



**WINLOCK CITY COUNCIL**  
323 NE First Street / PO Box 777, Winlock, WA 98596  
Phone: 360-785-3811 – Fax: 360-785-4378  
Hearing Impaired Access (TTY) 711 or 1-800-833-6388  
Email: [cityclerk@cityofwinlock.com](mailto:cityclerk@cityofwinlock.com) Website: [www.cityofwinlock.com](http://www.cityofwinlock.com)

\*\*\*\*\*

**Brandon Svenson, Mayor**

Marty Poirrier, Council Position #1 \* Eric Contreras, Council Position #2 \* Lonnie Dowell, Council Position #3  
Jeremy Allman, Council Position #4 \*Lindsey Alvord, Council Position #5

\*\*\*\*\*

**April 25, 2022  
CITY COUNCIL MEETING**

**PUBLIC HEARING – JONES RD SURPLUS**

Mayor Svenson called the public hearing to order at 6:00 pm and read the title of the hearing.  
There were no comments.  
Mayor Svenson closed the public hearing at 6:02 pm.

**1. CALL TO ORDER**

Mayor Brandon Svenson called the meeting to order at 6:02 pm.

**2. DETERMINATION OF QUORUM**

Mayor Svenson, Present, Marty Poirrier (Present via phone), Council Position #1; Eric Contreras, Council Position #2; Lonnie Dowell, Present, Council Position #3, Jeremy Allman, Council Position #4, Council Position #5, Lindsey Alvord

**3. FLAG SALUTE**

Mayor Brandon Svenson led the flag salute.

**4. APPROVAL OF AGENDA**

Council member Allman stated he would like to amend the agenda adding “Employee Item” to the Executive Session.

***Council member Jeramy Allman motions to approve agenda as amended. Council member Eric Contreras 2<sup>nd</sup>. Passed unanimously.***

- Council member Allman – Motion
- Council member Contreras – 2<sup>nd</sup>
- Mayor Svenson – N/A
- Council member Dowell – Approve
- Council member Contreras – Approve
- Council member Allman – Approve
- Council member Poirrier – Approve
- Council member Alvord – Approve

**5. EXECUTIVE SESSION – LEGAL RISK FOR CURRENT PROPOSED ACTION RCW 42.30.110 ss1L & EMPLOYEE ISSUE.**

Mayor Svenson recessed at 6:03 pm to go into Executive Session and stated it would take 30 minutes. Penny Jo announced the Council would need 10 more minutes. The meeting resumed at 6:48 pm. Mayor Svenson said no decisions were made.

**6. OLD BUSINSS**

Mayor Svenson said there was no update on the bridge.

Council member Allman asked for an update on the Nevil Rd sinkhole. Mayor Svenson said Amy Buzzard submitted 3 grants for funding to fix the sinkhole. Mayor Svenson said it will take some time to get the funding.

**7. MAYOR COMMENTS**

Mayor Svenson said the hanging basket will be ready the first weekend in May. Mayor Svenson asked for help to pick them up and install them.

**8. COUNCIL COMMENTS**

Council member Dowell and Council member Alvord said they should be able to help with the hanging baskets.

Council member Dowell gave an update on the Community Building and said he called everyone on small works roster. He reported most contractors are a year out to do the work. A suggestion was made to hire a consultant to be the middleman between the City of Winlock and the contractors. One contractor recommended about \$100,000 worth of work without looking at the building in person. A few contractors are interested in coming and looking at the Community Center and submitting bids. Council member Dowell said he will set the time and date with the tenant. He has met with one contractor, and he had questions which were brought to the Council. Council member Dowell asked the council preference on the look of the windows. There was some discussion regarding the windows. Council member Dowell said he is prioritizing the tenant's quarters and will use the balance of the funds on the rest of the building if any are left over.

## 9. COMMITTEE REPORTS

- a. **Finance** – Council member Allman said we are still looking good and are 8% over the revenue projection.
- b. **Grants** – Amy Buzzard has submitted grants for Nevil Rd. She is submitting a grant application to the Color of Blue grant to get some stuff for the police department. She is also looking at a grant that would give funding for a third police officer that would pay upwards of 75% for the officer.
- c. **Parks** – Council member Alvord had no report.

## 10. STAFF REPORTS

- a. **Rodney Cecil, Presentation** – Rodney Cecil recognized Colby Boone. He was given a certificate for completing a year in the volunteer program.
- b. **Robert Webster, Community Development Director** – Robert reported 60 permits and 52 homes as of today. He gave an update on the following developments: I-5 Gateway Development, Meyer's Meadows, Skyhawk Summit, Grand Prairie, Hilltop Meadows, Winlock Heights, and Winlock Estates.

He also reported the Shell station at Exit 63 wants to expand to 10,000 sq. ft and install a Pacific Pride station above it. The developers also want to put in a 40-unit hotel and a 40,000 sq. ft commercial strip mall.

Council member Contreras asked about seeding the park in Grand Prairie. Robert reported the park was done.

Robert reported a boundary line adjustment was being done for Exeter. They are getting their land use granted but need to get St Rt 505 traffic situation figured out. Once the land use is granted, the City will issue permits for the footings.

Jones Designs & KR Homes has submitted plans for a 185-unit development off Cemetery Rd.

Robert reported Opdahl want to put an RV Park near the Shell station which is not permitted inside the city. Robert said it is not a good location.

He reported Schambaugh Estates on Cemetery Hill should start building this summer.

He reported plans were submitted for a 292-home development off St Rt 505 near Harkins Rd. They will have a pre-application on April 26, 2022.

Robert explained the City of Winlock does not have enough water connections for all the developments that are being proposed. He also explained the City of Winlock is working with the Washington State Department of Ecology to get more water for connections. Robert said there are a lot of developers who want to present or have presented. Robert explained the process of submitting plans and why they are approved or denied.

## 11. PUBLIC COMMENT

There was no public comment.

## 12. CONSENT AGENDA

- a. Approval of Vouchers \$59,425.07
- b. Minutes of April 11, 2022

***Council member Lonnie Dowell moves to approve the consent agenda. Council member Jeremy Allman 2<sup>nd</sup>. Passed unanimously.***

- Council member Dowell - Motion
- Council member Allman - 2<sup>nd</sup>
- Mayor Svenson – N/A
- Council member Dowell – Approve
- Council member Allman – Approve
- Council member Contreras – Approve
- Council member Poirrier – Approve
- Council member Alvord – Approve

## 13. AGENDA

### **a. Water Rights Fund Request, Rodney Cecil.**

Rodney Cecil presented the update for water rights consolidation. He said after the meeting with the WA State Dept. of Ecology the price increased to \$52,000. Rodney explained why the price went up to \$52,000 for Phase 2 because a mitigation study needs to be done. He also asked for permission for the Mayor Svenson to sign the contract. Rodney also updated the Council on water loss going from 30% trending to 10%. Rodney reported the engineer will write up a report and it will be submitted to the WA State Department of Ecology, and it should yield more water connections.

***Council member Lonnie Dowell motions to authorize \$52,000 from the Capital Improvement Fund to cover Phase 2 water project and to authorize the Mayor to sign after the attorney cleans up the document. Jeremy Allman, 2<sup>nd</sup>. Passed unanimously.***

- Council member Dowell – Motion
- Council member Allman – 2<sup>nd</sup>
- Mayor Svenson – N/A
- Council member Dowell – Absent
- Council member Allman – Approve
- Council member Contreras – Approve
- Council member Poirrier – Approve
- Council member Alvord – Approve

### **b. Planning Commission Proposal, Robert Webster**

Robert Webster presented the proposal from the Winlock Planning Commission to have one-way streets in front of the Winlock Miller Elementary School. The Council is not in favor of the proposal. Mayor Svenson appreciated the Planning Commission's time to address the situation. The Council suggested asking the Winlock School District to have the parents pick up the students where the

school buses are currently picking up the students and have the buses park on Benton Ave. There was discussion regarding the situation. The Council has asked Mayor Svenson to speak with the Winlock School District about the situation at the next school board meeting.

**c. Approve Police Wages – Tabled from 4-11-22 Meeting**

Council member Dowell asked for additional information. The discussion was tabled until further information could be provided.

**Council member Lonnie Dowell motions to table the discussion on police wages until further information can be provided. Council member Eric Contreras 2<sup>nd</sup>. Passed unanimously.**

- Council member Dowell - Motion
- Council member Contreras - 2<sup>nd</sup>
- Mayor Svenson – N/A
- Council member Dowell – Approve
- Council member Allman – Approve
- Council member Contreras – Approve
- Council member Poirrier – Approve
- Council member Alvord - Approve

**d. Approve Court Administrator Job Description**

Council member Dowell asked if this was new position. Mayor Svenson confirmed it is a new position. Penny Jo said it went before the judge and the court as well and they have approved the position. It will be a union position.

**Council member Lonnie Dowell motions to approve the Court Administrator job description as presented. Council member Jeremy Allman 2<sup>nd</sup>. Passed unanimously.**

- Council member Dowell - Motion
- Council member Allman - 2<sup>nd</sup>
- Mayor Svenson – N/A
- Council member Dowell – Approve
- Council member Allman – Approve
- Council member Contreras – Approve
- Council member Poirrier – Approve
- Council member Alvord – Approve

**e. Approve Billing Clerk Job Description**

Council member Dowell pointed out there is a spelling error on page 2 on Skills & Abilities Required Skills & Knowledge.

**Council member Jeremy Allman motions to approve the Billing Clerk job description as amended. Council member Eric Contreras 2<sup>nd</sup>. Passed unanimously.**

- Council member Allman - Motion
- Council member Contreras - 2<sup>nd</sup>
- Mayor Svenson – N/A

- Council member Dowell – Approve
- Council member Allman – Approve
- Council member Contreras – Approve
- Council member Poirrier – Approve
- Council member Alvord – Approve

**f. Ordinance No. 1116 – Creating Appointed Positions of Court Administrator & Billing Clerk.**

Mayor Svenson read the ordinance. Council member Dowell pointed out there is a spelling error on Attachment B page 2 on Skills & Abilities Required Skills & Knowledge.

**Council member Lonnie Dowell motions to approve Ordinance No. 1116 with an amendment to Attachment B. Council member Jeramy Allman 2<sup>nd</sup>. Passed unanimously.**

- Council member Dowell - Motion
- Council member Allman - 2<sup>nd</sup>
- Mayor Svenson – N/A
- Council member Dowell – Approve
- Council member Allman – Approve
- Council member Contreras – Approve
- Council member Poirrier – Approve
- Council member Alvord – Approve

**g. Resolution No. 2022-04 – Jones Road Surplus Parcel #015992001000.**

Mayor Svenson read the resolution. Council member Dowell asked if this would absolve the City from fixing the slide and cleaning up the oil spill. If the buyer bought the land with full disclosure and accepts the land as is, the City of Winlock may not have to fix the slide or clean the oil spill.

**Council member Lonnie Dowell motions to accept Resolution No. 2022-04 to surplus parcel #01599200100 on Jones Rd. Council member Eric Contreras 2<sup>nd</sup>. Passed unanimously.**

- Council member Dowell - Motion
- Council member Contreras - 2<sup>nd</sup>
- Mayor Svenson – N/A
- Council member Dowell – Approve
- Council member Contreras – Approve
- Council member Allman - Approve
- Council member Poirrier – Approve
- Council member Alvord – Approve

**14. FINANCIAL STATEMENTS Ending 3-31-22**

**15. CORRESPONDENCE**

There was no correspondence.

**16. ADJOURNMENT**

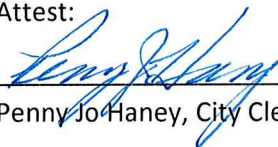
***Council member Lonnie Dowell motions to adjourn. Council member Lindsey Alvord 2<sup>nd</sup>. Passed unanimously.***

- Council member Dowell – Motion
- Council member Alvord – 2<sup>nd</sup>
- Mayor Svenson – N/A
- Council member Dowell – Approve
- Council member Contreras – Approve
- Council member Allman – Approve
- Council member Poirrier – Approve

The Mayor adjourned the meeting at 7:41 pm.

  
\_\_\_\_\_  
Brandon Svenson, Mayor

Attest:

  
\_\_\_\_\_  
Penny Jo Haney, City Clerk