Commission on Aging](#) this year on emergency preparedness. Here are some lessons learned from that collaboration.

Emergencies and disasters can happen quickly. Sometimes we have warning, such as with winter weather, other times, it may come from nowhere, such as with an earthquake or wildfire. Being prepared for all types of emergency situations can help reduce fear and anxiety and minimize potential loss.



# Silver Citizen Award

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- 2024 Co-Winners
- Bev Jones – Battle Ground resident
- Larry Smith – Vancouver resident

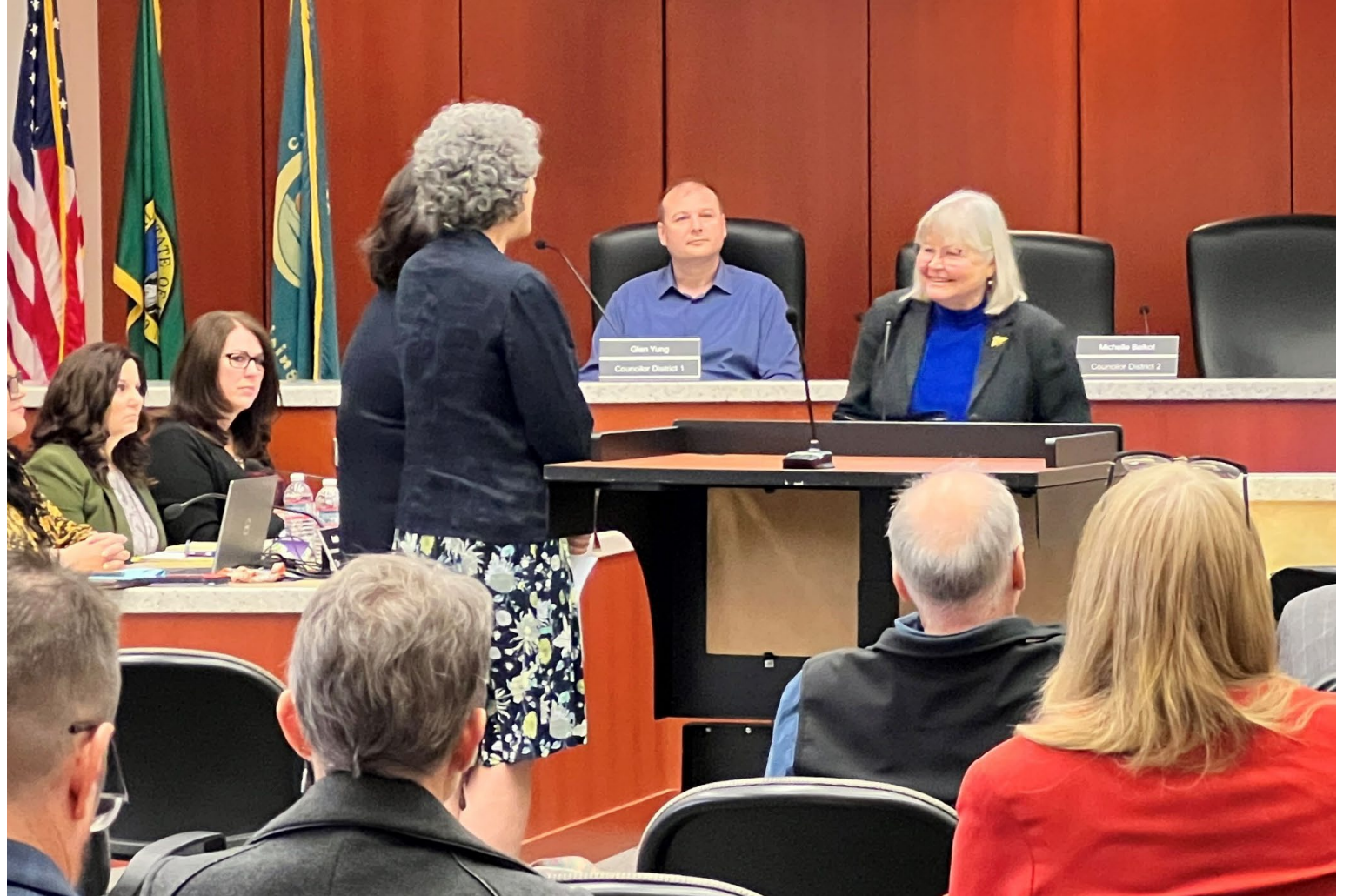




# Additional Commission Work

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- Community presentations
- Letters of Support
- Proclamations



# Thank you!

## More information:

Commission on Aging

Webpage: <https://clark.wa.gov/aging>

Email: [Cnty.Comm-aging@clark.wa.gov](mailto:Cnty.Comm-aging@clark.wa.gov)

Phone: 564-397-4913 or 564-397-4516

Staff: Susan Ellinger & Amy Wooten

## Resources for older adults & caregivers:

Aging & Disability Resource Center (ADRC)

Webpage: <https://www.helpingelders.org/>

Email: [clarkadrc@dshs.wa.gov](mailto:clarkadrc@dshs.wa.gov)

Phone: 360-694-8144





## 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:** "Yacolt Night Out" Planning

**Proposed Meeting Date:** July 14, 2025

**Action Requested of Council:** Discuss ideas, timing/logistics, etc. for this year's Yacolt Night Out

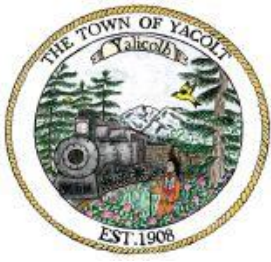
**Proposed Motion:** None; discussion only

**Summary/ Background:** Across the nation, on the first Tuesday of August (August 5<sup>th</sup> this year), cities and towns celebrate National Night Out. This is an evening when the Town traditionally treats its residents to a BBQ dinner, and people get to meet and greet their local elected officials and emergency responders, and hang out with neighbors. Since the event is just 3 weeks out, it's time to finalize plans.

**Staff Contact(s):** Clerk Fields

[clerk@townofyacolt.com](mailto: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](mailto:clerk@townofyacolt.com)

**Alt. Phone:**

### ITEM INFORMATION:

**Item Title:** Set Dates for 2026 Budget Workshops

**Proposed Meeting Date:** June 9, 2025

**Action Requested of Council:** Discuss and hopefully set dates for budget workshops beginning in August

**Proposed Motion:** TBD

**Staff Contact(s):** Clerk Stephanie Fields  
[clerk@townofyacolt.com](mailto:clerk@townofyacolt.com)

Mayor Ian Shealy  
[mayor@townofyacolt.com](mailto:mayor@townofyacolt.com)  
(360) 686-3922



## Town of Yacolt Request for Council Action

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

**Name:** Stephanie Fields, Town Clerk

**Group Name:**

**Address:** 202 W Cushman St.

**Phone:** 360-686-3922

Yacolt, WA 98675

**Email Address:** clerk@townofyacolt.com

**Alt. Phone:**

### ITEM INFORMATION:

**Item Title:** Rotate Finance Committee Member

**Proposed Meeting Date:** July 14, 2025

**Action Requested of Council:** Select a new council member to serve on the finance committee through January, 2026

**Proposed Motion:** "I move that we select \_\_\_\_\_? \_\_\_\_\_ to serve on the finance committee through January, 2026."

**Summary/ Background:** The Yacolt Town Council Finance Committee consists of at least two council members. The members of this committee are to look over the Town's monthly finances, to be sure that all revenues and expenditures are accounted for. Every 3 months we rotate one council member on the finance committee, with each member serving for 6 months. 3 months ago, when the rotation was supposed to take place, the rotation was missed. At this point, Brandon Russell has served on the finance committee for 6 months, but Craig Carroll has served on it for 9 months. So certainly Craig Carroll needs to be rotated off the committee. If Brandon Russell is willing to continue his tenure on the committee for another 3 months, we will be back to the proper rotation in 3 months' time. Councilmembers available for the position are: Jeff Carothers (Pos. #1), Kandi Peto (Pos. #2), and Marina Viray (Pos. #5).

**Staff Contact(s):** Clerk Stephanie Fields

Mayor Ian Shealy

[clerk@townofyacolt.com](mailto:clerk@townofyacolt.com)

[mayor@townofyacolt.com](mailto:mayor@townofyacolt.com)

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## Town of Yacolt Request for Council Action

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

**Name:** Mayor Shealy

**Group Name:** Staff

**Address:** 202 W. Cushman St.

**Phone:** (360)686-3922

Yacolt, WA 98675

**Email Address:** [mayor@townofyacolt.com](mailto:mayor@townofyacolt.com)

**Alt. Phone:**

### ITEM INFORMATION:

**Item Title:** Rotate Mayor Pro Tempore

**Proposed Meeting Date:** July 14, 2025

**Action Requested of Council:** Replace Ronald Homola with a new Mayor Pro Tempore

**Proposed Motion:** "I move we appoint \_\_\_\_\_ as Mayor Pro Tem of the Town of Yacolt for the next 6-month term, ending in January, 2025."

**Summary/ Background:** Yacolt's Mayor Pro Tem is appointed from and by the Town Council to act as Mayor in the event of the Mayor's absence. Every 6 months, the position rotates to another Council Member. Councilmember Peto has served as Mayor Pro Tem for the past 6 months, so it is time for her to rotate out of the position. Council Members currently available for this position are Jeff Carothers (Position #1), Craig Carroll (Position #2), and Marina Viray (Position #5), providing that person has not just been appointed to serve on the finance committee.

**Staff Contact(s):** Mayor Ian Shealy

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