



NAPAVINE CITY COUNCIL REGULAR MEETING MINUTES
October 12, 2021 5:59 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 5:59 p.m.

INVOCATION:

Invocation led by Councilor LaVerne Haslett.

PLEDGE OF ALLEGIANCE:

Mayor Shawn O'Neill led the flag salute.

ROLL CALL:

Council members present: Mayor Shawn O'Neill, 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 Assistant Morgan Easley, Treasurer Mary Wood, Public Works/Community Development Director Bryan Morris, Police Chief John Brockmueller, and Legal Counsel Jim Buzzard.

Excused City Clerk Rachelle Denham.

CONSENT/APPROVAL OF AGENDA:

MOVED:	LaVerne Haslett	Motion: Approval of Tuesday, October 12, 2021. Agenda as amended.
SECONDED:	Heather Stewart	
<i>Discussion: Mayor O'Neill requested to table Lewis County EDC Energy Innovation Coalition Presentation by Richard DeBolt and Kelly Johnston, also requested to move Item 2 under New Business – Swearing in Chief of Police Brockmueller under his Mayor Report.</i>		
VOTE ON MAIN MOTION:	5-0 Motion Carried: 5 aye and 0 nay.	

APPROVAL OF MINUTES FROM REGULAR COUNCIL MEETING:

MOVED:	Duane Crouse	Motion: Approval of Minutes of Regular Council Meeting from Tuesday, October 12, 2021.
SECONDED:	Don Webster	
<i>Discussion: Councilor Stewart thanked Council and Mayor for excusing her last council meeting.</i>		
VOTE ON MAIN MOTION:	5-0 Motion Carried: 5 aye and 0 nay.	

MOVED:	Don Webster	Motion: Approval of Minutes of Special Workshop - Budget Meeting from Monday, September 27, 2021.
SECONDED:	Larry Stafford	
<i>Discussion: No Discussion</i>		
VOTE ON MAIN MOTION:	5-0 Motion Carried: 5 aye and 0 nay.	

STAFF & COUNCIL REPORTS:

Mayor Shawn O'Neill: Read Oath to Office into record and swore in the new Police Chief John Brockmueller.

Chief John Brockmueller: Thanked City Council and Mayor for the opportunity to work with them and the citizens of Napavine. He is excited for future possibilities to continue to make the city better. Presented

Council wearing the new Chief uniform. Provided in the council packet is a Monthly Call Activity Report which Council will receive on a monthly basis. Chief showed great gratitude and appreciation for Sergeant Dawes and Judy Godbey for holding down the fort prior to him being hired.

Mayor O'Neill: Expressed gratitude towards having Chief Brockmueller being a part of Napavine. The Chief's presence and attitude has filled a void within the offices which is greatly appreciated. Thanked Sheriff Snaza and his command staff for being present and their help during the hiring process for the Chief's position. Hopes the great relationship between Napavine and the Sheriff's Office continues.

Clerk Assistant Morgan Easley: Gave a friendly reminder to Council and citizens about the LeMay Shredding Event for sensitive documents being held at City Hall Saturday, October 16 from 10 a.m. to 1 p.m.

Treasurer Mary Wood: Working on getting everything caught up in financials while working with department heads to come up with two balanced budgets, one with municipal court included and without. Also putting together projections for the next couple of years to present to Council.

Mayor O'Neill: Gave kudos to Treasurer Wood for being the spearhead for the budget process. The department heads are stepping up and working very well together, and this year is much different and better than any other year. The teamwork has been remarkable.

Public Works/Community Development Director Bryan Morris: Provided in the Council packet was a new design for Mayme Shaddock Park kitchen. Mentioned he had a meeting Tuesday morning, October 16 with ROC regarding the new design which was accepted. Within the illustration of the new design, he explained that the back of the building will have similar structure as the cover going over the bathroom entrance going out 20 feet to cover the picnic area. Public Works picked up the new snowplow on Monday beginning to prepare for this winter. Jefferson sewer station grant will be delayed and pushed back on the Capital Facilities Plan due to funding and considered the possibility to proceed next year. Reminded Council chlorinating the water system will start Wednesday, October 17.

City Attorney Jim Buzzard: No new material to present but also expressed positive feeling towards Chief Brockmueller being a part of Napavine.

NEW BUSINESS:

VOUCHERS- M. WOOD:

Total Voucher Numbers 37097 – 37131 \$277,804.49; Payroll Vouchers \$2,776.50; Electronic Payments dated 10/1/21 – 10/12/2021 \$693.63; Electronic Payroll dated 9/30/2021 \$20,799.79 ACH Deposits Dated 9/30/2021 \$19,795.93; Vouchers Grand Total \$321,870.34

MOVED:	Don Webster	Motion: Approval of the Vouchers
SECONDED:	Heather Stewart	
<i>Discussion: No Discussion</i>		
VOTE ON MAIN MOTION:	5-0 Motion Carried; 5 aye and 0 nay.	

AM 21-20 Leak Adjustment #4 Account 1330.0 – M. Easley on the behalf of R. Denham

MOVED:	LaVerne Haslett	Motion: Approval of AM 21-20 Leak Adjustment
SECONDED:	Larry Stafford	
<i>Discussion: Councilor Stewart asked what the annual total for the leak adjustment request by this customer is.</i>		

<p><i>Clerk Assistant Morgan Easley responded that she does not have the exact dollar amount present, however, the annual adjustments are roughly between \$350 to \$400.</i></p> <p><i>Director Morris explained to Council that the new meter system will eliminate the leaks adjustment.</i></p>	
VOTE ON MAIN MOTION:	5-0 Motion Carried; 5 aye and 0 nay.

Set Public Hearing on 2022 Budget Revenue – M. Wood

MOVED:	Don Webster	Motion: Set Public Hearing on 2022 Budget Revenue for Tuesday, November 9, 2021, at 5:30 p.m.
SECONDED:	Duane Crouse	
<p><i>Discussion: Mayor O'Neill suggested to wait until all staff are present to schedule the Public Hearings for Budget.</i></p> <p><i>Councilor Haslett stated that the Public Hearing should be set in a public meeting and the next Council meeting would be too late.</i></p> <p><i>Treasurer Wood mentioned she is waiting to receive the estimated revenue from the County due new construction. Will reach out to the assessor's office tomorrow requesting the estimates for new construction which will help with projections.</i></p> <p><i>Councilor Stewart asked for clarification if the Council will have to set two Public Hearings prior to accepting the final budget.</i></p> <p><i>Treasurer Wood clarified that there must be three Public Hearings (Budget Revenue, Preliminary Budget, and Final Budget) prior to accepting the Final Budget.</i></p> <p><i>Councilor Stewart also asked if all three Public Hearings must be held prior to December 31st?</i></p> <p><i>Mayor O'Neill confirmed that to move forward and not behind like prior years, staying ahead and continue to make progress is the goal.</i></p> <p><i>Councilor Webster asked what date is the first council meeting in November?</i></p> <p><i>Treasurer Wood stated the first council meeting is November 9th and the following meeting is November 23rd.</i></p>		
VOTE ON MAIN MOTION:	5-0 Motion Carried; 5 aye and 0 nay.	

Set Public Hearing on 2022 Preliminary Budget & Final Budget – M. Wood

MOVED:	Don Webster	Motion: Motion: Set Public Hearing on 2022 Final Budget for Tuesday, December 14, 2021, at 5:30 p.m.
SECONDED:	No Second	
<p><i>Discussion: Treasurer Wood suggested to set the Public Hearing for the 2022 Preliminary Budget for November 9th and Public Hearing for the Final Budget for November 23rd. Mayor O'Neill asked for clarification from Treasurer Wood if she wanted to combine the Public Hearing for 2022 Budget Revenue and 2022 Preliminary Budget for November 9th. Treasurer Wood advised Council and Mayor there will be another budget workshop held on Wednesday, October 20th, and that with a balanced budget another workshop would not be needed.</i></p> <p><i>Mayor O'Neill agreed to setting one date for the two public hearings prior to the public hearing for the final budget would be sufficient.</i></p> <p><i>Councilor Webster made a motion to set the Public Hearing on 2022 Final Budget for Tuesday, November 23, 2021, at 5:30 p.m.</i></p> <p><i>Councilor Crouse advised Mayor and Council that he will be out of the country for the November 23rd meeting.</i></p> <p><i>Mayor O'Neill expressed the importance of having all of Council present for the final budget public hearing and asked Councilor Webster if he would like to amend his motion to set the public hearing on November 23rd.</i></p>		
VOTE ON MAIN MOTION:	Motion Amended.	
MOVED:	Don Webster	Motion: Set Public Hearing on 2022 Final Budget for Tuesday, December 14, 2021, at 5:30 p.m.
SECONDED:	Duane Crouse	

<i>Discussion: Mayor O'Neill stated he has faith in the department heads to present a balanced budget.</i>	
<i>Director Morris agreed the budget presented to Council will be balanced.</i>	
VOTE ON MAIN MOTION:	5-0 Motion Carried; 5 aye and 0 nay.

Set Public Hearing for Capital Facilities Plan – M. Wood

MOVED:	Heather Stewart	Motion: Set Public Hearing for Capital Facilities Plan for October 26, 2021, at 6:00 p.m.
SECONDED:	Duane Crouse	
<i>Discussion: Treasurer Wood stated she would have a resolution prepared for next council meeting to adopt regarding the Capital Facilities Plan.</i>		
VOTE ON MAIN MOTION:	5-0 Motion Carried; 5 aye and 0 nay.	

COUNCIL CONSIDERATION

Mayor O'Neill reminded everyone of the upcoming annual Trunk or Treat Halloween event. Working on getting additional lighting for the event for safety. There are plenty of car spots still available for more trunks.

ADJOURNMENT:

MOVED:	Larry Stafford	Motion: To Adjourn
SECONDED:	Don Webster	
<i>Discussion: Meeting Adjourned at 6:29 p.m.</i>		
VOTE ON MAIN MOTION:	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.com](https://fcdl.in/C8ojHibxfh) at the link <https://fcdl.in/C8ojHibxfh>

Respectfully submitted,

Rachelle Denham, City Clerk

Shawn O'Neill, Mayor

Councilor