

NAPAVINE CITY COUNCIL REGULAR MEETING MINUTES

December 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 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, Larry Stafford Councilor #2, LaVerne Haslett Councilor #3, Heather Stewart Councilor #4, and Duane Crouse Councilor #5.

City staff members present: City Clerk- Rachele Denham, Treasurer -Mary Wood, PW/Comm Dev -Bryan Morris, Police Dept-John Brockmueller, and Jim Buzzard legal counsel.

**CONSENT/APPROVAL OF AGENDA:**

<b>MOVED:</b>	Don Webster	Motion: Approval of Agenda- As Presented
<b>SECONDED:</b>	Larry Stafford	
<i>Discussion: No Discussion</i>		
<b>VOTE ON MAIN MOTION:</b>	5-0 Motion Carried: 5 aye and 0 nay.	

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

<b>MOVED:</b>	Larry Stafford	Motion: Approval of Minutes of Regular Council Meeting from November 23, 2021
<b>SECONDED:</b>	Don Webster	
<i>Discussion: No Discussion</i>		
<b>VOTE ON MAIN MOTION:</b>	5-0 Motion Carried: 5 aye and 0 nay.	

**APPROVAL OF MINUTES FROM PUBLIC HEARING MEETING-2022 PRELIMINARY BUDGET:**

<b>MOVED:</b>	Heather Stewart	Motion: Approval of Minutes: Public Hearing Meeting from November 23, 2021
<b>SECONDED:</b>	Duane Crouse	
<i>Discussion: No Discussion</i>		
<b>VOTE ON MAIN MOTION:</b>	5-0 Motion Carried: 5 aye and 0 nay.	

**STAFF & COUNCIL REPORTS:**

City Clerk-Rachele Denham

- Report in writing.

PW/Comm Dev-Bryan Morris

- New Employee is out due to testing positive with covid. Badger meter startup will be happening soon. Morgan is jumping in and getting everything setup and is doing a great job!

Police Department-John Brockmueller

- Monthly stats in writing and stated operations are normal. There is a candidate, Taylor Nichols working through the hiring process and hopefully will be hired by January. Heather Stewart had concerns about the burglary and runaway stat. The runaway was found.

Treasurer- Mary Wood

- Report in writing. Mary received a vendor agreement in the mail from Community Action Council of Lewis, Mason & Thurston Counties for low-income home water assistance program. Mary asked council for approval to have agreement signed. Council and Legal counsel agreed to have the mayor sign the agreement. This will provide grants to assist low-income households to pay past due bills, bringing accounts current.

Council- Duane Crouse

- Attended the Housing Summit with Clerk, Rachele Denham. There was a lot of stats presented that showed there is a housing shortage in the county but really no fix to the issue. It's in the early stages and will email out copies of the slides that were presented when received.

Mayor-Shawn O'Neill

- The Napavine School and Fire District did a nice job with the pep rally parade and warm send off the Friday before the football team played in Lakewood for State Playoffs. The kids had their hearts broke due to the loss but was also relieved of pressure that comes with playoffs. Great job to the PD and community. Duane Crouse will take on the role to serve on the Solid Waste Advisory Committee.

**EXECUTIVE SESSION: REVIEW PERFORMANCE OF A PUBLIC EMPLOYEE-L. HASLETT**

- The mayor announced that the council would be meeting in executive session for approximately 15 minutes to discuss Performance of a public employee under RCW 42.30.110 (1)(g)). The mayor stated that executive session will begin @ 6:15 pm and will end @ 6:30 pm. The council is NOT expected to take final action following the executive session. The mayor called the regular meeting back to order at 6:31 p.m.

**OLD BUSINESS:**

**SERGEANT POSITION & PAYSACLE (MOU) – J. BROCKMUELLER:**

**MEMORANDUM OF UNDERSTANDING  
by and between the  
CITY OF NAPAVINE  
and  
TEAMSTERS LOCAL UNION #252**

**Whereas**, the City of Napavine and Teamsters Local 252 are parties to a Collective Bargaining Agreement for the years 2020 through 2022, and;

**Whereas**, The City and the Union have herby negotiated the position and wages of a Police Sgt. classification; and,

**Whereas**, the negotiated items are an overall change to the pay scale only by adding the classification and wages of the Police Sgt. position;

**Whereas**, the wages of the Police Sgt. position shall be 15% above the Patrol Officer pay scale;

**Therefore**, be it hereby resolved; the wage scale listed below shall be in effect beginning January 1, 2022.

<b>MOVED:</b>	Don Webster	Motion: Approve & sign MOU between City of Napavine and Teamsters Local Union #252
<b>SECONDED:</b>	Larry Stafford	
<i>Discussion: No Discussion</i>		
<b>VOTE ON MAIN MOTION:</b>	5-0 Motion Carried; 5 aye and 0 nay.	

**COUNCILOR HASLETT 2022 BUDGET CONCERNS – L. HASLETT**

Councilor Haslett stated that the council has the information that she provided at last meeting. She would like to have a discussion and if not so be it. LaVerne had three items she made a motion on, and all motions failed with no vote. LaVerne stated that she researched median salaries and that the Treasurer and City Clerk are comparable. The median HH income is \$56,000. She also wanted to know why the treasurer is being paid \$6900 for five months. Mary Wood, treasurer clarified that two weeks of salaries will report in 2022 due to bi-weekly payroll. The treasurer pay is \$35,758 includes \$1150 longevity for being employed with the city for twenty-five years. The pay is only \$6,248.09 per mo. and with longevity \$6,447.09 Not \$6,900.

**Approve 3% Cola to union and non-union employees- L. Haslett**

<b>MOVED:</b>	LaVerne Haslett	Motion: Approve the 3% Cola raise given to union employees and non-union employees
<b>SECONDED:</b>	Not Seconded	
<i>Discussion: This was already voted on in budget amendment on 9/28 and in Ord. 618-A.</i>		
<b>VOTE ON MAIN MOTION:</b>	Motion died for lack of second.	

**Amend 2022 Pre-liminary Budget- L. Haslett**

<b>MOVED:</b>	LaVerne Haslett	Motion: Amend the 2022 Preliminary Budget excluding the Treasurer & City Clerk additional raises
<b>SECONDED:</b>	Not Seconded	
<i>Discussion: No discussion</i>		
<b>VOTE ON MAIN MOTION:</b>	Motion died for lack of second.	

**Form a committee to set wages & benefits for all positions- L. Haslett**

<b>MOVED:</b>	LaVerne Haslett	Motion: Identify positions and salaries for all employees that are equitable for all
<b>SECONDED:</b>	Not Seconded	
<i>Discussion: No discussion</i>		
<b>VOTE ON MAIN MOTION:</b>	Motion died for lack of second.	

**NEW BUSINESS:**

**VOUCHERS- M. WOOD:**

*Total Voucher Numbers 37213-37247 \$154,071.34; Electronic Payments dates EFT\*20211203-20211206- \$773.45; Electronic Payroll payment dates EFT\*20211201-20211202, \$9,737.26; ACH deposit dates 12/9/2021- \$22,790.34. Vouchers Grand Total = \$187,372.39*

*November Supplemental Total Voucher Numbers: Return Petty Cash (cash on hand account) \$100.00; Payroll Vouchers 37210-37212 \$3,726.05; Electronic Payments dates EFT\*20211018, \$0.16; Electronic Payroll payment dates EFT\*20211112-20211116, \$22,457.77; ACH deposit dates 11/24/2021- \$22,212.00. Vouchers Grand Total = \$48,395.98*

<b>MOVED:</b>	Don Webster	Motion: Approval of the Vouchers and Supplemental Vouchers dated December 14, 2021.
<b>SECONDED:</b>	Heather Stewart	
<i>Discussion: Two sets of vouchers provided to be approved.</i>		
<b>VOTE ON MAIN MOTION:</b>	5-0 Motion Carried; 5 aye and 0 nay.	

**AM-21-22 LIQUOR LICENSE RENEWAL PLAZA JALISCO – R. DENHAM**

<b>MOVED:</b>	Larry Stafford	Motion: To approve AM 21-22: Liquor License Renewal
<b>SECONDED:</b>	Heather Stewart	
<i>Discussion: No Discussion</i>		
<b>VOTE ON MAIN MOTION:</b>	5-0 Motion Carried; 5 aye and 0 nay.	

**4<sup>th</sup> AVE PROJECT ACCEPT COMPLETION WITH OVERAGE- B. MORRIS**

<b>MOVED:</b>	Duane Crouse	Motion: Mayor to sign final agreement of payment to contractor with \$10,523 overage that is justified
<b>SECONDED:</b>	Larry Stafford	
<i>Discussion: Mary asked if this accepts the project so she can pay final bill. Heather Stewart asked for clarification of project overage. Bryan clarifies overage of the \$3800. Last council he asked the item to be removed from council because pavement that was bought but not used. This is for the topsoil/back fill for done underground. Brian went out and measured and feels this is justified and our share is \$600 with the remainder being covered by the grant.</i>		
<b>VOTE ON MAIN MOTION:</b>	5-0 Motion Carried; 5 aye and 0 nay.	

**MIDCO DIVING AGREEMENT- B. MORRIS**

<b>MOVED:</b>	Don Webster	Motion: Mayor to sign Midco Diving Agreement
<b>SECONDED:</b>	Larry Stafford	
<i>Discussion: No Discussion</i>		
<b>VOTE ON MAIN MOTION:</b>	5-0 Motion Carried; 5 aye and 0 nay.	

**CHRISTMAS TREES ON STELLA- B. MORRIS**

Bryan would like to buy Christmas trees that would be placed on Stella after the holidays. It is in the budget. He plans to spend no more than \$50.00 per tree. He would need 10 trees to run up 3<sup>rd</sup> and 18 trees up to 4<sup>th</sup> Ave.

<b>MOVED:</b>	Don Webster	Motion: Allow Bryan to buy Christmas trees and place on Stella
<b>SECONDED:</b>	Duane Crouse	
<i>Discussion: No Discussion</i>		
<b>VOTE ON MAIN MOTION:</b>	5-0 Motion Carried; 5 aye and 0 nay.	

**RCO GRANT AGREEMENT/MAYME SHADDOCK PARK- B. MORRIS**

<b>MOVED:</b>	Don Webster	Motion: Approval for mayor to sign the RCO Agreement
<b>SECONDED:</b>	Larry Stafford	
<i>Discussion: No Discussion</i>		
<b>VOTE ON MAIN MOTION:</b>	5-0 Motion Carried; 5 aye and 0 nay.	

**EVIDENCE CONTRACT W/ LCSO- J. BROCKMUELLER**

Chief Brockmueller stated that this plan is not a matter that the PD can't handle the evidence but that he's looking at the potential liability that comes with it. If the LCSO handles the evidence, it shifts the liability to them. There is a lot that goes into the processing and disposing of evidence. When Chief was at Toledo, they used the LCSO for evidence and it was a success. The LCSO has a top notch \$1M facility that provides more security and expertise.

<b>MOVED:</b>	Don Webster	Motion: To approve and sign the evidence contract with Lewis County Sheriff Office
<b>SECONDED:</b>	Larry Stafford	
<i>Discussion: Councilor Haslett commented that it appears the \$4800 could be more money based on what she read in section 1- 3 and looks like NPD is responsible. It looks like they are just storing the evidence, but NPD still has to process it. Chief Brockmueller clarified for Councilor Haslett and legal counsel, Jim Buzzard shared how important it is to be accurate with the process of evidence. Professional services fund will be what is used to pay for it.</i>		
<b>VOTE ON MAIN MOTION:</b>	5-0 Motion Carried; 5 aye and 0 nay.	

**BODY CAMERAS-J. BROCKMUELLER**

Will use some of the funds this year that wasn't used for officer salaries due to being short staffed. It's mandatory in January 2022 and mandated. Mary stated the city received \$8017 in July from the state to be used for legislative mandates. LaVerne talked with John and Judy about the estimated balances on budget and there is no reason not to do it.

<b>MOVED:</b>	Don Webster	Motion: To approve the quote to purchase body cameras
<b>SECONDED:</b>	Larry Stafford	
<i>Discussion: No Discussion</i>		
<b>VOTE ON MAIN MOTION:</b>	5-0 Motion Carried; 5 aye and 0 nay.	

**JUDGE CONTRACT FOR MUNICIPAL COURT- MAYOR**

**CITY OF NAPAVINE  
AGREEMENT FOR MUNICIPAL COURT JUDGE SERVICES**

This Agreement is made by and between the **CITY OF NAPAVINE**, a municipal corporation hereinafter referred to as the "City", and **ALLEN UNZELMAN** Attorney at Law hereinafter referred to as the "Judge", for the purpose of providing the services of a Municipal Court Judge for the Napavine Municipal Court.

<b>MOVED:</b>	Larry Stafford	Motion: Council approves the judge contract of Allen Unzelman.
<b>SECONDED:</b>	Don Webster	
<i>Discussion: Councilor Haslett asked about the compensation, and it is \$1100.00 per month. Legal Counsel commented that Allen represents the Town of Pe Ell and Winlock. Allen's demeanor will be a good fit for City of Napavine. The mayor has talked with Allen, and he's excited for this change.</i>		
<b>VOTE ON MAIN MOTION:</b>	5-0 Motion Carried; 5 aye and 0 nay.	

**RESOLUTION 21-12-126 DESIGNATE 50% PROPERTY TAX TO STREETS- M. WOOD**

Mary stated that this has been done in June 2009 has always been split 50% streets and 50% general fund. This resolution just makes it a formal way of doing it.

<b>MOVED:</b>	Heather Stewart	Motion: Approval of Resolution 21-12-126 designate 50% property tax to streets
<b>SECONDED:</b>	Duane Crouse	
<i>Discussion: Councilor Haslett states that it has not always been split 50/50 and it's the responsibility of the council to make this decision on how it's split She asked legal counsel to advise. Counsel Jim Buzzard said that it is part of the budget so it is considered timely he refers to his comments from last meeting that the budget can be vetoed now or not and it's the council budget until it's passed</i>		
<b>VOTE ON MAIN MOTION:</b>	5-0 Motion Carried; 5 aye and 0 nay.	

**ORD 628 2022 FINAL BUDGET**

**BUDGET ORDINANCE  
ORDINANCE NO. 628**

**AN ORDINANCE ADOPTING THE BUDGET FOR THE CITY OF NAPAVINE, WASHINGTON,  
FOR THE FISCAL YEAR ENDING DECEMBER 31, 2022**

<b>MOVED:</b>	Duane Crouse	Motion: Approval of Ord. 628 2022 Final Budget
<b>SECONDED:</b>	Larry Stafford	
<i>Discussion: Councilor Haslett mentioned that the third bullet on city personnel policy adopted by resolution advised by city that the clerk and treasurer position was talked about and adjusting salaries. The public records req is in regard to the union contract. Frustrated in raising position salaries when other employees are not being adjusted. LaVerne resents the fact that council can't discuss things and it's just not right what is going on and discussion is shut down. She feels that if the mayor wants it that's the way it is and if it's different and he doesn't get his way then there will be trouble. Larry said that last year when 6-7 % increase was discussed, and Larry was against its and others got 5-6% he didn't agree but it still passed. You don't agree with the 2022 budget, but others do so just leave it alone. LaVerne just wants to be able to discuss it. In the last few years, the council has worked to make all the employee wages up to standard to maintain and attract good employees. The mayor commented that it was not fair of LaVerne to make her comment about him, and he followed up with the improvement in morale at the city and it has improved. Heather Stewart said that there have been several conversations about the budget and all councilmembers have had the budget to review and discussions has taken place. Mary prepared a written response to answer Laverne's 2022 budget concerns. This will be included with the minutes. Duane Crouse said that the budget issues have been debated and information has been provided.</i>		
<b>VOTE ON MAIN MOTION:</b>	4-1 Motion Carried; Don Webster, Larry Stafford, Heather Stewart, Duane Crouse-aye, L. Haslett-nay.	

**COUNCIL CONSIDERATION:**

LaVerne stated that Mary's written response does not replace discussion.

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

Lights in the park look amazing and Heather commented what will we do when Jerry Owens doesn't do this. Bryan stated the city looks very nice.

**GOOD OF THE ORDER:**

The mayor introduced Brian Watson the new councilmember for Council Position No. 1 who will officially take seat January 1, 2022.

**ADJOURNMENT:**

<b>MOVED:</b>	Larry Stafford	Motion: To Adjourn
<b>SECONDED:</b>	Heather Stewart	
<i>Discussion: Meeting Adjourned at 7:27 p.m.</i>		
<b>VOTE ON MAIN MOTION:</b>	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 freeconferencecall.coml.com at the link <https://fccdl.in/C8oiHibxfh>*

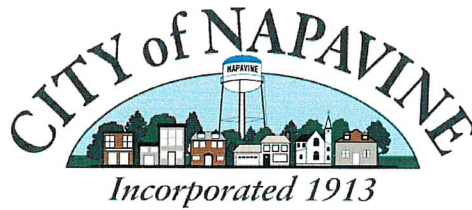
**Respectfully submitted,**

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Rachelle Denham, City Clerk

Shawn O'Neill, Mayor

Councilor



Date: December 14, 2021

To: City Council and Mayor  
From: Mary Wood, City Treasurer  
RE: Treasurer's Response to Councilor's Haslett's letter to Council

I would like to address Councilor Haslett's concerns:

- Property Tax Revenue was always split 50/50 even before I was appointed to Clerk-Treasurer on June 1, 2009. On the agenda is a Resolution to split the property tax revenue 50/50 between General Fund and Street Fund.
- Ordinance 618-A 2021 Budget Amendment included a 3% COLA for the City Clerk and Treasurer and was clearly stated in a 'WHEREAS' clause as well as the Salary Schedule included in the ordinance. Policy 3.2.3 refers to eligibility for wage increases to maintain internal equity and prevent pay compression issues.
- City Personnel Policy was adopted by Resolution 20-10-112 on October 13, 2020, I was advised by former City Clerk prior to her leaving that the Clerk and Treasurer position was talked about adjusting the salary using the AWC Salary Survey for the next budget (2022) and the union employees would be reviewed and adjusted during the next open contract, which will be in 2022 for 2023. I was also told that the step increases are not the same for the various positions going from Step A to Step E and that should be reviewed as well during the next open contract negotiations.
- Regardless of who is in the position and the length of employment with the city or time remaining should not matter, the intent was to bring Napavine employees up to a median wage in Washington to obtain good employees and for retention of those employees.
- The city is subject to Cost Allocation Plan Policy which was adopted on 4/12/2016, there is a lengthy methodology to come up with a breakdown for how salaries and benefits are distributed in the operating funds: General Fund, Street Fund, Water Fund and Wastewater Fund. On an annual basis the methodology is reviewed.
- The water rate was increased \$1.00 per month for switching the water meters over from Master Meter to Badger to allow city staff to obtain meter reads from their computer based on the fee the city would be assessed for this service. It is also anticipated that the city would see a lot less water leak adjustments due to the ability of our customers to get an alert on their phone that they have a water leak sooner rather than later when meters are read during the billing cycle. At no time was the wages for the Clerk and Treasurer considered when the department heads discussed increasing the water rate.
- As the Treasurer I am to prepare a budget based on information I receive from other department heads at the direction of the mayor, which I have done. We have had four workshops surrounding the 2022 Budget and the budget document reflects that. I have explained all that I can during the meetings and have opened my door to any one with questions to come talk to me so that I can explain what is in the budget. Councilor Crouse is the only councilor that came to discuss the 2022 Budget with myself and the City Clerk from the many times the mayor extended an invitation to seek more information.