



WINLOCK CITY COUNCIL
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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

**June 13, 2022
CITY COUNCIL MEETING**

1. CALL TO ORDER

Mayor Brandon Svenson called the meeting to order at 6:00 pm.

2. DETERMINATION OF QUORUM

Mayor Svenson, Present, Marty Poirrier, present, Council Position #1; Eric Contreras, Absent, Council Position #2; Lonnie Dowell, Present, Council Position #3, Jeremy Allman, present, Council Position #4, Council Position #5, Lindsey Alvord, present.

3. FLAG SALUTE

Mayor Brandon Svenson led the flag salute.

4. APPROVAL OF AGENDA

Council member Dowell asked to amend the agenda to add the Egg Day Car Show road closure.
Council member Poirrier asked to have number 15 change to number 14.

Council member Lonnie Dowell motions to approve agenda as amended. Council member Marty Poirrier 2nd. Passed unanimously.

- ***Council member Dowell – Motion***
- ***Council member Poirrier – 2nd***
- ***Mayor Svenson – N/A***
- ***Council member Dowell – Approve***
- ***Council member Contreras – Absent***
- ***Council member Allman – Approve***

- **Council member Poirrier – Approve**
- **Council member Alvord – Approve**

5. OLD BUSINESS

Mayor Svenson said there was no update on Jones Rd.

6. MAYOR COMMENTS

Mayor Svenson announced Egg Day is on Saturday, June 18th and would like to see everyone attend. He said Kenny and his staff have done a great job cleaning up the city. He is pleased with the work that has been done.

7. COUNCIL COMMENTS

Council member Dowell asked if the old tenant was out of the Community Building. Mayor Svenson confirmed the old tenant had moved out. The new tenant has not moved in yet.

8. COMMITTEE REPORTS

No reports.

9. STAFF REPORTS

- a. **Stephen Valentine, Police Chief** – Mayor Svenson read the report.

In May 2022, there was one (1) accident, 7 agency assists, 2 alarms, 4 animal, 2 assault, 2 attempt to contact, 1 burglary, 3 civil issues, 1 disorderly/dispute, 3 harassment, 10 information, 2 noise complaints, 3 suspicious, 18 traffic, 1 trespass, 3 vehicle theft.

- b. **Penny Jo Haney, City Clerk** – Mayor Svenson read Penny Jo's report. The report updated the temporary non-use extension for the Silvestre's and that it was determined the Silvestres did not meet the requirements to be eligible for temporary non-use. She reported there was new information received after the last council meeting and that the rate would revert back to the full base rate. Council member Dowell asked if the Silvestres would be billed for the full base rate during the time they were on the temporary non-use. Mayor Svenson deferred to legal counsel. Marissa said she would need to see the signed agreement and would speak to Penny Jo regarding payments during the reduced rate period. Council member Dowell explained why he felt the Silvestres should not have been granted the reduced rate. Mayor Svenson asked to table the discussion until the next meeting after Marissa had time to speak with Penny Jo and get more information.

Mayor Svenson read the comments regarding the Deferred Compensation Plan (DCP). The letter explained the retirement account and how it works. The City of Winlock does have a DCP plan that was initiated in 2007. The account is currently inactive due to lack of participation by staff. She asked the Council to approve her going onto the DRS website and activating the account. Council member Dowell asked what the City would be obligated to contribute to account. Mayor Svenson said the Council could approve to contribute to the account or not. Marissa said if the City was going to contribute to the account, they would need to meet with the union to discuss the details.

Marissa asked for the DCP account agreement to review the terms. Council member Allman asked for the information for the next council meeting.

10. PUBLIC COMMENT

Mayor Svenson reminded the attendees that they are limited to five (5) minutes.

Kathy Chastain – 133 Kakela Rd. Kathy asked about the land being potentially annexed into the City limits. She asked how many acres were being annexed in. Mayor Svenson replied he did not have that information available. She asked if a cost analysis had been done on the improvements that would be needed for road maintenance, employees and employee costs, and the schools. Mayor Svenson replied that a cost analysis has not been done. He replied the main road in the annexation area is St Rt 505 which will remain under the State's jurisdiction. He said Kakela Rd will be redone by the developers and a small part of North Military Rd along with parts of Byham Rd and King Rd will be in the City limits. Mayor Svenson said the city has no control over how the school district responds and that the City has been in contact with the schools regarding impact fees and they are on the fence about them. He said the school is looking at levies and bonds.

Kathy asked about the impact fees. She asked if it was normal for the developers to pay all or part of the impact fees. Mayor Svenson explained the process and how we are working on developing the fees. She asked about taxes and tax increases. Mayor Svenson explained how the taxes are assessed and that the City of Winlock did not have any plans to increase property taxes. He did say the City would need additional staffing and explained how the City will go about paying them. Council member Dowell asked about the final percentage for the annexation petitions and was told it was about 74%. Kathy asked how much of the vote was by the developers. Robert Webster replied that it was developers and quite a few from private residents.

Terry Defor – He asked about police services in conjunction with the new developments. He is concerned about the traffic and speeding and asked for traffic calming provisions for the roads especially Cemetery Rd. Mayor Svenson replied he would speak with our police department. Council member Dowell asked if there was a specific time of day this was happening and was told it was late afternoon, early evening. Mr. Defor asked about installing speed bumps to slow down the drivers. Mayor Svenson replied they city was looking at speed bumps and round-a-bouts in the new developments and certain intersections. Council member Alvord suggested calling 911 when it is happening.

Jill McKnight. 206 Shannon Lewis Ln. – Jill expressed her concerns regarding speeding vehicles and posting a speed limit sign south of Clark Rd. She explained the steps they have taken to resolve the issue and the difficulties with the residents who live on Shannon Lewis Ln. She said there is a hearing-impaired child and asked if there was a legal sign to alert drivers. He said a speed limit sign can be installed and that he would check into the deaf child sign. Mayor Svenson suggested speed bumps. Mayor Svenson is aware of this issue and that the police have been up there several times.

Virginia Mascadove – She lives on NW Kerron and was visited by a couple of city employees and was told she could not live on her daughter’s property in her fifth wheel for more than 14 days at a time and that she would have to move the fifth wheel. She said it was difficult to move it every 14 days. She asked there was a mother-in-law housing policy or building codes. She asked what can be done. Mayor Svenson confirmed that residents were not to live in their RVs on their property inside city limits. He said the council would have to review the ordinance and decide if a change needs to be made. She said there are some real eyesores and should address those places as well.

Jill McKnight – She asked if 509 NW Clark has been addressed. She reported there is a camper that has been lived in for about 2 years and trash around the place. She asked to have the ordinance enforced at this residence.

Joe Notch – He is representing the South Lewis County Chamber of Commerce. He invited the mayor and council members to a luncheon at noon on Thursday, June 15th at Boss Hoggs.

There were no phone calls.

12. CONSENT AGENDA

- a. Approval of Vouchers for 6-13-22 for \$126,434.95
- b. Minutes of May 23, 2022

Council member Jeramy Allman moves to approve the consent agenda as written. Council member Lonnie Dowell 2nd. Passed unanimously.

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

13. AGENDA

a. 2022 Transportation Impact Fee Rate Study

Council member Allman reported the transportation impact fee rate study had been approved by the council at the last meeting. He asked what other information needed to be discussed. Marissa asked who was handling the contract and Mayor Svenson was supposed to get back to her and did not. Robert Webster said there was a misprint on page two and needed to change the word “with” to “without”. Robert explained it is a long process. Marissa was asked to draft the contract and

how long it would take. Council member Poirrier asked if it could be ready for the next council meeting and would like legal counsel to write it. Marissa said she could do it.

b. Comprehensive Plan Amendments Proposal

Council member Allman said he didn't see any additional information from the last meeting. He asked about the full comprehensive plan review. Robert Webster said it would be an amendment to the current comprehensive plan. David Toyer called in by phone. Mr. Toyer said the State would have grant money available next year to help pay for the full comprehensive plan review which is due in 2025. He said we are talking about doing the whole thing at this time.

He addressed the concerns expressed by the Council regarding the Capital Facilities Plan. He said it will not affect Capital Facilities Plan. This amendment is meant to clean up the language, focus on the annexation and reflect the entire UGA in the city limits if the annexation is successful and information if the annexation fails. He also explained there will be a major update due in 2025. He said the Department of Commerce should have grant money available in June 2023 and the award will go out in July 2023. Once the award is received, the project would have to go out to bid. He suggested that the work not start on this project because Department of Commerce is in the process of updating their guidebook for communities regarding GMA and updating the legislation.

There are some aspects of our codes that do not align with our comprehensive plan policies and need to be more defined. He explained why it would be good to do the amendment.

Council member Dowell asked if the amount would not exceed \$7,150 and Mr. Toyer confirmed it would not exceed \$7,150.

Marissa said WMC needed to be changed to WDC. Mr. Toyer said it was a typo. She said Jim asked what is considered a minor amendment versus a major amendment? The scope of work seems very broad, and can we narrow the scope of work? She asked to language to be clearer and less ambiguous and vague. Marissa asked if the City will issue the SEPA and Mr. Toyer confirmed he will do the SEPA checklist.

Council member Poirrier expressed his concerns and feels it is not necessary. He asked what the liability would be to the City if the amendment was not done. He asked for more specific information. Mr. Toyer responded there isn't current housing, population, or employment data. He said the current comprehensive plan is more narrative than policies. He said having policies is a bare minimum for communities. He is working to adopt an amendment to get Capital Improvement with a list of projects and improvement so we can charge impact fees. He said the current comprehensive plan is not written around charging impact fees. He said by updating the comprehensive plan, it would make it more consistent with the policies the Council wants to adopt. He said there are no policies regarding annexation or annexation strategies. He stated if the annexation goes through, you will need to list the types of services provided and capital facilities that would be needed. The current plan does not address this, and the amendment proposal would add those missing pieces. He explained some of the items needing addressed and why it is needed. Having some of these elements updated will help support the City in grant applications.

Council member Jeramy Allman motions to approve the \$7,150 for Comprehensive Plan Amendment for Mayor Svenson to sign pending the contract approval from legal counsel. Council member Lonnie Dowell 2nd. Motion passed with one nay vote.

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

c. Fund Request Water/Sewer – Rodney Cecil

Rodney Cecil presented the request for funds from ARPA funds and explained why it is needed. Rodney is asking for \$70,000 to purchase composite samplers for influent and effluent, an actuator for the diffuser clean on MBR 1 & 2, one road 8' x 12' road plate, two badger boxes, a new day tank for plant generator, a crane for repair work on the blowers, Davit cranes for MBR basins and miscellaneous electrical work on different projects. He said he put in a buffer to cover rising costs.

Council member Dowell asked what the remaining balance was for the ARPA funds with and without this request. Rodney said he would speak with Penny Jo. Rodney said he had spoken with Penny Jo and said he has used about \$230,000. Mayor Svenson said it would be best to buy this equipment sooner rather than later due to rising costs. Council member Dowell asked what was left to upgrade and replace and asked if there were any higher priority items. There was some discussion regarding the availability of items, prices, and shipping costs.

Council member Lonnie Dowell motions to authorize \$70,000 for the fund request from the Water/Sewer Department. Council member Marty Poirrier 2nd. Passed unanimously.

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

d. Jackson Civil Engineering Contract Extension

Mayor Svenson said Mr. Jackson is present at the meeting and the Council could direct questions to him.

Council member Dowell asked what the differences were between the current and proposed contracts. Mr. Jackson said the text was streamlined and reformatted. He said the original contract expired in December 2021 and because it was signed in April 2021 he has been carrying it. He updated their pricing and explained why. Council member Dowell asked about applying for grants and said he hadn't seen any. Mr. Jackson replied that he has written grants and has submitted one for review for this meeting. He explained that CDBG just recently opened up and they would be writing grants. Mayor Svenson thanked Mr. Jackson for the work he has done and the tremendous job he has done for the City of Winlock. He stepped into a very large workload and the volume he reviews is very large. Council member Dowell questioned Mr. Jackson about some grants for the parks. Mr. Jackson responded the grant for parks was missed out on years ago and that he was writing grants free gratis. Mr. Jackson explained his services and what he is doing for the City of Winlock. Council member Dowell thanked him for his work and to please bring grant updates to the council. Mayor Svenson spoke to the work has done and the situation he stepped into and how he helped the City of Winlock get back on track.

Council member Lonnie Dowell motions to approve the engineering contract extension for Jackson Civil Engineering allowing the Mayor to sign the contract. Council member Jeramy Allman 2nd. Passed unanimously.

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

e. Street and/or Alley Vacation Petition Public Hearing Set for 6-27-22

Council member Dowell verified the vacation area. Marissa said there was a survey done when the vacation area was deeded to the City of Winlock. Jeramy asked if the monetary value appraisal had been done. Marissa said the property owner should have had an appraisal or comparative market analysis done. There was some discussion regarding the vacation. Robert said he would contact the property owner for an appraisal. Marissa offered to draw up the contract or send a template. Council member Poirrier asked for a template. Marissa asked utilities and Robert said our utilities were not in the vacation area. No action was taken.

f. Livestock Ordinance No. 895B (2012) for Discussion – Tabled from 5-23-22

Council member Poirrier said this was a major concern for those living in the UGA. He did some research on livestock ordinances and met with members of the community to find a replacement. He said he met with Debra Dwelly and looked through several ordinances. Council member Poirrier said the ordinance he presented was one that he felt best met our current needs. He said the ordinance needs to be cleaned up and put in our current ordinances and fees. Council member Poirrier read a statement from Debra Dwelly. Mayor Svenson thank Council member Poirrier for his hard work on the new livestock ordinance. There was some discussion regarding the ordinance. Council member Dowell asked for comparative ordinances for Toledo and Napavine. Marissa said she could send Council member Dowell Toledo's livestock/animal ordinance. There was some discussion regarding dangerous animals. Marissa said there are statutes for dangerous animals and requirements for determining a dangerous animal. Council member Poirrier asked if the ordinance could be updated in a month. Council member Poirrier said this new ordinance was meant to replace all existing livestock and animal ordinances.

Council member Marty Poirrier motions to table the livestock ordinance until it is rewritten.

Council member Jeramy Allman 2nd. Passed unanimously.

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

g. Crack Seal Project Manual

Devon Jackson presented the Crack Seal Project to the City Council. He said it is a TIB grant and is first come first served with a 5% match. Mayor Svenson said we have about \$91,000 in pass thru road funds from Lewis County that can be used for this project. Council member Dowell described the area that would be crack sealed. He said we need to get bids as soon as possible. Devon explained how he received the grant and what work had to be done upfront. He said we have to advertise in five cities and solicit and document. Devon we do not have to advertise but is a solicit to bid and the City can contact contractors directly.

Council member Marty Poirrier motions to approve the 2022 Crack Seal Project Manual and authorize the Mayor to solicit bids. Council member Jeramy Allman 2nd. Council member Dowell abstained. Passed unanimously.

- ***Council member Poirrier - Motion***
- ***Council member Allman - 2nd***
- ***Mayor Svenson – N/A***

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

h. Winlock Historical Museum Agreement

Lesa Givens, 310 Benton Ave, is a member of the Winlock Historical Museum Board. She reported money had been raised to purchase the entire Roy Richards Winlock historic collection. She said the Winlock Historical Museum will need to expand its footprint to display the new collection. She said the Winlock Historical Museum is not able to get grants or do fundraising until they secure a long-term lease from the City of Winlock. She is asking for a long-term lease 50-year lease under the same current and condition with a few changes.

A draft of the new lease was given to the Council for review. There was some discussion regarding the lease terms and language. Rick Serns gave out an updated draft of the lease agreement that was clearer. Marissa will review the lease agreement and make changes. There was discussion regarding liability insurance and additional insured. Lesa Givens said they would not have fire insurance and explained why. Marissa said an addendum with a legal description was needed.

Mayor Svenson and the Council are fine with a 50-year lease agreement with the Winlock Historical Museum. Marissa asked for a Word document so she can make comments. Lesa Givens asked about a maintenance agreement. Marissa also said there should also be language regarding expansion and what the requirements would be approvals and costs.

i. Street Closure for Car Show on Egg Day

Mayor Svenson asked the Council to approve the closure of Front St from Walnut to Fir. Officers will open the streets once the Car Show is over and it is safe to open. Council member Dowell asked if the side streets would be included and was told yes.

Council member Lonnie Dowell motions to approve the road closure on Front St for the Car Show on Egg Day. Council member Jeramy Allman 2nd. Passed unanimously.

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

14. CORRESPONDENCE

- a. Ben Root Resignation Letter from Planning Commission.

City Council Minutes
June 13, 2022

Council member Dowell wanted to thank Ben & April Root for their help and work on the Planning Commission and Park Board.

- b. Winlock Park Board Minutes May 23, 2022
- c. AWC City Voice May 25, 2022

15. ADJOURNMENT

Council member Lonnie Dowell motions to adjourn. Council member Marty Poirrier 2nd. Passed unanimously.


- ***Council member Dowell – Motion***
- ***Council member Poirrier – 2nd***
- ***Mayor Svenson – N/A***
- ***Council member Dowell – Approve***
- ***Council member Contreras – Absent***
- ***Council member Allman – Approve***
- ***Council member Poirrier – Approve***

The Mayor adjourned the meeting at 7:52 pm.



Brandon Svenson, Mayor

Attest:


Penny Jo Haney, City Clerk