



**CITY COUNCIL MEETING AGENDA**  
Tuesday – February 27, 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 PRESENTED**
  
- VI. APPROVAL OF MEETING MINUTES**
  - 1) Regular Council Meeting – February 13, 2024**
  
- VII. STAFF & COUNCIL REPORT**
- VIII. CITIZEN COMMENTS – NON-AGENDA ITEMS**
  
- IX. NEW BUSINESS**
  - 1) Vouchers – M. Whitten**
  - 2) AM24-03 Liquor License Renewals – R. Denham**
  
- X. 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

February 13, 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 Ivan Wiediger.

**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, and Jim Buzzard Legal Counsel.

**City staff members present:** City Clerk - Rachele Denham, Treasurer – Michelle Whitten, Chief of Police – John Brockmueller, Exec Asst – Judy Godbey, Court Administrator – Lacie DeWitt, Exec Asst – Katie Williams and PW/CD Asst – Teri Lopez.

<b>MOVED:</b>	Ivan Wiediger	Motion: Excuse Mayor Shawn O’Neill and Director Bryan Morris.
<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.	

**CONSENT/APPROVAL OF AGENDA**

<b>MOVED:</b>	Don Webster	Motion: Approval of Agenda- As Presented.
<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.	

**APPROVAL OF MEETING MINUTES**

<b>MOVED:</b>	Brian Watson	Motion: Approval of Meeting Minutes - Regular Council Meeting January 23, 2024.
<b>SECONDED:</b>	Heather Stewart	
<i>Discussion: No Discussion</i>		
<b>VOTE ON MAIN MOTION:</b>	4-0 Motion Carried: 4 aye and 0 nay.	

**STAFF & COUNCIL REPORTS:**

**Legal Counsel – Jim Buzzard**

- No Report

**John Brockmueller – Chief of Police**

- Report in writing and operations are normal.

**Michelle Whitten – Treasurer**

- Report in writing. Operations are normal.

**Katie Williams on behalf of Bryan Morris - PW/CD Director**

- Report in writing. Admin Assistant, Teri Lopez spoke about a grant that she is applying for on behalf of the city to update the skate park.

**Lacie DeWitt – Court Administrator**

- Report in writing. Business as usual.

**Planning Commission – Deborah Graham**

- No Report

**Rachelle Denham – Clerk**

- No Report.

**LCFD 5 – Chief Brent Adams**

- Greetings to the council and citizens. The community has been very welcoming, and things are going well. He is making some minor adjustments to crews and how to better respond within the Fire Dist. 5 service area. He has spoken with several community members listening to their needs. Mayor Pro Tem, Duane Crouse spoke on behalf of serving on the interview panel when Chief Adams was going through the process and looks forward to seeing what the future holds.

**Brian Watson – Councilor #1**

- **No Report.**

**Ivan Wiediger – Councilor #2**

- No report.

**Don Webster – Councilor #3**

- No report.

**Heather Stewart – Councilor #4**

- Kudos to Michelle Whitten for redirection of bond money that is earning a good interest rate.

**Lindsey Pollock – LC Commissioner Dist #2**

- Nothing to report at the county level. Watching at legislation level with Dept. of Emergency Management regarding that all spills would require a public meeting. Currently public meetings are required for major spills.

**Duane Crouse – Mayor Pro Tem**

- No Report.

**CITIZEN COMMENTS – NON-AGENDA ITEMS:**

- **Jeremy Johnson 282-14 Woodard Rd.** – Expressed his concerns about council meeting minutes on the 9th and then mentioned the meeting of 01/23 not being posted and available on the city website. The City Clerk addressed his concerns and explained that she was just made aware of the issue and that she had contacted Civic Plus to get the broken link issue corrected. The city clerk also stated that the minutes are always available by contacting her and that she will gladly provide him with copies. He also asked when the last Planning Commission meeting was held. Katie Williams responded that the last meeting was held in June.

- **Penny Mauel** – Addressed the council with her concerns and frustrations regarding the problem with traffic flow at Exit 72 intersection. She has reached out to DOT, State Patrol, LC Sheriff’s and has not been able to get anywhere. She offered the use of her ladder truck if needed. She has also spoken with the mayor and Public Works about this issue. She would appreciate it if we went to the DOT as a mass. The council was given a handout of what she believes is an easy short-term solution to placing a sign directly in front of the drivers turning left or right.
- **Deborah Graham 295 Kirkland Rd.** – Addressed the council asking, has anybody inquired about the million dollars that we were supposed to get from the state to fix the intersection for slip lanes that would correct the issue. Council Webster answered with, it was taken away from us.

**NEW BUSINESS**

**VOUCHERS- M. WHITTEN**

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

Accounts Payable	142	42	84,276.66	38792-38832
Payroll Vendors	2	2	1,312.50	38790-38791
Electronic Payments	10	10	8,555.20	EFT*202410-19
Electronic Payroll	9	9	63,951.60	EFT*20240201-9
ACH Direct Deposit	18	18	38,875.87	Direct Deposit 2/5/2024
<b>Total Vouchers</b>	<b>181</b>	<b>81</b>	<b>196,971.83</b>	

<b>MOVED:</b>	Don Webster	Motion: Approval of the Vouchers dated February 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.	

**Jackson Civil Change Order: Jefferson Pump Station Agreement – K. Williams**

<b>MOVED:</b>	Ivan Wiediger	Motion: Approve the Jackson Civil Change Order-Jefferson Pump Station.
<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.	

**Job Description Update-Utility Worker – K. Williams**

<b>MOVED:</b>	Brian Watson	Motion: Approve the Utility Worker job description update.
<b>SECONDED:</b>	Don Webster	
<i>Discussion: Councilor Stewart made comment that the changes were minimal. The city clerk read aloud the changes and confirmed the changes are very minimal. Legal Counsel made comment that it is a state law with employers of 15 or more employees you must state on the job description the wage range and benefits.</i>		
<b>VOTE ON MAIN MOTION:</b>	4-0 Motion Carried; 4 aye and 0 nay.	

**Jackson Civil Napavine Comp Plan Update & Climate Element Proposal – T. Lopez**

<b>MOVED:</b>	Don Webster	Motion: Approve the Jackson Civil Napavine Comp Plan Update & Climate Element Proposal.
<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.	

**2023-2025 Climate Planning Grant – T. Lopez**

<b>MOVED:</b>	Ivan Wiediger	Motion: Approve the 2023-2025 Climate Planning Grant.
<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.	

**ILA – Winlock Court Administration Services – L. DeWitt/A. Unzelman**

<b>MOVED:</b>	Ivan Wiediger	Motion: Approve the ILA for Winlock Court Services.
<b>SECONDED:</b>	Don Webster	
<i>Discussion: Jim Buzzard stated that the City of Winlock passed the ILA at their 2/12/24 council meeting.</i>		
<b>VOTE ON MAIN MOTION:</b>	4-0 Motion Carried; 4 aye and 0 nay.	

**Teamsters MOU Court Administration Services Stipend – L. DeWitt/A. Unzelman**

\*Lacie referred to the Union Shop Steward, Judy Godbey to present the MOU.

<b>MOVED:</b>	Heather Stewart	Motion: Approve the Teamsters MOU Court Administration Services Stipend with the language proposed by attorney Buzzard.
<b>SECONDED:</b>	Ivan Wiediger	
<i>Discussion: Legal Counsel suggested a language change that would be clearer and more specific to services provided to the City of Winlock.</i>		
<b>VOTE ON MAIN MOTION:</b>	4-0 Motion Carried; 4 aye and 0 nay.	

**GMA Periodic Update Grant – T. Lopez**

<b>MOVED:</b>	Ivan Wiediger	Motion: Approve the GMA Periodic Update Grant.
<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.	

**ADJOURNMENT:**

<b>MOVED:</b>	Don Webster	Motion: To Adjourn – Close of Meeting
<b>SECONDED:</b>	Ivan Wiediger	
<i>Discussion: Meeting Adjourned at 6:34 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/Vd271Gc2rU> .*

**Respectfully submitted,**

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Rachelle Denham, City Cler

Shawn O’Neill, Mayor

Councilor



# Voucher Report

February 2024 Second Council Meeting

Reference	Date	Amount	Notes
<b>Reference Number: 38833</b>	<b>Office of Support Enforcement</b>	<b>\$203.00</b>	
Child Support - 15064	2/16/2024	\$203.00	
<b>Reference Number: 38834</b>	<b>ATD Polygraph Services LLC</b>	<b>\$300.00</b>	
24-005	2/20/2024	\$300.00	Polygraph S. Patrick
<b>Reference Number: 38835</b>	<b>BHC Consultants</b>	<b>\$30,927.80</b>	
0019578	1/10/2024	\$15,898.23	Jefferson Station
0019734	2/14/2024	\$15,029.57	Jefferson Station
<b>Reference Number: 38836</b>	<b>Buzzard O'Rourke</b>	<b>\$9,045.00</b>	
14202	1/16/2024	\$50.00	2024 -Jan LEWIS 2A0653117
14443	2/20/2024	\$25.00	2024 -Jan LEWIS 4A0140376
14444	2/20/2024	\$50.00	2024 -Jan LEWIS 4A0140377
14445	2/20/2024	\$50.00	2024 Feb LEWIS 23F0051
14454	2/20/2024	\$50.00	2024 Feb LEWIS 24D0047
14457	2/20/2024	\$150.00	2024 Feb LEWIS 4A0102863
14458	2/20/2024	\$50.00	2024 -Jan LEWIS 4A0102867/24F0057
14459	2/20/2024	\$25.00	2024 Feb LEWIS 24F0082
14462	2/20/2024	\$25.00	2024 Feb LEWIS 4A0049956
14467	2/20/2024	\$25.00	2024 Feb LEWIS 3A0855433
14468	2/20/2024	\$25.00	2024 -Jan LEWIS 3A0855434
14469	2/20/2024	\$25.00	2024 Feb LEWIS 4A0049946
14470	2/20/2024	\$25.00	2024 Feb LEWIS 4A0049948
14471	2/20/2024	\$50.00	2024 Feb LEWIS 23F0073/4A0049951
14472	2/20/2024	\$25.00	2024 Feb LEWIS 3A0829127
14473	2/20/2024	\$25.00	2024 Feb LEWIS 3A0829128
14476	2/20/2024	\$25.00	2024 Feb LEWIS 3A0855432
14477	2/20/2024	\$50.00	2024 Feb LEWIS 2A0653117
14478	2/20/2024	\$50.00	2024 -Jan LEWIS 2A0653122

## February 2024 Second Council Meeting

Reference	Date	Amount	Notes
14479	2/20/2024	\$25.00	2024 Feb LEWIS 3A0711658
14486	2/20/2024	\$75.00	2024 Feb LEWIS 2A0575774
14518	2/20/2024	\$25.00	2024 Feb LEWIS 23F000161
14519	2/20/2024	\$25.00	2024 Feb LEWIS 23F000976
14526	2/20/2024	\$5,120.00	2024 Jan Services
14532	2/20/2024	\$50.00	2024 Feb LEWIS 3A0784151
14541	2/20/2024	\$25.00	2024 Feb LEWIS 3A0545122
14576	2/20/2024	\$50.00	2024 Feb LEWIS 3A0549328/29/32
14586	2/20/2024	\$25.00	2024 Feb LEWIS 3A0563755
14590	2/20/2024	\$25.00	2024 Feb LEWIS 23F0161
14620	2/20/2024	\$2,800.00	2024 Feb General Prosecution
<b>Reference Number: 38837</b>	<b>CHS Northwest Inc</b>	<b>\$968.72</b>	
2024*Feb 8 off road fuel	2/8/2024	\$968.72	227.5 Gallons Off Road Fuel
<b>Reference Number: 38838</b>	<b>City of Chehalis</b>	<b>\$28,086.00</b>	
2023-Dec*RWWTP	12/31/2023	\$14,043.00	Monthly Sewer Treatment Costs 2023 DEC
2024*Jan*RWWTP	1/31/2024	\$14,043.00	Monthly Sewer Treatment Costs 2024 Jan
<b>Reference Number: 38839</b>	<b>City of Napavine</b>	<b>\$421.64</b>	
2024 Feb Court Security	2/22/2024	\$210.82	2024 Feb Court Security
2024 Jan Court Security	2/21/2024	\$210.82	2024 Jan Court Security
<b>Reference Number: 38840</b>	<b>CivicPlus LLC</b>	<b>\$4,770.00</b>	
285206	2/1/2024	\$2,695.00	Premium Web Annual/migration
287331	2/1/2024	\$2,075.00	Municode Year 3 of 4
<b>Reference Number: 38841</b>	<b>Department of Health</b>	<b>\$1,489.70</b>	
2024 Operating Permit- Water	2/21/2024	\$1,489.70	2024 Operating Permit- Water
<b>Reference Number: 38842</b>	<b>Jackson Civil Engineering LLC</b>	<b>\$1,380.00</b>	
0016-30-03	2/19/2024	\$460.00	Comp Plan - Complete Streets
0016-35-01	2/19/2024	\$920.00	Comp Plan - Project setup



## February 2024 Second Council Meeting

Reference	Date	Amount	Notes
<b>Reference Number: 38843</b> 291632	<b>Joseph O. Enbody</b> 2/21/2024	<b>\$2,100.00</b>	\$2,100.00 2024*Feb 10.5 units
<b>Reference Number: 38844</b> 2024*02 Civil Service	<b>Kim Alexander</b> 2/22/2024	<b>\$190.00</b>	\$190.00 2024*02 Civil Service
<b>Reference Number: 38845</b> 2024 Jan Mileage	<b>Lacie Dewitt</b> 2/1/2024	<b>\$78.40</b>	\$78.40 2024 Jan Mileage Winlock
<b>Reference Number: 38846</b> 40778 40853	<b>Lewis County Fleet Svs.</b> 1/24/2024 2/7/2024	<b>\$242.90</b>	\$139.86 02 Chevy brake fluid leak fix \$103.04 23 Dodge Charger Oil change
<b>Reference Number: 38847</b> 2024*Jan Evidence handling	<b>Lewis County Sheriffs Office</b> 2/5/2024	<b>\$829.37</b>	\$829.37 2024* Jan- Evidence Handling
<b>Reference Number: 38848</b> 2024*Jan Crime Victims	<b>Lewis County Treasurer</b> 2/21/2024	<b>\$28.81</b>	\$28.81
<b>Reference Number: 38849</b> 2024 Prop Tax Parcel 018383000000 2024 Prop Tax Parcels 008360001000/0815900:	<b>Lewis County Treasurer</b> 2/21/2024 2/21/2024	<b>\$70.50</b>	\$23.50 2024 Prop Tax ACC 037418 \$47.00
<b>Reference Number: 38850</b> 228	<b>Minuteman Press</b> 2/9/2024	<b>\$40.15</b>	\$40.15 Lacie Business Cards
<b>Reference Number: 38851</b> INV-2261	<b>Mrs. Klean Janitorial</b> 2/1/2024	<b>\$634.00</b>	\$634.00 2024- Feb Clean City Hall
<b>Reference Number: 38852</b> 2024-1	<b>Napavine School District</b> 1/19/2024	<b>\$500.00</b>	\$500.00 FFA/Shop Class project
<b>Reference Number: 38853</b> 313856	<b>Service Saw Workwears</b> 2/14/2024	<b>\$47.50</b>	\$47.50 12" chain/roll .155 Line

Reference	Date	Amount	Notes
<b>Reference Number: 38854</b>	<b>State Auditor's Office</b>	<b>\$6,648.98</b>	
L159199	2/9/2024	\$6,648.98	Accountability/Financial Audit 2020-2022
<b>Reference Number: 38855</b>	<b>State Treasurer's Office</b>	<b>\$824.32</b>	
2024*Jan State Remit	2/22/2024	\$824.32	2024*Jan State Remit
<b>Reference Number: 38856</b>	<b>Tacoma Screw</b>	<b>\$208.68</b>	
190136253-00	2/2/2024	\$25.79	Diablo Hole Saw -meters
190136253-01	2/9/2024	\$182.89	Diamond Max Hole Saw
<b>Reference Number: 38857</b>	<b>US Bank Corp Payment Syst</b>	<b>\$4,371.87</b>	
2024*Feb 1 Soft Touch	2/1/2024	\$12.45	Car Wash Chief
2024*Feb 2 Amazon 113-0741822-5101803	2/2/2024	\$57.54	Starting Caps
2024*Feb 2 Amazon 113-1117597-4697843	2/2/2024	\$238.11	Calendars/Park signs/tune up kit
2024*Feb 2 Amazon 113-9477662-1465841	2/2/2024	\$106.90	Park Fire Extinguisher Cabinet
2024*Feb 2 Spaceage fuel	2/2/2024	\$56.73	Nichols Fuel
2024*Jan 10 Amazon	1/10/2024	\$331.23	HD Monitor (2)
2024*Jan 10 The Coeur D'Alene	1/10/2024	\$154.55	Macomber Conference in April (1st night)
2024*Jan 10 WSNIA	1/10/2024	\$495.00	Macomber Registration
2024*Jan 11 Calibre Press	1/11/2024	\$279.00	Street Survival Seminar
2024*Jan 11 USPS	1/11/2024	\$396.00	Postage stamps 6 rolls
2024*Jan 12 Walmart	1/12/2024	\$26.95	Galaxy S9 Case PD
2024*jan 16 ICC	1/16/2024	\$125.00	B Morris Inspector renewal 24
2024*Jan 18 Tractor Supply	1/18/2024	\$232.59	5 Gal Hydr Fluid/goggles/helmet
2024*jan 19 Point S Tire	1/19/2024	\$135.03	Tire Chains
2024*Jan 21 Staples	1/21/2024	\$86.31	toner Cartridge
2024*Jan 23 Accredited Safety	1/23/2024	\$214.98	2 taser Magazines
2024*Jan 24 Amazon 111-7288271-0927428	1/24/2024	\$49.19	Patrol Car printer paper
2024*Jan 25 Amazon 113-3251526-9140240	1/25/2024	\$28.29	labels
2024*Jan 25 Amazon 113-5754420-3035458	1/25/2024	\$366.79	Dymo Label Writer
2024*Jan 27 ZOOM	1/27/2024	\$17.03	Jan 27-Feb 26 Zoom
2024*Jan 30 Amazon 111-8524970-9778644	1/30/2024	\$12.92	10 pak batteries

Reference	Date	Amount	Notes
2024*Jan 30 Ebay	1/30/2024	\$215.80	Relay Panel
2024*Jan 30 WMCA	1/30/2024	\$450.00	2024 WMCA Conference
2024*Jan 31 USPS	1/31/2024	\$68.00	1 Roll Stamps
2024*Jan 9 RSGroup	1/9/2024	\$162.23	Power Relay
2024*Jan 9 WPTA	1/9/2024	\$50.00	Whitten WPTA Membership 2024
2024*Jan Free Conference	1/15/2024	\$3.25	2024 Jan Free Conference
<b>Reference Number: 38858</b>	<b>US Bank NA Cincinnati</b>	<b>\$34.00</b>	
2024*Jan Bond fees	2/22/2024	\$34.00	2024 - Bond Fee 1/1-1/31
<b>Reference Number: 38859</b>	<b>WA Assoc. of Sherrifs &amp; Police Chie</b>	<b>\$60.00</b>	
2024-00253	2/22/2024	\$60.00	2024 Dues Brockmueller
<b>Reference Number: 38860</b>	<b>Winlock Auto Supply</b>	<b>\$18.10</b>	
4847-376197	2/16/2024	\$18.10	06 Chevy Pitman arm seal
<b>Reference Number: EFT**20240223</b>	<b>Dept of Revenue</b>	<b>\$795.67</b>	
2024*01 DOR	2/22/2024	\$795.67	2024*01 DOR Excise tax
<b>Reference Number: EFT*20240220</b>	<b>Dept of Treasury Internal Revenue S</b>	<b>\$7,568.94</b>	
Federal Income Tax - 15054	2/16/2024	\$179.22	
Federal Income Tax - 15055	2/16/2024	\$640.11	
Federal Income Tax - 15056	2/16/2024	\$494.71	
Federal Income Tax - 15057	2/16/2024	\$424.04	
Federal Income Tax - 15058	2/16/2024	\$244.35	
Federal Income Tax - 15059	2/16/2024	\$377.53	
Federal Income Tax - 15060	2/16/2024	\$388.46	
Federal Income Tax - 15061	2/16/2024	\$249.64	
Federal Income Tax - 15062	2/16/2024	\$474.22	
Federal Income Tax - 15063	2/16/2024	\$212.20	
Federal Income Tax - 15064	2/16/2024	\$343.88	
Federal Income Tax - 15065	2/16/2024	\$169.14	
Federal Income Tax - 15066	2/16/2024	\$359.70	

## February 2024 Second Council Meeting

Reference	Date	Amount	Notes
Federal Income Tax - 15067	2/16/2024	\$238.53	
Federal Income Tax - 15068	2/16/2024	\$347.73	
Federal Income Tax - 15069	2/16/2024	\$678.16	
Federal Income Tax - 15070	2/16/2024	\$155.96	
Medicare - 15054	2/16/2024	\$42.23	
Medicare - 15054 (2)	2/16/2024	\$42.23	
Medicare - 15055	2/16/2024	\$66.09	
Medicare - 15055 (2)	2/16/2024	\$66.09	
Medicare - 15056	2/16/2024	\$51.27	
Medicare - 15056 (2)	2/16/2024	\$51.27	
Medicare - 15057	2/16/2024	\$48.06	
Medicare - 15057 (2)	2/16/2024	\$48.06	
Medicare - 15058	2/16/2024	\$43.16	
Medicare - 15058 (2)	2/16/2024	\$43.16	
Medicare - 15059	2/16/2024	\$44.27	
Medicare - 15059 (2)	2/16/2024	\$44.27	
Medicare - 15060	2/16/2024	\$51.78	
Medicare - 15060 (2)	2/16/2024	\$51.78	
Medicare - 15061	2/16/2024	\$34.75	
Medicare - 15061 (2)	2/16/2024	\$34.75	
Medicare - 15062	2/16/2024	\$52.82	
Medicare - 15062 (2)	2/16/2024	\$52.82	
Medicare - 15063	2/16/2024	\$33.33	
Medicare - 15063 (2)	2/16/2024	\$33.33	
Medicare - 15064	2/16/2024	\$43.50	
Medicare - 15064 (2)	2/16/2024	\$43.50	
Medicare - 15065	2/16/2024	\$41.44	
Medicare - 15065 (2)	2/16/2024	\$41.44	
Medicare - 15066	2/16/2024	\$59.12	
Medicare - 15066 (2)	2/16/2024	\$59.12	
Medicare - 15067	2/16/2024	\$42.82	
Medicare - 15067 (2)	2/16/2024	\$42.82	

## February 2024 Second Council Meeting

Reference	Date	Amount	Notes
Medicare - 15068	2/16/2024	\$41.58	
Medicare - 15068 (2)	2/16/2024	\$41.58	
Medicare - 15069	2/16/2024	\$65.53	
Medicare - 15069 (2)	2/16/2024	\$65.53	
Medicare - 15070	2/16/2024	\$33.93	
Medicare - 15070 (2)	2/16/2024	\$33.93	
<b>Reference Number: EFT*20240221</b>	<b>Dept of Retirement Systems</b>	<b>\$8,373.92</b>	
Emp Rtmt - 15054	2/16/2024	\$277.58	
Emp Rtmt - 15055	2/16/2024	\$240.89	
Emp Rtmt - 15056	2/16/2024	\$186.44	
Emp Rtmt - 15057	2/16/2024	\$175.40	
Emp Rtmt - 15058	2/16/2024	\$283.65	
Emp Rtmt - 15059	2/16/2024	\$161.43	
Emp Rtmt - 15060	2/16/2024	\$340.34	
Emp Rtmt - 15061	2/16/2024	\$228.42	
Emp Rtmt - 15062	2/16/2024	\$347.14	
Emp Rtmt - 15063	2/16/2024	\$219.08	
Emp Rtmt - 15064	2/16/2024	\$285.92	
Emp Rtmt - 15065	2/16/2024	\$272.33	
Emp Rtmt - 15066	2/16/2024	\$388.58	
Emp Rtmt - 15067	2/16/2024	\$156.96	
Emp Rtmt - 15068	2/16/2024	\$273.29	
Emp Rtmt - 15069	2/16/2024	\$430.72	
Emp Rtmt - 15070	2/16/2024	\$222.99	
Taxable Retirement - 15054	2/16/2024	\$185.25	
Taxable Retirement - 15055	2/16/2024	\$386.24	
Taxable Retirement - 15056	2/16/2024	\$298.94	
Taxable Retirement - 15057	2/16/2024	\$281.24	
Taxable Retirement - 15058	2/16/2024	\$189.30	
Taxable Retirement - 15059	2/16/2024	\$258.83	
Taxable Retirement - 15060	2/16/2024	\$227.13	

## February 2024 Second Council Meeting

Reference	Date	Amount	Notes
Taxable Retirement - 15061	2/16/2024	\$152.44	
Taxable Retirement - 15062	2/16/2024	\$254.98	
Taxable Retirement - 15063	2/16/2024	\$146.20	
Taxable Retirement - 15064	2/16/2024	\$190.81	
Taxable Retirement - 15065	2/16/2024	\$181.75	
Taxable Retirement - 15066	2/16/2024	\$259.33	
Taxable Retirement - 15067	2/16/2024	\$251.67	
Taxable Retirement - 15068	2/16/2024	\$182.38	
Taxable Retirement - 15069	2/16/2024	\$287.45	
Taxable Retirement - 15070	2/16/2024	\$148.82	
<b>Reference Number: EFT*20240222</b>	<b>Dept of Licensing Firearms Desk</b>	<b>\$36.00</b>	
NV0000088 Sheldon P	2/8/2024	\$18.00	Sheldon P
NV0000089 Sheldon E	2/8/2024	\$18.00	Sheldon E
<b>Reference Number: EFT*20240223</b>	<b>WA State TIB</b>	<b>\$1,523,337.00</b>	
2-W-963(005)-1 Loan Repayment	2/2/2024	\$1,523,337.00	Refund of TIB Loan
<b>Reference Number: February 1-15, 2024</b>	<b>Payroll Vendor</b>	<b>\$38,504.16</b>	
ACH Pay - 15054	2/16/2024	\$2,016.13	
ACH Pay - 15055	2/16/2024	\$3,067.03	
ACH Pay - 15056	2/16/2024	\$2,470.46	
ACH Pay - 15057	2/16/2024	\$2,250.64	
ACH Pay - 15058	2/16/2024	\$2,310.23	
ACH Pay - 15059	2/16/2024	\$2,123.30	
ACH Pay - 15060	2/16/2024	\$2,480.03	
ACH Pay - 15061	2/16/2024	\$1,785.27	
ACH Pay - 15062	2/16/2024	\$2,461.58	
ACH Pay - 15063	2/16/2024	\$1,644.58	
ACH Pay - 15064	2/16/2024	\$1,878.67	
ACH Pay - 15065	2/16/2024	\$2,138.97	
ACH Pay - 15066	2/16/2024	\$2,801.76	
ACH Pay - 15067	2/16/2024	\$2,193.90	

February 2024 Second Council Meeting

Reference	Date	Amount	Notes
ACH Pay - 15068	2/16/2024	\$2,118.31	
ACH Pay - 15069	2/16/2024	\$3,026.23	
ACH Pay - 15070	2/16/2024	\$1,737.07	
<b>TOTAL</b>		<b>\$1,673,135.13</b>	

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

Accounts Payable	90	27	94,316.44	38834-38860
Payroll Vendors	1	1	203.00	38833
Electronic Payments	3	3	1,524,168.67	EFT**20240222-24
Electronic Payroll	2	2	15,942.86	EFT*20240220-21
ACH Direct Deposit	17	17	38,504.16	Direct Deposit 2/20/2024
<b>Total Vouchers</b>	<b>113</b>	<b>50</b>	<b>1,673,135.13</b>	

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



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

**City of Napavine  
Action Memorandum No. 24-03**

**AM 24-03: Notice of New Liquor License**

Originator: Rachele Denham, City Clerk

Prepared Date: February 13, 2024

Agenda Date: February 27, 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) Love’s Travel Stop #407816, 1276 Rush Rd. expires May 31, 2024.
- 2) Ramblin Jack’s Ribeye #362011, LLC 1336 Rush Rd expires May 31, 2024.
- 3) Frosty’s Saloon & Grill #350702, 113 W. Front St. expires May 31, 2024.
- 4) Tumac Taproom #433556, 108 E Washington St. expires May 31, 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 renewals for Loves’ Travel Stop, Ramblin Jack’s Ribeye LLC, Frosty’s Saloon & Grill, and Tumac Taproom.



C091080-2

WASHINGTON STATE LIQUOR AND CANNABIS BOARD

DATE: 02/06/2024

LICENSED ESTABLISHMENTS IN INCORPORATED AREAS CITY OF NAPA VINE  
(BY ZIP CODE) FOR EXPIRATION DATE OF 20240531

LICENSEE	BUSINESS NAME AND ADDRESS	LICENSE NUMBER	PRIVILEGES
1. LOVE'S TRAVEL STOPS & COUNTRY	LOVE'S TRAVEL STOP #454 1276 RUSH RD NAPA VINE WA 98532 0000	407816	GROCERY STORE - BEER/WINE
2. RAMBLIN JACKS RIBEYE, LLC	RAMBLIN JACKS RIB EYE 1336 RUSH RD NAPA VINE WA 98532 8728	362011	SPIRITS/BR/WN REST LOUNGE +
3. DINO ENTERPRISES, INC.	FROSTY'S SALOON & GRILL 113 W FRONT ST NAPA VINE WA 98565 0000	350702	SPIRITS/BR/WN REST LOUNGE - KEGS TO GO
4. LANDRAM, NATASHA KAYE LANDRAM, ANDREW JEREMY	TUMAC TAPROOM 108 E WASHINGTON ST NAPA VINE WA 98565 5001	433556	TAVERN - BEER/WINE OFF PREMISES



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

February 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



**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](http://www.napavine.wa.gov)

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**To:** Mayor and City Council

**From:** Bryan Morris, PW/CD Director

**RE:** Staff Report for Council Meeting, Feb. 27th, 2024

- **Planning Commission Meeting Minutes**
  - Meeting canceled.
- **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- City Attorney is working on drafting a letter to address the unsigned contract and past due pass-through invoices.
  - Woodard Road Housing Development - Received pass-through agreement. Waiting on engineer submittal.
- **Mayme Shaddock Park**
  - Active Construction. Completion date is scheduled for March 8, 2024.
- **Rush Road STIP**
  - Only received one RFQ during the advertisement, working on drafting contract.
- **Jefferson Station:** Currently in the design stage.
- **Free Recycling Event - UPDATE**
  - The Recycling Event scheduled for May 11th will no longer be hosted at Scout Camp by the City of Napavine. The County (LCSW) has decided to move the event to the County Road Shop at 111 Pleasant Valley Rd and does not require our participation. We will host our own event on May 3-4 to collect tree branches and shrubbery from Napavine Residents. Flyers and advertisements to follow.
- **Operations are normal.**



**Clerk's Office**  
407 Birch Ave SW, P. O. Box 810  
Napavine, WA 98565  
Phone: (360) 262-3547  
Fax: (360) 262-9199  
[www.cityofnapavine.com](http://www.cityofnapavine.com)

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To: Mayor and City Council

From: Rachelle Denham, City Clerk

RE: Clerk's Report for Council Meeting, February 27, 2024

**February Billing Information**

- February billing cycle the city billed out a total of \$226,863.26 in water and sewer.
- Received in \$108,541.42
- Outstanding balances total \$105,225.05 that is due 2-29-2024.
- All payment plans have been satisfied from the last billing.
- 1 shutoff for December billing is still outstanding. Working with family and have provided contacts for financial assistance. The citizen is not at home currently. Has been living with family. Balance owing \$421.67.
- A total of 272 badger meters in the ground up from 265 last reporting, 29 new meters out in field being installed.
- No change: Still 35 customers that have signed up for the EyeOnWater App
- Year to Date, the city has billed out a total of \$227,543.58 and has received in \$150,065.97.
- Current dog licenses renewed/registered for 2024 are at 76, up from 57 last reporting, last year's total 104.

**2024 Washington Municipal Clerk Association Conference- March 19th-22nd**

- I will be attending the WMCA Conference in Yakima this year.