



CITY COUNCIL MEETING AGENDA

Tuesday – December 10, 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

- 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 26, 2024
 - 1) Regular Council Meeting
 - 2) Public Hearing 2025 Final Budget

- VII. STAFF & COUNCIL REPORT

- VIII. CITIZEN COMMENTS – NON-AGENDA ITEMS

- IX. NEW BUSINESS
 - 1) Vouchers – M. Whitten
 - 2) TIB Grant Award Project No. 6-W-963-(I06)-1 – B. Morris
 - 3) Ord 655-A: 2024 Budget Amendment – M. Whitten
 - 4) Ord 667: 2025 Final Budget – M. Whitten
 - 5) Resolution 24-12-155: 2025 Fee Schedule – M. Whitten
 - 6) Ord 668: City Hall Business Hours – R. Denham
 - 7) Ord 669: Municipal Court Hours – 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 26, 2024, 6:00 P.M.

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

CALL TO ORDER:

Mayor Pro Tem Duane Crouse called the regular city council meeting to order at 6:02 pm directly following a Public Hearing for the 2025 Final Budget.

INVOCATION:

The invocation was led by Bryan Morris.

PLEDGE OF ALLEGIANCE:

Mayor Pro Tem Duane Crouse led the flag salute.

ROLL CALL:

Council members present: Brian Watson Councilor #1, Ivan Wiediger Councilor #2, Don Webster Councilor #3, Heather Stewart Councilor #4, 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, and Legal Counsel- Jim Buzzard.

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

CONSENT/APPROVAL OF AGENDA

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

APPROVAL OF MEETING MINUTES

MOVED:	Don Webster	Motion: Approval of November 12, 2024, Meeting Minutes for the Regular Council Meeting, Budget Workshop 2025 Preliminary Budget, Public Hearings for 2025-2030 Capital Facilities Plan and the Public Hearing for 2025 Preliminary Budget.
SECONDED:	Heather Stewart	
<i>Discussion: No Discussion.</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried: 4 aye and 0 nay.	

STAFF & COUNCIL REPORTS:

John Brockmueller – Chief of Police

- Greetings to the council, nothing to report and operations are normal.

Michelle Whitten – Treasurer

- Wished everyone a happy turkey day. Looking forward to presenting an ordinance at the next council meeting to finalize the budget.

Bryan Morris - PW/CD Director

- Report in writing. Added items: Received Award Letter for TIB Grant for Rush Rd STIP in the amount of \$405,100. The city portion should be around \$21,000.

Rachelle Denham – City Clerk

- No report and wished everyone a Happy Thanksgiving.

LCFD #5 – Sandra White

- Stats presented as of 11/12: 48 calls, 31 EMS, 0 Fire, 3 auto, and 13 others. Wished everyone a Happy Thanksgiving.

Planning Commission – Debbie Graham

- Have completed the sign ordinances and turned over to Jim and will be forwarded to the council. Still working on Zoning Maps, Comprehensive Plan, and Development Regulations. Happy Thanksgiving!

Heather Stewart – Councilor 4

- Happy Thanksgiving!

Don Webster – Councilor 3

- Happy Thanksgiving!

Brian Watson – Councilor 1

- Sports update: Smearad Adna. Napavine Football team will play in Richland on Saturday for the State Semi-Finals. If the team wins, then the following weekend will play at the Husky Stadium for the State Championship. Ten straight years for the Tigers to play in the Semi-Finals, great accomplishment!

Duane Crouse – Mayor Pro Tem

- Wished all a Happy Thanksgiving and expressed to everyone that he is very thankful for them.

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

- Paula Sandirk, 621 Forest Napavine W:** Asked questions, Director Morris responded to her questions. 1) What is the specific reason to enter into a contract with the hydrogeologist at this time? The city has had to shut down two wells because of PFAS. Through research and analysis it came to Ecology and DOH to move water right to this side of town away from contamination site. The hydrogeologist was recommended by the State to do the modeling to drill a new well. 2) Did the city do any research into installing the appropriate kind of filters to eliminate the PFAS in the water? Yes, the city has looked into it in depth. The decision was not taken lightly to shut down the wells. The treatment for PFAS is not perfected and is not required until 2029. In fact, you can still serve the water infected with PFAS without knowing all the long-term effects will be as long as you send out notices, the city chose not to serve water. The modeling will tell the city where to put the new well and is hoping for it to be in the West part of town. There is a lot of water by the well reports and is hoping to replace about 190 gallons per minute by either one or two wells. 3) What is the city looking at to annex where Jackson Civil was paid \$660 to review on annexation? There is a citizen of Lewis County who lives in the UGA. Since Bryan has been with the city, he has not been part of bringing anyone from the UGA. The county was involved and said that the property was in the city jurisdiction. The only thing the county cares about is Egress/Ingress, perfect. The city started the process of pre app and Jackson Civil being the third party and the money has been refunded back to the man due to the county taking it back from the city.
- Ron Johnson, Woodard Rd:** Noticed there is a road going in above Apex Concrete in the easement area. Does the city have any intention of drilling a well on that easement. Director Morris noticed that night and the city will be taking action on it tomorrow to put a stop on the operation. That is not in the city easement. There are no grade and fill permits, Ecology permits on file. Ron stated he just wants to know where the city plans to drill their wells. Director Morris stated that it's a private well at the top of the hill for the 100 acres and was approved by the council going through the county because the city doesn't have its own Dept. of Health. It has been approved for the well to become a Class B System for those 100 acres. However, Rules and Regulations still need to be followed. You cant fill in critical areas, cant take in over 50 yards of material without a fill and grade permit and none of those have been satisfied.

NEW BUSINESS

VOUCHERS- M. WHITTEN

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

MOVED:	Don Webster	Motion: Pay the bills. Approval of the Vouchers dated November 26, 2024, Second Council Meeting.
SECONDED:	Ivan Wiediger	
<i>Discussion: No Discussion.</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried; 4 aye and 0 nay.	

AM24-13: LIQUOR LICENSE RENEW PLAZA JALISCO – R. DENHAM

MOVED:	Don Webster	Motion: Approve Liquor License Renewal.
SECONDED:	Heather Sewart	
<i>Discussion: No Discussion</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried; 4 aye 0 nay.	

AM24-14: LEAK ADJUSTMENT MCDONALDS 120 KIRKLAND RD: R. DENHAM

MOVED:	Brian Watson	Motion: Approve AM24-14 leak adjustment for McDonalds.
SECONDED:	Don Webster	
<i>Discussion: No Discussion.</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried; 4 aye 0 nay.	

AM24-15: ARPA REALLOCATION – M. WHITTEN

MOVED:	Heather Stewart	Motion: Approve AM24-15 ARPA Reallocation.
SECONDED:	Brian Watson	
<i>Discussion: No Discussion.</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried; 4 aye 0 nay.	

AM24-16: CHANGE TO CITY HOURS ON FRIDAYS – R. DENHAM

Director Morris, Treasurer Whitten, and Chief Brockmueller all spoke in favor for this change. The city clerk invited citizen Brandon Barnes to share his opinion. He made a comment about the citizens having input on this change and that he feels there should have been a survey or public meeting. Clerk Denham stated that a public hearing is not needed for this type of change. Mayor Pro Tem stated that if this was approved and the city received an uproar that this could be changed back.

MOVED:	Don Webster	Motion: Approve AM24-16 Change to city hours on Fridays.
SECONDED:	Ivan Wiediger	
<i>Discussion: Counselor Stewart asked questions about the hours that will be worked in the work week. All employees will still be working 40 hours per week. She also feels it would have been nice for citizen input as we are here for public service. Legal Counsel made comment to make sure this didn't violate the union bargaining contract. All employees are hourly, not salaried. Clerk Denham clarified that nobody is working 4 hours less and everyone is working 40 hours per week.</i>		
VOTE ON MAIN MOTION:	3-1 Motion Carried; 3 aye (Brian Watson, Ivan Wiediger, Don Webster) 1 nay (Heather Stewart).	

2ND AVE OVERLAY PROJECT FINAL ACCEPTANCE – B. MORRIS

MOVED:	Ivan Wiediger	Motion: Approve Final acceptance letter for 2 nd Ave overlay project.
SECONDED:	Heather Stewart	
<i>Discussion: No Discussion.</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried; 4 aye 0 nay.	

MOTT MACDONALD LLC CONSULTANT AGREEMENT FOR HYDROLOGIST: PROJECT DOH GRANT APPLICATION FOR WATER WELLS- B. MORRIS

MOVED:	Heather Stewart	Motion: Approve General Terms and Conditions for Mott MacDonald Consultant Agreement.
SECONDED:	Don Webster	
<i>Discussion: Legal Counsel asked for clarification from Bryan regarding the agreement that was being presented. Director Morris stated that it's for the writing of the Grant to cover the scope etc. Treasurer Whitten explained that Bryan applied for a grant, and he didn't have enough knowledge of the terms that they needed for the application. He wants to hire Mott MacDonald LLC who is a professional in this field as a consultant to apply for the grant with DOH. We will not be reimbursed for this grant. In the procurement policy, anything less than \$5k Bryan has authorization to sign. Legal Counsel provided clarification to the council regarding the general terms and conditions that Bryan presented.</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried; 4 aye 0 nay.	

COUNCIL WINTER RECESS CANCEL (12/24) MEETING DISCUSSION: R. DENHAM

MOVED:	Don Webster	Motion: Cancel 12/24 Council Meeting for Winter Recess.
SECONDED:	Ivan Wiediger	
<i>Discussion: No Discussion.</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried; 4 aye 0 nay.	

ADJOURNMENT: Meeting Adjourned at 6:43 p.m.

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

These minutes are not verbatim. If so desired, a recording of this meeting is available online from freconferencerecall.com or at the link <https://fccdl.in/1JBzDwufyQ>.

Respectfully submitted,

Rachelle Denham, City Clerk

Shawn O’Neill, Mayor

Councilor



NAPAVINE CITY COUNCIL MINUTES
PUBLIC HEARING – 2025 FINAL BUDGET
November 26, 2024, 6:00 P.M.

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

CALL TO ORDER:

Mayor Pro Tem Duane Crouse called the public hearing of the **2025 Final Budget** to order at 6:06 pm.

INTRODUCTION:

Mayor Pro Tem Duane Crouse introduced himself as presiding over the public hearing.

PURPOSE OF HEARING:

To invite testimony from the community members and the public, regarding the **2025 Final 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 Final Budget**, any questions, please direct them to the Mayor Pro Tem and he will direct staff our Council members who may have the answers to address the question. Mayor Pro Tem 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 Pro Tem Duane Crouse opened the public hearing and welcomed anyone wishing to speak to approach the podium.

Citizen Comment: NONE

Closing of Public Hearing:

Mayor Pro Tem Duane Crouse announced, all testimony having been taken, the public hearing on the **2025 Final Budget** is now closed ending time 6:02 pm.

Rachelle Denham, City Clerk

Duane Crouse, Mayor Pro Tem

Counselor



Voucher Report

December - December 2024 First Council Meeting December 10, 2024

Reference	Date	Amount Notes
Reference Number: 39438	Badger Meter	\$419.91
80178789	12/28/2024	\$419.91 414 cell meters 2024 Nov
Reference Number: 39439	Buzzard O'Rourke	\$6,945.00
17488	11/22/2024	\$187.50 Tiger Meadows Pass Thru
17494	11/22/2024	\$337.50 Vertical Bridge Pass Thru
17543	11/22/2024	\$4,900.00 2024 Oct/Nov Legal -
17552	11/22/2024	\$25.00 Lewis 3A0711646
17582	11/22/2024	\$245.00 2024- 2nd Ave NE Street Fire
17614	11/22/2024	\$100.00 Lewis 4A0730146
17615	11/22/2024	\$25.00 Lewis 4A0730148
17620	11/22/2024	\$25.00 Lewis 4A0730107
17621	11/22/2024	\$25.00 4A0730108
17622	11/22/2024	\$50.00 Lewis 4A0730140/4A0730142
17623	11/22/2024	\$300.00 Lewis 4A0730143
17629	11/22/2024	\$100.00 Lewis 4A0571908 & 4A0571909
17630	11/22/2024	\$150.00 Lewis 4A0571911
17633	11/22/2024	\$25.00 Lewis 4A0624993
17635	11/22/2024	\$100.00 Lewis 4A0571875
17636	11/22/2024	\$25.00 Lewis 4A0571881
17637	11/22/2024	\$125.00 Lewis 4A0571895
17638	11/22/2024	\$50.00 Lewis 4A0571901
17649	11/22/2024	\$25.00 Lewis 4A0144300
17651	11/22/2024	\$25.00 Lewis 4A0331213
17656	11/22/2024	\$50.00 Lewis 3A0855433
17658	11/22/2024	\$50.00 Lewis 4A0140377
Reference Number: 39440	City of Chehalis	\$16,403.00
2024*12*RWWTP	12/5/2024	\$16,403.00 2024*12*RWWTP

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Reference	Date	Amount	Notes
Reference Number: 39441	CT Publishing LLC dba The	\$254.41	
284068	11/1/2024	\$4.41	2025 budget hearing
284776	11/1/2024	\$250.00	help Wanted Admin Asst
Reference Number: 39442	Duane Elwood	\$174.70	
2024*Dec LEOFF Med Part B	12/5/2024	\$174.70	Medical Insurance Premium 2024*Dec
Reference Number: 39443	Goods Quarry	\$189.47	
157852	11/15/2024	\$189.47	5/8" minus 24.6 tons
Reference Number: 39444	LCSSO-Corrections Bureau	\$4,784.20	
2024 Nov Prisoner	12/5/2024	\$4,784.20	2024 -Nov #50.75 of beds days
Reference Number: 39445	Lewis County Auditor	\$1,642.57	
2024 Annual Voter Registration	11/26/2024	\$1,642.57	1,324 voters @ 1.24 ea
Reference Number: 39446	Lewis County Communicaton	\$16,558.50	
9696	11/20/2024	\$16,558.50	2024*4th qtr
Reference Number: 39447	Lewis County PUD	\$4,488.64	
104755002*2024 Dec	11/22/2024	\$32.57	10/17-11/18 E Park St
104755003*2024 Dec	11/22/2024	\$34.01	10/17-11/18 305 2nd Ave NE "Triangle"
104755004*2024 Dec	11/22/2024	\$65.03	10/17-11/18 Wa. & 2nd St. Traffic Signal
104755005*2024 Dec	11/22/2024	\$49.92	10/17-11/18 Ball Park Lights/207 W
104755006*2024 Dec	11/22/2024	\$60.47	10/17-11/18 Linhart Ave Lights
104755007*2024 Dec	11/22/2024	\$42.04	10/17-11/18 Pedestrian Overpass/2nd
104755008*2024 Dec	11/22/2024	\$89.17	10/17-11/18 113 2nd Ave SE
104755009*2024 Dec	11/22/2024	\$77.75	10/17-11/18 207 Wash ST Park
104755011*2024 Dec	11/22/2024	\$39.51	10/17-11/18 Stadium Heights St Lights
104755012*2024 Dec	11/22/2024	\$50.49	10/17-11/18 Brich Ave SW Traffic Signal
104755014*2024 Dec	11/22/2024	\$33.35	10/17-11/17 Washington ST Lighting

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Reference	Date	Amount	Notes
104755015*2024 Dec	11/22/2024	\$48.25	10/17-11/18 Camden Way St Lights
104755016*2024 Dec	11/22/2024	\$43.62	10/17-11/18 Parkside Loop St Lights
104755017*2024 Dec	11/22/2024	\$124.45	10/17-11/18 3rd Ave NW/Pump Station
104755018*2024 Dec	11/22/2024	\$860.83	10/24-11/22 Various Street Lights
104755019*2024 Dec	11/22/2024	\$68.21	10/17-11/18 Chieri Ct Sewer Station
104755020*2024 Dec	11/22/2024	\$839.69	10/17-11/18 Birch - Well #5/Birch Ave SW
104755021*2024 Dec	11/22/2024	\$269.67	10/17-11/18 Jefferson St E Pump Station
104755022*2024 Dec	11/22/2024	\$283.27	10/17-11/18 Rush RD Pump - 1168 Rush
104755023*2024 Dec	11/22/2024	\$33.01	10/17-11/18 Rowell St - Well #3
104755024*2024 Dec	11/22/2024	\$474.34	10/17-11/18 Front St - Well #2
104755025*2024 Dec	11/22/2024	\$282.76	10/17-11/18 207 W Washington - Pump
115588001*2024 Dec	11/22/2024	\$56.71	10/17-11/18 Rathburn St
115588002*2024 Dec	11/22/2024	\$46.08	10/17-11/18 4th & Stella ST *250 W St.
124227003*2024 Dec	11/22/2024	\$315.94	10/17-11/18 City Hall 407 Birch Ave SW
128323001*2024 Dec	11/22/2024	\$33.59	10/16-11/18 207 W Washington -
128578003*2024 Dec	11/22/2024	\$37.55	10/17-11/18 307 Sommerville RD Lights
128578004*2024 Dec	11/22/2024	\$45.15	10/17-11/18 7th Ave Security Light
128578005*2024 Dec	11/22/2024	\$51.21	10/17-11/18 555 2nd Ave NE Park
Reference Number: 39448	Minuteman Press	\$444.86	
1297	10/31/2024	\$112.46	Payment Agreements
1337	11/15/2024	\$332.40	window envelopes/regular envelopes
Reference Number: 39449	Napavine ASB	\$120.00	
12542	11/13/2024	\$120.00	RC Rules/truck logo/tailgate
Reference Number: 39450	Quill Corporation	\$380.87	
41558726	11/14/2024	\$38.49	Post It/arrows
41558812	11/14/2024	\$16.82	batteries AA
41558827	11/14/2024	\$194.18	4 cartons paper
41689906	11/22/2024	\$131.38	batteries/pens/paper

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Reference	Date	Amount	Notes
Reference Number: 39451	Sarah Berry c/o Duane Elwood	\$147.00	
2024*Dec LEOFF I Ins	12/5/2024	\$147.00	2024*Dec LEOFF I Ins
Reference Number: 39452	Sweeny's Ace Hardware	\$183.44	
946909	11/6/2024	\$64.68	Marking Paint 4 blue/2 grn
946967	11/7/2024	\$10.78	Unthread Rod Stl
947478	11/12/2024	\$13.14	Pencil soapstone flat
947630	11/15/2024	\$28.44	3" gutter strainer
947642	11/15/2024	\$9.27	Start Fluid
947676	11/15/2024	\$8.62	clorox wipes
948083	11/21/2024	\$18.33	55 g Contractor bags
948104	11/21/2024	\$14.02	simple green
948205	11/22/2024	\$8.62	clorox wipes
948514	11/26/2024	\$7.54	AAA Batteries
Reference Number: 39453	Toledotel	\$350.62	
10068642	12/1/2024	\$350.62	2024 VOIP Dec 01 - Dec 31
Reference Number: 39454	Transient Vendor	\$106.57	
Acc 1121.0 Seidel	12/5/2024	\$106.57	Refund Overpayment Acc 1121.0 Seidel
Reference Number: 39455	Transient Vendor	\$281.64	
Acc 1145.0 Neumann	12/5/2024	\$281.64	Refund Overpayment Acc 1145.0
Reference Number: 39456	Transient Vendor	\$338.10	
Acc 1311.0 Kelso	12/5/2024	\$338.10	Refund Overpayment Acc 1311.0 Kelso
Reference Number: 39457	Transient Vendor	\$90.08	
Acc 1408.0 Cherrington	12/5/2024	\$90.08	Refund Overpayment Acc 1408.0
Reference Number: 39458	Transient Vendor	\$19.36	
Acc 1488.0 North	12/5/2024	\$19.36	Refund Overpayment Acc 1488.0 North

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Reference	Date	Amount	Notes
Reference Number: 39459 Acc 2765.0 Morris	Transient Vendor 12/5/2024	\$10.60 \$10.60	
Reference Number: 39460 Acc 2779.0 Ludlow	Transient Vendor 12/5/2024	\$94.48 \$94.48	Refund Overpayment Acc 2779.0 Ludlow
Reference Number: 39461 Acc 2825.0 Schaffer	Transient Vendor 12/5/2024	\$69.97 \$69.97	Refund Overpayment Acc 2825.0 Schaffer
Reference Number: 39462 Acc 2846.0 Williams	Transient Vendor 12/5/2024	\$50.21 \$50.21	Refund Overpayment Acc 2846.0 Williams
Reference Number: 39463 Acc 2869.4 Henriquez	Transient Vendor 12/5/2024	\$156.31 \$156.31	Refund Overpayment Acc 2869.4
Reference Number: 39464 Acc 3080.0 Nisbet	Transient Vendor 12/5/2024	\$12.83 \$12.83	Refund Overpayment Acc 3080.0 Nisbet
Reference Number: 39465 Acc 3105.0 Olson	Transient Vendor 12/5/2024	\$82.38 \$82.38	Refund Overpayment Acc 3105.0 Olson
Reference Number: 39466 Acc 3123.0 Keen	Transient Vendor 12/5/2024	\$24.41 \$24.41	Refund Overpayment Acc 3123.0 Keen
Reference Number: 39467 Acc 3168.0 King	Transient Vendor 12/5/2024	\$137.20 \$137.20	Refund Overpayment Acc 3168.0 King
Reference Number: 39468 Acc 3207.0 Mielitz	Transient Vendor 12/5/2024	\$28.88 \$28.88	Refund Overpayment Acc 3207.0 Mielitz
Reference Number: 39469	Transient Vendor	\$36.74	

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Reference	Date	Amount	Notes
Acc 3314.0 Gentele	12/5/2024	\$36.74	Refund Overpayment Acc 3314.0 Gentele
Reference Number: 39470	US Cellular	\$1,368.39	
0691334992	11/12/2024	\$247.92	2024 10/12-11/11 PW
069136524	11/12/2024	\$1,072.48	11/12-12/11 PD/Court/PW MIFI Cell
0693006649	11/20/2024	\$47.99	2024 11/20-12/19 Treasurer cell
Reference Number: 39471	Utilities Underground Location	\$19.86	
4110196	11/30/2024	\$19.86	15 locates Nov 2024
Reference Number: 39472	Vander Stoep, Blinks, Jones &	\$1,100.00	
2024* Dec Judge	12/2/2024	\$1,100.00	2024-Dec Judge
Reference Number: 39473	Washington State Patrol	\$39.75	
I2502799	12/5/2024	\$39.75	CPL Background Check
Reference Number: 39474	International Brotherhood Teamsters Local 252	\$975.00	
Union Dues - 15375	11/18/2024	\$37.75	
Union Dues - 15376	11/18/2024	\$58.75	
Union Dues - 15377	11/18/2024	\$46.25	
Union Dues - 15378	11/18/2024	\$40.25	
Union Dues - 15379	11/18/2024	\$40.25	
Union Dues - 15381	11/18/2024	\$31.25	
Union Dues - 15384	11/18/2024	\$37.75	
Union Dues - 15385	11/18/2024	\$37.75	
Union Dues - 15386	11/18/2024	\$40.75	
Union Dues - 15387	11/18/2024	\$37.75	
Union Dues - 15388	11/18/2024	\$45.75	
Union Dues - 15389	11/18/2024	\$33.25	
Union Dues - 15396	12/3/2024	\$37.75	
Union Dues - 15397	12/3/2024	\$58.75	

December - December 2024 First Council Meeting December 10, 2024

Reference	Date	Amount	Notes
Union Dues - 15399	12/3/2024	\$40.25	
Union Dues - 15401	12/3/2024	\$40.25	
Union Dues - 15403	12/3/2024	\$31.25	
Union Dues - 15406	12/3/2024	\$37.75	
Union Dues - 15407	12/3/2024	\$37.75	
Union Dues - 15408	12/3/2024	\$40.75	
Union Dues - 15409	12/3/2024	\$37.75	
Union Dues - 15410	12/3/2024	\$45.75	
Union Dues - 15411	12/3/2024	\$33.25	
Union Dues - 15412	12/3/2024	\$46.25	
Reference Number: EFT*20241201	AFLAC Remittance Processing	\$543.20	
Aflac - 15376	11/18/2024	\$32.36	
Aflac - 15380	11/18/2024	\$27.17	
Aflac - 15397	12/3/2024	\$32.37	
Aflac - 15402	12/3/2024	\$27.17	
Aflac Disability - 15380	11/18/2024	\$47.84	
Aflac Disability - 15382	11/18/2024	\$68.54	
Aflac Disability - 15388	11/18/2024	\$95.68	
Aflac Disability - 15402	12/3/2024	\$47.84	
Aflac Disability - 15404	12/3/2024	\$68.55	
Aflac Disability - 15410	12/3/2024	\$95.68	
Reference Number: EFT*20241202	Dept of Licensing Firearms Desk	\$18.00	
NV0000120 Boyovich	12/5/2024	\$18.00	NV0000120 Boyovich
Reference Number: EFT*20241203	Nationwide Retirement Solutions	\$7,460.58	
Deferred Comp - 15375	11/18/2024	\$300.00	
Deferred Comp - 15376	11/18/2024	\$150.00	
Deferred Comp - 15378	11/18/2024	\$100.00	
Deferred Comp - 15379	11/18/2024	\$100.00	
Deferred Comp - 15380	11/18/2024	\$300.00	

December - December 2024 First Council Meeting December 10, 2024

Reference	Date	Amount	Notes
Deferred Comp - 15381	11/18/2024	\$75.00	
Deferred Comp - 15382	11/18/2024	\$300.00	
Deferred Comp - 15384	11/18/2024	\$150.00	
Deferred Comp - 15385	11/18/2024	\$150.00	
Deferred Comp - 15386	11/18/2024	\$307.74	
Deferred Comp - 15388	11/18/2024	\$150.00	
Deferred Comp - 15389	11/18/2024	\$150.00	
Deferred Comp - 15396	12/3/2024	\$300.00	
Deferred Comp - 15397	12/3/2024	\$150.00	
Deferred Comp - 15399	12/3/2024	\$100.00	
Deferred Comp - 15401	12/3/2024	\$100.00	
Deferred Comp - 15402	12/3/2024	\$300.00	
Deferred Comp - 15403	12/3/2024	\$75.00	
Deferred Comp - 15404	12/3/2024	\$300.00	
Deferred Comp - 15406	12/3/2024	\$150.00	
Deferred Comp - 15407	12/3/2024	\$150.00	
Deferred Comp - 15408	12/3/2024	\$307.74	
Deferred Comp - 15410	12/3/2024	\$150.00	
Deferred Comp - 15411	12/3/2024	\$150.00	
Deferred Comp Match - 15396	12/3/2024	\$300.00	
Deferred Comp Match - 15397	12/3/2024	\$150.00	
Deferred Comp Match - 15399	12/3/2024	\$100.00	
Deferred Comp Match - 15401	12/3/2024	\$100.00	
Deferred Comp Match - 15402	12/3/2024	\$710.80	
Deferred Comp Match - 15403	12/3/2024	\$75.00	
Deferred Comp Match - 15404	12/3/2024	\$659.30	
Deferred Comp Match - 15406	12/3/2024	\$150.00	
Deferred Comp Match - 15407	12/3/2024	\$150.00	
Deferred Comp Match - 15408	12/3/2024	\$300.00	
Deferred Comp Match - 15410	12/3/2024	\$150.00	
Deferred Comp Match - 15411	12/3/2024	\$150.00	

December - December 2024 First Council Meeting December 10, 2024

Reference	Date	Amount	Notes
Reference Number: EFT*20241204	Dept of Retirement Systems	\$7,642.62	
Emp Rtmt - 15395	12/3/2024	\$164.22	
Emp Rtmt - 15396	12/3/2024	\$279.46	
Emp Rtmt - 15397	12/3/2024	\$257.29	
Emp Rtmt - 15399	12/3/2024	\$186.58	
Emp Rtmt - 15401	12/3/2024	\$161.43	
Emp Rtmt - 15402	12/3/2024	\$325.34	
Emp Rtmt - 15403	12/3/2024	\$256.55	
Emp Rtmt - 15404	12/3/2024	\$331.84	
Emp Rtmt - 15405	12/3/2024	\$87.86	
Emp Rtmt - 15406	12/3/2024	\$271.15	
Emp Rtmt - 15407	12/3/2024	\$260.79	
Emp Rtmt - 15408	12/3/2024	\$280.35	
Emp Rtmt - 15409	12/3/2024	\$281.88	
Emp Rtmt - 15410	12/3/2024	\$412.20	
Emp Rtmt - 15411	12/3/2024	\$226.90	
Emp Rtmt - 15412	12/3/2024	\$190.99	
Taxable Retirement - 15395	12/3/2024	\$263.31	
Taxable Retirement - 15396	12/3/2024	\$195.10	
Taxable Retirement - 15397	12/3/2024	\$412.53	
Taxable Retirement - 15399	12/3/2024	\$299.16	
Taxable Retirement - 15401	12/3/2024	\$258.83	
Taxable Retirement - 15402	12/3/2024	\$227.13	
Taxable Retirement - 15403	12/3/2024	\$179.11	
Taxable Retirement - 15404	12/3/2024	\$254.98	
Taxable Retirement - 15405	12/3/2024	\$61.34	
Taxable Retirement - 15406	12/3/2024	\$189.30	
Taxable Retirement - 15407	12/3/2024	\$182.07	
Taxable Retirement - 15408	12/3/2024	\$195.73	
Taxable Retirement - 15409	12/3/2024	\$196.79	
Taxable Retirement - 15410	12/3/2024	\$287.77	
Taxable Retirement - 15411	12/3/2024	\$158.41	

December - December 2024 First Council Meeting December 10, 2024

Reference	Date	Amount	Notes
Taxable Retirement - 15412	12/3/2024	\$306.23	
Reference Number: EFT*20241205	Dept of Treasury Internal Revenue	\$7,516.07	
Federal Income Tax - 15395	12/3/2024	\$395.96	
Federal Income Tax - 15396	12/3/2024	\$197.82	
Federal Income Tax - 15397	12/3/2024	\$713.97	
Federal Income Tax - 15399	12/3/2024	\$469.71	
Federal Income Tax - 15400	12/3/2024	\$0.00	
Federal Income Tax - 15401	12/3/2024	\$366.80	
Federal Income Tax - 15402	12/3/2024	\$388.46	
Federal Income Tax - 15403	12/3/2024	\$341.89	
Federal Income Tax - 15404	12/3/2024	\$474.22	
Federal Income Tax - 15405	12/3/2024	\$0.00	
Federal Income Tax - 15406	12/3/2024	\$338.66	
Federal Income Tax - 15407	12/3/2024	\$169.74	
Federal Income Tax - 15408	12/3/2024	\$251.70	
Federal Income Tax - 15409	12/3/2024	\$397.55	
Federal Income Tax - 15410	12/3/2024	\$679.26	
Federal Income Tax - 15411	12/3/2024	\$168.06	
Federal Income Tax - 15412	12/3/2024	\$521.51	
Medicare - 15395	12/3/2024	\$44.76	
Medicare - 15395 (2)	12/3/2024	\$44.76	
Medicare - 15396	12/3/2024	\$44.48	
Medicare - 15396 (2)	12/3/2024	\$44.48	
Medicare - 15397	12/3/2024	\$70.96	
Medicare - 15397 (2)	12/3/2024	\$70.96	
Medicare - 15399	12/3/2024	\$51.07	
Medicare - 15399 (2)	12/3/2024	\$51.07	
Medicare - 15400	12/3/2024	\$14.50	
Medicare - 15400 (2)	12/3/2024	\$14.50	
Medicare - 15401	12/3/2024	\$44.29	
Medicare - 15401 (2)	12/3/2024	\$44.29	

December - December 2024 First Council Meeting December 10, 2024

Reference	Date	Amount	Notes
Medicare - 15402	12/3/2024	\$51.78	
Medicare - 15402 (2)	12/3/2024	\$51.78	
Medicare - 15403	12/3/2024	\$40.83	
Medicare - 15403 (2)	12/3/2024	\$40.83	
Medicare - 15404	12/3/2024	\$52.82	
Medicare - 15404 (2)	12/3/2024	\$52.82	
Medicare - 15405	12/3/2024	\$13.98	
Medicare - 15405 (2)	12/3/2024	\$13.98	
Medicare - 15406	12/3/2024	\$43.16	
Medicare - 15406 (2)	12/3/2024	\$43.16	
Medicare - 15407	12/3/2024	\$41.51	
Medicare - 15407 (2)	12/3/2024	\$41.51	
Medicare - 15408	12/3/2024	\$44.62	
Medicare - 15408 (2)	12/3/2024	\$44.62	
Medicare - 15409	12/3/2024	\$44.87	
Medicare - 15409 (2)	12/3/2024	\$44.87	
Medicare - 15410	12/3/2024	\$65.61	
Medicare - 15410 (2)	12/3/2024	\$65.61	
Medicare - 15411	12/3/2024	\$36.11	
Medicare - 15411 (2)	12/3/2024	\$36.11	
Medicare - 15412	12/3/2024	\$53.03	
Medicare - 15412 (2)	12/3/2024	\$53.03	
Social Security Tax - 15400	12/3/2024	\$62.00	
Social Security Tax - 15400 (2)	12/3/2024	\$62.00	
Reference Number: EFT*20241206	Vimly Benefit Solutions, Inc	\$1,991.70	
Medical/Dental - 15402	12/3/2024	\$970.10	
Medical/Dental - 15404	12/3/2024	\$1,021.60	
Reference Number: EFT*20241207	Washington Teamsters Welfare	\$20,608.20	
Medical /Dental/Vision - 15395	12/3/2024	\$1,398.00	
Medical /Dental/Vision - 15396	12/3/2024	\$1,398.00	

December - December 2024 First Council Meeting December 10, 2024

Reference	Date	Amount	Notes
Medical /Dental/Vision - 15397	12/3/2024	\$1,398.00	
Medical /Dental/Vision - 15399	12/3/2024	\$1,398.00	
Medical /Dental/Vision - 15401	12/3/2024	\$1,398.00	
Medical /Dental/Vision - 15402	12/3/2024	\$17.10	
Medical /Dental/Vision - 15403	12/3/2024	\$1,398.00	
Medical /Dental/Vision - 15404	12/3/2024	\$17.10	
Medical /Dental/Vision - 15406	12/3/2024	\$1,398.00	
Medical /Dental/Vision - 15407	12/3/2024	\$1,398.00	
Medical /Dental/Vision - 15408	12/3/2024	\$1,398.00	
Medical /Dental/Vision - 15409	12/3/2024	\$1,398.00	
Medical /Dental/Vision - 15410	12/3/2024	\$1,398.00	
Medical /Dental/Vision - 15411	12/3/2024	\$1,398.00	
Medical /Dental/Vision - 15412	12/3/2024	\$1,398.00	
Medical Dental Vision - 15374	11/18/2024	\$100.00	
Medical Dental Vision - 15375	11/18/2024	\$100.00	
Medical Dental Vision - 15376	11/18/2024	\$100.00	
Medical Dental Vision - 15377	11/18/2024	\$100.00	
Medical Dental Vision - 15378	11/18/2024	\$100.00	
Medical Dental Vision - 15379	11/18/2024	\$100.00	
Medical Dental Vision - 15384	11/18/2024	\$100.00	
Medical Dental Vision - 15385	11/18/2024	\$100.00	
Medical Dental Vision - 15386	11/18/2024	\$100.00	
Medical Dental Vision - 15387	11/18/2024	\$100.00	
Medical Dental Vision - 15388	11/18/2024	\$100.00	
Medical Dental Vision - 15389	11/18/2024	\$100.00	
Medical Dental Vision - 15395	12/3/2024	\$100.00	
Medical Dental Vision - 15396	12/3/2024	\$100.00	
Medical Dental Vision - 15397	12/3/2024	\$100.00	
Medical Dental Vision - 15399	12/3/2024	\$100.00	
Medical Dental Vision - 15401	12/3/2024	\$100.00	
Medical Dental Vision - 15406	12/3/2024	\$100.00	
Medical Dental Vision - 15407	12/3/2024	\$100.00	

December - December 2024 First Council Meeting December 10, 2024

Reference	Date	Amount	Notes
Medical Dental Vision - 15408	12/3/2024	\$100.00	
Medical Dental Vision - 15409	12/3/2024	\$100.00	
Medical Dental Vision - 15410	12/3/2024	\$100.00	
Medical Dental Vision - 15411	12/3/2024	\$100.00	
Medical Dental Vision - 15412	12/3/2024	\$100.00	
Reference Number: Nov 16-30, 2024	Payroll Vendor	\$36,921.38	
ACH Pay - 15395	12/3/2024	\$2,214.50	
ACH Pay - 15396	12/3/2024	\$2,138.16	
ACH Pay - 15397	12/3/2024	\$3,293.47	
ACH Pay - 15399	12/3/2024	\$2,394.86	
ACH Pay - 15400	12/3/2024	\$911.74	
ACH Pay - 15401	12/3/2024	\$2,071.54	
ACH Pay - 15402	12/3/2024	\$2,482.18	
ACH Pay - 15403	12/3/2024	\$2,093.57	
ACH Pay - 15404	12/3/2024	\$2,464.88	
ACH Pay - 15405	12/3/2024	\$874.16	
ACH Pay - 15406	12/3/2024	\$2,061.33	
ACH Pay - 15407	12/3/2024	\$2,143.23	
ACH Pay - 15408	12/3/2024	\$2,096.65	
ACH Pay - 15409	12/3/2024	\$2,275.17	
ACH Pay - 15410	12/3/2024	\$3,027.54	
ACH Pay - 15411	12/3/2024	\$1,814.53	
ACH Pay - 15412	12/3/2024	\$2,563.87	
	Total	\$141,231.70	

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

Accounts Payable	101	36	57,554.95	39438-39473
Electronic Payments	1	1	18.00	EFT*20241202
Payroll Vendors	1	1	975.00	39474

December - December 2024 First Council Meeting December 10, 2024

Reference	Date	Amount	Notes
Electronic Payroll	6	45,762.37	EFT*20241201/03-07
ACH Direct Deposit	1	36,921.38	Direct Deposit 12/05/2024
Total Vouchers	110	\$141,231.70	

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



Transportation Improvement Board

Project Funding Status Form

Agency Name: **NAPAVINE**
Project Name: **Rush Road**
Stella Rd to Newaukum Valley Rd

TIB Project Number: **6-W-963(106)-1**

Verify the information below and revise if necessary.

Email to: Your TIB Engineer

PROJECT SCHEDULE

Target Dates		
Construction Approval	Contract Bid Award	Contract Completion

PROJECT FUNDING PARTNERS

List additional funding partners and amount.

Funding Partners	Amount	Revised Funding
NAPAVINE	0	
WSDOT	0	
Federal Funds	2,595,900	
TOTAL LOCAL FUNDS	2,595,900	

Signatures are required from two different agency officials. Return the originally signed form to your TIB Engineer.

Mayor or Public Works Director

Signature

Date

Printed or Typed Name

Title

Financial Officer

Signature

Date

Printed or Typed Name

Title

City of Napavine
6-W-963(106)-1
Rush Road
Stella Rd to Newaukum Valley Rd

STATE OF WASHINGTON
TRANSPORTATION IMPROVEMENT BOARD
AND
City of Napavine
AGREEMENT

THIS GRANT AGREEMENT (hereinafter "Agreement") for the Rush Road, Stella Rd to Newaukum Valley Rd (hereinafter "Project") is entered into by the WASHINGTON STATE TRANSPORTATION IMPROVEMENT BOARD (hereinafter "TIB") and City of Napavine, a political subdivision of the State of Washington (hereinafter "RECIPIENT").

1.0 PURPOSE

For the project specified above, TIB shall pay 13.4988 percent of approved eligible project costs up to the amount of \$405,100, pursuant to terms contained in the RECIPIENT'S Grant Application, supporting documentation, chapter 47.26 RCW and/or chapter 47.04 RCW, title 479 WAC, and the terms and conditions listed below.

2.0 SCOPE AND BUDGET

The Project Scope and Budget are initially described in RECIPIENT'S Grant Application and incorporated by reference into this Agreement. Scope and Budget will be further developed and refined, but not substantially altered during the Design, Bid Authorization and Construction Phases. Any material alterations to the original Project Scope or Budget as initially described in the Grant Application must be authorized by TIB in advance by written amendment.

3.0 PROJECT DOCUMENTATION

TIB requires RECIPIENT to make reasonable progress and submit timely Project documentation as applicable throughout the Project. Upon RECIPIENT'S submission of each Project document to TIB, the terms contained in the document will be incorporated by reference into the Agreement. Required documents include, but are not limited to the following:

- a) Project Funding Status Form
- b) Bid Authorization Form with plans and engineers estimate
- c) Award Updated Cost Estimate
- d) Bid Tabulations
- e) Contract Completion Updated Cost Estimate with final summary of quantities
- f) Project Accounting History

4.0 BILLING AND PAYMENT

The local agency shall submit progress billings as project costs are incurred to enable TIB to maintain accurate budgeting and fund management. Payment requests may be submitted as

often as the RECIPIENT deems necessary, but shall be submitted at least quarterly if billable amounts are greater than \$50,000. If progress billings are not submitted, large payments may be delayed or scheduled in a payment plan.

5.0 TERM OF AGREEMENT

This Agreement shall be effective upon execution by TIB and shall continue through closeout of the grant or until terminated as provided herein, but shall not exceed 10 years unless amended by the Parties.

6.0 AMENDMENTS

This Agreement may be amended by mutual agreement of the Parties. Such amendments shall not be binding unless they are in writing and signed by persons authorized to bind each of the Parties.

7.0 ASSIGNMENT

The RECIPIENT shall not assign or transfer its rights, benefits, or obligations under this Agreement without the prior written consent of TIB. The RECIPIENT is deemed to consent to assignment of this Agreement by TIB to a successor entity. Such consent shall not constitute a waiver of the RECIPIENT's other rights under this Agreement.

8.0 GOVERNANCE & VENUE

This Agreement shall be construed and interpreted in accordance with the laws of the state of Washington and venue of any action brought hereunder shall be in the Superior Court for Thurston County.

9.0 DEFAULT AND TERMINATION

9.1 NON-COMPLIANCE

- a) In the event TIB determines, in its sole discretion, the RECIPIENT has failed to comply with the terms and conditions of this Agreement, TIB shall notify the RECIPIENT, in writing, of the non-compliance.
- b) In response to the notice, RECIPIENT shall provide a written response within 10 business days of receipt of TIB's notice of non-compliance, which should include either a detailed plan to correct the non-compliance, a request to amend the Project, or a denial accompanied by supporting details.
- c) TIB will provide 30 days for RECIPIENT to make reasonable progress toward compliance pursuant to its plan to correct or implement its amendment to the Project.
- d) Should RECIPIENT dispute non-compliance, TIB will investigate the dispute and may withhold further payments or prohibit the RECIPIENT from incurring additional reimbursable costs during the investigation.

9.2 DEFAULT

RECIPIENT may be considered in default if TIB determines, in its sole discretion, that:

- a) RECIPIENT is not making reasonable progress toward correction and compliance.
- b) TIB denies the RECIPIENT's request to amend the Project.
- c) After investigation TIB confirms RECIPIENT'S non-compliance.

TIB reserves the right to order RECIPIENT to immediately stop work on the Project and TIB may stop Project payments until the requested corrections have been made or the Agreement has been terminated.

9.3 TERMINATION

- a) In the event of default by the RECIPIENT as determined pursuant to Section 9.2, TIB shall serve RECIPIENT with a written notice of termination of this Agreement, which shall be served in person, by email or by certified letter. Upon service of notice of termination, the RECIPIENT shall immediately stop work and/or take such action as may be directed by TIB.
- b) In the event of default and/or termination by either PARTY, the RECIPIENT may be liable for damages as authorized by law including, but not limited to, repayment of grant funds.
- c) The rights and remedies of TIB provided in the AGREEMENT are not exclusive and are in addition to any other rights and remedies provided by law.

9.4 TERMINATION FOR NECESSITY

TIB may, with ten (10) days written notice, terminate this Agreement, in whole or in part, because funds are no longer available for the purpose of meeting TIB's obligations. If this Agreement is so terminated, TIB shall be liable only for payment required under this Agreement for performance rendered or costs incurred prior to the effective date of termination.

10.0 USE OF TIB GRANT FUNDS

TIB grant funds come from Motor Vehicle Fuel Tax revenue and other revenue sources. Any use of these funds for anything other than highway or roadway system improvements is prohibited and shall subject the RECIPIENT to the terms, conditions and remedies set forth in Section 9. If Right of Way is purchased using TIB funds, and some or all of the Right of Way is subsequently sold, proceeds from the sale must be deposited into the RECIPIENT's motor vehicle fund and used for a motor vehicle purpose.

11.0 INCREASE OR DECREASE IN TIB GRANT FUNDS

At Bid Award and Contract Completion, RECIPIENT may request an increase in the maximum payable TIB funds for the specific project. Requests must be made in writing and will be considered by TIB and awarded at the sole discretion of TIB. All increase requests must be made pursuant to WAC 479-05-202 and/or WAC 479-01-060 and/or WAC 479-10-575. If an increase is denied, the recipient shall be liable for all costs incurred in excess of the maximum amount payable by TIB. In the event that final costs related to the specific project are less than the initial grant award, TIB funds will be decreased and/or refunded to TIB in a manner that maintains the intended ratio between TIB funds and total project costs, as described in Section 1.0 of this Agreement.

12.0 INDEPENDENT CAPACITY

The RECIPIENT shall be deemed an independent contractor for all purposes and the employees of the RECIPIENT or any of its contractors, subcontractors, and employees thereof shall not in any manner be deemed employees of TIB.

13.0 INDEMNIFICATION AND HOLD HARMLESS

The PARTIES agree to the following:

Each of the PARTIES, shall protect, defend, indemnify, and save harmless the other PARTY, its officers, officials, employees, and agents, while acting within the scope of their employment as such, from any and all costs, claims, judgment, and/or awards of damages, arising out of, or in any way resulting from, that PARTY's own negligent acts or omissions which may arise in connection with its performance under this Agreement. No PARTY will be required to indemnify, defend, or save harmless the other PARTY if the claim, suit, or action for injuries, death, or damages is caused by the sole negligence of the other PARTY. Where such claims, suits, or actions result from the concurrent negligence of the PARTIES, the indemnity provisions provided herein shall be valid and enforceable only to the extent of a PARTY's own negligence. Each of the PARTIES agrees that its obligations under this subparagraph extend to any claim, demand and/or cause of action brought by, or on behalf of, any of its employees or agents. For this purpose, each of the PARTIES, by mutual negotiation, hereby waives, with respect to the other PARTY only, any immunity that would otherwise be available to it against such claims under the Industrial Insurance provision of Title 51 RCW. In any action to enforce the provisions of the Section, the prevailing PARTY shall be entitled to recover its reasonable attorney's fees and costs incurred from the other PARTY. The obligations of this Section shall survive termination of this Agreement.

14.0 DISPUTE RESOLUTION

- a) The PARTIES shall make good faith efforts to quickly and collaboratively resolve any dispute arising under or in connection with this AGREEMENT. The dispute resolution process outlined in this Section applies to disputes arising under or in connection with the terms of this AGREEMENT.
- b) Informal Resolution. The PARTIES shall use their best efforts to resolve disputes promptly and at the lowest organizational level.
- c) In the event that the PARTIES are unable to resolve the dispute, the PARTIES shall submit the matter to non-binding mediation facilitated by a mutually agreed upon mediator. The PARTIES shall share equally in the cost of the mediator.
- d) Each PARTY agrees to compromise to the fullest extent possible in resolving the dispute in order to avoid delays or additional incurred cost to the Project.
- e) The PARTIES agree that they shall have no right to seek relief in a court of law until and unless the Dispute Resolution process has been exhausted.

15.0 ENTIRE AGREEMENT

This Agreement, together with the RECIPIENT'S Grant Application, the provisions of chapter 47.26 Revised Code of Washington and/or 47.04 Revised Code of Washington, the provisions of title 479 Washington Administrative Code, and TIB Policies, constitutes the entire agreement between the PARTIES and supersedes all previous written or oral agreements between the PARTIES.

16.0 RECORDS MAINTENANCE

The RECIPIENT shall maintain books, records, documents, data and other evidence relating to this Agreement and performance of the services described herein, including but not limited to accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this Agreement. RECIPIENT shall retain such records for a period of six years following the date of final payment. At no additional cost, these records, including materials generated under the Agreement shall be subject at all reasonable times to inspection, review or audit by TIB personnel duly authorized by TIB, the Office of the State Auditor, and federal and state officials so authorized by law, regulation or agreement.

If any litigation, claim or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

Approved as to Form
Attorney General

By:

Signature on file

Guy Bowman
Assistant Attorney General

Lead Agency

Transportation Improvement Board

Chief Executive Officer Date

Executive Director Date

Print Name

Print Name

**CITY OF NAPAVINE, WASHINGTON
ORDINANCE NO. 655-A**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF NAPAVINE,
LEWIS COUNTY, WASHINGTON AMENDING THE 2024 BUDGET; AND
PROVIDING FOR THE CITY TREASURER TO IMPLEMENT THESE
CHANGES.**

WHEREAS, the City of Napavine adopted the 2024 Budget in final form by Ordinance No. 655 on the 28th day of November 2023; and

WHEREAS, subsequent thereto it has become necessary for the City to amend said ordinance because revenues and expenditures which could not reasonably have been foreseen at the time of adopting said budget; and

WHEREAS, subsequent thereto it has become necessary for the City to amend said ordinance because of revenues forecasted to receive due to additional grants and expenditures of same; and

WHEREAS, sufficient funds are available; and

WHEREAS, the City is desirous of amending its budget.

**NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NAPAVINE,
WASHINGTON, AS FOLLOWS:**

Section 1. The following funds contained in the 2024 Budget are hereby amended as set forth below:

Fund	Begin Balance	Estimated Revenues	Current Appropriations	Amended Appropriations	Estimated Ending Balance
General Fund 001	1,162,074	1,473,000	1,672,111	1,738,199	896,876
Park Improv Fund 004	-140,381	681,176	75,000	317,239	223,556
Street Capital Improv 102	17,026	18,333	0	10,547	24,812
Street Improvement 105	1,656,540	461,228	529,529	2,072,866	44,902
Criminal Justice Fund 110	52,698	73,621	97,645	105,126	21,193
Local Fiscal Recovery 115	179,350	0	84,000	179,350	0
Project Planning 305	410,650	120,150	85,100	135,100	395,700

Sewer Capital Equip 409	17,026	15,000	0	10,547	21,479
Water Capital Equip 411	17,026.	15,000	0	10,547	21,479

Section 2. The budget for the year 2024 is amended to provide for the changes outlined above, and a complete copy of the amended budget of the city is filed in the office of the City Treasurer.

Section 3. The Annual Budget of the City of Napavine, Washington, for the calendar year 2024 shall be, and the same hereby is, amended as to: (See Exhibit A for detail attached)

- Increase Begin Fund Balance and resources in the General Fund and increase appropriations
- Decrease Begin Fund Balance in the Park Improvement Fund and increase resources and appropriations
- Increase resources to the Street Capital Improvement Fund and increase appropriations.
- Increase resources and appropriations to the Street Improvement Fund.
- Increase resources and appropriations in the Criminal Justice Funds
- Increase Begin Fund Balance and appropriations in the Local Fiscal Recovery Fund
- Increase Resources and appropriations in the Project Planning Fund
- Increase Appropriations in the Sewer Equipment Fund
- Increase appropriations to the Water Equipment Fund

Section 5. The City Treasurer of the city of Napavine, Washington, shall be, and is hereby authorized and directed to affect the budget amendments herein provided.

Section 6. Repeal. All ordinances, resolutions, laws and regulations, or parts thereof in conflict with this ordinance are, to the extent of said conflict, hereby repealed.

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

Section 8. Corrections. The City Clerk and the codifiers of this ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener’s/clerical errors, references, ordinance numbers, section/subsection numbers, and any references thereto.

Section 9. Effective Date: This ordinance shall be in full force and effect from five (5) days after its publication or a publication of a summary of this ordinance in the official newspaper of the City.

PASSED BY THE COUNCIL OF THE CITY OF NAPAVINE and APPROVED by the MAYOR, at a regularly scheduled open public meeting thereof this 10th day of December, 2024.

Mayor, Shawn O'Neill

Approved as to form and content:

Attest:

City Attorney, James Buzzard, WSBA #33555

Rachelle Denham, City Clerk

Approved: _____

Publication Date: _____

Effective Date: _____

Exhibit A

2024 Budget Amendment A Ordinance 655-A				
Account Number	Title	Budget	Amendment	Change
General Fund 001				
Revenue				
001-000-000-341-49-01	Winlock Court Services	\$0.00	\$31,013.00	\$31,013.00
Total Revenue Diff				\$31,013.00
Expenditures				
001-000-000-512-51-10-07	Court Administrative Salaries	\$73,858.00	\$77,358.00	\$3,500.00
001-000-000-512-51-20-01	Labor & Industries	\$293.00	\$400.00	\$107.00
001-000-000-512-51-20-02	SS Medicare	\$1,099.00	\$1,130.00	\$31.00
001-000-000-512-51-50-04	PERS Retirement	\$7,039.00	\$7,260.00	\$221.00
001-000-000-515-41-41-02	Legal Prosecution	\$35,000.00	\$75,000.00	\$40,000.00
001-000-000-515-93-41-00	Indigent Attorney Services	\$20,000.00	\$25,000.00	\$5,000.00
001-000-000-521-10-46-00	Insurance	\$42,771.00	\$60,000.00	\$17,229.00
Total Expenditures Diff				\$66,088.00
Park Improvement Fund 004				
Revenue				
004-000-000-334-02-70-00	WA Recreation & Conserv.	\$200.00	\$258,900.00	\$258,700.00
004-000-000-334-02-70-01	LC ARPA Funds	\$2,000.00	\$385,176.00	\$385,176.00
Total Revenue Diff				\$643,876.00
Expenditures				
004-000-000-594-76-62-01	Park Building Improv	\$15,000.00	\$312,769.00	\$297,769.00
004-000-000-594-76-41-00	Professional Engineering	\$57,000.00	\$1,470.00	(\$55,530.00)
Total Expenditure Diff				\$242,239.00
Street Capital Improv 102				
Revenue				

102-000-000-397-42-00-00	Transfer	\$15,000.00	\$18,333.00	\$3,333.00
Expenditures				
102-000-000-594-42-62-00	Street Capital Equipment	\$0.00	\$10,547.00	\$10,547.00
Street Improvement Fund 105				
Revenue				
105-000-000-334-03-80-00	TIB Grant Funds	\$420,000.00	\$120,000.00	(\$300,000.00)
105-000-000-333-20-20-00	FHWA Grant	\$0.00	\$6,000.00	\$6,000.00
105-000-000-391-80-01	TIB Bundle Reimbursement	\$0.00	\$167,228.00	\$167,228.00
Expenditure				
Road Street Construction				
105-000-000-595-10-41-00	Engineering Professional Services	\$30,000.00	\$50,000.00	\$20,000.00
105-000-000-582-20-00-00	Refund Retainage Deposits	\$0.00	\$1,523,337.00	\$1,523,337.00
Total Street Improvement Fund		\$30,000.00	\$1,573,337.00	\$1,543,337.00
Criminal Justice Funds 110				
Revenues				
110-000-000-369-10-00	Sale of Surplus	\$0.00	\$21,653.00	\$21,653.00
Expenditures				
110-000-000-521-30-45-00	Special Programs Equip	\$0.00	\$150.00	\$150.00
110-000-000-521-30-49-01	CJ Special Program Youth @ risk	\$3,500.00	\$7,050.00	\$3,550.00
110-000-000-594-21-64-01	Capital Patrol Vehicle	\$60,000.00	\$63,781.00	\$3,781.00
Local Fiscal Recovery Funds 115				
Expenditures				
115-000-000-594-34-64	Water Inf Project	\$35,000.00	\$0.00	(\$35,000.00)
115-000-000-594-18-60	General Improv	\$0.00	\$1,131.00	\$1,131.00
115-000-000-594-18-64	Capital Equipment	\$0.00	\$11,074.00	\$11,074.00
115-000-000-518-30-31	C.H Maint	\$0.00	\$3,143.00	\$3,143.00
115-000-000-534-10-10	Water Salaries	\$0.00	\$128.00	\$128.00
115-000-000-534-10-20	Water Benefits	\$0.00	\$251.00	\$251.00
115-000-000-558-50-20	Comm. Dev Benefits	\$0.00	\$66.00	\$66.00
115-000-000-558-51-10	Comm Dev Salaries	\$0.00	\$161.00	\$161.00
115-000-000-594-35-64	Sewer Improv Project	\$20,000.00	\$36,300	\$16,300
115-000-000-594-76-00	Capital Park	\$0.00	\$87,113.00	\$87,113.00
115-000-000-595-30-64	Capital Roadway	\$29,000.00	\$1,755.00	(\$27,245.00)
Project Planning Funds 305				
Revenue				
305-000-000-334-04-20	Dept of Commerce Grant	\$0.00	\$50,000.00	\$50,000.00
Expenditures				
305-000-000-558-60-41	Planning Professional	\$50,000.00	\$100,000.00	\$50,000.00
Sewer Capital Equipment 409				
Expenditures				
409-000-000-594-35-64	Capital Heavy Equipment	\$0.00	\$10,547.00	\$10,547.00
Total Capital Expenditure				\$10,547.00
Water Capital Equipment 411				
411-000-000-594-34-64	Water Heavy Equipment	\$0.00	\$10,547.00	\$10,547.00
Total Capital Expenditures		\$0.00	\$10,547.00	\$10,547.00

**BUDGET ORDINANCE
ORDINANCE NO. 667**

**AN ORDINANCE ADOPTING THE BUDGET FOR THE CITY OF NAPAVINE,
WASHINGTON, FOR THE FISCAL YEAR ENDING DECEMBER 31, 2025**

WHEREAS, the City of Napavine, Washington completed and placed on file with the City Clerk a proposed budget and estimate of the amount of moneys required to meet the public expenses, bond retirement and interest, reserve funds, and expenses of government of the City for the fiscal year ending December 31, 2025; and

WHEREAS, notice was published that the City Council would hold a public hearing on November 26, 2024, at 6:00 p.m., in the council chambers of city hall for the purposes of making and adopting a budget for said fiscal year and giving taxpayers within the limits of the City an opportunity to be heard in a public hearing upon said budget; and

WHEREAS, the City Council did hold a public hearing at that time and place and did then consider the matter of the proposed budget for the fiscal year 2024 during a regular city council meeting.; and

WHEREAS, the City Council finds the proposed budget does not exceed the lawful limit of taxation allowed by law to be levied on the property within the City for the purposes set forth in the budget, and the estimated expenditures set forth in the budget being all necessary to carry on the government of the City for the fiscal year 2025 and being sufficient to meet the various needs of the City during that period;

NOW THEREFORE, the City Council of the City of Napavine, do ordain as follows:

SECTION 1. The budget for the City of Napavine, Washington for the year 2025 is hereby adopted at the fund level in its final form and content as set forth in the comprehensive budget document, "City of Napavine 2025 Budget", copies of which are on file in the Office of the City Clerk.

SECTION 2. Estimated resources, including fund balances for each separate fund of the City of Napavine, for the year 2025 are set forth in summary form below, and are hereby appropriated for expenditure at the fund level during the year 2025 as set forth in the City of Napavine 2025 Budget.

2025 Estimated Year End Balances							
Fund	Beginning		Transfers		Transfers	Ending	
	Cash & Invest	Revenues	In	Expenditures	Out	Cash & Invest	
001	General Fund 001	873,818.00	1,386,979.00		1,732,477.00	7,000.00	521,320.00
002	Substance Abuse Fund	6,170.00	1,005.00		2,000.00		5,175.00
004	Park Improvement Fund 004	233,527.00	30,850.00		-		264,377.00
005	Gen Gov Capital Equip Fund	49,101.00	3,000.00		11,000.00		41,101.00
006	LEOFF 1 Retiree Trust Fund	114,000.00	-	7,000.00	-		121,000.00
101	Street Fund 101	87,458.00	249,513.00	-	286,821.00	15,000.00	35,150.00
102	Street Capital Equipment Fund	24,812.00		15,000.00	33,333.00		6,479.00
105	Street Improvement Fund 105	455,744.00	512,647.00	-	463,097.00		505,294.00
110	Criminal Justice Funds	46,037.00	57,131.00		37,645.00		65,523.00
115	Local Recovery Fiscal Fund	-	-		-		-
305	Project Planning Fund	421,250.00	111,800.00		85,100.00		447,950.00
401	Water Fund 401	914,209.00	593,225.00		649,452.00	30,000.00	827,982.00
402	Water System Improvement Fund	664,158.00	215,250.00	15,000.00	215,000.00		679,408.00
403	USDA Bond Reserve Fund	22,710.00	-		-		22,710.00
404	Water Deposit Trust Fund	4,614.00	-		2,500.00		2,114.00
406	Wastewater Fund 406	554,867.00	998,696.00		952,113.00	30,000.00	571,450.00
408	Wastewater System Improve Fund	614,938.00	1,079,650.00	15,000.00	1,030,000.00		679,588.00
409	Sewer Capital Equipment Fund	24,812.00		15,000.00	33,333.00		6,479.00
411	Water Capital Equipment Fund	21,479.00		15,000.00	33,333.00		3,146.00
415	LID 2011-1 Bond Redemption Fund	597,922.00	45,100.00		78,225.00		564,797.00
502	Private-Purpose Trust Funds	34,836.00	-		-		34,836.00
631	Agency Funds	1,871.00	-		-		1,871.00
632	Municipal Court Trust Fund	17,044.00	-		-		17,044.00
Grand Total		5,785,377.00	5,284,846.00	82,000.00	5,645,429.00	82,000.00	5,424,794.00

SECTION 3. The City Treasurer is directed to transmit a certified copy of the budget hereby adopted to the State Auditors' Office and to the Association of Washington Cities.

SECTION 4. Effective Date. This ordinance shall be in full force and take effect on January 1, 2025, pursuant to RCW 35A.12.130.

SECTION 5. Corrections. The City Clerk and the codifiers of this ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbers, section/subsection numbers, and any references thereto.

Passed by the City Council, of City of Napavine, at a regular open public meeting thereof this 10th day of December, 2024.

Mayor, Shawn O'Neill

Approved as to form:

Attest:

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

City Clerk, Rachelle Denham

PASSED:

PUBLISHED DATE:

EFFECTIVE DATE:

RESOLUTION NO. 24-12-155

A RESOLUTION OF THE CITY OF NAPAVINE, WASHINGTON, SETTING THE CITY OF NAPAVINE 2024 FEE SCHEDULE, Attachment A.

WHEREAS, in connection with the municipal functions and operations of the City of Napavine, the City requires certain fees; and

WHEREAS, it is appropriate to review such fees and make adjustments to appropriately address costs; and

WHEREAS, in keeping with the philosophy of setting City fees in amounts reflective of actual costs, it is appropriate at this time to revise certain fees to compensate the City for costs and adopted cost recovery goals associated with various City functions and facilities.

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

Section 1. That the Fee Schedule of the City of Napavine is set forth in Exhibit A.

Section 2. Severability. If any sections, sentence, clause or phrase of this Resolution shall be held to be invalid or unconstitutional by a court of competent jurisdiction, or its application held inapplicable to any person, property or circumstances, such invalidity or unconstitutionality or inapplicability shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Resolution or its application to any other person, property or circumstance.

Section 3. This Resolution shall be in full force and effect January 1, 2025.

Section 4. The City Clerk is authorized to make necessary corrections to this resolution including, but not limited to, the correction of scrivener's/clerical errors, references, resolution numbering, section/subsection numbers any references thereto.

PASSED this 10th day of December, 2024.

APPROVED:

Shawn O'Neill, Mayor

Attest:

Rachelle Denham, City Clerk

Approved as to form and content:

James Buzzard, WSBA #33555
City Attorney



2025 FEE SCHEDULE Attachment A

Resolution 2024-12-155 Adopted by City Council on December 10, 2024

Fee Type		Fee Amount
All		
	Taxes and Pass-Through Costs	All appropriate taxes and pass-through costs are added to fees when they are incurred, even if not specified in the fee schedule.
A.	Copies/Duplication	
	Legal/City Clerk	
	Certification of documents and Affixing City	\$0.15 per page + \$3.00
	Preparation of verbatim City Council minutes	\$50.00/hour
	Reproduction of City Council audio tapes	\$5.00
	Various Departments to include Clerks Office, Treasurers Office, Police Department, Court and Community Development	
	Public Records:	
	Copies of all Public Records	\$0.15 per page
	Scanned Public Records into Electronic Format	\$0.10 per page
	Electronic files or attachments uploaded to email, cloud-based storage service or other means of electronic delivery.	\$0.05 cents per 4 files or attachments
	Transmission of public records in an electronic format.	\$0.10 per gigabyte
	Digital Storage Media or Device; Container or Envelope used to mail copies to requestor and postage/delivery charge.	Actual Cost
	Body worn camera request – Staff Redaction time per minute* Large req-% of estimated costs**	\$0.62 10%
	*the city will charge all requestors that request body camera footage except those listed in RCW 42.56.24 (e) (i) for the time it takes the city to redact the footage	
	**for the purposes of providing requestors estimated costs of a request under RCW 42.56.120 (2)(f), the city estimates that redaction takes 10 minutes of staff time per 1 minute of raw footage for targeted video redaction (with or without audio redaction)	
	Note: - Charges can be combined if more than one type applies. - Pursuant to RCW 42.56.120(2)(b), the City of Napavine is not calculating/assessing all actual costs for copying records because to do so would be unduly burdensome for the following reasons: (1) The City does not have the resources to conduct a study to determine all actual copying costs for every actual cost type; and To conduct such a study would interfere with other essential city functions; and (3) even if the City were to conduct such a study, the systems in place facilitate tasks other than public records production.	
	Non Sufficient Funds (NSF) Fee	\$40.00
	Public Works	
	Engineering Standards Manual	Cost plus 15%
	Public Works Standards	Available on line
	Development Standards	Available on line
	Stormwater Plan	\$40
	Comprehensive Plan	Available on line
	Subdivision and Zoning Standards	Available on line
	Capital Facilities Plan	\$10
	Road Standards	Available on line
	Light Standards	\$2



2025 FEE SCHEDULE Attachment A

Resolution 2024-12-155 Adopted by City Council on December 10, 2024

B.	City Hall Rental Fees - Two-hour minimum reservation required for facility use	
	Council Chambers Fee (non-refundable)	\$25.00 * fee waived for non profit organizations
	City staff attendant	Hourly rate of City staff attendant.
Up to a 15% Administrative charge may be added to actual expenses. In addition, an hourly rate fee will be charged for repairs or additional cleaning that is required because of an event.		

Fee Type		Fee Amount
C. PLANNING AND DEVELOPMENT FEES		
Administrative Fee		
Plat/Subdivision Fees (includes Binding Site Plans and Planned Unity Developments)*		
Preliminary Plat:		
2-5 lots		\$650.00*
6-10 lots		750.00*
11-15 lots		850.00*
16-20 lots		950.00*
21-25 lots		1,050.00*
26-35 lots		1,150.00*
36-50 lots		1,250.00*
51-75 lots		1,350.00*
76-100 lots		1,450.00*
101 +		1,450.00*
Additional per lot over base		\$5*
Plat Amendment (before final plat approval)		
	Major	\$1,320.00* plus \$100 per lot;
	Minor	\$660.00* plus \$100 per lot;
Final Plat		\$500.00*
Plat Alterations (after final plat approval)		\$2,500.00 *
Binding Site Plans		\$500.00*
Short Plat		\$500.00*
Short Plat Amendments		\$1,000.00
Boundary Line Adjustments (BLA)/Lot		\$500.00*
Recording Fees		Fees Not Included
Discretionary Land Use Permits		



2025 FEE SCHEDULE Attachment A

Resolution 2024-12-155 Adopted by City Council on December 10, 2024

Conditional Use Permits	\$350.00 *
Master Facilities Plan	\$2,200.00 *
Major Variances	\$500.00 *
Major Variances for single family dwelling (where project valuation does not exceed \$12,000)	\$500.00*
Administrative Variances	\$400.00
Administrative Use Permits	\$1500.00
Temporary Use Permits	\$150.00*
Fee Type	Fee Amount
C. PLANNING AND DEVELOPMENT FEES (continued)	
Major Modifications of Permit Approval	1/2 of original permit cost
Minor Modifications of Permit Approval	1/4 of original permit cost
Shoreline Substantial Development Permit	\$3,500*
Shoreline Conditional Use Permit/Shoreline Variance	\$500.00*
Written Shoreline Exempt Determination (The fee applies only to requests for a written determination by the Community and Economic Development Department that the project is exempt from the Shoreline Master Program.)	\$175.00*
Appeals & Reconsiderations	
Reconsideration of a Decision of the Hearing Examiner	\$300.00 plus \$2,500.00 hearing examiner cost deposit ⁽¹⁾
Appeal of the Administrative Officer's Decision	\$450.00
Appeal of SEPA Determination	\$450.00
Amendments to Plans & Regulations	
Amendments to the Comprehensive Plan & other related policy documents	\$1,000.00*
Amendments to Development Regulations	\$1,000.00 *
Amendments to the Shoreline Master Program	\$3,200.00
Site-Specific Rezone	\$3,100.00



C. PLANNING AND DEVELOPMENT FEES (continued)		
Zoning Certification/Site Plan Review		
Single family dwelling construction in residential zones are subject to the following fee schedule:		
Construction Value:		
\$0 - \$74,999		\$50.00
\$75,000 - \$124,999		\$100.00
\$125,000 - \$224,999		\$150.00
Over \$225,000		\$300.00
Other Developments: All new buildings or exterior tenant improvements in commercial or industrial zones, and all other construction and development activity, other than single-family dwelling construction, are subject to the following fee:		
Construction Value	CED Zoning Certification Fee	Compliance check w/ permit conditions
\$0 - \$99,999	\$260.00	\$50.00
\$100,000 - \$249,999	\$530.00	\$200.00
\$250,000 - \$499,999	\$790.00	\$450.00
\$500,000 - \$999,999	\$1,000.00	\$700.00
\$1,000,000 - \$4,999,999	\$2,000.00	\$1,200.00
\$5,000,000 - \$10,000,000	\$2,500.00	\$1,700.00
Over \$10,000,000	\$3,000.00	\$2,200.00
Site Plan Review without a Building Permit. The zoning certification and site plan review fee for those development projects for which no building permit is required but which requires site plan review and a zoning certification, shall be based on the value of the proposed development to be undertaken. The value of the proposed construction/development shall be determined based on professional estimates by a licensed engineer, architect, landscape designer or contractor. These estimates may include but are not limited to, grade and fill of the site, paving, placement of utilities, lighting, landscaping, and other site improvements. The combined total of the cost estimates for all development on the site shall be the established value basis for the zoning certification and site plan review fee found in the table above.		
Zoning Certification with No Site Plan Review Required	A \$20.00 fee applies to zoning certifications where only a business license is required.	
	A \$50.00 fee applies to projects where the proposed land use must be reviewed with respect to development standards, but there is no requirement for submitting a site plan, e.g. an interior tenant improvement.	
Mixed Use Buildings	Site plan review and/or zoning certification application fees may be reduced by 50% if the application is for the construction of a mixed use building. Fee waivers do not apply to SEPA, short plat, subdivision or other permit requests associated with the development of a site, nor does fee reduction apply to mixed use development where the commercial and residential uses are not located within the same building.	



2025 FEE SCHEDULE Attachment A

Resolution 2024-12-155 Adopted by City Council on December 10, 2024

Fee Type		Fee Amount
C. PLANNING AND DEVELOPMENT FEES - continued		
Miscellaneous Planning Fees		
Accessory Living Quarters		\$100.00
Design Review	Application fees may be reduced by 50% if the application is for a mixed use building. Fee reduction applies to site plan review/zoning certification and design review. Fee waivers do not apply to SEPA, short plat, subdivision or other permit requests associated with the development of a site, nor does fee reduction apply to mixed use development where the commercial and residential uses are not located within the same building.	\$200.00
Time Extensions		\$240.00
Annexation Petition		
Petition to Annex		\$250.00*
Where Examiner Review is required for any related use permit, appeal, etc., the applicant is responsible for and required to pay actual Hearing Examiner costs, which may be higher or lower than the deposit amount.		
Other Fees		
Staff Review Fees (includes re-inspection and investigative fees, and additional staff review when the processing of the application exceeds the application base fees as outlined in the fee schedule.)		\$92.00 hr
Development Agreement		\$250.00*
Pre-Application Conference		\$1500.00 - Of this amount, \$100.00 can be applied to related permits filed within sixty (60) days of the preapplication conference
Final Certification of Occupancy/Site		\$100.00
Certification Home Occupation with customers		\$350.00
Limited Home Occupation		\$20.00

Fee Type		Fee Amount
C.	PLANNING AND DEVELOPMENT FEES -	
	SEPA & Wetland Fees	
	Written SEPA Exempt Determination (The fee a applies only to requests for a written determination by the Community & Economic Department that the project is exempt from the requirements of SEPA	\$50.00
	Environmental Checklist for applicable Process I and II applications	\$350.00*
	Environmental Checklist for applicable Process III, IV, and V applications (e.g. conditional use permits, variances, shoreline substantial development permits, plats, master plans, and land use map/text changes	\$1,840.00
	Environmental Checklist for applicable Process V applications(e.g. generalized or comprehensive ordinance text amendments, area wide amendments, annexations, and adoption of new planning related ordinances-	Staff review hourly rate; \$2,500.00 deposit is required
	Environmental Impact Statement (EIS)	\$350.00 *
	Additional SEPA Review (See WAC 197-11-335)	No charge, except any third-party consultant costs to the City.

Fee Type		Fee Amount
D.	Tree Removal Permit	
	<u>Note:</u> 1. Must Get a Street Right -of-way Permit for all tree removals	
	Removal of trees, all types and species, in association with rights of-way and/or utility easements	public agency, and/or utility is required to provide notification to the City.



2025 FEE SCHEDULE Attachment A

Resolution 2024-12-155 Adopted by City Council on December 10, 2024

	Fee Type	Fee Amount
E.	GENERAL REQUIREMENTS FOR ALL CONSTRUCTION-RELATED PERMITS	
	Building Permit fees shall be based upon valuation. The valuation shall be determined by the Building Official. For most projects the square footage costs in the most current Building Valuation Data Table published by the International Code Council (ICC) may be employed. For projects not covered by the table construction estimation tools such as Construction Cost Data by R.S. Means or the BNI Construction Costbook may be referenced as a guide.	
	Administrative Fee - Includes a technology fee equal to 2% of the total building permit cost.	
	Permit fees shall be calculated from valuation in the following manner:	
	Valuation	Corresponding Permit Fee
	\$0 - \$500	\$23.50
	\$501 - \$2,000	\$23.50 for the first \$500.00 plus \$3.05 for each additional \$100 or fraction thereof, to and including \$2,000.
	\$2,001 - \$25,000	\$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000 or fraction thereof, to and including \$25,000.
	\$25,001 - \$50,000	\$391.25 for the first \$25,000.00 plus \$10.10 for each additional \$1,000 or fraction thereof, to and including \$50,000.
	\$50,001 - \$100,000	\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000 or fraction thereof, to and including \$100,000.
	\$100,001 - \$500,000	\$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000 or fraction thereof, to and including \$500,000.
	\$500,001 - \$1,000,000	\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000 or fraction thereof, to and including \$1,000,000.
	\$1,000,001 -and up	\$5,608.75 for the first \$1,000,000.00 plus \$3.15for each additional \$1,000.00 or fraction thereof



2025 FEE SCHEDULE Attachment A

Resolution 2024-12-155 Adopted by City Council on December 10, 2024

Fee Type		Fee Amount
E. GENERAL REQUIREMENTS FOR ALL CONSTRUCTION-RELATED PERMITS - continued		
Plan Review Fees		
Plan review fees shall be 65 percent (65%) of the Building Permit Fee with a minimum fee of one hour (\$92.00) Plan review for residential site specific base plans shall be \$500.		
Other		
Demolition Fees		
Single Family (including duplex)		\$200.00
Residential Accessory Building		\$100.00
Commercial/Multi-Family (including mobile home parks)		
Less than 10,000 square feet		\$200.00
10,000 to 100,000 square feet		\$400.00
100,000 square feet or more		\$600.00
Mobile Home Setup Permit		\$184.00
State Building Code Council (SBCC) Surcharge - Residential	\$6.50 for each building permit issued, plus an additional surcharge of \$2.00 for each residential unit after the first unit, in accordance with RCW 19.27.085	
State Building Code Council (SBCC) Surcharge - Commercial	\$25.00 for each building permit issued, plus an additional surcharge of \$2.00 for each residential unit after the first unit, in accordance with RCW 19.27.085	
General Comments		
1)	Any person who commences any work on a building, structure, gas, mechanical, or plumbing system before obtaining the necessary permits may be subject to an investigative fee.	
2)	Additional inspection outside of normal business hours or investigative fee rates are calculated at \$92.00 per hour (2 hour minimum).	
3)	A reinspection fee shall be calculated at \$92.00 per occurrence.	
4)	Additional plan review resulting from revisions, resubmittals and other documents shall be calculated at \$92.00 per hour of staff time expended.	
5)	Additional hourly rates for which no specific fee is identified shall be calculated at \$92.00 per hour.	
6)	Expedited plan review by the use of outside consultants for plan checking and/or inspections will be the actual cost calculated by outside consultant. The consultant fees shall be paid directly to the outside consultant. Thereafter, the Building Official will adjust the City's building permit review fees.	
7)	The payment of the fee for the construction, alteration, removal or demolition for work done in connection to or concurrently with the work authorized by a building permit shall not relieve the applicant or holder of the permit from the payment of other fees as assessed.	
8)	Any time the use of a building or tenant space is changed, a change of use permit is required. The fee for a change of use permit is \$250.00. If alterations to the space are to be performed, additional permits and fees may be required such as building permit, plumbing permit, mechanical permit, etc. Please note that an electrical permit may be required for changes to the electrical service or wiring.	
9)	Foundation only permit for phased commercial and multifamily projects, 10 percent of the ICC Building Valuation.	
10)	Shell only permits for phased commercial and multifamily building, 80 percent of the ICC Building Valuation per square foot.	
11)	Review of minor additions or revisions to plans before permit issuance, \$92 per hour, minimum, one hour. Major revisions to plans will require a new plan review fee. Revisions submitted in response to plan review comments do not require additional plan review fee. Shell only permits for phased commercial and multifamily buildings, 80 percent of the ICC Building Valuation per square foot.	



2025 FEE SCHEDULE Attachment A

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Fee Type	Fee Amount
General Comments (continued)	
12) Review of minor additions or revisions to plans after permit issuance, \$92 per hour, minimum, one hour.	
13) Review of deferred submittals, \$92 per hour, minimum one hour.	
14) Tenant improvements for shell building, 50 percent of the ICC Building valuation per square foot. Said tenant improvement is limited to nonstructural tenant alterations not included in the building permit for the new shell building. This work is limited to improvements of previously unoccupied space.	
15) Work without permits; double fees for building permits and plan review fees.	
16) Building permit extension (after two extensions have been previously authorized by the Building Official. The fee is 0.5 hours at the CED hourly rate (see Staff Review Fees under Other Fees section).	
E. GENERAL REQUIREMENTS FOR ALL CONSTRUCTION-RELATED PERMITS	
Mechanical Permit Fees	
New Single Family Residences and Duplex (per unit) Flat Fee	\$175.00
Residential (Prescriptive Design)	\$175.00
Commercial and Non-Prescriptive Residential	Per Valuation w/ Minimum \$175.00
New Commercial Building and Major Tenant Improvements permit fees will be based upon the following valuation table using the project valuation. Valuation based upon the prevailing market value including materials, labor and equipment.	
<u>Project Valuation</u>	<u>Fee</u>
Up to \$5,000	\$85.00
\$5,000 - \$100,000	\$85.00 for the first \$5,000 plus \$17.00 for each additional \$1,000 or fraction thereof, to and including \$100,000.
> \$100,000	\$1,700.00 for the first \$100,000 plus \$12.00 for each additional \$1,000 or fraction thereof.
Mechanical Review Fees	
When plan reviews and/or specifications are required, the plan review fee shall be calculated at 25% of the Permit Fee.	
Small Tenant Improvements (mechanical < \$5,000) and equipment replacement or adding of new equipment shall use the equipment unit table below:	
<u>Equipment Unit Schedule Description</u>	<u>Fee</u>



2025 FEE SCHEDULE Attachment A

Resolution 2024-12-155 Adopted by City Council on December 10, 2024

Permit Issuance	\$34.00
Issuing supplemental permits	\$12.00
Furnaces up to and including 100,000 BTU	\$22.00
Furnaces over 100,000 BTU	\$29.00
Appliance vents	\$12.00
Repair or additions to A/C systems	\$22.00
Boilers, compressors and absorption systems up to and including 3 horsepower	\$29.00
Boilers, compressors and absorption systems over 3 horsepower and including 15 horsepower	\$53.00
Boilers, compressors and absorption systems over 15 horsepower and including 30 horsepower	\$76.00
Boilers, compressors and absorption systems over 30 horsepower and including 50 horsepower	\$100.00
Boilers, compressors and absorption systems over 50 horsepower	\$123.00
Air handlers up to and including 25 tons	\$18.00
Air handlers over 25 tons	\$29.00
Evaporative coolers	\$41.00
Ventilation and exhaust (fans and hoods)	\$18.00
Incinerators, domestic type	\$29.00
Incinerators, international type	\$41.00
Each gas piping from 1 to 5 outlets	\$12.00
- Additional outlets per outlet	\$3.00
Miscellaneous	\$18.00

Fee Type	Fee Amount
E. GENERAL REQUIREMENTS FOR ALL CONSTRUCTION-RELATED PERMITS - continued	
PLUMBING PERMIT FEES	
New Single Family Residences and Duplex (per unit) flat fee	\$225.00
New Commercial Buildings and Major Tenant Improvements permit fees will be based upon the following valuation table using the project valuation. Valuation based upon the prevailing market value including materials, labor and equipment.	
<u>Project Valuation</u>	<u>Fee</u>
Up to \$5,000	\$85.00
\$5,000 - \$100,000	\$85.00 for the first \$5,000 plus \$17.00 for each additional \$1,000 or fraction thereof, to and including \$100,000
\$100,000 and up	\$1,700.00 for the first \$100,000 plus \$12.00 for each additional \$1,000 or fraction thereof.
PLUMBING REVIEW FEES	
When plans and/or inspections are required, the plan review fee shall be calculated at 25% of the Permit Fee.	
Small Tenant Improvements (mechanical < \$5,000) and equipment replacement or adding of new equipment shall use the equipment unit table below.	



2025 FEE SCHEDULE Attachment A

Resolution 2024-12-155 Adopted by City Council on December 10, 2024

Equipment Unit Schedule	Fixture Fee
Permit Issuance	\$34.00
Issuing supplemental permits	\$12.00
Furnaces up to and including	\$22.00
Each plumbing fixture with one trap	\$12.00
Each building sewer	\$22.00
Each drain for indoors rainwater system	\$12.00
Each cesspool	\$35.00
Each private sewage disposal system	\$59.00
Each water heater and vent	\$12.00
Each gas piping from 1 to 5 outlets	\$12.00
- Additional outlets per outlet	\$3.00
Each waste incinerator	\$12.00
Water piping or water treating system	\$12.00
Repair or alteration of drainage or vent	\$12.00
Backflow device for lawn sprinklers	\$12.00
Vacuum breakers from 1 to 5	\$12.00
- Additional units over 5 per each	\$3.00
Backflow device for other systems over 2 inches in diameters	\$24.00
Cross connection of reclaimed water system	\$47.00
Each graywater system	\$59.00
Medical gas system from 1 to 5 outlets	\$71.00
- Additional outlets over 5 per each	\$12.00

Fee Type	Fee Amount
F. OTHER FEES	
Administrative Services	
Lien Filing Fee	\$50.00 plus all recording fees
G. PUBLIC WORKS PERMIT FEES	
Permits	
Site Development Permit (covers site work, including erosion control, clearing, grading and drainage)	
Project Value	Permit Fee
\$0 - 15,000	\$920.00
\$15,001 - \$50,000	\$1,840.00
\$50,001 - \$150,000	\$4,600.00
\$150,001 - \$1,000,000	\$8,280.00
Over \$1,000,001	\$16,560.00
Project Value is defined as the value of all improvements outside the building footprint.	
Right-of-Way Permit (authorization to use right-of-way for minor construction, parking or other non-intrusive use)	\$25.00 plus any staff time at \$92.00 per hour
Annual Right-of-Way Permit (authorization for utility companies to use rightof-way for non-intrusive maintenance activities)	\$500.00
Pavement Degradation Fee : (recovers loss in pavement serviceability due to pavement cuts):	
Road Material, Type, PCI Score	PDF Fee
Flexible, High Volume, In moratorium	\$85.00 per square yard
Flexible, High Volume, PCI 100-85	\$42.00 per square yard
Flexible, High Volume, PCI 84-70	\$34.00 per square yard
Flexible, High Volume, PCI 69-50	\$25.00 per square yard
Rigid, High Volume, In moratorium	\$164.00 per square yard
Rigid, High Volume, PCI 100-85	\$82.00 per square yard

Rigid, High Volume, PCI 84-70	\$66.00 per square yard
Rigid, High Volume, PCI 69-50	\$49.00 per square yard
Flexible, Med-Low Volume, In moratorium	\$54.00 per square yard
Flexible, Med-Low Volume, PCI 100-85	\$27.00 per square yard
Flexible, Med-Low Volume, PCI 84-70	\$22.00 per square yard
Flexible, Med-Low Volume, PCI 69-50	\$16.00 per square yard
Rigid, Med-Low, In moratorium	\$142.00 per square yard
Rigid, Med-Low, PCI 100-85	\$71.00 per square yard
Rigid, Med-Low, PCI 84-70	\$57.00 per square yard
Rigid, Med-Low, PCI 69-50	\$43.00 per square yard



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Fee Type		Fee Amount
G.	PUBLIC WORKS PERMIT FEES - continued	
	Right-of-Way Vacation Permit ("Sale" or vacation of city right-of-way to abutting property owners)	\$500*
	Street Opening Permit (Used to install new or repair/upgrade existing private and public facilities located in a street right-of-way; includes pavement cuts, excavation, traffic control, etc.)	\$920.00 plus any staff time in excess of 10 hours at \$92.00 per hour
	Oversize Load Permit (all vehicles in excess of legal weight or size limitations according to RCW 46.44 shall obtain an oversize load permit prior to operating on Napavine streets)	Individual \$184.00 Annual \$552.00 Additional costs shall apply if police escorts or signal technician work is required.
	Reinspection Fee (to cover cost of each reinspection, required in conjunction with a Right-of-Way Permit, necessary to assure compliance with the requirements of the permit)	\$92.00
	General Inspection Fee (for inspection not otherwise listed)	\$92.00 per hour
	Miscellaneous Permits (any Public Works permit not covered by the fee schedule, if performed by an employee)	Rate will be based on actual hourly costs, plus benefits (30%), operating costs (16%) and central services costs (16%)
	Professional Services Contracts (any private or public professional service contract needed)	Rate will be billed 100%, plus 10% administrative charges

Fee Type		Fee Amount
H.	PARKS AND RECREATION PROGRAMS (Facility/Use)	
	Parks, Recreation & Community Services	
	Special Use Permit*	
	Mayme Shaddock Park- Jim Haslett Kitchen	Full Day \$100.00 Half Day \$50.00
	Napavine Amphitheater	\$100.00* \$300 refundable deposit Proof of insurance required
	Additional event fees and services may include permit fee + extra costs associated with event (garbage, staff support, notification, sanitation, security, etc)	Market rate + 15%
	Alcohol Permit Fee ** (must be purchased in addition to a special use permit)	
	Small events	\$200.00
	Large events	\$500.00
	Major events	\$1,000.00
	** Special conditions apply	
	Facility Use Cancellation/Reschedule Fees	
	- Recreation Administrative Fee	\$10.00 (non-refundable)
	- Special Use Permit - less than 30	(0%) 100% retained by City
	- Special Use - 31-60 days prior to use	(50% refunded) 50% retained by City
	- Special Use - more than 61 days prior	(75% refunded) 25% retained by City

Fee Type		Fee Amount
H.		
	Community & Economic Development	
	Fireworks Fees	
	1) Fees for temporary fireworks stand permit	\$100.00
	2) Fees for a public display permit	\$245.00
	3) A liability insurance policy(ies) is/are required in accordance with the Fireworks Ordinance for both fireworks stands and public displays as follows:	
	- \$500,000 for injuries to any one person in one accident or occurrence;	
	- \$1,000,000 for injuries to two or more persons in any one accident or occurrence;	
	- \$500,000 for damage to property in any one accident or occurrence; and/or	
	- \$1,000,000 combines single limit for any one accident or occurrence	
	4) A bond for clean-up is required in accordance with the Fireworks Ordinance for all fireworks stands (in a bond or cashiers check)	\$500.00

Fee Type		Fee Amount
I.	BUSINESS LICENSE FEE SCHEDULE	
	**All Business Licenses must be obtained via WA State Department of Revenue	
	General Business License (GBL)	\$50.00
	Renewal of GBL	\$25.00
	Temporary Business License (one day)	\$5.00
	Late Renewal fee per month to original fee	\$5.00
	Carnivals and Circuses	\$25.00 per day
	Solicitors and Peddlers	\$10.00 per solicitor or peddler



J. SMALL WIRELESS FACILITIES	
Community & Economic Development	
Small Wireless Franchise Fee Deposit. Requires a deposit of \$5,000.00 with Small Wireless franchise application. The deposit is intended to cover all administrative expenses incurred by the City (including staff/consultant related time) associated with the review of each franchise application and associated franchise negotiations. Additional fees may apply if additional staff/consultant related time is necessary. Any application fee deposit monies not used for administrative expenses associated with the review of each franchise application and franchise negotiation will be returned to the applicant following the approval or denial of the franchise by the City Council. This administrative fee excludes normal permit fees required for work within the City Rights-of-way. City personnel will be tracking all hours expended for each Small Wireless application review and franchise negotiation. This deposit may also be applied to administrative costs associated with negotiate a Master License Agreement for Small Wireless Facilities on City Facilities.	\$5,000.00
Small Wireless Facility Permit Fee (per facility)	\$100.00
Small Wireless Facility Annual ROW Access Fee (in lieu of ROW permits)	\$270.00
Small Wireless Facility Pole Attachment Fee ("Rent" per facility on City facilities) - This fee is prorated based on the number of days covered from Rent Commencement Date to December 31.	\$276.75
Small Wireless Facility Pole Replacement Fee (per replaced pole)	\$1,000.00



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Fee Type		Fee Amount
K.	ANIMAL CONTROL LICENSING FEES	
	Police	
	The annual license fees for the ownership, keeping, or having control of dogs in the City shall be as follows:	
	- Dogs (altered)	\$10.00
	- Dogs (unaltered)	\$25.00
	- Replacement License	\$3.00
	-Late License Fee an additional fee if not licensed by Jan 31 each year	\$10.00
	- Register Potentially Dangerous dog	\$100.00
	-Register Dangerous Dog	\$200.00
	- Late registration of Dangerous Dog	\$25.00
	- Disposal Fee (relinquished animal)	\$20 minimum/plus actual cost
	- Kennel fee over 4 dogs (plus license fee per animal)	\$100.00
	- Impound fee (1 st Day)	\$35.00
	-(plus holding fee – beginning 2 nd day)	\$10 per day
	- County Impound Fee	Actual Cost of fee
	Reduced rates for physically disabled and senior citizens, 55 years of age or older:	
	- Dogs	\$5.00
	Animals exempted from payment of fee - Guide Dog or Service Animal (with proper documents)	No Fee
	In order to receive the fee advantage for altered dogs, an individual must provide either proof of alteration from a licensed veterinarian or a written statement from a licensed veterinarian that the spay/neuter procedure would be harmful to the animal.	
L.	BURGLAR/SECURITY ALARM PERMIT FEES	
	Police	
	The fee for burglar/security alarm systems operating within the City of Napavine as defined in the Napavine Municipal Code are as follows:	
	Annual Permit Fee	\$24.00
	- for Senior Citizens or Physically Disabled	\$12.00
	General False Alarm Fee	\$100.00 each incident
	Robbery False Alarm Fee	\$200.00 each incident
	Supplemental False Alarm Fee for Unregistered	\$100.00 each incident
	Late Fee if False Alarm Fee is not paid in 30 days of invoice	\$25.00
	Appeal Fee (refundable if fee is overturned)	\$50.00
	Alarm Company Fee for Failure to Verify Alarm Signal	\$100.00
	Alarm Company Fee for false statements concerning the inspection of an alarm site or alarm performance	\$200.00
	Failure to comply and provide customer lists to Alarm Administrator	\$25.00 per working day (after the initial 30-day notice expires, i.e. day 31)
	Failure to renew (assessed the Alarm Agreement Holding Company)	\$100.00
	Failure to obtain an alarm permit from the Police alarm Administrator	\$10.00 per each registered alarm user in City, with maximum of \$100.00
	Reinstatement fee for unregistered alarm installation company or unregistered company	Greater of 100.00 or \$10.00 per alarm user of letters that have been sent

M.	CPL	
	Police	
	Original CPL	\$50.75 + .50 lamination
	CPL - Renewal	\$32.00 +.50 lamination
	Replacement CPL	\$10.00

N.	WATER SERVICE MONTHLY RATES		
	Public Works		
	Single Family monthly base rate	Inside city limits	Outside city limits
	• 5/8"-3/4" meter	\$21	\$36
	• 1"	\$26	\$51
	• 2"	\$51	\$107
	• Consumption per 100 c.f.	\$4.00	\$4.50
	Multi Family monthly base (Apartment, duplex, triplex) w/1 meter serving all units		
	• Per unit	\$21.00	\$36.00
	• Consumption per 100 c.f.	\$4.00	\$4.50
	Commercial/Industrial monthly base including Government and Schools		
	• 5/8"-3/4"	\$26	\$41
	• 1"	\$31	\$56
	• 2"	\$56	\$112
	• + ERU charge per section 13.04.020 (J)		
	• Consumption per 100 c.f.	\$5	\$5
	Fire Protection per 13.04.010 monthly fee		
	• 2" meter	\$15	\$23
	• 4" meter	\$30	\$40
	Unmetered Residential monthly fee		
	• 5/8"-3/4"	\$69	
	• 1"	\$74	
	• 2"	\$99	
	Meter re-read during office hours if customer requested, and meter was originally read correctly	\$10	\$10
	After hours service call – cost of each employee involved, including travel time w/ minimum fee of \$75		
	Late Charge		10% of outstanding bill
	Disconnect Charge		\$25
	Service Call for Temporary Shutoff		\$10
	Door Knocker Fee/ Turn on Fee		\$10
	NSF Fee		\$40
	Hydrant Fee – plus usage of \$4.00 per 100 c.f.		\$50
	Backflow Assembly Testing – Annually for those with devices. After testing and any issues, devices must be fixed immediately, or this will cause a disconnection of service.		Fee based on actual cost of BAT.

N. SEWER SERVICE MONTHLY RATES			
Public Works			
Single Family monthly base rate		Inside city limits	Outside city limits
• Monthly base rate ¾”		\$61	\$70
• Monthly base rate 2”		\$120	
• Usage based off water consumption per 100 cf up to 3,500 cf		\$4.50	\$5.00
Exceeding 3,500 cf		\$5.00	\$5.50
• Summer Sewer Rate for the months of June/July/August/September for all consumption		\$4.50	\$5.50
Multi Family monthly base (Apartment, duplex, triplex) w/1 meter serving all unity			
• Per Unit		\$61	\$70
Commercial/Industrial monthly base including Government and Schools			
• 5/8”		\$63	\$70
• 1”		\$88	\$100
• 1 ½ “		\$95	\$135
• 2”		\$126	\$190
• Usage based off water consumption per 100 cf		\$5	\$5.50
Unmetered Sewer per month		\$112	
Sewer service for water lines larger than 2” will be determined after review of application			

N. CONNECTION FEES			
Public Works			
To connect to City lines, the following charges apply and must be paid with the City building permit fees for new connections inside the city limits. For new connections outside the city limits, proof of a county building permit is required prior to accepting payment of the connection fee and placement of any service. The fee covers the continuous cost of maintenance and operations of the water/sewer lines, system, and reservoirs by the City of Napavine.			
WATER- per unit			
		Inside City Limits	Outside City Limits
			Commercial/Industrial/Govt/School
5/8”-3/4”		\$6,200	\$9,300
1”		\$6,800	\$10,200
1 ½”		\$11,000	\$33,000
2”		\$18,000	\$54,000
ADU per RCW 36.70A.681		\$3,100 + \$500 Infrastructure fee	\$4,650 +\$1,000 Infrastructure fee
1” Irrigation		\$4,700	\$5,700
Infrastructure fee per unit		\$1,000	\$2,000
Water connection charges for meters larger than a 2” meter shall be negotiated on a case-by-case basis and will consider applicable water usage information and requirements related to the proposed type of use. If information regarding the type of usage or water usage estimate for a new service is not available, the connection fee shall be based upon the base connection fee (above) multiplied by the applicable meter capacity factor for the size meter required per the City’s adopted plumbing codes in NMC.			
Hotel/Motel – rates are determined by .5 ERU per room			
SEWER- per unit			
		Inside City Limits	Outside City Limits
			Commercial/Industrial/Govt/School

	• Gravity	\$8,200	\$12,300	As determined by review of application
	• Gravity - ADU	\$4,100 + \$500 Infrastructure fee	\$6,150 + \$1,000 Infrastructure fee	
	• Pressure	\$8,350	\$12,525	As determined by review of application
	• Pressure - ADU	\$4,175 + \$500 Infrastructure Fee	\$6,262.50 + \$1,000 Infrastructure fee	
	Infrastructure Fee per unit	\$1,000	\$2,000	As determined by review of application
	• Interceptor Fee	\$1,000 per each connection	\$1,000 per each connection	\$1,000 per each connection
	• Inspection fee			
<p>In addition to the above connection fee, a meter parts bill will be mailed to you upon completion of the connection. The Customer is responsible for all connection costs associated with the connection. Once the meter is in place, it is the customer's responsibility to take the water from the meter to the intended place of residence. If the customer's meter is installed in a zone of high-water pressure, a pressure reducing valve (PRV) will be installed after the meter. This PRV will henceforth be the customer's responsibility along with all piping downstream from the meter.</p>				

ORDINANCE NO. 668

AN ORDINANCE OF THE CITY OF NPAVINE, WASHINGTON, AMENDING SECTION 2.10.010 OF THE NPAVINE MUNICIPAL CODE CHANGING CITY HALL OFFICE HOURS, REPEALING ALL OTHER ORDINANCES OR PARTS OF ORDINANCES CONFLICTING HERewith, AND PROVIDING FOR AN EFFECTIVE DATE AND SEVERABILITY HEREOF.

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

WHEREAS, pursuant to RCW 35A.11.020, the City Council has the power to adopt and enforce ordinances of all kinds relating to and regulating the City's municipal affairs and has all powers possible for a city or town to have under the Constitution of this state, not specifically denied to code cities by law; and

WHEREAS, all references herein to "NMC" means the "Napavine Municipal Code;" and

WHEREAS, pursuant to RCW 35A.21.070, the City Council has the power to prescribe such days and hours that City offices shall be kept open for the transaction of business; and

WHEREAS, the City desires to amend Section 2.10.010 to Chapter 2.10 of the NMC, Office Hours.

NOW, THEREFORE THE CITY COUNCIL OF THE CITY OF NPAVINE, WASHINGTON DOES ORDAIN AS FOLLOWS:

SECTION 1. Chapter 2.10 of the Napavine Municipal Code, as last amended by Ordinance NO. 560, is hereby amending section 2.10.010 entitled "Office Hours" as follows:

2.24.065 City Hall Office Hours

(1) The Offices of the City Hall shall be kept open for the transaction of business, except in the event of legal holiday or budget/staffing constraints, as follows:

a) 8:00 am to 4:30 pm Monday-Thursday and 8:00 am to noon on Friday.

SECTION 2. Severability Clause

If any section, subsection, subdivision, sentence, clause, or phrase of this ordinance is for any reason held to be unconstitutional or void, such invalidity shall not thereby affect the validity of the remaining portions of this ordinance.

SECTION 3. Effective date.

The effective date of this ordinance shall be five (5) days after its passage, approval, and publication.

PASSED by the city council of the City of NAPAVINE, Washington, and **APPROVED** by its Mayor, at a regularly scheduled open public meeting thereof this 10th day of December 2024.

Mayor, Shawn O’Neill

Attest:

City Clerk, Rachelle Denham

Approved as to form:

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

PASSED FIRST READING: _____

PUBLICATION DATE: _____

EFFECTIVE DATE: _____

ORDINANCE NO. 669

AN ORDINANCE OF THE NAPA VINE CITY COUNCIL, AMENDING SECTION 2.24.065 MUNICIPAL COURT OF THE NAPA VINE MUNICIPAL CODE, CHANGING MUNICIPAL COURT OFFICE HOURS, AND PROVIDING FOR AN EFFECTIVE DATE AND SEVERABILITY HEREOF.

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

WHEREAS, pursuant to RCW 35A.11.020, the City Council has the power to adopt and enforce ordinances of all kinds relating to and regulating the City's municipal affairs and has all powers possible for a city or town to have under the Constitution of this state, not specifically denied to code cities by law; and

WHEREAS, all references herein to "NMC" means the "Napavine Municipal Code;" and

WHEREAS, pursuant to RCW 35A.21.070, the City Council has the power to prescribe such days and hours that City offices shall be kept open for the transaction of business; and

WHEREAS, pursuant to RCW 3.50.110, the City Council has the power to prescribe when the Court shall be open and when the Court shall be in session; and

WHEREAS, the Napavine Municipal Code and the City's current Agreement for Municipal Court Judge Services is silent regarding hours of operation of the Court; and

WHEREAS, the City desires to amend Section 2.24.065 to Chapter 2.24 of the NMC, Municipal Court Office Hours.

NOW, THEREFORE THE CITY COUNCIL OF THE CITY OF NAPA VINE, WASHINGTON DOES ORDAIN AS FOLLOWS:

SECTION 1. Chapter 2.24 of the Napavine Municipal Code, as last amended by Ordinance NO. 644, is hereby amending section 2.24.065 entitled "Municipal Court Office Hours" as follows:

2.24.065 Municipal Court Office Hours

(1) The Office of the Municipal Court shall be kept open for the transaction of business, except in the event of legal holiday or budget/staffing constraints, as follows:

~~a) 8:00 am to 4:30 pm Monday-Friday~~

a) 8:00 am to 4:30 pm Monday-Thursday and 8:00 am to noon on Friday

(2) The Office of the Municipal Court shall be closed for half (1/2) hour each day of operation from 12:00 pm to 12:30 pm.

SECTION 2. Severability Clause

If any section, subsection, subdivision, sentence, clause, or phrase of this ordinance is for any reason held to be unconstitutional or void, such invalidity shall not thereby affect the validity of the remaining portions of this ordinance.

SECTION 3. Effective date.

The effective date of this ordinance shall be five (5) days after its passage, approval, and publication.

PASSED by the city council of the City of NAPAVINE, Washington, and **APPROVED** by its Mayor, at a regularly scheduled open public meeting thereof this 10th day of December 2024.

Mayor, Shawn O’Neill

Attest:

City Clerk, Rachelle Denham

Approved as to form:

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

PASSED FIRST READING: _____

PUBLICATION DATE: _____

EFFECTIVE DATE: _____



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

To: Mayor and City Council

From: Rachelle Denham, City Clerk

RE: Clerk's Report for Council Meeting, December 10, 2024

December Utility Billing Information

- Dec billing cycle the City billed out a total of \$227,055.59 in water and sewer.
- Total of 310 badger meters in the ground. Up 1 since the last reporting.
- 46 EyeOnWater app users up 3 new users from last reporting.
- City has billed out YTD \$1,394,430.31 (water/sewer), Received in YTD \$1,212,253.89
- YTD collected from Park Reservations - \$1,650.00 – no change since last reporting
- 18 current senior/disabled discount accounts – down 1 from last reporting (sold)
- 2024 City has 133 dogs licensed up from 127 last reporting



To: Mayor and City Council
From: Bryan Morris, PW/CD Director
RE: Staff Report for Council Meeting, Dec. 10th, 2024

- **Planning Commission Meeting Minutes**

- Planning Commission Meeting Minutes – November 18th 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 –Removing from staff report until the city receives word this project is active again.
- Cell tower on city property – City attorney should be putting the final touches on the contract with Vertical Bridge.
- Rush Road STIP – Consultant contracts have been signed and a letter to proceed has been issued. The surveyors have started. The city was awarded a grant through TIB for 13% contribution for the project.
- Woodard Road – Artifacts have been found on the site. The city is waiting on amended drawings to stay away from artifacts. Developers need to submit approved documents from the Army Corp, Ecology and DAHP.
- 2nd Ave SE Overlay Project – Job complete other than the 5% retainage fee.
- Walsh Trucking Binding Site Plan – Notice of Application and ODNS went out to SEPA on November 26th, comments are due on December 10th.
- 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. Well 2 and Well 3 have been severed from distribution.



NAPAVINE PLANNING COMMISSION MINUTES
November 18, 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 Torgerson. Vote on motion 4 ayes, 0 nay.

APPROVAL OF MINUTES:

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

OLD BUSINESS:

1. Comp Plan Update

The Planning Commission continued to review the Housing, Economic Development and Park sections of the Land Use Element and made the following changes.

- 1) Strike City's and add Communities from the Housing section. Goal. Create and preserve existing affordable housing opportunities, aiming to meet the City's Communities housing targets for households from all economic backgrounds.

Commissioner Haberstroh motioned to strike City's and add Communities from the Housing section, seconded by Commissioner Morris. Vote on motion 4 ayes, 0 nays.

NEW BUSINESS:

1. NMC 16.06 Establishment of Zoning Districts and Maps

The discussion was mostly on Planned Unit Development District/Zoning.

Table with 3 columns: Planned Unit Development, Planned Unit Development District, Error! Reference source not found. NDC

Commissioner Haberstroh Motioned to strike Planned Unit Development from NMC 16.06.010 Classification of districts, seconded by Commissioner Torgerson. Vote on motion 4 ayes, 0 nay.

Commissioner Hollinger motioned to strike (LI) Industrial Light, and (H-C) Highway Commercial from the Downtown Commercial General district in NMC 16.06.010. Motion Failed.

Commissioner Hollinger motioned to table NMC 16.06 until the next meeting, so PC can review the maps and zoning names, seconded by Commissioner Haberstroh. Vote on motion 4 ayes, 0 nay.

2. NMC 16.07 Amendments to the Comprehensive Plan & Development Regulations

Executive Assistant Katie Williams stated that this just gives applicants a guideline of the requirements, process, and timeline on amendments to the city's comprehensive plan map/text and the development regulations.

Commissioner Haberstroh Motioned to accept and forward NMC 16.07 on to city council as presented, seconded by Commissioner Hollinger. Vote on motion 4 ayes, 0 nay.

3. NMC 16.08 Plan Amendments and Zone Changes

Discussion was held on Planned Unit Developments (16.08.120) and rezoning, the Planning Commission decided to table until the next meeting.

Commissioner Morris motioned to accept 16.08 Plan Amendments and Zone Changes, seconded by Commissioner Torgerson. Motion Failed.

Discussion – **Jerry Nixon** asked about the cost of rezone and who is responsible. **Director Morris** stated that is the cost of the applicant and would be on the fee schedule. **Executive Assistant Katie Williams** stated that Planned Unit Development is also included in this section, may want to review more. **Executive Assistant Katie Williams** assumes that the zone would only be identified after it is officially zoned planned unit development, then next time the comp plan needs to update it will be identified in that zone on the map.

Director Morris advised the Planning Commission to take a picture of the zoning map on the way out.

Commissioner Hollinger motioned to table NMC 16.08 until the next meeting, seconded by Commissioner Haberstroh. Vote on motion 4 ayes, 0 nay.

GOOD OF THE ORDER:

Commissioner Graham requested to get a copy of the changed sign code that was passed at the last meeting. Commissioner Haberstroh told Ron Johnson how he really likes the sign that is in the triangle.

ADJOURNMENT 7:32 pm

Commissioner Haberstroh 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/U79X6Mu2u1>.

Respectfully submitted,


Bryan Morris, Community Development/Public Works Director

 12/02/24
Planning Commission Chairperson

**Napavine Police Department
Monthly Call Activity Report**

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

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

93

NOVEMBER MONTHLY TOTAL

1161

YEAR TO DATE 2024

(As of the end of November 2024)