

September 25, 2023



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

**City Council Meeting
September 25, 2023 @ 6:00 P.M.**

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.

CALL TO ORDER

Council Member Jeramy Allman-Tem, Pro-Tem called the regular meeting to order at 6:00 p.m.

1. Flag salute

Council member Jeramy Allman, Pro-Tem led the flag salute.

2. Executive Session (RCW 42.30.110(e),(f),(g) – Property Purchase

Council Member Jeramy Allman stated that we will not have an Executive Session.

3. APPROVAL OF AGENDA

Council Member Eric Contreras Motioned to Approve the Agenda. Council Member Marty Poirrier stated that we will have to modify, striking Executive Session and adding h. to the Agenda LED Signs. Second, by Council Member Lonnie Dowell as Amended. Motion Passed unanimously.

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

City Council Minutes

September 25, 2023

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

4. OLD BUSINESS

The Council discussed our recent TIB Chip Seal grant project. The Council moved on to discuss the upcoming grant for the Arden street project and whether they will be putting sidewalks in.

5. MAYOR COMMENTS

Mayor Svenson was absent.

6. COUNCIL COMMENT

Council Member Dowell mentioned that he called about an abandoned motorcycle picked up on Lilac St. Council Member Dowell goes on to mention that there is also an abandoned car that has not been called in at this time. Council Member Alvord commented that she as well has seen quite a few abandoned vehicles on Arden St.

7. Committee Reports –

A. Finance –

Council Member Marty Poirrier states that the budget is tracking good for the year, even with unexpected expenses we are tracking well.

B. Grants –

No report submitted at this time.

C. Parks –

No report submitted at this time.

8. REPORTS – Included in Packets

a. Robert Webster, Community Development

Robert submitted a report presenting code changes for the new LED Display Sign for Codes for the City. Council Member Allman mentioned that it will be discussed during Agenda item h. Robert provided an update on developments .

b. Parks Department, Kirsten Stalnaker

No report submitted at this time.

9. PUBLIC COMMENTS –

No one wishes to speak in the audience or via telephone at this time.

10. CONSENT AGENDA –

Council Member Marty Poirrier Motioned to Approve the Consent Agenda as written. Second, by Council Member Lonnie Dowell, the Motion passed unanimously.

City Council Minutes

September 25, 2023

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

11. AGENDA

- a. **Amy Buzzard, Grant Consultant – Grants Update** – Amy Buzzard was unable to attend the meeting. City Attorney Marissa Jay stated she had talked with the City Engineer about a traffic camera for the school. He gave her an option to use to apply and looks like (DOT) Department of Transportation will release a grant for (Safe Routes to School Program). **Council Member Lonnie Dowell Motioned to Table Grants Update until more information is provided. Second, by Council Member Marty Poirrier, the Motion passed unanimously.**

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

- b. **Water/Sewer Fund Request, Rodney Cecil – Tabled from September 11, 2023** – Water and Sewer Superintendent Rodney Cecil proposed a fund request in the amount of (\$32,000.00) thirty-two thousand dollars to the Council for new diffusers in our South side treatment zone. City Attorney Marissa Jay, Council, and Water/ Sewer Superintendent Rodney discussed having City Clerk Penny Jo Haney help with preparing a resolution. **Council Member Lonnie Dowell tabled until a resolution is provided at the next meeting. Second, by Council Member Marty Poirrier, the motion passed unanimously.**

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

- c. **Lewis County ILA-Warrant Processing, Anya Egan, Court Administrator** – Court Administrator Anya Egan submitted a contract from the County to the Council that provided the process for the Administrative Court Clerk to process warrants and no contact orders. City attorney Marissa Jay, and Council discuss some concerns that the City attorney has. **Council Member Marty Poirrier Motioned to Approve to Authorize the Mayor and City attorney to contact the**

September 25, 2023

County about the warrant process. 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 – N/A**
- **Council Member Alvord – Approve**

d. Providence Health & Services Laboratory Agreement, Tabled from August 14, 2023 – The Council has not received any further information. Council Member Lonnie Dowell Motion to table Providence Health & Services Laboratory Agreement until finished product is presented. Second, by Council member Lyndsey Alvord, the Motion passed unanimously.

- **Council Member Dowell – Motion**
- **Council Member Alvord – Second**
- **Mayor Svenson – Absent**
- **Council Member Poirrier – Approve**
- **Council Member Contreras – Approve**
- **Council Member Allman – N/A**
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e. Jones Road Sale – The Council mentioned that they have not been in contact with any of the neighboring neighbors. The Council went on to discuss listing Jones Road Property publicly. Council Member Lonnie Dowell Motioned to have the Mayor bring resolution to surplus Jones Road. Second, by Council Member Marty Poirrier, the Motion passed unanimously.

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

f. Fee Schedule – The Council reviewed the revised fee schedule and discussed public record fees, alcohol refundable deposit fee, park facility rental fees, dog tag, kennel, breeding fees, and revised requirement that dogs have to be vaccinated to be licensed. Council Member Dowell proposed to update our water/sewer overage fees. Water/Sewer superintendent Rodney Cecil discuss the past rate study and overage fees. City Attorney Marissa Jay states that there should be a current rate study done before raising fees. Council Member Lonnie

September 25, 2023

Dowell Motion to approve the 2023 fee schedule as amended. 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 – N/A***
- ***Council Member Alvord – Approve***

G. Property Purchase Agreement – Council Member Dowell asked if the purchase price was (\$80,000.00) eighty thousand dollars and if they were willing to go down on the asking price. Council Member Poirrier stated that in the contract the (\$1,000.00) thousand-dollar earnest money has to be authorized. ***Council Member Marty Poirrier Motioned to approve the purchase price and (\$1,000.00) thousand-dollar earnest money, and for the Mayor 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 – N/A***
- ***Council Member Alvord – Approve***

Council Member Lonnie Dowell Motioned to approve the (\$1,000.00) thousand-dollar earnest money to come out of the general account. Second, by Council Member Marty Poirrier, the Motion passed unanimously.

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

Council Member Eric Contreras left the regular meeting at 7:00 p.m.

G. Signs - In an attempt to update our sign ordinance adding the choice of having LED signs. City Attorney Marissa said that the appropriate process is to send it to Commerce for a (60) six-day review for approval before you can change development codes. The council discussed what they can do to update LED lights so that Raleigh at Cedar Village could update his signs. The Council discussed putting in place an interim zoning ordinance. ***Council Member Marty Poirrier Motioned to authorize the City Clerk, Community Development Planner, and Mayor to work***

City Council Minutes

September 25, 2023

with City Engineer to update the development codes. Second, by Council Member Lonnie Dowell, the Motion passed unanimously.

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

12. Adjournment

Council Member Lonnie Dowell Motioned to adjourn the meeting. Second, by Council Member Marty Poirrier, the Motion passed unanimously. The meeting was adjourned at 7:19 p.m.

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

Council member Jeramy Allman, Pro-Tem adjourned the meeting at 7:19 p.m.



Brandon Svenson, Mayor

Attest:



Penny Jo Haney, City Clerk