



NAPAVINE CITY COUNCIL REGULAR MEETING MINUTES  
November 24, 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:** 6:02 pm

Dean Warner performed the invocation.

**PLEDGE OF ALLEGIANCE:** 6:03 pm

Mayor Shawn O’Neill led the flag salute.

**ROLL CALL:** 6:03 pm

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

City staff members present; City Clerk Sharri Salyers, Chief of Police Chris Salyers, Public Works / Community Development Director Bryan Morris, Treasurer Mary Wood City, Judge Mano, Attorney Representative Marissa Jay.

**CONSENT/APPROVAL OF AGENDA:** 6:04 pm

<b>MOVED:</b>	Don Webster	Motion: Approval of Agenda for November 24, 2020
<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.	

**APPROVAL OF MINUTES FROM REGULAR COUNCIL MEETING:** 6:04 pm

<b>MOVED:</b>	Larry Stafford	Motion: Approval of Minutes Regular Council meeting from November 10, 2020
<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 COUNCIL WORKSHOP** 6:05 pm

<b>MOVED:</b>	Don Webster	Motion: Approval of Minutes Council Workshop from November 12, 2020
<b>SECONDED:</b>	Heather Stewart	
<i>Discussion: No Discussion</i>		
<b>VOTE ON MAIN MOTION:</b>	5-0 Motion Carried: 5 aye and 0 nay.	

**APPROVAL OF MINUTES FROM CONTINUED COUNCIL WORKSOP** 6:05 pm

<b>MOVED:</b>	Don Webster	Motion: Approval of Minutes Continued Council Workshop from November 18, 2020
<b>SECONDED:</b>	Heather Stewart	
<i>Discussion: No Discussion</i>		
<b>VOTE ON MAIN MOTION:</b>	5-0 Motion Carried: 5 aye and 0 nay.	

**STAFF & COUNCIL REPORTS:** 6:05 pm

Chief of Police Salyers

- The new Officer passed his final exam today and has completed the academy. He was given his official badge and will begin working regular shifts starting tomorrow. The Police Department is at full staff.

- The Napavine School District contacted Director Morris to request placing a large sandwich board sign in the middle of the intersection of Second Ave NE and Park Street. Due to public safety concerns of the high flow of pedestrian and vehicle traffic it has been denied.
- Attended WASPC Conference, the top three items being addressed by the State Legislatures are COVID-19, the State Budget, and Police reform. The State is looking at passing more mandates and required trainings for law enforcement. Statistics show the State of Washington has less Police Officers per capita than any other State, including the District of Columbia.
- CARES ACT Grant is expiring November 30, 2020, even with the COVID-19 numbers rising, it does not appear the State will be extending the grant funding. The City was using the grant funds to pay for the daily janitorial service that is required during the COVID-19 pandemic. Chief Salyers raised concerns of the City needing to close the restrooms to the public until the State of Emergency is lifted or until the City finds the funds to continue the daily cleaning.

Director Morris

- The public works department found more vandalism to the pedestrian bridge today.
- Well 6 is doing great. Ryan Kalich has been doing a great job in learning the system.
- Reminder this next year the TIB grant for safe routes will be installing a crosswalk with flashing lights at the intersection of Second Ave. NE and Park Street and sidewalks along Fourth Ave NE to help alleviate the Napavine School Districts safety concerns.
- The Mayme Shaddock Park Kitchen Grant is still pending with the State.

Mayor O’Neill

- Hats off to the whole team for working together on the budget.

**NEW BUSINESS:**

**VOUCHERS- M WOOD:** 6:14pm

**Total Voucher Numbers 36407-36426 \$71,437.71 Payroll Vouchers 36394-36405, 36427-26428 \$19451.03 Payroll Electronic \$33,655.29, Electronic payments \$12,467.07 ACH Deposits \$41,433.97 Grand Total \$178,445.07 VIOD Check #36304 & Reissue 36406 Ferguson Enterprise**

<b>MOVED:</b>	Jim Haslett	Motion: Approval of November 24, 2020
<b>SECONDED:</b>	Heather Stewart	Vouchers
<i>Discussion: Treasurer Wood presented Council the voucher report.</i>		
<b>VOTE ON MAIN MOTION:</b>	5-0 Motion Carried; 5 aye and 0 nay.	

**COUNCIL CONSIDERATION:**

**COUNCIL PROCEDURES AND POLICIES – J BUZZARD:** 6:16 pm

With the City Attorney not being available for questions Mayor O’Neill asked the Council if they would like to continue the Council Procedures and Policies under Council Consideration to the next meeting? Council concurred.

**JOB DISCRPTIONS – S SALYERS:** 6:19 pm

During a Council workshop, Council asked to see the City’s job descriptions. Clerk Salyers provided the job descriptions and let Council know if they wanted to make changes, they would need to notify the Union or the non-union employee 30 days before making changes.

**DISCUSSION OF PUBLIC COMMENTS FROM PUBLIC HEARING OF PRELIMINARY 2021 BUDGET -**

**MAYOR:** 6:20 pm

With no public comment during the public hearing of the preliminary 2021 budget. Mayor O’Neill opened the floor to the Council to discuss the preliminary 2021 budget

Councilor LaVerne Haslett

- Asked to see the employee’s accrued vacation balances, the leave is a liability to the City, and she would like to make sure the budget could sustain a loss if an employee were to leave the City.
- Asked where in the budget is the computer software that is listed in the Capital Facilities Plan.
  - Treasurer Wood said it is allocated throughout the budget in each departments line item.
- Asked for Water and Sewer projections to see if the City would need to raise the water and sewer rates.

**SCHEDULING 2021 BUDGET WORKSHOP – M WOOD:** 6:32 pm

Council did not feel it was necessary to have another 2021 Budget Workshop.

**CITIZEN COMMENTS:** 6:33 pm

Jerry Nixon – Apex Concrete

- Asked Council what his next step is in obtaining his building permit.
  - Mayor O’Neill, Director Morris has given Mr. Nixon direction of what he needs to do. Mr. Nixon has since obtained Legal Counsel. The City’s Legal Counsel has advised anything needing to be discussed should go through them. Mr. Nixon was advised to have his Attorney contact the City’s Attorney.

Bob Bozarth – Bozarth Underground Utilities and Excavation.

- Suggested Council take into consideration the energy codes as they are working on the budget. The costs of building materials are going up.

**ADJOURNMENT:**

<b>MOVED:</b>	Larry Stafford	Motion: To Adjourn
<b>SECONDED:</b>	Don Webster	
<i>Discussion: Meeting Adjourned at 6:59 pm</i>		
<b>VOTE ON MAIN MOTION:</b>	5-0 Motion Carried; 5 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=34bcabb9-ad5e-46fc-b7fd-abf578303cc3&prefilter=212,891) at the [link](https://media.avcaptureall.com/session.html?sessionId=34bcabb9-ad5e-46fc-b7fd-abf578303cc3&prefilter=212,891) https://media.avcaptureall.com/session.html?sessionId=34bcabb9-ad5e-46fc-b7fd-abf578303cc3&prefilter=212,891*

**Respectfully submitted,**

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Sharri Salyers, City Clerk

Shawn O’Neill, Mayor

Councilor