



CITY COUNCIL MEETING AGENDA

Tuesday – September 09, 2025 – 6:00 PM

Shawn O'Neill,
Mayor
soneill@cityofnapavine.com

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

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

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

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

Duane Crouse,
Council Position No.5
dcrouse@cityofnapavine.com

Staff Members

Rachelle Denham,
City Clerk

Michelle Whitten,
City Treasurer

Bryan Morris,
PW Director
Community Development

John Brockmueller,
Chief of Police

Allen Unzelman
Honorable Judge-Municipal Court

Jim Buzzard,
Legal Counsel

City of Napavine
407 Birch Ave SW
P O Box 810
Napavine, WA 98565
360-262-3547

City Website
www.cityofnapavine.com

- I. CALL TO ORDER
- II. INVOCATION
- III. PLEDGE OF ALLEGIANCE
- IV. ROLL CALL
- V. APPROVAL OF AGENDA – AS PRESENTED
- VI. APPROVAL OF MEETING MINUTES –August 12, 2025
 - 1) Regular Council Meeting
- VII. STAFF & COUNCIL REPORT
- VIII. CITIZEN COMMENTS – NON-AGENDA ITEMS
- IX. EXECUTIVE SESSION: POTENTIAL LITIGATION RCW 42.30.110(1)(i)
- X. NEW BUSINESS
 - 1) Vouchers – M. Whitten
 - 2) Set Public Hearing Date for Napavine Investors LLC Development Agreement – R. Denham
 - 3) AM 25-12: Liquor License Renew Annies Napavine Country Market – R. Denham
 - 4) AM 25-13: Leak Adjustment Acc No.3329.0 – R. Denham
 - 5) Agreement (2026-2029) Municipal Court Judge Services – L. DeWitt / R. Denham
- 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

August 12, 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, and Heather Stewart Councilor #4, and Duane Crouse Mayor Pro Tem.

City staff members present: City Clerk – Rachelle Denham, Chief of Police – John Brockmueller, Treasurer - Michelle Whitten, CD/PW Director - Bryan Morris, and Legal Counsel – Jim Buzzard.

CONSENT/APPROVAL OF AGENDA

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

APPROVAL OF MEETING MINUTES

| | | |
|-----------------------------------|--------------------------------------|--|
| MOVED: | Duane Crouse | Motion: Approval of the regular council meeting minutes for July 22, 2025. |
| SECONDED: | Brian Watson | |
| <i>Discussion: No Discussion.</i> | | |
| VOTE ON MAIN MOTION: | 5-0 Motion Carried: 5 aye and 0 nay. | |

STAFF & COUNCIL REPORTS:

John Brockmueller – Chief of Police

- Greetings to the council. Today was busy and the bad guy went to jail, operations are normal.

Rachelle Denham – City Clerk

- The report is in writing.

Bryan Morris - PW/CD Director

- The report is in writing. Additional Info: round about went to DOT today with 100% submittal.

Michelle Whitten – Treasurer

- The report is in writing. In the report it shows how much we've gained on interest for the investments and as of August 15th you can add \$10k to that number.

Sandra White – LCFD5

- Chief sends his regards for not being able to attend the meeting tonight due to a conflict. Halloween will be here before we know it and would like to begin planning for the Trunk & Treat event. The Lions Club would also like to be involved somehow. Attended the Funtime Festival meeting and Jerry Owens is not retiring anytime soon. There were fewer cars than last year at the car show but still a successful event. School starts back up on 9/2 and would like to have the fire trucks use water to spray on first day as in the past. At the last meeting Sandy attended, the city was talking about the UGA. You may or may not know but Chehalis is doing the same thing. Be aware that it's going to come down deep into this area close to us. There will be more to come on that and the Chief will be able to speak more directly about that in the upcoming meetings.

Duane Crouse – Mayor Pro Tem

- Attended the opening ceremonies at the SWWF and the city represented well. Kudos to the PD for their hard work today. Expressed condolences to Tom Crowson.

Heather Stewart – Councilor 4

- A citizen reached out to councilor Stewart expressing interest about wanting the city to participate with the Timberland library. Heather encouraged her to get everything in order and come to a meeting. She is looking for a building and it's like \$93 a person per year. She was told that this was brought to the city 10 years ago, but we've grown a lot and thinks the community as a whole would benefit.

Don Webster – Councilor 3

- Had a great time at the SWWF.

Ivan Wiediger – Councilor 2

- Echoed councilor Websters' comments about the SWWF.

Brian Watson – Councilor 1

- Had a great time at the SWWF and was glad to meet Don's mom and hang out with the guys.

Shawn O'Neill – Mayor

- Expressed condolences to Tom Crowson. He was such a hilarious great guy and will be missed in our community.

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

- NONE.

EXECUTIVE SESSION: POTENTIAL LITIGATION RCW 42.30.110(1)(i)

The council went into executive session to discuss potential litigation as allowed by RCW 42.30.110(1)(i) at approximately 6:12 for seven (7) minutes. The mayor stated in error that the council is NOT to take action, but the council IS expected to take further action following the executive session. The mayor called the regular meeting back to order at 6:20pm.

NEW BUSINESS**VOUCHERS- M. WHITTEN**

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

| | | | | |
|-----------------------|-----------|------------|-------------------|----------------------------|
| Accounts Payable | 32 | 119 | 76,244.48 | 39908-39939 |
| Payroll Vendors | 2 | 2 | 2,191.48 | 39906-07 |
| Electronic Payments | 6 | 6 | 512.88 | EFT*20250806-10/13 |
| Electronic Payroll | 9 | 9 | 65,694.87 | EFT*20250801-5/11-12/14-15 |
| ACH Direct Deposit | 17 | 17 | 41,622.00 | Payroll 7/16-7/31 2025 |
| Total Vouchers | 66 | 153 | 186,265.71 | |

| | | |
|-----------------------------------|--------------------------------------|--|
| MOVED: | Don Webster | Motion: Pay the bills. Approval of the Vouchers dated August 2025 1 st Council Meeting. |
| SECONDED: | Ivan Wiediger | |
| <i>Discussion: No Discussion.</i> | | |
| VOTE ON MAIN MOTION: | 5-0 Motion Carried: 5 aye and 0 nay. | |

ORD 671 BUSINESS LICENSE – M. WHITTEN**ORDINANCE NO. 671**

AN ORDINANCE OF THE CITY OF NAPAVALINE, WASHINGTON, AMENDING CHAPTER 5.02 OF THE NAPAVALINE MUNICIPAL CODE CONCERNING BUSINESS LICENSES TO COMPLY WITH CHANGES IN STATE LAW; AMENDING ORDINANCE NO.S 195, 585 AND 621 AS NECESSARY; PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.

| | | |
|-----------------------------------|--------------------------------------|---|
| MOVED: | Duane Crouse | Motion: Adopt Ordinance 671 Business License. |
| SECONDED: | Heather Stewart | |
| <i>Discussion: No Discussion.</i> | | |
| VOTE ON MAIN MOTION: | 5-0 Motion Carried: 5 aye and 0 nay. | |

AM25-09 LIQUOR LICENSE RENEW: DOLLAR GENERAL – R. DENHAM

| | | |
|-----------------------------------|--------------------------------------|--|
| MOVED: | Don Webster | Motion: Approve AM25-09 liquor license renew. |
| SECONDED: | Brian Watson | |
| <i>Discussion: No Discussion.</i> | | |
| VOTE ON MAIN MOTION: | 5-0 Motion Carried: 5 aye and 0 nay. | |

AM25-10 HIRE TEMPORARY PART TIME ADMIN ASST FOR POLICE DEPT. – J. BROCKMUELLER

| | | |
|-----------------------------------|--------------------------------------|--------------------------|
| MOVED: | Heather Stewart | Motion: Approve AM25-10. |
| SECONDED: | Don Webster | |
| <i>Discussion: No Discussion.</i> | | |
| VOTE ON MAIN MOTION: | 5-0 Motion Carried: 5 aye and 0 nay. | |

RESOLUTION 2025-08-163: APPROVING ADJUSTMENT OF MUNICIPAL BOUNDARY LINE BETWEEN THE CITY OF NAPA VINE AND LEWIS COUNTY SUBMITTED BY PROPERTY OWNER BREEN ACRES, LLC – B. MORRIS

| | | |
|-----------------------------------|--------------------------------------|---|
| MOVED: | Ivan Wiediger | Motion: Approve Resolution 2025-08-163 the property lines adjustment. |
| SECONDED: | Don Webster | |
| <i>Discussion: No Discussion.</i> | | |
| VOTE ON MAIN MOTION: | 5-0 Motion Carried: 5 aye and 0 nay. | |

AM25-11 SOUTH FENCE AT MAYME SHADDOCK PARK – B. MORRIS

| | | |
|-----------------------------------|--------------------------------------|--|
| MOVED: | Duane Crouse | Motion: Accept AM25-11 South fence at Mayme Shaddock Park. |
| SECONDED: | Ivan Wiediger | |
| <i>Discussion: No Discussion.</i> | | |
| VOTE ON MAIN MOTION: | 5-0 Motion Carried: 5 aye and 0 nay. | |

ADJOURNMENT: *Meeting Adjourned at approximately 6:29 p.m.*

| | | |
|-----------------------------------|--------------------------------------|---------------------------------------|
| MOVED: | Don Webster | Motion: To Adjourn – Close of Meeting |
| SECONDED: | Ivan Wiediger | |
| <i>Discussion: No Discussion.</i> | | |
| VOTE ON MAIN MOTION: | 5-0 Motion Carried: 5 aye and 0 nay. | |

These minutes are not verbatim. If so desired, a recording of this meeting is available online from freeconferencecall.com or at the link <https://fccdl.in/yOie19mSKp>.

Respectfully submitted,

Rachelle Denham, City Clerk

Shawn O'Neill, Mayor

Councilor



Voucher Report 9/9/2025

September 2025 1st Council Meeting, 2025

| Reference | Date | Amount | Notes |
|--------------------------------|--|--------------------|-------------------------------------|
| Reference Number: 39940 | Payroll Vendor | \$218.00 | |
| Net Pay - 15708 | 8/19/2025 | \$218.00 | |
| Reference Number: 39941 | 911 Supply Public Safety Gear & | \$243.31 | |
| INV-2-54944 | 8/15/2025 | \$243.31 | Patrol Uniforms Dawes pants (2) |
| Reference Number: 39942 | Capital Business Machines | \$269.61 | |
| INV280557 | 8/6/2025 | \$138.51 | 2025 PD/Court 50% 7/1-7/31 |
| INV280558 | 8/6/2025 | \$131.10 | 7/1-7/31 CH Copies |
| Reference Number: 39943 | CHS Northwest Inc | \$1,159.01 | |
| 11044 | 8/21/2025 | \$1,159.01 | 243 gallons off road diesel |
| Reference Number: 39944 | Confederated Tribes of The Chel | \$188.00 | |
| 9728 | 7/31/2025 | \$188.00 | Stewart 5/05-5/15 |
| Reference Number: 39945 | Consor North America, Inc | \$12,677.20 | |
| D240918WA.00-8 | 8/19/2025 | \$12,677.20 | RUSH RD STIP |
| Reference Number: 39946 | CT Publishing LLC dba The Chrc | \$4.55 | |
| Invoice - 8/26/2025 4:25:30 PM | 8/13/2025 | \$4.55 | Ord 671 |
| Reference Number: 39947 | Jackson Civil Engineering LLC | \$2,547.00 | |
| 0016-12-09 | 8/19/2025 | \$2,052.00 | Development Pass-Through Fees Walsh |
| 0016-35-17 | 8/19/2025 | \$495.00 | ILA letter to County for UGA |
| Reference Number: 39948 | LCSO-Corrections Bureau | \$6.44 | |
| 2025*07 Prisoner Medical | 8/12/2025 | \$6.44 | 2025*07 medical |

September 2025 1st Council Meeting, 2025

| Reference | Date | Amount Notes |
|---|--|---|
| Reference Number: 39949 235612 | LECO Supply, Inc 8/25/2025 | \$783.75 \$783.75 Chlorine |
| Reference Number: 39950 4897986S185 | Lemay Mobile Shredding 8/1/2025 | \$69.10 \$69.10 2025 7/1-7/31 |
| Reference Number: 39951 11316 | Lewis County Public Health Depa 8/18/2025 | \$520.00 \$520.00 8 water samples |
| Reference Number: 39952 2025*07 Evidence | Lewis County Sheriffs Office 8/5/2025 | \$1,004.61 \$1,004.61 2025*07 Evidence Handling |
| Reference Number: 39953 RX 2025 6/10 6/12 RX 2025 6/25 RX 2025 8/06 | Sarah Berry c/o Duane Elwood 8/26/2025 8/26/2025 8/26/2025 | \$999.56 \$897.53 Safeway Prescriptions \$30.00 IGA Prescriptions \$72.03 Safeway Prescriptions |
| Reference Number: 39954 10090810 | Toledotel 8/1/2025 | \$351.27 \$351.27 2025 8/1-8/31 VOIP |
| Reference Number: 39955 034115 | Winlock Auto Supply 8/5/2025 | \$90.07 \$90.07 Water Trailer battery |
| Reference Number: 39956 2025*Aug 1002.5 Refund | Transient Vendor 8/27/2025 | \$176.87 \$176.87 Refund Overpayment Horwath 313 Camden Way |
| Reference Number: 39957 2025*Aug 1038.0 Refund | Transient Vendor 8/27/2025 | \$6.21 \$6.21 Refund Overpayment Wood 537 Second Ave NW |
| Reference Number: 39958 2025*Aug 2559.1 Refund | Transient Vendor 8/27/2025 | \$62.27 \$62.27 Refund Overpayment Hamilton Corner I 1393 Rush Rd |

September 2025 1st Council Meeting, 2025

| Reference | Date | Amount Notes |
|------------------------------------|--|--|
| Reference Number: 39959 | Transient Vendor | \$213.41 |
| 2025*Aug 3163.0 Kai | 8/27/2025 | \$213.41 Refund Overpayment Kai 324 Kayli Ct |
| Reference Number: 39960 | Transient Vendor | \$81.02 |
| 2025*Aug 3223.0 Unruh | 8/27/2025 | \$81.02 Refund Overpayment Unruh 126 Haywire Rd |
| Reference Number: 39961 | Transient Vendor | \$13.98 |
| 2025*Aug 3235.0 Hoffman | 8/27/2025 | \$13.98 Refund Overpayment Hoffman 463 Stadium Loop |
| Reference Number: 39962 | Transient Vendor | \$117.81 |
| 2025*Aug 3300.0 Refund | 8/27/2025 | \$117.81 Refund Overpayment Salisbury 502 Stadium Ct |
| Reference Number: 39963 | Transient Vendor | \$120.06 |
| 2025*Aug 3367.0 Macomber | 8/27/2025 | \$120.06 Refund Overpayment Macomber 110 3rd Ave NW |
| Reference Number: 39964 | US Bank Corp Payment Syst | \$692.90 |
| 022101 Soft Touch Car Wash | 7/19/2025 | \$16.60 Car Wash |
| 022610 Soft Touch Car Wash | 7/29/2025 | \$16.60 Car Wash |
| 022908 Soft Touch Car Wash | 8/5/2025 | \$12.45 Car Wash |
| 0354-7 Sherwin-Williams | 7/8/2025 | \$32.51 STRP TIP 4 FAN .015 |
| 086233 United Postal Service | 7/16/2025 | \$10.77 Postage |
| 113-9140746-7806665 Amazon | 7/10/2025 | \$95.88 Bulk Candy Mix Variety Pack |
| 114-0946467-7329041 Funfest | 7/21/2025 | \$64.78 Canvas Prints from FunFest |
| 23303 Dollar General | 7/11/2025 | \$26.67 Armor ALL Cleaning supplies |
| 645014 Cloverdale/Rodda | 7/8/2025 | \$91.94 GRACO RAC 5 TIP 215/TITAN STRIPING TIP |
| 78620673 FreeConference | 7/15/2025 | \$3.25 File Storage 7/15/25-8/14/25 |
| 970278 Sweeny's | 7/30/2025 | \$15.11 Raid Wasp and Hornet Spray |
| AD03468122539CUS Adobe Acrobat Pro | 7/18/2025 | \$259.31 Adobe Annual Plan |
| INV315154394 Zoom | 7/27/2025 | \$17.03 Subscription Period Jul 27-Aug 26 2025 |
| ORD #17 Sahara Pizza | 7/23/2025 | \$30.00 Pizza/Council |
| Reference Number: 39965 | International Brotherhood Teams | \$1,219.00 |

September 2025 1st Council Meeting, 2025

| Reference | Date | Amount Notes |
|--------------------------------|---------------------|-------------------------------------|
| Union Dues - 15694 | 8/19/2025 | \$42.75 |
| Union Dues - 15696 | 8/19/2025 | \$39.75 |
| Union Dues - 15697 | 8/19/2025 | \$62.25 |
| Union Dues - 15698 | 8/19/2025 | \$48.75 |
| Union Dues - 15699 | 8/19/2025 | \$42.75 |
| Union Dues - 15700 | 8/19/2025 | \$42.75 |
| Union Dues - 15702 | 8/19/2025 | \$35.25 |
| Union Dues - 15704 | 8/19/2025 | \$32.25 |
| Union Dues - 15706 | 8/19/2025 | \$39.75 |
| Union Dues - 15707 | 8/19/2025 | \$43.25 |
| Union Dues - 15710 | 8/19/2025 | \$62.25 |
| Union Dues - 15711 | 8/19/2025 | \$36.25 |
| Union Dues - 15712 | 8/19/2025 | \$41.75 |
| Union Dues - 15714 | 8/19/2025 | \$39.75 |
| Union Dues - 15715 | 9/2/2025 | \$42.75 |
| Union Dues - 15717 | 9/2/2025 | \$39.75 |
| Union Dues - 15718 | 9/2/2025 | \$62.25 |
| Union Dues - 15719 | 9/2/2025 | \$48.75 |
| Union Dues - 15720 | 9/2/2025 | \$42.75 |
| Union Dues - 15721 | 9/2/2025 | \$42.75 |
| Union Dues - 15723 | 9/2/2025 | \$35.25 |
| Union Dues - 15725 | 9/2/2025 | \$32.25 |
| Union Dues - 15726 | 9/2/2025 | \$41.75 |
| Union Dues - 15727 | 9/2/2025 | \$39.75 |
| Union Dues - 15728 | 9/2/2025 | \$43.25 |
| Union Dues - 15730 | 9/2/2025 | \$39.75 |
| Union Dues - 15731 | 9/2/2025 | \$62.25 |
| Union Dues - 15732 | 9/2/2025 | \$36.25 |
| Reference Number: 39966 | Badger Meter | \$434.40 |
| 80208929 | 8/29/2025 | \$434.40 2025* Aug Bandger Cellular |

September 2025 1st Council Meeting, 2025

| Reference | Date | Amount Notes |
|--|---|--|
| Reference Number: 39967 6451 | Cimco-GC Systems 8/29/2025 | \$8,144.26 \$8,144.26 Emergency Repair control valves |
| Reference Number: 39968 2025 Sept*RWWTTP | City of Chehalis 9/1/2025 | \$18,763.00 \$18,763.00 Monthly Sewer Treatment Costs Sept 2025 |
| Reference Number: 39969 2025*July Utility Tax Remit 2025*Sept Police Services | City of Napavine 9/4/2025 8/28/2025 | \$3,215.18 \$815.18 2025- 07 Water/Sewer Service Utility Tax \$2,400.00 2025*Sept Police Services |
| Reference Number: 39970 9742 | Confederated Tribes of The Chehalis 7/31/2025 | \$570.00 \$570.00 2025*July Dickinson/Kenyon/Southern |
| Reference Number: 39971 24715952 071625 24715952 081325 | Crystal Springs/Primo 7/16/2025 8/13/2025 | \$85.18 \$8.68 2025*07 water rental \$76.50 2025*08 Water rental and 6 bottles |
| Reference Number: 39972 591751024 | DE Lage Landen Financial Services 8/21/2025 | \$268.91 \$268.91 2025 - 8/15-914 Sharp MX307105 CITY HALL |
| Reference Number: 39973 2025*Sept Medicare Part B | Duane Elwood 8/28/2025 | \$185.00 \$185.00 Medical Insurance Premium Part B 2025 Sept |
| Reference Number: 39974 34394 | Esco Pacific Signs, Inc. 8/14/2025 | \$951.07 \$951.07 5 street banners |
| Reference Number: 39975 1525327 | General Pacific Inc 8/28/2025 | \$164.31 \$164.31 8 gaskets/4 flange kits |
| Reference Number: 39976 I7103230 | H. D. Fowler Company 8/20/2025 | \$1,642.71 \$1,642.71 Couplings etc. water line |

September 2025 1st Council Meeting, 2025

| Reference | Date | Amount Notes |
|--------------------------------|---------------------------------|---|
| Reference Number: 39977 | IroncladCompany | \$476.61 |
| 31815 | 8/29/2025 | \$476.61 Elgin Gutter Broom - 5 |
| Reference Number: 39978 | Joseph O. Enbody | \$1,500.00 |
| 292115 | 8/24/2025 | \$1,500.00 2025 Aug 5 Units |
| Reference Number: 39979 | LCSSO-Corrections Bureau | \$518.45 |
| 2025*Aug Prisoner | 9/4/2025 | \$518.45 2025 - Aug #5 of beds days |
| Reference Number: 39980 | Lewis County Fleet Svs. | \$1,082.22 |
| 43675 | 8/27/2025 | \$1,082.22 21 Dodge Durango coolant/wheel bearings |
| Reference Number: 39981 | Lewis County PUD | \$4,573.56 |
| 104755002*2025 Sept | 8/22/2025 | \$29.87 7/20/2025-8/16/2025 E Park St |
| 104755003*2025 Sept | 8/22/2025 | \$30.58 7/20/2025-8/17/2025 305 2nd Ave NE TRNGL |
| 104755004*2025 Sept | 8/22/2025 | \$54.81 7/20/2025-8/17/2025 WA & 2nd ST Traffic Signal |
| 104755005*2025 Sept | 8/22/2025 | \$39.86 7/20/2025-8/17/2025 Ball Park Lights/207 W Washington ST |
| 104755006*2025 Sept | 8/22/2025 | \$45.67 7/20/2025-8/17/2025 Linhart Ave Lights |
| 104755007*2025 Sept | 8/22/2025 | \$34.75 7/20/2025-8/16/2025 Pedestrian Overpass/2nd Ave NE Restro |
| 104755008*2025 Sept | 8/22/2025 | \$61.46 7/20/2025-8/16/2025 113 2nd Ave SE |
| 104755009*2025 Sept | 8/22/2025 | \$38.31 7/20/2025-8/16/2025 207 Wash ST Park Concessions |
| 104755010*2025 Sept | 8/29/2025 | \$34.39 7/24/2025-8/24/2025 191 Hamilton RD |
| 104755011*2025 Sept | 8/22/2025 | \$33.89 7/20/2025-8/16/2025 Stadium Heights ST Lights |
| 104755012*2025 Sept | 8/22/2025 | \$43.19 7/20/2025-8/17/2025 Birch Ave SW Traffic Signal |
| 104755014*2025 Sept | 8/22/2025 | \$30.02 7/20/2025-8/15/2025 WA Street Lighting |
| 104755015*2025 Sept | 8/22/2025 | \$36.99 7/20/2025-8/16/2025 Camden Way ST Lights |
| 104755016*2025 Sept | 8/22/2025 | \$36.00 7/20/2025-8/17/2025 Parkside Loop St Lights |
| 104755017*2025 Sept | 8/22/2025 | \$59.68 7/20/2025-8/17/2025 3rd Ave NW/Pump Station |
| 104755018*2025 Sept | 8/22/2025 | \$926.14 7/25/2025-8/22/2025 Various ST Lights |
| 104755019*2025 Sept | 8/22/2025 | \$48.14 7/20/2025-8/16/2025 Chieri CT Sewer Station |
| 104755020*2025 Sept | 8/22/2025 | \$1,259.47 7/20/2025-8/16/2025 Birch Ave SW Pump Well #5 |
| 104755021*2025 Sept | 8/22/2025 | \$125.11 7/20/2025-8/17/2025 E Jefferson ST Pump Station |

September 2025 1st Council Meeting, 2025

| Reference | Date | Amount Notes |
|--------------------------------|--|---|
| 104755022*2025 Sept | 8/22/2025 | \$169.99 7/20/2025-8/15/2025 1168 Rush RD Pump |
| 104755023*2025 Sept | 8/22/2025 | \$30.58 7/20/2025-8/17/2025 Rowell ST E Pump Well #3 |
| 104755024*2025 Sept | 8/22/2025 | \$93.53 7/20/2025-8/17/2025 Front ST E Pump Well #2 |
| 104755025*2025 Sept | 8/22/2025 | \$171.63 7/20/2025-8/17/2025 207 W Washington AVE Pump |
| 104755026*2025 Sept | 8/29/2025 | \$39.12 7/24/2025-8/24/2025 611 Koontz RD Light |
| 115588001*2025 Sept | 8/22/2025 | \$51.71 7/20/2025-8/17/2025 Rathburn ST |
| 115588002*2025 Sept | 8/22/2025 | \$37.15 7/20/2025-8/16/2025 4th & Stella ST *250 W St. Lights* |
| 124227002*2025 Sept | 8/29/2025 | \$527.58 7/24/2025-8/24/2025 1206 Rush RD - Well #6/Treatment Plant |
| 124227003*2025 Sept | 8/22/2025 | \$256.65 7/20/2025-8/17/2025 City Hall - 407 Birch Ave SW |
| 128323001*2025 Sept | 8/22/2025 | \$30.58 7/20/2025-8/17/2025 207 W Washington - Amphitheater |
| 128578001*2025 Sept | 8/29/2025 | \$42.52 7/24/2025-8/24/2025 Rush RD Lights |
| 128578002*2025 Sept | 8/29/2025 | \$36.17 7/24/2025-8/24/2025 Rush RD Lights/173 Hamilton RD Lighting |
| 128578003*2025 Sept | 8/22/2025 | \$32.96 7/20/2025-8/16/2025 Sommerville RD Light |
| 128578004*2025 Sept | 8/22/2025 | \$36.84 7/20/2025-8/16/2025 7th Ave Security Light |
| 128578005*2025 Sept | 8/22/2025 | \$48.22 7/20/2025-8/17/2025 555 2nd Ave NE Park Building |
| Reference Number: 39982 | Lewis County Treasurer | \$56.38 |
| 2025*Aug Crime Vicitims | 9/4/2025 | \$56.38 2025 - Aug Court Remittance |
| Reference Number: 39983 | Mills Northwest Heating and Coc | \$535.87 |
| 181212 | 8/27/2025 | \$535.87 City Hall heating and cooling repair |
| Reference Number: 39984 | Mott Macdonald | \$1,843.75 |
| 507518921 | 8/26/2025 | \$1,843.75 PFAS Support |
| Reference Number: 39985 | Mrs. Klean Janitorial | \$634.00 |
| INV-2577 | 9/1/2025 | \$634.00 2025 -Sept Clean City Hall |
| Reference Number: 39986 | Pete Hinton | \$65.00 |
| 2025*Aug Interpreter | 9/4/2025 | \$65.00 2025*Aug Interpreter |
| Reference Number: 39987 | Quill Corporation | \$29.36 |

September 2025 1st Council Meeting, 2025

| Reference | Date | Amount Notes |
|---|--|--|
| 45370410 | 8/18/2025 | \$29.36 Sharpies |
| Reference Number: 39988 | Sarah Berry c/o Duane Elwood | \$260.00 |
| 2025*Sept LEOFF I Ins | 9/2/2025 | \$260.00 2025*Sept LEOFF I Ins |
| Reference Number: 39989 | State Treasurer's Office | \$2,524.28 |
| 2025*Aug State Remit | 9/4/2025 | \$2,524.28 2025*Aug State Remit |
| Reference Number: 39990 | SW Clean Air Agency | \$1,236.90 |
| 2025-1054 | 8/13/2025 | \$1,236.90 2025 Assessment |
| Reference Number: 39991 | Transient Vendor | \$250.00 |
| 12546 | 9/4/2025 | \$250.00 ASB Wrestling/Cheerleader Golf Tournament |
| Reference Number: 39992 | US Cellular | \$1,328.82 |
| 0749037042 | 8/12/2025 | \$249.97 2025* 8/12-9/11 PW Cell |
| 0749039884 | 8/12/2025 | \$1,078.85 2025*8/12-9/11 Cell PD/PW MIFI |
| Reference Number: 39993 | Vander Stoep, Blinks, Jones & U | \$1,100.00 |
| 2025*Sept Judge | 9/4/2025 | \$1,100.00 2025-Sept Judge |
| Reference Number: 39994 | Washington State Patrol | \$24.00 |
| I2400641 | 9/3/2025 | \$24.00 CPL Background Checks Curelas/Holmes |
| Reference Number: 39995 | Whisler Communications | \$990.98 |
| PO # 072925NAPAPD | 7/7/2025 | \$990.98 Portable Radio (1) |
| Reference Number: 39996 | Winlock Auto Supply | \$34.52 |
| 35410 | 9/3/2025 | \$34.52 Wiper Blades |
| Reference Number: Aug 1-15, 2025 | Payroll Vendor | \$40,937.85 |

September 2025 1st Council Meeting, 2025

| Reference | Date | Amount Notes |
|--|--|--------------------|
| Reference Number: Aug 16-31, 2025 | Payroll Vendor | \$42,059.04 |
| ACH Pay - 15715 | 9/2/2025 | \$2,360.41 |
| ACH Pay - 15716 | 9/2/2025 | \$1,157.63 |
| ACH Pay - 15717 | 9/2/2025 | \$2,306.78 |
| ACH Pay - 15718 | 9/2/2025 | \$3,180.36 |
| ACH Pay - 15719 | 9/2/2025 | \$2,635.47 |
| ACH Pay - 15720 | 9/2/2025 | \$2,528.88 |
| ACH Pay - 15721 | 9/2/2025 | \$2,190.77 |
| ACH Pay - 15722 | 9/2/2025 | \$2,340.45 |
| ACH Pay - 15723 | 9/2/2025 | \$2,204.27 |
| ACH Pay - 15724 | 9/2/2025 | \$2,620.08 |
| ACH Pay - 15725 | 9/2/2025 | \$1,983.08 |
| ACH Pay - 15726 | 9/2/2025 | \$2,208.83 |
| ACH Pay - 15727 | 9/2/2025 | \$2,177.49 |
| ACH Pay - 15728 | 9/2/2025 | \$2,270.64 |
| ACH Pay - 15729 | 9/2/2025 | \$696.36 |
| ACH Pay - 15730 | 9/2/2025 | \$2,700.23 |
| ACH Pay - 15731 | 9/2/2025 | \$3,513.02 |
| ACH Pay - 15732 | 9/2/2025 | \$2,011.81 |
| ACH Pay - 15733 | 9/2/2025 | \$972.48 |
| Reference Number: EFT*20250901 | Dept of Treasury Internal Revenue | \$8,223.23 |
| Federal Income Tax - 15694 | 8/19/2025 | \$667.18 |
| Federal Income Tax - 15695 | 8/19/2025 | \$17.47 |
| Federal Income Tax - 15696 | 8/19/2025 | \$196.29 |
| Federal Income Tax - 15697 | 8/19/2025 | \$683.86 |
| Federal Income Tax - 15698 | 8/19/2025 | \$536.58 |
| Federal Income Tax - 15699 | 8/19/2025 | \$503.29 |
| Federal Income Tax - 15700 | 8/19/2025 | \$491.04 |
| Federal Income Tax - 15701 | 8/19/2025 | \$361.93 |
| Federal Income Tax - 15702 | 8/19/2025 | \$367.45 |
| Federal Income Tax - 15703 | 8/19/2025 | \$512.88 |

September 2025 1st Council Meeting, 2025

| Reference | Date | Amount Notes |
|----------------------------|-----------|--------------|
| Federal Income Tax - 15704 | 8/19/2025 | \$109.64 |
| Federal Income Tax - 15706 | 8/19/2025 | \$168.21 |
| Federal Income Tax - 15707 | 8/19/2025 | \$269.32 |
| Federal Income Tax - 15708 | 8/19/2025 | \$0.00 |
| Federal Income Tax - 15710 | 8/19/2025 | \$736.28 |
| Federal Income Tax - 15711 | 8/19/2025 | \$190.53 |
| Federal Income Tax - 15712 | 8/19/2025 | \$362.26 |
| Federal Income Tax - 15714 | 8/19/2025 | \$354.76 |
| Medicare - 15694 | 8/19/2025 | \$63.26 |
| Medicare - 15694 (2) | 8/19/2025 | \$63.26 |
| Medicare - 15695 | 8/19/2025 | \$11.60 |
| Medicare - 15695 (2) | 8/19/2025 | \$11.60 |
| Medicare - 15696 | 8/19/2025 | \$44.85 |
| Medicare - 15696 (2) | 8/19/2025 | \$44.85 |
| Medicare - 15697 | 8/19/2025 | \$69.60 |
| Medicare - 15697 (2) | 8/19/2025 | \$69.60 |
| Medicare - 15698 | 8/19/2025 | \$54.65 |
| Medicare - 15698 (2) | 8/19/2025 | \$54.65 |
| Medicare - 15699 | 8/19/2025 | \$53.90 |
| Medicare - 15699 (2) | 8/19/2025 | \$53.90 |
| Medicare - 15700 | 8/19/2025 | \$53.10 |
| Medicare - 15700 (2) | 8/19/2025 | \$53.10 |
| Medicare - 15701 | 8/19/2025 | \$55.03 |
| Medicare - 15701 (2) | 8/19/2025 | \$55.03 |
| Medicare - 15702 | 8/19/2025 | \$43.14 |
| Medicare - 15702 (2) | 8/19/2025 | \$43.14 |
| Medicare - 15703 | 8/19/2025 | \$55.99 |
| Medicare - 15703 (2) | 8/19/2025 | \$55.99 |
| Medicare - 15704 | 8/19/2025 | \$35.22 |
| Medicare - 15704 (2) | 8/19/2025 | \$35.22 |
| Medicare - 15706 | 8/19/2025 | \$44.05 |
| Medicare - 15706 (2) | 8/19/2025 | \$44.05 |

September 2025 1st Council Meeting, 2025

| Reference | Date | Amount | Notes |
|---------------------------------------|--|--------------------|-------------------------|
| Medicare - 15707 | 8/19/2025 | \$47.30 | |
| Medicare - 15707 (2) | 8/19/2025 | \$47.30 | |
| Medicare - 15708 | 8/19/2025 | \$3.26 | |
| Medicare - 15708 (2) | 8/19/2025 | \$3.26 | |
| Medicare - 15710 | 8/19/2025 | \$69.98 | |
| Medicare - 15710 (2) | 8/19/2025 | \$69.98 | |
| Medicare - 15711 | 8/19/2025 | \$39.39 | |
| Medicare - 15711 (2) | 8/19/2025 | \$39.39 | |
| Medicare - 15712 | 8/19/2025 | \$45.75 | |
| Medicare - 15712 (2) | 8/19/2025 | \$45.75 | |
| Medicare - 15714 | 8/19/2025 | \$57.06 | |
| Medicare - 15714 (2) | 8/19/2025 | \$57.06 | |
| Reference Number: EFT*20250902 | Dept of Licensing Firearms Desk | \$54.00 | |
| NV0000147 Keeling | 8/19/2025 | \$18.00 | NV0000147 Keeling |
| NV0000148 Holmes | 8/19/2025 | \$18.00 | NV0000148 Holmes |
| NV0000149 Curelas | 8/19/2025 | \$18.00 | NV0000149 Curelas |
| Reference Number: EFT*20250903 | Invoice Cloud Inc | \$253.25 | |
| 3636-2025_7 | 7/31/2025 | \$253.25 | 2025 July Cloud Invoice |
| Reference Number: EFT*20250904 | USDA Rural Develop Office | \$29,914.00 | |
| 2025*Aug USDA City Hall Payment | 8/18/2025 | \$29,914.00 | City Hall Loan 2025*Aug |
| Reference Number: EFT*20250905 | Dept of Retirement Systems | \$6,928.90 | |
| Emp Rtmt - 15694 | 8/19/2025 | \$230.36 | |
| Emp Rtmt - 15696 | 8/19/2025 | \$172.60 | |
| Emp Rtmt - 15697 | 8/19/2025 | \$255.35 | |
| Emp Rtmt - 15698 | 8/19/2025 | \$197.85 | |
| Emp Rtmt - 15699 | 8/19/2025 | \$197.77 | |
| Emp Rtmt - 15700 | 8/19/2025 | \$194.81 | |
| Emp Rtmt - 15701 | 8/19/2025 | \$211.79 | |

September 2025 1st Council Meeting, 2025

| Reference | Date | Amount Notes |
|---------------------------------------|--|-------------------|
| Emp Rtmt - 15702 | 8/19/2025 | \$166.01 |
| Emp Rtmt - 15703 | 8/19/2025 | \$215.45 |
| Emp Rtmt - 15704 | 8/19/2025 | \$135.55 |
| Emp Rtmt - 15706 | 8/19/2025 | \$169.53 |
| Emp Rtmt - 15707 | 8/19/2025 | \$182.02 |
| Emp Rtmt - 15710 | 8/19/2025 | \$269.31 |
| Emp Rtmt - 15711 | 8/19/2025 | \$151.57 |
| Emp Rtmt - 15712 | 8/19/2025 | \$176.05 |
| Emp Rtmt - 15714 | 8/19/2025 | \$219.57 |
| Taxable Retirement - 15694 | 8/19/2025 | \$369.35 |
| Taxable Retirement - 15696 | 8/19/2025 | \$166.42 |
| Taxable Retirement - 15697 | 8/19/2025 | \$409.42 |
| Taxable Retirement - 15698 | 8/19/2025 | \$317.22 |
| Taxable Retirement - 15699 | 8/19/2025 | \$317.11 |
| Taxable Retirement - 15700 | 8/19/2025 | \$312.36 |
| Taxable Retirement - 15701 | 8/19/2025 | \$204.20 |
| Taxable Retirement - 15702 | 8/19/2025 | \$160.06 |
| Taxable Retirement - 15703 | 8/19/2025 | \$270.28 |
| Taxable Retirement - 15704 | 8/19/2025 | \$130.69 |
| Taxable Retirement - 15706 | 8/19/2025 | \$163.46 |
| Taxable Retirement - 15707 | 8/19/2025 | \$175.50 |
| Taxable Retirement - 15710 | 8/19/2025 | \$259.66 |
| Taxable Retirement - 15711 | 8/19/2025 | \$146.14 |
| Taxable Retirement - 15712 | 8/19/2025 | \$169.74 |
| Taxable Retirement - 15714 | 8/19/2025 | \$211.70 |
| Reference Number: EFT*20250906 | Dept of Treasury Internal Revenue | \$8,014.45 |
| Federal Income Tax - 15715 | 9/2/2025 | \$442.96 |
| Federal Income Tax - 15716 | 9/2/2025 | \$69.00 |
| Federal Income Tax - 15717 | 9/2/2025 | \$214.29 |
| Federal Income Tax - 15718 | 9/2/2025 | \$665.89 |
| Federal Income Tax - 15719 | 9/2/2025 | \$531.63 |

September 2025 1st Council Meeting, 2025

| Reference | Date | Amount Notes |
|----------------------------|----------|--------------|
| Federal Income Tax - 15720 | 9/2/2025 | \$502.59 |
| Federal Income Tax - 15721 | 9/2/2025 | \$393.04 |
| Federal Income Tax - 15722 | 9/2/2025 | \$361.93 |
| Federal Income Tax - 15723 | 9/2/2025 | \$374.60 |
| Federal Income Tax - 15724 | 9/2/2025 | \$512.88 |
| Federal Income Tax - 15725 | 9/2/2025 | \$109.64 |
| Federal Income Tax - 15726 | 9/2/2025 | \$384.26 |
| Federal Income Tax - 15727 | 9/2/2025 | \$168.21 |
| Federal Income Tax - 15728 | 9/2/2025 | \$269.32 |
| Federal Income Tax - 15729 | 9/2/2025 | \$0.00 |
| Federal Income Tax - 15730 | 9/2/2025 | \$292.18 |
| Federal Income Tax - 15731 | 9/2/2025 | \$822.08 |
| Federal Income Tax - 15732 | 9/2/2025 | \$190.53 |
| Federal Income Tax - 15733 | 9/2/2025 | \$0.00 |
| Medicare - 15715 | 9/2/2025 | \$48.48 |
| Medicare - 15715 (2) | 9/2/2025 | \$48.48 |
| Medicare - 15716 | 9/2/2025 | \$18.60 |
| Medicare - 15716 (2) | 9/2/2025 | \$18.60 |
| Medicare - 15717 | 9/2/2025 | \$47.03 |
| Medicare - 15717 (2) | 9/2/2025 | \$47.03 |
| Medicare - 15718 | 9/2/2025 | \$68.41 |
| Medicare - 15718 (2) | 9/2/2025 | \$68.41 |
| Medicare - 15719 | 9/2/2025 | \$54.32 |
| Medicare - 15719 (2) | 9/2/2025 | \$54.32 |
| Medicare - 15720 | 9/2/2025 | \$53.86 |
| Medicare - 15720 (2) | 9/2/2025 | \$53.86 |
| Medicare - 15721 | 9/2/2025 | \$46.64 |
| Medicare - 15721 (2) | 9/2/2025 | \$46.64 |
| Medicare - 15722 | 9/2/2025 | \$55.03 |
| Medicare - 15722 (2) | 9/2/2025 | \$55.03 |
| Medicare - 15723 | 9/2/2025 | \$43.61 |
| Medicare - 15723 (2) | 9/2/2025 | \$43.61 |

September 2025 1st Council Meeting, 2025

| Reference | Date | Amount Notes |
|---------------------------------------|-----------------------------------|-------------------|
| Medicare - 15724 | 9/2/2025 | \$55.99 |
| Medicare - 15724 (2) | 9/2/2025 | \$55.99 |
| Medicare - 15725 | 9/2/2025 | \$35.22 |
| Medicare - 15725 (2) | 9/2/2025 | \$35.22 |
| Medicare - 15726 | 9/2/2025 | \$47.20 |
| Medicare - 15726 (2) | 9/2/2025 | \$47.20 |
| Medicare - 15727 | 9/2/2025 | \$44.05 |
| Medicare - 15727 (2) | 9/2/2025 | \$44.05 |
| Medicare - 15728 | 9/2/2025 | \$47.30 |
| Medicare - 15728 (2) | 9/2/2025 | \$47.30 |
| Medicare - 15729 | 9/2/2025 | \$10.42 |
| Medicare - 15729 (2) | 9/2/2025 | \$10.42 |
| Medicare - 15730 | 9/2/2025 | \$49.49 |
| Medicare - 15730 (2) | 9/2/2025 | \$49.49 |
| Medicare - 15731 | 9/2/2025 | \$75.17 |
| Medicare - 15731 (2) | 9/2/2025 | \$75.17 |
| Medicare - 15732 | 9/2/2025 | \$39.39 |
| Medicare - 15732 (2) | 9/2/2025 | \$39.39 |
| Medicare - 15733 | 9/2/2025 | \$14.50 |
| Medicare - 15733 (2) | 9/2/2025 | \$14.50 |
| Reference Number: EFT*20250907 | Dept of Retirement Systems | \$6,714.64 |
| Emp Rtmt - 15715 | 9/2/2025 | \$174.08 |
| Emp Rtmt - 15717 | 9/2/2025 | \$180.97 |
| Emp Rtmt - 15718 | 9/2/2025 | \$251.00 |
| Emp Rtmt - 15719 | 9/2/2025 | \$197.85 |
| Emp Rtmt - 15720 | 9/2/2025 | \$194.81 |
| Emp Rtmt - 15721 | 9/2/2025 | \$171.12 |
| Emp Rtmt - 15722 | 9/2/2025 | \$211.79 |
| Emp Rtmt - 15723 | 9/2/2025 | \$167.83 |
| Emp Rtmt - 15724 | 9/2/2025 | \$215.45 |
| Emp Rtmt - 15725 | 9/2/2025 | \$135.55 |

September 2025 1st Council Meeting, 2025

| Reference | Date | Amount Notes |
|---------------------------------------|------------------------------------|-----------------|
| Emp Rtmt - 15726 | 9/2/2025 | \$181.63 |
| Emp Rtmt - 15727 | 9/2/2025 | \$169.53 |
| Emp Rtmt - 15728 | 9/2/2025 | \$182.02 |
| Emp Rtmt - 15730 | 9/2/2025 | \$190.46 |
| Emp Rtmt - 15731 | 9/2/2025 | \$289.26 |
| Emp Rtmt - 15732 | 9/2/2025 | \$151.57 |
| Taxable Retirement - 15715 | 9/2/2025 | \$279.11 |
| Taxable Retirement - 15717 | 9/2/2025 | \$174.49 |
| Taxable Retirement - 15718 | 9/2/2025 | \$402.45 |
| Taxable Retirement - 15719 | 9/2/2025 | \$317.22 |
| Taxable Retirement - 15720 | 9/2/2025 | \$312.36 |
| Taxable Retirement - 15721 | 9/2/2025 | \$274.36 |
| Taxable Retirement - 15722 | 9/2/2025 | \$204.20 |
| Taxable Retirement - 15723 | 9/2/2025 | \$161.81 |
| Taxable Retirement - 15724 | 9/2/2025 | \$270.28 |
| Taxable Retirement - 15725 | 9/2/2025 | \$130.69 |
| Taxable Retirement - 15726 | 9/2/2025 | \$175.12 |
| Taxable Retirement - 15727 | 9/2/2025 | \$163.46 |
| Taxable Retirement - 15728 | 9/2/2025 | \$175.50 |
| Taxable Retirement - 15730 | 9/2/2025 | \$183.64 |
| Taxable Retirement - 15731 | 9/2/2025 | \$278.89 |
| Taxable Retirement - 15732 | 9/2/2025 | \$146.14 |
| Reference Number: EFT*20250908 | AFLAC Remittance Processing | \$919.57 |
| Aflac - 15697 | 8/19/2025 | \$32.36 |
| Aflac - 15701 | 8/19/2025 | \$60.71 |
| Aflac - 15712 | 8/19/2025 | \$28.47 |
| Aflac - 15718 | 9/2/2025 | \$32.37 |
| Aflac - 15722 | 9/2/2025 | \$60.71 |
| Aflac - 15726 | 9/2/2025 | \$28.47 |
| Aflac Disability - 15701 | 8/19/2025 | \$47.84 |
| Aflac Disability - 15702 | 8/19/2025 | \$63.44 |

September 2025 1st Council Meeting, 2025

| Reference | Date | Amount Notes |
|---------------------------------------|---------------------------------------|--------------------|
| Aflac Disability - 15703 | 8/19/2025 | \$68.54 |
| Aflac Disability - 15710 | 8/19/2025 | \$95.68 |
| Aflac Disability - 15712 | 8/19/2025 | \$62.73 |
| Aflac Disability - 15722 | 9/2/2025 | \$47.84 |
| Aflac Disability - 15723 | 9/2/2025 | \$63.44 |
| Aflac Disability - 15724 | 9/2/2025 | \$68.55 |
| Aflac Disability - 15726 | 9/2/2025 | \$62.74 |
| Aflac Disability - 15731 | 9/2/2025 | \$95.68 |
| Reference Number: EFT*20250909 | Vimly Benefit Solutions, Inc | \$2,124.26 |
| Medical/Dental - 15722 | 9/2/2025 | \$1,036.38 |
| Medical/Dental - 15724 | 9/2/2025 | \$1,087.88 |
| Reference Number: EFT*20250910 | Washington Teamsters Welfare 1 | \$22,807.00 |
| Medical /Dental/Vision - 15715 | 9/2/2025 | \$1,455.20 |
| Medical /Dental/Vision - 15717 | 9/2/2025 | \$1,455.20 |
| Medical /Dental/Vision - 15718 | 9/2/2025 | \$1,455.20 |
| Medical /Dental/Vision - 15719 | 9/2/2025 | \$1,455.20 |
| Medical /Dental/Vision - 15720 | 9/2/2025 | \$1,455.20 |
| Medical /Dental/Vision - 15721 | 9/2/2025 | \$1,455.20 |
| Medical /Dental/Vision - 15722 | 9/2/2025 | \$17.10 |
| Medical /Dental/Vision - 15723 | 9/2/2025 | \$1,455.20 |
| Medical /Dental/Vision - 15724 | 9/2/2025 | \$17.10 |
| Medical /Dental/Vision - 15725 | 9/2/2025 | \$1,455.20 |
| Medical /Dental/Vision - 15726 | 9/2/2025 | \$1,455.20 |
| Medical /Dental/Vision - 15727 | 9/2/2025 | \$1,455.20 |
| Medical /Dental/Vision - 15728 | 9/2/2025 | \$1,455.20 |
| Medical /Dental/Vision - 15730 | 9/2/2025 | \$1,455.20 |
| Medical /Dental/Vision - 15731 | 9/2/2025 | \$1,455.20 |
| Medical /Dental/Vision - 15732 | 9/2/2025 | \$1,455.20 |
| Medical Dental Vision - 15694 | 8/19/2025 | \$100.00 |
| Medical Dental Vision - 15696 | 8/19/2025 | \$100.00 |

September 2025 1st Council Meeting, 2025

| Reference | Date | Amount Notes |
|---------------------------------------|--|-------------------|
| Medical Dental Vision - 15697 | 8/19/2025 | \$100.00 |
| Medical Dental Vision - 15698 | 8/19/2025 | \$100.00 |
| Medical Dental Vision - 15699 | 8/19/2025 | \$100.00 |
| Medical Dental Vision - 15700 | 8/19/2025 | \$100.00 |
| Medical Dental Vision - 15706 | 8/19/2025 | \$100.00 |
| Medical Dental Vision - 15707 | 8/19/2025 | \$100.00 |
| Medical Dental Vision - 15710 | 8/19/2025 | \$100.00 |
| Medical Dental Vision - 15711 | 8/19/2025 | \$100.00 |
| Medical Dental Vision - 15712 | 8/19/2025 | \$100.00 |
| Medical Dental Vision - 15714 | 8/19/2025 | \$100.00 |
| Medical Dental Vision - 15715 | 9/2/2025 | \$100.00 |
| Medical Dental Vision - 15717 | 9/2/2025 | \$100.00 |
| Medical Dental Vision - 15718 | 9/2/2025 | \$100.00 |
| Medical Dental Vision - 15719 | 9/2/2025 | \$100.00 |
| Medical Dental Vision - 15720 | 9/2/2025 | \$100.00 |
| Medical Dental Vision - 15721 | 9/2/2025 | \$100.00 |
| Medical Dental Vision - 15726 | 9/2/2025 | \$100.00 |
| Medical Dental Vision - 15727 | 9/2/2025 | \$100.00 |
| Medical Dental Vision - 15728 | 9/2/2025 | \$100.00 |
| Medical Dental Vision - 15730 | 9/2/2025 | \$100.00 |
| Medical Dental Vision - 15731 | 9/2/2025 | \$100.00 |
| Medical Dental Vision - 15732 | 9/2/2025 | \$100.00 |
| Reference Number: EFT*20250911 | Nationwide Retirement Solutions | \$8,939.42 |
| Deferred Comp - 15696 | 8/19/2025 | \$300.00 |
| Deferred Comp - 15697 | 8/19/2025 | \$150.00 |
| Deferred Comp - 15699 | 8/19/2025 | \$100.00 |
| Deferred Comp - 15700 | 8/19/2025 | \$100.00 |
| Deferred Comp - 15701 | 8/19/2025 | \$673.50 |
| Deferred Comp - 15702 | 8/19/2025 | \$75.00 |
| Deferred Comp - 15703 | 8/19/2025 | \$300.00 |
| Deferred Comp - 15704 | 8/19/2025 | \$100.00 |

September 2025 1st Council Meeting, 2025

| Reference | Date | Amount Notes |
|-----------------------------|-----------|--------------|
| Deferred Comp - 15706 | 8/19/2025 | \$300.00 |
| Deferred Comp - 15707 | 8/19/2025 | \$307.74 |
| Deferred Comp - 15710 | 8/19/2025 | \$150.00 |
| Deferred Comp - 15711 | 8/19/2025 | \$150.00 |
| Deferred Comp - 15712 | 8/19/2025 | \$150.00 |
| Deferred Comp - 15717 | 9/2/2025 | \$300.00 |
| Deferred Comp - 15718 | 9/2/2025 | \$150.00 |
| Deferred Comp - 15720 | 9/2/2025 | \$100.00 |
| Deferred Comp - 15721 | 9/2/2025 | \$100.00 |
| Deferred Comp - 15722 | 9/2/2025 | \$673.50 |
| Deferred Comp - 15723 | 9/2/2025 | \$75.00 |
| Deferred Comp - 15724 | 9/2/2025 | \$300.00 |
| Deferred Comp - 15725 | 9/2/2025 | \$100.00 |
| Deferred Comp - 15726 | 9/2/2025 | \$150.00 |
| Deferred Comp - 15727 | 9/2/2025 | \$300.00 |
| Deferred Comp - 15728 | 9/2/2025 | \$307.74 |
| Deferred Comp - 15731 | 9/2/2025 | \$150.00 |
| Deferred Comp - 15732 | 9/2/2025 | \$150.00 |
| Deferred Comp Match - 15717 | 9/2/2025 | \$300.00 |
| Deferred Comp Match - 15718 | 9/2/2025 | \$150.00 |
| Deferred Comp Match - 15720 | 9/2/2025 | \$100.00 |
| Deferred Comp Match - 15721 | 9/2/2025 | \$100.00 |
| Deferred Comp Match - 15722 | 9/2/2025 | \$701.72 |
| Deferred Comp Match - 15723 | 9/2/2025 | \$75.00 |
| Deferred Comp Match - 15724 | 9/2/2025 | \$650.22 |
| Deferred Comp Match - 15725 | 9/2/2025 | \$100.00 |
| Deferred Comp Match - 15726 | 9/2/2025 | \$150.00 |
| Deferred Comp Match - 15727 | 9/2/2025 | \$300.00 |
| Deferred Comp Match - 15728 | 9/2/2025 | \$300.00 |
| Deferred Comp Match - 15731 | 9/2/2025 | \$150.00 |
| Deferred Comp Match - 15732 | 9/2/2025 | \$150.00 |

September 2025 1st Council Meeting, 2025

| Reference | Date | Amount | Notes |
|---------------------------------------|------------------------|---------------------|----------------------------|
| Reference Number: EFT*20250912 | Dept of Revenue | \$705.48 | |
| 2025*07 Utility Tax Return | 9/4/2025 | \$705.48 | 2025*07 Utility Tax Return |
| Totals | | \$255,918.82 | |

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

| | | | | |
|-----------------------|-----------|------------|---------------------|------------------------|
| Accounts Payable Aug | 16 | 27 | 22,398.01 | 39941-39964 |
| Accounts Payable Sept | 31 | 67 | 53,488.72 | 39966-39996 |
| Payroll Vendors | 2 | 2 | 1,437.00 | 39940/39965 |
| Electronic Pay (Aug) | 3 | 3 | 30,221.25 | EFT*20250902-04 |
| Electronic Pay (Sept) | 1 | 1 | 705.48 | EFT*20250912 |
| Electronic Payroll | 8 | 8 | 64,671.47 | EFT*20250901/05-11 |
| ACH Direct Deposit | 17 | 17 | 40,937.85 | Payroll 8/1-8/15 2025 |
| ACH Direct Deposit | 19 | 19 | 42,059.04 | Payroll 8/16-8/31 2025 |
| Total Vouchers | 97 | 144 | \$255,918.82 | |

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 - Rachele Denham: _____

DATED THIS _DAY OF _____, 2025



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

City of Napavine
Action Memorandum No. 25-12
Notice of Liquor License Renewal-Annie's Napavine Country Market

Originator: Rachelle Denham, City Clerk

Agenda Date: September 9, 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) **Annie's Napavine Country Market, License#003899, Expires November 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: **Annie's Napavine Country Market, License#003899.**



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

City of Napavine
Action Memorandum No. 25-13

AM 25-13: Leak Adjustment

Originator: Rachelle Denham, City Clerk

Agenda Date: September 9, 2025

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

Review by Mayor Shawn O'Neill: _____

Attachment(s): n/a

Fiscal Impact: yes ☐ no ☐

Summary statement: During monitoring the Beacon system for alerts a leak was detected on 8/27/2025 for account 3329.0. Leak was reporting 51 gallons/hour beginning Aug 25,2025. Billing clerk notified owner, and leak was found and fixed. Beacon system updated and showed no leak. During further investigation it appeared that the leak started in July resulting in a high bill for the August billing cycle. July reported 34,081 gallons used and August 32,876 gallons used. The leak was not detected since it was a toilet that appeared to fix itself randomly and then started running/leaking again. **(Leak only detects with a consistent leak for a 24-hour period)**

A leak adjustment is pending approval for the August billing cycle in the amount of \$619.52. The leak was detected outside of the current billing cycle by 27 days which will impact the next billing cycle. The amount of adjustment was determined by using the billing average usage of **1511 cubic ft.** (11,303 gallons), compared to the amount used for July and August of **8950 cubic ft.** (66,950 gallons) for a 60-day period which equals 1 billing cycle. This adjustment will offset the billing cycles that the leak was active in and that were impacted.

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

Staff Recommendation:

- Approve leak adjustment

CITY OF NAPA VINE

AGREEMENT FOR MUNICIPAL COURT JUDGE SERVICES

This Agreement is made by and between the **CITY OF NAPA VINE**, a municipal corporation hereinafter referred to as the "City", and **ALLEN UNZELMAN** Attorney at Law hereinafter referred to as the "Judge", for the purpose of providing the services of a Municipal Court Judge for the Napavine Municipal Court.

Whereas, the City has established its Municipal Court, pursuant to Napavine Ordinance No. 306, as codified at Chapter 2.24 of the Napavine Municipal Code; and

Whereas, ALLEN UNZELMAN has sought the appointment to the position of Municipal Court Judge for the City of Napavine Municipal Court; and

Whereas, ALLEN UNZELMAN is a licensed attorney in the State of Washington and has been deemed by the Mayor to be qualified to hold such position; and

Whereas, the Mayor has appointed ALLEN UNZELMAN as the Judge to serve in such position; and

Whereas, in accordance with the appointment and subject to confirmation by the City Council, it would be appropriate for the City to enter into an Agreement with ALLEN UNZELMAN as the Judge to provide for the services of the position and to identify levels of compensation to be paid to the Judge for such services.

Now, therefore, in consideration of the mutual covenants, conditions and benefits provided herein, it is hereby agreed by and between the parties as follows:

1. Term of Agreement. The City hereby appoints ALLEN UNZELMAN the Judge for a period commencing on January 1, 2026 and ending on December 31, 2029. The term of the Agreement is for four (4) consecutive years.

2. Retention. The City hereby agrees to retain the Judge to preside over the Napavine Municipal Court in accordance with the ordinances of the City and the statutes of the State of Washington, the provision of which are incorporated herein by this reference. The Judge hereby accepts such appointment and agrees to perform the services hereinafter described.

3. Description of Services. The Judge agrees to serve as the Municipal Court Judge for the City with all the powers, duties, privileges, and obligations that said office confers. In addition to regularly scheduled sessions of the Napavine Municipal Court, the Judge shall conduct hearings at the Napavine Municipal Court and trials, as necessary. In addition, the Judge shall be available and respond to requests for protection orders and search warrants, be responsible for all Napavine Municipal Court Proceedings, supervision of the activities of the Napavine Municipal Court and the discharge of other duties of the Napavine Municipal Court Judge as required by law. Both parties to this Agreement acknowledge the need to comply with the Code of Judicial Conduct.

4. Duties and Authority of Judge. The judicial and administrative duties set forth in this rule cannot be delegated to persons in either the legislative or executive branches of government. A Presiding Judge may delegate the performance of ministerial duties to court employees;

however, it is still the Presiding Judge's responsibility to ensure they are performed in accordance with this rule. In addition to exercising general administrative supervision over the court, except those duties assigned to clerks of the superior court pursuant to law, the Presiding Judge shall: (1) Supervise the business of the judicial district and judicial officers in such manner as to ensure the expeditious and efficient processing of all cases and equitable distribution of the workload among judicial officers; (2) Assign judicial officers to hear cases pursuant to statute or rule. The court may establish general policies governing the assignment of judges; (3) Coordinate judicial officers' vacations, attendance at education programs, and similar matters; (4) Develop and coordinate statistical and management information; (5) Supervise the daily operation of the court including: (a) All personnel assigned to perform court functions; and b) All personnel employed under the judicial branch of government, including but not limited to working conditions, hiring, discipline, and termination decisions except wages, or benefits directly related to wages; and (c) The court administrator, or equivalent employee, who shall report directly to the Presiding Judge.

5. **Court Facilities.** The City shall provide a suitable place for holding court and shall pay all expenses associated with maintaining the court facilities. The City will also provide office space for use by the Judge and will furnish staff, supplies and equipment sufficient for the operation of the Court. The Judge shall have hiring and firing authority over all court staff recognizing, however, that they are employees of the City and the employees are subject to the personnel policies of the City, and to ordinances related to employees working within City Hall. The Judge agrees to consult with the Mayor prior to any hiring/firing decision, and to promptly notify the City of any action taken.

6. **Consideration.** As consideration for services provided herein, the City agrees to pay the Judge the sum of Two Thousand Dollars (\$2,000.00) per month based on an estimated 15-20 hours per month to perform the required services.

The services to be provided for this sum will include at least two (2) regularly scheduled court sessions per month unless otherwise agreed between the parties, necessary jury trials, all jail arraignments and jail hearings, requests for protection orders and search warrants, any administrative work and out-of-court work done by the Judge, and all times expended for judicial education.

The monthly consideration provided herein shall be paid as retainer to the Judge on the 25th day of the month. Under no terms shall the consideration be diminished during the Term of this Agreement.

7. **Expenses.** The City shall pay for the Judge's District and Municipal Court Judge's Association (DMCJA) annual membership dues. In the case where the Judge is a municipal court judge for another city, the City shall pay the full amount due and then request reimbursement from the other city for its proportionate share of the cost and provide proof of payment for the Judge's District and Municipal Court Judge's Association (DMCJA) annual membership dues.

8. **Hours of Court.** The hours of the court shall be set mutually between the City and the Judge.

9. **Court Generally.** The court is an independent branch of government, separate from the legislative branch and executive branch.

10. **Indemnity Agreement.** The City shall defend, indemnify, and hold the Judge and/or pro tern judges that may serve in his absence, harmless from any and all claims arising out of the good faith performance of his duties and functions as the City of Napavine Municipal Court Judge. The Judge shall indemnify and hold the City harmless for any and all liability, loss expenses and claims for damages or injury arising from acts or omissions of the Judge in providing services pursuant to this Agreement which are determined to be the result of the Judge's gross negligence or intentional misconduct.

11. **Judges Pro Tern.** In the event that the Judge is unable to serve due to illness, vacation, disability, conflict of interest and/or absences, it shall be the responsibility of the Judge to make arrangements for the presence of a Judge pro tern. All Judges' pro tern shall be qualified to hold the position of Judge of the Municipal Court, as provided herein.

If necessary, Judge's pro tern shall be paid by the Judge through the City payroll system at the rate of Fifty Dollars (\$50.00) per hour with the equivalent funds being deducted from the monthly wages normally paid to the Judge, provided, however, that if the Judge pro tern does not sit for over one (1) hour, the City shall pay the Judge pro tern services.

12. **Discipline.** Judicial discipline or removal during the term of this Agreement is a matter for the Commission on Judicial Conduct and the Washington State Supreme Court.

13. **Modification.** No change or addition to this Agreement shall be valid or binding upon either party unless such change or addition is in writing, executed by both parties.

14. **State Law.** This Agreement shall be construed in a manner consistent with and not in derogation of the provisions of State law governing the Judge's jurisdiction, powers, duties, obligations or statutory four (4) year term of office as part of the Council-Mayor form of government.

15. **Licensing.** The Judge agrees to comply with all applicable state or municipal standards for the licensing, certification, operation of facilities and accreditation, if any, necessary for service as City of Napavine Municipal Court Judge.

16. **Administration.** The office responsible for administering this Agreement shall be the Mayor.

17. **Termination.** This Agreement may be terminated only pursuant to State law.

18. **Retention.** Retention of the appointed judge past the term indicated herein shall not be based upon the judge's performance relative to imposing legal financial obligations (LFOs) or generating revenue.

Executed this _____ day of September, 2025.

Shawn O'Neill, Mayor
City of Napavine

Allen Unzelman, Judge
Napavine Municipal Court

To: Mayor and City Council
From: Bryan Morris, PW/CD Director
RE: Staff Report for Council Meeting, September 9, 2025

- **Planning Commission Meeting Minutes**

- Next Planning Commission meeting is September 15, 2025.

- **Project Updates**

- Scots Industries – Working on the upgrade of the water system. The booster station upgrade is almost complete. Next step is the reducing stations on Rush Road. Construction has started on the Fehr building.
- Cell tower on city property – Applicant is filling out the required RCO Allowable Use Form.
- TA Project – Per the developer/developer contractor, they will submit a complete submittal. City staff is waiting for city attorney to provide feedback on when the city can issue on site building permits, without off-site approval. WSDOT is currently reviewing off-site roundabout plans.
- Rush Road STIP – The Public Works Director reviewed the 60% plans and requested some changes.
- Woodard Road (Tiger Meadows) – City is waiting for developer to submit final plans.
- Jefferson Station – Contractor should be starting the project soon.
- Source Water Protection Grant - Waiting on determination for emergency source to be added to the existing water system. 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 to 10 years to find a long-term solution. Need to meet with the tribes for any concerns with the creek behind city hall.
- Mayme Park Irrigation and Baseball Field Lighting - Working on getting quotes for potential projects.



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

To: Mayor and City Council

From: Rachelle Denham, City Clerk

RE: Clerk's Report for Council Meeting, September 9, 2025

Utility Billing Information

- ✓ August Bill Posting - City billed out a total of \$273,577.76
 - ✓ Receipted in August/September \$246,245.48, YTD \$975,894.35
 - ✓ September 80 delinquencies charged \$2,298.02
 - ✓ Total of 326 badger meters in the ground, no change since last reporting.
 - ✓ 52 EyeOnWater app users, up 1 from last reporting.
 - ✓ 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 136 up from 124 at last reporting
 - ✓ 4 Park Reservations for September
-