

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



Shawn O'Neill, Mayor
Rachelle Denham, City Clerk
Michelle Whitten, City Treasurer
Bryan Morris, Public Works –
Community Development Director
John Brockmueller, Police Chief

NOTICE OF PUBLIC HEARING

Napavine Six-Year Transportation Improvement Plan 2025-2030

Notice is hereby given that the Napavine City Council has scheduled a public hearing to be held for the Napavine Six-year Transportation Improvement Plan 2025-2030.

WHEN: Tuesday, June 25, 2024

TIME: 6:00 p.m.

**WHERE: Napavine City Hall, 407 Birch Ave. SW,
Napavine, WA 98565**

The purpose of the Public Hearing is to receive comments on the proposed Six-Year Transportation Improvement Plan 2025-2030. A list of possible projects is available from the Public Works Department at Napavine City Hall. Questions may be directed to Bryan Morris, Public Works / Community Director at bmorris@cityofnapavine.com.

Public comment will be received by the Napavine City Council. Comments may be made in writing to the Napavine City Clerk at P.O. Box 810, Napavine, WA 98565, or by email rdenham@cityofnapavine.com, and must be received by Monday, June 24, 2024 at 4:30 pm or by appearing before the Napavine City Council at said hearing.



CITY COUNCIL MEETING AGENDA
Tuesday – June 25, 2024 – 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

****PUBLIC HEARING: SIX YEAR TRANSPORTATION IMPROVEMENT PLAN
2025-2030 – 6:00 PM****

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

- VI. APPROVAL OF MEETING MINUTES**
 - 1) Regular Council Meeting – June 11, 2024**

- VII. STAFF & COUNCIL REPORT**

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

- IX. NEW BUSINESS**
 - 1) Vouchers – M. Whitten**
 - 2) Resolution 24-06-150 Six Year Transportation Plan 2025-2030 – B. Morris**
 - 3) AM 24-06 Council Summer Recess – R. Denham**
 - 4) AM 24-07 ARPA Reallocations – M. Whitten**
 - 5) AM 24-08 Liquor License Renewal ARCO & Napavine Diner – R. Denham**
 - 6) Ord 661 Cross Connections & Backflow Prevention – B. Morris**
 - 7) Ord 662 Food Truck Moratorium – B. Morris**
 - 8) Bethel Church: Partnership for cost of LOMAR – K. Rasmussen & B. Morris**

- 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

June 11, 2024, 6:00 P.M.

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

CALL TO ORDER:

Mayor Pro Tem, Duane Crouse called the regular city council meeting to order at 6:00 pm.

INVOCATION:

The invocation was led by Bryan Morris.

PLEDGE OF ALLEGIANCE:

Mayor Pro Tem, Duane Crouse led the flag salute.

ROLL CALL:

Council members present: Brian Watson Councilor #1, Ivan Wiediger Councilor #2, Don Webster Councilor #3, Heather Stewart Councilor #4, Mayor Pro Tem, Duane Crouse.

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

MOVED:	Ivan Wiediger	Motion: Excuse Mayor, Shawn O’Neill
SECONDED:	Don Webster	
<i>Discussion: No Discussion.</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried: 4 aye and 0 nay.	

CONSENT/APPROVAL OF AGENDA

MOVED:	Heather Stewart	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 MEETING MINUTES

MOVED:	Brian Watson	Motion: Approval of Meeting Minutes - Regular Council Meeting May 28, 2024.
SECONDED:	Ivan Wiediger	
<i>Discussion: No Discussion.</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried: 4 aye and 0 nay.	

MOVED:	Ivan Wiediger	Motion: Approval of Meeting Minutes – Public Hearing Meeting: WAC 246-290-830 (4)(a) Water Use Efficiency Goal Setting – May 28, 2024.
SECONDED:	Don Webster	
<i>Discussion: No Discussion.</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried: 4 aye and 0 nay.	

STAFF & COUNCIL REPORTS:

Jim Buzzard – Legal Counsel

- Non-legal report. Attended the Boys & Girls Basketball tournaments in Centralia at the HUB. It's nice to have a large local facility where you can watch local teams play and was nice to see the teams play and score close together.

John Brockmueller – Chief of Police

- Greetings to the council, report in writing, and operations normal.

Michelle Whitten – Treasurer

- Glad to be back and no report.

Bryan Morris - PW/CD Director

- Report in writing, nothing to add.

Rachelle Denham – Clerk

- No report.

LCFD 5 – Sandra White

- Read stats for the week of May 27-June 7. Report in writing given to the city Clerk.

Planning Commission – Deborah Graham

- Have been discussing the sewer system and mobile food vendors.

Lewis County Commissioner – Lindsey Pollock

- .09 committee for request of additional funds for Jefferson Station had been presented from Economic Alliance and is moving forward to the Board of Commissioners for vote. Honoring Chief Mike Kita and Greg Peterson will be recognized at 10am at the BOCC Meeting. Birthday wishes to Mayor O'Neill.

Heather Stewart – Councilor 4

- Recently attended kickoff for Angie Brown who is running for LC PUD Commissioner Dist. #2. Gave a thank you to all who supported and helped with the Special Olympics. Bryan for your efforts with Jefferson Station.

Donald Webster – Councilor 3

- No Report.

Ivan Wiediger – Councilor 2

- No Report.

Brian Watson – Councilor 1

- Just attended the high school graduation ceremony for his daughter, Jordan and Mayor O'Neill's daughter Keira. Is thankful for scholarships both girls received.

Duane Crouse – Mayor Pro Tem

- Gave congrats to all the graduates and attended a grad party at the Jim Haslett Kitchen, an awesome venue. Thanked the counsel for excusing him from the last meeting.

PRESENTATION: COMP PLAN UPDATE – JACKSON CIVIL ENGINEERING

- Paul and Devin presented a slideshow accompanied with a handout providing an update on the Napavine Comprehensive Plan. The presentation covered a recap of what a comprehensive plan is along with state requirements, public participation, work that has been completed, timeline, allocations & and capacity 2023-2045, housing needs vs Capacity (subject to change), and the Q&A. Questions were asked about when the next stakeholder meeting will be held, clarification about capacity/allocations from Counselor Stewart & Wiediger. Director Morris gave an update on PFAS requirements.

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

- **Scott Collins, Bethel Church-132 Kirkland Rd:** He asked the council to partner with Bethel for the cost of a LOMAR. The church wants to develop their property but unfortunately due to setbacks and floodway issues they have some more work to do. He thanked Bryan for all of his help for the last several years. He shared that the issue the church is facing was brought on by the city years ago by Steve Ashley. A public records request that was brought on by the Dept. of Ecology to FEMA brought forth an email requesting “why are you requesting a floodway be brought onto Bond Rd”. They want to develop their property which will include an RV Park and restaurant. In December him and Bryan met with FEMA and HHRP Engineering presenting the reasons why Bond Rd should not be in a flood zone. The “ask” is that the city will partner with Bethel again. Bethel is not asking the city to pay for the LOMAR but that the city will help with the cost. If not, the church will have paid close to \$60k when really it falls back on the actions of Steve Ashley with City of Napavine. The estimated cost for the LOMAR is \$18k and would like a partnership from the city. Continued conversation took place and can be heard by accessing the recording.
- **Jerry Nixon, APEX Concrete:** On the city right way, on Forest Napavine Rd. there is poisonous Hemlock. It is very poisonous and is spreading along with Scotts Broom. Provided a handout about poisonous Hemlock. Director Morris stated the next two days he will be spraying to kill the shrubs and then will remove it. This is new to the city, and he will be taking care of it the proper way.

OLD BUSINESS

AGREEMENTS: PUBLIC DEFENDER FOR CITY OF NAPAVINE MUNICIPAL COURT-JOE ENBODY & JACOB CLARK – R. DENHAM

MOVED:	Ivan Wiediger	Motion: Accept Public Defender Contracts for Joe Enbody & Jacob Clark.
SECONDED:	Heather Stewart	
<i>Discussion: Councilor Wiediger stated that his questions have been answered and is good with it after talking to the Court Administer.</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried: 4 aye and 0 nay.	

NEW BUSINESS

VOUCHERS- M. WHITTEN

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

Accounts Payable	98	28	161,679.56	39072-39100
Electronic Payments	10	10	1,728.73	eft*20240608-17
Payroll Vendors	2	2	1,213.00	3970-71
Electronic Payroll	7	7	58,204.14	EFT*20240601-07
ACH Direct Deposit	18	18	38,148.38	Direct deposit 6/5/2024
Total Vouchers	135	65	260973.81	
Void Check 39069			-	
			<u><u>260,973.81</u></u>	

MOVED:	Don Webster	Motion: Approval of the Vouchers dated June 2024 First Council Meeting.
SECONDED:	Ivan Wiediger	
<i>Discussion: No Discussion.</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried; 4 aye and 0 nay.	

RCO Grant Resolution\Authorization for Skate Park – B. Morris

MOVED:	Heather Stewart	Motion: Allow Teri Lopez and Mayor, Shawn O’Neill to be the auth reps for the skate park.
SECONDED:	Don Webster	
<i>Discussion: No Discussion.</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried; 4 aye and 0 nay.	

Resolution 24-06-149 Surplus Kohler Napa Generator – B. Morris

MOVED:	Ivan Wiediger	Motion: Surplus the Kohler Napa Generator.
SECONDED:	Don Webster	
<i>Discussion: No Discussion.</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried; 4 aye and 0 nay.	

ADJOURNMENT:

MOVED:	Don Webster	Motion: To Adjourn – Close of Meeting
SECONDED:	Ivan Wiediger	
<i>Discussion: Meeting Adjourned at 6:50p.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 freeconferencecall.com or at the link <https://fccdl.in/knggcSibO4> .

Respectfully submitted,

Rachelle Denham, City Clerk

Shawn O’Neill, Mayor

Councilor



Voucher Report June 25, 2024

June 2024 Second Council Meeting

Reference	Date	Amount	Notes
Reference Number: 39101	Signs By Design LLC	\$549.00	
000001	6/10/2024	\$549.00	Jim Haslett sign
Reference Number: 39102	Wichert Electric Inc	\$40,926.28	
6192	6/7/2024	\$40,926.28	Cheiri Ct generator upgrade
Reference Number: 39103	911 Supply Public Safety Gear & Appa	\$575.96	
INV-2-38683	6/4/2024	\$575.96	Patrol Uniforms Sims jumpsuit
Reference Number: 39104	ALS Environmental	\$980.00	
36-51-649141-0	6/11/2024	\$630.00	2 water tests of per and poly alkyl
36-51-649710-0	6/18/2024	\$350.00	2- WATER TEST
Reference Number: 39105	BHC Consultants	\$8,931.24	
0020531	6/5/2024	\$8,931.24	
Reference Number: 39106	Buzzard O'Rourke	\$11,375.00	
16123	6/20/2024	\$50.00	23-28810
16126	6/20/2024	\$2,475.00	23-27736
16128	6/20/2024	\$1,575.00	23F000241
16129	6/20/2024	\$4,800.00	2024 May 14- June13 legal
16130	6/20/2024	\$50.00	23-29226
16132	6/20/2024	\$75.00	23-29116
16136	6/20/2024	\$62.50	23F000976
16137	6/20/2024	\$75.00	23F000865
16139	6/20/2024	\$25.00	3A0068136
16140	6/20/2024	\$50.00	3A0068122
16141	6/20/2024	\$25.00	2A0575785
16142	6/20/2024	\$100.00	2A0389266

June 2024 Second Council Meeting

Reference	Date	Amount	Notes
16143	6/20/2024	\$225.00	3A0829119, 3A0829120
16146A	6/20/2024	\$62.50	3A0549363
16147	6/20/2024	\$150.00	3A0549346
16148	6/20/2024	\$50.00	4A0049969
16150A	6/20/2024	\$62.50	3A0855433
16153	6/20/2024	\$75.00	4A0102878, 4A0102877
16155	6/20/2024	\$50.00	4A0049986
16156	6/20/2024	\$12.50	4A0049984
16157	6/20/2024	\$125.00	4A0049978
16158	6/20/2024	\$150.00	4A0140393
16159	6/20/2024	\$12.50	4A0140376
16162	6/20/2024	\$175.00	4A0105977
16163	6/20/2024	\$50.00	4A0331190
16164	6/20/2024	\$125.00	4A0203556
16165	6/20/2024	\$175.00	4A0203555
16166	6/20/2024	\$50.00	4A0203550
16167	6/20/2024	\$12.50	4A0140397
16171	6/20/2024	\$75.00	4A0331205
16172	6/20/2024	\$125.00	4A0331202
16173	6/20/2024	\$50.00	4A0412362
16174	6/20/2024	\$50.00	4A0412361
16178	6/20/2024	\$12.50	4A0412375
16179	6/20/2024	\$12.50	4A0412372
16180	6/20/2024	\$25.00	4A0412371
16181	6/20/2024	\$25.00	4A0412370
16182	6/20/2024	\$25.00	4A0412366
16184	6/20/2024	\$12.50	6Z0124459
16185A	6/20/2024	\$12.50	4A0487443
16186	6/20/2024	\$12.50	4A0412381
16187	6/20/2024	\$12.50	4A0412379
Reference Number: 39107	Cities Insurance Assoc	\$317.82	

June 2024 Second Council Meeting

Reference	Date	Amount	Notes
2024-34542-0515	4/25/2024	(\$904.72)	boomtruck removal
2024-34542-0804	6/20/2024	\$1,222.54	2018 GMC/2014 honda
Reference Number: 39108	City of Chehalis	\$14,043.00	
2024*06 RWWTP	6/20/2024	\$14,043.00	Monthly Sewer Treatment Costs 2024 June
Reference Number: 39109	City of Napavine	\$983.56	
2024 April May 1096.0	6/1/2024	\$285.93	2024- City Water/Sewer
2024 April May 1711.0	6/1/2024	\$253.36	2024- City Water/SewerMayme
2024 April May 3370.0	6/1/2024	\$19.91	2024- City Water/SewerMayme irrigation
2024*05 Utility tax	6/20/2024	\$424.36	2024-May Sewer Service Utility Tax
Reference Number: 39110	Gina Johnston, Romanian Interpreter	\$130.00	
1010	6/14/2024	\$130.00	June 6 Case 4A0412372 Iancu
Reference Number: 39111	Jackson Civil Engineering LLC	\$53,804.75	
0016-27-09A	6/19/2024	\$9,905.00	
0016-28-03	6/19/2024	\$725.00	Development Pass-Through Fees HOFFM/
0016-29-02	6/19/2024	\$1,821.25	Development Pass-Through Fees WOODA
0016-30-07	6/19/2024	\$1,178.50	growth management/STIP
0016-31-02	6/19/2024	\$1,470.00	road engineering skatepark
0016-34-04	6/19/2024	\$1,180.00	2nd Ave TIB
0016-35-06	6/19/2024	\$37,525.00	GMA update
Reference Number: 39112	Lemay Mobile Shredding	\$65.00	
4844364S185	6/1/2024	\$65.00	2024 MAY mobile shred
Reference Number: 39113	Lewis County Communicaton	\$16,558.50	
9030	6/5/2024	\$16,558.50	2024 2nd qtr
Reference Number: 39114	Lewis County Fleet Svs.	\$1,048.16	
41537	6/14/2024	\$867.13	22 Charger oil brake

June 2024 Second Council Meeting

Reference	Date	Amount	Notes
41561	6/20/2024	\$181.03	23 Durango oil tire rotate
Reference Number: 39115	Lewis County Sheriffs Office	\$729.45	
2024 May evidence	6/7/2024	\$729.45	2024-May Evidence Handling
Reference Number: 39116	Lewis County Treasurer	\$33.46	
2024*05 CV	6/20/2024	\$33.46	2024 - May Court Remittance
Reference Number: 39117	Pointe Pest Control	\$269.75	
2770401	6/7/2024	\$269.75	qtr pest control
Reference Number: 39118	State Treasurer's Office	\$1,058.61	
2024 May Court Remit	6/20/2024	\$1,058.61	2024 May Court Remit
Reference Number: 39119	The Farm Store	\$493.35	
185345	5/17/2024	\$493.35	Glystar + & Crossbow
Reference Number: 39120	Toledotel	\$350.62	
10052478	6/1/2024	\$350.62	2024 VOIP June
Reference Number: 39121	US Bank Corp Payment Syst	\$2,990.69	
008950 Soft Touch	5/8/2024	\$12.45	Soft Touch Car Wash
009026 Soft Touch	5/9/2024	\$20.75	Soft Touch Car Wash
009227 Soft Touch	5/13/2024	\$12.45	Soft Touch Car Wash
009631 Soft Touch Car Wash	5/30/2024	\$16.60	Soft Touch Car Wash
073762 Daves Econowash and DryCleaner	5/17/2024	\$35.17	Daves Econowash and DryCleaner
082437 End of the Trail	5/24/2024	\$76.68	Fuel
113-3497501-2713045 Amazon	5/28/2024	\$42.10	2 Portrait Round Custom Personalizable Pl.
113-7505617-8268209 Amazon	5/14/2024	\$86.30	Public Works Table
181606391 WA DOL	5/17/2024	\$272.18	2014 HOND Registration Fee
2023*06 Free Conference	5/15/2024	\$3.25	file storage 5/15-6/14
395 US Postal Service	5/6/2024	\$8.73	Certified Mail/Police Postage

June 2024 Second Council Meeting

Reference	Date	Amount	Notes
400060686 Light Bulb Surplus	5/16/2024	\$116.62	1X23' Tiered White Acorn Street Lamp Ligh
444 US Postal Service	5/23/2024	\$13.60	Return of Endpoint for Warranty
449 US Postal Service	5/24/2024	\$68.00	US Flag Coil
5417 Staples	5/17/2024	\$77.29	Plastic Holders for Council & Civil Service M
731254930 OTC Brands	5/21/2024	\$217.85	PD Custom Photo Treat Bags/Boxes of Cra
931289 Sweeny's Ace Hardware	5/20/2024	\$23.73	DSP Glove BLK BX/100
94204776 DollarTree by Hilton	5/19/2024	\$764.36	Brockmueller VS*5618 Hotel Stay 5/19-5/2
Adobe Acrobat Pro	5/4/2024	\$258.83	Adobe Acrobat Pro Annual Subscription
E/7825475 Chevron	5/8/2024	\$50.04	Fuel
Evergreen Rural Water	5/8/2024	\$375.00	R.Morris: Water Distribution Manager Exarr
INV258501089 Zoom	5/27/2024	\$17.03	Zoom Workplace Pro Monthly
R1040AE-1 Northern Quest Resort & Casino	5/22/2024	\$421.68	Dewitt Hotel Stay 5/18/2024-5/22/2024
Reference Number: 39122	US Bank NA Cincinnati	\$34.00	
2024 *05 bond maint	6/20/2024	\$34.00	2024 May- Bond Fee
Reference Number: 39123	Vision Municipal Solution	\$5,290.18	
09-14642	6/19/2024	\$818.51	2024 June utility nills
PA VMDQ3776	6/20/2024	\$4,471.67	IT premium service upgrade
Reference Number: 39124	Wilson Parts Corporation	\$32.22	
315899	6/3/2024	\$32.22	wiper blades
Reference Number: EFT*20240618	Dept of Revenue	\$351.79	
2024*05 Utility Excise Tax	6/11/2024	\$351.79	2024*05 Utility Excise Tax
Reference Number: EFT*20240619	Dept of Treasury Internal Revenue Ser	\$7,736.69	
Federal Income Tax - 15198	6/17/2024	\$179.22	
Federal Income Tax - 15199	6/17/2024	\$689.87	
Federal Income Tax - 15201	6/17/2024	\$362.40	
Federal Income Tax - 15202	6/17/2024	\$66.07	
Federal Income Tax - 15203	6/17/2024	\$548.41	

June 2024 Second Council Meeting

Reference	Date	Amount	Notes
Federal Income Tax - 15204	6/17/2024	\$388.46	
Federal Income Tax - 15205	6/17/2024	\$249.64	
Federal Income Tax - 15206	6/17/2024	\$474.22	
Federal Income Tax - 15207	6/17/2024	\$224.79	
Federal Income Tax - 15208	6/17/2024	\$326.55	
Federal Income Tax - 15209	6/17/2024	\$169.74	
Federal Income Tax - 15210	6/17/2024	\$299.70	
Federal Income Tax - 15211	6/17/2024	\$211.37	
Federal Income Tax - 15212	6/17/2024	\$348.83	
Federal Income Tax - 15213	6/17/2024	\$709.79	
Federal Income Tax - 15214	6/17/2024	\$168.06	
Federal Income Tax - 15215	6/17/2024	\$733.47	
Medicare - 15198	6/17/2024	\$42.23	
Medicare - 15198 (2)	6/17/2024	\$42.23	
Medicare - 15199	6/17/2024	\$69.37	
Medicare - 15199 (2)	6/17/2024	\$69.37	
Medicare - 15201	6/17/2024	\$44.00	
Medicare - 15201 (2)	6/17/2024	\$44.00	
Medicare - 15202	6/17/2024	\$19.42	
Medicare - 15202 (2)	6/17/2024	\$19.42	
Medicare - 15203	6/17/2024	\$56.26	
Medicare - 15203 (2)	6/17/2024	\$56.26	
Medicare - 15204	6/17/2024	\$51.78	
Medicare - 15204 (2)	6/17/2024	\$51.78	
Medicare - 15205	6/17/2024	\$34.75	
Medicare - 15205 (2)	6/17/2024	\$34.75	
Medicare - 15206	6/17/2024	\$52.82	
Medicare - 15206 (2)	6/17/2024	\$52.82	
Medicare - 15207	6/17/2024	\$34.85	
Medicare - 15207 (2)	6/17/2024	\$34.85	
Medicare - 15208	6/17/2024	\$42.36	
Medicare - 15208 (2)	6/17/2024	\$42.36	

June 2024 Second Council Meeting

Reference	Date	Amount	Notes
Medicare - 15209	6/17/2024	\$41.51	
Medicare - 15209 (2)	6/17/2024	\$41.51	
Medicare - 15210	6/17/2024	\$51.87	
Medicare - 15210 (2)	6/17/2024	\$51.87	
Medicare - 15211	6/17/2024	\$39.54	
Medicare - 15211 (2)	6/17/2024	\$39.54	
Medicare - 15212	6/17/2024	\$41.65	
Medicare - 15212 (2)	6/17/2024	\$41.65	
Medicare - 15213	6/17/2024	\$67.62	
Medicare - 15213 (2)	6/17/2024	\$67.62	
Medicare - 15214	6/17/2024	\$36.11	
Medicare - 15214 (2)	6/17/2024	\$36.11	
Medicare - 15215	6/17/2024	\$66.91	
Medicare - 15215 (2)	6/17/2024	\$66.91	
Reference Number: EFT*20240620	Dept of Retirement Systems	\$8,308.34	
Emp Rtmt - 15198	6/17/2024	\$277.58	
Emp Rtmt - 15199	6/17/2024	\$253.19	
Emp Rtmt - 15201	6/17/2024	\$161.43	
Emp Rtmt - 15202	6/17/2024	\$127.67	
Emp Rtmt - 15203	6/17/2024	\$206.14	
Emp Rtmt - 15204	6/17/2024	\$340.34	
Emp Rtmt - 15205	6/17/2024	\$228.42	
Emp Rtmt - 15206	6/17/2024	\$347.14	
Emp Rtmt - 15207	6/17/2024	\$229.08	
Emp Rtmt - 15208	6/17/2024	\$278.41	
Emp Rtmt - 15209	6/17/2024	\$272.81	
Emp Rtmt - 15210	6/17/2024	\$340.93	
Emp Rtmt - 15211	6/17/2024	\$142.19	
Emp Rtmt - 15212	6/17/2024	\$273.76	
Emp Rtmt - 15213	6/17/2024	\$444.42	
Emp Rtmt - 15214	6/17/2024	\$237.36	

June 2024 Second Council Meeting

Reference	Date	Amount	Notes
Emp Rtmt - 15215	6/17/2024	\$243.21	
Taxable Retirement - 15198	6/17/2024	\$185.25	
Taxable Retirement - 15199	6/17/2024	\$405.96	
Taxable Retirement - 15201	6/17/2024	\$258.83	
Taxable Retirement - 15202	6/17/2024	\$85.20	
Taxable Retirement - 15203	6/17/2024	\$330.53	
Taxable Retirement - 15204	6/17/2024	\$227.13	
Taxable Retirement - 15205	6/17/2024	\$152.44	
Taxable Retirement - 15206	6/17/2024	\$254.98	
Taxable Retirement - 15207	6/17/2024	\$152.88	
Taxable Retirement - 15208	6/17/2024	\$185.80	
Taxable Retirement - 15209	6/17/2024	\$182.07	
Taxable Retirement - 15210	6/17/2024	\$227.53	
Taxable Retirement - 15211	6/17/2024	\$227.99	
Taxable Retirement - 15212	6/17/2024	\$182.70	
Taxable Retirement - 15213	6/17/2024	\$296.59	
Taxable Retirement - 15214	6/17/2024	\$158.41	
Taxable Retirement - 15215	6/17/2024	\$389.97	
Reference Number: EFT*20240621	Home Depot Credit Services	\$20.73	
4023364	5/2/2024	\$14.80	4x4x8 Mayme
4611603	5/22/2024	\$5.93	corner brace Mayme
Reference Number: EFT*20240622	DE Lage Landen Financial Services	\$464.00	
8227967	6/8/2024	\$464.00	2024 -06/01-06/30 Sharp MX3071 PD/COI
Reference Number: Jun 1-15, 2024	Payroll Vendor	\$38,323.78	
ACH Pay - 15198	6/17/2024	\$2,011.78	
ACH Pay - 15199	6/17/2024	\$3,222.19	
ACH Pay - 15201	6/17/2024	\$2,068.66	
ACH Pay - 15202	6/17/2024	\$1,065.44	
ACH Pay - 15203	6/17/2024	\$2,629.55	

June 2024 Second Council Meeting

Reference	Date	Amount	Notes
ACH Pay - 15204	6/17/2024	\$2,480.28	
ACH Pay - 15205	6/17/2024	\$1,799.59	
ACH Pay - 15206	6/17/2024	\$2,464.75	
ACH Pay - 15207	6/17/2024	\$1,729.01	
ACH Pay - 15208	6/17/2024	\$2,024.74	
ACH Pay - 15209	6/17/2024	\$2,142.86	
ACH Pay - 15210	6/17/2024	\$2,408.82	
ACH Pay - 15211	6/17/2024	\$2,021.91	
ACH Pay - 15212	6/17/2024	\$2,127.11	
ACH Pay - 15213	6/17/2024	\$3,121.89	
ACH Pay - 15214	6/17/2024	\$1,814.14	
ACH Pay - 15215	6/17/2024	\$3,191.06	
Total		\$216,775.93	

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

Accounts Payabl	100	24	161,570.60	39101-39124
Electronic Payme	3	3	836.52	eft*20240618/21-22
Payroll Vendors				
Electronic Payrol	2	2	16,045.03	eft*20240619-20
ACH Direct Depo	17	17	38,323.78	direct deposit 6/20
Total Vouchers	122	46	\$216,775.93	

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

MAYOR: _____

TREASURER: _____

COUNCILOR #1: _____

COUNCILOR #2: _____

COUNCILOR #3: _____

COUNCILOR #4: _____

COUNCILOR #5: _____

June 2024 Second Council Meeting

Reference	Date	Amount	Notes
-----------	------	--------	-------

Police Department - John Brockmueller _____

Public Works/Community Development - Bryan Morris _____

Court- Lacie Dewitt _____

City Clerk - Rachelle Denham: _____

DATED THIS DAY OF , 2024

RESOLUTION NO. 24-06-150

**A RESOLUTION OF THE CITY OF NAPAVINE, WASHINGTON,
ADOPTING THE 2025-2030 SIX YEAR TRANSPORTATION IMPROVEMENT
PROGRAM FOR THE CITY OF NAPAVINE.**

RECITALS:

WHEREAS, to provide for the proper and necessary development of the street system within the City of Napavine, pursuant to RCW 35.77.010 the City shall, prepare and adopt a comprehensive transportation program for the ensuing six calendar years; and

WHEREAS, The Six Year Transportation Improvement Plan (Six-Year TIP) of the City shall specifically set forth those projects and programs of both City and regional significance that benefit the transportation system to promote public safety and efficient vehicle movements; and

WHEREAS, the Six-Year TIP shall be consistent with the City's Comprehensive Plan and be adopted following one or more public hearings before the City Council; and

WHEREAS, a public hearing was held by the City of Napavine, Washington, on the 25th day of June, 2024, for the purpose of inviting and receiving public comment on the proposed Six-Year TIP.

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

Section 1. The Six Year Transportation Improvement Program for the years 2025 to 2030, hereto attached and by this reference incorporated herein, shall be, and the same hereby is, adopted as the Six Year Transportation Improvement Program for the City of Napavine, Washington, for the years 2025 to 2030, effective the calendar year 2025.

PASSED by the City Council of the City of Napavine, Washington and **APPROVED** by its Mayor, at a regularly scheduled open public meeting thereof this 25th day of June 2024.

APPROVED:

Mayor, Shawn M. O'Neill

Attest:

City Clerk,

Approved as to form:

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

City of Napavine 2025 – 2030 STIP (Main Streets)

Priority	Project	Project Extents	Project Description	Project Length	Preliminary Engineering Start Year	Construction Start Year	Engineering Cost	Right-of-way Cost	Construction Cost	Total Cost	Anticipated Funding Source
1	Rush Road Reconstruction	Stella Street to Newaukum Valley Road	Grind and resurface Rush Road. Detached sidewalk on one side with bike lane and new striping.	1.29	2024	2026	\$ 310,000	\$ 2,000	\$ 2,689,000	\$ 3,001,000	Federal
2	City Wide Pavement Preservation and Restriping	City Wide	Crack seal, patching and striping for city roadway	TBD	2024	2025	\$ 20,000	0	\$ 100,000	\$ 120,000	State
3	City Wide ADA Ramp Retrofit	City Wide	Improve ADA ramp to meet standard for city wide sidewalk	-	2024	2025	\$ 90,000	0	\$ 300,000	\$ 390,000	State
4	Woodard Road Improvements	Koontz Rd to City Limit	Widen travel lanes, and install sidewalks, curb and gutters and street lights.	0.32	2024	2025	\$ 195,000	0	\$ 1,305,000	\$ 1,500,000	State/Federal
5	Branch Street Improvements	Branch Street to 3rd Avenue	Install curb and sidewalk on one side of the street.	0.20	2025	2026	\$ 62,000	0	\$ 310,000	\$ 372,000	State
6	Birch Avenue SW Rehabilitation	Washington Street to City Limit	Chip seal and stripe.	0.40	2025	2025	\$ 28,000	0	\$ 140,000	\$ 168,000	State
7	Washington Street Rehabilitation	8th Avenue to Woodard Road	Chip seal and stripe.	1.10	2026	2026	\$ 80,000	0	\$ 400,000	\$ 480,000	State
8	NW Alder Avenue Reconstruction	Washington Street to Shopping Center	Reconstruction of pavement section. Install curb and sidewalk with drainage.	0.05	2027	2027	\$ 50,000	0	\$ 250,000	\$ 300,000	State
9	W Grand Boulevard Reconstruction	3 rd Avenue to 5 th Avenue	Reconstruction of pavement section.	0.10	2028	2028	\$ 40,000	0	\$ 200,000	\$ 240,000	State
10	Kirkland Road Reconstruction	Rush Road to East City Limit	Reconstruction pavement, sidewalk, and drainage system.	0.24	2029	2030	\$ 170,000	0	\$ 850,000	\$ 1,020,000	State/Federal



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

**City of Napavine
Action Memorandum No. 24-06**

AM 24-06: Council Summer Recess

Originator: Rachelle Denham, City Clerk

Agenda Date: June 25, 2024

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

Review by Mayor Shawn O’Neill: _____,

Attachment(s): NONE

Fiscal Impact: yes no

Summary statement: Resolution No. 21-02-115 A resolution of the city of Napavine, Washington, adopting city council rules and procedures. Under Section 3. Scheduling; 3.3 Summer Recess states: The Council will generally not schedule regular meetings, work sessions, and committee meetings during two (2) weeks of August of each year.

Staff Recommendation:

- Approve, Summer recess: The council will hold one council meeting in the month of August, which will be held on the 4th Tuesday of the month starting in 2024 until rescinded by the council.



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

**City of Napavine
Action Memorandum No. 24-07**

AM 24-07: ARPA Reallocations

Originator: Michelle Whitten, City Treasurer

Agenda Date: June 25, 2024

Route to:	Department Head	Signature	Date
X No Objections	Treasurer		

Review and approved by Mayor Shawn O'Neill: _____

Attachment(s): ARPA Spreadsheet

Fiscal Impact: yes no

Summary statement:

Reallocation:

- Public Works – Use all funds left from projects that have been completed and use towards Jefferson Station, approximately \$23,918.
- Facilities –Purchase of 10 Chairs and 2 flip top tables \$2,578.
- Facilities- Purchase heavy duty shelving for Records retention \$1,150.
- Facilities-Window tinting for all hallway office windows- staff can see out \$3,000

Staff Recommendation:

- Approve reallocations

ARPA FUNDS - \$559,122.00

Updated 06/11/24

Court System							
PROJECT	DESCRIPTION	REVENUE SOURCE	Requests	2022 Expense	2023 Expense	anticipated	Balance
Audio Video Upgrade	AOC/ARPA	ARPA	4,344		547.37		3,797
Computers Desktops (2)	Replace	ARPA	7,000	5,365	107		1,528
Laptops Courtroom	Replace	ARPA	2,500	1,621	84		795
Laserfiche Software/e-file	New	ARPA	21,621	7,351			14,270
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 (Strike) Reallocate	replace	ARPA	1,000		-		1,000
Lobby	Reconstruction	ARPA	15,000		13,353		1,647
Furniture filing cabinets					13,882		(13,882)
	Total Court		51,521	18,052	27,973	-	5,495
Police Dept							
Police Vehicle	New	ARPA	67,878	67,230	649		(0)
Dash Mounted Radars (4)	replace	ARPA	9,633	9,633			(0)
Dell Rugged Laptops w/docks (6)	replace	ARPA	28,527	28,527			0
A/R Rifles - (4)	new	ARPA	3,978		3,978		0
Ballistic Helmets		ARPA	1,329	1,329			(0)
Body Cameras w/software (4)	new	ARPA	9,339	9,339			0
Infrared Drone/optics	New	ARPA	-				-
Standard Drone	New	ARPA	-				-
Dog Kennels	New	ARPA	2,127	2,127	215		(215)
Rifle and pistols			3,500		2,162	-	1,338
Security Surveillance			18,484		10,450	8,030	4
Lobby	Reconstruction	ARPA	13,353		13,353		-
	Total Police		158,148	118,184	30,806	8,030	1,127
Council/Court Renovation	Reconstruction	ARPA	18,778	1,466	17,312		0
Furniture -Chairs		ARPA	7,885		7,885		0
	Total Council/Court		26,663	1,466	25,197	-	0
PUBLIC WORKS							
Printer for Scanning Large Maps	new	ARPA	10,000	2,309	3,970		3,721
Mayme Shaddock Park		ARPA	86,503		86,503	-	-
Tablets & Software		ARPA	2,000		2,335		(335)
Temp Employee (summer)		ARPA	23,673		23,673	-	(0)
Temp Employee (CE/PW)		ARPA	45,755		44,813	-	942
Water Project	Reconstruction	ARPA	50,000		23,606		26,394
Sewer Poject	Reconstruction	ARPA	20,000		40,926		(20,926)
Road Projects		ARPA	7,546		1,892		5,654
Facilities Project - Paving/etc			19,072		20,102	-	(1,030)
	Total Public Works		264,549	2,309	247,819	-	14,420
City Clerk/Treasurer/Mayor/Council Projects							
Tablets for Mayor/Council/Dept Heads	New	ARPA	5,000	2,140	143		2,717
Laptop Clerk	replace	ARPA	2,500	1,476	49		976
Laptop Treasurer	new	ARPA	2,500	1,272	91		1,137
Laptop Mayor	new	ARPA	2,500				2,500
Carpet - Throughout building		ARPA	25,000		22,629	-	2,371
Telephone System		ARPA	1,750		1,750		-
File Room/Front Counter	Reconstruction	ARPA	2,000		1,098		902
Office Furniture-			14,781		14,781		(0)
Kitchen Remodel	Reconstruction	ARPA	2,210	2,210			0
	Total Clerk/Tr/M		58,241	7,098	40,541	-	10,603
TOTAL - ARPA		allocated	559,122	147,109	372,336	8,030	31,646
		unallocated	0				
			559,122				

Sewer Generator Match for TIB (4th Ave)



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

**City of Napavine
Action Memorandum No. 24-08**

AM 24-08: Notice of Liquor License Renewal

Originator: Rachelle Denham, City Clerk

Agenda Date: June 25, 2024

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

Review by Mayor Shawn O’Neill: _____,

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

- 1) Napavine Diner and ARCO AM/PM expires September 30, 2024

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: ARCO AM/PM Liquor License renewal, License #435405.
- Approve: Napavine Diner liquor licenses renewal, License #071552.

C091080-2

WASHINGTON STATE LIQUOR AND CANNABIS BOARD

DATE: 06/06/2024

LICENSED ESTABLISHMENTS IN INCORPORATED AREAS CITY OF NAPA VINE
(BY ZIP CODE) FOR EXPIRATION DATE OF 20240930

LICENSEE	BUSINESS NAME AND ADDRESS	LICENSE NUMBER	PRIVILEGES
1. PNWRM, LLC	ARCO AM/PM #7172 1235 RUSH RD NAPA VINE WA 98532 8822	435405	GROCERY STORE - BEER/WINE
2. NAPA VINE GRILL CORPORATION	NAPA VINE DINER 114 E WASHINGTON ST NAPA VINE WA 98565 5001	071552	BEER/WINE REST - BEER/WINE



Washington State
Liquor and Cannabis Board
PO Box 43098

, Olympia WA 98504-3098, (360) 664-1600
www.liq.wa.gov Fax #: (360) 753-2710

June 06, 2024

Dear Local Authority:

RE: Liquor License Renewal Applications in Your Jurisdiction - Your Objection Opportunity

Enclosed please find a list of liquor-licensed premises in your jurisdiction whose liquor licenses will expire in about 90 days. This is your opportunity to object to these license renewal requests as authorized by RCW 66.24.010 (8).

1) Objection to License Renewal

To object to a liquor license renewal: fax or mail a letter to the Washington State Liquor and Cannabis Board (WS-LCB) Licensing Division. This letter must:

- o Detail the reason(s) for your objection, including a statement of all the facts upon which your objection or objections are based. You may include attachments and supporting documents which contain or confirm the facts upon which your objections are based.
- o Please note that whether a hearing will be granted or not is within the Board's discretion per RCW 66.24.010 (8)(d).

Your letter or fax of objection must be received by the Board's Licensing Division at least 30 days prior to the license expiration date. If you need additional time you must request that in writing. Please be aware, however, that it is within the Board's discretion to grant or deny any requests for extension of time to submit objections. Your request for extension will be granted or denied in writing. If objections are not timely received, they will not be considered as part of the renewal process.

A copy of your objection and any attachments and supporting materials will be made available to the licensee, therefore, it is the Local Authority's responsibility to redact any confidential or non-disclosable information (see RCW 42.56) prior to submission to the WSLCB.

2) Status of License While Objection Pending

During the time an objection to a renewal is pending, the permanent liquor license is placed on hold. However, temporary licenses are regularly issued to the licensee until a final decision is made by the Board.

3) Procedure Following Licensing Division Receipt of Objection

After we receive your objection, our licensing staff will prepare a report for review by the Licensing Director. The report will include your letter of objection, as well as any attachments and supporting documents you send. The Licensing Director will then decide to renew the liquor license, or to proceed with non-renewal.

4) Procedure if Board Does Not Renew License

If the Board decides not to renew a license, we will notify the licensee in writing, stating the reason for this decision. The licensee also has the right to request a hearing to contest non-renewal of their liquor license. RCW 66.24.010 (8)(d). If the licensee makes a timely request for a hearing, we will notify you.

The Board's Licensing Division will be required to present evidence at the hearing before an administrative law judge to support the non-renewal recommendation. You may present evidence in support of your objection or objections. The administrative law judge will consider all of the evidence and issue an initial order for the Board's review. The Board members have final authority to renew the liquor license and will enter a final order announcing their decision.

5) Procedure if Board Renews License Over Your Objection

If the Board decides to renew the license over your objection, you will be notified in writing. At that time, you may be given an opportunity to request a hearing. An opportunity for a hearing is offered at the Board's discretion. If a hearing is held, you will be responsible for presenting evidence before an Administrative Law Judge in support of your objection to license renewal. The Board's Licensing Division will present evidence in support of license renewal. The Licensee may also participate and present evidence if the licensee desires. The administrative law judge will consider all of the evidence, and issue an initial order for the Board's review. The Board members have final authority to renew the liquor license and will enter a final order announcing their decision.

For questions about this process, contact the WSLCB Licensing Division at (360) 664-1600 or email us at localauthority@sp.lcb.wa.gov.

Sincerely,

Rebecca Smith

Rebecca Smith, Director,
Licensing and Regulation Division

LIQ 864 07/10



Washington State
Liquor and Cannabis Board
PO Box 43098,

, Olympia WA 98504-3098, (360) 664-1600

MAYOR OF NAPA VINE
CITY HALL
NAPA VINE, WA 98565

CITY OF NAPAVINE, WASHINGTON

ORDINANCE NO. 661

AN ORDINANCE OF THE CITY OF NAPAVINE, WASHINGTON, AMENDING AND REAFFIRMING SECTIONS OF NAPAVINE MUNICIPAL CODE CHAPTER 13.05 CONCERNING CROSS-CONNECTIONS AND BACKFLOW PREVENTION; AMENDING AND REAFFIRMING SECTIONS OF ORDINANCE NO. 555 AS NECESSARY; AND PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.

RECITALS:

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

WHEREAS, pursuant to RCW 35A.11.020, the City may adopt and enforce ordinances of all kinds relating to and regulating the City’s local or municipal affairs and appropriate to the good government of the City; and

WHEREAS, all references herein to “NMC“ shall mean the “Napavine Municipal Code,” and

WHEREAS, Chapter 13.05 NMC is entitled “CROSS-CONNECTIONS AND BACKFLOW PREVENTION“; and

WHEREAS, Ordinance No. 555, as codified at Chapter 13.05 of the Napavine Municipal Code, was enacted on April 11, 2017; and

WHEREAS, Ordinance No. 214, as codified at Chapter 13.05 of the Napavine Municipal Code was enacted in 1994; and

WHEREAS, City staff have reviewed Chapter 13.05 NMC and have updated and made suggested changes to the Chapter; and

WHEREAS, the Council desires to amend Chapter 13.05 NMC as set forth herein.

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

The following sections of Chapter 13.05 of the Napavine Municipal Code, as last amended by Ordinance No. 555, are hereby amended and reaffirmed as follows:

Section 1. Section 13.05.010 of the Napavine Municipal Code is amended to state:

13.05.010 Definitions.

As used in this chapter, the following definitions shall apply:

“Approved assembly” means an assembly to counteract back pressures or prevent back siphonage. This assembly must appear on the list of approved assemblies issued by the Washington State Department of Health.

“Auxiliary supply” means any water source or system other than the city water system, that may be available in the building or on the premises.

“Backflow” means the flow in the direction opposite to the normal flow or the introduction of any foreign liquids, gases, or substances into the water distribution system of the city.

“City” means the city of Napavine.

“Cross-connection” means any physical arrangement where a public water system is connected, directly (actual) or indirectly (potential), with any other water system or auxiliary system, sewer, drain conduit, swimming pool, storage reservoir, plumbing fixture, swamp cooler, or any other assembly which contains, or which may contain, contaminated water, sewage, or other liquid of unknown or unsafe quality which may be capable of backflow. Bypass arrangements, jumper connections, removable sections swivel or change over assemblies, or other temporary or permanent assemblies through which, or because of which, backflow may occur are considered to be cross-connections.

“Cross-connection inspector specialist” means a certified individual who performs required inspections to identify possible cross connections between the city water supply and any potential source of contamination.

“Double check detector assembly” means an approved assembly consisting of two independently operating check valves, loaded to the closed position by springs or weights, and installed as a unit with, and between, two resilient seated shutoff valves and having suitable connections for testing, and unions at the ends of the assembly, with the addition of a factory installed bypass which includes an approved double check valve assembly, complete with resilient seated shut off valves and unions at the ends of the assembly and test cocks.

“Double check valve assembly” means an approved assembly consisting of two independently operating check valves, loaded to a closed position by springs or weights, and installed as a unit with, and between, two resilient seated shutoff valves and unions at the ends of the assembly and having suitable connections for testing.

“Premises” means any piece of land to which water is provided including all structures and improvements.

“Pressure vacuum breaker assembly” means an approved assembly consisting of a spring-loaded check valve loaded to the closed position, an independently operating air inlet valve loaded to the open position and installed as a unit with a union and between two resilient seated shutoff valves and with suitable connections for testing. It is designed to protect against back siphonage only.

“Reduced pressure backflow assembly” shall mean an approved assembly containing two independently acting approved check valves together with a ~~hydraulically operated~~ **hydraulically operated**, mechanically independent pressured differential relief valve located between the check valves and at the same time below the first check valve. The assembly shall include properly located test cocks and tightly resilient seated shut-off valves at the ends of the assembly, and unions at the ends of the assembly.

“Water purveyor” means a public utility, mutual water company, county water district, or municipality that delivers drinking water to customers.

Section 2. Section 13.05.020 of the Napavine Municipal Code is amended to state:

13.05.020 Purpose.

The purpose of ~~these~~ **this Chapter and the** regulations contained herein is to protect the water supply of the city from contamination or pollution due to any existing or potential cross-connections. No cross-connections shall be created, installed, or used or maintained within the territory served by the city, except in accordance with ~~these regulations~~ **this chapter**.

Section 3. Section 13.05.030 of the Napavine Municipal Code is amended to state:

13.05.030 Backflow prevention assembly requirement.

Approved backflow prevention assemblies shall be installed at the expense of the user, either at the service connection or within the premises, as determined by a cross-connection inspector specialist employed by the city in each of the following circumstances:

- A. If the nature and extent of any activity on the premises, or the materials used in connection with any activity on the premises, or materials stored on the premises, could ~~contaminate~~ **contaminate**, or pollute the drinking water supply in any way.
- B. On premises having any one or more cross-connections as that term is defined in Section 13.05.010.
- C. Internal cross-connections that are not correctable, or intricate plumbing arrangements which make it impractical to ascertain whether or not cross-connections exist.
- D. A ~~repeated~~ history of cross-connections being established or re-established.
- E. Unduly restricted entry so that inspections for cross-connections cannot be made with sufficient frequency or with sufficient notice to assure that cross-connections do not exist.
- F. Materials of a toxic or hazardous nature being used in such that, if back siphonage should occur, a health hazard could result.
- G. All fire sprinkler systems **shall** install as minimum protection a double check ~~valve~~ **detector** assembly.
- H. All irrigation systems shall install as minimum protection a double check valve assembly.
- I. All properties having a private well **being used for irrigation purposes** that are also connected to city water shall **either (1)** install a reduced pressure backflow assembly at the service ~~connection, or~~ **connection, or (2)** ~~have the option to~~ abandon the well as prescribed in the Washington Administrative Code.
- J. On any premises where installation of an approved backflow prevention assembly is deemed to be necessary to accomplish the purpose of these regulations in the judgment of a certified cross-connection specialist employed by the city.
- K. On any premises where an appropriate cross-connection report form has not been filed with the office of the city **Public Works Department** ~~water utility~~.
- L. In the judgment of the Public Works Director for the safety of the City's water system.**
- ~~M.~~ The choice and application of cross-connection devices in specific circumstances shall comply with ~~WAC Chapter 246-290 WAC~~, et seq., **as it now exists or is hereafter amended.**

Section 4. Section 13.05.040 of the Napavine Municipal Code is hereby affirmed in its entirety. Reserved.

Section 5. Section 13.05.050 of the Napavine Municipal Code is amended to state:

13.05.050 Installation requirements.

To ensure proper operation and accessibility of all backflow prevention assemblies the following requirements shall apply to the installation of these assemblies.

- A. ~~A. — All plumbing code provisions must be complied.~~ **All backflow prevention assemblies shall comply with and be installed according to current all applicable provisions of the Washington Administrative Codes (WAC) and Revised Codes of Washington (RCW) as they now exist or are hereafter amended-apply. As well as all current and applicable plumbing codes.**
- B. No part of the backflow prevention assembly shall be submerged in water or installed in a location subject to flooding. If installed in a vault or basement, adequate drainage shall be provided.
- C. Assemblies must be installed at the point of ~~deliver~~ **delivery** of the water supply, before any branch in the line. ~~, property located or private just~~ inside ~~of~~ the property line. Alternate locations must be approved in writing by the city prior to ~~installations~~ **installation**.
- D. The assembly must be protected from freezing and other severe weather conditions.
- E. All backflow prevention assemblies to be installed shall be of a type and model pre-approved by the ~~state of~~ Washington **State**, Department of Health.;
- ~~F.~~ ~~Only assemblies specifically approved by the Washington State Department of Health for vertical installation may be installed vertically.~~
- ~~FG.~~ If written permission is granted to install the backflow assembly inside of ~~the~~ **a** building, the assembly shall be readily accessible to ~~C~~ city employees ~~during regular working hours~~ **between the hours of eight 8 A.M. to five 5 P.M., 8am — 4:30pm** Monday ~~through~~ **Friday**.
- ~~GH.~~ If an assembly, with written permission, is installed inside of the premises and is installed a minimum of five feet **(5')** above the floor, it must be equipped with a rigidly and permanently installed scaffolding acceptable to the ~~C~~ city. This installation must also meet the requirements set out by the U.S. Occupational Safety and Health Administration and the ~~S~~ state of Washington Occupations Safety and Health Act.
- ~~HI.~~ Reduced pressure backflow assemblies may be installed in a vault only if relief valve discharge can be drained to daylight through a “boresight” type drain. The drain shall be of adequate capacity to carry the full rated flow of the assembly and shall be screened on both ends.
- ~~IJ.~~ An approved air gap shall be located at the relief valve orifice. This air gap shall be at least twice the inside diameter of the incoming supply line as measured vertically above the top rim of the drain and in no case less than one inch **(1”)**.
- ~~JK.~~ Where a backflow assembly is deemed necessary, the model of assembly and installation plan shall be submitted to the city for approval prior to installation.
- ~~KL.~~ Upon completion of installation, ~~the city shall be notified and all~~ assemblies must be inspected and tested **by a certified Backflow Assembly Tester (BAT). The City is to be provided with test and inspection results, as well as the information needed to add the assembly to the CitiesCity’s Backflow Registry.**
- ~~L.~~ All backflow assemblies must be registered with the city. Registration shall consist of the date of installation, make, model, serial number of the backflow assembly, and initial test report.
- M. **The water purveyor shall maintain a master list of the properties with backflow devices and put the list to bid for testing purposes. The assemblies shall be tested annually on a date to be determined by the water purveyor. Any customer, before water service is restored or installed, must fill out CC**

~~questionnaire (Questionnaire i.e. hot tub underground kidney form, machine extended faucets, etc.)
(See Exhibit A[‡])~~

- ~~N. The water purveyor shall inspect the premises and answer any questions the owner has about the questionnaire (Property Survey Form — See Exhibit A).~~
- ~~O. After the water purveyor has conducted the necessary inspections and answered owner questions, the water purveyor shall determine the degree of hazard and backflow apparatus to be installed.~~
- ~~P. The water purveyor shall give the owner of the premises an adequate amount of time to have the assembly installed (to be determined by director). The backflow assembly system shall be tested and inspected by a city official or, if installed, the assembly shall be removed and re-inspected by city.~~
- ~~Q. After the appropriate assembly has been installed, tested and approved, the assembly shall be tested annually thereafter on a date to be determined by the water purveyor. The water purveyor shall maintain a master list of the properties and put the list to bid for testing purposes.~~
- ~~R. City shall then supervise BAT during testing. All backflow devices shall be tested annually regardless of the status of service (inactive, active, etc.)~~
- ~~S. The city shall pay the bill to BAT and shall pass the cost of each service test fee on to the owner of the property. If said service test fee is not paid then the utility service shall be shut off.~~

Section 6. Section 13.05.060 of the Napavine Municipal Code is amended to state:

13.05.060 Access to premises.

Authorized employees, **agents, and consultants** of the ~~City and its agents~~, with proper identification, shall have access during reasonable hours to all parts of the premises and within the building to which water is supplied. ~~However, if~~ **If** any water user refuses access to a premise or to the interior of a structure at reasonable times and on reasonable notice for inspections by a cross-connection specialist appointed by the city, a reduced pressure backflow assembly will be required to be installed at the service connection to that premise **at the owner's expense.**

Section 7. Section 13.05.070 of the Napavine Municipal Code is amended to state:

13.05.070 Annual testing and repairs.

All backflow assemblies installed within the territory serviced by the ~~City~~ shall be ~~tested immediately upon installation and at least annually thereafter by a~~ **tested annually by a certified Backflow Assembly Tester (BAT) contracted with the City. state-certified tester and reported in writing to the city water utility. Notification will be provided to the property owner reflecting the test results.**

~~All such assemblies found not functioning properly shall be promptly repaired or replaced by the water user. If any such assembly is not promptly repaired or replaced,~~ **The owner will be notified by the City if an Assembly fails the test performed by the BAT. The owner will then be required to have a certified BAT or plumber repair the assembly and submit documentation of the repairs and a passing test to the City within thirty (30) days of the District notice from the City. If repairs or replacement are not completed and proof provided,** the city may deny or discontinue water to the ~~premise~~**premises.** All testing and repairs are the financial responsibility of the water user. **Copies of the annual test results shall be provided to the director of public works.**

[‡]Editor's note(s) — ~~Exhibit A was not included in the codification of this chapter and can be found in the office of the clerk treasurer.~~

Section 8. Section 13.05.080 of the Napavine Municipal Code is amended to state:

13.05.080 Costs of compliance.

All costs associated with purchase, installation, inspections, testing, replacement, maintenance, ~~parts~~parts, and repairs of the backflow assembly are the financial responsibility of the ~~water user~~property owner to which water is supplied.

Section 9. Section 13.05.090 of the Napavine Municipal Code is amended to state:

13.05.090 Termination of service.

Failure on the part of any customer, water user, or property owner to which water is supplied, to discontinue the use of all cross-connections, or to repair or replace inadequate or faulty assemblies, or to allow testing or access except in accordance with this ~~ordinance~~Chapter is sufficient cause for the immediate discontinuance of public water service to the premises. The city of Napavine reserves the right to deny service or discontinue the supply of water to any water user not in compliance with this and all other applicable regulations pertaining to public water systems.

Section 10. Section 13.05.100 of the Napavine Municipal Code is hereby created to state:

13.05.100 Cross-connections a nuisance – Connections with other systems authorized when.

It is unlawful for any person to install or maintain a cross-connection between any private water supply within or adjacent to any premises and the public water supply system to the city. Any such cross-connection or inter-connection now existing or hereafter installed is declared a nuisance and may be abated at once without notice by the public works director or his or her designee by disconnecting such cross-connections or by cutting off the supply of water from the city distribution system to the premises supplied.

Section 11. Section 13.05.110 of the Napavine Municipal Code is hereby created to state:

13.05.110 Director of public works interpretation authority.

The director of public works or his/her designee shall have the authority to decide any questions which may arise pertinent to the interpretation and/or the application of the regulations of this chapter.

Section 12. Section 13.05.120 of the Napavine Municipal Code is hereby created to state:

13.05.120 Violation – Penalty.

A. In addition to the remedies and penalties set forth herein, Any person, firm, or corporation willfully violating any of the provisions of this chapter shall be guilty of a misdemeanor, and shall be subject to a fine of one thousand dollars or imprisonment for ninety days, or to both such fine and imprisonment, for each violation.

- A. Each separate day during which any violation occurs or continues shall be deemed to constitute a separate violation thereof and a separate offense thereunder.

Section 13. Repealer. All ordinances or parts of ordinances inconsistent with the provisions of this Ordinance are hereby repealed.

Section 14. Severability. If any section, sentence, clause, or phrase of this Ordinance should be held to be unconstitutional or unlawful by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this Ordinance.

Section 15. Effective Date. This ordinance shall take effect five (5) days after its publication, or publication of a summary thereof, in the City’s official newspaper, or as otherwise provided by law.

Section 16. Corrections. Upon approval of the City Attorney, the City Clerk and the codifiers of this ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener’s/clerical errors, references, ordinance numbers, section/subsection numbers, and any references thereto.

PASSED by the Council of the City of Napavine, Washington, and **APPROVED** by the Mayor of the City of Napavine at a regularly scheduled open public meeting thereof, this _____ day of June, 2024.

Shawn O’Neill, Mayor

Attest:

Approved as to form:

Rachelle Denham, City Clerk

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

Approved Reading: _____/2024
Publication Date: _____/2024
Effective Date: _____/2024

CITY OF NAPAVINE, WASHINGTON
ORDINANCE NO. 662

AN ORDINANCE OF THE CITY OF NAPAVINE, WASHINGTON, IMPOSING AN IMMEDIATE MORATORIUM ON THE FILING, ACCEPTANCE, PROCESSING, AND/OR APPROVAL OF APPLICATIONS FOR THE SITING, ESTABLISHMENT, AND OPERATION OF FOOD TRUCKS WITHIN THE CITY LIMITS FOR A SIX-MONTH PERIOD; AND PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.

RECITALS:

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

WHEREAS, pursuant to RCW 35A.11.020, the City may adopt and enforce ordinances of all kinds relating to and regulating the City’s local or municipal affairs and appropriate to the good government of the City; and

WHEREAS, all references herein to “NMC” shall mean the “Napavine Municipal Code,” and

WHEREAS, RCW 36.70A.390 authorized the City Council to adopt an immediate moratorium for a period of up to 6 months without holding a public hearing on the proposal if a public hearing is held within at least 60 days of its adoption; and

WHEREAS, moratoriums enacted under RCW 36.70A.390 and/or RCW 35.63.200 are methods by which local governments may preserve the status quo so that new regulations will not be rendered moot by intervening projects; and

WHEREAS, RCW 36.70A.390 also provides an extension of up to an additional 6 months is possible if there is work plan developed for related studies; and

WHEREAS, pursuant to WAC 197-11-880, the adoption of this ordinance is exempt from the requirements of a threshold determination under the State Environmental Policy Act; and

WHEREAS, the City Planning Commission has reviewed and recommended the Moratorium addressing food trucks throughout the city; and

WHEREAS, the City's code fails to address the concerns associated with food trucks; and

WHEREAS, the City staff and citizens are concerned about vehicular congestion, parking, and safety on City streets within the City limits; and

WHEREAS, the City believes a moratorium on applications for food trucks is in the City's best interest; and

WHEREAS, due to safety concerns the passage of this ordinance is necessary for the protection of public health, public safety, public property, and the public peace; and

WHEREAS, the City Council will conduct a public hearing, within 60 days, on Tuesday, _____, 2024, at 6:00 pm regarding the Moratorium; and

WHEREAS, there are no known pending or contemplated applications for food trucks at the time of enactment; and

WHEREAS, the City Council concludes that the City has the authority to establish a moratorium and that the City must adopt a moratorium concerning the filing, acceptance, and processing of new applications for food trucks.

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

Section 1. Findings of Fact. The City Council adopts the above recitals as findings of fact in support of its action as required by 36.70A.390 and RCW 35A.63.220.

Section 3. Moratorium Imposed. A moratorium is imposed on the filing, acceptance and processing of new applications for food trucks, within the City, except for those which have a special event permit for the Napavine Fun Time Festival. During the term of this moratorium, the City will not accept and process new applications for food trucks, however, this moratorium will not apply to any pending applications that were technically complete before the effective date of this ordinance. The City will accept special event permits for food trucks for Napavine Fun Time Festival only.

Section 4. Public Hearing on Moratorium. Pursuant to RCW 36.70A.390, the City Council must hold a public hearing on this moratorium within 60 days of passing this ordinance. The City Council will conduct a public hearing, within 60 days, on Tuesday, _____, 2024, at 6:00 pm regarding the Moratorium.

Section 5. Duration of Moratorium. This moratorium shall be in effect for six (6) months, beginning on _____, 2024, and ending on _____, 2024, unless an ordinance is adopted amending the Napavine Municipal Code and rescinding the interim zoning before November 24, 2022.

Section 6. Work Plan. During the moratorium period, City staff will study the issues concerning automotive/vehicle fueling stations and include that work with a comprehensive plan update. Staff will prepare a draft ordinance, and conduct the public review process, including public hearings before the City's Planning Commission and City Council, as required for

amendments to the City's development regulations. Staff will work through the SEPA process as well.

Section 7. Severability. If any section, sentence, clause, or phrase of this Ordinance should be held to be unconstitutional or unlawful by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this Ordinance.

Section 8. Emergency Declaration and Effective Date. Therefore, the City's moratorium must be imposed immediately to prevent any development rights from vesting and preserve the City's ability to process applications under valid codes. Without a moratorium, new food truck applications would become vested under current code, which may frustrate City policy. This ordinance, passed by a majority plus one of the whole membership of the City Council as a public emergency ordinance necessary for the protection of the public health, public safety, public property, or public peace, shall be effective immediately upon its passage.

Section 9. Corrections. Upon approval of the City Attorney, the City Clerk and the codifiers of this ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbers, section/subsection numbers, and any references thereto.

PASSED by the Council of the City of Napavine, Washington, and **APPROVED** by the Mayor of the City of Napavine at a regularly scheduled open public meeting thereof, this _____ day of June, 2024.

Shawn O'Neill, Mayor

Attest:

Approved as to form:

Rachelle Denham, City Clerk

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

Approved Reading: _____/2024
Publication Date: _____/2024
Effective Date: _____/2024

To: Mayor and City Council
From: Bryan Morris, PW/CD Director
RE: Staff Report for Council Meeting, June 25, 2024

- **Planning Commission Meeting Minutes**
 - Signed minutes from June 3, 2024.
- **Project Updates**
 - Scots Industries – Started Construction. Grading at the building site and filling the adjacent site behind Rush Road Station.
 - TA – Delayed. Tribal artifacts were found on site. Area of tribal artifacts is flagged until DAHP permit can be processed. Also waiting on WSDOT for final off-site (interchange) approval.
 - AT&T Cell Tower – Have been contacted by a company that has permission from AT&T to take over this project.
 - Woodard Road Housing Development – Waiting for engineer submittal.
 - Jefferson Station – The city has been working on funding options for the construction of the lift station. The lift station must be complete before the addition of the Woodard Road Homes.
- **Mayme Shaddock Park**
 - Project is complete, grand opening is scheduled for June 27th at 11am.
- **Rush Road STIP**
 - The city has awarded an engineer for the design.
- **2nd Ave SE Overlay Project**
 - The city went to advertising for construction. Bids were received and tabulated. Consultant is working on awarding the bid.
- **Skate Park Grant**
 - Working on submitting the application by June 27, 2024.
- **Comp Plan Update 2025**
 - Consultant is on schedule.
- **Well 3**
 - As you have been informed the city shut down Well 3 due to PFAS. Currently seeking a pre-construction grant.
- **Well 2**
 - As of 06/12/24, Well 2 was turned off for PFAS. The city was granted time to try a short-term mitigation plan. The well will be retested on 6/28/24. The hope is that the PFAS levels will drop dramatically, and the well can be reactivated. No matter what happens the city will have to send out a public notice for Well 2.



NAPAVINE PLANNING COMMISSION MINUTES
June 3, 2024 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 Hollinger, Commissioner Graham, and Commissioner Morris. Commissioner Hollinger motioned to excuse Commissioner Collins and Commissioner Haberstroh, seconded by Commissioner Morris. Vote on Motion 2 aye, 0 nay.

APPROVAL OF AGENDA – As presented:

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

APPROVAL OF MINUTES:

Commissioner Hollinger motioned to approve minutes from the Planning Commission Meeting on May 20, 2024, seconded by Commissioner Morris. Vote on motion 2 aye and 0 nay.

OLD BUSINESS:

1. NMC 13.08.010 – 13.08.140 Sewer System

Director Morris stated he liked Buckley's code but would like to omit 14.12.040 Expense Reimbursement between property owners because the would be a record-keeping headache. Executive Katie Williams stated that you could add language in putting it on the property owners to do a leg work to do a Latecomer's agreement, provide that option in the code. Director Morris stated that Tenino's is pretty short and sweet also, but maybe merge Buckley and Tenino's together with the Latecomer/LID language. Director Morris stated Washougal's code was made for a bigger city. Commissioner Morris wanted to make sure that the human occupancy section (B) of Tenino's could be implemented into Napavine's code.

Commissioner Morris motioned to table NMC 13.08.040 When public sewer not available until the next meeting, requested that Katie merge Buckley and Tenino's codes to present at next meeting, seconded by Commissioner Hollinger. Vote on motion 2 aye, 0 nay.

2. Mobile Food Vendors

Director Morris wanted to let everyone know that the Taproom has a post out on Facebook right now requesting food trucks to come out to the Taproom on certain dates. At this point the city has no policy in place to put any stipulations on the food trucks.

Discussion continued on the difference of food trucks and physical restaurant locations.

Commissioner Hollinger will continue to work on merging the two codes and get it back to Katie.

Commissioner Hollinger motioned to table until next meeting, seconded by Commissioner Morris. Vote on motion 2 aye, 0 nay.

CONSIDERATION:

Director Morris suggested a moratorium on food trucks until the code is finalized.

ADJOURNMENT 6:34 pm

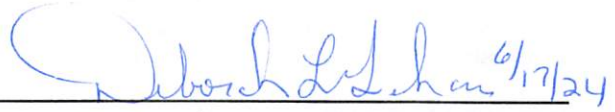
Commissioner Morris motioned to adjourn, seconded by **Commissioner Hollinger**. Vote 2 aye, 0 nay.

These minutes are not verbatim. If so desired, a recording of this meeting is available online at <https://fccdl.in/4JVsrj4PBH>.

Respectfully submitted,



Bryan Morris, Community Development/Public Works Director



Planning Commission Chairperson