

2026 Budget Revenues-

Current Expense 001 Fund

Revenues –

- Slight increase to Sales and Use Tax
- Property tax increase the 1% (unknown new construction values)
- Building Permits and Pass Through revenue will be higher (Community Development is working on projects)

Park Improvement Fund 004

Revenues-

- Nothing at this time

General Capital Equipment Fund 005

Revenues-

- Nothing at this time

City Street Fund 101

Revenues-

- Slightly lower with no surplus equipment

Street Improvement Fund 105

Revenues- Increase

- TIB Funds and/Federal funds for Rush Rd construction

Criminal Justice Fund 110

Revenues-

- Higher with surplus of old police car

Project Planning 305

Revenue

- Lower with no Commerce grant funding as it has been spent

Water Fund 401

Revenue

- Slight decrease with less connection fees

Water System Improvement Fund 402

Revenue

- Water Comp Plan Grant \$150,000??

Wastewater Fund 406

Revenue

→ Decrease in connection fees

Wastewater System Improvement Fund 408

Revenue

→ Jefferson Station Improv .09 Grant

→ PWTF funding – still waiting to hear if loan or grant or mix of both

Street Capital Equipment Fee 102

Sewer Capital Equipment Fee 409

Water Capital Equipment Fee 411

These three funds are very similar to previous years in keeping the “transfers in” to build up funds for capital equipment purchases.

Estimated Revenue

Account Number	Description	Budget 2024	Actual 2024	Budget 2025	Thru 10/23 2025	Budget 2026
General Fund 001						
Taxes						
General Property Taxes						
001-000-000-311-10-00-00	Property Taxes	\$187,000.00	\$181,664.06	\$190,635.00	\$120,782.67	\$193,221.00
001-000-000-311-10-01-00	Delinquent Property Taxes	\$2,000.00	\$1,022.32	\$1,500.00	\$0.00	\$1,500.00
	Total General Property	\$189,000.00	\$182,686.38	\$192,135.00	\$120,782.67	\$194,721.00
Retail Sales and Use						
001-000-000-313-11-00-00	Sales And Use Tax	\$654,500.00	\$680,079.25	\$670,000.00	\$475,133.96	\$678,000.00
	Total Retail Sales and	\$654,500.00	\$680,079.25	\$670,000.00	\$475,133.96	\$678,000.00
Business and						
001-000-000-316-41-00-00	Electric UT Tax	\$107,000.00	\$91,567.17	\$107,000.00	\$15,494.43	\$107,000.00
001-000-000-316-43-00-00	Utility Tax - Water Service	\$35,000.00	\$30,057.78	\$35,000.00	\$24,393.07	\$35,000.00
001-000-000-316-44-00-00	Utility Tax - Wastewater Svc	\$56,000.00	\$42,314.75	\$58,520.00	\$35,910.60	\$50,000.00
001-000-000-316-46-00-00	Cable TV UT Tax	\$4,150.00	\$3,773.49	\$4,150.00	\$5,408.24	\$3,500.00
001-000-000-316-47-00-00	Telephone UT Tax	\$20,000.00	\$20,092.81	\$20,000.00	\$15,238.95	\$20,000.00
001-000-000-316-81-00-00	Gambling Excise Tax	\$2,500.00	\$1,554.82	\$2,500.00	\$2,014.94	\$2,500.00
	Total Business and	\$224,650.00	\$189,360.82	\$227,170.00	\$98,460.23	\$218,000.00
	Total Taxes	\$1,068,150.00	\$1,052,126.45	\$1,089,305.00	\$694,376.86	\$1,090,721.00
Licenses and Permits						
001-000-000-321-30-00-00	Police & Protective Business License/Firework Permits	\$0.00	\$0.00	\$0.00	\$200.00	\$0.00
001-000-000-321-91-00-00	Franchise Fees - LeMay	\$11,500.00	\$16,889.01	\$16,000.00	\$13,890.79	\$17,500.00
001-000-000-321-91-01-00	Franchise Fee - Wave Broadband	\$3,200.00	\$3,196.35	\$3,200.00	\$0.00	\$2,800.00
001-000-000-321-91-02-00	Franchise Fee - Lightspeed Network	\$360.00	\$0.00	\$360.00	\$0.00	\$0.00
001-000-000-321-99-00-00	Misc. Business License	\$5,500.00	\$6,420.41	\$5,500.00	\$5,329.14	\$6,500.00
001-000-000-321-99-01-00	Misc. Permits/Grading Permits	\$1,750.00	\$0.00	\$100.00	\$500.00	\$100.00
001-000-000-322-10-00-00	Building Permits	\$25,000.00	\$8,128.40	\$25,000.00	\$48,549.90	\$80,000.00

001-000-000-322-10-01-00	Property Improvement Permit	\$400.00	\$250.00	\$400.00	\$200.00	\$200.00
001-000-000-322-30-00-00	Animal License	\$1,200.00	\$1,745.00	\$1,400.00	\$1,445.00	\$1,700.00
001-000-000-322-40-00-00	Other Zoning Permits	\$2,000.00	\$2,350.00	\$2,000.00	\$250.00	\$2,000.00
001-000-000-322-90-00-00	Other Non-Business Licenses/Permits	\$250.00	\$616.00	\$450.00	\$472.25	\$600.00
Total Licenses and		\$51,160.00	\$39,595.17	\$54,410.00	\$70,837.08	\$111,400.00
Intergovernmental						
001-000-000-333-20-60-20	DOT/NHTSA Seatbelt OT Enforcement 20.602	\$0.00	\$367.02	\$0.00	\$0.00	\$0.00
001-000-000-334-01-10-00	Criminal Justice Training Commission	\$0.00	\$0.00	\$19,077.00	\$0.00	\$0.00
001-000-000-334-01-20-00	WASPC Grants	\$0.00	\$0.00	\$0.00	\$775.80	\$0.00
001-000-000-334-01-30-00	NCHIP Grant - Police Admin OT	\$0.00	\$0.00	\$0.00	\$9,445.61	\$6,188.00
001-000-000-334-03-50-00	Traffic Safety Grant	\$5,000.00	\$1,590.56	\$5,000.00	\$3,491.10	\$5,000.00
001-000-000-334-03-52-06	WTCS - X52 Dui OT Grant	\$0.00	\$396.40	\$0.00	\$0.00	\$0.00
001-000-000-334-04-20-00	Dept of Commerce State Grant	\$75,000.00	\$0.00	\$0.00	\$0.00	\$0.00
001-000-000-334-13-20-00	AOC Cost Reimbursement	\$1,000.00	\$772.00	\$1,000.00	\$715.00	\$1,000.00
001-000-000-335-00-91-00	PUD Privilege Tax	\$13,200.00	\$26,985.37	\$13,200.00	\$80,833.58	\$13,200.00
001-000-000-336-00-98-00	City Assistance	\$8,000.00	\$8,859.34	\$8,000.00	\$8,125.31	\$9,000.00
001-000-000-336-00-99-00	Streamlined Mitigation	\$0.00	\$0.00	\$0.00	(\$65,691.00)	\$0.00
001-000-000-336-06-94-00	Liquor/Beer Excise Tax	\$14,424.00	\$13,847.47	\$13,382.00	\$9,752.22	\$14,104.00
001-000-000-336-06-95-00	Liquor Control Board Profits	\$15,062.00	\$15,060.15	\$15,035.00	\$11,406.63	\$15,109.00
001-000-000-337-00-00-00	Agency Collection - Timber Excise Tax	\$400.00	\$0.00	\$400.00	\$0.00	\$0.00
Total Intergovernmental		\$132,086.00	\$67,878.31	\$75,094.00	\$58,854.25	\$63,601.00
Charges for Goods and						
001-000-000-341-33-00-00	Municipal Court - Administrative Fees	\$1,000.00	\$5,287.21	\$4,000.00	\$2,724.92	\$4,000.00
001-000-000-341-35-00-00	Court Certified/copy Fees	\$0.00	\$11.34	\$10.00	\$27.87	\$15.00
001-000-000-341-42-00-00	Treasurer's Fees (Admin fee)	\$1,000.00	\$2,672.61	\$1,500.00	\$2,785.65	\$2,000.00
001-000-000-341-49-00-00	Court Filing Fees -(Morton/Mossyrock)	\$2,000.00	\$3,170.18	\$2,500.00	\$2,098.27	\$2,500.00
001-000-000-341-49-01-00	Winlock Court Admin Services	\$31,013.00	\$31,013.69	\$0.00	\$0.00	\$0.00
001-000-000-341-70-00-00	Sales of Merchandise/Publications/Maps	\$125.00	\$0.00	\$125.00	\$0.00	\$10.00

001-000-000-341-81-00-00	Public Records/Copies/Faxes	\$185.00	\$467.40	\$185.00	\$103.25	\$185.00
001-000-000-341-95-00-00	Court Legal Services	\$500.00	\$1,048.23	\$750.00	\$99.83	\$500.00
001-000-000-342-10-00-00	Law Enforcement Services/Accident Reports	\$25.00	\$21.00	\$25.00	\$35.00	\$25.00
001-000-000-342-10-01-00	Fingerprint Services	\$65.00	\$104.50	\$100.00	\$93.50	\$100.00
001-000-000-342-10-03-00	PD Court/PW Security	\$2,800.00	\$3,259.91	\$2,800.00	\$20,986.28	\$32,100.00
001-000-000-342-21-00-00	Fire Protection Services/Fire Hydrants	\$3,835.00	\$3,835.00	\$3,835.00	\$0.00	\$3,835.00
001-000-000-342-33-00-00	Court Probation Fees	\$250.00	\$95.76	\$250.00	\$0.00	\$100.00
001-000-000-342-36-00-00	House/Monitor Prisoners	\$500.00	\$1,508.19	\$500.00	\$1,664.69	\$1,500.00
001-000-000-342-40-00-00	Inspection Services	\$1,500.00	\$616.50	\$1,500.00	\$6,852.25	\$5,000.00
001-000-000-344-10-00-00	Street Admin/Treasurer's Fee	\$500.00	\$0.00	\$500.00	\$0.00	\$500.00
001-000-000-345-23-00-00	Animal Control & Shelter Services	\$100.00	\$175.00	\$100.00	\$35.00	\$100.00
001-000-000-345-29-00-00	Other Environmental/Abatement Services	\$500.00	\$0.00	\$500.00	\$0.00	\$20.00
001-000-000-345-81-00-00	Zoning & Subdivision Fees	\$1,300.00	\$1,920.00	\$1,500.00	\$0.00	\$1,500.00
001-000-000-345-81-01-00	Zoning & Subdivision Pass thru - DONT USE	\$0.00	\$7,651.25	\$0.00	\$0.00	\$0.00
001-000-000-345-83-00-00	Plan Checking Services	\$5,000.00	\$1,198.53	\$5,600.00	\$28,974.42	\$30,000.00
001-000-000-345-83-03-00	Development Pass Through Plan Reviews	\$85,000.00	\$31,781.70	\$40,000.00	\$67,867.49	\$85,000.00
001-000-000-345-86-00-00	Sepa Fees	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00
001-000-000-345-89-00-00	Other Planning/Development Services (Environmental)	\$250.00	\$1,191.49	\$250.00	\$1,500.00	\$250.00
001-000-000-347-30-00-00	Park Activity Fees	\$0.00	\$100.00	\$1,700.00	\$0.00	\$0.00
001-000-000-347-30-00-01	Com. Park Electrical Reimbursement	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00
Total Charges for Goods		\$139,198.00	\$97,129.49	\$69,980.00	\$135,848.42	\$170,740.00
Fines and Penalties						
001-000-000-352-30-00-00	Proof MV Ins Admin Costs	\$125.00	\$368.42	\$125.00	\$345.82	\$350.00
001-000-000-352-90-00-00	Other Civil Penalties	\$10.00	\$0.00	\$10.00	\$0.00	\$10.00
001-000-000-353-10-00-00	Traffic Infraction Penalties	\$7,600.00	\$9,972.32	\$7,600.00	\$13,018.41	\$12,000.00
001-000-000-353-10-01-00	JIS City Share	\$500.00	\$880.60	\$500.00	\$1,816.60	\$1,000.00
001-000-000-353-10-21-00	Distracted Driving Prev Acct	\$100.00	\$52.75	\$100.00	\$0.00	\$100.00
001-000-000-353-10-80-00	Def Find Admin Fine	\$600.00	\$1,700.00	\$700.00	\$5,427.02	\$2,500.00
001-000-000-353-70-00-00	Non-Traffic Infraction Penalties	\$150.00	\$224.31	\$150.00	\$1,734.15	\$1,200.00

001-000-000-354-00-00-00	Civil Parking Infraction Penalties	\$100.00	\$30.00	\$100.00	\$0.00	\$100.00
001-000-000-355-20-00-00	Criminal DUI Fines	\$375.00	\$488.53	\$375.00	\$392.84	\$375.00
001-000-000-355-20-03-00	Crim DUI Conviction Fee	\$100.00	\$100.90	\$100.00	\$17.34	\$100.00
001-000-000-355-80-00-00	Criminal Traffic Misd. Fines	\$4,000.00	\$5,379.57	\$6,100.00	\$3,917.78	\$5,000.00
001-000-000-355-80-02-00	Criminal Conviction Fee CT	\$150.00	\$172.36	\$150.00	\$124.81	\$150.00
001-000-000-356-90-00-00	Criminal Non-Traffic Fine	\$300.00	\$301.10	\$300.00	\$105.25	\$300.00
001-000-000-356-90-00-14	Criminal Conviction Fee CN	\$10.00	\$47.71	\$20.00	\$37.83	\$40.00
001-000-000-357-33-00-00	Public Defense Recoupment	\$1,500.00	\$5,613.16	\$6,000.00	\$8,910.68	\$7,000.00
001-000-000-357-37-00-00	Municipal Court Cost Recoupments	\$850.00	\$899.01	\$850.00	\$4,923.97	\$2,000.00
001-000-000-359-00-02-00	Late Fees	\$200.00	\$362.37	\$300.00	\$37.92	\$300.00
Total Fines and Penalties		\$16,670.00	\$26,593.11	\$23,480.00	\$40,810.42	\$32,525.00
Miscellaneous Revenues						
001-000-000-361-11-00-00	Investment Interest Earned	\$2,500.00	\$3,705.96	\$3,500.00	\$1,727.51	\$2,700.00
001-000-000-361-11-01-00	Accrued Interest US Bonds	\$0.00	\$10,167.39	\$7,000.00	\$16,728.00	\$16,000.00
001-000-000-361-40-00-00	Sales Interest	\$1,500.00	\$2,631.45	\$2,000.00	\$1,487.91	\$2,000.00
001-000-000-361-40-01-00	Interest on Gambling Excise Tax	\$0.00	\$3.73	\$0.00	\$0.00	\$0.00
001-000-000-361-40-02-00	Other Interest	\$0.00	\$23.90	\$0.00	\$87.62	\$20.00
001-000-000-362-40-00-00	Short-Term Facilities Rentals	\$200.00	\$0.00	\$200.00	\$275.00	\$200.00
001-000-000-362-50-02-00	Internal Facilities Rent	\$59,860.00	\$59,828.10	\$59,860.00	\$44,871.03	\$59,860.00
001-000-000-367-11-01-00	City Parks Contributions/Rentals	\$40.00	\$0.00	\$40.00	\$0.00	\$5.00
001-000-000-369-10-00-00	Sale of Surplus Property	\$0.00	\$0.00	\$0.00	\$82.00	\$0.00
001-000-000-369-20-00-00	Unclaimed Money/Sale of Unclaimed Property	\$0.00	\$19.20	\$20.00	\$511.66	\$50.00
001-000-000-369-40-00-00	Judgments & Settlements	\$100.00	\$0.00	\$100.00	\$0.00	\$10.00
001-000-000-369-91-00-00	Miscellaneous	\$200.00	\$32.05	\$200.00	\$615.61	\$200.00
001-000-000-369-91-01-00	Insurance Refunds/Workers Comp	\$500.00	\$0.00	\$500.00	\$0.00	\$500.00
001-000-000-369-91-02-00	US Bank Excess Rebate	\$500.00	\$648.56	\$900.00	\$432.90	\$600.00
001-000-000-369-91-03-00	NSF Fees	\$240.00	\$285.43	\$240.00	\$695.00	\$300.00
001-000-000-369-91-04-00	Notary Signature Fees	\$100.00	\$230.00	\$150.00	\$180.00	\$200.00
Total Miscellaneous		\$65,740.00	\$77,575.77	\$74,710.00	\$67,694.24	\$82,645.00
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Total General Fund 001		\$1,473,004.00	\$1,360,898.30	\$1,386,979.00	\$1,068,421.27	\$1,551,632.00

Substance Abuse Fund**Fines and Penalties**

002-000-000-356-50-03-00	City Drug Fund	\$500.00	\$0.00	\$500.00	\$0.00	\$500.00
Total Fines and Penalties		\$500.00	\$0.00	\$500.00	\$0.00	\$500.00

Miscellaneous Revenues

002-000-000-361-11-00-00	Investment Interest Earned	\$50.00	\$101.79	\$105.00	\$1,408.89	\$100.00
002-000-000-361-11-01-00	Accrued Interest US Bonds	\$0.00	\$155.26	\$100.00	\$302.20	\$150.00
002-000-000-369-30-00-00	Sale of Confiscated Property	\$80.00	\$0.00	\$300.00	\$4,250.00	\$300.00
002-000-000-369-30-01-00	Forfeited/confiscated Property	\$0.00	\$600.00	\$0.00	\$1,111.69	\$500.00
Total Miscellaneous		\$130.00	\$857.05	\$505.00	\$7,072.78	\$1,050.00

Total Substance Abuse Fund		\$630.00	\$857.05	\$1,005.00	\$7,072.78	\$1,550.00
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Park Improvement Fund 004**Taxes****Other Taxes**

004-000-000-318-34-00-00	First Quarter Reet Tax	\$35,000.00	\$19,852.86	\$30,000.00	\$21,075.46	\$20,000.00
Total Other Taxes		\$35,000.00	\$19,852.86	\$30,000.00	\$21,075.46	\$20,000.00

Total Taxes		\$35,000.00	\$19,852.86	\$30,000.00	\$21,075.46	\$20,000.00
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Intergovernmental

004-000-000-334-02-70-00	WA Recreation & Conservation Grant	\$258,900.00	\$258,900.00	\$0.00	\$0.00	\$0.00
004-000-000-334-02-70-01	LC ARPA Funds	\$385,176.00	\$385,175.10	\$0.00	\$0.00	\$0.00
Total Intergovernmental		\$644,076.00	\$644,075.10	\$0.00	\$0.00	\$0.00

Miscellaneous Revenues**Interest and Other**

004-000-000-361-11-00-00	Investment Interest Earned	\$100.00	\$81.77	\$100.00	\$377.31	\$200.00
004-000-000-361-11-01-00	Accrued Interest US Bonds	\$0.00	\$1,267.62	\$650.00	\$4,946.52	\$4,100.00
Total Interest and Other		\$100.00	\$1,349.39	\$750.00	\$5,323.83	\$4,300.00

Contributions and

004-000-000-367-11-00-01	City Parks Contributions	\$0.00	\$1,700.00	\$100.00	\$1,500.00	\$1,500.00
Total Contributions and		\$0.00	\$1,700.00	\$100.00	\$1,500.00	\$1,500.00
Total Miscellaneous		\$100.00	\$3,049.39	\$850.00	\$6,823.83	\$5,800.00
Total Park Improvement Fund		\$679,176.00	\$666,977.35	\$30,850.00	\$27,899.29	\$25,800.00
Genl Govrnmnt Capital Equip						
Miscellaneous Revenues						
005-000-000-361-11-01-00	Accrued Interest US Bonds	\$0.00	\$3,149.62	\$3,000.00	\$942.20	\$1,200.00
Total Miscellaneous		\$0.00	\$3,149.62	\$3,000.00	\$942.20	\$1,200.00
Total Genl Govrnmnt Capital		\$0.00	\$3,149.62	\$3,000.00	\$942.20	\$1,200.00
LEOFF I OPEB Trust Fund						
Other Financing Sources						
Transfers-In						
006-000-000-397-17-20-00	Transfer from General Fund	\$7,000.00	\$7,000.00	\$7,000.00	\$7,000.00	\$7,000.00
Total Transfers-In		\$7,000.00	\$7,000.00	\$7,000.00	\$7,000.00	\$7,000.00
Total Other Financing		\$7,000.00	\$7,000.00	\$7,000.00	\$7,000.00	\$7,000.00
Total LEOFF I OPEB Trust		\$7,000.00	\$7,000.00	\$7,000.00	\$7,000.00	\$7,000.00
Street Fund 101						
Taxes						
101-000-000-311-10-00-00	Property Taxes	\$187,000.00	\$181,664.02	\$190,635.00	\$120,782.66	\$193,221.00
101-000-000-311-10-01-00	Delinquent Property Taxes	\$2,000.00	\$1,008.07	\$1,500.00	\$0.00	\$1,500.00
Total Taxes		\$189,000.00	\$182,672.09	\$192,135.00	\$120,782.66	\$194,721.00
Licenses and Permits						
101-000-000-322-40-02-00	Street ROW Permits	\$600.00	\$375.00	\$600.00	\$400.00	\$600.00
Total Licenses and		\$600.00	\$375.00	\$600.00	\$400.00	\$600.00
Intergovernmental						

101-000-000-336-00-71-00	Multimodal Transportation City	\$2,554.00	\$2,557.59	\$2,591.00	\$1,937.06	\$2,604.00
101-000-000-336-00-87-00	Gas Tax (unrestricted)	\$34,154.00	\$30,073.37	\$34,823.00	\$22,606.13	\$33,251.00
101-000-000-336-00-87-01	MVA Transpo City	\$2,234.00	\$5,238.75	\$2,264.00	\$3,233.83	\$2,276.00
Total Intergovernmental		\$38,942.00	\$37,869.71	\$39,678.00	\$27,777.02	\$38,131.00
Charges for Goods and						
101-000-000-343-30-01-00	Street Light - Highland Park/Baseball	\$700.00	\$1,533.16	\$1,000.00	\$237.70	\$1,000.00
Total Charges for Goods		\$700.00	\$1,533.16	\$1,000.00	\$237.70	\$1,000.00
Miscellaneous Revenues						
101-000-000-361-11-00-00	Investment Interest Earned	\$140.00	\$1,150.07	\$1,000.00	\$518.66	\$650.00
101-000-000-361-11-01-00	Accrued Interest US Bonds	\$0.00	\$448.65	\$0.00	\$897.30	\$900.00
101-000-000-369-10-00-00	Sale of Surplus Property	\$2,000.00	\$2,135.00	\$15,000.00	\$2,887.66	\$2,500.00
101-000-000-369-41-01-00	Settlement/Reimbursement for Damages	\$0.00	\$1,550.00	\$0.00	\$5,513.10	\$0.00
101-000-000-369-91-00-00	Miscellaneous	\$100.00	\$0.00	\$100.00	\$0.00	\$100.00
Total Miscellaneous		\$2,240.00	\$5,283.72	\$16,100.00	\$9,816.72	\$4,150.00
Total Street Fund 101		\$231,482.00	\$227,733.68	\$249,513.00	\$159,014.10	\$238,602.00
Street Capital Equipment Fund						
Other Financing Uses						
Transfers-In						
102-000-000-397-42-00-00	Transfer-In Street Improv Fund 105	\$18,333.00	\$18,333.27	\$15,000.00	\$15,000.00	\$15,000.00
Total Transfers-In		\$18,333.00	\$18,333.27	\$15,000.00	\$15,000.00	\$15,000.00
Total Other Financing		\$18,333.00	\$18,333.27	\$15,000.00	\$15,000.00	\$15,000.00
Total Street Capital Equipment		\$18,333.00	\$18,333.27	\$15,000.00	\$15,000.00	\$15,000.00
Street Improvement Fund 105						
Taxes						
105-000-000-313-21-00-00	Public Transportation Tax	\$72,000.00	\$79,793.64	\$75,000.00	\$55,464.39	\$77,000.00
Other Taxes						

105-000-000-318-34-00-00	First Quarter Reet Tax	\$35,000.00	\$19,852.85	\$30,000.00	\$21,075.46	\$20,000.00
Total Other Taxes		\$35,000.00	\$19,852.85	\$30,000.00	\$21,075.46	\$20,000.00
Total Taxes		\$107,000.00	\$99,646.49	\$105,000.00	\$76,539.85	\$97,000.00
Intergovernmental						
105-000-000-331-20-20-50	WA Federal STIP Funds	\$0.00	\$0.00	\$350,356.00	\$196,815.58	\$2,333,793.00
105-000-000-333-20-20-00	FHWA Pass Thru	\$6,000.00	\$4,506.82	\$0.00	\$0.00	\$0.00
105-000-000-334-03-80-00	Tib Grant Funds	\$120,000.00	\$225,044.46	\$56,241.00	\$31,417.47	\$348,827.00
Total Intergovernmental		\$126,000.00	\$229,551.28	\$406,597.00	\$228,233.05	\$2,682,620.00
Natural & Economic						
105-000-000-345-84-01-00	Transportation Impact Fees Exit 72	\$0.00	\$0.00	\$0.00	\$65,691.00	\$0.00
Total Natural & Economic		\$0.00	\$0.00	\$0.00	\$65,691.00	\$0.00
Miscellaneous Revenues						
105-000-000-361-11-00-00	Investment Interest Earned	\$50.00	\$0.00	\$50.00	\$0.00	\$10.00
105-000-000-361-11-05-00	Accrued Interest US Bank Bonds	\$0.00	\$868.47	\$1,000.00	\$360.00	\$450.00
Total Miscellaneous		\$50.00	\$868.47	\$1,050.00	\$360.00	\$460.00
Other Financing Sources						
105-000-000-391-80-00-01	TIB Bundle Reimburse from Various Cities	\$167,228.00	\$167,227.82	\$0.00	\$0.00	\$0.00
Total Other Financing		\$167,228.00	\$167,227.82	\$0.00	\$0.00	\$0.00
Total Street Improvement Fund		\$400,278.00	\$497,294.06	\$512,647.00	\$370,823.90	\$2,780,080.00
Criminal Justice Funds						
Taxes						
110-000-000-313-71-00-00	Local Criminal Justice	\$48,000.00	\$51,735.47	\$48,000.00	\$38,986.56	\$51,000.00
Total Taxes		\$48,000.00	\$51,735.47	\$48,000.00	\$38,986.56	\$51,000.00
Intergovernmental						
State Entitle, Impact						

110-000-000-336-06-20-00	Criminal Justice High Crime	\$0.00	\$0.00	\$0.00	\$1,814.10	\$0.00
110-000-000-336-06-21-00	CJ Population - LoPop	\$1,000.00	\$1,000.00	\$1,000.00	\$750.00	\$1,000.00
110-000-000-336-06-26-00	CJ Special Programs	\$2,693.00	\$2,678.97	\$2,856.00	\$2,132.50	\$2,870.00
110-000-000-336-06-51-00	CJ Dui & other CJ Assistance	\$275.00	\$683.64	\$275.00	\$2,126.62	\$2,000.00
Total State Entitle, Impact		\$3,968.00	\$4,362.61	\$4,131.00	\$6,823.22	\$5,870.00
Total Intergovernmental		\$3,968.00	\$4,362.61	\$4,131.00	\$6,823.22	\$5,870.00
Miscellaneous Revenue						
110-000-000-369-10-00-00	Sale of Surplus Property	\$21,653.00	\$21,653.22	\$0.00	\$0.00	\$5,000.00
Total Miscellaneous		\$21,653.00	\$21,653.22	\$0.00	\$0.00	\$5,000.00
Total Criminal Justice Funds		\$73,621.00	\$77,751.30	\$52,131.00	\$45,809.78	\$61,870.00
Project Planning Fund						
Taxes						
Other Taxes						
305-000-000-318-35-00-00	Second Quarter Reet Tax	\$70,000.00	\$39,705.83	\$60,000.00	\$42,150.94	\$40,000.00
Total Other Taxes		\$70,000.00	\$39,705.83	\$60,000.00	\$42,150.94	\$40,000.00
Total Taxes		\$70,000.00	\$39,705.83	\$60,000.00	\$42,150.94	\$40,000.00
Intergovernmental						
305-000-000-334-04-20-00	Dept of Commerce Grant	\$50,000.00	\$50,000.00	\$50,000.00	\$115,000.00	\$0.00
Total Intergovernmental		\$50,000.00	\$50,000.00	\$50,000.00	\$115,000.00	\$0.00
Miscellaneous Revenues						
305-000-000-361-11-00-00	Investment Interest Earned	\$150.00	\$662.05	\$800.00	\$744.78	\$800.00
305-000-000-361-11-01-00	Accrued Interest US Bonds	\$0.00	\$1,331.54	\$1,000.00	\$1,289.20	\$1,000.00
Total Miscellaneous		\$150.00	\$1,993.59	\$1,800.00	\$2,033.98	\$1,800.00
Total Project Planning Fund		\$120,150.00	\$91,699.42	\$111,800.00	\$159,184.92	\$41,800.00
Water Fund 401						
Charges for Goods and						

401-000-000-343-40-00-00	Water Service	\$514,000.00	\$524,881.49	\$528,000.00	\$392,841.17	\$528,000.00
401-000-000-343-40-01-00	Water Connection Fees	\$22,300.00	\$4,840.00	\$42,750.00	\$3,100.00	\$15,500.00
401-000-000-343-40-02-00	Water Meter Sales	\$500.00	\$0.00	\$500.00	\$1,205.00	\$200.00
401-000-000-343-40-03-00	BAT Certifications	\$0.00	\$2,533.30	\$3,250.00	\$0.00	\$3,250.00
401-000-000-343-40-06-00	Other Fees	\$200.00	\$1,550.00	\$1,500.00	\$1,350.00	\$1,500.00
Total Charges for Goods		\$537,000.00	\$533,804.79	\$576,000.00	\$398,496.17	\$548,450.00
Fines and Penalties						
Non-Court Fines,						
401-000-000-359-40-00-00	Late Fees	\$6,500.00	\$3,863.21	\$5,000.00	\$3,221.98	\$3,800.00
401-000-000-359-40-01-00	Shut Off Fees	\$1,500.00	\$603.14	\$1,000.00	\$585.00	\$620.00
Total Non-Court Fines,		\$8,000.00	\$4,466.35	\$6,000.00	\$3,806.98	\$4,420.00
Total Fines and Penalties		\$8,000.00	\$4,466.35	\$6,000.00	\$3,806.98	\$4,420.00
Miscellaneous Revenues						
401-000-000-361-11-00-00	Investment Interest Earned	\$300.00	\$9,672.65	\$9,000.00	\$4,787.72	\$8,000.00
401-000-000-361-11-01-00	Accrued Interest US Bonds	\$0.00	\$2,484.68	\$2,000.00	\$2,228.80	\$2,200.00
401-000-000-369-10-00-00	Sale of Surplus Property	\$0.00	\$0.00	\$0.00	\$1,272.67	\$2,500.00
401-000-000-369-40-01-00	Judgements & Settlements	\$200.00	\$0.00	\$200.00	\$0.00	\$200.00
401-000-000-369-91-01-00	Miscellaneous	\$25.00	\$0.00	\$25.00	\$71.13	\$25.00
401-000-000-369-91-02-00	Miscellaneous Refunds	\$0.00	\$0.00	\$0.00	\$29.11	\$0.00
Total Miscellaneous		\$525.00	\$12,157.33	\$11,225.00	\$8,389.43	\$12,925.00
Total Water Fund 401		\$545,525.00	\$550,428.47	\$593,225.00	\$410,692.58	\$565,795.00
Water System Improvement						
Intergovernmental						
402-000-000-339-26-64-00	DOC Water Comp Plan grant	\$150,000.00	\$0.00	\$150,000.00	\$0.00	\$150,000.00
Total Intergovernmental		\$150,000.00	\$0.00	\$150,000.00	\$0.00	\$150,000.00
Miscellaneous Revenues						
Interest and Other						
402-000-000-361-11-00-00	Investment Interest Earned	\$115.00	\$3,210.54	\$3,000.00	\$1,430.13	\$2,000.00
402-000-000-361-11-01-00	Accrued Interest US Bonds	\$0.00	\$4,711.79	\$4,500.00	\$7,690.84	\$4,500.00

Total Interest and Other		\$115.00	\$7,922.33	\$7,500.00	\$9,120.97	\$6,500.00
Contributions &						
402-000-000-367-00-34-00	Water Connection Fees	\$22,300.00	\$4,840.00	\$42,750.00	\$3,100.00	\$15,500.00
402-000-000-367-00-34-01	Water Infrastructure	\$20,000.00	\$2,000.00	\$15,000.00	\$1,000.00	\$5,000.00
Total Contributions &		\$42,300.00	\$6,840.00	\$57,750.00	\$4,100.00	\$20,500.00
Total Miscellaneous		\$42,415.00	\$14,762.33	\$65,250.00	\$13,220.97	\$27,000.00
Other Financing Sources						
402-000-000-397-34-02-00	Transfer From Water Fund	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00
Total Other Financing		\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00
Total Water System		\$207,415.00	\$29,762.33	\$230,250.00	\$28,220.97	\$192,000.00
Wastewater Fund 406						
Charges for Goods and						
406-000-000-343-50-00-00	Wastewater Service	\$885,000.00	\$884,277.33	\$928,976.00	\$712,126.37	\$928,976.00
406-000-000-343-50-01-00	Wastewater Connection Fees	\$27,100.00	\$2,850.00	\$57,750.00	\$4,100.00	\$20,500.00
Total Charges for Goods		\$912,100.00	\$887,127.33	\$986,726.00	\$716,226.37	\$949,476.00
Fines and Penalties						
Non-Court Fines,						
406-000-000-359-50-00-00	Late Fees	\$10,000.00	\$6,948.90	\$8,000.00	\$6,492.20	\$8,000.00
Total Non-Court Fines,		\$10,000.00	\$6,948.90	\$8,000.00	\$6,492.20	\$8,000.00
Total Fines and Penalties		\$10,000.00	\$6,948.90	\$8,000.00	\$6,492.20	\$8,000.00
Miscellaneous Revenues						
406-000-000-361-11-00-00	Investment Interest Earned	\$200.00	\$1,590.66	\$1,500.00	\$925.75	\$1,200.00
406-000-000-361-11-01-00	Accrued Interest US Bonds	\$0.00	\$3,680.84	\$2,200.00	\$3,350.20	\$3,300.00
406-000-000-369-10-00-00	Sale of Surplus Property	\$0.00	\$0.00	\$0.00	\$411.17	\$2,500.00
406-000-000-369-40-01-00	Judgements & Settlements	\$270.00	\$0.00	\$270.00	\$0.00	\$270.00
406-000-000-369-91-01-00	Miscellaneous Refunds	\$0.00	\$0.00	\$0.00	\$29.11	\$0.00
Total Miscellaneous		\$470.00	\$5,271.50	\$3,970.00	\$4,716.23	\$7,270.00

Total Wastewater Fund 406		\$922,570.00	\$899,347.73	\$998,696.00	\$727,434.80	\$964,746.00
Wastewater System Improve						
408-000-000-337-00-00-01	LC EDC .09 Sales Tax Funds	\$1,700,000.00	\$224,881.57	\$1,000,000.00	\$141,150.58	\$200,000.00
Miscellaneous Revenues						
408-000-000-361-11-00-00	Investment Interest Earned	\$100.00	\$2,417.50	\$2,400.00	\$1,228.34	\$2,000.00
408-000-000-361-11-01-00	Accrued Interest US Bonds	\$0.00	\$5,386.35	\$4,500.00	\$9,707.85	\$5,000.00
Contributions &						
408-000-000-367-00-35-00	Wastewater Connection Fees	\$27,100.00	\$2,850.00	\$57,750.00	\$4,100.00	\$20,500.00
408-000-000-367-00-35-01	Wastewater Infrastructure	\$20,000.00	\$1,000.00	\$15,000.00	\$1,000.00	\$5,000.00
Total Contributions &		\$47,100.00	\$3,850.00	\$72,750.00	\$5,100.00	\$25,500.00
Total Miscellaneous		\$47,200.00	\$11,653.85	\$79,650.00	\$16,036.19	\$32,500.00
Other Financing Sources						
Transfers-In						
408-000-000-397-35-00-00	Transfer from Wastewater Fund	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00
Total Transfers-In		\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00
Total Other Financing		\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00
Total Wastewater System		\$1,762,200.00	\$251,535.42	\$1,094,650.00	\$172,186.77	\$247,500.00
Sewer Capital Equipment Fund						
Other Financing Uses						
Transfers-In						
409-000-000-397-35-00-00	Transfer In Wastewater Fund	\$15,000.00	\$18,333.37	\$15,000.00	\$15,000.00	\$15,000.00
Total Transfers-In		\$15,000.00	\$18,333.37	\$15,000.00	\$15,000.00	\$15,000.00
Total Other Financing		\$15,000.00	\$18,333.37	\$15,000.00	\$15,000.00	\$15,000.00
Total Sewer Capital Equipment		\$15,000.00	\$18,333.37	\$15,000.00	\$15,000.00	\$15,000.00
Water Capital Equipment Fund						

Other Financing Uses						
Transfers-In						
411-000-000-397-34-00-00	Transfer In Water Fund	\$15,000.00	\$18,333.36	\$15,000.00	\$15,000.00	\$15,000.00
Total Transfers-In		\$15,000.00	\$18,333.36	\$15,000.00	\$15,000.00	\$15,000.00
Total Other Financing		\$15,000.00	\$18,333.36	\$15,000.00	\$15,000.00	\$15,000.00
Total Water Capital Equipment		\$15,000.00	\$18,333.36	\$15,000.00	\$15,000.00	\$15,000.00
LID 2011-1 Bond Redemption						
Non-Court Fines &						
415-000-000-359-00-01-00	Assessment Penalties	\$100.00	\$0.00	\$100.00	\$0.00	\$100.00
Total Non-Court Fines &		\$100.00	\$0.00	\$100.00	\$0.00	\$100.00
Miscellaneous Revenues						
Interest & Other Earnings						
415-000-000-361-11-00-00	Investment Interest Earned	\$1,850.00	\$0.00	\$2,500.00	\$0.00	\$0.00
415-000-000-361-11-01-00	Accrued Interest US Bonds	\$0.00	\$2,206.10	\$0.00	\$10,215.99	\$2,500.00
415-000-000-361-40-00-00	Interest - Assessment	\$4,675.00	\$1,999.78	\$2,500.00	\$936.89	\$2,500.00
Total Interest & Other		\$6,525.00	\$4,205.88	\$5,000.00	\$11,152.88	\$5,000.00
Special Assessments						
415-000-000-368-10-00-00	Assessment Principal	\$150,000.00	\$31,649.23	\$40,000.00	\$17,646.32	\$40,000.00
Total Special		\$150,000.00	\$31,649.23	\$40,000.00	\$17,646.32	\$40,000.00
Total Miscellaneous		\$156,525.00	\$35,855.11	\$45,000.00	\$28,799.20	\$45,000.00
Total LID 2011-1 Bond		\$156,625.00	\$35,855.11	\$45,100.00	\$28,799.20	\$45,100.00
Grand Totals		\$6,628,009.00	\$4,755,289.84	\$5,361,846.00	\$3,258,502.56	\$6,769,675.00

Shawn O'Neill,
Mayor
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Brian Watson,
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Ivan Wiediger,
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Don Webster,
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Heather Stewart,
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Duane Crouse,
Council Position No.5
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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

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City Website

www.cityofnapavine.com

BUDGET WORKSHOP: 2026 REVENUES & FEE SCHEDULE @ 5:30PM

- I. CALL TO ORDER
- II. INVOCATION
- III. PLEDGE OF ALLEGIANCE
- IV. ROLL CALL
- V. APPROVAL OF AGENDA – AS PRESENTED
- VI. APPROVAL OF MEETING MINUTES – OCTOBER 14, 2025
 - 1) Regular Council Meeting
- VII. STAFF & COUNCIL REPORT
- VIII. CITIZEN COMMENTS – NON-AGENDA ITEMS
- IX. NEW BUSINESS
 - 1) Vouchers – M. Whitten
 - 2) DRAFT Mobile Food Truck Code – B. Morris
 - 3) Warrant Processing Agreements: Morton and Mossyrock – R. Denham / J. Godbey
 - 4) ILA Court Services Morton and Mossyrock 2026 (Renew)– R. Denham/L. DeWitt
- X. ADJOURNMENT – CLOSE OF MEETING

Council Meeting is held in person and via Teleconference.

Teleconference Information

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

Access code: 8460198

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



NAPAVINE CITY COUNCIL REGULAR MEETING MINUTES

October 14, 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 Rachelle Denham.

PLEDGE OF ALLEGIANCE:

Mayor Shawn O'Neill led the flag salute.

ROLL CALL:

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

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

MOVED:	Don Webster	Motion: Excuse Heather Stewart
SECONDED:	Brian Watson	
<i>Discussion: No Discussion</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried: 4 aye and 0 nay.	

CONSENT/APPROVAL OF AGENDA

MOVED:	Duane Crouse	Motion: Approval of Agenda- As Presented.
SECONDED:	Ivan Wiediger	
<i>Discussion: No Discussion</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried: 4 aye and 0 nay.	

APPROVAL OF MEETING MINUTES

MOVED:	Brian Watson	Motion: Approval of the regular council meeting minutes for September 23, 2025.
SECONDED:	Duane Crouse	
<i>Discussion: No Discussion.</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried: 4 aye and 0 nay.	

STAFF & COUNCIL REPORTS:

John Brockmueller – Chief of Police

- The report is in writing.

Bryan Morris - PW/CD Director

- The report is in writing.

Rachelle Denham – Clerk

- The report is in writing. A flyer was given to council members for AWC Elected Officials Training on December 6th, the cost is \$95 pp. Please let the clerk know if you want to attend so she can get it scheduled. Operations are normal.

Michelle Whitten - Treasurer

- The 2023-2024 State Audit has started and is planned to be a Hybrid which should save some money. Budget season is here as well and have been meeting with department heads to finalize where they are at, hoping to get that done next week.

Duane Crouse – Mayor Pro Tem

- Recently attended the First Amendment Training with city staff and Winlock. Also, participated in a call with the auditor for the State Audit.

Brian Watson – Councilor 1

- Had a question come up from a citizen last week regarding some building that was going on next to his property and he expressed some urgency in his e-mail wanting to talk with Director Morris. Even while on vacation Director Morris reached out to the citizen and answered his question. The accessibility to staff is appreciated.

Shawn O'Neill – Mayor

- Getting ready for the budget season meeting with staff. Saw that Officer Nichols was sworn in at Yelm Police Department, best of luck to him.

Deborah Graham – Planning Commission

- After a few months of not having a meeting the Planning Commission met and reviewed the mobile food truck code, and it was passed on to council.

Paula Sandirk – Funtime Festival

- Hoping to have the lighted parade at Christmas time and plan to have some cars at Trunk & Treat.

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

- Gene LaFond, 317 Ridgeview Dr – A longtime resident is concerned and upset about a 60x30 pole building being built in his neighborhood and feels that city codes are not being adhered to for this project. The building being built is in an R-2 zoning district, but R-1 permits can be allowed. It's not a single-family residence being built and it can't be occupied the way it's permitted. Mr. LaFond talked with a lawyer about what he can do as far as under the CC&R, very little. The lawyer suggested that he go to the city codes/zones and see where it falls. Mayor O'Neill provided feedback addressing the concerns Gene brought up and suggested having a meeting with Director Morris when he gets back from vacation to further discuss. Gene provided a packet of information to the Mayor, Council and City Clerk.
- Diane Boudreau, Neighbor to pole barn – Expressed her unhappiness with Bryan and how she got treated when talking with Bryan. She also expressed her concerns about the pole barn garage that is being built. It's not a house, it's not an apartment, it's not a condo, and it's not a duplex. The mayor provided a response to her concerns letting her know that he'll give transparent and clear government communication, whether it's information you want to hear or not. Mayor Pro Tem also commented that the issue that we're fighting against, the people in Olympia, they're looking at the tiny home type thing in people's backyards as we've got a huge homeless population, huge housing crisis, there's not enough houses for the number of people and areas like us are feeling the impact of their rulings.

- Christian Olsen, 231 Mitchell Lane – He expressed his concern for the pole building being built not to code in a single-family neighborhood. We live in a single family residential, and a non-single family residential building is being constructed.
- Jim Curtis, Napavine WA – Echoes what else has been said about the pole building being built. He moved to Napavine 20 years ago and built a deck on his property and had to jump through many hoops with the council. This seems unbelievable and don't let the State of WA push you around. He is concerned about safety and construction. The mayor asked that he bring the codes to us so we can review and have an effective conversation.

NEW BUSINESS

VOUCHERS- M. WHITTEN

- October 2025 1st Council Meeting

Reference	Date	Amount	Notes
ACH Pay - 15768	10/2/2025	\$3,424.71	
ACH Pay - 15769	10/2/2025	\$2,010.85	
TOTAL		\$372,932.74	

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

Accounts Payable	41	164	143,165.80	40027-40071
Electronic Payments	4	4	135,709.94	EFT*20251006-09
Payroll Vendors	1	1	1,219.00	40026
Electronic Payroll	5	5	45,418.63	EFT*20251001-05
ACH Direct Deposit	17	17	47,419.37	Payroll 9/16-9/30 2025
Total Vouchers	68	191	\$372,932.74	

MOVED:	Don Webster	Motion: Pay the bills. Approval of the Vouchers dated October 2025-1st Council Meeting.
SECONDED:	Ivan Wiediger	
<i>Discussion: No Discussion</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried: 4 aye and 0 nay.	

RESOLUTION 2025-10-164: ADOPTING LEWIS COUNTY HAZARD MITIGATION PLAN – R. DENHAM

MOVED:	Duane Crouse	Motion: Approve Resolution 2025-10-164 Hazard Mitigation Plan.
SECONDED:	Don Webster	
<i>Discussion: No Discussion.</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried: 4 aye and 0 nay.	

ADJOURNMENT: *Meeting Adjourned at approximately 6:51 p.m.*

MOVED:	Ivan Wiediger	Motion: To Adjourn – Close of Meeting
SECONDED:	Don Webster	
<i>Discussion: No Discussion.</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried: 4 aye and 0 nay.	

These minutes are not verbatim. If so desired, a recording of this meeting is available online from freeconferencecall.com or at the link <https://fccdl.in/G9SWnELZ6W>.

Respectfully submitted,

Rachelle Denham, City Clerk

Shawn O'Neill, Mayor

Councilor



Voucher Report Oct 28, 2025

October 2025 2nd Council Meeting

Reference	Date	Amount	Notes
Reference Number: 40072	911 Supply Public Safety Gear & /	\$68.30	
INV-1-552413	10/14/2025	\$68.30	Patrol Uniforms- 5 Heros Name tape
Reference Number: 40073	ALS Environmental	\$335.00	
36-51-695277-0	10/16/2025	\$335.00	2 water tests
Reference Number: 40074	BHC Consultants	\$16,574.49	
0022904	8/6/2025	\$616.30	Jefferson Improv
0023256	8/6/2025	\$15,958.19	Jefferson Improv Const
Reference Number: 40075	City of Napavine	\$1,418.99	
2025*07 Court Security	10/22/2025	\$340.55	2025*07 Court Security
2025*08 Court Security	10/22/2025	\$340.55	2025*08 Court Security
2025*09 Court Security	10/22/2025	\$340.55	2025*09 Court Security
2025*10 Court Security	10/22/2025	\$397.34	2025*10 Court Security
Reference Number: 40076	Crystal Springs/Primo	\$46.34	
24715952 100825	10/8/2025	\$46.34	3 water bottles and rental
Reference Number: 40077	DJ'S Plumbing	\$2,138.40	
58850	10/20/2025	\$2,138.40	2025 Annual Bat Testing for 36 BAT
Reference Number: 40078	Jackson Civil Engineering LLC	\$1,077.50	
0016-27-16	10/14/2025	\$1,077.50	Pre con Jefferson Station etc
Reference Number: 40079	LECO Supply, Inc	\$1,131.08	
237061	10/20/2025	\$1,131.08	Chlorine 3 drums
Reference Number: 40080	Lemay Mobile Shredding	\$1.04	

October 2025 2nd Council Meeting

Reference	Date	Amount	Notes
4905351185	10/1/2025	\$1.04	9/1-9/30 shred
Reference Number: 40081	Lewis County Animal Shelter	\$80.00	
11502	10/10/2025	\$80.00	10/9 animal surrender
Reference Number: 40082	Lewis County Fleet Svs.	\$133.40	
43782	9/23/2025	\$133.40	23 Dodge Charger Oil change
Reference Number: 40083	Lewis County Sheriffs Office	\$1,039.78	
2025*Oct drug burn	10/23/2025	\$18.20	Drug Burn 14 boxes-142.75 lbs
2025*Sept Evidence	10/3/2025	\$1,021.58	2025*Sept- Evidence Handling
Reference Number: 40084	Lewis County Treasurer	\$82.45	
2025*Sept Crime Victims	10/22/2025	\$82.45	2025 -Sept Court Remittance
Reference Number: 40085	Mott Macdonald	\$2,891.25	
507520360	10/15/2025	\$2,891.25	PFAS Support
Reference Number: 40086	Providence Hospital/cent	\$16.00	
2025*sept blood draws	10/5/2025	\$16.00	blood draws Perez and Baker
Reference Number: 40087	Quill Corporation	\$233.75	
45971249	9/30/2025	\$56.47	Door Hangers W/S
46102103	10/8/2025	\$173.18	PD office supplies
46102214	10/8/2025	\$4.10	PD office supplies
Reference Number: 40088	State Auditor's Office	\$834.60	
L170871	10/9/2025	\$834.60	Accountability/Financial Audit 23-24
Reference Number: 40089	State Treasurer's Office	\$4,384.34	
2025*Sept State Remit	10/23/2025	\$4,384.34	2025*Sept State Remit

October 2025 2nd Council Meeting

Reference	Date	Amount	Notes
Reference Number: 40090	Tyler Rental	\$132.42	
E655933	10/14/2025	\$132.42	
Reference Number: 40091	US Bank Corp Payment Syst	\$2,324.54	
024568 Soft Touch Car Wash	9/30/2025	\$16.60	Car Wash/T.Nichols
113-3540589-7686604 Amazon	9/25/2025	\$27.01	office supplies
113-6476481-8749840 Amazon	9/17/2025	\$14.04	Office Supplies
113-9341767-9226641 Amazon	9/9/2025	\$575.52	Flashing LED ped xing sign
24011345269100145189197 Microsoft	9/26/2025	\$216.19	microsoft windows 11 (on older laptop)
33701116318 Les Schwab	9/8/2025	\$1,261.26	LR Flat Tire
56578 Dollar General	10/1/2025	\$71.62	Clorox Bleach x 9
79016506 Free Conference Call	9/15/2025	\$3.25	file storage 9/15/25-10/14/25
840-59800225-2-6573792-2 US Postal Servic	9/25/2025	\$81.84	USPS Postal US flag coil/100 x 1
975318 Napavine Ace Hardware	9/24/2025	\$40.18	Staplegun T50 Arrow and Staple T-50 1250PK
INV323334999 Zoom	9/27/2025	\$17.03	Zoom subscription Sept 27, 2025- Oct 26, 2025
Reference Number: 40092	Wilson Parts Corporation	\$38.99	
367321	10/20/2025	\$38.99	head light Max trk
Reference Number: EFT*20251010	Dept of Retirement Systems	\$7,003.45	
Emp Rtmt - 15751	10/2/2025	\$177.04	
Emp Rtmt - 15752	10/2/2025	\$180.97	
Emp Rtmt - 15753	10/2/2025	\$255.35	
Emp Rtmt - 15754	10/2/2025	\$201.25	
Emp Rtmt - 15755	10/2/2025	\$627.29	
Emp Rtmt - 15757	10/2/2025	\$219.99	
Emp Rtmt - 15758	10/2/2025	\$211.79	
Emp Rtmt - 15759	10/2/2025	\$159.46	
Emp Rtmt - 15760	10/2/2025	\$215.45	
Emp Rtmt - 15761	10/2/2025	\$135.55	
Emp Rtmt - 15762	10/2/2025	\$190.98	
Emp Rtmt - 15764	10/2/2025	\$169.53	

October 2025 2nd Council Meeting

Reference	Date	Amount	Notes
Emp Rtmt - 15765	10/2/2025	\$182.02	
Emp Rtmt - 15767	10/2/2025	\$205.01	
Emp Rtmt - 15768	10/2/2025	\$281.59	
Emp Rtmt - 15769	10/2/2025	\$151.57	
Nichols adj 9/30/2025	10/15/2025	(\$387.06)	
Taxable Retirement - 15751	10/2/2025	\$283.86	
Taxable Retirement - 15752	10/2/2025	\$174.49	
Taxable Retirement - 15753	10/2/2025	\$409.42	
Taxable Retirement - 15754	10/2/2025	\$322.69	
Taxable Retirement - 15755	10/2/2025	\$385.18	
Taxable Retirement - 15757	10/2/2025	\$352.73	
Taxable Retirement - 15758	10/2/2025	\$204.20	
Taxable Retirement - 15759	10/2/2025	\$153.74	
Taxable Retirement - 15760	10/2/2025	\$270.28	
Taxable Retirement - 15761	10/2/2025	\$130.69	
Taxable Retirement - 15762	10/2/2025	\$184.13	
Taxable Retirement - 15764	10/2/2025	\$163.46	
Taxable Retirement - 15765	10/2/2025	\$175.50	
Taxable Retirement - 15767	10/2/2025	\$197.67	
Taxable Retirement - 15768	10/2/2025	\$271.49	
Taxable Retirement - 15769	10/2/2025	\$146.14	
Reference Number: EFT*20251011	Dept of Labor & Industry	\$11,650.50	
Emp L&I - 15656	7/16/2025	\$235.39	
Emp L&I - 15657	7/16/2025	\$107.49	
Emp L&I - 15658	7/16/2025	\$107.49	
Emp L&I - 15659	7/16/2025	\$204.57	
Emp L&I - 15660	7/16/2025	\$246.60	
Emp L&I - 15661	7/16/2025	\$131.71	
Emp L&I - 15662	7/16/2025	\$191.96	
Emp L&I - 15663	7/16/2025	\$14.17	
Emp L&I - 15664	7/16/2025	\$96.11	

October 2025 2nd Council Meeting

Reference	Date	Amount	Notes
Emp L&I - 15665	7/16/2025	\$15.73	
Emp L&I - 15666	7/16/2025	\$15.54	
Emp L&I - 15667	7/16/2025	\$104.96	
Emp L&I - 15668	7/16/2025	\$6.58	
Emp L&I - 15669	7/16/2025	\$11.52	
Emp L&I - 15670	7/16/2025	\$16.27	
Emp L&I - 15671	7/16/2025	\$82.20	
Emp L&I - 15672	7/16/2025	\$12.25	
Emp L&I - 15674	8/4/2025	\$117.61	
Emp L&I - 15675	8/4/2025	\$116.98	
Emp L&I - 15677	8/4/2025	\$312.46	
Emp L&I - 15678	8/4/2025	\$277.43	
Emp L&I - 15679	8/4/2025	\$291.44	
Emp L&I - 15680	8/4/2025	\$15.27	
Emp L&I - 15681	8/4/2025	\$70.82	
Emp L&I - 15682	8/4/2025	\$18.29	
Emp L&I - 15683	8/4/2025	\$17.92	
Emp L&I - 15684	8/4/2025	\$117.61	
Emp L&I - 15685	8/4/2025	\$14.26	
Emp L&I - 15687	8/4/2025	\$16.09	
Emp L&I - 15688	8/4/2025	\$27.82	
Emp L&I - 15689	8/4/2025	\$12.25	
Emp L&I - 15690	8/4/2025	\$183.55	
Emp L&I - 15691	8/4/2025	\$238.20	
Emp L&I - 15692	8/4/2025	\$13.07	
Emp L&I - 15693	8/5/2025	\$1.10	
Emp L&I - 15694	8/19/2025	\$280.23	
Emp L&I - 15695	8/19/2025	\$60.70	
Emp L&I - 15696	8/19/2025	\$93.58	
Emp L&I - 15697	8/19/2025	\$226.99	
Emp L&I - 15698	8/19/2025	\$226.99	
Emp L&I - 15699	8/19/2025	\$250.81	

October 2025 2nd Council Meeting

Reference	Date	Amount	Notes
Emp L&I - 15700	8/19/2025	\$280.23	
Emp L&I - 15701	8/19/2025	\$15.54	
Emp L&I - 15702	8/19/2025	\$101.17	
Emp L&I - 15703	8/19/2025	\$14.63	
Emp L&I - 15704	8/19/2025	\$14.08	
Emp L&I - 15706	8/19/2025	\$14.45	
Emp L&I - 15707	8/19/2025	\$14.95	
Emp L&I - 15708	8/19/2025	\$1.65	
Emp L&I - 15710	8/19/2025	\$106.23	
Emp L&I - 15711	8/19/2025	\$15.36	
Emp L&I - 15712	8/19/2025	\$94.84	
Emp L&I - 15714	8/19/2025	\$19.29	
Emp L&I - 15715	9/2/2025	\$250.81	
Emp L&I - 15716	9/2/2025	\$97.37	
Emp L&I - 15717	9/2/2025	\$92.95	
Emp L&I - 15718	9/2/2025	\$224.18	
Emp L&I - 15719	9/2/2025	\$112.09	
Emp L&I - 15720	9/2/2025	\$248.00	
Emp L&I - 15721	9/2/2025	\$257.81	
Emp L&I - 15722	9/2/2025	\$8.32	
Emp L&I - 15723	9/2/2025	\$55.64	
Emp L&I - 15724	9/2/2025	\$13.71	
Emp L&I - 15725	9/2/2025	\$14.26	
Emp L&I - 15726	9/2/2025	\$73.35	
Emp L&I - 15727	9/2/2025	\$13.12	
Emp L&I - 15728	9/2/2025	\$13.62	
Emp L&I - 15729	9/2/2025	\$5.26	
Emp L&I - 15730	9/2/2025	\$9.87	
Emp L&I - 15731	9/2/2025	\$101.17	
Emp L&I - 15732	9/2/2025	\$14.63	
Emp L&I - 15733	9/2/2025	\$1.10	
Emp L&I - 15734	9/17/2025	\$235.39	

October 2025 2nd Council Meeting

Reference	Date	Amount	Notes
Emp L&I - 15735	9/17/2025	\$67.02	
Emp L&I - 15736	9/17/2025	\$145.72	
Emp L&I - 15737	9/17/2025	\$226.99	
Emp L&I - 15738	9/17/2025	\$175.14	
Emp L&I - 15739	9/17/2025	\$274.63	
Emp L&I - 15740	9/17/2025	\$12.53	
Emp L&I - 15741	9/17/2025	\$101.17	
Emp L&I - 15742	9/17/2025	\$11.52	
Emp L&I - 15743	9/17/2025	\$15.18	
Emp L&I - 15744	9/17/2025	\$101.17	
Emp L&I - 15745	9/17/2025	\$12.85	
Emp L&I - 15746	9/17/2025	\$13.35	
Emp L&I - 15747	9/17/2025	\$6.08	
Emp L&I - 15748	9/17/2025	\$16.46	
Emp L&I - 15749	9/17/2025	\$98.01	
Emp L&I - 15750	9/17/2025	\$12.25	
Emp L&I - 15751	10/2/2025	\$226.99	
Emp L&I - 15752	10/2/2025	\$44.89	
Emp L&I - 15753	10/2/2025	\$255.01	
Emp L&I - 15754	10/2/2025	\$226.99	
Emp L&I - 15755	10/2/2025	\$119.10	
Emp L&I - 15756	10/2/2025	\$1.10	
Emp L&I - 15757	10/2/2025	\$304.05	
Emp L&I - 15758	10/2/2025	\$15.95	
Emp L&I - 15759	10/2/2025	\$73.35	
Emp L&I - 15760	10/2/2025	\$11.25	
Emp L&I - 15761	10/2/2025	\$9.83	
Emp L&I - 15762	10/2/2025	\$101.17	
Emp L&I - 15764	10/2/2025	\$14.67	
Emp L&I - 15765	10/2/2025	\$14.99	
Emp L&I - 15766	10/2/2025	\$5.49	
Emp L&I - 15767	10/2/2025	\$17.74	

October 2025 2nd Council Meeting

Reference	Date	Amount	Notes
Emp L&I - 15768	10/2/2025	\$78.41	
Emp L&I - 15769	10/2/2025	\$16.27	
L&I - 15656	7/16/2025	\$26.54	
L&I - 15657	7/16/2025	\$23.97	
L&I - 15658	7/16/2025	\$23.97	
L&I - 15659	7/16/2025	\$23.07	
L&I - 15660	7/16/2025	\$27.81	
L&I - 15661	7/16/2025	\$14.85	
L&I - 15662	7/16/2025	\$21.65	
L&I - 15663	7/16/2025	\$8.27	
L&I - 15664	7/16/2025	\$21.43	
L&I - 15665	7/16/2025	\$9.17	
L&I - 15666	7/16/2025	\$9.07	
L&I - 15667	7/16/2025	\$23.41	
L&I - 15668	7/16/2025	\$3.84	
L&I - 15669	7/16/2025	\$6.72	
L&I - 15670	7/16/2025	\$9.49	
L&I - 15671	7/16/2025	\$18.33	
L&I - 15672	7/16/2025	\$7.15	
L&I - 15674	8/4/2025	\$26.23	
L&I - 15675	8/4/2025	\$26.08	
L&I - 15677	8/4/2025	\$35.23	
L&I - 15678	8/4/2025	\$31.28	
L&I - 15679	8/4/2025	\$32.86	
L&I - 15680	8/4/2025	\$8.91	
L&I - 15681	8/4/2025	\$15.79	
L&I - 15682	8/4/2025	\$10.66	
L&I - 15683	8/4/2025	\$10.45	
L&I - 15684	8/4/2025	\$26.23	
L&I - 15685	8/4/2025	\$8.32	
L&I - 15687	8/4/2025	\$9.39	
L&I - 15688	8/4/2025	\$6.20	

October 2025 2nd Council Meeting

Reference	Date	Amount	Notes
L&I - 15689	8/4/2025	\$7.15	
L&I - 15690	8/4/2025	\$20.70	
L&I - 15691	8/4/2025	\$26.86	
L&I - 15692	8/4/2025	\$7.63	
L&I - 15693	8/5/2025	\$0.64	
L&I - 15694	8/19/2025	\$31.60	
L&I - 15695	8/19/2025	\$13.54	
L&I - 15696	8/19/2025	\$20.87	
L&I - 15697	8/19/2025	\$25.60	
L&I - 15698	8/19/2025	\$25.60	
L&I - 15699	8/19/2025	\$28.28	
L&I - 15700	8/19/2025	\$31.60	
L&I - 15701	8/19/2025	\$9.07	
L&I - 15702	8/19/2025	\$22.56	
L&I - 15703	8/19/2025	\$8.53	
L&I - 15704	8/19/2025	\$8.21	
L&I - 15706	8/19/2025	\$8.43	
L&I - 15707	8/19/2025	\$8.72	
L&I - 15708	8/19/2025	\$0.96	
L&I - 15710	8/19/2025	\$23.69	
L&I - 15711	8/19/2025	\$8.96	
L&I - 15712	8/19/2025	\$21.15	
L&I - 15714	8/19/2025	\$11.25	
L&I - 15715	9/2/2025	\$28.28	
L&I - 15716	9/2/2025	\$21.71	
L&I - 15717	9/2/2025	\$20.73	
L&I - 15718	9/2/2025	\$25.28	
L&I - 15719	9/2/2025	\$12.64	
L&I - 15720	9/2/2025	\$27.97	
L&I - 15721	9/2/2025	\$29.07	
L&I - 15722	9/2/2025	\$4.85	
L&I - 15723	9/2/2025	\$12.41	

October 2025 2nd Council Meeting

Reference	Date	Amount	Notes
L&I - 15724	9/2/2025	\$8.00	
L&I - 15725	9/2/2025	\$8.32	
L&I - 15726	9/2/2025	\$16.36	
L&I - 15727	9/2/2025	\$7.65	
L&I - 15728	9/2/2025	\$7.95	
L&I - 15729	9/2/2025	\$3.07	
L&I - 15730	9/2/2025	\$5.76	
L&I - 15731	9/2/2025	\$22.56	
L&I - 15732	9/2/2025	\$8.53	
L&I - 15733	9/2/2025	\$0.64	
L&I - 15734	9/17/2025	\$26.54	
L&I - 15735	9/17/2025	\$14.95	
L&I - 15736	9/17/2025	\$16.43	
L&I - 15737	9/17/2025	\$25.60	
L&I - 15738	9/17/2025	\$19.75	
L&I - 15739	9/17/2025	\$30.97	
L&I - 15740	9/17/2025	\$7.31	
L&I - 15741	9/17/2025	\$22.56	
L&I - 15742	9/17/2025	\$6.72	
L&I - 15743	9/17/2025	\$8.85	
L&I - 15744	9/17/2025	\$22.56	
L&I - 15745	9/17/2025	\$7.49	
L&I - 15746	9/17/2025	\$7.79	
L&I - 15747	9/17/2025	\$3.55	
L&I - 15748	9/17/2025	\$9.60	
L&I - 15749	9/17/2025	\$21.85	
L&I - 15750	9/17/2025	\$7.15	
L&I - 15751	10/2/2025	\$25.60	
L&I - 15752	10/2/2025	\$10.01	
L&I - 15753	10/2/2025	\$28.76	
L&I - 15754	10/2/2025	\$25.60	
L&I - 15755	10/2/2025	\$13.43	

October 2025 2nd Council Meeting

Reference	Date	Amount	Notes
L&I - 15756	10/2/2025	\$0.64	
L&I - 15757	10/2/2025	\$34.29	
L&I - 15758	10/2/2025	\$9.31	
L&I - 15759	10/2/2025	\$16.36	
L&I - 15760	10/2/2025	\$6.56	
L&I - 15761	10/2/2025	\$5.73	
L&I - 15762	10/2/2025	\$22.56	
L&I - 15764	10/2/2025	\$8.56	
L&I - 15765	10/2/2025	\$8.75	
L&I - 15766	10/2/2025	\$3.20	
L&I - 15767	10/2/2025	\$10.35	
L&I - 15768	10/2/2025	\$17.48	
L&I - 15769	10/2/2025	\$9.49	
Reference Number: EFT*20251012	WA Employment Security - PFML	\$2,334.53	
PFML - 15656	7/16/2025	\$23.29	
PFML - 15657	7/16/2025	\$9.32	
PFML - 15658	7/16/2025	\$20.32	
PFML - 15659	7/16/2025	\$32.72	
PFML - 15660	7/16/2025	\$26.87	
PFML - 15661	7/16/2025	\$21.53	
PFML - 15662	7/16/2025	\$25.38	
PFML - 15663	7/16/2025	\$24.97	
PFML - 15664	7/16/2025	\$18.47	
PFML - 15665	7/16/2025	\$25.41	
PFML - 15666	7/16/2025	\$15.98	
PFML - 15667	7/16/2025	\$20.76	
PFML - 15668	7/16/2025	\$19.99	
PFML - 15669	7/16/2025	\$21.46	
PFML - 15670	7/16/2025	\$24.18	
PFML - 15671	7/16/2025	\$32.98	
PFML - 15672	7/16/2025	\$17.87	

October 2025 2nd Council Meeting

Reference	Date	Amount	Notes
PFML - 15674	8/4/2025	\$10.19	
PFML - 15675	8/4/2025	\$20.61	
PFML - 15677	8/4/2025	\$23.27	
PFML - 15678	8/4/2025	\$22.46	
PFML - 15679	8/4/2025	\$23.46	
PFML - 15680	8/4/2025	\$22.81	
PFML - 15681	8/4/2025	\$17.12	
PFML - 15682	8/4/2025	\$23.20	
PFML - 15683	8/4/2025	\$14.85	
PFML - 15684	8/4/2025	\$19.58	
PFML - 15685	8/4/2025	\$18.27	
PFML - 15687	8/4/2025	\$23.45	
PFML - 15688	8/4/2025	\$30.45	
PFML - 15689	8/4/2025	\$16.34	
PFML - 15690	8/4/2025	\$22.00	
PFML - 15691	8/4/2025	\$30.01	
PFML - 15692	8/4/2025	\$19.61	
PFML - 15693	8/5/2025	\$6.58	
PFML - 15694	8/19/2025	\$28.71	
PFML - 15695	8/19/2025	\$5.26	
PFML - 15696	8/19/2025	\$20.35	
PFML - 15697	8/19/2025	\$31.58	
PFML - 15698	8/19/2025	\$24.80	
PFML - 15699	8/19/2025	\$24.46	
PFML - 15700	8/19/2025	\$24.10	
PFML - 15701	8/19/2025	\$24.97	
PFML - 15702	8/19/2025	\$19.58	
PFML - 15703	8/19/2025	\$25.41	
PFML - 15704	8/19/2025	\$15.98	
PFML - 15706	8/19/2025	\$19.99	
PFML - 15707	8/19/2025	\$21.46	
PFML - 15708	8/19/2025	\$1.48	

October 2025 2nd Council Meeting

Reference	Date	Amount	Notes
PFML - 15710	8/19/2025	\$31.76	
PFML - 15711	8/19/2025	\$17.87	
PFML - 15712	8/19/2025	\$20.76	
PFML - 15714	8/19/2025	\$25.89	
PFML - 15715	9/2/2025	\$22.00	
PFML - 15716	9/2/2025	\$8.44	
PFML - 15717	9/2/2025	\$21.34	
PFML - 15718	9/2/2025	\$31.04	
PFML - 15719	9/2/2025	\$24.65	
PFML - 15720	9/2/2025	\$24.44	
PFML - 15721	9/2/2025	\$21.16	
PFML - 15722	9/2/2025	\$24.97	
PFML - 15723	9/2/2025	\$19.79	
PFML - 15724	9/2/2025	\$25.41	
PFML - 15725	9/2/2025	\$15.98	
PFML - 15726	9/2/2025	\$21.42	
PFML - 15727	9/2/2025	\$19.99	
PFML - 15728	9/2/2025	\$21.46	
PFML - 15729	9/2/2025	\$4.73	
PFML - 15730	9/2/2025	\$22.46	
PFML - 15731	9/2/2025	\$34.11	
PFML - 15732	9/2/2025	\$17.87	
PFML - 15733	9/2/2025	\$6.58	
PFML - 15734	9/17/2025	\$23.54	
PFML - 15735	9/17/2025	\$20.35	
PFML - 15736	9/17/2025	\$32.28	
PFML - 15737	9/17/2025	\$25.39	
PFML - 15738	9/17/2025	\$23.12	
PFML - 15739	9/17/2025	\$23.36	
PFML - 15740	9/17/2025	\$24.97	
PFML - 15741	9/17/2025	\$17.37	
PFML - 15742	9/17/2025	\$25.41	

October 2025 2nd Council Meeting

Reference	Date	Amount	Notes
PFML - 15743	9/17/2025	\$15.98	
PFML - 15744	9/17/2025	\$22.96	
PFML - 15745	9/17/2025	\$19.99	
PFML - 15746	9/17/2025	\$21.46	
PFML - 15747	9/17/2025	\$5.47	
PFML - 15748	9/17/2025	\$24.18	
PFML - 15749	9/17/2025	\$31.56	
PFML - 15750	9/17/2025	\$17.87	
PFML - 15751	10/2/2025	\$22.14	
PFML - 15752	10/2/2025	\$21.34	
PFML - 15753	10/2/2025	\$31.68	
PFML - 15754	10/2/2025	\$25.41	
PFML - 15755	10/2/2025	\$77.59	
PFML - 15756	10/2/2025	\$6.58	
PFML - 15757	10/2/2025	\$27.21	
PFML - 15758	10/2/2025	\$24.97	
PFML - 15759	10/2/2025	\$18.80	
PFML - 15760	10/2/2025	\$25.41	
PFML - 15761	10/2/2025	\$15.98	
PFML - 15762	10/2/2025	\$22.52	
PFML - 15764	10/2/2025	\$19.99	
PFML - 15765	10/2/2025	\$21.46	
PFML - 15766	10/2/2025	\$4.93	
PFML - 15767	10/2/2025	\$24.18	
PFML - 15768	10/2/2025	\$33.20	
PFML - 15769	10/2/2025	\$17.87	
Reference Number: EFT*20251013	WA Employment Security-WA Car	\$1,780.42	
LTC - 15656	7/16/2025	\$20.53	
LTC - 15657	7/16/2025	\$8.21	
LTC - 15658	7/16/2025	\$17.91	
LTC - 15660	7/16/2025	\$23.69	

October 2025 2nd Council Meeting

Reference	Date	Amount	Notes
LTC - 15661	7/16/2025	\$18.98	
LTC - 15662	7/16/2025	\$22.37	
LTC - 15663	7/16/2025	\$22.01	
LTC - 15664	7/16/2025	\$16.28	
LTC - 15667	7/16/2025	\$18.30	
LTC - 15668	7/16/2025	\$17.62	
LTC - 15669	7/16/2025	\$18.92	
LTC - 15670	7/16/2025	\$21.31	
LTC - 15671	7/16/2025	\$29.07	
LTC - 15672	7/16/2025	\$15.75	
LTC - 15674	8/4/2025	\$8.99	
LTC - 15675	8/4/2025	\$19.75	
LTC - 15677	8/4/2025	\$22.45	
LTC - 15678	8/4/2025	\$21.56	
LTC - 15679	8/4/2025	\$22.53	
LTC - 15680	8/4/2025	\$22.01	
LTC - 15681	8/4/2025	\$16.57	
LTC - 15684	8/4/2025	\$18.88	
LTC - 15685	8/4/2025	\$17.62	
LTC - 15687	8/4/2025	\$22.52	
LTC - 15688	8/4/2025	\$29.27	
LTC - 15689	8/4/2025	\$15.75	
LTC - 15690	8/4/2025	\$19.39	
LTC - 15692	8/4/2025	\$18.92	
LTC - 15693	8/5/2025	\$5.80	
LTC - 15694	8/19/2025	\$25.30	
LTC - 15695	8/19/2025	\$4.64	
LTC - 15696	8/19/2025	\$17.94	
LTC - 15698	8/19/2025	\$21.86	
LTC - 15699	8/19/2025	\$21.56	
LTC - 15700	8/19/2025	\$21.24	
LTC - 15701	8/19/2025	\$22.01	

October 2025 2nd Council Meeting

Reference	Date	Amount	Notes
LTC - 15702	8/19/2025	\$17.26	
LTC - 15706	8/19/2025	\$17.62	
LTC - 15707	8/19/2025	\$18.92	
LTC - 15708	8/19/2025	\$1.30	
LTC - 15710	8/19/2025	\$27.99	
LTC - 15711	8/19/2025	\$15.75	
LTC - 15712	8/19/2025	\$18.30	
LTC - 15714	8/19/2025	\$22.82	
LTC - 15715	9/2/2025	\$19.39	
LTC - 15716	9/2/2025	\$7.44	
LTC - 15717	9/2/2025	\$18.81	
LTC - 15719	9/2/2025	\$21.73	
LTC - 15720	9/2/2025	\$21.54	
LTC - 15721	9/2/2025	\$18.66	
LTC - 15722	9/2/2025	\$22.01	
LTC - 15723	9/2/2025	\$17.44	
LTC - 15726	9/2/2025	\$18.88	
LTC - 15727	9/2/2025	\$17.62	
LTC - 15728	9/2/2025	\$18.92	
LTC - 15729	9/2/2025	\$4.17	
LTC - 15730	9/2/2025	\$19.80	
LTC - 15731	9/2/2025	\$30.07	
LTC - 15732	9/2/2025	\$15.75	
LTC - 15733	9/2/2025	\$5.80	
LTC - 15734	9/17/2025	\$20.75	
LTC - 15735	9/17/2025	\$17.94	
LTC - 15737	9/17/2025	\$22.38	
LTC - 15738	9/17/2025	\$20.38	
LTC - 15739	9/17/2025	\$20.59	
LTC - 15740	9/17/2025	\$22.01	
LTC - 15741	9/17/2025	\$15.31	
LTC - 15744	9/17/2025	\$20.24	

October 2025 2nd Council Meeting

Reference	Date	Amount	Notes
LTC - 15745	9/17/2025	\$17.62	
LTC - 15746	9/17/2025	\$18.92	
LTC - 15747	9/17/2025	\$4.82	
LTC - 15748	9/17/2025	\$21.31	
LTC - 15749	9/17/2025	\$27.82	
LTC - 15750	9/17/2025	\$15.75	
LTC - 15751	10/2/2025	\$19.51	
LTC - 15752	10/2/2025	\$18.81	
LTC - 15754	10/2/2025	\$22.40	
LTC - 15755	10/2/2025	\$68.39	
LTC - 15756	10/2/2025	\$5.80	
LTC - 15757	10/2/2025	\$23.98	
LTC - 15758	10/2/2025	\$22.01	
LTC - 15759	10/2/2025	\$16.57	
LTC - 15762	10/2/2025	\$19.85	
LTC - 15764	10/2/2025	\$17.62	
LTC - 15765	10/2/2025	\$18.92	
LTC - 15766	10/2/2025	\$4.35	
LTC - 15767	10/2/2025	\$21.31	
LTC - 15768	10/2/2025	\$29.27	
LTC - 15769	10/2/2025	\$15.75	
WA Cares - 15666	7/16/2025	\$14.09	
WA Cares - 15683	8/4/2025	\$14.09	
WA Cares - 15704	8/19/2025	\$14.09	
WA Cares - 15725	9/2/2025	\$14.09	
WA Cares - 15743	9/17/2025	\$14.09	
WA Cares - 15761	10/2/2025	\$14.09	
Reference Number: EFT*20251014	Dept of Treasury Internal Revenue	\$7,254.71	
Federal Income Tax - 15770	10/16/2025	\$429.34	
Federal Income Tax - 15771	10/16/2025	\$196.29	
Federal Income Tax - 15772	10/16/2025	\$670.29	

October 2025 2nd Council Meeting

Reference	Date	Amount	Notes
Federal Income Tax - 15773	10/16/2025	\$580.77	
Federal Income Tax - 15774	10/16/2025	\$449.16	
Federal Income Tax - 15775	10/16/2025	\$361.93	
Federal Income Tax - 15776	10/16/2025	\$330.60	
Federal Income Tax - 15777	10/16/2025	\$512.88	
Federal Income Tax - 15778	10/16/2025	\$109.64	
Federal Income Tax - 15779	10/16/2025	\$399.11	
Federal Income Tax - 15780	10/16/2025	\$168.21	
Federal Income Tax - 15781	10/16/2025	\$269.32	
Federal Income Tax - 15782	10/16/2025	\$0.00	
Federal Income Tax - 15783	10/16/2025	\$323.47	
Federal Income Tax - 15784	10/16/2025	\$729.61	
Federal Income Tax - 15785	10/16/2025	\$190.53	
Medicare - 15770	10/16/2025	\$47.58	
Medicare - 15770 (2)	10/16/2025	\$47.58	
Medicare - 15771	10/16/2025	\$44.85	
Medicare - 15771 (2)	10/16/2025	\$44.85	
Medicare - 15772	10/16/2025	\$68.70	
Medicare - 15772 (2)	10/16/2025	\$68.70	
Medicare - 15773	10/16/2025	\$57.56	
Medicare - 15773 (2)	10/16/2025	\$57.56	
Medicare - 15774	10/16/2025	\$50.34	
Medicare - 15774 (2)	10/16/2025	\$50.34	
Medicare - 15775	10/16/2025	\$55.03	
Medicare - 15775 (2)	10/16/2025	\$55.03	
Medicare - 15776	10/16/2025	\$40.71	
Medicare - 15776 (2)	10/16/2025	\$40.71	
Medicare - 15777	10/16/2025	\$55.99	
Medicare - 15777 (2)	10/16/2025	\$55.99	
Medicare - 15778	10/16/2025	\$35.22	
Medicare - 15778 (2)	10/16/2025	\$35.22	
Medicare - 15779	10/16/2025	\$48.18	

October 2025 2nd Council Meeting

Reference	Date	Amount	Notes
Medicare - 15779 (2)	10/16/2025	\$48.18	
Medicare - 15780	10/16/2025	\$44.05	
Medicare - 15780 (2)	10/16/2025	\$44.05	
Medicare - 15781	10/16/2025	\$47.30	
Medicare - 15781 (2)	10/16/2025	\$47.30	
Medicare - 15782	10/16/2025	\$9.06	
Medicare - 15782 (2)	10/16/2025	\$9.06	
Medicare - 15783	10/16/2025	\$53.27	
Medicare - 15783 (2)	10/16/2025	\$53.27	
Medicare - 15784	10/16/2025	\$69.55	
Medicare - 15784 (2)	10/16/2025	\$69.55	
Medicare - 15785	10/16/2025	\$39.39	
Medicare - 15785 (2)	10/16/2025	\$39.39	
Reference Number: EFT*20251015	DE Lage Landen Financial Service	\$555.43	
592725766	10/21/2025	\$281.09	2025 -10/15-11/14 Sharp MX3071 PD/COURT
592726585	10/21/2025	\$274.34	2025 - 10/15-11/14 Sharp MX307105 CITY HALL
Reference Number: EFT*20251016	DE Lage Landen Financial Service	\$770.24	
590626172	7/15/2025	\$232.41	2025 -6/15-7/140 Sharp MX3071 PD/COURT
592341597	9/21/2025	\$11.62	2025 -fee Sharp MX3071 PD/COURT
592341606	9/21/2025	\$257.29	2025 -9/15-10/14 Sharp MX3071 PD/COURT
592341717	9/21/2025	\$11.62	2025 -fee Sharp MX3071 CH
592341892	9/21/2025	\$257.30	2025 - 9/15-10/14 Sharp MX307105 CITY HALL
Reference Number: EFT*20251017	FOXIT Software Incorporated	\$172.95	
2F486B87-003	10/10/2025	\$172.95	FoxiT Annual 10/10/25-10/10/2026
Reference Number: EFT*20251018	WAVE	\$112.10	
138091001-0011780	10/1/2025	\$112.10	Mayme 10/1-10/31
Reference Number: EFT*20251019	WAVE	\$102.39	

October 2025 2nd Council Meeting

Reference	Date	Amount	Notes
032768701-0011768	9/26/2025	\$102.39	2025- 9/23-10/22 WAVE Phone & Internet PW
Reference Number: EFT*20251020	WAVE	\$112.10	
138396701-0011780	10/1/2025	\$112.10	2025 WAVE Internet City Hall 10/1-10/31
Reference Number: EFT*20251021	WAVE	\$112.10	
138396801-0011780	10/1/2025	\$112.10	2025- 10/1-10/31 WAVE Phone PD
Reference Number: Oct 1-15, 2025	Payroll Vendor	\$37,276.49	
ACH Pay - 15770	10/16/2025	\$2,321.20	
ACH Pay - 15771	10/16/2025	\$2,132.24	
ACH Pay - 15772	10/16/2025	\$3,201.01	
ACH Pay - 15773	10/16/2025	\$2,785.60	
ACH Pay - 15774	10/16/2025	\$2,376.40	
ACH Pay - 15775	10/16/2025	\$2,337.83	
ACH Pay - 15776	10/16/2025	\$2,053.84	
ACH Pay - 15777	10/16/2025	\$2,618.81	
ACH Pay - 15778	10/16/2025	\$1,983.61	
ACH Pay - 15779	10/16/2025	\$2,248.44	
ACH Pay - 15780	10/16/2025	\$2,176.77	
ACH Pay - 15781	10/16/2025	\$2,269.95	
ACH Pay - 15782	10/16/2025	\$605.54	
ACH Pay - 15783	10/16/2025	\$2,904.72	
ACH Pay - 15784	10/16/2025	\$3,249.26	
ACH Pay - 15785	10/16/2025	\$2,011.27	
TOTALS		\$104,220.07	

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

Accounts Payable	21	38	34,982.66	40072-40092
Payroll Vendors				
Electronic Payments	7	12	1937.31	EFT*20251015-21
Electronic Payroll	5	5	30,023.61	EFT*20251010-14
ACH Direct Deposit	16	16	37,276.49	Payroll 10/1-10/15 2025

October 2025 2nd Council Meeting

Reference	Date		Amount	Notes
Total Vouchers	49	71	\$104,220.07	

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

Chapter ~~17.56~~XX.YY

MOBILE FOOD ~~VENDORS~~

Commented [KW1]:

Sections:

XX.YY.010 ~~17.56.010~~—Definitions.

“City” means the City of Napavine, Washington.

“Mobile food unit” or “Food Truck” means a licensed and operable motor vehicle, or trailer, or a push cart, used to serve, vend, or provide ready-to-eat food, or nonalcoholic beverages for human consumption from an approved and fixed location.

“Mobile food vendor” means any business operator or vendor who conducts business from a motor vehicle or trailer upon public streets or private property, referred to in this chapter as “vendor.”(Ord. 1090 § 1, 2022)

“Right-of-way (ROW)” means land acquired or dedicated for public roads, streets, alleys, and/or sidewalks, regardless of whether or not these facilities have been constructed.

“Temporary Mobile Food Vendor” means any mobile food vendor who operates in the city for a temporary set period of time not to exceed ~~4~~ hours/days at the same location at a time.

“Permanent Mobile Food Vendor” means any mobile food vendor who operates in the city at the same approved and fixed location at all times.

Commented [MJ2]: Example from another code: “Mobile food vending units shall be temporary in nature, and may not operate from the same property more than three days of any calendar week, or 12 days per month.”

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XX.YY.020 ~~18.23.010~~—Purpose.

The purpose of this chapter is to provide guidance on mobile food vending within the city limits, promote the city’s vision for its downtown and its aesthetic values, allow mobile food vending as a special amenity, and to protect the health and welfare of residents and visitors.(Ord. 2022-644 § 3).

Commented [MJ3]: KW - Merged from NC

XX.YY.030 ~~17.56.030~~—Activities requiring a license.

It is unlawful for any person to operate within the city a mobile food unit, as defined in this chapter, without having first obtained a mobile food vendor business license ~~for that purpose~~. A separate mobile food vendor business license shall be required for each mobile food unit. No person shall then sell or offer food products at any location until the mobile food vendor has been duly licensed. General business license provisions (Chapter 5.02 NMC) shall apply to this special license. In

addition to the provisions set forth in this chapter, a city-issued business license shall be required. (Ord. 1090 § 1, 2022)

A temporary mobile food vendor shall apply for and receive a temporary mobile food vendor license prior to operating within the city. A permanent mobile food vendor shall apply for and receive a temporary mobile food vendor license prior to operating within the city

XX.YY.040 ~~17.56.040~~ —Exemptions.

The provisions of this chapter shall not be applied to:

- A. Temporary lemonade stands, garage sales, or youth fundraisers.
- B. Delivery or distribution of food, goods, or products ordered or purchased by customers from a source or point of sale other than a mobile vehicle operated for the purpose of soliciting customers while located on city streets or private property.

Commented [MJ4]: Are garage sales that are not youth fundraisers required to get a license?

Commented [MJ5]: ? What about ice cream trucks?

XX.YY.050 ~~17.56.050~~ —Application for license.

A person desiring to operate a mobile food unit within the City of Napavine shall make a written application for such a mobile food vendor business license to the city clerk. The application for ~~a~~ such license shall, at a minimum, include the following:

A. Name, signature, phone number, email contact and current business address of the applicant.

~~A-B.~~ A completed Lewis County Public Health Food Establishment Application and Checklist.

~~B-C.~~ A site plan depicting the following:

1. -Vehicle ingress and egress;
2. -Location of the mobile food vending unit, signs, and accessory equipment such as tables and -canopies, if any; and
3. -Site conditions including property lines, parking, and buildings.

~~C-D.~~ Photograph of the mobile food vending unit, proposed signs, and any accessory equipment.

~~D.~~ Copy of Lewis County health district permit.

E. Evidence of current Washington State vehicle registration.

F. Permission to Use Property Form - The mobile food vendor must obtain a signed agreement between the property owner and the mobile food vendor allowing use of the property for the mobile food business including written permission from the property owner for employees of the mobile food vendor to use the property owner's restroom. Portable Restrooms are not permitted.

Commented [MJ7]: ?

G. Copies of all additional licenses or permits that are required by the ~~Grays Harbor~~ Lewis County Health Department, the Washington State Department of Labor and Industries, and a valid city of Napavine ~~Ocean Shores~~ business license. (This requirement shall be met within thirty ~~(30)~~ days of approval of a mobile food ~~unit~~ vendor business license by the ~~-city of -Napavine-Ocean Shores~~. However, no mobile food unit shall locate or operate within the city until such all city, county, ~~-and~~ state licenses have been issued.)

H. Proof of insurance as follows:

1. Proof of insurance in an amount not less than one million dollars (\$1,000,000) liability and designating the city of Napavine as a named insured when mobile food units are conducting business on city property. When not operating on city property, proof of insurance in an amount not less than \$1,000,000, and designating the property owner as a named insured.

Commented [MJ8]: ?

Commented [MJ6]: Specific activities exempt from regulation.

The following activities, while potentially constituting mobile food or retail vendors, are exempt from regulation under this chapter. Such activities may be subject to regulations found elsewhere in this Code.

- (1) Ice cream vendors that primarily stay mobile within public rights-of-way.
- (2) Mobile newspaper couriers.
- (3) Mobile lemonade stands.
- (4) Mobile stands used to sell or distribute flowers, fruit, vegetables, produce or plants grown on the property where the mobile stand is located.
- (5) Delivery services where the foods, goods, or products are delivered via mobile vehicle to the customer's location, including, but not limited to, application-based online and on-demand food delivery services.

~~2.~~ Certificate of public liability insurance in an amount not less than \$500,000 for injuries, including those resulting in death, resulting from any one occurrence, and on account of any one accident; ~~and~~;

~~3-2.~~ Property damage insurance of not less than \$25,000 for damages on account of any one accident or occurrence.

~~H.I.~~ Any applicable fees.

~~I.J.~~ Applications must be submitted at least ~~30~~ 65 days prior to the desired approval date.

~~J.K.~~ ~~Applications for sponsored events are to be held on file with the City Clerk.~~

~~XX.YY.060~~ ~~17.56.060~~ ~~License Fees.~~

~~The application fee and annual license fee for a food truck shall be established by the city council set by resolution. No application shall be deemed complete until all fees have been paid. Application fees and license fees are nonrefundable. Booster club/Charity/Fundraising may have the fee waived if requested by the Applicant and approved by the City.~~

~~XX.YY.070~~ ~~Renewal.~~

~~Permanent mobile food vendors shall submit an application for renewal of their permanent mobile food vendor license. An annual licensing fee in the amount of five hundred dollars is required with an updated site plan and annual license fee.~~

~~XX.YY.070XX.YY.080~~ ~~17.56.070~~ ~~Term of license.~~

~~The licenses issued pursuant to this chapter are not transferrable. (Ord. 1090 § 1, 2022)~~

~~XX.YY.080XX.YY.090~~ ~~17.56.080~~ ~~Exhibition of license.~~

~~All licenses issued under this chapter shall be posted conspicuously on the mobile food unit. (Ord. 1090 § 1, 2022)~~

~~XX.YY.100~~ ~~17.56.090~~ ~~Permitted Locations.~~

A. Mobile food vending may be allowed on city-owned properties and right-of-ways pursuant to either city contract, or a ~~special event permit per Chapter 5-46, MMC-NMC and MMC NMC 22C.260.050~~.

B. Permanent mobile food vending ~~ing units~~ ~~ors~~ are allowed on private properties in commercial zones; ~~and~~ industrial; ~~recreation and public institutional~~ zones. ~~At the time of application, the property's use must also be commercial.~~ Mobile food vendors are subject to the following requirements:

1. ~~The mobile food vending unit may not diminish required off-street parking for another use.~~

2. ~~All temporary signage associated with the mobile food vending unit shall be limited to 10 sq. feet.~~

3. ~~The mobile food vending unit shall conform to the standard setbacks for the zoning district~~

~~3-4.~~ ~~Site conditions including property lines, parking, and buildings.~~

~~4-5.~~ ~~Connected to City utilities (water and sewer hook-up) required and current on any bills for water and sewer service.—Verified by the City's Public Works Department and City Treasurer, Utility Billing Department.~~

Commented [KW9]: Need to verify what insurance is required with Attorney/City Clerk/ Treasurer

Commented [MJ10]: The City may approve quicker, but allowing the City 65 days to complete its review, is in line with all other types of similar permits/licenses.

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Commented [MJ11]: No such sections exist. Will the city be creating a special event permit?

Commented [MJ12]: What does this mean?

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~~5-6.~~ If more than one (1) food truck is located on a commercial property there— must ~~have-be~~ at least 10 feet of separation between each food truck.

~~6-7.~~ No more than one (1) food truck per 1500 sq. feet, with a maximum of — ~~three (3) food trucks max.~~

Commented [KW13]: Not sure we want to put a max of 3 if the sq. ft. of property allows more.

Commented [MJ14R13]: Agree.

~~XX.YY.090~~ 17.56.100 ~~Temporary Food Vendor/Special Events.~~

XX.YY.110

In additional to all other requirements, Temporary Mmobile food vendors may operate on private and public properties as part of an approved special event ~~permit~~, subject to the following:

A. City Business License;

B. Special Event Application — ~~Booster club/Charity/ Fundraising no fee, but application still required.~~

~~B-C.~~ Payment of application fees;

~~C-D.~~ Permission to Use Property Form.— The mobile food vendor must obtain a signed agreement between the property owner and the mobile food vendor authorizing the mobile food vendor allowing to use of the property for the mobile food business including the property owner's telephone number and written permission from the property owner for employees of the mobile food vendor to use the property owner's restroom. Portable Restrooms are not permitted.

Commented [MJ15]: The City does not have a special event application in their code.

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~~D-E.~~ Site Plan;

F. Management of vendors, such as vendor selection, booth location and products offered, shall be the responsibility of the event sponsor. Through the special event permit process, the city may regulate the location of vendors to protect the health, safety, and general welfare of the public and ensure that the event does not adversely affect the ability of the city to perform its duties and functions.

~~E-G.~~ Any vendors who wish to operate on a public right of way shall obtain a right of way permit; and

~~F.~~ Events sponsored by the city can occur at a frequency of the city's discretion.

~~H.~~

XX.YY.120 Regulations applicable to mobile food vendors.

A. Mobile food vendors must operate in accordance with the following:

1. Comply with all provisions of the supplemental checklist.
2. Restore the site area occupied by the mobile food or retail vendor to the original or better condition upon removal of the vending unit.
3. Provide at least one garbage and recycling container for customers.
4. Operate only on an asphalt or paved surface unless otherwise approved through a special event permit.
5. Mobile food vending units shall have a minimum clearance of 10 feet from other vending units, buildings, structures, and combustible structures.
6. All mobile food vending units shall obtain fire district approval prior to operating in the city and shall comply with all fire district standards, this approval may include but is not limited to completing an inspection and certification process.

Commented [MJ16]: Permanent mobile food vendors do not need to have the landowners permission? Or is this addressed elsewhere?

7. Ensure sufficient queuing distance for customer vehicles.
8. The mobile food or retail vendor shall not:
 - a. Operate on an unimproved property;
 - b. Operate within five feet from any property line, unless located on a public right-of-way;
 - c. Obstruct any drive, ~~ways, aisles~~ or ingress/egress within the site;
 - d. Obstruct a sidewalk, bicycle lane, or other pedestrian way;
 - e. Obstruct the sight distance triangles for vehicles turning in and out of a site;
 - f. Impede ADA access;
 - g. Impede fire hydrant or fire lane access;
 - h. Operate on any private or public property without permission of the property owner(s);
 - i. Serve as a drive-through facility for vehicles;
 - j. Operate in a designated loading zone;
 - k. Remove the mobile food or retail vending unit from its wheels; or
 - l. Use or remove code-required parking spaces for principal site uses.

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XX.YY.130 ~~Revocation or Denial of~~ ~~Permit~~ ~~License~~.

Any ~~permit~~ ~~license~~ pursuant to this chapter may be revoked or denied, in writing, by the ~~Community Development~~ ~~Finance~~ Director for any of the following causes:

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- A. Any fraud, misrepresentation, or false statement contained in the application for license.
- B. Any fraud, misrepresentation, or false statement made in connection with the selling of products.
- C. Any violation of this chapter.
- D. Any violation of building or fire codes of the City, County, or State.
- E. Conducting the business licensed under this chapter in an unlawful manner or in such a manner as to constitute a breach of the peace or to constitute a menace to the health, safety, or general welfare of the public.

XX.YY.140 ~~Violation/Penalty~~.

- A. Unless a different penalty is provided for within a particular section of this chapter, any person found to be in violation of any provision of this chapter shall be deemed to have committed a civil infraction and shall be subject to the penalties prescribed in RCW 7.80.120, as it now exists or is hereafter amended, as follows:
 1. A first violation within a period encompassing the preceding twelve months shall be a class 3 civil infraction.
 2. A second violation with a contiguous twelve-month time period shall be a class 2 civil infraction.
 3. Any subsequent violation within a contiguous twelve-month time period shall be a class 1 civil infraction.
- B. In addition, the court may also order a person found to have committed a civil infraction to make restitution.

Commented [MJ17]: Examples of additional sections from other City codes.

XX.YY.150 A

- A. The maximum size for mobile food unit, including accessory structures, is 300 square feet.

- B. A canopy or umbrella may be included with the mobile food unit. The canopy or umbrella should be of vinyl, canvas, or similar durable material. All parts of the canopy or umbrella must have a minimum of seven feet of vertical clearance to the ground.
- C. Accessory seating and tables must meet the standards of the Americans with Disabilities Act.
- D. Restroom facilities to be used by the mobile food employees shall be contained within the unit or located within 200 feet of the unit. If tables and chairs are provided for customer use, customer restroom facilities must be provided as required by the ~~Thurston~~ Lewis County health department. Written approval from the property owner of the restroom facility must be provided before approval of the mobile food vending application.
- E. Mobile food vendors must meet the setbacks to private property lines of the zoning district in which the use is located.
- F. Mobile food vendor units must be self-contained.
- G. Electrical power generators are not permitted unless noise impacts can be mitigated.
- H. Utility service connections are permitted. Electrical service connections may be permitted by an adjacent property owner when the following requirements are met:
1. Electrical lines are not allowed overhead or lying on the sidewalk.
 2. The outlet location must be placed outside walkways which are accessible to the public.
 3. Hookup must be permanently wired to the retail stand and meet National Electrical Code requirements as to type, size and grounding, terminating in an approved outside weatherproof type receptacle.
- I. Mobile food vendors must keep the site clean and orderly at all times, and pick up all refuse or debris. All vendors must provide a refuse container for customer use.
- J. Mobile food vendors located within parking lots shall not occupy more than 15 percent of the parking spaces required for the primary use of the property, and provide safe vehicular maneuvering area for its customers.
- K. Mobile food vendors located within public right-of-way must:
1. Be located at least 100 feet from an existing food establishment. This minimum distance may be reduced or waived if the existing establishment provides written statement approving the location.
 2. Assure the public sidewalk remains accessible under the Americans with Disabilities Act.
 - ~~4.3.~~ Obtain and maintain liability and property damage insurance coverage, in the amount of \$1,000,000, naming the city as the co-insured, and sign an agreement to indemnify and hold the city harmless.

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NAPAVINE PLANNING COMMISSION MINUTES
October 6, 2025 6:00 P.M.
Napavine City Hall, 407 Birch Ave SW, Napavine, WA

PLEDGE OF ALLEGIANCE:

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

CALL TO ORDER:

Commissioner Graham opened the Planning Commission meeting to order at 6:00 PM

ROLL CALL:

Planning Commission present: **Commissioner Morris motioned to excuse Commissioner Haberstroh and Commissioner Hollinger, seconded by Commissioner Torgerson.**

APPROVAL OF AGENDA – As presented:

Commissioner Torgerson motioned to approve the agenda as presented, seconded by Commissioner Morris.
Vote on motion 2 ayes, 0 nay.

APPROVAL OF MINUTES:

Commissioner Morris motioned to approve regular meeting minutes from June 16, 2025, seconded by Commissioner Torgerson. Vote on motion 2 ayes and 0 nay.

OLD BUSINESS:

1) Mobile Food Truck Code- Review

Director Morris stated the this is a draft that has been fulfilled from the requirements from the workshop that was done with Planning Commission and Council. Requested a motion to accept it and move it on to council for final approval.

Discussion was had on what was changed and not. **Executive Assistant Katie Williams** stated that she should have included the minutes from the workshop session to compare.

Commissioner Torgerson motioned to forward the Mobile Food Truck Code to city council, seconded by Commissioner Morris. Vote on motion 2 ayes and 0 nay.

GOOD OF THE ORDER:

Commissioner Graham stated the next Planning Commission meeting is October 20th @ 6pm.

Director Morris informed the Planning Commission that the Comprehensive Plan will be completed by the end of the year. We will be provided with a timeline soon.

ADJOURNMENT 6:19 pm

Commissioner Morris motioned to adjourn, seconded by **Commissioner Torgerson. Vote 2 ayes, 0 nay.**

These minutes are not verbatim. If so desired, a recording of this meeting is available online at <https://fccdl.in/Jo9lbQvw0f>.

Respectfully submitted,

Bryan Morris, Community Development/Public Works Director

Planning Commission Chairperson

WARRANT PROCESSING AGREEMENT

Between the City of Napavine and the City of Morton

This Agreement is entered into by and between the City of Napavine, a municipal corporation of the State of Washington, and the City of Morton, also a municipal corporation of the State of Washington, collectively referred to as the "Parties."

1. Purpose

The purpose of this Agreement is to establish the terms under which the **Napavine Municipal Court** will issue, and the **Napavine Police Department** will process, warrants and pre-trial no contact orders on behalf of the City of Morton.

2. Scope of Services

- The **Napavine Municipal Court** shall issue warrants and pre-trial no contact orders as authorized by law.
- The **Napavine Police Department** shall:
 - a. Confirm, enter, and remove all warrant and pre-trial no contact order records issued on behalf of the City of Morton.
 - b. Maintain and manage all records as the official **holder of record**.

3. Fees and Billing

- The City of Morton shall pay the City of Napavine **\$20.00 per processed item**, including each warrant and pre-trial no contact order.
- Charges shall be **billed quarterly**, with an itemized invoice provided by the City of Napavine.

4. Term and Termination

- This Agreement shall commence on the date of execution and remain in effect unless terminated by either party with **30 days written notice**.
- Either party may terminate this Agreement for cause with immediate effect upon written notice.

5. Records and Confidentiality

- All records processed under this Agreement shall be maintained in accordance with applicable state and federal laws.
- The City of Napavine shall ensure confidentiality and integrity of all records.

6. Indemnification

Each party agrees to indemnify and hold harmless the other from any claims, damages, or liabilities arising from their respective actions under this Agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the dates below.

City of Napavine

By: _____

Title: _____

Date: _____

City of Morton

By: _____

Title: _____

Date: _____

WARRANT PROCESSING AGREEMENT

Between the City of Napavine and the City of Mossyrock

This Agreement is entered into by and between the City of Napavine, a municipal corporation of the State of Washington, and the City of Mossyrock, also a municipal corporation of the State of Washington, collectively referred to as the "Parties."

1. Purpose

The purpose of this Agreement is to establish the terms under which the **Napavine Municipal Court** will issue, and the **Napavine Police Department** will process, warrants and pre-trial no contact orders on behalf of the City of Mossyrock.

2. Scope of Services

- The **Napavine Municipal Court** shall issue warrants and pre-trial no contact orders as authorized by law.
- The **Napavine Police Department** shall:
 - a. Confirm, enter, and remove all warrant and pre-trial no contact order records issued on behalf of the City of Mossyrock.
 - b. Maintain and manage all records as the official **holder of record**.

3. Fees and Billing

- The City of Mossyrock shall pay the City of Napavine **\$20.00 per processed item**, including each warrant and pre-trial no contact order.
- Charges shall be **billed quarterly**, with an itemized invoice provided by the City of Napavine.

4. Term and Termination

- This Agreement shall commence on the date of execution and remain in effect unless terminated by either party with **30 days written notice**.
- Either party may terminate this Agreement for cause with immediate effect upon written notice.

5. Records and Confidentiality

- All records processed under this Agreement shall be maintained in accordance with applicable state and federal laws.
- The City of Napavine shall ensure confidentiality and integrity of all records.

6. Indemnification

Each party agrees to indemnify and hold harmless the other from any claims, damages, or liabilities arising from their respective actions under this Agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the dates below.

City of Napavine

By: _____

Title: _____

Date: _____

City of Mossyrock

By: _____

Title: _____

Date: _____

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

THIS INTERLOCAL AGREEMENT (“AGREEMENT”) is made and entered into pursuant to the Interlocal Cooperation Act, Chapter 39.34 RCW, on the 1st day of January, 2026, by and between the City of Napavine, a Washington municipal corporation (“Napavine”), and the City of Morton, a Washington Municipal corporation (“Morton”), collectively referred to herein as the “parties”.

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

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

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

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

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

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

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

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

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

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

- B. Services. Napavine, through this Agreement, shall provide the following services to Morton:
1. Municipal Court Services. Municipal Court services include all court services required by State statute, court rule, City ordinance, or other regulation as now existing or hereafter amended. These services include, as applicable, the filing, processing, adjudication, and penalty enforcement of all City cases currently pending and filed on the Effective Date or any date thereafter for the duration of this agreement, court clerk, court records, fund disbursement and accounting, itemized billings, issuance of search and arrest warrants, procedures of establishing bail, arraignments and plea hearings, pretrial motions and evidentiary hearings, discovery matters, notification and subpoenaing of witnesses and parties, bench and jury trials, pre-sentence investigations, sentencing, the duties of courts of limited jurisdiction regarding appeals, and all other court functions as they relate to municipal court. Napavine shall provide all necessary personnel to perform such services in a timely manner as required by law and court rule.
 2. Appointment of Judicial Officers. Morton should, for efficiency and economy, appoint a Napavine Municipal Court Judge as a Judge of the Morton Municipal Court and appoint Napavine Municipal Court Judges Pro Tem as Judges Pro Tem of the Morton Municipal Court. In the event Morton appoints a judge other than the Napavine Municipal Court Judge then Morton shall consult with and consider input from the Napavine City Mayor during the appointment process. Any such appointments shall require further negotiation between the parties pursuant to Section F of this Agreement.
 3. Citations. The City of Morton shall provide citations used to summon defendants to court, and the City of Morton shall deliver said citations to the City of Napavine Municipal Court within 48 hours of issuance, excepting court holidays.
 4. Other Services. Napavine and Morton shall communicate and exchange information sufficient to evaluate the adequacy of services provided for in this Agreement. Napavine is expected to provide ancillary services, including statistical information and appellate work. In the event in-custody video appearances are not available to the Napavine Municipal Court, Morton shall be responsible for transporting all Morton in-custody defendants from Lewis County Jail or any other jail that houses Morton defendants on misdemeanor or gross misdemeanor charges.
 5. Matters Reserved to Napavine. Napavine reserves the right to implement matters requiring compliance with statutory and judicial mandate, which includes, but is not limited to, the Standards for Indigent Defense and personnel matters pursuant to General Rule 29 of the Washington Courts.
- C. Staffing. The City of Napavine will be responsible for the provision of adequate Court Clerk staffing and is included in the monthly operating charges as described in Section F of this Agreement.
- D. Jury Trials. For jury trials, the City of Napavine will assess no additional fee; however, the City of Morton will pay any actual jury and/or witness costs and the additional compensation as required by contract to the Judge and Prosecutor, and Public Defender, if applicable.

- E. Property. This Interlocal Agreement does not provide for the acquisition, holding, or disposal of real or personal property. Morton Police shall be responsible for all items of evidence related to criminal prosecution.
- F. Financial Provisions. In consideration for the services provided in this Agreement, the parties agree to the following:
1. Morton shall retain all fees, costs, penalties, and fines, assessed to Morton cases for the duration of this Agreement which shall be collected by Napavine and disbursed to Morton on a monthly basis. Any new programs established after the Effective Date of this Agreement shall not be included but shall be addressed by the parties in a separate amendment hereto.
 2. Morton shall, for the duration of this agreement, pay to the City of Napavine for Municipal Court services, a filing fee in the following amounts:
 - i. Infractions: \$25.00/filing
 - ii. Criminal: \$70.00/filing
 3. Miscellaneous Pass-Through Costs. As the City of Napavine receives billings from other agencies for miscellaneous costs that are incurred in the prosecution of violations on the City of Morton's behalf; the City of Napavine will bill the City of Morton for said costs. The City of Morton shall pay its own miscellaneous costs which include, but are not limited to, the following:
 - i. Interpreter costs for non-English speaking defendants.
 - ii. Public Defense counsel appointments.
 - iii. Expert witness or investigator authorized.
 - iv. Proportionate share of video hearing costs.
- G. Accounting. The court clerk of the City of Napavine will provide monthly accounting to the City of Morton and said accounting shall include billings by citation number not defendant name. The court clerk shall collect all fees, fines, forfeitures and other monies imposed by the municipal court for any violations prosecuted on behalf of the City of Morton which shall be detailed on the revenue worksheet and disbursed monthly to the City of Morton. The City of Napavine shall be responsible for deducting any monies required to be submitted to the State of Washington and will account for same.
- H. Ordinances. The City of Morton shall provide a copy of the City of Morton municipal code or copies of all ordinances on or before their effective date to the City of Napavine Municipal Court.
- I. Agreement Administration. The parties are expected to work cooperatively as though the employees of Napavine are employees of Morton when handling Morton cases. The City Attorney for Morton, or designee, is to consult with Napavine departments as necessary regarding the prosecution of Morton cases. Interested Morton employees are to be invited to interdepartmental meetings regarding Court process. Where necessary Napavine employees

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

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

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

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

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

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

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

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

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

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

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

- K. Termination. Either party may terminate this Agreement by giving ninety days' written notice prior to the end of the agreement, which notice shall be effective January 1, 2026. If, for any reason, the City of Napavine Municipal Court is terminated, this Agreement shall become null and void.
- L. Term. The initial term of this Agreement is January 1, 2026, through December 31, 2026, with the parties consulting on a regular basis to establish whether amendments are needed to achieve the best results possible for both parties. The parties agree to meet and negotiate in good faith the terms of the following contract on the second Monday in September 2026, but no later than November 1, 2026.

The Agreement shall take effect on January 1, 2026, (the "Effective Date") or as soon thereafter as all of the following events have occurred:

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

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

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

For NAPA VINE:

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

For MORTON:

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

MADE AND APPROVED the day and year signed below.

CITY OF NAPA VINE

CITY OF MORTON

DATED: _____

DATED: _____

SHAWN O'NEILL, Mayor

RICK MEAD, Mayor

Attest:

Attest:

By: _____
Rachelle Denham, City Clerk

By: _____
LuAnn Ward, City Clerk

Approved as to form:

Approved as to form:

James M.B. Buzzard, City Attorney

James M.B. Buzzard, City Attorney

AN INTERLOCAL AGREEMENT BETWEEN THE CITY OF NPAVINE AND THE CITY OF MOSSYROCK FOR THE PROVISION OF MUNICIPAL COURT SERVICES

THIS INTERLOCAL AGREEMENT (“AGREEMENT”) is made and entered into pursuant to the Interlocal Cooperation Act, Chapter 39.34 RCW, on the 1st day of January, 2026, by and between the City of Napavine, a Washington municipal corporation (“Napavine”), and the City of Mossyrock, a Washington Municipal corporation (“Mossyrock”), collectively referred to herein as the “parties”.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- E. Property. This Interlocal Agreement does not provide for the acquisition, holding, or disposal of real or personal property. Mossyrock Police shall be responsible for all items of evidence related to criminal prosecution.
- F. Financial Provisions. In consideration for the services provided in this Agreement, the parties agree to the following:
1. Mossyrock shall retain all fees, costs, penalties, and fines, assessed to Mossyrock cases for the duration of this Agreement which shall be collected by Napavine and disbursed to Mossyrock on a monthly basis. Any new programs established after the Effective Date of this Agreement shall not be included but shall be addressed by the parties in a separate amendment hereto.
 2. Mossyrock shall, for the duration of this agreement, pay to the City of Napavine for Municipal Court services, a filing fee in the following amounts:
 - i. Infractions: \$25.00/filing
 - ii. Criminal: \$70.00/filing
 3. Miscellaneous Pass-Through Costs. As the City of Napavine receives billings from other agencies for miscellaneous costs that are incurred in the prosecution of violations on the City of Mossyrock's behalf; the City of Napavine will bill the City of Mossyrock for said costs. The City of Mossyrock shall pay its own miscellaneous costs which include, but are not limited to, the following:
 - i. Interpreter costs for non-English speaking defendants.
 - ii. Public Defense counsel appointments.
 - iii. Expert witness or investigator authorized.
 - iv. Proportionate share of video hearing costs.
- G. Accounting. The court clerk of the City of Napavine will provide monthly accounting to the City of Mossyrock and said accounting shall include billings by citation number not defendant name. The court clerk shall collect all fees, fines, forfeitures and other monies imposed by the municipal court for any violations prosecuted on behalf of the City of Mossyrock which shall be detailed on the revenue worksheet and disbursed monthly to the City of Mossyrock. The City of Napavine shall be responsible for deducting any monies required to be submitted to the State of Washington and will account for same.
- H. Ordinances. The City of Mossyrock shall provide a copy of the City of Mossyrock municipal code or copies of all ordinances on or before their effective date to the City of Napavine Municipal Court.
- I. Agreement Administration. The parties are expected to work cooperatively as though the employees of Napavine are employees of Mossyrock when handling Mossyrock cases. The City Attorney for Mossyrock, or designee, is to consult with Napavine departments as necessary regarding the prosecution of Mossyrock cases. Interested Mossyrock employees are to be invited to interdepartmental meetings regarding Court process. Where necessary Napavine employees

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

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

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

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

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

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

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

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

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

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

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

- K. Termination. Either party may terminate this Agreement by giving ninety days' written notice prior to the end of the agreement, which notice shall be effective January 1, 2026. If, for any reason, the City of Napavine Municipal Court is terminated, this Agreement shall become null and void.
- L. Term. The initial term of this Agreement is January 1, 2026, through December 31, 2026, with the parties consulting on a regular basis to establish whether amendments are needed to achieve the best results possible for both parties. The parties agree to meet and negotiate in good faith the terms of the following contract on the second Monday in September 2026, but no later than November 1, 2026.

The Agreement shall take effect on January 1, 2026, (the "Effective Date") or as soon thereafter as all of the following events have occurred:

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

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

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

For NAPA VINE:

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

For MOSSYROCK:

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

MADE AND APPROVED the day and year signed below.

CITY OF NAPA VINE

CITY OF MOSSYROCK

DATED: _____

DATED: _____

SHAWN O'NEILL, Mayor

RANDALL SASSER, Mayor

Attest:

Attest:

By: _____
Rachelle Denham, City Clerk

By: _____
Amy Edgington, City Clerk

Approved as to form:

Approved as to form:

James M.B. Buzzard, City Attorney

James M.B. Buzzard, City Attorney



To: Mayor and City Council
From: Bryan Morris, PW/CD Director
RE: Staff Report for Council Meeting, October 28th, 2025

- **Planning Commission Meeting Minutes**

- Unsigned Planning Commission Meeting Minutes – October 6th, 2025.
- Next Planning Commission meeting is November 3rd, 2025.

- **Project Updates**

- Scots Industries — Water upgrade is complete. The foundation of the building has started. They have informed the city that they will pull all permits for the project this year.
- Cell tower on city property – Applicant is working with RCO to make sure the contract is following RCO guidelines.
- TA Project — Per the developer/developer contractor, they will submit a complete submittal. WSDOT and developers' engineers are working towards complete approval for the off-site roundabout.
- Rush Road STIP - The Public Works Director reviewed the 60% plan and requested some changes.
- Woodard Road (Tiger Meadows) - City is waiting for developers to submit final plans, including lift station dedication 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. The city has submitted grant applications to the state. DOH will start processing contract documents 10/06/2025, which can take up to 2 months. The suggested project end date is 09/30/2026. PFAS testing that was done in September for all water sources online came back non-detected!
- Mayme Park Irrigation and Baseball Field Lighting – The quote for the irrigation of Mayme Shaddock Park and the two ball fields at Washington Park is \$37,125. The city is working on the scope, design and estimate for the baseball fields lights to be switched to LED for a grant application.



NAPAVINE PLANNING COMMISSION MINUTES
October 6, 2025 6:00 P.M.
Napavine City Hall, 407 Birch Ave SW, Napavine, WA

PLEDGE OF ALLEGIANCE:

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

CALL TO ORDER:

Commissioner Graham opened the Planning Commission meeting to order at 6:00 PM

ROLL CALL:

Planning Commission present: **Commissioner Morris motioned to excuse Commissioner Haberstroh and Commissioner Hollinger, seconded by Commissioner Torgerson.**

APPROVAL OF AGENDA – As presented:

Commissioner Torgerson motioned to approve the agenda as presented, seconded by Commissioner Morris.
Vote on motion 2 ayes, 0 nay.

APPROVAL OF MINUTES:

Commissioner Morris motioned to approve regular meeting minutes from June 16, 2025, seconded by Commissioner Torgerson. Vote on motion 2 ayes and 0 nay.

OLD BUSINESS:

1) Mobile Food Truck Code- Review

Director Morris stated the this is a draft that has been fulfilled from the requirements from the workshop that was done with Planning Commission and Council. Requested a motion to accept it and move it on to council for final approval.

Discussion was had on what was changed and not. **Executive Assistant Katie Williams** stated that she should have included the minutes from the workshop session to compare.

Commissioner Torgerson motioned to forward the Mobile Food Truck Code to city council, seconded by Commissioner Morris. Vote on motion 2 ayes and 0 nay.

GOOD OF THE ORDER:

Commissioner Graham stated the next Planning Commission meeting is October 20th @ 6pm.

Director Morris informed the Planning Commission that the Comprehensive Plan will be completed by the end of the year. We will be provided with a timeline soon.

ADJOURNMENT 6:19 pm

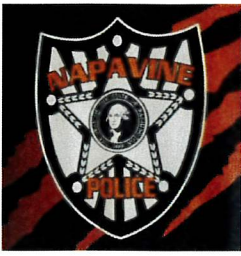
Commissioner Morris motioned to adjourn, seconded by **Commissioner Torgerson. Vote 2 ayes, 0 nay.**

These minutes are not verbatim. If so desired, a recording of this meeting is available online at <https://fccdl.in/Jo9lbQvw0f>.

Respectfully submitted,

Bryan Morris, Community Development/Public Works Director

Planning Commission Chairperson



NAPAVINE POLICE DEPARTMENT

COUNCIL 10/28/25 STAFF REPORT

- Our department had the privilege in donating a “ride to school” for an auction at the Evaline School. Attached is the picture of the student and I during the event. She was thrilled during the ride with the lights and sirens in a police car.

