



NAPAVINE CITY COUNCIL REGULAR MEETING MINUTES
 April 27, 2021 6:00 P.M.
 Napavine City Hall, 407 Birch Ave SW, Napavine, WA

CALL TO ORDER: 6:00 pm

Mayor Shawn O'Neill called regular city council meeting to order at 6:00 pm.

INVOCATION: 6:01 pm

Councilor LaVerne Haslett performed the invocation.

PLEDGE OF ALLEGIANCE: 6:02 pm

Mayor Shawn O'Neill led the flag salute.

ROLL CALL: 6:03 pm

Council members present Shawn O'Neill Mayor, Larry Stafford Councilor #2, LaVerne Haslett Councilor #3, Heather Stewart Councilor #4.

MOVED:	LaVerne Haslett	Motion: To excuse Don Webster
SECONDED:	Heather Stewart	
<i>Discussion: No Discussion</i>		
VOTE ON MAIN MOTION:	3-0 Motion Carried: 3 aye and 0 nay.	

City staff members present: Public Works / Community Development Director Bryan Morris, Treasurer Mary Wood, Jim Buzzard, City Attorney.

CONSENT/APPROVAL OF AGENDA: 6:04 pm

MOVED:	LaVerne Haslett	Motion: Approval of Amended Agenda for April 27, 2021 by removing Executive Session from the Agenda
SECONDED:	Heather Stewart	
<i>Discussion: No Discussion</i>		
VOTE ON MAIN MOTION:	3-0 Motion Carried: 3 aye and 0 nay.	

APPROVAL OF MINUTES FROM PUBLIC HEARING, REGULAR COUNCIL MEETING AND SHORELINE WORKSHOP: 6:05 pm

MOVED:	LaVerne Haslett	Motion: Approval of Public Hearing on April 13, 2021, Minutes of Regular Council Meeting from April 13, 2021 and Shoreline Workshop held on April 13, 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: 6:06 pm

Treasurer Mary Wood, Mayor O'Neill thanked Treasurer Wood for stepping in.

- We have been very busy with home sale escrow requests have been 6 to 8 a week. Would like to mention appreciation to the Temporary Employee Debbie Nygaard, Judy Godbey, Katie Williams, Katie Clark for their assistance while the Clerk's Office is short staffed and to give them kudo's for helping with the Clerk's Office.

Officer Dawes:

- Calls for service is at 619 compared to 235 from last year. Officer Taylor’s last day will be May 10, 2021 and going to Lewis County Sheriff’s Office starting on May 16, 2021. The police department have received some entry level applicants and looking for lateral applicants.

Jim Buzzard does not have anything.

Bryan Morris Public Works/Community Development Director:

- We are just shy of taking in \$300,000 in permits in April. Currently we have 135 meters with dead batteries. Mary Wood and I have been researching a new system for meter reading that is cellular and we had a meeting with them. The pilot test is \$2,500 where customers can load an app on their cellphone to view their meter reading and consumption, get alerts for leaks, which is no more that what the meters are now. We will get the meters and the program to start the pilot test here soon for four months. I talked with a town using this system, they have used it for 21 years and have not had a need for a re-read or a meter failure.

Debbie Graham, Planning Commission:

- Planning Commission item is on the agenda, #7 under New Business.

Councilor Heather Stewart

- The recent Napavine Auction for the High School was a record-breaking auction held on Facebook, they raised \$14,000 in two days. Thank you to anyone that participated.

Mayor, Shawn O’Neill:

- Held interviews for the Police Chief position today and putting things in place for the City Clerk position interviews and we have received two applications for the open City Council position.

NEW BUSINESS:

VOUCHERS- M WOOD: 6:10 pm

Total Voucher Numbers 36715-36733 - \$16,784.02; Electronic Payments 4/14/2021 – 4/27/2021 - \$1,900.09; Electronic Payroll Payments 4/12/2021 – 4/16/2021 - \$17,504.47; ACH Direct Deposits – 4/15/2021 - \$24,434.33.

MOVED:	Heather Stewart	Motion: Approval of the Vouchers April 27, 2021
SECONDED:	Larry Stafford	
<i>Discussion: LaVerne Haslett had a question on the replacement of the engine on the Charger, \$8,383.06; Chief Salyers reported at the prior council meeting and advised council that it could be up to \$10,000.</i>		
VOTE ON MAIN MOTION:	3-0 Motion Carried; 3 aye and 0 nay.	

NAPAVINE YOUTH BASEBALL CONTRACT – 2021 SEASON – M WOOD

MOVED:	Larry Stafford	Motion: To approve the contract with Napavine Youth Baseball for 2021 Season
SECONDED:	Heather Stewart	
<i>Discussion: Treasurer Wood reported the deposits are carried over year to year and they will be billed for the electric used at the concession stand and field lights. Bryan Morris reported that the town came together: Napavine School donated the equipment to work on the field, Toledo Sand & Gravel donated the top soil to improve the infields.</i>		
VOTE ON MAIN MOTION:	3-0 Motion Carried; 3 aye and 0 nay.	

ACTION MEMORANDUM 21-08 LEAK ADJUSTMENT 310 KAYLI COURT ACCT. 1136.29 IN THE AMOUNT OF \$2,559.23 – M WOOD

The leak was caused by the fill and flush valves in the tank of the toilet causing the toilet to run continuously. Bryan Morris confirmed that the leak was repaired with no further leaks.

MOVED:	Larry Stafford	Motion: To approve AM 21-08 Leak Adjustment for Account 1136.29 310 Kayli Court
SECONDED:	LaVerne Haslett	
<i>Discussion: No Discussion</i>		
VOTE ON MAIN MOTION:	3-0 Motion Carried; 3 aye and 0 nay.	

ACTION MEMORANDUM 21-09 LEAK ADJUSTMENT 212 PARKSIDE LOOP, ACCT. # 1330.0 SECOND LEAK ADJUSTMENT REQUEST IN THE AMOUNT OF \$64.50 – M WOOD

This is a second leak adjustment request from the property owner, a single income household, which the additional cost to her utility bill has a significant impact on her budget. The leak was caused by a second toilet; the ballcock adjuster in the tank was replaced and the leak was confirmed repaired with no further leaks.

MOVED:	LaVerne Haslett	Motion: To approve AM 21-09 Leak Adjustment for Account 1330.0 212 Parkside Loop
SECONDED:	Heather Stewart	
<i>Discussion: No Discussion</i>		
VOTE ON MAIN MOTION:	3-0 Motion Carried; 3 aye and 0 nay.	

ACTION MEMORANDUM 21-10 CHANGE SIGNERS ON CITY OF NAPAVINE UMPQUA BANK ACCOUNTS – M WOOD

Umpqua Bank required council action and minutes to remove signers from the banking accounts. With the resignation of former City Clerk Salyers, this action memorandum is necessary. Two signatures are required on city accounts.

MOVED:	Larry Stafford	Motion: To approve Action Memorandum 21-10 to changes signers on city's bank accounts.
SECONDED:	Heather Stewart	
<i>Discussion: No Discussion</i>		
VOTE ON MAIN MOTION:	3-0 Motion Carried; 3 aye and 0 nay.	

ACTION MEMORANDUM 21-11 CHECK SCANNER REPLACEMENT – M WOOD

Treasurer Wood reported on this in the April 13, 2021, Staff Report, on a replacement check scanner because of the current scanner is over eight years old, jams and creates a lot of time loss. The life of the scanner is normally 5-8 years. The cost to replace is \$671 plus tax & shipping. Umpqua Bank Chehalis Branch Bank Manager, Cindy Malarz offered to pay 50% of the cost of the replacement scanner. Treasurer Wood asked council to approve the AM.

MOVED:	LaVerne Haslett	Motion: Approve Action Memorandum 21-11 Check Scanner Replacement
SECONDED:	Heather Stewart	
<i>Discussion: No Discussion</i>		
VOTE ON MAIN MOTION:	3-0 Motion Carried; 3 aye and 0 nay.	

FENCE VARIANCE 306 W WASHINGTON STREET – B MORRIS

Director Bryan Morris would like a motion to recognize that the Planning Commission accepted and passed the variance and Council to start the 14-day process.

MOVED:	Larry Stafford	Motion: To approve Variance 02-01-2021
SECONDED:	LaVerne Haslett	
<p><i>Discussion: Jim Buzzard stated it's appropriate for a variance for a fence in the right-of-way; two comments:</i></p> <p>1 – grant the variance on condition upon city reserving the right to remove the fence with a 60-day notice in the event the city needs to use their property in the future</p> <p>2 – Minutes of Planning Commission approve the fence variance near the stop sign to reduce the height to four (4) feet, however, to follow city code it should be three (3) feet.</p> <p>Director Morris stated that he and Officer Dawes visited the site, they will need to move the fence in the triangle area. Per Napavine Public Works Standards, a road with a 25-mph speed zone needs to have a 255 feet sight radius from the stop bar. We both concurred that the sight radius with a 4-foot fence height at the intersection would meet the requirement and the remainder of the fence requirement for six feet height.</p> <p>Counselor Buzzard stated the Findings and Conclusion needs to include these requirements.</p>		
VOTE ON MAIN MOTION:	3-0 Motion Carried; 3 aye and 0 nay.	

COUNCIL CONSIDERATION 6:34 pm

Heather Stewart reported that Greg Gachowsky, Lewis County Solid Waste Meeting was cancelled which she agreed to sit on that board. Kim Ashmore, Lewis County Solid Waste is soliciting feedback on whether to keep the program and modify the use of the residential free voucher program. Suggestion to use the free vouchers for Code Enforcement based on complaints within the city. The cities could be granted vouchers based on population so that it is fair across the county. Currently residents could get free dumping for all residence of 1,000 pounds between May and September. Only 7% of homes are participating and that is the reason they are asking for discussion to continue the program or eliminate it all together.

CITIZEN COMMENTS (NON-AGENDA ITEMS):

No citizens comments received.

ADJOURNMENT:

MOVED:	Larry Stafford	Motion: To Adjourn
SECONDED:	Heather Stewart	
<p><i>Discussion: Meeting Adjourned at 6:36 p.m.</i></p>		
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 freeconferencecall.com at the link <https://fccdl.in/C8ojHibxfh>

Respectfully submitted,

Mary Wood, City Treasurer

Shawn O'Neill, Mayor

Councilor