



## CITY COUNCIL MEETING AGENDA Tuesday – August 23, 2022 – 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)

Larry Stafford,  
Council Position No.2  
[lstafford@cityofnapavine.com](mailto:lstafford@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

Honorable Judge Unzleman  
Katie Geihl & Lacie DeWitt  
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 MINUTES FROM THE REGULAR MEETING
  - 1) Regular Council Meeting Minutes– August 9, 2022
- VII. STAFF & COUNCIL REPORT
- VIII. OLD BUSINESS
  - 1) Jackson Civil Consultant Agreement for HAPI Grant Update – B. Morris
- IX. NEW BUSINESS
  - 1) Vouchers – M. Whitten
  - 2) AM 22-08 Liquor License Renewal – R. Denham
  - 3) Nuisance Property 21F871-Gans/ Approval of Heritage Agreement – J. Godbey & B. Morris
- X. CITIZEN COMMENTS – NON-AGENDA ITEMS
- XI. 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

August 09, 2022, 6:00 P.M.

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

**CALL TO ORDER:**

Mayor Shawn O’Neill called regular city council meeting to order at 6:00 pm.

**INVOCATION:**

Invocation was led by Pastor, Scott Collins

**PLEDGE OF ALLEGIANCE:**

Mayor Shawn O’Neill led the flag salute.

**ROLL CALL:**

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

City staff members present: City Clerk- Rachele Denham, Treasurer – Michelle Whitten, PW/Comm Dev – Bryan Morris, Chief of Police – John Brockmueller, Police Admin Assistant Judy Godbey, and Court Administrator Katie Geihl and Lacie DeWitt.

**ROLL CALL:**

|                                  |                                      |  |
|----------------------------------|--------------------------------------|--|
| <b>MOVED:</b>                    | Don Webster                          | Motion: To excuse Councilor Larry Stafford from council meeting. |
| <b>SECONDED:</b>                 | Brian Watson                         |  |
| <i>Discussion: No Discussion</i> |                                      |  |
| <b>VOTE ON MAIN MOTION:</b>      | 3-0 Motion Carried: 3 aye and 0 nay. |  |

|                                  |                                      |   |
|----------------------------------|--------------------------------------|---|
| <b>MOVED:</b>                    | Don Webster                          | Motion: To excuse Councilor Heather Stewart from council meeting. |
| <b>SECONDED:</b>                 | Duane Crouse                         |   |
| <i>Discussion: No Discussion</i> |                                      |   |
| <b>VOTE ON MAIN MOTION:</b>      | 3-0 Motion Carried: 3 aye and 0 nay. |   |

**CONSENT/APPROVAL OF AGENDA**

|   |                                      |  |
|---|--------------------------------------|--|
| <b>MOVED:</b>   | Don Webster                          | Motion: Approval of Agenda- As Amended |
| <b>SECONDED:</b>  | Brian Watson                         |  |
| <i>Discussion: The mayor asked Bryan Morris if he wanted to Table Item #5 under new business, Jackson Civil Consultant Agreement for HAPI Grant until the next council meeting.</i> |                                      |  |
| <b>VOTE ON MAIN MOTION:</b>   | 3-0 Motion Carried: 3 aye and 0 nay. |  |

**APPROVAL OF MINUTES FROM REGULAR COUNCIL MEETING**

|                                  |                                      |  |
|----------------------------------|--------------------------------------|--|
| <b>MOVED:</b>                    | Duane Crouse                         | Motion: Approval of Minutes - Regular Council Meeting, from the July 26, 2022, meeting |
| <b>SECONDED:</b>                 | Don Webster                          |  |
| <i>Discussion: No Discussion</i> |                                      |  |
| <b>VOTE ON MAIN MOTION:</b>      | 3-0 Motion Carried: 3 aye and 0 nay. |  |

## **STAFF & COUNCIL REPORTS:**

### **Rachelle Denham – City Clerk**

- Attended the council meeting and plans to slowly get back in the office next week. She shared the Centralia Police Department flier, Chemicals of Concern and Common Sense, presented by: Stephanie Siete at the Centralia College on August 22, 2022, at 6 P.M.

### **Chief of Police – J. Brockmueller**

- Toledo did not sign the Interlocal Agreement between Napavine & Toledo. Fleet update on the vehicles: Purchased the Durango from Toledo using ARPA funds, saved the city around \$15k due to the outfitting of a patrol car. The news cars ordered, one has arrived in Portland, OR and the other is on a train slowly moving this way. Chief also mentioned the event that is being sponsored by Centralia Police Department. The PD is currently getting new carpet installed and it will look great when finished. Operations as normal.

### **Bryan Morris – PW/Community Development**

- Bob Bozarth verbally gave his resignation on Planning Commission to Bryan. There will be a temp hire that will be working on scanning. Bryan stated that the department is going all digital for mapping and permitting.

### **Michelle Whitten – City Treasurer**

- Report in writing, Budget Amendment/ARPA Funds.

### **Shawn O’Neill – Mayor**

- Very exciting that the city was awarded \$470k ARPA funds for the Mayme Park Kitchen. Thank you to Michelle Whitten and Chief for their efforts with the Interlocal Police Agreement. He has spoke with Mayor Dobosh and all is good. It’s important to be good team members. Also, thanked Duane Crouse for his contribution throughout the process.

### **Duane Crouse – Mayor Protem**

- Attended the Toledo council meeting and didn’t go as planned. Kudos to the Police Department and Treasurer. He recently worked with Dan Mahoney and communicated with all council members and had a spray down with the Fire Department for the community.

### **Don Webster – Council Position #3**

- Thanked Tim White for Duane Crouse for the meeting to discuss Twenty-five-year plan for parks. What would it look like for the city.

### **Brian Watson– Council Position #1**

- Thanked the Mayor Pro Tem for the water in the park with the fire department, it was a good time and would like to see it again.

### **Deborah Graham-Planning Commission**

- The planning has some new members, and this is good although the old ones will be missed, Larry, Bob, and Brandon.

## **OLD BUSINESS**

### **FUEL STATION MOROTORIUM- B. Morris**

Planning commission has come up with a plan and will accept the changes at the next planning meeting then it will be sent to council for approval and to set a public hearing for the changes. Information purposes only no action taken.

**NEW BUSINESS**

**VOUCHERS- M. WHITTEN**

**August 9, 2022, First Council Meeting, Accounts Payable: 37689-37719; \$74,697.09, Payroll Vendor: -none-; Electronic Payments dates EFT\*20220803-05 \$597. 82, Electronic Payroll Payments; EFT\*20220801-02 \$10,958.92; ACH Deposit Dates: 08/02/2022 Direct Dep; \$26,274.75. Vouchers Grand Total: \$112,528.58. **Voided Check 37720****

|                                  |                                      |  |
|----------------------------------|--------------------------------------|--|
| <b>MOVED:</b>                    | Don Webster                          | Motion: Approval of the Vouchers dated August 9, 2022, First Council Meeting |
| <b>SECONDED:</b>                 | Brian Watson                         |  |
| <i>Discussion: No Discussion</i> |                                      |  |
| <b>VOTE ON MAIN MOTION:</b>      | 3-0 Motion Carried; 3 aye and 0 nay. |  |

**Planning Commission Oath of Office; Scott Collins and Amy Hollinger – Mayor O’Neill** The mayor swore in new Planning Commission Members, Scott Collins Position #5 and Amy Hollinger Position #2.

**Ordinance 628-B Budget Amendment – M. Whitten**

ORDINANCE No. 628-B

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF NAPA VINE, LEWIS COUNTY, WASHINGTON AMENDING THE 2022 BUDGET; AND PROVIDING FOR THE CITY TREASURER TO IMPELEMENT THESE CHANGES.

|                                  |                                      |   |
|----------------------------------|--------------------------------------|---|
| <b>MOVED:</b>                    | Don Webster                          | Motion: Approval of Ordinance No 628-B Budget Amendment |
| <b>SECONDED:</b>                 | Duane Crouse                         |   |
| <i>Discussion: No Discussion</i> |                                      |   |
| <b>VOTE ON MAIN MOTION:</b>      | 3-0 Motion Carried; 3 aye and 0 nay. |   |

**Jackson Civil Consultant Agreement for HAPI Grant – B. Morris**

|                                  |                                      |  |
|----------------------------------|--------------------------------------|--|
| <b>MOVED:</b>                    | Don Webster                          | Motion: Tabled item until the next council meeting |
| <b>SECONDED:</b>                 | Brian Watson                         |  |
| <i>Discussion: No Discussion</i> |                                      |  |
| <b>VOTE ON MAIN MOTION:</b>      | 3-0 Motion Carried; 3 aye and 0 nay. |  |

**AOC Interagency Reimbursement Agreement – K. Geihl**

|                                  |                                      |   |
|----------------------------------|--------------------------------------|---|
| <b>MOVED:</b>                    | Don Webster                          | Motion: Approving the agreement and have the Mayor sign |
| <b>SECONDED:</b>                 | Brian Watson                         |   |
| <i>Discussion: No Discussion</i> |                                      |   |
| <b>VOTE ON MAIN MOTION:</b>      | 3-0 Motion Carried; 3 aye and 0 nay. |   |

**Small Acts of Kindness Potential Concert on Sept 17<sup>th</sup> – D. Crouse**

Mayor Pro Tem and Councilor Don Webster met with Tim White about this event and thinks it would be another positive event for the community. Tim White has consulted with EXP-Paula Burrows team and Pacific NW Contractors as sponsors for the event. Rick Olson from Napavine Booster Club would like to serve hamburger and hotdogs to raise funds for their club. Small Acts of Kindness will take care of the alcohol side of things, Insurance, and licenses. The event will be free of charge and the band is Switchback. Looking forward to partnership with us and the event is put on by EXP and Pacific Northwest Contractors. Mayor asked Mayor Pro Tem when insurances were checked whose insurance covers it. The city will do the umbrella and the sponsors will also have their own insurance in place. Legal, Jim Buzzard stated that the city insurance would be secondary to the event sponsors and alcohol. If it was a city park issue let’s say a pipe sticking out of the ground the city insurance would be responsible for it. The Baseball field #3 will be used. Tim White will be using a generator for electricity. This will be a fun end of summer event for the community.

|                                  |                                      |   |
|----------------------------------|--------------------------------------|---|
| <b>MOVED:</b>                    | Duane Crouse                         | Motion: Approve the concert (music in the park) and the city as a sponsor |
| <b>SECONDED:</b>                 | Brian Watson                         |   |
| <i>Discussion: No Discussion</i> |                                      |   |
| <b>VOTE ON MAIN MOTION:</b>      | 3-0 Motion Carried; 3 aye and 0 nay. |   |

**Municipal Court Amended ARPA Request – K. Geihl/ L. Dewitt-** Katie informed the council that the Grant was approved for the courtroom audio/video system update. The grant for \$43,445 has been approved and that the city will have to pay DESCO up front and then submit for reimbursement. There were some minor changes to the courts original request of ARPA Funds and that was presented to council so they could see the changes from original request. NO ACTION was taken since the ARPA Funds budget amendment was already voted on and approved.

**CITIZEN COMMENTS – NON-AGENDA ITEMS:**

**Scott Brummer** – Introduced himself and is running for Commissioner Position #3 in the general election.

**ADJOURNMENT:**

|   |                                      |                                       |
|---|--------------------------------------|---------------------------------------|
| <b>MOVED:</b>                                     | Brian Watson                         | Motion: To Adjourn – Close of Meeting |
| <b>SECONDED:</b>                                  | Duane Crouse                         |                                       |
| <i>Discussion: Meeting Adjourned at 6:40 p.m.</i> |                                      |                                       |
| <b>VOTE ON MAIN MOTION:</b>                       | 3-0 Motion Carried; 3 aye and 0 nay. |                                       |

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

**Respectfully submitted,**

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Rachelle Denham, City Clerk

Shawn O’Neill, Mayor

Councilor



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

**City of Napavine  
Action Memorandum No. 22-08**

**AM 22-08: Notice of Liquor License Renewal**

Originator: Rachele Denham, City Clerk

Prepared Date: August 15, 2022

Agenda Date: August 23, 2022

| 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.

- 1) Annie's Napavine Country Market, 114-F&G Alder Ave NW, expires November 30, 2022.

**Fiscal Impact:** yes  no

**Summary statement:** On August 15, 2022, 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 Annie's Napavine Country Market liquor licenses renewal.



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Heritage Restoration  
1581 N National Ave  
Chehalis, WA 98532  
(360) 345-1015  
firewaterstorm.com

Client: City of Napavine  
Property: 532 8th Ave NW  
Napavine, WA 98532

Operator: ESTIMATO

Type of Estimate:

Date Entered: 8/15/2022

Date Assigned:

Price List: HRI\_WAOLAUG22

Labor Efficiency: Restoration/Service/Remodel

Estimate: NAPAVINE\_NUISSANCE

Below is our bid for clean-up of the "Nuisance Property" located at 532 8th Ave NW.

The property is abandoned, and back yard is full of trash and is overgrown creating a potential fire hazard. The waste includes feces, used diapers, broken glass, broken and destroyed appliances, mattresses, tires, asphalt shingles, lost of trash and canned goods. There are potentially two bee hives that would need to be addressed before any work can start. Windows are broken and the front door swings open. We recommend securing all windows and doors from vandals and squatters.

Cleanup would have access through the back yard, from the adjacent construction site. Brush would cut down and disposed of as well.

Thank you for choosing Heritage Restoration Inc.

I, \_\_\_\_\_, am giving authorization to Heritage Restoration Inc to perform the work outlined in this estimate.

Name: \_\_\_\_\_ Title/Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## NAPAVINE\_NUISSANCE

### NAPAVINE\_NUISSANCE

#### DESCRIPTION

#### QTY

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|  |          |
|--|----------|
| 1. Bee Extermination   | 1.00 EA  |
| 2. Add for personal protective equipment - Heavy duty  | 6.00 EA  |
| 3. Hazardous Waste/Mold Cleaning Technician - per hour   | 16.00 HR |
| For clean up of back patio and surrounding areas - Waste includes used diapers, feces, and other materials that pose high risk.  |          |
| 4. General Demolition - per hour   | 24.00 HR |
| clean up of rest of property   |          |
| 5. Tandem axle dump trailer - per load - including dump fees   | 2.00 EA  |
| regular dump trailers for waste  |          |
| 6. General Laborer - per hour  | 10.00 HR |
| cut down grass and clean up both front and back, to eliminate fire hazard.   |          |
| 7. Tandem axle dump trailer - per load - including dump fees   | 1.00 EA  |
| disposal specialty items - tires, mattresses, appliances.  |          |
| 8. Temporary Repairs - Board-up of windows and front door  | 1.00 EA  |
| Heritage Restoration is waived of liability for damages to the structure when securing. However, with broken windows and doors that are unlocked it is highly recommended to properly secure the property. |          |

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Grand Total

\$8,670.58





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1 15-Photo Aug 15, 10 09 48

Date Taken: 8/15/2022



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2

20-Photo Aug 15, 10 05 46

Date Taken: 8/15/2022



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3

1-Photo Aug 15, 10 01 59

Date Taken: 8/15/2022



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4

2-Photo Aug 15, 10 02 03

Date Taken: 8/15/2022



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5

4-Photo Aug 15, 10 02 10

Date Taken: 8/15/2022



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5-Photo Aug 15, 10 02 22

Date Taken: 8/15/2022



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6-Photo Aug 15, 10 02 49

Date Taken: 8/15/2022



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8

7-Photo Aug 15, 10 02 58

Date Taken: 8/15/2022





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9

13-Photo Aug 15, 10 08 26

Date Taken: 8/15/2022



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10 19-Photo Aug 15, 10 10 08

Date Taken: 8/15/2022



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11 18-Photo Aug 15, 10 10 30

Date Taken: 8/15/2022