

CONNECTOR STREET CONSTRUCTION AGREEMENT

CITY OF WINLOCK

THIS AGREEMENT is made and entered into this _____ day of _____, 2024, by and between the CITY OF WINLOCK, a municipal corporation, hereinafter referred to as the “CITY” and, RED ROCK CONSTRUCTION, hereinafter referred to as “DEVELOPER”,

WITNESSETH:

WHEREAS the DEVELOPER has constructed at its own cost and expense a connector street over the following described route:

BEGINNING AT THE INTERSECTION OF STATE ROUTE 505 AND “HILLTOP MEADOWS CONNECTOR ROAD” PLAT OF HILLTOP MEADOWS AND EXTENDING NORTHWARD WITHIN THE CITY RIGHT-OF-WAY APPROXIMATELY 835 FEET TO THE “HILLTOP MEADOWS PLAT”.

WHEREAS, the subject connector road was required based upon Traffic Impact Analyses (TIA) warrants and to provide access to the site; and

WHEREAS, said connector street provides access compliant with City of Winlock ordinance to additional properties, the owners of which may benefit from said improvements or have been required to construct the improvement in the future; and

WHEREAS the DEVELOPER has prepared a listing attached to this agreement and designated as Exhibit “A”, assessment map and assessment roll, containing the construction costs and engineering cost of said improvements including applicable sales tax, and the pro rata share of the cost of construction of said improvements; and

WHEREAS the CITY is willing to, under the provisions of Chapter 35.72 RCW, collect from future users of said improvements their pro rata share of the cost of said line to be reimbursed to the DEVELOPER; THEREFORE, it is hereby agreed between the parties as follows:

1. For a period of twenty (20) years from the date of this agreement, the CITY shall collect from the owner(s) of identified benefitting property prior to issuing a building permit on said property, a latecomer's charge (assessment fee) equal to the fair pro rata share of the cost of construction of this subject improvement and shall pay said sums to the DEVELOPER. Exhibit "A" has been prepared by the DEVELOPER and shall be approved by the CITY as the fair pro rata share of the cost of construction and shall be recorded at the expense of the DEVELOPER.
2. Reimbursement shall be collected by the CITY from using said facility as provided above at the time they connect to the CITY connector street and in accordance with the following formula:
$$\text{Total Cost} / \text{Acres Served}$$
3. The DEVELOPER agrees that the CITY shall deduct attorney costs and recording fees from the collected reimbursement amount as a fee for administering the terms of agreement.
4. The CITY shall exercise its best efforts to collect all reimbursements herein described; however, the CITY assumes no obligation to collect any or all reimbursements herein described.

In the event of the DEVELOPER's assignment of any interest in this contract, written notice thereof shall be given to the CITY. Until then, all CITY payments to the DEVELOPER under this contract shall be sent to the following address:

**RED ROCK CONSTRUCTION
PO BOX 1080
TOLEDO, WA 98591**

IN WITNESS THEREOF, the parties hereto have executed this Agreement to become effective on the day and year set forth above.

Brandon Svenson, Mayor

Max Halbert, Owner/Operator

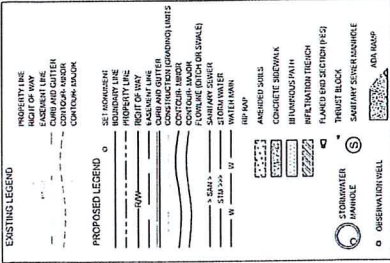
Approved as to form:

Marissa Y. Jay, WSBA #55593

Attest:

Penny Jo Haney, City Clerk

Draft



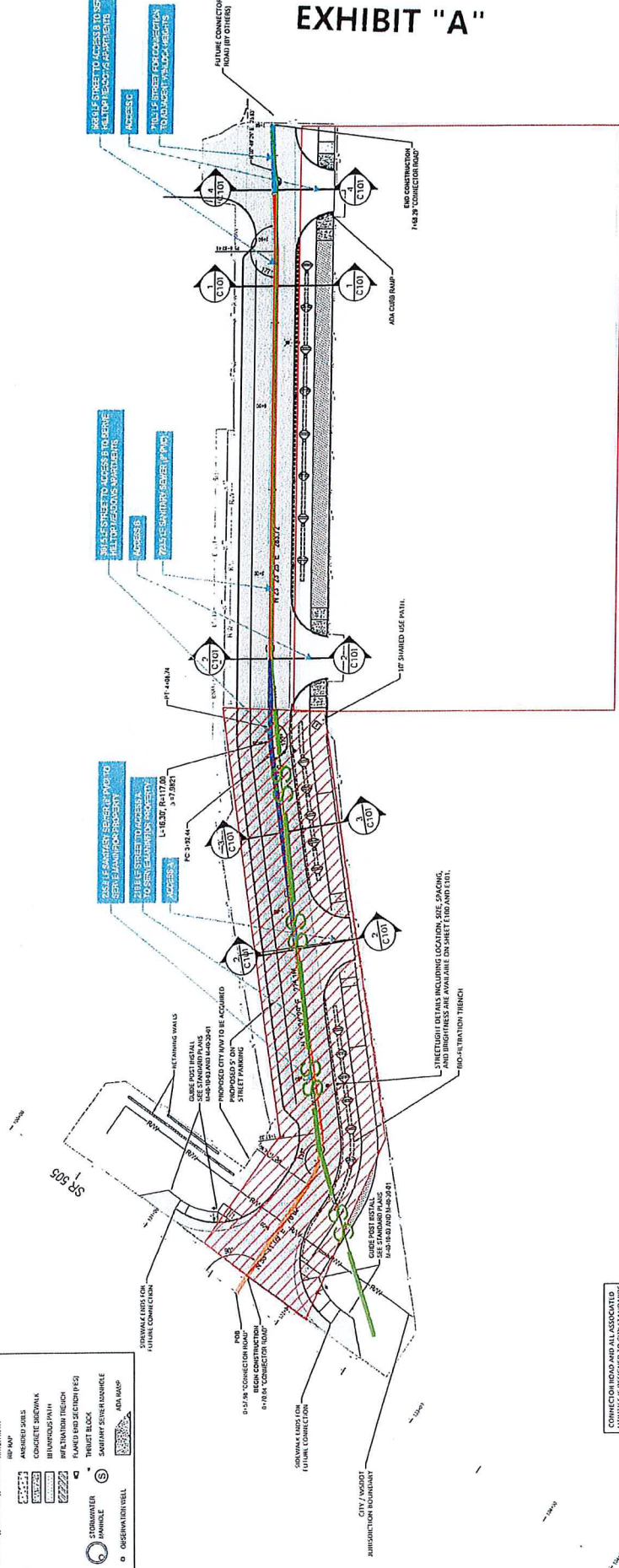
SHEET NOTES:

1. ALL CONSTRUCTION MATERIALS AND WORKMANSHIP SHALL CONFORM TO THE LATEST STANDARDS AND PRACTICES OF THE CITY OF WINDSOR AND THE LATEST EDITION OF THE CANADIAN STANDARD SPECIFICATIONS FOR CONCRETE AND REINFORCEMENT STEEL.
2. ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE CITY OF WINDSOR SPECIFICATIONS FOR THE STANDARD SPECIFICATIONS.
3. THE CITY OF WINDSOR SPECIFICATIONS FOR THE STANDARD SPECIFICATIONS SHALL BE APPLICABLE TO ALL WORK UNLESS OTHERWISE SPECIFIED BY THE CITY OF WINDSOR SPECIFICATIONS FOR THE STANDARD SPECIFICATIONS.
4. ALL STORM WAYS AND INTERCONNECTIONS SHALL BE DESIGNED BY THE CITY OF WINDSOR ENGINEERING OR SUPERVISED BY AN ENGINEER REGISTERED IN THE PROVINCE OF ONTARIO.
5. CONTRACTOR SHALL PROVIDE TRAFFIC CONTROL PLAN AS REQUIRED IN ACCORDANCE WITH THE CITY OF WINDSOR SPECIFICATIONS FOR THE STANDARD SPECIFICATIONS.
6. WHERE CONNECTIONS TO EXISTING UTILITIES ARE REQUIRED, THE CONTRACTOR SHALL BE RESPONSIBLE FOR LOCATING AND MARKING SUCH UTILITIES PRIOR TO CONSTRUCTION.

Notes:
 1. All construction materials and workmanship shall conform to the latest standards and practices of the City of Windsor and the latest edition of the Canadian Standard Specifications for Concrete and Reinforcement Steel.
 2. All work shall be done in accordance with the City of Windsor Specifications for the Standard Specifications.
 3. The City of Windsor Specifications for the Standard Specifications shall be applicable to all work unless otherwise specified by the City of Windsor Specifications for the Standard Specifications.
 4. All storm ways and interconnections shall be designed by the City of Windsor Engineering or supervised by an engineer registered in the Province of Ontario.
 5. Contractor shall provide traffic control plan as required in accordance with the City of Windsor Specifications for the Standard Specifications.
 6. Where connections to existing utilities are required, the contractor shall be responsible for locating and marking such utilities prior to construction.

GENERAL NOTES (STORM DRAIN CONSTRUCTION)

1. ALL CONSTRUCTION MATERIALS SHALL BE IN ACCORDANCE WITH THE LATEST EDITION OF THE CANADIAN STANDARD SPECIFICATIONS FOR CONCRETE AND REINFORCEMENT STEEL.
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PO BOX 1107
 TOLEDO, WA 98591
 360-624-1304

BID PROPOSAL

Date 3/28/24

Job Name
 Hilltop Meadows Connector Road
 Sitework and Utilities

1ST HALF

ITEM	QTY	UOM	DESCRIPTION	UNIT PRICE	TOTAL
Base	1	LS	MOBILIZATION	\$ 27,900.00	\$ 27,900.00
Base	1	LS	MISC. SURVEY / TESTING	\$ 20,000.00	\$ 20,000.00
Base	1	LS	EROSION CONTROL	\$ 19,000.00	\$ 19,000.00
Base	1	LS	DEMOLITION AND LAND CLEARING	\$ 8,600.00	\$ 8,600.00
Base	1	LS	CIVIL - SITEWORK/GRADING	\$ 164,000.00	\$ 164,000.00
Base	1	LS	CIVIL - STORM SYSTEM COMPLETE	\$ 92,000.00	\$ 92,000.00
Base	1	LS	CIVIL - WATER/FIRE SYSTEM COMPLETE	\$ 20,900.00	\$ 20,900.00
Base	1	LS	CIVIL - SEWER SYSTEM COMPLETE	\$ 44,500.00	\$ 44,500.00
1ST HALF TOTAL:					\$ 396,900.00

2ND HALF

ITEM	QTY	UOM	DESCRIPTION	UNIT PRICE	TOTAL
Base	1	LS	MOBILIZATION	\$ 27,900.00	\$ 27,900.00
Base	1	LS	MISC. SURVEY / TESTING	\$ 7,100.00	\$ 7,100.00
Base	1	LS	EROSION CONTROL	\$ 14,000.00	\$ 14,000.00
Base	1	LS	DEMOLITION AND LAND CLEARING	\$ 8,600.00	\$ 8,600.00
Base	1	LS	CIVIL - SITEWORK/GRADING	\$ 172,000.00	\$ 172,000.00
Base	1	LS	CIVIL - STORM SYSTEM COMPLETE	\$ 70,500.00	\$ 70,500.00
Base	1	LS	CIVIL - WATER/FIRE SYSTEM COMPLETE	\$ 40,200.00	\$ 40,200.00
Base	1	LS	CIVIL - SEWER SYSTEM COMPLETE	\$ 96,500.00	\$ 96,500.00
2ND HALF TOTAL:					\$ 436,800.00
TOTAL:					\$ 833,700.00

UNIT PRICES AND ALLOWANCES				
1				\$ -
2				\$ -

BOND RATE 1.0%
 Adendum Received
EXCLUDES

Sales Tax
 Electrical

_____ Date

Cutoff: 06/17/2024

Invoice Detail	Invoice Status	Billing Review Stage	Invoice Group	Client	Project ID & Description
Preview Invoice	Final	Final	MEP	Red Rock Construction	20178 Hilltop Meadows
Preview Invoice	Final	Final	Civil phases	Red Rock Construction	20178 Hilltop Meadows
Preview Invoice	Final	Final	Civil phases	Red Rock Construction	20178 Hilltop Meadows
Preview Invoice	Final	Final	Civil phases	Red Rock Construction	20178 Hilltop Meadows
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Preview Invoice	Final	Final	Civil phases	Red Rock Construction	20178 Hilltop Meadows
Preview Invoice	Draft	Pre-review	Civil phases	Red Rock Construction	20178 Hilltop Meadows
Preview Invoice	Draft	Pre-review	MEP	Red Rock Construction	20178 Hilltop Meadows

Invoice Number	Invoice Date	Amount	Amount Received	Amount Written off	Outstanding
4773	05/31/24	532.91	532.91		
4196	06/01/23	416.57	416.57		
3948	03/31/23	10,000.00	10,000.00		
3562	09/30/22	2,000.00	2,000.00		
3398	07/25/22	2,240.00	2,240.00		
3267	05/26/22	7,500.00	7,500.00		
3097	02/28/22	4,613.49	4,613.49		
3005	01/31/22	2,310.00	2,310.00		
2962	12/30/21	5,550.00	5,550.00		
2855	11/24/21	1,015.75	1,015.75		
2856	11/24/21	4,290.00	4,290.00		
2803	10/29/21	8,450.00	8,450.00		
2746	09/30/21	3,015.40	3,015.40		
2683	08/31/21	4,289.32	4,289.32		
2684	08/31/21	9,073.92	9,073.92		
2621	07/30/21	15,835.84	15,835.84		
2622	07/30/21	7,000.00	7,000.00		
2578	06/30/21	15,200.00	15,200.00		
2527	05/27/21	23,700.00	23,700.00		
2468	04/30/21	17,969.92	17,969.92		
2452	03/31/21	23,454.50	23,454.50		
2396	02/26/21	23,025.99	23,025.99		
2345	01/22/21	12,000.00	12,000.00		
		203,483.61	203,483.61		



Tapani Inc.

Main Office
PO Box 1900 •
1904 SE 6th Place
Battle Ground, WA 98604
360.687.1148 • 360.687.7968 FAX

Winlock Heights

Tapani Inc. Project #: 245006

To: Robert Webster
Winlock Cmty. Dev. Dir., Bldg. Insp.

From: David Schniedewind
Project Manager
Tapani Inc

Phone: 360-785-3811 EXT. 4

Phone: 503-901-5559

Email: winplan@cityofwinlock.com

Email: davidsc@Tapani.com

Below are enclosed and/or attached submittal items for review. All items have been reviewed and are determined to be in accordance with their associated specification sections.

Please review and respond to David Schniedewind

Date Sent: 06/14/2024

Submittal #1.0

Description: Electrical – Light Package

SPEC SECTION	ITEM DESCRIPTION	PAGES	STATUS
	Hapco Light Pole	1	Pending Review
	Light Pole Base	1	Pending Review
	Light Pole Fixture	1	Pending Review
	Milbank Service	1	Pending Review
	Junction Box	1	Pending Review
	THHN Wire, #8 AWG	1	Pending Review
	1" Sch. 40 Conduit	1	Pending Review

Reviewers Response as checked below:

- Approved as submitted
- Approved as noted
- Returned for corrections

Reviewer: _____

Comments: _____



Tapani Inc.

PO Box 1900 •
1904 SE 6th Place
Battle Ground, WA 98604
360.687.1148 • 360.687.7968 FAX

Page 2 of 2

David Schniedewind

**Winlock
Heights
Electrical
Submittals**

6/14/2024



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Page#1: Hapco Light pole

Page#2: Light pole Base

Page#3: Light pole fixture

Page#4: Milbank Service

Page#5: Junction Box

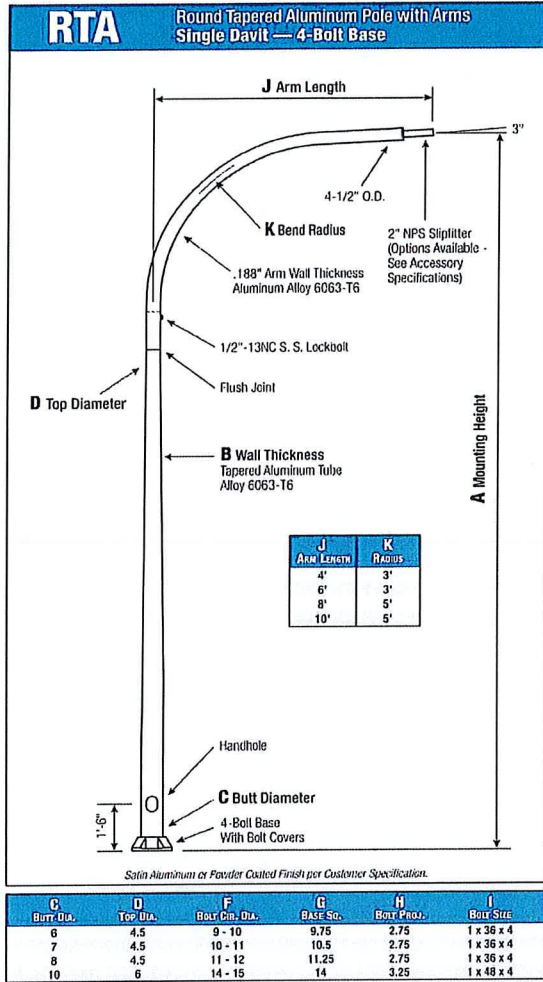
Page #6: THHN wire, #8 AWG

Page #7: 1" Sch. 40 Conduit



Job Name: Winlock Heights - Lighting
 Manufacturer: HAPCO
 Model Number: RTA30C8B4D1A01

Type: POLE



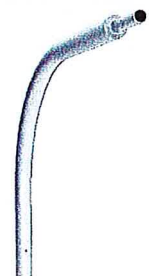
Pole
 Shaft and arm will be constructed of seamless extruded tube of 6063 Aluminum alloy per the requirements of ASTM B221. The shaft assembly shall be full-length heat treated after tube weld to produce a T6 temper.

Base Style
 4-Bolt Cast Aluminum Base Flange of Alloy 356-T6 with Aluminum Bolt Covers (Alloy 356-F) and Stainless Steel Hex Head Attaching Screws.

Handhole
 6" Butt Diameter - Reinforced, 3" x 5" curved Cast Aluminum Frame (Alloy 356-F) with Aluminum Door and two (2) SS Hex Head Screws. A Grounding Provision incorporating a 3/8" diameter hole is provided opposite the Handhole.
 7"+ Butt Diameters - Reinforced, 4" x 6" curved Cast Aluminum Frame (Alloy 356-T6) with Aluminum Door and two (2) SS Hex Head Screws. Reinforced Frame will contain a tapped 3/8"-16UNC Grounding Provision.

Anchorage
 Anchorage Kit will include four (4) L-shaped Steel Anchor Bolts conforming to AASHTO A314-90 Grade 55, ten inches (10") of threaded end and will be galvanized per ASTM A153. Kits will contain four (4) Hex Nuts, four (4) Lock Washers, and four (4) Flat Washers (all components Galvanized Steel). A bolt circle template will be provided.

Vibration Damper
 When determined necessary by Hupco, a Vibration Damper will be factory-installed inside the pole shaft. Customer specification of the damper is available.



WARNING: Do not install light pole without luminaires.

52 www.hupco.com

Prepared By: Graybar - Portland
 June 13, 2024

Janis Christensen | janis.christensen@graybar.com

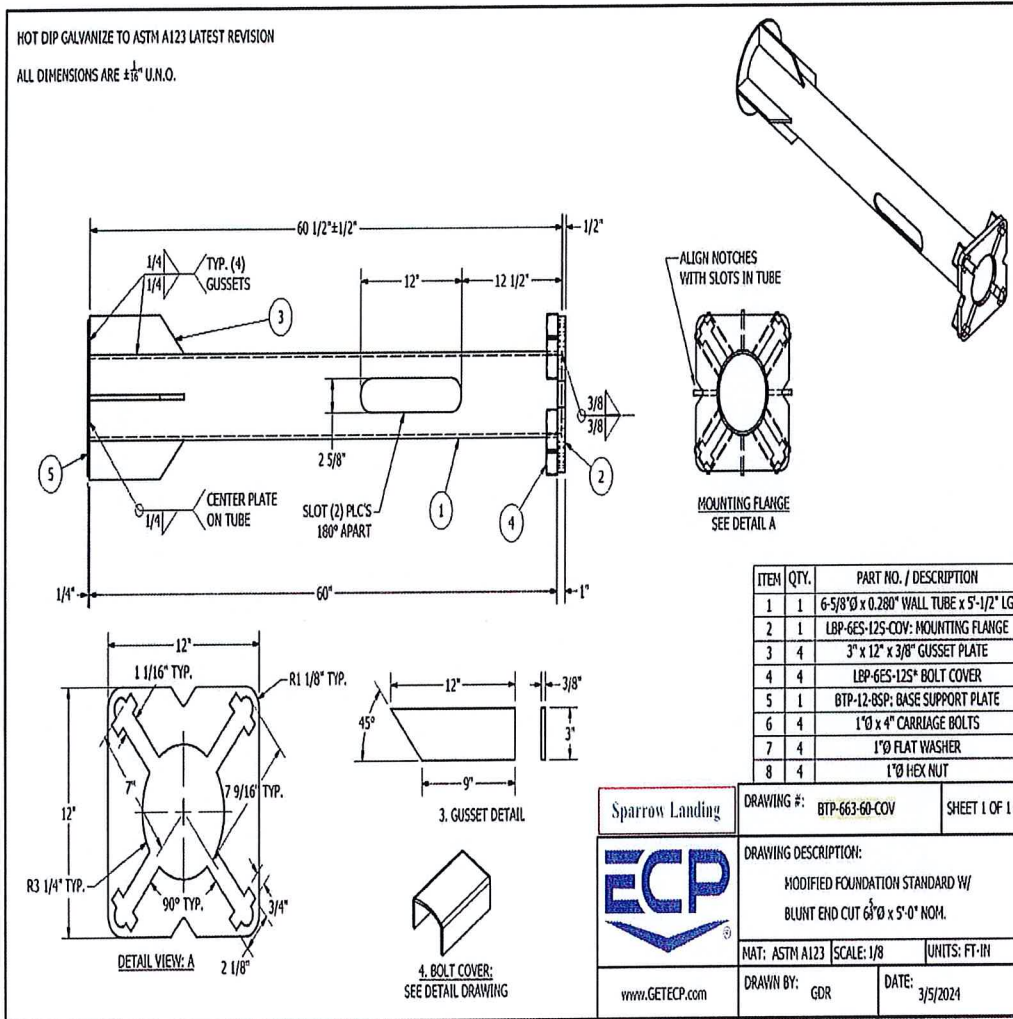
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Note: No receptacles on the poles



Job Name: Winlock Heights - Lighting
 Manufacturer: MISC
 Model Number: ECP-BTW-663-60-COV

Type:
ECP



Prepared By: Graybar - Portland

Janis Christensen | janis.christensen@graybar.com

June 13, 2024

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Note: These bases to be used as an alternate to Concrete bases



Job Name : Winlock Heights - Lighting
 Manufacturer : CREE
 Model Number : XSPSM-D-HT-2ME-8L-40K7-UL-SV-N

Type:
HEAD

XSP Series

XSPSM LED Street/Area Luminaire - Small

Rev Date: V10 10/19/2022

Product Description

In addition to a low initial cost, the XSPSM LED Street/Area luminaire maintains the familiar look of the traditional cobrahead design and delivers substantial energy savings while reducing maintenance time and costs. The hassle-free design of the XSP small luminaire includes tool-less entry and +/- 5° fixture leveling for easy installation. Our NanoOptic® Precision Delivery Grid™ optic achieves better optical control than traditional street and area lighting fixtures and efficiently delivers white uniform light for safer-looking communities.

Applications: Residential roads, collector roads, parking lots, and general area spaces

Performance Summary

NanoOptic® Precision Delivery Grid™ optic

Assembled in the USA by Cree Lighting from US and imported parts

Initial Delivered Lumens: Up to 7,825

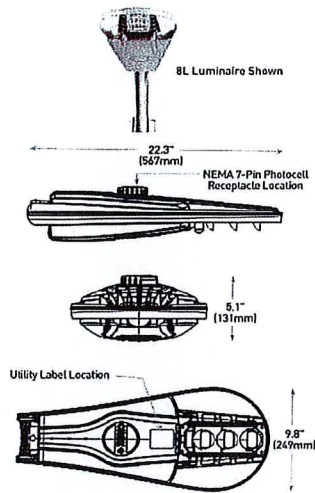
Efficacy: Up to 124 LPW

CRI: Minimum 70 CRI

CCT: 3000K, 4000K, 5000K, 5700K

Limited Warranty: 10 years on luminaire; 10 years on Colorfast DeltaGuard® finish; up to 5 years for Synapse® accessories; 1 year on luminaire accessories

*See [www.creeledighting.com](#) for warranty terms. For Synapse accessories, consult Synapse spec sheets for details on warranty terms.



Accessories

Field-Installed		
Backlight Control Shield XA-SPIE3HLS	Bird Spikes XSP-BRDGRDS	Shorting Cap XA-XSLSHRT
<ul style="list-style-type: none"> - Provides 1 mounting height cutoff - Polycarbonate construction - Refer to initial delivered lumen tables for lumen output 		

Lumen Packages	Weight
SL	9.0 lbs. (4.1kg)
SL w/DAL	9.8 lbs. (4.4kg)
8L	9.2 lbs. (4.2kg)

Ordering Information

Example: XSPSM 0 HT 2LO SL 30K7 UL SV N

XSPSM	0	HT						N	
Product	Version	Mounting*	Optic	Lumen Package***	CCT/CRI	Voltage	Color Options	Utility Label/Receptacle	Options
XSPSM	0	HT Horizontal Trench	Asymmetric 2LG** Type II Long 2ME** Type II Medium 3ME** Type III Medium 4ME** Type IV Medium Symmetric SSH Type V Short	SL 5,900 Lumens 8L 9,850 Lumens	30K7 3000K, 70 CRI 40K7 4000K, 70 CRI 50K7 5000K, 70 CRI 57K7 5700K, 70 CRI	UL Universal 120-277V UH Universal 347-480V	BK Black BZ Bronze SV Silver	N Utility Label and NEMA® 7-Pin Photocell Receptacle - External voltage label per ANSI C136.15-2020 - 7-pin receptacle per ANSI C136.41 - Receptacle leads are factory connected to the driver - Requires photocell or shorting cap (by other)	20KV 20kV/10kA Surge Suppression - Replaces standard 10kV/5kA surge protection DLI DALI Compatible - Available with UL voltage only - Not available with 0 or X options 01/08/07/04/05/10/02/01 Field Adjustable Output - Must select 01, 05, 07, 04, 05, 04, 03, 02, or 01 - Offers full range lumen adjustability - Includes voltage label for setting selected - Refer to pages 8 & 9 for power and lumen values - Luminaire may also be dimmed through 7-Pin receptacle with use of dimming control by others X8/X7/X6/X5/X4/X3/X2/X1 Locked Lumen Output - Must select X8, X7, X6, X5, X4, X3, X2, or X1 - Lumen output is permanently locked to the setting selected - Includes voltage label for setting selected - Refer to pages 8 & 9 for power and lumen values - Dimming is only available through 7-Pin receptacle with use of dimming control by others

* Reference B16 and pole configuration availability data on page 3

** Available with Backlight Shield when ordering with field-installation accessory (see table above)

*** Lumen Package codes identify approximate light output only. Actual lumen output levels may vary depending on CCT and optic selection. Refer to Initial Delivered Lumen tables for specific lumen values



US: creeledighting.com (800) 236-6800
 Canada: creeledighting-canada.com (800) 473-1234

CREE LIGHTING

Prepared By: Graybar - Portland

Janis Christensen | janis.christensen@graybar.com

June 13, 2024

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Job Name : Winlock Heights - Lighting
 Manufacturer : MIL
 Model Number : CP3B11C15AALSP7

Type :
PED

Catalog Number:
CP3B11C15AALSP7
 CAT. # was CP3B11115AALSP2

120/240 VAC, 1-phase, 3-wire; 100 Amps Maximum, (see Main circuit breaker rating)
 Rainproof - Type 3R, Aluminum Enclosure, Anodized Coating Clear
 Enclosed Industrial Control - Suitable ONLY for Use as Service Equipment
 The short circuit current rating is 10,000 RMS symmetrical amperes maximum at 240volts maximum, in accordance with the table below, but is limited to the lowest short circuit rating of any installed circuit breaker. Walthour meter is not included in the short circuit rating.
 Replacement circuit breakers must be of the same type and rating.

METERED CIRCUIT DIRECTORY

No.	Amps	Poles	Circuit Description	No.	Amps	Poles	Circuit Description
1	100	2	Main	2	30	2	Lighting
3				4			
5				6	30	2	Lighting
7				8			
9				10	15	1	Control
11				12			
13				14			
15				16			

NO PE SHIELD

AIC RATING	MAIN	BRANCHES
10	MILBANK TYPE MQP; SIEMENS TYPE QP; CUTLER HAMMER TYPE HQP, BR; GE TYPE THQL	MILBANK TYPE: MQP; SIEMENS TYPE: QP (1-POLE 70A MAX), QT, QPF; CUTLER-HAMMER TYPE: BR, QFCB, HQP, QPGF; GE TYPE TQL, THQL, THQL-GF

Circuit breaker handle trip position is between "ON" and "OFF". To reset breaker, move handle to the full "OFF" position, then to full "ON".

Terminal Information, Use AL/CU conductors

FIELD WIRED CONNECTORS				BUS CONNECTIONS				For Equipment Ground ONLY, multiple conductors in a single opening are permissible as indicated below			
Socket Size	Torque Lb.-In	SLOTTED HEAD SCREWS		DIN HEADFORMING SCREWS		SCREW	MATL	Torque Lb.-In.	AWG Wire Size		
		Small Hole	Large Hole	Small Hole	Large Hole				Small Hole	Large Hole	
5/16"	275	#14-10	29	35	10-24	AL	30	#14-10	1-2	1-2	
3/8"	375	#8	25	40	10-24	CU	50	#10	1	3	
1/2"	500	#6	35	45	10-20	AL	50	#8-6	1	1	
9/16"	600	#4-10	-	45	10-20	CU	72	#4-10	1	1	

Shipping may loosen electrical connections. CHECK TIGHTNESS BEFORE ENERGIZING.

BONDED NEUTRAL - Remove neutral load conductors for test purposes only! FIELD INSTALLED conductors shall be 80°C, 75°C, or 90°C, sized to 60°C rating for 110 amps or less; and 75°C or 90°C for 125 amps and above.

REV B | 03/25/22 | 050202 | JWB



Sheet 1 of 2



Prepared By: Graybar - Portland

Janis Christensen | janis.christensen@graybar.com

June 13, 2024

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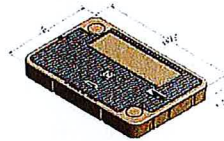
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N09

CHRISTY

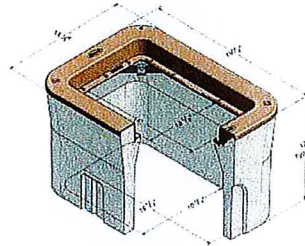
COVER

Type: 1-Pole
 Material: Densocote with Fiberglass
 Weight: 15.4 lbs
 Depth: 27.5"
 Width: 24.5" (with 1/2")
 Surface: Fiberglass Reinforced Plastic
 Finish: Clear
 Dimensions: 24.5" x 27.5" x 1.5"



BODY

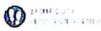
Material: 100% Recycled Steel
 Structure: Clear
 Weight: 21.4 lbs
 Depth: 27.5" (with 1/2")
 Width: 24.5" (with 1/2")
 Dimensions: 24.5" x 27.5" x 1.5"



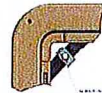
EXTENSION

Material: Fiberglass Reinforced
 Depth: 12"
 Weight: 3.5 lbs

LOAD RATING / NOTES



Wind load rating is based on 150 mph wind speed.
 Wind load rating may vary with height.
 Wind load rating is based on 150 mph wind speed.
 Wind load rating may vary with height.



Self-Locking Cover


oldcastleinfrastructure.com
(800) 735-5566

N09

CHRISTY

COVER OPTIONS

2-Pole Locking Cover

Type: 2-Pole
 Material: Densocote
 Weight: 15.4 lbs
 Dimensions: 24.5" x 27.5" x 1.5"



2-Pole Locking Cover Option 1



2-Pole Locking Cover Option 2

COVER OPTIONS

2-Pole Locking Cover

Type: 2-Pole
 Material: Densocote
 Weight: 15.4 lbs
 Dimensions: 24.5" x 27.5" x 1.5"



2-Pole Locking Cover Option 3



2-Pole Locking Cover Option 4

WARNING: Do not use in areas with high wind speeds.

Do not use in areas with high wind speeds. Do not use in areas with high wind speeds.


oldcastleinfrastructure.com
(800) 735-5566

Note: Junction boxes to be only used where there is a three way split. (No J-boxes at all the poles)

**NEW,
IMPROVED**
slip technology!

THHN / THWN-2

Thermoplastic-Insulated Copper

600V
90°C insulation
14 AWG – 1000 kcmil



Description:

Thermoplastic-insulated copper wire with a nylon covering. Sizes 8 AWG through 1000 kcmil feature Cerrowire SLIPWire® Technology for fast and easy pulling in conduit. This 90°C, 600 volt building wire is for use in residential, commercial and industrial applications. Intended for use in accordance with the National Electrical Code® in both wet and dry locations. Sunlight resistant in black only 8 AWG through 1000 kcmil. Conductors 14 AWG through 1 AWG are marked VW-1 and 1/0 AWG through 1000 kcmil are rated for use in cable tray. When used as appliance wire, 105°C dry rated.

Materials:

Solid conductors: Soft, uncoated copper per ASTM B3

Stranded conductors: Uncoated copper per ASTM B3, B8, and B787

Insulation: Nylon (polyamide) color-coded THHN/THWN-2. Sizes 8 AWG through 1000 kcmil SLIPWire® are self-lubricated with Cerrowire's Self-Lubricating Polymer Technology. Sizes 1 AWG and larger are available printed with True Sequential Footage™ on master reels. Stripes available on 14 AWG to 10 AWG.

Standards:

UL 83: E15119 ASTM B3
UL 1063: E85964 ASTM B8
AWM: E11829 ASTM B787

Federal Specification A-A-59544
NFPA 70 (National Electrical Code)
NEMA WC 70 Construction Requirements
RoHS/REACH Compliant

Surface Print:

MaxPrint® for easy identification!
Sample: CERROWIRE 250 KCMIL (UL)
THHN/THWN-2/MTW/AWM GR II CT
SR 600V (Additional information may be included.)

Conductors		Covering		Approx. Cable Dimension (in)	Approx. Net Wt Lbs/Mft
Size—(AWG or kcmil)	# of Strands	Insulation (mils)	Nylon (mils)		
14	Solid	15	4	0.104	15
12	Solid	15	4	0.12	23
10	Solid	20	4	0.151	37
14	19	15	4	0.111	16
12	19	15	4	0.13	24
10	19	20	4	0.164	39
8	19	30	5	0.216	61
6	19	30	5	0.254	93
4	19	40	6	0.324	149
3	19	40	6	0.352	184
2	19	40	6	0.384	225
1	19	50	7	0.446	288
1/0	19	50	7	0.486	357
2/0	19	50	7	0.532	441
3/0	19	50	7	0.584	550
4/0	19	50	7	0.642	692
250	37	60	8	0.711	825
300	37	60	8	0.766	985
350	37	60	8	0.817	1142
400	37	60	8	0.864	1296
500	37	60	8	0.949	1599
600	61	70	9	1.051	1934
750	61	70	9	1.156	2424
1000	61	70	9	1.31	3300

Available colors:

- Black
- White
- Red
- Orange
- Yellow
- Green
- Blue
- Purple
- Pink
- Brown
- Grey

Features:

SLIPWire® technology



TRUE Sequential Footage™

cerrowire MaxPrint®

RoHS compliant



Data are approximate and subject to normal manufacturing tolerances. Strand counts may vary for SIW constructions. It is the sole responsibility of the end user to determine suitability of this product for its intended use and application. Most colors available on all sizes; call Cerrowire to verify. Other colors may be available upon request.

cerrowire
cerrowire.com

Electrical Distribution 800.523.3869

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A Marmon/Berkshire Hathaway Company

Prime Conduit, Inc.

Schedule 40 PVC Rigid Nonmetallic Conduit



- ETL Listed to UL651 in compliance with the NEC
- Heavy Wall EPC
- Listed for underground applications encased in concrete or direct burial.
- Also for use in exposed or concealed applications aboveground.
- Sunlight resistant
- Rated for use with 90°C conductors
- Superior weathering characteristics
- Made in USA



Part Number		Trade Size	Std. Craté Qty.		Wt. Per 100'	Dimensions		
10'	20'		10'	20'		O.D.	I.D.	Wall
49005-010	-	1/2"	6000'	-	17	0.840	0.622	0.109
49007-010	49007-020	3/4"	4400'	8800'	23	1.050	0.824	0.113
49008-010	49008-020	1"	3600'	7200'	34	1.315	1.049	0.133
49009-010	49009-020	1 1/4"	3300'	6600'	46	1.660	1.380	0.140
49010-010	49010-020	1 1/2"	2250'	4500'	55	1.900	1.610	0.145
49011-010	49011-020	2"	1400'	2800'	73	2.375	2.067	0.154
49012-010	49012-020	2 1/2"	930'	1860'	124	2.875	2.469	0.203
49013-010	49013-020	3"	880'	1760'	163	3.500	3.068	0.216
49014-010	49014-020	3 1/2"	630'	1260'	196	4.000	3.548	0.226
49015-010	49015-020	4"	570'	1140'	232	4.500	4.026	0.237
49016-010	49016-020	5"	380'	760'	315	5.563	5.047	0.258
49017-010	49017-020	6"	260'	520'	409	6.625	6.065	0.280

*With Integral Bell



Notes:

1. Rigid nonmetallic conduit is normally supplied in standard 10' lengths, with one belled end per length. For specific requirements, it may be produced in lengths shorter or longer than 10', with or without belled ends
2. Special conduit sizes will be quoted on request.
3. DON'T FORGET TO ORDER CEMENT.
4. Use RNC Fittings with Schedule 40 and Schedule 80 Conduit
5. Prime Conduit reserves the right to ship to the nearest unitized quantity.



City of Winlock

323 N.E. First Street/PO Box 777
Winlock, WA. 98596-0777
(360) 785-3811/fax (360-785-4378
Email: winplan@cityofwinlock.com

Manufactured Home Garage Requirement;

All manufactured homes to be placed on a legal city lot must be established with a garage and at least two parking spots off street.

Discuss specific development characteristics of the Manufactured Home, and the internal street network, parking spaces provided, zoning, and other pertinent factors attributable to the proposed project.

All requirements for construction of parking lots shall be determined through the Development Plan Review process, including capacity and configuration. Garages, ingress and egress shall be evaluated to determine traffic controls necessary to ensure vehicle safety to and from the public right-of-way.

Garages facing a public street shall be set back a minimum of 18 feet from the front property line. The front plane of the garage door cannot extend beyond the front plane of the primary façade. Garages facing an alley shall be set back a minimum of 5 feet from the rear property line. Garage doors shall have a minimum of 50 % of their area decorated with glazing, relief panels, or similar ornamentation.

A minimum of 20'x 20' garage is required with every Manufactured home to be placed within the city of Winlock, with a driveway of two other off street parking spots. Along with the garage and off street parking all manufactured homes must have a block or solid wall skirting or foundation under or around them.

If you have any questions or concerns, please feel free to contact me anytime.

Robert

Robert Webster
Community Development Director
Building Inspector
Code Enforcement Officer
City of Winlock
Phone: 360-785-3811 Ext. 213
Cell; 360-520-5778
Email: winplan@cityofwinlock.com

**CITY OF WINLOCK, WASHINGTON
RESOLUTION NO. 2024-11**

**A RESOLUTION OF THE CITY OF WINLOCK, WASHINGTON,
ADOPTING AN ELECTRONIC FUNDS TRANSFER (EFT) POLICY AND
PROCEDURES**

WHEREAS, the City recognizes the use of various electronic payment methods as a safe and efficient method to process certain disbursements; and

WHEREAS, the City is committed to establishing controls and procedures for the utilization of electronic funds transfers (EFT's); and

WHEREAS, the City now desires to adopt an electronic funds transfer policy and procedures.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WINLOCK, WASHINGTON, DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. The "Electronic Funds Transfer (EFT) Policy and Procedures" attached hereto as Exhibit A and incorporated by reference, is hereby adopted for the City of Winlock. The City Council delegates to the City Treasurer the authority to make minor administrative changes to such policy, provided such changes are consistent with state and federal requirements.

PASSED by the Council of the City of Winlock, Washington, and **APPROVED** by the Mayor of the City of Winlock at a regularly scheduled open public meeting thereof, this _____ day of June, 2024.

Brandon Svenson, Mayor

Approved as to form:

Attest:

Penny Jo Haney, City Clerk

Marissa Y. Jay, WSBA # 55593
City Attorney

Approved Reading: _____/2024

Effective Date: _____/2024

EXHIBIT "A"

City of Winlock Electronic Funds Transfer (EFT) Policy and Procedures

Policy Statement:

The City of Winlock recognizes the use of various electronic payment methods as a safe and efficient method to process certain disbursements. The City of Winlock is committed to establishing controls and procedures for the utilization of electronic funds transfers (EFTs). This policy provides a framework of procedures to ensure that proper protocols are followed, and that applicable oversight is in place for the use of EFTs.

Purpose:

The primary goal of this policy is to ensure Electronic Funds Transfers (EFTs) are initiated, executed, and approved in a secure manner. This policy establishes general guidelines for using EFTs including wire transfers for payables and receivables. The procedures outline what electronic funds transactions the City may engage in and the accounting procedures to be followed in accordance with RCW 39.58.750 and Washington State Auditors requirements.

Definitions:

- Electronic Funds Transfer (EFT): The electronic exchange (transfer of money from one bank account to another) either within a single financial institution or across multiple institutions, through computer based systems. Wire transfers and ACH payments are examples of EFTs. This form of disbursement is authorized by RCW 39.58.750.
- Automated Clearing House (ACH): This is an electronic payment delivery system that processes electronic credit and debit transactions, including direct deposits, within the United States using the American Bankers Association (ABA) number. These should be set up in the vendor master file that denotes this payment method.
- Banking Information: Information from the payee or their bank regarding their account. This information includes bank name, account name, account number, routing number, bank contact information and any other information necessary to transmit funds.
- Wire Transfer: This is an electronic transfer of funds from one bank account to another initiated directly with the payer's bank. This type of transfer utilizes a system operated by the Federal Reserve Banks and is more costly compared to transactions involving checks or ACH.

General Guidelines:

The City of Winlock utilizes EFTs for receipt of intergovernmental payments, grant payments, and other revenues where practical, and the transmittal of payroll, withholdings, tax deposits, bond payments, credit card processing fees, banking fees, real estate transactions, and other disbursements where practical or required. All EFT transactions will utilize the same procedures.

All EFT payments will be coordinated and submitted through the Finance Department. The Treasurer or his/her designee will approve all new requests and any changes to electronic funds transfer requests, ensuring that the payment is necessary, all required documentation is provided and appropriately approved, and that the request and banking account information is accurate and valid, and that the transaction is accurately recorded in the general ledger system.

All EFTs are subject to applicable Purchasing Policies and all other policies and procedures in relation to the purchase of goods and/or services.

Except as noted above, wire transfers should only be used in payment of an obligation of the City on an emergency basis when the situation requires immediate funds to settle a transaction. If a more inexpensive mechanism can be used to affect payment of the obligation (i.e., Electronic Funds Transfer or paper check), the Finance Department shall reserve the right to effect payment with the more inexpensive mechanism. Exceptions to this must be pre-approved by Finance.

This policy will be reviewed on an annual basis for accuracy and process verification. The City Treasurer is authorized to make minor administrative changes to this policy, provided such changes are consistent with state and federal requirements.

Procedures:

The Finance Department is the only department authorized to initiate EFTs. Finance shall be responsible for the review of EFT requests in order to ensure compliance, completeness, and proper general ledger recording. This method of payment will be used only when authorized by the Treasurer or his/her designee.

To promote the safety of City funds in the EFT environment, the following procedures will be used by all City employees involved in processing payments via EFTs:

- The procedure to initiate an EFT is subject to the same financial policies, procedures and controls that govern disbursement by any other payment method.
- EFT transactions will not be made without proper authorization of affected parties in accordance with Federal and State statute and accepted business practices.
- Authentication of new EFT requests and changes to existing EFTs are required prior to the transactions being input in the computer-based banking system and includes the following steps:
 - o Validate: All new electronic payment instruction requests received, even if the request is internal.
 - o Contact: The supplier or requestor must be contacted directly by phone to confirm any requests for payment method or payment instruction changes. Do not use the contact information provided on the request to change the payment method or payment instructions. Contact information known to be genuine must be used, such as the contact information in the master file or information collected from the original contract. The contact must confirm existing payment instructions on

file prior to making changes to those instructions (i.e., current bank account name, number, and routing information).

- o Verify: The new information provided on the payment instructions must be verified with the known contact (i.e., contact bank to confirm correct account name, number, and routing information).
 - o Document: The verification process that was followed must be documented to validate payment instructions. The person responsible for entering/updating instructions and the person approving the new/updated wire instructions must approve the record of verification.
- When ACH payments are approved, they will be set up in the master file database in the financial accounting system by individuals authorized to perform vendor maintenance.
 - All invoices will be approved by the responsible department and entered into the financial accounting software by the Treasurer or his/her designee.
 - Transmission of the ACH file from financial system to bank will occur through secure single user account login by authorized the Treasurer, verifying the number of EFT's submitted to the bank and that the total matches the report in the financial accounting system.
 - Bank balances will be monitored daily for unusual or unexpected transactions.
 - Reconciliation of banking activity will be accomplished in a timely manner with investigation and resolution of reconciling items.

The City will ensure the State Auditor has access to files, records and documentation of all EFT transactions involving the City when required for the conduct of the statutory audit. Such information will also be supplied if the City changes banks.

Wire Transfers:

The Finance Department is the only department authorized to initiate wire transfers. The Treasurer shall be responsible for the review of wire requests in order to ensure compliance, completeness, and proper general ledger recording. This method of payment will be used only when authorized by the Treasurer or his/her designee.

The City will utilize security measures offered by Timberland Bank to prevent unauthorized individuals from initiating or modifying a wire transfer. Online banking systems should only be used by employees with proper system credentials and separate banking user IDs. The security administrators in the Finance Department shall ensure that adequate separation of duties exists in accordance with internal control standards and that the integrity of system user profiles is protected. Steps are also taken to limit the number of users who have access to create or approve wire transfers and their authorized wire amounts. In addition, Timberland Bank controls

require two (2) separate users to complete a wire. One authorized Finance employee will initiate the wire transfer process and another authorized employee must separately approve the wire transfer.

All wire transfer requests, including back-up wire information, invoice or other supporting documents will be forwarded to those authorized in the Finance Department to initiate wires. The wire transfer request must include the name and address of the payee, and full payment instructions including banking information. The bank and invoice information must be verified and if there is an inconsistency with the information provided, the wire initiator will contact the initiating department or proper party to obtain additional or corrected information. If all information agrees with the documentation, the wire will be requested to the City's financial institution by the authorized Finance employee.

The wire transfer request and all documentation will be forwarded to the Treasurer or his/her designee for payment approval. The pending wire information is reviewed online against the back-up documentation. If there is an error, the wire will be rejected online, and the wire initiator will make any necessary corrections to the data. If all information is correct, the wire will be approved. The payment approval confirmation should be attached to the documentation for future reference. Upon completion of the wire transfer, the entry will be recorded in the financial accounting system by the proper Finance employee.

The City may establish a wire template for wires that will be completed on a regular basis for items such as investments or regularly scheduled payments.

ACH Payments to Vendors:

The procedure to initiate an ACH payment is subject to the same procedures and controls that govern disbursement by any other payment mechanism including a check payment. ACH transactions will not be made without proper authorization of affected parties. This same process will be followed should Winlock pay vendors in the future through an ACH process. Currently, with limited exceptions, vendors are paid through a check process.

The financial accounting system will generate an electronic file and an EFT check register report that will be used to complete the ACH transmission form. The ACH transmission form will be completed by the Finance Department and will be used to generate a standard ACH transmission file. The electronic generated banking file from the financial accounting system is electronically transmitted to the City's banking institution, authorizing the debit and credit of funds between banks.

The Finance Department staff who initiate and complete EFT transactions are responsible for ensuring the financial internal controls are maintained, the activity is posted timely, and operational procedures are in place to reduce the risk of loss of City funds arising from fraud, employee error, misrepresentation by third parties, or imprudent actions by City employees. The Treasurer will monitor bank balances daily for unusual or unexpected transactions, reconcile

bank activity to the general ledger in a timely manner, and investigate and resolve reconciling items.

Payroll Direct Deposit:

For the processing disbursements for payroll, each employee is required to complete a Direct Deposit Authorization Form. This form must contain bank information documentation in order to ensure proper setup. Account documentation may include a voided check or a bank notification stating the bank's transit and routing number in addition to the employee's account number. The form is signed by the employee and provided to Human Resources. Account documentation is reviewed to ensure the information does not appear altered or manipulated in any way. If evidence of such is present, the employee will be contacted to verify the information. In addition, if a voided check which does not contain the employee's name is submitted, the employee will be contacted to verify the information. The outcome of these communications will be documented on the direct deposit form. Suspicious or fraudulent situations should be routed to the City Clerk. After the form has been reviewed for accuracy, the form will be given to Payroll. Information is entered from the form into the employee record within the payroll system. If an employee wishes to change direct deposit information, a new form must be completed and signed. This information is limited to the City Clerk and Treasurer responsible for payroll.

Payroll Withholding:

Winlock currently pays certain invoices relating to payroll expenses through an EFT process. Upon completion of a payroll cycle, the vendor and invoice amount are identified. Through a secure single user account, payroll staff initiate an ACH payment on the vendor site for the specific amount identified for each payroll cycle. The information including vendor, disbursement amount, and payroll cycle is maintained along with a confirmation that the ACH disbursement was accepted by the vendor.

Internal Controls:

The following internal controls have been adopted to validate all available safety precautions are utilized:

- Implementation of bank offered security measures to prevent unauthorized individuals from initiating or modifying a transfer.
- Each user initiating or approving wire transfers must have a separate banking user id.
- Only setting up wire transfers for debt service payments, transfers between City bank accounts, and real property acquisitions, and other transactions as required, only with approval of the Treasurer.
- Utilization of computer standards, policies, and procedures to protect the computers and computing processes used for EFTs from computer malware.
- Ensuring a secure process for creating, securing, sending, and authenticating direct deposit transmittal files to prevent unauthorized modification or submission.

- If banking fraud is discovered in the EFT process, the fraud must be reported to the Treasurer immediately. In the absence of the Treasurer, the City Clerk must be notified. The Treasurer must notify the City Clerk of the possible fraud as soon as possible after it is detected. Steps will be taken with the Timberland Bank to mitigate the fraud and the appropriate entities will be notified as necessary.

Dated

Brandon Svenson, Mayor

Draft

City of Winlock

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Dated

Brandon Svenson, Mayor

Draft

CITY OF WINLOCK, WASHINGTON

RESOLUTION NO. 2024-12

A RESOLUTION OF THE CITY OF WINLOCK, WASHINGTON, AMENDING THE CITY OF WINLOCK FEE SCHEDULE; AMENDING RESOLUTION NOS. 2023-10, 2023-08 AND 2023-04 AS NECESSARY; AND PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.

RECITALS:

WHEREAS, the City of Winlock, Washington (the "City") is a Code City under the laws of the State of Washington; and

WHEREAS, the City desires to update its fees Franchise Agreement;

WHEREAS, the City desires to update its fee schedule as set forth herein.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WINLOCK, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. Adoption. The City of Winlock Fee Schedule attached hereto as Exhibits A and B is hereby adopted as provided herein and as shown and incorporated in the attached schedules.

Section 2. Conflict. In the event of a conflict between this schedule and the City Code the fee schedule shall prevail. An application or code provision may require payment of fees for consultation with experts, professionals, or other qualified persons or for other matters which may result in the imposition of a fee greater than listed in this fee schedule.

Section 3. Repealer. All Resolutions or parts of Resolutions inconsistent with the provisions of this Resolution are hereby repealed.

Section 4. Severability. If any section, sentence, clause, or phrase of this Resolution should be held to be unconstitutional or unlawful by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this Resolution.

Section 5. Effective Date. This Resolution shall take effect immediately, or as otherwise provided by law.

Section 6. Corrections. Upon approval of the City Attorney, the City Clerk and the codifiers of this resolution are authorized to make necessary corrections to this resolution including, but not limited to, the correction of scrivener's/clerical errors, references, resolution numbers, section/subsection numbers, and any references thereto.

PASSED by the Council of the City of Winlock, Washington, and **APPROVED** by the Mayor of the City of Winlock at a regularly scheduled open public meeting thereof, this ____ day of June, 20234

Brandon Svenson, Mayor

Attest:

Approved as to form:

Penny Jo Haney, City Clerk

Marissa Y. Jay, WSBA # 55593
City Attorney

Approved Reading: _____

Effective Date: _____

2024

2024

DRAFT

**2023
FEE SCHEDULE**

Administrative Fees			
General Office			
Description		Fee/Charge	Reference
Fees & Licenses cont...			
Community Building	Mon - Fri (8am to 4pm)	\$ 65.00	
	Mon - Fri (5pm to 10pm)	\$ 65.00	
	Friday (5pm to 12am)	\$ 90.00	
	Saturday (8am to 12am)	\$ 150.00	
	Sunday (8am to 12am)	\$ 130.00	
	Holiday (8am to 12am)	\$ 150.00	
	Refundable Deposit - clean/no damage	\$ 125.00	
	Refundable Alcohol Deposit - clean/no damage	\$ 100.00	
	Refundable 501 (c)(3) Deposit - waiver required	\$ 50.00	
	Key Replacement	\$ 25.00	
	Dog License (s)	Dog Tag - spayed/neutered (annual)	\$ 5.00
Dog Tag - unspayed/un-neutered (annual)		\$ 7.00	
Replacement Tag - lost or damaged		\$ 2.00	
Certificate of Registration		\$ 100.00	
Dangerous/Vicious Dog		\$ 500.00	
Hobby Kennel or Cattery License		\$ 20.00	
Breeding Kennel License		\$ 100.00	Res. 2023-10
Boarding Kennel License		\$ 200.00	
Municipal Court	Quash Warrant - per case	\$ 100.00	
	Certified copies - 1st page	\$ 5.00	
	Additional pages - per page	\$ 1.00	
	Duplication of Electronic Records - per tape	\$10.00	
	Appeals (Preparation & Tape)	\$40.00	
Notary	City Limits Resident- per signature	\$ 5.00	
	Outside City Limits Resident- per signature	\$ 10.00	
NSF Check	Dishonored Check - plus all costs involved	\$ 35.00	
	Electronic Check/ACH - plus all costs involved	\$ 35.00	
Parks &	Winolequa Covered Area - Resident	\$ 50.00	Res. 2023-10
	Winolequa Covered Area - Non-Resident	\$ 65.00	Res. 2023-10
	Winolequa Covered Area & Kitchen - Resident	\$ 100.00	Res. 2023-10
	Winolequa Covered Area & Kitchen - Non-Resident	\$ 130.00	Res. 2023-10
Special Events	Winolequa Stage	\$ 50.00	
	Winolequa Baseball Fields - per field	\$ 20.00	
	Refundable Deposit	\$ 50.00	
	Winolequa Park Alcohol Use Application	\$ 100.00	
	Camping (dry) - per night (1-6 people)	\$ 10.00	
	Additional Persons (6+) - per night/per person	\$ 2.00	
	Special Event	\$ -	
Police Department	Accident Report - paper & electronic copies	\$ 5.00	
Storage Container		\$ 100.00	Ord. 1130

**2023
Community Development Fees**

Land Divisions			
Description	Fee	Fee Includes	
Appeal of Administrative Decision	\$ 450.00	\$250 Legal Publication Fee \$750 Examiner Fee required for Type I & Type II Applications	
Annexation Petition	\$ 600.00	plus all costs involved \$200 Planning Review \$850 SEPA Fee	
Binding Site Plan Application or Amendment	\$ 2,700.00	\$200 Traffic Impact Analysis - TIA additional fees may apply	
Miscellaneous		\$375 Application Fee \$200 Land-Use Review Fee \$200 Review Fee \$150 Final Map Review Fee	
	Boundary Line Adjustment	\$ 925.00	Review Fee Water & Sewer Review Fee
	Hillside Development Performance Standard	\$ 600.00	\$50 per each lot
	Franchise Agreement Fee	\$ 2,500.00	Administrative fees
	Lot Line Adjustment	\$ 600.00	\$50 per each lot
	Preliminary Review Modifications to Existing Development	\$ 600.00	\$50 for each lot plus all engineering costs
	Preliminary Subdivision Rezoning Application	\$ 600.00 \$ 2,700.00	\$50 for each lot plus all engineering costs
	Street/Alley Vacation Request	\$ 500.00	\$100 City Fee Attorney Fees (if applicable)
	UGA - Preliminary & Final Review Fee	\$ 300.00	
	Variance (except Administrative Variance)	\$ 1,600.00 \$ 2,100.00	
Wireless Communications Facility	\$ 2,250.00	\$200 Planning Review \$850 SEPA Fee	
SEPA	Checklist & Administrative Approvals	\$ 1,050.00	Review Fee Water & Sewer Review Fee Traffic Impact Analysis Review Fee
	Checklist Review & Threshold Determination	\$ 850.00	\$200 Traffic Impact Analysis - TIA

INFORMATION TECHNOLOGY SECURITY POLICY

PURPOSE

Elected or appointed officials, employees or volunteers of the City of Winlock are obligated to use, conserve and protect electronic information and information technology resources for the benefit of the public interest. Responsibility and accountability for the appropriate use of information technology resources ultimately rests with the individual official or employee who uses those resources or who authorizes such use. The intent of the following policy is to preserve and enhance the integrity of these resources which belong to the citizens of Winlock. By accessing or using City owned information technology resources, each end user must agree that they have read and understand and agree to abide by the terms and conditions of this policy. If an elected or appointed official, employee or volunteer does not agree or understand any of the terms or conditions of this policy, they must immediately discontinue use of City information technology resources and notify their department head or City Clerk.

SCOPE

These policies shall apply to budgeting, purchasing and use of all electronic equipment provided for use by the City of Winlock elected or appointed officials, employees or volunteers conducting business on behalf of the City.

GENERAL

- (a) All computers, software and other electronic equipment provided by the City for its employees is for official use and restricted to the business needs of the City.
- (b) Departments may adopt department-unique policies and procedures as a business necessity for their particular needs. Where there is conflict between City policy and that of the department, the more restrictive procedure will control.
- (c) Personal screen savers, desktop wallpaper or games are not permitted on City computers unless approved by the Mayor and/or the governmental entity or contractor providing hardware and software support.
- (d) All information and data files, including e-mails, are the property of the City with no expectation of privacy other than the security necessary for the work assignment. Files on individual computers are subject to inspection at any time.

E-MAIL AND INTERNET

- (a) Use of the internet and email is encouraged as a research and communication tool for City related business. Opening non-business-related e-mail attachments or downloading non-business-related files from the internet is prohibited.
- (b) When conducting business related research and communication via e-mail or the internet, care should be taken when opening attachments or downloading files. If the attachment or file is not from a recognized and trusted source, it should not be opened or downloaded. If in doubt, the attachment or file should not be opened/downloaded.
- (c) All e-mail messages or other electronic files are official City records and subject to the Washington State Public Disclosure Act governing the retention and destruction of public records.
- (d) Occasional use of e-mail to send a brief personal message (much like a telephone call) is approved. Lengthy and frequent personal use is not permitted. Occasional personal use of the internet is approved, provided that such use is restricted to non work time within the scheduled workday.
- (e) E-mail or the internet shall not be used to solicit for commercial, religious or political causes.
- (f) All uses of e-mail and the internet shall conform to City policies and guidelines regarding standards of conduct, discrimination, equal employment, sexual harassment, unlawful activities and interpersonal interactions.

LIMITED PERSONAL USE

City owned technology resources may be used for personal purposes on a limited basis, providing this use result in:

- No marginal cost to the City
- No interference with work responsibilities
- No disruption to the workplace
- No storage of unlicensed, copyrighted materials on any City owned technology resources
- No device-to-device connection of non-City-owned technology resources to City owned technology resources. For example, charging of personal smartphones via City computer USB port is prohibited
- No illegal activities
- No commercial or solicitation activities

REMOTE ACCESS

Remote web-based access to certain City systems, applications and data is granted to City users for the purpose of accessing their email, files, and business applications while conducting City business at home, working remotely or traveling. Other remote access systems may be restricted only to those employees with an express need and authorization for this type of access.

Authorizing and Provisioning

- 1) Those using remote access must be identified and authenticated prior to being connected to City of Winlock resources. Multi-Factor Authentication may be required depending on user role, privileges granted, or specific system or network being accessed.
- 2) Passwords must be encrypted during transmission.
- 3) Users are required to use personal firewalls on their computers when accessing the network remotely.
- 4) Unauthorized or self-configured remote access is prohibited.
- 5) City employees must have authorization from the Mayor for remote access.
- 6) All City of Winlock employees accessing the City network remotely should use the approved methods and technology best suited for the type of work being performed, the network environment and computer resources used.

COMPLIANCE

Non-compliance may result in disciplinary actions, restriction of access, or more severe penalties up to and including termination of employment.

IMPLEMENTATION

This policy shall be effective immediately upon adoption and shall supersede all policies previously adopted by the City of Winlock. The most current version of this policy will be made available on the City's website and in printed form for departments. Elected or appointed officials, employees or volunteers are responsible for understanding and agreeing to abide by all provisions in the most current version of the policy. The Mayor and/or his/her designee shall have the authority and responsibility for the implementation of this policy and may make interpretations on issues that are not clearly articulated or not included within. Notwithstanding the exceptions provided within, any exceptions to this policy must be authorized in writing by the Mayor and/or his/her designee.

Mayor

Date



City of Winlock

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Winlock, WA. 98596-0777
(360) 785-3811/fax (360-785-4378
cityclerk@cityofwinlock.com

June 24, 20254

To: Mayor & City Council
From: Penny Jo
Subject: Community Building Apartment Rent Fee

Current Rent Fee

In 2018 the apartment in the Community Building was renovated and prepared to rent out to an individual(s) who would reside there and would potentially provide caretaker services. The square footage is 770²ft, which is 10% of the overall building square footage.

The Council at that time determined the fair market rental value to be \$500 plus utilities. If the individual was willing to do the caretaking services (clean up after each downstairs event, mow lawn, etc.), the rent was reduced to \$250 plus utilities.

Currently, there is no occupant.

In preparation to have it ready to re-rent, I've looked at other apartments in our area to get comparative pricing and costs per square foot so that you can determine the rental cost. They are all based on a 1 bedroom, 1 bath apartment (3/4 bath in building).

City	Square Footage	Monthly Rent	Renter Per Square Foot
Centralia	700	\$895	\$1.28
Chehalis	700	\$1200	\$1.71
Chehalis	900	\$1000	\$1.11
Winlock	500	\$999	\$1.99
Winlock	600	\$1400	\$2.33

The median rent is \$1000, the average rent is \$1098
The median dollar/sq. ft. is \$1.71, the average dollar/sq. ft. is \$1.68

Scenario Options

- 1) Use the median monthly rate it would = \$1,000
- 2) Use the average monthly rate it would = \$1,098
- 3) Use the lowest monthly rate it would = \$895
- 4) Use the highest monthly rate it would = \$1400
- 5) Use the median monthly square foot of \$1.72 it would = \$1324
- 6) Use the highest monthly square foot of \$2.33 it would = \$1794
- 7) Use the lowest monthly square foot of \$1.11 it would = \$855
- 8) Use the last monthly rate of \$500

Staff Request

Please determine a monthly rental fee so that we can move forward with revising our lease agreement for potential renters. Thank you.

Respectfully Submitted,

