



NAPAVINE CITY COUNCIL REGULAR MEETING MINUTES  
September 14, 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 via phone/web.

**PLEDGE OF ALLEGIANCE:**

Mayor Shawn O’Neill led the flag salute.

**ROLL CALL:**

Council members present Shawn O’Neill Mayor, Larry Stafford Councilor #2, LaVerne Haslett Councilor #3, Heather Stewart Councilor #4, and Duane Crouse Councilor #5.

<b>MOVED:</b>	Larry Stafford	Motion: To excuse Don Webster from council meeting
<b>SECONDED:</b>	Heather Stewart	
<i>Discussion: LaVerne Haslett attended council meeting via phone</i>		
<b>VOTE ON MAIN MOTION:</b>	4-0 Motion Carried: 4 aye and 0 nay.	

City staff members present: City Clerk- Rachele Denham, Public Works / Community Development - Katie Williams, Treasurer - Mary Wood, and Jim Buzzard - City Attorney.

**CONSENT/APPROVAL OF AGENDA:**

<b>MOVED:</b>	Heather Stewart	Motion: Approval of Agenda-Amended: Moving #2 item under New Business to Staff & Council Reports-Housing Summit Information
<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.	

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

<b>MOVED:</b>	Duane Crouse	Motion: Approval of Minutes of Regular Council Meeting from August 24, 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:**

- Kelly Johnston, Centralia Council Member: Informed us about the 2021 Housing Policy Summit that will be held on October 14, 2021, from 9 AM – 1 PM at Bethel Church. This summit will cover current issues regarding the housing crisis in Lewis County and discuss solutions to make improvements cross-jurisdictional with locally elected leaders across Lewis County.
- Mary Wood- Treasurer: Glad to be back from Wisconsin and survived the flight home on 9/11.

- Katie Williams- Comm Dev/PW: Updated us on the Mayme Shaddock Park renovation. Received an aggressive bid reflecting a substantial increase from original bid amount. Reaching out to RCO on how to proceed forward with the project. The Comm Dev/ PW department has been short staffed due to illness and two guys have returned to work. Will be glad when everyone is healthy and back to work.
- Shawn O’Neill, Mayor: Shared with us that he attended a meeting in Winlock regarding the broad band infrastructure project. Asked the Clerk to email flyer out to council members for more information. Shawn expressed his excitement about the Napavine football team and how well they are playing and winning so far this season.

**OLD BUSINESS:**

**AM 21-17 Set minimum sale price for Boom Truck**

<b>MOVED:</b>	Larry Stafford	Motion: To approve AM 21-17: Set min sale price of \$12,500
<b>SECONDED:</b>	Heather Stewart	
<i>Discussion: Larry Stafford made a motion to table approving a min sale price for the boom truck to next council meeting. His concern is the liability the city may have with selling it as a “Boom” truck. He suggests changing the verbiage to remove the word “Boom” and or including Sold As Is and the city will not be held responsible for any injury.</i>		
<b>VOTE ON MAIN MOTION:</b>	4-0 Motion Failed; Larry Stafford, LaVerne Haslett, Heather Stewart, Duane Crouse; 0 aye and 4 nay.	

<b>MOVED:</b>	Heather Stewart	Motion: <b>*RE-VOTE*</b> To approve AM 21-17: Approve and set minimum sale price for Boom truck with added verbiage for liability concerns
<b>SECONDED:</b>	Duane Crouse	
<i>Discussion: No Discussion</i>		
<b>VOTE ON MAIN MOTION:</b>	4-0 Motion Carried; 4 aye and 0 nay.	

**Legal Services Contract-Buzzard O’Rourke**

<b>MOVED:</b>	Duane Crouse	Motion: To approve Legal Services Contract with Buzzard O’Rourke
<b>SECONDED:</b>	Heather Stewart	
<ul style="list-style-type: none"> <li>• <i>Discussion: Jim Buzzard expressed his apologies for the incorrect contract that was presented at the August 24, 2021, Council Meeting. The contract was corrected and presented for council to sign with correct information on September 14, 2021. In 2020, Buzzard’s office updated it Legal Service Agreements with the cities they represent. For some unknown reason, City of Napavine was not presented an updated agreement for 2021. This was brought up because Buzzards’ office regularly utilizes the Dept. of Licensing database to obtain driving records for Defendants associated with various cities. The database portal that is regularly used has been closed by DOL, and has been replaced by a new portal, Driver Information and Adjudication System (DIAS). An updated Napavine Legal Services Agreement must be submitted for Buzzard’s office to be recredentialed. Added language for cities to pay for membership training/education with WSAMA.</i></li> </ul>		
<b>VOTE ON MAIN MOTION:</b>	4-0 Motion Carried; 4 aye and 0 nay.	

**NEW BUSINESS:**

**VOUCHERS- M WOOD:**

*Total Voucher Numbers 37043-37076 \$126,809.28; Payroll Vouchers 37041-37042 \$2,776.50; Electronic Payments dated 9/1/2021- 9/14/2021 - \$726.87; Electronic Payroll payment date 9/2-3/2021 - \$19,947.36; ACH deposit dates 9/2/2021 Direct Deposit - \$19,997.44. Vouchers Grand Total = \$170,257.45 \*Voided Checks: 36971 & re-issue past age of check*

<b>MOVED:</b>	Larry Stafford	Motion: Approval of the Vouchers dated September 14, 2021
<b>SECONDED:</b>	Duane Crouse	
<i>Discussion: No Discussion</i>		
<b>VOTE ON MAIN MOTION:</b>	4-0 Motion Carried; 4 aye and 0 nay.	

**AM 21-16 Liquor License Renewal/ Annie’s Napavine Country Market**

<b>MOVED:</b>	Larry Stafford	Motion: To approve AM 21-16: Liquor License Renewal
<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.	

**Sensitive Document Shredding Event**

<b>MOVED:</b>	Larry Stafford	Motion: Approved shredding event at city hall on October 16, 2021, 10am-1pm
<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.	

**AM 21-18 Covid-19 Contract Payment Plan Application Policy**

<b>MOVED:</b>	Duane Crouse	Motion: Approve Covid-19 Contract Payment Plan Application Policy
<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.	

**COUNCIL CONSIDERATION**

Dave Amos – Trailer Station 163 Hamilton Rd: Dave stated that he was misinformed about the process of putting in streetlight and just wants to get the job done. On 08/31 he came into the city hall and brought a check for the bond but was then told that he needed an agreement. The PW Dept has been short staffed and when Dave called on 9/14, he spoke to Bryan, and was advised that he come to the council meeting and explain his situation to ask for temp occupancy. The council and Jim Buzzard, legal counsel concluded after discussion that if Dave could come into the city hall on Wednesday, 9/15 with a check that the city can hold funds until the project is complete.

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

**ADJOURNMENT:**

<b>MOVED:</b>	Larry Stafford	Motion: To Adjourn
<b>SECONDED:</b>	Heather Stewart	
<i>Discussion: Meeting Adjourned at 7:14 pm</i>		
<b>VOTE ON MAIN MOTION:</b>	4-0 Motion Carried; 4 aye and 0 nay.	

*These minutes are not verbatim. \*\*Due to technical difficulties the full meeting was not recorded. If so desired, the recorded portion is available online from [freeconferencecall.coml.com](https://fcdl.in/cdkyjXKGxx) at the link <https://fcdl.in/cdkyjXKGxx>*

**Respectfully submitted,**

---

Rachelle Denham, City Clerk

Shawn O'Neill, Mayor

Councilor