



CITY COUNCIL MEETING AGENDA
Tuesday – April 9, 2024 – 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 – March 26, 2024**

- VII. STAFF & COUNCIL REPORT**

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

- IX. NEW BUSINESS**
 - 1) Vouchers – M. Whitten**
 - 2) ILA Court Services Mossyrock – R. Denham**
 - 3) ILA Court Services Morton – R. Denham**
 - 4) Stakeholders Committee Info for Comp Plan Update – T. Lopez**
 - 5) Workshop w/Planning Commission on 4/15 @ 6PM to discuss Hearing Examiner – D. Graham**

- 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

March 26, 2024, 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 6:00 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: Brian Watson Councilor #1, Ivan Wiediger Councilor #2, Don Webster Councilor #3, Heather Stewart Councilor #4, Duane Crouse Mayor Pro Tem.

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

CONSENT/APPROVAL OF AGENDA

MOVED:	Ivan Wiediger	Motion: Approval of Agenda- As Amended.
SECONDED:	Brian Watson	
<i>Discussion: No Discussion</i>		
VOTE ON MAIN MOTION:	5-0 Motion Carried: 5 aye and 0 nay.	

APPROVAL OF MEETING MINUTES

MOVED:	Brian Watson	Motion: Approval of Meeting Minutes - Regular Council Meeting March 12, 2024.
SECONDED:	Don Webster	
<i>Discussion: No Discussion</i>		
VOTE ON MAIN MOTION:	5-0 Motion Carried: 5 aye and 0 nay.	

PROCLAMATION WAS PRESENTED TO THE NAPAVINE HIGH SCHOOL BASKETBALL TEAM FOR WINNING THE STATE CHAMPIONSHIP.

STAFF & COUNCIL REPORTS:

John Brockmueller – Chief of Police

- Greetings to the council, stats in writing. Chief Patrick will be an asset to the city as a Reserve Officer. The last council meeting had a report but wasn’t shared with the audience. On March 1st attended the Traffic Safety Award Banquet. Officer Macomber was awarded Safety Officer of the Year and Officer Nichols was awarded DUI Officer of the Year for Small Agencies. Officer Macomber complimented Chief Brockmueller and his leadership. The mayor also complimented Officer Macomber and his involvement with the school which was echoed by Mayor Pro Tem and Councilor Wiediger.

Rachelle Denham – Clerk

- Thanked the Council for allowing her to attend the Clerks Training in Yakima.

Michelle Whitten – Treasurer

- Exit Audit went well for the 2021,2022,2023 Audit and will get the report out to all council. There were no findings or management letters, just some small recommendations.

Bryan Morris - PW/CD Director

- Report in writing. Additional information: Found someone to help with the design for the sign that will go up in the park kitchen, thanked Michelle for help. The council should have a design in front of them at the next council meeting.

Jim Buzzard – Legal Counsel

- Napavine so far is the best group of teams from a high school in the area.

Duane Crouse – Mayor Pro Tem

- Made mention to give a compliment to a citizen for making a hole in one, Councilor Stewarts husband.

Donald Webster – Councilor 3

- On March 30th there will be an Easter Egg Hunt at the High School for all kids 10 and under starting at 11am. The Funtime Festival and the Napavine Lions Club will be assisting with it. Echoed by Councilor Wiediger.

Shawn O’Neill – Mayor

- Gave Kudos to PW employees for Spring cleaning around the town and to admin offices for making sure coverage is in place so services aren’t interrupted.

Planning Commission – Deborah Graham

- Have been working on the Complete Streets and they were passed last Monday by Planning.

Brent Adams – LCFD Chief

- **Update:** Last week they had 10 EMS calls/ 3 fire and 6 others which total 281 YTD calls. Assisted with the Easter Egg Hunt that was held at Cardinal Glass and will be helping with the Funtime Easter Bunny Egg Hunt as well. The Strategic Plan is being worked on right now including fire engines and buildings. Appropriations Grant is being worked on as well. The Chief is asking for input regarding the (SWAT), Strengths, Weaknesses, Opportunity, and Threats and would like community input. The Fire Commission Board has approved the Chief to draft a Resolution for the EMS Levy in August. If anyone has questions, please stop by the Fire Department and talk with Chief Adams.

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

Jeremy Johnson, Woodard Rd – Is cool to see the collaboration with the Easter Egg Hunt with the Funtime Festival. Jeremy had a conversation with Bryan Morris last week regarding Woodard Rd. In the conversation Bryan basically told him that we would be pushing the county line and that it’s inevitable. He stated to be on the record: Jeremy and his family along with many people who live there is opposed for the development on Woodard Rd and the pushing of the county line. He also stated that it seems like people approach him after the meeting to talk about issues and things that are not said on the record. Open dialogue: Mayor O’Neill commented that it would not be effective to go back and forth in this council setting but that a town hall may work better. Councilor Webster said that Jeremy could call and talk to Rachelle and be placed on the agenda if there is something specific, although no action would be taken. Mayor O’Neill also stated that there are

processes with different projects that require different meetings. Continued conversation took place about his frustrations and how he does not want the access road, Woodard development, and the city line pushed.

Ron Johnson, Woodard Rd – He asked for a status update on the Woodard Development Project. Councilor Stewart commented that we are waiting on the engineer to submit plans and Mayor O’Neill echoed Councilor Stewart and also said that he will let them know of any changes that come up. Ron said the stormwater worries him and that there is only one place for it to go.

NEW BUSINESS

VOUCHERS- M. WHITTEN

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

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

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

MOVED:	Don Webster	Motion: Approval of the Vouchers dated March 2024 Second Council Meeting 3/26/2024.
SECONDED:	Ivan Wiediger	
<i>Discussion: Mayor Pro Tem asked about the \$647.39 line item for tiger mascot. Chief Brockmueller confirmed the purchase.</i>		
VOTE ON MAIN MOTION:	5-0 Motion Carried; 5 aye and 0 nay.	

NAPAVINE YOUTH BASEBALL AGREEMENT – R. DENHAM

MOVED:	Ivan Wiediger	Motion: Accept the Napavine Youth Baseball Agreement
SECONDED:	Don Webster	
<i>Discussion: Director Morris made the comment that he was not notified of this agreement being presented and regarding the walk through and potential liability. The Clerk asked if the walk through was done last year. Mayor O’Neill will meet with Bryan to work out a plan for moving forward. We want to set them up for success.</i>		
VOTE ON MAIN MOTION:	5-0 Motion Carried; 5 aye and 0 nay.	

AM 24-04 LIQUOR LICENSE RENEWAL: SUPER MINI MART – R. DENHAM

MOVED:	Don Webster	Motion: Approve AM 24-04 Liquor License Renewal for Super Mini Mart
SECONDED:	Ivan Wiediger	
<i>Discussion: No Discussion</i>		
VOTE ON MAIN MOTION:	5-0 Motion Carried; 5 aye and 0 nay.	

REMOVAL OF TREE AT 216 NW THIRD AVE (HOLLINGER) – R. DENHAM

No action taken due to lack of motion.

ADJOURNMENT:

MOVED:	Don Webster	Motion: To Adjourn – Close of Meeting
SECONDED:	Ivan Wiediger	
<i>Discussion: Meeting Adjourned at 6:53p.m.</i>		
VOTE ON MAIN MOTION:	5-0 Motion Carried; 5 aye and 0 nay.	

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

Respectfully submitted,

Rachelle Denham, City Cler

Shawn O’Neill, Mayor

Councilor



Voucher Report April 9, 2024

April 2024 First Council Meeting

Reference	Date	Amount	Notes
Reference Number: 38919	Blue to Gold, LLC	\$397.99	
BTG-DW-21422	3/5/2024	\$397.99	Macomber training in Dupont 5/7-5/8
Reference Number: 38920	Providence Hospital/cent	\$8.00	
2024*2/2 blood collection	3/5/2024	\$8.00	blood collection McCauley
Reference Number: 38921	Flock Group Inc	\$815.10	
INV-22852 Sales Tax	2/28/2024	\$815.10	Sales Tax for PD License Plate reader
Reference Number: 38922	Logan Macomber	\$457.12	
2024 WSNIA Per Diem/Mileage	4/3/2024	\$457.12	2024 WSNIA Per Diem/Mileage Macomber
Reference Number: 38923	International Brotherhood Teamster	\$1,035.00	
Union Dues - 15089	3/18/2024	\$53.75	
Union Dues - 15090	3/18/2024	\$31.25	
Union Dues - 15091	3/18/2024	\$28.25	
Union Dues - 15092	3/18/2024	\$43.25	
Union Dues - 15094	3/18/2024	\$34.75	
Union Dues - 15095	3/18/2024	\$35.75	
Union Dues - 15097	3/18/2024	\$27.75	
Union Dues - 15098	3/18/2024	\$36.25	
Union Dues - 15099	3/18/2024	\$43.25	
Union Dues - 15100	3/18/2024	\$35.75	
Union Dues - 15101	3/18/2024	\$37.75	
Union Dues - 15102	3/18/2024	\$42.25	
Union Dues - 15103	3/18/2024	\$31.75	
Union Dues - 15105	3/18/2024	\$35.75	
Union Dues - 15106	4/2/2024	\$53.75	
Union Dues - 15107	4/2/2024	\$31.25	

April 2024 First Council Meeting

Reference	Date	Amount	Notes
Union Dues - 15108	4/2/2024	\$28.25	
Union Dues - 15109	4/2/2024	\$43.25	
Union Dues - 15111	4/2/2024	\$34.75	
Union Dues - 15112	4/2/2024	\$35.75	
Union Dues - 15114	4/2/2024	\$27.75	
Union Dues - 15115	4/2/2024	\$36.25	
Union Dues - 15116	4/2/2024	\$43.25	
Union Dues - 15117	4/2/2024	\$35.75	
Union Dues - 15118	4/2/2024	\$37.75	
Union Dues - 15120	4/2/2024	\$31.75	
Union Dues - 15122	4/2/2024	\$35.75	
Union Dues - 15123	4/2/2024	\$42.25	
Reference Number: 38924	Office of Support Enforcement	\$203.00	
Child Support - 15107	4/2/2024	\$203.00	
Reference Number: 38925	Badger Meter	\$312.08	
80155424	3/28/2024	\$312.08	2024*March Service
Reference Number: 38926	City of Chehalis	\$14,043.00	
2024 02*RWWTP	2/29/2024	\$14,043.00	Monthly Sewer Treatment Costs 2024 Feb
Reference Number: 38927	City of Napavine	\$494.38	
2024*FEB/MAR Bill 1096.0	4/3/2024	\$286.92	2024- Feb/Mar City Water/Sewer
2024*FEB/MAR Bill 1711.0	4/3/2024	\$207.46	2024- Feb/Mar Mayme City Water/Sewer
Reference Number: 38928	CT Publishing LLC dba The Chronic	\$11.52	
129526	3/31/2024	\$11.52	PH Napavine Adv. Pass Thru
Reference Number: 38929	General Pacific Inc	\$23,358.19	
1489269	3/27/2024	\$23,358.19	72 meters

April 2024 First Council Meeting

Reference	Date	Amount	Notes
Reference Number: 38930 2024*March 1.5 units	Joseph O. Enbody 4/3/2024	\$2,300.00	\$2,300.00 2024*March 1.5 units
Reference Number: 38931 2024 DMCMA Spring Conf	Judicial Conference Registrar c/o A 4/3/2024	\$200.00	\$200.00 2024 DMCMA Spring Conf Dewitt
Reference Number: 38932 1965	Keys Plus Locksmiths 3/28/2024	\$146.83	\$146.83 6 Padlocks 4 keys
Reference Number: 38933 2024*March Civil Service	Kim Alexander 4/3/2024	\$175.00	\$175.00 2024*March Civil Service
Reference Number: 38934 22597	KR Homes, LLC 3/29/2024	\$72,250.21	\$72,250.21 Mayme Park Kitchen
Reference Number: 38935 2024 March Court mileage	Lacie Dewitt 4/3/2024	\$16.88	\$16.88 2024 March Court mileage Dewitt
Reference Number: 38936 2024 1st Qtr Warrants 2024 March Jail	LCSO-Corrections Bureau 4/3/2024 4/2/2024	\$5,184.96	\$660.00 2024 Q1 Warrants 33 \$4,524.96 2024 March - 48# of beds days
Reference Number: 38937 8742	Lewis County Communicaton 3/22/2024	\$16,558.50	\$16,558.50 2024 QTR 1 Dispatch
Reference Number: 38938 104755002*2024 Apr 104755003*2024 Apr 104755004*2024 Apr 104755005*2024 Apr 104755006*2024 Apr 104755007*2024 Apr	Lewis County PUD 3/22/2024 3/22/2024 3/22/2024 3/22/2024 3/22/2024 3/22/2024	\$4,706.96	\$28.50 2/16-3/15 E Park ST \$28.50 2/16-3/15 305 2ND Ave NE "Triangle" \$54.89 2/16-3/15 WA & 2nd St Traffic Signal \$46.87 2/20-3/20 Ball Park Lights/ 207 W Washing \$53.30 2/16-3/15 Linhart Ave Lights \$55.89 2/16-3/15 2ND Ave NE Pedestrian Overpas

April 2024 First Council Meeting

Reference	Date	Amount	Notes
104755008*2024 Apr	3/22/2024	\$73.89	2/16-3/15 113 2ND Ave SE
104755009*2024 Apr	3/22/2024	\$73.39	2/16-3/15 207 Washington ST Park Conces
104755011*2024 Apr	3/22/2024	\$33.91	2/16-3/15 Stadium Heights St Lights
104755012*2024 Apr	3/22/2024	\$43.31	2/16-3/15 Brich Ave SW Traffic Signal
104755014*2024 Apr	3/22/2024	\$30.09	2/16-3/15 WA Street Lighting
104755015*2024 Apr	3/22/2024	\$40.94	2/16-3/15 Camden Way St Lights
104755016*2024 Apr	3/22/2024	\$37.60	2/16-3/15 Parkside Loop St Lights
104755017*2024 Apr	3/22/2024	\$202.85	2/16-3/15 3rd Ave NW/Pump Station
104755018*2024 Apr	3/22/2024	\$830.09	2/23-3/22 Various Street Lights
104755019*2024 Apr	3/22/2024	\$51.85	2/16-3/15 Chieri CT Sewer Station
104755020*2024 Apr	3/22/2024	\$757.95	2/16-3/15 Birch-Well #5/Birch Ave SW Purr
104755021*2024 Apr	3/22/2024	\$361.15	2/16-3/15 Jefferson ST E Pump Station
104755022*2024 Apr	3/22/2024	\$333.46	2/16-3/15 Rush RD Pump - 1168 Rush Rd
104755023*2024 Apr	3/22/2024	\$132.16	2/16-3/15 Rowell sT - Well #3
104755024*2024 Apr	3/22/2024	\$538.91	2/16-3/15 Front ST - Well #2
104755025*2024 Apr	3/22/2024	\$375.09	2/16-3/15 207 W Washington - Pump
115588001*2024 Apr	3/22/2024	\$49.60	2/16-3/15 Rathburn ST
115588002*2024 Apr	3/22/2024	\$39.42	2/16-3/15 4th & Stella ST *250 W St. Lights
124227003*2024 Apr	3/22/2024	\$320.55	2/16-3/15 City Hall
128323001*2024 apr	3/22/2024	\$23.41	2/14-3/8 207 W Washington-Amphitheater
128578003*2024 Apr	3/22/2024	\$32.63	2/16-3/15 Sommerville RD Light
128578004*2024 Apr	3/22/2024	\$38.62	2/16-3/15 7th Ave Security Light
128578005*2024 Apr	3/22/2024	\$18.14	3/12-3/20 555 2nd Ave NE Park Building
Reference Number: 38939	Master Meter Systems	\$1,430.00	
270025	3/17/2024	\$1,430.00	2024 Annual Support Harmony May 1 - apr
Reference Number: 38940	Mountain Mist	\$18.01	
005926889	4/1/2024	\$18.01	2024 March - 48# of beds days
Reference Number: 38941	Mrs. Klean Janitorial	\$634.00	
INV-2300	4/3/2024	\$634.00	2024 -April Clean City Hall

April 2024 First Council Meeting

Reference	Date	Amount	Notes
Reference Number: 38942 2024*Mar Interpreter Services	Pete Hinton 3/21/2024	\$65.00	\$65.00 2024*Mar Interpreter Services
Reference Number: 38943 37697345	Quill Corporation 3/13/2024	\$103.12	\$103.12 clasp envelopes/paper clips
Reference Number: 38944 2024 WMCA per diem/mileage	Rachelle Denham 4/3/2024	\$236.86	\$236.86 2024 WMCA per diem/mileage Denham
Reference Number: 38945 INV068448	Traffic Safety Supply Co. 3/26/2024	\$820.57	\$820.57 6-perf square tube post 10'
Reference Number: 38946 0641516063 0641526189 0643169391	US Cellular 3/12/2024 3/12/2024 3/20/2024	\$1,155.89	\$826.82 2024 2/12-3/11 PD cell/ MDT Air Cards PW \$281.10 2024 2/12-3/11 PW Cell \$47.97 2024 2/20-3/19 Treasurer Cell
Reference Number: 38947 4030196	Utilities Underground Location Cent 3/31/2024	\$9.27	\$9.27 7 locates 2024*Mar
Reference Number: 38948 2024*April Judge	Vander Stoep, Blinks, Jones & Unze 4/1/2024	\$1,100.00	\$1,100.00 2024- April Budget
Reference Number: 38949 09-14227	Vision Municipal Solution 3/31/2024	\$817.49	\$817.49 2024-02-01 WS Billing
Reference Number: 38950 4847-37289 4847-378368 4847-378659	Winlock Auto Supply 3/21/2024 3/22/2024 3/27/2024	\$108.89	\$56.28 spray truck wiring \$4.25 spray truck wiring \$48.36 Fan Belt O'Neill

April 2024 First Council Meeting

Reference	Date	Amount	Notes
Reference Number: EFT**20240414	WAVE	\$94.47	
032768701-0010724	3/24/2024	\$94.47	2024- 3/23-4/22 WAVE Phone & Internet F
Reference Number: EFT*20240401	Dept of Licensing Firearms Desk	\$18.00	
NV0000084 Alderson	1/31/2024	\$18.00	NV0000084 Alderson
Reference Number: EFT*20240402	Centurylink	\$56.32	Fix Sept 2022 w/Jan 23 date for reconcil
206-T21-6528 954 2022-9 FIX	1/10/2023	\$56.32	
Reference Number: EFT*20240403	Centurylink	\$56.37	Fix July 2023
2023*July 206-T21-6528 954	3/26/2024	\$56.37	
Reference Number: EFT*20240404	AFLAC Remittance Processing	\$543.20	
Aflac - 15089	3/18/2024	\$32.36	
Aflac - 15093	3/18/2024	\$27.17	
Aflac - 15106	4/2/2024	\$32.37	
Aflac - 15110	4/2/2024	\$27.17	
Aflac Disability - 15093	3/18/2024	\$47.84	
Aflac Disability - 15099	3/18/2024	\$95.68	
Aflac Disability - 15104	3/18/2024	\$68.54	
Aflac Disability - 15110	4/2/2024	\$47.84	
Aflac Disability - 15116	4/2/2024	\$95.68	
Aflac Disability - 15121	4/2/2024	\$68.55	
Reference Number: EFT*20240405	Dept of Retirement Systems	\$8,124.83	
Emp Rtmt - 15106	4/2/2024	\$265.49	
Emp Rtmt - 15107	4/2/2024	\$299.14	
Emp Rtmt - 15108	4/2/2024	\$222.99	
Emp Rtmt - 15109	4/2/2024	\$186.44	
Emp Rtmt - 15110	4/2/2024	\$340.34	
Emp Rtmt - 15111	4/2/2024	\$340.93	
Emp Rtmt - 15112	4/2/2024	\$310.81	

April 2024 First Council Meeting

Reference	Date	Amount	Notes
Emp Rtmt - 15113	4/2/2024	\$10.64	
Emp Rtmt - 15114	4/2/2024	\$219.08	
Emp Rtmt - 15115	4/2/2024	\$245.27	
Emp Rtmt - 15116	4/2/2024	\$436.44	
Emp Rtmt - 15117	4/2/2024	\$299.38	
Emp Rtmt - 15118	4/2/2024	\$161.43	
Emp Rtmt - 15120	4/2/2024	\$142.19	
Emp Rtmt - 15121	4/2/2024	\$347.14	
Emp Rtmt - 15122	4/2/2024	\$272.33	
Emp Rtmt - 15123	4/2/2024	\$197.00	
Taxable Retirement - 15106	4/2/2024	\$425.68	
Taxable Retirement - 15107	4/2/2024	\$199.63	
Taxable Retirement - 15108	4/2/2024	\$148.82	
Taxable Retirement - 15109	4/2/2024	\$298.94	
Taxable Retirement - 15110	4/2/2024	\$227.13	
Taxable Retirement - 15111	4/2/2024	\$227.53	
Taxable Retirement - 15112	4/2/2024	\$207.42	
Taxable Retirement - 15113	4/2/2024	\$7.10	
Taxable Retirement - 15114	4/2/2024	\$146.20	
Taxable Retirement - 15115	4/2/2024	\$393.26	
Taxable Retirement - 15116	4/2/2024	\$291.27	
Taxable Retirement - 15117	4/2/2024	\$199.79	
Taxable Retirement - 15118	4/2/2024	\$258.83	
Taxable Retirement - 15120	4/2/2024	\$227.99	
Taxable Retirement - 15121	4/2/2024	\$254.98	
Taxable Retirement - 15122	4/2/2024	\$181.75	
Taxable Retirement - 15123	4/2/2024	\$131.47	
Reference Number: EFT*20240406	Dept of Treasury Internal Revenue	\$7,845.07	
Federal Income Tax - 15106	4/2/2024	\$740.62	
Federal Income Tax - 15107	4/2/2024	\$374.40	
Federal Income Tax - 15108	4/2/2024	\$149.96	

April 2024 First Council Meeting

Reference	Date	Amount	Notes
Federal Income Tax - 15109	4/2/2024	\$498.01	
Federal Income Tax - 15110	4/2/2024	\$388.46	
Federal Income Tax - 15111	4/2/2024	\$299.70	
Federal Income Tax - 15112	4/2/2024	\$434.34	
Federal Income Tax - 15113	4/2/2024	\$0.00	
Federal Income Tax - 15114	4/2/2024	\$212.20	
Federal Income Tax - 15115	4/2/2024	\$728.03	
Federal Income Tax - 15116	4/2/2024	\$691.36	
Federal Income Tax - 15117	4/2/2024	\$206.67	
Federal Income Tax - 15118	4/2/2024	\$367.90	
Federal Income Tax - 15120	4/2/2024	\$205.52	
Federal Income Tax - 15121	4/2/2024	\$474.22	
Federal Income Tax - 15122	4/2/2024	\$169.14	
Federal Income Tax - 15123	4/2/2024	\$199.40	
Federal Income Tax - 15124	4/2/2024	\$0.00	
Medicare - 15106 (1)	4/2/2024	\$72.58	
Medicare - 15106 (2)	4/2/2024	\$72.58	
Medicare - 15107 (1)	4/2/2024	\$45.51	
Medicare - 15107 (2)	4/2/2024	\$45.51	
Medicare - 15108 (1)	4/2/2024	\$33.93	
Medicare - 15108 (2)	4/2/2024	\$33.93	
Medicare - 15109 (1)	4/2/2024	\$51.49	
Medicare - 15109 (2)	4/2/2024	\$51.49	
Medicare - 15110 (1)	4/2/2024	\$51.78	
Medicare - 15110 (2)	4/2/2024	\$51.78	
Medicare - 15111 (1)	4/2/2024	\$51.87	
Medicare - 15111 (2)	4/2/2024	\$51.87	
Medicare - 15112 (1)	4/2/2024	\$47.29	
Medicare - 15112 (2)	4/2/2024	\$47.29	
Medicare - 15113 (1)	4/2/2024	\$1.62	
Medicare - 15113 (2)	4/2/2024	\$1.62	
Medicare - 15114 (1)	4/2/2024	\$33.33	

April 2024 First Council Meeting

Reference	Date	Amount	Notes
Medicare - 15114 (2)	4/2/2024	\$33.33	
Medicare - 15115 (1)	4/2/2024	\$67.30	
Medicare - 15115 (2)	4/2/2024	\$67.30	
Medicare - 15116 (1)	4/2/2024	\$66.40	
Medicare - 15116 (2)	4/2/2024	\$66.40	
Medicare - 15117 (1)	4/2/2024	\$45.55	
Medicare - 15117 (2)	4/2/2024	\$45.55	
Medicare - 15118 (1)	4/2/2024	\$44.36	
Medicare - 15118 (2)	4/2/2024	\$44.36	
Medicare - 15120 (1)	4/2/2024	\$38.83	
Medicare - 15120 (2)	4/2/2024	\$38.83	
Medicare - 15121 (1)	4/2/2024	\$52.82	
Medicare - 15121 (2)	4/2/2024	\$52.82	
Medicare - 15122 (1)	4/2/2024	\$41.44	
Medicare - 15122 (2)	4/2/2024	\$41.44	
Medicare - 15123 (1)	4/2/2024	\$29.97	
Medicare - 15123 (2)	4/2/2024	\$29.97	
Medicare - 15124 (1)	4/2/2024	\$14.50	
Medicare - 15124 (2)	4/2/2024	\$14.50	
Social Security Tax - 15124 (1)	4/2/2024	\$62.00	
Social Security Tax - 15124 (2)	4/2/2024	\$62.00	
Reference Number: EFT*20240407	Washington Teamsters Welfare Tru:	\$23,804.20	
Medical /Dental/Vision - 15106	4/2/2024	\$1,398.00	
Medical /Dental/Vision - 15107	4/2/2024	\$1,398.00	
Medical /Dental/Vision - 15108	4/2/2024	\$1,398.00	
Medical /Dental/Vision - 15109	4/2/2024	\$1,398.00	
Medical /Dental/Vision - 15110	4/2/2024	\$17.10	
Medical /Dental/Vision - 15111	4/2/2024	\$1,398.00	
Medical /Dental/Vision - 15112	4/2/2024	\$1,398.00	
Medical /Dental/Vision - 15113	4/2/2024	\$1,398.00	
Medical /Dental/Vision - 15114	4/2/2024	\$1,398.00	

April 2024 First Council Meeting

Reference	Date	Amount	Notes
Medical /Dental/Vision - 15115	4/2/2024	\$1,398.00	
Medical /Dental/Vision - 15116	4/2/2024	\$1,398.00	
Medical /Dental/Vision - 15117	4/2/2024	\$1,398.00	
Medical /Dental/Vision - 15118	4/2/2024	\$1,398.00	
Medical /Dental/Vision - 15120	4/2/2024	\$1,398.00	
Medical /Dental/Vision - 15121	4/2/2024	\$17.10	
Medical /Dental/Vision - 15122	4/2/2024	\$1,398.00	
Medical /Dental/Vision - 15123	4/2/2024	\$1,398.00	
Medical Dental Vision - 15089	3/18/2024	\$100.00	
Medical Dental Vision - 15090	3/18/2024	\$100.00	
Medical Dental Vision - 15091	3/18/2024	\$100.00	
Medical Dental Vision - 15092	3/18/2024	\$100.00	
Medical Dental Vision - 15094	3/18/2024	\$100.00	
Medical Dental Vision - 15095	3/18/2024	\$100.00	
Medical Dental Vision - 15096	3/18/2024	\$100.00	
Medical Dental Vision - 15097	3/18/2024	\$100.00	
Medical Dental Vision - 15098	3/18/2024	\$100.00	
Medical Dental Vision - 15099	3/18/2024	\$100.00	
Medical Dental Vision - 15100	3/18/2024	\$100.00	
Medical Dental Vision - 15101	3/18/2024	\$100.00	
Medical Dental Vision - 15103	3/18/2024	\$100.00	
Medical Dental Vision - 15105	3/18/2024	\$100.00	
Medical Dental Vision - 15106	4/2/2024	\$100.00	
Medical Dental Vision - 15107	4/2/2024	\$100.00	
Medical Dental Vision - 15108	4/2/2024	\$100.00	
Medical Dental Vision - 15109	4/2/2024	\$100.00	
Medical Dental Vision - 15111	4/2/2024	\$100.00	
Medical Dental Vision - 15112	4/2/2024	\$100.00	
Medical Dental Vision - 15113	4/2/2024	\$100.00	
Medical Dental Vision - 15114	4/2/2024	\$100.00	
Medical Dental Vision - 15115	4/2/2024	\$100.00	
Medical Dental Vision - 15116	4/2/2024	\$100.00	

April 2024 First Council Meeting

Reference	Date	Amount	Notes
Medical Dental Vision - 15117	4/2/2024	\$100.00	
Medical Dental Vision - 15118	4/2/2024	\$100.00	
Medical Dental Vision - 15120	4/2/2024	\$100.00	
Medical Dental Vision - 15122	4/2/2024	\$100.00	
Reference Number: EFT*20240408	Nationwide Retirement Solutions	\$7,885.58	
Deferred Comp - 15089	3/18/2024	\$150.00	
Deferred Comp - 15090	3/18/2024	\$150.00	
Deferred Comp - 15091	3/18/2024	\$150.00	
Deferred Comp - 15093	3/18/2024	\$300.00	
Deferred Comp - 15094	3/18/2024	\$407.74	
Deferred Comp - 15097	3/18/2024	\$100.00	
Deferred Comp - 15098	3/18/2024	\$50.00	
Deferred Comp - 15099	3/18/2024	\$150.00	
Deferred Comp - 15100	3/18/2024	\$300.00	
Deferred Comp - 15101	3/18/2024	\$100.00	
Deferred Comp - 15102	3/18/2024	\$75.00	
Deferred Comp - 15103	3/18/2024	\$25.00	
Deferred Comp - 15104	3/18/2024	\$300.00	
Deferred Comp - 15105	3/18/2024	\$150.00	
Deferred Comp - 15106	4/2/2024	\$150.00	
Deferred Comp - 15107	4/2/2024	\$150.00	
Deferred Comp - 15108	4/2/2024	\$150.00	
Deferred Comp - 15110	4/2/2024	\$300.00	
Deferred Comp - 15111	4/2/2024	\$407.74	
Deferred Comp - 15114	4/2/2024	\$100.00	
Deferred Comp - 15115	4/2/2024	\$50.00	
Deferred Comp - 15116	4/2/2024	\$150.00	
Deferred Comp - 15117	4/2/2024	\$300.00	
Deferred Comp - 15118	4/2/2024	\$100.00	
Deferred Comp - 15120	4/2/2024	\$25.00	
Deferred Comp - 15121	4/2/2024	\$300.00	

April 2024 First Council Meeting

Reference	Date	Amount	Notes
Deferred Comp - 15122	4/2/2024	\$150.00	
Deferred Comp - 15123	4/2/2024	\$75.00	
Deferred Comp Match - 15106	4/2/2024	\$150.00	
Deferred Comp Match - 15107	4/2/2024	\$150.00	
Deferred Comp Match - 15108	4/2/2024	\$150.00	
Deferred Comp Match - 15110	4/2/2024	\$710.80	
Deferred Comp Match - 15111	4/2/2024	\$300.00	
Deferred Comp Match - 15114	4/2/2024	\$100.00	
Deferred Comp Match - 15115	4/2/2024	\$50.00	
Deferred Comp Match - 15116	4/2/2024	\$150.00	
Deferred Comp Match - 15117	4/2/2024	\$300.00	
Deferred Comp Match - 15118	4/2/2024	\$100.00	
Deferred Comp Match - 15120	4/2/2024	\$25.00	
Deferred Comp Match - 15121	4/2/2024	\$659.30	
Deferred Comp Match - 15122	4/2/2024	\$150.00	
Deferred Comp Match - 15123	4/2/2024	\$75.00	
Reference Number: EFT*20240409	Vimly Benefit Solutions, Inc	\$1,991.70	
Medical/Dental - 15110	4/2/2024	\$970.10	
Medical/Dental - 15121	4/2/2024	\$1,021.60	
Reference Number: EFT*20240410	Dept of Licensing Firearms Desk	\$18.00	
NV0000092 Salt	3/26/2024	\$18.00	NV0000092 Salt
Reference Number: EFT*20240411	US Cellular	\$55.72	
0638972250	3/20/2024	\$55.72	2024 3/20-4/1 Mayor Cell
Reference Number: EFT*20240412	WAVE	\$145.17	
104979801-0010713	3/18/2024	\$145.17	2024 3/19-4/18 WAVE Internet CH
Reference Number: EFT*20240413	WAVE	\$125.07	
032776101-0010713	3/18/2024	\$125.07	2024- 3/19-4/18 WAVE Phone PD

April 2024 First Council Meeting

Reference	Date	Amount	Notes
Reference Number: March 16-31, 2024	Payroll Vendor	\$37,991.03	
ACH Pay - 15106	4/2/2024	\$3,367.24	
ACH Pay - 15107	4/2/2024	\$1,975.26	
ACH Pay - 15108	4/2/2024	\$1,694.87	
ACH Pay - 15109	4/2/2024	\$2,481.78	
ACH Pay - 15110	4/2/2024	\$2,480.14	
ACH Pay - 15111	4/2/2024	\$2,408.23	
ACH Pay - 15112	4/2/2024	\$2,390.30	
ACH Pay - 15113	4/2/2024	\$1.68	
ACH Pay - 15114	4/2/2024	\$1,645.26	
ACH Pay - 15115	4/2/2024	\$3,163.80	
ACH Pay - 15116	4/2/2024	\$3,062.78	
ACH Pay - 15117	4/2/2024	\$2,192.13	
ACH Pay - 15118	4/2/2024	\$2,087.53	
ACH Pay - 15120	4/2/2024	\$1,985.11	
ACH Pay - 15121	4/2/2024	\$2,463.53	
ACH Pay - 15122	4/2/2024	\$2,139.98	
ACH Pay - 15123	4/2/2024	\$1,539.67	
ACH Pay - 15124	4/2/2024	\$911.74	
Total		\$237,928.55	
		-301.87	
		\$237,626.68	

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

Accounts Payable	92	30	147,935.82	38919-22/25-50
Payroll Vendors	2	2	1,238.00	38923-24
Electronic Payments	8	8	569.12	EFT*20240401-3/11-14
Electronic Payroll	6	6	50,194.58	EFT*20240404-9
ACH Direct Deposit	17	17	37,991.03	Direct Deposit 4/05/2024
Total Vouchers	125	63	237,928.55	
Void Check 38918 \$301.87 Computer error			237,626.68	

April 2024 First Council Meeting

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

MAYOR: _____

TREASURER: _____

COUNCILOR #1: _____

COUNCILOR #2: _____

COUNCILOR #3: _____

COUNCILOR #4: _____

COUNCILOR #5: _____

Police Department - John Brockmueller _____

Public Works/Community Development - Bryan Morris _____

Court- Lacie Dewitt _____

City Clerk - Rachelle Denham: _____

DATED THIS DAY OF , 2024

**AN INTERLOCAL AGREEMENT BETWEEN THE CITY OF NAPAVINE AND THE
CITY OF MOSSYROCK FOR THE PROVISION OF MUNICIPAL COURT**

THIS INTERLOCAL AGREEMENT (“AGREEMENT”) is made and entered into pursuant to the Interlocal Cooperation Act, Chapter 39.34 RCW, on the 1st day of January, 2024, by and between the City of Napavine, a Washington municipal corporation (“Napavine”), and the City of Mossyrock, a Washington Municipal corporation (“Mossyrock”), collectively referred to herein as the “parties”.

WHEREAS, the City of Mossyrock, “Mossyrock” is a non-charter code city which was incorporated in 1948 and assumed authority and jurisdiction with respect to criminal and traffic offense occurring within the corporate boundaries thereby created; and

WHEREAS, Mossyrock has since at least 2001 contracted with Lewis County District Court for Municipal Court Services, and desires to instead contract for its municipal court services with the City of Napavine; and

WHEREAS, the City of Napavine, “Napavine” has the capacity to provide municipal court facilities and related services to Mossyrock in a manner beneficial to both parties and Mossyrock desires to use these services; and

WHEREAS, Napavine and Mossyrock wish to cooperate and enter into this Agreement for the orderly and efficient processing of traffic infractions, parking infractions, criminal traffic cases, criminal non-traffic cases and any other matters within the jurisdiction of a Municipal Court through services provided by and held at Napavine; and

WHEREAS, included in the services provided by Napavine to Mossyrock shall be a detail of statistics identifying caseload, type of case, and other matters of interest to Mossyrock; and

WHEREAS, the parties agree that provision of services as detailed in this Agreement are in the best interest of the citizens of both cities; and

WHEREAS, in accordance with RCW 3.50.815 and RCW 39.34.180, a city may contract with another city for municipal court services; and

WHEREAS, Chapter 39.34 RCW authorizes joint and cooperative Agreements between public agencies;

NOW, THEREFORE, pursuant to Chapter 39.34 RCW, and in consideration of the mutual benefits and covenants described herein, the City of Napavine and the City of Mossyrock agree as follows:

- A. Purpose. The purpose of this interlocal Agreement is to make all necessary arrangements for the processing of any matters within the jurisdiction of Mossyrock using municipal court (including court staff) and related services provided by Napavine in Napavine Municipal Court pursuant to Chapter 39.34 RCW. This is to include any ancillary services such as statistical tracking and any work related to appeals. Jail, prosecution services, public defense, judge, and Police services are specifically excluded from this Agreement.

- B. Services. Mossyrock shall establish the City of Mossyrock Municipal Court and shall take all action necessary, including the adoption of all necessary ordinances as if operating such court independently. Mossyrock shall appoint a judge, and shall set appropriate fines, penalties, and processes. Napavine, through this Agreement, shall provide the following services to Mossyrock:
1. Municipal Court Services. Municipal Court services include all court services required by State statute, court rule, City ordinance, or other regulation as now existing or hereafter amended. These services include, as applicable, the filing, processing, adjudication, and penalty enforcement of all City cases currently pending and filed on the Effective Date or any date thereafter for the duration of this agreement, court clerk, court records, fund disbursement and accounting, itemized billings, issuance of search and arrest warrants, procedures of establishing bail, arraignments and plea hearings, pretrial motions and evidentiary hearings, discovery matters, notification and subpoenaing of witnesses and parties, bench and jury trials, pre-sentence investigations, sentencing, the duties of courts of limited jurisdiction regarding appeals, and all other court functions as they relate to municipal court. Napavine shall provide all necessary personnel to perform such services in a timely manner as required by law and court rule.
 2. Appointment of Judicial Officers. Mossyrock should, for efficiency and economy, appoint a Napavine Municipal Court Judge as a Judge of the Mossyrock Municipal Court and appoint Napavine Municipal Court Judges Pro Tem as Judges Pro Tem of the Mossyrock Municipal Court. In the event Mossyrock appoints a judge other than the Napavine Municipal Court Judge then Mossyrock shall consult with and consider input from the Napavine City Mayor during the appointment process. Any such appointments shall require further negotiation between the parties pursuant to Section F of this Agreement.
 3. Citations. The City of Mossyrock shall provide citations used to summon defendants to court, and the City of Mossyrock shall deliver said citations to the City of Napavine Municipal Court within 48 hours of issuance, excepting court holidays.
 4. Other Services. Napavine and Mossyrock shall communicate and exchange information sufficient to evaluate the adequacy of services provided for in this Agreement. Napavine is expected to provide ancillary services, including statistical information and appellate work. In the event in-custody video appearances are not available to the Napavine Municipal Court, Mossyrock shall be responsible for transporting all Mossyrock in-custody defendants from Lewis County Jail or any other jail that houses Mossyrock defendants on misdemeanor or gross misdemeanor charges.
 5. Matters Reserved to Napavine. Napavine reserves the right to implement matters requiring compliance with statutory and judicial mandate, which includes, but is not limited to, the Standards for Indigent Defense and personnel matters pursuant to General Rule 29 of the Washington Courts.
- C. Staffing. The City of Napavine will be responsible for the provision of adequate Court Clerk staffing and is included in the monthly operating charges as described in Section F of this Agreement.

- D. Jury Trials. For jury trials, the City of Napavine will assess no additional fee; however, the City of Mossyrock will pay any actual jury and/or witness costs and the additional compensation as required by contract to the Judge and Prosecutor, and Public Defender, if applicable.
- E. Property. This Interlocal Agreement does not provide for the acquisition, holding, or disposal of real or personal property. Mossyrock Police shall be responsible for all items of evidence related to criminal prosecution.
- F. Financial Provisions. In consideration for the services provided in this Agreement, the parties agree to the following:
1. Mossyrock shall retain all fees, costs, penalties, and fines, assessed to Mossyrock cases for the duration of this Agreement which shall be collected by Napavine and disbursed to Mossyrock on a monthly basis. Any new programs established after the Effective Date of this Agreement shall not be included but shall be addressed by the parties in a separate amendment hereto.
 2. Mossyrock shall, for the duration of this agreement, pay to the City of Napavine for Municipal Court services, a filing fee in the following amounts:
 - i. Infractions: \$25.00/filing
 - ii. Criminal: \$60.00/filing
 3. Miscellaneous Pass-Through Costs. As the City of Napavine receives billings from other agencies for miscellaneous costs that are incurred in the prosecution of violations on the City of Mossyrock's behalf; the City of Napavine will bill the City of Mossyrock for said costs. The City of Mossyrock shall pay its own miscellaneous costs which include, but are not limited to, the following:
 - i. Interpreter costs for non-English speaking defendants.
 - ii. Public Defense counsel appointments.
 - iii. Expert witness or investigator authorized.
 - iv. Proportionate share of video hearing costs.
- G. Accounting. The court clerk of the City of Napavine will provide monthly accounting to the City of Mossyrock and said accounting shall include billings by citation number not defendant name. The court clerk shall collect all fees, fines, forfeitures and other monies imposed by the municipal court for any violations prosecuted on behalf of the City of Mossyrock which shall be detailed on the revenue worksheet and disbursed monthly to the City of Mossyrock. The City of Napavine shall be responsible for deducting any monies required to be submitted to the State of Washington and will account for same.
- H. Ordinances. The City of Mossyrock shall provide a copy of the City of Mossyrock municipal code or copies of all ordinances on or before their effective date to the City of Napavine Municipal Court.

I. Agreement Administration. The parties are expected to work cooperatively as though the employees of Napavine are employees of Mossyrock when handling Mossyrock cases. The City Attorney for Mossyrock, or designee, is to consult with Napavine departments as necessary regarding the prosecution of Mossyrock cases. Interested Mossyrock employees are to be invited to interdepartmental meetings regarding Court process. Where necessary Napavine employees are to be available to Mossyrock employees and/or Council to discuss court process, prosecutorial philosophy, or other matters of interest to Mossyrock.

1. Dispute resolution. Disputes between the parties that cannot be resolved at the department level are to be resolved by the respective City Mayors. It is understood between the parties that this Agreement is of benefit to both parties and there is a common interest in working through issues to continue the Agreement.

Any disputes related to levels of compensation which cannot be resolved by the parties as described above may be resolved by binding arbitration in accordance with RCW 39.34.180(3). Such process may be invoked by either party in accordance with the procedures in RCW 39.34.180(3). In such case, the parties shall equally split the fees and costs of the arbitrator(s) in such arbitration.

2. Reporting. Napavine shall provide Mossyrock with monthly reports summarizing court activity during which services are provided. Mossyrock shall identify any deficiencies in such monthly reports and, where feasible, Napavine shall amend the reports accordingly.

3. Special Emphasis. Mossyrock shall identify any areas of special emphasis and Napavine shall provide opportunities for input and reporting specific to those areas.

J. Indemnification. In executing this Agreement, Napavine does not assume liability or responsibility for or in any way release Mossyrock from any liability or responsibility which arises in whole or in part from:

1. The existence of effect of any Mossyrock ordinance; or
2. Any prosecution conducted by Mossyrock's City Attorney or designee.

If any cause, claim, suit, action or administrative proceeding is commenced in which the enforceability and/or validity of any such ordinance or prosecution is at issue, Mossyrock shall defend the same at its sole expense and if judgment is entered or damages are awarded against Mossyrock, Napavine or both, Mossyrock shall satisfy the same, including all chargeable costs and attorneys' fees.

Napavine shall indemnify, defend, and hold harmless Mossyrock, its officers, agents and employees from and against any and all claims, actions, suits, liability, loss, costs, expenses, and damages of any nature whatever, including costs and attorneys' fees in defense thereof, for injuries, sickness or death of persons (including employees of Mossyrock), or damage to property, or the violation of any person's civil rights, which is caused by or arises out of Napavine's acts, errors or omissions with respect to the subject matter of this Agreement, or any act or mission of any agency retained by or contracted with by Napavine to provide services covered by this Agreement; provided, however, that

1. Napavine’s obligation to indemnify, defend and hold harmless shall not extend to injuries, sickness, death, damage or civil rights violations caused by or resulting from the actions or negligence of Mossyrock, its Police Department or its officers, agents or employees; and
2. Napavine’s obligation to indemnify, defend and the hold harmless for injuries, sickness death, damage or civil rights violations caused by or resulting from the concurrent actions of negligence of Napavine or its agents and Mossyrock or its agents shall apply to the extent that Napavine or its agents or negligence cause or contributed hereto.

Napavine does not by this Agreement assume any contractual obligations to anyone other than Mossyrock, and Mossyrock does not assume any contractual obligations to anyone other than Napavine. Napavine and Mossyrock expressly eliminate any third-party beneficiary to this Agreement.

- K. Termination. Either party may terminate this Agreement by giving ninety days’ written notice prior to the end of the agreement, which notice shall be effective January 1, 2025. If, for any reason, the City of Napavine Municipal Court is terminated, this Agreement shall become null and void.
- L. Term. The initial term of this Agreement is January 1, 2024 through December 31, 2024, with the parties consulting on a regular basis to establish whether amendments are needed to achieve the best results possible for both parties. The parties agree to meet and negotiate in good faith the terms of the following contract on the second Monday in September 2024, but no later than November 1, 2024.

The Agreement shall take effect on January 1, 2024, (the “Effective Date”) or as soon thereafter as all of the following events have occurred:

1. Approval of the Agreement by the official action of the governing bodies of each of the Parties;
2. Execution of the Agreement by the duly authorized representative of each of the Parties; and
3. Filing a copy of this Agreement or posting a copy of this agreement to the Parties websites or recording a copy with the County Auditor as required by RCW 39.34.040.

- M. Amendment. Amendments to this Agreement must be in writing and may be made at any time during the term of the Agreement by agreement and signature of both parties.
- N. Headings not controlling. The headings in the Agreement are for convenience only and shall not affect the meaning of the terms as set out in the text.
- O. Waiver. Waiver by either Party of the right to strict performance of any provision of this Agreement or any breach thereof shall not constitute a waiver of the right to require future strict performance of that provision or any other provision.
- P. Venue. This Agreement has been and shall be construed as having been made and delivered in the State of Washington, and it is mutually understood and agreed by each party hereto that this Agreement shall be governed by the laws of the State of Washington, both as to

interpretation and performance. Any action in a mediation, arbitration, lawsuit or judicial proceeding for the enforcement or interpretation of this Agreement or any provision herein shall be instituted and maintained only in courts of competent jurisdiction in Lewis County, Washington.

Q. Notice. Each party to this Contract shall have a notice representative. Each party may change its notice representative upon providing written notice to the other party. The parties' notice representatives are as follows:

For NAPAVINE:

Name of Representative: SHAWN O'NEILL
Title: Mayor
Mailing Address: P.O. Box 810
City, State and Zip Code: Napavine, WA 98532
Telephone Number: (360) 262-3547

For MOSSYROCK:

Name of Representative: RANDALL SASSER
Title: Mayor
Mailing Address: P.O. Box 96
City, State and Zip Code: Mossyrock, WA 98564
Telephone Number: (360) 983-3300

MADE AND APPROVED the day and year signed below.

CITY OF NAPAVINE

CITY OF MOSSYROCK

DATED: _____

DATED: _____

SHAWN O'NEILL, Mayor

RANDALL SASSER, Mayor

Attest:

Attest:

By: _____
Rachelle Denham, City Clerk

By: _____
Linda Hannon, City Clerk

Approved as to form:

Approved as to form:

James M.B. Buzzard, City Attorney

James M.B. Buzzard, City Attorney

**AN INTERLOCAL AGREEMENT BETWEEN THE CITY OF NAPAVINE AND THE
CITY OF MORTON FOR THE PROVISION OF MUNICIPAL COURT SERVICES**

THIS INTERLOCAL AGREEMENT (“AGREEMENT”) is made and entered into pursuant to the Interlocal Cooperation Act, Chapter 39.34 RCW, on the 1^{s t} day of January, 2024, by and between the City of Napavine, a Washington municipal corporation (“Napavine”), and the City of Morton, a Washington Municipal corporation (“Morton”), collectively referred to herein as the “parties”.

WHEREAS, the City of Morton, “Morton” is a non-charter code city which was incorporated in 1913 and assumed authority and jurisdiction with respect to criminal and traffic offense occurring within the corporate boundaries thereby created; and

WHEREAS, Morton has since at least 2001 contracted with Lewis County District Court for Municipal Court Services, and desires to instead contract for its municipal court services with the City of Napavine; and

WHEREAS, the City of Napavine, “Napavine” has the capacity to provide municipal court facilities and related services to Morton in a manner beneficial to both parties and Morton desires to use these services; and

WHEREAS, Napavine and Morton wish to cooperate and enter into this Agreement for the orderly and efficient processing of traffic infractions, parking infractions, criminal traffic cases, criminal non-traffic cases and any other matters within the jurisdiction of a Municipal Court through services provided by and held at Napavine; and

WHEREAS, included in the services provided by Napavine to Morton shall be a detail of statistics identifying caseload, type of case, and other matters of interest to Morton; and

WHEREAS, the parties agree that provision of services as detailed in this Agreement are in the best interest of the citizens of both cities; and

WHEREAS, in accordance with RCW 3.50.815 and RCW 39.34.180, a city may contract with another city for municipal court services; and

WHEREAS, Chapter 39.34 RCW authorizes joint and cooperative Agreements between public agencies;

NOW, THEREFORE, pursuant to Chapter 39.34 RCW, and in consideration of the mutual benefits and covenants described herein, the City of Napavine and the City of Morton agree as follows:

- A. Purpose. The purpose of this interlocal Agreement is to make all necessary arrangements for the processing of any matters within the jurisdiction of Morton using municipal court (including court staff) and related services provided by Napavine in Napavine Municipal Court pursuant to Chapter 39.34 RCW. This is to include any ancillary services such as statistical tracking and any work related to appeals. Jail, prosecution services, public defense, judge, and Police services are specifically excluded from this Agreement.

B. Services. Napavine, through this Agreement, shall provide the following services to Morton:

1. Municipal Court Services. Municipal Court services include all court services required by State statute, court rule, City ordinance, or other regulation as now existing or hereafter amended. These services include, as applicable, the filing, processing, adjudication, and penalty enforcement of all City cases currently pending and filed on the Effective Date or any date thereafter for the duration of this agreement, court clerk, court records, fund disbursement and accounting, itemized billings, issuance of search and arrest warrants, procedures of establishing bail, arraignments and plea hearings, pretrial motions and evidentiary hearings, discovery matters, notification and subpoenaing of witnesses and parties, bench and jury trials, pre-sentence investigations, sentencing, the duties of courts of limited jurisdiction regarding appeals, and all other court functions as they relate to municipal court. Napavine shall provide all necessary personnel to perform such services in a timely manner as required by law and court rule.
2. Appointment of Judicial Officers. Morton should, for efficiency and economy, appoint a Napavine Municipal Court Judge as a Judge of the Morton Municipal Court and appoint Napavine Municipal Court Judges Pro Tem as Judges Pro Tem of the Morton Municipal Court. In the event Morton appoints a judge other than the Napavine Municipal Court Judge then Morton shall consult with and consider input from the Napavine City Mayor during the appointment process. Any such appointments shall require further negotiation between the parties pursuant to Section F of this Agreement.
3. Citations. The City of Morton shall provide citations used to summon defendants to court, and the City of Morton shall deliver said citations to the City of Napavine Municipal Court within 48 hours of issuance, excepting court holidays.
4. Other Services. Napavine and Morton shall communicate and exchange information sufficient to evaluate the adequacy of services provided for in this Agreement. Napavine is expected to provide ancillary services, including statistical information and appellate work. In the event in-custody video appearances are not available to the Napavine Municipal Court, Morton shall be responsible for transporting all Morton in-custody defendants from Lewis County Jail or any other jail that houses Morton defendants on misdemeanor or gross misdemeanor charges.
5. Matters Reserved to Napavine. Napavine reserves the right to implement matters requiring compliance with statutory and judicial mandate, which includes, but is not limited to, the Standards for Indigent Defense and personnel matters pursuant to General Rule 29 of the Washington Courts.

C. Staffing. The City of Napavine will be responsible for the provision of adequate Court Clerk staffing and is included in the monthly operating charges as described in Section F of this Agreement.

D. Jury Trials. For jury trials, the City of Napavine will assess no additional fee; however, the City of Morton will pay any actual jury and/or witness costs and the additional compensation as required by contract to the Judge and Prosecutor, and Public Defender, if applicable.

- E. Property. This Interlocal Agreement does not provide for the acquisition, holding, or disposal of real or personal property. Morton Police shall be responsible for all items of evidence related to criminal prosecution.
- F. Financial Provisions. In consideration for the services provided in this Agreement, the parties agree to the following:
1. Morton shall retain all fees, costs, penalties, and fines, assessed to Morton cases for the duration of this Agreement which shall be collected by Napavine and disbursed to Morton on a monthly basis. Any new programs established after the Effective Date of this Agreement shall not be included but shall be addressed by the parties in a separate amendment hereto.
 2. Morton shall, for the duration of this agreement, pay to the City of Napavine for Municipal Court services, a filing fee in the following amounts:
 - i. Infractions: \$25.00/filing
 - ii. Criminal: \$60.00/filing
 3. Miscellaneous Pass-Through Costs. As the City of Napavine receives billings from other agencies for miscellaneous costs that are incurred in the prosecution of violations on the City of Morton's behalf; the City of Napavine will bill the City of Morton for said costs. The City of Morton shall pay its own miscellaneous costs which include, but are not limited to, the following:
 - i. Interpreter costs for non-English speaking defendants.
 - ii. Public Defense counsel appointments.
 - iii. Expert witness or investigator authorized.
 - iv. Proportionate share of video hearing costs.
- G. Accounting. The court clerk of the City of Napavine will provide monthly accounting to the City of Morton and said accounting shall include billings by citation number not defendant name. The court clerk shall collect all fees, fines, forfeitures and other monies imposed by the municipal court for any violations prosecuted on behalf of the City of Morton which shall be detailed on the revenue worksheet and disbursed monthly to the City of Morton. The City of Napavine shall be responsible for deducting any monies required to be submitted to the State of Washington and will account for same.
- H. Ordinances. The City of Morton shall provide a copy of the City of Morton municipal code or copies of all ordinances on or before their effective date to the City of Napavine Municipal Court.
- I. Agreement Administration. The parties are expected to work cooperatively as though the employees of Napavine are employees of Morton when handling Morton cases. The City Attorney for Morton, or designee, is to consult with Napavine departments as necessary regarding the prosecution of Morton cases. Interested Morton employees are to be invited to interdepartmental meetings regarding Court process. Where necessary Napavine employees

are to be available to Morton employees and/or Council to discuss court process, prosecutorial philosophy, or other matters of interest to Morton.

1. Dispute resolution. Disputes between the parties that cannot be resolved at the department level are to be resolved by the respective City Mayors. It is understood between the parties that this Agreement is of benefit to both parties and there is a common interest in working through issues to continue the Agreement.

Any disputes related to levels of compensation which cannot be resolved by the parties as described above may be resolved by binding arbitration in accordance with RCW 39.34.180(3). Such process may be invoked by either party in accordance with the procedures in RCW 39.34.180(3). In such case, the parties shall equally split the fees and costs of the arbitrator(s) in such arbitration.

2. Reporting. Napavine shall provide Morton with monthly reports summarizing court activity during which services are provided. Morton shall identify any deficiencies in such monthly reports and, where feasible, Napavine shall amend the reports accordingly.
3. Special Emphasis. Morton shall identify any areas of special emphasis and Napavine shall provide opportunities for input and reporting specific to those areas.

- J. Indemnification. In executing this Agreement, Napavine does not assume liability or responsibility for or in any way release Morton from any liability or responsibility which arises in whole or in part from:

1. The existence of effect of any Morton ordinance; or
2. Any prosecution conducted by Morton's City Attorney or designee.

If any cause, claim, suit, action or administrative proceeding is commenced in which the enforceability and/or validity of any such ordinance or prosecution is at issue, Morton shall defend the same at its sole expense and if judgment is entered or damages are awarded against Morton, Napavine or both, Morton shall satisfy the same, including all chargeable costs and attorneys' fees.

Napavine shall indemnify, defend, and hold harmless Morton, its officers, agents and employees from and against any and all claims, actions, suits, liability, loss, costs, expenses, and damages of any nature whatever, including costs and attorneys' fees in defense thereof, for injuries, sickness or death of persons (including employees of Morton), or damage to property, or the violation of any person's civil rights, which is caused by or arises out of Napavine's acts, errors or omissions with respect to the subject matter of this Agreement, or any act or mission of any agency retained by or contracted with by Napavine to provide services covered by this Agreement; provided, however, that

1. Napavine's obligation to indemnify, defend and hold harmless shall not extend to injuries, sickness, death, damage or civil rights violations caused by or resulting from the actions or negligence of Morton, its Police Department or its officers, agents or employees; and
2. Napavine's obligation to indemnify, defend and the hold harmless for injuries, sickness death, damage or civil rights violations caused by or resulting from the concurrent actions

of negligence of Napavine or its agents and Morton or its agents shall apply to the extent that Napavine or its agents or negligence cause or contributed hereto.

Napavine does not by this Agreement assume any contractual obligations to anyone other than Morton, and Morton does not assume any contractual obligations to anyone other than Napavine. Napavine and Morton expressly eliminate any third-party beneficiary to this Agreement.

- K. Termination. Either party may terminate this Agreement by giving ninety days' written notice prior to the end of the agreement, which notice shall be effective January 1, 2025. If, for any reason, the City of Napavine Municipal Court is terminated, this Agreement shall become null and void.
- L. Term. The initial term of this Agreement is January 1, 2024, through December 31, 2024, with the parties consulting on a regular basis to establish whether amendments are needed to achieve the best results possible for both parties. The parties agree to meet and negotiate in good faith the terms of the following contract on the second Monday in September 2024, but no later than November 1, 2024.

The Agreement shall take effect on January 1, 2024, (the "Effective Date") or as soon thereafter as all of the following events have occurred:

1. Approval of the Agreement by the official action of the governing bodies of each of the Parties;
2. Execution of the Agreement by the duly authorized representative of each of the Parties; and
3. Filing a copy of this Agreement or posting a copy of this agreement to the Parties websites or recording a copy with the County Auditor as required by RCW 39.34.040.

- M. Amendment. Amendments to this Agreement must be in writing and may be made at any time during the term of the Agreement by agreement and signature of both parties.
- N. Headings not controlling. The headings in the Agreement are for convenience only and shall not affect the meaning of the terms as set out in the text.
- O. Waiver. Waiver by either Party of the right to strict performance of any provision of this Agreement or any breach thereof shall not constitute a waiver of the right to require future strict performance of that provision or any other provision.
- P. Venue. This Agreement has been and shall be construed as having been made and delivered in the State of Washington, and it is mutually understood and agreed by each party hereto that this Agreement shall be governed by the laws of the State of Washington, both as to interpretation and performance. Any action in a mediation, arbitration, lawsuit or judicial proceeding for the enforcement or interpretation of this Agreement or any provision herein shall be instituted and maintained only in courts of competent jurisdiction in Lewis County, Washington.

Q. Notice. Each party to this Contract shall have a notice representative. Each party may change its notice representative upon providing written notice to the other party. The parties' notice representatives are as follows:

For NAPAVINE:

Name of Representative: SHAWN O'NEILL
Title: Mayor
Mailing Address: P.O. Box 810
City, State and Zip Code: Napavine, WA 98532
Telephone Number: (360) 262-3547

For MORTON:

Name of Representative: RICK MEAD
Title: Mayor
Mailing Address: PO Box 1089
City, State and Zip Code: Morton, WA 98356
Telephone Number: (360) 496-6881

MADE AND APPROVED the day and year signed below.

CITY OF NAPAVINE

CITY OF MORTON

DATED: _____

DATED: _____

SHAWN O'NEILL, Mayor

RICK MEAD, Mayor

Attest:

Attest:

By: _____
Rachelle Denham, City Clerk

By: _____
LuAnn Ward, City Clerk

Approved as to form:

Approved as to form:

James M.B. Buzzard, City Attorney

James M.B. Buzzard, City Attorney



Public Works/Community Development
407 Birch Ave SW, PO Box 810 Napavine, WA 98565
Phone: (360) 262-9344
www.cityofnapavine.com

Memorandum

Date: April 1, 2024
To: City of Napavine Residents
From: Public Works/Community Development
Subject: Formation of Stakeholders Committee

The City of Napavine is undertaking an update of their 20-year Comprehensive Plan as required by the State legislation HB 1241 (2022). Every county and city in the state is required to conduct a periodic update of its comprehensive plan and development regulations (RCW 36.70A.130(1)).

The update will address urban growth areas, land use, housing, economic development, capital facilities, utilities, transportation, critical areas and Climate Change/Resiliency. The Comprehensive Plan provides guiding policies and strategies on the community's vision for each of these elements. The update process also includes refining local regulations to implement the Community's Comprehensive Plan and ensure consistency with state mandates.

The City of Napavine is committed to providing multiple opportunities for public participation throughout the process. The City will use a variety of communication tools to inform the public and encourage their participation. One of those is the formation of a stakeholders committee that will review and report findings to the planning commission and city council.

If you would like to participate, by becoming a member of the stakeholders committee, please contact Teri Lopez at 360-262-9344 or email tlopez@cityofnapavine.com by **April 15, 2024**.

407 Birch Ave SW, P. O. Box 810
Napavine, WA 98565
Phone: (360) 262-3547
Fax: (360) 262-9199
www.cityofnapavine.com



Shawn O'Neill, Mayor
Rachelle Denham, City Clerk
Michelle Whitten, City Treasurer
John Brockmueller, Chief of Police
Bryan Morris, PW – CD Director

To: Mayor and City Council

From: Michelle Whitten, City Treasurer

RE: Treasurer's Report Council Meeting Date: April 09, 2024

Treasurer Report:

- 2020-2021-2022 Financial Audit Report is attached in Council packet
 - You can also review by going to the State Auditors website. Sao.wa.gov – Search Audit Reports and enter report number 1034453
- Working on the 2023 Annual Report which has a due date of May 29, 2024



Office of the Washington State Auditor
Pat McCarthy

Accountability Audit Report

City of Napavine

For the period January 1, 2020 through December 31, 2022

Published March 21, 2024

Report No. 1034453



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we're helping advance
#GoodGovernment



**Office of the Washington State Auditor
Pat McCarthy**

March 21, 2024

Mayor and City Council
City of Napavine
Napavine, Washington

Report on Accountability

Thank you for the opportunity to work with you to promote accountability, integrity and openness in government. The Office of the Washington State Auditor takes seriously our role of providing state and local governments with assurance and accountability as the independent auditor of public accounts. In this way, we strive to help government work better, cost less, deliver higher value and earn greater public trust.

Independent audits provide essential accountability and transparency for City operations. This information is valuable to management, the governing body and public stakeholders when assessing the government's stewardship of public resources.

Attached is our independent audit report on the City's compliance with applicable requirements and safeguarding of public resources for the areas we examined. We appreciate the opportunity to work with your staff and value your cooperation during the audit.

Sincerely,

Pat McCarthy, State Auditor
Olympia, WA

Americans with Disabilities

In accordance with the Americans with Disabilities Act, we will make this document available in alternative formats. For more information, please contact our Office at (564) 999-0950, TDD Relay at (800) 833-6388, or email our webmaster at webmaster@sao.wa.gov.

TABLE OF CONTENTS

Audit Results.....	4
Related Reports.....	5
Information about the City.....	6
About the State Auditor's Office.....	7

AUDIT RESULTS

Results in brief

This report describes the overall results and conclusions for the areas we examined. In those selected areas, City operations complied, in all material respects, with applicable state laws, regulations, and its own policies, and provided adequate controls over the safeguarding of public resources.

In keeping with general auditing practices, we do not examine every transaction, activity, policy, internal control, or area. As a result, no information is provided on the areas that were not examined.

About the audit

This report contains the results of our independent accountability audit of the City of Napavine from January 1, 2020 through December 31, 2022.

Management is responsible for ensuring compliance and adequate safeguarding of public resources from fraud, loss or abuse. This includes the design, implementation and maintenance of internal controls relevant to these objectives.

This audit was conducted under the authority of RCW 43.09.260, which requires the Office of the Washington State Auditor to examine the financial affairs of all local governments. Our audit involved obtaining evidence about the City's use of public resources, compliance with state laws and regulations and its own policies and procedures, and internal controls over such matters. The procedures performed were based on our assessment of risks in the areas we examined.

Based on our risk assessment for the years ended December 31, 2022, 2021 and 2020, the areas examined were those representing the highest risk of fraud, loss, abuse, or noncompliance. We examined the following areas during this audit period:

- Payroll – overtime and leave cash outs
- Accounts receivable – utility billing, adjustments and collections
- Tracking and monitoring of theft sensitive assets, such as computers, tools, equipment, fuel and gift cards
- Police Department – property or evidence room and forfeiture reporting
- Self-insurance with unemployment
- Open public meetings – compliance with minutes, meetings and executive session requirements
- Financial condition – reviewing for indications of financial distress

RELATED REPORTS

Financial

Our opinion on the City's financial statements is provided in a separate report, which includes the City's financial statements. That report is available on our website, <http://portal.sao.wa.gov/ReportSearch>.

INFORMATION ABOUT THE CITY

The City of Napavine serves more than 1,995 citizens in Lewis County. The City provides a full range of services including police, planning and economic development, building permits and inspections, parks, Municipal Court, general administrative services, street maintenance and construction, and sewer and water.

A mayor-council form of government administers the City with an elected, five member Council. A new mayor was elected to begin his term in January 2020 and position 4 (which was vacant) was replaced in February 2020. Position 5 resigned in April 2021 and was replaced in May of that year, position 3 resigned in December 2021 and was replaced in January 2022. Position 2 resigned in August 2022 and was replaced in September 2022. The City employed 12-14 employees during the 2020-2022 audit period.

Contact information related to this report

Address:	City of Napavine P.O. Box 810 Napavine, WA 98565
Contact:	Michelle Whitten, City Treasurer
Telephone:	(360) 262-3547
Website:	www.cityofnapavine.com

Information current as of report publish date.

Audit history

You can find current and past audit reports for the City of Napavine at <http://portal.sao.wa.gov/ReportSearch>.

ABOUT THE STATE AUDITOR'S OFFICE

The State Auditor's Office is established in the Washington State Constitution and is part of the executive branch of state government. The State Auditor is elected by the people of Washington and serves four-year terms.

We work with state agencies, local governments and the public to achieve our vision of increasing trust in government by helping governments work better and deliver higher value.

In fulfilling our mission to provide citizens with independent and transparent examinations of how state and local governments use public funds, we hold ourselves to those same standards by continually improving our audit quality and operational efficiency, and by developing highly engaged and committed employees.

As an agency, the State Auditor's Office has the independence necessary to objectively perform audits, attestation engagements and investigations. Our work is designed to comply with professional standards as well as to satisfy the requirements of federal, state and local laws. The Office also has an extensive quality control program and undergoes regular external peer review to ensure our work meets the highest possible standards of accuracy, objectivity and clarity.

Our audits look at financial information and compliance with federal, state and local laws for all local governments, including schools, and all state agencies, including institutions of higher education. In addition, we conduct performance audits and cybersecurity audits of state agencies and local governments, as well as state whistleblower, fraud and citizen hotline investigations.

The results of our work are available to everyone through the more than 2,000 reports we publish each year on our website, www.sao.wa.gov. Additionally, we share regular news and other information via an email subscription service and social media channels.

We take our role as partners in accountability seriously. The Office provides training and technical assistance to governments both directly and through partnerships with other governmental support organizations.

Stay connected at sao.wa.gov

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- [Request public records](#)
- Search BARS Manuals ([GAAP](#) and [cash](#)), and find [reporting templates](#)
- Learn about our [training workshops](#) and [on-demand videos](#)
- Discover [which governments serve you](#) — enter an address on our map
- Explore public financial data with the [Financial Intelligence Tool](#)

Other ways to stay in touch

- Main telephone:
(564) 999-0950
- Toll-free Citizen Hotline:
(866) 902-3900
- Email:
webmaster@sao.wa.gov



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

To: Mayor and City Council

From: Rachelle Denham, City Clerk

RE: Clerk's Report for Council Meeting, April 09, 2024

March Billing Information

- April billing cycle the city billed out a total of \$224,499.23 in water and sewer.
- Receipted in as of 4/2/2024 \$4,348.57.
- Outstanding balances total \$202,615.54 with a due date of 4/30/2024.
- 1 shutoff for February billing which has now been paid in full and water has been reinstated.
- Total of 300 badger meters in the ground up from 272 last reporting, 9 new meters out in field being installed. (491 master meter radio reads remaining, 31 manual reads)
- 39 EyeOnWater app users up from 35 customers enrolled.
- Year to Date, the city has billed out a total of \$452,152.86 and has receipted in \$277,267.85.
- Current dog licenses renewed/registered for 2024 is at 85 up from 76 last reporting, last year's total 104.
- 19 current senior/disabled discount accounts, up from 17 last reporting.

-
- [Kevin Hines 'Be Here Tomorrow' Community Event \(See Attached Info & Flyer\)](#)
When: April 25th at 7PM
Where: W.F. West High School Gym

- The Mayor and I will be attending the AWC Connector at the Rib Eye Restaurant on April 24th. AWC's Small City Connectors are held annually around the state. The events are an opportunity for leaders of small cities and towns to gather for networking and learning. This year, our focus will be on emergency management including preparing and responding to emergencies. Dinner will be provided. We typically have between 20 and 30 elected officials and city staff attend.
- South Lewis County Chamber dropped off a flyer about membership in interested in joining.

W. F. West High School

342 SW 16th Street
Chehalis, WA 98532

(360) 807-7235
Fax (360) 748-3664

www.chehalisschools.org/wfw



Principal
Bob Walters

Assistant Principals
Mark Westley
Christine Voelker
Tommy Elder

District Athletic Director
Tommy Elder

March 8, 2024

Dear Community Partner:

Youth mental health and suicides are a growing concern in every community. All of our resources are limited, and the training opportunities are few and far between. WF West High School students researched resources for our grieving community and sought donations from generous community members. Because of our amazing community, WF West proudly presents "Kevin Hines - Be Here Tomorrow".

Kevin Hines is an award winning filmmaker, speaker and advocate for mental health and wellness. As one of only three people who lived after jumping off of the Golden Gate Bridge, Kevin has an incredible story of brokenness (bipolar disorder, depression), regret, compulsion and survival. He chronicles his journey to wellness, and shares the message that we can build resilience and lead healthy lives despite mental illness, hardship, and despair. His message is one of hope and grit. Kevin speaks around the world at schools, hospitals, within the armed forces, and comes highly recommended. Local doctors, mental health professionals, and educators who have seen Kevin's presentation are thrilled that our community has the opportunity to see a presentation of this caliber.

We would love you, your staff, your congregation, your people to join us for this special presentation. Please share this information and our advertising materials with your organizations. Kevin will be presenting a 50 min assembly with a 15 min question and answer session in the WF West gym, and then meeting with kids in the building throughout the day, Thursday, April 25. We are reaching out to other Lewis County high schools to attend the presentations as well.

The Drew North Foundation is also sponsoring an evening community event. This event will be open to all of Lewis County. We hope parents, students, mental health professionals, first responders, soldiers, medical professionals, and concerned community members will attend Kevin's presentation. The "Kevin Hines- Be Here Tomorrow" Thursday, April 25 evening event will be held at 7 pm in the gym at WF West High School.

We would like to thank our generous sponsors: Drew North Foundation, Northwest Pediatric Center, Dr. Jennifer Scalici, Security State Bank, Bethel Church, Wagner Orthodontics, Mike and Sue Austin, Eklund Family, Alexander Family, and the Chehalis Education Association.

You can learn more about Kevin at his website: <https://www.kevinhinesstory.com/> If you have additional questions or need more information, please contact us. We look forward to sharing this experience and building a healthier Lewis County.

Sincerely,

Handwritten signature of Stacey Cummings in black ink.

Stacey Cummings

WF West Advisor, 360-880-4124

Handwritten signature of Abby Alexander in black ink.

Abby Alexander

WF West Student Organizer, 360-523-8240



About Kevin: Kevin Hines is a world renowned mental health guest speaker. He is one of the 1% of individuals who have survived suicide by jumping off the Golden Gate Bridge and has dedicated his life to telling his story of hardships, healing, resilience, and recovery. He is an award winning author and filmmaker, and has been seen on news sites such as CNN, The New York Times, The Washington Post, and many more! You do not want to miss this event!

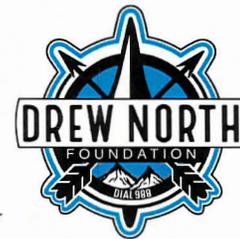
Kevin Hines "Be Here Tomorrow" Community Event

When: April 25th at 7PM

Where: W.F. West High School Gym

Our sponsors:

The Eklund Family



Dr. Scalici

The Alexander Family

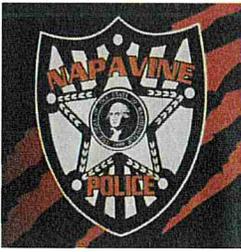


Sue and Mike Austin

**CHEHALIS EDUCATION
ASSOCIATION**



@kevinhines, kevinhinesstory.com



NAPAVINE POLICE DEPARTMENT

COUNCIL 4/9/2024 - STAFF REPORT

- The Monthly Call Report for March is included in your packets.
- We had a great time at the Easter Egg Hunt on Saturday held at the Napavine High School (football field) that was put on by the Napavine Funtime Festival along with help from Fire District 5, the Napavine-Newaukum Lions Club and our department that was joined by our Tiger mascot. It was a big hit with the kids and a good turnout with the number of people. Attached are a few of the fun photos!

Sincerely yours,

John Brockmueller
Chief of Police

jbrockmueller@cityofnapavine.com
jgodbey@cityofnapavine.com

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











**Napavine Police Department
Monthly Call Activity Report**

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

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

133

MARCH MONTHLY TOTAL

298

YEAR TO DATE 2024
(As of the end of March 2024)

To: Mayor and City Council
From: Bryan Morris, PW/CD Director
RE: Staff Report for Council Meeting, April 9, 2024

- **Planning Commission Meeting Minutes**
 - Signed minutes from March 18, 2024.

- **Project Updates**
 - Scots Industries – Waiting for engineer submittal.
 - TA – Active Construction. Waiting on WSDOT for final off-site (interchange) approval. Tribal artifacts were found on site. Area of tribal artifacts is flagged until DAHP permit can be processed.
 - AT&T Cell Tower – Fees have been paid. Waiting for confirmation from AT&T on executing the contract.
 - Woodard Road Housing Development – Received pass-through agreement. Waiting on engineer submittal.
 - Jefferson Station – Currently in the design stage.

- **Mayme Shaddock Park**
 - Project is Complete. Working on the signage to finish up the grant with RCO, once finished will have an opening event/dedication.

- **Rush Road STIP**
 - RFQ is out for re-advertising, proposals are due by May 14th, 2024.

- **Planning Commission Requesting Workshop**
 - The City of Napavine Public Works Department is hosting a Yard Debris Disposal Event on May 3rd & 4th from 9am to 3pm at 215 Haywire Road. Flyers have been posted in town, on our community board, and on customers' water billing statements.

- **Operations are normal**



NAPAVINE PLANNING COMMISSION MINUTES
March 18, 2024 6:00 P.M.
Napavine City Hall, 407 Birch Ave SW, Napavine, WA

PLEDGE OF ALLEGIANCE:

INVOCATION: Invocation was led by Director Morris.

CALL TO ORDER:

Commissioner Haberstroh opened the regular Planning Commission meeting to order at 6:02 PM

ROLL CALL:

Planning Commission present: **Commissioner Collins, Commissioner Haberstroh, and Commissioner Morris.**
Commissioner Collins motioned to excuse **Commissioner Graham and Commissioner Hollinger, seconded by Commissioner Morris. Vote on Motion 2 aye, 0 nay.**

APPROVAL OF AGENDA – As presented:

Commissioner Collins motioned to approve the agenda as presented, seconded by **Commissioner Morris. Vote on motion 2 aye, 0 nay.**

APPROVAL OF MINUTES:

Commissioner Morris motioned to approve minutes from the Planning Commission Meeting on March 4, 2024, seconded by **Commissioner Collins. Vote on motion 2 aye and 0 nay.**

OLD BUSINESS:

COMPLETE STREETS POLICY (ORDINANCE)

Executive Assistant Katie Williams explained that after further research she didn't make any changes to the ordinance as discussed at the last meeting because this ordinance will not require anything above and beyond what the city already does. The council approves the 6- year traffic plan yearly, and this policy follows the 6-year traffic plan.

Director Morris would like more involvement/input with the 6-year traffic plan, would like to review the plan with the Planning commission prior to going to council for approval yearly.

Commissioner Haberstroh is reluctant to pass this because once it's passed and adopted, they (city) can take it out of the Planning Commissions control, like they did with the Hearing Examiner. So, there is no guarantee that the Planning Commission will have input on this 6 months from now.

Commissioner Collins agrees with Commissioner Haberstroh, and what is the criteria of when things go to the Hearing Examiner? It becomes uncomfortable when things get taken out of the hands of the people that know the city and it's not just a set of numbers.

Executive Assistant Katie Williams stated that when we first discussed it with the consultant for future grants, Bryan was asking about sidewalks on Branch CT, versus maintenance and safety on crosswalks. The consultant said we can either make sure the maintenance and safety are addressed on crosswalks and small jobs or go for full sidewalks on certain areas if that is what we desire. Because it ultimately must be shown on the 6-year traffic plan. If sidewalks on Branch CT are not addressed on the 6-year traffic plan, it wouldn't be a requirement for this ordinance.

Citizen Ron Johnson asked if small jobs would be required to do the existing upgrades, would they have to pay that cost?

Director Morris stated that the city has not paid for one project. It is either done by large developments or grants. But the city will not qualify for future grants if we don't adopt this ordinance.

Citizen Jerry Nixon recommended reaching out to the two cities that were used as examples and ask them what any issues they have with the code they are following.

Executive Assistant Katie Williams stated that Ocean Shores has grown immensely, and their plan was adopted in 2012, and Castle Rock was in 2017. Ocean Shores doesn't have sidewalks on every new house they have built that isn't in a defined small community.

Planning Commission requested the following changes below.

Exceptions number (6) In instances where a documented exception is reviewed by the Planning Commission and approved by Council.

Best Practice Criteria Section should read "After being reviewed by the Planning Commission, council shall modify, develop and adopt....."

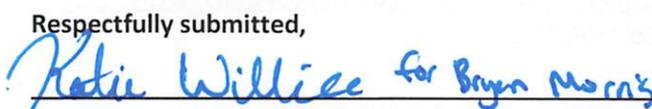
Commissioner Morris motioned to approve the Complete Streets Policy (Ordinance) with the amendments specified above, seconded by Commissioner Collins. Vote on motion 2 aye, 0 nay.

ADJOURNMENT 6:41 pm

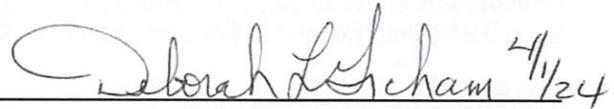
Commissioner Morris motioned to adjourn, seconded by Commissioner Collins. Vote 2 aye, 0 nay.

These minutes are not verbatim. If so desired, a recording of this meeting is available online at <https://fccdl.in/2RlqrZ5pgE>.

Respectfully submitted,



Bryan Morris, Community Development/Public Works Director



Planning Commission Chairperson