



NAPAVINE CITY COUNCIL REGULAR MEETING MINUTES  
 June 8, 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 6:01 pm.

**INVOCATION:**

Invocation was led by LaVerne Haslett

**PLEDGE OF ALLEGIANCE:**

Mayor Shawn O’Neill led the flag salute.

**ROLL CALL:**

Council members present Shawn O’Neill Mayor, Don Webster Councilor#1, LaVerne Haslett Councilor #3, Heather Stewart Councilor #4, Duane Crouse Councilor #5.

City staff members present: City Clerk- Rachele Denham, Treasurer -Mary Wood, Police Dept-Sergeant Steve Dawes, Jim Buzzard-Legal Counsel.

<b>MOVED:</b>	Don Webster	Motion: Approval to excuse council member, Larry Stafford and staff member, Bryan Morris
<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.	

**CONSENT/APPROVAL OF AGENDA:**

<b>MOVED:</b>	Don Webster	Motion: Approval of Agenda as Amended- Adding Executive Session
<b>SECONDED:</b>	Duane Crouse	
<i>Discussion: Legal counsel, Jim Buzzard requested an executive session be added to the agenda for approx. 15 minutes to discuss litigation or possible litigation</i>		
<b>VOTE ON MAIN MOTION:</b>	4-0 Motion Carried: 4 aye and 0 nay.	

**APPROVAL OF MINUTES FROM REGULAR COUNCIL MEETING:**

<b>MOVED:</b>	Don Webster	Motion: Approval of Minutes of Regular Council Meeting from May 25th
<b>SECONDED:</b>	Heather Stewart	
<i>Discussion: LaVerne Haslett voted nay for approving meeting minutes from May 25<sup>th</sup> due to nothing in writing as an offer for Police Chief.</i>		
<b>VOTE ON MAIN MOTION:</b>	3-1 Motion Carried: 3 aye and 1 nay, LaVerne Haslett	

**STAFF & COUNCIL REPORTS:** \*Technical issues with recording, tried to mute outside callers and it muted the presenter causing no recording from 6:05-6:11\*

City Clerk-Rachelle Denham

- Greetings to Mayor, Council and Citizens. It has been a pleasure so far; this is day six as the Clerk and thanked the staff for the support and looks forward to her future here with the city and building positive business relationships.

Mayor-Shawn O'Neill

- Proud to announce that boys & girls qualified for districts. This is an amazing time for the athletes especially after this last year.

Treasurer- Mary Wood

- Shared that work has been going good enjoying working with Rachelle. It has been busy, working to complete financial reports and did finish the annual report.

Duane Crouse

- Attended the Memorial Day ceremony at the cemetery, there were very few people in attendance, but it was nice. Mayor thanked Duane for attending the ceremony.

**NEW BUSINESS:**

**VOUCHERS- M WOOD:**

**Total Voucher Numbers 36795-36818 - \$147,857.29; Payroll Vouchers 36793-36794 - \$1,505.75; Electronic Payments dated 6/1/21-6/14/21 - \$756.82; Electronic Payroll payment dates 5/27/21-5/29/21 - \$22,285.41; ACH Direct Deposit Payroll 5/27/21 - \$20,483.28. Vouchers Grand Total = \$192,888.55**

<b>MOVED:</b>	Don Webster	Motion: Approval of the Vouchers June 8, 2021
<b>SECONDED:</b>	LaVerne Haslett	
<i>Discussion: Mary working hard to get caught up -normal protocol</i>		
<b>VOTE ON MAIN MOTION:</b>	4-0 Motion Carried; 4 aye and 0 nay.	

**LEMAY AGREEMENT- M WOOD:**

<b>MOVED:</b>	Duane Crouse	Motion: Approval of Annual Contract Increase
<b>SECONDED:</b>	LaVerne Haslett	
<i>Discussion: Mary commented that Tom Rupert was in attendance from LeMay and that this is the annual contract increase, the increase will be 1.34% based on CPI. and will be effective July 1, 2021</i>		
<b>VOTE ON MAIN MOTION:</b>	4-0 Motion Carried; 4 aye and 0 nay.	

**Action Memorandum No. 21-12 Umpqua Bank Signers- M WOOD**

<b>MOVED:</b>	Don Webster	Motion: Approval to add Rachelle Denham to all bank accounts at Umpqua Bank as Auth Signer.
<b>SECONDED:</b>	Heather Stewart	
<i>Discussion: Mary commented that council approval is needed to get Rachelle Denham added to the Umpqua Bank Accounts. She also had mentioned that currently the account is setup as 2 signatures required and wanted to know if that were something that council would like to continue or go to 1 signature required. Heather Stewart absolutely agrees to have it 2 sigs required, and Don Webster agreed that it keeps everybody safe.</i>		
<b>VOTE ON MAIN MOTION:</b>	4-0 Motion Carried; 4 aye and 0 nay.	

**COUNCIL CONSIDERATION**

<b>MOVED:</b>	Don Webster	Motion: Request to have Jim Buzzard, Legal Counsel present @ June 22, 2021, Council Meeting
<b>SECONDED:</b>	Heather Stewart	
<i>Discussion: Council, LaVerne Haslett requested the city attorney be present at the council meeting on 6/22/21 to discuss issues with policies &amp; procedures, particularly the hiring, sick leave, and Executive sessions. There was some confusion on what LaVerne was asking so Jim Buzzard confirmed that she was not requesting an Executive session but that she just wanted Jim to be present at the next meeting on 6/22 to discuss executive sessions &amp; City policies and procedures.</i>		
<b>VOTE ON MAIN MOTION:</b>	4-0 Motion Carried; 4 aye and 0 nay.	

**CITIZEN COMMENTS (NON-AGENDA ITEMS):** No Discussion

**EXECUTIVE SESSION-POTENTIAL LITIGATION – JIM BUZZARD:** 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 announced that the executive session will **begin @ 6:22 P.M.** and that council is not expected to take final action following the executive session and if extended time is required, they will request it. The executive session ended early at, 6:33 P.M. The mayor asked legal counsel, Jim Buzzard if he needs to call the meeting back to order or can we end the executive session. Jim stated that executive session is over and announce the time, The mayor announced the executive session ending time is 6:33 P.M. and is ending early.

<b>MOVED:</b>	Don Webster	Motion: To End Executive Session Early
<b>SECONDED:</b>	Duane Crouse	
<i>Discussion:</i>		
<b>VOTE ON MAIN MOTION:</b>	4-0 Motion Carried; 4 aye and 0 nay.	

**ADJOURNMENT:**

<b>MOVED:</b>	Don Webster	Motion: To Adjourn
<b>SECONDED:</b>	Heather Stewart	
<i>Discussion: Meeting Adjourned at 6:34</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 [freconferencerecall.com](https://freconferencerecall.com) at the link <https://fccdl.in/C8ojHibxfh>*

**Respectfully submitted,**

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Rachelle Denham, City Clerk

Shawn O’Neill, Mayor

Councilor