



NAPAVINE CITY COUNCIL REGULAR MEETING MINUTES
 November 9, 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 Bryan Morris

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 (via phone), Heather Stewart Councilor #4, Duane Crouse Councilor #5.

City staff members present: City Clerk- Rachele Denham, Treasurer -Mary Wood, PW/Comm Dev -Bryan Morris, Police Dept-John Brockmueller, Court-Katie Clark (via phone).

MOVED:	Don Webster	Motion: Approval to excuse council member, Larry Stafford
SECONDED:	Heather Stewart	
<i>Discussion: No Discussion</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried: 4 aye and 0 nay.	

CONSENT/APPROVAL OF AGENDA:

MOVED:	Don Webster	Motion: Approval of Agenda- As Presented
SECONDED:	Duane Crouse	
<i>Discussion: No Discussion</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried: 4 aye and 0 nay.	

APPROVAL OF MINUTES FROM REGULAR COUNCIL MEETING:

MOVED:	Duane Crouse	Motion: Approval of Minutes of Regular Council Meeting from October 26, 2021
SECONDED:	Heather Stewart	
<i>Discussion: No Discussion</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried: 4 aye and 0 nay.	

APPROVAL OF MINUTES FROM PUBLIC HEARING MEETING-CAPITAL FACILITIES PLAN:

MOVED:	Duane Crouse	Motion: Approval of Minutes of Public Hearing Meeting from October 26, 2021
SECONDED:	Don Webster	
<i>Discussion: No Discussion</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried: 4 aye and 0 nay.	

APPROVAL OF MINUTES FROM BUDGET WORKSHOP #4 MEETING:

MOVED:	Don Webster	Motion: Approval of Minutes of Budget Workshop #4 Meeting from November 3, 2021
SECONDED:	Duane Crouse	
<i>Discussion: No Discussion</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried: 4 aye and 0 nay.	

STAFF & COUNCIL REPORTS:

City Clerk-Rachelle Denham

- All staff is working together on the 2022 budget. Recently had a meeting with Visions and will be moving forward to have timecards submitted electronically. This will also provide a streamlined process for payroll processing. We are waiting to get some additional information regarding the audio system for courtroom.

PW/Comm Dev-Bryan Morris

- Reports have been made by citizens regarding a cougar siting within the city. Brian contacted Dept of Fish and Wildlife to see what safety measures can be used if this continues to be a concern. Brian will forward the information he receives from DFW to Rachelle so the city website can be updated and also post on the Napavine Community FB page..

Police Department-John Brockmueller

- Provided council with monthly call report and stated that operations are normal.

Treasurer- Mary Wood

- Working hard to get caught up and on the 2022 Budget. The court budget took a lot of time away from working on other stuff and is looking forward to only working on one budget moving ahead.

Legal Counsel-Jim Buzzard

- Looking forward to watching Napavine in state playoffs and Chehalis, where his son plays, it's exciting times to see kids he coached years ago now playing HS football.

Mayor-Shawn O'Neill

- Excited to watch Napavine football team in the state playoffs. The last game was a fun muddy time playing against Adna. The girls VB team had a great season and now it's time to exchange the volleyball for a basketball.

Planning Commission-Debby Graham

- The planning commission is working on manufacture home and adult family home ordinances.

NEW BUSINESS:

VOUCHERS- M WOOD:

Total Voided/Canceled Checks: 35548, 35690, 35714, 35715, 35716, 35739, 35852, 36874, 36877, 36878. Total Voucher Numbers 37151-37184 \$44,161.12; Payroll Vouchers 37149-37150 \$2,105.00; Electronic Payments dates 10/29/21-11/14/21 \$736.85; Electronic Payroll payment dates 10/28-29/21- \$20,161.48; ACH deposit dates 10/28/2021- \$20,678.22. Vouchers Grand Total = \$87,842.67

MOVED:	Don Webster	Motion: Approval of the Vouchers dated November 9, 2021
SECONDED:	Heather Stewart	
<i>Discussion: No Discussion</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried; 4 aye and 0 nay.	

RESOLUTION 21-11-122 LEVY AMOUNT – M WOOD

MOVED:	Don Webster	Motion: Approval of Resolution 21-11-122 for 2022 1% Levy increase
SECONDED:	Heather Stewart	
<i>Discussion: Process to increase revenue property tax of 2022 levy increase of 1%</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried; 4 aye and 0 nay.	

ORD 623 LOCAL FISCAL RECOVERY FUND – M WOOD

ORDINANCE NO. 623

AN ORDINANCE OF THE CITY OF NAPAVINE, WASHINGTON ESTABLISHING A CORONAVIRUS LOCAL FISCAL RECOVERY FUND 115 FOR FEDERAL AMERICAN RESCUE PLAN ACT REVENUES

MOVED:	Don Webster	Motion: Approval of Ord. 623
SECONDED:	Heather Crouse	
<i>Discussion: The fund will allow the money to be set aside in a restricted account instead of staying in the general fund. Monies can only be used for specific projects and those are unknown at this time what the city is going to spend the funds on.</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried; 4 aye and 0 nay.	

ORD 624 WATER RATE INCREASE – R DENHAM

ORDINANCE NO. 624

AN ORDINANCE OF THE CITY OF NAPAVINE, WASHINGTON, AMENDING CHAPTER 13.04 NMC; ESTABLISHING AN INCREASE DEMAND CHARGE OF ONE DOLLAR TO WATER RATES FOR RESIDENTIAL AND COMMERCIAL CONNECTIONS INSIDE AND OUTSIDE THE CITY LIMITS

MOVED:	Don Webster	Motion: Approval of Ord. 624
SECONDED:	Duane Crouse	
<i>Discussion: This will be a monthly \$1.00 increase to the citizens. The city has not increased rates in eleven years. The increase will provide the citizens and staff to be notified of leaks within 24 hrs which would improve the number of leak adjustments the city approves.</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried; 4 aye and 0 nay.	

ORD 625 AD VALOREM TAX – M WOOD

ORDINANCE NO. 625

AN ORDINANCE OF THE CITY OF NAPAVINE, WASHINGTON, DETERMINING AND FIXING THE AMOUNT OF REVENUE TO BE RAISED BY AD VALOREM TAXES DURING THE CALENDAR YEAR 2022

MOVED:	Heather Stewart	Motion: Approval of Ord. 625
SECONDED:	Duane Crouse	
<i>Discussion: The amount of revenue to be raised by Ad Valorem taxes in the city during the calendar year 2022 shall be in the amount of \$360,000.</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried; 4 aye and 0 nay.	

ORD 626 ESTABLISH LEOFF 1 RETIREE TRUST FUND – R DENHAM
ORDINANCE NO. 626

**AN ORDINANCE OF THE CITY OF NAPAVERNE, WASHINGTON, ESTABLISHING A NEW FUND, THE
LAW ENFORCEMENT (LEOFF I) OTHER POST EMPLOYMENT BENEFITS (OPEB) TRUST FUND 006**

MOVED:	Don Webster	Motion: Approval of Ord. 626
SECONDED:	Heather Stewart	
<i>Discussion: This fund will be used to cover medical expenses and long-term care for our LEOFF I retiree. The OPEB liability for the LEOFF I retiree as of June 30, 2020, is estimated to be \$347,895. A \$100k will be transferred from the general fund to start up account in 2022. Staff recommends that in addition to the current budgeted amount of \$2,000 that another \$5,000 is added to build the balance to cover any future liability. The transfer of \$7,000 should occur annually in January of each year for current years expected expenditures.</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried; 4 aye and 0 nay.	

COUNCIL VOTE: BUDGET A (MAINTAIN COURT) OR BUDGET B (ELIMINATE COURT)

MOVED:	Don Webster	Motion: Approval of Budget A (Maintain Court)
SECONDED:	Heather Stewart	
<i>Discussion: No Discussion</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried; 4 aye and 0 nay.	

COUNCIL CONSIDERATION:

- **2022 Salary increase for Treasurer and City Clerk – L. Haslett:** At the budget workshop on November 3, 2021, LaVerne had questions about the salary increase that is listed in the 2022 preliminary budget and stated she was not aware of this being discussed. She asked that Mary provide her with more information on what the actual increase is and how it was computed. Mary prepared a document that has the comparable using the AWC Salary Survey and city of Mabton by population. The proposed 2022 salary increase for the Treasurer and City Clerk is 5%. LaVerne participated in the meeting via phone and was not present to receive the paper copy. A copy will be provided to LaVerne.

CITIZEN COMMENTS (NON-AGENDA ITEMS):

Bob Bozarth: Bob shared that when he was on vacation in Montana, he tried listening to prior council meetings via the teleconference links. The recording is very bad quality and had difficulties understanding. He is happy to hear that the city is working to upgrade the sound/recording system. Bob also asked for clarification regarding the city policy for carrying a gun inside the city hall. He attends the council meetings and has always carried but was recently talked to by a Napavine officer and was told that he could no longer carry his weapon while attending the council meetings. The city will be researching this and provide clarification.

Ivan Wiediger: Asked if the \$1.00 fee increase was per gallon/cubic feet or a flat fee. Rachelle clarified that it's a \$1.00 monthly fee only.

ADJOURNMENT:

MOVED:	Don Webster	Motion: To Adjourn
SECONDED:	Duane Crouse	
<i>Discussion: Meeting Adjourned at 6:45 p.m.</i>		
VOTE ON MAIN MOTION:	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 at the link <https://fccdl.in/C8ojHibxfh>

Respectfully submitted,

Rachelle Denham, City Clerk

Shawn O'Neill, Mayor

Councilor