

CITY OF WINLOCK

CITY COUNCIL

Council Meeting – 6:30 pm

Monday April 27, 2020

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 6:30 pm.

2. Determination of Quorum

Mayor Brandon Svenson present. Vacant, council position #1. Eric Contreras, council position #2. Lonnie Dowell, Council position #3. Jeramy Allman, council position #4. Anne Randt, council position #5.

Deputy clerk Penny Jo Haney

3. Flag Salute

Mayor Svenson led flag salute.

4. Approval of Agenda

Council member Anne Randt moves to approve the agenda.

Council member Randt motion, Council member Allman 2nd, passed unanimously.

- Council member Randt – motion
- Council member Allman – 2nd
- Mayor Brandon Svenson – N/A
- Council member Randt – Approve
- Council member Dowell – Approve

- **Council member Contreras – Approve**
- **Council member Allman – Approve**

5. Public Hearing – General Purpose Grant

Mayor Svenson asks if Jon is with them via telephone, and states that they are now opening the public hearing. No answer from Jon Hinton over the phone. Mayor Svenson reads from the culvert repair replacement study. A brief summary of reading: In February 2017, an emergency repair for a sink hole at the intersection of Nevil road was performed by Washington State Department of Transportation. The sinkhole was caused by a failure of a steel culvert at that location. The city applied for funding and to determine the best method for repairing the sink hole. They received a community development block grant to study the culvert and evaluate repair replacement alternatives. The city contracted with Gray and Osborne in March of 2019 to prepare a culvert repair replacement feasibility study. The study analyzed storm flows, hydraulic capacity, existing utilities, critical areas, fish passage and permitting issues. Some alternatives proposed included the repair of the existing culvert and replacing culvert with a concrete box that would allow for fish passage. This alternative would require the city to always maintain the culvert. Discussion between the tribes, and fish and wildlife would need to occur determine whether fish passage would be required. After hearing public comments, it is recommended that city council accept this proposal.

Mayor Svenson states that if there are any public comments at this time, press 1 to speak. Jon Hinton speaks and says that Svenson did a great job on the read and says that he is there to answer any questions. Svenson asks if there is anyone else. There was no one. Svenson asks if council has any questions. There were no questions. Svenson then asks Hinton if there is anything that he would like to add. Hinton says that they need to get some letters to the tribes and Fish and Wildlife to see if this passage is required or not. He wants to iterate the idea that the fish cannot really get up there from the Olequa creek in the first place, so there would not be much point in going with this kind of culvert at the price point of one and a half million dollars. Hinton thinks that if they can get that point across and confirm that the fish passage is not acquired, the repair of the existing culvert could be done which would be preferable.

Anne Randt asks if this is funding that needed to be applied for. Hinton answered that yes, it is, and there are funding options out there. He gives some examples.

Mayor Svenson asks how pressing it is to get this done right now. Hinton says it is holding up right now, but it would be good to get the fish passage thing sorted out right now.

Eric Contreras asks about the kind of maintenance would need to be done. Hinton explains and continues answering questions for a while longer.

When there are no other questions. Svenson asks for a motion.

Council member Randt motion, Council member Allman 2nd, passed unanimously.

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

6. Old Business

Mayor Svenson asks if there was anything. Council member Contreras asks about the caretaker trailer. Svenson states that they just got the check for the \$107 out today. Contreras asks about maybe having someone move in there and help with repairs. There still needs to be a proper contract worked out for caretaker. He stated that there are still some things that need to be talked about and can be added to the next meeting. Svenson asks if there is anything else. There was not.

7. Mayor Comments

Svenson talks about the repairs on First St. being a go. Svenson also thanked the residents for Winlock for hanging in there during COVID-19. He looks forward to things getting going again and supporting local businesses.

Svenson talked about the trees around the cellphone tower. He says that Version went ahead and cut the trees down at no cost to the city. There was, however, one more tree that was brought to his attention. He said that he will get some bids on it to present at the next meeting. He says that is about all he has.

8. Council Comments

Council member Anne Randt asks what the other members think about holding a budget workshop. Council member Allman asks when she would like to do it. Randt says that it makes no difference to her and that whenever they would like to set it up. Dowell says that it needs to be prior to a meeting so that they would not be paid for it. He mentioned that they could discuss this at the next meeting. Council discusses and agrees that it should be before a council meeting. Council members would like to push it out until the 26th so that they have to prepare and should last about an hour, starting at 5:30 pm. The council agreed.

Contreras talks about doing some kind of banner or photo display for the graduating class of 2020 up on First St. It looks like there are about 40 graduation students. Svenson states that he supports the idea. Council is all in favor.

No other comments.

Council member Contreras motion, Council member Randt 2nd, passed unanimously.

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

9. Staff Reports

Penny Jo Haney presents her report about dollar amounts and house changes. She asks if there is anything that anyone would like to see different or removed. In regard to Grand Prairie Haney says that Stormy would be able to explain better.

Svenson talks about the logistics of turn lanes. Randt asks for is responsible for the completion of the park in Grand Prairie. Svenson says that would be the HOA out there, but he does not think one has been formed yet.

Council Dowell says that on the staff reports, he does not think that they need 2017, 18, or 19 anymore. He also just wants to know how many new hookups the city is getting rather than how many houses have sold. He says that houses sold does not necessarily equate to how many hookups there are. Haney says that is doable.

No more comments or reports.

10. Public Comments

Mayor Svenson states that if there a is anyone on the phone that would like to comment, to press 1 to unmute, and state their name. Each person has 5 minutes.

Lindsey Pollock speaks about Vader being unable to make their court fine payments to Winlock. She thinks that the district clerk will be able to solve that problem.

No other comments.

11. Consent Agenda

a. Approval of Vouchers April 13, 2020, for \$ 73,176.34 and April 27, 2020, for \$9,989.65

Svenson apologizes in advance for the minutes. It has been busy in the office with just two people handling everything and that they are still getting caught up on that.

Council discusses vouchers. Randt asks about one for April 2nd, and Svenson addresses. It still needs sorted out.

Randt asks about an invoice for the Department of Retirement for \$25.00 on the 2nd of April. Haney explains that it is an annual administrative fee.

On late fees, Randt asks if there are vouchers that need to be paid before council meetings, and if there would be late fees. Haney explains that typically, no, there is not a late fee.

Dowell asks about the COVID-19 pandemic and how people are not supposed to be charged late fees at this time. Svenson says that he does not know. He states that there was a period where things were not caught up, but he believes they are now, and going forward there should not be any more of those kinds of issues.

Dowell asked about a refund amount that he sees and had concerns about that amount. Haney explains that they are from over-paid accounts from houses in escrow, and that the costumers were getting paid back for that.

Svenson asks if there are any other questions or comments. There were none.

Council member Dowell moves to approve, Council member Contreras 2nd, passed unanimously.

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

12. Approval of Minutes for Council Meetings (Unavailable)

13. Agenda Discussion and/or Action

a. Water and Sewer Fund Request – R. Cecil

Rodney says that the construction crews are back on Mill St, and within the next couple of weeks, paving should be completed. Contreras asks about possible speed bumps being put into the area. Rodney does not think that it could be done on Arden. Cecil says that he can bring that up if there is any money left. He asks if there were any other questions. There were none.

Cecil says that the new wells are in the planning phase and should be done by July or August.

There was a VFD drive that had a blowout. There was an emergency repair needed that he could not wait to bring to council, so he talked to Mayor Svenson about it, and a part was ordered. Cecil goes over costs. He says that it is installed and working. He asks if there is anyone who would like to talk about this. There was no comment.

Cecil goes on to talk about someone whose meter was put in incorrectly. Because of this, when the construction crew came in, they cut the line directly to his house, and it ruined his water line. The construction crew did fix it, but they did not fix the damages to his yard. This individual did the repairs and is down \$316.12. Cecil would like to reimburse him, and then get the money from the construction crew after they go over amounts later. Cecil believes that the city is responsible for this because it is due to the meter being put in incorrectly and would like to get the guy reimbursed ASAP. Lonnie wanted a closer look at the recipes.

Cecil talks about a new pump to replace one that failed. It was on the #1 pump. He explained that it was the motor, and not the pump itself, but thought it would be better to buy a new pump all together rather than putting a new motor on an 8-year-old pump. He goes over the costs with council.

His last item was about the phase 2 of the galvanized line project. He believes the water loss will get down to 20% which he says is not where it needs to be but will be a lot better where they are.

Council member Dowell says that he would like to approve the \$ 17,312.16 out of the capital improvement fund.

Council member Contreras stated that he wanted to make a second motion.

Council member Dowell retracts his first motion and replaces with second.

Two motions were made.

One for the \$17,000, out of the capital improvement fund for the VFD and one for \$312.16 pending the visual of the above-mentioned receipt.

Council member Dowell motions, council member Randt 2nd, passed unanimously.

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

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

b. Council Position #1 Vacancy

Vacancy was discussed. Dowell believes that if they were to interview and appoint on 8th June, that would give enough time for advertisement, and citizens to come forward with applications. Advertisement locations were discussed. It was agreed to advertise for one week via the local paper, and the billboard next to The Plaza. Contreras makes the motion to appoint a new council member by May 26th with an ad going out on the 1st with a closing date on 20th for applications.

Council member Eric Contreras motion, Council member Allman 2nd, passed unanimously.

**Council member Contreras – Motion
Council member Allman – 2nd**

Mayor Brandon Svenson - N/A

Council member Randt – Approve

Council member – Dowell Approve

Council member Contreras – Approve

c. Appoint Mayor Pro-Tem

. Randt states that she nominates Jeremy Allman. Dowell seconds, and Svenson accepts.

Council member Randt motion, Council member Dowell, 2nd, passed unanimously.

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

d. Water and Sewer Payment Plan

Mayor Svenson talks about how some businesses have been able to stay open and in business during COVID-19, while others have not. Svenson asks if there are any questions. Dowell asks if it is legal for the city to carry a balance for people. Svenson understands that in this situation then yes, it would be legal to do so. The only other option would be shutting off water on people. Contreras says that most other cities are holding the balance for people right now. The logistics of this are discussed. Randt asks if Winlock has an ordinance that needs to be followed. Svenson asks if they can bring this up again on the 11th. Haney states that there are about 45 people out there that would fall into this category. Randt suggests putting “Emergency” right in front of “Differed”

This is a new kind of situation and Mayor Svenson states that they are doing their best to work with people on this.

Dowell makes a motion for approval of changes.

Council member Dowell motions, Council member Contreras 2nd, passed unanimously.

- **Council member Dowell – Motion**
- **Council member Contreras – 2nd**

- **Mayor Svenson – N/A**
- **Council member Randt – Approve**
- **Council member Dowell – Approve**
- **Council member Contreras – Approve**
- **Council member Allman – Approve**

e. Community Building Lease Caretaker Agreement

Mayor Svenson states that the Governor extended this until June. Svenson has been advised by city attorney not to make any changes to the agreement at this time. Mayor Svenson asks if anyone has a number that they would like to see monthly for the apartment, and the caretaking aspect. Contreras says that for the caretaking aspect he would like to see clean up after parties, mowing the lawn, washing windows, and things like that. He says that if that is going to be part of the agreement for staying in there, a lowered rent price would be acceptable, not including utilities. Dowell states that he has no issue with anyone staying there but has an issue with someone staying there and not doing anything to upkeep. Svenson states that he spoke with the officer about this, and that he is ok with doing these things. Contreras says that he likes the idea of having an officer really close by for when calls come in and he is already right in town. Randt says that if he is willing to pay a portion of rent, all utilities, and work of the other portion of rent in maintenance, she would be ok with that. The council discusses the logistics of these things. Randt talks about the apartment being very narrow, and she does not think it would be easy to find someone who would pay 700 something a month for it.

14. Correspondence – Proclamation by the Governor; Change order 2019 W/S System; Winlock Park Board; U.S. Dept. of the Treasury Reimbursement Request of City of Winlock Expenses Due to COVID-19; Cash Out, Employee Activity (Through March 2020)

Haney talks about re-imburement, and how she has been handling those statements. She says that there are still about 40 people that need to get paid.

Dowell asks if there are any questions for the correspondence. Randt talks about the volunteers that have been at Winolequa park but wants to know about Volunteer park as the grass needs to be mowed there. She asks how it has been going at Winolequa park. There has been no caretaker. Svenson states that Kenny has been on it and has been doing an excellent job doing so especially being just himself. Svenson says they are working on getting the cameras up and running.

Mayor Svenson says that Egg Day has been cancelled but is looking into getting a little something going. Contreras says the Club is also working on getting permeants to do something as well.

15. Adjournment

Council member Dowell motions, Randt 2nd, passed unanimously.

- Council member Dowell - Motions
- Council member Randt – 2nd
- Mayor Svenson N/A
- Council member Randt – Approve
- Council member Dowell – Approve
- Council member Contreras – Approve
- Council member Allman - Approve

Mayor Pro Tem

Attest:

Penny Jo Haney, Acting City Clerk

Note: For audio details of the meetings please visit www.avcaptureall.com