



CITY COUNCIL MEETING AGENDA
Tuesday – December 12, 2023 – 6:00 PM

Shawn O'Neill,
Mayor
soneill@cityofnapavine.com

Brian Watson,
Council Position No.1
bwatson@cityofnapavine.com

Ivan Wiediger,
Council Position No.2
iwiediger@cityofnapavine.com

Don Webster,
Council Position No.3
dwebster@cityofnapavine.com

Heather Stewart,
Council Position No.4
hstewart@cityofnapavine.com

Duane Crouse,
Council Position No.5
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

- I. CALL TO ORDER**
- II. INVOCATION**
- III. PLEDGE OF ALLEGIANCE**
- IV. ROLL CALL**
- V. APPROVAL OF AGENDA – AS PRESENTED**

- VI. APPROVAL OF MEETING MINUTES**
 - 1) Regular Council Meeting – November 28, 2023**
 - 2) Public Hearing Meeting - 2024 Preliminary Budget- November 28, 2023**

- VII. PRESENTATION - Hazard Mitigation Plan (HMP)- Erika Katt, Emergency Management Planner with Lewis County.**

- VIII. COUNCIL APPOINTMENTS**

- IX. STAFF & COUNCIL REPORT**

- X. CITIZEN COMMENTS – NON-AGENDA ITEMS**

- XI. NEW BUSINESS**
 - 1) Vouchers – M. Whitten**
 - 2) TIB Grant Agreement & Funding Form 2nd Ave SE Overlay/ Washington St to RR tracks 2-W-963 (006)-1 – B. Morris**
 - 3) AM 23-23 Leak Adjustment Acct No.2713.0 – R. Denham**
 - 4) AM 23-24 Remove Minimum Sale Price for the 1990 Boom Truck – B. Morris**
 - 5) Ord 638-A 2023 Budget Amendment – M. Whitten**

- XII. 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

November 28, 2023, 6:00 P.M.

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

CALL TO ORDER:

Mayor Shawn O’Neill called the regular city council meeting to order at 6:03 pm.

INVOCATION:

The invocation was led by Bryan Morris.

PLEDGE OF ALLEGIANCE:

Mayor Shawn O’Neill led the flag salute.

ROLL CALL:

Council members present: Shawn O’Neill Mayor, Brian Watson Councilor #1, Ivan Wiediger Councilor #2, Don Webster Councilor #3, and Duane Crouse Mayor Pro Tem. *Councilor #4 Heather Stewart was excused for this meeting at the 11/14 meeting.

City staff members present: City Clerk - Rachele Denham, Treasurer – Michelle Whitten, Chief of Police – John Brockmueller, CD PW Director - Bryan Morris, and Court Administrator – Lacie DeWitt.

CONSENT/APPROVAL OF AGENDA

MOVED:	Don Webster	Motion: Approval of Agenda- As Presented.
SECONDED:	Ivan Wiediger	
<i>Discussion: No Discussion</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried: 4 aye and 0 nay.	

APPROVAL OF MINUTES

MOVED:	Don Webster	Motion: Approval of Meeting Minutes - Regular Council Meeting, Workshop Meeting 2024 Preliminary Budget, Public Hearing Ord 652 Adopting Interim Land Use Regulations & Official Controls Providing for Use of a Hearing Examiner, Public Hearing 2024-2029 Capital Facilities Plan, Public Hearing 2024 Preliminary Budget all held on November 14, 2023.
SECONDED:	Brian Watson	
<i>Discussion: No Discussion</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried: 4 aye and 0 nay.	

STAFF & COUNCIL REPORTS:

John Brockmueller – Chief of Police

- Greetings to the council, Report in writing, there was a snafu with the police truck that was involved in a crash, a non-officer involved and will need to be repaired, no personal injuries. The officers will see the football team off to the Championship game on Saturday at 7am, operations are normal.

Rachelle Denham – Clerk

- No report.

Bryan Morris - PW/CD Director

- Report in writing. 2nd Ave SE/Main intersection to the shop. Met with the fire dept. and they will not go to the right of way, the entrance is bad and discussion with the fire chief money will not be thrown at that because there will be a change to the frontage anyway. He will be attending a meeting in Lynnwood on December 13th to discuss the floodway on Bond Rd. Christmas Parade on Saturday at 4pm. Mayor asked about chip sealing on the main road about digress and one little section of the road will be replaced.

Jim Buzzard – Legal

- Great article in the paper about the new development on Rush Rd. Commented on the second lane coming up here looks nice. Reviewing the Chief report, suspicious person-vehicle shows a tight nit community, see something - say something, this is positive.

Michelle Whitten – Treasurer

- In the middle of a 3-year Audit and expects to go through to the end of December and working on the budget.

Lacie DeWitt – Court Administrator

- No Report.

Duane Crouse – Mayor Pro Tem

- Ivan and Duane set on the panel to interview Fire Chief candidates.

Don Webster – Councilor #3

- No report.

Ivan Wiediger – Councilor #2

- Echoed what Duane said, thank you to Fire Dept to allow the opportunity to sit on the panel to interview Fire Chief candidates.

Brian Watson – Councilor #1

- Big game on Saturday at Husky Stadium playing Okanogan. \$10 Napavine Booster Club to ride the bus up to the game and tickets are \$17 per adult.

Shawn O’Neill – Mayor

- Extended thanks and gratitude to the staff/dept head for all the cooperation on the budget. Attended the groundbreaking for TA Truckstop and he is excited about the people who are in charge of this project, they are top notch and feels like they are going to benefit the city. Director Morris made comment about the Christmas tree that is in the triangle was donated by Paula Sandirk and Jerry Nixon. The park kitchen looks great.

Planning Commission – Deborah Graham

- No report.

Fire Dist. 5 – Sandra White

- On Saturday, December 2nd an engine crew will send the Tigers off to the Championship game, will also participate in a multi training evolution with RFA at Braun Industries, and will have engine/medic in Santa parade. The ALS Program (Advanced Life Support) is fully in the hands of Fire Dist. 5 per approval of the DEA, Dept. of Health, and the County Medical Program Director. They would like to thank Duane and Ivan for serving with the interview process for the Fire Chief and allowing them to use the city hall. Story time with Mrs. Clause will be December 23rd at 9am and 10:15am; the children will receive cookies, candy cane, and a wrapped gift. Pictures can be taken by the family and bring your pet. They currently are collecting canned and boxed items for the food bank and can be dropped off at the admin building.

CITIZEN COMMENTS – NON-AGENDA ITEMS:

- Deborah Graham 295 Kirkland Rd: Echoed what the mayor said about the groundbreaking at the TA property and thanked the city for attending. This was a long time coming, her property was annexed 24 years ago.

NEW BUSINESS

VOUCHERS- M. WHITTEN

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

Accounts Payable	28	56	295,967.60	38650-38677
Payroll Vendors	6	6	9,340.63	38643-38648
Electronic Payments	5	5	9950.82	EFT*20231118-22
Electronic Payroll	2	2	16,485.18	EFT*20231116-17
ACH Direct Deposit	17	17	36,189.43	Direct Deposit 11/20/2023
Total Vouchers	58	86	\$367,933.66	

VOID Check 38649

MOVED:	Don Webster	Motion: Approval of the Vouchers dated November 2023 2nd Council Meeting.
SECONDED:	Ivan Wiediger	
<i>Discussion: No Discussion.</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried; 4 aye and 0 nay.	

ORD 655– 2024 BUDGET– M. WHITTEN

**BUDGET ORDINANCE
ORDINANCE NO. 655**

AN ORDINANCE ADOPTING THE BUDGET FOR THE CITY OF NAPAVINE, WASHINGTON, FOR THE FISCAL YEAR ENDING DECEMBER 31, 2024; and Attachment A: Napavine Fee Schedule

MOVED:	Duane Crouse	Motion: Pass Ordinance 655-2024 Budget
SECONDED:	Don Webster	
<i>Discussion: No Discussion</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried; 4 aye and 0 nay.	

BUZZARD LEGAL SERVICES AGREEMENT – R. DENHAM

MOVED:	Ivan Wiediger	Motion: Accept Buzzard Legal Services Agreement
SECONDED:	Duane Crouse	
<i>Discussion: Pass-through agreements will be charged at normal rate not at city discount rate.</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried; 4 aye and 0 nay.	

CIVIL SERVICE COMMISSION SECRETARY/EXAMINER SERVICES AGREEMENT –R. DENHAM

MOVED:	Ivan Wiediger	Motion: Pass the Civil Service Commission Secretary/Examiner Services Agreement
SECONDED:	Brian Watson	
<i>Discussion: No Discussion</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried; 4 aye and 0 nay.	

COUNCIL WINTER RECESS DISCUSSION – MAYOR O’NEILL

MOVED:	Don Webster	Motion: Allow council winter recess on 12/28.
SECONDED:	Daune Crouse	
<i>Discussion: Director Morris asked legal if the Mayor can take over full operations for the two weeks. Legal responded with yes or a special meeting could be called. Any business acted on would need to be taken to the next meeting for council approval.</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried; 4 aye and 0 nay.	

ADJOURNMENT:

MOVED:	Don Webster	Motion: To Adjourn – Close of Meeting
SECONDED:	Ivan Wiediger	
<i>Discussion: Meeting Adjourned at 6:37 p.m.</i>		
VOTE ON MAIN MOTION:	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 freconferencerecall.com or at the link <https://fccdl.in/vjn7LubK4r> .

Respectfully submitted,

Rachelle Denham, City Clerk

Shawn O’Neill, Mayor

Councilor



NAPAVINE CITY COUNCIL MINUTES
PUBLIC HEARING – PRELIMINARY 2024 BUDGET
November 28, 2023, 6:00 P.M.
Napavine City Hall, 407 Birch Ave SW, Napavine, WA

CALL TO ORDER:

Mayor Shawn O’Neill called the public hearing of the **2024 Preliminary Budget** to order at 6:01 pm.

INTRODUCTION:

Mayor Shawn O’Neill introduced himself as presiding over the public hearing.

PURPOSE OF HEARING:

To invite testimony from the community members and the public, regarding the **2024 Preliminary Budget** before the Council. The Council will hear testimony from persons present who wish to speak for, against or neither for or against the **2024 Preliminary Budget**, any questions, please direct them to the mayor and he will direct staff our Council members who may have the answers to address the question. Mayor would like to keep the discussion to a minimum.

PROCEDURE:

Those wishing to testify are asked to speak clearly and tell the Council.

- Your Name
- Your Address
- Who you represent.

Opened Public Hearing:

Mayor Shawn O’Neill opened the public hearing and welcomed anyone wishing to speak to approach the podium.

Citizen Comment: NONE

Closing of Public Hearing:

Mayor Shawn O’Neill announced, all testimony having been taken, the public hearing on the **2024 Preliminary Budget** is now closed ending time 6:03 pm.

Rachelle Denham, City Clerk

Shawn O’Neill, Mayor

Councilor



Voucher Report 12/12/2023

December 2023 1st Council Meeting

Reference	Date	Amount	Notes
Reference Number: 38678	International Brotherhood Teamsters	\$1,025.00	
Union Dues - 14910	11/16/2023	\$53.75	
Union Dues - 14911	11/16/2023	\$31.25	
Union Dues - 14912	11/16/2023	\$28.25	
Union Dues - 14913	11/16/2023	\$43.25	
Union Dues - 14915	11/16/2023	\$34.75	
Union Dues - 14916	11/16/2023	\$35.75	
Union Dues - 14917	11/16/2023	\$37.25	
Union Dues - 14918	11/16/2023	\$27.75	
Union Dues - 14919	11/16/2023	\$36.25	
Union Dues - 14920	11/16/2023	\$43.25	
Union Dues - 14921	11/16/2023	\$35.75	
Union Dues - 14922	11/16/2023	\$37.75	
Union Dues - 14926	11/16/2023	\$35.75	
Union Dues - 14927	11/16/2023	\$31.75	
Union Dues - 14944	12/4/2023	\$53.75	
Union Dues - 14945	12/4/2023	\$31.25	
Union Dues - 14946	12/4/2023	\$28.25	
Union Dues - 14947	12/4/2023	\$43.25	
Union Dues - 14949	12/4/2023	\$34.75	
Union Dues - 14950	12/4/2023	\$35.75	
Union Dues - 14951	12/4/2023	\$37.25	
Union Dues - 14952	12/4/2023	\$27.75	
Union Dues - 14953	12/4/2023	\$36.25	
Union Dues - 14954	12/4/2023	\$43.25	
Union Dues - 14955	12/4/2023	\$35.75	
Union Dues - 14960	12/4/2023	\$35.75	
Union Dues - 14961	12/4/2023	\$37.75	
Union Dues - 14962	12/4/2023	\$31.75	

December 2023 1st Council Meeting

Reference	Date	Amount	Notes
Reference Number: 38679	Office of Support Enforcement	\$203.00	
Child Support - 14945	12/4/2023	\$203.00	
Reference Number: 38680	911 Supply Public Safety Gear & Appa	\$143.38	
INV 2-29922	6/14/2023	\$143.38	Patrol Uniforms Nichols nameplate
Reference Number: 38681	Badger Meter	\$276.95	
80145008	11/29/2023	\$276.95	2023 Nov Meter service
Reference Number: 38682	BHC Consultants	\$16,382.32	
0019120	11/2/2023	\$7,688.43	Jefferson Station Sept 23-Oct 20
0019373	12/2/2023	\$8,693.89	Jefferson Station Oct 21-Nov 24
Reference Number: 38683	Buzzard O'Rourke	\$4,180.00	
13723	11/25/2023	\$420.00	2023 - Nov Legal
13845	11/27/2023	\$20.00	2023 - 2A0653098
13849	11/27/2023	\$20.00	2023 - Lewis 3A0686052
13850	11/27/2023	\$60.00	2023 - 3A0711652
13851	11/27/2023	\$60.00	2023 - Lewis 3A0563757
13853	11/27/2023	\$80.00	2023 - Lewis 3A0549363
13859	11/27/2023	\$100.00	2023 - Lewis 3A0549321 3A0549322
13860	11/27/2023	\$220.00	2023 - Lewis 3A0549325
13861	11/27/2023	\$80.00	2023 - Lewis 3A 68089
13864	11/27/2023	\$60.00	2023 - Lewis 3A0475710
13865	11/27/2023	\$80.00	2023 - Lewis 3A0330824
13866	11/27/2023	\$2,980.00	2023 - Nov Prosecution
Reference Number: 38684	Cities Insurance Assoc	\$128,799.29	
2023-34542-0889-1	11/28/2023	\$129,690.60	CIAW Ins 2023
616643	12/7/2023	(\$891.31)	Remove 22 Dodge Charger
Reference Number: 38685	City of Napavine	\$1,254.81	

December 2023 1st Council Meeting

Reference	Date	Amount Notes
2023 Aug Court Services	12/7/2023	\$189.14 2023 Aug Court Services
2023 Nov Court Services	12/7/2023	\$96.99 2023 Nov Court Services
2023 Oct Court Services	12/7/2023	\$189.39 2023 Oct Court Services
22023 Sept Court Services	12/7/2023	\$189.14 2023 Sept Court Services
Acc 1096.0 City Hall Oct Nov 2023	12/7/2023	\$288.36 2023 Oct - Nov City Water/Sewer
Acc 1711.0 Mayme Oct Nov 2023	12/7/2023	\$301.79 2023 Oct Nov- City Water/Sewer
Reference Number: 38686	CivicPlus LLC	\$900.00
269136	11/1/2023	\$900.00 online hosting
Reference Number: 38687	Esco Pacific Signs, Inc.	\$261.51
32437	12/5/2023	\$261.51 Canvas Banner
Reference Number: 38688	Flannery Publications	\$140.25
62573	11/25/2023	\$42.25 Ord 654 Ad Valorem
62576	11/22/2023	\$98.00 Ord 656 Official Newspaper
Reference Number: 38689	Flock Group Inc	\$10,450.00
INV-22852	11/30/2023	\$10,450.00 PD license plate reader
Reference Number: 38690	HACH Company	\$125.15
11292023	11/29/2023	\$125.15 Sample Cells
Reference Number: 38691	Jackson Civil Engineering LLC	\$48,486.74
0016-14-11	11/20/2023	\$735.00 Development Pass-Through Fees TA
0016-24-10	12/6/2023	\$6,296.52 TIB Rush Rd striping
0016-25-06	11/20/2023	\$1,275.00 Coring Program
0016-26-05	12/21/2023	\$26,361.47 Bundle Pkg Lewis Thurston
0016-27-04	11/20/2023	\$9,643.75 Jefferson Station
0016-30-01	11/20/2023	\$2,120.00 Woodard Rd/Comp Plan
0016-31-01	11/20/2023	\$2,055.00 TIB 2nd Ave grant app

December 2023 1st Council Meeting

Reference	Date	Amount	Notes
Reference Number: 38692 291571	Joseph O. Enbody 11/21/2023	\$1,330.00	\$1,330.00 2023 Oct 7 units
Reference Number: 38693 22535	KR Homes, LLC 11/30/2023	\$252,043.80	\$252,043.80 Park Kitchen 50%
Reference Number: 38694 50022308	Lakeside Industries 11/1/2023	\$38,843.60	\$38,843.60 Rush Rd TIB Grant
Reference Number: 38695 2023 Nov Medical Treatment 2023 Nov Prison Count	LCSO-Corrections Bureau 12/7/2023 12/4/2023	\$1,166.94	\$274.73 2023 Nov Medical Catron \$892.21 2023 - Nov 11 beds days
Reference Number: 38696 217061	LECO Supply, Inc 12/7/2023	\$39.49	\$39.49 Toilet seat covers
Reference Number: 38697 4821292S185	Lemay Mobile Shredding 12/1/2023	\$65.00	\$65.00 65 Gal Mobile Shred Nov
Reference Number: 38698 2023 Annual Voter Registration 2023 Nov 7 Election Costs Invoice - 12/7/2023 12:17:00 PM	Lewis County Auditor 11/29/2023 11/30/2023 12/7/2023	\$2,796.81	\$1,659.41 2023 Annual Voter Registration \$925.90 2023 Nov 7 Election Costs \$211.50 Stormwater Agreement BP Pass Thru
Reference Number: 38699 7525	Lewis County Communicaton 11/30/2023	\$4,367.25	\$4,367.25 2023- QTR 4
Reference Number: 38700 7562	Lewis County Public Health Departme 12/1/2023	\$168.00	\$168.00 6 Water Bottles
Reference Number: 38701 2023 Nov Crime Victims	Lewis County Treasurer 12/7/2023	\$29.06	\$29.06 2023 -NOV Court Remittance

December 2023 1st Council Meeting

Reference	Date	Amount	Notes
Reference Number: 38702	Pete Hinton	\$60.00	
2023 Nov Interpreter Service	12/6/2023	\$60.00	2023 Nov Interpreter Service
Reference Number: 38703	Propel Insurance	\$4,000.00	
759120	11/29/2023	\$4,000.00	CIAW 2024 Broker Fee
Reference Number: 38704	Quill Corporation	\$255.43	
35584488	11/8/2023	\$211.00	Toner/Tape/paper/batteries
35803211	11/21/2023	\$44.43	Paper/coffee
Reference Number: 38705	State Treasurer's Office	\$1,242.52	
2023 Nov State Remit	12/7/2023	\$1,242.52	2023 Nov State Remit
Reference Number: 38706	Sweeny's Ace Hardware	\$589.38	
913724	11/2/2023	\$7.11	Motor Oil
913733	11/2/2023	\$17.24	Clorox
913767	11/2/2023	\$32.94	Closet flange/fasteners
913772	11/2/2023	\$18.33	contractor bag
913810	11/3/2023	\$8.59	hanger mt strip
913820	11/3/2023	\$14.64	Box Octg,Hook Ceil/Sprayer
913874	11/3/2023	\$8.61	Pipe Insulin 1/2 "6
914193	11/7/2023	\$31.27	Texture Spray/Spackl
914215	11/7/2023	\$6.46	Barrel Bolt 5"
914305	11/8/2023	\$8.37	Key Master/Parks
914324	11/8/2023	\$54.07	paint supplies
914342	11/9/2023	\$10.35	Brake Fluid Prestone
914346	11/9/2023	\$29.12	CM Filter Red Push On
914347	11/9/2023	\$9.91	Roller Frame 9" 5 Wire
914376	11/9/2023	\$13.97	Linzer Chip Brush 3"
914778	11/14/2023	\$23.73	Soft Sweep Pushbroom
914831	11/15/2023	\$24.80	LED Bulbs

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Reference	Date	Amount	Notes
914965	11/16/2023	\$13.57	Clorox/Clorox Wipes
914992	11/17/2023	\$10.73	Concrete Mix
914999	11/17/2023	\$46.38	GFI RCPT/Volt tester
915000	11/17/2023	\$7.54	Battery ALKLN AA
915246	11/20/2023	\$14.86	Start Fluid/Link Chain Quick
915247	11/20/2023	\$10.97	Key Schlage 10 pak
915258	11/20/2023	\$62.09	receptacle/1g box/weatherproof cvr
915323	11/20/2023	\$32.36	Shovel
915335	11/21/2023	\$7.11	Brake Fluid
915449	11/22/2023	\$10.35	Cleaner TIP Oxy Acetylen
915502	11/22/2023	\$26.96	5/8" drill bit
915985	11/28/2023	\$5.72	Mis Fasteners
915995	11/28/2023	\$4.95	wire stove pipe
916047	11/29/2023	\$3.87	HEX Bush
916072	11/29/2023	\$12.41	Mis Fasteners
Reference Number: 38707	US Cellular	\$1,058.02	
0616706081	11/20/2023	\$188.60	2023- US Cell Phone PW 11/20-12/19
0616747186	11/20/2023	\$830.39	2023- US Cell Phone 11/20-12/19 PD
0618463941	11/20/2023	\$39.03	2023- US Cell Phone 11/20-12/19 Treasur
Reference Number: 38708	Utilities Underground Location Center	\$3.67	
3110195	11/30/2023	\$3.67	2023 Nov locates 3
Reference Number: 38709	Vander Stoep, Blinks, Jones & Unzeln	\$1,100.00	
2023 Dec Judge	12/1/2023	\$1,100.00	2023-Dec Judge
Reference Number: 38710	WA Dept of Transportation	\$2,939.74	
RE *FB91458005241	12/30/2023	\$2,939.74	2023 Nov Fuel
Reference Number: EFT*20231201	AFLAC Remittance Processing	\$543.20	
Aflac - 14910	11/16/2023	\$32.36	

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Reference	Date	Amount	Notes
Aflac - 14914	11/16/2023	\$27.17	
Aflac - 14944	12/4/2023	\$32.37	
Aflac - 14948	12/4/2023	\$27.17	
Aflac Disability - 14914	11/16/2023	\$47.84	
Aflac Disability - 14920	11/16/2023	\$95.68	
Aflac Disability - 14925	11/16/2023	\$68.54	
Aflac Disability - 14948	12/4/2023	\$47.84	
Aflac Disability - 14954	12/4/2023	\$95.68	
Aflac Disability - 14959	12/4/2023	\$68.55	
Reference Number: EFT*20231202	Dept of Retirement Systems	\$7,468.25	
Emp Rtmt - 14944	12/4/2023	\$246.59	
Emp Rtmt - 14945	12/4/2023	\$255.57	
Emp Rtmt - 14946	12/4/2023	\$210.37	
Emp Rtmt - 14947	12/4/2023	\$185.03	
Emp Rtmt - 14948	12/4/2023	\$321.07	
Emp Rtmt - 14949	12/4/2023	\$276.68	
Emp Rtmt - 14950	12/4/2023	\$257.95	
Emp Rtmt - 14951	12/4/2023	\$272.36	
Emp Rtmt - 14952	12/4/2023	\$197.73	
Emp Rtmt - 14953	12/4/2023	\$178.65	
Emp Rtmt - 14954	12/4/2023	\$406.75	
Emp Rtmt - 14955	12/4/2023	\$276.54	
Emp Rtmt - 14959	12/4/2023	\$327.49	
Emp Rtmt - 14960	12/4/2023	\$257.00	
Emp Rtmt - 14961	12/4/2023	\$157.56	
Emp Rtmt - 14962	12/4/2023	\$132.90	
Taxable Retirement - 14944	12/4/2023	\$395.37	
Taxable Retirement - 14945	12/4/2023	\$170.56	
Taxable Retirement - 14946	12/4/2023	\$140.39	
Taxable Retirement - 14947	12/4/2023	\$296.67	
Taxable Retirement - 14948	12/4/2023	\$214.27	

December 2023 1st Council Meeting

Reference	Date	Amount	Notes
Taxable Retirement - 14949	12/4/2023	\$184.65	
Taxable Retirement - 14950	12/4/2023	\$172.15	
Taxable Retirement - 14951	12/4/2023	\$181.77	
Taxable Retirement - 14952	12/4/2023	\$131.96	
Taxable Retirement - 14953	12/4/2023	\$286.44	
Taxable Retirement - 14954	12/4/2023	\$271.45	
Taxable Retirement - 14955	12/4/2023	\$184.55	
Taxable Retirement - 14959	12/4/2023	\$240.55	
Taxable Retirement - 14960	12/4/2023	\$171.51	
Taxable Retirement - 14961	12/4/2023	\$252.63	
Taxable Retirement - 14962	12/4/2023	\$213.09	
Reference Number: EFT*20231203	Dept of Treasury Internal Revenue Ser	\$7,512.19	
Federal Income Tax - 14944	12/4/2023	\$705.40	
Federal Income Tax - 14945	12/4/2023	\$313.35	
Federal Income Tax - 14946	12/4/2023	\$160.53	
Federal Income Tax - 14947	12/4/2023	\$529.48	
Federal Income Tax - 14948	12/4/2023	\$372.67	
Federal Income Tax - 14949	12/4/2023	\$252.84	
Federal Income Tax - 14950	12/4/2023	\$351.85	
Federal Income Tax - 14951	12/4/2023	\$244.60	
Federal Income Tax - 14952	12/4/2023	\$201.54	
Federal Income Tax - 14953	12/4/2023	\$486.34	
Federal Income Tax - 14954	12/4/2023	\$650.21	
Federal Income Tax - 14955	12/4/2023	\$169.09	
Federal Income Tax - 14957	12/4/2023	\$188.36	
Federal Income Tax - 14959	12/4/2023	\$441.05	
Federal Income Tax - 14960	12/4/2023	\$143.69	
Federal Income Tax - 14961	12/4/2023	\$387.04	
Federal Income Tax - 14962	12/4/2023	\$204.41	
Medicare - 14944 (1)	12/4/2023	\$67.64	
Medicare - 14944 (2)	12/4/2023	\$67.64	

December 2023 1st Council Meeting

Reference	Date	Amount	Notes
Medicare - 14945 (1)	12/4/2023	\$38.89	
Medicare - 14945 (2)	12/4/2023	\$38.89	
Medicare - 14946 (1)	12/4/2023	\$32.01	
Medicare - 14946 (2)	12/4/2023	\$32.01	
Medicare - 14947 (1)	12/4/2023	\$50.96	
Medicare - 14947 (2)	12/4/2023	\$50.96	
Medicare - 14948 (1)	12/4/2023	\$48.85	
Medicare - 14948 (2)	12/4/2023	\$48.85	
Medicare - 14949 (1)	12/4/2023	\$42.10	
Medicare - 14949 (2)	12/4/2023	\$42.10	
Medicare - 14950 (1)	12/4/2023	\$39.25	
Medicare - 14950 (2)	12/4/2023	\$39.25	
Medicare - 14951 (1)	12/4/2023	\$41.44	
Medicare - 14951 (2)	12/4/2023	\$41.44	
Medicare - 14952 (1)	12/4/2023	\$30.08	
Medicare - 14952 (2)	12/4/2023	\$30.08	
Medicare - 14953 (1)	12/4/2023	\$48.84	
Medicare - 14953 (2)	12/4/2023	\$48.84	
Medicare - 14954 (1)	12/4/2023	\$61.89	
Medicare - 14954 (2)	12/4/2023	\$61.89	
Medicare - 14955 (1)	12/4/2023	\$42.08	
Medicare - 14955 (2)	12/4/2023	\$42.08	
Medicare - 14957 (1)	12/4/2023	\$27.04	
Medicare - 14957 (2)	12/4/2023	\$27.04	
Medicare - 14959 (1)	12/4/2023	\$49.83	
Medicare - 14959 (2)	12/4/2023	\$49.83	
Medicare - 14960 (1)	12/4/2023	\$39.10	
Medicare - 14960 (2)	12/4/2023	\$39.10	
Medicare - 14961 (1)	12/4/2023	\$43.02	
Medicare - 14961 (2)	12/4/2023	\$43.02	
Medicare - 14962 (1)	12/4/2023	\$36.22	
Medicare - 14962 (2)	12/4/2023	\$36.22	

December 2023 1st Council Meeting

Reference	Date	Amount	Notes
Social Security Tax - 14957 (1)	12/4/2023	\$115.63	
Social Security Tax - 14957 (2)	12/4/2023	\$115.63	
Reference Number: EFT*20231204	Washington Teamsters Welfare Trust	\$273.60	
Vision Insurance - 14920	11/16/2023	\$8.55	
Vision Insurance - 14921	11/16/2023	\$8.55	
Vision Insurance - 14925	11/16/2023	\$8.55	
Vision Insurance - 14926	11/16/2023	\$8.55	
Vision Insurance - 14944	12/4/2023	\$17.10	
Vision Insurance - 14945	12/4/2023	\$17.10	
Vision Insurance - 14946	12/4/2023	\$17.10	
Vision Insurance - 14947	12/4/2023	\$17.10	
Vision Insurance - 14948	12/4/2023	\$17.10	
Vision Insurance - 14949	12/4/2023	\$17.10	
Vision Insurance - 14950	12/4/2023	\$17.10	
Vision Insurance - 14951	12/4/2023	\$17.10	
Vision Insurance - 14952	12/4/2023	\$17.10	
Vision Insurance - 14953	12/4/2023	\$17.10	
Vision Insurance - 14954	12/4/2023	\$8.55	
Vision Insurance - 14955	12/4/2023	\$8.55	
Vision Insurance - 14959	12/4/2023	\$8.55	
Vision Insurance - 14960	12/4/2023	\$8.55	
Vision Insurance - 14961	12/4/2023	\$17.10	
Vision Insurance - 14962	12/4/2023	\$17.10	
Reference Number: EFT*20231205	Vimly Benefit Solutions, Inc	\$17,022.16	
Elwood Medical Ins	12/4/2023	\$742.50	
Medical Dental - 14920	11/16/2023	\$46.56	
Medical Dental - 14921	11/16/2023	\$335.42	
Medical Dental - 14925	11/16/2023	\$15.67	
Medical Dental - 14926	11/16/2023	\$263.14	
Medical Dental - 14954	12/4/2023	\$46.56	

December 2023 1st Council Meeting

Reference	Date	Amount	Notes
Medical Dental - 14955	12/4/2023	\$335.42	
Medical Dental - 14959	12/4/2023	\$15.67	
Medical Dental - 14960	12/4/2023	\$263.14	
Medical/Dental - 14944	12/4/2023	\$929.84	
Medical/Dental - 14945	12/4/2023	\$929.84	
Medical/Dental - 14946	12/4/2023	\$929.84	
Medical/Dental - 14947	12/4/2023	\$929.84	
Medical/Dental - 14948	12/4/2023	\$929.84	
Medical/Dental - 14949	12/4/2023	\$929.84	
Medical/Dental - 14950	12/4/2023	\$929.84	
Medical/Dental - 14951	12/4/2023	\$929.84	
Medical/Dental - 14952	12/4/2023	\$929.84	
Medical/Dental - 14953	12/4/2023	\$929.84	
Medical/Dental - 14954	12/4/2023	\$950.00	
Medical/Dental - 14955	12/4/2023	\$950.00	
Medical/Dental - 14959	12/4/2023	\$950.00	
Medical/Dental - 14960	12/4/2023	\$950.00	
Medical/Dental - 14961	12/4/2023	\$929.84	
Medical/Dental - 14962	12/4/2023	\$929.84	
Reference Number: EFT*20231206	Nationwide Retirement Solutions	\$6,209.64	
Deferred Comp - 14910	11/16/2023	\$150.00	
Deferred Comp - 14911	11/16/2023	\$150.00	
Deferred Comp - 14912	11/16/2023	\$100.00	
Deferred Comp - 14914	11/16/2023	\$300.00	
Deferred Comp - 14915	11/16/2023	\$294.88	
Deferred Comp - 14917	11/16/2023	\$50.00	
Deferred Comp - 14918	11/16/2023	\$100.00	
Deferred Comp - 14919	11/16/2023	\$50.00	
Deferred Comp - 14920	11/16/2023	\$150.00	
Deferred Comp - 14921	11/16/2023	\$200.00	
Deferred Comp - 14922	11/16/2023	\$100.00	

December 2023 1st Council Meeting

Reference	Date	Amount	Notes
Deferred Comp - 14925	11/16/2023	\$300.00	
Deferred Comp - 14926	11/16/2023	\$100.00	
Deferred Comp - 14927	11/16/2023	\$25.00	
Deferred Comp - 14944	12/4/2023	\$150.00	
Deferred Comp - 14945	12/4/2023	\$150.00	
Deferred Comp - 14946	12/4/2023	\$100.00	
Deferred Comp - 14948	12/4/2023	\$300.00	
Deferred Comp - 14949	12/4/2023	\$294.88	
Deferred Comp - 14951	12/4/2023	\$50.00	
Deferred Comp - 14952	12/4/2023	\$100.00	
Deferred Comp - 14953	12/4/2023	\$50.00	
Deferred Comp - 14954	12/4/2023	\$150.00	
Deferred Comp - 14955	12/4/2023	\$200.00	
Deferred Comp - 14959	12/4/2023	\$300.00	
Deferred Comp - 14960	12/4/2023	\$100.00	
Deferred Comp - 14961	12/4/2023	\$100.00	
Deferred Comp - 14962	12/4/2023	\$25.00	
Deferred Comp Match - 14944	12/4/2023	\$150.00	
Deferred Comp Match - 14945	12/4/2023	\$150.00	
Deferred Comp Match - 14946	12/4/2023	\$100.00	
Deferred Comp Match - 14948	12/4/2023	\$300.00	
Deferred Comp Match - 14949	12/4/2023	\$294.88	
Deferred Comp Match - 14951	12/4/2023	\$50.00	
Deferred Comp Match - 14952	12/4/2023	\$100.00	
Deferred Comp Match - 14953	12/4/2023	\$50.00	
Deferred Comp Match - 14954	12/4/2023	\$150.00	
Deferred Comp Match - 14955	12/4/2023	\$200.00	
Deferred Comp Match - 14959	12/4/2023	\$300.00	
Deferred Comp Match - 14960	12/4/2023	\$100.00	
Deferred Comp Match - 14961	12/4/2023	\$100.00	
Deferred Comp Match - 14962	12/4/2023	\$25.00	

December 2023 1st Council Meeting

Reference	Date	Amount	Notes
Reference Number: EFT*20231207	Dept of Licensing Firearms Desk	\$54.00	
NV0000074 Krause	11/18/2023	\$18.00	Krause
NV0000075 Vetter	11/18/2023	\$18.00	Vetter
NV0000076 Saling	11/18/2023	\$18.00	Saling
Reference Number: EFT*20231208	Centurylink	\$56.37	
206-T21-6528 954 Nov 2023	11/20/2023	\$56.37	2023 - Nov Well Telemetry 206T21
Reference Number: EFT*20231209	US Cellular	\$54.86	
0614475733	11/2/2023	\$54.86	2023- US Cell Phone 11/2-12/1
Reference Number: EFT*20231210	WAVE	\$125.07	
032776101-0010494	11/17/2023	\$125.07	2023- WAVE 11/19-12/18 PD
Reference Number: EFT*20231211	WAVE	\$94.47	
032768701-0010504	11/23/2023	\$94.47	11/23-12/22
Reference Number: EFT*20231212	WAVE	\$145.17	
104979801-0010494	11/17/2023	\$145.17	2023 WAVE Internet 11/19-12/18 CH
Reference Number: Nov 16-30, 2023	Payroll Vendor	\$36,212.49	
ACH Pay - 14944	12/4/2023	\$3,195.03	
ACH Pay - 14945	12/4/2023	\$1,721.87	
ACH Pay - 14946	12/4/2023	\$1,713.16	
ACH Pay - 14947	12/4/2023	\$2,519.79	
ACH Pay - 14948	12/4/2023	\$2,311.90	
ACH Pay - 14949	12/4/2023	\$2,053.83	
ACH Pay - 14950	12/4/2023	\$2,071.44	
ACH Pay - 14951	12/4/2023	\$2,256.45	
ACH Pay - 14952	12/4/2023	\$1,552.78	
ACH Pay - 14953	12/4/2023	\$2,382.69	
ACH Pay - 14954	12/4/2023	\$2,869.96	

December 2023 1st Council Meeting

Reference	Date	Amount	Notes
ACH Pay - 14955	12/4/2023	\$1,878.14	
ACH Pay - 14957	12/4/2023	\$1,493.03	
ACH Pay - 14959	12/4/2023	\$2,284.33	
ACH Pay - 14960	12/4/2023	\$1,899.46	
ACH Pay - 14961	12/4/2023	\$2,078.81	
ACH Pay - 14962	12/4/2023	\$1,929.82	
Total		\$600,498.58	

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

Accounts Payable	32	94	523,499.11	38680-38710
Electronic Payments	6	15	529.94	EFT*20231207-12
Payroll Vendors	2	2	1,228.00	38678-38679
Electronic Payroll	6	6	39,029.04	EFT*20231201-06
ACH Direct Deposit	17	17	36,212.49	Direct Deposit 12/05/23
Total Vouchers	63	134	\$600,498.58	

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 _____, 2023



Washington State Transportation Improvement Board

TIB Members

Chair
Mayor Glenn Johnson
City of Pullman

Vice Chair
Councilmember Sam Low
Snohomish County

Amy Asher
Mason Transit Authority

Aaron Butters, PE
HW Lochner Inc.

Susan Carter
Hopelink

Kent Cash, PE
Port of Vancouver

Barbara Chamberlain
WSDOT

Elizabeth Chamberlain
City of Walla Walla

Dongho Chang, PE
WSDOT

Scott Chesney
Spokane County

Vicky Clarke
Cascade Bicycle Club/Washington Bikes

Mike Dahlem, PE
City of Sumner

Commissioner Al French
Spokane County

Councilmember Hilda González
City of Granger

Commissioner Scott Hutsell
Lincoln County

Les Reardanz
Whatcom Transportation Authority

Peter Rogalsky, PE
City of Richland

Mayor Kim Roscoe
City of Fife

Maria Thomas
Office of Financial Management

Jennifer Walker
Thurston County

Jane Wall
County Road Administration Board

December 1, 2023

Mr. Bryan Morris
Director of Public Works & Community Development
City of Napavine
Post Office Box 810
Napavine, WA 98565-0810

Dear Mr. Morris:

Congratulations! We are pleased to announce the selection of your project, 2nd Ave SE Overlay, Washington St to RR tracks, TIB project number 2-W-963(006)-1.

TIB is awarding 94.9997% of approved eligible project costs with a maximum grant of \$183,509.

Before any work is permitted on this project, you must complete and email the following items to your TIB engineer:

- Verify the information on the attached Project Funding Status Form and, revise if necessary. Sign and email a copy.
- Sign and email one copy of the Fuel Tax Grant Distribution Agreement.

You may only incur reimbursable expenses after you receive approval from TIB.

In accordance with RCW 47.26.084, you must certify full funding by December 2, 2024 or the grant may be terminated. Grants may also be rescinded due to unreasonable project delay as described in WAC 479-05-211.

If you have questions, please contact Chris Langhoff, TIB Project Engineer, at ChrisL@TIB.wa.gov.

Sincerely,

Ashley Probart
Executive Director

Enclosures

Ashley Probart
Executive Director

P.O. Box 40901
Olympia, WA 98504-0901
Phone: 360-586-1140
Fax: 360-586-1165
www.tib.wa.gov



City of Napavine
2-W-963(006)-1
2nd Ave SE Overlay
Washington St to RR tracks

STATE OF WASHINGTON
TRANSPORTATION IMPROVEMENT BOARD
AND
City of Napavine
AGREEMENT

THIS GRANT AGREEMENT (hereinafter "Agreement") for the 2nd Ave SE Overlay, Washington St to RR tracks (hereinafter "Project") is entered into by the WASHINGTON STATE TRANSPORTATION IMPROVEMENT BOARD (hereinafter "TIB") and City of Napavine, a political subdivision of the State of Washington (hereinafter "RECIPIENT").

1.0 PURPOSE

For the project specified above, TIB shall pay 94.9997 percent of approved eligible project costs up to the amount of \$183,509, pursuant to terms contained in the RECIPIENT'S Grant Application, supporting documentation, chapter 47.26 RCW, title 479 WAC, and the terms and conditions listed below.

2.0 SCOPE AND BUDGET

The Project Scope and Budget are initially described in RECIPIENT'S Grant Application and incorporated by reference into this Agreement. Scope and Budget will be further developed and refined, but not substantially altered during the Design, Bid Authorization and Construction Phases. Any material alterations to the original Project Scope or Budget as initially described in the Grant Application must be authorized by TIB in advance by written amendment.

3.0 PROJECT DOCUMENTATION

TIB requires RECIPIENT to make reasonable progress and submit timely Project documentation as applicable throughout the Project. Upon RECIPIENT'S submission of each Project document to TIB, the terms contained in the document will be incorporated by reference into the Agreement. Required documents include, but are not limited to the following:

- a) Project Funding Status Form
- b) Bid Authorization Form with plans and engineers estimate
- c) Award Updated Cost Estimate
- d) Bid Tabulations
- e) Contract Completion Updated Cost Estimate with final summary of quantities
- f) Project Accounting History

4.0 BILLING AND PAYMENT

The local agency shall submit progress billings as project costs are incurred to enable TIB to maintain accurate budgeting and fund management. Payment requests may be submitted as



often as the RECIPIENT deems necessary, but shall be submitted at least quarterly if billable amounts are greater than \$50,000. If progress billings are not submitted, large payments may be delayed or scheduled in a payment plan.

5.0 TERM OF AGREEMENT

This Agreement shall be effective upon execution by TIB and shall continue through closeout of the grant or until terminated as provided herein, but shall not exceed 10 years unless amended by the Parties.

6.0 AMENDMENTS

This Agreement may be amended by mutual agreement of the Parties. Such amendments shall not be binding unless they are in writing and signed by persons authorized to bind each of the Parties.

7.0 ASSIGNMENT

The RECIPIENT shall not assign or transfer its rights, benefits, or obligations under this Agreement without the prior written consent of TIB. The RECIPIENT is deemed to consent to assignment of this Agreement by TIB to a successor entity. Such consent shall not constitute a waiver of the RECIPIENT's other rights under this Agreement.

8.0 GOVERNANCE & VENUE

This Agreement shall be construed and interpreted in accordance with the laws of the state of Washington and venue of any action brought hereunder shall be in the Superior Court for Thurston County.

9.0 DEFAULT AND TERMINATION

9.1 NON-COMPLIANCE

- a) In the event TIB determines, in its sole discretion, the RECIPIENT has failed to comply with the terms and conditions of this Agreement, TIB shall notify the RECIPIENT, in writing, of the non-compliance.
- b) In response to the notice, RECIPIENT shall provide a written response within 10 business days of receipt of TIB's notice of non-compliance, which should include either a detailed plan to correct the non-compliance, a request to amend the Project, or a denial accompanied by supporting details.
- c) TIB will provide 30 days for RECIPIENT to make reasonable progress toward compliance pursuant to its plan to correct or implement its amendment to the Project.
- d) Should RECIPIENT dispute non-compliance, TIB will investigate the dispute and may withhold further payments or prohibit the RECIPIENT from incurring additional reimbursable costs during the investigation.

9.2 DEFAULT

RECIPIENT may be considered in default if TIB determines, in its sole discretion, that:



- a) RECIPIENT is not making reasonable progress toward correction and compliance.
- b) TIB denies the RECIPIENT's request to amend the Project.
- c) After investigation TIB confirms RECIPIENT'S non-compliance.

TIB reserves the right to order RECIPIENT to immediately stop work on the Project and TIB may stop Project payments until the requested corrections have been made or the Agreement has been terminated.

9.3 TERMINATION

- a) In the event of default by the RECIPIENT as determined pursuant to Section 9.2, TIB shall serve RECIPIENT with a written notice of termination of this Agreement, which shall be served in person, by email or by certified letter. Upon service of notice of termination, the RECIPIENT shall immediately stop work and/or take such action as may be directed by TIB.
- b) In the event of default and/or termination by either PARTY, the RECIPIENT may be liable for damages as authorized by law including, but not limited to, repayment of grant funds.
- c) The rights and remedies of TIB provided in the AGREEMENT are not exclusive and are in addition to any other rights and remedies provided by law.

9.4 TERMINATION FOR NECESSITY

TIB may, with ten (10) days written notice, terminate this Agreement, in whole or in part, because funds are no longer available for the purpose of meeting TIB's obligations. If this Agreement is so terminated, TIB shall be liable only for payment required under this Agreement for performance rendered or costs incurred prior to the effective date of termination.

10.0 USE OF TIB GRANT FUNDS

TIB grant funds come from Motor Vehicle Fuel Tax revenue. Any use of these funds for anything other than highway or roadway system improvements is prohibited and shall subject the RECIPIENT to the terms, conditions and remedies set forth in Section 9. If Right of Way is purchased using TIB funds, and some or all of the Right of Way is subsequently sold, proceeds from the sale must be deposited into the RECIPIENT's motor vehicle fund and used for a motor vehicle purpose.

11.0 INCREASE OR DECREASE IN TIB GRANT FUNDS

At Bid Award and Contract Completion, RECIPIENT may request an increase in the maximum payable TIB funds for the specific project. Requests must be made in writing and will be considered by TIB and awarded at the sole discretion of TIB. All increase requests must be made pursuant to WAC 479-05-202 and/or WAC 479-01-060. If an increase is denied, the recipient shall be liable for all costs incurred in excess of the maximum amount payable by TIB. In the event that final costs related to the specific project are less than the initial grant award, TIB funds will be decreased and/or refunded to TIB in a manner that maintains the intended ratio between TIB funds and total project costs, as described in Section 1.0 of this Agreement.



12.0 INDEPENDENT CAPACITY

The RECIPIENT shall be deemed an independent contractor for all purposes and the employees of the RECIPIENT or any of its contractors, subcontractors, and employees thereof shall not in any manner be deemed employees of TIB.

13.0 INDEMNIFICATION AND HOLD HARMLESS

The PARTIES agree to the following:

Each of the PARTIES, shall protect, defend, indemnify, and save harmless the other PARTY, its officers, officials, employees, and agents, while acting within the scope of their employment as such, from any and all costs, claims, judgment, and/or awards of damages, arising out of, or in any way resulting from, that PARTY's own negligent acts or omissions which may arise in connection with its performance under this Agreement. No PARTY will be required to indemnify, defend, or save harmless the other PARTY if the claim, suit, or action for injuries, death, or damages is caused by the sole negligence of the other PARTY. Where such claims, suits, or actions result from the concurrent negligence of the PARTIES, the indemnity provisions provided herein shall be valid and enforceable only to the extent of a PARTY's own negligence. Each of the PARTIES agrees that its obligations under this subparagraph extend to any claim, demand and/or cause of action brought by, or on behalf of, any of its employees or agents. For this purpose, each of the PARTIES, by mutual negotiation, hereby waives, with respect to the other PARTY only, any immunity that would otherwise be available to it against such claims under the Industrial Insurance provision of Title 51 RCW. In any action to enforce the provisions of the Section, the prevailing PARTY shall be entitled to recover its reasonable attorney's fees and costs incurred from the other PARTY. The obligations of this Section shall survive termination of this Agreement.

14.0 DISPUTE RESOLUTION

- a) The PARTIES shall make good faith efforts to quickly and collaboratively resolve any dispute arising under or in connection with this AGREEMENT. The dispute resolution process outlined in this Section applies to disputes arising under or in connection with the terms of this AGREEMENT.
- b) Informal Resolution. The PARTIES shall use their best efforts to resolve disputes promptly and at the lowest organizational level.
- c) In the event that the PARTIES are unable to resolve the dispute, the PARTIES shall submit the matter to non-binding mediation facilitated by a mutually agreed upon mediator. The PARTIES shall share equally in the cost of the mediator.
- d) Each PARTY agrees to compromise to the fullest extent possible in resolving the dispute in order to avoid delays or additional incurred cost to the Project.
- e) The PARTIES agree that they shall have no right to seek relief in a court of law until and unless the Dispute Resolution process has been exhausted.



15.0 ENTIRE AGREEMENT

This Agreement, together with the RECIPIENT'S Grant Application, the provisions of chapter 47.26 Revised Code of Washington, the provisions of title 479 Washington Administrative Code, and TIB Policies, constitutes the entire agreement between the PARTIES and supersedes all previous written or oral agreements between the PARTIES.

16.0 RECORDS MAINTENANCE

The RECIPIENT shall maintain books, records, documents, data and other evidence relating to this Agreement and performance of the services described herein, including but not limited to accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this Agreement. RECIPIENT shall retain such records for a period of six years following the date of final payment. At no additional cost, these records, including materials generated under the Agreement shall be subject at all reasonable times to inspection, review or audit by TIB personnel duly authorized by TIB, the Office of the State Auditor, and federal and state officials so authorized by law, regulation or agreement.

If any litigation, claim or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

Approved as to Form
Attorney General

By:

Signature on file

Guy Bowman
Assistant Attorney General

Lead Agency

Transportation Improvement Board

Chief Executive Officer Date

Executive Director Date

Print Name

Print Name



Transportation Improvement Board

Project Funding Status Form

Agency Name: **NAPAVINE**
Project Name: **2nd Ave SE Overlay**
Washington St to RR tracks

TIB Project Number: **2-W-963(006)-1**

Verify the information below and revise if necessary.

Email to: Your TIB Engineer

PROJECT SCHEDULE

Target Dates		
Construction Approval	Contract Bid Award	Contract Completion

PROJECT FUNDING PARTNERS

List additional funding partners and amount.

Funding Partners	Amount	Revised Funding
NAPAVINE	9,659	
WSDOT	0	
Federal Funds	0	
TOTAL LOCAL FUNDS	9,659	

Signatures are required from two different agency officials. Return the originally signed form to your TIB Engineer.

Mayor or Public Works Director

Signature

Date

Printed or Typed Name

Title

Financial Officer

Signature

Date

Printed or Typed Name

Title



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

City of Napavine
Action Memorandum No. 23-23
AM 23-23: Leak Adjustment Acct. 2713.0

Originator: Rachele Denham, City Clerk

Agenda Date: December 12, 2023

Route to:	Department Head	Signature	Date
X No Objections	City Clerk		
X No Objections	Public Works Director		

Review by Mayor Shawn O'Neill: _____

Attachment(s): None

Fiscal Impact: yes no

Summary statement: During the December billing account #2713.0 had large usage consumption and was on the billing leak report. Director Morris determined a present leak, and believes it is in the right of way. B. Morris will have a leak detector on the premises on December 14th, which at that time will determine if the City is responsible for the fix or the property owners.

A leak adjustment is pending approval for the December billing cycle in the amount of \$149.11. Since the leak is still currently active and Public Works is working to locate the leak there may be a second leak adjustment request for the next billing cycle. This depends on where the leak is located.

Pursuant to NMC 13.02.200(B). Any water customer of the city may receive a maximum of one utility bill adjustment per year based upon unexpected leaks or breakdowns of customer plumbing, subject to acceptable review and acceptance of their adjustment request by the city. The maximum adjustment period for customers shall be one billing cycle (two months) in the amount of five hundred dollars. Any adjustment over the amount of five hundred dollars shall require council approval. Any additional breakage, leaks or other catastrophes creating an inordinate cost to the customer may apply for an additional leak adjustment with city council approval within a one-year period.

Staff Recommendation:

- Council to approve current leak adjustments prior to receipt and evidence of fix and to approve potential future adjustments based on Public Works assessment.



Utilities – Water & Sewer
 407 Birch Ave SW, P. O. Box 810 Napavine, WA
 98565 Phone: (360) 262-3547 Fax: (360) 262-9199
 www.cityofnapvine.com

Utility Leak Adjustment Request

Tom (Royal) + Barbara
 Customer's Name Schouten
View Ct, E 206
 Service Address
Nov 27, 2023
 Approximate Date Leak First Noticed
TBD
 Leak Repaired by
 Customer's Signature

2713.0
 Account No. 360-520-2565
 Phone No. TBD
 Exact Location of Leak at Premises TBD
 Date Leak Repaired Dec 4, 2023
 Date of Request

I hereby notify the City of Napavine Utility Billing Department that a water leak at the above service address has been repaired. I request an adjustment be made to my billing per City policy. I understand that signing this form does not guarantee a billing adjustment will be made and that I am only permitted one leak adjustment per year.

CITY OFFICIAL USE ONLY

CURRENT BALANCE

ADJUSTMENT

NEW BILL

Current Usage 2166

(1659)

Average Usage 961

Water \$ 146.64

\$ (66.20)

\$ 80.44

Sewer \$ 233.72

\$ (74.47)

\$ 159.25

Water Tax \$ 8.80

\$ (0.75)

\$ 4.83

Sewer Tax \$ 14.02

\$ (4.47)

\$ 9.55

Total Bill \$ 403.18

\$ (149.11)

\$ 254.07

Billing Cycle Adjusted _____

PM/2023
 Meter Read 19108

Leak not fixed yet

Adjustment Authorized Yes No

Public Works Signature & Date

Adjustment Authorized Yes No

City Clerk Signature & Date

Comments: _____

MDavis
 Employee Signature

Date Posted to Account



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

**City of Napavine
Action Memorandum No. 23-24**

AM 23-24: Remove minimum sale price of \$12,500 for boom truck.

Originator: B. Morris

Agenda Date: 12/12/2023

Prepared: 12/8/2023

Route to:	Department Head	Signature	Date
X No Objections	Mayor		
X No Objections	Bryan Morris		
X No Objections	City Clerk		

Review by Mayor Shawn O'Neill: _____,

Attachment(s): Resolution 21-08-119-Surplus Boom Truck and AM 21-17.

Fiscal Impact: yes no

Summary statement: At the 9/14/2021 council meeting Director Morris asked the council to set a minimum sale price of \$12,500 for the 1990 Intl 490 CC Boom Truck VIN 1HTSDDBR1LH264112. He would like the council to remove the minimum sale price so that he can take it to be sold at auction. It has not been used in over two years.

Staff Recommendation:

- Council approves the removal of the minimum sale price of \$12,500 for the 1990 Intl 490 CC Boom Truck VIN 1HTSDDBR1LH264112 that will be disposed of in a commercially reasonable way to wit; auction, public sale or sealed bid.



STATE OF WASHINGTON
Vehicle Certificate of Title

Title Number
1508203207

License Number 59472D	Vehicle Identification Number (VIN) 1HTSDDBR1LH264112	Year 1990	Make INTL	Model 490	Style CC	Series/Body BOOM
Date of Application 03/23/2015	Odometer Miles 0000000	Odometer Status E	Fuel Type D	Prior Title State WA	Prior Title Number 1320542412	
Scale Weight 24920	Gross Vehicle Weight Rating Code 000008	Vehicle Color ORANGE				
Comments 32645-1995						

Brands

Sale price \$ _____

Date of sale _____

Legal Owner: To release interest, sign below and give this title to the registered owner/transferee or to a vehicle licensing office with the proper fee within 10 days of satisfaction of the security interest, or you may be liable to the owner/transferee for penalties.
Buyer: You must apply for title within 15 calendar days of acquiring the vehicle to avoid a penalty. Take this signed title to a vehicle/vessel licensing office with the appropriate fees.

Legal Owner

Registered Owner

**CITY OF NAPA VINE
PO BOX 810
NAPA VINE, WA 98565**

SAME AS LEGAL OWNER

X _____ Date _____
Signature of first legal owner releases all interest in the vehicle described above. If signing for a business, include business name, signature, and title.

X _____ Date _____
Signature of registered owner releases all interest in the vehicle described above. If signing for a business, include business name, signature and title.

X _____ Date _____
Signature of second legal owner releases all interest in the vehicle described above. If signing for a business, include business name, signature, and title.

X _____ Date _____
Signature of registered owner releases all interest in the vehicle described above. If signing for a business, include business name, signature, and title.

I certify that the records of the Department of Licensing show the persons named hereon as registered owners and legal owners of the vehicle described.

Pat Kohler
Director, Department of Licensing

Assignment by registered owner

Federal regulation and state law require you to state the mileage when transferring ownership if the vehicle is less than 10 years old, unless exempt. Failure to complete this statement or providing a false statement may result in fines and/or imprisonment.

I certify, to the best of my knowledge, the odometer reading is: _____ (no tenths) Transfer date ____/____/____

Odometer reading in miles

This reading is (check one): the actual mileage of the vehicle in excess of its mechanic limits not the actual mileage.

Signature of transferee/buyer

Signature of transferor/seller

PRINTED name of transferee/buyer

PRINTED name of transferor/seller

Address of transferee/buyer

Address of transferor/seller

Any alteration or erasure voids this title

RESOLUTION NO. 21-08-119

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NAPAVINE, WASHINGTON, DECLARING CERTAIN PROPERTY TO BE SURPLUS TO THE NEEDS OF THE CITY AND DIRECTING DISPOSAL OF SUCH PROPERTY

WHEREAS, the city of Napavine, Washington, is authorized pursuant to RCW 35A.79.010, to dispose of property owned by the city by sale; and

WHEREAS, the City Council of the City of Napavine, Washington, considers the below described items of personal property owned by the city to be surplus to the city's needs; and

WHEREAS, the City Council of the City of Napavine, Washington, considers the sale of the below described items of personal property to be in the best interest of the citizens and patrons of the city,

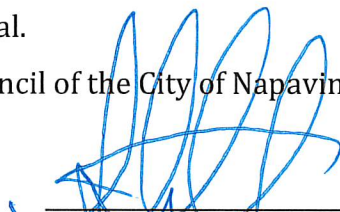
NOW, THEREFORE, BE IT RESOLVED THAT THE City Council of the City of Napavine, Washington, does declare the following described items of personal property, surplus to the needs of the city:

- 1990 Intl 490 CC Boom Truck VIN 1HTSDDBR1LH264112

IT IS FURTHER RESOLVED that by this resolution the above items may be disposed of in a commercially reasonable way to wit; auction, public sale or sealed bid.

IT IS FURTHER RESOLVED that Mary Wood, Clerk-Treasurer is designated as the city's designee to determine the method of sale to be utilized by the city, with such determination to be subject to council approval.

24 **PASSED BY MAJORITY** of the City Council of the City of Napavine, Washington, this day of August 2021.



Shawn O'Neill, Mayor

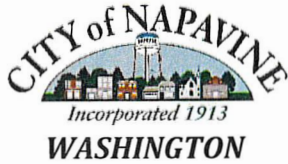
Attest:



Rachelle Denham, Clerk

Approved as to form:

City Attorney, James M. B. Buzzard WBA #33555



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

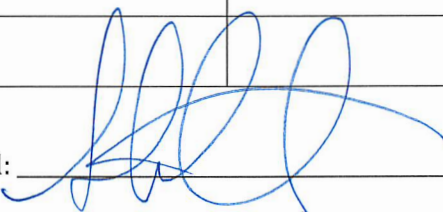
**City of Napavine
Action Memorandum No. 21-17**

AM 21-17: Set minimum sale price for boom truck \$12,500

Originator: Rachelle Denham, City Clerk

Agenda of: September 14, 2021

Date: September 9, 2021

Route to:	Department Head	Signature	Date
<input type="checkbox"/> Objects <input type="checkbox"/> No Objections	Comm Dev/PW		9/14/2021
<input type="checkbox"/> Objects <input type="checkbox"/> No Objections			

Review by Mayor Shawn O'Neill: _____

Attachment(s): none

Fiscal Impact: yes no

Summary statement: RESOLUTION NO. 21-08-119: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NAPAVINE, WASHINGTON, DECLARING CERTAIN PROPERTY TO BE SURPLUS TO THE NEEDS OF THE CITY AND DIRECTING DISPOSAL OF SUCH PROPERTY, WAS PASSED BY THE MAJORITY of the City Council of the City of Napavine, on August 24, 2021. The PW Director, Bryan Morris is asking the council to set the minimum sale price for the boom truck in the amount of \$12,500.

Staff Recommendation:

- Council to approve the minimum sale price of \$12,500 for the 1990 Intl 490 CC Boom Truck VIN 1HTSDDBR1LH264112 that will be disposed of in a commercially reasonable way to wit; auction, public sale or sealed bid.

**CITY OF NAPAVINE, WASHINGTON
ORDINANCE NO. 638-A**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF NAPAVINE,
LEWIS COUNTY, WASHINGTON AMENDING THE 2023 BUDGET; AND
PROVIDING FOR THE CITY TREASURER TO IMPLEMENT THESE
CHANGES.**

WHEREAS, the City of Napavine adopted the 2023 Budget in final form by Ordinance No. 638 on the 27th day of December 2022; and

WHEREAS, subsequent thereto it has become necessary for the City to amend said ordinance because revenues and expenditures which could not reasonably have been foreseen at the time of adopting said budget; and

WHEREAS, subsequent thereto it has become necessary for the City to amend said ordinance because of revenues forecasted to receive due to additional grants and expenditures of same; and

WHEREAS, sufficient funds are available; and

WHEREAS, the City is desirous of amending its budget.

**NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NAPAVINE,
WASHINGTON, AS FOLLOWS:**

Section 1. The following funds contained in the 2023 Budget are hereby amended as set forth below:

Fund	Begin Balance	Estimated Revenues	Current Appropriations	Amended Appropriations	Estimated Ending Balance
Street Improvement Fund 105	306,696	3,930,240	611,654	3,800,000	436,936
Wastewater System Improvement Fund 408	652,441	68,240	60,000	68,240	652,441

Section 2. The budget for the year 2023 is amended to provide for the changes outlined above, and a complete copy of the amended budget of the city is filed in the office of the City Treasurer.

Section 3. The Annual Budget of the City of Napavine, Washington, for the calendar year 2023 shall be, and the same hereby is, amended as to: (See Exhibit A for detail attached)

- Increase resources to the Street Improvement Fund in the amount of Three Million Four hundred Seventeen Thousand Three hundred eleven dollars (\$3,417,311)
- Increase appropriations to the Street Improvement Fund in the amount of Three million Two hundred Sixty-one Thousand Five Hundred Ninety-six dollars (\$3,261,596)
- Increase resources to the Wastewater System Improvement Fund in the amount of One Hundred nine Two Hundred ninety dollars (\$109,290)
- Increase appropriations to the Wastewater System Improvement Fund in the amount of Eight Thousand Two Hundred forty dollars (\$8,240)

Section 5. The City Treasurer of the city of Napavine, Washington, shall be, and is hereby authorized and directed to affect the budget amendments herein provided.

Section 6. Repeal, All ordinances, resolutions, laws and regulations, or parts thereof in conflict with this ordinance are, to the extent of said conflict, hereby repealed.

Section 7. Severability, If any section, sentence, clause, or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 8. Corrections. The City Clerk and the codifiers of this ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener’s/clerical errors, references, ordinance numbers, section/subsection numbers, and any references thereto.

Section 9. Effective Date: This ordinance shall be in full force and effect from five (5) days after its publication or a publication of a summary of this ordinance in the official newspaper of the City.

PASSED BY THE COUNCIL OF THE CITY OF NAPAVINE and **APPROVED** by the MAYOR, at a regularly scheduled open public meeting thereof this 12th day of December, 2023.

Mayor, Shawn O’Neill

Approved as to form and content:

Attest:

City Attorney, James Buzzard, WSBA #33555

Rachelle Denham, City Clerk

Approved: _____

Publication Date: _____

Effective Date: _____

Exhibit A

2023 Budget Amendment A Ordinance 638-A				
Account Number	Title	Budget	Amendment	Change
Street Improvement Fund 105				
Revenue				
105-000-000-334-03-80-00	TIB Grant Funds	\$513,029.00	\$395,340.00	(\$117,689.00)
105-000-000-345-84-01-00	Transportation Impact Fees Exit 72	\$0.00	\$46,845.00	\$46,945.00
105-000-000-391-80-00-00	TIB Loan Lewis -Thurston Bundle	\$0.00	\$1,800,000.00	\$1,800,000.00
105-000-000-391-80-01	TIB Bundle Reimbursement	\$0.00	\$1,688,055.00	\$1,688,055.00
Total Street Improvement Fund Rev		\$0.00	\$3,930,240.00	\$3,417,311.00
Expenditure				
Road Street Construction				
105-000-000-595-10-41-00	Engineering Professional Services	\$50,000.00	\$185,725.00	\$135,725.00
105-000-000-595-30-41-00	Advertising Professional Services	\$375.00	\$1,017.00	\$642.00
105-000-000-595-30-63-00	Roadway Capital Improvement	\$488,029.00	\$2,591,946.00	\$2,103,917.00
105-000-000-5	Repay Loan Payment to TIB	\$0.00	\$1,021,312.00	\$1,021,312.00
Total Street Improvement Fund		\$538,404.00	\$3,800,000.00	\$3,261,596.00
Wastewater System Improv Fund 408				
Revenues				
408-000-000-337-00-00-01	LC EDC .09 Sales Tax Fund	\$0.00	\$109,290.00	\$109,290.00
Expenditures				
408-000-000-594-35-41	Wastewater Capital Professional Services	\$30,000.00	\$68,240.00	\$38,240.00
408-000-000-594-35-63	Sewer Improv Project	\$30,000.00	\$0.00	(\$30,000.00)
Total Capital Expenditures		\$60,000.00	\$68,240.00	\$8,240.00



PUBLIC WORKS & COMMUNITY DEVELOPMENT

407 Birch Ave SW, P. O. Box 810 Napavine, WA 98565

Phone: (360) 262-9344 Fax: (360) 262-9199

www.napavine.wa.gov

To: Mayor and City Council

From: Bryan Morris, PW/CD Director

RE: Staff Report for Council Meeting, Dec. 12th, 2023

- **Planning Commission Meeting Minutes**
 - Meeting canceled.
- **Project Updates**
 - Scots Industries- Waiting for engineer submittal.
 - TA- Active Construction. Waiting on WSDOT for final offsite (interchange) approval.
 - AT&T Cell Tower- Will follow up in December, AT&T is currently reviewing budgets and project scopes.
 - Rognlins- Plans are stamped and issued. Currently there are no action items for the city, developer will need to schedule a pre-construction meeting.
- **Mayme Shaddock Park**
 - Active Construction. Currently framing the structure.
- **Rush Road STIP:** Going to advertisement to hire an engineer.
- **Jefferson Station:** Currently in the design stage.
- **Operations are normal.**

*The City of Napavine is an equal opportunity employer and provider.
Incorporated November 21, 1913*

**Napavine Police Department
Monthly Call Activity Report**

#	Type of Call
	Abandoned/Disabled Vehicles
11	Accidents
2	Agency/Dept. Assists
3	Alarms
4	Animals
	Arson
	Assault Offenses
4	ATC (Attempt to Contact)
	ATL (Attempt to Locate)
	Bad Checks
1	Burglary
	Child Abuse/Neglect
	Child Molestation/Rape/Comm
3	Civil/Public
	Death Investigations
	Disorderly Conduct
3	Disputes
2	Drugs/Paraphernalia Violations
4	DUI
	Eluding
	Fire Call
	Firearms
	Fireworks
1	Forgery
2	Fraud/Scam/Counterfeit/Identity Theft
3	Harrassment
	Homicide
1	Illegal Burn
3	Information/General
1	Juvenile
	Kidnapping/Abduction
	Littering
	Lost/Missing/Found Persons

#	Type of Call
	Malicious Mischief
	MIP/Furninshing Liquor Mino
	Noise
2	Overdose
1	Property/Lost/Found/Recovered
	Rescue-Minor/Major
	Robbery
	Runaway
	Sex Offenses
	Shoplifting
	Suicide/Threats/Attempts
	Shooting/Weapons/Explosives/Hazard
1	Suspicious Circumstances
8	Suspicious Person/Vehicle
5	Traffic - Criminal
13	Traffic - Infractions
3	Traffic - Other/Hazards/Patrol
2	Trespassing
3	Thefts/Larceny
1	Thefts (Motor Vehicle)/tmvwp/recstveh
	Vandalism
	Vehicular Assault
	Vehicle Prowl
	Violation City Ordinance/Nuisance
1	Violation of Protection/Harrass Ord
1	Warrants/Wanted Person
	Welfare Checks
	911 Hang Up
	Hit & Run Accident
	Security Check- Business/Residential
	Previous Contact / Talk

89

NOVEMBER MONTHLY TOTAL

1132

**YEAR TO DATE TOTAL 2023
(As of the end of NOV)**