

NEWPORT CITY COUNCIL AGENDA

February 03, 2025 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 &
01/21/2025 COUNCIL MEETING MINUTES

MAYOR & COUNCIL COMMENTS:

AUDIENCE PARTICIPATION:

CITY ADMINISTRATOR COMMENTS:

BILLS & PAYROLL:

CLAIMS CHECKS 66713-66729	\$89,261.23
CLAIMS EFT 2025 Feb 1 st Meeting 1-6	\$15,777.46
CLAIMS DIRECT PAY 2025 Feb 1 st Meeting 1	\$3,241.50
PAYROLL E-CHECKS 1797-1805; Dir Deposit Run 01/16/2025	\$80,726.38

ADJOURNMENT:

MINUTES OF THE NEWPORT CITY COUNCIL MEETING ON
January 21, 2025

A meeting of the Newport City Council was held on January 21, 2025, at 8:30 AM 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
Elizabeth Spring		Councilmember (Absent)
Jami Sears		Councilmember (Absent)
Mark Zorica		Mayor Pro Tem
Nathan Longly		Councilmember

At 8:30 AM, Mayor Campbell called the meeting to order followed by roll call and the pledge of allegiance. Councilmember Zorica moved to excuse Councilmember Spring and Sears absence; Councilmember Longly seconded. Motion carried.

APPROVAL OF AGENDA & MINUTES:

Councilmember Zorica moved to approve the agenda and the minutes from the December 16, 2024 Council Meeting; Councilmember Smith seconded. Motion carried.

MAYOR AND COUNCIL COMMENTS:

Mayor Campbell spoke of the street projects that the City was able to complete in 2024. There are 40 more blocks of street improvements planned for 2025. The Pickle Ball Courts were constructed and he is thankful to the Kalispel Tribe for helping to fund them. The RV Park is getting better and better with more people staying there. The City is on the right track financially with revenues up and expenditures down. The Police Department is doing a great job keeping our citizens safe. He is thankful to the citizens for passing the fire levy to help provide safety to the citizens of Newport. Mayor Campbell has been working with Administrator Gribi to get a rock solid plan in place so that in the event of an emergency everyone will know what they are doing. With little snow pack this year, the fire danger will be high. Mayor Campbell thanked the Council for making sure the City's goals are met and for the employees of the City for doing their job.

CITY ADMINISTRATOR COMMENTS:

Administrator Gribi has been working with South Pend Oreille Fire Chief Stocking regarding education posts to help citizens prepare for fire in the event we have one in the future.

Mayor Campbell presented Newport Police Officer Swanson with a Certificate of Commendation in recognition of him going above and beyond while the staffing issues were dealt with at the Newport Police Department.

Administrator Gribi met with the Kalispel Tribe's Archeologist regarding the site that the Wastewater Treatment Plant would be expanded to. He was in full concurrence with the City's plan and this will help the project move forward.

Administrator Gribi will be attending the Association of Washington Cities Action Days in Olympia and has meetings set up with Legislators. She asked that the Council let her know if there is anything they would like her to discuss with them. She always gives Kudos to the Washington State Transportation Improvement Board since they provide most of the City's funding for street improvements and are very easy to work with.

The School Resource Officer job description will be coming before the Council for approval tonight. An agreement is being worked on with the Newport School District and that will be coming to Council at a later time.

There will be an EMS District meeting again. No answers to previous questions have been answered. Hopefully there will be an update for the Council after the meeting.

Councilmember Zorica moved to allow the City Administrator to utilize websites and research opportunities to purchase vehicles for the City through auctions; Councilmember Longly seconded. Motion carried.

NEW BUSINESS:

Councilmember Zorica moved to approve the 2025 Equipment Rental Costs; Councilmember Longly seconded. Motion carried.

Councilmember Longly moved to approve Agreement NP2025-01 between the City of Newport and James A. Sewell & Associates for Building Inspection Services; Councilmember Zorica seconded. Motion carried.

Councilmember Longly moved to approve Resolution 20250121 declaring certain property owned by the City of Newport to be excess and surplus property and authorizing the means of disposal and further moved to donate the Ford Ranger to the Newport School District at no cost since it will be a benefit to the public; Councilmember Smith seconded. Motion carried.

Councilmember Zorica moved to approve the School Resource Officer job description; Councilmember Smith seconded. Motion carried.

Councilmember Longly moved to approve Ordinance 2132 repealing Ordinance 2085 and Chapter 2.12 of the Newport Municipal Code in its entirety & adopting the City of Newport's Procurement and Bidding Manual; Councilmember Smith seconded. Motion carried

BILLS & PAYROLL:

Councilmember Zorica moved to approve the bills and payroll on behalf of Councilmember Spring's review and approval; Councilmember Longly seconded. Motion carried.

2024 1 st OPEN PERIOD CLAIMS CHECKS 66664-66689	\$68,759.67
2024 CLAIMS EFT DEC 1 st Open Run 1-4	\$13,619.32
2024 CLAIMS DIRECT PAY DEC 1 st Open Run 1-2	\$4,806.70
2024 2 ND OPEND PERIOD CLAIMS CHECKS 66700-66712	\$18,091.99
2024 CLAIMS EFT DEC 2 ND Open Run 1-9	\$18,267.13
2024 CLAIMS DIRECT PAY DEC 2 ND Open Run 1-9	\$19,629.53
2025 CLAIMS CHECKS 66690-66693	\$668.35
2025 CLAIMS EFT JAN 1 st MEETING Run 1-4	\$1,885.81
2025 CLAIMS DIRECT PAY JAN 1 st MEETING Run 1	\$21,593.03
2025 CLAIMS CHECKS 66694-66699	\$16,339.04
2025 CLAIMS EFT JAN 2 ND MTG Run 1-3	\$1,768.41
2025 CLAIMS DIRECT PAY JAN 2 ND MTG Run 1-3	\$5,902.25
PAYROLL E-CHECKS 1779-1787; Dir Deposit Run 12/18/2024	\$82,456.62
PAYROLL E-CHECKS 1788-1796; Dir Deposit Run 01/03/2025	\$81,724.68

ADJOURNMENT:

The meeting was adjourned at 8:57 AM.

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

By: _____
 Keith Campbell
 Mayor

CITY OF NEWPORT
VOUCHER REPORT

DATE: February 3, 2025 (First 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 66713-66729 \$89,261.23

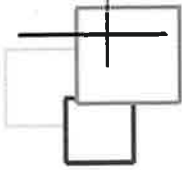
EFT 2025 Feb 1st Meeting: 1-6 \$15,777.46

Direct Pay 2025 Feb 1st Meeting: 1 \$3,241.50

Grand Total of all Claims \$108,280.19

Deputy City Clerk/Treasurer: J Hansen 1/28/25

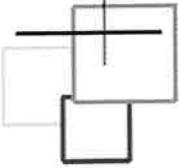
Register



Fiscal: 2025
 Deposit Period: 2025 - February
 Check Period: 2025 - February - 1st Council Meeting

Number	Name	Print Date	Clearing Date	Amount
Mountain West				
Check	51040005632			
66713	Alberti Falls Building Supply	2/3/2025		\$1,326.39
66714	Aqua-Aerobic Systems Inc	2/3/2025		\$7,380.20
66715	Association of Public Treasurers - US & Canada	2/3/2025		\$599.00
66716	Canon Solutions America	2/3/2025		\$490.49
66717	Good Year Tire & Rubber Co.	2/3/2025		\$2,361.71
66718	IBS, Inc	2/3/2025		\$674.97
66719	JUB Engineers	2/3/2025		\$67,882.00
66720	Lawson Products	2/3/2025		\$477.91
66721	Lexipol LLC	2/3/2025		\$3,640.92
66722	Perfection Tire Co.	2/3/2025		\$644.14
66723	PO CO Auditor	2/3/2025		\$18.00
66724	PO CO Corrections	2/3/2025		\$64.60
66725	PO CO Treasurer	2/3/2025		\$188.00
66726	Rob's Heating & Cooling	2/3/2025		\$546.81
66727	Tri-County Econ. Dev.	2/3/2025		\$1,500.00
66728	USA Bluebook	2/3/2025		\$43.70
66729	Western States Equipment	2/3/2025		\$1,422.39
Direct Pay 2025 Feb 1st Mtg - 1	SCJ Alliance - DIRECT PAY	2/3/2025		\$3,241.50
EFT 2025 Feb 1st Mtg - 1	Employment Security Dept. - EFT	2/3/2025		(\$24.18)
EFT 2025 Feb 1st Mtg - 2	iFiber Communications - AUTOPAY	2/3/2025		\$477.49
EFT 2025 Feb 1st Mtg - 3	Public Utility District - AUTO PAY	2/3/2025		\$11,324.73
EFT 2025 Feb 1st Mtg - 4	State of WA - DOR EFT	2/3/2025		\$3,093.32
EFT 2025 Feb 1st Mtg - 5	Vimly Benefit Solutions, Inc. - EFT	2/3/2025		\$856.10
EFT 2025 Feb 1st Mtg - 6	WSDA - EFT	2/3/2025		\$50.00
	Total		Check	\$108,280.19
	Total		51040005632	\$108,280.19
	Grand Total			\$108,280.19

Voucher Directory



Fiscal : 2025 - February
 Council Date : 2025 - February - 1st Council Meeting

Vendor	Number	Reference	Account Number	Description	Amount
Albeni Falls Building Supply					
	66713			2025 - February - 1st Council Meeting	
		1/25/2025 Albeni Statement			
			001-000-000-576-80-31-00	Operating Supplies	\$456.77
			001-000-000-576-90-48-00	RV Park Rep & Maint RV Park	\$139.78
			101-000-000-543-30-31-00	Operating Supplies	\$345.56
			101-000-000-543-30-48-00	Equipment Repair & Maint	\$38.70
			410-000-000-534-34-31-00	Sweeper	
				Office & Operating Supplies	\$345.58
		Total 1/25/2025 Albeni Statement			\$1,326.39
					\$1,326.39
					\$1,326.39
Total 66713					
Total Albeni Falls Building Supply					
Aqua-Aerobic Systems Inc					
	66714			2025 - February - 1st Council Meeting	
		Invoice - 1045264			
			411-000-100-535-35-48-00	Repair & Maintenance	\$7,380.20
		Total Invoice - 1045264			\$7,380.20
					\$7,380.20
					\$7,380.20
Total 66714					
Total Aqua-Aerobic Systems Inc					
Association of Public Treasurers - US & Canada					
	66715			2025 - February - 1st Council Meeting	
		Invoice - 29775			
			001-000-000-514-20-49-00	Miscellaneous Expenditure	\$149.75
				Annual conference	
			101-000-000-543-30-49-00	Miscellaneous Expenditures	\$149.75
			410-000-000-534-34-49-00	Miscellaneous Expenditures	\$149.75
			411-000-100-535-35-49-00	Miscellaneous Expenditures	\$599.00
		Total Invoice - 29775			\$599.00
					\$599.00
					\$599.00
Total 66715					
Total Association of Public Treasurers - US & Canada					
Canon Solutions America					
	66716			2025 - February - 1st Council Meeting	
		Invoice - 37892773			
			001-000-000-513-10-48-01	Maintenance Copier	\$19.17

Vendor	Number	Reference	Account Number	Description	Amount
			001-000-000-521-20-48-01	Maintenance Copier	\$10.15
			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	\$19.18
			101-000-000-591-47-70-01	1/4 Copier Lease	\$69.89
			410-000-000-534-34-49-03	Maint. Agrmt- Copier Machine	\$19.18
			410-000-000-591-34-70-01	1/4 Copier Lease	\$69.90
			411-000-100-535-35-49-03	Maint Agrmt. - Copier Machine	\$19.18
			411-000-100-591-35-70-01	1/4 Copier Lease	\$69.89
				Total Invoice - 37892773	\$490.49
				Total 66716	\$490.49
				Total Canon Solutions America	\$490.49

Vendor	Number	Reference	Account Number	Description	Amount
				2025 - February - 1st Council Meeting	
				2024Q Return credit applied	
			001-000-000-514-20-20-00	Personnel Benefits	(\$6.04)
				Overpayment credit taken 4Q2024 return	
			101-000-000-543-10-20-00	Personnel Benefits	(\$6.04)
			410-000-000-534-34-20-00	Personnel Benefits	(\$6.05)
			411-000-100-535-35-20-00	Personnel Benefits	(\$6.05)
				Total 2024Q Return credit applied	(\$24.18)
				Total EFT 2025 Feb 1st Mtg - 1	(\$24.18)
				Total Employment Security Dept. - EFT	(\$24.18)

Vendor	Number	Reference	Account Number	Description	Amount
				2025 - February - 1st Council Meeting	
				Invoice - 197-1158314	
			001-000-000-576-80-48-00	Repair & Maintenance	\$787.24
			101-000-000-543-30-48-00	Equipment Repair & Maint	\$787.23
			410-000-000-534-34-48-00	Repair & Maintenance	\$787.24
				Total Invoice - 197-1158314	\$2,361.71
				Total Good Year Tire & Rubber Co.	\$2,361.71

Vendor	Number	Reference	Account Number	Description	Amount
				2025 - February - 1st Council Meeting	
				Invoice - 865752-1	
			001-000-000-576-80-31-00	Operating Supplies	\$200.42
			101-000-000-543-30-31-00	Operating Supplies	\$200.41
			410-000-000-534-34-31-00	Office & Operating Supplies	\$200.42
				Total Invoice - 865752-1	\$601.25
				IBS, Inc	

Vendor	Number	Reference	Account Number	Description	Amount
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		Invoice - 865753-1	411-000-100-535-35-48-00	Repair & Maintenance	\$73.72
		Total Invoice - 865753-1			\$674.97
Total IBS, Inc	Total 66718				\$674.97

iFiber Communications - AUTOPAY

EFT 2025 Feb 1st Mtg - 2

02/01/2025 IFiber Statement

			2025 - February - 1st Council Meeting		
		001-000-000-514-20-42-00	Internet	Communications	\$23.75
		001-000-000-521-20-42-00	Communications	Communications	\$90.00
		001-000-000-576-80-42-00	Communications	Communications	\$33.59
		101-000-000-543-30-42-00	Communications	Communications	\$57.34
		410-000-000-534-34-42-00	Communications	Communications	\$148.29
		411-000-100-535-35-42-00	Communications	Communications	\$124.52
					\$477.49
					\$477.49
					\$477.49

Total 02/01/2025 IFiber Statement

Total EFT 2025 Feb 1st Mtg - 2

Total IFiber Communications - AUTOPAY

JUB Engineers

66719

		Invoice - 0179560	411-000-100-535-35-41-06	DOE Funding - Sewer Master Plan	\$15,465.40
			PR22, Payment 15		
		Total Invoice - 0179560			\$15,465.40
		Invoice - 0179667	411-000-100-535-35-41-06	DOE Funding - Sewer Master Plan	\$52,416.60
			PR22, Payment 15		
		Total Invoice - 0179667			\$52,416.60

Total JUB Engineers

Total 66719

Lawson Products

66720

		Invoice - 9312130886	001-000-000-576-80-31-00	Operating Supplies	\$83.40
			101-000-000-543-30-31-00	Operating Supplies	\$83.40
			410-000-000-534-34-31-00	Office & Operating Supplies	\$83.41
		Total Invoice - 9312130886			\$250.21
		Invoice - 9312153883	001-000-000-576-80-31-00	Operating Supplies	\$75.90

Vendor	Number	Reference	Account Number	Description	Amount
Total Lawson Products	Total 66720		101-000-000-543-30-31-00	Operating Supplies	\$75.90
			410-000-000-534-34-31-00	Office & Operating Supplies	\$75.90
			Total Invoice - 9312153883		
Lexipol LLC	66721				\$477.91
					\$477.91
Total Lexipol LLC	Total 66721				\$3,640.92
					\$3,640.92
					\$3,640.92
Perfection Tire Co.	66722				\$431.04
					\$431.04
					\$93.10
Total Perfection Tire Co.	Total 66722				\$120.00
					\$120.00
					\$644.14
PO CO Auditor	66723				\$18.00
					\$18.00
					\$18.00
Total PO CO Auditor	Total 66723				\$18.00
					\$18.00
					\$18.00

Vendor	Number	Reference	Account Number	Description	Amount
PO CO Corrections	66724				
		November 2024 prisoner meds	2025 - February - 1st Council Meeting		
		001-000-000-523-60-41-01		Prisoner Medical Costs	\$64.60
		Total November 2024 prisoner meds			\$64.60
Total PO CO Corrections	Total 66724				\$64.60
PO CO Treasurer	66725				
		2025 Property Taxes-Fire Patrol	2025 - February - 1st Council Meeting		
		001-000-000-576-80-46-00		Liability Insurance	\$23.50
		410-000-000-534-34-46-00		Liability Insurance	\$164.50
		Total 2025 Property Taxes-Fire Patrol			\$188.00
Total PO CO Treasurer	Total 66725				\$188.00
Public Utility District -AUTO PAY					
		EFT 2025 Feb 1st Mtg - 3	2025 - February - 1st Council Meeting		
		12/31/2024 PUD Statement			
		001-000-000-513-10-47-00		Utilities	\$131.45
		001-000-000-521-20-47-00		Utilities	\$385.99
		001-000-000-522-50-47-10		Utilities	\$385.99
				Fire Department SPOFR	
		001-000-000-576-80-47-00		Utilities	\$600.87
		001-000-000-576-90-47-00		RV Park Elec Utilities	\$168.25
				RV Park	
		101-000-000-542-63-47-00		Street Lighting	\$2,141.47
		410-000-000-534-34-47-00		Public Utilities	\$2,171.88
		411-000-100-535-35-47-00		Public Utilities	\$5,338.83
		Total 12/31/2024 PUD Statement			\$11,324.73
		Total EFT 2025 Feb 1st Mtg - 3			\$11,324.73
Total Public Utility District -AUTO PAY					\$11,324.73
Rob's Heating & Cooling	66726				
		Invoice - 4567	2025 - February - 1st Council Meeting		
				City Hall Repair & Maint	\$546.81
		Total Invoice - 4567			\$546.81
Total Rob's Heating & Cooling	Total 66726				\$546.81
SCJ Alliance - DIRECT PAY					
		Direct Pay 2025 Feb 1st Mtg - 1	2025 - February - 1st Council Meeting		
		Invoice - 79715		Professional Services	\$789.25
		101-000-000-543-30-41-02		Professional Services	\$789.25

Vendor	Number	Reference	Account Number	Description	Amount
			410-000-000-534-34-41-00	Professional Services	\$2,452.25
		Total Invoice - 79715			\$3,241.50
		Total Direct Pay 2025 Feb 1st Mtg - 1			\$3,241.50
		Total SCJ Alliance - DIRECT PAY			\$3,241.50
State of WA - DOR EFT					
	EFT 2025 Feb 1st Mtg - 4		2025 - February - 1st Council Meeting		
		DOR back taxes for RV Park 2023-2024	001-000-000-576-30-00-00	RV Park	\$3,093.32
				RV Park	
				Back taxes for Retail, Sales and Hotel/Motel Tax	
		Total DOR back taxes for RV Park 2023-2024			\$3,093.32
		Total EFT 2025 Feb 1st Mtg - 4			\$3,093.32
Total State of WA - DOR EFT					\$3,093.32
Tri-County Econ. Dev.					
	66727		2025 - February - 1st Council Meeting		
		2025 TEDD Membership dues	109-000-000-573-90-41-00	Tri County Econ Dev (TEDD)	\$1,500.00
		Total 2025 TEDD Membership dues			\$1,500.00
Total Tri-County Econ. Dev.					\$1,500.00
USA Bluebook					
	66728		2025 - February - 1st Council Meeting		
		Invoice - INV00590233	411-000-100-535-35-31-00	Office & Operating Supplies	\$43.70
		Total Invoice - INV00590233			\$43.70
Total USA Bluebook					\$43.70
Vimly Benefit Solutions, Inc. - EFT					
	EFT 2025 Feb 1st Mtg - 5		2025 - February - 1st Council Meeting		
		February 2025 LEOFF1	001-000-000-521-20-20-03	Leoff Med Insur/LifeFlight	\$856.10
		Total February 2025 LEOFF1			\$856.10
Total EFT 2025 Feb 1st Mtg - 5					\$856.10
Total Vimly Benefit Solutions, Inc. - EFT					\$856.10

Vendor	Number	Reference	Account Number	Description	Amount
Western States Equipment	66729				
		Invoice - IN003050477			
			410-000-000-534-34-48-00	2025 - February - 1st Council Meeting	
				Repair & Maintenance	\$1,422.39
				South Bench Reservoir generator	
		Total Invoice - IN003050477			\$1,422.39
		Total 66729			\$1,422.39
		Total Western States Equipment			\$1,422.39
					\$1,422.39
WSDA - EFT		EFT 2025 Feb 1st Mtg - 6		2025 - February - 1st Council Meeting	
		2025 Pesticide license renewal			
			001-000-000-576-80-49-00	Miscellaneous	\$50.00
		Total 2025 Pesticide license renewal			\$50.00
		Total EFT 2025 Feb 1st Mtg - 6			\$50.00
		Total WSDA - EFT			\$50.00
Grand Total				Vendor Count	\$108,280.19
				24	

CITY OF NEWPORT
PAYROLL CHECK REGISTER
PAYDAY: January 24, 2025

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. 1797 through No. 1805 as well as the Direct Deposit run 01/16/2025 for employees are approved for payment in the amount of \$80,726.38 this 21 day of February 2025.

Councilmember _____

Councilmember _____

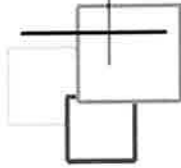
Councilmember _____

Councilmember _____

Councilmember _____

City Deputy Clerk/Treasurer T. Hansen 1/16/25

Register



Number	Name	Fiscal Description	Cleared	Amount
1797	Dept of Labor & Industry	2025 - January - 2nd Council Meeting		\$4,072.27
1798	Dept of Retirement - Def Comp	2025 - January - 2nd Council Meeting		\$977.50
1799	Dept of Retirement Systems	2025 - January - 2nd Council Meeting		\$7,703.03
1800	EFTPS	2025 - January - 2nd Council Meeting		\$11,621.35
1801	Employment Security	2025 - January - 2nd Council Meeting		\$102.71
1802	Employment Security - LTC	2025 - January - 2nd Council Meeting		\$231.38
1803	Employment Security - PMFL	2025 - January - 2nd Council Meeting		\$343.51
1804	Idaho State Tax	2025 - January - 2nd Council Meeting		\$639.00
1805	Vimly Benefit Solutions, Inc. - EFT	2025 - January - 2nd Council Meeting		\$17,285.68
Direct Deposit Run -	Payroll Vendor	2025 - January - 2nd Council Meeting		\$37,749.95
1/16/2025				\$80,726.38