

CITY OF WINLOCK
CITY COUNCIL MEETING – 6:00 p.m.
October 12, 2020

1. CALL TO ORDER

Mayor Svenson called the meeting to order at 6:00 p.m.

2. DETERMINATION OF QUORUM

Council Members Present: Jeramy Allman, Eric Contreras (via phone), Anne Randt, Lonnie Dowell, and Marty Poirrier

Employees Present: Penny Jo Haney - Deputy Clerk, Jim Buzzard - City Attorney, Rodney Cecil – W/S Superintendent, Robert Webster – Comm. Dev. Admin, Stephen Valentine – Police Chief

3. FLAG SALUTE

Mayor Svenson led the flag salute.

4. PARK CARETAKER INTERVIEWS

Mayor Svenson stated that two (2) of the three (3) candidates put forward from the Park Board were in attendance, Colby Bradshaw, and Kirsten Stalnaker. Each candidate separately was given the opportunity to introduce themselves and provide a bit of information. The council followed with questions about the caretaker position.

Councilor Dowell moved to amend the agenda to add to the executive session a personnel issue, seconded by Councilor Poirrier, motion passed unanimously.

5. EXECUTIVE SESSION – Park Caretaker and Personnel Issue, RCW42.30.110(1)(i)

At 6:13 pm the Mayor announced that he was recessing the regular meeting to go into executive session to discuss the caretaker position, and that they would resume in 20 minutes.

At 6:33 pm the Council returned, and the Mayor announced that there was discussion on the caretaker and personnel issue but that no decisions were made during the executive session.

At 6:33 pm Mayor Svenson called the regular meeting back to order.

6. APPROVAL OF AGENDA

Councilor Allman moved to remove Agenda item k), seconded by Councilor Poirrier, motion passed unanimously. and to approve the agenda as amended, seconded by Councilor Randt, motion passed unanimously.

Councilor Dowel moved to approve the amended agenda, seconded by councilor Poirrier, motion passed unanimously.

7. **OLD BUSINESS** – Mayor Svenson shared that the park trailer looks great, and Kenny has done a great job with the remodel, basically worked a miracle and kept the expense down for what he’s done.

We received approval for the \$1.7 million .09 Funds, and we’ll be able to get started on the sewer soon.

The Church is moving along, and foundation has been poured.

8. **MAYOR COMMENTS** – He stated that this past Saturday was a Park cleanup and several folks showed up to help, primarily Park Board members.

9. **COUNCIL COMMENTS** –

Council Dowell asked about the “swooping curbs” on SE First St and asked why it had been done that way. Jon Hinton stated that they slowed traffic down and corralled storm water, but that he’d look further into it.

Councilor Poirrier was glad to see the community coming together to consider events/activities for the holidays. He’s heard about a Trunk or Treat for Halloween and a Winter Wonderland at Christmas.

10. **STAFF REPORTS**

- a) Rodney Cecil, Water/Sewer Superintendent – He gave an update on the Mickelsen Parkway waterline, and that within the next couple of days they would be hooking up to the City’s waterline so that they could do testing, water pressure testing, etc. in order to work out bugs before going live.
- b) Robert Webster, Community Development Administrator – He said that we permitted one (1) new house this month and several property improvements. The Church is moving along on schedule. We received approval for the Water Franchise with the County and the Sewer Franchise has been submitted for approval. The franchises are good for five (5) years. Councilor Randt asked Robert about the Shoreline Master Plan, he responded by saying it basically regulates where or homes/buildings can be placed within the water ways. Typically, we farm the process for renewain-houseupdates out to engineering firms; however, the \$11,200 we get to do this we believe can be done in-house within the dollars provided.
- c) Stephen Valentine, Police Chief – Provided his monthly report detailing out the number of calls and the variety. He provided an update on the Standard Operating Procedures (SOP) process, stating it was going along slowly but surely with completion by end of December.
- d) Penny Jo Haney, Deputy Clerk – She provided an update on the email transition from ToledoTel.com to CityofWinlock.com, and that we would be going live shortly. She also commented that she had six (6) new homes that were selling and that there were twenty-six (26) houses in escrow. Councilor Dowell asked in regard to payments that were made to contractors on projects if there were funds to cover that in the past funds were requested

before payments made. Penny Jo responded that there were funds to cover the payments and that the funds would be deposited back in our account shortly.

11. PUBLIC COMMENTS – No Comments

12. CONSENT AGENDA

- a) Approval of Vouchers October 12, 2020, in the amount of \$639,210.49
- b) Approval of Minutes for Council Meetings, Special Council Meetings September 18, 2020, September 21, 2020, September 28, 2020, and Special Council Meeting September 30, 2020. ***Councilor Dowell moved to approve the Consent Agenda as presented, seconded by Councilor Randt, motion passed unanimously.***

13. AGENDA

- a) **First Street #4 Change Order, tabled from 9-28-2020 Meeting** – Jon Hinton, Gray & Osborne presented the change order and reasoning behind changes. After discussion, the Council decided. ***Councilor Dowell moved to approve the First Street #4 Change Order with the exceptions of #7 to Install seventeen (17) mailboxes; #11 to Clear Brush & Tree Removal and #12 to Install twelve (12) new Mailboxes, seconded by Councilor Randt, motion passed unanimously.***
- b) **Proposed Fee Schedule Revision, tabled from 9-28-2020 Meeting** – After discussion ***Councilor Dowell moved to approve the revised fee schedule as presented, seconded by Councilor Allman, motion passed unanimously.***
- c) **Fund Request/Project Update** – Rodney requested that the additional \$500 for water hookups be diverted into a new revenue fund for tracking and use for new water meters. ***Councilor Allman moved to approve the \$500 to be diverted to a new revenue fund, seconded by Councilor Randt, motion passed unanimously.***
- d) **Bachtel Well & Meter** – Rodney needs \$15,000 to pay for a new pump for the Bachtel well, and he is trying to increase the water yield at the well location and will also need a new radio read meter as this meter stopped running. ***Councilor Allman moved to approve up to \$15,000 out of capital improvement fund, seconded by Councilor Randt, motion passed unanimously.***
- e) **Lewis County Jail 2021 Bed Contract** – At the recommendation of Jim Buzzard, Attorney, ***Councilor Allman moved to table this item until further notice, seconded by Councilor Poirrier, motion passed unanimously.***
- f) **Ord. 1087, Planning Commission** – After discussion, ***Councilor Allman moved to Amend Ord. 1087, 2.70.010 (Created) to read three (3) members within the school district and two (2) members within city limits, seconded by Councilor Poirrier, motion passed unanimously.***

ORDINANCE NO. 1087 – AN ORDINANCE OF THE CITY OF WINLOCK, WASHINGTON, REPEALING AND REPLACING CHAPTER 2.70 OF THE WINLOCK MUNICIPAL CODE; REPEALING ORDINANCE NO. 1066; AND PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.

- g) **Ord. 1092, Repealing the Office of Clerk Treasurer, tabled from 9-28-2020 Meeting – Councilor Dowell moved to approve Ord. 1092, Repealing the Office of Clerk Treasurer effective 1-1-2021, seconded by Councilor Randt, motion passed unanimously.**

ORDINANCE NO. 1092 – AN ORDINANCE OF THE CITY OF WINLOCK, WASHINGTON, REPEALING, THE OFFICE OF CLERK TREASURER; REPEALING ORDINANCE NOS. 351 § 1, 340 § 1, AND 327 §§ 1-5 AS NECESSARY; AND PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.

- h) **Ord. 1093, Establishing Office of City Clerk, tabled from 9-28-2020 Meeting – Councilor Poirrier moved to approve Ord. 1093, Establishing Office of City Clerk effective 1-1-2021, seconded by Councilor Dowell, motion passed unanimously.**

ORDINANCE 1093 – AN ORDINANCE OF THE CITY OF WINLOCK, WASHINGTON, ESTABLISHING AN APPOINTIVE OFFICE OF CITY CLERK, AND ESTABLISHING DUTIES, COMPENSATION, HOURS, AN EFFECTIVE DATE AND SEVERABILITY.

- i) **Ord. 1094, Establishing Office of City Treasurer, Table from 9-28-2020 Meeting – Councilor Randt moved to approve Ord. 1094 Establishing Office of City Treasurer effective 1-1-2021, seconded by Councilor Allman, motion passed unanimously.**

ORDINANCE 1094 – AN ORDINANCE OF THE CITY OF WINLOCK, WASHINGTON, ESTABLISHING AN APPOINTIVE OFFICE OF CITY TREASURER, AND ESTABLISHING DUTIES, COMPENSATION, HOURS, AN EFFECTIVE DATE AND SEVERABILITY.

- J) **Police Standard Operating Procedures (SOP)** - Chief Valentine covered this during his department report

- k) **SR505 Waterline Retention, Transfer Funds \$53,873.50** – Penny Jo explained that SR505 Waterline was complete and the final retainage funds released to the contractor. She requested that the Council approve transferring \$53,873.50 Savings Retainage account in Timberland bank to the general #2503 checking account to cover the final retainage fees paid. **Councilor Allman moved to approve transferring \$53,873.50 out of the Retainage Savings account into the general checking account #2503, seconded by Councilor Poirrier, motion passed unanimously.**

13. CORRESPONDENCE – There were no questions or comments.

- a) **Financial Statements September – Cash Activity In, Cash Activity Out, Employee Activity**
- b) **Lewis County Memorandum of Understanding (MOU) – Hydrant Assembly Purchase**
- c) **Lewis County Emergency Operations Center (EOC) - Report**

14. ADJOURNMENT – ***Councilor Allman moved to adjourn the meeting, seconded by Councilor Randt, motion passed to adjourn the meeting at 7:53 PM***

Brandon Svenson, Mayor

Attest:

Penny Jo Haney/Deputy Clerk

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