



CITY COUNCIL MEETING AGENDA
Tuesday – April 14, 2026 – 6:00 PM

Shawn O'Neill,
Mayor
soneill@cityofnapavine.com

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

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

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

Jeremy Germann,
Council Position No.4
jgermann@cityofnapavine.com

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

Staff Members

Rachelle Denham,
City Clerk

Michelle Whitten,
City Treasurer

Will Tastad,
Director of Public Works

John Brockmueller,
Chief of Police

Allen Unzelman
Honorable Judge-Municipal Court

Jim Buzzard,
Legal Counsel

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

City Website
www.cityofnapavine.com

- I. CALL TO ORDER
- II. INVOCATION
- III. PLEDGE OF ALLEGIANCE
- IV. ROLL CALL
- V. APPROVAL OF AGENDA – AS PRESENTED

- VI. APPROVAL OF MEETING MINUTES – MARCH 24, 2026
 - 1) REGULAR COUNCIL MEETING
 - 2) PUBLIC HEARING: SHORELINE MASTER PLAN

- VII. STAFF & COUNCIL REPORT

- VIII. CITIZEN COMMENTS – NON-AGENDA ITEMS

- IX. EXECUTIVE SESSION-POTENTIAL LITIGATION RCW 42.30.110(1)(i).

- X. NEW BUSINESS
 - 1) Vouchers – M. Whitten
 - 2) Resolution 26-04-172 Napavine Climate Element With Greenhouse Gas Reduction and Resilience Goals and Policies into the 2026 Comprehensive Plan Update- K. Williams & W. Tastad
 - 3) Resolution 26-04-173 Small and Attractive Items Policy and Procedures – R. Denham
 - 4) AM 26-02 Liquor License Renew: Super Mini Mart – R. Denham

- XI. ADJOURNMENT – CLOSE OF MEETING

Council Meeting is held in person and via Teleconference.

Teleconference Information

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

Access code: 8460198

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



NAPAVINE CITY COUNCIL REGULAR MEETING MINUTES

March 24, 2026, 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 6:02pm immediately following the public hearing for the Shoreline Master Plan.

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, Jeremy Germann #4, and Duane Crouse Mayor Pro Tem.

City staff members present: City Clerk – Rachelle Denham, Treasurer - Michelle Whitten, Chief of Police – John Brockmueller, PW Director – Will Tastad, Community Development Specialist - Katie Williams.

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:	5-0 Motion Carried: 5 aye and 0 nay.	

APPROVAL OF MEETING MINUTES

MOVED:	Brian Watson	Motion: Approval of the Minutes for March 10, 2026 – Regular Council Meeting,
SECONDED:	Don Webster	
<i>Discussion: No Discussion.</i>		
VOTE ON MAIN MOTION:	5-0 Motion Carried: 5 aye and 0 nay.	

STAFF & COUNCIL REPORTS:

John Brockmueller – Chief of Police

- Greetings to the council. Report is in writing. Date change to the traffic safety banquet and will notify when the new date is set. Operations are normal.

Rachelle Denham – Clerk

- Report in writing.

Michelle Whitten - Treasurer

- No Report.

Katie Williams – Community Development Specialist

- Report in writing. Katie introduced the new Public Works Director, Will Tastad. Will is looking forward to working with everyone and has a lot to learn.

Planning Commission – Deborah Graham

- Still working on the Comp Plan implementation. Paul, the city engineer, will be coming to the next meeting on April 6th and will work on the next chapter, landscaping. Deborah thanked Mayor Pro Tem for attending the meetings.

Duane Crouse – Mayor Pro Tem

- Tomorrow Madam Clerk and I will be attending the AI Conference. Thursday will be heading to Ellensburg for an AWC Conference for elected officials, Mayor Pro Tem training. On Friday Duane plans to attend the Napavine Scholarship Banquet. Also attended the South Lewis County Chamber luncheon on 3/19.

Don Webster – Councilor 3

- Come join the Lions Club and Rebekah’s at the Rebekah Hall on Saturday at 5pm for Ham Bingo.

Shawn O’Neill- Mayor

- Planning to attend the Scholarship banquet at the Jester Auto Museum on Friday. Then on April 11th with Mayor Pro Tem attending the South County Chamber event.

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

***Jamie Barrett- 164 Woodard Rd:** Mentioned serious safety concerns about crosswalks and speeding in town. Despite wearing highly visible clothing, she witnesses drivers frequently failing to stop, sometimes reacting aggressively towards her. A recent near-miss hit involving a child at a school crosswalk, even with flashing signals active. The resident also noted suspicious repeated vehicle activity on Woodard Rd. and a past incident involving someone with a flashlight at night. City officials acknowledged the concerns, noted existing efforts (like improved signage and visibility), and asked for more specific locations to prioritize and continued reporting.

NEW BUSINESS

VOUCHERS- M. WHITTEN

March 2026 2nd Council Meeting

Reference	Date	Amount	Notes
ACH Pay - 15978	3/16/2026	\$2,354.94	
ACH Pay - 15979	3/16/2026	\$803.43	
ACH Pay - 15980	3/16/2026	\$3,081.84	
ACH Pay - 15981	3/16/2026	\$2,083.73	
Total		\$308,763.58	

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

Accounts Payable	59	24	258,115.41	40353-40376
Payroll Vendors				
Electronic Payments	9	9	1,029.93	EFT*20260314-22
Electronic Payroll	2	2	12,895.93	EFT*20260312-13
ACH Direct Deposit	14	14	36,722.31	Payroll 3/1-3/15,2026
Total Vouchers	84	49	308,763.58	

Void Check 40284 and Reissue w/Check 40352

MOVED:	Don Webster	Motion: Pay the bills. Approval of the Vouchers dated March 24, 2026 2nd Council Meeting.
SECONDED:	Ivan Wiediger	
<i>Discussion: No Discussion.</i>		
VOTE ON MAIN MOTION:	5-0 Motion Carried: 5 aye and 0 nay.	

ORD 670: SHORELINE MASTER PLAN – K. WILLIAMS

CITY OF NAPAVINE, WASHINGTON

ORDINANCE NO. 670

AN ORDINANCE OF THE CITY OF NAPAVINE, WASHINGTON, FINDING THE CITY OF NAPAVINE SHORELINE MASTER PROGRAM PERIODIC REVIEW REQUIRED BY RCW 90.58.080(4) HAS OCCURRED; REPEALING AND REPLACING THE CITY OF NAPAVINE SHORELINE MASTER PROGRAM, WHICH INCLUDES ADOPTION OF A NEW SHORELINE DESIGNATION MAP AND AMENDED GOALS, POLICIES AND REGULATIONS; REPEALING ORDINANCE NO. 539 AS NECESSARY; AND PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.

MOVED:	Ivan Wiediger	Motion: Approve Ord 670 Shoreline Master Plan.
SECONDED:	Don Webster	
<i>Discussion: No Discussion</i>		
VOTE ON MAIN MOTION:	5-0 Motion Carried: 5 aye and 0 nay.	

NAPAVINE YOUTH BASEBALL AGREEMENT – R. DENHAM

MOVED:	Brian Watson	Motion: Approve Napavine Youth Baseball Agreement.
SECONDED:	Duane Crouse	
<i>Discussion: No Discussion.</i>		
VOTE ON MAIN MOTION:	5-0 Motion Carried: 5 aye and 0 nay.	

ADJOURNMENT: Meeting Adjourned at approximately 6:24 p.m.

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

These minutes are not verbatim. If so desired, a recording of this meeting is available online from freconferencecall.com or at the link <https://fccdl.in/qC3W0RbOs2> .

Respectfully submitted,

Rachelle Denham, City Clerk

Shawn O’Neill, Mayor

Councilor



NAPAVINE CITY COUNCIL
PUBLIC HEARING MINUTES – SHORELINE MASTER PLAN
March 24, 2026 - 6:00 P.M.
Napavine City Hall, 407 Birch Ave SW, Napavine, WA

CALL TO ORDER:

Mayor Shawn O’Neill called the public hearing of the **Shoreline Master Plan** to order at 6:00pm.

INTRODUCTION:

Mayor Shawn O’Neill introduced himself as presiding over the public hearing.

PURPOSE OF HEARING:

To invite testimony from the community members and the public, regarding the **Shoreline Master Plan** before the Council. The Council will hear testimony from persons present who wish to speak for, against or neither for or against the **Shoreline Master Plan**, any questions, please direct them to the mayor and he will direct staff to our Council members who may have the answers to address the question. Mayor would like to keep the discussion to a minimum.

PROCEDURE:

Those wishing to testify are asked to speak clearly and tell the Council.

- Your Name
- Your Address
- Who you represent.

Opened Public Hearing:

Mayor Shawn O’Neill opened the public hearing and welcomed anyone wishing to speak to approach the podium.

Citizen Comment: None

Closing of Public Hearing:

Mayor Shawn O’Neill announced, all testimony having been taken, the public hearing on the **Shoreline Master Plan** is now closed ending time 6:02 pm.

Rachelle Denham, City Clerk

Shawn O’Neill, Mayor

Councilor



Voucher Report April 14, 2026

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Reference	Date	Amount	Notes
Reference Number: 40377	Centralia College	\$170.00	
1010629	3/27/2026	\$170.00	2263:35332 Flagger Tastad/Burdick
Reference Number: 40378	Lacie Dewitt	\$303.82	
2026 MPA Travel	4/1/2026	\$303.82	2026 MPA Conf Stevenson WA Dewitt
Reference Number: 40379	International Brotherhood Teamste	\$1,175.75	
Union Dues - 15967	3/16/2026	\$43.75	
Union Dues - 15968	3/16/2026	\$41.25	
Union Dues - 15969	3/16/2026	\$63.75	
Union Dues - 15970	3/16/2026	\$50.25	
Union Dues - 15971	3/16/2026	\$43.75	
Union Dues - 15973	3/16/2026	\$37.25	
Union Dues - 15975	3/16/2026	\$34.75	
Union Dues - 15976	3/16/2026	\$42.75	
Union Dues - 15977	3/16/2026	\$41.25	
Union Dues - 15978	3/16/2026	\$44.25	
Union Dues - 15979	3/16/2026	\$66.38	
Union Dues - 15980	3/16/2026	\$41.25	
Union Dues - 15981	3/16/2026	\$37.25	
Union Dues - 15998	4/1/2026	\$66.37	
Union Dues - 16003	4/1/2026	\$41.25	
Union Dues - 16004	4/1/2026	\$43.75	
Union Dues - 16005	4/1/2026	\$63.75	
Union Dues - 16006	4/1/2026	\$50.25	
Union Dues - 16007	4/1/2026	\$43.75	
Union Dues - 16009	4/1/2026	\$37.25	
Union Dues - 16011	4/1/2026	\$34.75	
Union Dues - 16012	4/1/2026	\$42.75	

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Reference	Date	Amount	Notes
Union Dues - 16013	4/1/2026	\$41.25	
Union Dues - 16014	4/1/2026	\$44.25	
Union Dues - 16015	4/1/2026	\$41.25	
Union Dues - 16016	4/1/2026	\$37.25	
Reference Number: 40380	Payroll Vendor	\$2,252.04	
Net Pay - 16002	4/1/2026	\$2,252.04	
Reference Number: 40381	I-5 CJDRF	\$45,339.82	
2026*April Dodge Charger	4/7/2026	\$45,339.82	2026 Dodge Charger Police pursuit pkg
Reference Number: 40382	Aldersons Awards West Printwares	\$43.28	
422	3/26/2026	\$43.28	Name Plate Tastad
Reference Number: 40383	Amerisafe Fire/Safety Service	\$140.31	
85077	3/24/2026	\$140.31	2026Annual Fire Extinguisher Inspection+3
Reference Number: 40384	Badger Meter	\$506.28	
80231563	3/30/2026	\$506.28	493 cellular meter service
Reference Number: 40385	BHC Consultants	\$9,443.37	
0024154	1/6/2026	\$6,532.76	Jefferson 11/22-12/31 2025
0024359	2/10/2026	\$2,910.61	Jefferson 1/1-1/23
Reference Number: 40386	Buzzard Law Group, P.S.	\$8,327.16	
20783	3/20/2026	\$12.50	Case No. C00007512
20786	3/20/2026	\$562.50	Pass Thru TA
20790	3/20/2026	\$12.50	Case No. 6A0124992
20791	3/20/2026	\$25.00	Case No. 6A0124987
20792	3/20/2026	\$12.50	Case No. 6A0094188
20793	3/20/2026	\$12.50	Case No. 6A0094184
20794	3/20/2026	\$75.00	Case No. 6A0043344

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Reference	Date	Amount	Notes
20795	3/20/2026	\$12.50	Case No. 5A0901393, 5A0901394
20796	3/20/2026	\$50.00	Case No. 5A0890571
20797	3/20/2026	\$25.00	Case No. 5A0857741
20798	3/20/2026	\$25.00	Case No. 5A0857737
20800	3/20/2026	\$975.00	Case No. 5A0611130, 5A0611128
20801	3/20/2026	\$25.00	Case No. 5A0611120
20802	3/20/2026	\$25.00	Case No. 5A0429480
20805	3/20/2026	\$175.00	Case No. 5A0027973
20806	3/20/2026	\$25.00	Lewis Case No. 4A0730123
20810	3/20/2026	\$150.00	Lewis Case No. 4A0571888
20811	3/20/2026	\$325.00	Lewis Case No. 4A0331196
20814	3/20/2026	\$25.00	Lewis 3A0470998
20824	3/20/2026	\$2,602.16	2026*Feb/Mar Legal
20832	3/31/2026	\$3,150.00	General Prosecution File
2803	3/20/2026	\$25.00	Case No. 5A0373924
Reference Number: 40387	Capital Business Machines	\$392.51	
INV323289	4/9/2026	\$184.06	2026 Mar Copy Count PD/Court
INV323290	4/7/2026	\$208.45	2026 Mar Copy Count CH
Reference Number: 40388	City of Chehalis	\$21,123.00	
2026*Apr*RWWTTP	4/8/2026	\$21,123.00	2026*Apr Monthly Sewer Treatment Costs
Reference Number: 40389	City of Napavine	\$11,487.24	
2025*Feb Utility Tax Remit	4/8/2026	\$11,124.72	
2026*mar/apr 1096.0 CH	4/8/2026	\$302.10	2026-Mar Apr Acc1096.0 City Water/Sewer
2026*mar/apr 1096.5 triangle	4/8/2026	\$27.56	2026*mar/apr 1096.5
2026*mar/apr 1711.0 Mayme Irr	4/8/2026	\$32.86	2026*mar/apr 1711.0 Mayme Irr
Reference Number: 40390	Crystal Springs/Primo	\$42.12	
06C8750208215	4/9/2026	\$42.12	1 water bottle/monthly rental Mar

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Reference	Date	Amount	Notes
Reference Number: 40391	CT Publishing LLC dba The Chronic	\$9.24	
3318643	3/12/2026	\$3.75	Cable Franchise
3319265	3/25/2026	\$5.49	Ord 670 shoreline
Reference Number: 40392	DE Lage Landen Financial Services	\$514.59	
596298071	3/22/2026	\$257.29	2026 -3/15-4/14 Sharp MX307105 CITY HA
596298520	3/22/2026	\$257.30	2026 -3/15-4/14 Sharp MX3071 PD/COURT
Reference Number: 40393	Duane Elwood	\$202.90	
2026*Apr Med Part B	4/8/2026	\$202.90	2026*Apr Medical Insurance Premium Part
Reference Number: 40394	Emergency Vehicle Solutions LLC	\$22,171.77	
EST-3508	3/26/2026	\$22,171.77	Equip new 2026 Dodge Durango
Reference Number: 40395	Ferguson Enterprises Inc	\$584.91	
4453816	3/10/2026	\$584.91	Faucet for Mayme
Reference Number: 40396	Goods Quarry	\$300.88	
15383	3/6/2026	\$117.18	7.75 tons 5/8"-
15445	3/18/2026	\$183.70	Mill Rd Potholes
Reference Number: 40397	Jackson Civil Engineering LLC	\$1,350.00	
0016-12-11	4/9/2026	\$1,350.00	Development Pass-Through Fees Walsh
Reference Number: 40398	Joseph O. Enbody	\$335.00	
292282	4/8/2026	\$335.00	2026*03 1 unit
Reference Number: 40399	Lewis County PUD	\$5,506.73	
104755002*2026 Apr	3/25/2026	\$31.98	2/16-3/17 E Park St
104755003*2026 Apr	3/25/2026	\$31.98	2/16-3/17 305 2nd Ave NE "Triangle"
104755004*2026 Apr	3/25/2026	\$62.15	2/16-3/17 WA & 2nd ST Traffic Signal
104755005*2026 Apr	3/25/2026	\$50.80	2/16-3/17 Ball Park Lights/207 W Washingt

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Reference	Date	Amount	Notes
104755006*2026	Apr 3/25/2026	\$55.02	2/16-3/17 Linhart Ave Lights
104755007*2026	Apr 3/25/2026	\$39.80	2/16-3/17 2nd Ave NE Restroom/Pedestrian
104755008*2026	Apr 3/25/2026	\$80.96	2/16-3/17 113 2nd Ave SE
104755009*2026	Apr 3/25/2026	\$90.22	2/16-3/17 207 Wash ST Park Concessions
104755010*2026	Apr 3/31/2026	\$38.03	2/19-3/24 191 Hamilton RD
104755011*2026	Apr 3/25/2026	\$38.01	2/16-3/17 Stadium Heights St Lighths
104755012*2026	Apr 3/25/2026	\$48.67	2/16-3/17 Birch Ave SW Traffic Signal
104755014*2026	Apr 3/25/2026	\$33.77	2/16-3/17 WA Street Lighting
104755015*2026	Apr 3/25/2026	\$43.57	2/16-3/17 Camden Way ST Lights
104755016*2026	Apr 3/25/2026	\$39.80	2/16-3/17 Parkside Loop ST Lights
104755017*2026	Apr 3/25/2026	\$146.97	2/16-3/17 3rd Ave NW/Pump Station
104755018*2026	Apr 3/25/2026	\$998.65	2/23-3/25 Various Street Lights
104755019*2026	Apr 3/25/2026	\$84.41	2/16-3/17 Chieri CT Pump/Sewer Station
104755020*2026	Apr 3/25/2026	\$1,206.42	2/16-3/17 Birch - Well #5/Birch Ave SW Pu
104755022*2026	Apr 3/25/2026	\$328.03	2/16-3/17 Rush RD Pump - 1168 Rush RD
104755023*2026	Apr 3/25/2026	\$60.98	2/16-3/17 Rowell ST E Pump Well #3
104755024*2026	Apr 3/25/2026	\$375.13	2/16-3/17 Front ST - Well #2
104755025*2026	Apr 3/25/2026	\$331.94	2/16-3/17 207 W Washington Pump
104755026*2026	Apr 3/31/2026	\$43.82	2/19-3/24 611 Koontz RD Light
115588001*2026	Apr 3/25/2026	\$55.64	2/16-3/17 Rathburn ST
115588002*2026	Apr 3/25/2026	\$44.05	2/16-3/17 4th & Stella ST *250 W ST. Light
124227002*2026	Apr 3/31/2026	\$550.84	2/19-3/24 1206 Rush RD - Well #6 Treatme
124227003*2026	Apr 3/25/2026	\$345.51	2/16-3/17 City Hall - 407 Birch Ave SW
128323001*2026	Apr 3/25/2026	\$31.98	2/16-3/17 207 W Washington - Amphitheat
128578001*2026	Apr 3/31/2026	\$48.93	2/19-3/24 Rush RD Lights
128578002*2026	Apr 3/31/2026	\$39.83	2/19-3/24 Rush RD Lights/173 Hamilton RD
128578003*2026	Apr 3/25/2026	\$36.60	2/16-3/17 307 Sommerville RD Lighting
128578004*2026	Apr 3/25/2026	\$43.33	2/16-3/17 7th Ave Security Light
128578005*2026	Apr 3/25/2026	\$48.91	2/16-3/17 555 2nd Ave NE Park Building
Reference Number: 40400	Lewis County Roads	\$1,174.79	
10558	2/6/2025	\$1,174.79	Rush Rd bridge Insp

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Reference	Date	Amount	Notes
Reference Number: 40401	Lewis County Treasurer	\$47.00	
2026 Acc 037418	4/8/2026	\$23.50	2026 Acc 037418
2026 Acc 2178049	4/8/2026	\$23.50	2026 Acc 2178049
Reference Number: 40402	Master Meter Inc	\$1,547.00	
293107	3/17/2026	\$1,547.00	May 1, 26-Apr 30,27 Annual Support
Reference Number: 40403	Mrs. Klean Janitorial	\$634.00	
INV-2654	4/8/2026	\$634.00	2026 -Apr Clean City Hall
Reference Number: 40404	Napavine Ace Hardware	\$160.55	
987719	3/2/2026	\$7.56	Filter Air Pleat 20X20X1 for City Hall
987882	3/3/2026	\$18.37	Wrench Filter
988428	3/9/2026	\$32.42	Entry Knob Colonial
988455	3/10/2026	\$10.80	Gorilla Mounting Tape Clear
988583	3/12/2026	\$8.64	Twine TW Nylon
989050	3/17/2026	\$42.15	Bolt cutter 24"
989725	3/23/2026	\$21.61	Padlock 1-3/4" W Steel
989755	3/23/2026	\$10.80	LED A19 E26 DL 75W 2PK
989812	3/24/2026	\$8.20	Clorox Splashless 77OZ
Reference Number: 40405	Napavine Municipal Court	\$26.00	
2026*4/3/26 Remit Rieg	4/8/2026	\$26.00	2026 - Court Fines to City Rieg
Reference Number: 40406	Pete Hinton	\$65.00	
2026*3/5 Interpreter	4/9/2026	\$65.00	2026*3/5 Interpreter
Reference Number: 40407	Pointe Pest Control	\$269.75	
3920379	3/9/2026	\$269.75	Pest Control Qrtly 2026Q2
Reference Number: 40408	Pomps Tire Service Inc	\$958.97	

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Reference	Date	Amount Notes
2040035725	4/8/2026	\$958.97 4 tires PW Director Vehicle
Reference Number: 40409	Quill Corporation	\$184.39
48343334	3/26/2026	\$34.04 drawer organizer
48343367	3/27/2026	\$150.35 files/paper towels
Reference Number: 40410	Sarah Berry c/o Duane Elwood	\$317.00
2026*04 LEOFF 1 Medical	4/6/2026	\$317.00 2026*04 LEOFF 1 Medical
Reference Number: 40411	Toledotel	\$351.27
10115678	4/1/2026	\$351.27 2026* VOIP Apr 1-30
Reference Number: 40412	Transient Vendor	\$9.06
2026*04 1017.19 HomeFirst Development	4/9/2026	\$9.06 Refund Overpayment 441 Stadium Loop
Reference Number: 40413	Transient Vendor	\$30.59
2026*04 1100.16 Riley Alvord	4/9/2026	\$30.59 Refund Overpayment 222 Maple AVe #15
Reference Number: 40414	Transient Vendor	\$187.43
2026*04 1201.0 Christopher Willits	4/9/2026	\$187.43 Utility Deposit Refund 212 E Jefferson St
Reference Number: 40415	Transient Vendor	\$6.67
2026*04 3337.0 Murphy	4/9/2026	\$6.67 Refund Overpayment 203 Parkwood Ct
Reference Number: 40416	Transient Vendor	\$23.71
2026*04 3485.0 Home Court Advantage	4/9/2026	\$23.71 2026*04 3485.0 Home Court Advantage
Reference Number: 40417	US Bank NA Cincinnati	\$40.00
2026*03 Bond Fees	4/9/2026	\$40.00 2026*03 Bond Fees
Reference Number: 40418	US Cellular	\$1,378.47
0795624633	3/12/2026	\$258.50 2026 3/12-4/11 PW Cell

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Reference	Date	Amount	Notes
0795627135	4/9/2026	\$1,071.63	2026*3/12-4/11 Cell PD/court/MIFI PW
079745900	3/20/2026	\$48.34	2026 3/20-4/19 Treasurer
Reference Number: 40419	Vander Stoep, Blinks, Jones & Unzu	\$2,000.00	
2026*04 Judge	4/9/2026	\$2,000.00	2026*04 Judge
Reference Number: 40420	Vision Municipal Solution	\$903.15	
09-17215	4/8/2026	\$903.15	2026*03 Utility Bills
Reference Number: 40421	WA Dept of Transportation	\$2,531.34	
RE*FB91458009261	3/31/2026	\$2,531.34	2026*03 Fuel bill
Reference Number: 40422	WA Municipal Clerks Association	\$100.00	
06692	4/1/2026	\$100.00	Annual Membership 2026 Denham
Reference Number: 40423	Washington State Patrol	\$24.00	
I2605339	4/1/2026	\$24.00	CPL Background Checks White/Dorman
Reference Number: 40424	Western United Civil Group LLC	\$248,661.29	
Pay Est 4 Jefferson Station	4/9/2026	\$248,661.29	Pay Est 4 Jefferson Station
Reference Number: 40425	Winlock Auto Supply	\$146.44	
045633	3/3/2026	\$117.86	oil and fuel filter P
047407	3/31/2026	\$28.58	oil eater/shine protect
Reference Number: EFT*20260401	AFLAC Remittance Processing	\$728.21	
Aflac - 15969	3/16/2026	\$32.36	
Aflac - 15972	3/16/2026	\$60.71	
Aflac - 15976	3/16/2026	\$28.47	
Aflac - 16005	4/1/2026	\$32.37	
Aflac - 16008	4/1/2026	\$60.71	
Aflac - 16012	4/1/2026	\$28.47	

April - April 2026 1st Council Meeting

Reference	Date	Amount	Notes
Aflac Disability - 15972	3/16/2026	\$47.84	
Aflac Disability - 15973	3/16/2026	\$63.44	
Aflac Disability - 15974	3/16/2026	\$68.54	
Aflac Disability - 15976	3/16/2026	\$62.73	
Aflac Disability - 16008	4/1/2026	\$47.84	
Aflac Disability - 16009	4/1/2026	\$63.44	
Aflac Disability - 16010	4/1/2026	\$68.55	
Aflac Disability - 16012	4/1/2026	\$62.74	
Reference Number: EFT*20260402	Vimly Benefit Solutions, Inc	\$2,300.94	
Medical/Dental - 16008	4/1/2026	\$1,123.62	
Medical/Dental - 16010	4/1/2026	\$1,177.32	
Reference Number: EFT*20260403	Washington Teamsters Welfare Tru	\$20,804.60	
Medical /Dental/Vision - 16003	4/1/2026	\$1,564.20	
Medical /Dental/Vision - 16004	4/1/2026	\$1,564.20	
Medical /Dental/Vision - 16005	4/1/2026	\$1,564.20	
Medical /Dental/Vision - 16006	4/1/2026	\$1,564.20	
Medical /Dental/Vision - 16007	4/1/2026	\$1,564.20	
Medical /Dental/Vision - 16008	4/1/2026	\$17.10	
Medical /Dental/Vision - 16009	4/1/2026	\$1,564.20	
Medical /Dental/Vision - 16010	4/1/2026	\$17.10	
Medical /Dental/Vision - 16011	4/1/2026	\$1,564.20	
Medical /Dental/Vision - 16012	4/1/2026	\$1,564.20	
Medical /Dental/Vision - 16013	4/1/2026	\$1,564.20	
Medical /Dental/Vision - 16014	4/1/2026	\$1,564.20	
Medical /Dental/Vision - 16015	4/1/2026	\$1,564.20	
Medical /Dental/Vision - 16016	4/1/2026	\$1,564.20	
Medical Dental Vision - 15967	3/16/2026	\$100.00	
Medical Dental Vision - 15968	3/16/2026	\$100.00	
Medical Dental Vision - 15969	3/16/2026	\$100.00	
Medical Dental Vision - 15970	3/16/2026	\$100.00	

April - April 2026 1st Council Meeting

Reference	Date	Amount	Notes
Medical Dental Vision - 15971	3/16/2026	\$100.00	
Medical Dental Vision - 15976	3/16/2026	\$100.00	
Medical Dental Vision - 15977	3/16/2026	\$100.00	
Medical Dental Vision - 15978	3/16/2026	\$100.00	
Medical Dental Vision - 15980	3/16/2026	\$100.00	
Medical Dental Vision - 15981	3/16/2026	\$100.00	
Medical Dental Vision - 16003	4/1/2026	\$100.00	
Medical Dental Vision - 16004	4/1/2026	\$100.00	
Medical Dental Vision - 16005	4/1/2026	\$100.00	
Medical Dental Vision - 16006	4/1/2026	\$100.00	
Medical Dental Vision - 16007	4/1/2026	\$100.00	
Medical Dental Vision - 16012	4/1/2026	\$100.00	
Medical Dental Vision - 16013	4/1/2026	\$100.00	
Medical Dental Vision - 16014	4/1/2026	\$100.00	
Medical Dental Vision - 16015	4/1/2026	\$100.00	
Medical Dental Vision - 16016	4/1/2026	\$100.00	
Reference Number: EFT*20260404	Dept of Treasury Internal Revenue :	\$7,773.94	
Federal Income Tax - 15993	4/1/2026	\$0.00	
Federal Income Tax - 15997	4/1/2026	\$211.79	
Federal Income Tax - 15998	4/1/2026	\$0.00	
Federal Income Tax - 16002	4/1/2026	\$237.65	
Federal Income Tax - 16003	4/1/2026	\$249.43	
Federal Income Tax - 16004	4/1/2026	\$576.31	
Federal Income Tax - 16005	4/1/2026	\$756.20	
Federal Income Tax - 16006	4/1/2026	\$523.90	
Federal Income Tax - 16007	4/1/2026	\$540.59	
Federal Income Tax - 16008	4/1/2026	\$423.82	
Federal Income Tax - 16009	4/1/2026	\$398.38	
Federal Income Tax - 16010	4/1/2026	\$629.76	
Federal Income Tax - 16011	4/1/2026	\$121.27	
Federal Income Tax - 16012	4/1/2026	\$386.49	

April - April 2026 1st Council Meeting

Reference	Date	Amount	Notes
Federal Income Tax - 16013	4/1/2026	\$230.58	
Federal Income Tax - 16014	4/1/2026	\$269.27	
Federal Income Tax - 16015	4/1/2026	\$292.61	
Federal Income Tax - 16016	4/1/2026	\$188.57	
Federal Income Tax - 16017	4/1/2026	\$0.00	
Medicare - 15993 (2)	4/1/2026	\$0.00	
Medicare - 15997	4/1/2026	\$36.57	
Medicare - 15997 (2)	4/1/2026	\$36.57	
Medicare - 15998	4/1/2026	\$16.17	
Medicare - 15998 (2)	4/1/2026	\$16.17	
Medicare - 16002	4/1/2026	\$39.69	
Medicare - 16002 (2)	4/1/2026	\$39.69	
Medicare - 16003	4/1/2026	\$52.69	
Medicare - 16003 (2)	4/1/2026	\$52.69	
Medicare - 16004	4/1/2026	\$58.49	
Medicare - 16004 (2)	4/1/2026	\$58.49	
Medicare - 16005	4/1/2026	\$77.72	
Medicare - 16005 (2)	4/1/2026	\$77.72	
Medicare - 16006	4/1/2026	\$57.21	
Medicare - 16006 (2)	4/1/2026	\$57.21	
Medicare - 16007	4/1/2026	\$60.49	
Medicare - 16007 (2)	4/1/2026	\$60.49	
Medicare - 16008	4/1/2026	\$63.93	
Medicare - 16008 (2)	4/1/2026	\$63.93	
Medicare - 16009	4/1/2026	\$46.40	
Medicare - 16009 (2)	4/1/2026	\$46.40	
Medicare - 16010	4/1/2026	\$64.92	
Medicare - 16010 (2)	4/1/2026	\$64.92	
Medicare - 16011	4/1/2026	\$38.05	
Medicare - 16011 (2)	4/1/2026	\$38.05	
Medicare - 16012	4/1/2026	\$48.57	
Medicare - 16012 (2)	4/1/2026	\$48.57	

April - April 2026 1st Council Meeting

Reference	Date	Amount	Notes
Medicare - 16013	4/1/2026	\$53.01	
Medicare - 16013 (2)	4/1/2026	\$53.01	
Medicare - 16014	4/1/2026	\$48.72	
Medicare - 16014 (2)	4/1/2026	\$48.72	
Medicare - 16015	4/1/2026	\$50.96	
Medicare - 16015 (2)	4/1/2026	\$50.96	
Medicare - 16016	4/1/2026	\$40.57	
Medicare - 16016 (2)	4/1/2026	\$40.57	
Medicare - 16017	4/1/2026	\$14.50	
Medicare - 16017 (2)	4/1/2026	\$14.50	
Social Security Tax - 15993 (2)	4/1/2026	\$0.00	
Reference Number: EFT*20260405	Nationwide Retirement Solutions	\$9,784.46	
Deferred Comp - 15968	3/16/2026	\$300.00	
Deferred Comp - 15969	3/16/2026	\$300.00	
Deferred Comp - 15970	3/16/2026	\$150.00	
Deferred Comp - 15971	3/16/2026	\$300.00	
Deferred Comp - 15972	3/16/2026	\$673.50	
Deferred Comp - 15973	3/16/2026	\$75.00	
Deferred Comp - 15974	3/16/2026	\$300.00	
Deferred Comp - 15975	3/16/2026	\$100.00	
Deferred Comp - 15976	3/16/2026	\$150.00	
Deferred Comp - 15977	3/16/2026	\$300.00	
Deferred Comp - 15978	3/16/2026	\$307.74	
Deferred Comp - 15981	3/16/2026	\$150.00	
Deferred Comp - 16003	4/1/2026	\$300.00	
Deferred Comp - 16005	4/1/2026	\$300.00	
Deferred Comp - 16006	4/1/2026	\$150.00	
Deferred Comp - 16007	4/1/2026	\$300.00	
Deferred Comp - 16008	4/1/2026	\$673.50	
Deferred Comp - 16009	4/1/2026	\$75.00	
Deferred Comp - 16010	4/1/2026	\$300.00	

April - April 2026 1st Council Meeting

Reference	Date	Amount	Notes
Deferred Comp - 16011	4/1/2026	\$100.00	
Deferred Comp - 16012	4/1/2026	\$150.00	
Deferred Comp - 16013	4/1/2026	\$300.00	
Deferred Comp - 16014	4/1/2026	\$307.74	
Deferred Comp - 16016	4/1/2026	\$150.00	
Deferred Comp Match - 16003	4/1/2026	\$300.00	
Deferred Comp Match - 16005	4/1/2026	\$300.00	
Deferred Comp Match - 16006	4/1/2026	\$150.00	
Deferred Comp Match - 16007	4/1/2026	\$300.00	
Deferred Comp Match - 16008	4/1/2026	\$723.49	
Deferred Comp Match - 16009	4/1/2026	\$75.00	
Deferred Comp Match - 16010	4/1/2026	\$723.49	
Deferred Comp Match - 16011	4/1/2026	\$100.00	
Deferred Comp Match - 16012	4/1/2026	\$150.00	
Deferred Comp Match - 16013	4/1/2026	\$300.00	
Deferred Comp Match - 16014	4/1/2026	\$300.00	
Deferred Comp Match - 16016	4/1/2026	\$150.00	
Reference Number: EFT*20260406	Dept of Licensing Firearms Desk	\$18.00	
NV0000180 White	3/24/2026	\$18.00	NV0000180 White
Reference Number: EFT*20260407	Dept of Licensing Firearms Desk	\$60.00	
NV0000181 Dorman	4/1/2026	\$18.00	NV0000181 Dorman
NV0000182 French	4/1/2026	\$21.00	NV0000182 French
NV0000183 McCusker	4/1/2026	\$21.00	NV0000183 McCusker
Reference Number: EFT*20260408	Dept of Revenue	\$7,995.42	
2026*Mar DOR	3/30/2026	\$7,995.42	2026*Mar DOR
Reference Number: EFT*20260409	Umpqua Bank - Washington	\$35.22	
2026*03 Banking Fee	3/20/2026	\$35.22	2026*03 Banking Fee

April - April 2026 1st Council Meeting

Reference	Date	Amount	Notes
Reference Number: EFT*20260410	WAVE	\$112.10	
138396701-0012130	4/9/2026	\$112.10	2026 4/1-4/30 WAVE Internet
Reference Number: EFT*20260411	WAVE	\$112.10	
138091001-0012130	4/9/2026	\$112.10	2026- 4/1-4/30 Mayme
Reference Number: EFT*20260412	WAVE	\$112.10	
138396801-0012130	4/9/2026	\$112.10	2026-4/1-4/30 WAVE Phone PD
Reference Number: EFT*20260413	WAVE	\$102.39	
032768701-0012118	4/9/2026	\$102.39	2026*3/23-4/22 WAVE Phone & Internet PA
Reference Number: EFT*20260414	Dept of Retirement Systems	\$6,854.60	
Emp Rtmt - 15997	4/1/2026	\$140.72	
Emp Rtmt - 16002	4/1/2026	\$152.74	
Emp Rtmt - 16003	4/1/2026	\$202.77	
Emp Rtmt - 16004	4/1/2026	\$209.03	
Emp Rtmt - 16005	4/1/2026	\$281.44	
Emp Rtmt - 16006	4/1/2026	\$207.52	
Emp Rtmt - 16007	4/1/2026	\$211.29	
Emp Rtmt - 16008	4/1/2026	\$246.02	
Emp Rtmt - 16009	4/1/2026	\$178.57	
Emp Rtmt - 16010	4/1/2026	\$249.82	
Emp Rtmt - 16011	4/1/2026	\$146.44	
Emp Rtmt - 16012	4/1/2026	\$186.91	
Emp Rtmt - 16013	4/1/2026	\$204.00	
Emp Rtmt - 16014	4/1/2026	\$187.48	
Emp Rtmt - 16015	4/1/2026	\$196.12	
Emp Rtmt - 16016	4/1/2026	\$156.12	
Taxable Retirement - 15997	4/1/2026	\$135.67	
Taxable Retirement - 16002	4/1/2026	\$147.27	
Taxable Retirement - 16003	4/1/2026	\$195.51	
Taxable Retirement - 16004	4/1/2026	\$335.15	

April - April 2026 1st Council Meeting

Reference	Date	Amount	Notes
Taxable Retirement - 16005	4/1/2026	\$451.25	
Taxable Retirement - 16006	4/1/2026	\$332.74	
Taxable Retirement - 16007	4/1/2026	\$338.79	
Taxable Retirement - 16008	4/1/2026	\$237.21	
Taxable Retirement - 16009	4/1/2026	\$172.17	
Taxable Retirement - 16010	4/1/2026	\$313.39	
Taxable Retirement - 16011	4/1/2026	\$141.20	
Taxable Retirement - 16012	4/1/2026	\$180.21	
Taxable Retirement - 16013	4/1/2026	\$196.68	
Taxable Retirement - 16014	4/1/2026	\$180.76	
Taxable Retirement - 16015	4/1/2026	\$189.09	
Taxable Retirement - 16016	4/1/2026	\$150.52	
Reference Number: Mar 16-31, 202	Payroll Vendor	\$40,966.15	
ACH Pay - 15997	4/1/2026	\$2,089.24	
ACH Pay - 15998	4/1/2026	\$1,013.13	
ACH Pay - 16003	4/1/2026	\$2,644.65	
ACH Pay - 16004	4/1/2026	\$2,834.51	
ACH Pay - 16005	4/1/2026	\$3,509.30	
ACH Pay - 16006	4/1/2026	\$2,664.87	
ACH Pay - 16007	4/1/2026	\$2,700.63	
ACH Pay - 16008	4/1/2026	\$2,831.59	
ACH Pay - 16009	4/1/2026	\$2,339.11	
ACH Pay - 16010	4/1/2026	\$3,053.22	
ACH Pay - 16011	4/1/2026	\$2,141.67	
ACH Pay - 16012	4/1/2026	\$2,280.80	
ACH Pay - 16013	4/1/2026	\$2,674.99	
ACH Pay - 16014	4/1/2026	\$2,353.27	
ACH Pay - 16015	4/1/2026	\$2,782.16	
ACH Pay - 16016	4/1/2026	\$2,082.04	
ACH Pay - 16017	4/1/2026	\$970.97	
Totals		\$491,260.82	

April - April 2026 1st Council Meeting

Reference	Date	Amount	Notes
The following voucher/warrants/electronic payments are approved for payment:			
Accounts Payable	119	41	390,072.80 40377/78/81-40425
Payroll Vendors	2	2	3,427.79 40379-80
Electronic Payments	10	8	8,547.33 EFT*20260406-13
Electronic Payroll	6	6	48,246.75 EFT*20260401-05/14
ACH Direct Deposit	17	17	40,966.15 Payroll Mar 16-31, 2026
Total Vouchers	154	74	\$491,260.82

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

MAYOR: _____

TREASURER: _____

COUNCILOR #1: _____

COUNCILOR #2: _____

COUNCILOR #3: _____

COUNCILOR #4: _____

COUNCILOR #5: _____

Police Department - John Brockmueller _____

Public Works-Will Tastad _____

Court- Lacie Dewitt _____

City Clerk - Rachelle Denham: _____

DATED THIS _DAY OF _____, 2026

**CITY OF NAPA VINE, WASHINGTON
RESOLUTION NO. 26-04-172**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NAPA VINE,
WASHINGTON, ADOPTING A NEW CLIMATE ELEMENT WITH
GREENHOUSE GAS REDUCTION AND RESILIENCE GOALS AND
POLICIES INTO THE “2026 COMPREHENSIVE PLAN UPDATE” FOR
THE CITY OF NAPA VINE; PROVIDING FOR SEVERABILITY; AND
PROVIDING AN EFFECTIVE DATE**

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

WHEREAS, the City is required to “fully plan” under the Washington State Growth Management Act (“GMA”) pursuant to section RCW 36.70A.040; and

WHEREAS, RCW 36.70A.130 of the GMA requires continuing review and evaluation of comprehensive plans and, for cities in Lewis County, requires review and adoption of revised comprehensive plans and development regulations compliant with the GMA (the “Periodic Update”) by June 30, 2026; and

WHEREAS, the City Council will enact a Resolution adopting the City’s “2026 Comprehensive Plan Update” (“Comprehensive Plan”) by June 30, 2026, as the required Periodic Update; and

WHEREAS, the City has established a process and criteria for making modifications to the City’s Comprehensive Plan in Chapter 17.76 of the Napavine Municipal Code, Comprehensive Plan and Amendments, including text and map amendments in accordance with the GMA; and

WHEREAS, the addition of a Climate Element, with greenhouse gas reduction and resilience goals and policies, to the Comprehensive Plan is required under House Bill 1181, as adopted by the Washington State Legislature in 2023 (RCW 36.70.020 (14)), and the City is required to adopt such a Climate Element by June 2026; and

WHEREAS, the City collaboratively developed a draft Climate Element with greenhouse gas reduction and resilience goals and policies, utilizing grant funding from the Washington State

Department of Commerce (“Department of Commerce”) made possible by the Washington Climate Commitment Act; and through input from Planning Commission and working cooperatively with Lewis County and the other cities in Lewis County; and

WHEREAS, public input and feedback is critical to the development of a Climate Element and ensuring the plan and policies reflect the Napavine community’s priorities; and

WHEREAS, the Climate Element, a new chapter in the Comprehensive Plan that builds on the 2026 Periodic Update effort, strengthening the City’s approach to climate resilience and greenhouse gas (GHG) reduction goals and policies that will help Napavine to: prepare for climate-related risks such as extreme heat, flooding, wildfire smoke, and landslides; protect important community assets such as parks, neighborhoods, businesses, and infrastructure; potentially improve energy efficiency; and look for climate strategies with co-benefits for the community, such as lower energy costs, safer transportation options, and healthier natural spaces; and

WHEREAS, the Climate Element fulfills the requirements of RCW 36.70A.070(9) and RCW 36.70A.095 to plan for reductions in greenhouse gas emissions and enhance community resiliency to the adverse impacts of climate change; the Climate Element also aligns with the Washington State Department of Commerce’s Climate Planning Guidance; and

WHEREAS, the Planning Commission held a public meeting to review and analyze the Climate Element during regular meetings on February 2, 2025, and November 3, 2025; and

WHEREAS, the City Council held a public meeting on November 25, 2025, and a public hearing on December 9, 2025, soliciting testimony from community members regarding the Climate Element; and

WHEREAS, in accordance with the requirements set forth in RCW 36.70A.106, the City provided the Department of Commerce notice of the City’s intent to adopt the proposed Climate Element; and

WHEREAS, the City has complied with all State procedural requirements of the GMA and SEPA, and desires to adopt the Climate Element into the City’s Comprehensive Plan.

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

Section 1. ADOPTION OF A NEW COMPREHENSIVE PLAN CLIMATE ELEMENT. The City Council adopts a Climate Element with greenhouse gas reduction and resilience goals and policies as set forth in Exhibit A, attached hereto and incorporated by reference, as a new section to the CITY OF NAPAVINE “2026 Comprehensive Plan Update”.

Section 2. SEVERABILITY. Should any portion of this resolution, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, such decision shall not affect the validity of the remaining portions of this resolution or its application to other persons or circumstances.

Section 3. CORRECTIONS. Upon approval of the City Attorney, the City Clerk is authorized to make necessary corrections to this resolution including, but not limited to, the correction of scrivener’s/clerical errors, references, resolution numbering, section/subsection numbers, and any references thereto.

Section 4. EFFECTIVE DATE. This Resolution shall take effect immediately, or as otherwise provided by law. The City Clerk may publish the following summary of this Resolution:

CITY of NAPA VINE - Summary of Resolution No. 26-04-172

The City Council of the City of Napavine adopted Resolution No. 26-04-172 at its regularly scheduled City Council meeting held on April 14, 2026. The content of the Resolution is summarized in its title as follows:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NAPA VINE, WASHINGTON, ADOPTING A NEW CLIMATE ELEMENT WITH GREENHOUSE GAS REDUCTION AND RESILIENCE GOALS AND POLICIES INTO THE “2026 COMPREHENSIVE PLAN UPDATE” FOR THE CITY OF NAPA VINE; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

The effective date of the Resolution is April 14, 2026. A copy of the full text of the Resolution will be mailed upon request to the undersigned at the Napavine City Hall, P.O. Box 810, Napavine, WA 98565: (360) 262-3547.

Published this ___ day of April, 2026.

Napavine City Clerk

PASSED by the Council of the City of Napavine, Washington, and APPROVED by the Mayor of the City of Napavine at a regular open public meeting thereof, this 14th day of April, 2026.

APPROVED:

Shawn O’Neill, Mayor

ATTEST/AUTHENTICATED:

Rachelle Denham, City Clerk

APPROVED AS TO FORM:

James M.B. Buzzard, City Attorney

Ayes: _____
Nays: _____
Absent: _____
Abstain: _____

CITY CLERK'S CERTIFICATION

I hereby certify that the foregoing Resolution is a true and correct copy of Resolution No. 26-04-172 of the City of Napavine, Washington, entitled "A resolution Of The City Council Of The City Of Napavine, Washington, Adopting A New Climate Element With Greenhouse Gas Reduction And Resilience Goals And Policies Into The "2026 Comprehensive Plan Update" For The City Of Napavine; Providing For Severability; And Providing An Effective Date" as approved according to law by the Napavine City Council on the date therein mentioned.

Attest:

Rachelle Denham, City Clerk

Approved Reading: April 14, 2026
Published: April ____, 2026
Effective Date: April 14, 2026
Resolution Number: 26-04-172

**CITY OF NAPA VINE, WASHINGTON
RESOLUTION NO. 26-04-173**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NAPA VINE, WASHINGTON, UPDATING THE SMALL AND ATTRACTIVE ITEMS POLICY AND PROCEDURES, INCLUDING INVENTORY CONTROLS AND REPORTING REQUIREMENTS.

WHEREAS, The City of Napavine is responsible for safeguarding public assets and ensuring proper accountability of City-owned property; and

WHEREAS, Certain items, due to their size, portability, and value, are more susceptible to loss or theft and may not be immediately noticed upon disappearance; and

WHEREAS, The Washington State Auditor’s Office recommends that local governments implement policies and procedures to track and control such “small and attractive items”; and

WHEREAS, The City desires to establish a formal system of internal controls to track, inventory, and safeguard these assets.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NAPA VINE, WASHINGTON, AS FOLLOWS:

Section 1. Adoption of Policy

The City Council hereby adopts the Small and Attractive Items Policy and Procedures, attached hereto as *Exhibit A* and Small and Attractive Items Lost/Stolen/ Disposal Property Report as *Exhibit B* incorporated herein by this reference.

Section 2. Definition and Threshold

For purposes of this policy, “small and attractive items” are defined as assets that:

- Have an acquisition cost of \$250 or more but less than the City’s capitalization threshold,
- Have a useful life of greater than one (1) year, and
- Are portable, readily marketable, and susceptible to loss or theft

Section 3. Inventory and Accountability

All City departments shall:

- Maintain an inventory of small and attractive items
- Conduct a physical inventory at least annually

- Submit inventory records to the City Treasurer or Designee no later than January 31st of each year
- Report lost, stolen, or damaged items in accordance with the adopted policy

Section 4. Implementation

The City Treasurer or Designee, in coordination with Department Heads, is authorized and directed to implement and administer this policy and to ensure compliance with its provisions.

Section 5. Severability

If any provision of this resolution or the adopted policy is held invalid, such invalidity shall not affect the remaining provisions.

Section 6. Effective Date

This resolution shall take effect immediately upon its adoption.

PASSED BY THE CITY COUNCIL OF THE CITY OF NAPAVINE, WASHINGTON, at a regular meeting thereof this _____ day of _____, 2026.

CITY OF NAPAVINE

By: _____
Shawn O’Neill, Mayor

ATTEST:

Rachelle Denham, City Clerk

APPROVED AS TO FORM:

James M.B. Buzzard, WSBA #33555
City Attorney

EXHIBIT A

Small and Attractive Items Policy and Procedures *(Attached)*



SMALL AND ATTRACTIVE ITEMS POLICY AND PROCEDURES

PURPOSE

The purpose of this policy is to establish and document a system of internal controls over small and attractive items to ensure accountability for assets that may not be immediately noticed upon disappearance and do not meet the City's capitalization threshold for fixed assets.

This policy is intended to promote stewardship of City resources through proper tracking, monitoring, and safeguarding of such items.

I. POLICY

It is the policy of the City of Napavine to maintain accountability over all tangible items that have a likelihood of disappearing without immediate detection.

City departments shall maintain records of small and attractive items, which will be verified by a physical inventory at least once annually. Updated inventory listings shall be submitted to the City Treasurer or Designee no later than January 31st of each year for review and comparison.

A. GENERAL

A "small and attractive item" is defined as an asset that:

- Has an acquisition cost of \$250 or more, but less than the City's capitalization threshold for fixed assets (currently \$5,000),
- Has an expected useful life of greater than one (1) year, and
- Is portable, readily marketable, and susceptible to loss or theft, and not likely to be missed immediately upon disappearance

Examples include, but are not limited to:

- Cameras and audio/visual equipment
- Firearms (where applicable)
- Shop tools and equipment
- Radios, tablets, and similar electronic devices

B. RESPONSIBILITY OF DEPARTMENT HEADS

Each Department Head, or their designee, shall:

- Maintain an accurate and current inventory listing of small and attractive items
- Conduct a physical inventory at least annually
- Submit the inventory listing to the City Treasurer or Designee by January 31st each year
- Document and report any additions, deletions, or discrepancies

If an item is removed from inventory, the Department Head shall document the reason and method of disposal.

C. ASSET IDENTIFICATION

Inventory records shall include, when available:

- Description of the item
- Serial number, model number, or other identifying information
- Acquisition date and cost
- Assigned department or responsible individual

Whenever feasible, items shall be engraved, labeled, or otherwise marked with City identification. Such markings shall only be removed upon authorized disposal of the asset.

II. PROCEDURES

A. ADDITIONS

Assets may be acquired through purchase, construction, donation, or lease.

Upon receipt:

- The acquiring department shall record the item in its inventory system
- The item shall be tagged or labeled with a City inventory number when practical
- Items shall be coded appropriately in accordance with the BARS Manual (e.g., object code 35, as applicable)

B. DELETIONS

Items shall be removed from inventory when disposed of due to:

- Sale
- Scrapping
- Loss or theft
- Damage or destruction (e.g., fire, flood)

The Department Head is responsible for initiating and documenting all deletions. Supporting documentation must be retained.

Losses due to theft or unexplained disappearance may require notification to:

- The City Clerk and Treasurer
- The Mayor
- Law enforcement
- The City's insurance provider

C. TRANSFERS

Transfers of assets may occur between departments or funds.

- The originating department remains responsible for initiating and documenting the transfer
- Inventory records must be updated by both departments
- Transfers involving proprietary funds (e.g., water/sewer) shall include appropriate financial transactions at fair market value

Transfers between governmental entities do not require surplus declaration or public notice unless otherwise required by law or City policy.

D. LOST OR STOLEN ASSETS

If an item cannot be located:

1. The Department shall make reasonable efforts to locate the item
2. If not recovered, the Department Head shall notify the City Treasurer or Designee
3. The Treasurer shall notify the Mayor and Police Department, as appropriate

If the item is not recovered within ninety (90) days, the Department Head shall submit written notification to the Mayor, City Clerk, and City Treasurer documenting the loss and final disposition.

E. DONATED ASSETS

Donated assets shall be recorded in accordance with applicable accounting standards:

- Donations to governmental funds shall be recorded as revenue
- Donations to proprietary funds shall be recorded as contributed capital

All donated small and attractive items meeting the criteria of this policy shall be added to the inventory system.

EFFECTIVE DATE

This policy shall be effective upon adoption by the City Council of the City of Napavine and shall remain in effect until amended or repealed.

Adopted by the City Council of the City of Napavine on _____.

EXHIBIT B

Small and Attractive Items Lost / Stolen / Disposal Property Report
(Attached)



**SMALL AND ATTRACTIVE ITEMS
LOST / STOLEN / DISPOSAL PROPERTY REPORT**

1. GENERAL INFORMATION

- **Department:** _____
- **Date of Report:** _____
- **Reported By (Name & Title):** _____

2. ITEM INFORMATION

- **Description of Item:** _____
- **Inventory ID / Tag Number:** _____
- **Serial / Model Number (if available):** _____
- **Acquisition Date (if known):** _____
- **Acquisition Cost (if known):** _____

3. INCIDENT DETAILS

- **Type of Loss (check one):**
 - Lost
 - Stolen
 - Damaged/Destroyed
 - Other: _____
 - **Date Item Last Seen:** _____
 - **Location Item Last Seen:** _____
 - **Detailed Description of Incident (attach additional pages if needed):**
-
-

4. ACTIONS TAKEN

- **Steps Taken to Locate Item:** _____
- **Was Law Enforcement Notified?** Yes No
 - If yes, **Agency:** _____
 - **Case Number:** _____
- **Was Insurance Notified?** Yes No

5. DEPARTMENT HEAD CERTIFICATION

I certify that all reasonable efforts have been made to locate the item and that the information provided is accurate to the best of my knowledge.

- **Department Head Name:** _____
- **Signature:** _____
- **Date:** _____

6. ADMINISTRATIVE REVIEW

- **City Treasurer or City Clerk Review:**
 - Approved for Removal from Inventory
 - Additional Investigation Required

Comments: _____

Signature: _____ **Date:** _____

- **Mayor Review (if required):**

Comments: _____

Signature: _____ **Date:** _____

7. FINAL DISPOSITION

- **Date Removed from Inventory:** _____
- **Method of Disposal / Resolution if needed:** _____



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

**Action Memorandum No. 26-02
Notice of New Liquor License**

Originator: Rachelle Denham, City Clerk

Agenda Date: April 14, 2026

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

Review by Mayor Shawn O'Neill: _____,

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

Account Name	Location Name	License/Authc	License No	Trade Name	Expiration Date	Type	Subtype	Privilege / Endorsement Name
THREE JI K LLC	112 2ND AVE NE, NAPAVINE, WA	011513	369952	SUPER MINI MART	6/30/2026	Liquor	Retail	Grocery Store - Beer/Wine

Fiscal Impact: yes no

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

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

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

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

Staff Recommendation:

- Approve Liquor License renewal for Super Mini Mart.



To: Mayor and City Council
From: Public Works/Community Development Staff
RE: Staff Report for Council Meeting, April 14th, 2026

- **Planning Commission Meeting Minutes**

- Signed Planning Commission meeting minutes – March 2nd, 2026.
- Next Planning Commission meeting is April 20th, 2026.

- **Action Items**

- Met with department heads moving forward with parks. We will be testing usage on lights at the baseball park, to check feasibility of a lighting upgrade and if the cost to benefit ratio makes sense.
- RC and Amphitheatre – Direction of the council moving forward. Both these locations used to be used, but after RC business discontinued operation the track sees minimal foot traffic.
 - The Amphitheatre used to be a tourism attraction to the city and bring people in but has seen minimal use as of lately. Does the council want to revitalize this project or set up a sub committee, what is best use?

- **Project Updates**

- Scots Industries - Water upgrade is complete. Issued building permit for foundation, will be permitting the building in the next few months.
- Cell tower on city property –Lease is signed. Had Geotech out for soil testing.
- TA Project – City review on the store and truck shop is complete. The city is waiting on WSDOT and Developer’s developer agreement. Next step is bonding for frontage improvements.
- Rush Road STIP -working with Local Programs, the County regarding City match. Working with Consor regarding cross-section and using a 4 ft buffer and 10 ft lanes.
- Woodard Road (Tiger Meadows) -Applicant submitted the required Post Decision Review application to move the lift station from Phase 2 to Phase 1. City staff/Consultant is currently reviewing the application.
- Jefferson Station – Active Construction with a few minor changes with pump capacities. Projected to finish the end of April.
- 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! Submitted the Scope of Work for the Source Water Protection Local Assistance Grant Program. DOH Grant approved and signed 11/12/2025. This grant supports Napavine's need to identify areas for replacement wells and preparation work in creating a groundwater flow model. Strata Geosciences is performing Napavine Wells 4 & 5 test Procedures.

- Franchise Agreements- Working on 2 Franchise agreements for telecommunications. Comcast Franchise agreement is completed.



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

To: Mayor and City Council

From: Rachelle Denham, City Clerk

RE: Clerk's Report for Council Meeting, April 14, 2026

Billing Information

- ✓ April City billed out a total of \$231,286.48
- ✓ YTD Billed \$478,438.53
- ✓ Receipted YTD \$295,042.17
- ✓ Total of 357 badger meters in the ground, up 18 from last reporting **(25 pending placement)**
- ✓ 56 EyeOnWater app users, no change from last reporting.
- ✓ Dog License Renewals YTD 102, last year we had 146 licensed
- ✓ Park reservations are starting up, 5 Reservation for Feb/March – 11 scheduled currently between April and August
- ✓ 9 Escrows Closed YTD, 4 pending with estimated closing in April

Napavine Police Department Monthly Call Activity Report

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

38

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

47

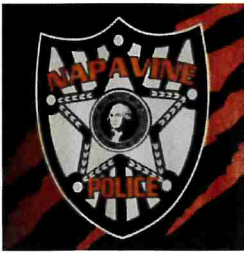
85

MARCH MONTHLY TOTAL

255

YEAR TO DATE 2026

(As of the end of MAR 2026)



NAPAVINE POLICE DEPARTMENT

COUNCIL 4/14/2026 STAFF REPORT

- Our police department and the clerk's offices were invited to participate in the Career Expo 2026, held at the Napavine High School on April 2nd, 2026. Students came from multiple schools to join with the Napavine students and staff. We enjoyed the event, along with a member of the clerk's office. (Picture below)
- Members of our agency attended the annual Washington Traffic Safety Commission (WTSC) banquet on April 3rd, 2026. Our officers are involved in multiple traffic safety events throughout the year. Some of the events include Safety City, impaired driving patrols, speed and seatbelt patrols. These are covered by funding from a grant.
- The annual Easter egg hunt was held on April 4th, 2026, which we attended with our Tiger mascot. Fire District 5, the Funtime Festival and the Napavine Lions Club hosted this event and a shoutout to Arnold Haberstroh for his sponsorship. A big thanks to Cash Williams for always being willing to appear at our events as the Tiger. (Picture Below)

