



NAPAVINE CITY COUNCIL REGULAR MEETING MINUTES
November 23, 2021, 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:

Invocation was led by Bryan Morris

PLEDGE OF ALLEGIANCE:

Mayor Shawn O'Neill led the flag salute.

ROLL CALL:

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

City staff members present: City Clerk- Rachelle Denham, Treasurer -Mary Wood, PW/Comm Dev -Bryan Morris, Police Dept-John Brockmueller & Judy Godbey.

MOVED:	Don Webster	Motion: Approval to excuse council member, Duane Crouse from 11/23/2021 meeting.
SECONDED:	Larry Stafford	
<i>Discussion: No Discussion</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried: 4 aye and 0 nay.	

CONSENT/APPROVAL OF AGENDA:

MOVED:	Heather Stewart	Motion: Approval of Agenda- Amending to add item#10 under new business-Traffic Analysis for BP / ARCO & remove item#7, 4 th Ave Project
SECONDED:	Larry Stafford	
<i>Discussion: No Discussion</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried: 4 aye and 0 nay.	

APPROVAL OF MINUTES FROM REGULAR COUNCIL MEETING:

MOVED:	Heather Stewart	Motion: Approval of Minutes of Regular Council Meeting from November 9, 2021
SECONDED:	Don Webster	
<i>Discussion: No Discussion</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried: 4 aye and 0 nay.	

APPROVAL OF MINUTES FROM PUBLIC HEARING MEETING-2022 REVENUES BUDGET:

MOVED:	Don Webster	Motion: Approval of Minutes: Public Hearing Meeting from November 9, 2021
SECONDED:	Larry Stafford	
<i>Discussion: Original vote was moved by Don Webster and seconded by Heather Stewart. Mary noticed a typo on agenda as Public Hearing Minutes: Capital Facilities Plan and it should of read 2022 Revenues Budget. Motion to amend and approve.</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried: 4 aye and 0 nay.	

STAFF & COUNCIL REPORTS:

City Clerk-Rachelle Denham

- Report in writing.

PW/Comm Dev-Bryan Morris

- Just completed water samples. We have about 200 master batteries have failed. The flooding at Jefferson Station failed two days ago and is repaired running as normal now.

Police Department-John Brockmueller

- Report in writing and stated operations are normal.

Treasurer- Mary Wood

- Received some information from legal counsel that the Burlingame property has an accepted order, and the city should see reimbursement soon for the abatement expenses.

Council- Heather Stewart

- Excited to watch the Napavine football State Playoff game on Saturday at 1:00 pm against Okanogan @ Tumwater.

Mayor-Shawn O’Neill

- The chief is settling in his position very well. Mary and Rachelle have been working hard. Mary has done an outstanding job with providing information/additional data that has been requested from council regarding the budget. Shawn is looking forward and is excited to watch Napavine football team in the state playoffs. The team beat Forks last weekend, 55/6. This is a very exciting time for the Napavine football team!!!

EXECUTIVE SESSION: POLICE DEPARTMENT-POSSIBLE LITIGATION

- The mayor announced that the council would be meeting in executive session for approximately 15 minutes to discuss potential litigation under RCW 42.30.100 (1)(i). The mayor stated that executive session will begin @ 6:13 pm and will end @ 6:28 pm. The council is expected to take final action following the executive session. Legal counsel requested to extend the meeting an extra five minutes, until 6:33 pm. The mayor called the regular meeting back to order and asked that it be tabled until the next council meeting, December 14, 2021.

MOVED:	Don Webster	Motion: To table Item #8 on the agenda under new business until next council meeting.
SECONDED:	Larry Stafford	
<i>Discussion: LaVerne had called into the council meeting and was informed that when council went into Executive Session, she would need to hang up her phone so Jim Buzzard, legal counsel could call her and place on speaker so she could be part of it. Jim called LaVerne and it went to voicemail. Jim left a detailed message to call the city phone. LaVerne did not join the executive session.</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried; 4 aye and 0 nay.	

NEW BUSINESS:

VOUCHERS- M. WOOD:

Total Voucher Numbers 37187-37209 \$160,514.24; Payroll Vouchers 37185-37186 \$5,302.30; Electronic Payments dates EFT*20211109-11, \$8,198.68; Electronic Payroll payment dates EFT*20211106-08, \$10,762.54; ACH deposit dates 11/10/2021- \$23,041.65. Vouchers Grand Total = \$207,819.41

MOVED:	Don Webster	Motion: Approval of the Vouchers dated November 23, 2021
SECONDED:	Heather Stewart	
<i>Discussion: Councilor Haslett commented that she won't vote since she did not have the voucher report to review.</i>		
VOTE ON MAIN MOTION:	3-0 Motion Carried; 3 aye (Don Webster, Larry Stafford, and Heather Stewart) and 1 abstained (LaVerne Haslett).	

ORD 627 AMENDING SECTION 17.28.050/ADDING NEW SECTION 17.28.055 – R. DENHAM
ORDINANCE NO. 627

AN ORDINANCE OF THE CITY OF NAPA VINE, WASHINGTON, CREATING A NEW SECTION 17.28.055 OF THE NAPA VINE MUNICIPAL CODE; TO ADD ADDITIONAL DEVELOPMENT STANDARDS FOR COMMERCIAL DEVELOPMENTS; AND PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.

MOVED:	Don Webster	Motion: Approval of Ord. 627
SECONDED:	Heather Stewart	
<i>Discussion: Heather Stewart asked about lot size for residential/commercial properties and what was being changed</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried; 4 aye and 0 nay.	

RESOLUTION 21-11-123 JUNETEENTH LEGAL HOLIDAY – R. DENHAM
RESOLUTION NO. 21-11-123

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NAPA VINE, WASHINGTON, DECLARING THE NINETEENTH OF JUNE AN OFFICIAL HOLIDAY TO BE KNOWN AS JUNETEENTH AND AUTHORIZING THE CITY CLERK TO AMEND THE CITY HOLIDAY SCHEDULE

MOVED:	Don Webster	Motion: Approval of Resolution 21-11-123
SECONDED:	Larry Stafford	
<i>Discussion: No Discussion</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried; 4 aye and 0 nay.	

RESOLUTION 21-11-124 AMEND CHANGE DRAWER CUSTODIANS – M. WOOD
RESOLUTION 21-11-124

AMENDING RESOLUTION 17-05-88 ESTABLISHING PETTY CASH AND CHANGE REVOLVING FUNDS, APPOINTING CUSTODIANS AND ESTABLISHING THE AMOUNT OF MONIES.

MOVED:	Larry Stafford	Motion: Approval of Resolution 21-11-124
SECONDED:	Heather Stewart	
<i>Discussion: Mary explained that this was for municipal court no longer needing a petty cash drawer due to Katie Clark having a credit card for petty cash</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried; 4 aye and 0 nay.	

RESOLUTION 21-11-125 APPOINT AGENT DOR DAMAGE CLAIMS- M. WOOD

RESOLUTION NO. 21-11-125

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

MOVED:	Larry Stafford	Motion: Approval of Resolution 21-11-125
SECONDED:	Don Webster	
<i>Discussion: This establishes the City Clerk as the agent for the city to receive any claims for damages made by a third party.</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried; 4 aye and 0 nay.	

VISIONS PAYROLL SOLUTIONS AGREEMENT- R. DENHAM

MOVED:	Don Webster	Motion: Approval of Agreement-Have the mayor sign agreement
SECONDED:	Larry Stafford	
<i>Discussion: This will allow the city employees to have electronic timecards and integrates with payroll processing through Visions software program.</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried; 4 aye and 0 nay.	

SERGEANT POSITION & PAYSACLE- J. BROCKMUELLER

MOVED:	Don Webster	Motion: To table item #8 until next council meeting, December 14, 2021.
SECONDED:	Larry Stafford	
<i>Discussion: Executive session took place, and no final action was taken. This was tabled to next council meeting, December 14, 2021.</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried; 4 aye and 0 nay.	

PRELIMINARY BUDGET DISCUSSION- M. WOOD

MOVED:	Don Webster	Motion: To submit any budget item(s) to clerk prior to next council meeting so it can be added on the next council agenda.
SECONDED:	Heather Stewart	
<ul style="list-style-type: none"><i>Discussion: Councilor Haslett expressed her concerns about several items regarding the 2022 Preliminary Budget. In brief the following concerns are as listed, and <u>full report is in writing and will be included in meeting minutes.</u></i><i>She mentioned the 50/50 split of property taxes between general and street funds.</i><i>3% COLA increase that the Clerk and Treasurer received in October and to amend the 2022 budget and deny any further pay raises.</i><i>The purchase of body cams for the police department, she does not object to the purchase but with the way it's being done.</i><i>She is opposed to the police dept contracting out evidence with Lewis County in the amount of \$4800.</i><i>Councilor Stewart commented that the city is having so much growth that it's hard to keep up with supply and demand. The growth should continue and should bring more money in property tax due to the growth.</i><i>Councilor Webster expressed his frustration with LaVerne about going around in circles is not getting us anywhere. If another workshop needs to be scheduled, then get one scheduled or get your specific items on the agenda so it simplifies discussion and makes it easier to vote.</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried; 4 aye and 0 nay.	

TRAFFIC ANALYSIS FOR BP/ARCO- B. MORRIS

MOVED:	Don Webster	Motion: Council approves Bryan Morris to hire an engineer for traffic study on behalf of the city to not exceed \$3,000.
SECONDED:	Larry Stafford	
<i>Discussion: Bryan informed the council that he had a meeting with BP and their engineers on 11/23. They are really interested in building a truck stop and expressed the traffic study they have completed is sufficient and wants to move forward. Bryan has expressed concerns with the traffic study regarding streets and traffic flow/congestion with it being across from Loves Truck Stop. It's a mess down there now and this will only make traffic issues and wear on the roads worse. Bryan feels that having this third-party traffic study done is in the best for the city and citizens.</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried; 4 aye and 0 nay.	

COUNCIL CONSIDERATION:

CITIZEN COMMENTS (NON-AGENDA ITEMS):

ADJOURNMENT:

MOVED:	Larry Stafford	Motion: To Adjourn
SECONDED:	Don Webster	
<i>Discussion: Meeting Adjourned at 7:24 p.m.</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.coml.com at the link <https://fccdl.in/C8ojHibxfh>

Respectfully submitted,

Rachelle Denham, City Clerk

Shawn O'Neill, Mayor

Councilor