



WINLOCK CITY COUNCIL

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Brandon Svenson, Mayor

Jess Bowers, Council Position #1 * Chuck Camps, Council Position #2 * Jodie Curtis, Council Position #3

* Jeramy Allman-Pro Tem, Council Position #4 * Lindsey Alvord, Council Position #5

City Council Meeting

June 24, 2024, at 6:00 p.m.

CALL TO ORDER

Mayor Svenson called the regular meeting at 6:00 p.m.

DETERMINATION OF QUORUM

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

Council Member

Others Present

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

1. Flag Salute

Mayor Svenson led the Flag salute.

2. APPROVAL OF AGENDA

Council Member Jeramy Allman Motion to Approve the Agenda as presented. Second, by Council Member Jodie Curtis, the Motion Passed unanimously.

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

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

3. OLD BUSINESS

Mayor Svenson had no old business to report.

4. MAYOR COMMENTS

Mayor Svenson said Egg Day went well. He didn't hear anything from Chief, Valentine. He expressed his appreciation for all of the dedication and hard work of volunteers and City staff, and Public Works.

6. COUNCIL COMMENTS

The Council expressed their appreciation to Council Member Jodie Curtis and her team for all the challenging work she did to make Egg Day such a tremendous success. Council Member Jodie said that everything went very smoothly. She thanked the Community for all of their help. The raffle that Jodie put together at IGA covered some maintenance for the Float. Council Ms. Curtis mentioned people are interested in using the Plaza for Venders.

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

- a. **Finance** – Council Member Allman reported that we have been down this past month. We bought a new truck and are having extra coverage for Court. Council Member Allman said that sales and use are still down a little bit from annexation, but we are still gathering more information. Mayor Svenson, Robert, and the Council discussed our current and future road conditions.
- b. **Grants** – Mayor Svenson said there is nothing to add at this time.

8. Reports –

- a. **Jill Davis, Treasurer**, presented a written Revenue and Expenditures report to the Council.
- b. **Robert Webster, Community Development**, Robert gave a report to the Mayor and the Council with a brief description of the development that needs to request an extension from the Council. Robert moved on to discuss representation, documents, and conversations for future growth.
- c. **Penny Jo, City Clerk**, Penny Jo gave a report including an update for Senior/Disabled Discounts, Temp Non-Use Customers, Properties Sold & Bought, Commercial Accounts, and Utility Tax.

9. Public Comment –

Kathy Chastain – Ms. Chastain expressed her appreciation to Penny Jo and Robert for gathering a Public Records request. She had concerns about her Public Record request and offered suggestions. Kathy continued to express concern for her well in regard to the Winlock Heights development neighboring her property.

Patti Maninfior – Ms. Maninfior said she is concerned about the agreement for Winlock Heights development easement, runoff storm water and parking.

Council Member Camps joined the regular scheduled meeting at 6:33 p.m.

10. CONSENT AGENDA –

Approval of Vouchers for June 24, 2024, for fifty-one, thousand three hundred seventy-eight dollars and ninety-four cents. (\$51,378.94) and approval of minutes from June 10, 2024, as presented. **Council Member Jeramy Allman Motioned to Approve the Consent Agenda as presented. 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**

11. AGENDA

- a. **Hilltop Meadows Latecomers Agreement - Council Member Jeramy Allman Motioned to Table Hilltop Meadows Latecomers Agreement until more information is provided. 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**

- b. **Electrical Light Package, Tapani Inc. – Community Development Director, Robert Webster enclosed and/or attached submittal plans from Winlock Heights electrical plans for the Council, City Attorney, Marissa Jay, and the Mayor to review. Robert said he wants the Council to look over the material for ideas to adopt an ordinance or agreement to have for City Codes. Robert said we need to adopt a code. Council Member Jeramy Allman Motioned to Approve Robert and the Attorney to work out the details of the light packet. Second, by, Council Member Jess Bowers, the Motion passed unanimously.**

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

c. **Manufactured Home Garages** - Robert Webster said we need to adopt a code. All manufactured homes should have a garage for parking and storage. He said that the smallest requirement should be at least 20x24, and that the standard for Single-Family Homes have a minimum of two (2) parking spots. ***Council Member Jeramy Allman Motioned To Approve Community Development Planner, Robert Webster and City Attorney, Marissa Jay to move forward with the Manufactured Home, and Garage changes. 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***

d. **Resolution No. 2024-11, Electronic Funds Transfer** – Mayor Svenson reads: **A RESOLUTION OF THE CITY OF WINLOCK, WASHINGTON, ADOPTING AN ELECTRONIC FUNDS TRANSFER (EFT) POLICY AND PROCEDURES.** Council Member Jeramy Allman said this policy is to protect Funds in a secure matter. City Attorney, Marissa Jay suggested changing the language to read the Treasurer Department in place of Finance Department. ***Council Member Jeramy Allman Motioned to Approve Resolution No.2024-11 Electric Funds Transfer as Amended. Second, Council Member Chuck Camps the Motion passed unanimously.***

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

e. **Electronic Funds Transfer Policy** - ***Council Member Jeramy Allman Motioned to Approve the Electronic Funds Transfer Policy. Second, 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***

f. Resolution No. 2024-12, Fee Schedule Revision – Mayor Svenson reads: **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.** City Attorney, Marissa Jay suggested changing the language to read as incurred Franchise Agreement Fees on the Community Development fees. ***Council Member Jeremy Allman Motioned to Approve Resolution No. 2024-12 Fee Schedule Revision. Second, Council Member Lindsey Alvord, the Motion passed unanimously.***

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

g. Information Technology Security Policy – Council Member Jeremy Allman said this is standard Technology Security. Typos in the language need to be changed. ***Council Member Jeremy Allman Motioned to Approve the Information Technology Security Policy as Amended. Second, Council Member Jodie Curtis, the Motion passed unanimously.***

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

h. Set Rental Rate for Community Building Apartment- The Community Building is currently unoccupied. The Council discussed current rent fees and scenario options. The Council agreed the rent will be one thousand dollars (\$1000.00) if the renter chooses to care take of the Community Building the rent will be discounted two hundred and fifty dollars (\$250.00). ***Council Member Jeremy Allman Motion to update the Community Building rent to one thousand dollars (\$1000.00) including utilities and two hundred and fifty dollars (\$250.00) off the monthly rent to care take of the Community Building. Second, Council Member Chuck Camps, the Motion passed unanimously.***

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

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

12. Adjournment

Council Member Jodie Curtis Motioned to adjourn the meeting. Second, Council Member Lindsey Alvord, the Motion passed unanimously. The meeting adjourned at 7:13 pm.

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

Mayor Svenson adjourned the meeting at 7:13 p.m.



Brandon Svenson, Mayor

Attest:



Penny Jo Haney, City Clerk