



NAPAVINE CITY COUNCIL REGULAR MEETING MINUTES
 March 22, 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, 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.

ROLL CALL:

MOVED:	Don Webster	Motion: To excuse Councilor Brian Watson 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:	Larry Stafford	Motion: Approval of Agenda- Amended
SECONDED:	Duane Crouse	
<i>Discussion: Mayor asked to add #4 under new business: Return grant money for Mayme Shaddock Park kitchen and to have Bryan explore temporary options for cover & tables.</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 March 8, 2022
SECONDED:	Larry Stafford	
<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

- Attended the 2022 WMCA Annual Conference in Pasco, WA 3/15-3/18. Really enjoyed the conference and built relationships with other clerks. The payroll portal for timecards is up and the clerks/treasurer office is piloting it now before all staff goes live with it. The website redesign is going well and have a new logo!

Treasurer- Mary Wood

- Report in writing. Budget Amendment and will include FEMA Rush Rd and is not included in the budget amendment. The flashing beacon light is in amendment but did not include the insurance reimbursement because it's not guaranteed.

Police Department-John Brockmueller

- Monthly stats provided and operations are normal. Body cameras are setup and being used now by all officers. It's a great tool and asset to the city. A drone was purchased recently and has already been used flying around the city.

PW/Comm Dev-Bryan Morris

- Operations are normal. Bryan gave kudos to Rachelle for becoming a go to person!

Councilor-Heather Stewart

- Attended the Napavine HS Scholarship Auction on 3/18. The event raised a lot of money and had a great turn out. They had a scholarship honoring Dana Keller and the community support is just amazing.

Councilor- Duane Crouse

- Attended a Flood Authority meeting. The Flood Authority plans to give presentations at upcoming council meetings around Lewis County early summer. Duane went on a ride along with officer Nichols recently. There was a call outside Napavine in Onalaska where extra units were needed. When arrived at the scene agencies from LC Sheriffs, Toledo, and Napavine worked together, and it was amazing to watch all of them work together.

Mayor-Shawn O'Neill

- Gave thanks to Duane Crouse for being involved and going out on ride alongs with the police department. Attended a .09 committee meeting on 3/11. It's a rotating board and is a privilege to have Napavine at the table for these meetings.

OLD BUSINESS

Ord. 630 PASS THROUGH DEPOSITS, FEES, AND CHARGES

ORDINANCE NO. 630

AN ORDINANCE OF THE CITY OF NAPA VINE, WASHINGTON, REPEALING AND REPLACING ORDINANCE NO. 620 AS CODIFIED IN SECTION 17.88.080.14 OF THE NAPA VINE MUNICIPAL CODE, PROVIDING FOR PASS-THROUGH DEPOSITS, FEES, AND CHARGES; CREATING A NEW SECTION 17.88.080(21) PROVIDING FOR PERFORMANCE ASSURANCES FOR RIGHT-OF-WAY CONSTRUCTION; AND ESTABLISHING AN EFFECTIVE DATE HEREOF AND PROVIDING FOR SEVERABILITY.

MOVED:	Heather Stewart	Motion: Approve Ord. 630 Amend Pass Through Fees
SECONDED:	Duane Crouse	
<i>Discussion: Mary explained the changes that were made. The clerk to make grammatical correction of mis-spelled word, SECTON adding the I. Councilor Stewart thanked Mary for all the work that went into this to make it clear.</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried; 4 aye and 0 nay.	

NEW BUSINESS

VOUCHERS- M. WOOD:

March 22, 2022, Total Voucher Numbers: 37422-37450, \$28,733.71, Payroll Voucher Numbers: -0-; Electronic Payments dates EFT*20220311-14 \$7,790.70; Electronic Payroll Payment Dates: EFT*20220309-10 \$9,927.71; ACH Deposit Dates: 3/17/2022 \$23,789.07; Voucher Grand Total: \$70,241.19

MOVED:	Don Webster	Motion: Approval of the Vouchers dated March 22, 2022, 2nd Council Meeting
SECONDED:	Larry Stafford	
<i>Discussion: No Discussion</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried; 4 aye and 0 nay.	

Ord.628-A Budget Amendment- M. Wood

**CITY OF NAPA VINE, WASHINGTON
ORDINANCE NO. 628-A**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF NAPA VINE, LEWIS COUNTY, WASHINGTON AMENDING THE 2022 BUDGET, THE 2022 SALARY SCHEDULE; AND PROVIDING FOR THE CITY TREASURER TO IMPLEMENT THESE CHANGES.

MOVED:	Duane Crouse	Motion: Approve Ord. 628-A.
SECONDED:	Larry Stafford	
<i>Discussion: Mary prepared a cash flow breakdown sheet of all the twenty-two (22) budget funds to make it easier for everyone to understand. She also covered different items that</i>		

<i>were included in the budget amendment. Total anticipated revenue increase in the amount of \$139,985. Total budget amendment appropriation increase in the General Fund \$35,135. The General Fund is good. A few people have paid off their LIDS and Mary recommends paying down the principal on the loan. Mary also provided a spread sheet per the GASB as to assigned, restricted, committed, and unassigned. The General Fund is this only fund that is allowed to have unassigned funds.</i>	
VOTE ON MAIN MOTION:	4-0 Motion Carried; 4 aye and 0 nay.

AM 22-02 Liquor License Renewal. – R. Denham

MOVED:	Don Webster	Motion: Approve Liquor license renewal for Super Mini Mart.
SECONDED:	Larry Stafford	
<i>Discussion: No Discussion</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried; 4 aye and 0 nay.	

Return Grant Money for Mayme Shaddock Park Kitchen – B. Morris

MOVED:	Don Webster	Motion: Return Grant money and explore temporary cover options and tables.
SECONDED:	Larry Stafford	
<i>Discussion: This was brought up in the workshop meeting and is due to inflation with the price of materials. Heather Stewart clarified that the money that has been set aside will still be there for future use. Mary stated that 25% of home sales excise tax goes towards park improvement fund.</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried; 4 aye and 0 nay.	

CITIZEN COMMENTS:

- Bryan Morris, PW/Comm Director: Informed council that he was gifted a plotter to allow printing of large maps/plans from a person in the community. If it works, this will save a lot of money.

ADJOURNMENT:

MOVED:	Duane Crouse	Motion: To Adjourn
SECONDED:	Heather Stewart	
<i>Discussion: Meeting Adjourned at 6:40 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 [freconferencerecall.coml.com](https://fcdl.in/C8ojHibxfh) at the link <https://fcdl.in/C8ojHibxfh>

Respectfully submitted,

Rachelle Denham, City Clerk

Shawn O’Neill, Mayor

Councilor