



NAPAVINE CITY COUNCIL REGULAR MEETING MINUTES
 September 22, 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 6:00 pm.

INVOCATION: 6:00 pm

Councilor Jim Haslett performed the invocation.

PLEDGE OF ALLEGIANCE: 6:01 pm

Mayor Shawn O’Neill led the flag salute.

ROLL CALL: 6:01 pm

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

MOVED:	LaVerne Haslett	Motion: Excuse Councilor Heather Stewart
SECONDED:	Don Webster	
<i>Discussion: No Discussion</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried: 4 aye and 0 nay.	

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

CONSENT/APPROVAL OF AGENDA: 6:02 pm

MOVED:	Jim Haslett	Motion: Approval of Agenda for September 22, 2020
SECONDED:	LaVerne Haslett	
<i>Discussion: No Discussion</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried: 4 aye and 0 nay.	

APPROVAL OF MINUTES FROM REGULAR: 6:02 pm

MOVED:	LaVerne Haslett	Motion: Approval of Minutes September 8, 2020
SECONDED:	Larry Stafford	
<i>Discussion: No Discussion</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried; 4 aye and 0 nay.	

STAFF & COUNCIL REPORTS: 6:03 pm

Chief Salyers

- Advised Council that he has been reviewing the Counties Emergency Operation Plan that contains about 2,000 pages. He has read about a quarter of the plan so far. Chief Salyers raised concerns of the City not having its own emergency operation plan to cover the City.
- Updated the Council on police department staffing issues.

Clerk Salyers

- Report in Writing.
- Requested to reserve additional report under Good of the Order.

Director Morris

- Brought to the Council attention that he would like to pursue leasing municipal land located at the end of Wildwood to a cell tower company. Director Morris advised the parcel of land is located in a wetland area,

where there are strict restrictions in what can be built on the land. However, placing a cell tower would not be restricted.

- City Attorney Buzzard advised that he would be able to assist Director Morris in drawing up a lease agreement if the Council were inclined to move forward in leasing the land.

MOVED:	Jim Haslett	Motion: Directing Director Morris to move forward with plans of leasing the municipal land.
SECONDED:	Don Webster	
<i>Discussion: No Discussion</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried; 4 aye and 0 nay.	

Treasurer Wood

- Advised Council that she will be attending the WFOA conference online Wednesday and Thursday. The State is predicting a large shortfall due to COVID and they are recommending raising natural gas tax, property tax and payroll tax to offset the shortfall.
- Update on the State and Federal Audit will begin sometime in October. The City will be advised at that time, if the State Auditor's will begin to conduct an annual feral audit for the loan on City Hall.

Mayor O'Neill

- Thanked City staff for the work they are doing.

OLD BUSINESS:

ORDINANCE 612 ESTABLISHING PARKING ENFORCEMENT CODE – C SALYERS: 6:27 pm

MOVED:	Jim Haslett	Motion: Approval of Ordinance 612 Establishing Parking Enforcement Code First Reading by title
SECONDED:	Larry Stafford	
<i>Discussion: Chief Salyers presented Ordinance 612 Establishing Parking Enforcement Code to the Council, advising City Attorney representative, Marissa Jay, included a congested area and danger zone area in the code. Council can declare exit 72 a danger zone area where fines double and increase for additional offenses.</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried; 4 aye and 0 nay.	

ORDINANCE 612 ESTABLISHING PARKING ENFORCEMENT CODE: 6:29 pm

MOVED:	Jim Haslett	Motion: Approval Ordinance 612 Establishing Parking Enforcement Code Second Reading by title
SECONDED:	Larry Stafford	
<i>Discussion: No Discussion</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried; 4 aye and 0 nay.	

ORDINANCE NO. 612

AN ORDINANCE OF THE NAPAVINE CITY COUNCIL, ESTABLISHING SECTION 10.06 OF THE NAPAVINE MUNICIPAL CODE, PROVIDING PARKING CODE WITHIN CITY OF NAPAVINE WASHINGTON AND PROVIDING FOR AN EFFECTIVE DATE.

REVIEW OF PERSONNEL POLICIES AND PROCEDURES – S SALYERS: 6:30 pm

Clerk Salyers presented Council the personnel policies and procedures with the recommended changes provided by the Risk Management Insurance Human Resource Legal Advisors. Clerk Salyers asked Council if they wanted to discuss the 15 pages of changes or if they would prefer to hold a special workshop at a later date and time.

Council advised they accepted the recommended changes and directed Clerk Salyers to place the required Resolution to pass the Personnel Policies and Procedures on the next Council meeting.

NEW BUSINESS:

VOUCHERS- M Wood: 6:32 pm

Total Voucher Numbers 36268-36289 \$102,456.64 Payroll Vouchers 0-0 \$0.00 Payroll Electronic 9/17/2020-9/19/2020 \$9,879.47, Electronic payments 9/9/2020-9/25/2020 \$7,976.46 ACH Deposits 9/17/2020 \$21,602.77 Grand Total \$141,915.21.

MOVED:	LaVerne Haslett	Motion: Approval of September 22, 2020
SECONDED:	Jim Haslett	Vouchers
<i>Discussion: Clerk Treasurer Wood presented Council the voucher report.</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried; 4 aye and 0 nay.	

ORDINANCE 613 AMENDING CHAPTER 1.20 GENERAL PENALTY – C SALYERS: 6:32 pm

MOVED:	Jim Haslett	Motion: Approval Ordinance 613 Amending
SECONDED:	Don Webster	Chapter 1.20 General Penalty
First Reading by title		
<i>Discussion: Chief Salyers presented Ordinance 613 Amending Chapter 1.20 General Penalty</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried: 4 aye and 0 nay	

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MOVED:	Jim Haslett	Motion: Approval Ordinance 613 Amending
SECONDED:	Don Webster	Chapter 1.20 General Penalty
Second Reading by title		
<i>Discussion: No Discussion</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried: 4 aye and 0 nay.	

ORDINANCE NO. 613

AN ORDINANCE OF THE CITY OF NAPAVINE, WASHINGTON, AMENDING CHAPTER 1.20 GENERAL PENALTY OF THE NAPAVINE MUNICIPAL CODE, FOR THE VIOLATION OF THE CITY OF NAPAVINE ORDINANCES; PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE HEREOF.

SHORELINE MASTER PLAN UPDATE GRANT – B Morris: 6:34 pm

MOVED:	Don Webster	Motion: Approval Shoreline Master Plan
SECONDED:	LaVerne Haslett	update Grant.
<i>Discussion: Director Morris presented Council the Shoreline Master Plan update Grant. Councilor Webster asked if this grant would assist the City in the issues has with the zone changes?</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried; 4 aye and 0 nay.	

SCHEDULING PUBLIC HEARING FOR REVENUES 2021 BUDGET- M WOOD: 6:37 pm

MOVED:	LaVerne Haslett	Motion: Scheduling Public Hearing for
SECONDED:	Jim Haslett	Revenues 2021 Budget on October 27, 2020 at
6:00 pm		
<i>Discussion: Treasurer Wood requested Council to schedule the public hearing for revenues for the 2021 budget.</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried; 4 aye and 0 nay.	

SCHEDULING PUBLIC HEARING FOR CAPITAL FACILITIES PLAN UPDATE- M WOOD: 6:38 pm

MOVED:	Don Webster	Motion: Scheduling Public Hearing for Capital Facilities Plan Update on October 27, 2020 at 6:00 pm
SECONDED:	Larry Stafford	
<i>Discussion: Treasurer Wood requested Council to schedule the public hearing for capital facilities plan update.</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried; 4 aye and 0 nay.	

AM 20-15 PUD CONSTRUCTION AND RIGHT OF WAY – B Morris: 6:39 pm

MOVED:	Jim Haslett	Motion: Approval of Lewis County moving forward in replacing the fencing.
SECONDED:	Don Webster	
<i>Discussion: Director Morris presented to Council Action Memorandum 20-15. Lewis County PUD plans to replace fencing around the substation located on 2nd Ave SE. In replacing the fence, it would require PUD to install a catch basin and culvert that would need to be engineered. PUD has a window of opportunity in replacing the fence within 3 weeks and the engineered plan will not be completed by that time. Director Morris asked Council to approve the replacement of the fence prior to Lewis County PUD obtaining the required permit, which will be in place once the City receives the engineering design plans for the project.</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried; 4 aye and 0 nay.	

CITIZEN COMMENTS: 6:42 pm

Jerry Nixon – Apex Concrete

- Brought concerns to Council of his project being red tagged. He was trying to keep the grass down during the fire season and while he was mowing the mower hit something and made a spark, which caused the grass to begin to smoke. He then used a small dozer to clear the grass and keep the area from catching on fire. Mr. Nixon’s property is designated wetlands.
 - City Attorney Jim Buzzard advised Mr. Nixon the Council would not be able to remove the red tag. Wetland areas are restricted and are governed by the Department of Ecology.

GOOD OF THE ORDER: 6:50 pm

Clerk Salyers

- Recognized Treasurer Mary Wood. The State Auditor’s Office has been recommending other Cities use the City of Napavine’s 2020 Budget as an example to present to their Council. Treasurer Wood has been receiving inquiries from other jurisdictions on how they can organize their budgets to reflect similar to Napavine’s. I would like to thank Treasurer Wood for a job well done, we are lucky to have her.

City Attorney Jim Buzzard

- Recommends amending municipal code to allow Council to pass ordinances on first reading unless state law requires a first and second reading.

ADJOURNMENT:

MOVED:	Don Webster	Motion: To Adjourn
SECONDED:	Larry Stafford	
<i>Discussion: Meeting Adjourned at 6:57 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 [avcaptureall.com](https://media.avcaptureall.com/session.html?sessionid=ede2999b-1eb0-4c64-851c-a853044d6184&prefilter=212,891) at the link <https://media.avcaptureall.com/session.html?sessionid=ede2999b-1eb0-4c64-851c-a853044d6184&prefilter=212,891>

Respectfully submitted,

Sharri Salyers, City Clerk

Shawn O'Neill, Mayor

Councilor