

CITY OF WINLOCK
CITY COUNCIL
REGULAR COUNCIL MEETING – 6:00 PM
May 24, 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, 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; 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 Eric Contreras 2nd. Passed unanimously.

- ***Council member Allman – 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***
- ***Council member – Poirrier – Approve***

4. Old Business

None

5. Mayor comments

Mayor Svenson stated that the sewer line extension is going great and gave kudos to the Nutter Corporation for the work they're doing.

The Mayor provided an update on the Egg Day events and asked for volunteers from the Council to help with the event.

6. Council Comments

Council member Allman commented on how nice the flower baskets looked and how well they're being tended. The Mayor said that Jeannie and her daughter Heidi are taking care of them.

Council member Poirrier put the word out to remind the public that the Council Meetings are open to the public and said that agendas are available at City Hall and on the website.

7. Committee Reports

Finance - Council member Poirrier reports that even with inflation starting to catch up, things are still looking pretty good. There would be some cash revenue coming in the following months that will catch things up.

Grants - Council member Contreras said that he's still looking into grants to boost up internet services in Winlock.

Park - Council member Randt reported that the park board met on Monday May 3rd at Winolequa Park with two (2) guest speakers. Topics included talk of the implementation of a new flagpole with a flower bed. Discussions of future playground equipment and grants were also discussed. A shout out to Sally and Chris for their volunteer work on the fields in preparation for the little league games up coming. Board members are working with the egg day committee for possible events at the park including the possibility of a corn hole tournament. There is a park clean up day scheduled for later in the month on the 22nd of May. The Park board would like to hear more about the visibility studies for impact fees.

Mayor Svenson followed up stating that he is still waiting on the rest of the report.

8. Staff Reports

Penny Jo presented the report for Billing. She stated that things were pretty much the same and asked if anyone had any questions. Council member Dowell asked if some of the numbers could be updated, to which Penny Jo replied that they would.

9. Public Comment - There was no public comment.

10. Consent Agenda

- a. **Approval of Vouchers \$101,244.13**
- b. **Minutes of May 10, 2021**

Council member Jeramy Allman moves to approve the consent agenda as written. Council member Lonnie Dowell, 2nd. Passed unanimously.

- ***Council member Allman– 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**
- **Council member Poirrier – Approve**

11. Agenda

a. Winlock Website Re-Development – Micah Sells

Micah is a website developer that Penny Jo has been working with to redesign the website so that it's easy for the City to maintain, make changes, etc. Councilor Dowell asked if the fee of \$1,800 was a one-time fee and Micah stated it was, and there would be annual hosting fee of \$90.00. Micah also pointed out that the City would have an individual as the primary for the website but that each department would have access to their respective pages to post, upload pictures, etc.

Council member Marty Poirrier makes a motion to accept the bid from Micah Sells in the amount of \$1,800, Council member Anne Randt 2nd. Passed unanimously.

- **Council member Poirrier – 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 – Approve**

b. Park Mobile Roof Cleaning

Kirsten Stalnaker provided the Council with bids from three (3) entities, The Roof Doctor \$500, Jimenez Lawn Service \$250, and Chehalis Sheet Metal \$550.

Council member Dowell asks about the lowest bidder who did not specify in his bid whether or not he was going to clean up after himself where the other two bidders did. Stalnaker explained that she would be willing to clean up if there is any, but Dowell would rather see the work done for the extra \$250 dollars.

Council member Poirrier noted that only one of the bidders (Chehalis Sheet Metal) specified that that they would also clean the gutters. Council member Dowell asks if they were all bidding on the same project and Stalnaker confirmed that they were bidding on the same project all.

Council member Lonnie Dowell motions to hire Chehalis Sheet Metal. Council member Marty Poirrier 2nd. Passed unanimously.

- ***Council member Dowell – Motion***
- ***Council member Poirrier – 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***

c. Dollar General, Traffic Impact Analysis – Robert Webster

Mayor Svenson notes that he would like to entertain a motion to table this Dollar General Impact Analysis for the next meeting because there was no legal counsel present at this current meeting.

Council member Lonnie Dowell motions to table traffic impact analysis to the next meeting. Council member Anne Rand 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 Poirrier – Absent***

d. Part-Time Clerical

Mayor Svenson talks about how busy it is starting to get around the office and that Penny Jo and Stormy do not currently have help, or to cover them for vacation or illness/emergency.

Council member Dowell asks about the benefits. Penny Jo explains that the benefits are just the basic Medicare and other mandatory taxes. Dowell also asks if approval of a new hire will come Infront of the council. Mayor Svenson says that it can. Marty Poirrier says that if Winlock keeps growing, they can afford this part-time clerical position permanently. Currently it is proposed to run through December of 2021. Council member Dowell asks if this includes the advertising for the position. Mayor Svenson states that it will be advertised in house first.

Council member Lonnie Dowell motions to accept the part-time clerical position. Council member Jeramy Allman 2nd. Passed unanimously.

- ***Council member Dowell – 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***

12. Adjournment.

Council member Lonnie Dowell motions to adjourn. Council member Marty Poirrier 2nd. Passed unanimously.

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

Brandon Svenson, Mayor

Attest:

Penny Jo Haney, Clerk-Treasurer