

NAPAVINE CITY COUNCIL
October 26, 2010 ~ 6:30 p.m.
City Hall 407 Birch Ave SW, Napavine

Regular City Council Meeting

CALL TO ORDER: The regular city council meeting was called to order by Mayor Nicholas Bozarth at 6:30 p.m.

FLAG SALUTE: The flag salute was led by Mayor Nicholas Bozarth.

PUBLIC HEARING HOME OCCUPATION – CHILD CARE FACILITY – APPLICANT GINA TALBURT: 6:30 P.M.

Mayor Nicholas Bozarth opened the public hearing to hear comments for the home occupation application for child care facility. Gina Talburt advised council the location of her residence is at the corner of 8th Ave NW and Grand Blvd. NW. No comments received. Public Hearing closed at 6:34 p.m.

Mayor Nicholas Bozarth opened the regular city council meeting at 6:34 p.m.

ROLL CALL: Council member present were: Richard Rouse, Aaron Brandt, John Sayers, Robert Wheeler and Lionel Pinn. Also present was City Attorney Dana Williams and Mayor Nicholas Bozarth.

PREVIOUS MINUTES: Motion by Councilor Richard Rouse to approve the minutes of the previous meeting held on October 12, 2010, second by Councilor Aaron Brandt, motion carried unanimously.

MAYOR/COUNCIL STAFF REPORTS:

Public Works/Community Development Director Steve Ashley addressed the letter sent to council from Ms. Matson regarding the dead trees that were planted early spring by Black River Landscaping and All American Water Works. The trees were watered on several occasions during the summer. Mr. Ashley sent a letter to All American Water Works and they stated they would come and look at the trees and replace with live trees. Mr. Ashley stated the root system of the poplar trees probably stole the water from the arborvitae trees. He will refer this issue to the city attorney if he gets no response from All American Water Works. Clerk-Treasurer Mary Todd provided an update to council on the 2011 Revenues received to date. The sales tax received in October for August sales was a little over \$15,000. Councilor Richard Rouse updated council on the irrigation water with a two page report, and made a part of these minutes. On page two shows costs

to subscribers and request to delay action until we get past the budget process. Mayor Nicholas Bozarth advised council that he attended the meeting two weeks ago regarding paramedic coverage for the citizens of the city. The contract with Lewis County Medic 1 will end soon with Lewis County Fire District #5. The District is considering eliminating paramedic service if the levy does not pass. The district bills patients for paramedic and ambulance service. One option the city has is to contract for Emergency Medical Services. The budget process is dragging along and Clerk-Treasurer Mary Todd is working on the figures. Revenues are falling short and suggest cutting expenses the rest of the year. Council should see numbers by November 1st. City Attorney Dana Williams reported that he is working on the Railroad Spur lease agreement with Councilor Rick Rouse. PW Director Steve Ashley advised council he is waiting on the contract from Northern Con-Agg hopefully next week or two and they will start on the Napa Estates Pump Station.

CITIZEN BUSINESS: No citizen business.

SETTING OF AGENDA: Motion by Councilor Robert Wheeler to set agenda as written, second by Councilor Lionel Pinn, motion carried unanimously.

OLD BUSINESS:

NEW BUSINESS:

A. HOME OCCUPATION PERMIT

GINA TALBURT: Motion by Councilor Richard Rouse to approve the home occupation permit, second by Councilor Aaron Brandt. Councilor John Sayers called for discussion, and would like to know more information. The location of the proposed child care center is located at 8th Avenue NW and Grand Boulevard NW and there is plenty of parking available. They are working with the state on their license that would allow them to have 12 children. There is a school bus drop site on 8th Ave NW. Linda Robertson with the child care licensing agency with the state will be coming soon. Community Development Director Steve Ashley stated the ordinance is for in home occupation and limited to home owner property and the facility is in a residential district. This would be the second licensed facility in the city. Mayor Nicholas Bozarth called for a vote; motion carried unanimously 5-0.

B. PROPERTY TAX LEVY

ORDINANCE 477: Motion by Councilor Robert Wheeler to adopt Ordinance 477, setting property tax levy for 2011, second by Councilor Lionel Pinn. Per City Attorney Dana Williams there is no need for a first

and second reading. Councilor Robert Wheeler provided council with documentation on the levy to collect tax revenue and what each councilor would pay on their property with the increased levy. The state assessed utility value is unknown at this time. The maximum legal levy allowed is \$252,165 for 2011. The increase in the levy is \$4,488 which is 1.85% because the city has banked capacity from not raising the levy in 2009. The 2010 levy is \$242,823.11 . The increase would raise the rate by .05 per thousand. The city needs to relieve the pressure off water and sewer rates and charge more to the general fund and build back up the general fund. Senior citizens exempt on property tax. Councilor Aaron Brandt states he can't vote for the levy yet because he hasn't seen the budget request for expenditures. Councilor Robert Wheeler suggested to eliminate all transfers for 2011 and reverse the transfers already made to Internal Service. Councilor John Sayers called to question; motion failed unanimously 0-5. Suggest resubmitting after council has an opportunity to review the budget requests.

**C. RESOLUTION 10-10-21
ESTABLISHING PETTY CASH**

ACCOUNTS: Resolution presented to council to establish petty cash accounts, change drawer and appointing custodians.

RESOLUTION 10-10-21

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
NAPAVINE, WASHINGTON, ESTABLISHING PETTY CASH
ACCOUNTS, APPOINTING CUSTODIANS AND ESTABLISHING THE
AMOUNT OF MONIES.**

WHEREAS, the system of accounting mandated by the State Auditor's Office of the State of Washington prescribes that all Petty Cash Accounts be established by Resolution or Ordinance (per the BARS Manual)' and

WHEREAS, a Petty Cash account is defined as any sum of money or other resources set aside for such specific purposes as minor disbursements, making change, and similar uses; and

WHEREAS, the governing body must authorize each petty cash account and all subsequent increases or decrease in the petty cash account amounts; and

WHEREAS, each petty cash account is the responsibility of primarily one employee called the "Custodian", and

WHEREAS, the Custodian is personally responsible for the value of the fund and to ensure that all policies and procedures are adhered to; if funds are disbursed, it must be replenished at least monthly; and

WHEREAS, the custodian of each petty cash account shall be covered by a surety bond in the full amount of the account at all times and all advances to it, conditioned upon the proper accounting for and legal expenditure of all such funds, it addition to other conditions required by law; a policy of insurance covering honest and faithful

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performance may be utilized in lieu of any such bond; all such bonds or insurance policies in lieu of bonds shall be approved by the city attorney as to form; and

NOW, THEREFORE, be it resolved by the City Council as follows:

Section 1. Authorization. The Following petty cash accounts are hereby authorized in the amounts and with the custodians detailed below:

Department/Location	Custodian	Authorized Amount
Municipal Court: Petty Cash	Court Clerk or as designated by the Judge	\$100.00
Municipal Court: Change Drawer 1	Court Clerk or as designated by the Judge	\$100.00
Clerk's Office: Petty Cash (1)	Deputy Clerk	\$100.00
Department/Location	Custodian	Authorized Amount
Clerk's Office: Petty Cash (2)	Clerk-Treasurer	\$100.00
Clerk's Office: Change Drawer 1	Deputy Clerk	\$200.00

Section 2. Procedures. The Clerk-Treasurer shall adopt such procedures as may be necessary or desirable to implement the provisions of this resolution. Such procedures shall include but not be limited to, (1) defining limitations on the use of petty cash accounts, and (2) providing accounting and reporting procedures for operation and replenishment of the petty cash accounts.

Section 3. Rescission of Prior Ordinances and Resolutions. Ordinances and Resolutions prior to Resolution 10-10-21 establishing Petty Cash accounts, appointing custodians and accounts and establishing the amounts of monies to be on deposit in each account are hereby rescinded. Specifically, Ordinance Nos. 245 (Amend Ordinance 159) and 159 (Petty Cash Fund dated 6/14/88) are repealed. Ordinance No. 317 Establish Court Change Fund is repealed.

ADOPTED by the City Council on this ____ day of October, 2010.

Motion by Councilor Robert Wheeler to approve Resolution 10-10-21, second by Councilor Richard Rouse, motion carried unanimously 5-0.

VOUCHERS:

Motion by Councilor Richard Rouse to approve the vouchers in the amount of \$94,033.15, second by Councilor Lionel Pinn. Councilor Richard Rouse questions two vouchers; one on the leasehold excise tax, which is on the rental income from Julie's Little Tykes and the second to Oregon DMV, which is for a photo ID of a case that the police department was working on. Motion carried unanimously 5-0.

GOOD OF THE ORDER:

Councilor Lionel Pinn updated council on the recent events of the loss of his son Jeremiah Pinn who recently passed away from a heart attack at the age of 36. He was a Native American and he loved the history of his heritage and his family will miss him and thanked the council for the opportunity to share his comments.

Mayor Nicholas Bozarth asked for a moment of silence for Lionel Pinn and his family for the passing of Jeremiah Pinn.

Motion by Councilor Robert Wheeler to adjourn, second by Councilor Aaron Brandt, motion carried unanimously 5-0.

Meeting adjourned at 7:30 p.m.

Respectfully Submitted,

Mary Todd
Clerk-Treasurer

Mayor

Councilor