



**WINLOCK CITY COUNCIL**

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**Brandon Svenson, Mayor**

Marty Poirrier, Council Position #1 \* Eric Contreras, Council Position #2 \* Lonnie Dowell, Council Position #3 \* Jeramy Allman, Council Position #4 \* Lindsey Alvord, Council Position #5

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**City Council Meeting**

**November 27, 2023**

**Public Hearings, November 27, 2023 @ 6:00 pm**

Mayor Pro Tem Jeramy Allman opened the Public Hearing at 6 p.m. for the 2024 Preliminary Budget. Council member Dowell asked if the (\$13.16) thirteen dollars and sixteen cents per day increase to the jail is going to affect us. Council Member Poirrier replied that he is sure that (\$13.16) thirteen dollars and sixteen cents per day plus Attorney fees will affect us. The current budget has it in the expense fund, about (\$16,000.00) sixteen thousand dollars in surplus. There were no public comments.

Mayor Pro Tem Jeramy Allman closed the Public Hearing at 6:01 p.m.

**CALL TO ORDER**

Mayor Pro Tem Jeramy Allman called the regular meeting to order at 6:02 pm.

**1. DETERMINATION OF QUORUM**

Mayor Svenson, Absent, Marty Poirrier, Present, Council Position #1; Eric Contreras, Present, Council Position #2; Lonnie Dowell, Present, Council Position #3, Jeramy Allman, Present, Council Position #4 Lindsey Alvord, Present, Council Position #5.

Others Present – City Clerk Penny Jo Haney, City Attorney, Marissa Jay.

**Mayor Pro Tem Allman, Motioned to excuse Mayor Svenson. Second, by Council Member Lonnie Dowell, the Motion passed unanimously.**

- **Council Member Allman – Motion**

City Council Minutes

November 27, 2023

- **Council member Dowell – Second**
- **Mayor Svenson – Absent**
- **Council Member Poirrier – Approve**
- **Council Member Contreras – Approve**
- **Council Member Dowell – Approve**
- **Council Member Alvord - Approve**

**2. Flag Salute**

Mayor Pro Tem Allman led the flag salute.

**3. APPROVAL OF AGENDA**

***Council Member Marty Poirrier Motioned to Approve the Agenda. Second, by Council Member Eric Contreras, Motion Passed unanimously.***

- **Council Member Poirrier – Motion**
- **Council Member Contreras – Second**
- **Mayor Svenson – Absent**
- **Council Member Allman – Approve**
- **Council Member Dowell– Approve**
- **Council Member Alvord – Approve**

**4. OLD BUSINESS**

Council Member Poirrier asked the City Attorney about the Animal Ordinance. She replied that we should have a draft by the next Council meeting. Council Member Dowell asked if we had an update on the rate study. City Clerk Penny Jo stated that she does not have a date. We gave them everything they needed from us. Rodney, Water/Sewer Superintendent stated it can take months. Rodney stated he is looking for free money for a sewer rate study. Council Member Poirrier asked if there was an update on the Community Building windows. Council Member Dowell had no update.

**5. MAYOR COMMENTS**

Pro Tem Allman thanked Carol Wallin and Sally Vogel for making the whiskey barrels in town look great. Pro Tem Allman also thanked Carol, Travis, and Paul for setting up the memorial trees at the egg park, it means a lot to folks .

**6. COUNCIL COMMENT**

No Council comment at this time

**7. Committee Reports**

**a) Finance**

Council Member Poirrier stated that our budget is tracking the same as the last time we met.

We will discuss this next year when we get to the agenda.

**b) Grants**

Pro Tem Allman said he had not heard anything about Grants at this time.

**8. Staff Reports**

**a. Community Development, Robert Webster**

Robert submitted a report to the Council including, an update on two (2) developments that have been approved Crestwood Heights, 24 home subdivision off Kakela Rd. and the corner of SR505; and Zevelon, a 25-home subdivision off Byham Rd. Robert also mentioned in his report that we have (115) permits so far this year, (85) are new homes. We also have the Shell station by the freeway still moving towards a spring start for their construction.

**b. Parks**

Kirsten submitted a report on the maintenance and activities for Winolequa and Volunteer Park for September and October 2023. The water fountain is working; however, it keeps getting rocks and debris in it. Shane Sealy donated a basketball hoop. Council Member Allman mentioned that he can get kids to help put it up.

City Clerk Penny Jo stated to the Council that Guadalajara, and the Club Tavern liquor licenses are due to expire in the next ninety days and asked if the Council opposed either renewal. The Council had no opposition.

**9. PUBLIC COMMENT**

No one attending publicly, or via zoom wished to comment at this time.

**10. CONSENT AGENDA –**

Council Member Poirrier thanked Jill Davis, City Treasurer for providing explanations on the vouchers. ***Council Member Marty Poirrier Motioned to approve the Consent Agenda. Second, by Council Member Eric Contreras, the Motion passed unanimously.***

- ***Council Member Poirrier - Motion***
- ***Council Member Contreras – Second***
- ***Mayor Svenson – Absent***
- ***Council Member Allman – Approve***
- ***Council Member Dowell – Approve***
- ***Council Member Alvord – Approve***

**11. AGENDA**

- a. Fund Request, VFD Drive –** Rodney Cecil Water/Sewer Superintendent requested a fund in the amount of (\$9,000.00) nine thousand dollars from Capital Improvement to replace the VFD drive that went out in the north side basin. ***Council Member Jeremy Allman Motioned to Approve the (\$9,000.00) nine thousand dollars for to come out of Capital Improvement for VFD drive. Second, by Council Member Lonnie Dowell, the Motion passed unanimously.***

- **Council Member Allman – Motion**
- **Council Member Dowell – Second**
- **Mayor Svenson – Absent**
- **Council Member Poirrier – Approve**
- **Council Member Contreras – Approve**
- **Council Member Alvord – Approve**

Rodney stated that we had to resubmit our application to Ecology for (169 feet).

Rodney also attached the covid tracking.

- b. **Ordinance No. 1147 Final Budget**– Pro Tem Allman reads. **AN ORDINANCE OF THE CITY OF WINLOCK, WASHINGTON , ADOPTING THE ANNUAL BUDGET FOR THE CITY OF WINLOCK, WASHINGTON, FOR THE CALENDAR YEAR 2024 AND PROVIDING FOR THE EFFECTIVE DATE HEREOF. Council Member Marty Poirrier Motioned to Approve Ordinance No 1147, Second, by Council Member Lonnie Dowell, the Motion passed unanimously.**

- **Council Member Poirrier - Motion**
- **Council Member Allman – Second**
- **Mayor Svenson- N/A**
- **Council Member Contreras – Approve**
- **Council Member Dowell – Approve**
- **Council Member Alvord - Absent**

- c. **Resolution No. 2023-15 Authorizing Agreement for VPN Services** – Pro Tem Allman reads. **A RESOLUTION OF THE CITY OF WINLOCK, WASHINGTON, ENTERING INTO AN INTERLOCAL AGREEMENT WITH LEWIS COUNTY FOR VPN IT SERVICES: AND PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE. Council Member Lonnie Dowell Motioned to Approve Resolution No. 2023-15 Agreement for VPN Services and allow Mayor Pro Tem to sign. Second, by Council Member Eric Contreras, the Motion passed unanimously.**

- **Council Member Dowell - Motion**
- **Council Member Contreras – Second**
- **Mayor Svenson – Absent**
- **Council Member Poirrier– Approve**
- **Council Member Allman – Approve**
- **Council Member Alvord - Approve**

- d. **Lewis County Interlocal Agreement 2024 VPN Services-Tabled from November 13, 2023**  
– Interlocal agreement between Lewis County and the City of Winlock for the provision of VPN services. **Council Member Marty Poirrier motion to Approve Lewis County**

***Interlocal Agreement 2024 VPN Services and allow Mayor Pro Tem to sign. Second, by Council Member Lonnie Dowell, the Motion passed unanimously.***

- ***Council Member Poirrier – Motion***
- ***Council Member Dowell – Second***
- ***Mayor Svenson – Absent***
- ***Council Member Contreras – Approve***
- ***Council Member Allman – Approve***
- ***Council Member Alvord – Approve***

- e. **Lewis County Interlocal Agreement #2, 2024 Jail Day Rates** – City Attorney Marissa stated she would feel more comfortable reviewing the original contract and request for the Council to Table until she has a chance to review. ***Council Member Lonnie Dowell Motioned to Table Lewis County Interlocal Agreement #2, 2024 Jail Day Rates until the next Council meeting. Second, by Council Member Eric Contreras, the Motion passed unanimously.***

- ***Council Member Dowell – Motion***
- ***Council Member Contreras – Second***
- ***Mayor Svenson – Absent***
- ***Council Member Poirrier – Approve***
- ***Council Member Allman – Approve***
- ***Council Member Alvord – Approve***

- f. **Set December Council Meeting Date** – City Clerk Penny Jo informed the Council that Winlock City Hall will close for the holidays December 25, 2023, and December 26, 2023, which would be a Council meeting night, and asked what alternate meeting night they would like. The Council determined that Wednesday December 27, 2023, at 6:00 p.m. would work. ***Council Member Marty Poirrier Motioned to Approve to change the Council meeting from December 25, 2023, to December 27, 2023, at 6:00 p.m. Second, by Council Member Jeremy Allman, the Motion passed unanimously.***


- ***Council Member Poirrier – Motion***
- ***Council Member Allman – Second***
- ***Mayor Svenson – Absent***
- ***Council Member Contreras – Approve***
- ***Council Member Dowell – Approve***
- ***Council Member Alvord – Approve***

**12. Adjournment**


***Council Member Marty Poirrier Motioned to adjourn the meeting. Second, by Council Member Eric Contreras, the Motion passed unanimously. The meeting adjourned at 6:25 pm.***

- ***Council Member Contreras – Motion***
- ***Council Member Dowell - Second***
- ***Mayor Svenson – N/A***
- ***Council Member Poirrier – Approve***
- ***Council Member Allman – Approve***
- ***Council Member Alvord – Approve***

**The Mayor Pro Tem adjourned the meeting at 6:25 p.m.**

  
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Jeremy Allman, Mayor Pro Tem

Attest:

  
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Penny Jo Haney, City Clerk