



CITY OF WINLOCK
CITY COUNCIL

Public Hearing at 6:00 pm, December 13, 2021
2022 Preliminary Budget Hearing
City Council Meeting Immediately Following Public Hearing

1. Quorum

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

Penny Jo Haney Deputy Clerk, Jim Buzzard, City Attorney

2. Public Hearing – 2022 Preliminary Budget

Mayor Brandon Svenson opened the public hearing at 6:00 pm. There was no one on the phone or in the audience in attendance for the public hearing. The Mayor closed the hearing at 6:02 pm.

3. Call to Order

Mayor called the regular meeting to order at 6:03 pm

4. FLAG SALUTE

Mayor Brandon Svenson led the flag salute.

5. Approval of Agenda

Council member Jeramy Allman motions to amend the agenda to add I. Judge Contract. Council member Eric Contreras 2nd. Passed unanimously.

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

6. Old Business

There was no old business. Brandon is still waiting on the tree situation to comment further. (Jones Road)

7. Mayor Comments

The Mayor thanked Small Acts of Kindness for all the Christmas lights at the plaza. The Senior Center will be opening tomorrow (December 14, 2021) Lunch is at noon.

Briefly the Mayor touched on some of what has been going on, on the community forum. It is disappointing that there are a few individuals on the forum spreading false information when they know that they can come into the council meetings and ask questions during public comment. They know that they can come into City Hall and talk to him in person about what is going on, 5 days a week, any time. There is no reason to be unnecessarily raising tension within the community. Council member Lonnie Dowell adds to this saying that things are going great in Winlock. In the election that just passed, everyone ran unopposed. Lonnie encourages anyone in the community who does not like the way things are going to sign up for council in 2 more years and take the place of one of the sitting members.

Mayor Svenson commented that to his knowledge, there has never been a mayor, council, city staff, police department, community development, and attorney who has worked so well together as everyone is doing now. Everyone here cares a great deal for the community and citizens and wants to see it going in the right direction.

8. Council Comments

Councilman Dowell comments that both entrances into the Shell station located on 505 heading out of town look like they are on their way to being washed out. There are culverts under both. This is not on city property and not in city limits, so it is out of the city's hands. Washing DOT has washed their hands of it. It has been discussed with the owner and he is aware that it is on him that he needs to sort that out.

Council member Jeramy Allman thanked everyone in the community who has their lights and decorations up. He took his family out to dinner and to look at the lights and it's looking really festive.

9. Staff Report

a. Stephen Valentine, Police Chief

Stephen read the November 2021 Report. There were 3 agency assists, 1 alarm, 6 animals, 1 assault, 3 attempt to contact, 7 civil issues, 7 disorderly/dispute, 1 found property, 1, 911 hang up, 3 harassment, 8 information, 1 juvenile problem, 1 loud party, 5 suspicious, 1 theft, 16 traffic, 1 vandalism, and 1 vehicle prowl.

b. Robert Webster – Community Development

As of Monday, there are 53 new homes with water and sewer on each one of them. There are likely to be 4 more by the end of the year. There are around 30 property improvements. Robert has had 3 variance meetings recently. There is a pre app upcoming where they want to build 85 duplexes. That would be 170 units. That will put it at around 1,121 new builds all together. They should all be able to be hooked up to water and sewer. EQT and Crow Holding will both be building or at least breaking ground by next summer hopefully. It is going to be a challenge and Robert says that he will probably be spending at least 70 days out of the year out there. The water lines will be looped down North Military Road along with installed sidewalk, curbs, gutters, and streetlights. Development codes are being worked on with some changes and clean-ups.

Councilman Dowell asks Robert how much the talks with David Toyer from Toyer Strategic will cost. This is on the agenda, but Robert says they do not know a dollar amount right now. Lonnie also asks if the sell on the Benaroya property went through with EQT. Brandon has not heard if it has closed. He has signed and sent them over the contract that Marissa amended, as discussed at the last meeting, but no one has heard from back from them. Robert says the closing date is specifically the 15th or 16th.

c. Kenny Simpson – Superintendent – Public Works

Kenny was not at the meeting. Mayor Svenson read his report. Public works is purchasing some road safety signs. There will be 2 bump signs, 2 motorcycles use extreme caution, 2 straight arrow detour, 2 road closed, 2 steel plate ahead, 1 solar do not enter flashing sign for corner of Fir and NE First St.

Councilman Dowell asks if there is any way to look at getting one of the flashing signs for the cross walk from Alegre Villa to IGA. The Mayor says that they can look at that. Lonnie asks if it would be cheaper to hardwire them in. The solar would be a lot more efficient.

10. Public Comment

Paula Horton asks if the Mickelsen Parkway includes the farm. The Mayor said that yes it does. She asks who is purchasing it, to which Robert and Mayor say EQT will be, and they plan to put warehousing there. Paula wanted to know if it will all be bigger buildings. She was informed that it will be yes, but also some houses will be going in there too. She then asked where the 4plexas would be and was told they would be across from the shell station. She also asked about the hillside above that area where the answer was more houses. Paula wanted to know who would be paying for the new infrastructure that would be needed, like a new fire department. The Mayor said that he has talked with both Crow and EQT about having a new fire station and truck with a latter for that area. The extra demand would be because of them, and the idea is for them to pay for it. Mayor Svenson explains that the city is working on impact fees. They do not want to see the expenses of these developments fall to the citizens of Winlock who have been here, and it should not fall to them. It should be on the ones who come in and create the need for extra infrastructure. The folks in the industrial park will be paying for the 3 new roundabouts going in off the exit on 505. (Exit 63)

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Paula commented on what the Mayor was talking about in the mayors' comments. She said to him and the council to not feel bad. She has lived here a long time and she does not know why, but the people in this town cannot be nice. A new thing starts out well, and then after some time people will start chastising each other. She does not know why but wishes it would stop. She tells council that they are doing a good job. Paula then asks if the downtown area will be growing to which she was told that it is looking like it's all going to be in the outside areas so no downtown action yet.

The subject of the annexation, and the issue of people having to connect to the city water was asked about by Paula. The Mayor said that this is not the case. If someone's pump goes out, that does not count as a failure. Mayor Svenson also told Paula that he has said to people that that if their well does fail, you do not have to hook up to city water. There are so many new houses coming in and Winlock has a limited number of hook ups that they can use. The city would prefer to save those hook ups for those new houses. The issue of the "forced" city hook ups that is circulating on the forums is false. When the UGA is annexed, no one will be asked to hook up to city water whether their well is failing or not.

Right now, Winlock has the kind of growth that the City of Centralia has, but with a limited staff. Things are going but it's taking a while and the Mayor is working on things to bring some more money in to hire more people to service the citizens of Winlock. It all goes hand in hand.

The council thanks Paula for coming in to talk with the council.

There was no other public comment.

11. Consent Agenda

Council member Marty Poirrier motions to approve the consent agenda as written. Council member Jeremy Allman 2nd. Passed unanimously.

- a. Approval of Vouchers for 12-13-2021 for \$546, 686.91**
- b. Minutes of November 22, 2021**

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

12. Agenda

a. UGA Annexation, David Toyer – Toyer Strategic Advisors

Mayor Svenson introduces David Toyer who has come to the council meeting to answer any questions that the council may have regarding the UGA annexation. David addresses the council and introduces himself. He is president of Strategic Advisors, a land use and economic development company. They have worked both private and public sector. He has worked with smaller communities working with attracting development. David talks about the different perspective between how cities manage growth and how counties manage growth. He touches on annexation and how it is not a quick process at all. He tells most of his clients that it will be a 6–8-month process at least. David then goes on to give a rundown on the entire process and how it works. There will need to be community outreach along with a long list of other things.

Mayor Svenson added that every single person in the UGA will be contacted and given all the information that they need along with public hearing dates where they can have all their questions answered. With next year's budget, they have added a 4th officer and with annexation Winlock may be able to bring on a 5th. There are also a lot of people in the community who are unable to vote right now (for council and mayor) and once they are annexed in, they will be able to vote. This would allow people to run for council and mayor.

City Attorney Jim Buzzard asks if it could take up to 9 months, when would all the information need to be in. David says that because of the time it takes to complete, if things are not in by a certain time, they would need to wait a period to submit.

Council member Jeramy Allman asks about burn permits. A lot of people like to burn. Mayor Svenson talks about they must follow county but that will be addressed, and animals will be addressed. Jeramy does not want to change the way people are living out there.

Council member Dowell asks about the total cost of the project. He wanted to know if it would be a one lump sum. What is included in the proposal is all the paperwork, the staff reports, documentation, taking it all the way through processes, and all the things like that. Costs that are not included would be if something was sent out to print like if the city wanted to print something out to send out to the community. Lonnie asked if it could be divided into separate areas if the city wanted to do it that way. David said that they would be doing it all at the same time.

Parts of annexation studies would be things like, figuring how many extra officers would be needed per amount of annexed area or, how much extra city staff would be needed per X amount of annexed area etc.

b. Grant Writer, Ignite and Rise LLC

Amy Buzzard, who is looking into grants for the city, has brought a contract with her. Amy thinks that there are good opportunities right now and is looking to take advantage of available funding by the end of the year. Amy advises that things related to small town tourism and sidewalks is a good place to start. Amy will come out and find everything and anything that is available. The Mayor tells Amy

that the parks department is very interested in speaking with her. Lonnie said that he would love to see new ballfields in the park.

Council member Marty Poirrier asks Amy if he correctly understands that in the contract, she brought says there is one flat fee to write up to 3 grants total or up to an amount. Amy said that if she had to write another grant to get that mark then she would.

Marty asks Amy about some other successful grants that she has gotten for other municipalities. Amy says she finished for an expansion for a sports hub for the school district from Trans Alta. They are working on bringing in turf for the sports hub. Because of this, she has already worked with the department of ecology and formed good relations with them.

Jeremy asks if she will be able to get grants for the police department. Amy says that she hopes so.

She is ready to work with the EDC so that opens more opportunities. She has the staff and can take on Winlock as a client.

Council member Jeremy Allman motions to have the mayor sign the contract with the city Attorney Jim's recommendation for amendment. Council member Marty Poirrier 2nd. Passed unanimously.

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

c. 2021 Water System Improvements Contract Provisions

This is the 2021 galvanized project that has taken a while to start. The related paperwork was not in the council packets.

Council member Marty Poirrier makes a motion to table it under the council has a chance to look over the paperwork. Council member Marty Poirrier 2nd. Passed unanimously.

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

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

d. Ordinance No. 1112 First Reading 2022 Preliminary Budget

This is the first reading of the 2022 preliminary budget.

An Ordinance of the City of Winlock, Washington, adopting the annual budget for the city of Winlock, Washington, for the calendar year 2022 and providing for the effective date hereof.

Council member Party Poirrier motions to accept the first reading for the 2022 preliminary budget. 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 – Approve**
- **Council member Poirrier – Approve**
- **Council member Alvord – Approve**

e. Community Action Council Agreement, Low Income Assistance

This is a program to provide some low-income assistance for up to \$2,500 in assistance to individuals under the poverty line who need help with water bill assistance. The city will get a payment from the community action council for each account satisfied. Community action determines who will get assistance by contacting Winlock City Hall. Council members Marty and Lonnie ask if that would be an invasion of privacy to provide the needed information to community action to provide these services. Penny Jo says that in the past, it is the individual's responsibility to contact them, and fill out an intake form providing that information. That intake form provides a release of information for this purpose.

City Attorney Jim says that he believes there may be an exception made for the purpose of government agencies giving out money. If that is the case, he believes it would behoof the city to do this. Jim will look at the public records act and then speak with Penny Jo.

There were no further questions regarding the contract.

Council member Jeramy Allman motions to sign the contract for Community Action Council, Low Income Assistance. Council member Marty Poirrier 2nd. Passed unanimously.

- **Council member Allman – Motion**
- **Council member Poirrier – 2nd**

- **Mayor Brandon Svenson – N/A**
- **Council member Dowell – Approve**
- **Council member Allman - Approve**
- **Council member Contreras – Approve**
- **Council member Poirrier – Approve**
- **Council member Alvord - Approve**

f. LGIP Transfer for Nutter Invoices \$206, 568.21

Council member Marty Poirrier makes a motion to transfer the authorized balance of \$206, 568.21 from the LGIP to pay for the Nutter invoices. 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 – Approve**
- **Council member Poirrier – Approve**
- **Council member Alvord – Approve**

g. Fund Request – Computer Monitors, Equipment

Mayor Svenson goes over the different computers that are being asked for. For the mayor computer to be upgraded to a laptop is because the current one he is using is very slow and takes up a lot of time. Rather than outfit it with a mic and camera for the frequent zoom calls he is involved in, it would be more effective to upgrade to a laptop which would be faster and come with the camera and mic. This would be a computer that he could take with him if need be.

The laptop computer for the council chamber is struggling too and has become quite slow. The court also uses it for Zoom. It gets a lot of use as well so an upgrade would be great. Lonnie asks if there is a grant that could be used for this. The Mayor says that they are looking to use as much as they can out of investments.

Lonnie asks if Chief was happy with the police computer upgrades or if he would like to upgrade to a more compact one. He was not asked so Lonnie thought it would be good to ask him. The new police vehicle computer will come with new secure mounts.

There are other new computers being asked for on this list for admin assistant, police computer for office, and clerk computer along with new screens. Marty said that it would be most efficient to upgrade all new computers to laptops for a few dollars more. That would add about \$400 - \$800 dollars. Lonnie and Lindsey talk about desktops being more powerful. Lonnie noted that there are

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only 2 replacement computers for the police officers but there are 3 officers. Penny Jo said they will be replacing old computers with new ones but will not be removing the ones that will not be upgraded.

At this time Chief Valentine returns to the room and Lonnie asks him if he would like the computer that he would be receiving. He asks if he would want a more compact laptop for the inside of the police vehicles. Chief said that he would prefer to stick with the same size he has now but does not know what size they are. He will look before a decision is made. He returns to say that side to side they are 15 and 3 quarters inches.

These will be coming out of the AARPA fund.

Council member Lonnie Dowell motions to approve up to \$15,000.00 for computer upgrades. Council member Eric Contreras 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 – Approve***
- ***Council member Poirrier – Approve***
- ***Council member Alvord - Approve***

h. Mott MacDonald LLC, Water Rights Assistance Agreement

Rodney Cecil is on the phone and talks about what this contract is about. Water and sewer got \$5,000 to help with the consolidation with the wells. They also had \$10,000 approved a while back so this will just help get the ball rolling. The goal is to pull all the water rights out of every single well that we have and maximize the use out of all of them. Essentially this is a contract for the money that the council already has approved him to spend.

Rodney said that there is a 2nd part of the contract. It will be between \$9,000 and \$15,000 so it is possible that he may be back to ask for some extra money.

Council member Lonnie Dowell made a motion to authorize the mayor to sign the water rights assistance agreement. 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***

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

i. Judge Contract Allen Unzelman

Jim says that this judge has experience dealing with the same type of affairs that Winlock deals with. He believes that he has a very good temperament for serving cities and that he will be a very good fit.

Lonnie notes that this was an add on without proper notification to the public and asks if that is something that they can act on tonight. Jim says that he believes that it is, and that it's up to the mayor to sign. It's a professional contract that would not necessarily need to be put out to bid or anything like that. Also giving the late time of the year, and to leave the courts time to decide it would be good to decide tonight. The current Judge is retiring from Winlock and Napavine.

The new cycle starts in 2022. When you hire a municipal court judge, you are hiring them for a 4-year term. After that time, us up, the judge and city can decide if they want to renew.

Council member Jeramy Allman motions to authorize the mayor to sign the judge contract. Council member Marty Poirrier 2nd. Passed unanimously.

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

10 Reports/Correspondence

There were no reports or correspondence.

13. Adjournment

Before closing the meeting mayor Svenson notes that in the mayor's comments he forgot to add that he did get an email today from TIB. They approved all the funds of \$138,020 for the extra overrun. He thanks TIB for this.

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

The meeting was adjourned at 7:47 pm.

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

Brandon Svenson, Mayor

Attest:

Penny Jo Haney, Clerk-Treasurer