



NAPAVINE CITY COUNCIL REGULAR MEETING MINUTES
 April 13, 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 6:02 pm.

INVOCATION: 6:02 pm

Paster Scott Collins 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, Larry Stafford Councilor #2, LaVerne Haslett Councilor #3, Heather Stewart Councilor #4.

MOVED:	Karry Stafford	Motion: Excuse Councilor Jim Haslett and Councilor 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: City Clerk Sharri Salyers, Chief of Police Chris Salyers, Public Works / Community Development Director Bryan Morris, Treasurer Mary Wood, Marissa Jay representative for the City Attorney.

CONSENT/APPROVAL OF AGENDA: 6:04 pm

MOVED:	Heather Stewart	Motion: Approval of Agenda for April 13, 2021
SECONDED:	LaVerne Haslett	
<i>Discussion: No Discussion</i>		
VOTE ON MAIN MOTION:	3-0 Motion Carried: 3 aye and 0 nay.	

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

MOVED:	Larry Stafford	Motion: Approval of Minutes of Regular Council Meeting from March 23, 2021
SECONDED:	LaVerne Haslett	
<i>Discussion: No Discussion</i>		
VOTE ON MAIN MOTION:	3-0 Motion Carried: 3 aye and 0 nay.	

STAFF & COUNCIL REPORTS: 6:03 pm

Chief Salyers

- The grey car is fixed, the cost is \$8,000. I will submit the amount for the budget amendment.

Clerk Salyers

- Report is on the agenda.

Treasurer Wood

- Report is in writing and is on the agenda.

Planning Commission – Deborah Graham

- Planning Commission will be having a Public Hearing for a variance for a fence at 306 W Washington Street.

Director Morris

- The Park grant is still moving forward.
- Community Development has had 20 building permits come in since that last meeting.
- Well 6 has been in operation for 6 months.
- Public Works will be Chlorinating the water system this week.

Councilor Heather Stewart

- Reminded everyone the Napavine Scholarship program for the Napavine High School will be having an auction. Please come out and support the organization for a great cause.

NEW BUSINESS:

VOUCHERS- M WOOD: 6:08 pm

Total Voucher Numbers 36681-36714 \$53,080.96 Payroll Vouchers 36679-36680 \$1,963.00 Payroll Electronic \$25,970.20, Electronic payments \$681.07 ACH Deposits \$24,162.49 Grand Total \$105,847.72 VOID Check N/A

MOVED:	LaVerne Haslett	Motion: Approval of the Vouchers April 13, 2021
SECONDED:	Larry Stafford	
<i>Discussion: Treasurer Wood presented Council the voucher and asked Council to approve the vouchers. Councilor Stewart asked about the check scanner. Treasurer Wood advised she plans to bring an Action Memorandum to the Council at next Council meeting and will have more information at that time.</i>		
VOTE ON MAIN MOTION:	3-0 Motion Carried; 3 aye and 0 nay.	

UPDATING JOB DESCRIPTION FOR CHIEF OF POLICE AND CITY CLERK - MAYOR: 6:09 pm

MOVED:	Larry Stafford	Motion: Approval updating job descriptions for Chief of Police and City Clerk
SECONDED:	LaVerne Haslett	
<i>Discussion: Clerk Salyers advised Council the update to the job descriptions is adding the physical requirements to ensure the City is in compliance with Americans with Disabilities Act. Also making sure they are following RCW and Napavine Municipal Code The City Attorney did review and made addition changes.</i>		
VOTE ON MAIN MOTION:	3-0 Motion Carried; 3 aye and 0 nay.	

AM 21-06 REIMBURSE HWS WATER -SEWER – M WOOD: 6:12 pm

MOVED:	Larry Stafford	Motion: Approval of Action Memorandum 21-06 Reimburse Hamilton Walnut Shade for the Water and Sewer connections.
SECONDED:	Heather Stewart	
<i>Discussion: Treasurer Wood presented Council the Action Memorandum and advised this was brought up during the last Council meeting. Treasurer Wood provided Council with additional information of the connections being paid by H&H Rush Road for Arby's. Water Rights Transfer letter of intent from Hamilton and Grahams to Napavine. Ordinances 332 and 343. Building permits applications from Taco Bell and Arby's. There is a fiscal impact of \$22,800. Treasurer Wood asked if the Council were to approve the Action Memorandum to refund Hamilton Walnut Shade for the base water and sewer connections that Hamilton Walnut Shade submit an application to provide proper documentation for the use of the connection in lieu of water rights.</i>		
VOTE ON MAIN MOTION:	3-0 Motion Carried; 3 aye and 0 nay.	

**AM 21-07 TEMPORARY STAFFING AGREEMENT WITH EXPRESS EMPLOYMENT PROFESSIONALS-
 MAYOR** 6:14 pm

MOVED:	Heather Stewart	Motion: Approval Action Memorandum 21-07 Temporary Staffing Agreement with Express Employment Professionals
SECONDED:	LaVerne Haslett	
<p><i>Discussion: Mayor O'Neill advised Council due to the lack of staffing in the Clerk's Office he is requesting the Council approve for temporary staffing. Clerk Salyers advised Council the temporary hire would work four hours a day Monday – Friday 10 am to 2 pm. equaling twenty hours a week for an anticipated 12 weeks. The cost would be \$5,700. They would be taking payments during the offices peak hours and also be available for covering the lunch hours.</i></p>		
VOTE ON MAIN MOTION:	3-0 Motion Carried; 3 aye and 0 nay.	

VARIANCE VA-02-24-21 SIGN FOR MATT CARLOUGH – B MORRIS 6:17 pm

MOVED:	Larry Stafford	Motion: Approval of Variance VA-02-24-21 sign for Matt Carlough.
SECONDED:	Heather Stewart	
<p><i>Discussion: Director Morris presented Council the Variance application and provided a picture of what the sign would look like at the location on Hamilton Rd next to ELRUS building. The sign would be taller and larger than current city code. Approval of the Variance will allow the applicant to take full advantage of the large I-5 frontage and traffic flow for advertising.</i></p> <p><i>Mayor asked if this would set a precedence and cause an issue where other being able to erect a sign?</i></p> <p><i>Director Morris advised this did come up during the Planning Commission meeting. A Variance is specific to the property and anyone wishing to place a sign on their property will be required to go through the same process.</i></p> <p><i>Councilor LaVerne Haslett asked that in the Council's findings and conclusions to indicate this sign allowance is only for this property.</i></p>		
VOTE ON MAIN MOTION:	3-0 Motion Carried; 3 aye and 0 nay.	

RESOLUTION 21-04-118 6-YEAR TRAFFIC IMPROVEMENT PROGRAM – B MORRIS 6:26 pm

MOVED:	LaVerne Haslett	Motion: Approval to adopt Resolution 21-04- 118 6-year Traffic Improvement Program.
SECONDED:	Heather Stewart	
<p><i>Discussion: Director Morris presented Resolution 21-04-118 to Council advising this plan is updated every six years.</i></p> <p><i>Councilor Stafford asked about the round-about planned at the exit 72 interchange.</i></p> <p><i>Director Morris advised this is one of the plans that WSHDOT, County, City and the Stakeholders have agreed on. It doesn't mean this is going to be done, but it needs to be listed in the plan in case it does come through with the engineers.</i></p> <p><i>Councilor Stewart asked about the streets in the avenues. Will they be extended past Grand Ave?</i></p> <p><i>Director Morris advised they would not.</i></p>		
VOTE ON MAIN MOTION:	3-0 Motion Carried; 3 aye and 0 nay.	

POLICE DEPARTMENT RESTRICTED FUNDS – CHIEF SALYERS 6:30 pm

Chief Salyers asked to have this placed on the agenda no action will be needed by Council. Chief Salyers reminded Council that \$30,000 of the Police Departments restricted funds was used to balance the budget. This was prior to knowing what revenues the City would receive before the end of the year. Since the City has received more money than what was projected. Chief Salyers asks that the funds be allocated back into the restricted fund account.

SERGEANT POSITION 6:32 pm

Chief Salyers asked the Council to work with the Union this year and add a Sergeant position next year.

COUNCIL CONSIDERATION 6:34 pm

Mayor O'Neill advised Council that Councilor Jim Haslett has turned in his resignation from Council position #5.

MOVED:	Heather Stewart	Motion: Accepting Councilor Jim Haslett's resignation.
SECONDED:	Larry Stewart	
<i>Discussion: Councilor Stewart can we not accept his resignation and make him come back? Councilor Stewart asked how years may has Councilor Jim Haslett been on Council all together. Councilor LaVerne Haslett said Councilor Jim Haslett has served for a total of 15 years.</i>		
VOTE ON MAIN MOTION:	3-0 Motion Carried; 3 aye and 0 nay.	

CITIZEN COMMENTS (NON-AGENDA ITEMS): 6:18 pm

Paster Scott Collins – Bethel Church, Thanked the Council for employing the best Chief of Police the City has had.

ADJOURNMENT:

MOVED:	Larry Stafford	Motion: To Adjourn
SECONDED:	Heather Stewart	
<i>Discussion: Meeting Adjourned at 7:32 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 freeconferencecall.coml.com at the [link https://fccdl.in/C8ojHibxfh](https://fccdl.in/C8ojHibxfh)

Respectfully submitted,

Sharri Salyers, City Clerk

Shawn O'Neill, Mayor

Councilor