



## NAPAVINE CITY COUNCIL REGULAR MEETING MINUTES

May 27, 2025, 6:00 P.M.

Napavine City Hall, 407 Birch Ave SW, Napavine, WA

### **CALL TO ORDER:**

Mayor Shawn O'Neill called the regular city council meeting to order at 6:00pm.

### **INVOCATION:**

The 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, Brian Watson Councilor #1, Donald Webster Councilor #3, and Heather Stewart Councilor #4.

**City staff members present:** City Clerk - Rachelle Denham, Treasurer – Michelle Whitten, Chief of Police – John Brockmueller, CD/PW Director - Bryan Morris. Not Present: Legal Counsel – Jim Buzzard.

<b>MOVED:</b>	Don Webster	Motion: Excuse Duane Crouse & Ivan Wiediger.
<b>SECONDED:</b>	Brian Watson	
<i>Discussion: No Discussion</i>		
<b>VOTE ON MAIN MOTION:</b>	3-0 Motion Carried: 3 aye and 0 nay.	

### **CONSENT/APPROVAL OF AGENDA**

<b>MOVED:</b>	Don Webster	Motion: Approval of Agenda- As Presented.
<b>SECONDED:</b>	Heather Stewart	
<i>Discussion: No Discussion</i>		
<b>VOTE ON MAIN MOTION:</b>	3-0 Motion Carried: 3 aye and 0 nay.	

### **APPROVAL OF MEETING MINUTES**

<b>MOVED:</b>	Brian Watson	Motion: Approval of the regular council meeting minutes for May 13, 2025.
<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.	

### **STAFF & COUNCIL REPORTS:**

#### **John Brockmueller – Chief of Police**

- Greetings to the council & operations as normal.

#### **Bryan Morris - PW/CD Director**

- The report is in writing & operations as normal.

#### **Rachelle Denham – City Clerk**

- Introduced Michelle Davis from the Clerk's office. She will be filling in for council meetings in the absence of clerk.

**Heather Stewart – Councilor 4**

- Pleasure to see Michelle at the meeting and think it's great to have cross training.

**Shawn O'Neill – Mayor**

- Appreciates Rachelle having a backup.

**Deborha Graham – Planning Commissioner**

- At the last meeting finalized discussion Climate Element & CFP Goals/Policies & Transportation Utilities CFP Goals/Policies were approved as presented and passed on.

**CITIZEN COMMENTS – NON-AGENDA ITEMS:** *The recording link can be accessed for entire citizen comments. This is a brief summary and not verbatim.*

- NONE.

**NEW BUSINESS**

**VOUCHERS- M. WHITTEN**

**The following voucher/warrants/electronic payments are approved for payment:**

Accounts Payable	19	47	165,998.20	39779-39797
Payroll Vendors				
Electronic Payments	8	8	8,835.87	EFT*20250513/16-22
Electronic Payroll	3	3	15,973.63	EFT*20250512/14-15
ACH Direct Deposit	16	16	38,409.92	Payroll 5/1-5/15, 2025
<b>Total Vouchers</b>	<b>46</b>	<b>74</b>	<b>\$ 229,217.62</b>	

Void Check 39778

<b>MOVED:</b>	Don Webster	Motion: Pay the bills. Approval of the Vouchers dated May 2025 Second Council Meeting.
<b>SECONDED:</b>	Heather Stewart	
<i>Discussion: No Discussion.</i>		
<b>VOTE ON MAIN MOTION:</b>	3-0 Motion Carried: 3 aye and 0 nay.	

**PROCUREMENT POLICY UPDATE – B. MORRIS & R. DENHAM**

<b>MOVED:</b>	Don Webster	Motion: Approve Procurement Policy.
<b>SECONDED:</b>	Brian Watson	
<i>Discussion: No Discussion.</i>		
<b>VOTE ON MAIN MOTION:</b>	3-0 Motion Carried: 3 aye and 0 nay.	

**LEMAY ENTERPRISES INC. ANNUAL RATE ADJUSTMENT CPI – R. DENHAM**

<b>MOVED:</b>	Heather Stewart	Motion: Approve LeMay Annual Rate Adjustment CPI.
<b>SECONDED:</b>	Brian Watson	
<i>Discussion: No Discussion.</i>		
<b>VOTE ON MAIN MOTION:</b>	3-0 Motion Carried: 3 aye and 0 nay.	

**RESOLUTION 25-05-162: REVISION 2025 FEE SCHEDULE – M. WHITTEN**

<b>MOVED:</b>	Don Webster	Motion: Approve Resolution 25-05-162 Revision 2025 Fee Schedule.
<b>SECONDED:</b>	Brian Watson	
<i>Discussion: No Discussion.</i>		
<b>VOTE ON MAIN MOTION:</b>	3-0 Motion Carried: 3 aye and 0 nay.	

**ADJOURNMENT:** *Meeting Adjourned at 6:12 p.m.*

<b>MOVED:</b>	Don Webster	Motion: To Adjourn – Close of Meeting
<b>SECONDED:</b>	Heather Stewart	
<i>Discussion: No Discussion.</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.com or at the link <https://fccdl.in/Dsb3tvIM70>.*

Respectfully submitted,



Rachelle Denham, City Clerk



Shawn O'Neill, Mayor



Councilor