



**NAPAVINE CITY COUNCIL MEETING
AGENDA
Tuesday – May 23, 2017 – 6:00 PM**

John Sayers,
Mayor
mayor@cityofnapavine.com

Michael Wood,
Council Position 1
mjwood@cityofnapavine.com

Larry Stafford,
Council Position 2
lstafford@cityofnapavine.com

Scott Hamilton,
Council Position 3
shamilton@cityofnapavine.com

Shawn O'Neill,
Council Position 4
sonell@cityofnapavine.com

Jim Haslett,
Council Position 5
jhaslett@cityofnapavine.com

Staff Members

Mary Wood,
Clerk-Treasurer

Bryan Morris,
PW Director

Chris Salyers,
Chief of Police

Vacant,
CD Director

Jim Buzzard,
Legal Counsel

City of Napavine
407 Birch Ave SW
P O Box 810
Napavine, WA 98565
360-262-3547

City Website
www.cityofnapavine.com

- I. CALL TO ORDER**
- II. PLEDGE OF ALLEGIANCE**
- III. ROLL CALL**
- IV. APPROVAL OF AGENDA – As Presented**
- V. APPROVAL OF MINUTES FROM THE REGULAR MEETING/SPECIAL MEETING**
 - A. May 4, 2017 Workshop Minutes**
 - B. May 9, 2017 Council Meeting Minutes**
 - C. May 11, 2017 Workshop Minutes**
- VI. CITIZEN COMMENTS – Non Agenda Items**
- VII. STAFF & COUNCIL REPORTS**
 - 1. LeMay Refuse Rate Increase – Wood (Staff)**
 - 2. County Ballot Drop Box – Wood (Staff)**
 - 3. TIB Emergency Street Repair - Morris**
- VIII. OLD BUSINESS**
 - 1. Ordinance 560 City Hall Hours – Wood (Staff)**
 - 2. Reset Workshop Date for Ordinance review RE: Utility Billing, Street Trees, Tree Houses**
- IX. NEW BUSINESS**
 - 1. Vouchers, May 23, 2017**
 - 2. Resolution 17-05-82 Union Bargaining Contract – Mayor**
 - 3. Resolution 17-05-83 Appointing Agent to receive claims for damages**
 - 4.**
- X. COUNCIL CONSIDERATION**
- XI. GOOD OF THE ORDER**

ADJOURNMENT

NAPAVINE CITY COUNCIL WORKSHOP MINUTES
May 4, 2017 6:00 P.M.
Napavine City Hall, 407 Birch Ave SW, Napavine, WA

Councilor Haslett stated the need to set some things straight, comments made earlier in regards to water rights, that if the city doesn't use the well, the city will lose the water rights. That is not true. Councilor Haslett questioned Per the Dept. of Health the EPA, businesses are not required to post the health effects of sodium level in the water at their business. Jon Hinton stated a mis-quote by Carl in regards to the posting of businesses and that portion mentioned in the water plan will be removed and should actually be reported in the consumer confidence report. Cris Dodd stated the letter was from Janet Cherry, not Scott.

Councilor Haslett asked Mike Hamilton if his wells are chlorinated, which Hamilton stated two are chlorinated. Councilor Wood asked Mike Hamilton about his wells, in specific one the city could use, which his larger well he was told has awesome water, but it has not been tested in a while. Mr. Hamilton stated it was about \$20,000 to prepare the well to test it. Scott from Dept. of Health, stated it would cost about \$10,000 to prepare a well to test and pump the water for a time for a proper testing. Discussion on the testing process and the salt and minerals in the wells from the same aquifer which are similar to the deeper wells with a little more minerals. Scott from Dept. of Health stated his well #3 of Hamilton have more minerals, Hamilton asked what minerals. Scott stated there was iron, manganese, and sodium and Well 6 and Hamilton wells are on the upper end of acceptable Councilor Wood asked if the city were to use that well, would it have to have a filtration system. Scott of DOH, stated it would probably be similar to the city well 6 and probably out of the same aquifer. Councilor Stafford asked if Well 6 was put online, would it purge itself, Scott stated they are artisan basin and could be seasonal on the quality of the well and could not give any good answer at this time.

Scott sent a report to the city which was handed out to the council and discussed the amount of sodium that a person consumes more sodium and explained a diet of a person that is on a sodium restricted diet and that EPA suggests a lower level of sodium I water for those folks that are on a restricted sodium intake. Discussion on salt in various foods and items most people consume. Councilor Haslett asked Jon Hinton what is the level of sodium in the city's upper level wells, his response was 10. Hinton explained the water quality of the city when the reservoir was built in 1999 and well 3 and the corrosion of the difference copper tubing.

Councilor Wood asked if the ozone treatment was sufficient or would there need to be another form of treatment to filter other contaminants. Hinton stated the ozone treatment would remove the color, but not the sodium, showed the amount of sodium which is 77 ml. Councilor Wood asked if the ozone treatment still at a quarter million, Hinton replied \$221,000. Councilor Wood asked Hamilton how much he would charge the city to use his well, Hamilton stated he didn't know at this time. Scott from DOH stated that a residential well is about \$20,000, and add another zero for municipality, which is \$200,000.

Hinton stated the city would have to purchase a 150 foot radius of the his well, Mike Hamilton stated that is not an option, he would just sell the water to the city, making Hamilton a water purveyor. Question to Hamilton how many gallons per minute does his well produce, Hamilton has four wells which the information can be found on the Dept. of Ecology website. The water quality testing of Hamilton's wells was discussed. Questions on the depth of the wells of Hamilton and the depth of well 6, which is 385 ft deep and screened half way.

Bryan Morris, PW Director asked about costs of the testing of Hamilton's well is on them not the city and the cost of the ozone treatment and options the city has for water at Exit 72. Discussion on the different types of sodium in water from the chemistry standpoint. Larry Hamilton stated sodium in water is called sodium ion implies that there has to be a negative ion and sodium chloride which is table salt. Discussion of palatable high sodium content water mixed with syrup for soda. Discussion of the water plan and the requirement of posting high sodium content water, which Dept. of Health does not require restaurant's need to post high sodium content in water warning.

Discussion of options of drilling a new well rather than spend \$225,000 on well 6. Mr. Hamilton is leaning on not selling water to the city at this time. Bryan Morris, PW Director asked Scott of Dept of Health if in the future and with growth cities are going to be required to chlorinate regardless. Scott stated that if cities have amazing water but miles of pipe to transfer the water, then the system would require chlorinating.

Councilor Stafford asked about water flowing back and forth between Hamilton and the City; Hamilton stated it can't happen with the three valves in place, the water cannot backflow into the wells, discussion of pumps to prevent backflow from the water not going back into the wells and the reservoir/well 6 has a booster pump station. There a lot of questions with no answers at this time for this option. Mr. Hamilton talked about psi speed for pumps for the reservoir.

Councilor Wood asked how long has well 6 been complete and not online, Cris Dodd stated a year and the city is stagnant and not making any progress. Lori Spogen asked why is the city looking at Hamilton's well and the discussion of the cost to when the city spends the money over a period of time to purchase water from Hamilton. Discussion on water rights and the transferrable of water rights within the city and discussion of different depth of the city's wells, Councilor Haslett stated Well 1 is 100 ft deep, Well 2 is 105 ft deep, Well 3 is 150 ft deep, Well 4 is 84 ft deep and Well 5 is 97 ft deep and Well 6 is 393 ft deep. Scott stated Dept. of Ecology

looks at two things for water rights, where you get the water from and where you use the water and they are very picky about that and the different aquifer the city uses and they are very restrictive of the use of the aquifer. The city has to use the lower area for water rights of 140

Discussion on a recent water sample from well 6, which was done in February and the color numbers are lower from 35 to 25. Bryan Morris, PW Director mentioned he drained the reservoir and the black gunk was hanging from the ladders. There was a video of the cleaning of the reservoir went from black to white. Jon Hinton stated that it was probably manganese. Morris asked what are the trigger levels where the city has to treat the water. Hinton asked Scott if the trigger levels are the same as the state reporting levels of mcl. Trigger level means there is a potential problem and need for more monitoring and iron and manganese are. Scott stated that well 6 is a safe well and not a health problem, but colored water. Question about the schedule of testing, Bryan Morris, PW Director stated he tests monthly for DOH for chloroform and annually for all contaminants except for every 3 years for lead and copper.

Discussion on what the city options are for water, buy water from Mr. Hamilton or treat well 6. Clerk-Treasurer Wood asked Hinton the process for going to bid and did the council approve to go out to bid? Hinton provided a timeline of the process, where on August 23, 2016, the city council approved the ozone project, the city advertised the ozone equipment for \$188,000 on December 17th, they received one call to extend the bid, they opened the bids on January 12, 2017, they received one bid. The advertisement stated the bids were due January 5, 2017, there was no publishing for January 12, 2017, extension. Jon Hinton stated the city published the extension of the bid for ozone treatment. Further discussion of dates. Pastor Scott Collins stated the frustration on the bantering and do you want to move forward with the ozone equipment, he stated that in 5-6 years you will replace the generator, owned Chehalis Pump and Electric. Ozone O3 breaks down forms hydrochloric acid, the trailer is popular. The best process is to build a building for dry air, the maintenance on this is going to be a weekly thing, ozone is amazing for residential wells not commercial. Bryan Morris, PW Director stated he talked with Renton Water and Seattle Water they stated do not do ozone it's too expensive. The minimum amount of treatment is best.

Mark Spogen asked why not consider purchasing water from Chehalis? Would this be an option? Duane Elwood commented on Urban Growth Boundaries and asked how much does the city have invested in well 6 and want to spend another \$188,000 and remembers the great quality of the city and people drove to Napavine to get cans of the water. Morris stated the least amount to treat the water is better, the well is there and chlorination is cheaper than ozone. Clerk-Treasurer Wood asked why don't the city consider purchase a piece of land to drill a test well in the same area but not in a river bank. If we were to move forward with the ozone treatment, the city will need to raise the rates. Councilor Haslett stated there needs to be further research and provide information on all the options. Cris Dodd asked what direction does this new council want to proceed? Do they want to serve the water from well 6 as is or treat the color? Lori Spogen mentioned that Fred Evander with Lewis County, the long range planner is working on the depths of all the wells in the county and may be a good resource for the city. Growth has to come to Napavine, Winlock and Toledo and you need to have good water. Councilor Haslett stated that we need to do some real research on the different options presented tonight. He recalled the riders of the STP from years ago and they came for the great water of Napavine. Cris Dodd stated the classes she and Steve Ashely attended to obtain their license, and every day they mentioned that Napavine has great water. Discussion of the chlorination of Chehalis water and how it's hard to drink the water. Larry Hamilton stated that you are going to pay for the water one way or another. If you are going to buy the water it needs to be fair and equitable, you don't have to worry about the equipment and maintenance of delivering the water. The cost to deliver water is pipes and pumps, and a private entity may be cheaper than a municipal entity. Councilor Haslett stated the city has been stagnant for the past two years and feels it is due to water and water rights. Cris Dodd said that the residential is going up with new houses and more to come. Bob Bozarth asked if there was a well on the scout camp, is it still there. The Scout Camp is outside city limits, which Napavine owns and used to be the old garbage dump.

Workshop meeting adjourned at 8:44 p.m.

These minutes are not verbatim. If so desired, a recording of this meeting is available online at <http://media.avcaptureall.com/index.html#/?search=agency:%20City%20of%20Napavine,%20WA> and can be heard.

Respectfully submitted,

Mayor, John Sayers

Clerk-Treasurer Mary Wood,

Councilor

NAPAVINE CITY COUNCIL MINUTES
May 9, 2017 6:00 P.M.
Napavine City Hall, 407 Birch Ave SW, Napavine, WA

Mayor Sayers lead the flag salute and called the City Council Meeting to order at 6:00 p.m. Mayor Sayers announced the City Attorney and the Council will be going into private session regarding attorney-client privilege discussion for about 10 minutes. Cris Dodd reminded Mayor Sayers of the public hearing on the agenda. Mayor Sayers closed the regular council meeting for the public hearing at 6:03 p.m.

PUBLIC HEARING: - COMPREHENSIVE PLAN

Mayor Sayers called the Public Hearing to order at 6:04 p.m. Mayor Sayers asked if anyone knew what the comprehensive plan was, Mike Hamilton stated yes. Cris Dodd explained that the comprehensive plan document outline for future growth for development for developers to follow the building codes, SEPA process, city, state and county process, which is a requirement under the growth management act. There is also information on the schools, statistics from OFM regarding population, housing and jobs. Mike Hamilton asked if there were growth projections, Cris Dodd responded that it does not. Cris Dodd stated the SEPA Comprehensive Plan is posted on the city website on the Community Development page. No additional questions, Mayor Sayers closed the public hearing.

Mayor Sayers called the regular city council meeting at 6:06 p.m. Mayor Sayers announced the council and city attorney will go into an attorney-client privilege meeting for ten (10) minutes. After the ten (10) minutes, Clerk-Treasurer Mary Wood advised the council and city attorney Jim Buzzard the ten minutes were up, they stated they needed an additional two (2) minutes. Clerk-Treasurer announced to the audience that the Council, Mayor and Attorney will be an additional two (2) minutes. Mayor Sayers announced the regular meeting is back in session, no decision was made.

APPROVAL OF AGENDA – As presented:

Councilor Hamilton moved to approve the agenda as presented, second by Councilor Haslett, motion carried unanimously.

APPROVAL OF MINUTES FROM REGULAR MEETING – APRIL 25, 2017:

Motion by Councilor O'Neill to approve the minutes of April 25, 2017, second by Councilor Wood, motion carried unanimously.

APPROVAL OF WORKSHOP MEETING – MAY 4, 2017:

Clerk-Treasurer reported to Council and Mayor that the minutes from the workshop of May 4, 2017, was not completed due to time constraints and will be ready for the next regular council meeting. Councilor Hamilton asked if there was any additional information than what the council had heard previously on Well #6, Clerk-Treasurer Wood stated there was additional information from Department of Health Scott, Pastor Collins shared his history with ozone and public comments. Minutes of the workshop was tabled to the next meeting.

CITIZEN COMMENTS:

Scott Collins, Bethel Church – Pastor Collins, thanked Councilor Wood for calling him to chat and appreciate it. He appreciated the posture of the council and the gesture of the council being at the same level as the citizens in the audience and thanked the Mayor for the opportunity to speak and the council to listen to citizens. Pastor Collins thanks Bryan Morris for his help in getting the water line installed at Bethel Church. Scott Collins shared his knowledge and experience as the owner of Chehalis Pump and Electric for over 20 years of working with an ozone treatment. Collins stated he contacted a former colleague Tim Carr, of Custom Water Solutions, regarding Ozone treatment of water, he advised that an Ozone treatment should be the last option, if there is no other option, it is the best last option. The maintenance on an ozone treatment is high; the air must be kept bone dry or the reaction will create nitrite acid, when electrical discharge moisture in the chamber will cause the electrodes to corrode rapidly. The equipment must be maintained on regular basis, kept cool as heat kills the ozone machine; water cooled is more high tech and costly and is an energy hog. Ozone is eight (8) times more corrosive than chlorine. Collins shared an experience of blowing on a pipe that was clogged from ozone and the content blew out in his face that resulted in a flash burn equivalent to a welding flash burn. OSHA has regulations for operator's to handle the ozone equipment which will require additional training to check the quality of the water. Ozone will require extensive maintenance of the corrosion of the water reservoir, valves, fittings, generators, electrodes, tubes etc. will be a maintenance hog as well. Chlorine is easier but requires more stuff. Pray the city research more options before implementing the ozone treatment and stated the \$9,000 maintenance a year is an introductory offer, more realistic cost is about \$14,000 a year. If the city needs any assistance, please call on him or the church for any assistance. Tim Carr, Custom Water Solutions asked what did the six months pilot study and how it actually works before implementing the ozone treatment. Councilor Haslett stated he was excited about different options available and the need for more workshops to make a decision for water at exit 72.

Margaret Ross, Special Education Napavine High School – The Special Services Department at Napavine High School is developing a program to assist students with disabilities or special needs asked the city council for support of networking skills and

voices to assist students to get experience with workplace skills. These students are available to work for a variety of hours a day to help develop occupational soft skills of on-the-job training and work place skills, which costs nothing to the employer as they would be volunteers.

Mike Hamilton, Hamilton Corner I LLC, following Scott Collins' comments, thanked him for his expertise on the ozone and it's refreshing to this council and thanked them for changing the character of the entire city. Mr. Hamilton stated at a previous meeting that Jon Hinton stated a verbiage on the approval of the contract on ozone and the city is good to go; Hamilton suggested to council to make a move to postpone the ozone treatment. Cris Dodd stated there is a hold on the contract for the ozone treatment, and Jon Hinton is holding the contract because of the new council. Larry Stafford questioned the legality of the procurement contract with a legal city council, which was approved on January 17, 2017, council meeting.

STAFF AND CITY COUNCIL REPORTS:

Mayor Sayers – stated he noticed that the vouchers were not on the agenda and asked council to approve and pay the bills. Motion by Councilor Haslett to approve the vouchers, second by Councilor Stafford, motion carried unanimously. *Vouchers approved for payment: 33938 – 33950 in the amount of \$20,982.01, payroll vouchers 33934-33935 in the amount of \$810.75, electronic funds transfer vouchers from 5/1/2017 to 5/9/2017 in the amount of \$16,454.80 and payroll direct deposit on 5/4/2017 in the amount of \$13,010.59, with a grand total of vouchers in the amount of \$51,258.15.*

Bryan Morris: - reported one of the nuts came off the auger on the Washington pump station 20 HP Pump, is out for repair in Auburn and hopefully is a warranty item. Manhole inspections are completed, smoke testing of the sewer lines, has sprayed all of the right of ways, removed the dead tree on Third Ave, Rush Road generator set will be working on this month, found a generator for \$19,500. A water leak on Woodard Road will be taken care of tomorrow. City is waiting to hear on the TIB Emergency Grant for Rush Road, which should be this week. Morris did patch the pot hole on Rush Road and it is holding at this time due to the nice weather.

Cris Dodd – Community Development reported the Planning Commission met last night now that there is a full Planning Commission. They heard from Todd Mason on the Klumper development plan for Sommerville Road.

Jim Buzzard – City Attorney advised council positions one through five are up for election this year; councilor's will need to file for their positions in person or on-line. Mayor Sayers stated that he needs the support of this council

Clerk-Treasurer Mary Wood – reported that Lee West asked if he could borrow tables for his fruit stand next to Taste of Alaska and would like the council's blessing. Wood reported that Attorney Buzzard beat her to reminding council to file for their positions next week. Wood also reported issues that arose from inquiries from customers regarding Senior Rates \$10 base rate reduction on sewer only and the dates of the need to re-apply every year in January, Temporary Non-Use agreements for only six months of a 50% reduction on base rates, that the current ordinances are not clear in regards to their questions and not wanting to put her own interpretation on the current ordinances and the need for a workshop on the ordinances for utility billing. There are two vacant lands with a meter on them, and the temp non-use terms that is only good for 96 months and then they lose the connection.

Chief Salyers – Police Department – reported that the department had their three year ACCESS audit and that Judy did so well on the audit and has put in extra time to work on the audit.

Jim Haslett, Councilor – stated that the council has done a lot here lately with meetings, workshops, etc. and staff is working hard and have called here at 8:00 pm, Mary answered the phone, he has come over on Friday and Cris has opened the door, Bryan has been very helpful and thanked the Mayor to allow the council access to his staff, which he does not have to. Mayor Sayers stated that staff is here to answer and are here for the council. Mayor Sayers stated that he has more support now than he had before.

Shawn O'Neill, Councilor – thanked Rob Morris for all his help on the maintenance on the park and appreciates all he has done for the ballfields. Mayor Sayers stated it is nice to see the scoreboard working at the ballfields.

NEW BUSINESS:

Resolution 17-05-80 Surplus Property, Clerk-Treasurer Wood – reported the property no longer needs of the city: Patrol Car, Nortel Norstar Conference Phone, Internet Modem, Walker Lawnmower which was surplus over two years which was rejected due to low bid, Samsung Galaxy Cellphone destroyed by former staff. Discussion, Mayor Sayers stated that from now on people need to be held accountable for destroying city property. Councilor Hamilton moved to approve resolution 17-05-80, Mayor read resolution into the record, second by Councilor Stafford, motion carried unanimously.

RESOLUTION NO. 17-5-80

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NAPA VINE, WASHINGTON, DECLARING CERTAIN

PROPERTY TO BE SURPLUS TO THE NEEDS OF THE CITY AND DIRECTING DISPOSAL OF SUCH PROPERTY

WHEREAS, the city of Napavine, Washington, is authorized pursuant to RCW 35A.79.010, to dispose of property owned by the city by sale; and

WHEREAS, the City Council of the City of Napavine, Washington, considers the below described items of personal property owned by the city to be surplus to the city’s needs; and

WHEREAS, the City Council of the City of Napavine, Washington, considers the sale of the below described items of personal property to be in the best interest of the citizens and patrons of the city,

NOW, THEREFORE, BE IT RESOLVED THAT THE City Council of the City of Napavine, Washington, does declare the following described items of personal property, surplus to the needs of the city:

- 2005 Ford Crown Victoria 4D, ID #2FAHP71W75X124193;
- Nortel Norstar Conference Phone; Serial # 12482062
- Qwest Internet Modem; S111K51042115
- Walker Lawnmower MCGHS, Model # M3642, Serial #D436379
- Samsung Galaxy S Cell Phone SCH-1500 FCC ID A3LSCH1500 (Destroyed by Ashley)

IT IS FURTHER RESOLVED that by this resolution the above items may be disposed of at auction or public sale.

PASSED BY MAJORITY of the City Council of the City of Napavine, Washington, this 9th day of May, 2017.

Resolution 17-05-81 Petty Cash/Change Custodian – Clerk-Treasurer Wood – stated this is a revised resolution to update all the staffing changes and a requirement of the Washington State Auditor’s Office. Motion by Councilor Haslett to approve Resolution 17-05-81, second by Councilor O’Neill, motion carried unanimously.

**CITY OF NAPAVINE
RESOLUTION 17-05-81**

AMENDING RESOLUTION 14-01-45B ESTABLISHING PETTY CASH AND CHANGE REVOLVING FUNDS, APPOINTING CUSTODIANS AND ESTABLISHING THE AMOUNT OF MONIES.

It is hereby Resolved that Resolution 14-01-45B is amended as follows:

WHEREAS, the system of accounting mandated by the State Auditor’s Office of the State of Washington prescribes that all Petty Cash Accounts and Change Fund be established by Resolution or Ordinance (per the BARS Manual)’ and

WHEREAS, there is established and created a fund in the finances of the city to be designated as the “Petty Cash and Change Revolving Fund” for the purpose of paying for purchases of small items, supplies and other expenses of a minor nature incurred for the city in connection with official business of the city, and for making change for cash payments received by the city; and

WHEREAS, the governing body must authorize each petty cash account and cash change drawers and all subsequent increases or decreases in the petty cash account and cash change drawer amounts; and

WHEREAS, each petty cash account and change drawer account is the responsibility of primarily one employee called the “Custodian”, and

WHEREAS, the Custodian is personally responsible for the value of the fund and to ensure that all policies and procedures are adhered to; and

WHEREAS, the Custodian must ensure cash is kept in a secure place, such as a fire safe locked drawer or box; and

WHEREAS, the custodian of each petty cash and change drawer account shall be covered by a surety bond in the full amount of the account at all times, conditioned upon the proper accounting for and legal expenditure of all such funds, in addition to other conditions required by law; a policy of insurance covering honest and faithful performance may be utilized in lieu of any such bond; all such bonds or insurance policies in lieu of bonds shall be approved by the city attorney as to form; and

NOW, THEREFORE, be it resolved by the City Council as follows:

Section 1. Authorization. The Following petty cash accounts and revolving change funds are hereby authorized in the amounts and with the custodians detailed below:

Department/Location	Custodian	Authorized Amount
Municipal Court: Petty Cash	Court Administrator	\$100.00
Municipal Court: Change Drawer 1	Court Administrator	\$100.00
PETTY CASH	CUSTODIAN	
Clerk-Treasurer’s Office: Petty Cash (1)	Clerk-Treasurer	\$100.00
Clerk-Treasurer’s Office: Petty Cash (2)	Deputy Clerk	\$100.00
Clerk-Treasurer’s Office: Change Drawer 1	Deputy Clerk	\$100.00
Clerk-Treasurer’s Office: Change Drawer 2	Clerk-Treasurer	\$100.00
Community Development Office: Change Drawer 3	Community Development – Admin Assistant	50.00
Police Department: Change Drawer 4	Police Records Clerk	\$25.00
Total		\$675.00

Section 2. Procedures. The City Clerk-Treasurer shall adopt such procedures as may be necessary or desirable to implement the provisions of this resolution. Such procedures shall include but not be limited to, (1) defining limitations on the use of petty cash accounts, (2) providing accounting and reporting procedures for operation and replenishment of the petty cash accounts, and (3) Cash Handling procedures.

Section 3. Petty Cash Replenishment. The maximum disbursement at any one (1) time shall not exceed fifty dollars (\$50.00). Each disbursement from the fund shall be supported by a receipt showing the date, recipient, purpose and amount of each cash disbursement. Reimbursements to the petty cash account should be made at least monthly, and reimbursement vouchers shall have receipts attached thereto. The custodian shall maintain suitable records, showing the expenditures incurred and the departments and funds of the city chargeable for such expenditures.

Section 4. Expenditure Regulations. The fund may not be used for personal use or personal cash advances secured by check or other IOU’s. The funds may also never be used to provide check-cashing services for employees and any use of the fund for other than expenditures incurred in connection with official city business shall be considered a misappropriation of public funds.

Section 5. Termination of Custodian. Whenever an individual’s appointment as custodian is terminated, the funds must be replenished and the imprest amount turned over to the City Clerk-Treasurer.

Section 6. Rescission of Prior Ordinances and Resolutions. Ordinances and Resolutions prior to Resolution 17-05-81 establishing Petty Cash accounts, appointing custodians and accounts and establishing the amounts of monies to be on deposit in each account are hereby rescinded. Specifically, Ordinance Nos. 245 (Amend Ordinance 159) and 159 (Petty Cash Fund dated 6/14/88) are repealed. Ordinance No. 317 Establish Court Change Fund is repealed. Resolution 10-10-21, 13-01-45A and Resolution 14-01-45B is repealed adopted January 14, 2014, is repealed.

ADOPTED by the City Council on this 9th day of May, 2017.

ORDINANCE 560 – CITY HALL HOURS – CLERK-TREASURER WOOD; stated one ordinance establishes hours for the Clerk-Treasurer and city hall hours and the different departments have different hours and recommend that we have established hours that are consistent throughout city hall. Recommend that the city hall be open from 8 am to 4:30 pm, open for lunch and to allow staff to close out their tills and prepare daily deposits. Councilor Hamilton commented that for the past six years, the goal to be available for the needs of the citizens, as we move forward need to set priorities for the staff during the budget to be available on Friday’s until 5 p.m., Councilor Haslett stated he agreed to be open five days a week, suggest a stop gap. Clerk-Treasurer informed council that she works four ten hour days and will answer the phone if I am here, I will answer. Discussion on how long to have the city hall closed and additional help; reported the union’s position on the hiring of additional help and the seniority order before it can be offered to non-union members. Motion by Hamilton to approve Ordinance 560 with restrictions on the hours through 2017, review by city attorney and bring back to the next meeting, second by Councilor O’Neill, motion carried.

City Attorney – Mavor Savers: Mayor Savers announced that Jim Buzzard is our Interim City Attorney for the next 60 days, and there is not that many attorneys that handle municipal government that is local in the area.

Set Workshop Date RE: Ordinances – Utility Billing (Water, Sewer) – Councilor Wood stated that he has been talking to neighbors at Stadium Estate where the trees are planted in violation of city ordinance. The trees are the biggest issue at this time. Motion by Councilor Wood to set a workshop for May 18th at 6:00 pm on street trees, second by Councilor Stafford. Councilor O’Neill he has baseball on Thursday’s through the month of May and asked to be excused, Councilor Hamilton stated he will be out of the area, motion carried unanimously.

Set Workshop date regarding ordinances on Utility Billing, motion by Councilor O’Neill to set a workshop date for June 1st at 6:00 pm, second by Councilor Haslett, motion carried unanimously.

GOOD OF THE ORDER: None

ADJOURNMENT:

Motion by Councilor Stafford to adjourn, second by Councilor Wood, motion carried unanimously.

These minutes are not verbatim. If so desired, a recording of this meeting is available online at <http://media.avcaptureall.com/index.html#/?search=agency:%20City%20of%20Napavine,%20WA> and can be heard.

Respectfully submitted,

Mayor, John Savers

Clerk-Treasurer Mary Wood,

Councilor

NAPAVINE CITY COUNCIL WORKSHOP MINUTES
May 11, 2017 6:00 P.M.
Napavine City Hall, 407 Birch Ave SW, Napavine, WA

Mayor Sayers opened the council workshop and directed to Councilor Wood. Wood stated that this is the time to let the council know of any changes they feel it needs. Councilor Wood asked what's the status of Taco Bell is. Mike Johnston reported that the city received a call from Taco Bell and

Boz Bozarth brought a sewer pipe and water pipe and the bedding of these pipes and city of Napavine requires a pea gravel and sand mix well as two samples of 5/8" and other communities allow a 5/8" minus for the bedding. Doolin in Centralia no longer provides the pea gravel mix and have to go further to get the pea gravel and or sand mix. Bryan Morris stated that the 5/8" minus is better than the pea gravel and sand mix. Council Wood asked what it would take to make this change. Bob Bozarth also mentioned the fee for a fill permit is \$500 and is quite extensive for 50 yards. Bozarth also mentioned that inspections are only on Tuesday and Thursday for inspections and asked why don't we offer inspections Monday through Friday, discussion Mayor Sayers stated that he can write something up to allow inspections Monday through Friday and we can get together to make it happen. Mike Hamilton stated that Bryan was easy to work with for inspections. Bryan stated as a contractor waiting four days for an inspection is a long time. Clerk-Treasurer Wood suggested that we are all employees of the city and her opinion is if someone needs an inspection on a Monday and it only takes a few minutes, staff should be able to break away and get the inspection done. Mayor Sayers stated we need to get together and get this done, regarding inspections.

Mike Hamilton discussed his fill permit that he obtained years ago and how Steve Ashley made him remove his premier top soil from his property for 50 yards permit. He had 110 yards delivered not the 50 he ordered, and he received word that he would have to remove 60 yards, and Ashley copped an attitude and had more than the 110 yards removed and never received a refund. Mayor Sayers stated the LOMAR activity was going on during that time and the County had made a statement that there was no more fill in that area or the county would not back up the city for the LOMAR. Steve Ashley would not accept the survey that he had done and asked for his fill permit for his property. Hamilton does not know how much fill he needs, and reiterate that Mr. Ashley is not here anymore and the council and the Mayor and there needs to be some elasticity to work on to get things changed. \$500 for a 50 yards fill is expensive. Mayor asked about the fill for Hamilton property will not change the elevation and affect the flood plain? Bob Bozarth addresses the fill permit is for only 50 yards and if you go over 51 yards it becomes an issue and does not understand why Napavine needs to know why anyone places fill under 500 yards.

Gerry Matson talked with Councilor Haslett felt that there should be a graduated level of projects. Bryan Morris stated when he was doing a remodel project in Napavine, he had to provide a list of all material to determine the cost of the permit, you go to the county, they go by the square feet. Councilor Haslett asked Bryan Morris for his opinion on the comment of someone that would like to come to Napavine to develop but the frontage costs deters them from coming to Napavine.

Tom Crowson addressed the council and spoke with Mike before the meeting, brought them back 8 – 9 years, the governor extended the PFD's Warren Freece has a 100 acre piece of land to construct his multipurpose arena and equestrian center. The only way to get the city out of a deficit and get staff to 40 hours is growth of development; Mr. Freece is willing to donate property for the Lewis county 911 center for a new headquarters fire station for district 5, the 911 center and emergency management. Makes sense to have everything in one place, the problem is getting the water and sewer to Exit 71. Mike Crowson asks for the estimated cost of getting the water and sewer service. Clerk Treasurer informed Mr. Crowson of the pre-construction loan to pursue the costs in the amount of \$300,000, but the council declined the loan due to the terms of the loan, but recalls the estimate to extend the water and sewer across the freeway at Exit 71 in the neighborhood of \$4 million dollars. Discussion of future growth of the city and the area of the freeways with need for a hotel. Councilor Haslett stated the issue for growth of Napavine is water and water rights.

Discussion on the making changes to the frontage of businesses for street lights, curbs, sidewalks and gutters, but that it is too expensive for all that infrastructure and they are going to Chehalis. Morris' opinion is that there should be a developers agreement to work with developers to give them time to put in 1.5 million dollars in infrastructure before they can place a footer. This is where the city needs to work with the developers and be realistic for the infrastructure for sidewalks like from the Shell to Cummins building, people are not going to walk along there. Larry Hamilton suggested get the business in there first, get the cash flow coming in then lets work on the sidewalks, street lights, etc. Mike Hamilton shared how Vancouver is growing because they are saying yes to development and there are no sidewalks in the development where 1600 homes are going in.

Bryan Morris reported how the city can implement a special tax to help with streets, which is restricted revenue for a short period of time and Morris and Clerk-Treasurer Wood have talked about this tax to bring in money to Napavine. Mayer Sayers stated the city could adopt a resolution to support the project that Crowson mentioned earlier. Bob Bozarth mentioned that Frank Dickson wanted to put in a four-plex on Woodard Rd and he was told no by Steve Ashley. Frank took his money to Shelton and developed and they treated him like gold and there is a slim chance he may come back to Napavine, but lost the property for the easement to bring the

water down Woodard Rd. Mike Hamilton reported that realtor's are watching to see how this council is responding to these issues and if the city says YES, the developer's will come.

Councilor Wood asked Jerry and Debbie Graham about how they feel about the street lights, sidewalks, curbs agreement, Jerry stated that Taco Bell is about to break ground and once they get started Arby's is coming beside them. Taco Bell has owned the property for two years and the Taco Bell in Chehalis bought the property, built and open within a year. Debbie Graham asked where does the sidewalks go? Bryan Morris discussed a green strip along Rush Rd and once the area is economically driven then put in sidewalks. Lori Spogen also commented the safety of walking and running along Rush Rd under the freeway is not safe. Bryan Morris stated that he has been talking with Lewis County for a roundabout at Exit 72 and when cars come off the freeway, everyone turns right to help with the flow of traffic in the area. Lori Spogen mentioned there should be a plan of what the area needs to look like to determine if there is a need for sidewalks, etc. There should be a vision of what we need for direction of development. Discussion of businesses need roof tops before they consider placing a business in the area or scale back their plans. Councilor Haslett stated we need to work with the Grahams and be flexible in our ordinances to get the business at Exit 72. Clerk-Treasurer Wood mentioned the Allen Creek project and how the developer had a vision for the future of Napavine.

Napavine is a mid-point for Portland and Seattle and a prime area for folks where it is getting very expensive to live up there. Debbie Graham asked if there is funding available to help with the roundabout. Bryan stated that he will be going to class for TIB grants for funding. Discussion about the sloping of roundabouts for commercial trucks to move about at Exit 72.

The new owner of Cummins NW discussed the cost to develop in Napavine is too high and hard to develop because of the cost for water and sewer connections, sidewalks. Roof tops are necessary to grow and the connections are too high. Clerk-Treasurer Wood mentioned her discussion with Cris Dodd and look at getting a good steak house to come to Napavine, businesses look at roof tops and the city needs to support the business during slow time's not outlying towns to support that business. Discussion on the connection fees for water and sewer compared to other cities.

Workshop meeting adjourned at 7:45 pm.

These minutes are not verbatim. If so desired, a recording of this meeting is available online at <http://media.avcaptureall.com/index.html#!/?search=agency:%20City%20of%20Napavine,%20WA> and can be heard.

Respectfully submitted,

Mayor, John Sayers

Clerk-Treasurer Mary Wood,

Councilor

ORDINANCE NO. 560

AN ORDINANCE OF THE CITY OF NAPAVINE, WASHINGTON, AMENDING SECTION 2.09.050 OF THE NAPAVINE MUNICIPAL CODE, AMENDING SECTION 2.10 OF THE NAPAVINE MUNICIPAL CODE, ESTABLISHING THE DATES AND TIMES OF CITY HALL OPERATION, REPEALING ALL OTHER ORDINANCES OR PARTS OF ORDINANCES CONFLICTING HEREWITH, AND ESTABLISHING THE EFFECTIVE DATE HEREOF.

THE CITY COUNCIL OF THE CITY OF NAPAVINE, WASHINGTON DO ORDAIN AS

FOLLOWS:

Section 1. "2.09.050 Office Hours

The office of the City Clerk-Treasurer shall be kept open for the transaction of business from eight (8) a.m. four thirty (4:30) p.m., Monday through Thursday of each week, except in the event of legal holidays or if budget/staffing constraints do not make it possible."

Section 2. Section 2.10 shall be established setting forth the office hours for City Hall as follows:
"Chapter 2.10"

CITY HALL

2.10.010 Office Hours

City Hall shall be kept open for the transaction of business from eight (8) a.m. to four thirty (4:30) p.m., Monday through Thursday of each week, except in the event of legal holidays or if budget/staffing constraints do not make it possible."

Section 3. City Hall hours of operation shall be Monday through Thursday of each week, except on legal holidays through December 31, 2017.

Section 4. Beginning January 1, 2018, City Hall shall be kept open for the transaction of business from eight (8) a.m. to four-thirty (4:30) p.m.; Monday through Friday of each week, except in the event of legal holidays or if budget/staffing constraints do not make it possible.

Section 5. All ordinances or parts thereof in conflict or inconsistent with this ordinance are hereby repealed.

Section 6. The effective date of this Ordinance shall be the 1st day of June, 2017.

PASSED by the City Council of the City of Napavine, Washington, and **APPROVED** by its Mayor, at a regularly scheduled open public meeting thereof this _____ day of _____, 2017.

Mayor

Attest:

Clerk-Treasurer

Approved as to form and for content:

City Attorney, WSBA #



Napavine Police Department

407 Birch Ave SW ~ P. O. Box 179, Napavine, WA 98565

Phone (360)262-9888 Fax (360) 262-9885

Website: www.cityofnapavine.com

May 17, 2017

Council,

This report is for the timeframe of April 16, 2017 through May 15, 2017. The Napavine Police Department received 74 calls for service during this time period. We processed 9 citations and made 2 arrests mostly from self-initiated stops and investigations.

Since the pass of Initiative 1491 in regards to gun controls, our Pistol Transfers have increased from an average of 4-5 per month up to 15-20 per month.

The department has been involved over this last time period with a number of activities at the local schools. We participated in the Snuggle-Up & Read evening event as well as lunch with the kids and take time to visit the classrooms and students weekly. I volunteered my day off to spend the time at the school for activities on Dr. Seuss's Birthday. We assisted the Toledo Police Department at the Winlock Bicycle Rodeo.

Our triennial technical audit and our basic ACCESS audit through WSP (Washington State Patrol) took place the first week in May and went very well for the department. Everything passed with 100% except for having our new city prosecutor, the required Security Awareness Test since they have access to our CJI (Criminal Justice Information). We are required to have this in compliance by June 15.

Respectfully Submitted

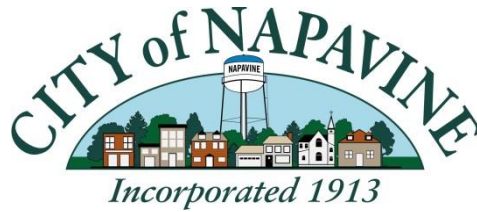
Chris Salyers
Chief of Police

407 Birch Ave SW, P. O. Box 810
Napavine, WA 98565

Phone: (360) 262-3547

Fax: (360) 262-9199

www.cityofnapavine.com



John Sayers, Mayor
Mary Wood, Clerk-Treasurer

May 19, 2017

To: Council Members & Mayor

Clerk-Treasurer's Report:

Tom Stanton, Lewis County Auditor's Office contacted the city in regards to a new SB 5472 if signed by the Governor, will need to install eight (8) new Ballot Drop Boxes. The county likes to place the drop boxes on government owned properties. With the post office not owning the property at their site, school properties usually result in vandalism leaves the city hall property a logical location. The county is asking the council to allow them to install a ballot drop box at city hall, they will provide the box, concrete pad and install the box at no expense of the city.

Tom Rupert of Harold LeMay Enterprises aka City Sanitary our solid waste provider, which we have a franchise agreement with; dropped off a packet to raise the rates 2.8% effective July 1, 2017. The agreement the city has with LeMay provides for rate increase 80% of the consumer price index (CPI) increases for the Seattle-Tacoma-Bremerton area. There has not been an increase in a few years, and with the increasing costs to operate results in the need to raise rates. While reviewing the agreement with Harold LeMay Enterprises expired on June 30, 2016, with a caveat to automatically renew for an additional two years with the same terms of the original agreement.

Respectfully submitted,

Mary Wood
Clerk-Treasurer

DATE: May 16, 2017
TO: Mary Wood, Clerk /Treasurer, City of Napavine
FROM: Jim Pea, Business Agent, Teamsters Local #252
SUBJECT: Synopsis of recent history of Collective Bargaining Agreement between the City of Napavine and Teamsters Local #252.

- Most recent agreement expired December 31, 2016, after previous agreement which expired December 31, 2014, had been extended twice by mutual agreement of both parties while negotiations were ongoing for a successor agreement. During said time, several MOU's were adopted related to various aspects of employment;
- In December 2016, the Union rejected a contract proposal from the City, primarily a result of the City's direct dealing with a specific member employee which had resulted in a pay increase for said employee for two consecutive years. This action was in direct violation of the collective bargaining process, and despite the Union's insistence the wage must be negotiated and, despite the Union having pointed out repeatedly said employee should instead be compensated through the existing "out of classification" provision in the contract;
- In February, 2017, the Union and the City jointly requested the assistance of a Mediator to facilitate negotiations which had stalled as a result of the rejected contract proposal;
- On May 2, 2017, Sean Leonard of the Washington Public Employees Relations Commission facilitated a Mediation session between the Union and the City;
- As a result of said Mediation, the City and Union reached Tentative Agreement on a successor CBA proposal;
- On May 10, 2017, the Union membership voted unanimously to accept the City's offer.
- After Mediation was completed, the City and Union also agreed to amended contract language regarding Bereavement Leave. This amended language has been added to the items TA'd during Mediation.

SYNOPSIS OF PROPOSED CHANGES TO THE COLLECTIVE BARGAINING AGREEMENT BETWEEN THE CITY OF NAPAVINE AND TEAMSTERS LOCAL # 252:

- ❖ **Duration of Agreement:** Three years, 2017 through 2019, with opener for cost of living adjustment (COLA) for 2019;
- ❖ **Correction of pay for Community Development Administrative Assistant,** with salary restored to previously negotiated salary schedule. Appropriate Out of Classification rate applied effective 5/1/17, and in effect as long as employee is engaged in such work.
- ❖ **Effective 5/1/17:**
 - 3% COLA
 - Increase in City's contribution to Health/Welfare benefit from \$800 to \$900 per month
 - Increase Floating Holiday from (1) to (2) per year
 - Increase in On Call pay for Public Works employees from \$100 per weekend to \$125 per weekend

- Increase in On Call pay for Police Officer positions from \$1.50 per hour to \$2.50 per hour
- Increase cap on accrued sick leave from 240 hours to 480 hours per year
- Change in Bereavement leave provision to define “immediate family” in 8.5.1. to be the same as in 8.5.2.

❖ **Effective 1/1/19:**

- 2% COLA
-

❖ **OTHER:**

- ❖ Inclusion of all language from MOU’s in effect since contraction extensions from 2014 agreement. (scope of bargaining unit, police holidays, police on call pay, (including newly negotiated language)
- ❖ Inclusion of updated amounts related to current medical plans
- ❖ Inclusion of new salary schedule to reflect negotiated salary increases
- ❖ Revision of language related to pay day, to reflect current practice
- ❖ Deletion of provision for extra pay for police chief for emergency management duties

RESOLUTION NO. 17-05-81

A RESOLUTION OF THE CITY OF NAPAVINE, WASHINGTON, APROVING THE TERMS AND CONDITIONS OF THE COLLECTIVE BARGAINING AGREEMENT WITH THE CITY’S WORKERS EFFECTIVE MAY 1, 2017 THROUGH DECEMBER 31, 2019, AND AUTHORIZING THE MAYOR TO EXECUTE THE COLLECTIVE BARGAINING AGREEMENT ON BEHALF OF THE CITY.

WHEREAS, a new collective bargaining agreement has been negotiation with Teamsters Local 252 for the period of May 1, 2017 to December 31, 2019;

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

Section 1. The collective bargaining agreement between the City of Napavine and Teamsters Local 252, effective May 1, 2017, through December 31, 2019 is hereby adopted.

Section 2. The Mayor is hereby authorized to make minor administrative changes, it necessary, to the collective bargaining agreement described herein, and to execute the agreement on behalf of the City of Napavine City Council.

Section 3. Severability. If any section, sentence, clause, or phrase of this Resolution or any resolution adopted or amne3ded hereby, should be held to be invalid or unconstitutional 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.

RESOLVED this 23rd day of May 2017.

JOHN SAYERS, MAYOR

ATTEST/AUTHENTICATED:

MARY WOOD, CLERK-TREASURER

RESOLUTION NO. 17-05-82

A RESOLUTION OF THE CITY OF NAPAVINE, WASHINGTON, APPOINTING AGENT TO RECEIVE CLAIMS FOR DAMAGES.

WHEREAS, effective May 23, 2017, the governing body of each local governmental agency shall appoint an agent to receive any claim for damages made by a third party; and

WHEREAS, the City Council of the City of Napavine intends to comply with State Law RCW 4.96.020,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Napavine as follows:

Section 1. The City Clerk-Treasurer is hereby established as the agent for the City of Napavine to receive any claim for damages made by a third party. All claims may be filed with the City Clerk-Treasurer whose address is 407 Birch Ave SW, P. O. Box 810, Napavine, WA 98565 and whose phone number is 360-262-3547, during normal business hours.

PASSED BY the City Council of the City of Napavine and approved by the Mayor on this 23rd day of May, 2017.

JOHN SAYERS, MAYOR

ATTEST:

MARY WOOD, CLERK-TREASURER