

NEWPORT CITY COUNCIL AGENDA

November 06, 2023 AT 6:00 P.M.

INTRODUCTION

The City of Newport, Washington, is a Mayor/Council form of government and is a code city. Essentially, Newport conducts its day to day business within the State of Washington laws, RCW 35A, that govern optional municipal code cities. The Newport City Council is called to order by the **Mayor** and all business of the City is conducted in accordance with State of Washington laws and Newport Resolution number 10410 City Council Rules of Procedure, adopted January 04, 2010. If you require any reasonable accommodation to participate in the council meeting, please contact the City at (509) 447-6429 twenty-four (24) hours prior to the meeting.

YOUR ELECTED OFFICIALS

MAYOR KEITH CAMPBELL
COUNCILMEMBER KENNETH SMITH
COUNCILMEMBER NATHAN WEATHERS
COUNCILMEMBER JAMI SEARS
MAYOR PRO TEM MARK ZORICA
COUNCILMEMBER NATHAN LONGLY

CALL TO ORDER

ROLL CALL
PLEDGE OF ALLEGIANCE
AMENDMENTS & APPROVAL OF AGENDA &
10/16/2023 COUNCIL MEETING MINUTES

MAYOR & COUNCIL COMMENTS:

Motion to allow Mayor Campbell to appoint Troy Moody to Planning Commission Position 2 for an unexpired term to expire 01/02/2024 – Mayor Campbell

AUDIENCE PARTICIPATION:

CITY ADMINISTRATOR COMMENTS:

BILLS & PAYROLL:

CLAIMS CHECKS 65950-65969	\$31,125.59
CLAIMS EFT 10/30/23 Run 1-4	\$61,015.47
DIRECT PAY 10/30/23 Run 1-2	\$22,406.29
PAYROLL EFTS 1522-1530 & DIRECT DEPOSIT 10/20/2023	\$71,207.87

ADJOURNMENT:

MINUTES OF THE NEWPORT CITY COUNCIL MEETING ON
October 16, 2023

A regular meeting of the Newport City Council was held on October 16, 2023, at 6:00 PM in Council Chambers, City Hall, 200 S. Washington Avenue, Newport, Washington, with the following present:

	Keith Campbell	Mayor
	Abby Gribi	City Administrator
	Nickole North	Clerk/Treasurer
Kenneth Smith		Councilmember
Nathan Weathers		Councilmember
Jami Sears		Councilmember
Mark Zorica		Mayor Pro Tem
Nathan Longly		Councilmember (Absent)

Mayor Campbell called the meeting to order at 6:00 PM. This was followed by roll call and the pledge of allegiance. Councilmember Zorica moved to excuse Councilmember Longly's absence; Councilmember Smith seconded. Motion carried.

APPROVAL OF AGENDA & MINUTES:

Councilmember Zorica moved to approve the agenda and the minutes from the October 02, 2023 Council Meeting; Councilmember Weathers seconded. Motion carried.

MAYOR & COUNCIL COMMENTS:

Mayor Campbell reminded everyone to attend the Downtown Trick or Treat Event on Halloween from 3:00 PM - 5:00 PM.

CITY ADMINISTRATOR COMMENTS:

Administrator Gribi has been attending meetings regarding EMS and Fire Services. She will be attending an Association of Washington Cities District 1 meeting in Ritzville as well. The Mayor, Plant Superintendent Howard and Administrator Gribi will be attending the IIAC Conference in Wenatchee and will be taking part in a Tech Team Meeting to look into funding possibilities for the Wastewater Treatment Plant.

Interviews took place today for the two open positions, Accounting Clerk and Meter Reader. These positions should be filled next week.

BILLS & PAYROLL:

Councilmember Weathers moved to approve the bills and payroll; Councilmember Smith seconded. Motion carried.

CLAIMS CHECKS 65915-65948	\$122,683.29
CLAIMS EFT 10/12/2023 Run 1-9	\$25,047.01
CLAIMS DIRECT PAY 10/12/2023 Run 1-6	\$8,250.00
PAYROLL E-CHECKS 1513-1521; Dir Deposit Run 10/04/2023	\$72,375.82

WORKSHOP:

The Council entered a workshop to discuss Department Head quarterly reports and 2024 budget requests at 6:07 PM.

Wastewater/Water Plant Superintendent Howard stated that the belt press has been fixed. The water collection maintenance is behind due to shortage of staff, but now they are fully staffed and will be getting this caught up. Clarifier 2 will be down for maintenance and the effluent meter will be sent out to be fixed. Superintendent Howard then made his 2024 budget request to the Council.

Police Chief Nelson reviewed calls for service with the Council stating that thefts have increased and there have been some deaths related to drug overdoses. He is requesting that the Lime Scooters be removed. The Department is getting a lot of complaints related to them and kids not following the rules. The other issue that is occurring is people not stopping for citizens in the crosswalks. He is looking for a grant that would allow the Police Department to purchase a reader board to help. The Newport School Drafting Class is working on 3 designs to choose from for the logos on the Police Vehicles which engages community involvement. Chief Nelson then made his 2024 budget request to the Council.

Public Works Director North spoke of a leak in the 900,000 gallon tank. An excavator was rented to see if the leak was coming from the pipes coming from the tank but all of the pipes looked good. The water is chlorinated so that can only mean that the leak is coming from the tank itself. He also has been working on cleaning the ditches along Laurelhurst. Director North is working on finishing the building at Wells D&E, the chipseal projects have been swept, drywells cleaned, the RV Park is closed for the season and water lines blown out at the parks. Director North then made his 2024 budget request to the Council.

Clerk/Treasurer North gave a financial report to the Council. The third quarter cash and investment ending balance is \$4,722,138.00. Sales tax increased by \$18,987.00 compared to the 3rd quarter last year and property tax for the third quarter increased by \$3,585.00. There are currently 12 delinquent water and sewer accounts with \$9,467.00 past due. Clerk/Treasurer North pointed out to the Council that the Current Expense, Water and Sewer funds are around one million but the Street fund remains around \$600,000.00. This has been a concern of hers since last year and she stressed again that there needs to be a plan to build this fund back up. She then made her 2024 budget request to the Council for the administrative office.

ADJOURNMENT:

The meeting was adjourned at 8:00 PM.

Attest: _____
Nickole North, MMC, CPFA
Clerk/Treasurer

By: _____
Keith Campbell
Mayor

CITY OF NEWPORT
VOUCHER REPORT

DATE: November 06, 2023

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City, and that I am authorized to authenticate and certify to said claim.

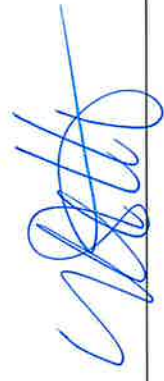
Claims Checks 65950-65969 **\$31,125.59**

EFT 10/30/2023: 1-4 **\$61,015.47**

Direct Pay 10/30/2023: 1-2 **\$22,406.29**

Grand Total of all Claims **\$114,547.35**

City Clerk/Treasurer: _____

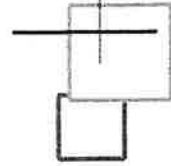


Register

Fiscal: 2023
 Deposit Period: 2023 - November
 Check Period: 2023 - November - 1st Council Meeting

Mountain West

Check	Description	Date	Amount
65950	Albani Falls Building Supply	11/6/2023	\$513.60
65951	AWC	11/6/2023	\$3,640.00
65952	AWWA	11/6/2023	\$86.00
65953	Blue Knight Security LLC	11/6/2023	\$4,325.00
65954	Canon Solutions America	11/6/2023	\$518.62
65955	CDW Government	11/6/2023	\$2,751.62
65956	Excess Portable Toilets, LLC	11/6/2023	\$90.00
65957	Galls, LLC	11/6/2023	\$1,358.20
65958	IIMC	11/6/2023	\$310.00
65959	Life Flight Network	11/6/2023	\$1,170.00
65960	Newport Hospital & Health Svcs Foundation	11/6/2023	\$1,000.00
65961	Newport Miner	11/6/2023	\$109.00
65962	Camacho, Heather	11/6/2023	\$50.00
65963	PO CO Corrections	11/6/2023	\$48.45
65964	PO CO Historical Society	11/6/2023	\$1,500.00
65965	PO CO IT Services	11/6/2023	\$6,154.50
65966	PO CO Public Utility District	11/6/2023	\$2,475.00
65967	PO CO Roads Dept	11/6/2023	\$3,516.70
65968	PO CO Solid Waste Div.	11/6/2023	\$1,385.65
65969	Frankson, Kalyn or Alec	11/6/2023	\$123.25
Direct Pay Payment_10/30/2023 3:33:38 PM	Reid Legal Office, PLLC - DIRECT PAY	11/6/2023	\$6,000.00
-1			
Direct Pay Payment_10/30/2023 3:33:38 PM	SCJ Alliance - DIRECT PAY	11/6/2023	\$16,406.29
-2			
EFT Payment_10/30/2023 3:32:55 PM - 1	Evergreen Tractor LLC - EFT	11/6/2023	\$4,913.81
EFT Payment_10/30/2023 3:32:55 PM - 2	John Deere Financial - AUTO PAY	11/6/2023	\$48,746.96
EFT Payment_10/30/2023 3:32:55 PM - 3	Public Utility District -AUTO PAY	11/6/2023	\$6,612.20
EFT Payment_10/30/2023 3:32:55 PM - 4	Vimly Benefit Solutions, Inc. - EFT	11/6/2023	\$742.50
Total	Check		\$114,547.35
Total	51040005632		\$114,547.35
Grand Total			\$114,547.35



Voucher Directory

Fiscal: : 2023 - November
Council Date: : 2023 - November - 1st Council Meeting

Albeni Falls Building Supply 65950		2023 - November - 1st Council Meeting		
10/25/2023 Albeni Falls Statement				
	001-000-000-576-80-31-00	Operating Supplies		\$143.53
	101-000-000-543-30-31-00	Operating Supplies		\$86.83
	410-000-000-534-34-31-00	Office & Operating Supplies		\$183.96
	411-000-100-535-35-31-00	Office & Operating Supplies		\$99.28
	Total 10/25/2023 Albeni Falls Statement			\$513.60
	Total 65950			\$513.60
Total Albeni Falls Building Supply				\$513.60
AWC				
	65951	Invoice - 120104		
		001-000-000-558-50-49-01	Dues & Subscriptions	\$910.00
		101-000-000-543-30-49-00	Miscellaneous Expenditures	\$910.00
		410-000-000-534-34-49-00	Miscellaneous Expenditures	\$910.00
		411-000-100-535-35-49-00	Miscellaneous Expenditures	\$910.00
		GIS Consortium Tier 1		
		Total Invoice - 120104		\$3,640.00
	Total 65951			\$3,640.00
Total AWC				\$3,640.00
AWWA				
	65952	Invoice - 7002151212		
		410-000-000-534-34-49-00	Miscellaneous Expenditures	\$86.00
		2024 Membership		
		Total Invoice - 7002151212		\$86.00
	Total 65952			\$86.00
Total AWWA				\$86.00
Blue Knight Security LLC				
65953		Invoice - 5163		
		001-000-000-521-20-41-00	Professional Services	\$4,325.00

Prisoner Transport

Total Invoice - 5163

\$4,325.00
\$4,325.00
\$4,325.00

Total 65953
Total Blue Knight Security LLC

Canon Solutions America
65954

2023 - November - 1st Council Meeting

Invoice - 31405281

001-000-000-513-10-48-01	Maintenance Copier	\$22.87
001-000-000-521-20-48-01	Maintenance Copier	\$23.49
001-000-000-591-18-70-01	1/4 Copier Lease	\$69.89
001-000-000-591-21-70-02	Police Copier Lease	\$124.06
101-000-000-543-30-48-01	Maintenance Copier	\$22.88
101-000-000-591-47-70-01	1/4 Copier Lease	\$69.89
410-000-000-534-34-49-03	Maint. Agrmt- Copier Machine	\$22.88
410-000-000-591-34-70-01	1/4 Copier Lease	\$69.89
411-000-100-535-35-49-03	Maint Agrmt. - Copier Machine	\$22.88
411-000-100-591-35-70-01	1/4 Copier Lease	\$69.89

Total Invoice - 31405281

\$518.62
\$518.62
\$518.62

Total 65954
Total Canon Solutions America

CDW Government
65955

2023 - November - 1st Council Meeting

Invoice - MF49627

001-000-000-521-20-31-00	Office & Operating Supplies	\$2,751.62
	Police Laptop	

Total Invoice - MF49627

\$2,751.62
\$2,751.62
\$2,751.62

Total 65955
Total CDW Government

Evergreen Tractor LLC - EFT

EFT Payment 10/30/2023 3:32:55 PM - 1

2023 - November - 1st Council Meeting

Invoice - 24085

410-000-000-534-41-00	Professional Services	\$4,913.81
	900,000 Tank Leak	

Total Invoice - 24085

\$4,913.81
\$4,913.81
\$4,913.81

Total EFT Payment 10/30/2023 3:32:55 PM - 1

Total Evergreen Tractor LLC - EFT

**Excess Portable Toilets, LLC
65956**

2023 - November - 1st Council Meeting

Invoice - 09/30/2023 Excess Portables
 410-000-000-534-34-41-00 Professional Services \$90.00
 WTP Toilet
Total Invoice - 09/30/2023 Excess Portables
\$90.00
\$90.00
\$90.00

Total Excess Portable Toilets, LLC

Galls, LLC

2023 - November - 1st Council Meeting

Invoice - 026003487
 001-000-000-521-20-31-01 Clothing/Uniforms \$1,358.20
Total Invoice - 026003487
\$1,358.20
\$1,358.20

Total Galls, LLC

IIMC

2023 - November - 1st Council Meeting

2024 IIMC Mebership Dues
 001-000-000-514-20-49-10 Dues & Subscriptions \$125.00
 Hansen Dues
 001-000-000-514-20-49-10 Dues & Subscriptions \$185.00
 North Dues
Total 2024 IIMC Mebership Dues
\$310.00
\$310.00
\$310.00

Total IIMC

John Deere Financial - AUTO PAY

2023 - November - 1st Council Meeting

EFT Payment 10/30/2023 3:32:55 PM - 2
2023 Annual Lease Payment
 001-000-000-594-76-70-00 JD Equip Lease Principal - 1/4 \$11,273.01
 001-000-000-594-76-80-00 JD Equip Lease Interest - 1/4 \$913.73
 101-000-000-594-47-70-00 JD Equip Lease Principal - 1/4 \$11,273.01
 101-000-000-594-47-80-00 JD Equip Lease Interest - 1/4 \$913.73
 410-000-000-594-34-70-00 JD Equip Lease Principal - 1/4 \$11,273.02
 410-000-000-594-34-80-00 JD Equip Lease Interest - 1/4 \$913.72
 411-000-100-594-35-70-01 JD Equip Lease Principal - 1/4 \$11,273.01
 411-000-100-594-35-80-01 JD Equip Lease Interest - 1/4 \$913.73
Total 2023 Annual Lease Payment
\$48,746.96
\$48,746.96
\$48,746.96

Total John Deere Financial - AUTO PAY

Life Flight Network
65959

2023 - November - 1st Council Meeting

2024 Life Flight Membership

001-000-000-511-60-20-00	Personnel Benefits	\$130.00
001-000-000-513-10-20-00	Personnel Benefits	\$90.35
001-000-000-514-20-20-00	Personnel Benefits	\$22.75
001-000-000-521-20-20-00	Benefits	\$325.00
001-000-000-521-20-20-03	Leoff I Med Insur/LifeFlight	\$65.00
001-000-000-576-80-20-00	Personnel Benefits	\$68.25
101-000-000-543-10-20-00	Personnel Benefits	\$128.70
410-000-000-534-34-20-00	Personnel Benefits	\$112.45
411-000-100-535-35-20-00	Personnel Benefits	\$227.50
Total 2024 Life Flight Membership		\$1,170.00
Total 65959		\$1,170.00

Total Life Flight Network

Newport Hospital & Health Svcs Foundation

65960

2023 - November - 1st Council Meeting

2023 Autumn Bloom

109-000-000-573-90-49-00	Spectator & Community Events	\$1,000.00
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Total 2023 Autumn Bloom

\$1,000.00
\$1,000.00
\$1,000.00
\$1,000.00

Total 65960

Total Newport Hospital & Health Svcs Foundation

Newport Miner

65961

2023 - November - 1st Council Meeting

Invoice - 2023252

001-000-000-558-50-41-04	Advertising	\$109.00
Comp Plan/Shoreline Ordinance		\$109.00

Total Invoice - 2023252

\$109.00
\$109.00
\$109.00

Total 65961

Total Newport Miner

Park Deposit Refunds

65962

2023 - November - 1st Council Meeting

10/14/23 Park Deposit Refund

001-000-000-582-10-00-00	Heather Camacho	\$50.00
Park Deposit Refund		\$50.00

Total 10/14/23 Park Deposit Refund

\$50.00
\$50.00
\$50.00
\$50.00

Total 65962

Total Park Deposit Refunds

PO CO Corrections					
65963					
	August 2023 Prisoner Meds	2023 - November - 1st Council Meeting			
	001-000-000-523-60-41-01	Prisoner Medical Costs			\$48.45
	Total August 2023 Prisoner Meds				\$48.45
					\$48.45
Total PO CO Corrections					
65964					
	2023 Newport Museum Operating Expenses	2023 - November - 1st Council Meeting			
	109-000-000-573-90-49-02	PO Historical Society			\$1,500.00
	Total 2023 Newport Museum Operating Expenses				\$1,500.00
Total PO CO Historical Society					
65965					
	4th QTR 2023 Workstation Support	2023 - November - 1st Council Meeting			
	001-000-000-521-20-41-00	Professional Services			\$6,154.50
	Total 4th QTR 2023 Workstation Support				\$6,154.50
Total PO CO IT Services					
65966					
	Fiber Line Extension Shop	2023 - November - 1st Council Meeting			
	001-000-000-576-80-42-00	Communications			\$825.00
	101-000-000-543-30-42-00	Communications			\$825.00
	410-000-000-534-34-42-00	Communications			\$825.00
	Total Fiber Line Extension Shop				\$2,475.00
Total PO CO Public Utility District					
65967					
	Invoice - NEW 10/2023	2023 - November - 1st Council Meeting			
	001-000-000-576-80-41-01	Professional Services			\$3,516.70
		City Park Sidewalk Design			\$3,516.70
	Total Invoice - NEW 10/2023				\$3,516.70
Total PO CO Roads Dept					
65967					
	Total Invoice - NEW 10/2023				\$3,516.70

PO CO Solid Waste Div.
65968

2023 - November - 1st Council Meeting

09/01/2023 Solid Waste Statement
411-000-100-535-35-47-00 Public Utilities
WWTP Solid Waste
Total 09/01/2023 Solid Waste Statement
\$1,385.65
\$1,385.65
\$1,385.65
\$1,385.65

Total 65968
Total PO CO Solid Waste Div.

Public Utility District -AUTO PAY
EFT Payment 10/30/2023 3:32:55 PM - 3

September 2023 PUD Statement
001-000-000-513-10-47-00 Utilities \$48.24
001-000-000-521-20-47-00 Utilities \$63.72
001-000-000-522-50-47-10 Utilities \$63.72
001-000-000-576-80-47-00 Utilities \$178.94
RV Park
001-000-000-576-80-47-00 Utilities \$569.19
101-000-000-542-63-47-00 Street Lighting \$1,160.27
410-000-000-534-34-47-00 Public Utilities \$1,879.95
411-000-100-535-35-47-00 Public Utilities \$2,648.17
Total September 2023 PUD Statement **\$6,612.20**
Total EFT Payment 10/30/2023 3:32:55 PM - 3 **\$6,612.20**
Total Public Utility District -AUTO PAY **\$6,612.20**

Reid Legal Office, PLLC - DIRECT PAY
Direct Pay Payment 10/30/2023 3:33:38 PM - 1

June - October PD Fees
001-000-000-515-93-41-00 Public Defenders \$6,000.00
Total June - October PD Fees **\$6,000.00**
Total Direct Pay Payment 10/30/2023 3:33:38 PM - 1 **\$6,000.00**
Total Reid Legal Office, PLLC - DIRECT PAY **\$6,000.00**

SCJ Alliance - DIRECT PAY
Direct Pay Payment 10/30/2023 3:33:38 PM - 2

Invoice - 73541
001-000-000-558-50-41-00 Professional Services \$8,797.79
August Qualls Svcs
Total Invoice - 73541 **\$8,797.79**
Invoice - 73901
001-000-000-558-50-41-00 Professional Services \$2,348.00
Sept Qualls Svcs
Total Invoice - 73901 **\$2,348.00**
Invoice - 73963
001-000-000-558-50-41-00 Professional Services \$5,260.50
Total Invoice - 73963 **\$5,260.50**

Sept Rivas Services

Total Invoice - 73963
\$5,260.50
Total Direct Pay Payment 10/30/2023 3:33:38 PM - 2
\$16,406.29
Total SCJ Alliance - DIRECT PAY
\$16,406.29

Vimly Benefit Solutions, Inc. - EFT

EFT Payment 10/30/2023 3:32:55 PM - 4

November Insur for Leoff | Retiree

001-000-000-521-20-20-03

Total November Insur for Leoff | Retiree

Total EFT Payment 10/30/2023 3:32:55 PM - 4

Total Vimly Benefit Solutions, Inc. - EFT

Leoff | Med Insur/LifeFlight

\$742.50
\$742.50
\$742.50
\$742.50

Water & Sewer Refunds
65969

2023 - November - 1st Council Meeting

W/S Refund - Acct 2781.0

410-000-000-343-40-10-01

411-000-000-343-50-10-01

Total W/S Refund - Acct 2781.0

Total 65969
Total Water & Sewer Refunds

Kalyn or Alec Frankson
Basic Charges-Water Revenue
Basic Charges - Sewer Revenue

\$53.70
\$69.55
\$123.25
\$123.25
\$123.25

Grand Total

Vendor Count

26

\$114,547.35

CITY OF NEWPORT
PAYROLL CHECK REGISTER
PAYDAY: October 25, 2023

We, the undersigned Council of the City of Newport, Washington, do hereby certify that the merchandise or services hereinafter specified have been received and that Check No. 1522 through No. 1530 as well as the direct deposit run 10/20/2023 for employees are approved for payment in the amount of \$71,207.87 this 6th day of November 2023.

Councilmember _____

Councilmember _____

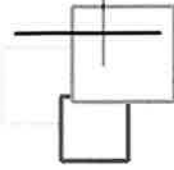
Councilmember _____

Councilmember _____

Councilmember _____

City Clerk/Treasurer  _____

Register



Number	Name	Fiscal Description	Cleared	Amount
1522	Dept of Labor & Industry	2023 - October - 2nd Council Meeting		\$2,253.65
1523	Dept of Retirement - Def Comp	2023 - October - 2nd Council Meeting		\$877.50
1524	Dept of Retirement Systems	2023 - October - 2nd Council Meeting		\$7,648.32
1525	EFTPS	2023 - October - 2nd Council Meeting		\$11,589.37
1526	Employment Security	2023 - October - 2nd Council Meeting		\$99.38
1527	Employment Security - LTC	2023 - October - 2nd Council Meeting		\$186.56
1528	Employment Security - PMFL	2023 - October - 2nd Council Meeting		\$293.11
1529	Idaho State Tax	2023 - October - 2nd Council Meeting		\$523.00
1530	Vimly Benefit Solutions, Inc. - EFT	2023 - October - 2nd Council Meeting		\$11,987.18
	Payroll Vendor	2023 - October - 2nd Council Meeting		\$35,749.80
	<u>Direct Deposit Run -</u>			
	<u>10/20/2023</u>			
				\$71,207.87