



NAPAVINE CITY COUNCIL MINUTES  
 March 12, 2019 6:00 P.M.  
 Napavine City Hall, 407 Birch Ave SW, Napavine, WA

**CALL TO ORDER:**

Mayor John Sayers called regular city council meeting to order at 6:00 pm and led flag salute.

**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 #4 and Jim Haslett Councilor #5.

City staff members present: Clerk Treasurer Mary Wood, Public Works Director Bryan Morris, Chief of Police Chris Salyers, City Attorney Jim Buzzard

**CONSENT/APPROVAL OF AGENDA:** 6:00pm

<b>MOVED:</b>	Jim Haslett	Motion: Approve March 12, 2019 Agenda
<b>SECONDED:</b>	Don Webster	
<i>Discussion: No Discussion.</i>		
<b>VOTE ON MAIN MOTION:</b>	5-0 Motion Carried; 5 aye and 0 nay.	

**APPROVAL OF MINUTES FROM REGULAR CITY COUNCIL MEETINGS:** 6:01pm

<b>MOVED:</b>	Shawn O’Neill	Motion: Approval of Minutes from the February 26, 2019 Regular Council Meeting
<b>SECONDED:</b>	Don Webster	
<i>Discussion: No Discussion.</i>		
<b>VOTE ON MAIN MOTION</b>	5-0 Motion Carried; 5 aye and 0 nay.	

**STAFF & COUNCIL REPORTS:** 6:02 pm

- **Public Works / Community Development Director Bryan Morris;**
  - Going out for bid to remove trees on 3<sup>rd</sup> Ave NW
  - Going out for bid on the Woodard Rd project.
  - Operations normal
- **Chief of Police Chris Salyers;**
  - Glad to be here.
- **City Attorney Jim Buzzard;**
  - Glad to be here.
- **Clerk-Treasurer Mary Wood;**
  - Provided Council 2019 revenue vs. expenditure reports to date.
    - **Councilor Jim Haslett** Questioned Why was the 2018 LID paid in March of 2019?
      - Due to changes in departments who issue the invoices, Invoices were issued by Department of Commerce and now Department of Health issue them. During the change Department of Health experienced software problems causing the invoices to be sent out later than usual.
    - **Councilor Jim Haslett** Questioned why is there a difference in revenue for the water and sewer fund between January and February?
      - Due to the billing cycle being every other month.
- **Councilor Shawn O’Neill;**
  - Napavine Middle School girls will be attending State Championship in Spokane next weekend.

- Napavine Elementary School will be hosting a fundraiser on Thursday March 14, 2019 at 5:30 to 7:00 pm at the Napavine McDonalds called the McTakeover. Come out and support a great cause.

**OLD BUSINESS**

**AMENDED CBA 2019 WAGES** 6:07 pm

<b>MOVED:</b>	Jim Haslett	Motion: Approve the Amended CBA 2019 Wages
<b>SECONDED:</b>	Larry Stafford	
<i>Discussion: Councilor Jim Haslett asked, why is the Planner position listed in the document. City Attorney Jim Buzzard; clarified the position in question has not been refilled. During the next Collective Bargaining Agreement negotiations, the City and the Union will have an opportunity to make changes and clean up the agreement.</i>		
<b>VOTE ON MAIN MOTION:</b>	5-0 Motion Carried; 5 aye and 0 nay.	

**NEW BUSINESS:**

**VOUCHERS:** 6:08 pm

**Total Voucher Numbers 35286-35321 \$124,395.14, Payroll Voucher \$0.00, Electronic Payments 3/1/19-3/11/19 \$8,511.74, Payroll Electronic Payments \$0.00, ACH Deposits 3/7/19 \$17,999.67 Grand Total \$150,906.55**

<b>MOVED:</b>	LaVerne Haslett	Motion: Approval of March 12, 2019 Vouchers
<b>SECONDED:</b>	Larry Stafford	
<i>Discussion: No Discussion</i>		
<b>VOTE ON MAIN MOTION:</b>	5-0 Motion Carried; 5 aye and 0 nay.	

**NAPAVINE YOUTH BASEBALL RENTAL AGREEMENT** 6:09 pm

**John Moore; President of the Napavine Youth Baseball;**

- Addressed the Council with concerns and issues regarding the baseball fields.
  - Insurance paperwork will be sent to the City from the Youth Baseballs Insurance agent this week.
  - Need to provide more than the two restrooms for the public. Plans in contacting Goebel Septic for sponsorship and to provide additional Sani-cans.
  - Fields need resurfacing. Field 2 which faces the City Hall, has a hazard between the baselines and the outfield, there is a lip between the two. Which brings concerns of a ball bouncing up and causing possible injury to a player. Both Field 1 and 2 need additional dirt and new grass. Plans in asking for donations from the community to help.
  - The rental agreement dates starting March 11, 2019 to July 31, 2019 may be to long the season will be ending June 30, 2019.
  - 10 games are planned for the season and 2 tournaments. 10 Teams are participating this year

**Public Works / Community Development Director Bryan Morris;**

- Public Works put in a new drain field and pressure washed the benches. The City has a large mound of excess dirt located at the scout camp that could be used for the fields to help resurface.

**Councilor Jim Haslett;**

- Would like to have a Resolution drawn up in which the City would partnership with the Napavine Youth Baseball to maintain the ball fields during the season.

**Councilor Shawn O'Neill;**

- Agrees to the partnership to maintain the fields.
- Asked Mr. Moore to keep the ending date of the agreement to July 31, 2019 in case Napavine Youth Baseball needs to extend it season for any reason. Error on the safe side.

<b>MOVED:</b>		Jim Haslett	Motion: Directing Mayor John Sayers to sign the Napavine Youth Baseball Rental Agreement.
<b>SECONDED:</b>		Larry Stafford	
<i>Discussion: No Discussion</i>			
<b>VOTE ON MAIN MOTION:</b>		5-0 Motion Carried; 5 aye and 0 nay.	

**MOU TEAMSTERS COMMUNITY DEVELOPMENT DIRECTOR DUTIES** 6:20 pm

<b>MOVED:</b>	Jim Haslett	Motion: To Accept the MOU for the Community Development Directors Duties.
<b>SECONDED:</b>	Don Webster	
<p><i>Discussion: City Attorney Jim Buzzard clarified the MOU agreement to Council. This MOU applies the Councils desire to separate the Public Works and Community Development Director position. this MOU also provides the Council an option to assign a current employee within the city and compensate said employee with a stipend. The employee assigned shall have the option to decline assignment with notification at any time and forfeit the stipend. The City and the Union agree to review this arrangement at the end of every calendar year.</i></p>		
<b>VOTE ON MAIN MOTION:</b>	5-0 Motion Carried; 5 aye and 0 nay.	

**MOU TEAMSTERS COMMUNITY DEVELOPMENT DIRECTOR STIPEND** 6:22 pm

<b>MOVED:</b>	LaVerne Haslett	Motion: To Accept the MOU for the Community Development Directors Stipend.
<b>SECONDED:</b>	Jim Haslett	
<p><i>Discussion: City Attorney Jim Buzzard clarified the MOU agreement. The MOU is the negotiated stipend amount for the year. Assigning Bryan Morris as Community Development Director.</i></p>		
<b>VOTE ON MAIN MOTION:</b>	5-0 Motion Carried; 5 aye and 0 nay.	

**275 W VINE AVE (CONDITIONAL USE / HOME OCCUPATION PERMIT** 6:23 pm

**Councilor Don Webster;**

- Recommended the City Council conduct another public hearing on the subject; main concern is parking issues. The citizen in the area have many concerns.

**City Attorney Jim Buzzard;**

- Advised; the Council should have a public hearing as it states in Napavine Municipal Code 17.88.040. The Council needs to be able to make an informed decision. The Planning Commission held a Public Hearing which is part of their duties as the commission, however they did not send a recommendation to the Council to approve or deny the conditional use / home occupation permit. The Council is the authority for final approval of the application process.

<b>MOVED:</b>	Jim Haslett	Motion: To set a Public Hearing for Conditional Use – Home Occupation Permit on March 26, 2019 at 6:00 pm.
<b>SECONDED:</b>	Don Webster	
<i>Discussion: No Discussion</i>		
<b>VOTE ON MAIN MOTION:</b>	5-0 Motion Carried; 5 aye and 0 nay.	

**221 4<sup>th</sup> AVE NE (VARIANCE)** 6:29 pm

**City Attorney Jim Buzzard;**

- Advised the Council the Planning Commission recommended to approve the variance.

**Public Works / Community Development Director Bryan Morris;**

- Asked the Council to approve the variance. The property in question is zoned half residential and half commercial. In approving the variance, it allows the property own to replace a mobile home.

<b>MOVED:</b>	Jim Haslett	
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<b>SECONDED:</b>	Larry Stafford	Motion: To Accept Variance for 221 4 <sup>th</sup> Ave NE.
<i>Discussion: No Discussion.</i>		
<b>VOTE ON MAIN MOTION:</b>	5-0 Motion Carried; 5 aye and 0 nay.	

**AGREEMENT WITH GOVERNMENT PAYMENT SERVICES** 6:31 pm

**Clerk-Treasurer Mary Wood;**

- Government Payment Services is an online payment service for our customers to pay with credit cards, debit cards, and electronic checks. There is zero cost to the City for this service. The customers who utilize this service pays a service charge fee of 2.25% of the amount for credit cards/debit cards for utility customers, for other services the fee is 4.00% of the transaction with a minimum of \$1.00 per transaction fee. Flat fee of \$1.50 for e-checks. They also have phone services for people needing assistance such as language barrier for \$1.50 to \$2.50 per phone call. This is less than the current service the City uses now which is Point and Pay. Point and Pay charges 2.75% of the amount for credit cards/debit cards. Flat fee of \$2.00 for e-checks.

<b>MOVED:</b>	LaVerne Haslett	Motion: Direction Mayor John Sayers to sign the Government Payment Services Agreement
<b>SECONDED:</b>	Shawn O'Neill	
<i>Discussion: No Discussion.</i>		
<b>VOTE ON MAIN MOTION:</b>	5-0 Motion Carried; 5 aye and 0 nay.	

**CITIZEN COMMENTS- (Non-Agenda Items)** 6:34 pm

**Tom Crowson, Guerrier Rd;**

- The Lewis County Public Facility District has a board member position open. If anyone is interested please submit a letter of interest and list of qualification to the County Commissions by Thursday March 14, 2019.

**EXECUTIVE SESSION**

**Mayor John Sayers;**

- At 6:38 pm Mayor Sayers announced the Council would retire to the Map room for 15 minutes to conduct an executive session to discuss a Complaint brought against a public officer RCW 42.30.110 (1)(f)
- At 6:53 pm Mayor Sayers Announced Regular meeting back in session No decisions were made

**ADJOURNMENT**

<b>MOVED:</b>	Shawn O'Neill	Motion: to Adjourn
<b>SECONDED:</b>	Larry Stafford	
<i>Discussion: Meeting Adjourned at 6:54 pm</i>		
<b>VOTE ON MAIN MOTION:</b>	5-0 Motion Carried; 5 aye and 0 nay.	

These minutes are not verbatim. Due to technical difficulties the recording of this meeting is not available online at <http://media.avcaptureall.com/index.html#/?search=agency:%20City%20of%20Napavine,%20WA>.

**Respectfully submitted,**

Mary Wood, Clerk-Treasurer

John Sayers, Mayor

Councilor