

**CITY OF WINLOCK**  
CITY COUNCIL MEETING – 6:00 p.m. November 9, 2020  
***PUBLIC HEARING – 6:00 pm November 9, 2020***  
***2021 Budget Revenue***

***Council Meeting- Immediately Following Public Hearing***  
***Monday, November 9, 2020***

***Due to the Emergency of Covid-19 the Council Meeting Will be Conducted via Teleconference***

**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, Buzzard - City Attorney, Robert Webster – Planning commission.

**3. FLAG SALUTE**

Mayor Svenson led the flag salute.

**4. Executive Session – RCW - Union of Memorandum of Understanding**

Executive session started at 6:02 pm for 20 minutes. Session ended at 6:24 pm. Discussion on memorandum of understanding. No decisions made. Mayor Svenson announced regular meeting at 6:24 pm.

**5. APPROVAL OF AGENDA**

**Councilor Allman made a motion to approve agenda, Councilor Poirrier 2<sup>nd</sup>, passed unanimously.**

- Councilor Allman – Motion
- Councilor Poirrier – 2<sup>nd</sup>
- Mayor Svenson – N/A
- Councilor Randt – Approve
- Councilor Dowell – Approve
- Councilor Contreras – Approve
- Councilor Allman – Approve
- Councilor Poirrier - Approve

**6. OLD BUSINESS**

Councilor Allman asks about how the park caretaker trailer is coming along on repairs. Mayor Svenson states that it is finished, looking good, and that the new park caretaker Kirsten has moved in on Halloween and has been there working on the park. He says that Roy Richards' memorial was at the park this weekend and that new caretaker helped with the preparation, and cleanup of memorial.

**7. MAYOR COMMENTS**

Mayor Svenson said that on December 11<sup>th</sup> they have the legislative meeting at the county courthouse. He recommends anyone go has the time. Talking about First Street looking good. He gave a shout out to Marty and his crew for doing Trunk or Treat on Halloween for the kids.

**8. COUNCIL COMMENTS**

Council member Poirrier said that he had the chance to talk to a few people on First Street about the mailboxes. He said that they do not mind if the old mailboxes are left, or if new ones were installed. He said that he asked if they cared if the city paid for a new mailbox for them, or for someone else, and the consensus was that no one cared.

**9. STAFF REPORTS**

**a) Stephen Valentine, Police Department**

On Chief Valentine's report: Deputy Clerk Haney said that Valentine was not going to make it, and to let him know if there is anything that will be needed to discuss with him. He will elaborate more on the report at the next meeting. Mayor Svenson went over the report. Councilor Dowell asked about the vehicle that hit the train and if there was anything else on that subject. There was nothing more.

**b) Robert Webster, Community Development**

- The church began their footings and foundation, the under-slab plumbing is complete, and was looked at twice by inspectors.
- On Grand Prairie, six more homes and all of the hard copies of the plans to review for phase 4 should be there by Thursday, and he would like to bring them in for the next council meeting.
- Robert also spoke out the Grand Prairie park. It is supposed to be completed before phase 3 is done.
- Robert thinks that the traffic impact study needs to be done as the last one was done in 2013. He believes Winlock has grown since then.
- It is iterated that they will be moving phase 4, to phase 3, and call it phase 4.
- The number how many homes are in there now was brought up and is believed to be at about 66.
- Robert says that he has been doing code enforcement. Some things that he has been doing is taking pictures of some places that might need to be cleaned up, safety hazards, etc. He

says that there are 3 houses on St. Helens Way that have already been cleaned up after being sent notices.

#### **10. PUBLIC COMMENTS**

Paul on the mailboxes calling in: Wants to ask the city about spending \$1000 on mailboxes. Mayor Svenson answers and talks about how buying 60 mailboxes could end up getting close to that.

#### **11. CONSENT AGENDA – Approval of Vouchers November 9, 2020, in the account of \$37,786.94**

- Mayor Svenson asks if there are any questions regarding the approval of the vouchers. Councilor Dowell does on page 10. He wanted to know if the \$1,363 for October, the \$1,363 for November, and the \$1,363 December was what the city was responsible for the CBA medical portion. Deputy Clerk Haney answered that it was \$196 for the employed, and the balance is for the staff, and that the reason that they are just now getting paid is because when the individual started employment, the information was sent to the insurance carrier at about the same time that COVID-19 hit, and it must have got lost in the shuffle. The bill for that is just now showing up. Haney explains that the \$196 (individuals' portion) comes out of the \$1,363. Dowell then asks to confirm if the City pays \$1,267 per month for medical benefits for employees. That was confirmed as correct. Mayor Svenson asks if there are any more questions on the vouchers. There were no questions.

***Council member Dowell motions, Council member Contreras 2<sup>nd</sup>, passed unanimously.***

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

#### **12. AGENDA**

##### **a) SE First St. Final Estimates, Change orders #4 and #5 – Jon Hinton, Gray and Osborne**

Jon Hinton spends some time breaking down dollar amounts in two schedules that he describes as Schedule A, and Schedule B, which is how TIB does it. He also explains that this project has been a very hard one for various reasons such as soft soil issues, contractor issues, and dealing with dollar amounts among other things. Council spends some time asking questions and discussing various factors within the project with Hinton. Some of the things discussed were:

\$ 41, 672.84

- The issue of sidewalks that run past and over trees, and what the contractor on job said on the subject. The contractor explained that he would have to cut the roots of some trees which would kill them. It was approved, happened, and there is now a homeowner not happy about it.
- Issues that come up and have come up during construction and what portions the City will be paying for.
- How various parts of the project have been, and are being conducted.
  
- Pipes that have been found coming off private property, mysterious pipes, and pipes whose depths could not be determined.
  
- How the workdays of contractors are defined/what the definition of a workday is. Five working days in a week, 8 hours a day, working 5 of those days, or 10-hour day 4 days a week.
  
- A contractor that needs to get paid, and how much of that the City pays, and how much will TIB pay. Those numbers still need to be addressed.
  
- Bid items for mailboxes.
  
- TIBs portion and what that could be. No one knows yet. Council discusses whether or not to cut a check without knowing what the city will be reimbursed for.
  
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- It was decided that for change orders 1 through 4 the amount of \$41, 672.84 would be paid by the city.

***Council member Dowell motioned, Council Member Poirrier 2<sup>nd</sup>, passed unanimously.***

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

**b) Lewis County Jail Bed Contract, Tabled from 10-26-2020.**

On contracting beds: Two beds fit the activity that Winlock has. As an example, Centralia has twenty-five for its activity. It is best to contract as without cities contracting beds, there is no cost control for the beds. The county is obligated to have beds regardless. These are some things that were discussed but the subject will be tabled until it is time to address it rather than at the next meeting.

***Council Member Allman motioned, Council Member Dowell 2<sup>nd</sup>, passed unanimously.***

- Councilor Allman – Motion
- Councilor Dowell – 2<sup>nd</sup>
- Mayor Svenson – N/A
- Councilor Randt – Approve
- Councilor Dowell – Approve
- Councilor Contreras – Approve
- Councilor Allman – Approve
- Councilor Poirrier - Approve

**c) Department of Revenue Business Licensing Services Agreement**

Council discusses with Buzzard. Mayor Svenson entertains a motion to accept and sign.

***Councilor Allman motion, Councilor Dowell 2<sup>nd</sup>, passed unanimously.***

- Councilor Allman – Motion
- Councilor Dowell – 2<sup>nd</sup>
- Mayor Svenson – N/A
- Councilor Randt – Approve
- Councilor Dowell – Approve
- Councilor Contreras – Approve
- Councilor Allman – Approve
- Councilor Poirrier – Approve

**13. CORRESPONDENCE – Department of Revenue Business Licensing Services Agreement**

***Councilor Contreras motions, Councilor Poirrier 2<sup>nd</sup>, passed unanimously.***

- Councilor Contreras – Motion
- Councilor – Poirrier – 2<sup>nd</sup>
- Mayor Svenson – N/A
- Councilor Randt – Approve
- Councilor Dowell – Approve
- Councilor Contreras – Approve
- Councilor Allman- Approve
- Councilor Poirrier - Approve

**14. ADJOURNMENT – *Councilor Dowell moved to adjourn the meeting, seconded by Councilor Poirrier, motion passed to adjourn the meeting at 8:15 PM***

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Brandon Svenson, Mayor

Attest:

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Penny Jo Haney/Deputy Clerk

*Note: For audio details of the meetings please visit [www.avcaptureall.com](http://www.avcaptureall.com)*