



WINLOCK CITY COUNCIL

323 NE First Street / PO Box 777, Winlock, WA 98596

Phone: 360-785-3811 – Fax: 360-785-4378

Hearing Impaired Access (TTY) 711 or 1-800-833-6388

Email: cityclerk@cityofwinlock.com Website: www.cityofwinlock.com

Brandon Svenson, Mayor

Jess Bowers, Council Position #1 * Chuck Camps, Council Position #2 * Jodie Curtis, Council Position #3
* Jeramy Allman-Pro Tem, Council Position #4 * Lindsey Alvord, Council Position #5

**City Council Meeting
May 13, 2024, at 6:00 p.m.**

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; Jeramy Allman, Present, Council Position #4; Lindsey Alvord, Present, Council Position #5.

Present

City Clerk, Penny Jo Haney and City Attorney, Marissa Jay

2. Flag Salute

Mayor Svenson led the flag salute.

3. APPROVAL OF AGENDA

Council Member Jeramy Allman said that we need to Amend the Agenda, by adding P Police Records Clerk. *Council Member Jeramy Allman motioned to approve the Agenda as amended. 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*

4. OLD BUSINESS

Mayor Svenson said that there is no old business to report at this time.

5. MAYOR COMMENTS

Mayor Svenson thanked Kathy Chastain for donating the American flag for the Plaza. He said he ordered a package deal from the Armed Forces, that he will be donating. Mayor Svenson mentioned that the Flags for the School, Police Department, and Fire Department are made at Awards West and were a little more costly and we will have to discuss the expense with the Council at a later time. He moved on to thank Public Works, and Heidi Uhri for working hard to get Winlock ready for Egg Days.

6. COUNCIL COMMENT

Council Member Jeramy Allman thanked everyone that is helping prepare for Egg Days.

7. Committee Reports – (Second Meeting of Each Month)

8. Reports

a. Penny Jo, City Clerk – Penny Jo gave the Council a report including an update on Invoice Cloud (Online Payment System), along with a 4-Year Look at Public Records Requests (2021-2024). Penny Jo noted that Boss Hogg’s liquor license is due to expire in ninety (90) days and asked the Council if anyone had any objections to their renewal. They did not.

b. Robert Webster, Community Development Planner – Provided a report including an update on building permits and projects that are moving forward.

c. Rodney Cecil, Water/Sewer Superintendent – Rodney gave a report to the Council, and briefly gave an update supporting the report he provided. Rodney said that Ecology has approved two (2) water rights for the City of Winlock totaling 135.67-acre feet a year. We are allowed around 915 GMP (up to 560-acre feet per year based on our existing water rights). Rodney also informed the Council about the Biobot study. Rodney said that he received the flow meter and UV units that he asked about earlier. Rodney informed the Council that there are projects that he would like to pursue in the near future.

d. Stephen Valentine, Chief of Police – Stephen read the monthly call activity report to the Council. There was a total of one hundred and twenty-six (126) for April. The total call activity year to date (YTD) is three hundred eighty-eight (388) calls.

Marissa Jay, City Attorney, mentioned that she pulled an Administrative Office of the Court (AOC) record and in January and February the City of Winlock had only (7-10) less infractions than Centralia, and had more infractions than any other neighboring towns. Marissa said that is really good.

9. Public Comment –

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Kathy Chastain – Mrs. Chastain has concerns and would like to have weight limit signs placed on Kakela and Peach Rd, Crestwood Heights, Winlock Height, and concerns about water in regard to Cardinal Glass. The Council discussed the fact that Jakes Fire Works has to have access but can't travel in the school zone. Robert responded with a brief update. On behalf of Cardinal Glass, Mayor Svenson said we are just not there at this time.

10. CONSENT AGENDA –

Approval of Vouchers for May 13, 2024, for one hundred forty thousand one hundred forty dollars and ninety-three cents (\$140,140.93) approval of minutes from April 22,2024 as presented. **Council Member Jeramy Allman Motioned to Approve the Consent Agenda as presented. 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**

11. AGENDA

a. **Comprehensive Plan Update – Devin Jackson & Paul Dennis, Jackson Civil - Penny Jo, City Clerk** said that they were unable to be present at this time and we will have to Table the May 29th meeting. **Council Member Jeramy Allman Motioned to Table The Comprehensive Plan Update until 05-28-2024. Second, by Council Member Chuck Camps, the Motion passed unanimously.**

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

b. **Confirm Appointments of Planning Commission Members – Community Development Planner, Robert, said we have two (2) new Planning Commission Members, Meredith Horne, and Randy Denton. Mike Shemonis is our Chairperson. Council Member Jeramy Allman Motioned to Approve Meredith Horne, and Randy Denton to the Planning Commission. Second, by Council Member Jodie Curtis, the Motion passed unanimously.**

- **Council Member Allman – Motion**
- **Council Member Curtis – Second**
- **Mayor Svenson – N/A**

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- **Council Member Bowers – Approve**
- **Council Member Camps - Approve**
- **Council Member Alvord – Approve**

c. **Confirm Appointment of Court Administrator** – City Clerk, Penny Jo said that we did not have confirmation at the time we published the Council meeting. Her name is Madisen Lester, and she has Court experience and will continue to collaborate with Lacey. **Council Member Jeramy Allman Motioned to Confirm the Court Administrator new hire Madisen Lester. 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. **The Club – Egg Day Dance Permit – tabled from April 22, 2024** – City Clerk, Penny Jo, said the Council has already approved the Egg Day Dance event for the Club Tavern last year, but the Council requested to have The Club present their plans each year. There is no further action to take at this time.

e. **Winlock Youth Baseball Agreement – Tabled from April 22, 2024-** the Council discussed ideas, how to incorporate other sport teams being able to access the use of the concession stand. The Council also discussed the language in the rental agreement. The Council decided the rental agreement needs to be cleaned up. **Council Member Jeramy Allman Motioned to Table Winlock Youth baseball Agreement until the 28th of May. Second, by Council Member Jodie 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. **Mobil Home Garages** – Community Development Planner, Robert has requested to make it mandatory for manufactured homes to be on a foundation and have a garage in our inter zone plan. The Council agreed. The city Attorney, Marissa said that it would be an inter zoning Ordinance until our Comprehensive Plan is up to date. **Council Member Jeramy Allman Motioned**

to Approve as Amended. Second, by Council Member Jess Bowers, the Motion passed unanimously.

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

g. Dangerous Trees – Community Development Planner, Robert said, there are trees that are rotten, and dangerous on the City Right of Way on Alder St. City Clerk, Penny Jo said Petrich Arbor Care was the only response that we got back out of the four (4) quotes that were submitted to vendors. **Council Member Jeramy Allman Motioned to Approve The Petrich Arbor Care Dangerous Tree Removal for twelve thousand dollars (\$12,000.00). 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**

h. Plaza Flags – Mayor Svenson and the Council discussed the overall purchase amount and moved on to discuss Ideas for fundraising. The Council decided they want to continue to take care of the flags. **Council Member Jeramy Allman Motioned to approve for the Mayor to buy the flags. 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**

i. Public Defender Agreement, Joseph O. Enbody – City Attorney, Marissa Jay and the Council discussed fees and the language in the agreement. Marissa suggested that the Council Table the agreement until we find out how much the County is paying for a Public Defender or until more information is available . **Council Member Jeramy Allman Motioned to Table Public**

Defender Agreement, Joseph Enbody, and Jacob R. Clark, until Additional Information is available. 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***

j. Public Defender Agreement, Jacob R. Clark - Council Member Allman To Table until further Information is available along with Agenda item i.

k. Resolution No. 2024-09, Lewis County ILA – Winlock UGA Roadway – Tabled from April 22, 2024- Mayor Svenson read. A RESOLUTION OF THE CITY OF WINLOCK, WASHINGTON, AUTHORIZING THE MAYOR TO ENTER INTO AN INTERLOCAL AGREEMENT WITH LEWIS COUNTY FOR THE AMOUNT OF REIMBURSEMENT THE CITY WILL PAY TO THE COUNTY FOR ROADWAY CAPITAL INVESTMENT WITHIN THE UGA. Council Member Jeramy Allman Motioned to Approve Resolution No. 2024-09 and for the Mayor to sign. 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***

l. Lewis County ILA Winlock UGA Roadway Agreement – Tabled from April 22, 2024 – Council Member Jeramy Allman Motioned to allow the Mayor to sign THE INTER-LOCAL COOPERATION AGREEMENT. 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***

m. Ordinance No. 1162 – Amending Ord. 1157 Parking Zones – Mayor Svenson reads. AN ORDINANCE OF THE CITY OF WINLOCK, WASHINGTON, REAFFIRMING, AMENDING, AND

CRATING NEW SEW SECTIONS OF WINLOCK MUNICIPAL CODE CHAPTER 10.35; AMENDING ORDINANCE NO. 1157 AS NECESSARY; CLARIFYING TWO-HOUR PARKING ZONES ON THE NORTH SIDE OF E. WALNUT STREET, REMOVING PROVISIONS FOR PARKING ON CEMETERY ROAD FOR FUNERALS, PROVIDING FOR DIAGONAL PARKING ON PORTIONS OF N.E. PINE STREET, AND DECLARING IT UNLAWFUL TO INTERFERE WITH TRAFFIC CONTROL DEVICES OR TO DISPLAY UNAUTHORIZED TRAFFIC CONTROL DEVICES AND PROVIDING PENALTIES FOR THE VIOLATION THEREOF; AND PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE. *Council Member Jeramy Allman Motion to Approve Ordinance No. 1157. Second, by Council Member Jess Bowers, 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*

n. Ordinance No. 1163- Small Public Works Work Roster- Mayor Svenson reads. AN ORDINANCE OF THE CITY COUNCIL OF CITY OF WINLOCK, WASHINGTON, ON THE SUBJECT OF ESTABLISHING A SMALL PUBLIC WORKS ROSTER PROCESS TO AWARD PUBLIC WORKS CONTRACTS, AND A VENDOR ROSTER FOR GOODS AND SERVICES ORDINANCE NO.607 IN ITS ENTIRETY. *Council Member Jeramy Allman Motion to Approve Ordinance No. 1163 and to allow the Mayor to sign.*

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

o. Conflicting Subdivisions, Administrative Procedures -City Attorney, Marissa Jay discussed Ordinances/Ch. 2.65 Board of Adjustment, Ch. 2.70 Planning Commission, Ch.18.25 Hearing Examiner, & Winlock Development Code. She provided three (3) options for Mayor Svenson, Community Development Planner, and the Council to discuss. Once the Council has decided, Marissa will make an Ordinance for the Council to Approve.

P. Confirm Police Department Records Clerk Hire – Chief, Valentine said PD Clerk, Deavon Jacobson gave her notice and will be leaving at the end of the month Chief interviewed Heather Boyer for part time, nineteen hours a week. Chief Valentine asks, and recommends her hire, and

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would like the Council to Approve. ***Council Member Jeramy Allman Motion to Approve the PD Clerk New Hire. Second, By Council Member Jodie Curtis.***

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

12. Adjournment

Council Member Jodie Curtis Motioned to adjourn the meeting. Second, by Council Member Jess Bowes, the Motion passed unanimously. The meeting adjourned at 7:36 pm.

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

Mayor Svenson adjourned the meeting at 7:36 p.m.

Brandon Svenson

Brandon Svenson (May 29, 2024 17:53 PDT)

Brandon Svenson, Mayor

Attest:



Penny Jo Haney, City Clerk