



**CITY COUNCIL MEETING AGENDA**  
Tuesday – February 25, 2025 – 6:00 PM

Shawn O'Neill,  
Mayor  
[soneill@cityofnapavine.com](mailto:soneill@cityofnapavine.com)

Brian Watson,  
Council Position No.1  
[bwatson@cityofnapavine.com](mailto:bwatson@cityofnapavine.com)

Ivan Wiediger,  
Council Position No.2  
[iwiediger@cityofnapavine.com](mailto:iwiediger@cityofnapavine.com)

Don Webster,  
Council Position No.3  
[dwebster@cityofnapavine.com](mailto:dwebster@cityofnapavine.com)

Heather Stewart,  
Council Position No.4  
[hstewart@cityofnapavine.com](mailto:hstewart@cityofnapavine.com)

Duane Crouse,  
Council Position No.5  
[dcrouse@cityofnapavine.com](mailto: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](http://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 – February 11, 2025**
  - 1) Regular Council Meeting**
  
- VII. STAFF & COUNCIL REPORT**
  
- VIII. CITIZEN COMMENTS – NON-AGENDA ITEMS**
  
- IX. NEW BUSINESS**
  - 1) Vouchers – M. Whitten**
  - 2) Ord 666: Public Records/ Index of Records – R. Denham**
  - 3) AM25-01: Liquor License Renewals – R. Denham**
  - 4) AM25-02: Jefferson Station Design 100% - B. Morris**
  
- X. ADJOURNMENT – CLOSE OF MEETING**

**Council Meeting is held in person and via Teleconference.**

**Teleconference Information**

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

**Access code: 8460198**

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



## Voucher Report Feb 25, 2025

February 2025 2nd Council Meeting

Reference	Date	Amount Notes
<b>Reference Number: 39578</b> <u>0022132</u>	<b>BHC Consultants</b> 2/7/2025	<b>\$27,190.61</b> \$27,190.61 Jan 1-Jan 24 Jefferson Station
<b>Reference Number: 39579</b> <u>BTG-DW-107024</u>	<b>Blue to Gold, LLC</b> 2/3/2025	<b>\$225.00</b> \$225.00 acomber Pursuing Advanced DUi
<b>Reference Number: 39580</b> <u>2025 02 Acc 1096.0</u> <u>2025 02 Acc 1711.0</u> <u>2025 02 Acc 3370.0</u> <u>2025*Jan Excise Tax</u> <u>2025*Jan Security</u>	<b>City of Napavine</b> 2/1/2025 2/1/2025 2/1/2025 2/19/2025 2/19/2025	<b>\$1,389.68</b> \$300.90 2025*Jan CH Water \$77.50 2025* Jan Mayme \$32.86 2025*Jan irrigation Mayme \$694.69 2025- Jan Water/Sewer Service Utility Tax \$283.73 2025*Jan Security
<b>Reference Number: 39581</b> <u>2025 Water Operating permit</u>	<b>Department of Health</b> 2/20/2025	<b>\$1,519.60</b> \$1,519.60 2025 Water Operating permit
<b>Reference Number: 39582</b> <u>2025 DMCMA Membership</u>	<b>DMCMA Treasurer</b> 2/20/2025	<b>\$250.00</b> \$250.00 2025- Municipal Ct Management Assoc
<b>Reference Number: 39583</b> <u>1511357</u>	<b>General Pacific Inc</b> 2/12/2025	<b>\$5,880.55</b> \$5,880.55 1-8" badger meter
<b>Reference Number: 39584</b> <u>4875099S1185</u>	<b>Harold LeMay Enterprises Inc</b> 2/1/2025	<b>\$2.10</b> \$2.10 2025*Jan shred service
<b>Reference Number: 39585</b> <u>0016-12-06</u> <u>0016-30-12</u> <u>0016-31-04</u> <u>0016-35-12</u>	<b>Jackson Civil Engineering LLC</b> 2/11/2025 2/11/2025 2/11/2025 2/11/2025	<b>\$20,001.25</b> \$577.50 Development Pass-Through Fees Walsh \$165.00 Attend LCPGC meeting \$70.00 Checked STIP Info \$19,188.75 climate control policy

Reference	Date	Amount	Notes
<b>Reference Number: 39586</b> <u>291952</u>	<b>Joseph O. Enbody</b> 2/20/2025	<b>\$1,500.00</b>	\$1,500.00 2025 Jan 5 units
<b>Reference Number: 39587</b> <u>10599</u>	<b>Lewis County Animal Shelter</b> 2/12/2025	<b>\$80.00</b>	\$80.00 1 stray 2/12
<b>Reference Number: 39588</b> <u>10591</u>	<b>Lewis County Public Health Department</b> 2/12/2025	<b>\$520.00</b>	\$520.00 8 Water Testing Bottles
<b>Reference Number: 39589</b> <u>104755002*2025 Feb</u>	<b>Lewis County PUD</b> 1/24/2025	<b>\$6,689.92</b>	\$32.83 12/16-1/15 E Park St
<u>104755003*2025 Feb</u>	1/24/2025		\$90.34 12/16-1/15 305 2nd Ave NE "Triangle"
<u>104755004*2025 Feb</u>	1/24/2025		\$65.92 12/16-1/15 Washington & 2ND ST SE Light
<u>104755005*2025 Feb</u>	1/24/2025		\$50.68 12/16-1/15 Ball Park - Lights/207 W Washii
<u>104755006*2025 Feb</u>	1/24/2025		\$59.49 12/16-1/15 Linhart Ave Lights
<u>104755007*2025 Feb</u>	1/24/2025		\$42.40 12/16-1/15 Pedestrian Overpass/2nd Ave N
<u>104755008*2025 Feb</u>	1/24/2025		\$93.93 12/16-1/15 113 2nd AVE SE
<u>104755009*2025 Feb</u>	1/24/2025		\$95.72 12/16-1/15 207 Wash St Park - Concessior
<u>104755010*2025 Feb</u>	1/31/2025		\$40.04 12/22-1/26 191 Hamilton RD
<u>104755011*2025 Feb</u>	1/24/2025		\$40.52 12/16-1/15 Stadium Heights ST Lights
<u>104755012*2025 Feb</u>	1/24/2025		\$51.28 12/16-1/15 Washington Birch ST Signal
<u>104755014*2025 Feb</u>	1/24/2025		\$34.63 12/16-1/15 WA Street Lighting
<u>104755015*2025 Feb</u>	1/24/2025		\$50.91 12/16-1/15 Camden Way ST Lights
<u>104755016*2025 Feb</u>	1/24/2025		\$45.68 12/16-1/15 Parkside Loop ST Light
<u>104755017*2025 Feb</u>	1/24/2025		\$225.14 12/16-01/15 3rd Ave NW/Pump Station
<u>104755018*2025 Feb</u>	1/24/2025		\$1,025.36 12/23-1/24 Various Street Lights
<u>104755019*2025 Feb</u>	1/24/2025		\$96.09 12/16-1/15 Chieri CT Sewer Station
<u>104755020*2025 Feb</u>	1/24/2025		\$1,252.95 12/16-1/15 Birch - Well #5/Birch Ave SW P
<u>104755021*2025 Feb</u>	1/24/2025		\$536.29 12/16-1/15 Jefferson ST E Pump Station
<u>104755022*2025 Feb</u>	1/24/2025		\$397.38 12/16-1/15 Rush RD Pump-1168 Rush RD
<u>104755023*2025 Feb</u>	1/24/2025		\$34.32 12/16-1/15 Rowell ST E Pump - Well #3
<u>104755024*2025 Feb</u>	1/24/2025		\$463.63 12/16-1/15 Front ST - Well #2

Reference	Date	Amount	Notes
<u>104755025*2025 Feb</u>	1/24/2025	\$476.69	12/16-1/15 207 W Washington - Pump
<u>104755026*2025 Feb</u>	1/31/2025	\$49.60	12/23-1/26 611 Koontz RD Light
<u>115588001*2025 Feb</u>	1/24/2025	\$56.13	12/16-1/15 Rathburn St
<u>115588002*2025 Feb</u>	1/24/2025	\$47.17	12/16-1/15 4th & E Stella ST Light 250 W
<u>124227002*2025 Feb</u>	1/31/2025	\$553.88	12/17-1/26 1206 Rush RD - Well #6/Treatm
<u>124227003*2025 Feb</u>	1/24/2025	\$379.31	12/16-1/15 City Hall - 407 Birch Ave SW
<u>128323001*2025 Feb</u>	1/24/2025	\$31.67	12/11-1/9 207 W Washington - Amphitheat
<u>128578001*2025 Feb</u>	1/31/2025	\$52.11	12/23-1/26 Rush RD Lights
<u>128578002*2025 Feb</u>	1/31/2025	\$42.47	12/22-1/26 173 Hamilton RD/Rush RD Ligh
<u>128578003*2025 Feb</u>	1/24/2025	\$37.85	12/16-01/15 307 Sommerville RD Lighting
<u>128578004*2025 Feb</u>	1/24/2025	\$46.20	12/16-01/15 518 7th AVE NW Security Ligt
<u>128578005*2025 Feb</u>	1/24/2025	\$91.31	12/16-1/15 555 2nd Ave NE Park Building
<b>Reference Number: 39590</b> <u>2025 Jan Evidence</u>	<b>Lewis County Sheriffs Office</b> 2/5/2025	<b>\$1,373.78</b> \$1,373.78	2025 Jan Evidence Handling
<b>Reference Number: 39591</b> <u>2025 Jan CV</u>	<b>Lewis County Treasurer</b> 2/20/2025	<b>\$42.78</b> \$42.78	2025- Jan Court Remittance
<b>Reference Number: 39592</b> <u>INVLEX11248000</u>	<b>Lexipol, LLC</b> 2/1/2025	<b>\$3,647.68</b> \$3,647.68	2025 Annual Policy Manual Subscription
<b>Reference Number: 39593</b> <u>INV-2490</u>	<b>Mrs. Klean Janitorial</b> 2/1/2025	<b>\$634.00</b> \$634.00	2025- Feb- Clean City Hall
<b>Reference Number: 39594</b> <u>15877617</u> <u>15880616</u>	<b>Pape' Machinery</b> 2/5/2025 2/6/2025	<b>\$122.92</b> \$101.93 \$20.99	2.5 gal oil 1 gal +15 JD Oil filter
<b>Reference Number: 39595</b> <u>2025 Jan Kempf</u>	<b>Providence Hospital/cent</b> 2/5/2025	<b>\$8.00</b> \$8.00	2025 Jan Kempf
<b>Reference Number: 39596</b>	<b>Sirchie Laboratories, Inc</b>	<b>\$49.89</b>	

Reference	Date	Amount	Notes
<u>0680211-IN</u>	2/6/2025	\$49.89	Evidence Bags
<b>Reference Number: 39597</b> <u>2025 SLCC Chamber Membership</u>	<b>SO Lewis County Chamber</b> 2/20/2025	<b>\$100.00</b>	\$100.00 2025 Chamber SLCC Membership
<b>Reference Number: 39598</b> <u>2025 Jan Court Remit</u>	<b>State Treasurer's Office</b> 2/20/2025	<b>\$1,669.57</b>	\$1,669.57 2025 Jan Court Remit
<b>Reference Number: 39599</b> <u>669-4446913</u>	<b>The Glass Guy</b> 2/12/2025	<b>\$333.10</b>	\$333.10 '18 GMC K2500 glass
<b>Reference Number: 39600</b> <u>10072635</u>	<b>Toledotel</b> 2/1/2025	<b>\$350.62</b>	\$350.62 2025 2/1-2/28 VOIP
<b>Reference Number: 39601</b> <u>E609583</u>	<b>Tyler Rental</b> 2/12/2025	<b>\$118.96</b>	\$118.96 scissorlift rental
<b>Reference Number: 39602</b> <u>3w7xsms7 PSI Solutions LLC</u> <u>014831 Soft Touch Car Wash</u> <u>0154Y1NY00 Washington Certification Services</u> <u>0154Y1NY6G Washington Certification Services</u> <u>03224215 Harbor Freight</u> <u>09-12560-78768 Ebay</u> <u>101940161 International Code Council</u> <u>1042000314 Walmart</u> <u>111-6517855-0980268 Amazon</u> <u>113-1318806-9602615 Amazon</u> <u>113-2302646-7301007 Zoom</u> <u>113-2474916-7044205 Amazon</u> <u>113-6072488-0681845 Amazon</u> <u>113-7074498-8974616 Amazon</u> <u>113-8785522-8527421 Amazon</u>	<b>US Bank Corp Payment Syst</b> 1/27/2025 1/7/2025 1/28/2025 1/28/2025 1/24/2025 1/9/2025 1/27/2025 1/18/2025 1/31/2025 1/6/2025 1/2/2025 1/16/2025 1/9/2025 1/23/2025 1/29/2025	<b>\$3,362.27</b>	\$106.00 WA0004867 - Robert Morris - Waterworks ( ) \$12.45 car wash \$77.00 2025 Waterworks Certification Renewal - C \$77.00 2025 Waterworks Certification Renewal - C \$254.25 Hand Truck 800LB - 8G 1.5 HP Oil Free Cc \$152.09 New Substie Ditch Witch 830. 75 & 150 Dir \$995.00 2021 Residential Building Inspector B1 - Ce \$243.39 MSI Monitor/DP To HDMI X 2 \$125.95 Office supplies/folders/sticky notes/paper b \$56.24 Amazon Basics File Folders Jacket 100-Pa \$25.35 At A Glance Desk Calendar/Desk Pad/Larg \$151.94 SmartSign 24x24 inch "Men Working" Meta \$55.57 Littelfuse OFLMO15.t Midget Fuse, Time D \$81.27 miscellaneous office supplies \$7.48 Artline secure Marker 4.mm chisel EKSC-4

Reference	Date	Amount	Notes
<a href="#">1130 ToolsPlusMore</a>	1/10/2025	\$41.49	Magnetomatic Pipe & Cable Locator x 1
<a href="#">153 Wave Carwash</a>	1/19/2025	\$20.55	car wash
<a href="#">2000127-91574603 Walmart</a>	1/7/2025	\$85.15	Cordless Vacuum
<a href="#">55787 Space Age</a>	1/27/2025	\$58.16	fuel
<a href="#">70212720000001944450 US Postal Service</a>	1/10/2025	\$9.68	CSO Postage - Balance Oversized Envelop
<a href="#">77371797 FreeConferenceCall.com</a>	1/15/2025	\$3.25	File Storage 1/15/25 - 2/14/25
<a href="#">d9y8xta6 PSI Solutions LLC</a>	1/29/2025	\$106.00	WA0007003 - Max O'Neill - Waterworks Op
<a href="#">INV290566420 Zoom</a>	1/27/2025	\$17.03	Subscription Period Jan 27, 2025 - Feb 26,
<a href="#">ORD1132641 UPS Battery Center.com</a>	1/16/2025	\$599.98	Eaton 9PX 1500VA Compatible Replaceme
<b>Reference Number: 39603</b>	<b>US Bank NA Cincinnati</b>	<b>\$40.00</b>	
<a href="#">Invoice - 2/20/2025 9:48:59 AM</a>	2/20/2025	\$40.00	2025 Jan- Bond Fee
<b>Reference Number: 39604</b>	<b>WA Assoc. of Sherrifs &amp; Police Chiefs</b>	<b>\$60.00</b>	
<a href="#">2025-00235</a>	2/20/2025	\$60.00	WASPC 2025 dues
<b>Reference Number: 39605</b>	<b>Wilson Parts Corporation</b>	<b>\$16.98</b>	
<a href="#">338798</a>	2/6/2025	\$16.98	oil filter
<b>Reference Number: 39606</b>	<b>Winlock Auto Supply</b>	<b>\$46.56</b>	
<a href="#">022725</a>	2/5/2025	\$46.56	fuel filter
<b>Reference Number: EFT*20250215</b>	<b>Dept of Revenue</b>	<b>\$557.99</b>	
<a href="#">2025*Jan Excise Tax</a>	2/20/2025	\$557.99	2025*Jan Excise Tax
<b>Reference Number: EFT*20250216</b>	<b>DE Lage Landen Financial Services</b>	<b>\$464.00</b>	
<a href="#">83504451</a>	2/8/2025	\$464.00	2025 - 2/1-2/28 Sharp MX307105 CITY HA
<b>Reference Number: EFT*20250217</b>	<b>US Cellular</b>	<b>\$56.13</b>	
<a href="#">0707730224</a>	2/20/2025	\$56.13	2025 2/2-3/1 mayor cell phone
<b>Reference Number: EFT*20250218</b>	<b>Dept of Retirement Systems</b>	<b>\$8,146.79</b>	
<a href="#">Emp Rtmt - 15483</a>	2/19/2025	\$196.29	

Reference	Date	Amount	Notes
<u>Emp Rtmt - 15484</u>	2/19/2025	\$281.34	
<u>Emp Rtmt - 15485</u>	2/19/2025	\$277.07	
<u>Emp Rtmt - 15486</u>	2/19/2025	\$197.85	
<u>Emp Rtmt - 15487</u>	2/19/2025	\$171.12	
<u>Emp Rtmt - 15488</u>	2/19/2025	\$171.12	
<u>Emp Rtmt - 15489</u>	2/19/2025	\$344.86	
<u>Emp Rtmt - 15491</u>	2/19/2025	\$351.75	
<u>Emp Rtmt - 15492</u>	2/19/2025	\$93.12	
<u>Emp Rtmt - 15493</u>	2/19/2025	\$287.42	
<u>Emp Rtmt - 15494</u>	2/19/2025	\$276.33	
<u>Emp Rtmt - 15495</u>	2/19/2025	\$297.18	
<u>Emp Rtmt - 15496</u>	2/19/2025	\$343.76	
<u>Emp Rtmt - 15497</u>	2/19/2025	\$436.49	
<u>Emp Rtmt - 15498</u>	2/19/2025	\$240.51	
<u>Emp Rtmt - 15499</u>	2/19/2025	\$276.50	
<u>Taxable Retirement - 15483</u>	2/19/2025	\$314.73	
<u>Taxable Retirement - 15484</u>	2/19/2025	\$196.41	
<u>Taxable Retirement - 15485</u>	2/19/2025	\$444.25	
<u>Taxable Retirement - 15486</u>	2/19/2025	\$317.22	
<u>Taxable Retirement - 15487</u>	2/19/2025	\$274.36	
<u>Taxable Retirement - 15488</u>	2/19/2025	\$274.36	
<u>Taxable Retirement - 15489</u>	2/19/2025	\$240.76	
<u>Taxable Retirement - 15491</u>	2/19/2025	\$270.28	
<u>Taxable Retirement - 15492</u>	2/19/2025	\$65.01	
<u>Taxable Retirement - 15493</u>	2/19/2025	\$200.66	
<u>Taxable Retirement - 15494</u>	2/19/2025	\$192.91	
<u>Taxable Retirement - 15495</u>	2/19/2025	\$207.47	
<u>Taxable Retirement - 15496</u>	2/19/2025	\$239.99	
<u>Taxable Retirement - 15497</u>	2/19/2025	\$304.73	
<u>Taxable Retirement - 15498</u>	2/19/2025	\$167.91	
<u>Taxable Retirement - 15499</u>	2/19/2025	\$193.03	
<b>Reference Number: EFT*20250219</b>	<b>Dept of Treasury Internal Revenue Service</b>	<b>\$7,755.75</b>	
<u>Federal Income Tax - 15483</u>	2/19/2025	\$519.41	

Reference	Date	Amount	Notes
<u>Federal Income Tax - 15484</u>	2/19/2025	\$195.69	
<u>Federal Income Tax - 15485</u>	2/19/2025	\$784.38	
<u>Federal Income Tax - 15486</u>	2/19/2025	\$532.73	
<u>Federal Income Tax - 15487</u>	2/19/2025	\$404.04	
<u>Federal Income Tax - 15488</u>	2/19/2025	\$402.94	
<u>Federal Income Tax - 15489</u>	2/19/2025	\$393.55	
<u>Federal Income Tax - 15491</u>	2/19/2025	\$512.88	
<u>Federal Income Tax - 15492</u>	2/19/2025	\$0.00	
<u>Federal Income Tax - 15493</u>	2/19/2025	\$362.26	
<u>Federal Income Tax - 15494</u>	2/19/2025	\$167.61	
<u>Federal Income Tax - 15495</u>	2/19/2025	\$269.32	
<u>Federal Income Tax - 15496</u>	2/19/2025	\$335.39	
<u>Federal Income Tax - 15497</u>	2/19/2025	\$728.51	
<u>Federal Income Tax - 15498</u>	2/19/2025	\$181.39	
<u>Federal Income Tax - 15499</u>	2/19/2025	\$380.65	
<u>Medicare - 15483</u>	2/19/2025	\$53.52	
<u>Medicare - 15483 (2)</u>	2/19/2025	\$53.52	
<u>Medicare - 15484</u>	2/19/2025	\$44.78	
<u>Medicare - 15484 (2)</u>	2/19/2025	\$44.78	
<u>Medicare - 15485</u>	2/19/2025	\$75.95	
<u>Medicare - 15485 (2)</u>	2/19/2025	\$75.95	
<u>Medicare - 15486</u>	2/19/2025	\$54.40	
<u>Medicare - 15486 (2)</u>	2/19/2025	\$54.40	
<u>Medicare - 15487</u>	2/19/2025	\$47.36	
<u>Medicare - 15487 (2)</u>	2/19/2025	\$47.36	
<u>Medicare - 15488</u>	2/19/2025	\$47.29	
<u>Medicare - 15488 (2)</u>	2/19/2025	\$47.29	
<u>Medicare - 15489</u>	2/19/2025	\$54.89	
<u>Medicare - 15489 (2)</u>	2/19/2025	\$54.89	
<u>Medicare - 15491</u>	2/19/2025	\$55.99	
<u>Medicare - 15491 (2)</u>	2/19/2025	\$55.99	
<u>Medicare - 15492</u>	2/19/2025	\$14.82	
<u>Medicare - 15492 (2)</u>	2/19/2025	\$14.82	



Reference	Date	Amount	Notes
<u>Medicare - 15493</u>	2/19/2025	\$45.75	
<u>Medicare - 15493 (2)</u>	2/19/2025	\$45.75	
<u>Medicare - 15494</u>	2/19/2025	\$43.98	
<u>Medicare - 15494 (2)</u>	2/19/2025	\$43.98	
<u>Medicare - 15495</u>	2/19/2025	\$47.30	
<u>Medicare - 15495 (2)</u>	2/19/2025	\$47.30	
<u>Medicare - 15496</u>	2/19/2025	\$54.71	
<u>Medicare - 15496 (2)</u>	2/19/2025	\$54.71	
<u>Medicare - 15497</u>	2/19/2025	\$69.47	
<u>Medicare - 15497 (2)</u>	2/19/2025	\$69.47	
<u>Medicare - 15498</u>	2/19/2025	\$38.28	
<u>Medicare - 15498 (2)</u>	2/19/2025	\$38.28	
<u>Medicare - 15499</u>	2/19/2025	\$44.01	
<u>Medicare - 15499 (2)</u>	2/19/2025	\$44.01	
<b>Reference Number: Feb 1-15, 2025</b>	<b>Payroll Vendor</b>	<b>\$38,252.26</b>	
<u>ACH Pay - 15483</u>	2/19/2025	\$2,629.53	
<u>ACH Pay - 15484</u>	2/19/2025	\$2,152.80	
<u>ACH Pay - 15485</u>	2/19/2025	\$3,530.76	
<u>ACH Pay - 15486</u>	2/19/2025	\$2,638.57	
<u>ACH Pay - 15487</u>	2/19/2025	\$2,238.20	
<u>ACH Pay - 15488</u>	2/19/2025	\$2,238.06	
<u>ACH Pay - 15489</u>	2/19/2025	\$2,533.56	
<u>ACH Pay - 15491</u>	2/19/2025	\$2,620.36	
<u>ACH Pay - 15492</u>	2/19/2025	\$883.91	
<u>ACH Pay - 15493</u>	2/19/2025	\$2,112.47	
<u>ACH Pay - 15494</u>	2/19/2025	\$2,147.42	
<u>ACH Pay - 15495</u>	2/19/2025	\$2,242.61	
<u>ACH Pay - 15496</u>	2/19/2025	\$2,949.02	
<u>ACH Pay - 15497</u>	2/19/2025	\$3,218.98	
<u>ACH Pay - 15498</u>	2/19/2025	\$1,928.40	
<u>ACH Pay - 15499</u>	2/19/2025	\$2,187.61	
<b>Total</b>		<b>\$132,458.74</b>	

Reference	Date	Amount	Notes
<b>The following voucher/warrants/electronic payments are approved for payment:</b>			
Accounts Payable	93	29	77,225.82 39578-39606
Payroll Vendors			
Electronic Payments	3	3	1,078.12 EFT*20250215-17
Electronic Payroll	2	2	15,902.54 EFT*20250218-19
ACH Direct Deposit	16	16	38,252.26 Payroll 2/1-2/15 2025
<b>Total Vouchers</b>	<b>114</b>	<b>50</b>	<b>132,458.74</b>

**Void Checks 39490/39494/39577**

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 \_\_\_\_\_,2025

**ORDINANCE NO. 666**

**AN ORDINANCE OF THE CITY OF NAPAVINE, WASHINGTON  
CREATING A NEW MUNICIPAL CODE CHAPTER  
CONCERNING PUBLIC RECORDS AND ESTABLISHING AN  
EFFECTIVE DATE AND SEVERABILITY.**

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

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

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

**WHEREAS**, pursuant to the Public Records Act (“Act”), codified at Ch. 42.56 RCW, the Washington Legislature requires that each local agency shall provide rules of procedure for the guidance of the public in making requests for inspection or copying of public records; and

**WHEREAS**, pursuant to the Act, a local agency shall appoint and publicly identify a public records officer whose responsibility is to serve as a point of contact for members of the public in requesting disclosure of public records and to oversee the agency’s compliance with the public records disclosure requirements of the Act; and

**WHEREAS**, the State Legislators made revisions to the Public Records Act and the City Council desires to adopt them and modify the City’s practices and policies to be consistent with State law; and

**WHEREAS**, while Chapter 42.56 RCW precludes the City from charging a fee for inspecting or locating public records, it does allow the City to charge a reasonable fee for the copying of records; and

**WHEREAS**, pursuant to RCW 42.56.120, the City may charge for costs of providing copies of public records; and

**WHEREAS**, body camera recordings are public records subject to Chapter 42.56 RCW, the Washington State Public Records Act; and

**WHEREAS**, pursuant to RCW 42.56.240(14)(f), law enforcement agencies are permitted to charge requesters not exempted under RCW 42.56.240(14)(e) the reasonable costs of redacting videos prior to disclosure; and

**WHEREAS**, the City has analyzed and determined the costs associated with redaction of videos; and

**WHEREAS**, since the Act’s adoption in 1972, the use of technology has resulted in many public records stored in an electronic format for which a copying fee was not expressly authorized; and

**WHEREAS**, the Washington State Legislature authorized the imposition of a fee for the provision of records in an electronic format and a customized service charge when expertise is required to compile data or when customized access is necessary to provide requested records; and

**WHEREAS**, RCW 42.56.120, permits the City to impose the actual cost of providing records, to impose a statutorily authorized default cost, or to adopt a one-time flat fee of up to \$2.00; and

**WHEREAS**, RCW 42.56.070(4), provides that a local agency need not maintain . . . an index, if to do so would be unduly burdensome, but it shall in that event:

- (a) Issue and publish a formal order specifying the reasons why and the extent to which compliance would unduly burden or interfere with agency operations; and
- (b) Make available for public inspection and copying all indexes maintained for agency use; and

**WHEREAS**, the City of Napavine is composed of multiple departments, which maintain separate databases and/or copying-keeping systems for indexing records, which are available for inspection and/or copying; and

**WHEREAS**, the development and maintenance of a city index would be extremely costly; and would provide little benefit to the public compared to the expense of creating and maintaining such a city-wide index; and

**WHEREAS**, the City operations do not allow for the addition, revision or reassignment of duties of existing personnel so that an index may be developed and maintained; and anticipated City revenues do not allow for additional staff for the purpose of creating and maintaining such an index; and

**WHEREAS**, because the City has records which are diverse, complex and stored in multiple locations and in multiple computer systems and data bases, it is unduly burdensome, if not physically impossible, to maintain a central index of records; and

**WHEREAS**, the requirement to maintain a public records index would interfere with the City's operations in the following ways:

1. The sheer volume of records produced by the various departments and agencies of the City precludes any attempt to maintain a comprehensive and current index of records;
2. The need to constantly update the index to keep it current would be nearly impossible; and
3. The City does not have a central repository for all of its public records and would therefore have to have multiple indices and multiple employees charged with constant updates of those indices; and

**WHEREAS**, the Council finds:

1. The City of Napavine is not required to maintain a current index of public records due to the above findings that the requirement is unduly burdensome and such a list is nearly impossible to create and/or maintain; and
2. Pursuant to chapter 42.56 RCW, the City of Napavine shall make available for public inspection and/or copying all public records and any indexes of public records maintained by the City to the extent not exempt from inspection and/or copying pursuant to Chapter 42.56 RCW, or other applicable laws; and

WHEREAS, the Council desires to create a new Chapter 2.36 NMC as set forth herein.

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

Chapter 2.36 of the Napavine Municipal Code is hereby created as follows:

**Section 1.** Section 2.36.010 NMC is hereby created to read as follows:

**2.36.010 Purpose and intent.**

- A. The purpose of these rules is to establish the procedures the city of Napavine will follow in order to provide full access to public records. These rules provide information to persons wishing to request access to public records of the city of Napavine and establish processes for both requester and the city of Napavine staff that are designed to best assist members of the public in obtaining such access. The city of Napavine shall provide full public access to information concerning the conduct of government, mindful of individuals' privacy rights, and the desirability of the efficient administration of government. The intent is to protect public records from damage or disorganization, and to prevent excessive interference with other essential functions of the city.
- B. The city of Napavine is committed to transparency in government. We will provide our customers with the fullest assistance possible when requesting access to public records.
- C. The city of Napavine is required by Chapter 42.56 RCW to adopt and enforce reasonable rules and regulations consistent with the intent of the Public Records Act: to provide access to public records, to protect public records from damage or disorganization, and to prevent interference with other essential city business.
- D. The city of Napavine makes all public records available except those that are exempt by state or federal statute.
- E. All references in this Title to RCW refer to titles, chapters and sections as they now exist or are hereafter amended.

**Section 2.** Section 2.36.020 NMC is hereby created to read as follows:

**2.36.020 Public records officer.**

All persons desiring to inspect or receive a copy of any public record of the city must make their request to the city clerk or his/her designee. The public records officer will oversee compliance with the Act, but another city staff member may process the request. Therefore, these rules will refer to the public records officer or designee. The public records officer or designee of the city will provide assistance to the requester, ensure that public records are protected from damage or disorganization, and prevent fulfilling public records requests from causing excessive interference with essential functions of the city. The City Clerk is authorized to establish and implement policies and procedures for responding to requests for public records in addition to those set forth in this chapter.

**Section 3.** Section 2.36.030 NMC is hereby created to read as follows:

**2.36.030 Request for records.**

- A. All persons desiring to inspect or receive a copy of any public record of the city must make their request to the city clerk, or his/her designee. The city clerk shall make available public record request forms.

- B. Any person wishing to inspect or copy identifiable public records of the city should make the request in writing in one of the following ways:
1. The primary and preferred request method is via the city's public records request form, which can be found online on the City's website. This method is more efficient to administer, maximizes taxpayer resources, and provides a cheaper and more prompt delivery of responsive records to the customer.
  2. By letter, fax, or email addressed to the public records officer. Individual email accounts are not to be used for submitting public records requests. Requests submitted to individual email accounts are not permitted as they are not a reliable method to ensure receipt of a request.
  3. The following information should be included in the request:
    - (a) Name and address of requester (optional but encouraged). Please note that anonymous requesters may not have access to records which include sensitive information such as social security numbers, identification numbers, addresses of public safety employees, lists of individuals, etc.;
    - (b) Contact information, including telephone number and email address (when applicable);
    - (c) Identification of the requested records adequate for the public records officer to locate the records; and
    - (d) The date of the request.

**Section 4.** Section 2.36.040 NMC is hereby created to read as follows:

**2.36.040 Indexes not required.**

- A. The City does hereby make the following findings:
1. The City of Napavine is composed of multiple departments, which maintain separate databases and/or copying-keeping systems for indexing records, which are available for inspection and/or copying.
  2. The development and maintenance of a city index would be extremely costly and would provide little benefit to the public compared to the expense of creating and maintaining such a city-wide index.
  3. The City operations do not allow for the addition, revision, or reassignment of duties of existing personnel so that an index may be developed and maintained.
  4. Anticipated City revenues do not allow for additional staff for the purpose of creating and maintaining such an index.
  5. Because the City has records which are diverse, complex, and stored in multiple locations and in multiple computer systems and databases, it is unduly burdensome, if not physically impossible, to maintain a central index of records.
  6. The requirement to maintain a public records index would interfere with the City's operations in the following ways:
  7. The sheer volume of records produced by the various departments and agencies of the City precludes any attempt to maintain a comprehensive and current index of records;
  8. The need to constantly update the index to keep it current would be nearly impossible; and

9. The City does not have a central repository for all of its public records and would therefore have to have multiple indices and multiple employees charged with constant updates of those indexes.
- B. The city does hereby formally order that maintaining an index of public records pursuant to RCW 42.56.070(4) would be unduly burdensome for the following reasons:
1. The initial construction and subsequent maintenance of such an index would be a financial burden upon the city.
  2. The city does not have sufficient staffing available to initially prepare and subsequently maintain such a comprehensive index.
- C. Based upon the findings set forth in NMC 2.36.040 (A) and (B) and pursuant to RCW 42.56.070(4), the city council orders the following:
1. The city of Napavine is not required to maintain an all-inclusive index of public records, due to the fact that the requirement is unduly burdensome and such a list is nearly impossible to create and/or maintain.
  2. If the City has an index, the city shall make available for public inspection and copying any index maintained by the city for city use not otherwise exempt from inspection and/or copying pursuant to Chapter 42.56 RCW.

**Section 5.** Section 2.36.050 NMC is hereby created to read as follows:

**2.36.050 Response to requests.**

- A. It is the intent of the city to provide records in as expedient a manner as possible. If the request is for a record maintained or indexed other than in the clerk's office the requester will be advised that their request has been forwarded to the appropriate department. All assistance necessary to help the requester shall be provided either by an employee of the city clerk's office or of the particular department. The giving of such assistance will not unreasonably disrupt the operation of the city or the other duties of assisting employees. If the written request includes a request for copies, a payment in accordance with the city's fee schedule shall be paid. Responses to requests for records will be made within five working days from the time the request was received.
- B. Whenever a member of the public has requested to inspect an identifiable public record and that request has been denied, such a person may submit a written request and have such denial reviewed by the mayor. A written response from the mayor pertaining to the denial shall be as prompt as possible.
- C. Prompt Responses Required.
1. Within five business days of receiving a valid/proper public records request, the public records officer must respond to the requester in (one or more of) the following ways:
    - (a) Providing the record;
    - (b) Providing an internet address and link on the city's website to the specific records requested, except that if the requester notifies the city that he or she cannot access the records through the internet, then the city will provide copies of the record;

- (c) Acknowledging that the city has received the request and providing a reasonable estimate of the time required to respond to the request;
  - (d) Requesting clarification from the requester; or
  - (e) Denying the public records request.
2. Additional time required to respond to a request may be based upon the need to clarify the intent of the request, collaborate with the requester to ensure a successful search, to locate and assemble the information requested, to notify third persons or agencies affected by the request, or to determine whether any of the information requested is exempt and that a denial should be made as to all or part of the request and to prepare redaction logs as appropriate.
  3. As a courtesy, rather than denying an invalid request outright, the public records officer may provide the requester an opportunity to rephrase a request that does not sufficiently describe an identifying document. Such opportunity will include a deadline for response. This courtesy is extended based upon availability of staff time and resources. The request will be considered “received” on the next business day after the “existing, identifiable” records have been described. If the requester fails to properly identify existing records by the deadline, the city need not respond to it.
  4. Denials of requests must be accompanied by a written statement of the specific reasons therefor in accordance with Chapter 42.56 RCW.
  5. Should a requester not receive a timely response to their request as described above, the requester should contact the public records officer to determine the reason for the failure to respond.
- D. The city is committed to assisting the public with accessing the records and encourages requesters to avoid delays in contacting the public records officer/specialist.

**Section 6.** Section 2.36.060 NMC is hereby created to read as follows:

**2.36.060 Information exempt from public inspection.**

The following shall be exempt from public inspection and copying:

- A. The city is subject to the exemptions contained in Chapter 42.56 RCW and all other federal/state statutes including those that may be later amended and adopted. An exemption from disclosure will be narrowly construed in favor of disclosure (RCW 42.56.030). An exemption from disclosure must specifically exempt a record or portion of a record from disclosure.
- B. No provision of this policy shall be construed to require dissemination of any confidential communication from the city attorney or any department head that is not subject to the disclosure requirements of Chapter 42.56 RCW or any communication that may lawfully be transmitted in an executive session pursuant to the State Open Public Meetings Act.
- C. The Code Reviser’s office annually provides the State Sunshine Committee with a list of public disclosure exemptions contained in the Revised Code of Washington. This list (as may be later amended) is incorporated into this policy. However, the city’s failure to list an exemption shall not affect the efficacy of any exemption.



- D. Nothing in this policy shall be construed as authorizing the copying of any other document exempt by federal or state law. Police records are subject to Chapters 10.97, 13.50, 42.56, 68.50, and 70.48 RCW.
- E. The city is prohibited by statute from disclosing lists of individuals for commercial purposes (RCW 42.56.070(8)). The public records officer will investigate any requests for individuals (according to industry standards and best practices) to determine whether or not they are being sought for commercial purposes. If it is determined the lists are for commercial purposes the request will be denied.

**Section 7.** Section 2.36.070 NMC is hereby created to read as follows:

**2.36.070 Procedures for exemptions and redactions.**

- A. The city reserves the right to redact identifying details when disclosing the public record if there is reason to believe that disclosure of such details would be an invasion of personal privacy or involves exempt material as noted above in NMC 2.36.060. When exempt portions of public records can be redacted, the remainder thereof shall be open to public inspection and copying.
- B. Exemption Log. If the city determines that a record is subject to an exemption and is withholding the record in its entirety, the city shall prepare an exemption log that contains the following information:
  - 1. A description of the exemption including the statutory reference;
  - 2. The type of record being withheld;
  - 3. A short explanation of how the exemption applies to the record (or part) being withheld;
  - 4. The date the record was created;
  - 5. The number of pages;
  - 6. The author and recipient, or if otherwise protected, other means of sufficiently identifying particular records without disclosing protected contents; and
  - 7. Where the use of any identifying features would reveal protected contents, the city may designate the record with a numbered sequence.
- C. Notice of Redaction/Redaction Log. If the city determines that part of a record is subject to an exemption, the city shall redact the exempt portion(s), provide the nonexempt portions and note the redaction(s) in correspondence to the requester or by creating a redaction log for numerous exemptions. The following information shall be included in writing:
  - 1. A description of the exemption including the statutory reference; and
  - 2. A short explanation of how the exemption applies to the record (or part) being withheld.
- D. Exemption and redaction logs for nonroutine requests are to be reviewed by the city attorney's office prior to being provided to the requester.

**Section 8.** Section 2.36.080 NMC is hereby created to read as follows:

**2.36.080 Record copy charge.**

- A. No fee shall be charged for inspection of public records. There is no fee for locating records. There is no fee for inspecting public records.
- B. There is a cost to receive copies of records as described in the city's fee schedule which is adopted by council resolution.
- C. For security reasons and to avoid unreasonable disruption of operations, the city cannot offer copying facilities for public use or open files beyond business hours.
- D. Copies of any disclosable public record (or portions thereof) including, but not limited to, maps, reports, codes, plans, and tape recordings, shall be made and provided by the city upon request and payment of the actual cost incidental to reproducing the same. The requester may obtain copies for standard and legal black and white copies for \$0.15 per copy. Standard and legal color copies shall be \$0.50 per copy. In determining the cost of reproduction, all costs incidental to such reproduction shall be includable factors, including labor incurred in making copies, costs to outside sources, transcription costs, and mailing costs.
- E. Where the request is for a certified copy, there shall be an additional charge to cover the additional expense and time required for certification.
- F. The city may require a deposit not to exceed 10 percent of the estimated cost of providing copies. The city may also produce the requested records on a partial or installment basis, and may charge for each part of the request as it is provided.
- G. Cost of Mailing. The city may also charge the actual costs of mailing, including the cost of the shipping container and the actual staff time spent preparing the records for mailing.
- H. Fees are normally waived for government agencies or when supplying the copy would be in the city's interest.
- I. Customized access is a matter of law as noted in RCW 42.56.120. The city may assess a customized service charge for exceptionally large records requests that require staff and resources beyond what is normally available to the agency. The fee is in addition to the authorized copying costs, and may include reimbursement for the actual costs of providing the records. The city will assess a customized service charge only after notifying the requester of the customized service charge to be applied to the request, including an explanation of why the customized service charge applies, a description of the specific expertise, and a reasonable estimate cost of the charge. The notice also must provide the requester with the opportunity to amend his or her request in order to avoid or reduce the cost of a customized service charge. A customized service charge is warranted if:
  - 1. Fulfilling the request requires extensive use of information technology resources to identify, locate, format, or translate a record, or provide electronic access services; or
  - 2. The request requires specialized analytical, research, or supervisory assistance to identify, locate, compile, or transfer the records.
- J. This policy does not apply to records sought under the rules of discovery in the course of litigation. If a requester is seeking records under discovery, they need to make their request to the city attorney's office and not through this policy. All records requests made under this policy, regardless of intended use, are subject to Chapter 42.56 RCW (including the exemptions allowed under the Act).

**Section 9.** Section 2.36.090 NMC is hereby created to read as follows:

**2.36.090 Alteration of cost schedule.**

When a change in the established cost schedule is required, the city council, in consultation with appropriate department(s), shall change the schedule by passing a resolution.

**Section 10.** Section 2.36.100 NMC is hereby created to read as follows:

**2.36.100 Disclosure prohibited.**

The city shall not be required to permit public inspection and/or copying of any record to the extent public disclosure is prohibited, restricted, or limited by state or federal laws.

**Section 11.** Section 2.36.110 NMC is hereby created to read as follows:

**2.36.110 Retention and destruction of public records.**

- A. The Washington State Archivist has developed retention schedules for local government records including email and electronic records. Records of the city should be retained and destroyed consistent with the retention schedules. If a public records request is made at a time when a record exists, but is scheduled for destruction in the near future, the person with possession and control of the record shall retain the record until the request is resolved.
- B. Backup copies of public records performed by information services personnel are not a substitute for records retention. Retention is the responsibility of the sender of the record, not the backup process. Backups are for disaster recovery only and files are not individually indexed/identifiable. To avoid interference with essential government operations, and to preserve organization of government records, backup tapes will not be examined in response to a public records request.

**Section 12.** Section 2.36.120 NMC is hereby created to read as follows:

**2.36.120 Medical records, information access, and disclosure.**

Medical records shall be released or disclosed under a patient's written authorization, or in compliance with RCW 70.02.020. Therefore, requests for medical records shall be made to the ambulance billing department by fax at 509-585-4254 and not through this public records policy.

**Section 13.** Section 2.36.130 NMC is hereby created to read as follows:

**2.36.130 Administrative review of actions by the public records officer.**

- A. Any person who objects to the denial of a request for a public record or the closure of a public records request shall petition for prompt review of such action by tendering a written request for review to the city attorney. The written request shall specifically refer to the written statement by the public records officer or other staff member which constituted or accompanied the action taken.
- B. Immediately after receiving a written request for review of a decision of the public records officer, the city attorney (or designee) shall request a response from the public records officer or other person who responded to the request. The city attorney (or designee) will immediately consider the matter and either affirm or reverse such action within two business days following the receipt of the written request for review of the action.

- C. Administrative remedies shall not be considered exhausted until the city attorney (or designee) has made a written decision, or until the close of the second business day following receipt of the written request for review of the action of the public records officer, whichever occurs first.

**Section 14.** Section 2.36.140 NMC is hereby created to read as follows:

**2.36.140 Managing multiple, frequent requests from an individual.**

In order to provide the fullest assistance to all requesters; to prevent damage to or disorganization of city records or excessive interference with other essential city functions; or to assure that the appropriate amount of city time and resources will be fairly allocated among all requests and requesters, the public records officer has the discretion to administer multiple, frequent open requests from an individual by either:

- A. Considering each request individually; or
- B. Administering requests sequentially. The public records officer shall administer each request by the same requester one at a time in consecutive order.
  - 1. The earliest request submitted will be the earliest request resolved. Work will begin on the next request once the earlier request has been resolved. Work will continue in this manner until all requests have been resolved.
  - 2. A requester shall be permitted no more than two opportunities within a 12-month period to reorder their requests to the priority of their choosing; these requests for reprioritization shall be honored whenever practical to do so.
  - 3. Requesters are cautioned that work will not continue on subsequent requests until they have provided a timely response to requests for inspection, retrieval or payment or until the request is abandoned, whichever occurs first.

**Section 15.** Section 2.36.150 NMC is hereby created to read as follows:

**2.36.150 Protecting rights of others.**

In the event that the requested records contain information that may affect rights of others and may be exempt from disclosure, the public records officer or designee may, prior to providing the records, give notice to such others whose rights may be affected by the disclosure. The public records officer or designee shall give sufficient notice to other persons so that the affected person can review the request, and if necessary, seek an order from a court to prevent or limit the disclosure. The notice to the affected persons will include a copy of the request.

**Section 16.** Section 2.36.160 NMC is hereby created to read as follows:

**2.36.160 Copyrighted material – Commercial purposes.**

- A. Certain documents that are in the hands of the city may be protected by a statutory or common-law copyright. If the department believes that copying may violate fair use of the document, the owner will be promptly notified that he must seek prompt relief if he wishes to protect the document from copying.
- B. Copying of copyrighted material, other than fair use, will be refused if the department finds that copying will be for commercial purposes and fair value has not been paid to the copyright holder.

**Section 17.** Section 2.36.170 NMC is hereby created to read as follows:

### **2.36.170 Providing records in installments.**

It is the city's goal to provide requesters with the records they seek as quickly as possible. Therefore, the public records officer or designee will provide access for inspection and copying in installments, if he or she reasonably determines that it would be practical to provide the records in that way.

- A. If, within 30 days, the requester fails to inspect (or provide payment for) the entire set of records or one of the installments, the public records officer or designee may stop searching for the remaining records and close the request.
- B. The city may suspend work to satisfy the request while awaiting payment or inspection of the records.

**Section 18.** Section 2.36.180 NMC is hereby created to read as follows:

### **2.36.180 Closing the request.**

- A. The public records officer shall provide requesters 30 days to respond to requests from the city to retrieve/review documents and/or provide payment (reproduction expenses or deposits). This notice shall be made in writing and shall include the deadline to respond. The notice shall also provide language alerting the requester that their request will be automatically closed at the end of the deadline if they do not adequately respond. Should the 30 days lapse without the appropriate action of the requester, the request will be listed as abandoned and closed. No further work will take place on the request.
  - 1. Postmarks for payments are not accepted. Requesters shall plan ahead for deadlines which fall on weekends or holiday closures.
  - 2. The city shall release records to the requester no more than four business days following receipt of payment.
- B. The city of Napavine is not required to retain records longer than the minimum length of time prescribed by law. In order to not artificially extend the retention period of records and/or cause disorganization of the city's records, copies of records compiled for abandoned requests will not be retained. Therefore, records compiled for abandoned requests may not be available for later submittals.
- C. Requesters are urged to take timely action to prevent their requests from lapsing into an abandoned status.

**Section 19.** Section 2.36.190 NMC is hereby created to read as follows:

### **2.36.190 Police department records and services.**

- A. The police department is authorized to collect fees for certain reports and services of the department.
  - 1. Body Camera Redaction. Pursuant to RCW 42.56.240(14), the city established a charge for staff time spent redacting body camera video recordings for certain requesters in addition to the regular costs allowed under RCW 42.56.070(7).
  - 2. Criminal History Records Information. Pursuant to RCW 10.97.100, the city hereby establishes the collection of reasonable fees for the dissemination of criminal history record information to agencies and persons.

3. Traffic Accident Reports. Pursuant to RCW 46.52.085, the city on behalf of the police department hereby authorizes the adoption of a standard fee to cover the costs of furnishing copies of traffic accident reports, regardless of the number of pages in the report.

B. All fees shall be adopted by resolution of the city council in the Napavine city fee schedule.

**Section 20.** **Repealer.** All ordinances or parts of ordinances inconsistent with the provisions of this Ordinance are hereby repealed.

**Section 21.** **Severability.** If any section, sentence, clause, or phrase of this Ordinance should be held to be unconstitutional or unlawful by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this Ordinance.

**Section 22.** **Effective Date.** This Ordinance shall take effect five (5) days after its publication, or publication of a summary therefore, in the City's official newspaper, or as otherwise provided by law.

**Section 23.** **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.

ADOPTED in an Open Public Meeting of the Napavine City Council this 25 day of February 2025.

**CITY OF NAPAVINE**

\_\_\_\_\_  
Mayor, Shawn O'Neill

Attest:

\_\_\_\_\_  
City Clerk, Rachelle Denham

Approved as to form:

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



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

**City of Napavine  
Action Memorandum No. 25-01**

**AM 25-01: Notice of New Liquor License**

Originator: Rachelle Denham, City Clerk

Agenda Date: February 25, 2025

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

Review by Mayor Shawn O’Neill: \_\_\_\_\_,

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

- 1) Love’s Travel Stop #407816, 1276 Rush Rd. expires May 31, 2025.
- 2) Ramblin Jack’s Ribeye #362011, LLC 1336 Rush Rd expires May 31, 2025.
- 3) Frosty’s Saloon & Grill #350702, 113 W. Front St. expires May 31, 2025.
- 4) Tumac Taproom #433556, 108 E Washington St. expires May 31, 2025.

**Fiscal Impact:** yes  no

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

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

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

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

**Staff Recommendation:**

- Approve Liquor License renewals for Loves’ Travel Stop, Ramblin Jack’s Ribeye LLC, Frosty’s Saloon & Grill, and Tumac Taproom.

LICENSED ESTABLISHMENTS IN INCORPORATED AREAS CITY OF NAPAVALINE  
(BY ZIP CODE) FOR EXPIRATION DATE OF 20250531

LICENSEE	BUSINESS NAME AND ADDRESS	LICENSE NUMBER	PRIVILEGES
1 . LOVE'S TRAVEL STOPS & COUNTRY	LOVE'S TRAVEL STOP #454 1276 RUSH RD NAPAVALINE WA 98532 0000	407816	GROCERY STORE - BEER/WINE
2 . RAMBLIN JACKS RIBEYE, LLC	RAMBLIN JACKS RIB EYE 1336 RUSH RD NAPAVALINE WA 98532 8728	362011	SPIRITS/BR/WN REST LOUNGE +
3 . DINO ENTERPRISES, INC.	FROSTY'S SALOON & GRILL 113 W FRONT ST NAPAVALINE WA 98565 0000	350702	SPIRITS/BR/WN REST LOUNGE - KEGS TO GO
4 . LANDRAM, NATASHA KAYE LANDRAM, ANDREW JEREMY	TUMAC TAPROOM 108 E WASHINGTON ST NAPAVALINE WA 98565 5001	433556	TAVERN - BEER/WINE OFF PREMISES





Washington State  
Liquor and Cannabis Board  
PO Box 43098,

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

MAYOR OF NAPA VINE  
CITY HALL  
NAPA VINE, WA 98565



Washington State  
Liquor and Cannabis Board  
PO Box 43098

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

February 06, 2025

Dear Local Authority:

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

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

1) Objection to License Renewal

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

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

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

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

2) Status of License While Objection Pending

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

3) Procedure Following Licensing Division Receipt of Objection

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

4) Procedure if Board Does Not Renew License

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

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

5) Procedure if Board Renews License Over Your Objection

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

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

Sincerely,

*Rebecca Smith*

Rebecca Smith, Director,  
Licensing and Regulation Division

LIQ 864 07/10



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

**City of Napavine  
Action Memorandum No. 25-02**

**AM 25-02: Jefferson Station 100% Design**

Originator: Rachelle Denham, City Clerk

Agenda Date: February 25, 2025

Route to:	Department Head	Signature	Date
X No Objections	Bryan Morris		

Review by Mayor Shawn O'Neill: \_\_\_\_\_,

**Attachment(s):** None

**Fiscal Impact:** yes  no

**Summary statement:** This project is budgeted and has been approved by the council. The design for Jefferson Station is now at 100%.

**Staff Recommendation:**

- Per the PW Director he recommends the council approve the 100% design so the project can continue to move forward with the processes.

**To:** Mayor and City Council  
**From:** Bryan Morris, PW/CD Director  
**RE:** Staff Report for Council Meeting, February 25<sup>th</sup>, 2025

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- **Planning Commission Meeting Minutes**

- Planning Commission Regular Meeting Minutes – February 3, 2025

- **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.
- Cell tower on city property – Applicant provided contract back to city for additional review. It is currently under review with the city attorney.
- 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 – City provided the applicant with a "timeline" letter on January 28<sup>th</sup>, reminding the applicant that the city still needs them to address the school comments before we can draft/issue a staff report and set a public hearing. The timeline provided showed the public hearing no later than March 24<sup>th</sup>, but that is contingent on the applicant providing the city with the required information in a timely manner.
- Walsh Trucking Binding Site Plan – Consultant should be drafting staff report to present to the Planning Commission.
- Jefferson Station – Design plans at 100%. City staff is working on the documents to go to advertising.
- Water – Recently collected PFAS samples from well 4 & 5 to confirm there is still no PFAS in those wells. Great News! Those samples results came back and Well 4 & 5 came back non-detected for PFAS! Grant was submitted to DOH on 1/7/2025. Well 2 and Well 3 have been severed from distribution.



NAPAVINE PLANNING COMMISSION MINUTES  
February 3, 2025 6:00 P.M.  
Napavine City Hall, 407 Birch Ave SW, Napavine, WA

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**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: Deborah Graham, Amy Morris, Kacey Torgerson, and Amy Hollinger

**Commissioner Hollinger motioned to excuse Arnold Haberstroh, seconded by Commissioner Torgerson. Vote on motion 3 ayes 0 nay.**

**APPROVAL OF AGENDA – As presented:**

**Commissioner Torgerson motioned to approve the agenda as presented, seconded by Commissioner Morris. Vote on motion 3 ayes, 0 nay.**

**APPROVAL OF MINUTES:**

**Commissioner Morris motioned to approve the January 21, 2025 regular meeting minutes, seconded by Commissioner Hollinger. Vote on motion 3 ayes and 0 nay.**

**OLD BUSINESS:**

1. **Comp Plan Update – Climate Vulnerability Element**

Paul from Jackson Civil was present and Katie & Rachel from BHC (online) provided a presentation on the Climate Vulnerability Element, discussing mostly the city impacts from fires and flooding. Discussed the draft policies and goals, which will be discussed more at the next meeting.

**GOOD OF THE ORDER:**

**ADJOURNMENT** 7:17 pm

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

*These minutes are not verbatim. If so desired, a recording of this meeting is available online at*

<https://fccdl.in/cvMyPVBzcv>.

Respectfully submitted,

Bryan Morris, Community Development/Public Works Director

Planning Commission Chairperson