



**WINLOCK CITY COUNCIL**

323 NE First Street / PO Box 777, Winlock, WA 98596

Phone: 360-785-3811 – Fax: 360-785-4378

Hearing Impaired Access (TTY) 711 or 1-800-833-6388

Email: [cityclerk@cityofwinlock.com](mailto:cityclerk@cityofwinlock.com) Website: [www.cityofwinlock.com](http://www.cityofwinlock.com)

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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  
March 13, 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, absent, Eric Contreras, present, Lonnie Dowell, Present, Jeremy Allman, Present, Lyndsey Alvord, Present. Employees present City Clerk, Penny Jo Haney and, City Attorney, Marissa Jay.

**3. Flag Salute**

Mayor Svenson led the flag salute.

**4. APPROVAL OF AGENDA**

***Council member Jeremy Allman motioned to approve the agenda as presented. Seconded by council member Eric Contreras. Motion Passed unanimously.***

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

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**5. OLD BUSINESS**

Mayor Svenson comments that there is no old business to report at this time.

**6. MAYOR COMMENTS**

Mayor Svenson commented that things have been running smooth. We are going to order organic fertilizer for the park that should be safe for kids and pets. Something we have not done in the past but would like to do, get the fields looking better. We can get sand to fill in the baseball field and seed for the soccer field and invest a little into our fields.

**7. COUNCIL COMMENTS**

Council member Dowell commented that he was going to seek approval for a grant from Puget Sound Energy for the windows at the community building. Penny Jo replies that she has already got the form filled out and Puget Sound will be here Thursday to do a walk-through.

**8. STAFF REPORT**

- A. Chief Valentine – Was not present to read report.
- B. Robert Webster – was not present to read report.
- C.

**9. Public comments-**

**Kathy Chastain-** Kathy commented that she has been researching and found that Washington state has government funding for small towns to help with upgrades for buildings that are Fifty plus years old such as the community building. The Hart Family Fund foundation specific to help conservation and upgrades to older buildings.

**Evaristo Gomez-** Evaristo requested to have two (2) speed bumps put in place between the cemetery and the bend in the road leading down into town. High volume area and the majority of traffic speeds through there. Evaristo feels the speed bumps will help the community and make Cowlitz Road safer for those driving through, and especially for the families that reside there. Evaristo has given a petition from the community supporting his request.

**Frank Masuoka-** Frank requested two (2) speed bumps for the safety of his home and community between the cemetery and the bend in the road due to the excessive speeding problem. Frank has provided pictures and a copy of section 8.05.20 Purpose of Winlock.

**10. CONSENT AGENDA**

- a. Approval of Vouchers for March 13, 2023, \$233,111.49
- b. Approval of Minutes from February 13, 2023

***Council member Jeremy Allman motioned to approve the consent agenda. Seconded by Council member Lonnie Dowell. Motion passed unanimously.***

- ***Council member Allman - Motion***
- ***Council member Dowell - 2<sup>nd</sup>***

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## 11. AGENDA

**a. Richard Debolt, and Amy Buzzard, Alliance update-** Richard runs an organization called Economic Alliance of Lewis County. Richard comes every year to inform council on what they have been working on this past year as an agency for the community. Supplying information on different workshops , and career opportunities. Richard provided a copy of the Lewis County Dig Once Pilot Project Review Recommendation for Statewide Policy. They have also retained Amy Buzzard to help them work on grants for small business owners. Amy informs council that she applied for the RAISE grant and also applied for preparation for the same project.

**b. I-Cloud Bill Payment System – Tabled from 2-27-23-** Matt joins us via phone to answer any questions or concerns Council and any public members may have. ***Council member Jeremy Allman motioned to approve the I-Cloud Bill Payment System. Seconded by Councilor Eric Contreras, motion passed unanimously.***

Council member Marty Poirrier came on board via phone at this point.

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

**c. Community Building Windows & Ramp, Miller Trust Request-Tabled from 2-27-23.** Mayor Svenson comments that the Miller Trust request did not occur. Council member Allman comments that we have enough in our budget. ***Council member Jeremy Allman motioned to pay the full contract for the community building windows and ramp. Second by council member Lonnie Dowell, motion passed unanimously.***

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

**d. Community Building Bathroom Remodel -** Mayor Svenson and council discuss remodeling the front office into a men and women bathroom. ***Council member Jeremy Allman made a motion to approve \$7,611.63 for the bathroom remodel at the Community Building to come out of the Arpa funds. Second by council member Eric Contreras , motion passed unanimously.***

- ***Council member Allman– Motion***
- ***Council member Contreras – second***
- ***Mayor Svenson – N/A***

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

**e. Resolution No.2023-02 Electronic signatures and remote notarization – Mayor Svenson reads. A RESOLUTION OF THE CITY OF WINLOCK, WASHINGTON, AUTHORIZING THE USE OF ELECTRONIC SIGNATURES AND REMOTE NOTORIZATION IN CONDUCTING CITY BUISINESS; AND ADOPTING AN ELECTRONIC SIGNATURE AND REMOTE NOTARIZATION POLICY; AND PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE. Council member Jeremy Allman makes a motion to approve RESOLUTION No.2023-02 Electronic signatures and remote notarization. Second, by council member Lonnie Dowell, Motion passed unanimously.**

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

**f. Storage Containers – Tabled from 2-27-23. Council and City Attorney Marissa Jay discuss codes for an ordinance, and they are going to seek feedback from Planning Director Robert Webster Council member Jeremy Allman motion to table storage containers until an ordinance is prepared. Seconded by council member Eric Contreras, motion passed unanimously.**

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

**g. City Shop Lighting Fund Request- Council discussed what would be the most efficient lighting. Council member Eric Contreras motioned to approve \$1,271.74 for the city shop lights. Seconded By council Jeremy Allman, motion passed unanimously.**

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

**h. Discontinue & Refund Utility Deposits- City Clerk Penny Jo proposes to eliminate the \$175.00. utility deposit. City Attorney Marissa Jay informs Council that we will have to amend an ordinance. Council member Lyndsey Alvord motion to table to amend an ordinance for utility deposit refund Second by Council member Jeremy Allman, motion passed unanimously.**

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

**13. Executive Session – Potential Litigation.** Mayor Svenson recessed the regular meeting at 7:24 pm to discuss Potential Litigation for ten minutes (10 min). Mayor Svenson and Council returned to the regular meeting at 7:36 pm and stated that no decisions were made.

**14. Council member Lonnie Dowell motion to adjourn the meeting. seconded by Council member Eric Contreras, motion passed unanimously. The meeting adjourned at 7:37 p.m.**

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

**The Mayor adjourned the meeting at 7:37 pm.**

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Brandon Svenson, Mayor

Attest:

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Penny Jo Haney, City Clerk