

CITY OF WINLOCK
CITY COUNCIL
Council Meeting – 6:00 p.m.
August 10, 2020

1. CALL TO ORDER

Mayor Svenson called the meeting to order at 6:00 p.m.

2. DETERMINATION OF QUORUM

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

Employees Present: Jim Buzzard, City Attorney, Penny Jo Haney, Deputy Clerk

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 Randt, motion passed unanimously.

5. OLD BUSINESS –

Mayor Svenson reported that we've submitted the final document and should hopefully be getting title to the Park trailer and moving forward.

6. MAYOR COMMENTS

- a. The Church on N. Military is progressing.
- b. The First Street project is proceeding nicely, and that curbs are in
- c. Mickelsen Parkway started today with activity picking up by Wednesday.
- d. City downtown parking is being brought up by a couple of businesses and others, and we're beginning to have discussion regarding the enforcement of the two (2) hour spots. We've discussed with the Police Chief and a suggestion he had was to more clearly define the 2-hour signs, and mail letters informing folks that we would begin enforcing the 2-hour parking rule. Councilor Allman stated that he thought the enforcement of the parking was a good idea. Councilor Dowell thought that during his Mayor term an ordinance was done that eliminated the 2-hour parking and wondered why signs were still up. Mayor Svenson said that he would look into it.

7. COUNCIL COMMENTS

Comments were made in 6.c

8. STAFF REPORTS

Penny Jo Haney – Presented the monthly report on the Water & Sewer billing that also included update on new water connections, and unpaid deferred utility bills due to COVID. There were no questions.

Stephen Valentine, Police chief – Chief Valentine read his monthly report stating there were a total of 83 calls and noted what made up the calls. Chief Valentine commended his officers for doing a great job. Several of the Councilors thanked the Chief and his officers for their great work.

9. PUBLIC COMMENTS – There were no public comments.

10. CONSENT AGENDA

a) Vouchers for August 10, 2020, in the amount of \$24,254.00

b) Council Minutes from July 24, 2020

Councilor Dowell moved to approve the Consent Agenda for Vouchers in the amount of \$24,254.00 and Council Minutes from July 27, 2020, as presented, seconded by Councilor Randt, motion passed unanimously.

11. AGENDA

a) .09 Funds Amendment and Authorize Mayor to Sign – ***Councilor Dowell moved to table this item until the August 24th Council Meeting, seconded by Councilor Poirrier, motion passed unanimously.***

b) Deferred Water & Sewer Payment Plan – Discussion took place regarding the individuals who originally applied for the plan, and those who did not that have not paid their bills. Due to COVID-19 regulations the consensus was to extend the plan option through December 31, 2020. ***Councilor Dowell moved to extend the Deferred Water & Sewer Payment Plan through December 31, 2020, seconded by Councilor Randt, motion passed unanimously.***

c) Historic & Preservation Commission – ***Councilor Poirrier moved to table this item until the August 24th Council Meeting, seconded by Councilor Allman, motion passed unanimously.***

d) Ordinance No. 1085 – Business License, ***Councilor Dowell moved to approve Ordinance No. 1086 – Business License with the revisions discussed (City Attorney to revise), seconded by Councilor Poirrier, motion passed unanimously.***

AN ORDINANCE OF THE CITY OF WINLOCK, WASHINGTON, RELATING TO BUSINESS LICENSES AND REPEALING AND REPLACING CHAPTERS 5.05 AND 5.10 OF THE WINLOCK MUNICIPAL CODE (WMC) IN ORDER TO UPDATE BUSINESS LICENSING REQUIREMENTS AND PROCEDURES IN ACCORDANCE WITH THE STATE OF WASHINGTON BUSINESS LICENSE SYSTEM (BLS); REPEALING ORDINANCE NO. 1074 AND ORDINANCE NO. 130 AS NECESSARY; AND PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.

e) Ordinance No. 1087 – Planning Commission

Jim Buzzard, City Attorney noted that on Page 3, section 2.70.080 that the word “shall” in the third sentence be amended to say “may”. After brief discussion ***Councilor Poirrier moved to***

Approve Ordinance No. 1087 – Planning Commission as amended, seconded by Councilor Randt, motion passed unanimously.

AN ORDINANCE OF THE CITY OF WINLOCK, WASHINGTON, REPEALING AND REPLACING CHAPTER 2.70 OF THE WINLOCK MUNICIPAL CODE; REPEALING ORDINANCE NO. 1066; AND PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.

- f) Lewis County Work Order-Vegetation Control & Crack Seal, Authorize Mayor to Sign – After discussion of the presented Lewis County Department of Public Works Work order for vegetation (\$540.06) control, crack seal (\$11,605.20) and administrative fee (\$580.26), **Councilor Allman moved to approve the Work Order in the total amount of \$12,185.46 and to authorize the Mayor to sign, seconded by Councilor Randt, motion passed unanimously.**
- g) Police Standard Operating Procedure (SOP) – Mayor Svenson and Chief Valentine discussed the current SOP. The Chief noted that he cannot locate information to indicate the SOP has been adopted/approved and that he’s currently working with Lexipol, a public safety policy and training agency to update the SOP. It is a work in progress; however, until the revised SOP is active it is to the benefit of Winlock to adopt the current SOP. Attorney Buzzard agreed with this recommendation. **Councilor Dowell moved to adopt the current Standard Operating Procedure (SOP), seconded by Councilor Allman, motion passed unanimously.**
- h) Resolution 2020-04 Meeting Invocations. The Council discussed and shared comments regarding this item, **Councilor Poirrier moved to approve Resolution 2020-04 Meeting Invocations, motion failed for a lack of a second.**
- i) Reschedule Budget Workshop – Mayor Svenson stated that we’re not quite prepared to present the six-month budget, **Councilor Allman moved to reschedule the Budget Workshop to Monday, August 24th at 5:00 pm, seconded by Councilor Randt, motion carried unanimously.**
- j) Soccer Agreement – **Councilor Poirrier moved to approve the Soccer Agreement for the period August 1, 2020, through July 31, 2021, as written, seconded by Councilor Randt, motion passed unanimously.**
- k) Town Hall Meeting – Mayor Svenson stated that we’ve been rescheduling this and discussing it for months and we need to make a decision as to have or not have. The decision was made that we would conduct the Town Hall Meeting on Saturday, August 25th at 10:00 a.m. and that it would be done via teleconference.
- l) Tree Removal, NE Second St. – **Councilor Dowell moved to table this item until the August 24th Council Meeting, seconded by Councilor Allman, motion passed unanimously.**
- m) Winlock Water Franchise Update – The Mayor stated that our water franchise with Lewis County was outdated and needed to be updated. Robert worked on this, and the revised water franchise presented to the Council would encompass all of Winlock’s UGA. The franchise update application renewal fee is \$250.00. **Council Poirrier moved to approve the proposed Water Franchise Update and application fee of \$250.00, seconded by Councilor Allman, motion passed unanimously.**
- n) Jones Road Contract, Gray & Osborne Amendment #2 Engineering Services

The services are for Phase 2 Slide Restoration Plan and Fill Permitting for the Jones Road slide area from 2019. ***Councilor Dowell moved to approve the Gray & Osborne Jones road Contract not to exceed \$14,200 and to approve the Mayor to sign, seconded by Councilor Randt, motion passed unanimously.***

12. CORRESPONDENCE

- a) MRSC Prayer & Pledges
- b) Timesheet Summary

13. ADJOURNMENT – *Councilor Dowell moved to adjourn the meeting, seconded by Councilor Poirrier, motion passed unanimously to adjourn the meeting at 7:53 p.m.*

Brandon Svenson, Mayor

Attest:

Penny Jo Haney/Deputy Clerk

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