

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



Shawn O'Neill, Mayor
Rachelle Denham, City Clerk
Michelle Whitten, City Treasurer
Bryan Morris, Public Works &
Community Development Director

NOTICE OF PUBLIC HEARING 2025 Final Budget

Notice is hereby given that the Napavine City Council has scheduled a public hearing to be held for the 2025 Final Budget.

WHEN: Tuesday, November 26, 2024

TIME: 6:00 p.m.

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

Notice is hereby given that the City Council of the City of Napavine will hold a public hearing for 2025 Final Budget at 6 p.m. Tuesday, November 26, 2024 at Napavine City Hall, 407 Birch Ave. S.W. Comments may be made in writing to City Clerk, Rachelle Denham, at P.O. Box 810, Napavine, WA 98565, via email to rdenham@cityofnapavine.com, or by appearing before the City Council.

2024 Estimated Year End Balance

Fund		Beginning		Transfers		Transfers	Ending
		Cash & Invest	Revenues	In	Expenditures	Out	Cash & Invest
001	General Fund 001	1,162,074.00	1,364,607.00	-	1,645,863.00	7,000.00	873,818.00
002	Substance Abuse Fund	6,433.00	740.00		1,003.00		6,170.00
004	Park Improvement Fund 004	(140,381.00)	665,295.00		291,387.00		233,527.00
005	Gen Gov Capital Equip Fund	45,623.00	3,500.00		22.00		49,101.00
6	LEOFF I Trust Fund	107,000.00	-	7,000.00			114,000.00
101	Street Fund 101	187,444.00	238,234.00	-	323,220.00	15,000.00	87,458.00
102	Street Capital Equipment Fund	17,026.00	3,333.00	15,000.00	10547		24,812.00
105	Street Improvement Fund 105	1,656,540.00	542,785.00	-	1,743,581.00		455,744.00
110	Criminal Justice Funds	52,698.00	73,620.00		80,281.00	-	46,037.00
115	Local Recovery Fiscal Fund	179,350.00	0.00		179,350.00		-
305	Project Planning Fund	410,650.00	85,600.00		75,000.00		421,250.00
401	Water Fund 401	931,500.00	631,288.00		618,579.00	30,000.00	914,209.00
402	Water System Improvement Fund	651,018.00	15,140.00	15,000.00	17,000.00		664,158.00
403	USDA Bond Reserve Fund	22,710.00	-		-		22,710.00
404	Water Deposit Trust Fund	5,114.00	-		500.00		4,614.00
406	Wastewater Fund 406	610,770.00	909,318.00		935,221.00	30,000.00	554,867.00
408	Wastewater System Improve Fund	663,089.00	261,850.00	15,000.00	325,000.00		614,939.00
409	Sewer Capital Equipment Fund	17,026.00		18,333.00	10,547.00		24,812.00
411	Water Capital Equipment Fund	17,026.00		15,000.00	10,547.00		21,479.00
415	LID 2011-1 Bond Redemption Fund	608,176.00	68,681.00		78,935.00		597,922.00
502	Private-Purpose Trust Funds	34,836.00		-	-		34,836.00
631	Agency Funds	1,719.00	21,152.00		21,000.00		1,871.00
632	Municipal Court Trust Fund	1,229.00	50,855.00		35,040.00		17,044.00
Grand Total		7,248,670.00	4,935,998.00	85,333.00	6,402,623.00	82,000.00	5,785,378.00

2025- General Fund Summary

Description	Budget 2023	Actual 2023	Budget 2024	Est Y/E 2024	Budget 2025
Beginning Cash & Investments	980,519	1,099,717	985,000	1,162,074	873,818
Taxes:					
General Property Taxes	182,000	177,117	189,000	190,000	192,135
Retail Sales and Use Taxes	542,000	673,809	654,500	674,000	670,000
Business and Occupation Taxes	211,900	218,720	224,650	222,973	224,650
Total Taxes	935,900	1,069,646	1,068,150	1,086,973	1,086,785
Licenses and Permits	72,135	52,695	51,160	33,480	54,410
Intergovernmental Revenues	120,267	209,771	132,086	54,271	75,094
Charges for Goods and Services	156,780	54,358	108,185	86,869	69,980
Fines and Penalties	17,965	20,862	16,670	24,228	23,480
Miscellaneous Revenues	73,715	67,467	65,740	78,786	74,710
Transfers In/ non-revenues	-	-			-
Total General Fund 001	1,376,762	1,474,799	1,441,991	1,364,607	1,384,459
Total Resources	2,357,281	2,574,516	2,426,991	2,526,681	2,258,277
Legislative	17,205	16,232	18,179	13,400	19,044
Municipal Court	139,213	136,388	154,845	154,000	165,416
Mayor/Executive	4,539	3,555	17,578	17,034	20,262
Treasurer Financial Services	59,448	58,620	63,434	62,540	60,238
City Clerk, Election, Voter Registration	57,317	56,440	61,899	59,398	63,652
Legal	74,000	90,204	85,000	115,000	137,000
Employee Benefits	12,500	8,810	12,500	5,500	7,550
Centralized Services (City Hall)^	39,270	28,750	39,474	35,744	41,407
Police/Public Safety (Law Enforcement)	683,954	715,706	911,599	906,000	906,732
Detention & Correction (Prisoner Costs)	13,675	15,738	18,025	25,000	18,025
Protective Inspection Services-CSO	230	151	230	115	130
<i>Emergency Services 525</i>	9,540	7,429	10,540	10,540	14,760
<i>Conservation 553 (Flood/Pollution)</i>	1,100	1,042	1,134	1,134	1,237
<i>Animal Control 554(Environmental Svcs)</i>	300	655	300	400	300
Community Development	245,957	195,597	194,659	167,739	196,949
<i>Chemical Dependency (2% Liquor Revenue)</i>	540	562	540		540
Historical Buildings	125	-	125		125
Parks & Recreation	10,418	9,733	12,411	12,490	13,782
NonExpenditures	-	-			-
Long-Term Debt	18,423	18,816	19,658	19,649	20,528
Interest & Debt Service	41,406	41,012	40,170	40,180	39,300
Capital Expenditures	14,245	-	4,245		5,500
TOTAL OPERATING BUDGET	1,443,405	1,405,440	1,666,545	1,645,863	1,732,477
Transfers Out	7,000	7,000	7,000	7,000	7,000
TOTAL APPROPRIATIONS	1,450,405	1,412,440	1,673,545	1,652,863	1,739,477
ENDING FUND BALANCE:	906,876	1,162,076	753,446	873,818	518,800

Notes for General Fund

General Government

Administrative Services

PROJECT	DESCRIPTION	REVENUE SOURCE	2025	2026	2027	2028	2029	2030	Total
Clerks Office									
Printer	Replace Existing	GF Equipment	\$ -						\$ -
Computers	Replace Existing	GF Equipment	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ -			\$ 6,000.00
Court/Council/Planning									
Hearing impair	New	ARPA	\$ 1,500.00	\$ -					\$ 1,500.00
Computers	Replace Existing	GF Equipment	-	-	\$ 3,500.00	\$ 3,500.00	-		\$ 7,000.00
Laptop	Replace Existing	GF Equipment	-	-	\$ 2,500.00	-			\$ 2,500.00
Tablets	Purchase New	GF Equipment	-	-	\$ 300.00	\$ 300.00	\$ 300.00		\$ 900.00
Scanner	Replace Existing	GF Equipment	-	-	-	\$ 1,000.00	-		\$ 1,000.00
Scanner	Purchase New	GF Equipment	-	-	-	-	\$ 1,000.00		\$ 1,000.00
Printers	Replace Existing	GF Equipment	-	-	\$ 750.00	\$ 750.00	-		\$ 1,500.00
Comp Plan Update	Update	General Fund	\$ 50,000.00	\$ -					\$ 50,000.00
Mayor's Office									
Laptop	Replace Existing	General Fund		\$ 2,000.00	\$ -	\$ -			\$ 2,000.00
TOTAL Administrative Serv			\$ 53,500.00	\$ 4,000.00	\$ 9,050.00	\$ 5,550.00			\$ 73,400.00

2025 - Substance Abuse Summary

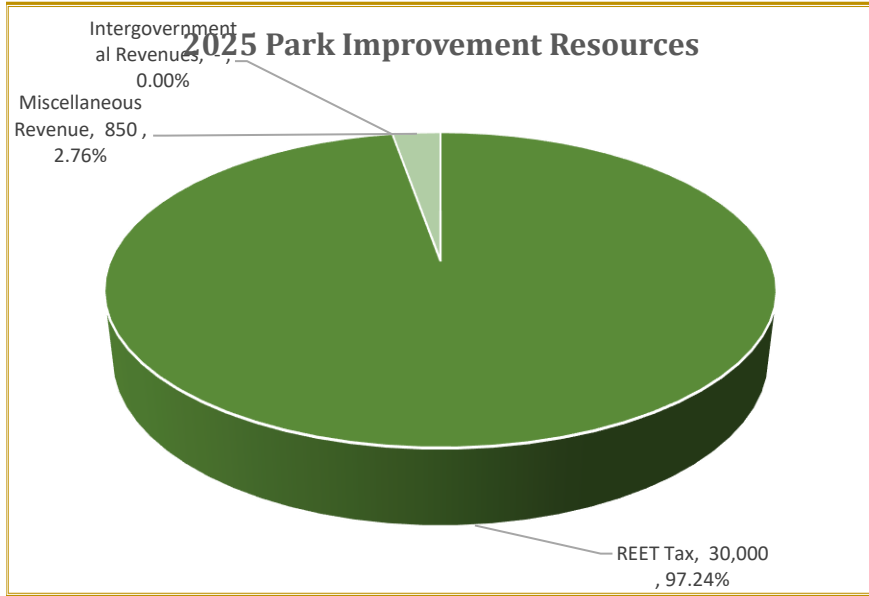
Description	Budget 2023	Actual 2023	Budget 2024	Est Y/E 2024	Budget 2025
Beginning Cash & Investments	5,830	7,073	5,830	6,433	6,170
Fines & Penalties	500	477	580	480	800
Investment Interest	20	290	50	260	205
Total Revenues	520	767	630	740	1,005
Total Resources	6,350	7,840	6,460	7,173	7,175
EXPENDITURES					
Property Room Equipment	2,500	1,406	2,000	1,003	2,000
Total Expenditures	2,500	1,406	2,000	1,003	2,000
ENDING FUND BALANCE:	3,850	6,434	4,460	6,170	5,175

2025 - Park Improvement Summary

Description	Budget 2023	Actual 2023	Budget 2024	Est Y/E 2024	Budget 2025
Beginning Cash & Investments	168,382	190,699	168,382	(140,381)	239,307
REET Tax	35,000	26,363	35,000	17,500	30,000
Intergovernmental Revenues	728,900	84,825	2,200	650,075	-
Miscellaneous Revenue	50	307	100	3,500	850
Total Revenue	763,950	111,495	37,300	671,075	30,850
Transfers In	-	-	-	-	-
TOTAL REVENUES & TRANSFERS-IN	763,950	111,495	37,300	671,075	30,850
Total Resources	932,332	302,194	205,682	530,694	270,157
EXPENDITURES					
General Parks	-	-	-	-	-
Community Park Dugouts	-	-	-		
Park Building Imprvmnt Project	825,405	442,575	75,000	291,387	75,000
Park Improvements					
Park Capital Equipment					
Total Expenditures	825,405	442,575	75,000	291,387	75,000
ENDING FUND BALANCE:	106,927	(140,381)	130,682	239,307	195,157

RCO Grant Project Mayme Shaddock Park Kitchen

Intergovernmental Revenues	-
Miscellaneous Revenue	850
	30,850



Community Services									
PARKS AND PUBLIC FACILITIES									
PROJECT	DESCRIPTION	REVENUE SOURCE	2025	2026	2027	2028	2029	2030	TOTAL
PARKS									
West Side Park 2" asphalt overlay	Pave City Park Birch St. Entrance and Parking Lot	Park Improvement Fund/Donations			26,000	-	-	-	26,000
West Side Park 2" asphalt mat on walking paths	Pave internal walking paths	Park Improvement Fund/Donations		8,300	-	-	-		8,300
West Side Park Add Nature Walking Trails	Cont. Building Nature trails w/view stations & oxbows	Park Improvement Fund/Donations	15,500	-	-				15,500
Mayme Shaddock/ West Side Park	Picnic Tables 10 @ \$800 ea	Parks Maint.	8,000						8,000
TOTAL - Park Facilities			23,500	8,300	26,000	-	-	-	57,800

2025 - Gen Gov Equipment Fund Summary

Description	Budget 2023	Actual 2023	Budget 2024	Est Y/E 2024	Budget 2025
Beginning Cash & Investments	\$37,901	\$45,657	\$37,901	\$45,623	\$49,101
REVENUES					
Miscellaneous Revenue	-	12	-	3,500	3,000
Other Financing Sources	43,445	43,445	-	-	-
Transfers In	-	-	-	-	-
Total Revenues	43,445	43,457	-	3,500	3,000
Total Resources	81,346	89,114	37,901	49,123	52,101
EXPENDITURES					
Centralized General Services (City Hall)	22,000	46	11,000	22	11,000
Other Financing Uses	-	-	-	-	-
Capital Equipment	43,445	43,445	-	-	-
Total Expenditures	65,445	43,491	11,000	22	11,000
ENDING FUND BALANCE:	15,901	45,623	26,901	49,101	41,101

PUBLIC FACILITIES

PROJECT	DESCRIPTION	REVENUE SOURCE	2025	2026	2027	2028	2029	2030	TOTAL
City Hall		General Fund Capital Equip	15,000	7,000	-				22,000
City Hall	Repaint Exterior	General Fund Capital Equip		7,000					7,000
TOTAL - Public Facilities			15,000	14,000	-	-	-	-	29,000

2025 - LEOFF 1 RETIREE TRUST FUND

Description	Budget 2023	Actual 2023	Budget 2024	Est Y/E 2024	Budget 2025
Beginning Cash & Investments	-	100,000	-	107,000	114,000
REVENUES					
Transfers In	7,000	7,000	7,000	7,000	7,000
Total Revenues	7,000	7,000	7,000	7,000	7,000
Total Resources	7,000	107,000	7,000	114,000	121,000
EXPENDITURES					
LEOFF I Retiree Long-term Care					-
LEOFF I Retiree Medical Expenses					-
Total Expenditures					-
ENDING FUND BALANCE:				114,000	121,000.00

2025 - Street Operating Fund Summary

Description	Budget 2023	Actual 2023	Budget 2024	Est Y/E 2024	Budget 2025
Beginning Cash & Investments	189,275	195,429	189,275	187,444	87,458
Property Taxes	182,000	177,117	189,000	190,000	192,135
Licenses & Permits	400	800	600	300	600
Intergovernmental Revenue	40,352	38,738	38,942	41,386	39,678
Charges for Services	575	1,420	700	1,533	1,000
Miscellaneous Revenues	12,740	21,720	2,240	5,015	16,100
Disposition of Capital Assets/Insurance	-	-	-	-	-
NonRevenues - Insurance Recovery	13,650	-	-	-	-
TOTAL REVENUES	249,717	239,795	231,482	238,234	249,513
Transfers In	10,000	10,000	-	-	-
TOTAL REVENUES & TRANSFERS	259,717	249,795	231,482	238,234	249,513
Total Resources	448,992	445,224	420,757	425,678	336,971
EXPENDITURES					
Maintenance	176,056	142,036	220,056	196,190	191,346
Administration	76,937	73,501	109,636	109,000	90,475
Planning Operations	-	-	-	-	-
Capital Expenditures	26,710	17,243	30,000	18,030	20,000
Total Operating Budget	279,703	232,780	359,692	323,220	301,821
Transfers Out	15,000	15,000	15,000	15,000	-
Total Expenditures	294,703	247,780	374,692	338,220	301,821
ENDING FUND BALANCE:	154,289	197,444	46,065	87,458	35,150

Notes for Street Fund: surplus of boom truck

In litigation for 2nd Ave NE Fire for damages in the amount of \$73,396.70 unknown of outcome, therefore not in budget.

Capital Equipment Striper Machine

2025- Street Cap Equipment Fund Summary

Description	Budget 2023	Actual 2023	Budget 2024	Est Y/E 2024	Budget 2025
Beginning Cash & Investments	31,000	44,787	31,000	17,026	24,813
REVENUES					
Transfers In	15,000	15,000	15,000	18,333	15,000
Total Revenues	15,000	15,000	15,000	18,333	15,000
Total Resources	46,000	59,787	46,000	35,359	39,813
EXPENDITURES					
Capital Equipment	59,786	42,761	-	10,546	33,333
Total Expenditures	59,786	42,761	-	10,546	33,333
ENDING FUND BALANCE:	(13,786)	17,026	46,000	24,813	6,480

Capital Equipment Striper and Sweeper split with Water and Sewer

PUBLIC WORKS									
CAPITAL EQUIPMENT									
PROJECT	DESCRIPTION	REVENUE SOURCE	2025	2026	2027	2028	2029	2030	Total
Sweeper	New Equipment	Water/Sewer/Streets	90,000	-					90,000
Striper	New Equip	Water/Sewer/Streets	15,000						15,000
Pickup	Replace	Street Water, Sewer Capital		-	-		50,000		50,000
TOTAL	Public Works		105,000	-	-				155,000

PUBLIC WORKS									
STREET SYSTEM									
PROJECT	DESCRIPTION	REVENUE SOURCE	2025	2026	2027	2028	2029	2030	TOTAL
All Arterial Roads	Chip Seal & Restripe	TIB	-	-	-	-	-	140,000	140,000
Branch Ave	Sidewalk	TIB	-			140,000	-		140,000
WA 3rd to Woodard	Grind Reasphalt	TIB	-	-		-	250,000		250,000
Rush Rd Stella to Bridge	Grind Reasphalt	TIB Grant	410,000	-					410,000
Mill Road from Wash. to City Limits	Re-construction roadway	Dedicated Fund Grant/LID or Development				-	-	130,000	130,000
Birch	Chipseal	TIB	-			100,000		-	100,000
Rush Rd to Stella Bridge	Multipurpose Grind Asphalt	STIP Federal	356,000	2,700,000	-	-		-	3,056,000
TOTAL - Street			766,000	2,700,000	-	240,000	250,000	270,000	4,226,000

2025 - Street Improvement Fund Summary

Description	Budget 2023	Actual 2023	Budget 2024	Est Y/E 2024	Budget 2025
Beginning Cash & Investments	402,160	274,184	402,160	1,656,540	455,744
REET Taxes	35,000	26,363	35,000	20,000	30,000
TIB Grant Funds	3,883,455	3,973,235	420,000	441,479	56,241
Federal Grant Funds				6,000	350,356
Miscellaneous Revenue	20,090	68	50	900	1,050
Public Transportation Tax		27,785	72,000	74,406	75,000
Non Revenues (Retainage/Performance Bonds)	46,845	135,390			-
TOTAL REVENUE	3,985,390	4,162,841	527,050	542,785	512,647
Transfers In	2,000	-	-	-	-
Total Revenue & Transfers	3,987,390	4,162,841	527,050	542,785	512,647
Total Resources	4,389,550	4,437,025	929,210	2,199,325	968,391
EXPENDITURES:					
Engineering	186,225	185,722	30,500	43,975	30,000
Advertising Professional Services	1,017	1,017	1,000	1,974	1,000
Street Improvements	2,591,946	2,591,945	488,029	174,166	407,097
Engineering Sidewalks	-	-	-	-	-
Safe Routes Sidewalk 4th Ave NE	-	-	-	-	-
Street Lighting Improvements	61,785	1,800	10,000	129	10,000
Refund on Retainage	1,032,277	-	-	1,523,337	-
Transfer Out					15,000
Total Expenditures	3,873,250	2,780,484	529,529	1,743,581	463,097
ENDING FUND BALANCE:	516,300	1,656,541	399,681	455,744	505,294

Restricted Revenues: Developers Agreements: Taco Bell \$15,990 and Rognlins \$135,390

2025 - Criminal Justice Fund Summary

Description	Budget 2023	Actual 2023	Budget 2024	Est Y/E 2024	Budget 2025
Beginning Cash & Investments	99,922	54,592	99,922	52,698	46,038
Taxes:					
Local Criminal Justice	48,000	47,232	48,000	48,000	48,000
Total Taxes	48,000	47,232	48,000	48,000	48,000
State Shared Revenues:					
CJ LoPop	1,000	1,000	1,000	1,000	1,000
CJ Special Programs	2,483	2,496	2,693	2,693	2,856
CJ DUI & Other Assistance	275	135	275	275	275
Total Intergovernmental Revenues	3,758	3,631	3,968	3,968	4,131
Miscellaneous Revenue-Sale Surplus	-	45,015	-	21,653	5,000
TOTAL REVENUES	51,758	95,878	51,968	73,621	57,131
Total Resources	151,680	150,470	151,890	126,319	103,169
EXPENDITURES					
Police Administration	-	-	-	-	-
Police Operations	23,000	78	23,000	5,000	23,000
Crime Prevention	8,500	10,103	8,500	10,500	8,500
Training	1,500	-	1,500	-	1,500
Traffic Policing	4,645	6,389	37,645	1,000	4,645
Capital Equipment	70,000	81,202	60,000	63,781	-
TOTAL EXPENDITURES	107,645	97,772	130,645	80,281	37,645
Transfers Out	-	-	-	-	-
TOTAL APPROPRIATIONS	107,645	97,772	130,645	80,281	37,645
ENDING FUND BALANCE:	44,035	52,698	21,245	46,038	65,524

General Government**POLICE DEPARTMENT**

PROJECT	DESCRIPTION	REVENUE SOURCE	2025	2026	2027	2028	2029	2030	Total
Vehicle Laptops	Replace Vehicle Laptops	Criminal Justice Fund			-	30,000	-		30,000
Office Desktops	Replace Desktop computers	Criminal Justice Fund			20,000	-	-		20,000
Vehicle Purchase	Replace patrol vehicles as needed	Criminal Justice Fund	-	70,000	-	70,000	70,000		210,000
GE Tack (6) Bodycams					25,000				25,000
TOTAL	Police Department		-	70,000	25,000	100,000	70,000	-	285,000

2025- LOCAL FISCAL RECOVERY FUND SUMMARY

Description	Budget 2023	Actual 2023	Budget 2024	Est Y/E 2024	Budget 2025
Beginning Cash & Investments	279,561	417,634	-	179,350	-
Intergovernmental Revenues					
COVID-19 ARPA Fiscal Recovery	279,290	279,561	-	-	-
Total Intergovernmental Revenues	279,290	279,561	-	-	-
Total Local Fiscal Recovery Fund	279,290	279,561	-	-	-
Total Resources	558,851	697,195	-	179,350	-
EXPENDITURES					
Capital Equipment/City Hall	148,208	148,151	-	102,000	-
Water/CD Salary Benefits	68,025	67,882	-		-
Water Infrastructure Improvement	22,251	22,251	35,000	36,424	-
Sewer Infrastructure Improvement	38,038	-	20,000	40,926	-
Total Capital Expenditures	276,522	238,284	55,000	179,350	-
ENDING FUND BALANCE:	282,329	458,911	(55,000)	-	-

2025 - Project Planning Summary

Description	Budget 2023	Actual 2023	Budget 2024	Est Y/E 2024	Budget 2025
Beginning Cash & Investments	281,528	356,417	281,528	410,650	496,250
REVENUES					
REET Taxes	70,000	52,727	70,000	35,000	60,000
Grant- Commerce			-	50,000	50,000
Investment Interest	150	1,507	150	600	1,800
Total Revenue	70,150	54,234	70,150	85,600	111,800
Total Resources	351,678	410,651	351,678	496,250	608,050
EXPENDITURES:					
Planning	30,000	-	25,000	-	50,100
Economic Development	50,000	-	50,000	-	35,000
Total Expenditures	80,000	-	75,000	-	85,100
ENDING FUND BALANCE:	271,678	410,651	276,678	496,250	522,950

2025 - Water Operating Fund Summary

Description	Budget 2023	Actual 2023	Budget 2024	Est Y/E 2024	Budget 2025
Beginning Cash & Investments	869,841	891,975	869,841	931,500	838,342
Revenues					
Intergovernmental Resources	-	-	-	-	-
Goods and Services	488,600	544,101	537,000	540,334	561,000
Fines & Penalties	10,000	6,687	8,000	4,587	6,000
Miscellaneous Revenues	595	9,988	525	10,500	11,225
Non Revenues	-	-			-
Total Revenues	499,195	560,776	545,525	555,421	578,225
Total Resources	1,369,036	1,452,751	1,415,366	1,486,921	1,416,567
EXPENDITURES					
Administration	479,001	368,433	618,564	452,094	494,442
Engineering	-	-	-	-	-
Maintenance	25,100	21,163	42,100	32,500	27,100
Utility Operating Expenditures	78,225	77,093	122,375	111,275	105,200
Non-Expenditures			-	-	-
Total Enterprise Expenses	582,326	466,689	783,039	595,869	626,742
LONG-TERM DEBT:					
USDA - Water Reservoir	22,710	22,710	22,710	22,710	22,710
Dept of Ecology-Stormwater Study	2,420	-	-	-	-
Total Debt	25,130	22,710	22,710	22,710	22,710
Capital Expenditures	15,000	1,853	-	-	-
Total Operating Budget	622,456	491,252	805,749	618,579	649,452
Transfers Out	30,000	30,000	30,000	30,000	30,000
Total Expenditures	652,456	521,252	835,749	648,579	679,452
ENDING FUND BALANCE:	716,580	931,499	579,617	838,342	737,115

2025 - Water System Improvement Summary

Description	Budget 2023	Actual 2023	Budget 2024	Est Y/E 2024	Budget 2025
Beginning Cash & Investments	503,117	554,408	503,117	651,018	681,158
REVENUES					
<i>Miscellaneous Revenues:</i>					
Investment Interest	115	2,784	115	8,300	7,500
Water Connection Fees	12,950	15,770	22,300	4,840	27,750
Water Infrastructure	6,000	80,000	20,000	2,000	15,000
Total Miscellaneous Revenue	19,065	98,554	42,415	15,140	50,250
Non Revenues	-	-	150,000	-	150,000
Total Revenues	19,065	98,554	192,415	15,140	200,250
Transfers In	15,000	15,000	15,000	15,000	15,000
Total Revenues & Transfers	34,065	113,554	207,415	30,140	215,250
Total Resources	537,182	667,962	710,532	681,158	896,408
EXPENDITURES					
Non Expenditures	-	-	-		
<i>Capital Expenditures:</i>					
Well #6 Supplies	-	-	-		-
Well #6 Treatment Equipment	-	-	-		-
Engineering Services	-	-			
Misc. Professional Services	-	-			
Land & Land Improvements	-	-			
Water Rights Purchase	-	-		-	-
Water System Improvements	65,000	16,944	65,000	-	215,000
Capital Equipment	-	-	-	-	-
Capital Leases					
Total Capital Expenditures	65,000	16,944	65,000	-	215,000
Total Expenditures	65,000	16,944	65,000	-	215,000
ENDING FUND BALANCE:	472,182	651,018	645,532	681,158	681,408

\$70,000 pd upfront by Roglins for water infrastructure fee

PUBLIC WORKS**WATER SYSTEM**

PROJECT	DESCRIPTION	REVENUE SOURCE	2025	2026	2027	2028	2029	2030	TOTAL
Reservoir #1 Tower	Resurface Interior & exterior of reservoir	Water Improvement Fund, Grants	250,000	250,000	-	-	-	-	500,000
Birch Reservoir	Paint	Water Operating Fund	-	6,000					6,000
Water System Plan		Water Improvement Fund	150,000						150,000
Move Well 3	Drill new Well	Improvement Fund/grant	300,000	1,600,000					1,900,000
Move Well #2	Drill New Well	Improvement Fund/grant	300,000	1,600,000					1,900,000
TOTAL - Water System			1,000,000	3,456,000	-	-	-	-	4,456,000

2025 - USDA Bond Reserve Fund

Description	Budget 2023	Actual 2023	Budget 2024	Est Y/E 2024	Budget 2025
Beginning Cash & Investments	22,710	22,710	22,710	22,710	22,710
REVENUES					
Transfers In	-	-	-	-	-
Total Revenues	-	-	-	-	-
Total Resources	22,710	22,710	22,710	22,710	22,710
EXPENDITURES					
Transfers Out	-	-	-	-	-
Total Expenditures	-	-	-	-	-
ENDING FUND BALANCE:	22,710	22,710	22,710	22,710	22,710

Hold in reserve until debt is paid in full, per amortization schedule this will be June 2039

Once USDA RD loan is paid in full, transfer back to Water Operating Fund or to Capital Improvement

2025- Water Deposit Trust Fund Summary

Description	Budget 2023	Actual 2023	Budget 2024	Est Y/E 2024	Budget 2025
Beginning Cash & Investments	7,615	5,614	7,615	5,114	4,614
Ordinance 521 on 4/23/13 suspended deposits					
REVENUES					
Utility Deposits	-	-	-	-	-
Total Revenues	-	-	-	-	-
Total Resources	7,615	5,614	7,615	5,114	4,614
EXPENDITURES					
Refunds	500	500	500	500	500
Transfers	2,000	0	2,000	-	2,000
Total Expenditures	2,500	500	2,500	500	2,500
ENDING FUND BALANCE:	5,115	5,114	5,115	4,614	2,114

2025 - Wastewater Operating Fund Summary

Description	Budget 2023	Actual 2023	Budget 2024	Est Y/E 2024	Budget 2025
Beginning Cash & Investments	839,662	529,864	839,662	1,261,788	1,205,885
REVENUES					
Intergovernmental Revenues	-	-	-	-	-
Goods and Services	834,950	906,719	912,100	896,632	929,750
Fines & Penalties	10,000	9,618	10,000	7,186	8,000
Miscellaneous Revenues	470	1,713	470	5,500	3,970
Non Revenue	-	-	-	-	-
Total Revenue	845,420	918,050	922,570	909,318	941,720
Total Resources	1,685,082	1,447,914	1,762,232	2,171,106	2,147,605
EXPENDITURES					
Administration	369,578	361,850	458,616	457,290	477,797
Engineering	1,000	-	5,000	-	1,000
Maintenance	13,500	5,448	15,000	6,800	15,000
Utility Operating Expenditures	193,441	173,398	227,299	207,089	250,281
Non Expenditures			-	-	-
Total Operating Expenses	577,519	540,696	705,915	671,179	744,078
LONG-TERM DEBT:					
PPWTF -Rush Rd Force Main	56,565	56,561	56,007	56,007	-
12% Regional Wastewater Plant	208,035	208,034	208,035	208,035	208,035
Total Debt	264,600	264,595	264,042	264,042	208,035
Capital Expenditures	4,500	1,853	0	-	-
Total Operating Budget	846,619	807,144	969,957	935,221	952,113
Transfers Out	30,000	30,000	30,000	30,000	30,000
Total Expenditures	876,619	837,144	999,957	965,221	982,113
ENDING FUND BALANCE:	808,463	610,770	762,275	1,205,885	1,165,492

2025 - Wastewater System Improvement Summary

Description	Budget 2023	Actual 2023	Budget 2024	Est Y/E 2024	Budget 2025
Beginning Cash & Investments	609,507	657,861	609,507	663,088	614,938
REVENUES					
Investment Interest	100	2,013	100	8,000	6,900
Wastewater Connection Fees	19,950	15,820	27,100	2,850	42,750
Infrastructure Fee	6,000	7,000	20,000	1,000	15,000
.09 Grant	109,290	20,390	1,700,000	250,000	1,000,000
Total Revenue	135,340	45,223	1,747,200	261,850	1,064,650
Transfers In	15,000	15,000	15,000	15,000	15,000
Total Revenues & Transfers	150,340	60,223	1,762,200	276,850	1,079,650
Total Resources	759,847	718,084	2,371,707	939,938	1,694,588
EXPENDITURES					
Pumpstation Equipment					
Professional Services	68,240	55,047	30,000	140,000	30,000
Wastewater Improve Projects	-	-	1,700,000	185,000	1,000,000
Capital Equipment Purchases	-	-	-	-	-
Total Expenditures	68,240	55,047	1,730,000	325,000	1,030,000
ENDING FUND BALANCE:	691,607	663,037	641,707	614,938	664,588

PUBLIC WORKS									
SEWER SYSTEM									
PROJECT	DESCRIPTION	REVENUE SOURCE	2025	2026	2027	2028	2029	2030	TOTAL
Jefferson St Sewer Station	Reconstruction	LC EDC/.09 Funds & WW Improvement Fund/PWB	3,200,000	-					3,200,000
Rush Rd Sewer Station	Reconstruction	Wastewater System Improvement Fund						4,000,000	4,000,000
TOTAL - Sewer			3,200,000	-	-	-	-	4,000,000	7,200,000

Court System									
PROJECT	DESCRIPTION	VENUE SOUR	2025	2026	2027	2028	2029	2030	TOTAL
Sound Equip	New	ARPA	1,500						1,500
	Total Court		1,500						1,500
TOTAL - ARPA									
			1,500	-	-	-	-	-	1,500

2025 - Sewer Capital Equip Fund Summary

Description	Budget 2023	Actual 2023	Budget 2024	Est Y/E 2024	Budget 2025
Beginning Cash & Investments	31,000	44,787	31,000	17,026	24,813
REVENUES					
Transfers In	15,000	15,000	15,000	18,333	15,000
Total Revenues	15,000	15,000	15,000	18,333	15,000
Total Resources	46,000	59,787	46,000	35,359	39,813
EXPENDITURES					
Capital Equipment	61,000	42,761	-	10,546	33,333
Total Expenditures	61,000	42,761	-	10,546	33,333
ENDING FUND BALANCE:	16,000	61,813	46,000	24,813	6,480

2025 - Water Capital Equip Fund Summary

Description	Budget 2023	Actual 2023	Budget 2024	Est Y/E 2024	Budget 2025
Beginning Cash & Investments	31,000	44,787	31,000	17,026	21,480
REVENUES					
Transfers In	15,000	15,000	15,000	15,000	15,000
Total Revenues	15,000	15,000	15,000	15,000	15,000
Total Resources	46,000	59,787	46,000	32,026	36,480
EXPENDITURES					
Capital Equipment	59,786	42,761	-	10,546	-
Total Expenditures	59,786	42,761	-	10,546	-
ENDING FUND BALANCE:	17,214	61,813	46,000	21,480	36,480

2025 - LID 2011-1 Bond Redempt Summary

Description	Budget 2023	Actual 2023	Budget 2024	Est Y/E 2024	Budget 2025
Beginning Cash & Investments	502,515	647,426	502,515	608,176	597,922
REVENUES					
Fines & Penalties	2,225	-	100	-	100
Investment Interest	1,850	1,593	1,850	1,800	2,500
Accrued Interest	-	-	-	2,206	
Gains on Bonds	-	30	-	-	
Assessment Interest	4,675	2,357	4,675	4,675	2,500
Special Assessments	182,370	36,416	150,000	60,000	40,000
Total Revenues	191,120	40,396	156,625	68,681	45,100
Total Resources	693,635	687,822	659,140	676,857	643,022
EXPENDITURES					
Reimburse Hamilton Walnut Shade	-	-	-	-	-
Debt Redemption	71,115	71,113	71,113	71,113	71,113
Interest	9,250	8,534	7,823	7,822	7,112
Total Expenditures	80,365	79,647	78,936	78,935	78,225
ENDING FUND BALANCE:	613,270	608,175	580,204	597,922	564,797

2025 - Unemployment Comp Fund Summary

Description	Budget 2023	Actual 2023	Budget 2024	Est Y/E 2024	Budget 2025
Beginning Cash & Investments	34,836	34,836	34,836	34,836	34,836
REVENUES					
Transfers In					
Total Revenues					
Total Resources	34,836	34,836	34,836	34,836	34,836
EXPENDITURES					
Unemployment Compensation	34,000		34,000		34,000
Total Expenditures	34,000	-	34,000	-	34,000
ENDING FUND BALANCE:	836	34,836	836	34,836	836

CITY OF NAPA VINE

2025 BUDGET

SCHEDULE OF TRANSFERS

TRANSFERS IN	AMOUNT	TRANSFERS OUT	AMOUNT
General Fund	-	General Fund	7,000
General Governmnt Capital Equipment	-	Street Fund	-
Street Fund	-	Criminal Justice Fund	-
Street Capital Equipment Fund	15,000	Water Fund	30,000
Street Improvement Fund	-	Wastewater Fund	30,000
Water System Improvement Fund	15,000	Street Improvement Fund	15000
Wastewater System Improvement Fund	15,000		
Sewer Capital Equipment Fund	15,000		
Water Capital Equipment Fund	15,000		
Unemployment Compensation Fund	-		
Leoff I Retiree Trust Fund	7,000		
Total Transfers In	82,000	Total Transfers Out	82,000
Recap by Fund:			
General Gov Capital Equipmnt	-	General Fund	7,000
Street Fund	-		-
Street Improvement Fund	-		
Leoff I Retiree Trust Fund	7,000		
General Fund		Criminal Justice Fund	
Street Fund	-	Street Fund	-
Street Capital Equipment Fund	15,000	Street Improvement Fund	15,000
Street Improvement Fund	-		
Water Capital Equipment Fund	15,000	Water Fund	30,000
Water System Improvement Fund	15,000		-
Sewer Capital Equipment Fund	15,000	Wastewater Fund	30,000
Wastewater System Improvement Fund	15,000		-
			-
Total by Fund	82,000		82,000

2025 Salary Schedule

Union Positions	Step A	Step B	Step C	Step D	Step E	FTE
Director of PW	5,907	6,127	6,495	6,846	7,316	1.0
Police Chief	8,549	8,762	8,982	9,206	9,436	1.0
Field Foreman	5,551	5,854	6,006	6,158	6,310	0.0
Police Sgt	5,887	5,790	6,147	6,625	7,398	1.0
Patrol Officer	5,119	5,337	5,666	6,107	6,433	2.0
Utility Worker	4,747	4,961	5,280	5,433	6,026	2.87
Deputy Clerk	4,747	4,961	5,280	5,433	6,026	0.0
Clerk Asst	4,112	4,277	4,513	4,846	5,108	1.0
Planner	5,196	5,551	5,703	6,006	6,310	0.0
Court Administrator	5,407	5,578	5,888	6,172	6,524	0.8
Court Clerk	4,284	4,449	4,685	5,018	5,284	0.0
Building Inspector	5,551	5,854	6,006	6,158	6,310	0.13
CSO/Parks/Maint	4,747	4,961	5,280	5,433	6,026	0.0
Police Clerk	4,275	4,449	4,685	5,018	5,280	0.0
Administrative Asst	4,275	4,463	4,663	4,873	5,096	0.0
Executive Assistant	4,747	4,961	5,280	5,433	6,026	2.0
						11.8
NON-UNION DEPARTMENT HEADS	<u>SALARY</u>	<u>Longevity</u>	<u>Total</u>	<u>Hour rate</u>	<u>FTE</u>	
City Treasurer	\$ 7,722.38	\$ -	\$ 7,722.38	\$44.55	1.0	40 hrs wk
City Clerk	\$ 7,570.97	\$ 10.00	\$ 7,580.97	\$43.68	1	40 hrs wk
City Attorney Contracted Hourly Rate						
Municipal Court Judge Contracted (\$1,100 month)						
Union Positions:	<u>Salary</u>	<u>Longevity</u>	<u>Total</u>	<u>Hourly rate</u>	<u>FTE</u>	
Chief of Police	\$ 9,436.10	\$ 10.00	\$ 9,446.10	\$ 54.44	1.0	40 hrs wk
				\$ -		
Clerk Exec Assist - Step c/d	\$ 5,432.54	\$ -	\$ 5,432.54	\$ 31.34	1.0	40 hrs wk
Director of PW	\$ 7,315.89	\$ 160.00	\$ 7,475.89	\$ 42.21	1.0	40 hrs wk
Stipend	\$25,281.00		\$25,281.00			Included
Patrol Sgt Step E	\$ 7,397.82	\$ 40.00	\$ 7,437.82	\$ 42.68	1.0	40 hrs wk
Patrol Officer - E	\$ 6,432.89	\$ -	\$ 6,432.89	\$ 37.11	2.0	40 hrs wk
Patrol Officer - Step C/D	\$ 6,106.54	\$ -	\$ 6,106.54	\$ 35.23	1.0	40 hrs wk
Police Executive Asst Step E	\$ 6,026.43	\$ 60.00	\$ 6,086.43	\$ 34.77	1.0	40 hrs wk
Utility Worker #1 @ Step E	\$ 6,026.43	\$ 150.00	\$ 6,176.43	\$ 34.77	1.0	40 hrs wk
Utility Worker #2 @ Step e	\$ 6,026.43	\$ -	\$ 6,026.43	\$ 34.77	1.0	40 hrs wk
Utility Worker #3 -Step C	\$ 5,280.24		\$ 5,280.24	\$ 30.46	1.0	40 hrs wk
Court Administrator Step E	\$ 6,524.16	\$ -	\$ 6,524.16	\$ 37.64	1.0	32 hrs wk
Building Inspector - Step C/D	\$ 6,006.28	\$ -	\$ 6,006.28	\$ 34.65	1.0	40 hrs wk
CD Executive Assistant Step E	\$ 6,026.43	\$ 40.00	\$ 6,066.43	\$ 34.77	1.0	40 hrs wk
CD Admin Asst Step E	5,096		5,096	29.40	1.0	40 hrs wk

**City of Napavine
Salary Allocation By Fund**

	2024					2025					
	Budget					Budget					
	General	Street	Water	Waste-water		General	Street	Water	Waste-water		
	Fund	Fund	Fund	Fund	Total	Fund	Fund	Fund	Fund	Total	
NON-UNION POSITIONS	NON-UNION POSITIONS					NON-UNION POSITIONS					
City Clerk	35%	5%	30%	30%	100%	35.0%	5.0%	30.0%	30.0%	100.0%	
City Clerk (Finance)	0%										
City Treasurer	35.0%	10.0%	30.0%	25.0%	100.0%	35.0%	10.0%	30.0%	25.0%	100.0%	
UNION POSITIONS	UNION POSITIONS					UNION POSITIONS					
Deputy Clerk	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Deputy Clerk (Finance)						0.0%					
Clerk Exec Assistant (Clerk)	8.0%	0.0%	45.0%	45.0%	98.0%	8.0%	0.0%	45.0%	45.0%		
Clerk Exec Assistant (Finance)	2.0%	0.0%	0.0%	0.0%	2.0%	2.0%	0.0%	0.0%	0.0%	100.0%	
Police Chief	100.0%				100.0%	100.0%				100.0%	
Police Sgt	100.0%				100.0%	100.0%				100.0%	
Patrol Officer I	100.0%				100.0%	100.0%				100.0%	
Patrol Officer II	100.0%				100.0%	100.0%				100.0%	
Patrol Officer III	100.0%				100.0%	100.0%				100.0%	
Police Executive Asst	100.0%				100.0%	100.0%				100.0%	
Court Administrator	100.0%				100.0%	100.0%				100.0%	
Community Development Stipend						100.0%					100.0%
Public Works Director	0.0%	33.0%	34.0%	33.0%	100.0%	0.0%	33.0%	34.0%	33.0%	100.0%	
Executive Assistant	30.0%	10.0%	30.0%	30.0%	100.0%	30.0%	5.0%	32.5%	32.5%	100.0%	
PW/CD Admin Asst		33.3%	33.3%	33.3%	99.9%		20.0%	40.0%	40.0%	100.0%	
Building Inspector	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%				0.0%	
Utility Worker I	0.0%	33.0%	34.0%	33.0%	100.0%	0.0%	25.0%	37.5%	37.5%	100.0%	
Utility Worker II	0.0%	33.0%	33.0%	34.0%	100.0%	0.0%	25.0%	37.5%	37.5%	100.0%	
Utility Worker III		33.0%	33.0%	34.0%	100.0%		25.0%	37.5%	37.5%	100.0%	
Building Ins/Utility Worker III	13.0%	20.0%	33.0%	33.0%	99.0%	13.0%	20.0%	33.0%	33.0%	99.0%	

Position	Salary	Longevity	Total	Certs	Ret'mt	Med/Dent	Medicare	L & I	Def Com	Accrual Liab	Total Benefits	Total
Municipal Court					9.53%	1,455.20	0.0145	0.21365		Term Liability		
Court Administrator-40 hrs Step E	78,289.92	-	78,289.92		7,461.03	17,462.40	1,200.45	444.39	3,600.00	4,500.00	34,668.28	112,958.20
Total Court	78,289.92	-	78,289.92		7,461.03	17,462.40	1,200.45	444.39	3,600.00	4,500.00	34,668.28	112,958.20
Treasurer's Office												
City-Treasurer - 40 hrs Step E	92,668.56	-	92,668.56		8,831.31	17,462.40	1,408.94	444.39	3,600.00	4,500.00	36,247.05	128,915.61
City Clerk - 40hrs Step E	90,851.64	120.00	90,971.64		8,669.60	17,462.40	1,384.34	444.39	3,600.00	4,500.00	36,060.73	127,032.37
Exec Assistant 40 hrs Step C/D	64,656.59	-	64,656.59		6,161.77	17,462.40	959.27	444.39	1,500.00	1,500.00	28,027.84	92,684.43
Overtime -	900.00	-	900.00		85.77	-	13.05	10.68	-	-	109.50	1,009.50
Total Finance & Administration	249,076.79	120.00	249,196.79		23,748.45	52,387.20	3,765.60	1,343.86	8,700.00	10,500.00	100,445.12	349,641.91
Police					0.0532			3.42145				
Chief - 40 hrs Step E	113,233.20	40.00	113,273.20		6,026.13	17,462.40	1,689.82	7,116.62	1,800.00	3,266.40	37,361.37	150,634.57
Sgt 1- 40 hrs Step E @ 37.98	88,773.84	310.00	89,083.84		4,739.26	17,462.40	1,328.85	7,116.62	-	2,560.80	33,207.92	122,291.76
Patrolman II - 40 hrs Step E	77,194.68		77,194.68		4,106.76	17,462.40	1,151.61	7,116.62	1,200.00	2,226.60	33,263.98	110,458.66
Patrolman III - 40 hrs Step E	77,194.68		77,194.68		4,106.76	17,462.40	1,151.61	7,116.62	1,200.00	2,226.60	33,263.98	110,458.66
Patrolman IV	77,194.68		77,194.68		4,106.76	17,462.40	1,119.32	7,116.62	1,200.00	-	31,005.10	108,199.78
Police OnCall Pay	3,500.00	-	3,500.00		-	-	50.75	-	-	-	50.75	3,550.75
Call Out & Overtime	20,000.00	-	20,000.00		1,064.00	-	290.00	1,478.07	-	-	2,832.07	22,832.07
Executive Asst 40 hrs Step E \$30.94	87,336.36	800.00	88,136.36		8,399.40	17,462.40	1,303.56	444.39	-	1,764.00	29,373.74	117,510.10
Total Police Dept.	544,427.44	1,150.00	545,577.44		32,549.06	104,774.40	8,085.52	37,505.54	5,400.00	12,044.40	200,358.92	745,936.36
Community Development								1.64915				
Director	25,281.00	-	25,281.00		2,409.28	-	366.57	857.56	-	-	3,633.41	28,914.41
Exec Assistant - 40 hrs Step E	72,317.16	570.00	72,887.16		6,946.15	17,462.40	1,088.76	444.39	1,800.00	2,200.00	29,941.70	102,828.86
Admin Asst	26,577.20		26,577.20		-	-	2,033.16	444.39	-	-	2,477.55	29,054.75
Inspector - Step B/C/D 5 hrs 13%	7,027.35		7,027.35		669.71	1,702.58	103.35	329.83	200.00	100.00	3,105.47	10,132.81
Total Community Development	131,202.71	570.00	131,772.71		10,025.13	19,164.98	3,591.84	2,076.17	2,000.00	2,300.00	39,158.13	170,930.84
Public Works								1.64915				
PW Director-40 hrs	87,790.68	2,010.00	89,800.68		8,558.00	17,462.40	1,367.36	3,430.23	1,800.00	4,500.00	37,118.00	126,918.68
Utility Worker I -Step E 40 hrs	72,317.16	1,860.00	75,977.16	1,800.00	7,412.16	17,462.40	1,193.02	3,430.23	3,600.00	4,500.00	37,597.81	115,374.97
Utility Worker II -Step E 40 hrs	72,317.16	-	72,317.16	-	6,891.83	17,462.40	1,068.90	3,430.23	1,800.00	1,400.00	32,053.36	104,370.52
utility Worker III	63,362.88		63,362.88		6,038.48	17,462.40	939.06	3,430.23	900.00	1,400.00	30,170.18	93,533.06
Utility Worker/Inspector III - Step C 35 hrs	47,029.17	-	47,029.17		4,481.88	11,394.22	696.42	2,308.81	1,000.00	1,000.00	20,881.33	67,910.50
Part time summer Help	6,900.00		6,900.00				527.85	659.66			1,187.51	8,087.51
Overtime	1,000.00	-	1,000.00		95.30	-	14.50	82.46		-	192.26	1,192.26
Oncall Pay (Weekends/Holidays)	9,105.00	-	9,105.00		867.71	-	132.02	-	-	-	999.73	10,104.73
Total Public Works	359,822.05	3,870.00	365,492.05	1,800.00	34,345.36	81,243.82	5,939.13	16,771.86	9,100.00	12,800.00	160,200.17	527,492.22
Grand Total	1,362,818.91	5,710.00	1,370,328.91	1,800.00	108,129.04	275,032.80	22,582.55	58,141.82	28,800.00	42,144.40	534,830.60	#####

Total Salaries & benefits

SCHEDULE OF LONG TERM DEBT

2025 BUDGET

Loan/Year & Project/Fund#/Interest Rate	Original Loan Amt	Bal 1/1/2024	Payments 2024	2025	2026	2027	2028	2029-2049	Final Year
Color Key: GENERAL FUND	CRIMINAL JUSTICE	STREET	WATER	WASTEWATER (SEWER)				Princ Bal	
General Fund									
USDA-RD-GO Bond/2009-City Hall Purchase/001/4.375%	1,125,000	1,555,528	59,830	59,830	59,830	59,830	59,830	1,256,378	2049
Total General Fund Loans	1,125,000	1,555,528	59,830	59,830	59,830	59,830	59,830	1,256,378	
Criminal Justice Fund									
Total Criminal Justice Fund	-	-	-	-	-	-	-	-	
Water Fund									
DOH 10-952-006 Rush Rd LID 2011-1/1%	2,832,000	829,169	78,935	78,224	77,513	76,802	76,091	441,604	2034
USDA -RD-1999 - 350,000 Gal Reservoir/401/3.25%	500,000	351,895	22,710	22,710	22,710	22,710	22,710	238,345	2039
Total Water Fund Loans	500,000	1,181,064	101,645	100,934	100,223	99,512	98,801	679,949	
Wastewater Fund									
PWTF Loan/2004 - Rush Rd Force Main/406/1%	1,067,080	56,007	56,007	-	-	-	-	-	2024
City of Chehalis/2008 - 12% Regional Wastewater Plant/406/0.5%	4,160,675	832,135	208,034	208,034	208,034	208,034	-	-	2027
Total Wastewater Loans	5,227,755	888,142	264,041	208,034	208,034	208,034	-	-	
Compensated Absences		-							
Net Pension Liability		-							
Grand Total City Debt	6,852,755	3,624,734	425,516	368,798	368,087	367,376	158,631	1,936,327	



CITY COUNCIL MEETING AGENDA

Tuesday – November 26, 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: 2025 Final Budget – 6:00pm****

- I. CALL TO ORDER
- II. INVOCATION
- III. PLEDGE OF ALLEGIANCE
- IV. ROLL CALL
- V. APPROVAL OF AGENDA – AS PRESENTED
- VI. APPROVAL OF MEETING MINUTES – NOVEMBER 12, 2024
 - 1) Regular Council Meeting
 - 2) Budget Workshop 2025 Preliminary Budget
 - 3) Public Hearing 2025-2030 Capital Facilities Plan
 - 4) Public Hearing 2025 Preliminary Budget
- VII. STAFF & COUNCIL REPORT
- VIII. CITIZEN COMMENTS – NON-AGENDA ITEMS
- IX. NEW BUSINESS
 - 1) Vouchers – M. Whitten
 - 2) AM24-13: Liquor License Renew Plaza Jalisco – R. Denham
 - 3) AM24-14: Leak Adjustment McDonalds 120 Kirkland Rd: R. Denham
 - 4) AM24-15: ARPA Reallocation – M. Whitten
 - 5) AM24-16: Change to City Hours on Fridays – R. Denham
 - 6) 2nd Ave Overlay Project Final Acceptance – B. Morris
 - 7) Mott MacDonald LLC Consultant Agreement for Hydrologist: Project DOH Grant Application for Water Wells– B. Morris
 - 8) Council Winter Recess Cancel (12/24) Meeting Discussion: R. Denham
- 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

November 12, 2024, 6:00 P.M.

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

CALL TO ORDER:

Mayor Shawn O’Neill called the regular city council meeting to order at 6:07 pm directly following a budget workshop and two Public Hearings.

INVOCATION:

The invocation was led by Bryan Morris.

PLEDGE OF ALLEGIANCE:

Mayor Shawn O’Neill, 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, Duane Crouse, Mayor Pro Tem.

City staff members present: City Clerk - Rachele Denham, Chief of Police – John Brockmueller, Treasurer - Michelle Whitten, CD/PW Director - Bryan Morris, Lacie DeWitt, Court Administrator, PD Exec Asst, Judy Godbey.

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

APPROVAL OF MEETING MINUTES

MOVED:	Don Webster	Motion: Approval of October 22, 2024, Meeting Minutes for the Regular Council Meeting, Budget Workshop 2025 Projected Expenditures & 2025-2030 Capital Facilities Plan, Public Hearings for Budget Revenues & Ad Valorem Tax and Ordinance 664 Renewing & Extending Ord 660 Interim Land Use Regulations.
SECONDED:	Ivan Wiediger	
<i>Discussion: No Discussion.</i>		
VOTE ON MAIN MOTION:	5-0 Motion Carried: 5 aye and 0 nay.	

STAFF & COUNCIL REPORTS:

John Brockmueller – Chief of Police

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

Bryan Morris - PW/CD Director

- Report in writing. Added items: Hired a new part-time employee Laura for Administrative Assistant.

Rachelle Denham – City Clerk

- Greetings to the council. Applauded all the department heads for working together on the budget. It's been a positive experience.

Michelle Whitten – Treasurer

- In writing.

Lacie DeWitt – Court Administrator

- Business as usual. The court database has been shut down statewide and anticipates it to be back up next week.

Heather Stewart – Councilor 4

- Although the budget is disheartening, she appreciates the processes and it's a much smoother and nicer process then in previous years and is much appreciated.

Don Webster – Councilor 3

- The Lions Club partnered with Rebekah's for a BINGO event, and it was a success! There were several donations from local businesses including Super Mini Mart, Sweeny's, and Annie's Market for prizes and they are looking forward to future BINGO events. There will be 4 Christmas trees for auction at the Christmas Parade.

Brian Watson – Councilor 1

- Sports update: Napavine Football team will start their playoff game on Saturday in Centralia at 4pm. The Girl's soccer team will play on Wednesday for District Champions in Centralia. Recently he was part of presenting Counselor Stewart with Best Real Estate Agent of the Year Award.

Shawn O'Neill – Mayor

- Extended his appreciation for budget season. It takes teamwork to work through the process and he sees this happening with all the department heads. There is no blame in the game here in the city. The council and administration work hard to do what is best for the citizens.

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

- None

NEW BUSINESS

VOUCHERS- M. WHITTEN

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

Accounts Payable	38	142	178,445.09	39359,39361-39397
Payroll Vendors	1	1	1,038.50	39360
Electronic Payments	3	3	214.50	EFT*20241106-08
Electronic Payroll	6	6	49,133.94	EFT*20241101-05,1109
ACH Direct Deposit	16	16	40,608.52	Direct Deposit 11/05/2024
Total Vouchers	64	168	\$269,440.55	

MOVED:	Don Webster	Motion: Approval of the Vouchers dated
SECONDED:	Brian Watson	November 12, 2024, First Council Meeting.
<i>Discussion: No Discussion.</i>		
VOTE ON MAIN MOTION:	5-0 Motion Carried; 5 aye and 0 nay.	

RESOLUTION 24-11-152 DOR AD VALOREM TAX – M. WHITTEN

MOVED:	Ivan Wiediger	Motion: Approve Resolution 24-11-152 DOR
SECONDED:	Don Webster	Ad Valorem Tax.
<i>Discussion: No Discussion</i>		
VOTE ON MAIN MOTION:	5-0 Motion Carried; 5 aye 0 nay.	

RESOLUTION 24-11-153 UPDATE 2025-2030 CAPITAL FACILITIES PLAN – M. WHITTEN

MOVED:	Ivan Wiediger	Motion: Approve Resolution 24-11-153
SECONDED:	Brian Watson	Update 2025-2030 Capital Facilities Plan.
<i>Discussion: No Discussion.</i>		
VOTE ON MAIN MOTION:	5-0 Motion Carried; 5 aye 0 nay.	

ORDINANCE 665 AD VALOREM TAXES 2025 – M. WHITTEN

MOVED:	Brian Watson	Motion: Approve Ad Valorem Tax.
SECONDED:	Heather Stewart	
<i>Discussion: No Discussion.</i>		
VOTE ON MAIN MOTION:	5-0 Motion Carried; 5 aye 0 nay.	

ADJOURNMENT: *Meeting Adjourned at 6:26 p.m.*

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

These minutes are not verbatim. If so desired, a recording of this meeting is available online from freeconferencecall.com or at the link <https://fccdl.in/Qo38UIOfDe>.

Respectfully submitted,

Rachelle Denham, City Clerk

Shawn O’Neill, Mayor

Councilor



WORKSHOP MEETING MINUTES- 2025 Preliminary Budget
November 12, 2024

***Mayor, Shawn O'Neill opened the Workshop Meeting at 5:30 PM**

NAPAVINE COUNCIL MEMBERS PRESENT:

Mayor Shawn O'Neill, Councilor #1 Brian Watson, Councilor #2 Ivan Wiediger, Councilor #3 Don Webster, Councilor #4 Heather Stewart, and Mayor Pro Tem Duane Crouse.

CITY STAFF MEMBERS PRESENT: City Clerk Rachelle Denham, Treasurer Michelle Whitten, Police Chief John Brockmueller, CD/PW Director Bryan Morris, Court Administrator Lacie DeWitt, Exec Assistant Judy Godbey.

ROUND TABLE DISCUSSION:

Key Points:

Michelle provided 2025 Preliminary Budget documents to include Revenues & Expenditures (see council packet for documents). Department heads met and shaved down some expenses.

The highest changes are in wages and benefits in all Funds

- The Property Tax/Ad Valorem information came in from Lewis County. They do not have the State Assessed Utilities as of yet. I have put into the Resolution that Napavine will go from \$369,776.86 collection to \$376,695.85 which includes \$2,055.85 in administrative refunds and increase for new construction for an overall percentage of 1.5828%. The Real and Personal Values for Napavine was \$338,188,799 for 2024 and increasing to \$351,020,854 for 2025.
- liability insurance costs for 2025, but Rachelle did receive a phone call with expectations of 15% increase over last year.
- The vote for 911 Dispatch services did PASS!! There may be an approximate savings in the Police Department Budget of \$72,000.
- Recommend the Council raise the sewer base rates \$3.00 per month. In addition to the increase, we should fix the multiples of connection fees to include hookup and ERU's. A rough estimate average of an annual bill if the rate was increased the \$3.00 per month would be around \$11k plus new connection charges would be \$37k and sewer \$20,240 new connection fees of \$57k with these estimates it shows how the new fee schedule would be beneficial. Moving forward fee schedules will be set by resolution not ordinance and will be looked at annually during the budget process. Raising rates was also a condition to look at as part of the Public Works Board recent funding of \$1 million loan and \$1 million grant for Jefferson Station. Director Morris will be researching more about the ERU's fees and how it would be set in the fee schedule.
- Recommend increase to the water connection fee and sewer connection fee and taking off the multiple unit structure.
- Counselor Wiediger asked/stated that none of the numbers are final. Treasurer Whitten responded that this is preliminary and if anything, additional needs to be placed that it needs to be put out now. In hopes to pass the final budget Dec 10th. A brief discussion took place regarding Ad Valorem taxes and what amounts would be \$369,776.86 to

\$376,695.85 plus \$2,055.85 in admin refunds. The real and personal values for Napavine \$338,188.79 for 2024 increasing to \$351,020.85 2025.

- Mayor O'Neill stated that the last thing we want to do is increase fees or taxes, but something has to happen. All over the state and country is having to do this. Mayor Pro Tem thinks the city has done good at trying to be proactive vs. reactive. Michelle and Bryan looked at accounts/projects and moved funds around. TBD is bringing in around \$5-\$7k per month. This percentage can be increased by being placed on the ballot and with the vote of the people. There will be a budget amendment this year due to mostly projects with money coming in/going out. The Public Works Board (PWB) grant/loan was approved. Over the next few years there are some loans that will be paid off.

In closing, Counselor Watson applauded the efforts of staff in working to improve the budget numbers. The numbers do look better than at the last meeting. He is concerned that we are counting on unknown growth to balance the budget. Over the last few years, growth has fallen short of what was anticipated.

The meeting was adjourned-closed at approximately 6:04 p.m.

- ***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/Qo38UIOfDe>.

****THIS WAS OPEN DISCUSSION ONLY AND NO VOTES OR FINAL DECISIONS WERE MADE ****

Respectfully submitted,

Rachelle Denham, City Clerk

Shawn O'Neill, Mayor

Councilor



NAPAVINE CITY COUNCIL MINUTES
PUBLIC HEARING – 2025-2030 CAPITAL FACILITIES PLAN
November 12, 2024 6:00 P.M.
Napavine City Hall, 407 Birch Ave SW, Napavine, WA

CALL TO ORDER:

Mayor Shawn O’Neill called public hearing of the **2025-2030 Capital Facilities Plan** to order at 6:04 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 the **2025-2030 Capital Facilities Plan** before the Council. The Council will hear testimony from persons present who wish to speak for, against or neither for or against the **2025-2030 Capital Facilities Plan**, any questions, please direct them to the mayor and he will direct staff 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.

Closing of Public Hearing:

Mayor Shawn O’Neill announced, all testimony having been taken, the public hearing on the **2025-2030 Capital Facilities Plan** is now closed ending time 6:06 pm.

Rachelle Denham, City Clerk

Shawn O’Neill, Mayor

Councilor



NAPAVINE CITY COUNCIL MINUTES
PUBLIC HEARING – PRELIMINARY 2025 BUDGET
November 12, 2024, 6:00 P.M.
Napavine City Hall, 407 Birch Ave SW, Napavine, WA

CALL TO ORDER:

Mayor Shawn O’Neill called the public hearing of the **2025 Preliminary Budget** to order at 6:06 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 the **2025 Preliminary Budget** before the Council. The Council will hear testimony from persons present who wish to speak for, against or neither for or against the **2025 Preliminary Budget**, any questions, please direct them to the mayor and he will direct staff our Council members who may have the answers to address the question. Mayor would like to keep the discussion to a minimum.

PROCEDURE:

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

- Your Name
- Your Address
- Who you represent.

Opened Public Hearing:

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

Citizen Comment: NONE

Closing of Public Hearing:

Mayor Shawn O’Neill announced, all testimony having been taken, the public hearing on the **2025 Preliminary Budget** is now closed ending time 6:07 pm.

Rachelle Denham, City Clerk

Shawn O’Neill, Mayor

Councilor



Voucher Activity Nov 26, 2024

November 2024 Second Council Meeting

Reference	Date	Amount Notes
Reference Number: 39399 22916	Twin Cities Signs & Graphics 11/12/2024	\$2,634.67 \$2,634.67 mirrored window tint 1/2 down
Reference Number: 39400 Net Pay - 15390	Payroll Vendor 11/18/2024	\$1,828.71 \$1,828.71
Reference Number: 39401 Net Pay - 15391	Payroll Vendor 11/18/2024	\$1,409.24 \$1,409.24
Reference Number: 39402 Net Pay - 15393	Payroll Vendor 11/18/2024	\$1,721.66 \$1,721.66
Reference Number: 39403 Net Pay - 15394	Payroll Vendor 11/18/2024	\$2,665.03 \$2,665.03
Reference Number: 39404 Net Pay - 15392	Payroll Vendor 11/18/2024	\$1,485.85 \$1,485.85
Reference Number: 39405 22597 Final	KR Homes, LLC 11/14/2024	\$35,884.70 \$35,884.70 5% Retainage return
Reference Number: 39406 INV-2-43059 INV-2-43122	911 Supply Public Safety Gear 11/12/2024 11/13/2024	\$235.89 \$198.02 duty belt, handcuff, radio holder Patrick \$37.87 Patrol Uniforms Dawes Heros Name tape
Reference Number: 39407 INV235471 INV235472	Capital Business Machines 11/6/2024 11/6/2024	\$404.19 \$275.39 Copies CH 10/1-10/31/24 \$128.80 2024 10/1-10/31 PD court

November 2024 Second Council Meeting

Reference	Date	Amount	Notes
Reference Number: 39408 2024*Oct Utility tax remit	City of Napavine 11/20/2024	\$11,505.76	\$11,505.76 2024- Oct Water/Sewer Service Utility Tax
Reference Number: 39409 285776	CT Publishing LLC dba The C 11/13/2024	\$3.65	\$3.65
Reference Number: 39410 1885	Emergency Vehicle Solutions 11/12/2024	\$433.32	\$433.32 23 Dodge Durango console swap
Reference Number: 39411 0016-12-05 0016-27-12 0016-30-11 0016-34-07 0016-35-10	Jackson Civil Engineering LL 11/19/2024 11/19/2024 11/19/2024 11/13/2024 11/19/2024	\$15,076.75	\$990.00 Development Pass-Through Fees Walsh \$2,990.00 review SEPA \$660.00 Review of Annexation info \$3,325.50 2nd Ave closeout \$7,111.25 Presentation of Comp goals and policies
Reference Number: 39412 2024 Oct xtra and Nov Civil Service	Kim Alexander 11/20/2024	\$225.00	\$225.00 Oct 4 hours/Nov Civil Service
Reference Number: 39413 9676 9677	LC Emergency Management 11/14/2024 11/14/2024	\$4,199.00	\$2,100.00 2024 - Q3 Contract EMS \$2,099.00 2024 - Q4 Contract EMS
Reference Number: 39414 2024*Oct Medical prisoners	LCSO-Corrections Bureau 11/12/2024	\$6.64	\$6.64 2024 Oct medical prisoners
Reference Number: 39415 412286 41882a 42222	Lewis County Fleet Svs. 11/14/2024 8/22/2024 11/1/2024	\$1,612.07	\$1,387.85 21 Dodge Durango oil Change/brakes/calip \$95.26 23 Dodge Charger oil change \$128.96 23 Dodge Durango oil Change
Reference Number: 39416	Lewis County PUD	\$100.00	

November 2024 Second Council Meeting

Reference	Date	Amount	Notes
6800	11/18/2024	\$100.00	PUD App fee
Reference Number: 39417	Lewis County Roads	\$3,876.19	
9636	11/6/2024	\$3,876.19	Rush Rd guardrail
Reference Number: 39418	Lewis County Sheriffs Office	\$768.41	
2024*Oct Evidence	11/5/2024	\$768.41	2024- OCT Evidence Handling
Reference Number: 39419	Lewis County Treasurer	\$43.07	
2024*Oct CV	11/20/2024	\$43.07	
Reference Number: 39420	Mrs. Klean Janitorial	\$634.00	
INV-2437	11/1/2024	\$634.00	2024 -NOV Clean City Hall
Reference Number: 39421	Providence Hospital/cent	\$8.00	
2024 Oct blood draw	11/5/2024	\$8.00	2024 Oct blood draw
Reference Number: 39422	Quill Corporation	\$16.82	
41407347	11/5/2024	\$33.64	AA/AAA Batteries
41407347a	11/5/2024	(\$16.82)	bad batteries credit
Reference Number: 39423	Rock Products Direct, Inc.	\$196.16	
16749	10/30/2024	\$196.16	46,250 Sand
Reference Number: 39424	State Treasurer's Office	\$1,806.04	
2024*Oct Court Remit	11/20/2024	\$1,806.04	2024*Oct Court Remit
Reference Number: 39425	Stop Stick, LTD	\$389.52	
0035817-IN	11/7/2024	\$389.52	Terminator 2" (2)
Reference Number: 39426	Toledotel	\$350.62	
10064526	11/1/2024	\$350.62	2024 VOIP Nov 1-30

November 2024 Second Council Meeting

Reference	Date	Amount	Notes
Reference Number: 39427 1100.21 Sturza	Transient Vendor 11/20/2024	\$154.19	\$154.19 Refund Overpayment 1100.21 Sturza
Reference Number: 39428 1127.0 Bean	Transient Vendor 11/20/2024	\$44.50	\$44.50 Refund Overpayment 1127.0 Bean
Reference Number: 39429 1210.0 Phipps	Transient Vendor 11/20/2024	\$3.97	\$3.97 Refund Overpayment 1210.0 Phipps
Reference Number: 39430 1286.0 Minkoff	Transient Vendor 11/20/2024	\$18.73	\$18.73 Refund Overpayment 1286.0 Minkoff
Reference Number: 39431 2024-1 McCleary	Transient Vendor 11/1/2024	\$733.72	\$733.72 Patrick vest
Reference Number: 39432 3310.0 Smith	Transient Vendor 11/20/2024	\$3.22	\$3.22 Refund Overpayment 3310.0 Smith
Reference Number: 39433 0228RFT8M9 Waterworks 027234 USPS 111-5079848-8464241 Amazon 111-8771242-0583457 Amazon 113-0749632-4018653 Amazon 113-1806169-1437027 Amazon 113-5345338-6207442 Amazon 113-8445894-0226607 Amazon 113-9584654-3121005 Amazon 162055 Dollar General 2000123-05152898 Walmaart 2040020400 Poms Tire Service	US Bank Corp Payment Syst 10/16/2024 10/11/2024 10/18/2024 10/23/2024 11/4/2024 10/17/2024 10/17/2024 10/17/2024 10/23/2024 10/14/2024 10/9/2024 11/1/2024	\$4,308.59	\$87.00 Rob Morris testing for Waterworks \$19.36 PD Postage \$48.54 Sony voice Recorder PD \$388.42 2 Office Chairs PD \$211.39 1000 disposable gloves \$135.13 sticky notes/sharpies/scissors/toner \$15.86 Pilot pens \$10.78 Sharpie markers \$48.44 pens/cash drawer/wifi adapter \$7.01 kleenex \$713.97 Trick or treat \$923.40 PW Tires

November 2024 Second Council Meeting

Reference	Date	Amount	Notes
220000590363 Eagle Leather	10/12/2024	\$615.45	Patrick Moto helmet
2904130206 Adobe	10/16/2024	\$258.83	Adobe Bryans Comp - 10/17/24-10/16/25
2BJB7JP2QLP Drop Box	10/14/2024	\$214.72	Drop Box Bryan
530 USPS	10/23/2024	\$146.00	PW/CD 2rolls stamps
63716 Dollar General	10/7/2024	\$25.90	3 Gallons Bleach
6519 Rib Eye	10/14/2024	\$117.90	lunch for jurors
695597 Starbucks	10/14/2024	\$21.58	Court Jury trial
76689148 Free Conference Call	10/15/2024	\$3.25	file storage 10/15-11/14
gefr9w7j Wa Water Dist Manager 2 testing	10/29/2024	\$106.00	Water Testing 2
in_1Q8UK3Gm4VaKnq8Dg9MzsG9H Fox It	10/10/2024	\$172.63	Annual Subscription
INV278685720 Zoom	10/27/2024	\$17.03	oct 27-Nov 26 Subs.
Reference Number: 39434	US Bank NA Cincinnati	\$40.00	
2024*10/1-31 Bond Maint	11/20/2024	\$40.00	2023 - Bond Fee Oct 1-31
Reference Number: 39435	Utilities Underground Locatic	\$25.29	
4100195	10/31/2024	\$25.29	19 locates Oct 2024
Reference Number: 39436	WA Assoc Public Records Of	\$25.00	
11157	11/10/2024	\$25.00	2025 Dues Denham
Reference Number: 39437	Winlock Auto Supply	\$36.51	
4847-392251	11/20/2024	\$36.51	HD Fuel Filter
Reference Number: EFT*20241110	Dept of Retirement Systems	\$7,508.88	
Emp Rtmt - 15374	11/18/2024	\$168.42	
Emp Rtmt - 15375	11/18/2024	\$265.80	
Emp Rtmt - 15376	11/18/2024	\$240.89	
Emp Rtmt - 15377	11/18/2024	\$186.71	
Emp Rtmt - 15378	11/18/2024	\$161.43	
Emp Rtmt - 15379	11/18/2024	\$172.61	
Emp Rtmt - 15380	11/18/2024	\$325.34	

November 2024 Second Council Meeting

Reference	Date	Amount	Notes
Emp Rtmt - 15381	11/18/2024	\$232.98	
Emp Rtmt - 15382	11/18/2024	\$331.84	
Emp Rtmt - 15383	11/18/2024	\$80.92	
Emp Rtmt - 15384	11/18/2024	\$285.50	
Emp Rtmt - 15385	11/18/2024	\$260.79	
Emp Rtmt - 15386	11/18/2024	\$280.35	
Emp Rtmt - 15387	11/18/2024	\$279.63	
Emp Rtmt - 15388	11/18/2024	\$412.20	
Emp Rtmt - 15389	11/18/2024	\$226.90	
Taxable Retirement - 15374	11/18/2024	\$270.04	
Taxable Retirement - 15375	11/18/2024	\$185.56	
Taxable Retirement - 15376	11/18/2024	\$386.24	
Taxable Retirement - 15377	11/18/2024	\$299.36	
Taxable Retirement - 15378	11/18/2024	\$258.83	
Taxable Retirement - 15379	11/18/2024	\$276.76	
Taxable Retirement - 15380	11/18/2024	\$227.13	
Taxable Retirement - 15381	11/18/2024	\$162.65	
Taxable Retirement - 15382	11/18/2024	\$254.98	
Taxable Retirement - 15383	11/18/2024	\$56.50	
Taxable Retirement - 15384	11/18/2024	\$199.32	
Taxable Retirement - 15385	11/18/2024	\$182.07	
Taxable Retirement - 15386	11/18/2024	\$195.73	
Taxable Retirement - 15387	11/18/2024	\$195.22	
Taxable Retirement - 15388	11/18/2024	\$287.77	
Taxable Retirement - 15389	11/18/2024	\$158.41	
Reference Number: Eft*20241111	Dept of Treasury Internal Rev	\$8,663.27	
Federal Income Tax - 15374	11/18/2024	\$416.32	
Federal Income Tax - 15375	11/18/2024	\$179.82	
Federal Income Tax - 15376	11/18/2024	\$641.21	
Federal Income Tax - 15377	11/18/2024	\$503.51	
Federal Income Tax - 15378	11/18/2024	\$369.55	

November 2024 Second Council Meeting

Reference	Date	Amount	Notes
Federal Income Tax - 15379	11/18/2024	\$422.11	
Federal Income Tax - 15380	11/18/2024	\$388.46	
Federal Income Tax - 15381	11/18/2024	\$284.96	
Federal Income Tax - 15382	11/18/2024	\$474.22	
Federal Income Tax - 15383	11/18/2024	\$0.00	
Federal Income Tax - 15384	11/18/2024	\$373.31	
Federal Income Tax - 15385	11/18/2024	\$169.74	
Federal Income Tax - 15386	11/18/2024	\$251.70	
Federal Income Tax - 15387	11/18/2024	\$392.13	
Federal Income Tax - 15388	11/18/2024	\$679.26	
Federal Income Tax - 15389	11/18/2024	\$168.06	
Federal Income Tax - 15390	11/18/2024	\$185.44	
Federal Income Tax - 15391	11/18/2024	\$196.99	
Federal Income Tax - 15392	11/18/2024	\$162.08	
Federal Income Tax - 15393	11/18/2024	\$196.57	
Federal Income Tax - 15394	11/18/2024	\$439.85	
Medicare - 15374	11/18/2024	\$46.10	
Medicare - 15374 (2)	11/18/2024	\$46.10	
Medicare - 15375	11/18/2024	\$42.31	
Medicare - 15375 (2)	11/18/2024	\$42.31	
Medicare - 15376	11/18/2024	\$66.16	
Medicare - 15376 (2)	11/18/2024	\$66.16	
Medicare - 15377	11/18/2024	\$51.85	
Medicare - 15377 (2)	11/18/2024	\$51.85	
Medicare - 15378	11/18/2024	\$44.47	
Medicare - 15378 (2)	11/18/2024	\$44.47	
Medicare - 15379	11/18/2024	\$47.93	
Medicare - 15379 (2)	11/18/2024	\$47.93	
Medicare - 15380	11/18/2024	\$51.78	
Medicare - 15380 (2)	11/18/2024	\$51.78	
Medicare - 15381	11/18/2024	\$37.08	
Medicare - 15381 (2)	11/18/2024	\$37.08	

November 2024 Second Council Meeting

Reference	Date	Amount	Notes
Medicare - 15382	11/18/2024	\$52.82	
Medicare - 15382 (2)	11/18/2024	\$52.82	
Medicare - 15383	11/18/2024	\$12.88	
Medicare - 15383 (2)	11/18/2024	\$12.88	
Medicare - 15384	11/18/2024	\$45.44	
Medicare - 15384 (2)	11/18/2024	\$45.44	
Medicare - 15385	11/18/2024	\$41.51	
Medicare - 15385 (2)	11/18/2024	\$41.51	
Medicare - 15386	11/18/2024	\$44.62	
Medicare - 15386 (2)	11/18/2024	\$44.62	
Medicare - 15387	11/18/2024	\$44.51	
Medicare - 15387 (2)	11/18/2024	\$44.51	
Medicare - 15388	11/18/2024	\$65.61	
Medicare - 15388 (2)	11/18/2024	\$65.61	
Medicare - 15389	11/18/2024	\$36.11	
Medicare - 15389 (2)	11/18/2024	\$36.11	
Medicare - 15390	11/18/2024	\$29.79	
Medicare - 15390 (2)	11/18/2024	\$29.79	
Medicare - 15391	11/18/2024	\$23.90	
Medicare - 15391 (2)	11/18/2024	\$23.90	
Medicare - 15392	11/18/2024	\$24.38	
Medicare - 15392 (2)	11/18/2024	\$24.38	
Medicare - 15393	11/18/2024	\$28.54	
Medicare - 15393 (2)	11/18/2024	\$28.54	
Medicare - 15394	11/18/2024	\$46.20	
Medicare - 15394 (2)	11/18/2024	\$46.20	
Reference Number: EFT*20241112 83208797	DE Lage Landen Financial S 11/9/2024	\$464.00	\$464.00 2024 - 0 Sharp MX307105 CITY HALL/PD/
Reference Number: EFT*20241113 NV0000118 Schoonover	Dept of Licensing Firearms D 11/6/2024	\$36.00	\$18.00 NV0000118 Schoonover

November 2024 Second Council Meeting

Reference	Date	Amount	Notes
NV0000119 Willits	11/6/2024	\$18.00	NV0000119 Willits
Reference Number: EFT*20241114	WAVE	\$112.10	
138396801-0011147	11/1/2024	\$112.10	2024- 11/1-11/30 WAVE Phone PD
Reference Number: EFT*20241115	WAVE	\$112.10	
138091001-0011147	11/1/2024	\$112.10	Mayme Internet 11-30 2024
Reference Number: EFT*20241116	WAVE	\$98.43	
032768701-0011123	10/16/2024	\$98.43	2024- WAVE Phone & Internet PW 10/23-
Reference Number: EFT*20241117	WAVE	\$112.10	
138396701-0011147	11/1/2024	\$112.10	2024 WAVE Internet 11/1-11/30 CH
Reference Number: EFT*20241118	Dept of Revenue	\$8,307.87	
2024*Oct Utility Tax	11/20/2024	\$8,307.87	2024*Oct Utility Tax
Reference Number: Nov 1-15, 2024	Payroll Vendor	\$35,384.17	
ACH Pay - 15374	11/18/2024	\$2,272.74	
ACH Pay - 15375	11/18/2024	\$2,028.26	
ACH Pay - 15376	11/18/2024	\$3,070.05	
ACH Pay - 15377	11/18/2024	\$2,513.67	
ACH Pay - 15378	11/18/2024	\$2,092.58	
ACH Pay - 15379	11/18/2024	\$2,251.27	
ACH Pay - 15380	11/18/2024	\$2,479.12	
ACH Pay - 15381	11/18/2024	\$1,909.02	
ACH Pay - 15382	11/18/2024	\$2,464.84	
ACH Pay - 15383	11/18/2024	\$805.13	
ACH Pay - 15384	11/18/2024	\$2,169.76	
ACH Pay - 15385	11/18/2024	\$2,144.46	
ACH Pay - 15386	11/18/2024	\$2,095.47	
ACH Pay - 15387	11/18/2024	\$2,256.94	

November 2024 Second Council Meeting

Reference	Date	Amount	Notes
ACH Pay - 15388	11/18/2024	\$3,022.63	
ACH Pay - 15389	11/18/2024	\$1,808.23	
Total		\$155,713.60	

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

Accounts Payable	66	29	85,804.19	39399/39405-39437
Payroll Vendors	5	5	9,110.49	39400-39404
Electronic Payments	7	7	9,242.60	EFT*20241112-18
Electronic Payroll	2	2	16,172.15	EFT*20244410-11
ACH Direct Deposit	16	16	35,384.17	Direct Deposit 11/20/24
Total Vouchers	96	59	\$155,713.60	

VOID Check 39398

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

MAYOR: _____

TREASURER: _____

COUNCILOR #1: _____

COUNCILOR #2: _____

COUNCILOR #3: _____

COUNCILOR #4: _____

COUNCILOR #5: _____

Police Department - John Brockmueller _____

Public Works/Community Development - Bryan Morris _____

Court- Lacie Dewitt _____

City Clerk - Rachelle Denham: _____

DATED THIS _DAY OF _____, 2024



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

**City of Napavine
Action Memorandum No. 24-13**

AM 24-13: Notice of Liquor License Renewal

Originator: Rachele Denham, City Clerk

Agenda Date: November 26, 2024

Route to:	Department Head	Signature	Date
X No Objections	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) Plaza Jalisco, License#079097, expires February 28, 2025.

Fiscal Impact: yes no

Summary statement: The City received on November 8, 2024 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:

- Council approves liquor license renewal for Plaza Jalisco.



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

**City of Napavine
Action Memorandum No. 24-14**

AM 24-14: Leak Adjustment Acct#3194.0

Originator: Rachelle Denham, City Clerk

Agenda Date: November 26, 2024

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

Review by Mayor Shawn O'Neill: _____

Attachment(s): n/a

Fiscal Impact: yes no

Summary statement: During October 2024 billing account 3194.0 had excessively high usage consumption that alerted the utility billing clerk to investigate. Director B. Morris was asked to do a leak check and to verify the reading provided. B. Morris confirmed that there was a large leak and read received was correct. The owner of McDonald's was contacted and informed leak has been detected. Sal, the owner, hired the plumbing company, Stop Inc., to do the repairs. The city received documentation that the leak was fixed on 10/23/2024. The invoice was provided for \$1,342.19 and pictures identifying the issue. B. Morris verified leak is now fixed to process adjustment.

A leak adjustment is pending approval for the October billing cycle in the amount of \$3,672.99. The leak was detected at the time October bills were issued. The leak was not able to be fixed until 10/23/2024 which is 23 days into the next billing cycle. Due to the catastrophe created the amount of the adjustment was determined by taking the billing average usage of 27929 cubic ft compared to amount used of 66430 in cubic feet.

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

Staff Recommendation:

- Approve leak adjustment



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

**City of Napavine
Action Memorandum No. 24-15**

AM 24-15: ARPA Reallocations

Originator: Michelle Whitten, City Treasurer

Agenda Date: 11/26/2024

Route to:	Department Head	Signature	Date
X No Objections	Treasurer		

Review and approved by Mayor Shawn O'Neill: _____,

Attachment(s): none

Fiscal Impact: yes no

Summary statement:

Reallocation:

- Facilities-Window tinting for all hallway office windows/privacy- staff can see out into hallway originally was \$3,000, new quote is now \$5,269.34, an additional \$2,269.34
- Public Works – Use all funds left from projects that have been completed and use towards Jefferson Station, approximately \$23,918 minus \$2,269.34 for a new amount approximately of \$21,649.

Staff Recommendation:

- Approve reallocations



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

**City of Napavine
Action Memorandum No. 24-16**

AM 24-16: Change to City Hall Business Hours on Fridays

Originator: Rachelle Denham, City Clerk

Agenda Date: 11/26/2024

Route to:	Department Head	Signature	Date
X No Objections	City Clerk		
X No Objections	Cd/PW Director		

Review and approved by Mayor Shawn O'Neill: _____,

Attachment(s):

Fiscal Impact: yes no

Summary statement:

→ Normally Friday is the slowest day of the week for business to include foot traffic and phone calls. Since transitioning to Invoice Cloud this has provided an easy option for citizens to make payments online for billing, court services, and misc. items. If the city hall was to close early on Fridays this would allow savings in areas such as utility use, fuel/wear and tear for PW vehicles etc. While researching other cities many hours of operations for several municipalities have modified hours on Friday and or closed.

Staff Recommendation:

- Approve revised city hall hours of operation to close at noon on Fridays. Business hours would remain 8-4:30 Monday- Thursday and would be open 8-12 on Friday. If council approves the change to hours an ordinance will be presented at the 12/10/2024 council meeting.

October 9, 2024

John Trodahl, Sr.
Northfork Asphalt Paving Inc.
103 N Fork Rd
Chehalis, WA 98532

RE: City of Napavine 2nd Ave Overlay Final Acceptance

John,

This letter is to confirm Final Acceptance of the 2nd Ave Overlay project, per specification 1-08.5, as of October 9, 2024.

Please note that this letter does not imply release of Payment, Performance, or Retainage Bonds. The City of Napavine must receive all releases as required by State Law and the Specifications prior to their release.

Sincerely,

**Devin Jackson
Principal Engineer**

General Terms and Conditions for Clients

Article 1 - Implementation of the Purchase Order: _____ (“Client”) hereby engages Mott MacDonald (“Consultant”) and Consultant agrees, in accordance with the terms of Consultant’s Proposal dated _____ (hereinafter “the Proposal”) and these General Terms and Conditions (hereinafter collectively referred to as “the Agreement”) to perform professional consulting services (“Services”) as specified herein.

Article 2 - Standard of Care Consultant shall perform its Services in accordance with that same standard of care practiced by reasonable and prudent professional engineers providing the same or similar services in the same geographic locality. Consultant does not guarantee the accuracy of any estimates of costs of construction that may be requested and shall not be responsible for any costs incurred exceeding any such estimates. Consultant shall be responsible for the safety of its own employees and those of its subcontractors, but shall not be responsible for safety of others on any project site.

Article 3 - Payment

- 3.1 Consultant may invoice the Client in accordance with the method set forth in Consultant’s Proposal. The Client shall pay Consultant for each invoice within the time specified therein, or if no time is specified, within thirty (30) days of the date of the invoice.
- 3.2 If any item or part of an item of an invoice of Consultant is disputed or subject to question by the Client, the payment by the Client of that part of the invoice which is not contested shall not be withheld on those grounds and the provisions of section 3.1 shall apply to such part and also to the disputed or questioned item to the extent that it shall subsequently be agreed or determined to have been due to Consultant. The provisions of section 3.1 shall apply to all disputed amounts finally determined payable to Consultant.
- 3.3 In the event the Client fails to make any payments to Consultant when such payments are due pursuant to the provisions of this Agreement, interest shall accrue on such late payments from the date due to the date of payment at the then prime rate of Consultant’s bank plus 1 1/2% per annum, or as otherwise agreed in writing, and Consultant may suspend the performance of the Services until such payment is received.

Article 4 - Warranties CONSULTANTS SERVICES SHALL NOT BE SUBJECT TO ANY EXPRESS OR IMPLIED WARRANTIES.

Article 5 - Plans, Specifications and Designs

- 5.1 Reports and other services of Consultant shall be performed by Consultant on the assumption that information furnished by the Client or by any person on behalf of or with instructions from the Client is correct, and Consultant shall not be liable for any loss, damage or extra cost arising from any inaccuracy in such information.
- 5.2 If any information furnished by the Client is determined by Consultant to be inaccurate or incomplete, Consultant shall notify the Client of the information which is inaccurate or incomplete, as the case may be, and Consultant shall be entitled to make any necessary changes in any Reports, design documents or construction documents at the expense of the Client. If the Client becomes aware of any information which is inaccurate or incomplete the Client shall notify Consultant of such information.

Article 6 - Reports and Deliverables

- 6.1 Upon receipt of final payment any reports or deliverables will become the property of the Client whether the Project is to be proceeded with or not. The copyright of the Reports shall be and remain with Consultant. Consultant hereby grants a non-exclusive assignable license under such copyrights to the Client to construct the Project.
- 6.2 Reports, deliverables, or memoranda issued to Client or otherwise resulting from any assignment hereunder are not to be used in whole or in part outside of Client’s organization or provided to third parties (including but not limited to being used or provided in connection with any sale or offering for sale of securities, including without limitation stock, bonds, notes or any other instruments or transactions which call for investments, loans or other transfers of money) without the prior written approval of Consultant.

Article 7 - Extra Services

The Client shall have the right to request Consultant to perform services in connection with the Project that are in addition to the Services (“Extra Services”) and Consultant may, subject to agreement on the payment for such Extra Services, agree to perform such Extra Services, such agreement not to be unreasonably withheld. Consultant shall be paid by the Client for the performance of Extra Services on the same basis and at the same times as Consultant is paid for the Services unless the basis of payment for the Services is a fixed fee in which case the parties shall agree to an equitable adjustment on the fixed fee.

Article 8 - Confidential Information

- 8.1 Consultant shall not disclose any confidential information of the Client relating to the Project communicated to or acquired by Consultant in the course of carrying out the Services which if known by others would have a material and adverse affect on the business and operations of the Client. Consultant shall use such confidential information only for purposes that relate to the performance of the Services and not for any other purpose without the consent of the Client. Similarly, the Client shall not disclose any confidential information of Consultant communicated to or acquired by the Client except as may be required by others who are performing work or services in connection with the Project and who have entered into a confidentiality agreement satisfactory to Consultant.
- 8.2 Confidential information shall not include any information which (a) was at the time of disclosure by the originating party (hereinafter the “Disclosing Party:”) to the party to whom the Disclosing Party intended it (hereinafter the “Receiving Party” or thereafter became part of the public domain through no act or omission of the receiving party; or (b) became available to the Receiving Party from a third party who did not acquire such confidential information under an obligation of confidentiality either directly or indirectly from Receiving Party; or (c) was known to the Receiving Party at the time of disclosure thereof by the Disclosing Party; or (d) was required to be disclosed by law.

Article 9 - Insurance

- 9.1 Consultant shall obtain and maintain the following types and amounts of insurance coverage: workers compensation-statutory; commercial general liability \$1million per occurrence/aggregate; automobile liability \$1 million per occurrence/aggregate; professional errors and omissions \$1 million per claim/aggregate.
- 9.2 During the period in which the Services are being performed, the Client shall at its own expense obtain and maintain insurance to limits which are customary for a project of the nature of the Project, including, but not limited to, fire and extended coverage, all risks insurance against physical loss or damage to property included in the Project, general comprehensive liability insurance and automobile insurance. Consultant shall be an additional named insured in the policies maintained by the Client for the Project.

Article 10 - Limitation of Liability and Waiver of Damages

Notwithstanding anything else to the contrary herein, the liability of Consultant to Client under this Agreement (whether by reason of breach of contract, tort or otherwise, including under any applicable indemnification provisions) shall be limited to the lesser of: (a) five times the amount of service fees paid to Consultant under this Agreement; or (b) the sum of \$1,000,000.00. In addition, Client and Consultant hereby waive their respective rights to any and all claims against each other for special, indirect or consequential damages of any nature whatsoever, arising out of or in any way related to the services to be performed under this Agreement.

Article 11 – Indemnifications

Each Party hereby agrees to indemnify and hold harmless the other party against all claims, demands, suits, judgments, liabilities, costs and reasonable attorney fees, to the extent caused by the negligence, gross negligence or wrongful misconduct of the indemnifying Party. This obligation shall include, without limitation, all claims and liens by any and all of indemnifying Party's contractors, agents and employees. In addition, the indemnifying Party shall pay any and all attorneys' fees, expenses, and costs incurred by the other Party which relate to the enforcement of the indemnity conditions and obligations of the indemnifying Party, including without limitation the additional insured protection and other insurance obligations of indemnifying Party, under the Agreement

Article 12 - Termination

- 12.1 Either party hereto may, at its option, terminate this Agreement upon written notice in the event the other party becomes insolvent, or a receiver is appointed on account of its insolvency or it enters into an arrangement for the benefit of its creditors.
- 12.2 Either party shall be entitled to terminate this Agreement on 15 days written notice to the other party in the event the other party is in material default of its obligations pursuant to this Agreement and such default have not been cured within 15 days following receipt of written notice of such default.

Article 13 - Force Majeure

If either party is impacted in whole or in part by any event of force majeure including without limitation any act of God, war, riot, labor dispute, change in law, terrorism, civil commotion or unrest, flood, strike, fire, or any cause beyond the control of such party (except for financial inability), then such Party so impacted shall be relieved of its obligations herein. Any party so impacted in whole or in part by force majeure shall promptly give the other party notice of the force majeure event including reasonably full particulars in respect thereof. Any party so impacted shall also be entitled to an equitable adjustment of the Agreement, which may include an increase in price, extension of time or other equitable relief as in good faith is reasonable, appropriate and supportable.

Article 14 – Notice

Any notice, request, order, statement or other communication required or permitted to be given hereunder shall be in writing and may be given by delivery to an officer of the other party or by mailing the same by first class mail, postage prepaid, addressed to the other party, to the addresses shown on the Consultant's Proposal. Notice given by facsimile transmission or telex shall be deemed to have been given on the day of transmittal, if transmitted during normal business hours, or on the next business day if transmitted outside of normal business hours. Notice given by mail shall be deemed to have been given on the fifth business day after mailing.

Article 15 - General

- 15.1 This Agreement represents the entire and integrated agreement between the parties with respect to the subject matter hereof and supersedes all prior negotiations, representations, understandings or agreements either written or oral made or exchanged between the parties prior to the execution of this Agreement.
- 15.2 Consultant may not assign this Agreement except with the consent of the Client, which consent shall not be unreasonably withheld. Consultant shall not be liable or responsible for any means, methods, sequences, procedures or techniques of construction contractors or to ensure project site safety, such responsibilities and liabilities for construction and/or project site safety resting solely with the Client or parties other than Consultant.
- 15.3 This Agreement shall be governed by and construed in accordance with the laws of the state of the location of the project defined in the Proposal. Before submitting a dispute to the courts, the parties agree to submit such dispute to senior management to attempt to resolve the dispute.
- 15.4 Nothing in this Agreement shall create or shall be construed so as to create the relationship of principal and agent between the Client and Consultant, and for all purposes Consultant shall be an independent contractor in performing the Services.
- 15.5 No waiver by either party hereto of any breach of any of the covenants herein contained shall take effect or be binding upon that party unless the same be expressed in writing and any waiver so given shall extend only to the particular breach so waived and shall not limit or affect any rights with respect to any other future breach.
- 15.6 The invalidity of any provision or unenforceability thereof shall not affect the validity or enforceability of any other provisions hereof.
- 15.7 The provisions of Articles 1, 2, 3, 6, 8 (Article 8 for a period of Five (5) years), 10 and 14 shall survive the suspension or termination of this Agreement.

CLIENT

MOTT MACDONALD, LLC

By: _____

By: _____

Print or Type Name and Title

Print or Type Name and Title

Dated: _____

Dated: _____

To: Mayor and City Council
From: Bryan Morris, PW/CD Director
RE: Staff Report for Council Meeting, Nov. 26th, 2024

- **Planning Commission Meeting Minutes**

- Planning Commission Meeting Minutes – October 21st, 2024
- Planning Commission Workshop Meeting Minutes – October 29th, 2024
- Planning Commission Meeting Minutes – November 4th, 2024

- **Project Updates**

- Scots Industries – Stabilizing soils for winter and containing stormwater runoff. Waiting for final submittal on water system upgrade for the Birch Avenue Booster 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.
- Cell tower on city property – Vertical Bridge has obtained a signed pass-through agreement. Waiting for the city attorney office to address applicant’s latest questions on the proposed lease.
-
- Rush Road STIP – Consultant contracts have been signed and a letter to proceed has been issued. The surveyors have started.
- Woodard Road – Comment period closed Monday September 16th. The application was put “on hold” for the applicant to address agency comments. Once comments are addressed, we will resume preparing staff report, then schedule public hearing.
- 2nd Ave SE Overlay Project – Job complete other than the 5% retainage fee.
- Ripple Creek culverts- Waiting for grant determination, results won’t be announced until August 2025.
- Jefferson Station – Design plans at 90%. The Public Works Director has sent the designers a staff report on final changes for the 100% complete.
- Water – Hydrogeologist has been awarded. The next step will be for the city to receive scope of work and then contracts. Working on submitting a grant to DOH.



NAPAVINE PLANNING COMMISSION MINUTES
October 21, 2024 6:00 P.M.
Napavine City Hall, 407 Birch Ave SW, Napavine, WA

PLEDGE OF ALLEGIANCE:

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

CALL TO ORDER:

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

ROLL CALL:

Planning Commission present: **All Present**

APPROVAL OF AGENDA – As presented:

Commissioner Hollinger motioned to approve the agenda as presented, seconded by **Commissioner Haberstroh**.
Vote on motion 4 ayes, 0 nay.

APPROVAL OF MINUTES:

Commissioner Torgerson motioned to approve minutes from the Planning Commission meeting on **October 7, 2024**, seconded by **Commissioner Morris**. **Vote on motion 4 ayes and 0 nay.**

OLD BUSINESS:

1. Napavine Development Code – NMC 16.35 Sign Code

The Planning Commission looked over the proposed sign code. Made the following changes
16.35.030 Permit Required. D. Changed city clerk to community development and the 90 days to 180 days.
16.35.040 Variances – A 5. Remove “including compliance with the Downtown Design Guidelines.

Commissioner Haberstroh motioned to table until next meeting and schedule a workshop for **Tuesday October 29th at 6pm.**, seconded by **Commissioner Torgerson**. **Vote on motion 4 ayes 0 nay.**

2. Comp Plan Update

Paul with Jackson Civil provided an update to the Planning Commission on the Comp Plan Update. They reviewed the goals section of the Land Use Element. Will schedule another meeting soon.

There was no motion or vote during this discussion.

CITIZEN COMMENT:

Jerry Nixon – Requested a time limit on how long schools should have portables, the developments should have school impacts.

Paula Sandirk – Wanted clarification that provisions to expand the school to include the projected students in a new development, can that be done during the SEPA process? Paul said yes, the school district would have to provide a capital facility plan no matter if its SEPA mitigation or, impact fees. Also asked regarding traffic impacts.

Jeremy Johnson – Voiced his concerns regarding the schools on how his kids will suffer in the school portables. Concerns regarding “protecting natural and cultural resources”. Paul with Jackson Civil let him know that 3 agencies (WDFW, DAHP, & Ecology) have requested site visits and surveys regarding the housing development on Woodard Road.

Ron Johnson – Commented on School Impact Fee requirements. Also stated that if the sign in the triangle about the Christmas Parade needs to be removed, he will remove it.

GOOD OF THE ORDER:

Commissioner Graham stated she will not be at the **November 4th meeting**. **Commissioner Haberstroh** stated he will not be at the **November 11th meeting**.

ADJOURNMENT 8:01 pm

Commissioner Morris motioned to adjourn, seconded by **Commissioner Hollinger**. **Vote 4 ayes, 0 nay.**

These minutes are not verbatim. If so desired, a recording of this meeting is available online at <https://fccdl.in/MuGSH10045>.

Respectfully submitted,



Bryan Morris, Community Development/Public Works Director



Planning Commission Chairperson



NAPAVINE PLANNING COMMISSION WORKSHOP MINUTES
October 29, 2024 6:00 P.M.
Napavine City Hall, 407 Birch Ave SW, Napavine, WA

CALL TO ORDER:

Workshop Meeting started at 6:00 pm.

ROLL CALL:

Planning Commission present: Deborah Graham, Amy Morris, Kacey Torgerson, and Amy Hollinger.
Staff Present: Director Bryan Morris and Executive Assistant Katie Williams

NMC 16.35 – Sign Code Requirements Code Review

Planning Commission discussed the proposed sign code.

The items below are a summary of the discussion.

1. 16.35.020 – This section is fine as proposed.
2. 16.35.030 – No additional changes.
3. 16.35.040 – Section B. Remove Treasurer.
4. 16.35.050 – A. Remove dilapidated. B. Remove entire line of B. Will Continue to Review
5. 16.35.080 – A 3.Strike “parent parcel Add “one per each entrance” at and a single sign is permitted “one per each entrance” on Residentially zoned property. Change 32 square ft. to 50 square feet.
6. Table 16.35.070 - Home Occupation sign strike one face and add two.

Director Morris will provide dimensions for other cities fuel price signs code at the next meeting. Director Morris wants the Planning Commission to researching the landscaping portion of the code, like plantar boxes around the signs. Will need to add off-site premises signs to code.

ADJOURNMENT 7:25 pm

These minutes are not verbatim. If so desired, a recording of this meeting is available online at <https://fccdl.in/tFEYjZMGi0>

Respectfully submitted,


Bryan Morris, Community Development/Public Works Director


Planning Commission Chairperson



NAPAVINE PLANNING COMMISSION MINUTES
November 4, 2024 6:00 P.M.
Napavine City Hall, 407 Birch Ave SW, Napavine, WA

PLEDGE OF ALLEGIANCE:

INVOCATION: Invocation was led by Director Morris.

CALL TO ORDER:

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

ROLL CALL:

Planning Commission present: Arnold Haberstroh, Amy Morris, and Amy Hollinger.

Commissioner Hollinger motioned to excuse Commissioner Graham and Commissioner Torgerson, 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 ayes, 0 nay.

APPROVAL OF MINUTES:

Commissioner Hollinger motioned to approve minutes from the Planning Commission meeting on October 21, 2024, and the Planning Commission workshop on October 29th, seconded by Commissioner Morris. Vote on motion 2 ayes and 0 nay.

CITIZEN COMMENT:

Director Morris let the Planning Commission know that the Rush Road Federal STP project has begun.

OLD BUSINESS:

1. Napavine Development Code – NMC 16.35 Sign Code

Summary below of reviewing 16.35 sign code

16.35.050 Prohibited signs

1. Strike ~~D. Any sign with animated, rotating, flashing or moveable parts, lights, video display or changing type/message or emits an audible sound, except for government signs, barber poles, and Time and Temperature signs.~~
2. Strike ~~F. A sign attached to a tree or painted or drawn on a natural feature.~~
3. L.. Changes are - **Permanent** Parked Vehicle Signs. Any sign attached to or placed on a parked vehicle or truck trailer that is being used principally for advertising purposes, ~~rather than for transportation~~ **other than current business or land use.**
4. Strike ~~R. Signs on fences or fencing~~
5. Strike ~~S. Roof Signs.~~

16.35.060 Signs not requiring a permit

1. Strike ~~N. Fuel Price Sign. Such signs shall be located on the property where fuel is sold and shall be limited to one sign per street frontage or entrance. Each sign shall be limited to twenty square feet per sign face (aggregate sign area limitations shall apply).~~
2. Strike ~~CC. Government or political election signs.~~

16.35.070 Requirements applicable to all signs.

1. A. Permit required. Except for signs specifically listed elsewhere in this chapter as not requiring a permit, all signs require a sign permit before being displayed. ~~Sign permits are valid for one year and must be renewed annually so long as the sign is displayed~~

2. Strike ~~C. No off-premises signs. All signs shall relate exclusively to activities or business conducted, goods sold or manufactured, or services rendered on the property where the sign is located.~~

16.35.060 Signs in Commercial, Urban Public, and Light Industrial Zones.

1. 3 add E. One off-site premises sign allowed per vacant parcel.
2. 5 b. Area. Sign area shall not exceed ~~32~~ 48 square feet per sign face. ~~for a single-story building and 48 square feet per sign face in sign area for a two-story building.~~
3. 5 c. Projection. Maximum projection from a building wall shall be 4 feet. No sign shall project any closer than 2 feet from the ~~curb line~~ right of way.
4. 7. Portable Signs. Tent signs, streamers, strings of lights, balloons, **canvas banners**, or pennants, excepting traditional holiday decorations.
5. 8. A-frame signs. A-frame signs shall not exceed ~~48~~ 42 inches in height and 32 inches in width, per sign side. One A-frame sign is allowed per business or entity. The sign may not be placed to cause a sight distance problem, obstruction or a hazard, and shall not be displayed outside of business hours. ~~A-frame signs placed on a sidewalk within the public right of way shall not reduce the sidewalk below 36 inches.~~
Not allowed on sidewalks.
6. 11 b. iii. A-frame signs. A-frame signs shall not exceed 48 inches in height and 32 inches in width, per sign side. A-frame signs shall not be placed to cause a sight distance problem, obstruction or a hazard, and shall not be displayed outside of business hours. ~~A-frame signs placed on a sidewalk within the public right of way shall not reduce the sidewalk below 36 inches.~~
Not allowed on sidewalks.

16.35.130 Enforcement, Violation, and Penalty.

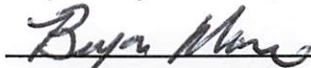
1. The Planning Commission wants Marissa to verify and add the \$250.00 per day fines.

ADJOURNMENT 7:53 pm

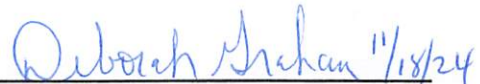
Commissioner Morris motioned to adjourn, seconded by **Commissioner Hollinger**. **Vote 2 ayes, 0 nay.**

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

Respectfully submitted,



Bryan Morris, Community Development/Public Works Director



Planning Commission Chairperson