



**CITY COUNCIL MEETING AGENDA**  
Tuesday – March 26, 2024 – 6:00 PM

Shawn O'Neill,  
Mayor  
[soneill@cityofnapavine.com](mailto:soneill@cityofnapavine.com)

Brian Watson,  
Council Position No.1  
[bwatson@cityofnapavine.com](mailto:bwatson@cityofnapavine.com)

Ivan Wiediger,  
Council Position No.2  
[iwiediger@cityofnapavine.com](mailto:iwiediger@cityofnapavine.com)

Don Webster,  
Council Position No.3  
[dwebster@cityofnapavine.com](mailto:dwebster@cityofnapavine.com)

Heather Stewart,  
Council Position No.4  
[hstewart@cityofnapavine.com](mailto:hstewart@cityofnapavine.com)

Duane Crouse,  
Council Position No.5  
[dcrouse@cityofnapavine.com](mailto:dcrouse@cityofnapavine.com)

**Staff Members**

Rachelle Denham,  
City Clerk

Michelle Whitten,  
City Treasurer

Bryan Morris,  
PW Director  
Community Development

John Brockmueller,  
Chief of Police

Allen Unzelman  
Honorable Judge-Municipal Court

Jim Buzzard,  
Legal Counsel

**City of Napavine**  
407 Birch Ave SW  
P O Box 810  
Napavine, WA 98565  
360-262-3547

**City Website**  
[www.cityofnapavine.com](http://www.cityofnapavine.com)

- I. CALL TO ORDER**
- II. INVOCATION**
- III. PLEDGE OF ALLEGIANCE**
- IV. ROLL CALL**
- V. APPROVAL OF AGENDA – AS AMENDED**
  
- VI. APPROVAL OF MEETING MINUTES**
  - 1) Regular Council Meeting – March 12, 2024**
  
- VII. PRESENTATION: PROCLAMATION-2024 NAPA VINE HIGH SCHOOL GIRLS BASKETBALL STATE CHAMIONSHIP**
  
- VIII. STAFF & COUNCIL REPORT**
  
- IX. CITIZEN COMMENTS – NON-AGENDA ITEMS**
  
- X. NEW BUSINESS**
  - 1) Vouchers – M. Whitten**
  - 2) Napavine Youth Baseball Agreement – R. Denham**
  - 3) AM 24-04 Liquor License Renewal: Super Mini Mart – R. Denham**
  - 4) Removal of Tree at 216 NW Third Ave (Hollinger) – R. Denham**
  
- XI. ADJOURNMENT – CLOSE OF MEETING**

**Council Meeting is held in person and via Teleconference.**

**Teleconference Information**

**Dial-in number (US): (720) 740-9753**

**Access code: 8460198**

**To join the online meeting: <https://join.freeconferencecall.com/rdenham8>**



NAPAVINE CITY COUNCIL REGULAR MEETING MINUTES

March 12, 2024, 6:00 P.M.

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

**CALL TO ORDER:**

Mayor Pro Tem, Duane Crouse called the regular city council meeting to order at 6:00 pm.

**INVOCATION:**

The invocation was led by Bryan Morris.

**PLEDGE OF ALLEGIANCE:**

Mayor Pro Tem, Duane Crouse led the flag salute.

**ROLL CALL:**

**Council members present:** Brian Watson Councilor #1, Ivan Wiediger Councilor #2, Don Webster Councilor #3, Heather Stewart Councilor #4, Duane Crouse Mayor Pro Tem.

**City staff members present:** City Clerk - Rachele Denham, Treasurer – Michelle Whitten, Chief of Police – John Brockmueller, CD/PW Director Bryan Morris.

<b>MOVED:</b>	Ivan Wiediger	Motion: Excuse Mayor, Shawn O'Neill.
<b>SECONDED:</b>	Don Webster	
<i>Discussion: No Discussion</i>		
<b>VOTE ON MAIN MOTION:</b>	4-0 Motion Carried: 4 aye and 0 nay.	

**CONSENT/APPROVAL OF AGENDA**

<b>MOVED:</b>	Heather Stewart	Motion: Approval of Agenda- As Presented.
<b>SECONDED:</b>	Brian Watson	
<i>Discussion: No Discussion</i>		
<b>VOTE ON MAIN MOTION:</b>	4-0 Motion Carried: 4 aye and 0 nay.	

**APPROVAL OF MEETING MINUTES**

<b>MOVED:</b>	Brian Watson	Motion: Approval of Meeting Minutes - Regular Council Meeting February 27, 2024.
<b>SECONDED:</b>	Ivan Wiediger	
<i>Discussion: No Discussion</i>		
<b>VOTE ON MAIN MOTION:</b>	4-0 Motion Carried: 4 aye and 0 nay.	

**STAFF & COUNCIL REPORTS:**

**John Brockmueller – Chief of Police**

- Greetings to the council, stats in writing and operations are normal.

**Michelle Whitten – Treasurer**

- The audit is closing in and the exit interview is Thursday, 3/14. An email was sent out to council if you want to attend let Michelle know and she will send out the meeting link.

**Bryan Morris - PW/CD Director**

- Report in writing. Additional information: Received prints for Scots Industries by end of the week, Walsh Trucking as well and the Woodard Rd projects are moving forward. Mayme Shaddock Park meeting tomorrow, and a sign will be placed for the Jim Haslett Kitchen. Rush Road Grant went out to bid and only had one engineer interested, which they have backed out now due to the Safe Harboring. He talked with the state and the STIP is huge for our area. They need us to apply for the grant and Bryan is going back out to readvertise.

**Rachelle Denham – Clerk**

- Thanked the Council and Planning Commission for attending the Public Officials Liability Training on 03/11. Clarified that the training information was discussed publicly at prior council meetings and also listed in staff report. It was noted that this training does not need to be specifically posted due to the council not taking action and there is an RCW related to this.

**Planning Commission – Deborah Graham**

- Met last Monday and working to complete the streets policy ordinance. The next meeting is next Monday, 3/18.

**Brent Adams – LCFD Chief**

- **Update:** Week ending 3/10: Had 17 EMS calls/2 fire and 4 others. Lost the tender due to mechanical failure and age of fleet is showing wears. The community supported the Levy last year and the first set of the tax dollars was put into service. The SCBA's were installed into the new rigs. Acquired the final masks. The expired SCBA's will be surplus outside the US Borders. Appropriations Grant: the feasibility study is almost complete, the department has gone from Plan A to Plan C, thanks to working with Bryan at Public Works. EMS Levy: Presented intentions to the city and to the Board of Fire Commissioners, a second meeting will take place for the next six months and will be the 2<sup>nd</sup> Friday at 8am. The Annual Report is being worked on; the last one done was in 2017. Chats with the Chief will be on Saturday, Cruisin with the Chiefs, meet in the parking lot on E Washington bring your hot rods, classic cars. This will give you an opportunity to talk with the Chiefs.

**Lindsey Pollock – County Commissioner Dist. 2**

- Hot rods opportunity sound fun. Senator Maria Cantwell has opened the portal for transportation, Budget requests from the Federal Govt. She reached out to Director Morris and CC'd the Mayor. Think about a really big lift, that would be going to the Feds for funding to do an I-5 expansion. WSDOT does not have the capability engineering, but you can go out privately. Not sure this would be possible but definitely something to look into.

**Brian Watson – Councilor #1**

- Cheered on the Boys and Girls basketball teams in Spokane. The Girls won the State Championship and the Boys placed 5<sup>th</sup> in the State. Thanked Commissioner Pollock for the County Commissioners for honoring the girls.

**Heather Stewart – Councilor #4**

- Attended the Public Officials Liability Training and it was a good reminder of what to do.

**Duane Crouse – Mayor Pro Tem**

- Thanked the council for excusing him from the last council meeting.

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

**Paula Sandirk, Napavine** – Participated in the last Funtime Festival Meeting last Thursday night, 03/07. They would like to do a lighted Christmas Parade starting at 6pm. Want to present it to the council so they can have plenty of time to plan and work on it.

**NEW BUSINESS**

**VOUCHERS- M. WHITTEN**

2024 - March - March 2024 First Council Meeting

Reference	Date	Amount	Notes
<b>The following voucher/warrants/electronic payments are approved for payment:</b>			
Accounts Payable	86	30	265,782.42 38861-2/65-92
Electronic Payments	6	6	920.43 EFT*20240306-11
Payroll Vendors	2	2	1,238.00 38862-63
Electronic Payroll	5	5	42,325.70 05 EFT*20240301-
ACH Direct	18	18	38,314.89 Direct Deposit
Deposit			3/05/2024
<b>Total Vouchers</b>	<b>117</b>	<b>61</b>	<b>348,581.44</b>

<b>MOVED:</b>	Don Webster	Motion: Approval of the Vouchers dated March 2024 First Council Meeting.
<b>SECONDED:</b>	Ivan Wiediger	
<i>Discussion: No Discussion</i>		
<b>VOTE ON MAIN MOTION:</b>	4-0 Motion Carried; 4 aye and 0 nay.	

**PROCLAMATION: NAPA VINE HIGH SCHOOL BASKETBALL TEAM STATE CHAMPIONSHIP – R. DENHAM**

<b>MOVED:</b>	Ivan Wiediger	Motion: Accept the Proclamation
<b>SECONDED:</b>	Brian Watson	
<i>Discussion: No Discussion</i>		
<b>VOTE ON MAIN MOTION:</b>	4-0 Motion Carried; 4 aye and 0 nay.	

**ADJOURNMENT:**

<b>MOVED:</b>	Don Webster	Motion: To Adjourn – Close of Meeting
<b>SECONDED:</b>	Ivan Wiediger	
<i>Discussion: Meeting Adjourned at 6:18 p.m.</i>		
<b>VOTE ON MAIN MOTION:</b>	4-0 Motion Carried; 4 aye and 0 nay.	

*These minutes are not verbatim. If so desired, a recording of this meeting is available online from [freeconferencecall.com](https://freeconferencecall.com) or at the link <https://fccdl.in/yKJGG8YpTM> .*

**Respectfully submitted,**

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Rachelle Denham, City Cler

Shawn O’Neill, Mayor

Councilor



# Voucher Report

March 2024 Second Council Meeting 3/26/2024

Reference	Date	Amount	Notes
<b>Reference Number: 38894</b>	<b>Office of Support Enforcement</b>	<b>\$203.00</b>	
Child Support - 15090	3/18/2024	\$203.00	
<b>Reference Number: 38895</b>	<b>Home Depot Credit Services</b>	<b>\$23.67</b>	
3024731	3/18/2024	\$23.67	HCS Pilot bit for mandrel
<b>Reference Number: 38896</b>	<b>BHC Consultants</b>	<b>\$25,973.64</b>	
0019944	3/11/2024	\$25,973.64	Jefferson Station
<b>Reference Number: 38897</b>	<b>Buzzard O'Rourke</b>	<b>\$11,436.43</b>	
14673	3/18/2024	\$6,800.00	2024 Mar General Prosecution
14695	3/18/2024	\$50.00	2024 Mar Lewis 3A0686057
14701	3/18/2024	\$50.00	2024 Mar Lewis 3A0068134
14711	3/18/2024	\$325.00	2024 Mar Lewis 3A0549363
14713	3/18/2024	\$25.00	2024 Mar Lewis 3A0686036
14721	3/18/2024	\$75.00	2024 Mar Lewis 2A0090831
14722	3/18/2024	\$75.00	2024 Mar Lewis 2A0575781
14724	3/18/2024	\$775.00	2024 Mar Lewis 3A0549325
14730	3/18/2024	\$25.00	2024 Mar Lewis 3A0524283
14750	3/18/2024	\$50.00	2024 Mar Lewis 3A0062688
14793	3/18/2024	\$240.00	2024 - Nixon PDR and Collection letter
14864	3/18/2024	\$25.00	2024 Mar Lewis 2A0186807
14867	3/18/2024	\$75.00	2024 Mar Napavine 2A0051850
14870	3/18/2024	\$50.00	2024 Mar Lewis 3A0068136
14874	3/18/2024	\$50.00	2024- Lewis 6z0301461
14878	3/18/2024	\$187.50	2024 Mar TA Collection letter
14879	3/18/2024	\$12.50	2024 Mar Lewis 4A0102873/24F0105
14880	3/18/2024	\$225.00	2024 Mar Lewis 4A0102878/4A0102877
14883	3/18/2024	\$25.00	2024 Mar Lewis 23F0051

March 2024 Second Council Meeting 3/26/2024

Reference	Date	Amount	Notes
14892	3/18/2024	\$12.50	2024 Mar Lewis 4A0049955
14893	3/18/2024	\$25.00	2024 Mar Lewis 4A0049966/4A0049967
14897	3/18/2024	\$2,258.93	2024 Feb Collection AT&T/small works/Nix
<b>Reference Number: 38898</b>	<b>Capital Business Machines</b>	<b>\$340.97</b>	
INV196980	3/7/2024	\$235.85	2024*2/1-2/29 copies CH
INV196981	3/7/2024	\$105.12	2024*2/1-2/29 Copies PD/Court
<b>Reference Number: 38899</b>	<b>City of Napavine</b>	<b>\$12,322.07</b>	
2024 Feb Utility Tax	3/20/2024	\$11,281.61	2024- Feb Water/Sewer Service Utility Tax
2024 Jan Utility Tax	3/20/2024	\$1,040.46	2024 Jan Water Sewer Service Utility Tax
<b>Reference Number: 38900</b>	<b>Day Wireless Systems</b>	<b>\$852.43</b>	
INV817288	3/20/2024	\$852.43	
<b>Reference Number: 38901</b>	<b>Emergency Vehicle Solutions LLC</b>	<b>\$19,084.98</b>	
1518	3/20/2024	\$19,084.98	Equip for new PD Vehicle
<b>Reference Number: 38902</b>	<b>Employment Security Dept.</b>	<b>\$25.00</b>	
219-001-597 Interest	2/29/2024	\$25.00	2023 Q4 Report
<b>Reference Number: 38903</b>	<b>Jackson Civil Engineering LLC</b>	<b>\$3,583.75</b>	
0016-02-16	3/13/2024	\$1,293.75	AshEco Invoice
0016-29-01	3/13/2024	\$230.00	Development Pass-Through Fees Woodarc
0016-30-04	3/13/2024	\$345.00	Complete Streets planning
0016-35-02	3/13/2024	\$1,715.00	Comp Plan Grant Planning
<b>Reference Number: 38904</b>	<b>LECO Supply, Inc</b>	<b>\$162.68</b>	
220063	3/4/2024	\$162.68	Park Tp and Towels
<b>Reference Number: 38905</b>	<b>Lewis County Fleet Svs.</b>	<b>\$113.49</b>	
41103	3/21/2024	\$113.49	23 Dodge Durango Oil Change

March 2024 Second Council Meeting 3/26/2024

Reference	Date	Amount Notes
<b>Reference Number: 38906</b>	<b>Lewis County PUD</b>	<b>\$627.35</b>
104755010*2024 Mar	2/29/2024	\$29.93 Hamilton Rd Sewer 1/24-2/21
104755026*2024 Mar	2/29/2024	\$36.15 1/24-2/21 Koontz Rd It
124227002*2024 Mar	2/29/2024	\$490.11 1/24-2/21 Well #6
128578001*2024 Mar	2/29/2024	\$39.63 1/24-2/21 Rush Rd Lights
128578002*2024 Mar	2/29/2024	\$31.53 1/24-2/21 Hamilton Rd It
<b>Reference Number: 38907</b>	<b>Lewis County Roads</b>	<b>\$1,754.92</b>
8725	3/18/2024	\$1,754.92 Grading Work Order 23-002
<b>Reference Number: 38908</b>	<b>Lewis County Sheriffs Office</b>	<b>\$713.37</b>
2024*Feb Evidence	3/5/2024	\$713.37 2024 Feb Evidence Handling
<b>Reference Number: 38909</b>	<b>Lewis County Treasurer</b>	<b>\$47.26</b>
2024* Feb CV	3/7/2024	\$47.26 2024 Feb- Court Remittance
<b>Reference Number: 38910</b>	<b>Minuteman Press</b>	<b>\$455.16</b>
353	3/13/2024	\$232.84 Property in Custody Reports (25)
376	3/19/2024	\$123.93 4 part court summons 250
377	3/19/2024	\$98.39 2 part Infraction form 250
<b>Reference Number: 38911</b>	<b>Mrs. Klean Janitorial</b>	<b>\$634.00</b>
INV-2277	3/1/2024	\$634.00 2024 - March Clean City Hall
<b>Reference Number: 38912</b>	<b>Quill Corporation</b>	<b>\$367.24</b>
37512814	3/1/2024	\$22.22 Employee Only sign
37513222	3/1/2024	\$8.08 Corded mouse PW
37530714	3/1/2024	\$194.25 4 cartons paper
37530890	3/4/2024	\$142.69 paper/coffee/wite out/USB's
<b>Reference Number: 38913</b>	<b>Sarah Berry c/o Duane Elwood</b>	<b>\$394.69</b>



March 2024 Second Council Meeting 3/26/2024

Reference	Date	Amount	Notes
2024*1/18 Prescription	1/18/2024	\$14.69	2024*1/18 Prescription
2024*2/05 Prescription	2/25/2024	\$40.00	2024*2/05 Prescription
2024*3/01 Prescription	3/1/2024	\$40.00	2024*3/01 Prescription
LEOFF CoPay Olympia MultiSpecialty 2/29	2/29/2024	\$300.00	Medical Co Pay Elwood
<b>Reference Number: 38914</b>	<b>State Auditor's Office</b>	<b>\$695.50</b>	
L159858	3/11/2024	\$695.50	Accountability/Financial Audit 2020-2022
<b>Reference Number: 38915</b>	<b>State Treasurer's Office</b>	<b>\$1,908.45</b>	
2024*Feb Court Remit	3/8/2024	\$1,908.45	2024*Feb Court Remit
<b>Reference Number: 38916</b>	<b>US Bank Corp Payment Syst</b>	<b>\$1,862.12</b>	
02MPKDKL4 Green River	2/7/2024	\$42.00	Morris B Water Work Cert
02MPKDKXW Green River	2/7/2024	\$42.00	Morris Rob Waterwork Certi
032992 USPS	2/27/2024	\$69.60	Roll stamps court
099311 Glint Car Wash	2/19/2024	\$12.00	PD Car Wash Nichols
10227 WSMPA	2/8/2024	\$265.00	WSMPA Conf Dewitt/dues
111-1088402-5006625	2/2/2024	\$647.39	Tiger Mascot
112-7885283-8113824 Amazon	2/13/2024	\$44.23	No Parking Signs (6)
2024 2/14 WA DOL	2/14/2024	\$42.00	Davis Notary
2024 3/05 Soft Touch	3/5/2024	\$16.60	PD Car Wash Nichols
2024 Adobe Clerk	2/25/2024	\$258.83	clerks adobe
2024*03 Free Conference Call	2/15/2024	\$3.25	file storage 3/15-4/14 2024
25-11230-22920 Ebay Brooks Motor	2/27/2024	\$238.05	Napa Sewer Station Overload Relay
3337579 Loves	2/14/2024	\$23.50	Amp fuse and Ratchet
375904 The Paint Store	3/4/2024	\$108.19	12- Marking Paint locates
42217 Staples	2/26/2024	\$32.45	126 gb USB
INV243438510 ZOOM	2/27/2024	\$17.03	Court zoom 2/27-3/26
<b>Reference Number: 38917</b>	<b>US Bank NA Cincinnati</b>	<b>\$76.00</b>	
2024*Feb Bond Fees	3/1/2024	\$76.00	2024 -Feb Bond Fee

March 2024 Second Council Meeting 3/26/2024

Reference	Date	Amount	Notes
<b>Reference Number: 38918</b>	<b>US Cellular</b>	<b>\$301.87</b>	
Invoice - 3/20/2024 11:15:23 AM	3/20/2024	\$301.87	
<b>Reference Number: EFT*20240312</b>	<b>Nationwide Retirement Solutions</b>	<b>\$7,735.58</b>	
Deferred Comp - 15054	2/16/2024	\$300.00	
Deferred Comp - 15055	2/16/2024	\$150.00	
Deferred Comp - 15057	2/16/2024	\$100.00	
Deferred Comp - 15059	2/16/2024	\$50.00	
Deferred Comp - 15060	2/16/2024	\$300.00	
Deferred Comp - 15061	2/16/2024	\$75.00	
Deferred Comp - 15062	2/16/2024	\$300.00	
Deferred Comp - 15063	2/16/2024	\$100.00	
Deferred Comp - 15064	2/16/2024	\$150.00	
Deferred Comp - 15065	2/16/2024	\$150.00	
Deferred Comp - 15066	2/16/2024	\$407.74	
Deferred Comp - 15067	2/16/2024	\$25.00	
Deferred Comp - 15069	2/16/2024	\$150.00	
Deferred Comp - 15070	2/16/2024	\$100.00	
Deferred Comp - 15071	3/4/2024	\$300.00	
Deferred Comp - 15072	3/4/2024	\$150.00	
Deferred Comp - 15074	3/4/2024	\$100.00	
Deferred Comp - 15076	3/4/2024	\$50.00	
Deferred Comp - 15077	3/4/2024	\$300.00	
Deferred Comp - 15078	3/4/2024	\$75.00	
Deferred Comp - 15079	3/4/2024	\$300.00	
Deferred Comp - 15080	3/4/2024	\$100.00	
Deferred Comp - 15081	3/4/2024	\$150.00	
Deferred Comp - 15082	3/4/2024	\$150.00	
Deferred Comp - 15083	3/4/2024	\$407.74	
Deferred Comp - 15084	3/4/2024	\$25.00	
Deferred Comp - 15086	3/4/2024	\$150.00	
Deferred Comp - 15087	3/4/2024	\$100.00	

March 2024 Second Council Meeting 3/26/2024

Reference	Date	Amount	Notes
Deferred Comp Match - 15071	3/4/2024	\$300.00	
Deferred Comp Match - 15072	3/4/2024	\$150.00	
Deferred Comp Match - 15074	3/4/2024	\$100.00	
Deferred Comp Match - 15075	3/4/2024	\$25.00	
Deferred Comp Match - 15076	3/4/2024	\$50.00	
Deferred Comp Match - 15077	3/4/2024	\$710.80	
Deferred Comp Match - 15078	3/4/2024	\$75.00	
Deferred Comp Match - 15079	3/4/2024	\$659.30	
Deferred Comp Match - 15080	3/4/2024	\$100.00	
Deferred Comp Match - 15081	3/4/2024	\$150.00	
Deferred Comp Match - 15082	3/4/2024	\$150.00	
Deferred Comp Match - 15083	3/4/2024	\$300.00	
Deferred Comp Match - 15084	3/4/2024	\$25.00	
Deferred Comp Match - 15086	3/4/2024	\$150.00	
Deferred Comp Match - 15087	3/4/2024	\$100.00	
Hutchinson change	3/13/2024	(\$25.00)	
<b>Reference Number: EFT*20240313</b>	<b>Dept of Revenue</b>	<b>\$8,087.81</b>	
2024*Feb Exc Tax	3/18/2024	\$8,087.81	2024*Feb Exc Tax
<b>Reference Number: EFT*20240314</b>	<b>DE Lage Landen Financial Service</b>	<b>\$464.00</b>	
82170613	3/9/2024	\$464.00	2024 - March 1-31 Sharp MX3071
<b>Reference Number: EFT*20240315</b>	<b>Invoice Cloud Inc</b>	<b>\$190.00</b>	
3636-2024_2	2/29/2024	\$190.00	2024*Feb Invoice Cloud
<b>Reference Number: EFT*20240316</b>	<b>USDA Rural Develop Office</b>	<b>\$29,914.00</b>	
2024*Feb USDA City Hall Payment	2/18/2024	\$29,914.00	City Hall Loan 2024*Feb
<b>Reference Number: EFT*20240317</b>	<b>US Bank NA Cincinnati</b>	<b>\$15.00</b>	
2024*FEB WIRE 3136G4H22	3/20/2024	\$15.00	2024*FEB WIRE 3136G4H22

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Reference	Date	Amount	Notes
<b>Reference Number: EFT*20240318</b>	<b>US Bank NA Cincinnati</b>	<b>\$15.00</b>	
2024*FEB WIRE FEE 912828V98	2/6/2024	\$15.00	2024*FEB WIRE FEE 912828V98
<b>Reference Number: EFT*20240319</b>	<b>US Bank NA Cincinnati</b>	<b>\$15.00</b>	
2024*FEB WIRE FEE 3130ALCB8	2/26/2024	\$15.00	2024*FEB WIRE FEE 3130ALCB8
<b>Reference Number: EFT*20240320</b>	<b>US Bank NA Cincinnati</b>	<b>\$15.00</b>	
2024*MAR 3130A07B0 WIRE FEE	3/1/2024	\$15.00	2024*MAR 3130A07B0 WIRE FEE
<b>Reference Number: EFT*20240321</b>	<b>US Bank NA Cincinnati</b>	<b>\$15.00</b>	
2024*MAR WIRE FEE 3130ATS57	3/11/2024	\$7.50	2024*MAR WIRE FEE 3130ATS57
2024*MAR WIRE FEE 3130AWWN6	3/20/2024	\$7.50	2024*MAR WIRE FEE 3130AWWN6
<b>Reference Number: EFT*20240322</b>	<b>Dept of Retirement Systems</b>	<b>\$7,990.50</b>	
Emp Rtmt - 15089	3/18/2024	\$244.99	
Emp Rtmt - 15090	3/18/2024	\$302.71	
Emp Rtmt - 15091	3/18/2024	\$222.99	
Emp Rtmt - 15092	3/18/2024	\$194.48	
Emp Rtmt - 15093	3/18/2024	\$340.34	
Emp Rtmt - 15094	3/18/2024	\$340.93	
Emp Rtmt - 15095	3/18/2024	\$273.29	
Emp Rtmt - 15096	3/18/2024	\$10.64	
Emp Rtmt - 15097	3/18/2024	\$219.08	
Emp Rtmt - 15098	3/18/2024	\$231.29	
Emp Rtmt - 15099	3/18/2024	\$430.72	
Emp Rtmt - 15100	3/18/2024	\$277.58	
Emp Rtmt - 15101	3/18/2024	\$161.43	
Emp Rtmt - 15102	3/18/2024	\$213.41	
Emp Rtmt - 15103	3/18/2024	\$145.89	
Emp Rtmt - 15104	3/18/2024	\$347.14	
Emp Rtmt - 15105	3/18/2024	\$272.33	
Taxable Retirement - 15089	3/18/2024	\$392.82	
Taxable Retirement - 15090	3/18/2024	\$202.02	

March 2024 Second Council Meeting 3/26/2024

Reference	Date	Amount	Notes
Taxable Retirement - 15091	3/18/2024	\$148.82	
Taxable Retirement - 15092	3/18/2024	\$311.82	
Taxable Retirement - 15093	3/18/2024	\$227.13	
Taxable Retirement - 15094	3/18/2024	\$227.53	
Taxable Retirement - 15095	3/18/2024	\$182.38	
Taxable Retirement - 15096	3/18/2024	\$7.10	
Taxable Retirement - 15097	3/18/2024	\$146.20	
Taxable Retirement - 15098	3/18/2024	\$370.85	
Taxable Retirement - 15099	3/18/2024	\$287.45	
Taxable Retirement - 15100	3/18/2024	\$185.25	
Taxable Retirement - 15101	3/18/2024	\$258.83	
Taxable Retirement - 15102	3/18/2024	\$142.42	
Taxable Retirement - 15103	3/18/2024	\$233.91	
Taxable Retirement - 15104	3/18/2024	\$254.98	
Taxable Retirement - 15105	3/18/2024	\$181.75	
<b>Reference Number: EFT*20240323</b>	<b>Dept of Treasury Internal Revenue</b>	<b>\$7,451.76</b>	
Federal Income Tax - 15089	3/18/2024	\$656.51	
Federal Income Tax - 15090	3/18/2024	\$382.65	
Federal Income Tax - 15091	3/18/2024	\$149.96	
Federal Income Tax - 15092	3/18/2024	\$524.36	
Federal Income Tax - 15093	3/18/2024	\$388.46	
Federal Income Tax - 15094	3/18/2024	\$299.70	
Federal Income Tax - 15095	3/18/2024	\$347.73	
Federal Income Tax - 15096	3/18/2024	\$0.00	
Federal Income Tax - 15097	3/18/2024	\$212.20	
Federal Income Tax - 15098	3/18/2024	\$663.42	
Federal Income Tax - 15099	3/18/2024	\$678.16	
Federal Income Tax - 15100	3/18/2024	\$179.22	
Federal Income Tax - 15101	3/18/2024	\$366.80	
Federal Income Tax - 15102	3/18/2024	\$220.06	
Federal Income Tax - 15103	3/18/2024	\$214.45	

March 2024 Second Council Meeting 3/26/2024

Reference	Date	Amount	Notes
Federal Income Tax - 15104	3/18/2024	\$474.22	
Federal Income Tax - 15105	3/18/2024	\$169.14	
Medicare - 15089 (1)	3/18/2024	\$67.17	
Medicare - 15089 (2)	3/18/2024	\$67.17	
Medicare - 15090 (1)	3/18/2024	\$46.06	
Medicare - 15090 (2)	3/18/2024	\$46.06	
Medicare - 15091 (1)	3/18/2024	\$33.93	
Medicare - 15091 (2)	3/18/2024	\$33.93	
Medicare - 15092 (1)	3/18/2024	\$53.22	
Medicare - 15092 (2)	3/18/2024	\$53.22	
Medicare - 15093 (1)	3/18/2024	\$51.78	
Medicare - 15093 (2)	3/18/2024	\$51.78	
Medicare - 15094 (1)	3/18/2024	\$51.87	
Medicare - 15094 (2)	3/18/2024	\$51.87	
Medicare - 15095 (1)	3/18/2024	\$41.58	
Medicare - 15095 (2)	3/18/2024	\$41.58	
Medicare - 15096 (1)	3/18/2024	\$1.62	
Medicare - 15096 (2)	3/18/2024	\$1.62	
Medicare - 15097 (1)	3/18/2024	\$33.33	
Medicare - 15097 (2)	3/18/2024	\$33.33	
Medicare - 15098 (1)	3/18/2024	\$63.11	
Medicare - 15098 (2)	3/18/2024	\$63.11	
Medicare - 15099 (1)	3/18/2024	\$65.53	
Medicare - 15099 (2)	3/18/2024	\$65.53	
Medicare - 15100 (1)	3/18/2024	\$42.23	
Medicare - 15100 (2)	3/18/2024	\$42.23	
Medicare - 15101 (1)	3/18/2024	\$44.29	
Medicare - 15101 (2)	3/18/2024	\$44.29	
Medicare - 15102 (1)	3/18/2024	\$32.47	
Medicare - 15102 (2)	3/18/2024	\$32.47	
Medicare - 15103 (1)	3/18/2024	\$39.91	
Medicare - 15103 (2)	3/18/2024	\$39.91	

March 2024 Second Council Meeting 3/26/2024

Reference	Date	Amount	Notes
Medicare - 15104 (1)	3/18/2024	\$52.82	
Medicare - 15104 (2)	3/18/2024	\$52.82	
Medicare - 15105 (1)	3/18/2024	\$41.44	
Medicare - 15105 (2)	3/18/2024	\$41.44	
<b>Reference Number: Mar 1-15, 2024</b>	<b>Payroll Vendor</b>	<b>\$36,425.30</b>	
ACH Pay - 15089	3/18/2024	\$3,120.93	
ACH Pay - 15090	3/18/2024	\$1,999.52	
ACH Pay - 15091	3/18/2024	\$1,693.07	
ACH Pay - 15092	3/18/2024	\$2,562.43	
ACH Pay - 15093	3/18/2024	\$2,478.96	
ACH Pay - 15094	3/18/2024	\$2,407.22	
ACH Pay - 15095	3/18/2024	\$2,119.04	
ACH Pay - 15096	3/18/2024	\$1.68	
ACH Pay - 15097	3/18/2024	\$1,644.19	
ACH Pay - 15098	3/18/2024	\$2,971.41	
ACH Pay - 15099	3/18/2024	\$3,020.78	
ACH Pay - 15100	3/18/2024	\$2,008.87	
ACH Pay - 15101	3/18/2024	\$2,078.90	
ACH Pay - 15102	3/18/2024	\$1,670.31	
ACH Pay - 15103	3/18/2024	\$2,042.11	
ACH Pay - 15104	3/18/2024	\$2,466.07	
ACH Pay - 15105	3/18/2024	\$2,139.81	
<b>Total</b>		<b>\$182,293.99</b>	

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

Accounts Payable	77	24	83,757.04	38895-38918
Electronic Payments	9	9	38,730.81	EFT*20240313-21
Payroll Vendors	1	1	203.00	38894
Electronic Payroll	3	3	23,177.84	EFT*20240312/22-23
ACH Direct Deposit	17	17	36,425.30	36425.3
<b>Total Vouchers</b>	<b>107</b>	<b>54</b>	<b>182,293.99</b>	

Voided Check(lost in mail) and reissued Ck # 38893

March 2024 Second Council Meeting 3/26/2024

Reference	Date	Amount Notes
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WE, THE FOLLOWING SIGNEES, APPROVE THE VOUCHERS FOR PAYMENT:

MAYOR: \_\_\_\_\_

TREASURER: \_\_\_\_\_

COUNCILOR #1: \_\_\_\_\_

COUNCILOR #2: \_\_\_\_\_

COUNCILOR #3: \_\_\_\_\_

COUNCILOR #4: \_\_\_\_\_

COUNCILOR #5: \_\_\_\_\_

Police Department - John Brockmueller \_\_\_\_\_

Public Works/Community Development - Bryan Morris \_\_\_\_\_

Court- Lacie Dewitt \_\_\_\_\_

City Clerk - Rachelle Denham: \_\_\_\_\_

DATED THIS    DAY OF       , 2024



**CITY OF NAPAVINE, WASHINGTON  
RECREATIONAL SERVICE AGREEMENT  
(Napavine Youth Baseball)**

**THIS AGREEMENT**, made and entered into April 8, 2024, and terminating August 31, 2024, by and between the City of Napavine, Washington, a municipal corporation, herein called "City", and Napavine Youth Baseball (NYB), herein called "Licensee."

**WITNESSETH,**

**WHEREAS**, City owns and maintains recreational and athletic facilities for public use in the City of Napavine and is desirous of providing a variety of recreational activities to the public, and

**WHEREAS**, Licensee has the management structure, personnel, and equipment to provide the recreational services described herein, and

**WHEREAS**, it is economically efficient and in the best interests of the City and the City's residents for City to contract with Licensee for provision of recreational services described herein, now, therefore,

The parties hereto agree as follows:

1. **LICENSE GRANTED.** The city hereby grant to Licensee a license to utilize the City's Little League Complex and Community Park Baseball Fields for the purpose of operating a youth baseball league for the 2024 season, which commences (April 8, 2024) and ends (August 31, 2024). Licensee shall provide City with a schedule of intended use. Licensee's use shall be exclusive to the extent Licensee's use is scheduled as set forth herein, and otherwise Licensee's use is non-exclusive.
2. **SERVICE PROVIDED.** Licensee shall at Licensee's cost and expense, provide the necessary management, personnel, and equipment to operate the following recreational service:
  - a. Service: Baseball
  - b. Age Group: Youth
  - c. Season: Monday-Saturday, (3:00 pm – 8:00 pm) varies
  - d. Tournaments: TBD (To Be Determined), at a later date.

Licensee understands and acknowledges that the license granted hereby does not grant Licensee exclusive use of the leased premises, and that the City may allow use of the premises by others at such times and in such manner that does not conflict with the Licensee's approved scheduled use.

**LICENSEE DRYBOX.** The City shall allow Licensee to maintain a "dry box" on the premises during the lease period for the storage of Licensee's supplies and equipment at a location approved by the City. Placement is at the discretion of the

Public Works Department.

3. **NO MONETARY CONSIDERATION.** The City is receiving good and valuable consideration from Licensee in the form of Licensee utilizing the City's facilities during the period set forth herein for benefit of City's residents, in the form of Licensee maintain the City's facilities, in the form of operating a baseball league for the benefit of City's residents, and in the form of Licensee promoting organized use of the facilities as the facilities were intended to be used. Licensee shall pay for electricity usage.
4. **DEPOSITS.** Licensee shall tender the following cash deposits upon signing of this agreement:
  - a. A One Hundred and 00/100 Dollars (\$100.00) key deposit to be refunded upon the surrender of all City keys on or before August 31, 2024. Fail to return keys by August 31, 2024 deposit shall be forfeited.
  - b. A Three Hundred Fifty and 00/100 Dollars (\$350.00) deposit for electric to league house and field lighting. Deposit is held in trust and carried over to the next season. NYB League shall be billed for the electrical use at the Concession Stand and will notify City of Napavine if the field lighting was used after each use and will be billed directly to NYB, and;
  - c. A Three Hundred and 00/100 Dollars (\$300.00) refundable security deposit for general cleaning and damages of the facilities. Two (2) weeks following August 31, 2024, the parties shall mutually inspect the premises for damage. Any costs to repair damage to the facilities shall be reimbursed within thirty (30) days of the mutual inspection.
  - d. **Deposits are held in trust by the City of Napavine, which was received by donation.**
5. **BUILDING AND CONCESSION USE.** A request for the use of a concession facility must outline what the facility will be used for, what will be sold, the anticipated cost of operation, and how the surplus funds, if any, will be used.
6. **MAINTENANCE.** Licensee shall maintain and drag fields to monitor safety hazards with their own equipment. The Licensee will mark fields for league play as needed. Licensee shall at all times keep the facilities in a clean and neat condition and shall be responsible for cleaning up litter. This includes, but is not limited to, dugouts, bleachers, parking lots, and athletic area grounds. The provision herein notwithstanding, Licensee may, with the approval of City, make such modifications to the facilities as shall be necessary for the use thereof by Licensee.
7. **INSURANCE.** Licensee shall maintain Commercial General Liability, including blanket contractual and fire legal coverage for all its personnel and participants in a minimum amount of One Million and no/100 Dollars (\$1,000,000.00) and shall name City as an additional insured on any policy so maintained. Proof of insurance shall be furnished to City upon the execution of this Agreement and at such other

times as City shall require.

8. **VOLUNTEERS.** In accordance with RCW Chapter 43.43 prospective volunteers, coaches, assistant coaches, and board members in a position that will or may have unsupervised access to children must complete a disclosure form and Washington State Patrol criminal history background form for disclosure of any applicable charges or findings. These forms must be maintained by Napavine Youth Baseball prior to volunteers, coaches, assistant coaches, or board members having any contact with children.
9. **PARTICIPANTS.** Licensee shall allow participation in the recreational service herein provided by all persons eligible therefore in the age group described herein. Although Licensee may request a donation from its participants to offset the cost of providing the recreational service within the guidelines of the national association with which Licensee is affiliated and in compliance with all rules and regulations of said national association.
10. **PUBLIC PROPERTY DAMAGE.** Licensee using City facilities is directly responsible for any damages or misuse of the facilities approved for their activity (except for normal wear). Licensee will also be subject to all costs deriving from any damage or misuse. The concessions and restroom must be locked and secured after each event. If there is inclement weather, it is the Licensee's responsibility to cancel or delay the activity if there is any possibility of facility damage or participant injury.
11. **INTOXICATING BEVERAGES/DRUGS/GAMBLING.** All intoxicating beverages, drugs or gambling is strictly prohibited at all facilities and grounds under the jurisdiction of the City. Violation will result in the suspension or cancellation of this Agreement.
12. **TERM.** The term of this Agreement shall commence April 8, 2024 and terminate August 31, 2024. If the weather becomes inclement and there is a possibility of facility damage, facility use may be restricted.
13. **TERMINATION.** This Agreement may be terminated prior to the termination date by either party hereto by giving written notice of termination to the non-terminating party at least thirty (30) days prior to the intended date of termination.
14. **SUPERVISION.** Licensee shall conduct no activity under this Agreement without the attendance of an adult at all times while any activity is being conducted.
15. **HOLD HARMLESS AGREEMENT.** Licensee shall indemnify, hold harmless, and defend the City, its elected and appointed officials, and employees from any and all claims arising from any and all injuries that may be suffered by any participant or volunteer at any activity sponsored by the Licensee.
16. **ADVERTISING.** City will allow Licensee to place sponsorship banners along the

fields' fence lines provided that all such banners comply with City requirements for removal at the end of the lease term.

**EXECUTED IN DUPLICATE** this 26th day of March, 2024.

**CITY OF NAPAVINE, WASHINGTON**

**LICENSEE**

Name: \_\_\_\_\_  
**Shawn O'Neill,**

Name: \_\_\_\_\_  
**Brennan Keller,**

Its: Mayor

Its President

Date: \_\_\_\_\_

Date: \_\_\_\_\_



Approved <input type="checkbox"/>	Denied <input type="checkbox"/>
Date Action Taken	
Attest:	

**City of Napavine**  
**Action Memorandum No. 24-04**

**AM 24-04: Notice of New Liquor License**

Originator: Rachele Denham, City Clerk

Agenda Date: March 26, 2024

Route to:	Department Head	Signature	Date
X No Objections	Chief of Police		
X No Objections	City Clerk		

Review by Mayor Shawn O’Neill: \_\_\_\_\_,

**Attachment(s):** Washington State Liquor and Cannabis Board Liquor License Renewal Application list.

- 1) Super Mini Mart #369952, 112 2<sup>nd</sup> St NE, expires June 30, 2024.

**Fiscal Impact:** yes  no

**Summary statement:** The city received a letter from the Washington State Liquor and Cannabis Board a list of liquor license renewal applications in City of Napavine Jurisdiction.

Pursuant to RCW 66.24.010(8) allows the city to object to license renewal request.

To object to the liquor license renewal: fax or mail a letter to the Washington State Liquor and Cannabis board (WA-LCB) Licensing Division

Objection letter must be received by the Boards Licensing Division at least 30 days prior to the license expiration date. If you need additional time, you must request that in writing.

**Staff Recommendation:**

- Approve Liquor License renewal for Super Mini Mart.

C091080-2

WASHINGTON STATE LIQUOR AND CANNABIS BOARD

DATE: 03/06/2024

LICENSED ESTABLISHMENTS IN INCORPORATED AREAS CITY OF NAPAINE  
(BY ZIP CODE) FOR EXPIRATION DATE OF 20240630

LICENSEE	BUSINESS NAME AND ADDRESS	LICENSE NUMBER	PRIVILEGES
1. THREE JI K LLC	SUPER MINI MART 112 2ND ST NE NAPAINE WA 98565 0000	369952	GROCERY STORE - BEER/WINE



Washington State  
Liquor and Cannabis Board  
PO Box 43098,

, Olympia WA 98504-3098, (360) 664-1600

MAYOR OF NAPA VINE  
CITY HALL  
NAPA VINE, WA 98565



**Washington State  
Liquor and Cannabis Board**

PO Box 43098

, Olympia WA 98504-3098, (360) 664-1600  
www.liq.wa.gov Fax #: (360) 753-2710

March 06, 2024

Dear Local Authority:

RE: Liquor License Renewal Applications in Your Jurisdiction - Your Objection Opportunity

Enclosed please find a list of liquor-licensed premises in your jurisdiction whose liquor licenses will expire in about 90 days. This is your opportunity to object to these license renewal requests as authorized by RCW 66.24.010 (8).

1) Objection to License Renewal

To object to a liquor license renewal: fax or mail a letter to the Washington State Liquor and Cannabis Board (WS-LCB) Licensing Division. This letter must:

- o Detail the reason(s) for your objection, including a statement of all the facts upon which your objection or objections are based. You may include attachments and supporting documents which contain or confirm the facts upon which your objections are based.
- o Please note that whether a hearing will be granted or not is within the Board's discretion per RCW 66.24.010 (8)(d).

Your letter or fax of objection must be received by the Board's Licensing Division at least 30 days prior to the license expiration date. If you need additional time you must request that in writing. Please be aware, however, that it is within the Board's discretion to grant or deny any requests for extension of time to submit objections. Your request for extension will be granted or denied in writing. If objections are not timely received, they will not be considered as part of the renewal process.

A copy of your objection and any attachments and supporting materials will be made available to the licensee, therefore, it is the Local Authority's responsibility to redact any confidential or non-disclosable information (see RCW 42.56) prior to submission to the WSLCB.

2) Status of License While Objection Pending

During the time an objection to a renewal is pending, the permanent liquor license is placed on hold. However, temporary licenses are regularly issued to the licensee until a final decision is made by the Board.

3) Procedure Following Licensing Division Receipt of Objection

After we receive your objection, our licensing staff will prepare a report for review by the Licensing Director. The report will include your letter of objection, as well as any attachments and supporting documents you send. The Licensing Director will then decide to renew the liquor license, or to proceed with non-renewal.

4) Procedure if Board Does Not Renew License

If the Board decides not to renew a license, we will notify the licensee in writing, stating the reason for this decision. The licensee also has the right to request a hearing to contest non-renewal of their liquor license. RCW 66.24.010 (8)(d). If the licensee makes a timely request for a hearing, we will notify you.

The Board's Licensing Division will be required to present evidence at the hearing before an administrative law judge to support the non-renewal recommendation. You may present evidence in support of your objection or objections. The administrative law judge will consider all of the evidence and issue an initial order for the Board's review. The Board members have final authority to renew the liquor license and will enter a final order announcing their decision.



5) Procedure if Board Renews License Over Your Objection

If the Board decides to renew the license over your objection, you will be notified in writing. At that time, you may be given an opportunity to request a hearing. An opportunity for a hearing is offered at the Board's discretion. If a hearing is held, you will be responsible for presenting evidence before an Administrative Law Judge in support of your objection to license renewal. The Board's Licensing Division will present evidence in support of license renewal. The Licensee may also participate and present evidence if the licensee desires. The administrative law judge will consider all of the evidence, and issue an initial order for the Board's review. The Board members have final authority to renew the liquor license and will enter a final order announcing their decision.

For questions about this process, contact the WSLCB Licensing Division at (360) 664-1600 or email us at [localauthority@sp.lcb.wa.gov](mailto:localauthority@sp.lcb.wa.gov).

Sincerely,

*Rebecca Smith*

Rebecca Smith, Director,  
Licensing and Regulation Division

LIQ 864 07/10

**From:** [amy.hollinger](#)  
**To:** [Rachelle Denham](#)  
**Subject:** Hollinger Tree  
**Date:** Tuesday, March 26, 2024 11:11:41 AM

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**CAUTION:** External Email

To Whom it May Concern,

I, Amy A Hollinger am asking for approval from the City of Napavine to ask the city development department to remove a deciduous tree that is disturbing the sidewalk, causing unsafe pedestrian use, and will cause issues for the city in the future if not removed. This tree is less than 1ft outside of the city right of way on the corner of my property, but believe it would be in the city's best interest to remove this tree as to not cause future safety hazards, sidewalk damage, and save on the cost of future repairs.

Thank you for your time and consideration regarding this matter.

Amy Hollinger  
216 3rd Ave NW, Napavine, WA 98532  
[REDACTED]

**To:** Mayor and City Council  
**From:** Bryan Morris, PW/CD Director  
**RE:** Staff Report for Council Meeting, March 26, 2024

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- **Planning Commission Meeting Minutes**
  - Signed minutes from March 4, 2024.
  
- **Project Updates**
  - Scots Industries – Waiting for engineer submittal.
  - TA – Active Construction. Waiting on WSDOT for final off-site (interchange) approval. Tribal artifacts were found on site. Area of tribal artifacts is flagged until DAHP permit can be processed.
  - AT&T Cell Tower – Fees have been paid. Waiting for confirmation from AT&T on executing the contract.
  - Woodard Road Housing Development – Received pass-through agreement. Waiting on engineer submittal.
  - Jefferson Station – Currently in the design stage.
  
- **Mayme Shaddock Park**
  - Active Construction. Completion date is soon. Will have a opening event/ dedication at a future date.
  
- **Rush Road STIP**
  - Engineer withdrew due to updated federal regulations. Working with WSDOT to re-advertise and solicit qualified engineering firms.
  
- **Hearing Examiner Issues**
  - Currently have an applicant that submitted a Variance in January 2024. Due to conflicts of interest with the applicant and local attorneys, the city had to hire a hearing examiner from Olympia to hear the case.
  
- **Operations are normal**



**NAPAVINE PLANNING COMMISSION MINUTES**  
**March 4, 2024 6:00 P.M.**  
**Napavine City Hall, 407 Birch Ave SW, Napavine, WA**

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**PLEDGE OF ALLEGIANCE:**

**INVOCATION:** Invocation was led by Director Morris.

**CALL TO ORDER:**

Commissioner Graham opened the regular Planning Commission meeting to order at 6:00 PM

**ROLL CALL:**

Planning Commission present: Commissioner Graham, Commissioner Haberstroh, Commissioner Hollinger, and Commissioner Morris. Commissioner Morris motioned to excuse Commissioner Collins, seconded by Commissioner Hollinger. Vote on Motion 3 aye, 0 nay.

**APPROVAL OF AGENDA – As presented:**

**Commissioner Hollinger motioned to approve the agenda as presented, seconded by Commissioner Haberstroh. Vote on motion 3 aye, 0 nay.**

**APPROVAL OF MINUTES:**

**Commissioner Haberstroh motioned to approve minutes from the Planning Commission Meeting on July 3, 2023, seconded by Commissioner Hollinger. Vote on motion 3 aye and 0 nay.**

**NEW BUSINESS:**

**COMPLETE STREETS POLICY (ORDINANCE)**

Director Morris explained what a complete street ordinance is. The Planning Commission discussed what would be considered an exception. Would that include prior variances? The ordinance stated that the council would handle the exceptions but if variances and conditional uses are considered documented evidence to an exception, the hearing examiner handles those cases now. If the city doesn't adopt an ordinance, we would not qualify for grants that we have successfully obtained the last few years. Is this ordinance worth it, or not? Can the ordinance be worded carefully to not tie the hands of the city? Can the streets be outlined in the 6 year traffic plan?

Citizen Ron Johnson had concerns regarding the width of Woodard Road, the homes are so close together. Doesn't feel like there is enough space to widen it.

Director Morris stated that the sidewalk would be on the developer's side of the street. The right-of-way is bigger at the beginning of Woodard Road.

Executive Assistant Katie Williams will provide a few more examples of other city's current complete street ordinance for Planning Commission to review.

**Commissioner Haberstroh motioned to table this ordinance until the next meeting, seconded by Commissioner Morris. Vote on motion 3 aye, 0 nay.**

**GOOD OF THE ORDER:**

Commissioner Hollinger stated she will not be able to attend the March 18th meeting.

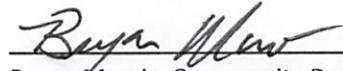
Director Morris stated that the planning commission has the comp plan coming up and needs to be very careful on what the city allows for ADU's.

**ADJOURNMENT** 6:45 pm

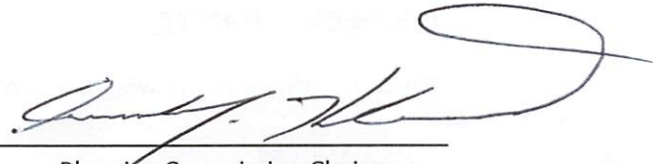
**Commissioner Morris motioned to adjourn, seconded by Commissioner Hollinger. Vote 3 aye, 0 nay.**

These minutes are not verbatim. If so desired, a recording of this meeting is available online at <https://fccdl.in/sGhkXJpi8r>.

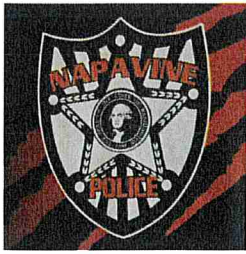
Respectfully submitted,



Bryan Morris, Community Development/Public Works Director



Planning Commission Chairperson



# *NAPAVINE POLICE DEPARTMENT*

## COUNCIL 3/26/2024 - STAFF REPORT

- Our department is proud to announce that we have Reserve Officer, Sam Patrick beginning on April 1<sup>st</sup>, 2024. We look forward to having him join our team so if you happen to see him around, please say hello and welcome him to the City of Napavine.

Sincerely yours,

John Brockmueller  
Chief of Police

[jbrockmueller@cityofnapavine.com](mailto:jbrockmueller@cityofnapavine.com)  
[jqdbey@cityofnapavine.com](mailto:jqdbey@cityofnapavine.com)

PO Box 179 / 407 SW Birch Ave  
Napavine, WA 98565  
PH 360-262-9888 / FX 360-262-9885