

CITY OF WINLOCK  
CITY COUNCIL  
COUNCIL MEETING – 6 p.m.  
September 28, 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, Eric Contreras, Anne Randt, Lonnie Dowell and Marty Poirrier

Employees Present: Rodney Cecil, Water/Sewer Super., Penny Jo Haney, Deputy Clerk, Marissa Jay, City Attorney

**3. FLAG SALUTE**

Mayor Svenson led the flag salute.

**4. EXECUTIVE SESSION – PARK CARETAKER & EMPLOYEE ISSUE PER RCW 42.30.110**

Mayor Svenson announced at 6:01 to recess the regular meeting to enter into an executive session to discuss the Park Caretaker and Employee issue that would take (twenty) 20 minutes. At 6:18 Councilor Contreras announced that they would need an additional fifteen (15) minutes.

Out of Executive Session, Mayor Svenson resumed the regular meeting at 6:30 pm

**5. APPROVAL OF AGENDA**

*Councilor Allman moved to amend the agenda to add Gray & Osborne-Jon Hinton for SE First Street Change Order #4 to Agenda 12.a, seconded by Councilor Poirrier, motion passed unanimously.*

*Councilor Dowell moved to approve the amended agenda, seconded by Councilor Randt, motion passed unanimously.*

**6. OLD BUSINESS**

The Mayor stated that the update on the Park trailer is that Kenny is about 1-2 weeks out from completion of remodeling the trailer.

**7. MAYOR COMMENTS**

The Mayor said that the SE First Street is moving along with a few hiccups and hopes of paving end of this week or first of next week.

He thanked Steve Kopa and his car club for coming this weekend, it was a lot of fun.

Mickelsen Parkway is moving along well with lots of dirt moving along the backside.

**8. COUNCIL COMMENTS**

Councilor Poirrier said that while coming here today the railroad arms were down although no train around. He wanted to let folks know that there is a number that people can call BNSF to let them know when there's a malfunctioning of the arms.

Councilor Randt asked Penny Jo if on the line-item NSF Bank Fees if the NSF could be removed as it was misleading since the fee is actually a monthly service fee. Penny Jo said she would do so.

**9. STAFF REPORTS – No reports**

**10. PUBLIC COMMENTS – No Comments**

**11. CONSENT AGENDA**

- a) Approval of Vouchers in the amount of \$39,410.27
- b) Approval of Minutes for Council Meeting September 14, 2020 and Special Meeting September 18, 2020 and regular meeting September 21, 2020 – These were not available.

Councilor Dowell stated that he had no questions about dollar amount on the vouchers; however, he'd talked earlier in the day with Penny Jo to discuss options for either closing the credit card accounts or ordering new cards, etc. Mayor Svenson said that we've been having issues with gaining access for lack of passwords, and that we're working on that.

Councilor Dowell asked if we'd had any news from EDC on their dollars. The Mayor stated that we hadn't, but with Matt no longer at EDC it's a bit more difficult to get information. He spoke with an individual at EDC, and they don't have the information. The Mayor said that we have printed the check to EDC but are holding until we get clarification.

Councilor Dowell said that he'd like to see the actual document from the bank that the Mayor and Penny Jo will be signing to get on the Vader Court bank account. Penny Jo stated that what the bank requested from us was a copy of the minutes reflecting the approval of the Mayor and Penny Jo as signers on the account and the removal of Steve Buzzard (former Judge). The bank just requested the minutes showing the authorization.

***Councilor Randt moved to approve the Vouchers in the amount of \$39,410.27, seconded by Councilor Allman, motion passed unanimously.***

**12. AGENDA**

- a) **FIRST STREET CHANGE ORDER #4, Jon Hinton of Gray & Osborne** – Jon Hinton presented Change Order #4 stating that additional work had to be done that were unforeseen (i.e., road grade had to be raised, stump removal and storm pipe removal, replace sidewalks, modify six (6) catch basins and replace mailboxes). He believed that TIB would allow and pay for some of this; however, the additional cost was \$33,158.

Councilor Dowell stated that he had a real issue with paying for the citizen's mailboxes and suggested putting the posts back up and letting them buy their own boxes. Jon noted that the plan was to put posts up to accommodate a cluster of boxes vs. individual boxes in front of their homes.

After discussion the Council requested more information from the contractor that Jon comes back to the next meeting. Mayor Svenson did say that if we have any special meetings before the first October meeting, we could work this issue back in.

- b) **DEPT. OF COMMERCE COVID CARES AMENDMENT** – Mayor Svenson stated that we were given an additional \$20,100.00 for CARES to provide additional funding for costs incurred due to COVID-19 and asked for authorization from the Council to accept the funds and allow him to sign the Amendment. *Councilor Poirrier moved to approve CARES Amendment for additional \$20,100.00 and authorize the Mayor to sign, seconded by Councilor Allman, motion passed unanimously.*
- c) **FEES SCHEDULE REVISED** – *Councilor Poirrier moved to table this item until the October 12, 2020 meeting, seconded by Councilor Contreras, motion passed unanimously.*
- d) **AUTHORIZE MAYOR SVENSON AND PENNY JO HANEY TO VADER COURT CHECK SIGNING, AND REMOVE STEVE BUZZARD AS SIGNER** – Penny Jo explained that a check needed to be issued to Lewis County District Court for the Vader cases they took, we couldn't sign the check because neither the Mayor or Penny Jo were authorized on that bank account. The bank (Timberland) requested that we have the Council authorize the Mayor and Penny Jo as signers, and then provide the minutes to Timberland to change the account information. *Councilor Poirrier moved to authorize the Mayor and Penny Jo as signers on the account and to remove Steve Buzzard, seconded by Councilor Allman, motion passed unanimously.*
- e) **FUND REQUEST/PROJECT UPDATE** - At the request of Rodney, this item was skipped.
- f) **LEWIS COUNTY SEWER FRANCHISE AGREEMENT** – Mayor Svenson stated that the Sewer Franchise Agreement was primarily the same request and areas encompassed as we did with the recent Water Franchise. *Councilor Allman moved to approve the Lewis County Sewer Franchise Agreement, seconded by Councilor Poirrier, motion passed unanimously.*
- g) **ORD. 1089, 2007 DESIGN GUIDELINES** – *Councilor Randt moved to approve Ord. 1089, 2007 Design Guidelines as written, seconded by Councilor Allman, motion passed unanimously.*

**AN ORDINANCE OF THE CITY OF WINLOCK, WASHINGTON, REPEALING AND REPLACING ORDINANCE NOS. 1018 AND 924 IN THEIR ENTIRETY; AND PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.**

- h) **ORD. 1091, MAYOR COMPENSATION** – This ordinance authorized the Mayor compensation to be \$500.00 per month. *Councilor Poirrier moved to approve Ord. 1091 as written, seconded by Councilor Randt, motion passed unanimously.*

**AN ORDINANCE OF THE CITY OF WINLOCK, WASHINGTON, PROVIDING FOR COMPENSATION AND REIMBURSEMENTS FOR THE MAYOR; REPEALING SECTION 2 OF ORDINANCE NO. 1068 AS NECESSARY; AND PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.**

- i) **ORD. 1092, REPEALING THE OFFICE OF CLERK TREASURER**
- j) **ORD. 1093, ESTABLISHING OFFICE OF CITY CLERK**
- k) **ORD. 1094, ESTABLISHING OFFICE OF CITY TREASURER**

*Councilor Dowell moved to table Ordinances 1092, 1093 and 1094 to the next meeting, October 12, 2020, seconded by Councilor Contreras, motion passed unanimously.*

- l) **ORD. 1095, WINLOCK MUNICIPAL CODE (WMC) – FIRST READING** – Mayor Svenson stated this was the first reading and read the summary of Ord. 1095. *Councilor Allman moved to approve the First Reading of Ord. 1095, Winlock Municipal Code (WMC), seconded by Councilor Poirrier.*

**AN ORDINANCE OF THE CITY OF WINLOCK, WASHINGTON, ADOPTING THE “WINLOCK MUNICIPAL CODE”; AND PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.**

- m) **ORD. 1095 WMC SET PUBLIC HEARING FOR 10-26-2020** - *Councilor Dowell moved to set a public hearing for Ord. 1095 Winlock Municipal Code for October 26, 2020, seconded by Councilor Contreras, motion passed unanimously.*
- n) **POLICE STANDARD OPERATING PROCEDURE (SOP)** – This will be put on the October 12, 2020 meeting.

**13. CORRESPONDENCE – DRS Compliance Review**

- 14. ADJOURNMENT – Councilor Poirrier moved to adjourn the meeting, seconded by Councilor Allman, motion passed to adjourn the meeting at 7:47 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)*