



NAPAVINE CITY COUNCIL REGULAR MEETING MINUTES
July 27, 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:

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, Donald Webster Councilor #, Larry Stafford Councilor #2, 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 & Judy Godbey

CONSENT/APPROVAL OF AGENDA:

MOVED:	Larry Stafford	Motion: Approval of Amended Agenda-to have Commissioner Pollock provide update from the county and have the Executive Session be moved up on Agenda
SECONDED:	Donald Webster	
<i>Discussion: No Discussion</i>		
VOTE ON MAIN MOTION:	5-0 Motion Carried: 5 aye and 0 nay.	

Commissioner Pollock: Provided update on ARPA funds, waiting for more guidance at city/county level. The county is looking at long term doable good investments for water, sewer, broadband, infrastructure. They are also partnering with EDC for small projects. If we have anything in mind feel free to reach out. Mayor, Shawn O'Neill asked who we should reach out to as point of contact. Becky Butler, Budget Manager with Lewis County can be reached if we have any questions.

Executive Session:

Mayor O'Neill closed the regular city council meeting at 6:09 p.m. to meet in Executive Session:

- 1) To discuss qualifications of an applicant for public employment per RCW 42.30.110(1)(g) for 10 minutes.

At 6:20 p.m. Mayor O'Neill called the regular city council meeting back to order following an executive session.

EMPLOYMENT OFFER FOR CHIEF OF POLICE:

Mayor O’Neill asked council for a motion to approve the Conditional Offer of Employment so he can make a job offer.

MOVED:	Donald Webster	Motion: Approval to extend a conditional job offer to prospective candidate
SECONDED:	Larry Stafford	
<p><i>Discussion: LaVerne Haslett asked in variation of policy that the Mayor inform the public with information in the Conditional Offer of Employment. Shawn stated that we are proposing to bring the new chief in at Step E of the 2021 Union pay scale. For us to fall in line with like agencies a sign on bonus of \$12,500.00 pro-rated and will be paid out bi-weekly in the amount of \$480.76 for the first 12-month period. Then moving forward, we will work with the budget and union to change the wage that is acceptable. That would be the offer. Then Mayor commented an issue with policy regarding having to wait six months before they can have a vacation is inhumane. He’d like the council to consider changing this in the future. If council has concern with the \$12,500.00 possibly exchange vacation time. LaVerne Haslett also asked for Mary to provide budget update. Mary informed us that even though we had three officers leave and the vacation accrual was over budget by \$5,763.00, however by adding that amount to the salaries we are 11.67% below the normal 58% in the salaries budgeted amount for the first seven months. Overtime is getting close but not worried as On Call Pay is way under budget. The city received \$8,000.00 reimbursement from Criminal Justice Training Commission for overtime from Officer Nichols attending the academy. Overall, the Police Dept is 10% below for 2021.</i></p>		
VOTE ON MAIN MOTION:	5-0 Motion Carried: 5 aye and 0 nay. Show of hands by all council members.	

APPROVAL OF MINUTES FROM REGULAR COUNCIL MEETING:

MOVED:	Donald Webster	Motion: Approval of Minutes of Regular Council Meeting from July 13, 2021
SECONDED:	Larry Stafford	
<p><i>Discussion: No Discussion</i></p>		
VOTE ON MAIN MOTION:	5-0 Motion Carried: 5 aye and 0 nay.	

STAFF & COUNCIL REPORTS:

Sergeant- Steve Dawes

- On July 25, 2021, new Legislation throughout Washington went into effect for law enforcement policing. Steve has been in training with other agencies trying to figure out where we stand and will bring more information to share at the next council meeting.

City Clerk- Rachele Denham

- An email was sent out to the council today, 7/27 regarding the Public Officials Liability-Creating Balance Training that was scheduled for 8/17/21. There is a conflict with Clear Risk Solutions and 8/17 will not work. Rachele asked council members to respond to the email with date(s) that would work and then a follow-up email will be sent out so a new date can be set.

Treasurer- Mary Wood

- The city has received ARPA funds in the amount of \$279,288 for 2021 and will receive the same amount in 2022 for a grand total of \$558,575; the costs must be incurred by December 31,2024, to complete projects funded with Fiscal Recovery Funds. These funds can be used to assist utility customers with their accounts and rental assistance that were affected by COVID-19. Currently the guidelines for cash assistance may be provided to low-income individuals who have become unemployed or are otherwise struggling financially due to COVID-19 and providing grants to small businesses that have been affected with the government-ordered shutdowns. Safeguards need to be in place to prevent fraud or abuse. Mary

is researching the standards for low-income thresholds. We are also looking into sharing the ARPA funds w/LC EDC & other agencies for improving broadband speed by contributing \$100,000.00

- Mayme Shaddock Park RCO Grant Agreement is on the agenda. The grant has already been approved but needs to be signed by the mayor.

Councilor #3- LaVerne Haslett

- Would like to see the city support the Lewis County Sheriff. The Sheriff is standing in support of the Constitution and would like to have the city present a Proclamation in support of Law Enforcement. The mayor asked Dawes or Judy to reach out to Rob Snaza for a copy of what he presented to support law enforcement.

Councilor #5- Duane Crouse

- Last week attended Public Safety meeting. On Wednesday went to the EDC meeting with Bryan about ARPA money. Discussed interactive maps that will show other areas in the county where construction is going on. Attended a meeting with Rep. Peter Abbarno, 20th District where LC Fire District 5 presented Josh Weinke with a Citizen's Hero Award for rescuing a neighbor from a house fire.

Mayor- Shawn O'Neill

- Plaza Jalisco is wide open for business and is very excited, a plus for us. Donald Webster also commented that Main Street Grill purchased the Napavine Grill, which means good food for us.

Planning Commission- Bob Bozarth

- Comment regarding the property on 4th and Grand. Planning Commission recommended to council that it should be accepted, one (1) opposed and that was Bob. The mayor said that there is more to come of that at the next council meeting.

NEW BUSINESS:

VOUCHERS- M WOOD:

Total Voucher Numbers 36966-36983 \$22,770.55; Payroll Vouchers 36984-36985 \$2,778.50; Electronic Payments dated 7/26/21-7/31/21 \$7,462.48; Electronic Payroll payment dates 7/22/21 \$22,209.42; ACH deposit dates 7/22/2021 \$21,853.72. Vouchers Grand Total = \$77,074.67 *Voided Check #36971

MOVED:	Donald Webster	Motion: Approval of the Vouchers dated July 27, 2021
SECONDED:	Heather Stewart	
<i>Discussion: No Discussion</i>		
VOTE ON MAIN MOTION:	5-0 Motion Carried; 5 aye and 0 nay.	

ORDINANCE NO. 622-Mary Wood

MOVED:	Larry Stafford	Motion: Adopt Ord No. 622 /Amend Section 17.28.060
SECONDED:	Duane Crouse	
<i>Discussion: Heather Stewart just made a comment about special zone permit. There is a home in the city across from school looks like a business. The Mayor and Steve Dawes said that this change should help the city to be able to enforce issues that may arise.</i>		
VOTE ON MAIN MOTION:	5-0 Motion Carried; 5 aye and 0 nay.	

ORDINANCE NO. 622

AN ORDINANCE OF THE CITY OF NAPAVINE, WASHINGTON, AMENDING SECTION 17.28.060 OF CITY OF NAPAVINE MUNICIPAL CODE CHAPTER 17.28; AMENDING ORDINANCE NO. 537 AS NECESSARY; AND PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.

Lewis County Solid Waste Special Events-Rachelle Denham

The county is partnering with different cities for community recycling events. Right now, Morton, Packwood, Pe Ell, and Toledo have dates and times set aside to hold these events. The county would like a response by August 15th. Rachelle suggested that we host the sensitive document recycling. It's easier to staff and with prior experience with banking customers they appreciated a safe way to destroy private information. Please email your selection to Rachelle and then she can respond to the county with the event we select. Mary agreed with Rachelle that the shredding event would be very good to have. The Yard Waste event may be another event to consider since we receive calls from customers asking how to dispose of tree branches, grass clippings etc. but it is hard to staff and coordinate. Citizens can go to other cities for recycle events that fit their needs. However, this is a good starting event for us to hold in our city.

COUNCIL CONSIDERATION

- Mayme Shaddock Park-Mary Wood: Mary discussed the proposed blueprint of the kitchen at Mayme Shaddock Park. The city was rewarded RCO Grant for a total project cost of \$345,403. The RCFB-WWRP – Local Parks share is 74.96% of state funds in the amount of \$258,900. The city's match is 25.04% for a total of \$86,503. The city's plan is to possibly have two picnic areas in the new facility where we could rent out to two separate parties at a time with a "L" shaped facility. There are some things to consider if we go with the "L" shaped facility is the cost overruns due to inflation. The project is not scheduled to begin until Spring 2022. Other things to consider is if the city will close the park during construction, will the city charge a "fee" rather than a "donation" for supporting maintenance costs to the facility and increased water/sewer usage. Larry Stafford asked who drew the plans up, Mary was unsure. The blueprint indicates a shower, and the city does not want a shower. There will be a MEN/WOMAN bathroom. The mayor suggested a workshop or public meeting be held for community feedback.

MOVED:	Duane Crouse	Motion: Approval for mayor to sign the RCO Agreement
SECONDED:	Heather Stewart	
<i>Discussion: No Discussion</i>		
VOTE ON MAIN MOTION:	5-0 Motion Carried; 5 aye and 0 nay.	

CITIZEN COMMENTS (NON-AGENDA ITEMS):

- Debbie Graham: Resides at 295 Kirkland Rd. Debbie serves as a board member on the Napavine Planning Commission. She has been asked why there are no "big" restaurants like Olive Garden off exit 72. Her personal experience has been the same for years where past council messed up the addresses. The post office 98565 zip codes are post office and don't count as actual roof tops. The big companies look at the number of roof tops that are within the city limits. When you have a zip code with a 98532-zip code, they are receiving the revenue for it not "us". Heather Stewart commented that the business has to report the tax code for the city they reside in and that is the city who will receive the tax revenue, it's not just based on zip code. The mayor asked what the difference is between Chehalis and Napavine post office, are they contracted out etc. Shawn asked that we put it on our list for Department Head Meetings asking that we contact the attorney to see where we are at.
- Duane Crouse: Asked about the reschedule of the budget workshop. The council set a reschedule date for Thursday, August 12th from 6-7 pm.

MOVED:	LaVerne Haslett	Motion: to set new Budget Workshop date
SECONDED:	Donald Webster	
<i>Discussion: No Discussion</i>		

VOTE ON MAIN MOTION:	5-0 Motion Carried; 5 aye and 0 nay.
-----------------------------	--------------------------------------

- Bob Bozarth: Jim Walsh will be holding an event on August 9th at Four Square Church in Chehalis. The discussion will be on how to deal with the new legislature on police reform laws, public safety. Any other topics are welcome to be discussed.

ADJOURNMENT:

MOVED:	Larry Stafford	Motion: To Adjourn
SECONDED:	Duane Crouse	
<i>Discussion: Meeting Adjourned at 7:18 PM</i>		
VOTE ON MAIN MOTION:	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 freconferencerecall.com at the link <https://fccdl.in/C8ojHibxfh>

Respectfully submitted,

Rachelle Denham, City Clerk

Shawn O'Neill, Mayor

Councilor