

CITY OF WINLOCK  
CITY COUNCIL  
REGULAR COUNCIL MEETING – 6:00 PM  
May 10, 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, Excused Absent; Eric Contreras, Council Position #2; Lonnie Dowell, Council Position #3; Jeremy Allman, Council Position #4; Anne Randt, Council Position #5

Others Present: Penny Jo Haney, Clerk Treasurer; Jim Buzzard, City Attorney; Robert Webster, Community Development

**FLAG SALUTE**

Mayor Svenson led the flag salute.

**3. Approval of Agenda**

***Council member Jeremy Allman motions to approve agenda. 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 Randt – Approve
- Council member Dowell – Approve
- Council member Contreras – Approve
- Council member Allman – Approve
- Council member – Poirrier – Absent

**4. Old Business**

Council member Allman asks how the new police vehicle is doing. Mayor Svenson reports that it is still going through some finishing touches and the estimated time of completion is about a week.

Council member Randt asks if there are any updates on the impact fees. Svenson states that he is still waiting on the new engineer to do a feasibility study. There has also been discussion with some people who represent the majority, and minority, on Mickelsen parkway and the possibility of it becoming a tax district.

**5. Mayor comments**

Mayor Svenson mentioned the hanging flower baskets around town. The Lions Club, Viola, Jeramy Allman, and Kenny from public works all helped get those up. Jeanie Emmenegger has been doing the whiskey barrels (that serve as flowerpots outside each business) Everything is looking beautiful. Jeramy Allman mentions that Paul and Travis also helped. Mayor Svenson also mentioned the Vader May Day event and that it went very well.

The comments move to Egg Day. The Egg Day egg float is getting a facelift. Glenn Cook will be donating his parking lot on Egg Day for vendors. The Rowdy Rooster across from the lot will be making egg salad sandwiches. Tommy Thompson will be doing a corn hole tournament, and there has been talk of a dunk tank. Svenson thinks there will be people who would enjoy seeing him in the dunk tank. There is talk also of a hard-boiled egg eating competition.

There was a flier from AWC. They are looking for some council members to join their online event on June 24, from 10:00 am to 11:30 am. Council member Eric Contreras said that he may be able to attend. There will be a vote of some kind, but it is unclear as to what. Council members Allman and Randt state that they will attend for sure.

**6. Council Comments**

Council member Contreras says that he has been talking with some of the students at the high school. They would like to do another graduation parade like they did last year. Mayor Svenson says that he will speak with the Chief and see what can be put together to make this parade happen.

Council member Dowell states that there are three (3) spots for council, and the mayor's seat up for election and that if anyone is interested, they have from May 17<sup>th</sup>, 9:00 am to May 21<sup>st</sup> to register and get their name on the ballot.

**7. Staff Reports**

Mayor Svenson reads from Chief Valentine's police report from the month of April. There were thirty-three (33) accidents, one (1) agency assist, two (2) alarms, three (3) animals, one (1) attempt to contact, three (3) civil issues, five (5) disorderly disputes, two (2) harassments, fifteen (15) information, two (2) littering, one (1) shooting complaint, seven (7) suspicious, three (3) theft, twenty-nine (29) traffic, six (6) trespassing, one (1) vehicle prowl, and one (1) vandalism.

Mayor Svenson asks if anyone has any questions. There were none. Svenson mentions that he has been parking the old police cruiser around town, parking it in different locations to cause people to slow down, and it has been working.

**8. Public Comment** - There was no public comment.

**9. Consent Agenda**

- a. **Approval of Vouchers \$125,693.37**
- b. **Minutes of April 26, 2021**

*Council member Lonnie Dowell moves to approve the consent agenda as written. Council member Allman, 2<sup>nd</sup>. Passed unanimously.*

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

#### **10. Agenda**

- a. **First Street Close Out – Jon Hinton, Gray and Osborne**

Mr. Hinton recommends that the Council accept the First Street project as complete for the final amount of \$833,556.92 which will allow things to move forward with TIB, and get money coming back to the City. Mayor Svenson asks if there was anything on there about the paint striping. Hinton says that the first part of the street did not have a center stripe, so it did not make sense for the second part to have one. Hinton says that he looked on Google and did not see it. It was bid, but it was not paid for so the city was not charged for it.

Clerk Treasurer Penny Jo Haney comments that \$606.22 is what remains is needing to be paid.

*Council member Lonnie Dowell makes a motion to accept the closeout for the SE First Street Project. Council member Eric Contreras 2<sup>nd</sup>. Passed unanimously.*

- **Council member Dowell – 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 – Absent**

- b. **Park Tree Bid**

Kirsten Stalnaker, with the park board, answers questions for council on the matter of park tree bids.

Councilor Dowell asks if all three (3) tree removal companies will be doing the exact same thing. Stalnaker explains that two (2) companies will be chipping the fallen trees, and the one other will be leaving the felled trees cut into lengths for the neighbors, or citizens to chop up and take home.

It was brought up that Petrich did the last tree job in the park and did it very well. They also had the lowest bid. Council member Dowell noted that their bid did not include tax. Stalnaker explains that in their bid, the tax is included.

Svenson stated that he spoke with Petrich and that they are also willing to chip some extra stuff laying in the park as well. Stalnaker adds that they did extra work as well in their last job.

Council discusses the number of trees being removed. There is one (1) tree that has several trunks, and the number of trunks from the tree being taken out was discussed. It will be two (2) out of the five (5) trunks because it is the two (2) that are dead and hanging over the road. There is ivy covering the entire tree so eventually, it will completely die and become a hazard but for now the Park Board and Council agrees to go with one of the tree companies who only bid on taking out two (2) of the five (5) trunks.

***Council member Anne Randt motions that the bid from Petrich Tree Removal of \$2000.00 be accepted. Council member Lonnie Dowell 2<sup>nd</sup>. Passed unanimously.***

- **Council member Dowell – 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 – Absent**

**c. Fund Request for Pressure Sustaining Valve – Rodney Cecil**

Rodney Cecil asks if anyone has any questions on #1. There is a pressure study being done. When they put in a booster station, they did not valve it right, and it needs to be fixed. There is no documentation on who valved it, but Cecil confirmed it was like that when he came on the job.

Cecil talks about an old pump that is about fourteen (14) years old that should be replaced. He suggests that a brand-new pump be bought rather than a used one, because there will be a five (5-year) warranty with a new one. The council talks about possibly rebuilding the old one and kept as a spare. Cecil says that would cost some money and likely it would not be needed.

Cecil says that \$15,000.00 is what he is asking for, to cover everything.

***Council member Jeramy Allman motions to approve \$15,000.00 out of capital improvement to be used for water and sewer department. Council member Anne Randt 2<sup>nd</sup>. Approved unanimously.***

- Council member Allman – 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 – Absent

**d. Community Development Director Job Description**

Council member Dowell asks if the assistant duties are included as well with what the director would do. Deputy Clerk explains that there is another job description for the assistant. The one in question currently is just for the director.

Council member Dowell asks about the ability to gain certification within one (1) year of the hire date. He asks if it was from the date of hire, or the date that the position was created. Council member Contreras explains that he believes it is from hire date.

Robert Webster adds that with this position of being assistant and director cannot be found currently in any other city. Being building inspector, and community developer. Webster has forty (40) days to get his commercial license.

***Council member Jeramy Allman makes a motion to approve the job position of Community Development Director for the Mayor to sign. 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 – Absent

**e. Memorandum of Understanding to Add Classification**

This will be added into the existing CBA. It addresses compensation.

***Council member Anne Randt motions to approve Memorandum of Understanding to be added.  
Council member Jeramy Allman 2<sup>nd</sup>. Passed unanimously.***

**Council member Randt – 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 – Absent**

**d. Tree Removal on City Undeveloped Streets – Robert Webster**

Robert Webster speaks with the Council about the tree removal. The trees in question are located behind the house that is located on the corner of Church and 4<sup>th</sup> street. The timber is on City property. Paul Russell may want to, but there will need to be three (3) bids. The City may be able to get some money out of the timber.

There is no other accesses point to the area, which is why this area needs to be cleared. Lonnie Dowell would like to see the plans so that he can see why they need the roads to go through that area. Webster says that it is land locked. The Council wants to know how far into the plans that the developers are into because they do not want to see the area logged, and then sit vacant if they possibly change their mind. It sounds like they are serious about their plans. The Council consensus was to have it sent out for bid.

**f. Transfer of \$290,812.33 from LGIP for Sewer Extension Payment**

Mayor Svenson explains that this will take about sixty (60) days to get it back from the. 09 Fund. Council member Dowell asks if this is a temporary loan. Svenson says that the payment goes to Nutter Construction, and then it is sent back. This is so that current funds do not have to be dug into. Dowell says that he heard the water and sewer is supposed to be self-sufficient, and if money is loaned to them, it needs to come back with interest. There is no clear answer to that question.

***Council member Jeramy Allman makes a motion to approve transfer of \$290,812.33 from LGIP for sewer extension payment. 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 – Absent**

**g. Travel Reimbursement and Per Diem Policy**

Clerk Treasurer Penny Jo goes over the policy. This is a tailored policy for the City's current needs with the State's per diem included. Mayor Svenson asks if anyone has any questions. There were none.

***Council member Lonnie Dowell makes a motion to approve the Travel Reimbursement and Per Diem policy. Council member Anne Randt 2<sup>nd</sup>. 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 Poirrier - Absent**

**h. Ordinance No. 1106 – Work Crew**

Mayor Svenson reads the ordinance which is an ordinance of the City of Winlock creating a new chapter establishing a work crew program.

Svenson says that some changes have been made at the State level. You now must warn people twice before doing any corrective measures as a police officer in relations to drugs. It is not a felony; it is a misdemeanor. Svenson goes on to talk about the fines from these misdemeanors that usually end up going into collections. He would like there to be another option for people who want to do the right thing and work off their fine(s) in the form of community service within the city of Winlock. Kenny in public works is willing to supervise these workers. This is not limited to misdemeanors involving drugs but also traffic violations and the like. These people will be volunteers.

City Attorney Buzzard advises City that this is not work release, and these will not be people who are in jail, rather than the people who have been court ordered by the Judge to do this service. This is to break the cycle of going into debt over fines which cause them to get into more trouble and incur more fines etc. In this way, these people can have the option of working labor hours.

The work crew vehicle will need to be clearly marked for this purpose. This will be transportation from City Hall to the work site location. All work should be done during business hours, or at the discretion of the supervisor. It is possible that some people can only work off their time on Saturday. Council generally thinks that this is a good idea all around.

**Amendments are all follows.**

- 2.8.03. C. changed to read the work crew supervisor shall have discretion of the work schedule.
- E. The work crew staff will always provide adequate supervision of the participating offenders.
- D. The work crew offense is to have their own transformation to and from the job.

**ORDINANCE NO. 1106**

**AN ORDINANCE OF THE CITY OF WINLOCK, WASHINGTON, CREATING A NEW CHAPTER 2.85 WINLOCK MUNICIPAL CODE ESTABLISHING A WORK CREW PROGRAM; AND PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.**

*Council member Jeramy Allman motions to pass ordinance No. 1106 with amendments. 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 Randt – Approve
- Council member Dowell – Approve
- Council member Contreras – Approve
- Council member Allman – Approve
- Council member Poirrier – Absent

**15. Adjournment**

Mayor Svenson entertains a motion to adjourn.

*Council member Eric Contreras motions to adjourn. Council member Anne Randt 2<sup>nd</sup>. Passed unanimously.*

- Council member Contreras – Motion
- Council member Randt – Approve
- Mayor Svenson – N/A
- Council member Randt – Approve
- Council member Lonnie Dowell – Approve
- Council member Contreras – Approve
- Council member Allman – Approve
- Council member Poirrier – Absent

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Brandon Svenson, Mayor



Attest:

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Penny Jo Haney, Clerk-Treasurer