

NEWPORT CITY COUNCIL AGENDA

September 03, 2024 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 ELIZABETH SPRING
COUNCILMEMBER JAMI SEARS
MAYOR PRO TEM MARK ZORICA
COUNCILMEMBER NATHAN LONGLY

CALL TO ORDER

ROLL CALL
PLEDGE OF ALLEGIANCE
AMENDMENTS & APPROVAL OF AGENDA &
08/19/24 COUNCIL MEETING MINUTES

MAYOR & COUNCIL COMMENTS:

AUDIENCE PARTICIPATION:

CITY ADMINISTRATOR COMMENTS:

NEW BUSINESS:

Pend Oreille Valley Relay for Life Event recap – Terri Ivie, Co-Chair

Motion to approve Resolution 20240903 to contract with the Municipal Research and Services Center of Washington (MRSC), post official rosters, and utilize rosters maintained by MRSC, and providing for other matters properly related thereto – Abby Gribi, City Administrator

BILLS & PAYROLL:

CLAIMS CHECKS 66432-66454	\$36,062.12
CLAIMS EFT 08/26/2024 Run 1-2	\$1,322.58
CLAIMS DIRECT PAY 08/26/2024 Run 1-2	\$5,049.95
PAYROLL E-CHECKS 1707-1715; Dir Deposit Run 08/19/2024	\$90,103.61

ADJOURNMENT:

MINUTES OF THE NEWPORT CITY COUNCIL MEETING ON
August 19, 2024

A meeting of the Newport City Council was held on August 19, 2024, at 6:00 PM in Council Chambers, City Hall, 200 S. Washington Avenue, Newport, Washington, with the following present:

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

At 6:00 PM, Mayor Campbell called the meeting to order followed by roll call and the pledge of allegiance.

APPROVAL OF AGENDA & MINUTES:

Councilmember Longly moved to approve the agenda and the minutes from the August 5th, 2024 Council Meeting; Councilmember Sears seconded. Motion carried.

MAYOR AND COUNCIL COMMENTS:

Mayor Campbell stated that we are well into the road work and it is looking very good. This process is money well spent and will help with continued maintenance over the years. Councilmember Zorica stated that he is very thankful for the road work that was done by his house a few years ago. He encouraged citizens to be patient, that they will reap the benefit at the end. Councilmember Longly mentioned a short road closure which is all part of dealing with the roads being taken care of. He thanked all of the volunteers and everyone involved in National Night Out. He attended the event with his children. Mayor Campbell stated that it is a worthwhile endeavor.

CITY ADMINISTRATOR COMMENTS:

The Oil Distributer Truck was available for the Council to view. Public Works Director North was also in attendance to answer any questions regarding the truck and the recent repairs needed on it. Councilmember Sears asked if it could be added to the interlocal agreement with the Pend Oreille County to be rented out for their projects. It will be added to the list of equipment that is available to rent out.

The Public Works Crew will be removing tree grates, cleaning out around the trees and filling the grates in with gravel or bark. The grates are becoming very brittle. Administrator Gribi has a list

of appropriate street trees for our area and will look at incorporating them during a future downtown revitalization project.

Administrator Gribi is looking at getting a Hydrologist to do a study for the City of Newport. She has met with Department of Health regarding this and is speaking with them about possible grant funding. This will likely be part of the 900,000 funding packet. She will keep the Council updated on this.

A part-time rural resource worker has been hired to assist with parks and public works. He started today. This is free to the City.

Kajin started the law enforcement academy so will not be back working in the City until December or January. Eli qualified and is starting his field training officer program.

National Night Out went well and had around 250 people attend.

The Transportation Improvement Board (TIB) Engineer has asked Administrator Gribi to come and speak to their Board in Spokane about what the City is doing with the application on the roads. What the City is doing is costing around \$150,000 because we are unique in the equipment that the City owns. Normally the street project that the City is doing costs around \$3.5 million. TIB would like to talk about funding the equipment with other entities coming together to use the equipment together.

Chip sealing will be taking place in areas throughout the City the week of the 26th and some of the roads will be closed temporarily while this is being done.

Councilmember Longly asked if Wells M & N are still dry and was told yes.

NEW BUSINESS:

Ray Hanson, Newport Rodeo President spoke of the 75th Annual Newport Rodeo and the Rough Stock event as well as the circus that took place in the city over the past few months. Around 14,000 people attend the rodeo and rough stock events and around 1400 people attended the circus. The attendees of the rodeo complimented the RV Park. The Kalispel Tribe did a fentanyl awareness speech at the Rodeo which was very appreciated given that it was the same night as the Pow Wow on the Kalispel Indian Reservation. President Hanson stated that the rodeo parade went well and there was a bit of a parking issue that will need to be addressed next year. They also added 20 more handicapped parking spots. The circus didn't put out much advertising but they loved it and want to come back in future years. It is the Rodeo Association's goal to use the rodeo grounds for community enjoyment. Councilmember Smith moved to approve \$1,000 hotel/motel tax funds to be used for advertising of the Newport Rough Stock event once paperwork is submitted; Councilmember Longly seconded. After further discussion, the Council wants to see the paperwork before approving the funds. Councilmember Longly moved to table the motion until paperwork is submitted.

The Pend Oreille Valley Relay for Life event recap will be postponed to the next meeting.

Administrator Gribi has been working on getting a sound overlay of the City so that sirens can be placed throughout the City and could be activated by 911 or key personnel in case of an emergency. It is looking like around 4 sirens would be needed at \$6,500 each. She will keep the Council posted.

Councilmember Longly moved to approve the City of Newport Water Emergency Response and Public Notification Plan; Councilmember Zorica seconded. Motion Carried.

Councilmember Sears moved to approve moving \$24,000 from the garbage utility tax street maintenance line item in the Street Fund to \$14,000 to Repair & Maintenance to upgrade the distributor truck and \$10,000 to the street summer help position to assist with street maintenance; Councilmember Spring seconded. Motion carried.

Councilmember Longly moved to approve Ordinance 2122 amending NMC 10.20.040, parking zones designated and providing for other matters properly related thereto; Councilmember Smith seconded. Motion carried.

Councilmember Zorica moved to approve Ordinance 2123 adopting new Chapters 12.05 and 12.06 of the Newport Municipal Code to regulate city street and road cuts and excavations, the permitting therefor, and providing for other matters properly related thereto; Councilmember Longly seconded. Motion carried.

Councilmember Sears moved to approve Ordinance 2124 repealing and replacing Chapters 13.04, 13.08, 13.12 and 13.16 of the Newport Municipal Code relating to the City's water and wastewater systems and providing for other matters properly related thereto and asked for a workshop to be scheduled on October 7th to further discuss fees; Councilmember Smith seconded. Motion carried.

Councilmember Spring moved to approve Resolution 20240820 declaring City of Newport Tag #s 1298-1301 oxygen tanks for the Cascade System as well as Serial #8485 fire siren to be excess and surplus property and authorizing the means of disposal to include donating the fire siren to the Pend Oreille County Historical Society; Councilmember Longly seconded. Motion carried.

BILLS & PAYROLL:

Councilmember Spring moved to approve the bills and payroll; Councilmember Sears seconded. Motion carried.

2024 CLAIMS CHECKS 66395-66431 (Check 66400 Void)	\$58,107.70
2024 CLAIMS EFT 08/19/2024 Run 1-14	\$35,196.62
2024 CLAIMS DIRECT PAY 08/19/2024 Run 1-8	\$9,842.91
PAYROLL E-CHECKS 1698-1706; Dir Deposit Run 08/05/2024	\$86,006.54

ADJOURNMENT:

The meeting was adjourned at 6:57 PM.

Attest: _____
Nickole North
Clerk/Treasurer

By: _____
Keith Campbell
Mayor

**CITY OF NEWPORT
RESOLUTION NO. 20240903**

**A RESOLUTION OF THE CITY OF NEWPORT, WASHINGTON, TO
CONTRACT WITH THE MUNICIPAL RESEARCH AND SERVICES
CENTER OF WASHINGTON (“MRSC”), POST OFFICIAL ROSTERS, AND
UTILIZE ROSTERS MAINTAINED BY MRSC, AND PROVIDING FOR
OTHER MATTERS PROPERLY RELATED THERETO**

WHEREAS, the City of Newport, Pend Oreille County, Washington (the “City”) is a duly incorporated and existing City by virtue of the Constitution and laws of the state of Washington;

WHEREAS, the City previously adopted procurement policies and procedures to effectively and efficiently manage its purchasing and contracting in compliance with Chapter 39.80 RCW and other applicable law.

WHEREAS, RCW 39.04.155 and other laws regarding contracting for public works by municipalities, allow certain contracts to be awarded by a small works roster process.

WHEREAS, Chapter 39.80 RCW and other laws regarding contracting for consulting services by municipalities allow certain contracts to be awarded by a consultant roster process.

WHEREAS, RCW 39.04.190, regarding purchase of materials, supplies, or equipment not connected to a public works project, allows certain purchasing contracts to be awarded by a vendor roster process.

WHEREAS, the City wishes to contract with the Municipal Research and Services Center of Washington (MRSC) to have their official rosters hosted in the online database for the City’s use for small public works contracts, consulting services, and vendor services developed and maintained by MRSC through MRSC Rosters.

WHEREAS, the MRSC Rosters or other MRSC Vendor Service lists provide the City with the ability to efficiently and affordably contact participating vendors for the City’s prospective purchases of goods, for personal or purchased services contracts, or for professional service contracts that it may require from time to time and the City may utilize the MRSC Roster and/or Vendor Service lists for procurement purposes.

**NOW, THEREFORE THE CITY COUNCIL OF THE CITY OF NEWPORT,
PEND OREILLE COUNTY, WASHINGTON, RESOLVES as follows:**

Section 1. Adoption. The City finds it efficient and effective for its governance to contract with the MRSC to have their official rosters hosted in the online database for the NEPDA's use for small public works contracts, consulting services, and vendor services developed and maintained by MRSC through MRSC Rosters.

Section 2. Repealer. All other ordinances and resolutions or parts thereof in conflict herewith are, to the extent of such conflict, hereby repealed, and shall have no further force or effect.

Section 3. Severability. Should any section, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this Ordinance be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

Section 4. Scrivener's Error. Upon the approval of the City Attorney, the City Administrator is authorized to make necessary corrections to this Resolution, including but not limited to the correction of scrivener's/clerical errors, references, ordinance number, section/subsection numbers, and any references thereto.

Section 5. Effective Date. This Resolution shall immediately take effect and be in full force.

PASSED AND ADOPTED THIS 3rd DAY OF SEPTEMBER, 2024.

CITY OF NEWPORT, WASHINGTON

KEITH CAMPBELL, MAYOR

ATTEST:

NICKOLE NORTH, CITY CLERK

CITY OF NEWPORT
VOUCHER REPORT

DATE: September 3, 2024 (First Council Meeting Run)

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 66432-66454 \$36,062.12

EFT 8/26/2024: 1-2 \$1,322.58

Direct Pay 8/26/2024: 1-2 \$5,049.95

Grand Total of all Claims \$42,434.65

Deputy City Clerk/Treasurer: T. Doman 8/27/24

Vendor Number	Reference	Account Number	Description	Amount
Total 66435 Total Canon Solutions America		410-000-000-591-34-70-01	1/4 Copier Lease	\$69.90
		411-000-100-535-35-49-03	Maint Agrmt. - Copier Machine	\$25.08
		411-000-100-591-35-70-01	1/4 Copier Lease	\$69.89
		Total Invoice - 34452061		\$524.22
Total 66436 Conifer Electric Inc.				\$524.22
		Invoice - 1549	2024 - September - 1st Council Meeting	
		410-000-000-534-34-48-00	Repair & Maintenance D&E Emergency well repairs from lightning strike	\$6,311.22
Total 66436 Total Conifer Electric Inc.		Total Invoice - 1549		\$6,311.22
				\$6,311.22
				\$6,311.22
E & L Service 66437				
		8/14/24 E&L Parks truck repair	2024 - September - 1st Council Meeting	
		001-000-000-576-80-48-00	Repair & Maintenance Replace transmission and clutch	\$709.71
Total 66437 Total E & L Service		Total 8/14/24 E&L Parks truck repair		\$709.71
				\$709.71
				\$709.71
Ergon Asphalt 66438				
		Invoice - 9403255994	2024 - September - 1st Council Meeting	
		101-000-000-542-61-41-05	TIB Chip Seal Project TIB Chip Seal 2024	\$24,495.45
Total 66438 Total Ergon Asphalt		Total Invoice - 9403255994		\$24,495.45
		Invoice - 9403259706		
		101-000-000-542-61-41-05	TIB Chip Seal Project TIB Chip Seal 2024	(\$12,765.04)
	Total Invoice - 9403259706	credit overcharge on Pep-C		(\$12,765.04)
				\$11,730.41
				\$11,730.41

Vendor	Number	Reference	Account Number	Description	Amount
--------	--------	-----------	----------------	-------------	--------

iFiber Communications - AUTOPAY					
EFT Payment 8/26/2024 3:56:23 PM - 1					
9/1/2024 iFiber Statement					
	001-000-000-514-20-42-00	2024 - September - 1st Council Meeting		Communications	\$22.50
		Internet			
	001-000-000-521-20-42-00			Communications	\$85.00
	001-000-000-576-80-42-00			Communications	\$31.92
	001-000-000-576-80-42-00			Communications	\$89.95
		RV Park			
	101-000-000-543-30-42-00			Communications	\$54.42
	410-000-000-534-34-42-00			Communications	\$145.38
	411-000-100-535-35-42-00			Communications	\$118.27
					\$547.44
					\$547.44
					\$547.44
Total 9/1/2024 iFiber Statement					
Total EFT Payment 8/26/2024 3:56:23 PM - 1					
Total iFiber Communications - AUTOPAY					

Metropolitan Compounds, Inc.					
66444					
Invoice - 0018790-IN					
	101-000-000-542-66-31-00	2024 - September - 1st Council Meeting		Snow & Ice Control	\$537.19
Total Invoice - 0018790-IN					
Total 66444					
Total Metropolitan Compounds, Inc.					

Park Deposit Refunds					
66445					
2024 - September - 1st Council Meeting					
		Valerie Samson			\$50.00
	001-000-000-582-10-00-00	Park Deposit Refund			\$50.00
Total Park rental deposit refund 8/11/24					
Total 66445					

Park Deposit Refunds					
66446					
2024 - September - 1st Council Meeting					
		Eastern Washington University			\$50.00
	001-000-000-582-10-00-00	Park Deposit Refund			\$50.00
Total Park rental deposit refund 8/14/24					
Total 66446					

Park Deposit Refunds					
66447					
2024 - September - 1st Council Meeting					
		Bruce Campbell			\$50.00
	001-000-000-582-10-00-00	Park Deposit Refund			\$50.00
Total Park rental deposit refund 8/17/24					
Total 66447					
Total Park Deposit Refunds					
\$150.00					

Vendor	Number	Reference	Account Number	Description	Amount
PO CO Auditor	66448				
		Invoice - 61311		2024 - September - 1st Council Meeting	
			410-000-000-534-34-41-00	Professional Services	\$9.00
				Lien release Acct 2616.0	\$9.00
			411-000-100-535-35-41-04	Professional Services	\$18.00
		Total Invoice - 61311			\$18.00
Total PO CO Auditor	66448				
Salesky Service Center	66449				
		Invoice - 2024-20076		2024 - September - 1st Council Meeting	
			001-000-000-521-20-48-00	Repair & Maintenance Equipment	\$285.30
		Total Invoice - 2024-20076			\$285.30
Total Salesky Service Center	66449				
SCJ Alliance - DIRECT PAY					
		Direct Pay Payment 8/26/2024 4:16:51 PM - 1		2024 - September - 1st Council Meeting	
		Invoice - 77660			
			001-000-000-558-50-41-00	Professional Services	\$3,180.00
				General On Call planning	\$3,180.00
		Total Invoice - 77660			\$3,180.00
Total Direct Pay Payment 8/26/2024 4:16:51 PM - 1					
Total SCJ Alliance - DIRECT PAY					
Seal Master Portland	66450				
		Invoice - 178		2024 - September - 1st Council Meeting	
			101-000-000-543-30-31-00	Operating Supplies	\$290.49
				Paint sprayer parts	\$290.49
		Total Invoice - 178			\$290.49
Total Seal Master Portland	66450				
Smith & Loveless, Inc	66451				
		Invoice - 178180		2024 - September - 1st Council Meeting	
			411-000-100-535-35-48-00	Repair & Maintenance	\$53.43
		Total Invoice - 178180			\$53.43
Total Smith & Loveless, Inc	66451				

Vendor Number Reference Account Number Description Amount

Spokane Sunscreen 66452

Invoice - I-80260 2024 - September - 1st Council Meeting \$909.32
 001-000-000-521-20-41-00 Professional Services
 Remove old wrap and apply new Decals Ford F150 65909D
Total Invoice - I-80260 \$909.32
 Invoice - I80247 001-000-000-521-20-41-00 Professional Services \$539.06
 furnish and install decals to Ford F150 74301D
Total Invoice - I80247 \$539.06
Total 66452 \$1,448.38
Total Spokane Sunscreen \$1,448.38

State Auditor's Office 66453

Invoice - L162780 2024 - September - 1st Council Meeting \$904.15
 001-000-000-514-20-41-02 Prof. Services- Audit Fees
 2022-2023 Audit \$904.15
 101-000-000-543-30-41-01 Prof. Services- Audit Fees \$904.15
 410-000-000-534-34-41-02 Prof Svc - Audit Fees \$904.15
 411-000-100-535-35-41-02 Prof Services Audit Fees
Total Invoice - L162780 \$3,616.60
Total 66453 \$3,616.60
Total State Auditor's Office \$3,616.60

TMG Services 66454

Invoice - 0052185-IN 2024 - September - 1st Council Meeting \$2,916.44
 411-000-100-535-35-48-00 Repair & Maintenance
 WA & ID flowmeter maintenance
Total Invoice - 0052185-IN \$2,916.44
Total 66454 \$2,916.44
Total TMG Services \$2,916.44

Vimly Benefit Solutions, Inc. - EFT
 EFT Payment 8/26/2024 3:56:23 PM - 2
 September 2024 LEOFF1 001-000-000-521-20-20-03 Leoff I Med Insur/LifeFlight \$775.14
Total September 2024 LEOFF1 \$775.14
Total EFT Payment 8/26/2024 3:56:23 PM - 2 \$775.14
Total Vimly Benefit Solutions, Inc. - EFT \$775.14

Vendor	Number	Reference	Account Number	Description	Amount
Vision Municipal Solutions - DIRECT PAY					
	Direct Pay Payment 8/26/2024 4:16:51 PM - 2		2024 - September - 1st Council Meeting		
	Invoice -09-14802		410-000-000-534-34-41-00	Professional Services	\$1,869.95
					\$1,869.95
					\$1,869.95
					\$1,869.95

Total Invoice -09-14802

Total Direct Pay Payment 8/26/2024 4:16:51 PM - 2

Total Vision Municipal Solutions - DIRECT PAY

Grand Total

Vendor Count 25

\$42,434.65

CITY OF NEWPORT
PAYROLL CHECK REGISTER
PAYDAY: August 23, 2024

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. 1707 through No. 1715 as well as the Direct Deposit run 8/19/2024 for employees are approved for payment in the amount of \$90,103.61 this 3rd day of September 2024.

Councilmember _____

Councilmember _____

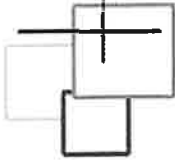
Councilmember _____

Councilmember _____

Councilmember _____

City Deputy Clerk/Treasurer J. Hansen 8/20/24

Register



Number	Name	Fiscal Description	Cleared	Amount
1707	Dept of Labor & Industry	2024 - August - 2nd Council Meeting		\$3,831.58
1708	Dept of Retirement - Def Comp	2024 - August - 2nd Council Meeting		\$1,027.50
1709	Dept of Retirement Systems	2024 - August - 2nd Council Meeting		\$8,183.63
1710	EFTPS	2024 - August - 2nd Council Meeting		\$14,214.35
1711	Employment Security	2024 - August - 2nd Council Meeting		\$110.13
1712	Employment Security - LTC	2024 - August - 2nd Council Meeting		\$291.83
1713	Employment Security - PMFL	2024 - August - 2nd Council Meeting		\$333.56
1714	Idaho State Tax	2024 - August - 2nd Council Meeting		\$842.00
1715	Vimly Benefit Solutions, Inc. - EFT	2024 - August - 2nd Council Meeting		\$15,752.31
	Payroll Vendor	2024 - August - 2nd Council Meeting		\$45,516.72
	<u>Direct Deposit Run -</u>			
	<u>8/19/2024</u>			\$90,103.61