

**CITY OF WINLOCK**  
CITY COUNCIL  
Council Meeting – 6:30 pm  
February 10, 2020

**1. CALL TO ORDER**

Mayor Pro-Tem Svenson called the meeting to order at 6:30 p.m.

**2. DETERMINATION OF QUORUM**

**Council Members Present:** Anne Randt, Eric Contreras, Lonnie Dowell and Brandon Svenson,

**Employees Present:** Penny Jo Haney, Acting City Clerk, Stormy Bradley, Deputy Clerk and Sam Satterfield, City Attorney

**3. FLAG SALUTE**

Councilor Dowell led the flag salute.

**4. APPROVAL OF AGENDA**

*Councilor Dowell motioned to approve the agenda as written, seconded by Councilor Randt; however, Pro Tem Svenson asked that Viola Rowton be added to the agenda. Councilor Dowell amended his motion to include adding Ms. Rowton to agenda item #1, seconded by Councilor Randt, motion passed unanimously.*

**5. RECESS REGULAR MEETING FOR PUBLIC HEARING**

Pro Tem Svenson recessed the Regular Council Meeting 6:33 p.m. for a Public Hearing on the Water System Plan Update.

**6. PUBLIC HEARING – Winlock Water System Plan Update**

Jon Hinton of Gray & Osborne, Inc. provided a power point presentation on the information within the City's Water System plan update, including a discussion on the proposed water use efficiency goals outlined in the plans. After answering questions from the public and the Council the public hearing was closed at 7:08 pm.

**7. RESUME REGULAR MEETING**

Mayor Pro Tem Svenson resumed the regular council meeting at 7:08 pm

Mr. Hinton requested a motion for the adoption of the Water System Plan Update and the new water use efficiency goals. ***Councilor Contreras motioned to approve the Winlock Water System Plan Update and Proposed Water Use Efficiency Goals, seconded by Councilor Randt, motion passed unanimously.***

8. **OLD BUSINESS** – There was no old business.

9. **MAYOR COMMENTS**

Mayor Pro Tem Svenson stated that Mayor Bradshaw was not in attendance, and went on to Council Comments

10. **COUNCIL COMMENTS**

a) Pro Tem Svenson sent out a shout to the Girls and Boys Winlock basketball programs, saluting them for their efforts and noted that he enjoyed watching them this year.

He spoke with Frank Randolph, Attorney out of Longview regarding Winlock's City Attorney, and due to Mr. Randolph's commitments, we would need to change our council meeting day if we used his firm. He said that he'd also submitted paperwork to several other attorneys and spoke with Jim Buzzard on February 3<sup>rd</sup> who stated that he would be interested in the City Attorney, and that he would be available one (1) Monday of each month but given he's our current Municipal Judge that would need to be sorted out.

b) Councilor Randt provides a handout addressing six (6) various topics for discussion:

- 1) To Amend the current ordinance to set qualifications of Volunteer Park Board Members and ask for their input on an amendment to the ordinance.
- 2) For Council Members to work directly with the Park Board Member, contact to be between Council and Park Board Members only.
- 3) For Council and Park Board Members to discuss the possibility of an ordinance containing impact fees with designation for funds deposited directly to Park Board Account #103, not into General Fund #001
- 4) Council Members to review a Soccer Agreement Contract which was previously established with no input from the Park Board Members prior to Council approval in 2019.
- 5) Why were security cameras purchased that needed internet or Wi-Fi when it was known there was no connection available?
- 6) Why there was no reimbursement of approximately \$200.00 spent for the Community Free Breakfast that was prepared for the Winter Wonderland

Councilor Randt said that if Council were in agreement, she would be willing to contact two (1) previous Volunteer Park Board Members that resigned from the Board to see if they'd be willing to work directly with Council to re-organize a Park Board

Councilor Randt also suggested discussion of amendments:

- 1) Ordinance 1030 to read: New Park Board Members shall be appointed by the mayor after approval by the City Council

- 2) Ordinance 1061 Police Department to remove: Without a 60% vote of the registered voters.
- 3) Ordinance 1066 the Planning Commission to set qualification requirements for experience.

Councilor Dowell asked about the gifting of funds in item number 6. Mr. Satterfield explained that if the receipt were worded with the information of who the breakfast was for and the purpose of the free breakfast it would most likely not be gifting of funds if it showed that it was for the community. He noted that if the receipt were brought back at the open public meeting it could be addressed and approved if Council saw fit.

***Pro Tem Svenson motioned to add the suggested amendment items, Ordinance 1030, 1061 and 1066 to the next meeting agenda, seconded by Councilor Randt, motion carried unanimously.***

Councilor Dowell said that he'd done a walk-through of the park trailer and asked if the mayor had done anything further. Stormy stated that we've talked to the Assessor's Office and there is no original title. The owner must provide the legal title, and if they can't they'll need to apply for a lost title before we move forward. Councilor Dowell stated that he would not be willing to buy the trailer, but if it were given to us, we could potentially invest in repairs.

Councilor Dowell said that with the unknown status of the trailer that the caretaker was not an issue at this point. He asked if we had any applications and was told there are three (3).

Councilor Dowell asked if anyone had gotten quotes from Napavine or the County for Community Development. Ms. Haney said none had been done at this time.

Councilor Dowell asked if there had been any interest in the Court, and Mr. Satterfield replied that he'd had no response to date.

Councilor Dowell inquired about the City Attorney RFQ. Ms. Haney said that we had received information from Frank Randolph in Longview.

Councilor Dowell asked how many applications we'd received for Council Position #4, and Ms. Haney said we had two (2). It will be on the agenda for the next meeting.

Councilor Dowell asked Councilor Randt if she'd received any new information regarding prices for adding video to AVCaptureAll. Councilor Randt stated that she had not.

Councilor Dowell is still looking into costs for purchasing Council laptops/notebooks/tablets.

## **11. STAFF REPORTS**

### **a. Permitting – Stormy Bradley**

Ms. Bradley reported that we had twelve (12) home permits. Councilor Dowell asked who reviewed the permits, and Ms. Bradley stated that our building inspector does reviews as well.

**b. Clarifications from January 27, 2020, Meeting – Penny Jo Haney**

Ms. Haney said that at the last meeting Councilor Dowell asked what the time frame was for the expense of James Coggeshall, inspector. Ms. Haney stated that the \$2800 was for the period Aug. 8<sup>th</sup>, 2019, through Jan. 23<sup>rd</sup>, 2020.

Ms. Haney said that Councilor Randt asked at the last meeting what the expense of \$779.80 was for. Ms. Haney said that it was a purchase of two (2) commercial grade weed eaters for the Water & Sewer Department.

Ms. Haney stated that we'd received word today that Paul Foster passed away yesterday and wanted to let Council know.

**12. PUBLIC COMMENT ON NON-AGENDA ITEMS**

Amy Smith stated that before she talks about her item, she wanted to let Council know that they'd been approached to do food for the Pickers Fest but chose not to as they know it's the main source of revenue for the Pickers Fest group. She encouraged Council to mend fences with the recently resigned Park Board.

She provided an update with Boss Hogg's BBQ, and let Council know they're in the permitting process and passed an inspection today. She wanted to thank the Council for their support and really wanted to thank Stormy for getting everything done and inspections scheduled in such a timely manner. She said they hoped to be up and running within thirty (30) days.

**13. CONSENT AGENDA**

Councilor Dowell said that he had questions on a few of the vouchers; however, they were addressed to city staff earlier today (i.e., Vision, polygraph, and vehicle expenses). Councilor Contreras asked what the \$599 expense was, and Ms. Haney said it was for refurbished tasers.

Councilor Dowell also noted that he'd brought to Ms. Haney's attention of a few typos in the Dec. 23<sup>rd</sup> and Jan. 27<sup>th</sup> minutes, and with that said he was willing to make motion for approval.

- 1. Approval of Vouchers 2020 - \$14,008.52**
- 2. Approval of Council Minutes Held on December 23, 2019 (Revised), Special Council Meeting December 30, 2019, and January 24, 2020**

***Councilor Dowell motioned to approve the Consent Agenda as written, seconded by Councilor Randt, motion passed unanimously.***

**14. AGENDA**

- 1. Viola Rowton (Lions Club) – Community Building & Plaza (approved added item)** Ms. Rowton said that she wanted to dispel statements that Mayor Bradshaw made that were incorrect when the City took back the Community Building. She felt offended and hurt by his comments.

She stated that the Lions took over the Community Building in 2015, stating that they filled the building about 75% more than the City had. She also stated that they paid all of the bills

for \$4,000 and did work to the facility themselves. She stated that the Lions Club and members are very disappointed in the treatment they received from the City. She made the statement that the officer is not caretaking the facility. Ms. Rowton had a handout and Ms. Haney asked her for a copy of it since she had made it public information. Consensus of the Council was to put on the agenda for the next meeting returning the Community Building and Plaza to the Lions Club.

**2. Jon Hinton, Gray & Osborne – Telemetry Evaluation for New SR505 Well**

Mr. Hinton provided information to the Council stating that we needed to provide telemetry information to the designer of the new SR505 Well and asked that the Council approve \$2,500 in order for Gray & Osborne to work on this information, and then provide it to Cardinal Glass engineers to equip that well. Basically, the process end result will have all wells talking to each other as well as the reservoir. ***Councilor Dowell motioned to approve the \$2,500 to Gray & Osborne for the SR505 Well Telemetry Evaluation, seconded by Councilor Contreras, motion passed unanimously.***

**3. Town Hall Meeting**

After a brief discussion the Council came to the consensus that to test the waters and see how many people showed for a town hall meeting, they would start with the Meeting on March 23<sup>rd</sup>, and recess the regular meeting for a town hall meeting. Depending upon how many people show, the town hall meeting may be moved to a different location in the future.

**4. Benaroya Memorandum of Understanding (MOU)**

Pro Tem Svenson asked Commissioner Bobby Jackson, who was in the audience, to address this issue.

Commissioner Jackson stated that given the circumstances with an individual on leave in the Community Development department, the County is supportive and willing to partner with Winlock to see the industrial project move forward. Commissioner Jackson introduced Eric Martin, their County Manager to address questions that folks might have.

Mr. Martin stated that his primary visit this evening was to hear what the City's needs are, staffing and the permitting situation, then he will go back to the County and discuss with their team. Mr. Martin referred to the County Code 17.15.015 that addresses how the County can interact within a city's urban growth area. Option #3 would appear to be the most logical fit that addresses an Interlocal Agreement, that the County has with Winlock. One of the goals here is to determine and determine well the plan so that Lee Napier can plan to schedule staff, resources, etc. Mr. Martin asked the Council and Staff what they thought our needs were. Councilor Dowell expressed that it would be with large industrial projects, as well as the Community Development Department as a whole, a one-stop shop. Mr. Martin stated that there are a couple of ways to look at a building and permitting. It would be easy enough for the County to do permitting, but that it gets very tricky when you get into zoning issues for the City. It would be a lot easier for the City to continue to do zoning.

Pro Tem Svenson stated that he was comfortable with the County working on and taking the reins with the Benaroya and industrial project. Mr. Martin reiterated that he spoke with Lee Napier again today and they are willing to work on the details with us to do so. He also stated that somewhere in the near future we need to look at annexing folks into the City out in that area. Mr. Martin said we could address that at another meeting, and that there are factors they look at for the process (i.e., population growth, compliance with the grown management act, etc.).

Pro Tem Svenson also mentioned that folks have asked him about providing sewer service out there. Jon Hinton stated that the City does have a plan that Gibbs & Olson did, although it's not complete for the industrial project.

Commissioner Jackson was asked about the \$750,000 that was on hold. He said that they're not sure at this point; however, the County is committed to seeing and hopefully get procurement of the funds to get the road built this year.

#### **5. Gifting of Funds**

Pro Tem Svenson said that he'd asked for this to be put on the agenda, stating that on February 3<sup>rd</sup> he'd witnessed the City's dump truck making several trips moving dirt from the public works yard to a property across from the Shell station on SR505 where Nova is parking their vehicles. He asked who was paying for all of this. Ms. Bradley explained that it was soil that had stockpiled at the public works yard that had come from cleaning up the Park, and a property owner asked if he could have the soil which helped the City out. Normally we would have taken it to Jones Road, but we're still waiting for a permit from the County.

The next item is gifting of funds for the police officer to live in the apartment. Pro Tem Svenson said that he's not aware of a contract for the apartment. He also asked about utilities. Ms. Haney explained that the officer had been billed ten (10%) percent of all utilities (i.e., water & sewer and PUD), which was based on square foot usage, and that in lieu of rent he is responsible for security and ensuring that there is no damage or major cleanup after events.

Pro Tem Svenson did not feel that what the officer was providing offset the cost of what should be paid.

#### **6. Surplus Items, Resolution #2020-01**

***RESOLUTION #2020-01 - A RESOLUTION OF THE CITY OF WINLOCK WASHINGTON,  
DECLARING PERSONAL PROPERTY OF THE CITY OF WINLOCK TO  
BE SURPLUS AND OF NO FURTHER USE TO THE CITY***

Ms. Haney stated that the Resolution #2020-01 before them was too surplus two (2) items, a refurbished flatbed 6 ft. x 20 ft. trailer, and diesel generator/compressor, and noted that both items according to her research had not been inventoried. Both items had been donated, and neither were titled. ***Councilor Dowell motioned to approve Resolution #2020-01 to surplus the items, seconded by Councilor Contreras, motion passed unanimously.***

#### **7. 2020 Budget**

Pro Tem Svenson asked for this on the agenda. He asked about the \$6,000 for the vehicle purchase and wanted to know what fiscal year it bought. Councilor Dowell confirmed from past minutes that the \$6,000 slated for the 2020 budget was actually spent in 2019. A budget amendment will need to be done once all 2020 items are dealt with. ***Councilor Dowell motioned to amend the 2020 Budget to remove the \$6,000 vehicle purchase since the funds were spent in 2019, seconded by Councilor Randt, motion passed unanimously.***

The only other item he thought to be tackled at this time was the \$13,000 for part-time office help, and he suggested eliminating this item. Ms. Haney requested of the Council that they not consider this at this time, due to caseload that she and Ms. Bradley had taken on with staff on leave they were going to need those funds to get temporary help to at least cover phones, file, take payments, etc. She asked that the Council at least get through the first quarter or second quarter before making the decision to pull funding. Council agreed they would revisit this later.

#### **15. CORRESPONDENCE – January 20, 2020, Police Report, AWC Board of Directors Recruitment, Municipal Research News (MRSC)**

There was no discussion on the correspondence items.

Mayor Pro Tem Svenson recessed the regular meeting at 8:50 pm and announced the Council would take five (5) to ten (10) minutes to go into executive Session to address two (2) issues.

#### **EXECUTIVE SESSION**

Council went into executive session at 8:50 pm

Council returned from executive session at 9:00 pm

#### **REGULAR SESSION**

Mayor Pro Tem Svenson called the regular meeting back to order at 9:00 pm and stated that no decisions were made during executive session.

#### **16. ADJOURNMENT**

***Councilor Dowell motioned to adjourn the meeting, seconded by Councilor Contreras, motion passed unanimously, and the meeting adjourned at 9:01 pm***

---

Brandon Svenson, Mayor

Attest:

---

Penny Jo Haney, Deputy Clerk

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