

February 27, 2023



**WINLOCK CITY COUNCIL**

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**Brandon Svenson, Mayor**

Marty Poirrier, Council Position #1 \* Eric Contreras, Council Position #2 \* Lonnie Dowell, Council Position #3 \*  
Jeremy Allman, Council Position #4 \* Lindsey Alvord, Council Position #5

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**City Council Meeting  
February 27,2023**

**1. CALL TO ORDER**

Mayor Brandon Svenson called the meeting to order at 6:01 pm

**2. DETERMINATION OF QUORUM**

Mayor Svenson, Present, Marty Poirrier, present, Council Position #1; Eric Contreras, Absent, Council Position #2; Lonnie Dowell, Present, Council Position #3, Jeremy Allman, Present, Council Position #4 Lyndsey Alvord, Present, Council Position #5. Employees present City Clerk, Penny Jo Haney and, City Attorney, MARRISA JAY.

**3. Flag Salute**

Mayor Svenson led the flag salute.

**4. APPROVAL OF AGENDA**

***Council member Lonnie Dowell motioned to amend the agenda to remove executive session. Seconded by council member Marty Poirrier. Motion Passed unanimously.***

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

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**5. OLD BUSINESS**

Mayor Svenson spoke with Amy Buzzard. She's getting a grant put together and sent in to kick off another shot at a RAISE grant for the sink holes located at the intersection of Nevil Rd. and SR 505. Mayor Svenson has no additional information to add to old business at this time. Council member Allman asked if there is an update on the ordered stuff for the Police Department . Mayor Svenson comments he does not think we have got any of it , but Ed has been out, and it's possibly being prepared, otherwise it may not have come in.

**6. MAYOR COMMENTS**

Mayor Svenson commented that everything has been going really well with all the new employees. Kenny got us through the snow. We had a water line break with freezing temperatures when it got down to Eighteen, nineteen degrees out at the end of Kerron Road. Rodney and his crew got that sorted out. Thank you to them!

**7. COUNCIL COMMENTS**

Council member Allman thanked Kenny for all the work he has done getting rid of all the snow we have had. He has done a great job. Council member Poirrier gives an update on the animal ordinance. He is still working on it. Last thing the group talked about was the grandfather clauses. They decided to legislate something and put it into writing rather than just give one person a grandfather clause, that way the law stays the same.

**8. STAFF REPORT**

**A. Kirsten Stalnaker – Parks**

Kirsten was unable to be present. Mayor Svenson spoke to her about getting organic fertilizer for the fields and getting that cleaned up. Kirsten has been working on getting the moles out of there and rocks cleaned up. Kirsten found some fertilizer from Scotts that is safe for pets and kids. We're going to look at getting some of that and trying to upgrade our fields. Keeping them in good shape. Get some more sand and dirt to fill in the potholes. Council member Poirrier commented that if the City would have a clean-up and pothole project, he is sure the community would volunteer.

**Council member Eric Contreras came on board via phone at this point.**

**10. CONSENT AGENDA**

- a. Approval of Vouchers for February 26, 2023, for \$38,868.84
- b. Approval of Minutes from February 13, 2023

***Council member Lonnie Dowell motioned to approve the agenda as amended. Second by Council member Jeremy Allman. Motion passed unanimously.***

- ***Council member Dowell - Motion***
- ***Council member Allman – second***

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

## 11. AGENDA

**a. Heidi Uhri – Hanging Baskets** . Council and Mayor Svenson discussed Bennie’s Gardens bid for just the flowers the cost is \$2,032.03. The cost has gone down from previous years. Council member Dowell asked if we are getting any closer for the high school taking over. Council and mayor Svenson mentioned that it would be nice to use the greenhouse at the high school it would be a great project for the school to take over. Council member Contreras mentioned that they are still working on the greenhouse and will possibly be finished by next year, then will be up to them. Mayor Svenson gives Heidi credit for taking care of the hanging baskets out of the kindness of her heart as this is not a paid position. Heidi does a fantastic job, she never asks for anything, and is very self-sufficient. Council member Poirrier commented that this is one of the best bids he has seen in a while. **Council member Marty Poirrier motioned to approve \$ 2,032.03 to Bennie’s Gardens for hanging baskets. Second by council member Jeremy Allman. Motion passed unanimously.**

- **Council member Poirrier - motion**
- **Council member - Allman 2<sup>nd</sup>**
- **Mayor- Swenson – N/A**
- **Council member Contreras – Approve**
- **Council member Dowell – Approve**
- **Council member Alvord– Approve**

**b. Community Building Windows – Hogg Bid-** Council discussed options and decided they need more time to get together with the finance committee and see if we can get funds from the Miller Trust Fund. **Council member Marty Poirrier motioned to table Community Building windows until we have more information from Miller Trust Fund. Seconded by Councilor Jeremy Allman, motion passed unanimously.**

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

**c. Storage Containers** – Council members and attorney Marissa Jay discussed repealing or replacing Ordinance NO.1059 The purpose of this ordinance is to establish standards for placement of shipping containers as storage facilities in the city limits of Winlock. **Council member Jeremy Allman motioned to table until an ordinance is available. Second by council member Marty Poirrier, motion passed unanimously.**

- **Council member Allman – motion**

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

**d. Invoice Cloud “I-Cloud” Payment System** - Mayor Svenson mentions that we had a demonstration, but it was not on the agenda to approve. Council member Poirrier questions our current processing fees. City Clerk Penny Jo stated that our current processing fee is 3% on the balance for debit and credit cards, electronic checks are \$2.00. Invoice Cloud came back to us with \$1.95 for electronic funds and the 3%, they also waved 50% for scanners, so instead of being \$20.00 dollars per scanner the price will be \$10.00 dollars per scanner. Attorney Marissa Jay states you are under contract for five years and you automatically renew every three years. Marissa states that there is a breach section that states you have to provide a ninety-day(90) notice prior to the current term. Marissa mentions that the bid is good for ninety- days. Penny Jo states we will have to let our current third-party provider know by August at the latest. **Council member Marty Poirrier made a motion to table Invoice Cloud until further information. Second by council member Jeremy Allman, motion passed unanimously.**

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

**e. Ordinance No. 1129 – Flags Tabled from February 13, 2023** - Mayor Brandon Svenson reads. City of Winlock Washington Ordinance No. 1129. **AN ORDINANCE OF THE CITY OF WINLOCK, WASHINGTON CREATING A NEW CHAPTER 1.25 OF WINLOCK MUNICIPAL CODE; ESTABLISHING A CITY FLAG POLICY; AND PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.** **Council member Marty Poirrier motioned to approve Ordinance No.1129 . Seconded by council member Jeremy Allman. Council member Marty Poirrier rescinded first motion. Council member Marty Poirrier made a new motion to approve Ordinance No. 1129 with legal description amended. Seconded by council member Jeremy Allman, Motion passed unanimously.**

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

**f. Toledo Court Services and Fees** – Mayor Svenson, Council and city attorney Marissa Discussed. An interlocal agreement between the City of Winlock and the City of Toledo for the provision of municipal court services. Marissa states that the contract excludes the contract with Judge Unzelman. He would have his own contract with Toledo. Excluding prosecution services as we would have our own contract with Toledo. Public defender contract Joseph Enbody would probably be separate this will not be a cost

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that the City of Winlock would incur. This will be a cost that the City of Toledo will incur. There is also a provision for passthrough so if an interpreter is needed there is a cost that will be a passthrough to Toledo. There are no fees set at this time . ***Council member Jeremy Allman motioned to table Toledo Courts Services until further information is provided. Seconded by council member Marty Poirrier, motion passed unanimously.***

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

***13. Council member Lonnie Dowell motioned to adjourn the meeting. seconded by Council member Lyndsey Alvord., motion passed unanimously. The meeting adjourned at 7:10 p.m.***

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

**The Mayor adjourned the meeting at 7:06 pm.**

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Brandon Svenson, Mayor

Attest:

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Penny Jo Haney, City Clerk