



NAPAVINE CITY COUNCIL REGULAR MEETING MINUTES  
May 11, 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:** 6:00 pm

Invocation led by Bryan Morris.

**PLEDGE OF ALLEGIANCE:** 6:01 pm

Mayor Shawn O'Neill led the flag salute.

**ROLL CALL:** 6:02 pm

Council members present Shawn O'Neill Mayor, Don Webster Councilor #1, Larry Stafford Councilor #2, LaVerne Haslett by remote Teleconference, Councilor #3, Heather Stewart Councilor #4.

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

**CONSENT/APPROVAL OF AGENDA:** 6:03 pm

|                                  |                                      |   |
|----------------------------------|--------------------------------------|---|
| <b>MOVED:</b>                    | Don Webster                          | Motion: Approval of Agenda as presented for<br>May 11, 2021 |
| <b>SECONDED:</b>                 | Heather Stewart                      |   |
| <i>Discussion: No Discussion</i> |                                      |   |
| <b>VOTE ON MAIN MOTION:</b>      | 4-0 Motion Carried: 4 aye and 0 nay. |   |

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

|                                  |                                      |   |
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| <b>MOVED:</b>                    | Larry Stafford                       | Motion: Approval of Minutes of Regular<br>Council Meeting from April 27, 2021 |
| <b>SECONDED:</b>                 | Heather Stewart                      |   |
| <i>Discussion: No Discussion</i> |                                      |   |
| <b>VOTE ON MAIN MOTION:</b>      | 4-0 Motion Carried: 4 aye and 0 nay. |   |

**STAFF & COUNCIL REPORTS:** 6:04 pm

Councilor Don Webster wants to thank everyone for their well wishes and glad to be back.

Councilor Heather Stewart is glad that Don Webster is back as well.

Mayor Shawn O'Neill announced this is Law Enforcement Appreciation Week and wish to extend those wishes and appreciation to our officers and Steve Dawes. Would like to extend our appreciation out to other local law enforcement officers. Trooper Justin Schafer and other fallen officers are being honored by CJTC with a presentation online.

Public Works/Community Development Director Bryan Morris updated Council on 4<sup>th</sup> Ave NE Improvement project is ready to go out to bid, which Mayor O'Neill just signed. Devin Jackson with Jackson Civil Engineering and Bryan Morris presented to Council the project design for the safety improvements on 4<sup>th</sup> Ave NE to 2<sup>nd</sup> Ave NE and Park Street and 4<sup>th</sup> Ave NE to Stella St. Devin worked hard on the duplexes in the area to not lose any parking due to the project.

Officer Steve Dawes reported that the department is down to two officers of Officer Willey and Officer Dawes. Officer Nichols will be going to Lewis County on May 16, his last day was May 10<sup>th</sup>.

City Treasurer Mary Wood provided report in writing and reported that the Annual Report is almost complete and is asking for a councilor to commit to review the report before it is submitted which is due on the 28th. Mayor O’Neill stated that Mary does a good job and has the confidence in our staff that the report is done completely. Judy Godbey with the police department offered to review the annual report, Mayor O’Neill thanked her and appreciates the great teamwork in our staff.

Bob Bozarth reported that the last Planning Commission was cancelled for lack of new business. He stated they could be more productive to work on items needed for the future during times where there is no new business and be prepared for things to come. Mayor Shawn O’Neill would like to see the Planning Commission come up with new ideas for long term planning for the future. Bryan Morris we could have the Planning Commission to review ordinances that we need to update that fall under planning and development.

**OLD BUSINESS:**

Director Morris reported that the Findings and Conclusions for the fence variance for 306 W Washington Street is before the Mayor to sign that was approved at the April 27, 2021. City Attorney, Jim Buzzard reiterated the details of the property owner move the fence and the requirements stated at the April 27, 2021 Council Meeting. Mayor is asking for council to allow him to sign the Findings and Conclusions of Fence Variance at 306 W Washington.

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| <b>MOVED:</b>                    | Heather Stewart                      | Motion: To allow Mayor to sign Findings and Conclusions on Variance 02-01-2021. |
| <b>SECONDED:</b>                 | Larry Stafford                       |   |
| <i>Discussion: No Discussion</i> |                                      |   |
| <b>VOTE ON MAIN MOTION:</b>      | 4-0 Motion Carried; 4 aye and 0 nay. |   |

**NEW BUSINESS:**

**VOUCHERS- M WOOD:**

**Total Voucher Numbers 36736 – 36759 - \$40,411.64, Payroll Vouchers 36734 – 36735 - \$1,963.00, Electronic Payments – 5/1/2021 – 5/15/2021 - \$652.97, Electronic Payroll Payments – EFT\*20210417-20210421 - \$26,840.09 and ACH Direct Deposit Payroll – 04/29/2021 - \$31,278.93.**

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| <b>MOVED:</b>                    | Don Webster                          | Motion: Approval of the Vouchers May 11, 2021 |
| <b>SECONDED:</b>                 | Heather Stewart                      |   |
| <i>Discussion: No Discussion</i> |                                      |   |
| <b>VOTE ON MAIN MOTION:</b>      | 4-0 Motion Carried; 4 aye and 0 nay. |   |

**AGREEMENT NAPA VINE SCHOOL DISTRICT**

Director Bryan Morris reported that there was an issue at the Jefferson Station, so a smoke test was performed for the Jefferson Sewer Station which revealed smoke coming from the portables to the Middle School. This was a result from the gutters were hooked to the city sewer and draining into the sewer system. This agreement is between the City of Napavine, and Napavine School District until the school builds a new middle school and the problem will be fixed. An Engineer study was done to analyze the impact for the three-year rainwater impact on our sewer system resulting a bill to the School District in the amount of \$201 per month. An evaluation will be done on an annual basis and the rate adjusted according to the results of the study. Shane Schutz reported that a levy needs to be passed first to build a new middle school and the school wants to do the right thing.

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| <b>MOVED:</b>                    | Don Webster                          | Motion: To approve the agreement and allow the Mayor to sign. |
| <b>SECONDED:</b>                 | Larry Stafford                       |   |
| <i>Discussion: No Discussion</i> |                                      |   |
| <b>VOTE ON MAIN MOTION:</b>      | 4-0 Motion Carried; 4 aye and 0 nay. |   |

## ORDINANCE 621 AMEND BUSINESS LICENSE WITH PENALTIES

City Treasurer Mary Wood advised that this ordinance came from Buzzard's Law Office. Police Department Executive Assistant Judy Godbey reported that there is nothing currently in the city code to provide for any penalty if there is a violation of the Business License Code. Jim Buzzard advised when the Department of Licensing's State Licensing System required cities to joint venture with the State to process all business licenses and adopt a new code for business license. This ordinance was needed for clarification of the responsibilities of processing business license and provide for a penalty for violation of operating a business without a license.

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| <b>MOVED:</b>                    | Don Webster                          | Motion: To approve Ordinance 621 |
| <b>SECONDED:</b>                 | Heather Stewart                      |                                  |
| <i>Discussion: No Discussion</i> |                                      |                                  |
| <b>VOTE ON MAIN MOTION:</b>      | 4-0 Motion Carried; 4 aye and 0 nay. |                                  |

### ORDINANCE NO. 621

**AN ORDINANCE OF THE CITY OF NAPAVINE, WASHINGTON, AMENDING CHAPTER 5.02 OF THE NAPAVINE MUNICIPAL CODE CONCERNING BUSINESS LICENSES; AMENDING ORDINANCE NO. 585 AS NECESSARY; PROVIDING FOR MONETARY AND CRIMINAL PENALTIES; PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.**

#### COUNCIL CONSIDERATION:

##### **COUNCIL POLICY AND PROCEDURES - DON WEBSTER**

Don Webster brought this before council to seek changes in the policies to prevent council members from living in the same household. You cannot reach out to any council member if there are two living in the same household, which constitutes a quorum. City Attorney Jim Buzzard this has been researched before since it has came up before. Jim Buzzard stated there is a fine line between transacting business and general talking amongst council members. Council members are an elected official by the public voting of the people. There is a fine line between the conduction of business in an official capacity and just talking. Jim Buzzard would be happy to provide an email to the council some guidance in the difference of an official action of the council and generally talking amongst each other.

##### **COUNCIL POSITION #5**

City Treasurer reported to Council that the city received three letters of interest in the open position for Council Position #5 from Duane Crouse, Ivan Wiediger and Timothy Schmidt which are included in your packet. Interviews for the position to the council will be held at the next council meeting on May 25, 2021. Jim Buzzard advised that the interviews and the appointment to the council must be done in a public meeting.

#### CITIZEN COMMENTS (NON-AGENDA ITEMS):

Bob Bozarth asked staff how it is working with people are directed to apply for a business license through the state. City Treasurer reported that the city is recognizing additional revenue for business licenses and the city does need to approve the business license applications for a new business. Renewal of business licenses are renewed automatically. There has been an increase in business licenses from contractors working inside the city limits.

**GOOD OF THE ORDER:**

Councilor Heather Stewart asked for clarification on the review of the Annual Report, does a council member need to review the report or just need another set of eyes. Treasurer Wood stated that the city needs a second review by anyone other than a subordinate. Heather Stewart stated she is willing to perform the review of the annual report that could take over an hour, there is a checklist to follow while reviewing the report.

**ADJOURNMENT:**

|   |                                      |                                |
|---|--------------------------------------|--------------------------------|
| <b>MOVED:</b>                           | Larry Stafford                       | Motion: To Adjourn at 6:46 pm. |
| <b>SECONDED:</b>                        | Don Webster                          |                                |
| <i>Discussion: Meeting Adjourned at</i> |                                      |                                |
| <b>VOTE ON MAIN MOTION:</b>             | 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.com](https://freeconferencecall.com) at the link <https://fccdl.in/C8ojHibxfh>*

**Respectfully submitted,**

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Mary Wood, City Treasurer

Shawn O'Neill, Mayor

Councilor