

CITY OF WINLOCK
CITY COUNCIL
REGULAR COUNCIL MEETING – 6:00 PM
January 25, 2021

Due to the Emergency of COVID-19 the Council Meeting Will be Conducted via Teleconference. Please call 360-785-2311 to join the Meeting

1. CALL TO ORDER

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

2. DETERMINATION OF QUORUM

Marty Poirrier, Council Position #1 Eric Contreras present via phone, Council Position #2 Lonnie Dowell, Council Position #3 Jeramy Allman, Council Position #4 Anne Randt, Council Position #5

Others Present: Penny Jo Haney, Deputy Clerk; Marissa Jay, City Attorney

3. FLAG SALUTE

Mayor Svenson led the flag salute.

4. Approval of Agenda

Mayor Svenson States approval of agenda.

Council member Allman made a motion to approve agenda as presented. Council member Poirrier 2nd. Passed unanimously.

Council member Allman – Motion

Council member Poirrier – 2nd

Mayor Brandon Svenson – N/A

Council member Randt – Approve

Council member Dowell – Approve

Council member Contreras – Approve

Council member Contreras – Present via phone – Approve

Council member Allman – Approve

Council member -Poirrier – Approve

5. Old business

Council member Randt asks about the impact fees. Mayor Svenson states that he is looking in on that, and that there is more research to do.

6. Mayor Comments

Support local business. Order out, do whatever you can. Mayor Svenson states that the city got the street sweeper and Kenny is working on it. It looks like it's already working pretty well.

7. Council Comments

There were no comments.

8. Committee reports

a. Finance Committee

Council member Allman stated that they will have those the 1st of February.

b. Grants Committee

Mayor Svenson stated that is working on grant information.

c. Parks Committee

Council member Anne Randt has not yet made it to a park board meeting.

9. Staff Report – Penny Jo Haney – Water/Sewer

Deputy Clerk Penny Jo Haney reports that there are still 158 individuals unpaid on their utilities, and as of closing shop, that amount has gone down to 105. Of that number, there are 27 that are beyond 60 days. She does not have any answers as to why. She thinks two or three of these are renters. She is going to resend out the bills with a reminder that they are due. Haney says that most of these are the most recent bill. Council member Dowell asks if this is something that we need to extend. Mayor Svenson states that it is up for discussion. Council discusses the COVID rules for the state, and concludes that if the state ends those rules, and there is still a problem in the town with this, it can be addressed at that time. Mayor Svenson says that he is waiting to see if there is another round of funding that could be used for some sort of utility forgiveness.

10. Public Comments – Non- agenda items (Limited to 5 Minutes) Please step up to the microphone and state your full name for the record. Please limit your comments to 5 minutes.

There were no comments.

11. Consent Agenda

a. Approval of Vouchers \$41,713.35

Council member Dowell asks about number 4, that talks about the Lewis County Auditor. They paid city \$187 but city charged them \$650 to take the documents. Dowell wants to know why this is. Deputy Clerk Haney explains that what she does know, is that you take into consideration what it will cost to do reporting fees, and the wages and salaries for employees to do the work. Robert Webster confirms this statement with his own explanation. It is for labor. Mayor Svenson states that he would like to entertain a motion to approve vouchers if there are no further questions. Council member Marty Poirrier states that he will make a motion to approve the vouchers of \$41,713.35.

Council member Poirrier motioned to Approve the Vouchers for \$41,713.35, Council member Randt, 2nd. Passed unanimously.

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

12. Agenda**a. Cheryl Heywood, Exec. Director Timberland Regional Library (TRL) – Library Updates, Patron Usage, TRL and City Roles and Custodial via Teleconference**

Cheryl Heywood thanks Mayor and council for the opportunity to speak and introduces the others who on the phone call with her such as Al and Brian, the TRL library manager, and district manager for Lewis County libraries. Heywood than proceeds to read a brief history of Timberland Regional Library leading to 2014 when the then mayor, Lonnie Dowell, Bob Hall the TRL board president, and Heywood herself, signed a custodial agreement. The agreement states that the City of Winlock will provide satisfactory heat, light, gender service, ground maintenance, all without cost to TRL, while TRL provides staff, collections, computers, furniture, internet, and 1 on 1 help. She is here to provide updates, speak about how Winlock cardholders use the library, updates that the library paid for in 2020, and to discuss the roles and responsibly of the city, and Timberland regarding the library.

Cheryl goes on to go over the 2019 statistics which include number of card holders, and how many check-outs they completed. Library was open for 38 hours a week that year. Using the 2019 statistics, she cited the amount of money cardholders saved by checking out books, rather than buying books. She talked about patron internet accesses time that year, the K-10 students who use the TRL resources for schoolwork, and job seeker services among other things. She went over the changes that the library has done with the good work of the TRL staff. Some changes were online programs, added resources online for all ages in various formats. Heywood stated that TRL board approved the amount of \$25,000 to be spent on new floors, new paint, and new furniture. Iasha will share photos of new interior upon request. Heywood then reminds the council that the new flooring, paint, and furniture is the responsibility of the city. She then brings the council to the subject of custodial services that she says the city has not provided since July of 2020. She says as a result that the TRL custodian has been assigned to the Winlock TRL to do the cleaning in the library. She is concerned about staff and public safety. She believes that the city of Winlock and staff are at risk (due to the level of cleaning or lack thereof in this time of COVID) She states that TRL needs the city of Winlock to provide CDC products, and a cleaning schedule in a binder or, TRL will need to close their Winlock location until a schedule is worked out.

Mayor Svenson responds that this is their first time hearing of a binder. He states that the library was consistently cleaning up until the TRL manager accused the city of Winlock for not having the knowledge to properly clean the TRL facility to the CDC standards, and not being properly trained in COVID at which point, TRL took over much of the cleaning. Svenson stated that cleaning is done at city hall, and that he takes the safety of his staff seriously. He states that no one at city hall is sick. He asks if anyone at the library has become sick. Heywood replies that she does not know of anyone who has become sick at the library. Svenson also states that he is aware of the tax money in Lewis County dollars that go to the library which is 3.3 million dollars. He is aware of the provisions that the City of Winlock provides for TRL. He asks if Heywood has any thoughts on that. Heywood suggests that an outside meeting be held to go over the details as she has a more thoroughly document on when the cleaning was not done. She wants to discuss the matter more thoroughly.

Robert Webster states that he does come in every morning at 5:00 am to clean, and that Stormy cleans twice a week, the bathrooms are cleaned, floors are mopped, door handles wiped, etc. Heywood says that she needs a list of CDC approved products being used, how they are being used and when, in a binder. Council Dowell asks which products are CDC approved. Heywood states that she does not know off the top of her head but can get back to the council on that. Councilor Poirrier was able to answer the question for council and Heywood listing which products are CDC approved along with how they are CDC

approved to be used. Poirrier sites what the responsibility of TRL staff is, to clean, and to document said cleaning as they are the ones in the building working and touching things during the day. Poirrier confirms with Heywood that her issue with the city staff, is that a document of cleaning products, mode and time of cleaning is not being kept in a binder, in the TRL building.

Mayor Svenson asks what can be done to solve this problem. Heywood understands that the city is indeed cleaning several times a week, and that TRL will pull back their custodian for now, and monitor.

Council asks if there are any statistics for 2020. Heywood states that she can get that at a future date.

b. Jon Hinton, Gray & Osborne – SE First St. Review of December Work & Final Costs

Jon Hinton talks to the council about First Street. On the new and revised summary that details the contract work in November and December, he goes over the new contractor of \$134,681.81. He says that Gray & Osborne will cut a check to cover \$39,894.90 of that for the work in December and the \$18,224.10 from the previous change order. Their check will be \$58,118.90. \$26,119.26 reimbursement will be submitted to TIB. This leaves \$49,943.24 needing to be covered. Councilor Allman asks how much of that remaining amount will be coming back from TIB. Hinton says he that believes all of it will. Deputy Clerk Haney says that she does remember stating that it could be floated at the time of him asking when they had previously spoke. She said that January and February are hard hitting months. She wants to know how soon Hinton is asking for that remaining amount. Hinton would like to get it to the contractor next week if possible. Haney talks about a 4 weeks' time frame, but Hinton states again he is hoping for a sooner date. Council deliberates on this regarding the logistics of swinging that amount.

Council member Allman makes a motion for Mayor Svenson to sign the check of \$49,943.40 when the funds are available. Council member Poirrier 2nd. Passed unanimously.

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

- **Council member Poirrier – Approve**

On the open ditch, Hinton talks about possibly working with Kenny on public works to get it done. Hinton states that he will come down on help to try and save the money. Council member asks if this can be done in the drier months. Hinton says that it could be done in the future. Robert Webster says there will be 50 homes going in at the top of Gruber and that there will be a sediment pond going in there. He says that road is mostly going to get tore up and redone to do this, this summer. Webster thinks it would be good to wait and have the developer help with it since its going to get tore up anyway. Council discusses just covering it up for the time being, and then rediscussing in the summer at the time the development changes start going in which are also in the same area, and some of the things that can be implemented until it is covered. Cones, caution tape, and other kinds of barriers were discussed.

c. Grand Prairie Phase 2 Park

Council discusses with Robert Webster on the phase 2 in the Park. It appears that the city owns the park. It was not meant for the city to own. It was meant to be for the development to own and maintain. Webster talks about where all the parks are going to be – at least 3 more with the new developments. Webster says there is no way the one public works guy in Winlock, Kenny, can keep up with all of it on his own. Hinton asks why the HOA cannot cover these incoming parks. The issue of everyone in Winlock being able to use the park since the city owns it was brought up. HOA will probably not be happy with that. The park was not designed that way, however. Its design is for people in the development to walk to it. Parking will be an issue among other things. Council discusses all the logistics, and potential logistics of this, and how things could be changed, or not in the future about this. Webster believes that if the city takes it over, the HOA will need to understand that it will be a public park. Very likely the HOA will not want that, and this will make it easier in convincing them to take complete ownership of the park. Council believes it is everyone best interest for the HOA to have ownership of the park so that all involved can avoid any number of issues. Deputy Clerk Haney suggest the idea of dedicating the park back to the HOA. Council member Dowell thinks that perhaps the city did not even accept the park to begin with.

d. Resolution 2021-01 Surplus Billing Computer

Mayor Svenson reads resolution. It is for a Dell desktop computer being surplusd the from billing department that is antiquated and no longer functions adequately.

Council member Poirrier makes a motion to approve Resolution 2021-01. Council member Randt 2nd. Passed unanimously.

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

e. Confirm Appointment of Interim City Clerk/Treasure

Mayor Svenson states that he would like Penny Jo Haney to be the Interim City Clerk and Treasurer. Council member Dowell asks if she is moving completely to this position. Svenson states that it is in addition to her current position. Council member Contreras asks if outsourcing for treasurer is still in effect and Mayor Svenson states that yes, it is. Council member asks if it is all still within the previously discussed budget which Svenson confirmed it was.

Council member Randt makes a motion to approve Penny Jo Haney for City Clerk/Treasurer. Council member Allman 2nd. Passed unanimously.

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

Council member asks who the new shop Steward is. Haney states that it is Chief Valentine.

f. Outsource Mailing for Utility Billing, Staff Report

Mayor Svenson says that he believes this will save both time and money. Svenson talked about also adding return envelopes as well and that the cost will still be low even adding the envelopes. Council member Poirrier brings up the possibility of paperless billing in the

future. Svenson mentions how a kiosk in the lobby would be good as well as a future option. Council member Dowell brings light to the fact that there are still a lot of people in Winlock who are not tech savvy.

Council member Allman motions to approve the outsource mailing for utility bills. Council member Dowell 2nd. Passed unanimously.

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

13. Correspondence – Lewis County Assessor 2021 Certified Property Tax Levy

N/A

14. Adjournment

Meeting adjourned at 7:18 pm.

Council member Marty Poirrier makes a motion to adjourn. Council member Dowell 2nd. Passed unanimously.

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

Brandon Svenson, Mayor

Attest:

Penny Jo Haney/Deputy Clerk

Note: For audio details of the meetings please visit www.avcaptureall.com