



NAPAVINE CITY COUNCIL REGULAR MEETING MINUTES  
 January 11, 2022, 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, and Duane Crouse Councilor #5.

<b>MOVED:</b>	Don Webster	Motion: To excuse Heather Stewart from council meeting
<b>SECONDED:</b>	Larry Stafford	
<i>Discussion: Newly elected Brian Watson was not present, asked to be excused but since he’s not qualified (taken oath) for his seat there is no need to vote on his absence.</i>		
<b>VOTE ON MAIN MOTION:</b>	3-0 Motion Carried: 3 aye and 0 nay.	

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>	Larry Stafford	Motion: Approval of Agenda- As Amended
<b>SECONDED:</b>	Don Webster	
<i>Discussion: The mayor asked to table #1, #2 and #4 under new business until the next council meeting, 1/25.</i>		
<b>VOTE ON MAIN MOTION:</b>	3-0 Motion Carried: 3 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 December 14, 2021
<b>SECONDED:</b>	Don Webster	
<i>Discussion: No Discussion</i>		
<b>VOTE ON MAIN MOTION:</b>	3-0 Motion Carried: 3 aye and 0 nay.	

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

<b>MOVED:</b>	Don Webster	Motion: Approval of Minutes: Public Hearing Meeting from December 14, 2021
<b>SECONDED:</b>	Duane Crouse	
<i>Discussion: No Discussion</i>		
<b>VOTE ON MAIN MOTION:</b>	3-0 Motion Carried: 3 aye and 0 nay.	

## **STAFF & COUNCIL REPORTS:**

City Clerk-Rachelle Denham

- Report in writing. Happy New Year and just touched base on the information that was provided in written staff report.

PW/Comm Dev-Bryan Morris

- The PW guys did a stellar job during the snow and flood weather keeping the streets as safe as possible for citizens! There is an estimate out to Lakeside for road repairs on Rush Rd.

Police Department-John Brockmueller

- Happy New Year to everyone! Stats will be provided at next council meeting and operations are normal. Excited to have a new officer hired. The Chief read a letter that was given to him from Sergeant Dawes applauding work that was performed during the inclement weather on 12/26/21 from the PW staff. All the hard work that was given contributed to safer roads and believe it made a difference in less accidents. It's nice to see the departments coming together and working as a team.

Treasurer- Mary Wood

- Report in writing.

Legal Counsel- Jim Buzzard

- Commented on the situation tonight with the absence of councilor Stewart and non-qualified newly elected position, Brian Watson. It was unknown if a quorum would take place due to the number of present councilors. Until the newly-elected official becomes qualified, the incumbent will continue to hold office ("holds over"). Per RCW.35A.12.040 states that a term of office for an elected official of a code city is four years "and until their successors are elected and qualified and assume office. Jim also referenced RCW 29A.60.280(2) and RCW 29A.60.280(3). Don Webster was present which allowed us to have a quorum and hold the council meeting. Don Webster assumes council position no.1 until Brian Watson is qualified (takes oath of office).

Council- Duane Crouse

- Went on a police ride along with Chief Brockmueller and toured around the city. He also gave kudos to the PW/Streets Dept for the hard work and long hours put in during the snow/icy weather.

Mayor-Shawn O'Neill

- Seconded what Chief Brockmueller said about the hard work and efforts from the PW guys during all the inclement weather.

## **NEW BUSINESS:**

**Appointment Council Position No.3 - Mayor:** Tabled to 1/25 council meeting

**Oath of Office: No. 1, No.2, & No.4 – Mayor:** Tabled to 1/25 council meeting

**Oath of Office: Police Dept -** Officer Taylor Nichols was sworn in by Chief Brockmueller.

**Appointment of Mayor Pro Tem – Mayor:** Tabled to 1/25 council meeting

**VOUCHERS- M. WOOD:**

**December 28, 2021, Total Voucher Numbers 37250-37273 \$59, 310.92; Payroll Voucher Numbers 37248-37249 \$3,069.50 Electronic Payments dates EFT\*20211213-16- \$12,546.87; Electronic Payroll payment dates EFT\*20211208-12, \$23,300.49; ACH deposit dates 12/23/2021- \$22,211.07. Vouchers Grand Total = \$120,438.85**

**December 2021 Open Period (January 11, 2022) Total Voucher Numbers: 37274-37292 \$32,990.02; Payroll Vouchers None; Electronic Payments dates EFT\*20211217-20 \$697.00; Electronic Payroll payment dates EFT\*20211221-22 \$4,397.07; ACH deposit dates None. Vouchers Grand Total 12/2021 Open Period = \$38,084.09**

**January 11, 2022, Total Voucher Numbers 37293-37300, \$24,084.79; Electronic Payroll Payment Dates \$10,696.33; ACH Deposit Dates \$26,456.97. Vouchers Grand Total = \$61,238.09**

<b>MOVED:</b>	Don Webster	Motion: Approval of the Vouchers dated December 28, 2021, December Open Period (Jan 11, 2022), and January 11, 2022
<b>SECONDED:</b>	Larry Stafford	
<i>Discussion: Three sets of vouchers provided to be approved and signed.</i>		
<b>VOTE ON MAIN MOTION:</b>	3-0 Motion Carried; 3 aye and 0 nay.	

**LeMay Enterprises Dump Fee Increase:** Information only- Lewis County Solid Waste Disposal District #1 and Board of Lewis County Commissioners have approved a tipping fee increase of \$10.00 per ton at Lewis County Transfer Stations, beginning February 1, 2022. This fee is a pass-through expense from the county to the customer and is not a price increase for our services.

**COURTROOM AUDIO – DREW NEWMAN AGREEMENT – R. DENHAM**

<b>MOVED:</b>	Don Webster	Motion: Mayor to sign the agreement for audio upgrade in courtroom
<b>SECONDED:</b>	Larry Stafford	
<i>Discussion: No Discussion</i>		
<b>VOTE ON MAIN MOTION:</b>	3-0 Motion Carried; 3 aye and 0 nay.	

**WEBSITE REDESIGN- MUNICODE AGREEMENT – R. DENHAM**

<b>MOVED:</b>	Don Webster	Motion: Mayor to sign the agreement for website redesign
<b>SECONDED:</b>	Larry Stafford	
<i>Discussion: No Discussion</i>		
<b>VOTE ON MAIN MOTION:</b>	3-0 Motion Carried; 3 aye and 0 nay.	

**RESOLUTION 22-01-127 – R. DENHAM**

**RESOLUTION NO. 22-01-127**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NAPAVINE, WASHINGTON, DECLARING CERTAIN PROPERTY TO BE SURPLUS TO THE NEEDS OF THE CITY AND DIRECTING DISPOSAL OF SUCH PROPERTY**

<b>MOVED:</b>	Duane Crouse	Motion: Approve Resolution 22-01-127
<b>SECONDED:</b>	Larry Stafford	
<i>Discussion: Larry asked Bryan about the details of the new backhoe that will be purchased.</i>		
<b>VOTE ON MAIN MOTION:</b>	3-0 Motion Carried; 3 aye and 0 nay.	

**HBBO 1220 / HOUSING SUMMIT:** Bryan discussed the opportunity for applying for a grant up to \$75k that would be used to update the comp plan. There are mandates needed from the state on how to grow neighborhoods. There are certain criteria's to be met and Bryan believes that we have three of them now. The application deadline is early February and Bryan was informing council so he had a better understanding of what direction he should go as to apply for the grant money. Councilor Duane Crouse asked for more information regarding stipulations of the grant to the city. Clerk, Rachele Denham clarified what Duane wanted and will email information out to all council members.

**COUNCIL CONSIDERATION:**

Mejia Benito, 286 Meadow Lane: Brought concern to the attention of council that a tree is disrupting the sidewalk and is a hazard to citizens. Asked if the city could fix sidewalk and remove tree. The tree causes some issues including speed limit sign falling and having to put back up, blocks light from light post, and mess to house and yard. Bryan did a site visit of property and informed them that the sidewalk will be fixed summer of 2022. The tree is a non-coded tree, not within 10 ft water/sewer hookup and city can't just remove it. The property owner can trim or remove tree with a right of way permit

**ADJOURNMENT:**

<b>MOVED:</b>	Larry Stafford	Motion: To Adjourn
<b>SECONDED:</b>	Don Webster	
<i>Discussion: Meeting Adjourned at 6:45p.m.</i>		
<b>VOTE ON MAIN MOTION:</b>	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](https://fcdl.in/C8ojHibxfh) at the link <https://fcdl.in/C8ojHibxfh>*

**Respectfully submitted,**

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Rachele Denham, City Clerk

Shawn O'Neill, Mayor

Councilor