



CITY COUNCIL MEETING AGENDA

Tuesday – September 23, 2025 – 6:00 PM

Shawn O'Neill,
Mayor
soneill@cityofnapavine.com

Brian Watson,
Council Position No.1
bwatson@cityofnapavine.com

Ivan Wiediger,
Council Position No.2
iwiediger@cityofnapavine.com

Don Webster,
Council Position No.3
dwebster@cityofnapavine.com

Heather Stewart,
Council Position No.4
hstewart@cityofnapavine.com

Duane Crouse,
Council Position No.5
dcrouse@cityofnapavine.com

Staff Members

Rachelle Denham,
City Clerk

Michelle Whitten,
City Treasurer

Bryan Morris,
PW Director
Community Development

John Brockmueller,
Chief of Police

Allen Unzelman
Honorable Judge-Municipal Court

Jim Buzzard,
Legal Counsel

City of Napavine
407 Birch Ave SW
P O Box 810
Napavine, WA 98565
360-262-3547

City Website
www.cityofnapavine.com

- I. CALL TO ORDER
- II. INVOCATION
- III. PLEDGE OF ALLEGIANCE
- IV. ROLL CALL
- V. APPROVAL OF AGENDA – AS PRESENTED
- VI. APPROVAL OF MEETING MINUTES – SEPTEMBER 9, 2025
 - 1) REGULAR COUNCIL MEETING
- VII. STAFF & COUNCIL REPORT
- VIII. CITIZEN COMMENTS – NON-AGENDA ITEMS
- IX. CITY OF CHEHALIS ANNEXATION UPDATE – CITY MANAGER, STACY DENHAM
- X. NEW BUSINESS
 - 1) VOUCHERS – M. WHITTEN
 - 2) ORD 672: TERMINATION & RELEASING THE DEVELOPMENT AGREEMENT W/ROGNLIN PROPERTIES, LLC – R. DENHAM
 - 3) AM25-14: ROGNLIN PROPERTIES, LLC/NAPAVINE INVESTORS, LLC RELEASE OF FUNDS – M. WHITTEN
- 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
September 9, 2025, 6:00 P.M.
Napavine City Hall, 407 Birch Ave SW, Napavine, WA

CALL TO ORDER:

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

INVOCATION:

The invocation was led by Bryan Morris.

PLEDGE OF ALLEGIANCE:

Mayor Shawn O'Neill led the flag salute.

ROLL CALL:

Council members present: Shawn O'Neill Mayor, Brian Watson Councilor #1, Donald Webster Councilor #3, and Heather Stewart Councilor #4, and Duane Crouse Mayor Pro Tem.

City staff members present: City Clerk – Rachelle Denham, Chief of Police – John Brockmueller, Treasurer - Michelle Whitten, CD/PW Director - Bryan Morris, Court Administrator – Lacie DeWitt. Not Present: Legal Counsel – Jim Buzzard.

MOVED:	Don Webster	Motion: Excuse Councilor Ivan Wiediger.
SECONDED:	Brian Watson	
<i>Discussion:</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried: 4 aye and 0 nay.	

CONSENT/APPROVAL OF AGENDA *Items amended: Remove Executive Session due to having no legal representation present. Remove setting a public hearing date for Napavine Investors LLC, Add: Termination of the Rognlin Development Agreement.*

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

APPROVAL OF MEETING MINUTES

MOVED:	Brian Watson	Motion: Approval of the regular council meeting minutes for August 12, 2025.
SECONDED:	Don Webster	
<i>Discussion: No Discussion.</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried: 4 aye and 0 nay.	

STAFF & COUNCIL REPORTS:

John Brockmueller – Chief of Police

- Greetings to the council. Stats will be provided at the next meeting, operations are normal.

Rachelle Denham – City Clerk

- The report is in writing.

Bryan Morris - PW/CD Director

- The report is in writing. Additional Info: The city of Napavine pressure flow effective today is 1,436 gallons a minute to our fire hydrants.

Michelle Whitten – Treasurer

- There is an issue with a citizens sewer system that was attached to the city. The issue has been going on for a couple of years and after more inspection of it found out that it was actually on the city side. There are some bills that need to be paid for this family on Mitchell Lane, and the amount is \$3,215.86. It is not included in the current vouchers.

Jon Beck – LCFD5

- Steel arrived this week and the structure is up. You'll see rapid development going forward through the rest of this month, slated to be finished in March. The project manager is working aggressively with subcontractors to get that timeline tightened up. There is a tender on the fire over at the Katy Creek fire over in Eastern WA with DNR. Still moving forward with some discussions with the City of Chehalis and District 6 with an ILA between the three agencies as the City of Chehalis prepares to annex their entire UGA.

Commissioner Pollock

- The county is in the middle of the budget season. The comprehensive plan is coming up, keep watching the calendar for that, it may be the 23rd for the first portion of hearing. They are hoping to work with different cities on an ILA.

Brian Watson – Councilor 1

- High school football's back. Napavine won 32-8 over Goldendale, over in Eastern Washington. He had never been there before and it's beautiful.

Shawn O'Neill – Mayor

- Duane and Shawn participated in the first Napavine Wrestling and Cheerleader golf tournament. It was pretty cool and looks like they are off to a good start. He would like for us to support this event.

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

- NONE.

NEW BUSINESS**VOUCHERS- M. WHITTEN**

Reference	Date	Amount	Notes
Reference Number: EFT*20250912	Dept of Revenue	\$705.48	
2025*07 Utility Tax Return	9/4/2025	\$705.48	2025*07 Utility Tax Return
Totals		\$255,918.82	

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

Accounts Payable Aug	16	27	22,398.01	39941-39964
Accounts Payable Sept	31	67	53,488.72	39966-39996
Payroll Vendors	2	2	1,437.00	39940/39965
Electronic Pay (Aug)	3	3	30,221.25	EFT*20250902-04
Electronic Pay (Sept)	1	1	705.48	EFT*20250912
Electronic Payroll	8	8	64,671.47	EFT*20250901/05-11
ACH Direct Deposit	17	17	40,937.85	Payroll 8/1-8/15 2025
ACH Direct Deposit	19	19	42,059.04	Payroll 8/16-8/31 2025
Total Vouchers	97	144	\$255,918.82	

MOVED:	Don Webster	Motion: Pay the bills. Approval of the Vouchers dated September 2025 1 st Council Meeting.
SECONDED:	Duane Crouse	
<i>Discussion: Mayor Pro Tem applauded Michelle for being able to address voucher information so quickly. Councilor Stewart asked for an explanation of the \$3,215.86 that the city will be paying. Director Morris provided explanation. On Wildwood Hill on the North end is a pressured system and every house has a septic tank inside of a sewer system. This house is on top of the hill, highest point of the whole neighborhood. It got locked because of air coming back up and would jam the pump. It appears that some kid turned off the air relief valve at some point and the city didn't know it was there until now. Implemented now where a check is done, it doesn't matter though, if it's locked up for any time at all, it could happen. It's kind of a bad deal but we have to keep striving forward. Councilor Watson asked if this is something they asked for or just doing it out of the goodness of your heart? Director Morris replied that he spoke with the mayor and department heads and that it's the right thing to do.</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried: 4 aye and 0 nay.	

AM 25-12: LIQUOR LICENSE RENEW ANNIES NAPA VINE COUNTRY MARKET – R. DENHAM

MOVED:	Don Webster	Motion: Approve AM25-12 Liquor license renewal.
SECONDED:	Duane Crouse	
<i>Discussion: No Discussion.</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried: 4 aye and 0 nay.	

AM 25-13: LEAK ADJUSTMENT ACC NO.3329.0 – R. DENHAM

MOVED:	Duane Crouse	Motion: Approve AM25-13 leak adjustment.
SECONDED:	Don Webster	
<i>Discussion: Mayor Pro Tem asked if the leak was fixed. Rachelle replied, yes. Councilor Watson stated that it seems like a lot for a toilet leak. Councilor Wiediger asked if the leak was based on an average? Rachelle replied, yes.</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried: 4 aye and 0 nay.	

AGREEMENT (2026-2029) MUNICIPAL COURT JUDGE SERVICES – L. DEWITT / R. DENHAM

MOVED:	Duane Crouse	Motion: Approve Judge Agreement 2026-2029 Judge Unzelman.
SECONDED:	Don Webster	
<i>Discussion: Mayor Pro Tem asked about doing courts for other municipalities. How much are we making from the other municipalities to offset our cost of having that increased workload. Councilor Stewart asked about how he came up with the \$900 increase. Mayor O'Neill replied that he has been in conversation with judge Unzelman. It's based on an extra 15 to 20 hours that are being spent weekly at court just with the increased volume and that doesn't include assisting the PD with search warrant calls. More police calls mean more judge time, the police chief stated that they contact him 1-2 times per week. Maybe look at other options of shorter term so it doesn't seem like such a punch in the gut. Councilor Stewart asked how the budget looks. Treasurer Whitten replied that it is an increase to the budget, and she is starting to get numbers in from all departments, expected to have them by September 23rd. The budget is still a concern to Councilor Stewart. Brief continued conversation took place.</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried: 4 aye and 0 nay.	

TERMINATION ROGNLIN AGREEMENT – MAYOR

MOVED:	Don Webster	Motion: Terminate the regular Rognlin Agreement.
SECONDED:	Heather Stewart	
<i>Discussion: Director Morris explained that when the Rognlin's did their development, they did a frontage improvement design. They put a dollar amount up against that because Bryan could not have them do frontage improvements when he knew Rush Rd was going to completely change the design on it and didn't want to jackhammer out \$135k of the taxpayers or anybody's money. Glad this wasn't done because it would have been off by 10 feet. Now, he has the design for Rush Rd, went to the developer, he says no, I'd rather just do the frontage improvements now that it's known where they go so the agreement can be discontinued. What happens is when Bryan has an approved set of plans and package, which he does, it can be covered through a performance bond. This is done with every job, because he will not permit or allow work to be done until a performance bond is in place for frontage and all the right-of-ways. Everything flows together and the money should be given back. John Mastandrea spoke on behalf of his project and completing the project, so it looks finished and is better for the community. Street names in the development will be named after prior mayors. He plans to be here in the community working with us for a long time. There is \$70k in water infrastructure, this is receipted with the city, and it is to be completed within 10 years, also is covered with final plat if not finished within 10 years. Brief continued conversation took place.</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried: 4 aye and 0 nay.	

ADJOURNMENT: *Meeting Adjourned at approximately 6:39 p.m.*

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

These minutes are not verbatim. If so desired, a recording of this meeting is available online from [freeconferencecall.com](https://fccdl.in/MIKNNVyC8N) or at the link <https://fccdl.in/MIKNNVyC8N> .

Respectfully submitted,

Rachelle Denham, City Clerk

Shawn O'Neill, Mayor

Councilor



Voucher Sept 23, 2025

September 2025 2nd Council Meeting

Reference	Date	Amount	Notes
Reference Number: 39998	Goebel Septic Tank Servic	\$394.20	
92310	8/15/2025	\$394.20	223 Mitchell Lane
Reference Number: 39999	Transient Vendor	\$872.92	
4597	9/1/2025	\$872.92	223 Mitchell Lane
Reference Number: 40000	Transient Vendor	\$1,948.74	
2025*Sept Sewer Repair Reimb	9/10/2025	\$1,948.74	Roto Rooter/DJs Plumbing/Goebel Septic 2
Reference Number: 40001	Buzzard Law Group, P.S.	\$11,487.50	
19513	7/21/2025	\$25.00	5A0611123
19515	7/21/2025	\$25.00	5A0611120
19516	7/21/2025	\$25.00	5A0591469
19517	7/21/2025	\$125.00	5A0480630
19518	7/21/2025	\$125.00	5A0480622
19519	7/21/2025	\$25.00	5A0464251
19520	7/21/2025	\$12.50	5A0429480
19521	7/21/2025	\$12.50	5A0373944
19522	7/21/2025	\$187.50	5A0373943
19523	7/21/2025	\$12.50	5A0373941
19524	7/21/2025	\$12.50	5A0373939
19525	7/21/2025	\$12.50	5A0373937
19526	7/21/2025	\$50.00	5A0373927
19529	7/21/2025	\$12.50	5A0347977
19530	7/21/2025	\$12.50	5A0172000
19531	7/21/2025	\$12.50	5A0171998
19533	7/21/2025	\$100.00	5A0069864
19534	7/21/2025	\$12.50	5A0032278
19535	7/21/2025	\$37.50	5A0032275

September 2025 2nd Council Meeting

Reference	Date	Amount Notes
19536	7/21/2025	\$12.50 5A0032268
19537	7/21/2025	\$37.50 5A0032265
19538	7/21/2025	\$375.00 5A0027963
19539	7/21/2025	\$125.00 5A0027959
19540	7/21/2025	\$625.00 5A0027958
19541	7/21/2025	\$50.00 4A0730151, 4A0730152
19542	7/21/2025	\$25.00 Lewis 4A0730145
19543	7/21/2025	\$25.00 Lewis 4A0730134
19544	7/21/2025	\$75.00 Lewis 4A0412361, 4A0412362
19545	7/21/2025	\$50.00 Lewis 4A0377951
19547	7/21/2025	\$12.50 Lewis 4A0203560
19548	7/21/2025	\$37.50 Lewis 3A0549361, 3A0549362
19549	7/21/2025	\$150.00 Lewis 2A0389271
19550	7/21/2025	\$25.00 Lewis 2A0186782
19555	7/21/2025	\$50.00 Lewis 3A0711646
19556	7/21/2025	\$1,200.00 2025 - Unclaimed vehicles
19557	7/21/2025	\$25.00 Lewis 3A0549321, 3A0549322
19558	7/21/2025	\$25.00 Lewis 3A0330787
19561	7/21/2025	\$2,425.00 General Prosecution File
19565	7/21/2025	\$12.50 Lewis 1A0339456
19705	8/20/2025	\$337.50 Creekside Pass Thru
19706	8/20/2025	\$37.50 TA Truck Stop pass thru
19708	8/20/2025	\$37.50 5A0671708
19714	8/20/2025	\$12.50 5A0633259
19717	8/20/2025	\$12.50 5A0611136
19718	8/20/2025	\$12.50 5A0611130, 5A0611128
19719	8/20/2025	\$12.50 5A0611127
19720	8/20/2025	\$12.50 5A0611125
19721	8/20/2025	\$25.00 5A0611123
19722	8/20/2025	\$25.00 5A0591469
19723	8/20/2025	\$37.50 5A0542586
19725	8/20/2025	\$37.50 5A0480633

September 2025 2nd Council Meeting

Reference	Date	Amount Notes
19726	8/20/2025	\$37.50 5A0429477
19727	8/20/2025	\$25.00 5A0429470
19728	8/20/2025	\$75.00 5A0373943
19729	8/20/2025	\$25.00 5A0373941
19730	8/20/2025	\$75.00 5A0373939
19731	8/20/2025	\$25.00 5A0373929, 5A0373930
19732	8/20/2025	\$125.00 5A0373918, 5A0373919
19733	8/20/2025	\$25.00 5A0373916
19734	8/20/2025	\$25.00 5A0373911, 5A0373912
19735	8/20/2025	\$50.00 5A0373904
19736	8/20/2025	\$25.00 5A0373902, 5A0373903
19738	8/20/2025	\$75.00 5A0172000
19739	8/20/2025	\$50.00 5A0171998
19741	8/20/2025	\$75.00 4A0874010
19743	8/20/2025	\$25.00 4A0730153
19744	8/20/2025	\$375.00 4A0730129, 4A0730131
19746	8/20/2025	\$375.00 3A0829119, 3A0829120
19747	8/20/2025	\$25.00 Lewis 2A0389284, 2A0389285
19753	8/20/2025	\$375.00 Vertical Bridge Pass Thru
19757	8/20/2025	\$1,150.00 2025 - July Legal/Council Meeting/Business
19761	8/20/2025	\$1,525.00 General Prosecution File
19767	8/20/2025	\$125.00 3A0125409
Reference Number: 40002	Capital Business Machines	\$377.11
INV284871	9/8/2025	\$177.97 2025 PD/Court 50% 8/1-8/31
INV284872	9/8/2025	\$199.14 2025*8/1-8/31 copies CH
Reference Number: 40003	City of Napavine	\$12,859.72
2025*08 Utility Tax	8/31/2025	\$12,859.72 2025- Aug Water/Sewer Service Utility Tax
Reference Number: 40004	Crystal Springs/Primo	\$43.88
24715952091025	9/10/2025	\$43.88 2 bottles water/rental Aug

September 2025 2nd Council Meeting

Reference	Date	Amount Notes
Reference Number: 40005 591751350	DE Lage Landen Financial Services 8/21/2025	\$268.92 \$268.92 2025 - 8/15-9/14 Sharp MX3071 PD/
Reference Number: 40006 INV-3234	Emergency Vehicle Solutions LLC 9/17/2025	\$964.53 \$964.53 Barcode Scanner (4)
Reference Number: 40007 1526080	General Pacific Inc 9/9/2025	\$3,145.71 \$3,145.71 3 meters
Reference Number: 40008 11362	LC Emergency Management 9/5/2025	\$3,213.00 \$3,213.00 2025 - Q3 Contract EMS
Reference Number: 40009 4901670S185	Lemay Mobile Shredding 9/1/2025	\$69.10 \$69.10 2025 Aug Shred
Reference Number: 40010 25-8652	Lewis County Auditor 8/14/2025	\$322.50 \$322.50 Breen doc recording
Reference Number: 40011 2025 Aug Evidence	Lewis County Sheriffs Office 9/17/2025	\$1,052.75 \$1,052.75 2025- Aug Evidence Handling
Reference Number: 40012 507519305	Mott Macdonald 9/10/2025	\$1,031.25 \$1,031.25 Well Phase 1 PFAS
Reference Number: 40013 970721 970778 970780 971021 971511 971559	Napavine Ace Hardware 8/4/2025 8/4/2025 8/4/2025 8/7/2025 8/13/2025 8/13/2025	\$163.91 \$5.39 Fuse Auto AGC 15 AMP \$8.64 Clorox Splashless 77oz \$10.80 Battery ALKLN AA 8PK \$10.37 Tire Plug Kit 6PC \$35.15 maintenance supplies \$54.04 Hose Flexogen 3/4"50'

September 2025 2nd Council Meeting

Reference	Date	Amount Notes
972229	8/21/2025	\$9.29 SCKTIMP1/2"DR11/16"6PTDP
972284	8/21/2025	\$4.31 Clorox Wipe Lemon 35 CT
972923	8/28/2025	\$25.92 Clorox Wipes & Contractor Bag 55G 15PK
Reference Number: 40014	Providence Hospital/cent	\$8.00
2025 Aug Lane Blood	9/17/2025	\$8.00 2025 Aug Lane Blood
Reference Number: 40015	Toledotel	\$351.27
10093436	9/1/2025	\$351.27 2025*9/1-9/30 VOIP
Reference Number: 40016	Tyler Rental	\$756.00
E648973	9/4/2025	\$756.00 3" air pump
Reference Number: 40017	US Bank Corp Payment Syst	\$1,947.92
000004625 Benny's Florist	8/15/2025	\$227.22 Memorial Flowers John Sayers
032719 Amanda Andersen Photography	8/13/2025	\$24.00 Wellness Workshop
035294 Napa	8/25/2025	\$8.83 PIC Power Socket
064873 Loves	8/12/2025	\$11.77 25F091D Prfdwater 32pk
10007429003 Shell Oil	8/25/2025	\$38.81 Fuel
113-4864401-6905042 Amazon	8/28/2025	\$74.78 office supplies
113-5052335-8976250 Amazon	8/21/2025	\$118.92
11322 WA Secretary of State	9/3/2025	\$134.48 Flags x 3
1157 ToolsPlusMore	9/3/2025	\$79.48 Magnetomatic Pipe and Cable Locator x 2
2296324 Powersports	8/13/2025	\$636.62 2014 Honda ST1300P
2704850 76 - Con Chehalis	8/18/2025	\$77.98 Fuel
538327 Tractor Supply CO	8/25/2025	\$108.38 TRV ISO-32 HYD Fluid 5 GAL
75479 MRSC Rosters	8/12/2025	\$135.00 MRSC Rosters
78815142 FreeConferenceCall.com	8/15/2025	\$3.25 file storage 8/15/25-9/14/25
840-59800250-1-4184266-1 USPS	9/3/2025	\$234.00 postage stamps
840-59800250-1-4185347-2 USPS	9/3/2025	\$3.84 postage
840-59800508-1-2001378-2 USPS	8/29/2025	\$2.72 postage
972654 Napavine Ace Hardware	8/25/2025	\$10.81 Wasp Hornet Killer 14oz

September 2025 2nd Council Meeting

Reference	Date	Amount	Notes
INV319189855 Zoom	8/27/2025	\$17.03	Zoom Subscription Period Aug 27-Sep 26
Reference Number: 40018	US Bank NA Cincinnati	\$82.01	
2025*Aug Bond Maintenance	9/18/2025	\$82.01	2025*Aug Bond Maintenance
Reference Number: 40019	US Cellular	\$48.29	
0750959536	8/20/2025	\$48.29	2025* 8/20-9/19 Cell Treasurer
Reference Number: 40020	Utilities Underground Location Center	\$28.35	
5080198	8/31/2025	\$28.35	2025 Aug 21 locates
Reference Number: 40021	Vision Municipal Solution	\$583.75	
09-16362	9/1/2025	\$583.75	10/19/2025-10/18/2026 Sonic Wall
Reference Number: 40022	WA Dept of Transportation	\$2,587.13	
RE*FB91458002261	8/31/2025	\$2,587.13	2025*Aug Fuel
Reference Number: 40023	Washington Dept. of Health	\$78,224.18	
4338	8/14/2025	\$78,224.18	DM 10-952-006 Loan Payment
Reference Number: 40024	Whisler Communications	\$30.00	
17763 a	9/5/2025	\$30.00	shipping for portable radio
Reference Number: 40025	Winlock Auto Supply	\$34.52	
035410	8/27/2025	\$34.52	wiper blades
Reference Number: EFT*20250913	Centurylink	\$56.48	
2025 July Tylemetry	8/12/2025	\$56.48	2025- July Well Telemetry 206T21 7/21-8/
Reference Number: EFT*20250914	Centurylink	\$56.48	
2025 AugTylemetry	9/11/2025	\$56.48	2025- Aug Well Telemetry 206T21 8/21-9/

September 2025 2nd Council Meeting

Reference	Date	Amount	Notes
Reference Number: EFT*20250915	Dept of Licensing Firearms Desk	\$18.00	
NV0000150 Flory	9/11/2025	\$18.00	NV0000150 Flory
Reference Number: EFT*20250916	Dept of Revenue	\$9,250.57	
2025*Aug Excise Tax Return	8/31/2025	\$9,250.57	2025*Aug Excise Tax Return
Reference Number: EFT*20250917	Invoice Cloud Inc	\$160.25	
3636-2025_8	8/31/2025	\$160.25	2025*Aug Cloud invoicing
Reference Number: EFT*20250918	WAVE	\$102.39	
032768701-0011705	8/26/2025	\$102.39	2025- 8/23-9/22 WAVE Phone & Internet F
Reference Number: EFT*20250919	WAVE	\$112.10	
138091001-0011722	9/1/2025	\$112.10	Mayme wifi 2025*9/1-9/30
Reference Number: EFT*20250920	WAVE	\$112.10	
138396701-0011722	9/1/2025	\$112.10	2025 *9/1-9/30 WAVE Internet City hall
Reference Number: EFT*20250921	WAVE	\$112.10	
138396801-0011722	9/1/2025	\$112.10	2025- 9/1-9/30 WAVE Phone PD
Reference Number: EFT*20250922	Dept of Treasury Internal Revenue Serv	\$7,928.27	
Federal Income Tax - 15734	9/17/2025	\$494.31	
Federal Income Tax - 15735	9/17/2025	\$196.29	
Federal Income Tax - 15736	9/17/2025	\$707.33	
Federal Income Tax - 15737	9/17/2025	\$556.17	
Federal Income Tax - 15738	9/17/2025	\$458.41	
Federal Income Tax - 15739	9/17/2025	\$466.54	
Federal Income Tax - 15740	9/17/2025	\$361.93	
Federal Income Tax - 15741	9/17/2025	\$293.75	
Federal Income Tax - 15742	9/17/2025	\$512.88	
Federal Income Tax - 15743	9/17/2025	\$109.64	

September 2025 2nd Council Meeting

Reference	Date	Amount Notes
Federal Income Tax - 15744	9/17/2025	\$435.96
Federal Income Tax - 15745	9/17/2025	\$168.21
Federal Income Tax - 15746	9/17/2025	\$269.32
Federal Income Tax - 15747	9/17/2025	\$0.00
Federal Income Tax - 15748	9/17/2025	\$323.47
Federal Income Tax - 15749	9/17/2025	\$729.61
Federal Income Tax - 15750	9/17/2025	\$190.53
Medicare - 15734	9/17/2025	\$51.86
Medicare - 15734 (2)	9/17/2025	\$51.86
Medicare - 15735	9/17/2025	\$44.85
Medicare - 15735 (2)	9/17/2025	\$44.85
Medicare - 15736	9/17/2025	\$71.14
Medicare - 15736 (2)	9/17/2025	\$71.14
Medicare - 15737	9/17/2025	\$55.94
Medicare - 15737 (2)	9/17/2025	\$55.94
Medicare - 15738	9/17/2025	\$50.95
Medicare - 15738 (2)	9/17/2025	\$50.95
Medicare - 15739	9/17/2025	\$51.48
Medicare - 15739 (2)	9/17/2025	\$51.48
Medicare - 15740	9/17/2025	\$55.03
Medicare - 15740 (2)	9/17/2025	\$55.03
Medicare - 15741	9/17/2025	\$38.28
Medicare - 15741 (2)	9/17/2025	\$38.28
Medicare - 15742	9/17/2025	\$55.99
Medicare - 15742 (2)	9/17/2025	\$55.99
Medicare - 15743	9/17/2025	\$35.22
Medicare - 15743 (2)	9/17/2025	\$35.22
Medicare - 15744	9/17/2025	\$50.61
Medicare - 15744 (2)	9/17/2025	\$50.61
Medicare - 15745	9/17/2025	\$44.05
Medicare - 15745 (2)	9/17/2025	\$44.05
Medicare - 15746	9/17/2025	\$47.30

September 2025 2nd Council Meeting

Reference	Date	Amount	Notes
Medicare - 15746 (2)	9/17/2025	\$47.30	
Medicare - 15747	9/17/2025	\$12.05	
Medicare - 15747 (2)	9/17/2025	\$12.05	
Medicare - 15748	9/17/2025	\$53.27	
Medicare - 15748 (2)	9/17/2025	\$53.27	
Medicare - 15749	9/17/2025	\$69.55	
Medicare - 15749 (2)	9/17/2025	\$69.55	
Medicare - 15750	9/17/2025	\$39.39	
Medicare - 15750 (2)	9/17/2025	\$39.39	
Reference Number: EFT*20250923	Dept of Retirement Systems	\$6,762.96	
Emp Rtmt - 15734	9/17/2025	\$188.89	
Emp Rtmt - 15735	9/17/2025	\$172.60	
Emp Rtmt - 15736	9/17/2025	\$259.69	
Emp Rtmt - 15737	9/17/2025	\$201.25	
Emp Rtmt - 15738	9/17/2025	\$185.93	
Emp Rtmt - 15739	9/17/2025	\$188.89	
Emp Rtmt - 15740	9/17/2025	\$211.79	
Emp Rtmt - 15741	9/17/2025	\$147.32	
Emp Rtmt - 15742	9/17/2025	\$215.45	
Emp Rtmt - 15743	9/17/2025	\$135.55	
Emp Rtmt - 15744	9/17/2025	\$194.74	
Emp Rtmt - 15745	9/17/2025	\$169.53	
Emp Rtmt - 15746	9/17/2025	\$182.02	
Emp Rtmt - 15748	9/17/2025	\$205.01	
Emp Rtmt - 15749	9/17/2025	\$267.64	
Emp Rtmt - 15750	9/17/2025	\$151.57	
Taxable Retirement - 15734	9/17/2025	\$302.86	
Taxable Retirement - 15735	9/17/2025	\$166.42	
Taxable Retirement - 15736	9/17/2025	\$416.38	
Taxable Retirement - 15737	9/17/2025	\$322.68	
Taxable Retirement - 15738	9/17/2025	\$298.11	

September 2025 2nd Council Meeting

Reference	Date	Amount Notes
Taxable Retirement - 15739	9/17/2025	\$302.86
Taxable Retirement - 15740	9/17/2025	\$204.20
Taxable Retirement - 15741	9/17/2025	\$142.04
Taxable Retirement - 15742	9/17/2025	\$270.28
Taxable Retirement - 15743	9/17/2025	\$130.69
Taxable Retirement - 15744	9/17/2025	\$187.76
Taxable Retirement - 15745	9/17/2025	\$163.46
Taxable Retirement - 15746	9/17/2025	\$175.50
Taxable Retirement - 15748	9/17/2025	\$197.67
Taxable Retirement - 15749	9/17/2025	\$258.04
Taxable Retirement - 15750	9/17/2025	\$146.14
Reference Number: Sept 1-15, 2025	Payroll Vendor	\$40,206.03
ACH Pay - 15734	9/17/2025	\$2,514.17
ACH Pay - 15735	9/17/2025	\$2,192.67
ACH Pay - 15736	9/17/2025	\$3,318.23
ACH Pay - 15737	9/17/2025	\$2,701.03
ACH Pay - 15738	9/17/2025	\$2,400.13
ACH Pay - 15739	9/17/2025	\$2,411.98
ACH Pay - 15740	9/17/2025	\$2,337.99
ACH Pay - 15741	9/17/2025	\$1,937.12
ACH Pay - 15742	9/17/2025	\$2,621.37
ACH Pay - 15743	9/17/2025	\$1,982.55
ACH Pay - 15744	9/17/2025	\$2,366.99
ACH Pay - 15745	9/17/2025	\$2,177.65
ACH Pay - 15746	9/17/2025	\$2,270.80
ACH Pay - 15747	9/17/2025	\$805.36
ACH Pay - 15748	9/17/2025	\$2,904.83
ACH Pay - 15749	9/17/2025	\$3,249.97
ACH Pay - 15750	9/17/2025	\$2,013.19
TOTALS		\$187,774.89
VOIDED CK 369695		-\$100.00

Reference	Date		Amount Notes	
			<div><div>\$187,674.89</div></div>	
The following voucher/warrants/electronic payments are approved for payment:				
Accounts Payable	27	126	122,897.16	39998-40025
Electronic Payments	9	9	9,980.47	EFT*20250913-21
Payroll Vendors				
Electronic Payroll	2	2	14,691.23	EFT*20250922-23
ACH Direct Deposit	17	17	40,206.03	Payroll 9/1-9/15 2025
Total Vouchers	55	154	\$187,774.89	
Void Checks 39695			(100.00)	
			\$187,674.89	

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

CITY OF NAPAVINE, WASHINGTON
ORDINANCE NO. 672

**AN ORDINANCE OF THE CITY OF NAPAVINE, WASHINGTON,
AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT
TERMINATING AND RELEASING THE DEVELOPMENT AGREEMENT
WITH ROGNLIN PROPERTIES, LLC, AND NAPAVINE INVESTORS
LLC; REPEALING ORDINANCE NO. 653; 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, the City is authorized to enter into and execute development agreements with persons having ownership or control of real property within its jurisdiction (RCW 36.70B.170(1)); and

WHEREAS, the City Council, after a duly noticed public hearing on September 26, 2023, made appropriate findings and passed Ordinance No. 653 approving a development agreement, which was recorded with the Lewis County Auditor on September 28, 2023, under Auditor’s File Number 3598793 (hereinafter the “Development Agreement”); and

WHEREAS, the Development Agreement controlled development of certain real property commonly known as 1054 Rush Rd. W., Napavine, Lewis County, Washington, all of which is located within the City limits (hereinafter referred to as the “Property”) and described as follows:

The North half of the North half of the Southwest quarter of the Northwest quarter and the South 19 acres of the Northwest quarter of the Northwest quarter of Section 26, Township 13 North, Range 2 West, W.M., LCW.

Except the North 100 feet.

Except Also Rush Road.

WHEREAS, Rognlin is a party to the Development Agreement and was the owner of the Property at the time the Development Agreement was executed; and

WHEREAS, Rognlin sold the Property on or around June 13, 2025, to Napavine Investors LLC (hereinafter referred to as “Napavine Investors”); and

WHEREAS, Napavine Investors has indicated its intent to assume the obligations and requirements of the Development Agreement; and

WHEREAS, Napavine Investors anticipated development of the property is inconsistent with the Development Agreement and therefore has requested that the Development Agreement be terminated; and

WHEREAS, no development has occurred on the site following execution and recording of the Development Agreement; and

WHEREAS, Napavine Investors has indicated its intent to develop the Property in accordance with City standards, including completing the frontage improvements; and

WHEREAS, pursuant to the terms of the Development Agreement, any major modification of the terms of the Agreement must be processed in the manner in which the Agreement was processed and approved; and

WHEREAS, the Council desires to terminate the Development Agreement with Rognlin Properties, LLC, and Napavine Investors LLC as set forth herein.

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

Section 1. **Findings and Conclusions.** The recitals set forth above are adopted as the Findings and Conclusions of the Napavine City Council in support of this ordinance.

Section 2. **Termination.** The Development Agreement dated September 26, 2023, authorized by Ordinance No. 653 is hereby terminated.

Section 3. **Repealer.** Ordinance No. 653, enacted September 26, 2023, is hereby repealed in its entirety.

Section 4. **Authority of Mayor.** The Mayor or designee is hereby authorized to execute the instrument entitled, “Termination and Release Development Agreement” in substantially the form attached to this ordinance and incorporated herein by this reference as if set forth in full. The City consents to the recording of the instrument with the Lewis County Auditor.

Section 5. **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 6. **Effective Date.** This ordinance shall take effect five (5) days after its publication, or publication of a summary thereof, in the City's official newspaper, or as otherwise provided by law.

Section 7. **Non-Codified.** This Ordinance shall not be codified.

Section 8. **Corrections.** Upon approval of the City Attorney, the City Clerk is 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 Napavine, Washington, and **APPROVED** by the Mayor of the City of Napavine at a regularly scheduled open public meeting thereof, this 23rd day of September, 2025.

Shawn O'Neill, Mayor

Attest:

Approved as to form:

Rachelle Denham, City Clerk

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

Approved Reading: /2025
Publication Date: /2025
Effective Date: /2025



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

City of Napavine
Action Memorandum No. 25-14
Release of Funds: Rognlin Properties, LLC/Napavine Properties, LLC

Originator: Michelle Whitten, Treasurer

Agenda Date: September 23, 2025

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

Review/Approved by Mayor Shawn O'Neill: _____,

Supporting Documents: The city received an Email from Randy Rognlin dd:9/17/2025. The message reads the following: *To All : This is Randy Rognlin of Rognlin Properties LLC the former owner of the development Property on Rush Road , On or about June 13th 2025 , I sold the property to Napavine Investors LLC along with all rights and obligations included in the Developer Agreement dated Sept 26th 2023 , I understand Napavine Investors LLC wants to terminate that Development agreement , I am no longer signatory to that agreement since the sale , I believe Napavine Investors LLC is now the sole developer and only their signature is required to terminate Thx RR*

Fiscal Impact: yes ☒ no ☐

Summary statement: Council approval of the dissolution of Ordinance #653 regarding the Rognlins Development Agreement on Rush Road. Rognlins (Developer) sold property to Napavine Investors along with all rights and obligations (see attached email). Terms of original agreement: 5 B. Road Frontage Improvements – Rognlins paid in advance \$135,390.00 for future road construction improvements. This payment now will be reimbursed to new developer Napavine Investors as they will conform to all standards for road improvements and give the city a performance bond for such improvements. Also, in agreement 5 A. Water Hook-ups – Rognlins paid \$70,000 for the reservation of 70 water connections (water infrastructure fee only. These 70 connections for the infrastructure fee will stay with the development of parcel numbers 018152003000 & 018152004000 for a maximum of 10 years. When property is developed the connection fees minus the water infrastructure fee will need to be paid to city at the current city fee at time of connection to the system. Use of these reserved connections will expire on 9/26/2033.

I'm asking that this Action Memorandum be approved and payment of \$135,390 be given to Napavine Investors after the approval of Ordinance dissolving original ordinance and signatures on new agreement.

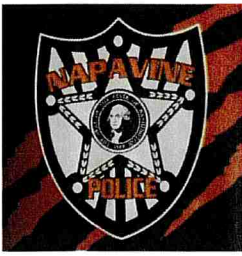
To: Mayor and City Council
From: Bryan Morris, PW/CD Director
RE: Staff Report for Council Meeting, September 23rd, 2025

- **Planning Commission Meeting Minutes**

- Next Planning Commission meeting is October 6th, 2025.

- **Project Updates**

- Scots Industries — Water upgrade is complete. The foundation for the building has started.
- Cell tower on city property - Applicant is filling out the required RCO Allowable Use Form.
- TA Project — The city has received the final submittal for the roundabout. WSDOT is in control with the approval.
- Rush Road STIP - The Public Works Director reviewed the 60% plan and requested some changes.
- Woodard Road (Tiger Meadows) - City is waiting for developer to submit final plans. And lift station dedication plans
- Jefferson Station - Contractor should be starting the project soon.
- Source Water Protection Grant - Waiting on determination for emergency source to be added to the existing water system. Two possible options. 1. Authorize the city to utilize more water out of the existing well by upgrading pumps. 2. Drill an emergency well. Either option would provide the city with 5 to 10 years to find a long-term solution. Need to meet with the tribes for any concerns with the creek behind city hall. The city has submitted grant applications to the state.
- Mayme Park Irrigation and Baseball Field Lighting – The quote for the irrigation of Mayme Shaddock Park and the two ball fields at Washington Park is \$37,125. The city is working on the scope, design and estimate for the baseball fields lights to be switched to LED for a grant application.



NAPAVINE POLICE DEPARTMENT

COUNCIL 9/23/25 STAFF REPORT

- The monthly call totals for August are included in your packet.
- Due to the conditions of Mill Road and in order to reduce liability on the City of Napavine, we are moving forward with posting signs that read, "Caution, Rough Road". We will also be reducing the speed to 15mph. We feel this is the best option, rather than shutting the road down altogether.
- Officer Taylor Nichols accepted a position with Yelm Police Department. His last day will be September 30th. We wish him well and appreciate the time he spent with us serving the City of Napavine.

Napavine Police Department Monthly Call Activity Report

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

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

128

AUGUST MONTHLY TOTAL

982

YEAR TO DATE 2025
(As of the end of Aug 2025)



To: Mayor and City Council

From: Michelle Whitten, City Treasurer

RE: Treasurer's Report Council Meeting Date: September 23, 2025

Treasurer Report:

- **2026 Budget:** Dept Heads have begun getting budget information together. This is the suggested calendar from MRSC

Sept. 8	Budget request to all department heads
Sept. 8-22	Department heads prepare estimates of revenues and expenditures; Clerk prepares estimates for debt service and all other estimates
Sept. 22	Budget estimates from department heads filed with clerk
Sept. 25	Implicit price deflator calculated (only applies to cities of 10,000+ population)
Oct. 1	Clerk provides estimates filed by department heads to mayor/manager showing complete financial program
Oct. 6	Mayor/manager provides council with estimates of revenues from all sources, including estimates prepared by clerk, for consideration of setting property tax levy
Mid-October to mid-November (approx.)	Public hearing on revenue sources including possible increases in property tax
Nov. 2	Mayor/manager prepares preliminary budget and budget message; files with clerk and council
Nov. 1-18 (approx.)	Publication notice of preliminary budget and final hearing
Nov. 1-25 (approx.)	Public hearing(s) on preliminary budget
Nov. 21	Copies of budget available to public
Nov. 30	Property tax levies set by ordinance and filed with county
Dec. 1	Final budget hearing
Dec. 31	Budget adoption deadline

Following this schedule I would like to schedule Budget Workshops for:

- October 14th on Revenues/fee schedule
- October 28th on Expenditures
- I would like to set Public Hearing on:
 - October 28nd for Ad Valorem (Property tax) and Revenues
 - November 12th Preliminary Budget
 - November 25th 2026 Budget
- If everything goes well I would like to pass the Ordinance for the Ad Valorem tax November 12th and the 2026 Budget on November 25th
- **2026 -2031 Capital Facilities Plan:** I would like to schedule a Public Hearing for the Capital Facilities Plan on November 12th, with the Ordinance for November 25th.