

CITY OF WINLOCK  
CITY COUNCIL  
REGULAR COUNCIL MEETING – 6:00 PM  
July 12, 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. DETERMINATION OF QUORUM**

Marty Poirrier, Council Position #1; Eric Contreras, 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; Robert Webster, Community Development, Jim Buzzard, City Attorney

**2. Call to Order**

Mayor Svenson called the meeting to order at 6:00

**3. FLAG SALUTE**

Mayor Svenson led the flag salute.

**4. Approval of Agenda**

**Council member Jeramy Allman makes a motion to approve the agenda as written. 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 – Approve

**5. Old Business**

**a. Dollar General**

Mayor Svenson says that he has nothing new on Dollar General. City Attorney Jim Buzzard says that the situation is now back to normal. Dollar General has submitted applications and traffic analysis information that is being worked on. Jim says that he does not think that Dollar General needs to be Old Business any longer.

**6. Mayor Comments**

Mayor Brandon Svenson says that the sewer line project is still going well and that Nutter is doing a fantastic job. Svenson and Robert Webster went down to Woodland on Thursday and spoke with their planner. They learned a lot from him and will stay in contact. They are also growing quickly and have a lot of information to share. Svenson thanked all volunteers and talked about Small Acts of Kindness who have been working on the flower barrels and work down in the plaza.

**7. Council Comments**

Councilor Poirrier thanked again the Small Acts of Kindness and Tim White for the additional American flags added in the plaza for the 4<sup>th</sup> of July. Poirrier knows some people who work in the railroad (which runs by the flag display), and they were very happy to see them.

**8. Staff Reports**

a. **Chief Valentine - June 2021 report.** There was 1 abandoned vehicle, 1 accident, 4 agency assists, 2 alarm, 2 animals, 2 assault, 1 attempt to contact, 3 civil issues, 6 disorderly disputes, 1 DUI, 1 firework, 11 information, 3 juvenile problems, 2 natural deaths, 1 protection order, 6 suspicious, 1 shooting complaint, 3 thefts, 18 traffic, and 1 vandalism.

**b. Robert Webster – Community Development and Codes**

The well has been approved and there have been some new connections added bringing the total of connections up to 1244. Oak street is commencing. There are 17 permits in. They are waiting on a few things like sewer hookups in Shambaugh Estates. Grand Prairie got new curbs in. The public hearing for Shambaugh should be coming up soon. The traffic impact is being worked on.

**9. Public Comment**

a. **Jeremy Cloud addressed the council on his concerns regarding the well on his property that is a shared well with his neighbors. He lives on Kakela Road. It appears that according to the plans there will be a ponding basin near the well and he worries that the water from it will leach into the well and contaminate it. He mentioned that he himself could not build within 100 feet of the well because of contaminant risk and wonders why now the basin, which is an obvious risk, be built in less than 100 feet from the well. Mayor Svenson asked for Cloud's number stating that he was going to investigate this and will call him tomorrow. Cloud left his and his wife's number with the mayor who thanked him for bringing this to the council's attention. Cloud had nothing further, thanked the council, and they in turn thanked him for addressing the matter.**

b. **Heather Brown from Auburn Washington who is looking to move to Winlock and has been following the Winlock community page to get a feel for the community. She said that one of the things that she noticed was that the senior center is still not open. She asked how Winlock as a community could get it open, and what needed to be done to open it. She also asked who is supposed to be taking care of the building. Mayor Svenson told her that to his understanding it that the county owns the building, and it is up to the discretion of the Lewis County Senior board as to when the centers will open, and how they will be cleaned. Heather explains that she does not know who she**

needs to contact about this, but she has been in contact with Commissioner Lindsey Pollock. Svenson stated that it is also the Board of County Commissioners that need to be addressed on this issue. Svenson said that he shares her frustrations in the matter and that he has opened the community building for the seniors to meet at until the centers reopen and provided a cooling center for seniors during the last very hot week when the temperatures were in the 100s. That is what the city has done to help this situation. Heather said that she did not know that and thanked him and asked again about who she can call about this and what can be done. She presses the council further on what can be done where Svenson again explains what can be done, and what has been done. Council member Dowell suggests again that she goes to the Board of County Commissioners (BOCC) with the matter because they are the ones who are making those decisions. The council, and city share her frustrations but do not have control over the decisions being made regarding the centers and this was explained once more to Heather. Heather continues to ask what can be done at which point Svenson offers to stay after the meeting to speak with her further as her five (5) minutes to speak is nearing an end.

**10. Consent Agenda**

- a. **Approval of vouchers \$606,792.82**
- b. **Minutes of June 28, 2021**

Council member Lonnie Dowell makes a motion to approve the Consent Agenda as written. Council member Jeramy Allman 2<sup>nd</sup>. Passed unanimously.

- Council member Dowell – 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

**11. Agenda**

- a. **Park Request, Leaf Blower – Kirsten Stalnaker**

The Park Caretaker Kirsten Stalnaker asks the council for a leaf blower for the park. Currently the one available is a small battery powered Ryobi. The one that Kirsten asks for a STIHL backpack blower with a price point of \$499.00 before tax. This one was recommended by Kenny Council asks which distributors have these. Stalnaker says there are a few in Chehalis and one in Castle Rock. Council member Allman states that it is needed. Council member Marty Poirrier asks how often she will need to use the blower to which she replied that she would be using it all of Autumn and Winter.

**Council member Jeramy Allman motions for the new leaf blower for the parks department for \$500.00. Council member Lonnie Dowell seconded. Passed unanimously.**

**b. Park Request, Water Fountain – Kirsten Stalnaker**

Kirsten Stalnaker the park chair brings to the council the recommended water pump for the fountain in Volunteer Park. It was sent to her by Sally Vogel and recommended by Kenny Simpson. The council questions the price point as well as the gallons per hour which is 5,000 gallons per hour. The fountain is only a 5-gallon fountain. Stalnaker admits that she did not know much about the pump or fountain situation other than a pump is needed. Council member Dowell says that he is all for approving a pump for the water fountain but would like it to be the right pump for the fountain and makes a motion to approve for a pump. Penny Jo Haney asks at what price point and Dowell stresses that he motions for a pump at the right price. No price was agreed upon.

**Council member Lonnie Dowell makes a motion to approve a pump for the water fountain. Council member Randt 2<sup>nd</sup>. Passed unanimously.**

- Council member Dowell – 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

**c. Police Department Standard Operation Procedure (SOP) – Stephen Valentine**

Police Valentine has addressed all issues that Mr. Buzzard’s office has pointed out for the municipal policy manual. Valentine needs council’s approval to go ahead. This is a service that is updated so that Chief would be able to make updates as he needs to. He is looking for a resolution for this to happen. Approving his request today is approving the standard operations that he has right now.

**Council member Party Poirrier makes a motion to approve the new standard operating procedures for the chief. Council member Jeramy Allman 2<sup>nd</sup>. Passed unanimously.**

- Council member – Poirrier – 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**

**d. Mobile Homes Building Code Revision – Robert Webster**

Robert Webster addresses the council on the revision. This is about the gap from the bottom of the home to the ground. This would require mobile homes to have a concrete masonry to fill the gap just like stick-built homes. The plywood that is usually used on mobile homes for this will degrade over time. There will no longer be skirting around the homes but concrete foundations.

The council asked how the underside of the homes could be accessed with this masonry in place. Webster explains that there will be an access point in the same way stick-built homes have access with a crawl space surrounded by a metal border which is the same material that feeding troughs for livestock is made from.

Council member Dowell confirms with Webster that what he is wanting is a revision that would state the need for the masonry or concrete block on mobile homes.

The council talks about current wording of the chapter and how it is somewhat confusing but decides on a suitable revision to clearly state what Webster is proposing. It is decided to strike f1.

**Council member Jeramy Allman makes a motion to strike f1 from the Manufactured homes guide. 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 – Approve**

**e. Ordinance 1107 Mayor Compensation – Tabled from 6-28-21.**

Mayor Svenson reads the ordinance which says “An Ordinance of the City of Winlock, Washington, setting the current mayor’s compensation; and providing for severability and establishing an effective date. “

City Attorney Buzzard explains that this is what the council wanted to instate, and it is for the current Mayor only and would not be effective if the current Mayor had a break in office or when there will be new Mayor.

**ORDINANCE NO. 1107**

**AN ORDINANCE OF THE CITY OF WINLOCK, WASHINGTON, SETTING THE CURRENT MAYOR'S COMPENSATION; AND PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.**

Council member Marty Poirrier makes a motion to approve Ordinance 1107 as written. Council member Lonnie Dowell 2<sup>nd</sup>. Passed unanimously.

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

**f. Ordinance 1108 – Handicap Parking and Time Limit – Tabled from 6-28-21.**

Mayor Svenson reads the ordinance. “An ordinance of the City of Winlock, Washington, reaffirming and amending the sections of Winlock municipal code chapter 10.35; amending ordinance No. 1104 as necessary; and providing for severability and establishing an effective date.”

Council member Allman mentions page 3 with the address. It is written out as 104 south First Street and not 104 south Front Street. That was the only thing council member Poirrier saw as well.

**ORDINANCE NO. 1008**

**AN ORDINANCE OF THE CITY OF WINLOCK, WASHINGTON, REAFFIRMING AND AMENDING THE SECTIONS OF WINLOCK MUNICIPAL CODE CHAPTER 10.35; AMENDING ORDINANCE NO. 1104 AS NECESSARY; AND PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.**

Council member Marty Poirrier motions to accept Ordinance No. 1108 with the correction. Council member Jeramy Allman 2<sup>nd</sup>. Passed unanimously.

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

**g. LGIP Transfer \$527,610.08**

This is the next payment for the sewer line to Nutter Corporation. The council noted that the previous payment went through from the County very quickly.

**Council member Jeramy Allman motions to accept the LGIP transfer for the amount of \$527,610.08. 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

**12. Correspondence**

- a. MRSC in Focus
- b. AWC Advocacy Education Services

**13. Adjournment**

**Council member Anne Randt motions to Adjourn. Council member Eric Contreras 2<sup>nd</sup>. Passed unanimously. The council adjourned at 6:49 p.m.**

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

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Brandon Svenson, Mayor

Attest:

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Penny Jo Haney, Clerk-Treasurer