

**CITY OF WINLOCK**  
**CITY COUNCIL**

Council Meeting – 6:30 p.m.  
July 13, 2020

**PUBLIC HEARING – SIX-YEAR TRANSPORTATION IMPROVEMENT PLAN FOR 2021-2026**

Mayor Svenson announced at 6:30 the opening of the public hearing for the Six-Year Transportation Improvement Plan for 2021-2026 and asked for the public's comments on the issue, also stating that Jon Hinton from Gray & Osborne was available via phone to answer any questions. Paul McMillan, Winlock called to ask if the plan included a transfer hub within the city. The Mayor said there would not and read the locations included in the plan.

There being no further questions or comments Mayor Svenson closed the public hearing at 6:32 pm.

**1. CALL TO ORDER**

Mayor Svenson called the meeting to order at 6:33 p.m.

**2. DETERMINATION OF QUORUM**

**Council Members Present:** Jeramy Allman, Eric Contreras, Lonnie Dowell, Marty Poirrier, Anne Randt

**Employees Present:** Rodney Cecil, Water/Sewer Super.; Penny Jo Haney, Deputy Clerk; Stephen Valentine, Police Chief and Robert Webster, Community Development Admin.

**3. FLAG SALUTE**

Mayor Svenson led the flag salute.

**4. APPROVAL OF AGENDA**

*Councilor Allman moved to approve the agenda as written, seconded by Councilor Poirrier; motion passed unanimously.*

**5. OLD BUSINESS –**

Mayor Svenson stated that we've completed the paperwork needed for the park trailer and will be mailing that off to the Department of Licensing. We don't know how long that will take.

**6. MAYOR COMMENTS**

The Mayor stated a) He welcomed Robert Webster aboard as the new Community Development Administrator; b) the SE First Street project started today, c) The Church has broken ground on their North Military Road project which is 38,000 sq. ft.

**7. COUNCIL COMMENTS**

Councilor Randt asked if we'd discussed rescheduling the Town Hall Meeting. The Mayor said it would be addressed further down on the agenda.

**8. STAFF REPORTS**

Water & Sewer Billing, Penny Jo Haney

Ms. Haney stated that she'd changed the format to remove information for 2017 and 2018 and included the number of new homes and water/sewer hookups. There were no questions asked from the Council.

Community Development, Robert Webster

Mr. Webster introduced himself and expressed his excitement to be part of the team. He stated the trend that he's seeing with growth in Winlock and that his personal goal is to see that we get 100 new homes built in 2020. He noted that just this week we'd permitted ten (10) new homes and noted their locations. He stated that we're in the process of looking for a commercial inspector for the Church as he's not certified yet to do so.

Police Department, Police Chief Valentine

Chief Valentine reported that 84 calls were responded to for June and listed the types of calls.

He introduced Officer Christopher Calcagno. He honored Officer Calcagno with a Meritorious Award for his bravery and quick thinking to assist and rescue citizens from their home while the home was engulfed in fire. Officer Calcagno was actually off duty when he responded to the fire that he detected while on his way home. We all applauded and thanked Officer Calcagno for his heroism.

**9. PUBLIC COMMENTS**

Lynnette Hoffman, Flannery Publications thanked the Council and Staff for their efforts and commitment to providing what she thought was currently a cohesive work environment and service to the community.

**10. CONSENT AGENDA**

- a) Approval of Vouchers July 13, 2020, in the amount of \$85,812.75
- b) Approval of Minutes for Council Meetings of June 8, 2020

***Councilor Dowell moved to approve the Consent Agenda for approval of Vouchers in the amount of \$85,812.75 and Minutes of June 8, 2020, as written, seconded by Councilor Randt, motion passed unanimously.***

**11. AGENDA**

- a) **RESOLUTION No. 2020-03-SIX-YEAR TRANSPORTATION IMPROVEMENT PLAN 2021-2026, JON HINTON GRAY & OSBORNE – Councilor Poirrier moved to approve the Six-Year Transportation Improvement Plan 2021-2026 and authorized Mayor Svenson to sign, seconded by Councilor Allman, motion passed unanimously.**

- b) **TENNESSEE BRIDGE ABUTMENT ARMORING PROJECT, MIKE MARSHALL GIBBS & OLSON** – Mike Marshall of Gibbs & Olson was available via the phone to answer questions. He stated that we opened bids on July 2<sup>nd</sup> and received five (5) bids. We accepted the lowest bid from Quigg Bros. out of Aberdeen. The bid came in at about \$20,000 less than the engineer's estimated project cost. ***Councilor Allman moved to approve the Tennessee Bridge Abutment Armoring Project and to authorize the signing of the agreement by the Mayor, seconded by Councilor Randt, motion passed unanimously.***

- c) **PARK BOARD MEMBERS-CONFIRM**  
Mayor Svenson stated that we'd received the three (3) applications back in April and had provided the Council with their applications. Councilor Dowell noted that based on the information the applicants had provided they would be a good fit for the City. ***Councilor Dowell moved to approve the appointment of Amy Langlois, Kirsten Stalaker and Alex Troutman, seconded by Councilor Allman, motion passed unanimously.***

- d) **RADIO READ METER SYSTEM PROPOSAL APPROVAL, RODNEY CECIL**

Mr. Cecil referred to a staff report that Ms. Haney had submitted regarding the current water meter system and the manual reading of them, laying out the consideration for suggesting moving to a Radio Read System that would potentially eliminate a manpower process for readings from 5-6 days to radio reads being completed in under two (2) hours.

Rodney discussed the budget and funds available and a phase-in process:

- 1) He is requesting that the Council approve \$60,000 out of capital improvement fund for 250 initial meters, the software and hardware equipment, installation and technical support, and to divert \$1,000 from each of the ten (10) new meter installs/new homes to go toward the purchase.
- 2) The goal is to budget \$15,000 every year plus \$1,000 from each new water hookup to go toward future purchase of meters.

***Councilor Allman moved to approve the \$60,000 out of the capital improvement fund and to divert \$1,000 each from the ten (10) new meter installs, and to divert \$1,000 from each new water hook ups, thereafter, seconded by Councilor Poirrier, motion passed unanimously.***

- e) **ORDINANCE NO. 1084, COUNCIL DATE & TIME**

Mayor Svenson presented Ordinance No. 1084 that changes the Council meetings' start time from 6:30 pm to 6:00 pm. After a brief discussion, ***Councilor Allman moved to approve Ordinance No. 1084 that changes the Council meeting start time from 6:30 pm to 6:00 pm, seconded by Councilor Contreras, motion passed unanimously.***

**AN ORDINANCE OF THE CITY OF WINLOCK, WASHINGTON, ESTABLISHING THE DATES AND TIMES FOR COUNCIL MEETINGS; REPEALING ORDINANCE NO. 1016 DATED JANUARY 13, 2014, AND ALL OTHER ORDINANCES AND RESOLUTIONS IN CONFLICT HEREWITH; AND PROVIDING FOR AN EFFECTIVE DATE HEREOF.**

f) **ORDINANCE NO. 1085, PARK ORDINANCE**

The Mayor explained the reasoning for the ordinance that prohibits Parking and Camping in the City's parks and properties. Discussion ensued. *Councilor Poirrier moved to approve Ordinance No. 1085 as written, seconded by Councilor Contreras, motion passed with a majority vote with Councilor Dowell voting Nay.*

**AN ORDINANCE OF THE CITY OF WINLOCK, WASHINGTON, AMENDING SECTIONS OF WINLOCK MUNICIPAL CODE CHAPTER 9.35 AND ADDING SECTION 9.35.020 IN ORDER TO PROHIBIT CAMPING IN PARKS AND OTHER PUBLIC PROPERTY EXCEPT IN CONNECTION WITH A SPECIAL EVENT; ADDING SECTION 9.35.030 IN ORDER TO PROHIBIT STORAGE OF PERSONAL PROPERTY IN PARKS AND OTHER PUBLIC PROPERTY; ADDING SECTION 9.35.040 AUTHORIZING THE CHIEF OF POLICE TO ADOPT POLICIES OF ENFORCEMENT; DECLARING CAMPING A PUBLIC NUISANCE AND AUTHORIZING THE CITY ATTORNEY TO ABATE SAID PUBLIC NUISANCE; AMENDING ORDINANCE NO. 931 AS NECESSARY; AND PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.**

g) **RE-EVALUATE COVID-19 DEFERRED PAYMENT PLAN FOR WATER & SEWER BILLING**

Previously the Council approved the billing department to allow deferred payments to folks who were affected by COVID-19 by either having their hours reduced at work or lost their job, with the understanding that all accounts would be paid in full by July 24, 2020. Discussion took place regarding a possible extension for the deferment; however, Mr. Buzzard suggested that wait to see what unpaid balances existed at the end of July 24<sup>th</sup>, and that we would address at a future meeting.

h) **COMMUNITY BUILDING CARETAKER AGREEMENT APPROVAL**

Discussion took place to finalize the details of the said agreement with the decision made to charge the occupant \$500/month with \$250 payable in cash or other sources of funds, and \$250 in-kind for caretaking services (services were defined in Schedule A). *Councilor Dowell moved to approve the Community Building Caretaker Agreement as written and authorize the Mayor to sign, seconded by Councilor Poirrier, motion passed unanimously.*

i) **COMMITTEES & OUTREACH**

Councilor Poirrier stated that he's been talking with constituents for the past month and the two (2) main issues he's hearing is that folks want more awareness and community interaction. To accomplish this, he suggested that the Council consider forming 1) Technology & Communications Committee; 2) Public Relations Committee; and 3) Internet Task Force. After discussion the consensus was to create an Economical Development Council (EDC). Councilor Poirrier said that he would have details and information available at the next meeting for further discussion.

j) **AUGUST CRUISE**

Councilor Poirrier stated that due to the COVID and the limitation of events, the community hasn't had the opportunity to gather. He said that he's spent a lot of time trying to come up.

with a way and a reason for the community to gather and thought that have a “parade” of some sort and activities could satisfy that. After talking about what that could look like, and caution from legal counsel that the City needed to refrain from sponsoring/sanctioning an event, the decision was made to invite individuals and car clubs to cruise through Winlock on the evening of Friday, August 21<sup>st</sup> at 7:00 pm.

**k) REOPEN PARK CARETAKER PROCESS**

Mayor Svenson stated that there have been a few people applying for the caretaking position and some have withdrawn their names. We still are waiting for the title and ownership of the mobile home. He suggested to Council that we reopen and extend the opportunity for folks to apply. ***Councilor Allman moved to publicize in the City’s newspaper of record to continue to accept applications, seconded by Councilor Dowell, motion passed unanimously.***

**l) RESCHEDULE TOWN HALL MEETING**

The Council rescheduled the Town Hall Meeting for Saturday, August 15, 2020, at 10:00 am.

**m) COVID-19 GRANT FUNDING MANAGEMENT CONTRACT**

Mayor Svenson recapped the COVID grants we’ve received, and the daily changing regulations and spending rules for the funds, noting the difficulty and staffing hours to keep up with everything. He stated that we’ve been in contact with an individual very knowledgeable and skilled in grant writing and management who is willing to manage our COVID funds. The grants would pay for the individual/contractor. ***Councilor Dowell moved to contract with Amy Graber, contractor to do the COVID-19 Grant Funding Management, seconded by Councilor Randt, motion passed unanimously.***

**12. CORRESPONDENCE**

- a) Financials – Cash Activity In, Cash Activity Out, Employee Activity
- b) Employee Personnel Policies 2005 -Mayor Svenson stated that he didn’t expect any action this evening and suggested that members take the policies and start going through them for discussion/action at a future meeting. Mr. Buzzard stated that he could not find information that showed the policies had ever been approved.

**13. ADJOURNMENT – *Councilor Dowell moved to adjourn the meeting, seconded by Councilor Poirrier, motion passed to adjourn the meeting at 8:32 p.m.***

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Brandon Svenson, Mayor

Attest:

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Penny Jo Haney/Deputy Clerk

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