



## CITY COUNCIL MEETING AGENDA

Tuesday – July 8, 2025 – 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 – June 24, 2025
  - 1) Regular Council Meeting
- VII. STAFF & COUNCIL REPORT
- VIII. CITIZEN COMMENTS – NON-AGENDA ITEMS
- IX. PRESENTATION: SADDLE UP FOR THE FAIR AUGUST 12-17, 2025 – EDNA FUND
- X. NEW BUSINESS
  - 1) Vouchers – M. Whitten
  - 2) AM25-07 Liquor License Renew: Napavine Diner – R. Denham
  - 3) AM25-08 Lewis County ILA for UGA Management – B. Morris
- XI. ADJOURNMENT – CLOSE OF MEETING

Council Meeting is held in person and via Teleconference.

#### Teleconference Information

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

Access code: 8460198

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



NAPAVINE CITY COUNCIL REGULAR MEETING MINUTES

June 24, 2025, 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 6:00pm.

**INVOCATION:**

The invocation was led by Bryan Morris.

**PLEDGE OF ALLEGIANCE:**

Mayor Shawn O'Neill led the flag salute.

**ROLL CALL:**

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

**City staff members present:** Executive Assistant – Michelle Davis, Chief of Police – John Brockmueller, CD/PW Director - Bryan Morris, Treasurer - Michelle Whitten and Not Present: Legal Counsel – Jim Buzzard. \*City Clerk – Rachelle Denham Called into the meeting from AWC Conference.

**CONSENT/APPROVAL OF AGENDA**

<b>MOVED:</b>	Ivan Wiediger	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 the regular council meeting minutes for June 10, 2025.
<b>SECONDED:</b>	Heather Stewart	
<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 as normal. The report is in writing.

**Bryan Morris - PW/CD Director**

- The report is in writing & operations as normal. Additional Info: Booster station – well to be done next week.  
Pastor Jim -making parking lot shareable with gate to Mayme Park.

**Duane Crouse – Mayor Pro Tem**

- Thanked the council for excusing him from the last two prior meetings.

**Shawn O'Neill – Mayor**

- Expressed thanks to the Police Dept. and Public Works for their hard work and teamwork with traffic control.

**Sandra White – LCFD5**

- The report is in writing. The topics discussed include the new Fire Chief was announced and will begin July 1<sup>st</sup>. Cement work on station 5-1's build-out has been poured. Burn ban to be issued at any time. Emergency Medical Service 399. Fire service 135 total 614.

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

- Paula Sandirk, 621 Forest Napavine Rd W: Comment in writing - Not in support of the Tigers Meadows Development.

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

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

Accounts Payable	24	47	32,741.62	39831-39854
Electronic Payments	6	6	470.73	EFT*202506010-15
Payroll Vendors				
Electronic Payroll	1	1	7,936.06	EFT*20250609
ACH Direct Deposit	16	16	39,090.46	Payroll 6/1-6/15, 2025
<b>Total Vouchers</b>	<b>47</b>	<b>70</b>	<b>\$80,238.87</b>	

<b>MOVED:</b>	Don Webster	Motion: Pay the bills. Approval of the Vouchers dated June 2025 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.	

**TIGER MEADOWS PROJECT RECOMMENDATION FROM PLANNING COMMISSION – B. MORRIS**

<b>MOVED:</b>	Duane Crouse	Motion: Accept Planning Commission recommendation for the Tigers Meadow Project.
<b>SECONDED:</b>	Heather Stewart	
<i>Discussion: Councilor Wiediger thanked Katie for posting the recording from the Planning Commission meeting, it provided a lot of good information. He also mentioned that growth is going to happen regardless but would have liked to see .50 acre lots from the developer. He lives on Woodard Rd and the development will directly affect him. He will be voting yes for it. Councilor Stewart asked a follow-up question about the comment made by Paula regarding the water. Director Morris responded with information explaining that water is currently running at 80% capacity or higher and will be able to run at 240 gal an hour for fire protection which citizens will benefit from lowering fire insurance costs. Well 6 is dialed back to 58 gal per minute to extend the life of the pump. It can be increased to 140 gal per minute. Heather Stewart asked if it is irrelevant that there are no funds in the budget to cover the water. Director Morris responded that he will be going for grants to cover the costs. He currently has a grant for \$30,000 for analysis. Stated that he is PFAS certified early which puts the city ahead of the line for funding. Heather Stewart asked if the school was happy with the impact fees that were agreed upon. Director Morris replied that at the public hearing the amount offered was \$4,000 and the school came back with \$6,000. He stated that he couldn't answer if it was sufficient for the school, but the school proposed the \$6k and the developer accepted it.</i>		
<b>VOTE ON MAIN MOTION:</b>	5-0 Motion Carried: 5 aye and 0 nay.	

**JEFFERSON STATION IMPROVEMENTS ENGINEERING CONTRACT STATEMENT OF WORK – B. MORRIS**

<b>MOVED:</b>	Ivan Wiediger	Motion: Approve Jefferson Station Engineering Agreement.
<b>SECONDED:</b>	Duane Crouse	
<i>Discussion: Director Morris commented that this is the last step before going to construction on the sewer side. Asking for a motion and second to accept this contract for engineering support during construction actions.</i>		
<b>VOTE ON MAIN MOTION:</b>	5-0 Motion Carried: 5 aye and 0 nay.	

**ADJOURNMENT:** *Meeting Adjourned at approximately 6:19 p.m.*

<b>MOVED:</b>	Don Webster	Motion: To Adjourn – Close of 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.	

*These minutes are not verbatim. If so desired, a recording of this meeting is available online from freeconferencecall.com or at the link <https://fccdl.in/KKub1WJOaz> .*

**Respectfully submitted,**

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Rachelle Denham, City Clerk

Shawn O'Neill, Mayor

Councilor



## Voucher Report July 8, 2025

July - July 2025 1st Council Meeting

Reference	Date	Amount	Notes
<b>Reference Number: 39855</b>	<b>City of Napavine</b>	<b>\$488.42</b>	
2025*May Utility tax	6/23/2025	\$488.42	2025- May Water/Sewer Service Utility
<b>Reference Number: 39856</b>	<b>International Brotherhood Teamsters</b>	<b>\$1,239.00</b>	
	<b>Local 252</b>		
Union Dues - 15620	6/18/2025	\$52.75	
Union Dues - 15621	6/18/2025	\$39.75	
Union Dues - 15622	6/18/2025	\$62.25	
Union Dues - 15623	6/18/2025	\$48.75	
Union Dues - 15624	6/18/2025	\$42.75	
Union Dues - 15625	6/18/2025	\$42.75	
Union Dues - 15627	6/18/2025	\$35.25	
Union Dues - 15629	6/18/2025	\$32.25	
Union Dues - 15630	6/18/2025	\$41.75	
Union Dues - 15631	6/18/2025	\$39.75	
Union Dues - 15632	6/18/2025	\$43.25	
Union Dues - 15633	6/18/2025	\$39.75	
Union Dues - 15634	6/18/2025	\$62.25	
Union Dues - 15635	6/18/2025	\$36.25	
Union Dues - 15636	7/1/2025	\$52.75	
Union Dues - 15639	7/1/2025	\$39.75	
Union Dues - 15640	7/1/2025	\$62.25	
Union Dues - 15641	7/1/2025	\$48.75	
Union Dues - 15642	7/1/2025	\$42.75	
Union Dues - 15644	7/1/2025	\$42.75	
Union Dues - 15646	7/1/2025	\$35.25	
Union Dues - 15648	7/1/2025	\$32.25	
Union Dues - 15649	7/1/2025	\$41.75	
Union Dues - 15651	7/1/2025	\$39.75	
Union Dues - 15652	7/1/2025	\$43.25	

Reference	Date	Amount	Notes
Union Dues - 15653	7/1/2025	\$39.75	
Union Dues - 15654	7/1/2025	\$62.25	
Union Dues - 15655	7/1/2025	\$36.25	
<b>Reference Number: 39857</b>	<b>Aramco, Inc Interlink Supply</b>	<b>\$1,982.93</b>	
S7139484.001	7/1/2025	\$1,982.93	laser guide - striper
<b>Reference Number: 39858</b>	<b>Badger Meter</b>	<b>\$423.10</b>	
80199919	6/28/2025	\$423.10	2025 june cellular read meters
<b>Reference Number: 39859</b>	<b>Buzzard Law Group, P.S.</b>	<b>\$5,574.99</b>	
19326	6/19/2025	\$25.00	Lewis Case No. XZ0728130
19327	6/19/2025	\$37.50	Case No. 5A0480622
19328	6/19/2025	\$37.50	Case No. 5A0480630
19332	6/19/2025	\$12.50	Case No. 5A0429469
19333	6/19/2025	\$12.50	Case No. 5A0429470
19334	6/19/2025	\$87.50	Case No. 5A0429482
19336	6/19/2025	\$25.00	Case No. 5A0464250
19337	6/19/2025	\$37.50	Case No. 5A0373918, 5A0373919
19338	6/19/2025	\$112.50	Case No. 5A0373921
19339	6/19/2025	\$12.50	Case No. 5A0373922, 5A0373923
19340	6/19/2025	\$37.50	Case No. 5A0373924
19341	6/19/2025	\$12.50	Case No. 5A0373929, 5A0373930
19342	6/19/2025	\$75.00	Case No. 5A0373905, 5A0373906
19343	6/19/2025	\$25.00	Case No. 5A0373907
19344	6/19/2025	\$12.50	Case No. 5A0373911, 5A0373912
19345	6/19/2025	\$12.50	Case No. 5A0373913
19346	6/19/2025	\$12.50	Case No. 5A0373916
19347	6/19/2025	\$162.50	Case No. 5A0171991
19349	6/19/2025	\$87.50	Case No. 5A0373900, 5A0373901
19350	6/19/2025	\$50.00	Case No. 5A0373902, 5A0373903
19351	6/19/2025	\$50.00	Case No. 5A0373904
19352	6/19/2025	\$75.00	Case No. 5A0027963

Reference	Date	Amount Notes
19353	6/19/2025	\$50.00 5A0027973
19354	6/19/2025	\$75.00 5A0027974
19355	6/19/2025	\$50.00 Case No. 5A0032263
19356	6/19/2025	\$37.50 Case No. 5A0091874
19357	6/19/2025	\$12.50 Lewis Case No. 4A0730136/4A0730137
19359	6/19/2025	\$25.00 Case No. 4A0874010
19360	6/19/2025	\$12.50 Case No.4A0874017
19361	6/19/2025	\$25.00 Case No. 5A0027958
19363	6/19/2025	\$225.00 Lewis 3A0563764
19364	6/19/2025	\$50.00 Lewis Case No. 4A0203558
19366	6/19/2025	\$50.00 Lewis Case No. 4A0730119
19373	6/19/2025	\$874.99 2025 - 5/13-6/12 Attorney
19376	6/19/2025	\$1,575.00 Tiger Meadows Pass Thru
19377	6/19/2025	\$25.00 Lewis Case No. 1A0339456
19381	6/19/2025	\$1,475.00 General Prosecution File
<b>Reference Number: 39860</b>	<b>City of Chehalis</b>	<b>\$18,763.00</b>
2025 07*RWWTP	7/2/2025	\$18,763.00 Monthly Sewer Treatment Costs July 2025
<b>Reference Number: 39861</b>	<b>City of Napavine</b>	<b>\$2,400.00</b>
2025*07 Police Services	7/2/2025	\$2,400.00 2025*07 Police Services
<b>Reference Number: 39862</b>	<b>Conzor North America, Inc</b>	<b>\$19,471.04</b>
D240918WA.00-6	6/25/2025	\$19,471.04 RUSH RD STIP
<b>Reference Number: 39863</b>	<b>Crystal Springs/Primo</b>	<b>\$79.67</b>
24715952061825	6/18/2025	\$79.67 Water 4 PD/1CH
<b>Reference Number: 39864</b>	<b>Duane Elwood</b>	<b>\$185.00</b>
2025*July Leoff I Medicare B	7/2/2025	\$185.00 Medical Insurance Premium Part B
<b>Reference Number: 39865</b>	<b>Joseph O. Enbody</b>	<b>\$300.00</b>

Reference	Date	Amount Notes
292068	6/29/2025	\$300.00 2025 june 1 unit
<b>Reference Number: 39866</b>	<b>LCSO-Corrections Bureau</b>	<b>\$2,730.11</b>
2025*July Jail	7/3/2025	\$1,970.11 2025- July #19 of beds days
2025*Q2 Warrants	7/3/2025	\$760.00 2025 Q1 38 warrants
<b>Reference Number: 39867</b>	<b>LECO Supply, Inc</b>	<b>\$1,049.65</b>
233517	6/23/2025	\$38.21 Twin JRT Dispenser
233673	6/25/2025	\$100.81 Hand soap/ paper towels
233902	7/2/2025	\$910.63 Chlorine Well 6
<b>Reference Number: 39868</b>	<b>Mott Macdonald</b>	<b>\$7,913.75</b>
507516893	6/24/2025	\$7,913.75 New Well Work PFAS
<b>Reference Number: 39869</b>	<b>Mrs. Klean Janitorial</b>	<b>\$634.00</b>
INV-2554	7/1/2025	\$634.00 2025 -July Clean City Hall
<b>Reference Number: 39870</b>	<b>Pointe Pest Control</b>	<b>\$269.75</b>
3163520	6/17/2025	\$269.75 Pest Control 2025 2nd Qrtly
<b>Reference Number: 39871</b>	<b>Rodda Paint Co</b>	<b>\$850.29</b>
43115441	7/1/2025	\$212.05 1-5 g Yellow/1-5 g white
43115444	7/1/2025	\$638.24 4-5 g Yellow/2-5 g white
<b>Reference Number: 39872</b>	<b>Sweeny's Ace Hardware</b>	<b>\$468.44</b>
956372	6/10/2025	\$0.85 galvnized tube strap 4 pk
965223	6/9/2025	\$27.00 Clorox Wipes Lemon & Contractor Bag
965284	6/9/2025	\$7.56 Concrete Mix 56 Bags
965421	6/11/2025	\$204.41 hose flexogen, All season hoses, adaptr
965966	6/16/2025	\$54.04 Hose Flexogen
966065	6/17/2025	\$18.37 Contractor Bag 55G 15pk
966193	6/18/2025	\$2.27 Mis Fasteners



Reference	Date	Amount	Notes
966209	6/18/2025	\$10.37	MTL Cutoff Disc
966730	6/24/2025	\$59.44	Professional Respirator
966778	6/24/2025	\$10.56	Clamp Hose 1/4 - mis fasteners
966884	6/25/2025	\$10.56	Clamp Hose 1/4 - mis fasteners
966933	6/26/2025	\$37.96	Plastc bucket, hose barbs, tube vinyl and
966940	6/26/2025	\$14.25	Comp Connect
967348	6/30/2025	\$10.80	Impulse Sprinkler Spike
<b>Reference Number: 39873</b>	<b>The Farm Store</b>	<b>\$520.96</b>	
193007	6/23/2025	\$249.98	Glystar + & Crossbow 1 ea
193098	6/25/2025	\$270.98	Glystar + & Crossbow 1 EA
<b>Reference Number: 39874</b>	<b>US Cellular</b>	<b>\$1,329.11</b>	
0736311178	6/12/2025	\$250.07	US Cell PW Phones 2025 6/12-7/11
0736386881	6/12/2025	\$1,079.04	6/12-7/11 PD/PW/Court
<b>Reference Number: 39875</b>	<b>Vander Stoep, Blinks, Jones &amp; Unzelman</b>	<b>\$1,100.00</b>	
2025*July Judge	7/2/2025	\$1,100.00	2025-July Judge
<b>Reference Number: 39876</b>	<b>Washington State Patrol</b>	<b>\$12.00</b>	
I2506973	7/1/2025	\$12.00	CPL Background Checks Godbey
<b>Reference Number: EFT*20250701</b>	<b>Dept of Revenue</b>	<b>\$409.37</b>	
2025*May Excise Tax	6/23/2025	\$409.37	2025*May Excise Tax
<b>Reference Number: EFT*20250702</b>	<b>Invoice Cloud Inc</b>	<b>\$211.50</b>	
3636-2025_5	6/3/2025	\$211.50	2025*May biller portal
<b>Reference Number: EFT*20250703</b>	<b>Centurylink</b>	<b>\$56.48</b>	
2025 April Tylemetry	4/21/2025	\$56.48	2025- April 21-My 20 Well Telemetry
<b>Reference Number: EFT*20250704</b>	<b>Centurylink</b>	<b>\$56.48</b>	

Reference	Date	Amount	Notes
2025 June Tylemetry	6/21/2025	\$56.48	2025- June 21- July 20 Well Telemetry
<b>Reference Number: EFT*20250705</b>	<b>USDA Rural Develop Office</b>	<b>\$11,355.00</b>	
2025*June USDA Water Loan	7/2/2025	\$11,355.00	Water Reservoir Loan June 2025
<b>Reference Number: EFT*20250706</b>	<b>AFLAC Remittance Processing</b>	<b>\$919.57</b>	
Aflac - 15622	6/18/2025	\$32.36	
Aflac - 15626	6/18/2025	\$60.71	
Aflac - 15630	6/18/2025	\$28.47	
Aflac - 15640	7/1/2025	\$32.37	
Aflac - 15645	7/1/2025	\$60.71	
Aflac - 15649	7/1/2025	\$28.47	
Aflac Disability - 15626	6/18/2025	\$47.84	
Aflac Disability - 15627	6/18/2025	\$63.44	
Aflac Disability - 15628	6/18/2025	\$68.54	
Aflac Disability - 15630	6/18/2025	\$62.73	
Aflac Disability - 15634	6/18/2025	\$95.68	
Aflac Disability - 15645	7/1/2025	\$47.84	
Aflac Disability - 15646	7/1/2025	\$63.44	
Aflac Disability - 15647	7/1/2025	\$68.55	
Aflac Disability - 15649	7/1/2025	\$62.74	
Aflac Disability - 15654	7/1/2025	\$95.68	
<b>Reference Number: EFT*20250707</b>	<b>Vimly Benefit Solutions, Inc</b>	<b>\$2,124.26</b>	
Medical/Dental - 15645	7/1/2025	\$1,036.38	
Medical/Dental - 15647	7/1/2025	\$1,087.88	
<b>Reference Number: EFT*20250708</b>	<b>Washington Teamsters Welfare Trust</b>	<b>\$22,807.00</b>	
Deduct Ayers	7/2/2025	(\$100.00)	
Medical /Dental/Vision - 15636	7/1/2025	\$1,455.20	
Medical /Dental/Vision - 15639	7/1/2025	\$1,455.20	
Medical /Dental/Vision - 15640	7/1/2025	\$1,455.20	

Reference	Date	Amount Notes
Medical /Dental/Vision - 15641	7/1/2025	\$1,455.20
Medical /Dental/Vision - 15642	7/1/2025	\$1,455.20
Medical /Dental/Vision - 15644	7/1/2025	\$1,455.20
Medical /Dental/Vision - 15645	7/1/2025	\$17.10
Medical /Dental/Vision - 15646	7/1/2025	\$1,455.20
Medical /Dental/Vision - 15647	7/1/2025	\$17.10
Medical /Dental/Vision - 15648	7/1/2025	\$1,455.20
Medical /Dental/Vision - 15649	7/1/2025	\$1,455.20
Medical /Dental/Vision - 15651	7/1/2025	\$1,455.20
Medical /Dental/Vision - 15652	7/1/2025	\$1,455.20
Medical /Dental/Vision - 15653	7/1/2025	\$1,455.20
Medical /Dental/Vision - 15654	7/1/2025	\$1,455.20
Medical /Dental/Vision - 15655	7/1/2025	\$1,455.20
Medical Dental Vision - 15620	6/18/2025	\$100.00
Medical Dental Vision - 15621	6/18/2025	\$100.00
Medical Dental Vision - 15622	6/18/2025	\$100.00
Medical Dental Vision - 15623	6/18/2025	\$100.00
Medical Dental Vision - 15624	6/18/2025	\$100.00
Medical Dental Vision - 15625	6/18/2025	\$100.00
Medical Dental Vision - 15629	6/18/2025	\$100.00
Medical Dental Vision - 15630	6/18/2025	\$100.00
Medical Dental Vision - 15631	6/18/2025	\$100.00
Medical Dental Vision - 15632	6/18/2025	\$100.00
Medical Dental Vision - 15633	6/18/2025	\$100.00
Medical Dental Vision - 15634	6/18/2025	\$100.00
Medical Dental Vision - 15635	6/18/2025	\$100.00
Medical Dental Vision - 15636	7/1/2025	\$100.00
Medical Dental Vision - 15639	7/1/2025	\$100.00
Medical Dental Vision - 15640	7/1/2025	\$100.00
Medical Dental Vision - 15641	7/1/2025	\$100.00
Medical Dental Vision - 15642	7/1/2025	\$100.00
Medical Dental Vision - 15644	7/1/2025	\$100.00

Reference	Date	Amount	Notes
Medical Dental Vision - 15649	7/1/2025	\$100.00	
Medical Dental Vision - 15651	7/1/2025	\$100.00	
Medical Dental Vision - 15652	7/1/2025	\$100.00	
Medical Dental Vision - 15653	7/1/2025	\$100.00	
Medical Dental Vision - 15654	7/1/2025	\$100.00	
Medical Dental Vision - 15655	7/1/2025	\$100.00	
<b>Reference Number: EFT*20250709</b>	<b>Dept of Treasury Internal Revenue</b>	<b>\$8,124.18</b>	
Federal Income Tax - 15636	7/1/2025	\$498.64	
Federal Income Tax - 15637	7/1/2025	\$19.13	
Federal Income Tax - 15638	7/1/2025	\$0.00	
Federal Income Tax - 15639	7/1/2025	\$213.69	
Federal Income Tax - 15640	7/1/2025	\$725.29	
Federal Income Tax - 15641	7/1/2025	\$542.08	
Federal Income Tax - 15642	7/1/2025	\$399.64	
Federal Income Tax - 15643	7/1/2025	\$0.00	
Federal Income Tax - 15644	7/1/2025	\$540.03	
Federal Income Tax - 15645	7/1/2025	\$361.93	
Federal Income Tax - 15646	7/1/2025	\$378.45	
Federal Income Tax - 15647	7/1/2025	\$512.88	
Federal Income Tax - 15648	7/1/2025	\$109.64	
Federal Income Tax - 15649	7/1/2025	\$388.11	
Federal Income Tax - 15650	7/1/2025	\$0.00	
Federal Income Tax - 15651	7/1/2025	\$168.21	
Federal Income Tax - 15652	7/1/2025	\$269.32	
Federal Income Tax - 15653	7/1/2025	\$317.21	
Federal Income Tax - 15654	7/1/2025	\$789.08	
Federal Income Tax - 15655	7/1/2025	\$190.53	
Medicare - 15636	7/1/2025	\$52.15	
Medicare - 15636 (2)	7/1/2025	\$52.15	
Medicare - 15637	7/1/2025	\$11.84	
Medicare - 15637 (2)	7/1/2025	\$11.84	

Reference	Date	Amount Notes
Medicare - 15638 (2)	7/1/2025	\$0.00
Medicare - 15639	7/1/2025	\$46.95
Medicare - 15639 (2)	7/1/2025	\$46.95
Medicare - 15640	7/1/2025	\$72.33
Medicare - 15640 (2)	7/1/2025	\$72.33
Medicare - 15641	7/1/2025	\$55.01
Medicare - 15641 (2)	7/1/2025	\$55.01
Medicare - 15642	7/1/2025	\$47.07
Medicare - 15642 (2)	7/1/2025	\$47.07
Medicare - 15643	7/1/2025	\$14.50
Medicare - 15643 (2)	7/1/2025	\$14.50
Medicare - 15644	7/1/2025	\$56.33
Medicare - 15644 (2)	7/1/2025	\$56.33
Medicare - 15645	7/1/2025	\$55.03
Medicare - 15645 (2)	7/1/2025	\$55.03
Medicare - 15646	7/1/2025	\$43.86
Medicare - 15646 (2)	7/1/2025	\$43.86
Medicare - 15647	7/1/2025	\$55.99
Medicare - 15647 (2)	7/1/2025	\$55.99
Medicare - 15648	7/1/2025	\$35.22
Medicare - 15648 (2)	7/1/2025	\$35.22
Medicare - 15649	7/1/2025	\$47.45
Medicare - 15649 (2)	7/1/2025	\$47.45
Medicare - 15650	7/1/2025	\$0.00
Medicare - 15651	7/1/2025	\$44.05
Medicare - 15651 (2)	7/1/2025	\$44.05
Medicare - 15652	7/1/2025	\$47.30
Medicare - 15652 (2)	7/1/2025	\$47.30
Medicare - 15653	7/1/2025	\$52.52
Medicare - 15653 (2)	7/1/2025	\$52.52
Medicare - 15654	7/1/2025	\$73.17
Medicare - 15654 (2)	7/1/2025	\$73.17

Reference	Date	Amount	Notes
Medicare - 15655	7/1/2025	\$39.39	
Medicare - 15655 (2)	7/1/2025	\$39.39	
Social Security Tax - 15638	7/1/2025	\$0.00	
Social Security Tax - 15650	7/1/2025	\$0.00	
<b>Reference Number: EFT*20250710</b>	<b>Dept of Retirement Systems</b>	<b>\$8,412.86</b>	
Emp Rtmt - 15620	6/18/2025	\$182.96	
Emp Rtmt - 15621	6/18/2025	\$281.34	
Emp Rtmt - 15622	6/18/2025	\$268.38	
Emp Rtmt - 15623	6/18/2025	\$202.96	
Emp Rtmt - 15624	6/18/2025	\$203.70	
Emp Rtmt - 15625	6/18/2025	\$171.12	
Emp Rtmt - 15626	6/18/2025	\$345.77	
Emp Rtmt - 15627	6/18/2025	\$262.83	
Emp Rtmt - 15628	6/18/2025	\$351.75	
Emp Rtmt - 15629	6/18/2025	\$221.31	
Emp Rtmt - 15630	6/18/2025	\$301.09	
Emp Rtmt - 15631	6/18/2025	\$276.78	
Emp Rtmt - 15632	6/18/2025	\$297.18	
Emp Rtmt - 15633	6/18/2025	\$339.46	
Emp Rtmt - 15634	6/18/2025	\$436.95	
Emp Rtmt - 15635	6/18/2025	\$247.45	
Taxable Retirement - 15620	6/18/2025	\$293.36	
Taxable Retirement - 15621	6/18/2025	\$196.41	
Taxable Retirement - 15622	6/18/2025	\$430.32	
Taxable Retirement - 15623	6/18/2025	\$325.42	
Taxable Retirement - 15624	6/18/2025	\$326.61	
Taxable Retirement - 15625	6/18/2025	\$274.36	
Taxable Retirement - 15626	6/18/2025	\$241.39	
Taxable Retirement - 15627	6/18/2025	\$183.49	
Taxable Retirement - 15628	6/18/2025	\$270.28	
Taxable Retirement - 15629	6/18/2025	\$154.50	

Reference	Date	Amount	Notes
Taxable Retirement - 15630	6/18/2025	\$210.20	
Taxable Retirement - 15631	6/18/2025	\$193.23	
Taxable Retirement - 15632	6/18/2025	\$207.47	
Taxable Retirement - 15633	6/18/2025	\$236.99	
Taxable Retirement - 15634	6/18/2025	\$305.05	
Taxable Retirement - 15635	6/18/2025	\$172.75	
<b>Reference Number: EFT*20250711</b>	<b>Dept of Retirement Systems</b>	<b>\$8,469.90</b>	
Emp Rtmt - 15636	7/1/2025	\$187.41	
Emp Rtmt - 15639	7/1/2025	\$295.00	
Emp Rtmt - 15640	7/1/2025	\$264.04	
Emp Rtmt - 15641	7/1/2025	\$197.85	
Emp Rtmt - 15642	7/1/2025	\$171.12	
Emp Rtmt - 15644	7/1/2025	\$206.66	
Emp Rtmt - 15645	7/1/2025	\$345.77	
Emp Rtmt - 15646	7/1/2025	\$275.59	
Emp Rtmt - 15647	7/1/2025	\$351.75	
Emp Rtmt - 15648	7/1/2025	\$221.31	
Emp Rtmt - 15649	7/1/2025	\$298.13	
Emp Rtmt - 15651	7/1/2025	\$276.78	
Emp Rtmt - 15652	7/1/2025	\$297.18	
Emp Rtmt - 15653	7/1/2025	\$329.96	
Emp Rtmt - 15654	7/1/2025	\$459.72	
Emp Rtmt - 15655	7/1/2025	\$247.45	
Taxable Retirement - 15636	7/1/2025	\$300.49	
Taxable Retirement - 15639	7/1/2025	\$205.95	
Taxable Retirement - 15640	7/1/2025	\$423.35	
Taxable Retirement - 15641	7/1/2025	\$317.22	
Taxable Retirement - 15642	7/1/2025	\$274.36	
Taxable Retirement - 15644	7/1/2025	\$331.36	
Taxable Retirement - 15645	7/1/2025	\$241.39	
Taxable Retirement - 15646	7/1/2025	\$192.40	

Reference	Date	Amount	Notes
Taxable Retirement - 15647	7/1/2025	\$270.28	
Taxable Retirement - 15648	7/1/2025	\$154.50	
Taxable Retirement - 15649	7/1/2025	\$208.13	
Taxable Retirement - 15651	7/1/2025	\$193.23	
Taxable Retirement - 15652	7/1/2025	\$207.47	
Taxable Retirement - 15653	7/1/2025	\$230.35	
Taxable Retirement - 15654	7/1/2025	\$320.95	
Taxable Retirement - 15655	7/1/2025	\$172.75	
<b>Reference Number: EFT*20250712</b>	<b>Nationwide Retirement Solutions</b>	<b>\$8,939.42</b>	
Deferred Comp - 15621	6/18/2025	\$300.00	
Deferred Comp - 15622	6/18/2025	\$150.00	
Deferred Comp - 15624	6/18/2025	\$100.00	
Deferred Comp - 15625	6/18/2025	\$100.00	
Deferred Comp - 15626	6/18/2025	\$673.50	
Deferred Comp - 15627	6/18/2025	\$75.00	
Deferred Comp - 15628	6/18/2025	\$300.00	
Deferred Comp - 15629	6/18/2025	\$100.00	
Deferred Comp - 15630	6/18/2025	\$150.00	
Deferred Comp - 15631	6/18/2025	\$300.00	
Deferred Comp - 15632	6/18/2025	\$307.74	
Deferred Comp - 15634	6/18/2025	\$150.00	
Deferred Comp - 15635	6/18/2025	\$150.00	
Deferred Comp - 15639	7/1/2025	\$300.00	
Deferred Comp - 15640	7/1/2025	\$150.00	
Deferred Comp - 15642	7/1/2025	\$100.00	
Deferred Comp - 15644	7/1/2025	\$100.00	
Deferred Comp - 15645	7/1/2025	\$673.50	
Deferred Comp - 15646	7/1/2025	\$75.00	
Deferred Comp - 15647	7/1/2025	\$300.00	
Deferred Comp - 15648	7/1/2025	\$100.00	
Deferred Comp - 15649	7/1/2025	\$150.00	



Reference	Date	Amount	Notes
Deferred Comp - 15651	7/1/2025	\$300.00	
Deferred Comp - 15652	7/1/2025	\$307.74	
Deferred Comp - 15654	7/1/2025	\$150.00	
Deferred Comp - 15655	7/1/2025	\$150.00	
Deferred Comp Match - 15639	7/1/2025	\$300.00	
Deferred Comp Match - 15640	7/1/2025	\$150.00	
Deferred Comp Match - 15642	7/1/2025	\$100.00	
Deferred Comp Match - 15644	7/1/2025	\$100.00	
Deferred Comp Match - 15645	7/1/2025	\$701.72	
Deferred Comp Match - 15646	7/1/2025	\$75.00	
Deferred Comp Match - 15647	7/1/2025	\$650.22	
Deferred Comp Match - 15648	7/1/2025	\$100.00	
Deferred Comp Match - 15649	7/1/2025	\$150.00	
Deferred Comp Match - 15651	7/1/2025	\$300.00	
Deferred Comp Match - 15652	7/1/2025	\$300.00	
Deferred Comp Match - 15654	7/1/2025	\$150.00	
Deferred Comp Match - 15655	7/1/2025	\$150.00	
<b>Reference Number: June 16-30, 2025</b>	<b>Payroll Vendor</b>	<b>\$41,228.19</b>	
ACH Pay - 15636	7/1/2025	\$2,517.71	
ACH Pay - 15637	7/1/2025	\$761.45	
ACH Pay - 15639	7/1/2025	\$2,272.90	
ACH Pay - 15640	7/1/2025	\$3,363.43	
ACH Pay - 15641	7/1/2025	\$2,661.77	
ACH Pay - 15642	7/1/2025	\$2,220.32	
ACH Pay - 15643	7/1/2025	\$972.48	
ACH Pay - 15644	7/1/2025	\$2,640.45	
ACH Pay - 15645	7/1/2025	\$2,301.07	
ACH Pay - 15646	7/1/2025	\$2,179.24	
ACH Pay - 15647	7/1/2025	\$2,621.15	
ACH Pay - 15648	7/1/2025	\$1,959.06	
ACH Pay - 15649	7/1/2025	\$2,183.94	

Reference	Date	Amount	Notes
ACH Pay - 15651	7/1/2025	\$2,148.01	
ACH Pay - 15652	7/1/2025	\$2,238.99	
ACH Pay - 15653	7/1/2025	\$2,827.02	
ACH Pay - 15654	7/1/2025	\$3,373.84	
ACH Pay - 15655	7/1/2025	\$1,985.36	
<b>TOTALS</b>		<b>\$180,899.42</b>	

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

Accounts Payable	21	76	66,546.21	39855/39857-76
Payroll Vendors	1	1	1,239.00	39856
Electronic Payments	5	5	12,088.83	eft*20250701-05
Electronic Payroll	7	7	59,797.19	EFT*20250706-12
ACH Direct Deposit	18	18	41,228.19	Payroll 6/16-6/30, 2025
<b>Total Vouchers</b>	<b>52</b>	<b>107</b>	<b>180,899.42</b>	

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

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

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

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

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

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

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

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

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

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

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

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

DATED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2025



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

***City of Napavine  
Action Memorandum***

***AM 25-07: Notice of Liquor License Renewal***

Originator: Rachelle Denham, City Clerk

Agenda Date: July 8, 2025

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

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

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

- 1) Napavine Diner expires September 30, 2025

**Fiscal Impact:** yes ☐ no ☒

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

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

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

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

**Staff Recommendation:**

- Approve: Napavine Diner liquor licenses renewal, License #19122.



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

***City of Napavine***  
***Action Memorandum***  
***No. 25-08: Lewis County ILA for UGA Management***

Originator: Bryan Morris, CD PW Director

Agenda Date: July 8, 2025

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

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

**Attachment(s):** Memo from Jackson Civil Engineer.

**Fiscal Impact:** yes ☒ no ☐

**Summary statement:** Lewis County is discontinuing the three tier Unincorporated UGA joint management process that is currently in place. The Tier 2 and Tier 3 cities are being combined into a new Tier 2 process, which is largely similar to the soon to be old Tier 3. The County is proposing to include Napavine into this new process that will require greater coordination as well as a shift in costs onto the City.

**Staff Recommendation:**

- Accept the City Engineer and City Attorney recommendation to not enter into an ILA at this time and request the County to remove the City from the Tier 2 list.

July 3, 2025

Bryan Morris, Public Works Director  
City of Napavine  
407 Birch Ave SW  
Napavine, WA 98565

**RE: Lewis County Interlocal Agreement (ILA) for UGA Management**

Lewis County is discontinuing the three tier Unincorporated UGA joint management process that is currently in place. The Tier 2 and Tier 3 cities are being combined into a new Tier 2 process, which is largely similar to the soon to be old Tier 3. The County is proposing to include Napavine into this new process that will require greater coordination as well as a shift in costs onto the City. There are several issue that lead JCE and City Attorney to recommend Napavine not enter into an ILA at this time and request the County to remove the City from the Tier 2 list. Major issues include:

- County will follow City Zoning and Development regulations, but retain items they cannot convey to another jurisdiction such as Critical Areas and Shoreline.
- County would apply their street standards which are different from the City, resulting in substandard improvements that could the City and taxpayers to bring up to City standards in the future. Or the newly developed areas would remain with substandard streets.
- The City would process the building permits and be responsible for inspections.
- Sales tax dollars on new construction would be retained by the County, which could be substantial tax revenue for the County.
- City would be responsible for code enforcement with no fee or revenue off-set.

Not participating in the ILA process means the County would zone properties within the Unincorporated UGA at Rural 5-acres. This would preserve the unincorporated UGA properties at a reasonable size for future development until they are incorporated/annexed into the City limits. This would most likely lead property owners/developers that want to develop to petition the City for annexation much sooner than has happened in the past.





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

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To: Mayor and City Council

From: Rachelle Denham, City Clerk

RE: Clerk's Report for Council Meeting, July 8, 2025

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**Utility Billing Information**

- ✓ June Bill Posting - City billed out a total of \$244,989.99.
- ✓ Receipted in June/July MTD \$219,299.75, YTD \$707,919.55
- ✓ July delinquencies charged, 84 sewer/83 water late fees totaling \$2,086.37
- ✓ Total of 325 badger meters in the ground, up 1 since last reporting.
- ✓ 49 EyeOnWater app users, no change from last reporting.
- ✓ YTD Park Reservations – 28, up 6 from last reported
- ✓ Senior Discount Renewals received for 2025 are 19 (water/sewer) **no change since last reporting**
- ✓ Temp Non-Use Renewals received for 2025 (sewer 23/water 34) **no change since last reporting**
- ✓ 2025 Dog License renewals 132 up from 124 at last reporting

- 
- Attended the AWC Annual Conference and enjoyed the classes. I have some good takeaways and hope to implement a few of them within the city. Please reach out to me if you would like a Mayor & Councilmember Handbook. All of you should have a binder already but if you don't, please come see me.

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**To:** Mayor and City Council  
**From:** Bryan Morris, PW/CD Director  
**RE:** Staff Report for Council Meeting, July 8, 2025

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- **Planning Commission Meeting Minutes**

- Next Planning Commission meeting is July 21, 2025.

- **Project Updates**

- Scots Industries – Working on the upgrade of the water system. The booster station upgrade is first, and it has begun.
- Cell tower on city property – Contract has been reviewed by both parties. Currently verifying that it meets RCO requirements and if a new CUP would be required.
- TA Project – Per the developer, the project is expected to start back up in June or July.
- Rush Road STIP – The Public Works Director reviewed the 60% plans and requested some changes.
- Woodard Road (Tiger Meadows) – City Council passed this project at the June 24th council meeting.
- Jefferson Station –Pre-Construction meeting is scheduled for July 16th.
- Source Water Protection Grant - Staff met with ecology and the city consultant on May 6<sup>th</sup>, ecology provided the city with two possible options. 1. Authorize the city to utilize more water out of the existing well by upgrading pumps. 2. Drill an emergency well. Either option would provide the city with 5-10 years to find a long-term solution.



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

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To: Mayor and City Council

From: Michelle Whitten, City Treasurer

RE: Treasurer's Report    Council Meeting Date: July 8, 2025

**Treasurer Report:**

- ✓ Awaiting reimbursement requests for .09 Jefferson Station in the amount of \$10,459.29
- ✓ Awaiting reimbursement requests for STIP/TIB Rush Rd in the amount of \$164,060.87
- ✓ There are Pass thru requests for reimbursement in the amount of \$15,731.05