



NAPAVINE CITY COUNCIL REGULAR MEETING MINUTES
 March 8, 2022, 6:00 P.M.
 Napavine City Hall, 407 Birch Ave SW, Napavine, WA

CALL TO ORDER:

Mayor Pro Tem Duane Crouse called regular city council meeting to order at 6:00 pm.

INVOCATION:

Invocation was led by Bryan Morris

PLEDGE OF ALLEGIANCE:

Mayor Pro Tem Duane Crouse led the flag salute.

ROLL CALL:

Council members present: Brian Watson Councilor #1, Larry Stafford Councilor #2, Don Webster 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 Legal Counsel, Jim Buzzard.

ROLL CALL:

MOVED:	Don Webster	Motion: To excuse Mayor Shawn O'Neill from council meeting.
SECONDED:	Larry Stafford	
<i>Discussion: No Discussion</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried: 4 aye and 0 nay.	

CONSENT/APPROVAL OF AGENDA:

MOVED:	Heather Stewart	Motion: Approval of Agenda- As Presented
SECONDED:	Brian Watson	
<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:	Don Webster	Motion: Approval of Minutes of Regular Council Meeting from February 22, 2022
SECONDED:	Heather Stewart	
<i>Discussion: No Discussion</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried: 4 aye and 0 nay.	

STAFF & COUNCIL REPORTS:

District Court-Allen Unzelman

- Introduced himself to the council and is excited about the opportunity to serve Napavine. He invited anyone that would like to sit in on a court hearing you are welcome; they are held the first and third Thursday of each month.

City Clerk-Rachelle Denham

- Report in writing. Announced that the city hired Michelle Whitten from the city of Toledo to fill the Treasurer position. Michelle will start on April 4, 2022.

Treasurer- Mary Wood

- Mary has started the annual report and is getting caught up with work. Mary is happy that the city made the decision to hire Michelle Whitten as the city treasurer.

PW/Comm Dev-Bryan Morris

- The \$75k HAPA Grant was approved. Bryan will be using the amphitheater covered area as the snow/sand area. Operations are normal.

Police Department-John Brockmueller

- Monthly stats provided and operations are normal.

Legal Counsel-Jim Buzzard

- Shared a funny story and in joking told Judge Unzelman that he will have to attend all council meetings.

Councilor Duane Crouse

- Went out on a citizen ride along with Chief Brockmueller on 2/28 around the city.

PRESENTATION – Economic Alliance of Lewis County

Richard DeBolt and his staff, Todd Chaput, Dolly Tardiff, and Eric Sonnenberg presented information about the services that are provided by the Alliance. Handouts were provided to include their marketing plan for 2021-2023, 2021 Q4 Report, OUR Economic Alliance WHY, Organizational Design, Functional Organizational Chart, Business Development Center, and Chehalis Infrastructure Initiative. Events coming up: March 16, 2022, Cyber Security #2, \$20 pp includes lunch and is open to anyone and will be held at Jeremy’s Farm to Table from 12-1 pm. Post Covid Summit will be held June 15 2022, 3-5:30 location TBD.

NEW BUSINESS

VOUCHERS- M. WOOD:

March 8, 2022, Total Voucher Numbers: 37397-37421, \$45,019.31, Payroll Voucher Numbers: 37395-37396, \$3,079.50; Electronic Payments dates EFT*20220306-08 \$590.90; Electronic Payroll Payment Dates: EFT*20220301-05 \$24,231.50; ACH Deposit Dates: 3/3/2022 \$22,281.86; Voucher Grand Total: \$95,203.07

MOVED:	Don Webster	Motion: Approval of the Vouchers dated March 8, 2022, 1st Council Meeting
SECONDED:	Larry Stafford	
<i>Discussion: No Discussion</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried; 4 aye and 0 nay.	

Ord.630 Amend Passthrough Fees- M. Wood

MOVED:	Heather Stewart	Motion: Table to next council meeting, March 22, 2022.
SECONDED:	Don Webster	
<p><i>Discussion: Councilor Heather Stewart had concern and questioned the verbiage in Section 1. No.5. It was not clear and could cause confusion. Mary and Bryan explained it the best they could, and Jim Buzzard agreed and suggested that the verbiage in #5. "15% for inflation and unforeseen costs to ensure funds are available to complete the project plus an administrative Treasurer fee of \$500.00" be separated and reworded for clarity. Councilor Larry Stafford suggested to lower the percentage to 5% and keep the \$100 administrative fee. Councilor Stafford commented, it's clear that money is being made and that we want people to build here. Councilor Heather Stewart didn't think the 5% would cover inflation if the project was not completed. Jim Buzzard asked if there is still an alternative for a Performance Bond if a developer wants to go that way instead of a Cash Deposit in Lieu of Performance Bond, yes, there is both options. Ord 630 will be revised and represented at the 3/22 council meeting for vote.</i></p>		
VOTE ON MAIN MOTION:	4-0 Motion Carried; 4 aye and 0 nay.	

Schedule Workshops: Mayme Shaddock Park Kitchen, Emergency Rush Rd. Repairs, and CDL options for PW Dept. - B. Morris

MOVED:	Don Webster	Motion: Schedule workshops on 3/22/2022 from 5-6 pm for Mayme Shaddock Park Kitchen, Emergency Rush Rd. Repairs, and CDL options for PW Dept.
SECONDED:	Larry Stafford	
<p><i>Discussion: No Discussion</i></p>		
VOTE ON MAIN MOTION:	4-0 Motion Carried; 4 aye and 0 nay.	

2nd Ave NE Beacon Light Damage/Repair – B. Morris & M. Wood

MOVED:	Larry Stafford	Motion: Give the mayor authority to sign the quote for \$16k so the beacon light can get ordered and replaced.
SECONDED:	Don Webster	
<p><i>Discussion: An accident happened, and the driver went through the school beacon. This is an insurance claim. Bryan doesn't want to change the speed limit, it takes a lot of work that involves council, streets, and police Dept. assistance. Bryan wants to keep the speed limit at 20mph while school is in and wants to get the beacon light back up. Rachele is working with the insurance company for reimbursement. This is an insurance claim so there is no guaranty that it will be reimbursed. Mary wants the council to be fully aware that if it was to fall through this would be an expense to the city and reserved funds would be used. Either way a budget amendment needs to be prepared to pay for it. Councilor Webster stated this is a safety measure for the kids and needs to be fixed. Councilor Stewart asked if a budget amendment needs to be prepared first before the money can be spent. Jim Buzzard stated that yes, a budget amendment needs to be prepared if the city is putting into the minutes that they are going to spend the \$16k. The ordinance that Mary will prepare for the next council meeting will memorialize the action that council took tonight. Mary commented that she has several budget amendments to prepare and wants to hold off until the new treasurer comes on board, so she is part of it. Mary stated that she can prepare one, but past council didn't like so many. Bryan stated that he can take/transfer \$16k from another fund and he wouldn't be going below his overall budget. Jim Buzzard advised that if the council is taking action tonight for the \$16,000. 00 then a budget amendment for this item should be prepared and presented at the next council meeting.</i></p>		
VOTE ON MAIN MOTION:	4-0 Motion Carried; 4 aye and 0 nay.	

Planning Commission meetings and minutes – D. Crouse: Councilor Crouse expressed that he would like to see better communication with Planning Commission and that he hasn't seen or heard anything for a while. He would like to see all of us on the same page and would like to see minutes. City Clerk, Rachelle Denham suggested that when Katie Williams prepares the minutes for the planning commission meeting to email them, and she will include them in the council packets.

CITIZEN COMMENTS:

Citizen Name: Russ Smith, Quarter Milers Club Car Show – Russ asked if the Funtime Festival is going to happen. He attended the meeting with Jerry Owen, and he was the only one in attendance for that meeting. Jerry Owen wants him to do the car show again. Russ stated that Jerry is pretty much done except with the parade. The council is in support of the event and would like to see it grow. If people are interested and would like to be a vendor, they can contact the city hall and purchase an event permit. The challenge is finding a group of people to rebuild this event, with advertising and finding vendors.

ADJOURNMENT:

MOVED:	Larry Stafford	Motion: To Adjourn
SECONDED:	Don Webster	
<i>Discussion: Meeting Adjourned at 7:10 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](https://fcdl.in/C8ojHibxfh) at the link <https://fcdl.in/C8ojHibxfh>

Respectfully submitted,

Rachelle Denham, City Clerk

Shawn O'Neill, Mayor

Councilor