

CITY OF WINLOCK  
CITY COUNCIL  
REGULAR COUNCIL MEETING – 6:00 PM  
March 22, 2021

**Due to the Emergency of COVID-19 the Council Meeting Will be Conducted via Teleconference. Please call 360-785-2311 to join the Meeting.**

**1. CALL TO ORDER**

Mayor Svenson called the meeting to order at 6:00 pm

**2. DETERMINATION OF QUORUM**

Marty Poirrier, Council Position #1; Eric Contreras present, Council Position #2; Lonnie Dowell, Council Position #3; Jeramy Allman, Council Position #4; Anne Randt, Council Position #5

Others Present: Penny Jo Haney, Clerk Treasurer; Jim Buzzard, City Attorney; Robert Webster, Community Development; Rodney Cecil, Water/Sewer

**3. FLAG SALUTE**

Mayor Svenson led the flag salute.

**4. Approval of Agenda**

*Council member Jeramy Allman motions to amend the agenda by removing D. Council member Eric Contreras 2<sup>nd</sup>. Passed Unanimously.*

- Council member Allman – Motion
- Council member Contreras – 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

**5. Old Business**

There was no old business.

**6. Mayor Comments**

Mayor Svenson Thanks Carolyn Nixon for the clock that she brought in for the community building. He also states that the City will be helping the food bank locate the water lines and anything necessary as they do their sidewalk project.

**7. Council comments**

There were no council comments.

**8. Committee reports**

**a. Finance**

Jeremy Allman talks about finances. He says they are still looking good. He found some stuff located in some wrong funds, and the fee for recharging fire extinguishers almost doubled for every department this year. Other than that, things look good.

**b. Grants**

Mayor Svenson says that he applied for some funds to help repair the culvert and sink hole areas on Nevil and should be hearing back soon.

Council member Contreras speaks on grants. He found one for getting faster internet in the areas and he will be attending a zoom meeting next week for more information on this.

Council member Dowell has contacted the Department of Commerce about a grant. They are supposed to be sending a list to all municipalities as to what is available to them with their open seasons. They will be able to pick and choose what is needed.

**c. Parks**

Council member Randt attended the park board meeting on March 1<sup>st</sup> at Winolequa park. Petrich Tree Service did a great job taking down the trees and were down at the park cleaning during the meeting. The park board still needs one last member to have a full board. Plans were discussed for a tentative weekend reserved for removing broken playground equipment. Light fixtures in kitchen need attention, and the park caretaker asked about the possibility of using the city dump truck to remove rubbish in park. Volunteer park was brought up and ADA codes are a concern. They are looking up grant information. The next board meeting will be on April 5<sup>th</sup>.

**11. Staff Reports**

There were no staff reports.

**12. Public Comments**

There were no comments.

**13. Consent Agenda**

**a. Approval of Vouchers \$84,597.33**

Council member Allman asks Rodney Cecil what is going on with the power usage for the pump station at Nevil and 505. Cecil explains that they run more hours. He says there may be a grant they can get for bringing the costs down.

**b. Minutes of March 8, 2021**

**Council member Jeramy Allman motions to approve the consent agenda for Vouchers in the amount of \$84,597.33 and Minutes of March 8th. Council member Marty Poirrier 2<sup>nd</sup>. Passed unanimously.**

- **Council member Allman – 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**

**14. Agenda**

**a. Timberland Regional Library, Access Control Project – Cheryl Heywood and Aisha Bayness**

Cheryl discusses the project with Council. She asks Council if they received the flyer that was previously sent and asks if anyone has any questions. She says that if the City approves and allows them to install a key card entry, the city employees would have their own cards and access as well. This is called access control.

The second part is on access hours. She says that it was done at their location in McCleary. It would be for potentially seven (7) days a week access from about 7 am to 8 pm.

Cardholder members for the library will have to opt in for this. Council member Poirrier asked if this means that people who hold a card can gain access to the inside of the library during those times even when no one else is present? Cheryl confirms that this is correct. He asks what will make them leave at 8 pm? Cheryl says that there will be cameras that Aisha can monitor on her phone. She says that in the past at the McCleary location, people always left by 8 pm. Cheryl says that the board of trustees has given them the go ahead to do this in multiple locations including Winlock. She says that also, the wireless infrastructure in 27 libraries is 5 years old and it needs to be replaced this year. TRL wants to save 10 – 15 % on labor costs and would like to tie all these things in together. She said the tentative estimate as of now for cameras, access control specifically for the Winlock library is coming close to \$59,300. That is not the final quote she says, as she believes it will go up.

The access control was discussed further, and it seems that you must be a card holder, 18 and older. It is an honor system where the privilege will be revoked for any cardholder that would violate it. Council member Dowell asks how often there will be an employee present. The regular staff hours of 27 hours a week will remain the same.

Mayor Svenson says that his police department does not have the time to keep watch over the library, and that the Chief of Police is adamantly against it. Cheryl says that if they decide against it, there may not be the funds later if they change their mind.

The possibilities for card theft were discussed.

Council member Dowell expresses that he thinks this is a great idea for the citizens. He does ask if there are blockers on the computers to prevent people from looking at illegal content. Cheryl says that anyone under 18 are blocked from certain sites, otherwise as far as illegal activity, they can see who is searching what and discipline or prosecution would be applied as needed.

Mayor Svenson adds that if he starts to see an increase in court cases and prosecution fees going up to deal with problems at the library, he will be bringing this back to the table for discussion.

Cheryl reminds the council that the council needs to have their binder in the library of cleaning materials.

***Council member Dowell motions to approve the access control project for the Timberland Library. Council member Marty Poirrier 2<sup>nd</sup>. Motion fails.***

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

**b. Schambaugh Estates Development – Aaron Fuller, Fuller Designs.**

Aaron Fuller addresses the Council on the subdivision. The road will be 32 feet wide, sidewalks on both sides, and a cul-de-sac. There will be two (2) storm water ponds. Council members ask if this is city, or county. It is city. City discusses with Aaron the logistics of city and county areas, and potential roads.

***Council member Jeramy Allman motions to approve Schambaugh Estates Development. Council member Anne Randt 2<sup>nd</sup>. Passed unanimously.***

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

**c. Capital Improvement Fund Diffusers – Rodney Cecil**

Cecil asks if anyone has any general questions. No one did. He says when they redid the digesters a few years ago, there was no extra money for the diffusers. He explains that with these diffusers, the city can save some money. He has a few quotes with time frames. Rodney says that he is working on getting the best price for the diffusers. There will be 153 diffusers going in. Their purpose is to add oxygen and keep things flowing and mixing better. He emphasizes that above all, the membranes need protected because if they go, it is about a million dollars to fix that problem.

When sludge is hauled off in June through August, it is 8 cents a gallon, and it is 23 cents the rest of the year.

Svenson asks if the amount he is asking for out of his capital improvement fund is \$33,000.00 and Rodney confirms and states that he will be trying to hold onto it.

***Council member Jeramy Allman motions to approve the capital improvement fund for the diffusers at the cost of \$33,000.00. Council member Anne Randt 2<sup>nd</sup>. Passed Unanimously.***

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

**d. Resolution 2021-04 Shoreline Master Plan – Robert Webster – Removed**

**e. Vision Software**

Council member Marty Poirrier speaks on this. He states that Penny Jo and Robert Webster have been asking for a more efficient way to process permits. Vision software is currently used to process the water bills. Other cities are using it, and they are happy with it. The City will own the software. There will be no monthly fee. There will be a yearly fee to pay for

updated versions and 24-hour customer support. Mayor Svenson says that most of the municipalities in Lewis County do use Vision, though he is not sure what the county uses. He says there is the possibility of .09 funds for this. Svenson states that he does believe Robert Webster specifically can use this as he is taking on more than past community developers in Winlock.

Council member Dowell believes that since Winlock is already using four (4) pieces of the software, the price of the entire deal should not need to be paid but instead, the amount for the upgrades that are not currently being used by the City.

Council member Poirrier explains that there is a bit of a discount. He also explains that comparable to other software options that do the same thing, this is less expensive.

The Council discusses the price, and longevity of use.

Penny Jo Haney adds that with everything that is going on in community development, and the amount of work that is put on to Robert in that department, it will also have an impact on the billing department as well. She also says that if it is a choice between billing or community development, she would like to see it in the community development department. This will be a great benefit.

***Council member party Poirrier motions to table this subject until they can get more information on it. Council member Jeramy Allman 2<sup>nd</sup>. Passed unanimously.***

- Council member Poirier – Motion
- Council member Allman – 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

#### **15. Correspondence**

- a. Financial Statements
- b. AWC InFocus Management
- c. AWV City Voice

#### **16. Adjournment**

***Council member Eric Contreras motions to adjourn. Council member Anne Randt 2<sup>nd</sup>. Passed unanimously. The meeting was adjourned at 6:59 p.m.***

- **Council member Contreras – Motion**
- **Council member Randt – 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**

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Brandon Svenson, Mayor

Attest:

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Penny Jo Haney, Clerk-Treasurer

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