



CITY COUNCIL MEETING AGENDA
Tuesday – March 28, 2023 – 6:00 PM

Shawn O'Neill,
Mayor
soneill@cityofnapavine.com

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

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

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

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

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

Staff Members

Rachelle Denham,
City Clerk

Michelle Whitten,
City Treasurer

Bryan Morris,
PW Director
Community Development

John Brockmueller,
Chief of Police

Allen Unzelman
Honorable Judge-Municipal Court

Jim Buzzard,
Legal Counsel

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

City Website
www.cityofnapavine.com

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

- VI. APPROVAL OF MINUTES FROM THE REGULAR MEETING**
 - 1) Regular Council Meeting Minutes– March 14, 2023**
 - 2) Public Hearing Minutes Ord 645 Establishing Transportation Benefit District (Second Reading)- March 14, 2023**

- VII. STAFF & COUNCIL REPORT**

- VIII. NEW BUSINESS**
 - 1) Vouchers – M. Whitten**
 - 2) AM 23-01 Liquor License Renewals – R. Denham**
 - 3) AM 23-02 ARPA Reallocation & Additions – M. Whitten**
 - 4) Toledo Tel Phone Proposal – M. Whitten & R. Denham**
 - 5) (DRAFT) Code 13.02.030 Water Service for premises – B. Morris**

- IX. CITIZEN COMMENTS – NON-AGENDA ITEMS**
- 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

March 14, 2023, 6:00 P.M.

Napavine City Hall, 407 Birch Ave SW, Napavine, WA

CALL TO ORDER:

Mayor Shawn O’Neill called regular city council meeting to order at 6:02 pm directly following a Public Hearing on Ord 645 Establishing a Transportation Benefit District.

INVOCATION:

Invocation was led by Bryan Morris.

PLEDGE OF ALLEGIANCE:

Mayor Shawn O’Neill led the flag salute.

ROLL CALL:

Council members present: Shawn O’Neill Mayor, Brian Watson Councilor #1, Ivan Wiediger Councilor #2, Don Webster Councilor #3, and Duane Crouse Councilor #5.

City staff members present: City Clerk - Rachele Denham, Chief of Police – John Brockmueller, City Treasurer – Michelle Whitten, PW/CD Director - Bryan Morris.

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

APPROVAL OF MINUTES FROM REGULAR COUNCIL MEETING

MOVED:	Brian Watson	Motion: Approval of Minutes - Regular Council Meeting, on February 28, 2023
SECONDED:	Ivan Wiediger	
<i>Discussion: No Discussion</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried: 4 aye and 0 nay.	

APPROVAL OF MINUTES FROM PUBLIC HEARING ORD 639 ESTABLISHING A HEARING EXAMINER MEETING

MOVED:	Ivan Wiediger	Motion: Approval of Minutes – Public Hearing Ord 639 Meeting, on February 28, 2023
SECONDED:	Don Webster	
<i>Discussion: No Discussion</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried: 4 aye and 0 nay.	

PRESENTATION: Economic Alliance of Lewis County shared their “Year in Review”. Richard Debolt and Dolly Tardiff shared some highlights of 2022 and what 2023 may look like along with a brief legislative update. Handouts were provided for upcoming programs they will be hosting.

STAFF & COUNCIL REPORTS:

John Brockmueller – Chief of Police

- Report in writing - operations are normal. The new patrol car is coming.

Rachelle Denham – City Clerk

- Report in writing.

Bryan Morris - PW/CD Director

- Report in writing. The streetlight at Jefferson and Rowell was crashed into and will need to be replaced due to a hit and run. The concession stand window at the baseball fields is being replaced with a door system cover to limit vandalism.

Michelle Whitten – Treasurer

- Report in writing.

Lacie Dewitt – Court Administrator

- Report in writing.

Lindsey Pollock - County Commissioner

- In session right now. The county has a paid lobbyist this year working mainly on the “asked” from capital budget big portion is in Centralia are on Reynolds Rd railway and West side connector. Rush Road area culverts and housing currently the night by night shelter but looking to change the name to transitional shelter. The intent is working to get people off the street into housing. Chehalis, Centralia, and representation for small cities, currently reaching out to East County for representation. Mayor O’Neill asked how he would get involved more with the housing and Commissioner Pollock stated that Eric Eisenberg would be the person of contact.

Brian Watson – Councilor #1

- The girls placed 5th in State and played awesome. The boys lost two games but are coming back next year and should be awesome. The last time girls made it to state was 5-6 years ago.

Ivan Wiediger – Councilor #2

- Thanked Chief Brockmueller for the opportunity to ride along with Logan.

Duane Crouse – Councilor #5

- Complimented the staff for providing reports in writing. Mayor O’Neill complimented the work that’s been done in the courtroom.

NEW BUSINESS

VOUCHERS- M. WHITTEN

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

Accounts Payable	97	30	50,677.63	38114-38143
Electronic Payments	10	10	2,431.01	eft*202301-06, 10-13
Payroll Vendors	2	2	1,273.00	38112-38113
Electronic Payroll	6	6	34,729.23	eft*20230307-9,14-16
ACH Direct Deposit	14	14	32,937.37	Direct Deposit 3/3/2023
Total Vouchers	129	62	122,048.24	

MOVED:	Don Webster	Motion: Approval of the Vouchers dated March 14, 2023, First Council Meeting
SECONDED:	Ivan Wiediger	
<i>Discussion: No Discussion</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried; 4 aye and 0 nay.	

ORD 645 (SECOND READING) ESTABLISHING TRANSPORTATION BENEFIT DISTRICT – R. DENHAM

CITY OF NAPA VINE, WASHINGTON

ORDINANCE NO. 645

AN ORDINANCE OF THE CITY OF NAPA VINE, WASHINGTON, AMENDING THE NAPA VINE MUNICIPAL CODE TO ENACT A NEW CHAPTER 12.20 ENTITLED “NAPA VINE TRANSPORTATION BENEFIT DISTRICT”, ESTABLISHING A TRANSPORTATION BENEFIT DISTRICT, SPECIFYING THE BOUNDARIES FOR THE TRANSPORTATION BENEFIT DISTRICT, SPECIFYING THE MAINTENANCE AND PRESERVATION OF EXISTING TRANSPORTATION IMPROVEMENTS, AND PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.

MOVED:	Ivan Wiediger	Motion: Approve Ord 645-Second Reading
SECONDED:	Duane Crouse	
<i>Discussion: No Discussion</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried; 4 aye and 0 nay.	

ORD 646 (SECOND READING) SALES AND USE TAXES TRANSPORTATION BENEFIT DISTRICT – R. DENHAM

CITY OF NAPA VINE, WASHINGTON

ORDINANCE NO. 646

AN ORDINANCE OF THE CITY OF NAPA VINE, WASHINGTON, IMPOSING AN ADDITIONAL SALES AND USE TAX OF ONE-TENTH OF ONE ONE-PERCENT WITHIN THE BOUNDARIES OF THE NAPA VINE TRANSPORTATION BENEFIT DISTRICT FOR THE PURPOSE OF FINANCING THE COSTS ASSOCIATED WITH TRANSPORTATION IMPROVEMENTS IN THE DISTRICT IDENTIFIED HEREIN AS AUTHORIZED BY RCW 36.73.040; PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.

MOVED:	Brian Watson	Motion: Approve Ord 646-Second Reading
SECONDED:	Duane Crouse	
<i>Discussion: No Discussion</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried; 4 aye and 0 nay.	

CODE 12.04.060 (DRAFT) NEW RESIDENTIAL SUB-DIVISION STREETS – B. MORRIS

MOVED:	Duane Crouse	Motion: Approval of draft code 12.04.060
SECONDED:	Don Webster	
<i>Discussion: Planning Commission is working on code updates and will be brought to council for approval of the suggested change(s). City Clerk, Rachelle Denham clarified that this is not an ordinance but a “draft” change to the code. The changed codes will be compiled and then will be combined into a new/amended code and be part of the Comp Plan.</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried; 4 aye and 0 nay.	

RESOLUTION 23-03-139 SURPLUS 2014 DODGE CHARGER POLICE CAR – J. BROCKMUELLER

RESOLUTION NO. 23-03-139

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NAPAVINE, WASHINGTON, DECLARING CERTAIN PROPERTY TO BE SURPLUS TO THE NEEDS OF THE CITY AND DIRECTING DISPOSAL OF SUCH PROPERTY

MOVED:	Ivan Wiediger	Motion: Approve Resolution 23-03-139
SECONDED:	Duane Crouse	
<i>Discussion: Councilor Don Webster asked how the Chief planned to surplus the car and he stated Facebook marketplace. Director Morris recognized Chief Brockmueller and his willingness to work together, echoed by Mayor O’Neill.</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried; 4 aye and 0 nay.	

CITIZEN COMMENTS – NON-AGENDA ITEMS:

Deborah Graham – Planning Commission: Has been coming to planning meetings for 23 years and all members of the Planning Commission are present at this council meeting. Next Monday there was a workshop scheduled with Shane Schutz Superintendent of Napavine Schools for impact fees. Shane had to postpone the meeting due to being out of town. Water services are being discussed at the next planning meeting.

Dan Mahoney – Chief Fire District 5: No Report this month but should have a report next month.

ADJOURNMENT:

MOVED:	Don Webster	Motion: To Adjourn – Close of Meeting
SECONDED:	Ivan Wiediger	
<i>Discussion: Meeting Adjourned at 6:43 p.m.</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 [freconferencecall.com](https://fcdl.in/4eSulchCL6) or at the link <https://fcdl.in/4eSulchCL6>.

Respectfully submitted,

Rachelle Denham, City Clerk

Shawn O’Neill, Mayor

Councilor



NAPAVINE CITY COUNCIL MINUTES
PUBLIC HEARING – Ord 645 Establishing a Transportation Benefit District
March 14, 2023 - 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 Ord 645 Establishing a Transportation Benefit District to order 6:01 pm.

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 Ord 645 Establishing a Transportation Benefit District before the Council. The Council will hear testimony from persons present who wish to speak for, against or neither for or against Ord 645 Establishing a Transportation Benefit District, any questions, please direct them to the mayor and he will direct staff and our Council members who may have the answers to address the question. Mayor would like to keep 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.

No community members or general public testified to the Council. Action council will be taken during the regular council meeting on March 14, 2023, under new business, item #2.

Closing of Public Hearing:

Mayor Shawn O’Neill announced, all testimony having been taken, the public hearing on Ord 645 Establishing a Transportation Benefit District is now closed ending time 6:02 pm.

Rachelle Denham, City Clerk

Shawn O’Neill, Mayor

Councilor



Clerk's Office
407 Birch Ave SW, P. O. Box 810
Napavine, WA 98565
Phone: (360) 262-3547
Fax: (360) 262-9199
www.cityofnapavine.com

To: Mayor and City Council

From: Rachelle Denham, City Clerk

RE: Clerk's Report for Council Meeting, March 28, 2023

- ❖ **InvoiceCloud:** Go Live date is set for April 1, 2023. We are encouraging customers to enroll in services like paperless billing and AutoPay once we go live! You will be able to make one-time payments, create an account and set up payment reminders via email, text, and phone to help payers stay on top of their bills.
- ❖ **Outsourcing:** Your bill will look different in April! The bill will arrive in an envelope.
- ❖ **Council Chamber Renovation:** DESCO AV will be installing new sound equipment, week of 3/28 - 3/31.
- ❖ **Washington Municipal Clerks Association (WMCA):** The conference was wonderful! I was able to connect with some vendors and inquire about some products that would bring benefit to the city. I also was able to connect with CIAW and AWC to learn more about the services they provide. We are current clients and can utilize more of their services. I look forward to setting up meetings to learn more. I appreciate you providing me with this educational and networking opportunity.
- ❖ **Executive Assistant – Clerk's Office:** I have posted to fill the vacant job opening in the Clerk's Office. This is not an additional position, only a change of job title. This will allow for more cross training opportunities within the office. If you would like a copy of the job description please contact me, I'd be happy to provide you with one.
- ❖ **Help in the Clerk's office:** I reached out to City of Winlock and Stormy has come to assist with billing tasks on occasion during this transition period. I appreciate her willingness to help us out, it's been great!



Municipal Court
407 Birch Ave SW, P. O. Box 179
Napavine, WA 98565
Phone: (360) 262-9231
Fax: (360) 262-9885
www.cityofnapavine.com

To: Mayor and City Council

From: Lacie DeWitt, Court Administrator

RE: Court Administrator's Report for Council Meeting, March 28, 2023

Administrator's Report:

❖ **ARPA:**

- **I am requesting for the remaining ARPA funds allocated for the Court to be reallocated to allow for the purchase of new office furniture and cabinetry.**
- **Additionally, I am hoping for the ARPA funds remaining for the Council/Court Renovation to be utilized to purchase the following:**
 - **Television for Zoom/Remote hearings and conferences**
 - **Nonporous seating for the Council Chamber/Courtroom and public areas for easy sanitation.**

❖ **Other than these pending items, business as usual.**



PUBLIC WORKS & COMMUNITY DEVELOPMENT

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

Phone: (360) 262-9344 Fax: (360) 262-9199

www.napavine.wa.gov

To: Mayor and City Council

From: Bryan Morris, PW/CD Director

RE: Staff Report for Council Meeting, March 28, 2023

- **Planning Commission Meeting Minutes**
 - Attached signed minutes

- **Project Updates**
 - ARCO- Under construction

 - Scots Industries- Waiting on Ecology

 - TA- Went to SEPA

 - AT&T Cell Tower- Out to SEPA

 - Roglins- Sent comments on the final submittal

- **Mayme Shaddock Park**
 - Waiting for complete submittal

- **Critical Areas ordinance:** waiting for ecologies approval

- **Shoreline:** Done, waiting for critical area's approval from ecology

- **Rush Road:** design stage for reconstruction from bridge to Island

- **Jefferson Station:** working on design

- **Housing Action Plan:** on schedule

The public works guys will be taking a test to be able to spray the right of ways. This is a new requirement that has to happen.



NAPAVINE PLANNING COMMISSION MINUTES
March 6, 2023 6:00 P.M.
Napavine City Hall, 407 Birch Ave SW, Napavine, WA

PLEDGE OF ALLEGIANCE:

INVOCATION: Invocation was led by Commissioner Morris.

CALL TO ORDER:

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

ROLL CALL:

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

APPROVAL OF AGENDA – As presented:

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

APPROVAL OF MINUTES:

Commissioner Hollinger motioned to approve minutes from the Planning Commission Meeting on February 21, 2023, seconded by Commissioner Morris. Vote on motion 3 aye and 0 nay.

OLD BUSINESS:

1. Review NMC 12.04.060- New Residential Subdivision Streets

Planning Commission reviewed the changed items from the prior meeting on 2/21/23 (removed from section A. “multi-family dwelling units situated.” In section F. added “(Exception) Plats on undeveloped right-of-way(s) must keep neighborhood theme or better” and remove all of Section G.

Commissioner Haberstroh moved to send the changes on to City Council, seconded by Commissioner Morris. Vote on motion 3 aye and 0 nay.

2. Review NMC 13.02.030 – Water Service for premises – Section C.

Director Morris read off Section C of the code, pertaining to irrigation wells. Planning Commission requested the following changes to the code.

C. All existing wells located on parcels of land that are being ~~developed or~~ subdivided **and that are serviced by municipal water** must be decommissioned and all water rights transferred to the city. ~~Any existing wells located on parcels of land that are being developed or subdivided and that are serviced by municipal water must be segregated and approved by city council for irrigation purposes only.~~

Commissioner Haberstroh motioned to implement the above changes, seconded by Commissioner Morris. Vote on motion 3 aye and 0 nay.

CONSIDERATION:

Commissioner Haberstroh – Possible 55 & older Community (not on agenda)

Commissioner Haberstroh discussed with Planning Commission the possible plans of a 55 & older community on 5th Avenue NW.

GOOD OF THE ORDER:


Executive Assistant Katie Williams reminded Planning Commission that the School Impact Fee workshop is scheduled for March 20, 2023, at 5:00 pm.

ADJOURNMENT 7:06 pm

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

These minutes are not verbatim. If so desired, a recording of this meeting is available online at <https://fccdl.in/VINK52t3pf>.

Respectfully submitted,



Bryan Morris, Community Development/Public Works Director



Deborah L. Graham 3/20/23
Planning Commission Chairperson



Voucher Report March 28, 2023

Council Date: March 28, 2023 - March - March 2023 2nd Council Meeting

Reference	Date	Amount	Notes
Reference Number: 38145	Office of Support Enforc	\$228.00	
Child Support - 14643	3/17/2023	\$228.00	
Reference Number: 38146	BHC Consultants	\$1,030.05	
0017622	2/13/2023	\$1,030.05	Jan 28- Feb 24 HAPI
Reference Number: 38147	City of Napavine	\$12,071.88	
2023*Feb Utility Tax	3/21/2023	\$9,821.23	2023 Feb Water- Sewer Service Utility Tax
2023*Jan Utility Tax	2/27/2023	\$2,250.65	2023 Jan Water- Sewer Service Utility Tax
Reference Number: 38148	Dollar General-Regions 4	\$1.89	
1001225606	1/24/2023	\$1.89	Distilled Water
Reference Number: 38149	Eubanks	\$1,098.84	
I102045	2/6/2023	\$178.52	Front Door Dogging Spindle
I102046	3/6/2023	\$920.32	Concession Stands Window Vandalism
Reference Number: 38150	Flannery Publications	\$175.50	
61257	3/9/2023	\$65.00	Consultant Roster - Legal
61259	3/9/2023	\$55.25	ORD 646 TBD tax
61528	3/9/2023	\$55.25	ORD 645 establishing TBD
Reference Number: 38151	H. D. Fowler Company	\$827.12	
I6336335	3/10/2023	\$827.12	6 Repair Clams/6 IPS Stiffener
Reference Number: 38152	Home Carpet Warehouse	\$8,454.41	
87386 RH	10/27/2022	\$8,454.41	Courtroom/Council carpeting
Reference Number: 38153	Jackson Civil Engineerin	\$31,402.50	

Council Date: March 28, 2023 - March - March 2023 2nd Council Meeting

Reference	Date	Amount	Notes
0016-10-14	3/12/2023	\$685.00	Development Pass-Through Fees ARCO R
0016-11-14	3/12/2023	\$540.00	Development Pass-Through Fees Scot Ind
0016-14-06	3/12/2023	\$4,407.50	Development Pass-Through Fees TA Truck
0016-19-02	3/12/2023	\$380.00	Development Pass-Through Fees Cell Tow
0016-20-03	3/12/2023	\$2,130.00	Development Pass-Through Fees Rognlins
0016-22-04	3/12/2023	\$4,642.50	Draft HAP report and SEPA
0016-24-01	3/12/2023	\$18,127.50	Rush Rd Repair TIB
0016-25-01	3/12/2023	\$490.00	Roadway Coring, Grants & Planning Eng
Reference Number: 38154	Joseph O. Enbody	\$2,470.00	
2023*03 Indigent	3/22/2023	\$2,470.00	13 Units 2023*03
Reference Number: 38155	LECO Supply, Inc	\$81.31	
207917	2/3/2023	\$81.31	Paper towels/T-Paper
Reference Number: 38156	Lewis County Sheriffs Of	\$407.03	
2023*Feb Evidence	3/6/2023	\$407.03	2023*Feb Evidence Handling
Reference Number: 38157	Lewis County Treasurer	\$70.50	
2023 037418	3/20/2023	\$23.50	2023 Hayywire Rd Forest Tax
2023 2178049	3/20/2023	\$47.00	2023 E Stella/Forest Napavine Rd Forest T
Reference Number: 38158	PumpTech LLC	\$1,417.58	
0191640-IN	3/9/2023	\$1,417.58	Well 6 Pumps Repair
Reference Number: 38159	Quill Corporation	\$59.46	
31168778	3/3/2023	\$59.46	Copy Paper/Supplies
Reference Number: 38160	Spectrum Enterprises	\$130.00	
03162023-Napa-Singh	3/17/2023	\$130.00	Singh
Reference Number: 38161	Sweeny's Ace Hardware	\$16.36	

Council Date: March 28, 2023 - March - March 2023 2nd Council Meeting

Reference	Date	Amount	Notes
886094	2/3/2023	\$16.36	LED Dim
Reference Number: 38162	Thurston County Central	\$648.60	
23-541-002	3/23/2023	\$648.60	Outfitting Police Vehicle
Reference Number: 38163	Transient Vendor	\$148.14	
2023 Mar Mileage	3/20/2023	\$148.14	Mileage WMCA Conf Skamania
Reference Number: 38164	Tyler Rental	\$142.03	
E478921	3/14/2023	\$142.03	Scissor Lift Rental
Reference Number: 38165	US Bank Corp Payment	\$1,875.14	
*Free Conference 2023*03	3/22/2023	\$3.24	File Storage 2023*03
Adobe 2023 Annual	3/22/2023	\$258.59	Clerks Office Annual Adobe 2023
Amazon 113-1583595-4469819	2/10/2023	\$70.04	Meter Wrenches
Amazon 113-6306110-3224200	2/10/2023	\$42.46	Fuel Treatment
Amazon 113-6662361-9566621	2/17/2023	\$50.09	Storage Boxes
Amazon Prime 2023	3/22/2023	\$149.84	Amazon Prime Annual Fee
Dollar General 022831	2/28/2023	\$18.60	Containers
Expedia Sonesta Select 2/7-2/9	2/9/2023	\$265.54	PD Conf Logan
Positive Promotions	2/17/2023	\$867.80	Bicycle Spoke Reflectors
Soft Touch 2/27	2/27/2023	\$12.45	Car Wash
Soft Touch 2/9	2/9/2023	\$12.45	Car Wash
Sonesta 2/8	2/8/2023	\$17.00	PD Conf
Subway 2/9	2/9/2023	\$15.39	PD Conf
Sweeneys 888226	2/28/2023	\$26.91	Door Stops
uSPS 2/10	2/10/2023	\$8.13	Postage Court
USPS 2/24	2/24/2023	\$8.13	Postage Court
USPS 2/6	2/6/2023	\$24.39	Postage PD
USPS 2/7	2/7/2023	\$8.13	Postage PD
ZOOM INV190507172	2/27/2023	\$15.96	zoom hearings court

Council Date: March 28, 2023 - March - March 2023 2nd Council Meeting

Reference	Date	Amount	Notes
Reference Number: 38166	US Bank NA Cincinnati	\$26.00	
2023 Feb Investment Fees	3/20/2023	\$26.00	2023 FEB- Bond Fee
Reference Number: 38167	Utilities Underground Lo	\$20.64	
3020195	2/28/2023	\$20.64	16 Locates February
Reference Number: 38168	Vision Municipal Solutio	\$13,064.59	
09-11946	12/21/2022	\$5,535.35	2023 Monitoring
09-11996	12/22/2022	\$7,529.24	2023 Software Support
Reference Number: 38169	WA Dept of Transportat	\$1,960.37	
*FB91458008231	2/28/2023	\$1,960.37	2023*Feb Fuel
Reference Number: EFT*20230317	Dept of Revenue	\$7,262.45	
2023* Feb Excise Tax Return	3/27/2023	\$7,262.45	2023*Feb Utility Tax
Reference Number: EFT*20230318	Umpqua Bank - Washing	\$78.08	
20230301 Chk Order	3/1/2023	\$78.08	Deposit Slips
Reference Number: EFT*20230319	Dept of Retirement Syste	\$6,010.74	
Emp Rtmt - 14642	3/17/2023	\$224.64	
Emp Rtmt - 14643	3/17/2023	\$244.13	
Emp Rtmt - 14644	3/17/2023	\$350.05	
Emp Rtmt - 14645	3/17/2023	\$285.38	
Emp Rtmt - 14646	3/17/2023	\$280.71	
Emp Rtmt - 14647	3/17/2023	\$317.45	
Emp Rtmt - 14648	3/17/2023	\$144.02	
Emp Rtmt - 14649	3/17/2023	\$442.93	
Emp Rtmt - 14650	3/17/2023	\$285.39	
Emp Rtmt - 14651	3/17/2023	\$170.10	
Emp Rtmt - 14653	3/17/2023	\$357.05	
Emp Rtmt - 14654	3/17/2023	\$279.67	

Council Date: March 28, 2023 - March - March 2023 2nd Council Meeting

Reference	Date	Amount	Notes
Taxable Retirement - 14642	3/17/2023	\$361.54	
Taxable Retirement - 14643	3/17/2023	\$149.44	
Taxable Retirement - 14644	3/17/2023	\$214.27	
Taxable Retirement - 14645	3/17/2023	\$174.69	
Taxable Retirement - 14646	3/17/2023	\$171.83	
Taxable Retirement - 14647	3/17/2023	\$194.32	
Taxable Retirement - 14648	3/17/2023	\$231.79	
Taxable Retirement - 14649	3/17/2023	\$271.13	
Taxable Retirement - 14650	3/17/2023	\$174.69	
Taxable Retirement - 14651	3/17/2023	\$273.77	
Taxable Retirement - 14653	3/17/2023	\$240.55	
Taxable Retirement - 14654	3/17/2023	\$171.20	
Reference Number: EFT*20230320	Dept of Treasury Internal	\$5,588.15	
Federal Income Tax - 14642	3/17/2023	\$618.12	
Federal Income Tax - 14643	3/17/2023	\$240.29	
Federal Income Tax - 14644	3/17/2023	\$372.67	
Federal Income Tax - 14645	3/17/2023	\$234.05	
Federal Income Tax - 14646	3/17/2023	\$350.75	
Federal Income Tax - 14647	3/17/2023	\$268.29	
Federal Income Tax - 14648	3/17/2023	\$364.09	
Federal Income Tax - 14649	3/17/2023	\$649.11	
Federal Income Tax - 14650	3/17/2023	\$150.49	
Federal Income Tax - 14651	3/17/2023	\$457.49	
Federal Income Tax - 14652	3/17/2023	\$43.42	
Federal Income Tax - 14653	3/17/2023	\$441.05	
Federal Income Tax - 14654	3/17/2023	\$143.09	
Medicare - 14642 (1)	3/17/2023	\$62.04	
Medicare - 14642 (2)	3/17/2023	\$62.04	
Medicare - 14643 (1)	3/17/2023	\$34.07	
Medicare - 14643 (2)	3/17/2023	\$34.07	
Medicare - 14644 (1)	3/17/2023	\$48.85	

Council Date: March 28, 2023 - March - March 2023 2nd Council Meeting

Reference	Date	Amount	Notes
Medicare - 14644 (2)	3/17/2023	\$48.85	
Medicare - 14645 (1)	3/17/2023	\$39.83	
Medicare - 14645 (2)	3/17/2023	\$39.83	
Medicare - 14646 (1)	3/17/2023	\$39.18	
Medicare - 14646 (2)	3/17/2023	\$39.18	
Medicare - 14647 (1)	3/17/2023	\$44.30	
Medicare - 14647 (2)	3/17/2023	\$44.30	
Medicare - 14648 (1)	3/17/2023	\$40.78	
Medicare - 14648 (2)	3/17/2023	\$40.78	
Medicare - 14649 (1)	3/17/2023	\$61.81	
Medicare - 14649 (2)	3/17/2023	\$61.81	
Medicare - 14650 (1)	3/17/2023	\$39.83	
Medicare - 14650 (2)	3/17/2023	\$39.83	
Medicare - 14651 (1)	3/17/2023	\$47.66	
Medicare - 14651 (2)	3/17/2023	\$47.66	
Medicare - 14652 (1)	3/17/2023	\$15.24	
Medicare - 14652 (2)	3/17/2023	\$15.24	
Medicare - 14653 (1)	3/17/2023	\$49.83	
Medicare - 14653 (2)	3/17/2023	\$49.83	
Medicare - 14654 (1)	3/17/2023	\$39.03	
Medicare - 14654 (2)	3/17/2023	\$39.03	
Social Security Tax - 14652 (1)	3/17/2023	\$65.17	
Social Security Tax - 14652 (2)	3/17/2023	\$65.17	
Reference Number: EFT*20230321	Centurylink	\$56.32	
2023*Mar 206-T21-6528 954	3/20/2023	\$56.32	
Reference Number: EFT*20230322	US Cellular	\$54.80	
0565901486	3/2/2023	\$54.80	2023*3/2-4/1 Mayor US Cell Phone
Reference Number: March 1-15, 2023	Payroll Vendor	\$27,301.20	
ACH Pay - 14642	3/17/2023	\$2,948.94	

Council Date: March 28, 2023 - March - March 2023 2nd Council Meeting

Reference	Date	Amount	Notes
ACH Pay - 14643	3/17/2023	\$1,466.99	
ACH Pay - 14644	3/17/2023	\$2,325.06	
ACH Pay - 14645	3/17/2023	\$1,948.35	
ACH Pay - 14646	3/17/2023	\$2,083.03	
ACH Pay - 14647	3/17/2023	\$2,420.96	
ACH Pay - 14648	3/17/2023	\$2,044.38	
ACH Pay - 14649	3/17/2023	\$2,879.25	
ACH Pay - 14650	3/17/2023	\$1,765.45	
ACH Pay - 14651	3/17/2023	\$2,322.36	
ACH Pay - 14652	3/17/2023	\$905.25	
ACH Pay - 14653	3/17/2023	\$2,279.33	
ACH Pay - 14654	3/17/2023	\$1,911.85	
TOTAL		\$124,179.68	

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

Accounts Payable	55	24	77,599.94	38146-38169
Electronic Payments	4	4	7,451.65	EFT20230317-18,21-22
Payroll Vendors	1	1	228.00	38145
Electronic Payroll	2	2	11,598.89	eft*20230319-20
ACH Direct Deposit	14	14	27,301.20	Direct Deposit 3/20/23
Total Vouchers	76	45	124,179.68	

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

MAYOR: _____

TREASURER: _____

COUNCILOR #1: _____

COUNCILOR #2: _____

COUNCILOR #3: _____

COUNCILOR #4: _____

COUNCILOR #5: _____

Council Date: March 28, 2023 - March - March 2023 2nd Council Meeting

Reference	Date	Amount	Notes
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Police Department - John Brockmueller _____

Public Works/Community Development - Bryan Morris _____

Court- Lacie Dewitt _____

City Clerk - Rachelle Denham: _____

DATED THIS 28th DAY OF March, 2023



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

**City of Napavine
Action Memorandum No. 23-01**

AM 23-01: Notice of Liquor License Renewal

Originator: Rachele Denham, City Clerk

Prepared Date: March 23, 2023

Agenda Date: March 28, 2023

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

Review by Mayor Shawn O’Neill: _____,

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

- 1) Love’s Travel Stop #454 expires May 31, 2023.
- 2) Ramblin Jacks Ribeye expires May 31, 2023.
- 3) Frosty’s Saloon & Grill expires May 31, 2023.
- 4) Super Mini Mart expires June 30, 2023.

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: Love’s Travel Stop #454, Ramblin Jacks Ribeye, Frosty’s Saloon & Grill, and Super Mini Mart liquor licenses renewal.

C091080-2

WASHINGTON STATE LIQUOR AND CANNABIS BOARD

DATE: 03/06/2023

LICENSED ESTABLISHMENTS IN INCORPORATED AREAS CITY OF NAPA VINE
(BY ZIP CODE) FOR EXPIRATION DATE OF 20230630

LICENSEE	BUSINESS NAME AND ADDRESS	LICENSE NUMBER	PRIVILEGES
1. THREE JI K LLC	SUPER MINI MART 112 2ND ST NE NAPA VINE WA 98565 0000	369952	GROCERY STORE - BEER/WINE

C091080-2

WASHINGTON STATE LIQUOR AND CANNABIS BOARD

DATE: 02/06/2023

LICENSED ESTABLISHMENTS IN INCORPORATED AREAS CITY OF NAPA VINE
(BY ZIP CODE) FOR EXPIRATION DATE OF 20230531

LICENSEE	BUSINESS NAME AND ADDRESS	LICENSE NUMBER	PRIVILEGES
1. LOVE'S TRAVEL STOPS & COUNTRY	LOVE'S TRAVEL STOP #454 1276 RUSH RD NAPA VINE WA 98532 0000	407816	GROCERY STORE - BEER/WINE
2. RAMBLIN JACKS RIBEYE, LLC	RAMBLIN JACKS RIB EYE 1336 RUSH RD NAPA VINE WA 98532 8728	362011	SPIRITS/BR/WN REST LOUNGE +
3. DINO ENTERPRISES, INC.	FROSTY'S SALOON & GRILL 113 W FRONT ST NAPA VINE WA 98565 0000	350702	SPIRITS/BR/WN REST LOUNGE - KEGS TO GO



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

**City of Napavine
Action Memorandum No. 23-02**

AM 23-02: ARPA Reallocation & Additions

Originator: Michelle Whitten, City Treasurer

Prepared Date: March 24, 2023

Agenda Date: March 28, 2023

Route to:	Department Head	Signature	Date
X No Objections	Treasurer		

Review and approved by Mayor Shawn O'Neill: _____

Attachment(s): ARPA Funds Breakdown
Part time employee breakdown (Public Works)

Fiscal Impact: yes no

Summary statement:

Reallocation:

- Court – New office furniture and locking file cabinet (no safe)
- Police – Optic gear instead of Drones
- Council Courtroom- Chairs that can easily be wiped down/disinfected
- City Clerk/Treasurer/Mayor/Council – New office furniture

Additions:

- Public Works -\$86,503 to Mayme Shaddock Park for matching funds to grant
 - \$2,000 Tablets and Software to run department more efficiently in field
 - \$16,000 Temp employee 4 months

Staff Recommendation:

- Approve reallocations and additions - Department Heads (Rachelle Denham-Clerk, John Brockmueller – Chief, Bryan Morris – Public Works, and Michelle Whitten-Treasurer) Lacie Dewitt- Court Administrator, and Mayor Shawn ‘Neill met on March 22, 2023, and agreed to all changes. Departments all had funds available for projects using reallocation of original estimates. Public Works had additional projects they would like funded.

2023 Public Works Part Time Employee
4 Months @ \$22 hr.

Weekly \$880

16 week	wage	\$14,080.00
Med/SS	7.65%	\$1,077.12
L & I	1.24035	\$793.82
PFMLA	0.002179	\$30.68
	Total	\$15,981.63

Court System
ARPA FUNDS - \$559,122.00

Updated 3/28/23

PROJECT	DESCRIPTION	REVENUE SOURCE	Requests	2022 Expense	2023 Expense		Balance
Audio Video Upgrade	AOC/ARPA	ARPA	4,344				4,344
Computers Desktops (2)	Replace	ARPA	7,000	5,365	195		1,440
Laptops Courtroom	Replace	ARPA	2,500	1,621			879
Laserfiche Software/e-file	New	ARPA	25,000	7,351			17,649
Tablets (3)	New	Arpa	900	1,464			(564)
Scanner	Replace	ARPA	1,000	755			245
Scanner	New	ARPA	1,000	755			245
Printers	replace	ARPA	1,500	741			759
Safe	replace	ARPA	1,000				1,000
Lobby	Reconstruction	ARPA	15,000		13,353		1,647
	Total Court		54,900	18,052	13,548		23,300
Police Dept							
Police Vehicle	New	ARPA	55,000	67,230	649		(12,878)
Dash Mounted Radars (4)	replace	ARPA	9,548	9,633			(85)
Dell Rugged Laptops w/docks (6)	replace	ARPA	30,000	28,527			1,473
A/R Rifles - (4)	new	ARPA	10,000		3,978		6,022
Ballistic Helmets		ARPA	1,200	1,329			(129)
Body Cameras w/software (4)	new	ARPA	17,400	9,339			8,061
Infrared Drone	New	ARPA	14,000				14,000
Standard Drone	New	ARPA	6,000				6,000
Dog Kennels	New	ARPA		2,127			
Lobby	Reconstruction	ARPA	15,000		13,353		1,647
	Total Police		158,148	118,184	17,979		21,984
Council/Court Renovation							
	Reconstruction	ARPA	20,034	1,466	9,404		9,164
PUBLIC WORKS							
Printer for Scanning Large Maps	new	ARPA	10,000	2,309			7,691
Water Project	Reconstruction	ARPA	50,000				50,000
Sewer Project							
	Reconstruction	ARPA	50,000				50,000
	Total Public Works		110,000	2,309	-		107,691
City Clerk/Treasurer/Mayor/Council Projects							

Tablets for Mayor/Council/Dept Heads	New	ARPA	5,000	2,140			2,860
Laptop Clerk	replace	ARPA	2,500	1,476	49		976
Laptop Treasurer	new	ARPA	2,500	1,272	49		1,179
Laptop Mayor	new	ARPA	2,500				2,500
Carpet - Throughout building		ARPA	25,000				25,000
Telephone System		ARPA	5,000				5,000
File Room/Front Counter	Reconstruction	ARPA	2,000				2,000
Kitchen Remodel	Reconstruction	ARPA	2,210	2,210			0
	Total Clerk/Tr/M		46,710	7,098	97		39,515
TOTAL - ARPA			389,792	147,109	41,029	-	201,654
			169,330			\$ Left	370,984
			559,122				



183 Plomondon Rd - Toledo, Washington 98591 - 360-864-4552

Fred Rider - Sales Engineer - 360-864-2008 - Fred@ToledoTel.com

PROPOSAL

JOB NAME: City of Napavine - Telephone System
CONTACT PERSON: Morgan Easley
JOB ADDRESS: 407 SW Birch Ave, Napavine, WA 98532
PHONE NUMBER: 360-262-3547
E-MAIL ADDRESS: MEasley@cityofnapavine.com
DATE: 01-24-2023
JOB NUMBER:

Description	Qty	Unit price	Total price
Toledotel Voip Phones	15	\$0.00	\$0.00
Programing - Installation - Training	15	\$125.00	\$1,875.00
Fax Priority Router	1	\$100.00	\$100.00

<u>NOTES:</u>	SUB-TOTAL	\$1,975.00
	SALES TAX	\$154.05
Monthly fees - \$199.60 + \$111.65 + \$29.95 = \$341.20	ADJUSTMENTS	\$0.00
	TOTAL	\$2,129.05

NOTES:

Price Per Telephone Includes: Equipment, Installation, Programming, And Training
Monthly Fee Per Priority Service is \$24.95 - \$24.95 X 8 = \$199.60
Monthly Fee Per Secondary Service is \$15.95 - \$15.95 X 7 = \$111.65
Monthly Fee Per V-Fax Service is \$29.95 - \$29.95 X 1 = \$29.95
Includes All Local And Long Distance Calling Within the United States And Canada.
Includes ToledoTel Lifetime Warranty On Telephones

Proposal is based upon using the customer's pre-existing CAT-5E and/or CAT6 cable, if additional cable is needed to complete the project over and above the scope of the contract, we will be glad to provide and install additional cabling at the rate of \$2.00 per foot and \$150.00 per hour.

13.02.030 Water service for premises.

Each premise shall have a separate water service or services. All water services shall be metered. Premises containing multiple dwelling units and/or containing more than one commercial or industrial business shall have separate metered water service for each individual dwelling unit and/or commercial or industrial unit, except where situations and/or special conditions exist that make an individual service for each unit impossible or unfeasible. The public works director and city clerk shall determine when such situations or conditions prohibit individual services. The public works director may recommend that structures be serviced by a single meter at the curb side of city streets with an individual meter at each dwelling unit for leak control at the expense of the property owner.

- A. The public works director may authorize the installation of one or more metered services for such installation.
- B. Installation of new private wells within the city's water service area for purposes of providing water service to residential or commercial properties are not allowed unless otherwise approved by the city council. Requests for private wells must be made to the city council with supporting information supplied by the requester showing that existing facilities are greater than two hundred feet from the property being developed or built on and that, in the opinion of the city council, there is an undue hardship on the applicant if they are required to connect to the public water system.
- C. All existing wells located on parcels of land that are being ~~developed or~~ subdivided **and that are serviced by municipal water** must be decommissioned and all water rights transferred to the city. ~~Any existing wells located on parcels of land that are being developed or subdivided and that are serviced by municipal water must be segregated and approved by city council for irrigation purposes only.~~
- D. The owner of all houses, buildings or properties used for human occupancy, employment, recreation, business or where people congregate, situated within the city and abutting any street, alley or right-of-way in which there is now located a public water system of the district within the city limits, is required to connect such facilities directly to the public water system in accordance with the provisions of this chapter, within sixty days after date of official notice to do so, provided that the public water is within two hundred feet of the property line.
- E. When property is sold or change ownership, said property shall be required to connect to the public water system if available, or when it becomes available.

(Ord. No. 568, § 1, 10-24-17; Ord. No. 568-B, § 2, 6-25-19)