



NAPAVINE CITY COUNCIL MINUTES
 November 19, 2019 6:00 P.M.
 Napavine City Hall, 407 Birch Ave SW, Napavine, WA

CALL TO ORDER:

Mayor John Sayers called special city council meeting to order at 6:00 pm.

ROLL CALL: 6:00 pm

Council members present: Mayor John Sayers, Don Webster Councilor #1, Larry Stafford Councilor #2, LaVerne Haslett Councilor #3, Shawn O’Neill Councilor #4, and Jim Haslett Councilor #5.

City staff members present: Interim City Clerk Sharri Salyers, Treasurer Mary Wood, Public Works / Community Development Director Bryan Morris, Chief of Police Chris Salyers.

CONSENT/APPROVAL OF AGENDA: 6:01 pm

MOVED:	Jim Haslett	Motion: Approval of Agenda for November 19, 2019.
SECONDED:	Don Webster	
<i>Discussion Interim City Clerk reminded nothing can be added to a special meeting agenda.</i>		
VOTE ON MAIN MOTION:	5-0 Motion Carried; 5 aye and 0 nay.	

OLD BUSINESS:

ORDINANCE 601 ESTABLISHES AN APPOINTIVE OFFICE IF CITY CLERK 6:02pm

Councilor Jim Haslett stated he didn’t agree with City Attorney Buzzard suggestions of removing the City Clerk without cause. Councilor Jim Haslett motioned to approve ordinance 601 stating the appointed City Clerk may be removed from the office at any time with just cause by the Mayor.

MOVED:	Jim Haslett	Motion: Approval Ordinance 601 Establishing an appointive office of City Clerk. First Reading by Title
SECONDED:	Don Webster	
<i>Discussion: No Discussion.</i>		
VOTE ON MAIN MOTION:	5-0 Motion Carried; 5 aye and 0 nay.	

MOVED:	Jim Haslett	Motion: Approval Ordinance 601 Establishing an appointive office of City Clerk. Second Reading by Title
SECONDED:	Shawn O’Neill	
<i>Discussion: No Discussion.</i>		
VOTE ON MAIN MOTION:	5-0 Motion Carried; 5 aye and 0 nay.	

CITY OF NAPAVINE, WASHINGTON

ORDINANCE NO. 601

AN ORDINANCE OF THE NAPAVINE CITY COUNCIL, ESTABLISHING AN APPOINTIVE OFFICE OF CITY CLERK, AND ESTABLISHING DUTIES, COMPENSATION, HOURS, AN EFFECTIVE DATE AND SEVERABILITY.

ORDINANCE 602 ESTABLISHING AN APPONTIVE OFFICE OF TREASURER. 6:04 pm

Councilor LaVerne Haslett discussed keeping the Treasurer position an appointed position or if it should be changed to an employed position where the Treasurer would be allowed to be represented by the Union.

Treasurer Wood stated that she would like to be represented by the union since she was represented by the union before the two positions were combined. She felt she should be able to go into back into the union since the other two department heads are also represented by the union.

Councilor Stafford stated that the Treasurer would have confidential information such as signing checks and have the same knowledge as the City Clerk.

Councilor O'Neill stated if the Treasurer position was to be an employed position. The City would have to reestablish the job description open the position and Mary would have to reapply for the position to be represented by the union.

Councilor Jim Haslett stated that the Treasurer position should remain as an appointed office.

MOVED:	Jim Haslett	Motion: Approval Ordinance 602 Establishing an appointive office of Treasure First Reading by Title
SECONDED:	Don Webster	
<i>Discussion: No Discussion</i>		
VOTE ON MAIN MOTION:	5-0 Motion Carried; 5 aye and 0 nay.	

MOVED:	Jim Haslett	Motion: Approval Ordinance 602 Establishing an appointive office of Treasure Second Reading by Title
SECONDED:	Shawn O'Neill	
<i>Discussion: No Discussion</i>		
VOTE ON MAIN MOTION:	5-0 Motion Carried; 5 aye and 0 nay.	

CITY OF NAPAVINE, WASHINGTON

ORDINANCE NO. 602

AN ORDINANCE OF THE NAPAVINE CITY COUNCIL, ESTABLISHING AN APPOINTIVE OFFICE OF CITY TREASURER, AND ESTABLISHING DUTIES, COMPENSATION, HOURS, AN EFFECTIVE DATE AND SEVERABILITY.

SALARY CONSIDERATION FOR CITY TREASURER 6:11 pm

Councilor LaVerne Haslett stated that the Treasurer should have a decrease in wages and asked Treasurer Wood what increase she received when she was appointed Clerk-Treasurer.

Treasurer Wood advised she received a 10% increase and asked if they were thinking to decreasing her wage when it would go into effect. She also advised the Treasurer position has more duties assigned since she was Treasurer before.

Council reviewed the 3% salary schedule increase proposed for the 2020 budget.

Councilor LaVerne Haslett asked where Director Morris was in the Salary Schedule.

Interim City Clerk Salyers advised Director Morris is being paid in Step E of the department head salary schedule for Public Works and a stipend for Community Development. Which is to be reviewed each calendar year by union, Director Morris and Council.

Councilor Jim Haslett proposed the Treasurer wage be placed in Step E of the department head salary scale.

MOVED:	Shawn O'Neill	Motion: Approval of Treasurer Salary being Department Head Step E for \$5,507.20 per month.
SECONDED:	Don Webster	
<i>Discussion: No Discussion</i>		
VOTE ON MAIN MOTION:	5-0 Motion Carried; 5 aye and 0 nay.	

SALARY CONSIDERATION FOR CITY Clerk 6:20 pm

MOVED:	Jim Haslett	Motion: Approval of Clerk Salary being Department Head Step C for \$4,843.37 per month.
SECONDED:	Shawn O'Neill	
<i>Discussion: No Discussion.</i>		
VOTE ON MAIN MOTION:	5-0 Motion Carried; 5 aye and 0 nay.	

SALARY SCHEDULE FOR 2020 BUDGET 6:21 pm

MOVED:	Jim Haslett	Motion: Approval of 3% cola increase for employees for the 2020 budget.
SECONDED:	Larry Stafford	
<i>Discussion: Director Morris asked if his raise could be divided and given to his employees.</i>		
VOTE ON MAIN MOTION:	5-0 Motion Carried; 5 aye and 0 nay.	

Councilor asked if the Court Administrator is a department head or an employee. What the difference is between the Court Administrator and the Court Clerk. If the Court Administrator is a department head the position should not have received the \$400.00 employees raise last year and should have received the \$200.00 department head raise. If that is the case the Court Administrator should have to pay back the city.

Treasurer Wood advised the Court Administrator is a confidential employee to the Judge who is the Department head.

Councilor O'Neill asked LaVerne speak to the union to change the position back to Court Clerk once the Court Administrator position is no longer filled.

ADJOURNMENT

MOVED:	Shawn O'Neill	Motion: To Adjourn
SECONDED:	Larry Stafford	
<i>Discussion: Meeting Adjourned at 6:31 pm</i>		
VOTE ON MAIN MOTION:	5-0 Motion Carried; 5 aye and 0 nay.	

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 in its entirety after December 12, 2019 due to technical difficulties

Respectfully submitted,

Sharri Salyers, Interim City Clerk

John Sayers, Mayor

Councilor