



CITY COUNCIL MEETING AGENDA
Tuesday – October 11, 2022 – 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 MINUTES FROM THE REGULAR MEETING**
 - 1) Regular Council Meeting Minutes– September 27, 2022**
- VII. STAFF & COUNCIL REPORT**
- VIII. OLD BUSINESS**
 - 1) Fuel Station Update – R. Denham**
- IX. NEW BUSINESS**
 - 1) Vouchers – M. Whitten**
 - 2) ORD 633 Payment of Utility Service Charges – R. Denham**
 - 3) Reducing Speed Limit to 25 mph Koontz Rd – R. Denham/B. Morris**
 - 4) AM 22-10: TIB Crack Seal Overage – B. Morris**
 - 5) AM 22-11: 1153 Rush Rd City Water Connection Extension – B. Morris**
 - 6) Set time for Budget Workshop #1 on October 25, 2022 – M. Whitten**
- 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>



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

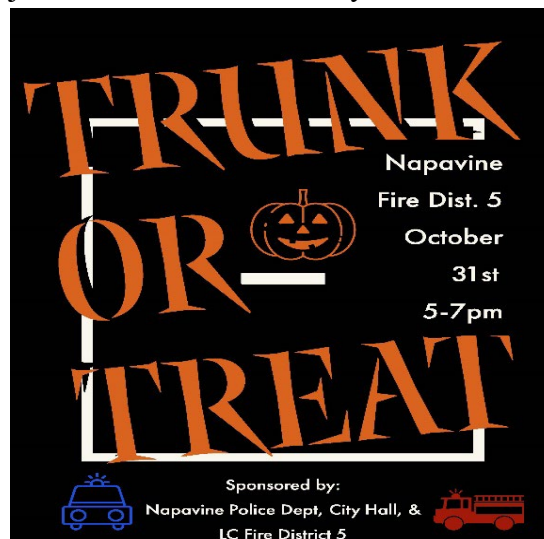
RE: Clerk's Report for Council Meeting, October 11,2022

Clerk Report:

- ❖ The October billing cycle the city billed out a total of \$238,102.50 in water and sewer.
 - Total of 59 accounts carry an outstanding balance of \$7,741.37
 - Currently only two accounts are still participating in the COVID-19 Contracted Payment plan equaling \$246.68
 - Total of 163 Badger Meters in the ground
 - 13 customers who have signed up for EyeOnWater app
 - Year to date, the city has billed out a total of \$1,128,405.23 and has receipted in \$954,015.53

- ❖ **REMINDER** – The Clerk's office will be attending the 2022 Visions Conference in Leavenworth October 11th-13th. Judy and Katie will be providing coverage for the office while we are away. A huge shout out to John and Bryan for allowing their staff to cover for us, Thank you!!!

- ❖ **Trunk or Treat** – If you would like to bring your vehicle or come and handout candy, we'd love to have your join us! Please contact Judy at the Police Department if interested.





NAPAVINE CITY COUNCIL REGULAR MEETING MINUTES
September 27, 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 Scott Brummer.

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.

ROLL CALL:

MOVED:	Ivan Wiediger	Motion: Excuse Heather Stewart from 9/27 council meeting.
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:	Duane Crouse	Motion: Approval of Agenda- As Presented
SECONDED:	Ivan Wiediger	
<i>Discussion: No Discussion</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried: 4 aye and 0 nay.	

APPROVAL OF MINUTES FROM REGULAR COUNCIL MEETING

MOVED:	Don Webster	Motion: Approval of Minutes - Regular Council Meeting September 13, 2022, meeting
SECONDED:	Duane Crouse	
<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

- Operations are normal.

Rachelle Denham – City Clerk

- Report is in writing.

Bryan Morris – PW/Community Development

- PW employee out sick with a family member and is short staffed. Hired temp help and it's working out well. Operations are normal.

Michelle Whitten – City Treasurer

- Vouchers in packet. Will be out of the office Friday – Wednesday due to death in family.

Duane Crouse – Council Position #5

- Attended the Flood Authority meeting and when Scott Boettcher's contract is up there will be an opening. Concert in the Park was a good event. Attended the nuisance workshop and it was productive, a lot to do but capable staff. Did a police ride along with Logan had a great time and likes to be involved. Attended the BOCC meeting for the funding of Mayme Shaddock Park. Asked to be excused at the next council meeting, will be out of the country.

Brian Watson – Council Position #1

- Napavine football and volleyball is doing really good!

Shawn O'Neill - Mayor

- Kudos to the staff and union team working on the negotiations.

OLD BUSINESS

Rognlins Rush Rd Subdivision – B. Morris

MOVED:	Duane Crouse	Motion: Approval of application for land use and to have mayor sign
SECONDED:	Don Webster	
<i>Discussion: No Discussion</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried; 4 aye and 0 nay.	

Nixon Industrial Building Development – B. Morris

MOVED:	Ivan Wiediger	Motion: Approval of application for land use and to have mayor sign
SECONDED:	Don Webster	
<i>Discussion: No Discussion</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried; 4 aye and 0 nay.	

Cliff Morris Short Plat – B. Morris

MOVED:	Don Webster	Motion: Approval of application for land use and to have mayor sign
SECONDED:	Ivan Wiediger	
<i>Discussion: No Discussion</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried; 4 aye and 0 nay.	

NEW BUSINESS

VOUCHERS- M. WHITTEN

September 27, 2022, Second Council Meeting, Accounts Payable: 37787-37814; \$144,781.64, Payroll Vendor: -0-, Electronic Payments dates EFT*20220910; \$54.64, Electronic Payroll; EFT*202208-09; \$10,994.43, ACH Direct Deposit: 9/15 Direct Deposit; \$26,742.97. Vouchers Grand Total: \$182,573.68.

MOVED:	Don Webster	Motion: Approval of the Vouchers dated September 27, 2022, Second Council Meeting
SECONDED:	Brian Watson	
<i>Discussion: No Discussion</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried; 4 aye and 0 nay.	

AM-22-09 Leak Adjustment Acct 2869.4 – R. Denham

MOVED:	Duane Crouse	Motion: Approval to grant the leak adjustment in the amount of \$3,745.33.
SECONDED:	Don Webster	
<i>Discussion: No Discussion</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried; 4 aye and 0 nay.	

Deer Crossing Signage – B. Morris

MOVED:	Ivan Wiediger	Motion: Approve or Deny deer crossing signs on Rush Rd
SECONDED:	Brian Watson	
<i>Discussion: Bryan stated that the signs would be placed at North of Edmonds Lane and Newaukum Valley South.</i>		
VOTE ON MAIN MOTION:	3-1 Motion Carried; 3 aye: Brian Watson, Ivan Wiediger, Don Webster and 1 nay; Duane Crouse.	

CITIZEN COMMENTS – NON-AGENDA ITEMS: No Comments

ADJOURNMENT:

MOVED:	Ivan Wiediger	Motion: To Adjourn – Close of Meeting
SECONDED:	Don Webster	
<i>Discussion: Meeting Adjourned at 6:17 p.m.</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried; 4 aye and 0 nay.	

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

Respectfully submitted,

Rachelle Denham, City Clerk

Shawn O’Neill, Mayor

Councilor

CITY OF NAPAVINE, WASHINGTON

ORDINANCE NO. 633

AN ORDINANCE OF THE CITY OF NAPAVINE, WASHINGTON, AMENDING CHAPTER 13.12 OF THE NAPAVINE MUNICIPAL CODE CONCERNING PAYMENT OF UTILITY SERVICE CHARGES; AMENDING ORDINANCE NO. 568-A AS NECESSARY; AND PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.

RECITALS:

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

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

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

WHEREAS, Chapter 13.12 NMC is entitled “Payment of Utility Service Charges”; and

WHEREAS, Ordinance No. 568-A, as codified at Chapter 13.12 of the Napavine Municipal Code, was enacted on May 8, 2018; and

WHEREAS, the Council desires to amend Chapter 13.12 NMC as set forth herein.

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

The following sections of Chapter 13.12 of the Napavine Municipal Code (“NMC”) are hereby reaffirmed, amended, and repealed as follows:

Section 1. Section 13.12.005 Liability for charges is established to state:

All owners of property shall remain ultimately and legally liable for the payment of any and all utility charges to the premises, regardless of whether such property is used for single-family, multiple dwelling, or commercial purposes, and regardless of the fact that billings

are made in the name of a tenant or other occupant of the premises. Such billings are personal convenience only and shall not in any way affect the lien rights of the city against the premises to which the services are furnished.

Section 2. Section 13.12.010 Method of Billing and Payment is amended to state:

Payment of water and sewer service, in accordance with applicable provision(s) of city ordinances establishing the rates and charges for such water and sewer service as now exist or hereafter may be amended, **and shall be set forth in this chapter.** Utility ~~billings~~ **bills for utility services** will be mailed to the customers on a bimonthly basis on **the first day of** each even month ~~of the year on the first day~~ and shall be due immediately upon billing and **be considered** delinquent if not paid in full on or before the ~~twenty-fifth last~~ day of the month **it was sent** ~~or at close of business or on the next full business day if the twenty-fifth falls on a weekend or holiday~~. All ~~billing statements~~ **bills** are to be paid either by mail, phone, online, **drop box** or in person to the city at the billing office. **All payments received prior to the first business day of the month after the bill was sent shall be applied to utility accounts prior to delinquent fees being assessed.** Unpaid ~~statements~~ **charges** ~~become~~ **are** delinquent on the ~~twenty-sixth~~ **first business** day **of every odd month.** ~~after the date of the billing statement or on the next full business day.~~

Section 3. Section 13.12.020 Notice of Delinquent Account is amended to state:

A delinquency charge shall be added to each unpaid account of ten percent (**10%**) of the balance owing or a minimum of five dollars (**\$5.00**). A delinquency notice shall be mailed and payment of the delinquent utility account balance must be received by the tenth (**10th**) day of ~~the mailing of the delinquency shut-off notice~~ **every odd month** to avoid service interruption. ~~Failure of any customer to pay the original utility billing after the tenth day of mailing of the delinquency shut-off notice, or the next full business day if the tenth day falls on a weekend or holiday shall constitute a delinquency for which the water and/or sewer service shall be terminated and the utility connection disconnected by the city pursuant to applicable ordinances. On the eleventh or next business day by ten a.m., a list of remaining delinquent accounts shall be compiled, and the list given to the public works director or designee; it shall be his duty to immediately thereafter shut off the water service to such delinquent premises. Failure to receive mail will not be recognized as a valid reason for failure to pay rates when due.~~ **On-premises notice (door hanger) of any impending water service shut-off will be posted 48 hours in advance of such water service shut-off. A ten-dollar (\$10.00) fee shall be assessed to the utility account per door hanger. If an account for utility service remains delinquent beyond the tenth (10th) day of every odd month, the city shall notify the customer that service shall be disconnected without further notice unless the delinquent account and all penalties are immediately paid in full, or arrangements for deferred payments are made in accordance with NMC 13.12.025.**

Section 4. Section 13.12.025 Deferred Payment Arrangements – Penalty, Assessed is established to state:

The City Clerk, or his or her designee, is hereby authorized and directed to promulgate administrative policies and procedures for the implementation of this chapter. A deferred payment arrangement may be extended to customers for the payment of the bimonthly utility bill where the customer is unable to pay the full amount of utility charges because of temporary financial difficulties or other hardship. Each customer of the city may be granted a deferral by the City Clerk, or his or her designee, up to four (4) times in each calendar year. Each deferral of a utility billing payment shall be for a period no greater than thirty (30) days and shall be paid in full prior to the following billing cycle. If arrangements for deferred payments have been made, the account shall assess same penalty fees as set forth in NMC 13.12.020. Failure to abide by the terms of the arrangement shall be cause for shut-off and discontinuance of utility service until the total utility charges that are due are paid in full.

Section 5. Section 13.12.030 Shut-off of Water Services is amended to state:

- A. ~~The city shall disconnect water and sewer service to any user on the eleventh day after the mailing of a delinquent shut-off notice, or the next business day if such date falls on a weekend or holiday.~~ **In the absence of special arrangements for deferred payment(s) with the city, failure of any customer to pay any portion beyond twenty-five dollars (\$25.00) or the accumulated late fee thereafter the tenth (10th) day of every odd month or the next full business day should it fall on a Friday, weekend, or holiday service shall be disconnected.**
- B. ~~Upon request and approval of the clerk treasurer a delinquent payment fee may be removed from the account due to extenuating circumstances if account is paid current before noon on the second to last business day of the month. This removal of late fee is allowed only one time within a calendar year.~~ **By 10 a.m. thereafter the tenth (10th) day, a list of remaining delinquent accounts shall be compiled, and the list given to the public works director or his or her designee; it shall be his duty to immediately thereafter shut off the water service to such delinquent premises.**
- C. **Payment in full on disconnected accounts received by 4 p.m. on a regular business day will be reconnected on that same day. Payment in full on disconnected accounts received after 4 p.m. will be reconnected on the next business day.**
- ~~C.D.~~ Delinquent payment fee's may be removed from an account due to city errors on the account beyond control of the customer.
- ~~D.E.~~ Utility services will not be restored to any person or property for which delinquent payments are owed until said payments are made.
- ~~E.F.~~ Failure to receive mail will not be recognized as a valid reason for failure to pay rates when due.
- ~~F.G.~~ In addition to the delinquency penalty set forth in Section 13.12.020 of this section, the following charges are established with respect to the following actions:
 - 1. The charge for shutoffs for non-payment of a utility bill shall be twenty-five dollars **(\$25.00)**.
 - 2. Reconnecting service due to shut off of unpaid utility bill, ten dollars **(\$10.00)**;

3. ~~Production of duplicate billing statement, one dollar.~~ **The amount of such delinquent charge remaining unpaid shall constitute a lien upon the real property to which the utility services are provided.**

~~In addition,~~ On the fortieth (**40th**) day after the billing statement the customer will be subject to a collection notice and thirty (**30**) days thereafter the account ~~will~~ **shall** be forwarded to a collection agency. ~~The amount of such delinquent charge remaining unpaid shall constitute a lien upon the real property to which the utility services are provided.~~

Section 6. Section 13.12.040 Alternative Method of Payment is hereby affirmed in its entirety to state:

- A. Users of utility services provided by the city may, at their option, pay to the city at any time prior to the billing date, as an advance payment, toward the actual or estimated utility service charges for water, sewer, and storm service to be billed for the month or next succeeding month during which such charges are incurred.
- B. In the event the amount paid exceeds or is less than the actual service charges incurred, any excess amount paid in advance shall be credited to the next succeeding billing for utility service charges, and any amount not paid in advance shall be paid in full by the due date. All unpaid balances shall be considered delinquent and subject to delinquent fees and penalties as established by city ordinance.

Section 7. Section 13.12.050 Charge for Special Improvements is amended to state:

Where special improvements or upgrading projects have been installed and the costs or portion of the costs of such improvements are determined to be financed by user charges from the customers served, or by benefitting from such improvements, such customers shall be responsible for an additional charge to be added to their water use charges and included in their water bill statement. The amount of this additional charge shall be as determined and established by the city council for the specific improvements or upgrading project. Such additional charge shall be to satisfy all debt service requirements and other related costs only.

Section 8. Section 13.12.060 Order for Crediting Incomplete Utility Bill Payments is to state:

When payment has been made for only part of the total amount owed on a combined utility bill, or for any reason payment of the total amount(s) owed on a combined utility bill has not been made, the city shall satisfy or credit such partial or incomplete payments to or toward ~~amounts owed for sanitary sewer services, any delinquency charges, fines or penalties, and/or service charges that may be owing, prior to applying or crediting any portion on the amount paid toward charges owed for water service.~~ **outstanding charges in the following order of priority:**

A. Sanitary sewer services,

B. Delinquency charges,

C. Fines or penalties,

D. Service charges that may be owing,

E. Water service.

Section 9. Section 13.12.070 Service Charge for Dishonored Check - Penalty is established to state:

A service charge of forty dollars (\$40.00) shall be imposed upon any customer who, in full or partial payment of a city utility bill, tenders an ACH, check, or electronic check, which is thereafter returned to the city as a result of insufficient funds, stop payment, closed account, or all other reasons for payment not successfully processed. Notification shall be in the form of a door hanger at the property with an additional ten-dollar (\$10.00) fee. The door hanger will state payment is due within 72 hours from date of notice or City Clerk, or his or her designee, shall assess against such account the same penalty fees as set forth in NMC 13.12.020 if returned after utility bill due date.

Section 10. Section 13.12.080 Delinquency/Lien is to state:

- A. All water rates shall be charged against the premises for which the service was installed. Any and all charges provided for, when the same become delinquent and unpaid, shall constitute a lien against the premises to which the same has been furnished. Enforcement of a lien and collection of a lien shall include, but not be limited to, the right to stop service and deny service thereafter to any and all owners and/or occupants of the premises until the charges for service and/or other charges have been paid in full.
- B. In cases where the occupant of the premises moves to another location within the system and applies for water at the new location, services shall be denied at such location until and unless any statement for service against the first location is fully paid.
- C. If any such charges are not paid, the city may record a lien at the office of the county auditor against the property for which the service was installed. Such lien shall include the delinquent charges and such customer shall be responsible for all costs incurred by the city, including reasonable attorney's fees for preparing the lien and the fee for recording the lien.
- D. Failure to receive mail will not be recognized as a valid excuse for failure to pay charges due. Notice of change in ownership of property and change in mailing address must be given in writing by the property owner or his agent to the city.

Section 11. 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 12. Repealer. Section 1 of Ordinance No. 568-A, as codified at Chapter 13.12 of the Napavine Municipal Code (“NMC”), enacted May 8, 2018, is hereby repealed in its entirety. All

other ordinances or parts of ordinances inconsistent with the provisions of this Ordinance are hereby repealed.

Section 13. 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 14. 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 Council of the City of Napavine, Washington, and **APPROVED** by the Mayor of the City of Napavine at a regularly scheduled open public meeting thereof, this 11th day of October, 2022.

Shawn O’Neill, Mayor

Attest:

Approved as to form:

Rachelle Denham, City Clerk

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

Approved Reading: /2022
Publication Date: /2022
Effective Date: /2022



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

October 11, 2022

To: Council

From: Rachelle Denham, City Clerk

RE: Reduced Speed Limit -Koontz Rd

The City of Napavine will be permanently reducing the speed limit of the 600 block of Koontz Road in both directions from 35 mph to 25 mph. Proper steps have been followed per NMC 10.20.020 to allow this modification. This will go into effect once passed through the Napavine City Council and adheres to the previously adopted Ord. 251.

- Approve** - Reduce speed limit permanently in the 600 block of Koontz Road in both directions to 25 mph.

- Deny**

X

Shawn O'Neill
Mayor

October 11, 2022



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

**City of Napavine
Action Memorandum No. 22-10**

AM 22-10: TIB Crack Seal Project Overage

Originator: Rachelle Denham, City Clerk

Prepared Date: October 6, 2022

Agenda Date: October 11, 2022

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

Review by Mayor Shawn O'Neill: _____,

Attachment(s):

- 1) Washington State TIB Completion of Project / approval of increase TIB Funds
- 2) All Seal Invoice #2020-1-279

Fiscal Impact: yes no

Summary statement:

Staff Recommendation:

- Approve the overage amount of \$129.71

All Seal

36900 NE Amboy Rd
Yacolt, WA 98675 US
3602133733
allsealpc@gmail.com

Invoice

BILL TO
Bryan Morris
P.O. Box 810
Napavine, WA 98565

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
2020-1-279	09/28/2022	\$42,628.71	10/01/2022	Due on receipt	

PROJECT SITE
Napavine

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Mobilization	mobilization, cleanup,	1	11,236.06	11,236.06T
	Crack seal	hot melt to address cracks 1/4" and larger	37,444	0.5419	20,290.90T
	traffic control		1	8,500.00	8,500.00T
				SUBTOTAL	40,026.96
				TAX (6.5%)	2,601.75
				TOTAL	42,628.71
				BALANCE DUE	\$42,628.71



Washington State Transportation Improvement Board

TIB Members

Chair
Councilmember Sam Low
Snohomish County

Vice Chair
Mayor Glenn Johnson
City of Pullman

Amy Asher
Mason Transit Authority

Aaron Butters, P.E.
HW Lochner Inc.

Susan Carter
Hopelink

Barbara Chamberlain
WSDOT

Elizabeth Chamberlain
City of Walla Walla

Chad Coles, P.E.
Spokane County

Mike Dahlem, P.E.
City of Sumner

Commissioner Al French
Spokane County

Councilmember Hilda Guzmán
City of Granger

Commissioner Scott Hutsell
Lincoln County

John Klekotka, P.E.
Port of Everett

David Ramsay
Feet First

Les Reardanz
Whatcom Transportation Authority

Ruth Roberson
Budget Assistant to the Governor

Peter Rogalsky, P.E.
City of Richland

Councilmember Jan Schuette
City of Arlington

Jennifer Walker
Thurston County

Jane Wall
County Road Administration Board

October 4, 2022

Mr. Bryan Morris
Director of Public Works & Community Development
City of Napavine
Post Office Box 810
Napavine, WA 98565-0810

Dear Mr. Morris:

Congratulations on the completion of the Maintenance Crack Seal project, TIB number 2-W-963(004)-1. Your \$2,469 TIB fund increase request was approved.

Our records show we owe you \$40,498; you will receive payment by November 3, 2022.

We are happy to assist you with any questions regarding this process. You can contact Chris Langhoff, TIB Project Engineer, at (360) 586-1157 or via e-mail at ChrisL@TIB.wa.gov.

Sincerely,

Ashley Probart
Executive Director

Ashley Probart
Executive Director

P.O. Box 40901
Olympia, WA 98504-0901
Phone: 360-586-1140
www.tib.wa.gov



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

**City of Napavine
Action Memorandum No. 22-11**

AM 22-11: City Water Connection Extension-1153 Rush Rd.

Originator: Rachelle Denham, City Clerk

Prepared Date: October 6, 2022

Agenda Date: October 11, 2022

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

Review by Mayor Shawn O'Neill: _____,

Attachment(s):

- 1) Letter from property owner, Scott & Keri Salvner
- 2) City Letter to Scott & Keri Salvner / Dated: August 15, 2022

Fiscal Impact: yes no

Summary statement: On August 3rd, 2022 the Salvner's purchased 1153 Rush Road. In the process of the property closing Title Guaranty was informed that the buyers are required to connect to the public water system. Per Napavine Municipal Code (NMC) 13.02.030- Water Service for Premises states when a property is sold or change ownership, said property shall be required to connect to the public water system if available within sixty (60) days after date of official notice to do so. Any existing wells located on parcels are to be decommissioned and all water rights transferred to the city. The Salvner's are asking for an extension to connect to the water due to not being aware of this charge at time of purchasing/closing of home purchase.

Staff Recommendation:

- Approve the extension of hooking up to the city water system until June 30, 2023.



Public Works

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

Phone: (360) 262-3547 Fax: (360) 262-9199

www.cityofnapavine.com

August 15, 2022

Scott & Keri Salvner
1153 Rush Rd
Chehalis, WA 98532

RE: Water Service for Premise to 1153 Rush Road

Dear Mr. & Mrs. Salvner,

The intent of this letter is to follow up on the purchase of the water hook-up fee of \$4,700.00 from the sale of 1153 Rush Road on August 3rd, 2022. In the process of the property selling, the City disclosed to Title Guaranty the property is required to connect to the public water system.

Per Napavine Municipal Code (NMC) 13.02.030 – Water Service for Premises states when a property is sold or change ownership, said property shall be required to connect to the public water system if available within sixty (60) days after date of official notice to do so. Any existing wells located on parcels are to be decommissioned and all water rights transferred to the city.

Should you have any questions, please contact the Public Works Department via phone at (360) 262-9344 or in person at Napavine City Hall located 407 Birch Ave S.W., Napavine, WA. We would be more than happy to walk you through the process.

Sincerely,

Bryan Morris
Public Works Director

Enclosed: NMC 13.02.030, Utility Application for Services & Temporary Non-Use Agreement

City of Napavine

407 Birch Ave SE

Napavine, WA 98565

Sub: City Water connection

Board Members,

On 28 July 2022, we purchased the property at 1153 Rush Rd, Chehalis, WA 98532. Before closing at our request our Realtor inquired about the utilities for the property. We were informed about the cable options, power, refuse collection, that we were on Napavine public sewer, and that we were on well water. At that time there was no disclosure that we would need to transition to Napavine Public water after closing, so that was not a cost we factored into the purchase of the property. We knew that the dwelling was going to need major renovations to be livable so our resources were directed there. We spent the 1st 30 days purchasing supplies and lining up contractors so we could have the main dwelling ready for habitation before winter. At approx 30 days is when we received a letter from Napavine alerting us to the fact we were legally bound to hook up to the city's Public Water system within a short window of time.

At this time we are asking for an extension to that date. As our finances have gone to making the house inhabitable, we would like to build up our reserve account so we can easily put in the new lines without worrying about what we might still discover with the house this winter. We have set a "no later than" date of Friday, June 30th, 2023 to be fully hooked to the Napavine Public water system. We are on a shared well so the well will not be fully decommissioned once we transition off of it.

Without the early assistance of Director Bryan Morris, we truly would have been at a loss as to what was what at this property. He is a true asset to Napavine.

Thank you for your time, consideration, and assistance with this issue.

Sincerely,

Scott & Keri Salvner

TheSalvners@yahoo.com

253-905-3920