



**WINLOCK CITY COUNCIL**

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**Brandon Svenson, Mayor**

Jess Bowers, Council Position #1 \* Chuck Camps, Council Position #2 \* Jodie Curtis, Council Position #3 \*  
Jeremy Allman, Council Position #4 \* Lindsey Alvord, Council Position #5

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**City Council Meeting  
February 26, 2024**

**CALL TO ORDER**

Mayor Svenson called the regular meeting to order at 6:00 pm.

**1. DETERMINATION OF QUORUM**

Mayor Svenson, Present, Jess Bowers, Present, Council Position #1; Chuck Camps, Present, Council Position #2; Jodie Curtis, Present, Council Position #3; Jeremy Allman, Present, Council Position #4; Lindsey Alvord, present, Council Position #5.

**2. Flag Salute**

Mayor Svenson led the flag salute.

**3. APPROVAL OF AGENDA**

*Council Member Jeremy Allman Motioned to Amend the Agenda adding item J. Hogg’s final payment. Second, by Council Member Jodi Curtis, the Motion Passed unanimously.*

- *Council Member Allman – Motion*
- *Council Member Curtis – Second*
- *Mayor Svenson – N/A*
- *Council Member Bowers – Approve*
- *Council Member Camps – Approve*
- *Council Member Alvord – Approve*

#### 4. OLD BUSINESS

There was no old business to report at this time.

#### 5. MAYOR COMMENTS

Mayor Brandon Svenson expressed his gratitude to all of the staff for all of the great things they do.

#### 6. COUNCIL COMMENT

Council Member camps said that he and his wife went to Big Pappa Bear restaurant and encouraged folks to support locally.

Council Member Curtis said that she was almost hit by a log truck walking home over the Winlock-Vader Rd. bridge in a twenty-five-mile hr. zone and had to step into a residential yard to keep from getting hit by the log truck.

#### 7. Committee Reports

**Finance** – Council Member Allman said he had a monthly meeting with the City Treasurer, Jill.

Revenue was doing good. We are right on track. We are (\$62,264.24) sixty-two thousand two hundred sixty-four dollars and twenty-four cents in the whole. That is expected in the first quarter. All of our insurance and bigger expenses come out in the first quarter. By the second quarter will be better. We have a lot of Community development coming through. We were roughly around (\$12,000.00) twelve thousand in the positive at the beginning. We have (\$124,700.00) one hundred twenty-four thousand and seven hundred in traffic impact fees that we've received.

**Grants** - Mayor Svenson stated Penny Jo and himself had a meeting with Amy Buzzard and resubmitted the federal RAISE grant request for the sink hole. Seems to be we just need more data documentation. Council Member Bowers asked where we were with grants or do we come up with plan (b) in terms of the cross-walk-in front of Cedar Village. Mayor Svensen replied, we will need to work on it.

#### 8. Reports

- a. **Kirsten Stalnaker, Parks** – Kirsten introduced herself to the new Council Members. Kirsten said that her reports will appear to be shorter; however, she's happy to provide itemized reports, or present the park reports as she has in the past. Kirsten mentioned that the covered area is looking shabby. The volunteer park has grime of some kind and can use paint. Kirsten said that Jeremy and some of his boys came out to help put the basketball hoop up. A small discussion continued about baseball season coming up and mole holes.
- b. **Robert Webster, Community Development** – Robert joined via Zoom. Robert provided a report to the Council. He reported that there are twenty-six (26) new homes, just in the past two (2) months going into the year and we should be getting a big lump sum financially coming in this week from eight (8) permits for Shambaugh Estates. Robert said that the Comprehensive Plan needs acceptance to send in. The Climate resilience Plan needs acceptance to send in as well. Robert moves on to briefly discuss the progress of current development and mentioned that he

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would also like to see permit fees for Manufactured Homes go up to (\$1,200.00) one thousand two hundred dollars. Robert said that we are doing more work for no benefit. Council Member Allman replied, requested that Robert and Rodney discuss the fee schedule together and decide on fees that they would like to see changed before the Council goes back in to make changes to the fee schedule. Council Member Allman also asked if Robert had an update for Tiny Home development.

- c. **Rodney Cecil, Water/Sewer Department** – Rodney submitted a report to the Council. Rodney said the UV upgrade grant was approved for up to (\$133,000.) one hundred thirty-three dollars. Rodney said that he ordered the parts, and we will install the parts ourselves. We have bids out for the electrical. We will wait for the bids to come in and then we will start on that project. Rodney moved on to say he was able to get a free autosampler and flow meter from an offer he received via email. Council Member Bowers asked about the fire hydrant that is on its side. Rodney replied that was caused by a car wreck and they will be addressing the issue later this week.

9. **Public Comment** – no one requested to comment in person, via zoom, or via telephone at this time.

**10. CONSENT AGENDA –**

Approval of Vouchers for February 26, 2024, for (\$45,091.14) forty-five thousand ninety-one dollars and fourteen cents and approval for minutes from February 12, 2024. **Council Member Jeremy Allman Motioned to Approve the Consent Agenda as presented. Second, by Council Member Jodie Curtis, the Motion passed unanimously.**

- **Council Member Allman - Motion**
- **Council Member Curtis – Second**
- **Mayor Svenson – N/A**
- **Council Member Bowers – Approve**
- **Council Member Camps – Approve**
- **Council Member Alvord – Approve**

**11. AGENDA**

- a. **Winlock FFA, Della McMahan – Hanging Baskets** – FFA President, Dakota Fox, representing Winlock FFA, Future Farmers of America, proposed a Community beautification project. The project will include hanging baskets filled with flowers and attractive greenery. The addition will make Winlock more beautiful for residents and visitors and instill a sense of pride in students, building a stronger relationship between Winlock High School and Community Service. Soil has been donated and the cost requested is (\$150.00) one hundred and fifty dollars. The Mayor and Council asked a few questions and shared a brief discussion. The discussion covered communication with the Lions Club and Heidi Uhri and financial costs in the past and current time being. **Council Member Jeremy Allman Motioned to Approve (\$500.00) five hundred dollars for the Winlock High School FFA Project. Second, by Council Member Jess Bowers, the Motion passed unanimously.**

- **Council Member Allman – Motion**
- **Council Member Bowers – Second**
- **Mayor Svenson – N/A**
- **Council Member Camps – Approve**
- **Council Member Curtis – Approve**
- **Council Member Alvord – Approve**

**b. Appoint Committee Members** – Council Member Allman said Finance typically meets on Wednesday or Thursday a week before the second Council meeting of every month. Council Member Curtis volunteered to be appointed to the Finance Committee. Council Member Allman volunteered to continue on the Finance Committee. Council Member Alvord volunteered for the Grants Committee. Council Member Allman said that he would like to eliminate the Parks Committee and replace it with Community Development.

**c. Jackson Civil Services Agreement, Comprehensive Plan Update and Climate Change** – Community Development Planner, Robert Webster joined via Zoom. Robert said that this is his proposal. There will be money to cover administrative fees. The proposal is for the Comprehensive Plan and Climate Resilience Element Plan. Robert asked that the Council approve the agreement. City Attorney, Marissa Jay recommended amending the agreement, adding additional conditions and terms. **Council Member Jeramy Allman Motioned to Approve the Jackson Civil Engineering Agreement as Amended. Second, by Council Member Lindsey Alvord, the motion passed unanimously.**

- **Council Member Allman - Motion**
- **Council Member Alvord – Second**
- **Mayor Svenson- N/A**
- **Council Member Bowers – Approve**
- **Council Member Camps – Approve**
- **Council Member Curtis - Approve**

**d. Fund Request, Inflow & Infiltration (INI) Grant**—Water/Sewer Superintendent, Rodney Cecil, submitted a fund request for (\$410,000.) four hundred ten thousand dollars out of Capital Improvement for Water/Sewer upgrades. Rodney initially earmarked for two (2) projects but would like to add a third project to this list. Rodney said we did not get approved for the I&I part of the project, but we did get approved for the screw press part of the project. He said this project will be administered as 50% grant and 50% loan at .6% over 5 years. Rodney would like to pay our part of the Grant (\$110,990.) one hundred ten thousand nine hundred and ninety dollars out of Capital Improvement funds. Rodney said that he has approval in this year’s budget. **Council member Jeramy Allman motioned to Approve (\$220,980) two hundred twenty thousand nine**

*hundred ninety dollars and for the Mayor to sign all the documents. Second, by Council Member Jodi Curtis, the Motion passed unanimously.*

- *Council Member Allman – Motion*
- *Council Member Curtis – Second*
- *Mayor Svenson – N/A*
- *Council Member Bowers – Approve*
- *Council Member Camps – Approve*
- *Council Member Alvord – Approve*

- e. **Resolution No. 2024-04, Water/Sewer Surplus Miscellaneous Property** – Mayor Svenson read: **A RESOLUTION OF THE CITY OF WINLOCK, WASHINGTON, DECLARING PERSONAL PROPERTY OF THE CITY OF WINLOCK TO BE SURPLUS AND/OR DESTROYED OF NO FURTHER USE TO THE CITY.** City Attorney Marissa said that the thresh hold is under \$(50,000) fifty thousand for personal property. Rodney said that there is maybe (\$12,0000). Rodney and the Council discussed what profit can be gained and what losses we will have. City Clerk Penny Jo said that whatever revenue comes in would go back to that department. The City Attorney suggested advertising prior to putting it up for sale. *Council Member Jeramy Allman Motioned to Approve Resolution No. 2024-04 Water/Sewer Surplus Miscellaneous Property. Second, by Council Member Jodi Curtis, the Motion passed unanimously.*

- *Council Member Allman – Motion*
- *Council Member Curtis – Second*
- *Mayor Svensen – N/A*
- *Council Member Bowers – Approve*
- *Council Member Camps – Approve*
- *Council Member Alvord – Approve*

- f. **Resolution No. 2024-05, Small Works Roster** – Mayor Svensen read: **A RESOLUTION OF THE CITY OF WINLOCK, WASHINGTON, ON ESTABLISHING A SMALL PUBLIC WORKS ROSTER PROCESS TO AWARD PUBLIC WORKS CONTRACTS, AUTHORIZING THE CITY TO ENTER INTO AN AGREEMENT WITH MRSC FOR USE OF ITS SMALL WORKS ROSTER; AND OTHER MATTERS RELATED THERETO; AND PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.** *Council member Jeramy Allman Motioned to Approve Ordinance No.2024-05 Small Works Roster. Second, by Council Member Chuck Camps, the Motion passed unanimously.*

- *Council Member Allman – Motion*
- *Council Member Camps – Second*
- *Mayor Svensen – N/A*
- *Council Member Bowers – Approve*
- *Council Member Curtis – Approve*

- ***Council Member Alvord – Approve***

**g. Department of Commerce, 2023-2025 Climate Planning Grant Agreement –** Community Development Planner, Robert Webster joined via Zoom. Robert said that the council just needed to sign so we can get the (\$100,000.) one hundred thousand for the comp plan and (\$100,000.) one hundred thousand for the climate resilience plan. City Attorney Marissa said that this is A State contract, and you just have to accept it. ***Council Member Jeramy Allman Motion to Approve and have the Mayor sign Department of Commerce, 2023-2025 Climate Planning Grant Agreement. Second, by Council Member Jodi Curtis, the Motion passed unanimously.***

- ***Council Member Allman – Motion***

- ***Council Member Curtis – Second***

- ***Mayor Svensen – N/A***

- ***Council Member Bowers – Approve***

- ***Council Member Camps – Approve***

- ***Council Member Alvord – Approve***

**H. Department of Commerce, 2025 Growth Management Services Grant Agreement –** City Attorney Marissa pointed out that there is an error. Marissa has asked for it to be changed. ***Council Member Jeramy Allman Motion to Approve Department of Commerce, 2025 Growth Management Services with the Amendments City Attorney pointed out, and to allow the Mayor to sign. Second, by Council member Jodie Curtis, the Motion passed unanimously.***

- ***Council Member Allman – Motion***

- ***Council Member Curtis – Second***

- ***Mayor Svenson – N/A***

- ***Council Member Bowers – Approve***

- ***Council Member Camps – Approve***

- ***Council Member Alvord - Approve***

**h. Ordinance No. 1154, Winlock Complete Streets –** Mayor Svenson read: **AN ORDINANCE OF THE CITY OF WINLOCK, WASHINGTON, ADOPTING A NEW CHAPTER 12.50 OF THE CITY OF WINLOCK MUNICIPAL CODE TO ESTABLISH A “COMPLETE STREETS” PROGRAM FOR THE PURPOSE OF PROVIDING SAFE ACCESS AND ACCOMMODATIONS TO ALL USERS INCLUDING BICYCLISTS, PEDESTRIANS, MOTORISTS, AND PUBLIC TRANSPORTATION USERS; AND PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.** Community Development Planner, Robert Webster joined via Zoom. Robert said that we need to pass this Ordinance to help with grants and funding through DOT for complete streets and sidewalks etc... ***Council Member Jeramy Allman Motioned to Approve Ordinance No.1154, Winlock Complete Streets. Second, by Council Member Lindsey Alvord, the Motion passed unanimously.***

- *Council Member Allman – Motion*
- *Council Member Alvord – Second*
- *Mayor Svensen – N/A*
- *Council Member Bowers – Approve*
- *Council Member Camps – Approve*
- *Council Member Curtis – Approve*

- i. **Hogg Final Bill** – Council Member Allman asked if any and all leaks were fixed. Council Member said Hogg has done a great job. ***Council Member Jeramy Allman Motioned to Approve Hogg’s final bill in the amount of \$26,335.54 inclusive of (\$539.00) five hundred thirty-nine dollars change order. Second, by Council Member Lindsey Alvord, the Motion passed unanimously.***

- *Council Member Allman – Motion*
- *Council Member Alvord – Second*
- *Mayor Svensen – N/A*
- *Council Member Bowers – Approve*
- *Council Member Camps – Approve*
- *Council Member Curtis - Approve*

**12. Adjournment**

***Council Member Jeramy Allman Motioned to adjourn the meeting. Second, by Council Member Lindsey Alvord, the Motion passed unanimously. The meeting adjourned at 7:03 pm.***

- *Council Member Allman – Motion*
- *Council Member Alvord- Second*
- *Mayor Svenson – N/A*
- *Council Member Bowers – Approve*
- *Council Member Camps – Approve*
- *Council Member Curtis – Approve*

Mayor Svenson adjourned the meeting at 7:03 p.m.



Brandon Svenson, Mayor

Attest:



Penny Jo Haney, City Clerk