



NAPAVINE CITY COUNCIL TELECONFERENCE MINUTES
 April 28, 2020 6:00 P.M.
 Napavine City Hall, 407 Birch Ave SW, Napavine, WA

CALL TO ORDER:

Mayor Shawn O'Neill called regular city council meeting to order at 6:01 pm.

INVOCATION: 6:01 pm

Councilor Jim Haslett performed the invocation.

ROLL CALL: 6:01 pm

Council members present via teleconference: Mayor Shawn O'Neill, Don Webster Councilor #1, Larry Stafford Councilor #2, LaVerne Haslett Councilor #3, Heather Stewart Councilor #4, Jim Haslett Councilor #5.

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

No Community members present.

CONSENT/APPROVAL OF AGENDA: 6:02 pm

MOVED:	Jim Haslett	Motion: Approval of Agenda for April 28, 2020.
SECONDED:	Heather Stewart	
<i>Discussion: No Discussion</i>		
VOTE ON MAIN MOTION:	5-0 Motion Carried: 5 aye and 0 nay.	

APPROVAL OF MINUTES FROM REGULAR MEETING: 6:02 pm

MOVED:	LaVerne Haslett	Motion: Approval of Minutes from Regular Council Meeting on April 14, 2020
SECONDED:	Larry Stafford	
<i>Discussion: No Discussion</i>		
VOTE ON MAIN MOTION:	5-0 Motion Carried; 5 aye and 0 nay.	

STAFF & COUNCIL REPORTS: 6:03 pm

Director Morris: City received a letter of resignation from our Building Inspector. His last day will be Tuesday, May 5, 2020. We began job postings and advertisements this past Friday. We have begun to receive application that we plan to review and schedule interviews soon.

Treasurer Wood: The LID foreclosure lien to the property on Rush Rd. has an interested buyer. We have spoken with the buyer and they plan to pay off the lien when they purchase the property.

NEW BUSINESS:

VOUCHERS: 6:05 pm

Total Voucher Numbers 36009-336024 \$11,286.83, Payroll Vouchers 00 \$0.00 Payroll Electronic 4/15/2020-4/28/2020 \$488.03, Payroll ACH \$0.00 Electronic payments 4/15/2020-4/28/2020 \$14,994.73 ACH Deposits 4/19/2020 \$21,502.10 Grand Total \$48,271.69 Void Check 3569 & 35790 lost check Re-issue 36008

MOVED:	Jim Haslett	Motion: Approval of April 28, 2020 Vouchers
SECONDED:	Larry Stafford	
<i>Discussion: No Discussion</i>		
VOTE ON MAIN MOTION:	5-0 Motion Carried; 5 aye and 0 nay.	

EMERGENCY POLICY AND PROCEDURES UTILITY BILLING: 6:05 pm

MOVED:	Don Webster	Motion: Approval of Emergency Policy and Procedures Utility Billing.
SECONDED:	Larry Stafford	
<p><i>Discussion: Mayor O'Neill asked Clerk Salyers to address Council regarding the policy. Clerk Salyers gave a short synopsis of the details pertaining to the emergency policy, which allows the City to waive water and sewer utility past due penalties and postponement of utility shutoffs. The policy applies to all utility customers who are currently in the arrears or fall into the arrears during the declared emergency. Along with establishing notification procedures and post emergency procedures allowing customers whose accounts are delinquent, request payment arrangements by signing a payment agreement.</i></p>		
VOTE ON MAIN MOTION:	5-0 Motion Carried; 5 aye and 0 nay.	

BUILDING INSPECTOR JOB DESCRIPTION 6:07 pm

MOVED:	Don Webster	Motion: Approval of the Building Inspector Job Description.
SECONDED:	Heather Stewart	
<p><i>Discussion: Mayor O'Neill asked Director Morris to address Council regarding the Building Inspector job description. Director Morris advised Council the current Building Inspector job description was implemented when the former Community Development Director worked remotely out of State. A lot of the job responsibilities are actually the Directors job duties. After reviewing the job description, it was revamped, to only include the Building Inspectors job duties and responsibilities.</i></p>		
VOTE ON MAIN MOTION:	5-0 Motion Carried; 5 aye and 0 nay.	

ORDINANCE 606 AMEND UNEMPLOYMENT COMPENSATION FUND 6:09 pm

MOVED:	Jim Haslett	Motion: Approval of Ordinance 606 Amend Unemployment Compensation fund, First Reading by title
SECONDED:	Don Webster	
<p><i>Discussion: No Discussion</i></p>		
VOTE ON MAIN MOTION:	5-0 Motion Carried; 5 aye and 0 nay.	

MOVED:	Jim Haslett	Motion: Approval of Ordinance 606 Amend Unemployment Compensation fund, Second Reading by title
SECONDED:	Heather Stewart	
<p><i>Discussion: No Discussion</i></p>		
VOTE ON MAIN MOTION:	5-0 Motion Carried; 5 aye and 0 nay.	

ORDINANCE NO. 606

AN ORDINANCE OF THE CITY OF NAPAVINE, WASHINGTON, AMENDING FUND NUMBER THAT ESTABLISHED THE UNEMPLOYMENT COMPENSATION FUND; AND PROVIDING FOR AN EFFECTIVE DATE HEREOF.

CITIZEN COMMENTS 6:10 pm

No Citizen Comments

GOOD OF THE ORDER: 6:10 pm

Councilor Jim Haslett: Thanked City staff for their hard work and dedication and congratulated Mayor O'Neill for a job well done during the State of Emergency.

Seconded by Council

ADJOURNMENT:

MOVED:	Jim Haslett	Motion: To Adjourn
SECONDED:	Larry Stafford	
<i>Discussion: Meeting Adjourned at 6:13 pm</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried; 4 aye and 0 nay.	

These minutes are not verbatim. If so desired, a recording of this meeting is available online from [freeconferencecall.com](https://fccdl.in/CvtZV79dHV) at the link provided <https://fccdl.in/CvtZV79dHV>

Respectfully submitted,

Sharri Salyers, City Clerk

Shawn O'Neill, Mayor

Councilor