



# CITY COUNCIL MEETING AGENDA

Tuesday – August 13, 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 – July 23, 2024**

## **VII. STAFF & COUNCIL REPORT**

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

## **IX. NEW BUSINESS**

- 1) Vouchers – M. Whitten**
- 2) AM 24-11: Trial Run: Keep Amphitheater as RC Racetrack and Track Rules – R. Denham for B. Morris**
- 3) Contamination Removal on Woodard & Koontz - R. Denham for B. Morris**
- 4) Ord 663 Small Works Roster Ordinance - 5.12 NMC – 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  
July 23, 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 Rachelle Denham.

**PLEDGE OF ALLEGIANCE:**

Mayor, Shawn O’Neill led the flag salute.

**ROLL CALL:**

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

**City staff members present:** City Clerk - Rachelle Denham, Chief of Police – John Brockmueller, Treasurer - Michelle Whitten. Not Present: CD/PW Director - Bryan Morris & Legal Counsel, Jim Buzzard.

**CONSENT/APPROVAL OF AGENDA**

<b>MOVED:</b>	Duane Crouse	Motion: Approval of Agenda- As Presented.
<b>SECONDED:</b>	Don Webster	
<i>Discussion: No Discussion</i>		
<b>VOTE ON MAIN MOTION:</b>	5-0 Motion Carried: 5 aye and 0 nay.	

**APPROVAL OF MEETING MINUTES**

<b>MOVED:</b>	Brian Watson	Motion: Approval of Meeting Minutes - Regular Council Meeting July 9, 2024.
<b>SECONDED:</b>	Ivan Wiediger	
<i>Discussion: No Discussion.</i>		
<b>VOTE ON MAIN MOTION:</b>	5-0 Motion Carried: 5 aye and 0 nay.	

**STAFF & COUNCIL REPORTS:**

**John Brockmueller – Chief of Police**

- Greetings to the council & operations normal. Funtime Festival was very successful!

**Bryan Morris - PW/CD Director**

- Report in writing.

**Rachelle Denham – City Clerk**

- It was good to see all the people in Napavine for Funtime Festival and the parade was great!

**Michelle Whitten – Treasurer**

- Operations normal.

**Duane Crouse – Mayor Pro Tem**

- Sorry to have missed the Funtime Festival but had a kid get married. Looking forward to next year.

**Heather Stewart – Councilor 4**

- Attended the Funtime Festival, bummer that there was no dunk tank but really enjoyed the axe throwing. Largest parade she has seen in Napavine.

**Ivan Wiediger – Councilor 2**

- One of the biggest parades he’s seen here and was glad to see the good turnout.

**Brian Watson – Councilor 1**

- Funtime Festival was a great event. Enjoyed the band and really enjoyed it.

**Shawn O’Neill – Mayor**

- Enjoyed Funtime Festival, very good turnout. Looking forward to next year. The City Clerk, Rachelle Denham shared kudos from Lee West regarding how positive the parade was this year.

**Planning Commission – Deborah Graham**

- Absent last meeting was out of town and missed the Funtime Festival.

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

- **Rick Carns-Johnson Rd part of Funtime Festival:** The Funtime Festival is wanting to do a lighted Christmas parade in December. They are working on better planning and that is why he spoke to the council proposing the idea and hoping that the city will approve the event. All parade entries must have lights. They would like to have lights all over the new kitchen, trees, shrubs. There would be volunteers to help with place the lights. All council members did not make a vote but did vocalize they are in support of the event to take place. Mayor O’Neill mentioned that the Lions Club would be a great resource. The city clerk asked for a written proposal and then she would bring it to the council for formal action. The mayor stated that they must get a permit for the event and list what they are requesting.

**PRESENTATION: LET’S GO TO THE FAIR – EDNA FUND**

- Former LC Commissioner Edna Fund and 2024 Miss Lewis County, Katelynn Guenther spoke about the events that will take place at the 2024 fair. presented a flyer for the Southwest Washing Fair that will be held August 13-18. All the council members will be receiving a postcard valid for one parking pass and 2 admission tickets to attend the fair for Opening Ceremonies on August 13<sup>th</sup> at 11am. You must be through the fair gates prior to 11am to get in free! Free admission is offered to everyone up to 11am. \*\*Edna stepped out of the role of representing the fair and made comment about the prior discussion regarding the Lighted Christmas Parade. She stated “Get Lit in Lewis County” for a parade theme.

**NEW BUSINESS****VOUCHERS- M. WHITTEN**

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

Accounts Payabl	62	20	53,327.14	39154-39173
Payroll Vendors				
Electronic Payme	6	6	12,282.27	EFT*20240713-16/19-20
Electronic Payrol	5	5	32,363.68	EFT*20240710-12/17-18
ACH Direct Depo	16	16	35,400.61	direct deposit 7/19/2024
<b>Total Vouchers</b>	<b>89</b>	<b>47</b>	<b>133,373.70</b>	
<b>Void Check 39042 39085 39132</b>		<b>-94.83</b>		
			<b>\$133,278.87</b>	

<b>MOVED:</b>	Don Webster	Motion: Approval of the Vouchers dated July 2024 Second Council Meeting.
<b>SECONDED:</b>	Ivan Wiediger	
<i>Discussion: No Discussion.</i>		
<b>VOTE ON MAIN MOTION:</b>	5-0 Motion Carried: 5 aye and 0 nay.	

**AM 24-10 LIQUOR LICENSE RENEWAL DOLLAR GENERAL- R. DENHAM**

<b>MOVED:</b>	Don Webster	Motion: Approve AM 24-10 liquor license.
<b>SECONDED:</b>	Heather Stewart	
<i>Discussion: No Discussion.</i>		
<b>VOTE ON MAIN MOTION:</b>	5-0 Motion Carried; 5 aye 0 nay.	

**ADJOURNMENT:**

<b>MOVED:</b>	Don Webster	Motion: To Adjourn – Close of Meeting
<b>SECONDED:</b>	Ivan Wiediger	
<i>Discussion: Meeting Adjourned at 6:28 p.m.</i>		
<b>VOTE ON MAIN MOTION:</b>	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/mzv6hkrjRb) or at the link <https://fcdl.in/mzv6hkrjRb> .*

**Respectfully submitted,**

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Rachelle Denham, City Clerk

Shawn O'Neill, Mayor

Councilor



## Voucher Report Aug 13, 2024

August 2024 First Council Meeting

Reference	Date	Amount Notes
<b>Reference Number: 39174</b>	<b>Dept. of Licensing</b>	<b>\$2,352.24</b>
L0243700677	7/24/2024	\$2,352.24 2018 GMC licensing tax PW
<b>Reference Number: 39175</b>	<b>International Brotherhood Teamsters Local 252</b>	<b>\$1,106.00</b>
Union Dues - 15234	7/17/2024	\$37.75
Union Dues - 15235	7/17/2024	\$58.75
Union Dues - 15236	7/17/2024	\$46.25
Union Dues - 15237	7/17/2024	\$40.25
Union Dues - 15238	7/17/2024	\$40.25
Union Dues - 15240	7/17/2024	\$29.75
Union Dues - 15242	7/17/2024	\$31.75
Union Dues - 15243	7/17/2024	\$37.75
Union Dues - 15244	7/17/2024	\$37.75
Union Dues - 15245	7/17/2024	\$40.75
Union Dues - 15246	7/17/2024	\$35.25
Union Dues - 15247	7/17/2024	\$37.75
Union Dues - 15248	7/17/2024	\$45.75
Union Dues - 15249	7/17/2024	\$33.25
Union Dues - 15250	8/1/2024	\$37.75
Union Dues - 15251	8/1/2024	\$58.75
Union Dues - 15252	8/1/2024	\$46.25
Union Dues - 15253	8/1/2024	\$40.25
Union Dues - 15255	8/1/2024	\$40.25
Union Dues - 15257	8/1/2024	\$29.75
Union Dues - 15259	8/1/2024	\$31.75
Union Dues - 15260	8/1/2024	\$37.75
Union Dues - 15261	8/1/2024	\$37.75
Union Dues - 15263	8/1/2024	\$35.25

August 2024 First Council Meeting

Reference	Date	Amount Notes
Union Dues - 15264	8/1/2024	\$37.75
Union Dues - 15265	8/1/2024	\$45.75
Union Dues - 15266	8/1/2024	\$33.25
Union Dues - 15267	8/1/2024	\$40.75
<b>Reference Number: 39176</b>	<b>Aldersons Awards West Printwares Inc</b>	<b>\$58.48</b>
7499	7/26/2024	\$58.48 Volunteer shirt R Dawes
<b>Reference Number: 39177</b>	<b>Badger Meter</b>	<b>\$333.69</b>
80166631	7/30/2024	\$333.69 2024*July Services
<b>Reference Number: 39178</b>	<b>Buzzard O'Rourke</b>	<b>\$7,531.08</b>
16390	7/19/2024	\$150.00 4A0412381
16391	7/19/2024	\$12.50 4A0412382
16392	7/19/2024	\$25.00 4A0487443
16393	7/19/2024	\$12.50 4A0487445
16395	7/19/2024	\$100.00 4A0412372
16396	7/19/2024	\$225.00 4A0412375
16397	7/19/2024	\$25.00 4A0412378
16398	7/19/2024	\$175.00 4A0412379
16399	7/19/2024	\$37.50 4A0412380
16404	7/19/2024	\$150.00 4A0412359
16405	7/19/2024	\$125.00 4A0049986
16407	7/19/2024	\$275.00 4A0105977
16408	7/19/2024	\$25.00 4A0140393
16410	7/19/2024	\$125.00 3A0784150
16411	7/19/2024	\$75.00 4A0049961, 4A0049962
16412	7/19/2024	\$75.00 4A0049966, 4A0049967
16413	7/19/2024	\$100.00 4A0049969
16414	7/19/2024	\$75.00 4A0049979
16415	7/19/2024	\$25.00 2A0389273
16416	7/19/2024	\$25.00 2A0575785

August 2024 First Council Meeting

Reference	Date	Amount Notes
16418	7/19/2024	\$25.00 3A0686029
16424	7/19/2024	\$125.00 2A0186835
16425	7/19/2024	\$275.00 3A0711654
16426	7/19/2024	\$2,225.00 2024 June/July Legal
16427	7/19/2024	\$75.00 23F000976
16430	7/19/2024	\$1,543.58 General 6/17-7/12
16431	7/19/2024	\$25.00 3A0330791
16432	7/19/2024	\$50.00 3A0524281
16434	7/19/2024	\$75.00 3A0711655
16460	7/19/2024	\$150.00 Newaukum Street Variance/Napavine Adv
16469	7/19/2024	\$1,125.00 23F0976
<b>Reference Number: 39179</b>	<b>Capital Business Machines</b>	<b>\$407.41</b>
INV220094	8/6/2024	\$297.10 2024*07/01-07/30 Copies CH
INV220095	8/6/2024	\$110.31 2024 7/1-7/31 Copies PD Court
<b>Reference Number: 39180</b>	<b>Centralia O.K. Tire</b>	<b>\$908.54</b>
1133922	7/24/2024	\$908.54 21 Dodge Durango tires
<b>Reference Number: 39181</b>	<b>Chehalis Outfitters</b>	<b>\$90.86</b>
038338	8/1/2024	\$90.86 Hulstein vest/hardhat
<b>Reference Number: 39182</b>	<b>CHS Northwest Inc</b>	<b>\$968.22</b>
177328	6/13/2024	\$968.22 245.4 gal off road fuel
<b>Reference Number: 39183</b>	<b>City of Chehalis</b>	<b>\$14,043.00</b>
2024*08 RWWTP	8/8/2024	\$14,043.00 Monthly Sewer Treatment Costs 2024 Aug
<b>Reference Number: 39184</b>	<b>City of Napavine</b>	<b>\$11,930.50</b>
2024*June Utility tax remit	7/24/2024	\$11,277.60 2024-June Water Service Utility Tax
2024*June/July Acc 1096.0	7/31/2024	\$283.40 2024- June July City Water/Sewer
2024*June/July Acc 1711.0	8/7/2024	\$300.85 2024- Mayme Water/Sewer june July

August 2024 First Council Meeting

Reference	Date	Amount	Notes
2024*June/July Acc 3370.0	7/31/2024	\$68.65	2024- Mayme Water/Sewer june July
<b>Reference Number: 39185</b>	<b>Duane Elwood</b>	<b>\$1,397.60</b>	
Invoice - 8/8/2024 8:51:16 AM	8/1/2024	\$1,397.60	Medical Insurance Premium SS part 2024
<b>Reference Number: 39186</b>	<b>Goebel Septic Tank Servic</b>	<b>\$150.00</b>	
I74827	7/19/2024	\$150.00	Handwash FunTime Festival
<b>Reference Number: 39187</b>	<b>Goods Quarry</b>	<b>\$352.73</b>	
146408	8/2/2024	\$178.82	23.71 tons 5/8"-
146417	8/2/2024	\$173.91	23.36 tons 5/8"-
<b>Reference Number: 39188</b>	<b>Grants Towing &amp; Automotive Inc</b>	<b>\$276.99</b>	
134255	7/2/2024	\$276.99	24F0656 17 Nissan Maxima
<b>Reference Number: 39189</b>	<b>Jackson Civil Engineering LLC</b>	<b>\$12,715.25</b>	
0016-11-17	8/6/2024	\$817.50	Development Pass-Through Fees Scots
0016-27-10	8/6/2024	\$1,897.50	Jefferson Station
0016-28-04	8/6/2024	\$495.00	Development Pass-Through Fees
0016-29-03	8/6/2024	\$6,043.75	Development Pass-Through Fees
0016-30-08	8/7/2024	\$1,764.00	Grant App/Rush rd/ROW etc
0016-31-03	8/6/2024	\$385.00	Skatepark Design
0016-34-05	8/7/2024	\$670.00	2nd AVE TIB
0016-35-07	8/7/2024	\$642.50	GMA Commerce Grant
<b>Reference Number: 39190</b>	<b>Kim Alexander</b>	<b>\$237.00</b>	
2024*June Civil Service	6/18/2024	\$237.00	2024*June Civil Service
<b>Reference Number: 39191</b>	<b>LECO Supply, Inc</b>	<b>\$453.14</b>	
224872	7/31/2024	\$453.14	Chlorine 2 drums
<b>Reference Number: 39192</b>	<b>Lewis County PUD</b>	<b>\$4,148.79</b>	



August 2024 First Council Meeting

Reference	Date	Amount Notes
104755002*2024 Aug	7/25/2024	\$27.47 6/14-7/11 E Park St
104755003*2024 Aug	7/25/2024	\$27.47 6/14-7/11 305 2nd Ave NE "Triangle"
104755004*2024 Aug	7/25/2024	\$48.15 6/14-7/11 WA & 2nd ST. Traffic Signal
104755005*2024 Aug	7/25/2024	\$50.61 6/14-7/11 Ball Park Lights/207 W
104755006*2024 Aug	7/25/2024	\$44.17 6/14-7/11 Linhart Ave Lighs
104755007*2024 Aug	7/25/2024	\$32.18 6/14-7/11 Pedestrian Overpass/2nd Ave
104755008*2024 Aug	7/25/2024	\$57.84 6/14-7/11 113 2ND Ave SE
104755009*2024 Aug	7/25/2024	\$43.46 6/14-7/11 207 Wash ST Park
104755010*2024 Aug	7/31/2024	\$34.17 6/21-7/24 191 Hamilton Rd
104755011*2024 Aug	7/25/2024	\$30.94 6/14-7/11 Stadium Heights ST Lights
104755012*2024 Aug	7/25/2024	\$38.17 6/14-7/11 Birch Ave SW Traffic Signal
104755014*2024 Aug	7/25/2024	\$29.07 6/14-7/11 Washingt Street Lighting
104755015*2024 Aug	7/25/2024	\$35.14 6/14-7/11 Camden Way St Lights
104755016*2024 Aug	7/25/2024	\$33.69 6/14-7/11 Parkside Loop St Lights
104755017*2024 Aug	7/25/2024	\$55.60 6/14-7/11 3rd Ave NW/Pump Station
104755018*2024 Aug	7/25/2024	\$891.58 6/25-7/25 Various Street Lights
104755019*2024 Aug	7/25/2024	\$43.53 6/14-7/11 Chieri CT Sewer Station
104755020*2024 Aug	7/25/2024	\$970.30 6/14-7/11 Birch - Well #5/Birch Ave SW
104755021*2024 Aug	7/25/2024	\$119.39 6/14-7/11 Jefferson ST E Pump Station
104755022*2024 Aug	7/25/2024	\$153.52 6/14-7/11 Rush RD Pump - 1168 Rush Rd
104755023*2024 Aug	7/25/2024	\$27.47 6/14-7/11 Rowell St - Well #3
104755024*2024 Aug	7/25/2024	\$92.64 6/14-7/11 Front ST - Well #2
104755025*2024 Aug	7/25/2024	\$163.70 6/14-7/11 207 W Washington - Pump
104755026*2024 Aug	7/31/2024	\$40.39 6/21-7/24 Koontz RD
115588001*2024 Aug	7/25/2024	\$46.63 6/14-7/11 Rathburn ST
115588002*2024 Aug	7/25/2024	\$33.84 6/14-7/11 4th & Stella ST *250 W St.
124227002*2024 Aug	7/31/2024	\$535.42 6/20-7/22 1206 Rush Rd - Well
124227003*2024 Aug	7/25/2024	\$226.99 6/14-7/11 City Hall - 407 Birch Ave SW
128323001*2024 Aug	7/25/2024	\$36.05 6/13-7/17 207 W Washington -
128578001*2024 Aug	7/31/2024	\$41.17 6/21-7/24 Rush RD Lights
128578002*2024 Aug	7/31/2024	\$35.68 6/21-7/24 Rush Rd Lights - 173 Hamilton
128578003*2024 Aug	7/25/2024	\$30.48 6/14-7/11 Sommerville RD Light

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Reference	Date	Amount Notes
128578004*2024 Aug	7/25/2024	\$33.48 6/14-7/11 7th Ave Security Light
128578005*2024 Aug	7/25/2024	\$38.40 6/14-7/11 555 2nd Ave NE - Park Building
<b>Reference Number: 39193</b>	<b>Lewis County Treasurer</b>	<b>\$24.61</b>
2024*July Crime Victims	8/1/2024	\$24.61 2024 - July Court Remittance
<b>Reference Number: 39194</b>	<b>Mano, Paroutaud, Groberg &amp; Ricks</b>	<b>\$250.00</b>
2024*April Pro Tem	7/16/2024	\$250.00 2024*April Pro Tem
<b>Reference Number: 39195</b>	<b>Marlin's Mobile Autoglass, LLC</b>	<b>\$70.13</b>
3126	7/19/2024	\$70.13 2019 Ford 150 Rock Chip
<b>Reference Number: 39196</b>	<b>Minuteman Press</b>	<b>\$203.81</b>
880	7/29/2024	\$203.81 Court Envelopes
<b>Reference Number: 39197</b>	<b>Mountain Mist</b>	<b>\$36.02</b>
006113712	7/24/2024	\$11.27 monthly fee
006113713	7/24/2024	\$24.75 2-5 gal water jugs PD/Court
<b>Reference Number: 39198</b>	<b>Mrs. Klean Janitorial</b>	<b>\$634.00</b>
INV-2379	8/5/2024	\$634.00 2024 - Aug Clean City Hall
<b>Reference Number: 39199</b>	<b>Napavine Postmaster</b>	<b>\$188.00</b>
2024* PO Box 179	8/7/2024	\$188.00 2024* PO Box 179 Rental
<b>Reference Number: 39200</b>	<b>Pete Hinton</b>	<b>\$65.00</b>
2024*July Interpreter	8/5/2024	\$65.00 2024*July Interpreter
<b>Reference Number: 39201</b>	<b>Sarah Berry c/o Duane Elwood</b>	<b>\$147.00</b>
2024*Aug Elwood Ins	8/5/2024	\$147.00 2024*Aug Elwood Ins
<b>Reference Number: 39202</b>	<b>Service Saw Workwears</b>	<b>\$36.78</b>

August 2024 First Council Meeting

Reference	Date	Amount Notes
318286	7/30/2024	\$36.78 6 pk hp mix
<b>Reference Number: 39203</b>	<b>State Treasurer's Office</b>	<b>\$812.12</b>
2024*July State Remit	8/1/2024	\$812.12 2024*July State Remit
<b>Reference Number: 39204</b>	<b>Sweeny's Ace Hardware</b>	<b>\$542.56</b>
935549	7/1/2024	\$32.36 ACE SHVL RND-PT Long-HND
935772	7/3/2024	\$6.12 Concrete Mix 60#Concrete - 56 Bags on
935786	7/3/2024	\$48.54 TV Surge 8OUT 2USB Bulk
935795	7/3/2024	\$14.52 Dawn Ultra DSH Soap 18 OZ/Clamp Hose
936263	7/8/2024	\$16.81 HOG Ring Hillhump Box 100, Wire steel
936527	7/11/2024	\$32.36 ACE SHVL RND-PT Long HND 7011273
936528	7/11/2024	\$53.92 Impulse Sprinkler Spike, Garden Hose
936593	7/11/2024	\$24.80 Paint Thinner 1GAL, Paint Mixer Plastic
936596	7/11/2024	\$9.91 Deep WEL PNT TRY RED 11'
936609	7/11/2024	\$41.60 Paint TRY LINR BLK 2QT, PAINT TRY
936610	7/11/2024	\$6.44 Paint TRY LINR BLK 2QT
936639	7/12/2024	\$13.90 Roller 9" 1-1/4" GLDN EGL, Roller GLDN
936666	7/12/2024	\$14.02 Paint Thinner 1GAL
936912	7/15/2024	\$19.41 50/50 Antifrze/clant 1GL
937008	7/16/2024	\$23.47 ACE Best RLR POLY 9x1", Roller 9x3/4",
937098	7/17/2024	\$14.02 Paint Thinner 1GAL
937130	7/17/2024	\$27.15 Plastic PL LID F/3.585G, PLSTC BUCKET
937223	7/18/2024	\$8.62 DUCT Tape 1 88"x60"
937321	7/19/2024	\$9.91 Keyblank padlock CP1
937377	7/19/2024	\$18.33 Contractor Bag 55G 15PK 618939
937718	7/23/2024	\$10.78 Impulse Sprinkler Spike
937864	7/24/2024	\$10.78 Ace Better Bruch FLAT 3
937912	7/25/2024	\$21.56 Mark Paint IC SB FLR GRN
937913	7/25/2024	\$10.78 Impulse Sprinkler Spike
938023	7/26/2024	\$7.54 LED ST19 E26 SW 60W DIM
938331	7/29/2024	\$5.38 Windshield Wash Ace GAL 30427

August 2024 First Council Meeting

Reference	Date	Amount	Notes
938466	7/31/2024	\$39.53	PV RP CPL S40 2" CX2, Pipe PVC
<b>Reference Number: 39205</b>	<b>Toledotel</b>	<b>\$350.62</b>	
10056802	8/1/2024	\$350.62	2024 VOIP Aug 1-Aug31
<b>Reference Number: 39206</b>	<b>US Bank NA Cincinnati</b>	<b>\$156.00</b>	
2024*July Bond Maint	8/7/2024	\$38.00	2024 -July Bond Fee
2024*June Bond Maint	8/5/2024	\$118.00	2024 - June Bond Fee
<b>Reference Number: 39207</b>	<b>US Cellular</b>	<b>\$1,155.71</b>	
0665971651	7/12/2024	\$281.00	Cellphone Installment 7/12-8/11 PW
0665974662	7/12/2024	\$826.75	Cellphone Installment Plan 7/12-8/11 PD
0667970429	7/20/2024	\$47.96	2024 7/20-8/19 Treasurer
<b>Reference Number: 39208</b>	<b>Utilities Underground Location Center</b>	<b>\$12.00</b>	
4070195	7/31/2024	\$12.00	2024*July 9 locates
<b>Reference Number: 39209</b>	<b>Vander Stoep, Blinks, Jones &amp; Unzelman</b>	<b>\$1,100.00</b>	
2024*Aug Judge	8/2/2024	\$1,100.00	2024- Aug Judge
<b>Reference Number: 39210</b>	<b>Vision Municipal Solution</b>	<b>\$104.19</b>	
09-14783	7/31/2024	\$104.19	email Prosecution set up
<b>Reference Number: 39211</b>	<b>WA Dept of Transportation</b>	<b>\$8,346.33</b>	
RE*FB91458001251	7/31/2024	\$2,709.21	2024*July Fuel
RE-313-ATB40715063	8/5/2024	\$5,637.12	Traffic Serv Maint 2nd Ave
<b>Reference Number: 39212</b>	<b>Washington State Patrol</b>	<b>\$13.25</b>	
O2500355	8/1/2024	\$13.25	CPL Background Checks Walker
<b>Reference Number: 39213</b>	<b>Winlock Auto Supply</b>	<b>\$184.20</b>	
4847-385599	7/18/2024	\$29.31	Serp Belt

August 2024 First Council Meeting

Reference	Date	Amount	Notes
4847-386393	7/30/2024	\$151.60	Sweeper fluid/99 Dodge Belt/tensioner
4847-386405	7/30/2024	\$3.29	return belt tensioner replace
<b>Reference Number: EFT*20240801</b>	<b>AFLAC Remittance Processing</b>	<b>\$543.20</b>	
Aflac - 15235	7/17/2024	\$32.36	
Aflac - 15239	7/17/2024	\$27.17	
Aflac - 15251	8/1/2024	\$32.37	
Aflac - 15256	8/1/2024	\$27.17	
Aflac Disability - 15239	7/17/2024	\$47.84	
Aflac Disability - 15241	7/17/2024	\$68.54	
Aflac Disability - 15248	7/17/2024	\$95.68	
Aflac Disability - 15256	8/1/2024	\$47.84	
Aflac Disability - 15258	8/1/2024	\$68.55	
Aflac Disability - 15265	8/1/2024	\$95.68	
<b>Reference Number: EFT*20240802</b>	<b>Washington Teamsters Welfare Trust</b>	<b>\$22,206.20</b>	
Medical /Dental/Vision - 15250	8/1/2024	\$1,398.00	
Medical /Dental/Vision - 15251	8/1/2024	\$1,398.00	
Medical /Dental/Vision - 15252	8/1/2024	\$1,398.00	
Medical /Dental/Vision - 15253	8/1/2024	\$1,398.00	
Medical /Dental/Vision - 15255	8/1/2024	\$1,398.00	
Medical /Dental/Vision - 15256	8/1/2024	\$17.10	
Medical /Dental/Vision - 15257	8/1/2024	\$1,398.00	
Medical /Dental/Vision - 15258	8/1/2024	\$17.10	
Medical /Dental/Vision - 15259	8/1/2024	\$1,398.00	
Medical /Dental/Vision - 15260	8/1/2024	\$1,398.00	
Medical /Dental/Vision - 15261	8/1/2024	\$1,398.00	
Medical /Dental/Vision - 15263	8/1/2024	\$1,398.00	
Medical /Dental/Vision - 15264	8/1/2024	\$1,398.00	
Medical /Dental/Vision - 15265	8/1/2024	\$1,398.00	
Medical /Dental/Vision - 15266	8/1/2024	\$1,398.00	
Medical /Dental/Vision - 15267	8/1/2024	\$1,398.00	

August 2024 First Council Meeting

Reference	Date	Amount	Notes
Medical Dental Vision - 15234	7/17/2024	\$100.00	
Medical Dental Vision - 15235	7/17/2024	\$100.00	
Medical Dental Vision - 15236	7/17/2024	\$100.00	
Medical Dental Vision - 15237	7/17/2024	\$100.00	
Medical Dental Vision - 15238	7/17/2024	\$100.00	
Medical Dental Vision - 15242	7/17/2024	\$100.00	
Medical Dental Vision - 15243	7/17/2024	\$100.00	
Medical Dental Vision - 15244	7/17/2024	\$100.00	
Medical Dental Vision - 15245	7/17/2024	\$100.00	
Medical Dental Vision - 15246	7/17/2024	\$100.00	
Medical Dental Vision - 15247	7/17/2024	\$100.00	
Medical Dental Vision - 15248	7/17/2024	\$100.00	
Medical Dental Vision - 15249	7/17/2024	\$100.00	
Medical Dental Vision - 15250	8/1/2024	\$100.00	
Medical Dental Vision - 15251	8/1/2024	\$100.00	
Medical Dental Vision - 15252	8/1/2024	\$100.00	
Medical Dental Vision - 15253	8/1/2024	\$100.00	
Medical Dental Vision - 15255	8/1/2024	\$100.00	
Medical Dental Vision - 15259	8/1/2024	\$100.00	
Medical Dental Vision - 15260	8/1/2024	\$100.00	
Medical Dental Vision - 15261	8/1/2024	\$100.00	
Medical Dental Vision - 15263	8/1/2024	\$100.00	
Medical Dental Vision - 15264	8/1/2024	\$100.00	
Medical Dental Vision - 15265	8/1/2024	\$100.00	
Medical Dental Vision - 15266	8/1/2024	\$100.00	
Medical Dental Vision - 15267	8/1/2024	\$100.00	
<b>Reference Number: EFT*20240803</b>	<b>Vimly Benefit Solutions, Inc</b>	<b>\$1,991.70</b>	
Medical/Dental - 15256	8/1/2024	\$970.10	
Medical/Dental - 15258	8/1/2024	\$1,021.60	
<b>Reference Number: EFT*20240804</b>	<b>Nationwide Retirement Solutions</b>	<b>\$8,035.58</b>	

## August 2024 First Council Meeting

Reference	Date	Amount	Notes
Deferred Comp - 15234	7/17/2024	\$300.00	
Deferred Comp - 15235	7/17/2024	\$150.00	
Deferred Comp - 15237	7/17/2024	\$100.00	
Deferred Comp - 15238	7/17/2024	\$100.00	
Deferred Comp - 15239	7/17/2024	\$300.00	
Deferred Comp - 15240	7/17/2024	\$75.00	
Deferred Comp - 15241	7/17/2024	\$300.00	
Deferred Comp - 15242	7/17/2024	\$100.00	
Deferred Comp - 15243	7/17/2024	\$150.00	
Deferred Comp - 15244	7/17/2024	\$150.00	
Deferred Comp - 15245	7/17/2024	\$407.74	
Deferred Comp - 15246	7/17/2024	\$25.00	
Deferred Comp - 15248	7/17/2024	\$150.00	
Deferred Comp - 15249	7/17/2024	\$150.00	
Deferred Comp - 15250	8/1/2024	\$300.00	
Deferred Comp - 15251	8/1/2024	\$150.00	
Deferred Comp - 15253	8/1/2024	\$100.00	
Deferred Comp - 15255	8/1/2024	\$100.00	
Deferred Comp - 15256	8/1/2024	\$300.00	
Deferred Comp - 15257	8/1/2024	\$75.00	
Deferred Comp - 15258	8/1/2024	\$300.00	
Deferred Comp - 15259	8/1/2024	\$100.00	
Deferred Comp - 15260	8/1/2024	\$150.00	
Deferred Comp - 15261	8/1/2024	\$150.00	
Deferred Comp - 15263	8/1/2024	\$25.00	
Deferred Comp - 15265	8/1/2024	\$150.00	
Deferred Comp - 15266	8/1/2024	\$150.00	
Deferred Comp - 15267	8/1/2024	\$407.74	
Deferred Comp Match - 15250	8/1/2024	\$300.00	
Deferred Comp Match - 15251	8/1/2024	\$150.00	
Deferred Comp Match - 15253	8/1/2024	\$100.00	
Deferred Comp Match - 15255	8/1/2024	\$100.00	

August 2024 First Council Meeting

Reference	Date	Amount Notes
Deferred Comp Match - 15256	8/1/2024	\$710.80
Deferred Comp Match - 15257	8/1/2024	\$75.00
Deferred Comp Match - 15258	8/1/2024	\$659.30
Deferred Comp Match - 15259	8/1/2024	\$100.00
Deferred Comp Match - 15260	8/1/2024	\$150.00
Deferred Comp Match - 15261	8/1/2024	\$150.00
Deferred Comp Match - 15263	8/1/2024	\$25.00
Deferred Comp Match - 15265	8/1/2024	\$150.00
Deferred Comp Match - 15266	8/1/2024	\$150.00
Deferred Comp Match - 15267	8/1/2024	\$300.00
<b>Reference Number: EFT*20240805</b>	<b>Dept of Treasury Internal Revenue Service</b>	<b>\$7,625.56</b>
Federal Income Tax - 15250	8/1/2024	\$197.22
Federal Income Tax - 15251	8/1/2024	\$827.80
Federal Income Tax - 15252	8/1/2024	\$524.04
Federal Income Tax - 15253	8/1/2024	\$385.52
Federal Income Tax - 15254	8/1/2024	\$0.00
Federal Income Tax - 15255	8/1/2024	\$456.23
Federal Income Tax - 15256	8/1/2024	\$388.46
Federal Income Tax - 15257	8/1/2024	\$284.29
Federal Income Tax - 15258	8/1/2024	\$474.22
Federal Income Tax - 15259	8/1/2024	\$224.79
Federal Income Tax - 15260	8/1/2024	\$309.23
Federal Income Tax - 15261	8/1/2024	\$169.74
Federal Income Tax - 15263	8/1/2024	\$226.67
Federal Income Tax - 15264	8/1/2024	\$392.13
Federal Income Tax - 15265	8/1/2024	\$679.26
Federal Income Tax - 15266	8/1/2024	\$168.06
Federal Income Tax - 15267	8/1/2024	\$239.70
Medicare - 15250	8/1/2024	\$44.41
Medicare - 15250 (2)	8/1/2024	\$44.41
Medicare - 15251	8/1/2024	\$77.84



August 2024 First Council Meeting

Reference	Date	Amount	Notes
Medicare - 15251 (2)	8/1/2024	\$77.84	
Medicare - 15252	8/1/2024	\$53.20	
Medicare - 15252 (2)	8/1/2024	\$53.20	
Medicare - 15253	8/1/2024	\$45.52	
Medicare - 15253 (2)	8/1/2024	\$45.52	
Medicare - 15254	8/1/2024	\$14.50	
Medicare - 15254 (2)	8/1/2024	\$14.50	
Medicare - 15255	8/1/2024	\$50.18	
Medicare - 15255 (2)	8/1/2024	\$50.18	
Medicare - 15256	8/1/2024	\$51.78	
Medicare - 15256 (2)	8/1/2024	\$51.78	
Medicare - 15257	8/1/2024	\$37.04	
Medicare - 15257 (2)	8/1/2024	\$37.04	
Medicare - 15258	8/1/2024	\$52.82	
Medicare - 15258 (2)	8/1/2024	\$52.82	
Medicare - 15259	8/1/2024	\$34.85	
Medicare - 15259 (2)	8/1/2024	\$34.85	
Medicare - 15260	8/1/2024	\$41.22	
Medicare - 15260 (2)	8/1/2024	\$41.22	
Medicare - 15261	8/1/2024	\$41.51	
Medicare - 15261 (2)	8/1/2024	\$41.51	
Medicare - 15263	8/1/2024	\$41.38	
Medicare - 15263 (2)	8/1/2024	\$41.38	
Medicare - 15264	8/1/2024	\$44.51	
Medicare - 15264 (2)	8/1/2024	\$44.51	
Medicare - 15265	8/1/2024	\$65.61	
Medicare - 15265 (2)	8/1/2024	\$65.61	
Medicare - 15266	8/1/2024	\$36.11	
Medicare - 15266 (2)	8/1/2024	\$36.11	
Medicare - 15267	8/1/2024	\$44.62	
Medicare - 15267 (2)	8/1/2024	\$44.62	
Social Security Tax - 15254	8/1/2024	\$62.00	

August 2024 First Council Meeting

Reference	Date	Amount	Notes
Social Security Tax - 15254 (2)	8/1/2024	\$62.00	
<b>Reference Number: EFT*20240806</b>	<b>Dept of Licensing Firearms Desk</b>	<b>\$18.00</b>	
NV0000108 Walker	7/28/2024	\$18.00	NV0000108 Walker
<b>Reference Number: EFT*20240807</b>	<b>DE Lage Landen Financial Services</b>	<b>\$41.17</b>	
82892729	7/17/2024	\$41.17	2024 - Prop tax/lease Sharp MX307105
<b>Reference Number: EFT*20240808</b>	<b>DE Lage Landen Financial Services</b>	<b>\$41.78</b>	
82892725	7/27/2024	\$41.78	
<b>Reference Number: EFT*20240809</b>	<b>Centurylink</b>	<b>\$56.37</b>	
2024*Aug Telemetry	7/21/2024	\$56.37	2024- Well Telemetry 206T21 Jul 21-Aug
<b>Reference Number: EFT*20240810</b>	<b>Quill Corporation</b>	<b>\$289.10</b>	
39513299	7/12/2024	\$231.93	3 cartons paper/paper clips file jackets
39722382	7/25/2024	\$57.17	2 cartons paper court
<b>Reference Number: EFT*20240811</b>	<b>US Cellular</b>	<b>\$55.70</b>	
0664037950	7/2/2024	\$55.70	2024 7/02-8/01 Mayor cell
<b>Reference Number: EFT*20240812</b>	<b>Dept of Revenue</b>	<b>\$8,102.03</b>	
2024*June Tax Remit	7/24/2024	\$8,102.03	2024*June Tax Remit
<b>Reference Number: EFT*20240813</b>	<b>WAVE</b>	<b>\$65.04</b>	
138396701-0010964	8/1/2024	\$65.04	2024- 8/1-8/31 WAVE Phone PD
<b>Reference Number: EFT*20240814</b>	<b>WAVE</b>	<b>\$24.84</b>	
138396801-0010964	8/1/2024	\$24.84	2024 8/1-8/31 WAVE Internet
<b>Reference Number: EFT*20240815</b>	<b>WAVE</b>	<b>\$94.47</b>	
032768701-0010952	7/26/2024	\$94.47	2024- 7/23-8/22 WAVE Phone & Internet

August 2024 First Council Meeting

Reference	Date	Amount	Notes
<b>Reference Number: EFT*20240816</b>	<b>WAVE</b>	<b>\$112.10</b>	
138091001-0010964	8/1/2024	\$112.10	Mayme Internet 2024 08/01-08/31
<b>Reference Number: EFT*20240817</b>	<b>Invoice Cloud Inc</b>	<b>\$195.50</b>	
3636_2024_7	7/31/2024	\$195.50	2024*July Billing Portal
<b>Reference Number: July 16-31, 2024</b>	<b>Payroll Vendor</b>	<b>\$37,576.39</b>	
ACH Pay - 15250	8/1/2024	\$2,134.20	
ACH Pay - 15251	8/1/2024	\$3,594.68	
ACH Pay - 15252	8/1/2024	\$2,565.33	
ACH Pay - 15253	8/1/2024	\$2,125.91	
ACH Pay - 15254	8/1/2024	\$911.74	
ACH Pay - 15255	8/1/2024	\$2,353.55	
ACH Pay - 15256	8/1/2024	\$2,478.16	
ACH Pay - 15257	8/1/2024	\$1,902.59	
ACH Pay - 15258	8/1/2024	\$2,462.10	
ACH Pay - 15259	8/1/2024	\$1,722.41	
ACH Pay - 15260	8/1/2024	\$1,957.28	
ACH Pay - 15261	8/1/2024	\$2,143.11	
ACH Pay - 15263	8/1/2024	\$2,124.82	
ACH Pay - 15264	8/1/2024	\$2,254.30	
ACH Pay - 15265	8/1/2024	\$3,030.62	
ACH Pay - 15266	8/1/2024	\$1,810.31	
ACH Pay - 15267	8/1/2024	\$2,005.28	
<b>TOTAL</b>		<b>\$160,968.58</b>	

August 2024 First Council Meeting

Reference	Date		Amount Notes	
The following voucher/warrants/electronic payments are approved for payment:				
Accounts Payable	147	39	72,787.85	39174-39213
Payroll Vendors	1	1	1,106.00	39175
Electronic Payme	12	12	9,096.10	EFT*20240806-17
Electronic Payrol	5	5	40,402.24	EFT*20240801-05
ACH Direct Depo	17	17	37,576.39	direct deposit 8/05/24
Total Vouchers	182	74	160,968.58	

WE, THE FOLLOWING SIGNEES, APPROVE THE VOUCHERS FOR PAYMENT:

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

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

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

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

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

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

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

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

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

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

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

DATED THIS \_DAY OF\_\_\_\_\_,2024



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

**City of Napavine**  
**Action Memorandum No. 24-11**

**AM 24-11: Trial Run: Keep Amphitheater as RC Racetrack and Track Rules**

Originator: Rachelle Denham, City Clerk

Agenda Date: August 13, 2024

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

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

**Attachment(s):** RC Racetrack Rules

**Fiscal Impact:** yes ☐ no ☒

**Summary statement:** The city has put in an RC Racetrack in the Amphitheater as part of the 2024 Funtime Festivities. There has been positive feedback from the community in reference to the track. The Amphitheater has been underutilized and this could potentially be something sustainable, bringing people into our community. Director Morris would like to keep the track open for a year and see how it goes. If the outcome is good Director Morris would like to add some picnic tables, bleachers and additional rocks. The Park Rules will be made by the high school when school resumes in September, unless the council wants them sooner.

**Staff Recommendation:**

- Approve the trial period for the RC Racetrack.

## ◆RC Racetrack Park Rules◆

TRACK IS OPEN FROM DAWN TO DUSK

USE PARK AT YOUR OWN RISK

NO LITTERING

NO PUBLIC RESTROOM

NO DRUGS OR ALCOHOL ALLOWED

NO WEAPONS OR FIGHTING ALLOWED

ONLY BATTERY-OPERATED RC CARS PERMITTED

NO NITRO OR GAS-POWERED VEHICLES

BICYCLES ARE PROHIBITED

CITY IS NOT RESPONSIBLE FOR PERSONAL PROPERTY

NO RUNNING ON RACETRACK

PETS NOT ALLOWED ON RACETRACK

ENTER RACETRACK SAFELY WHEN ALL RC CARS HAVE STOPPED

DO NOT MODIFY THE RACETRACK

PARKING ALLOWED IN GRAVEL AREA ONLY

ALL RC CARS MUST OPERATE THE SAME DIRECTION

DO NOT USE TRACK IN BAD WEATHER TO PREVENT DAMAGE TO TRACK

FOLLOW ALL CITY OF NAPA VINE PARK CODES.

EVERYONE MARSHALLS: IF YOU ARE USING THE TRACK, YOU MUST TAKE TURNS MARSHALLING. MARSHALLING IS SPENDING TIME ON THE TRACK TO FLIP CARS OVER AND PLACE BACK ON THE RACETRACK. YOU MUST BE OVER THE AGE OF 12 TO MARSHALL OR WITH AN ADULT.

GOOD SPORTSMANSHIP IS THE MOST IMPORTANT RULE. THE RACETRACK IS FAMILY FRIENDLY. PLEASE LIVE BY EXAMPLE FOR ALL AGE GROUPS ENJOYING THE RACETRACK. HAVE A GREAT TIME WITH YOUR FRIENDS AND FAMILY.

**CITY OF NAPAVINE, WASHINGTON**  
**ORDINANCE NO. 663**

**AN ORDINANCE OF THE CITY OF NAPAVINE, WASHINGTON,  
AMENDING SECTIONS OF NAPAVINE MUNICIPAL CODE CHAPTER  
5.12; AMENDING THE CITY'S SMALL WORKS ROSTER TO COMPLY  
WITH CHANGES IN STATE LAW; AMENDING SECTIONS OF  
ORDINANCE NO. 244A AS NECESSARY; AND PROVIDING FOR  
SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.**

**RECITALS:**

WHEREAS, the City of Napavine, Washington (the "City") is a Code City under the laws of the State of Washington; and

WHEREAS, pursuant to RCW 35A.11.020, the City may adopt and enforce ordinances of all kinds relating to and regulating the City's local or municipal affairs and appropriate to the good government of the City; and

WHEREAS, all references herein to "NMC" shall mean the "Napavine Municipal Code," and

WHEREAS, Chapter 5.12 NMC is entitled "SMALL WORKS ROSTER"; and

WHEREAS, Ordinance No. 244A, as codified at Chapter 5.12 of the Napavine Municipal Code, was enacted in 1997; and

WHEREAS, the State Legislature passed new laws amending and changing the requirements for small works roster programs within the state of Washington; and

WHEREAS, the changes in law effect the City of Napavine's small works roster; and

WHEREAS, the Council desires to amend Chapter 5.12 NMC as set forth herein.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF NAPAVINE,  
WASHINGTON, DO ORDAIN AS FOLLOWS:**

**Section 1.**      Section 5.12.010 of the Napavine Municipal Code is amended to state:

**5.12.010      Established.**

The city shall establish a small works roster for ~~small works public work or improvement~~ projects, executed through ~~—contracts, of—~~ for the construction, building, renovation, remodeling, alteration, repair, or improvement of real property with an estimated cost of \$350,000 ~~one hundred thousand dollars~~ or less, or the current statutory limit provided for in RCW 39.04.152, excluding state sales tax.

The City wishes to and elects to contract with the Municipal Research and Services Center of Washington (MRSC) to adopt for City of Napavine use, the statewide electronic database for small works roster developed and maintained by MRSC and authorizes City of Napavine staff to sign that contract.

**Section 2.** Section 5.12.020 of the Napavine Municipal Code is hereby amended to state:

**5.12.020 Composition and Electronic Rosters.**

A. The small works roster ~~to be established~~ shall be comprised of all contractors who have requested to be on the roster and are, where required by law, **at the time of application, are responsible as defined under RCW 39.04.350.**~~properly licensed or registered to perform such work in the state of Washington as may be proposed by the city~~ Any such roster shall be maintained by MRSC as required by state law.

B. **Electronic Rosters.** The city may use the statewide electronic small works roster database developed and maintained by MRSC, or the city may contract with another public agency to maintain a shared small works roster that conforms to the requirements of RCW 39.04.151 and 39.04.152.

**Section 3.** Section 5.12.030 of the Napavine Municipal Code is hereby amended to state:

**5.12.030 Requirements: Policies and Procedures.**

~~Contractors requesting to be on the small works roster shall submit an application therefor on a form provided by the city clerk treasurer and shall, in addition to completion of said application form, show proof of ability to provide insurance naming the city as additional insured prior to the performance of any contract, a performance bond prior to performance of any contract, a list of references of similar projects performed by the contractor in the two years previous to applying for placement on the small works roster, proof of appropriate contractor license, and a statement that the contractor has no previous record of default in the performance of or failed to complete a written public contract and has not been convicted of a crime arising from a previous public contract.~~

The City shall adopt policies and procedures for the implementation and the use of a small works roster by resolution, which may be amended from time to time to conform to state law.

**Section 4.** **Repealer.** Section 4 of Ordinance No. 244A as codified at Section 5.12.040 of the Napavine Municipal Code, enacted in 1997, is hereby repealed in its entirety. All other ordinances or parts of ordinances inconsistent with the provisions of this Ordinance are hereby repealed.

**Section 5.** **Severability.** If any section, sentence, clause, or phrase of this Ordinance should be held to be unconstitutional or unlawful by a court of competent jurisdiction, such invalidity or

*City of Napavine Ordinance No. 663* 2 of 3



unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this Ordinance.

**Section 6.      Effective Date.** This ordinance shall take effect five (5) days after its publication, or publication of a summary thereof, in the City's official newspaper, or as otherwise provided by law.

**Section 7.      Corrections.** Upon approval of the City Attorney, the City Clerk and the codifiers of this ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbers, section/subsection numbers, and any references thereto.

**PASSED** by the Council of the City of Napavine, Washington, and **APPROVED** by the Mayor of the City of Napavine at a regularly scheduled open public meeting thereof, this 13th day of August, 2024.

	<hr/>
	Shawn O'Neill, Mayor
Attest:	Approved as to form:
<hr/>	<hr/>
Rachelle Denham, City Clerk	James M.B. Buzzard, WSBA # 33555
	City Attorney

Approved Reading:	<hr/>
	/2024
Publication Date:	<hr/>
	/2024
Effective Date:	<hr/>
	/2024



**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)

To: Mayor and City Council

From: Rachelle Denham, City Clerk

RE: Clerk's Report for Council Meeting, August 13, 2024

**August Billing Information**

- Aug billing cycle the city billed out a total of \$244,427.84 in water and sewer.
- Receipted in as of 8/5/2024 \$11,508.58. Bills are due 8/31/2024 with outstanding balances of \$216,242.92.
- June billing had 3 water shut offs, 1 pending payment to resume service.
- Total of 307 badger meters in the ground. No change since last reporting.
- 42 EyeOnWater app users remain the same as of last reporting.
- City has billed out YTD \$917,060.31, Receipted YTD \$727,942.55
- 19 Mayme Park reservations since 5/11/2024. Month of August currently has 6 reservations.
- 7 half day Mayme Park reservations for a total of \$350, 12 full day reservations for a total of \$1,200. YTD \$1,550.
- 19 current senior/disabled discount accounts.
- 2024 City has 119 dogs licensed up from 104 licensed in 2023.

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**To:** Mayor and City Council  
**From:** Bryan Morris, PW/CD Director  
**RE:** Staff Report for Council Meeting, August 13, 2024

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- **Planning Commission Meeting Minutes**

- Planning Commission Regular Meeting Minutes – July 1, 2024
- Planning Commission Workshop Minutes – July 1, 2024 (unsigned)

- **Project Updates**

- Scots Industries – Grade at the building site is in process. Filling the adjacent site behind Rush Road Station is in process. Sewer Line installed, working on the storm next.
- TA – Delayed. Tribal artifacts were found on site. Area of tribal artifacts is flagged until DAHP permit can be processed. Also waiting on WSDOT for final off-site (interchange) approval.
- AT&T Cell Tower – Working with new applicant.
- Rush Road STIP – Awarded an engineer for the design. Met to discuss rough draft of scope. Waiting for final. Contract will be finalized at that time.
- Woodard Road – 1<sup>st</sup> submittal in review process.
- 2<sup>nd</sup> Ave SE Overlay Project – Waiting for the pre-construction meeting to be scheduled.
- Skate Park – Preliminary application submitted. Selected to submit Final application. Final application submitted and in the review process. Awards will be determined in October.
- Jefferson Station – Design plans at 60%. Seeking Funding sources for construction. Additional .09 funds were granted. Grant from PWB applied for and preliminary determinations will be made on 09/30/24.
- Well 3 – Shut down due to PFAS.
- Well 2 – Turned off for PFAS on 06/12/24. The city was granted time to try a short-term mitigation plan. The well was re-tested on June 28th. The lab report arrived July 8<sup>th</sup>. The short-term mitigation plan failed. The city has notified the customers.
- Water – Currently working with State Agencies for funding of a new Well. First step is an RFQ for a Hydro Geologist.



**NAPAVINE PLANNING COMMISSION MINUTES**  
**July 1, 2024 6:00 P.M.**  
**Napavine City Hall, 407 Birch Ave SW, Napavine, WA**

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**PLEDGE OF ALLEGIANCE:**

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

**CALL TO ORDER:**

**Commissioner Graham** opened the regular Planning Commission meeting to order at 6:16 PM

**ROLL CALL:**

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

**APPROVAL OF AGENDA – As presented:**

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

**APPROVAL OF MINUTES:**

**Commissioner Morris** motioned to approve minutes from the Planning Commission Meeting on June 17, 2024, seconded by **Commissioner Hollinger**. **Vote on motion 3 aye and 0 nay.**

**OLD BUSINESS:**

**1. Sewer/Utility Extension/Late Comer Codes**

**Executive Assistant Katie Williams** explained the work that was done on the existing codes and the new code. Planning Commission approved the changes of section 13.08.020 Facilities Installation. Had a long discussion on NMC 13.08.030 Director to cause connections. **Commissioner Haberstroh** stated that some other cities have an infrastructure loan or something that helps the citizen pay for the construction to get the water or sewer hooked up. **Director Morris** stated that if we get them to pay hook up fees at escrow and pay a temp non-use why would the city care if you are to ever hook up? **Commissioner Haberstroh** agrees with **Director Morris**. **Director Morris** stated should only require them to hook up with a change of hands or failure. **Executive Assistant Katie Williams** stated the issue she sees is the city will never be able to expand or run utilities down if everyone can stay on well and septic. If we have no water because we allowed everyone to keep the wells? We will never be able to pass a LID if we allow everyone to stay on wells and septic. **Commissioner Haberstroh** stated that it shouldn't apply to residential, only commercial. **Executive Assistant Katie Williams** stated how do you put that in the code that residential is exempt in the code?

**Commissioner Haberstroh** stated that when someone comes for a commercial building permit, they need to pay a water hook-up, but not physically extending or using water until they are ready for it. **Executive Assistant Katie Williams** stated that we can't charge a water hook-up when the water isn't available. They would need to extend and hook-up at the same time, because that would be pre-paying.

Discussion continued, will revisit at next Planning Commission meeting.

**Commissioner Morris** motioned to table **Sewer/Utility Extension/Late Comer's Codes** until next meeting, seconded by **Commissioner Haberstroh**. **Vote on motion 3 aye, 0 nay.**

**2. Mobile Food Vendors – Moratorium Ordinance**

Commission Hollinger requested a quick review of the Temporary Food Vendor discussion.

Bullet items from the workshop are below.

**Temporary Food Vendor –**

1. Business License
2. Signed Permission to Use Property Form with landowner phone number with site plan
3. Fee Schedule
4. Application should be filled out for fundraising/booster club/charity, but the fee will be waived.

**Permanent Food Vendor –**

1. Will need to be hooked up to city water and sewer.
2. 10 ft. separation between each food truck.
3. No more than 1 food truck per 1500 sq. ft – 3 max.
4. Only allowed in commercial zone with a commercial use
5. Require yearly fee (\$500) with an updated site plan

Executive Assistant Katie Williams asked Planning Commission to look over the Mobile Food Code that Commissioner Hollinger and Katie have been working on, just to get their feet wet. She will work on incorporating the changes above into the code.

**Commissioner Haberstroh motioned to table until next meeting so Katie can work on the code to reflect the discussion of the workshop meeting, seconded by Commissioner Morris. Vote on motion 3 aye, 0 nay.**

**GOOD OF THE ORDER:**

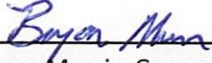
Commissioner Graham wanted to let everyone know she will not be at the July 15<sup>th</sup> Planning Commission Meeting.

**ADJOURNMENT** 7:22 pm

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

*These minutes are not verbatim. If so desired, a recording of this meeting is available online at <https://fccdl.in/OUxi0XTshA>.*

Respectfully submitted,

  
Bryan Morris, Community Development/Public Works Director

  
Planning Commission Chairperson



**NAPAVINE PLANNING COMMISSION WORKSHOP MINUTES**  
**July 1, 2024 5:30 P.M.**  
**Napavine City Hall, 407 Birch Ave SW, Napavine, WA**

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**CALL TO ORDER:**

**Workshop Meeting started at 5:30 pm.**

**ROLL CALL:**

Planning Commission present: Deborah Graham, Arnold Haberstroh, Amy Morris, and Amy Hollinger (virtual).

City Council Members present: Heather Stewart, Ivan Wiediger, and Duane Crouse

Staff Present: Director Bryan Morris and Executive Assistant Katie Williams

**Mobile Food Trucks**

**Director Morris** explained the temporary/ 3 day permitting through the county. Planning Commission and Council discussed the possibilities of food trucks.

**Executive Assistant Katie Williams** stated that she will be working with the Clerk and Treasurer to create a questionnaire for food vendors for when they apply for a business license since the state's business license system is very vague. That will help determine what they want to do in the city, whether it is permanent or 3 day/special events.

The items below are a summary of the discussion.

**Temporary Food Vendor –**

1. Business License
2. Signed Permission to Use Property Form with landowner phone number with site plan
3. Fee Schedule
4. Application should be filled out for fundraising/booster club/charity, but the fee will be waived.

**Permanent Food Vendor –**

1. Will need to be hooked up to city water and sewer.
2. 10 ft. separation between each food truck.
3. No more than 1 food truck per 1500 sq. ft – 3 max.
4. Only allowed in commercial zone with a commercial use
5. Require yearly fee (\$500) with an updated site plan

**ADJOURNMENT** 6:16 pm

*These minutes are not verbatim. If so desired, a recording of this meeting is available online at <https://fccdl.in/OUxi0XTshA>.*

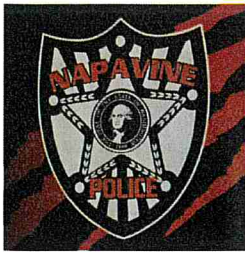
**Respectfully submitted,**

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Bryan Morris, Community Development/Public Works Director

Planning Commission Chairperson





# *NAPAVINE POLICE DEPARTMENT*

## COUNCIL 8/13/2024 STAFF REPORT

- The monthly call totals are included in your council packet for the month of July.
- We are excited to announce the new Dodge Durango is here and now in service.
- Our radar trailer is operational and is placed out around the city to remind drivers of the speed they are traveling. You will be seeing the trailer in various residential areas and highly traveled roadways throughout the city.
- Our department will be having staff changes in the next 30-45 days. Officer Dave Sims will not be attending the academy due to a requirement not being met in order to attend. He will finish out his duties until we finalize our options for his replacement. Luckily, he will remain with the police department as a Reserve Police Officer after his employment is ended.

Sincerely yours,

John Brockmueller  
Chief of Police

[jbrockmueller@cityofnapavine.com](mailto:jbrockmueller@cityofnapavine.com)  
[jgodbey@cityofnapavine.com](mailto: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
6	Accidents
4	Agency/Dept. Assists
6	Alarms
2	Animals
	Arson
	Assault Offenses
7	ATC (Attempt to Contact)
	ATL (Attempt to Locate)
	Bad Checks
	Burglary
	Child Abuse/Neglect
	Child Molestation/Rape/Comm
7	Civil/Public
	Death Investigations
3	Disorderly Conduct
4	Disputes
8	Drugs/Paraphernalia Violations
1	DUI
1	Eluding
	Fire Call
	Firearms
1	Fireworks
	Forgery
2	Fraud/Scam/Counterfeit/Identity Theft
	Harrassment
	Homicide
	Illegal Burn
10	Information/General
1	Juvenile
	Kidnapping/Abduction
1	Littering
	Lost/Missing/Found Persons

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

109

**JULY MONTHLY TOTAL**

755

**YEAR TO DATE 2024**  
(As of the end of July 2024)



407 Birch Ave SW, P. O. Box 810  
Napavine, WA 98565  
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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: Aug 13, 2024

**Treasurer Report:**

- 💰 Attached is the Fiscal Cash & Activity Report Jan 1- June 30<sup>th</sup>. I did remove the Fund 115 ARPA as that is money we are to spend and not a true representation of finances (how we are doing)
  - **001 General Fund** higher than anticipated expenditures for Prosecution (already over \$15k) revenues for building permits have not transpired. As of Aug 13<sup>th</sup> the fund has recovered with an ending balance of \$1,010,815 (yea!)
  - **004 Park Improvement Fund** we had a reimbursement grant that was paid.
  - **105 Street Improvement Fund** we had a loan from TIB that was repaid in the amount of \$1,523,337. This is why you will notice a dip in the fund.
  - **110 Criminal Justice Fund** purchase of new police car
- 💰 I have purchased two additional investments at the end of June
  - \$147,203.40 ending 8/15/2025 with interest rate of 4.83%
  - \$151,701.45 ending 3/9/2029 with interest rate of 4.23%
  - There is an older investment coming due 8/12/2024 in the amount of \$150,000 with the interest rate of .41% that I will be reinvesting.

## Cash and Investment Activity June 30, 2024

Fund		Beginning Cash	Beginning Investments	1-Jan	Activity In	Activity Out	Ending Cash	Ending Investments	30-Jun Balance
001	General Fund 001	\$691,024.58	\$471,049.82	<b>\$1,162,074.40</b>	\$778,168.37	\$996,423.04	\$472,627.25	\$624,633.61	<b>\$1,097,260.86</b>
002	Substance Abuse Fund	\$673.66	\$5,759.74	<b>\$6,433.40</b>	\$3,743.55	\$3,994.91	\$473.99	\$5,811.43	<b>\$6,285.42</b>
004	Park Improvement Fund 004	(\$172,684.63)	\$32,303.78	<b>(\$140,380.85)</b>	\$630,080.60	\$291,428.53	\$166,009.13	\$32,345.47	<b>\$198,354.60</b>
005	Genl Govnmnt Capital Equip Fund	\$23,271.80	\$22,351.28	<b>\$45,623.08</b>	\$2,676.00	\$22.22	\$25,925.58	\$22,351.28	<b>\$48,276.86</b>
006	LEOFF I OPEB Trust Fund	\$107,000.00	\$0.00	<b>\$107,000.00</b>	\$0.00	\$0.00	\$107,000.00	\$0.00	<b>\$107,000.00</b>
101	Street Fund 101	\$138,079.06	\$49,365.28	<b>\$187,444.34</b>	\$129,177.32	\$133,646.58	\$134,193.92	\$49,949.40	<b>\$184,143.32</b>
102	Street Capital Equipment Fund	\$17,026.31	\$0.00	<b>\$17,026.31</b>	\$0.00	\$9,762.04	\$7,264.27	\$0.00	<b>\$7,264.27</b>
105	Street Improvement Fund 105	\$1,641,540.13	\$15,000.06	<b>\$1,656,540.19</b>	\$257,118.10	\$1,578,653.47	\$320,004.76	\$15,000.06	<b>\$335,004.82</b>
110	Criminal Justice Funds	\$52,698.26	\$0.00	<b>\$52,698.26</b>	\$26,158.16	\$72,429.98	\$6,426.44	\$0.00	<b>\$6,426.44</b>
305	Project Planning Fund	\$355,617.51	\$55,032.81	<b>\$410,650.32</b>	\$22,115.09	\$54,796.25	\$323,272.60	\$55,369.06	<b>\$378,641.66</b>
401	Water Fund 401	\$631,531.69	\$299,967.90	<b>\$931,499.59</b>	\$274,202.48	\$310,433.20	\$600,213.86	\$304,880.79	<b>\$905,094.65</b>
402	Water System Improvement Fund	\$461,830.10	\$189,188.02	<b>\$651,018.12</b>	\$29,135.96	\$27,082.71	\$465,514.03	\$190,818.70	<b>\$656,332.73</b>
403	USDA Bond Reserve Fund	\$22,710.00	\$0.00	<b>\$22,710.00</b>	\$0.00	\$0.00	\$22,710.00	\$0.00	<b>\$22,710.00</b>
404	Water Deposit Trust Fund	\$5,114.45	\$0.00	<b>\$5,114.45</b>	\$0.00	\$0.00	\$5,114.45	\$0.00	<b>\$5,114.45</b>
406	Wastewater Fund 406	\$477,571.40	\$133,198.38	<b>\$610,769.78</b>	\$473,492.96	\$495,277.59	\$456,594.70	\$134,006.31	<b>\$590,601.01</b>
408	Wastewater System Improve Fund	\$515,067.77	\$148,020.07	<b>\$663,087.84</b>	\$98,751.31	\$344,290.48	\$269,043.76	\$299,722.75	<b>\$568,766.51</b>
409	Sewer Capital Equipment Fund	\$17,026.30	\$0.00	<b>\$17,026.30</b>	\$0.00	\$9,762.04	\$7,264.26	\$0.00	<b>\$7,264.26</b>
411	Water Capital Equipment Fund	\$17,026.30	\$0.00	<b>\$17,026.30</b>	\$0.00	\$9,762.05	\$7,264.25	\$0.00	<b>\$7,264.25</b>
415	LID 2011-1 Bond Redemption Fund	\$307,300.49	\$300,875.23	<b>\$608,175.72</b>	\$17,928.99	\$0.00	\$325,229.48	\$300,875.23	<b>\$626,104.71</b>
502	Unemployment Compensation Fund	\$34,836.47	\$0.00	<b>\$34,836.47</b>	\$0.00	\$0.00	\$34,836.47	\$0.00	<b>\$34,836.47</b>
631	Agency Funds	\$1,718.70	\$0.00	<b>\$1,718.70</b>	\$11,339.26	\$11,284.05	\$1,773.91	\$0.00	<b>\$1,773.91</b>
632	Napavine Municipal Court Fund	\$1,229.45	\$0.00	<b>\$1,229.45</b>	\$38,855.14	\$35,034.03	\$5,050.56	\$0.00	<b>\$5,050.56</b>
		<b>\$5,347,209.80</b>	<b>\$1,722,112.37</b>	<b>\$7,069,322.17</b>	<b>\$2,792,943.29</b>	<b>\$4,502,538.89</b>	<b>\$3,824,702.01</b>	<b>\$2,035,764.09</b>	<b>\$5,860,466.10</b>