



NAPAVINE CITY COUNCIL REGULAR MEETING MINUTES
February 23, 2021 6:00 P.M.
Napavine City Hall, 407 Birch Ave SW, Napavine, WA

CALL TO ORDER:

Immediately after a Public Hearing Mayor Shawn O’Neill called regular city council meeting to order at 6:17 pm.

INVOCATION: 6:18 pm

Mayor O’Neill performed the invocation.

PLEDGE OF ALLEGIANCE: 6:19 pm

Mayor Shawn O’Neill led the flag salute.

ROLL CALL: 6:19 pm

Council members present: Shawn O’Neill Mayor, Don Webster Councilor #1, Larry Stafford Councilor #2, Heather Stewart Councilor #4.

MOVED:	Don Webster	Motion: Excuse Councilor’s LaVerne Haslett and Jim Haslett
SECONDED:	Larry Stafford	
<i>Discussion: No Discussion</i>		
VOTE ON MAIN MOTION:	3-0 Motion Carried: 3 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.

CONSENT/APPROVAL OF AGENDA: 6:20 pm

MOVED:	Heather Stewart	Motion: Approval of Amended Agenda for February 23, 2021
SECONDED:	Don Webster	
<i>Discussion: Mayor O’Neill asked to add under Good of the Order the Napavine Amphitheater</i>		
VOTE ON MAIN MOTION:	3-0 Motion Carried: 3 aye and 0 nay.	

APPROVAL OF MINUTES FROM REGULAR COUNCIL MEETING: 6:21 pm

MOVED:	Don Webster	Motion: Approval of Minutes of Regular/ Teleconference Council Meeting from January 26, 2021
SECONDED:	Larry Stafford	
<i>Discussion: No Discussion</i>		
VOTE ON MAIN MOTION:	3-0 Motion Carried: 3 aye and 0 nay.	

STAFF & COUNCIL REPORTS: 6:24 pm

Chief Salyers

- Advised Council the Police Department plans to order new computers from Zebra Computers out of Centralia, the computer replacement is in the 2021 budget. The estimated cost is \$9,300.00. The Police Department will begin using Zebra Computers for their local IT services.
- There are a lot of bills being considered by our Legislation regarding Law Enforcement. Chief Salyers encouraged everyone to meet with him and discuss the bills and receive information on how the Washington Association of Sheriffs and Police Chiefs opposed the bills. These bills have \$64,000 in unfunded mandates, which the City will have difficulty in maintaining a Police Department.

Clerk Salyers

- Happily, reported after the City budgeted and waited for 4 ½ years, the City will finally be getting the upgraded Utility Billing 2 (UB2) software. The system is planned to go live the week of June 14, 2021. Visions will provide a conversion specialist and training every step of the way to make sure that our data and personnel transitions seamlessly. We are hopeful this upgrade will be more user friendly and help alleviate the errors and issues the City has been experiencing. Clerk Salyers provided in her staff report the numbers of outstanding utility bills Councilor LaVerne Haslett requested and provided information on the Governor’s Proclamation regarding utility billing and collection. Mayor O’Neill thanked Clerk Salyers and her staff in correcting the billing errors that have occurred lately.

Director Morris

- Operation normal

Treasurer Wood

- The City has received the final Auditor report for 2018 and 2019, there were no findings or a management letter.

Mayor O’Neill

- The Napavine School is allowing people to attend school sports. You must have a ticket to be able to attend home games. He encouraged everyone to support Napavine local sports programs.

Old BUSINESS:

7th AVE. NW VARIANCE APPLICATION- RYAN CALDWELL-B MORRIS 6:30 pm

MOVED:	Heather Stewart	Motion: Approval of 7 th Ave. NW Variance Application.
SECONDED:	Larry Stafford	
<p><i>Discussion: Director Morris, the variance is not to waive the sidewalks, curb, gutters, and lighting. It only is to request for the street. The width of this road will be a foot wider than any other street in the area.</i></p> <p><i>Christy McNelly brought up concerns of the proposed road, the width is not what the requirements are in the City Code. She also raised concerns of the City Codes having discrepancies where in one section states one thing and, in another sections, it states another.</i></p> <p><i>Mayor O’Neill stated the proposed width of the street is why they are applying for a variance. Councilor Stewart asked does 2nd, 3rd, 4th and 5th Avenues or any other streets in that area 36 feet wide?</i></p> <p><i>Director Morris advised they are not.</i></p> <p><i>Ryan Caldwell explained 7th Ave NW has an existing roadway to the first few houses. Mr. Caldwell is not requesting to bring in a development, he is only asking to extend the road to Grand Blvd and build houses on the few parcels he owns. He was advised when he began the project that he would need to meet or exceed the standards of the existing road, which this plan does that. We are bringing in fire hydrants, streetlights and adding an additional foot to the pre-existing road.</i></p> <p><i>Mayor O’Neill is a fan of adding sidewalks, curbs, and gutter. However, in this instance he is not. He does not want to scare away anyone coming in trying to develop. Traffic enforcement is difficult, we have people parking on sidewalks, behind driveways and in ditches, it may attract people to have sidewalks, curbs and gutters. But if someone wants to park their boat, camper, or other vehicles, you will run out of area to park on the street. If they want to add other parking on their property, they will have to take out the curb and gutter to add another driveway or entrance. Most areas that have sidewalks, curbs and gutters belong to an HOA. The last thing he want is to have more HOA’s in this town. He would rather the City oversee our area.</i></p>		
VOTE ON MAIN MOTION:	3-0 Motion Carried: 3 aye and 0 nay.	

NEW BUSINESS:

VOUCHERS- M WOOD: 6:43 pm

Total Voucher Numbers 36599-36622 \$26,238.55 Payroll Vouchers 00 \$0.00 Payroll Electronic \$12,056.03, Electronic payments \$31,279.89 ACH Deposits \$25,671.40 Grand Total \$95,245.87 VOID Check 36597, 36598, 36617

MOVED:	Don Webster	Motion: Approval of the Vouchers February 23, 2021
SECONDED:	Heather Stewart	
<i>Discussion: Discussion: Treasurer Wood presented Council the voucher.</i>		
VOTE ON MAIN MOTION:	3-0 Motion Carried; 3 aye and 0 nay.	

ORDINANCE 620 AMEND SECTION 17.88.080 SCHEDULE OF FEES AND CHARGES – M WOOD: 6:44 pm

MOVED:	Larry Stafford	Motion: To Table Ordinance 620 to next Council Meeting.
SECONDED:	Don Webster	
<p><i>Discussion: Treasurer Wood presented to Council Ordinance 620 and explained the Ordinance is amending the pass-through fees. Allowing the City to receive a deposit of \$1,000 when a developer submits plans and prior to submitting an application. The deposit is only for projects where developers are required to outsource engineering. Any remaining balance of the pass-through will be applied to the Building permit.</i></p> <p><i>Director Morris advised Council this ordinance was passed by Council a few years ago and didn't include a deposit. The City is seeing an increase of big developers coming in. There is a large cost to the City before the preliminary application. If the developer decides to pull out prior to submitting the application the City has no way to recoup the costs.</i></p> <p><i>Councilor Larry Stafford raised concern of the City requiring a deposit. In the past Director Morris requested the City amend ordinances to remove required deposits for permits. Will this be a deterrent for developers?</i></p> <p><i>Director Morris this is not for all permits. It is only when a developer is required to have an outside consultant. It is for projects required to have Ecology, EPA, etc.</i></p> <p><i>Councilor Stewart asked does the City have criteria of what would require outsource engineering.</i></p> <p><i>Director Morris yes.</i></p> <p>Councilor Stafford motioned to table, seconded by Councilor Webster.</p> <p>Mayor opened for discussion.</p> <p><i>Councilor Stewart asked in tabling this ordinance will it impede any projects that Community Development is working on now.</i></p> <p><i>Director Morris the City has the AM/PM and Scotts industries going through now.</i></p>		
VOTE ON MAIN MOTION:	0-3 Motion Failed; 0 aye and 3 nay.	

MOVED:	Larry Stafford	Motion: Approval of Ordinance 620 Repealing and Replacing Ordinance 364-D Providing for Pass Through Fees, Charges and Deposits. Read by title.
SECONDED:	Don Webster	
<p><i>Discussion: Councilor Stafford would like to amend the ordinance to be reworded and state this is only for commercial properties and not residential pass-throughs.</i></p> <p><i>Treasurer Wood explained the definition of what a pass-through is and the procedures the Treasurers office would perform in charging the fees.</i></p> <p><i>Councilor Stewart asked would a pass-through only be for commercial development.</i></p> <p><i>Director Morris no residential development may need a pass through if they plan to build in wetland or shoreline areas.</i></p> <p><i>After further discussion it was determined the Ordinance stands as written.</i></p>		
VOTE ON MAIN MOTION:	3-0 Motion Carried: 3 aye and 0 nay.	

INTERLOCAL AGREEMENT- LEWIS COUNTY – SNOW PLOWING AND ICE REMOVAL: 7:00 pm

MOVED:	Don Webster	Motion: Approval Interlocal Agreement with Lewis County on Snow Plowing and Ice Removal
SECONDED:	Larry Stafford	
<i>Discussion: Mayor O'Neill stated after the snow storm the City had we need to pay our bills.</i>		
VOTE ON MAIN MOTION:	3-0 Motion Carried; 3 aye and 0 nay.	

SNOWPLOW- B MORRIS 7:03 pm

MOVED:	Don Webster	Motion: Approval of Director Morris to begin researching to purchase a snowplow.
SECONDED:	Larry Stafford	
<i>Discussion: Director Morris presented to Council a proposal to purchase snowplow attachments that could be placed on the Public Works Dodge Ram pick-up. He would like to start looking for attachments and possibly purchase them in the summer when the prices are lower. It is not in the budget and would require a budget amendment. Councilor Stewart asked if the City would keep the snowplow it has now. Director Morris yes, he would like to keep both snowplows. Councilor Stewart requested Director Morris to obtain more than one quote.</i>		
VOTE ON MAIN MOTION:	3-0 Motion Carried; 3 aye and 0 nay.	

COUNCIL CONSIDERATION:

7th AVE. NW ROAD EXTENSION (SEPA) – B Morris: 7:09 pm

Director Morris asked the Council to recognize they are in receipt of the 7th Ave. NW Road Extension (SEPA) and begin the 14-day appeal process. It will be on the next Council agenda for the Council to approve or deny the application.

EMPLOYEE POLICY AND PROCEDURES SECTION 4.1.9 TRAVEL AND MEALS EXPENSE REIMBURSEMENT – MEALS FOR TRAVEL MORE THAN 50 MILES – C SALYERS: 7:10 pm

Chief Salyers asked Council when they readdress Employee Policy and Procedure to amend this section by adding upon Department Head approval.

CITIZEN COMMENTS (NON-AGENDA ITEMS): 7:11 pm

Shawna Navarrete: 511 5th Ave NW., raised concerns of the removal of the no parking signs in her area and asked if the City required to notify the public they are removed. Mrs. Navarrete is in a neighbor dispute; the neighbor is purposely parking their vehicle across the street in front of her driveway and she is having difficulty in backing out of her driveway. She asked Council if they could help by restricting people from parking across the street from her. Mayor O'Neill explained why the signs were removed.

Chief Salyers explained the City is not required to get permission from the Council to install or remove non-regulatory signs and there are no requirements of give public notice or hold a public hearing. The City and the Police Department is aware of the neighborhood dispute and are working on a solution.

Councilor Stewart assured Mrs. Navarrete that she had been heard, unfortunately there isn't anything the Council can do.

GOOD OF THE ORDER: 7:22 pm.

Mayor O'Neill asked to table the Amphitheater to the next Council meeting.

ADJOURNMENT:

MOVED:	Larry Stafford	Motion: To Adjourn
SECONDED:	Heather Stewart	
<i>Discussion: Meeting Adjourned at 7:23 pm</i>		
VOTE ON MAIN MOTION:	3-0 Motion Carried; 3 aye and 0 nay.	

These minutes are not verbatim. If so desired, a recording of this meeting is available online from [freconferencerecall.coml.com](https://fcdl.in/zoMOReBUMD) at the **link** <https://fcdl.in/zoMOReBUMD>

Respectfully submitted,

Sharri Salyers, City Clerk

Shawn O'Neill, Mayor

Councilor